

AGENDA ITEM 1(b)

**TOWN OF SAN ANSELMO
STAFF REPORT
May 6, 2004**

For the Meeting of May 11, 2004

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

RECOMMENDATION

That Council acknowledge and file warrant numbers 48394 to 48646 issued during the month of April 2004 in the amount of \$851,284.17. The following warrants voided or cancelled: 48383.

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, April 2004

AGENDA ITEM 1(c)

**TOWN OF SAN ANSELMO
STAFF REPORT
May 4, 2004**

For the Meeting of May 11, 2004

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Quarterly Treasurer's Investment Report, March 2004

RECOMMENDATION

That Council approve the Treasurer's Investment Report for the quarter ending March 2004.

BACKGROUND

The Treasurer's Investment Report is a quarterly itemization of the market value of Town investments.

ANALYSIS

The attached report itemizes the Town's investments and states the market value of each investment as of March 31, 2004. The Wells Fargo Money Market account is the Town's primary checking account used for the deposit and expenditure of operating funds.

The Town currently maintains 2 Local Agency Investment Fund accounts (LAIF) for the purpose of maximizing interest income on funds not needed for immediate expenditure. One account is for investment of general operating funds. It also includes the Tax Revenue Anticipation Note (TRAN) proceeds, which are bonds issued on a one-year basis for the purpose of improving cash flow to public entities heavily reliant on sporadic property tax distributions.

The second LAIF account is for the series 2003 Measure G bond proceeds, required by law to be maintained in a segregated account.

Respectfully submitted,

Janet Pendoley
Finance and Administrative Services Director

Attachment #1: Quarterly Treasurer's Investment Portfolio Report, March 2004

AGENDA ITEM 1(d)

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

A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL IN SUPPORT OF CALIFORNIA'S LAW TO REDUCE GLOBAL WARMING POLLUTION

Whereas, the American Lung Association is celebrating its 100th anniversary this year and has been the leading organization working to prevent lung disease and promote lung health, and is the foremost defender of the Clean Air Act.

Whereas, the month of May is designated as "Clean Air Month" in our nation and many events and activities are scheduled by the American Lung Association to heighten public awareness of clean air concern; and

Whereas, reducing emissions from motor vehicles and fuels is a key clean air strategy in California due to the overwhelming majority of air pollution generated from these sources; and vehicles not only emit ozone precursors, particulates and air toxics, but also emit greenhouse gases such as carbon dioxide, hydrofluorocarbons and methane that are linked to increased warming of the atmosphere; and

Whereas, increased warming of the atmosphere will lead to serious impacts on air quality and public health, water supply, water quality, coastal resources, agriculture, and other environmental impacts; and

Whereas, higher temperatures due to global warming help create conditions that are ideal for ozone formation, and an EPA study on the impacts of increasing temperatures on peak ozone concentrations in Southern California urban areas found up to a 6 ppb ozone increase per each 1°F increase in temperature; and

Whereas, the largest source of global warming pollution in California is passenger cars and light trucks, accounting for approximately 40 percent of the state's emissions; and

Whereas, AB 1493 (Pavley) enacted in 2002 requires the California Air Resources Board to adopt regulations to achieve the maximum feasible and cost-effective reduction in greenhouse gases from passenger vehicles by January, 2005; and

Whereas, the AB 1493 regulations will contribute to both reduced global warming emissions and improved air quality; and an important byproduct of the regulations will likely be reduced pollution emissions from the manufacturing, transportation, delivery and sale of gasoline (called "upstream emissions") due to reduced petroleum use; and

Whereas, the regulations required by AB 1493 will help continue the drive toward advanced technology and alternative fueled vehicles that can achieve extremely low levels of both traditional air pollutants and greenhouse gases; and would give consumers additional choices of clean vehicles without taking away existing vehicle options; and

Whereas, 95% of Californians already live in areas that exceed federal health-based ozone standards, and increased ozone levels leads to increased asthma attacks and other serious lung health impacts; and

Whereas, global warming will significantly impact California consumers, businesses and the state's economy as a result of increased food, water and energy costs, insurance liabilities, environmental losses and demands upon the public health infrastructure; and

Whereas, addressing the impacts of global warming, whether through mitigation or response to natural disasters will severely tax state and local government agencies; and

Whereas, California has a long history of national leadership on air quality and environmental policy, and California's actions are critical to controlling and reducing global warming pollution nationally; and

Therefore, Be It Resolved that the Town of San Anselmo urges the California Air Resources Board to adopt the strongest possible regulations to reduce greenhouse gases emitted by passenger vehicles pursuant to AB 1493 (Pavley), and recommends that the California Legislature endorse such regulations to protect the health of the state's economy and its people.

