

TOWN OF SAN ANSELMO
STAFF REPORT
June 17, 2010

For the meeting of June 22, 2010

TO: Town Council

FROM: Debra Stutsman, Town Manager

SUBJECT: Budget

RECOMMENDATION

That Council receive the update on the preparation of the 2010-11 budget and provide direction to staff on preparing Goals and Objectives for the upcoming year.

BACKGROUND

Staff reported to the Town Council that the Town is facing a projected \$250,000 to \$300,000 shortfall in 2010-11 between projected revenues and projected expenditures. Staff is working to further refine revenue projections and to cut proposed expenditures to close the budget gap. We believe that the shortfall can be closed without seriously affecting services to our constituents.

DISCUSSION

Since our last budget report, the Library ballot measure was successfully passed, resulting in additional revenue for the Library. A special Library Fund will be set up to receive the revenue from the measure and to account for allowed expenditures made as a result of the measure. Any revenue not spent in a given year will be carried over in the Library Fund and available for allowed expenditures in the future. Allowed expenditures are defined by the measure, which include extended hours, enhanced children's services improved computer access and more books, DVD's and CD's. The Librarian will report further on this topic at this meeting in the next item.

New expenditures for 2010-11 will, of necessity, be extremely limited. The Public Works Director advises that an expenditure of \$50,000 will be necessary for safety reasons to secure the Town Hall tower, which is beset with considerable dry rot, and fixing of the problem cannot be delayed any longer. In addition, we are required by CalTrans to conduct a bridge safety study (\$15,000). Those items are planned to be accommodated in the proposed budget, which is scheduled to be brought before Council on Tuesday, July 27.

Should the Council wish to continue the teambuilding/strategic planning effort that was begun in early May, an additional \$10,000 (at a minimum) should be budgeted for the facilitator work to carry out this effort. Council direction is needed on this item.

GOALS AND OBJECTIVES

The previous Council set three goals for Town staff and each department outlined its objectives toward meeting those goals. The goals for 2009-10 are:

- Providing excellent customer service
- Utilizing technology to improve service delivery and efficiency
- Utilizing energy efficiency and green technology to reduce the Town's carbon footprint.

Town staff has been working diligently toward these goals and reports on progress have been provided on a quarterly basis. While progress has been made toward the goals, there is more work to be done in all three areas. Council may choose to assign new goals, or to direct staff to continue to work toward the above stated goals for 2009-10.

Respectfully Submitted,



Debra Stutsman
Town Manager

**TOWN OF SAN ANSELMO
STAFF REPORT
June 17, 2010**

For the meeting of June 22, 2010

TO: Town Council

FROM: Sara Loyster, Town Librarian

SUBJECT: Measure B Library Improvements

RECOMMENDATION

That Council receive the report regarding the expenditure of funds that will come to the Town as a result of the passage of Measure B in accordance with commitments made to the voters.

BACKGROUND

A grassroots initiative measure was conducted in the winter and spring of 2010 to ask voters to approve a \$49.00 parcel tax to help fund the San Anselmo Library. Measure B was approved by a 74.4% "yes" vote on June 8, 2010. It will bring in approximately \$250,000 in revenue which must be spent, according to the ordinance, to bring library services back to the level that existed before significant cuts were made to the library budget in 2006.

DISCUSSION

The Measure B campaign promised to provide:

1. LONGER HOURS with at least 50 open hours per week. (The final schedule of open hours will be determined by Library staff with input from the Town Council and public.)
2. ENHANCED CHILDREN'S SERVICES by hiring a Children's Librarian and offering more Children's programming.
3. IMPROVED COMPUTER ACCESS by increasing the hours of technical staff, and additional computers and printers for public use.
4. MORE BOOKS, DVDS, CDS etc. by increasing the materials budget.

The current Town Librarian retires on August 4. Plans are moving ahead to recruit a new Town Librarian and have that person in place by September. Some of the library enhancements will necessarily have to wait until the new Town Librarian is in place. Hiring new staff and opening more hours go hand in hand and the new Town Librarian will need to take charge of these tasks.

We envision that staff would eventually include these 6 permanent positions, only one of which needs to be full-time.

Town Librarian (full time - already in the budget)

Children's Librarian I (will replace a position that was lost in the 2006 budget cuts)

Reference Librarian II (already in the budget)

Library Technician (already in the budget)

Lead Library Assistant (already in the budget)

Library Assistant (will replace a position that was lost in the 2006 budget cuts)

Immediate improvements would include purchasing more new books, DVD's and audios. Staff would plan to make six new laptop computers available for public use to upgrade our public access Internet computers and web catalog machines. Staff also plans to proceed with several much delayed repairs, which will improve the look of the library and the functionality of equipment.

Because it will take time to implement all of the changes, the entire \$250,000 in additional funds may not be spent the first year. Hiring will not take place until after the year begins, so salary savings will necessarily occur in FY 10/11. Since the money from the Library tax will be put into a special separate library fund, if a portion of the money is not spent in any given year, the money will be rolled over to the next year. The Library Board, appointed by the Council, would be prepared to provide citizen oversight of the Measure B fund.

Respectfully submitted,

Sara Loyster
Town Librarian

INITIATIVE MEASURE SUBMITTED TO THE VOTERS

MUNICIPAL

**TOWN OF SAN ANSELMO
SPECIAL LIBRARY SERVICES TAX
MEASURE ___**

In order to increase San Anselmo Library open hours, improve children's services at the Library including hiring a special children's librarian, and enhance general Library services, shall an ordinance be adopted approving a Special Library Services Tax of \$49.00 per year per real estate parcel located in the Town of San Anselmo, for a period of five (5) years, to be used to augment the money from the Town of San Anselmo's General Fund currently used to fund library services in San Anselmo?

**TOWN OF SAN ANSELMO
SPECIAL LIBRARY SERVICES TAX
FULL TEXT OF ORDINANCE
MEASURE ___**

ORDINANCE NO. ___

**AN ORDINANCE OF THE PEOPLE OF THE TOWN OF SAN
ANSELMO, CALIFORNIA, ADOPTING A SPECIAL LIBRARY
SERVICES TAX BY ADDING A NEW CHAPTER 7 "SPECIAL
LIBRARY SERVICES TAX" TO TITLE 8 OF THE SAN ANSELMO
MUNICIPAL CODE**

**THE PEOPLE OF THE TOWN OF SAN ANSELMO DO ORDAIN AS
FOLLOWS:**

**SECTION 1. ADDITIONS TO CODE. A new Chapter 7 entitled "Special
Library Services Tax" is hereby added to the San Anselmo Municipal Code
as follows:**

8-7.01 Title

This chapter shall be known as the "Special Library Services Tax Law of the Town of San Anselmo".

8-7.02 Necessity, Authority, and Purpose

The voters of San Anselmo hereby determine that the cost to maintain adequate library operating hours, staff and general services, and children's services for the residents of the Town of San Anselmo exceeds the amount of funds and revenues provided by the Town and generated from all other sources. The voters further determine that the levy of a special Library Services Tax of \$49 on each real estate parcel located in the Town of San Anselmo for a period of five years, when added to all other current Library funding and revenues, would be sufficient to maintain an adequate level of library services. Accordingly, a tax is imposed by this chapter pursuant to Section 37100.5 of the Government Code of the State of California.

8-7.03 Tax Imposed

A Special Library Services Tax in the amount of \$49 per year per parcel is hereby imposed effective July 1, 2010, and levied annually on each real estate parcel located in the Town of San Anselmo for a five year period through and including June 30, 2015.

8-7.04 Impact of Town Funding of the Library on the Tax.

The express purpose of this tax is to augment funding currently provided by the Town of San Anselmo, and not to supplant or replace such funding. Therefore if, during the term of the tax set forth in Section 8-7.03, the Town should determine that conditions warrant a reduction in its annual funding of the Library, the tax will continue to be levied only if Town funding of the library remains above 90% (ninety percent) of the amount budgeted for 2008-2009, which is \$420,000. If the Town Council adopts a budget that reduces funding below that amount, this Chapter will immediately become invalidated in its entirety and the tax will no longer be levied.

8-7.05 Inviolability of tax revenue.

Revenue to the Library provided by this Special Library Services Tax may not under any circumstances be subject to appropriation to any purpose other than annual funding of the Library.

8-7.06 Increase of Appropriations Limit

Constitution Article XIII B, the appropriations limit for the Town of San Anselmo, will be increased one times the aggregate sum authorized to be levied as a special tax in each of the years covered by this ordinance.

8-7.07 Use of County Records

The records of the Marin County Assessor as of March 1st of each year may be used to determine the actual use of each parcel of real property for the purposes of determining the tax imposed by this chapter.

8-7.08 Personal Liability

The tax levied and imposed by this chapter shall be collected by the Marin County Tax Collector at the same time as, and along with, the property taxes collected by the Marin County Tax Collector. However, the tax shall not become a tax lien on the property against whose owner the tax is assessed. The owner of the property shall be personally liable for nonpayment of the tax.

8-7.09 Deposit and Use of Funds from Special Library Services Tax

All proceeds from the taxes imposed and levied by this chapter shall be paid into the "Special Library Services Tax Account" to be used exclusively for increasing San Anselmo Library open hours, improving children's services at the library including hiring a special children's librarian, and enhancement of general Library services.

8-7.10 Partial Invalidity

If any section, subsection, sentence, phrase, or clause of this chapter is for any reason held by any court to be invalid, such invalidity shall not affect the remaining portions of this chapter. The voters hereby declare that they would have adopted this chapter, and each section, subsection, sentence, phrase, or clause thereof, irrespective of whether any one or more sections, subsections, sentences, phrases, or clauses be declared for any reason invalid.

8-7.11 Rebates / Tax Equity Board

The Tax Equity Board established by resolution of the Town Council shall receive and act upon applications for full or partial rebates for persons claiming inability to pay the tax provided for in this chapter (§ 1, Ord. 845, eff. August 9, 1983).

8-7.12 Exemptions

Improved property used exclusively for educational, scientific, charitable, or religious purposes owned and operated by institutions, foundations, or corporations organized and operated for educational, hospital, scientific, charitable, or religious purposes shall be granted an exemption to the tax imposed by this chapter on proof that any such organization has first qualified as an exempt organization under subsection (c) of Section 23701 of the Revenue and Taxation Code of the State of California, and subsection (3) of subsection (c) of Section 501 of the United States Internal Revenue Code of 1954.

8-7.13 Penalty for Disclosure of Information on Applications for Rebate of Special Library Services Tax

Any person disclosing the name of any person and any financial information obtained from an application for a rebate of a Special Library Services Tax shall be guilty of an infraction.

SECTION 2. EFFECTIVE DATE. This Ordinance relates to the levying and collection of the Town Special Library Services Tax and shall be in full force and effect ten (10) days after the certification by the Town Council of the election returns indicating passage of the Ordinance by two-thirds of the voters casting votes in the election. The Special Library Services Tax will be assessed beginning fiscal year 2010-2011.