The foregoing resolution was passed by the San Anselmo Town Council the 11th day of May, 2004.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Paul Chignell, Mayor

Barbara Chambers, Town Clerk

AGENDA ITEM 1(e)

TOWN OF SAN ANSELMO

TOWN COUNCIL STAFF REPORT

For the meeting of 5-11-04

DATE: 5-5-04

TO: Mayor and Council Members

FROM: Rabi Elias, Public Works Director

SUBJECT: Approve pavement repairs on Butterfield Road and no slurry seal.

RECOMMENDATION

Approve project and waive the previously approved slurry seal work on Butterfield Rd.

BACKGROUND

The Town Council at the meeting of 2-10-04 approved the 03-04 Measure G pavement and drainage projects. One of these projects was a slurry seal with some dig outs and repairs on Butterfield Road.

DISCUSSION

Upon further evaluation of the Butterfield slurry, we have reached the conclusion that the slurry seal operation is going to be slow and is going to inconvenience a large number of travelers. It takes around six hours on a hot day to get the slurry to dry; keeping traffic off Butterfield Road is next to impossible because detours are complicated and not workable. The other question is whether the slurry seal worth all this aggravation. My opinion is that in this case it is not. Keep in mind that any undry slurry that is tracked into driveways or inside houses is a menace and leaves a permanent reminder.

At the present the road has some major sections that are cracked and deteriorated and need immediate attention. The recommended repair consists of dig outs up to eight inches deep and fill in with Asphalt concrete (AC). The estimated cost to do the repair work is \$20,000.

FISCAL IMPACT

The slurry seal and dig out repairs were budgeted at \$40,000 and it was to come out from the Measure G slurry seal 04-05.

Doing the repair work only will use \$20,000 which would come out of the slurry seal fund.

AGENDA ITEM 1(f)

TOWN OF SAN ANSELMO

TOWN COUNCIL STAFF REPORT

For the meeting of 5-11-04

DATE: 5-5-04

TO: Mayor and Council Members

FROM: Rabi Elias, Public Works Director

SUBJECT: Approve Waiver of Claims and Indemnification Agreement between Metropolitan Transportation Commission and the Town of San Anselmo related to Traffic Engineering Technical Assistance Program grant.

RECOMMENDATION

Approve agreement.

DISCUSSION

I have applied and was awarded a \$10,000 grant from MTC's Traffic Engineering Technical Assistance Program (TETAP). The goal of the grant is to analyze and evaluate the Hub intersection to arrive at recommendations in signal timing changes or geometry improvements to move the traffic efficiently in order to reduce emissions, enhance traffic safety and make the commuter a happy one. MTC will pick the consultant and pay him directly.

As part of the grant requirement a Waiver of Claims and Indemnification agreement with MTC is needed.

FISCAL IMPACT

There is no local share required for the grant.

Cost to the Town is zero.

AGENDA ITEM 2

TOWN OF SAN ANSELMO

STAFF REPORT

May 5, 2004

For the meeting of May 11, 2004

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Renovation of *The Playhouse*

A. RECOMMENDATION

That Council endorse the renovation project at The Playhouse and consider request for a contribution to the project.

BACKGROUND

The Playhouse, located at 27 Kensington Road, serves a wide variety of community groups, including our own Town Players, for performances and recitals. Annually over 1,800 performers from over 30 different groups in Marin take to its stage.

The building is sorely in need of a renovation. The Playhouse Board of Directors has a renovation plan that includes raising over \$1.5 million over a period of five years, doing the renovation in three phases, as outlined in the attached letter from Lisa Wertheim.

B. DISCUSSION

The Town is being asked to lend its name to the project as an endorser/supporter and consider the contribution of an in-kind gift, which may be in the form of a waiver of a portion of the fees required for the project. Due to the Town's difficult financial situation, staff recommends that Council consider the request for an in-kind contribution when the project application is actually submitted.

C. CONCLUSION

The Playhouse is a great community asset and a worthwhile cause.

Respectfully submitted,

Debra Stutsman
Town Administrator

AGENDA ITEM 3

**TOWN OF SAN ANSELMO
STAFF REPORT
May 6, 2004**

For the Meeting of May 11, 2004

TO: Town Council

FROM: Lisa Wight, Senior Planner

SUBJECT: Memorial Park Entry Plaza and Skate Park, 1000 Sir Francis Drake Boulevard APN 6-032-19/21: On and Near Basketball Courts: Remove basketball courts and construct a 7,885 square foot skate park including: skateboard area, landscaping, fencing, and viewing platform; and Near Baseball Field One: Design changes to park entrance, walking and seating areas, including: ADA accessibility, restroom, landscaping, fencing, bleacher platforms, walls, signage, sculpture, and future canopy over bleachers.

PLANNING COMMISSION RECOMMENDATION

Town Council approve the Negative Declaration and conditionally approve the project.

I. BACKGROUND

April 19, 2004: Planning Commission recommended approval of the Negative Declaration and project with conditions (4-1; Harris: noe; Wittenkeller and Zwick: absent).

Refer to the attached Planning Commission minutes, staff reports, and Negative Declaration.

II. RECOMMENDATION

The Planning Commission recommends approval subject to the following conditions:

1. Approval is based on the plans date stamped October 8, 2002;
2. Rework the handicapped space next to the Recreation building to meet the ADA requirements and reduce entry area in Recreation Building parking lot such that:
 - a) the number of parking spaces would not be decreased; and b) the planter proposed at the end of the parking aisle would be omitted.
3. Specific species and sizes of the evergreen and deciduous trees shall be selected by the Parks Director with the goal being to provide screening of the skate park as viewed from the Isabel Cook housing development.
4. Implement the measures in the noise study to reduce construction noise.
5. All plantings shall have automatic irrigation.
6. There shall be a visual barrier on the fence between the skate park and Baseball Field No. 1.
7. Print all conditions of approval on Sheet 1 of the Building permit drawings.
8. Should construction not begin within one year from the date of this approval, the

approval shall be considered null and void. A one-time-only, one-year extension can be requested in writing to the Planning Director prior to the expiration date.

c: Ron Little, Recreation Director

Attachments: Planning Commission minutes and staff reports dated April 19 and March 1, 2004.
Negative Declaration and Environmental Checklist

AGENDA ITEM 4

TOWN OF SAN ANSELMO STAFF REPORT

May 5, 2004

For the meeting of May 11, 2004

TO: Town Council
FROM: Debra Stutsman, Town Administrator
SUBJECT: Public Opinion Poll

D. RECOMMENDATION

That Council award the contract for a public opinion poll to Evans McDonough in the amount of \$18,500 and identify two Councilmembers to work with staff and the consultant on the survey contents.

BACKGROUND

At the meeting of April 27, 2004 Council directed staff to move forward with soliciting bids for a public opinion poll for the purpose of assessing the feasibility of putting an increase to the Municipal Services Tax on the November 2004 ballot. The Municipal Services Tax is currently set at a maximum of \$78 per living unit and per 1,500 square feet of structure of nonresidential use.

E. DISCUSSION

Three proposals were received for a public opinion poll and are attached. Proposals were received from:

- Evans/McDonough Company Incorporated
- Godbe Research & Analysis
- Strategy Research Institute

Generally, the recommendation is to poll 400 voters, for an average survey length of 15 minutes, with the overall intent to identify support for the measure and test receptiveness to specific tax amounts. Additionally, the survey can identify potential arguments for and against the measure, as well as issues of importance to the community.

F. ANALYSIS

All three companies come highly recommended and have many years of experience conducting public opinion polls. Two of the companies, Godbe Research and SRI, have done work previously in San Anselmo. Staff checked the references for the third company, Evans McDonough, in that they have not previously worked in San Anselmo. Representatives of the City of Santa Rosa, Palo Alto and the Mill Valley School District gave Evans McDonough excellent recommendations.

In order to compare costs, staff selected the bids for a sample size of 400 and an interview length of 15 minutes.

Company	Bid
Evans McDonough	\$18,500
Godbe Research	\$19,425
Strategy Research Institute	\$20,000

Staff recommends the selection of Evans McDonough to conduct a public opinion survey for the Town. This recommendation is based on the excellent qualifications of all three firms for conducting surveys of the type required by the Town. Evans McDonough is the lowest bidder for the project.

G. CONCLUSION

Once a firm is selected, the consultant will begin the compilation of the survey, which includes gaining information from staff and Council on the relevant information to be included. Staff recommends that Council identify two Councilmembers who would like to be involved in the process.

Respectfully submitted,

Debra Stutsman
Town Administrator