



525 San Anselmo Avenue
San Anselmo, CA 94960

Town Council

Agenda

Tuesday, March 22, 2022

7:00 PM

Town Council Chambers (via Zoom during COVID)

<https://us02web.zoom.us/j/83380328884>

Or Telephone: +1 669 900 6833 | Webinar ID: 833 8032 8884

How to Submit Comments Before the Meeting: Members of the public are encouraged to submit email correspondence to towncouncil@townofsananselmo.org before the meeting begins.

How to Participate During the Meeting: Members of the public will have the option to speak during the meeting through the Zoom application by using their phone or an electronic device.

For PC, Mac, or smart phone, Use "Raise hand" function when public comment for an item is requested. It is a button that is located at the top or bottom of your screen, based on your computer

For landline phones, raise hand to be recognized with *9

1. 6:25 pm Announce adjournment to closed session:
Conference with Labor Negotiators (§ 54957.6)
Agency designated representatives: Dave Donery, Jeff Zuba and Christopher Boucher
Employee organizations: Service Employees International Union, Local 1021;
Management Employees; Confidential Employees

7:00 PM Call to Order

Open time for public expression.

Council requests for future agenda items.

2. Consent Agenda:

- 2.1. Minutes of March 8, 2022 Town Council Meeting.

- Attachments:** [March 8, 2022](#)
- 2.2. Report of Warrants Issued, February 2022
- Attachments:** [Staff Report](#)
[Warrant Report February 2022](#)
- 2.3. Revenue and Expenditure Reports, February 2022
- Attachments:** [Staff Report](#)
[Budget Comparison Report - San Anselmo, CA Sub FEB 2022](#)
[Budget Comparison Report - San Anselmo, CA Dept FEB 2022](#)
- 2.4. February 2022 Financial Report on Recreation Fund
- Attachments:** [Staff Report](#)
[Feb 2022-Attachment](#)
- 2.5. Fair Housing Proclamation
- Attachments:** [Staff Report](#)
[Attachment 1 Fair Housing Proclamation 2022](#)
- 2.6. Consider authorizing the Town Manager to execute an amendment to the existing Professional Services Agreement with Interwest for contract planning assistance, for a total amount not to exceed \$150,000.
- Attachments:** [Staff Report](#)
[Amendment 1 - Interwest PSA Amendment](#)
[Attachment 2 - Interwest Agreement - San Anselmo - Signed 03.15.22](#)
- 2.7. Special Event Application: Friends of Robson May Day Play Day Fundraiser
- Attachments:** [Staff Report](#)
[Friends of Robson Play Day Event Application 3.14.22](#)
[Friends of Robson Work Plan](#)
[Block Party App-Robson](#)
[Public Comment](#)
[Further Public Comment](#)
- 2.8. Request to Support CA Assembly Bill 1814 (Grayson)

Attachments: [Staff Report](#)
[Attachment 1 - Letter in Support of AB 1814](#)
[Attachment 2 - AB 1814- Fact Sheet](#)

- 2.9. Consider approval and adoption of the State of California, Governor's Office of Emergency Services (Cal OES) Designation of Applicant's Agent Resolution (Form 130), and authorize staff to submit the approved Cal OES Form 130 to the State.

Attachments: [Staff Report](#)
[Attachment 1 - 2022 Cal OES Form 130](#)
[Attachment 2 - 2019 Cal OES Form 130 submittal](#)

Council Items:

3. Determine Whether to Continue with the Virtual Meeting Format for Public Meetings

Attachments: [Staff Report](#)

4. Consider Farm Stand Proposal from Jim Baum

Attachments: [Staff Report](#)
[Attachment 1 Farm Stand License 2022](#)
[Exhibit 1](#)

5. Discussion of appointments to a newly formed Marin County Council of Mayors and Councilmembers' City/County Services Subcommittee.

Attachments: [Staff Report](#)

Adjourn

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Town Staff at email ckacmar@townofsananselmo.org. Notification at least 48 hours prior to the meeting will enable the Town to make reasonable accommodation to help insure accessibility to this meeting.

Any writings or documents provided to a majority of the Town Council regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at the public counter at Town Hall located at 525 San Anselmo Avenue.

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the

date of the Council's decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting is Tuesday, April 12, 2022.

I certify that this agenda was posted on the Public Notice Bulletin Board on or before Friday, March 18, 2022.

Carla Kacmar, Town Clerk

Town of San Anselmo

*525 San Anselmo Avenue
San Anselmo, CA 94960*



Minutes

Tuesday, March 8, 2022

7:00 PM

Town Council Chambers

Town Council

1. 6:45 PM Interview applicant for the Financial Advisory Committee and the Capital Programs Monitoring Committee

Attachments: [Staff Report](#)
 [Attachment 1 - Board and Commission Status Report](#)
 [Attachment 2 - Berkson FAC](#)
 [Attachment 3- Berkson CPMC](#)
 [Attachment 4 - Resume](#)

PRESENT: Mayor Alexis Fineman, Vice Mayor Steve Burdo, Eileen Burke, and Brian Colbert

ABSENT: Ford Greene

Call to Order

Vice Mayor Burdo led the pledge of allegiance.

Open time for public expression.

Council requests for future agenda items.

Council Member Burke presented a future agenda item to discuss replacing the Memorial Park in-fields with turf. Vice Mayor Burdo stated it probably should go to Parks and Recreation first and then come to Council.

Vice Mayor Burdo attended the Longway Block Party and the Robson Park Community Garden meeting.

Council Member Colbert also attended the block party and the Robson Park Community Garden meeting. Colbert was shocked by a lack of civility and decorum towards other members of the community at the Robson Garden meeting. Colbert thanked staff for their help with the meeting. Colbert mentioned the Economic Development Committee meeting. Colbert mentioned a Marin Transit meeting. Colbert stated the expenditures continue to increase due to increased labor costs, and fair revenue continues to decrease. At the last meeting of Transportation Authority of Marin, there was a discussion of Route 37.

Mayor Fineman mentioned a Marin County of Mayors and Council Member Water Policy Ad Hoc Committee meeting, a MCCMC Climate Action Commission meeting and a Community Development Block Grants meeting.

Town Manager Donery introduced Sean Youra, the new Climate Action Coordinator.

2. Consent Agenda:

Burke pulled Item 2.3 and Burdo pulled 2.1 and 2.2.

- 2.1. Minutes of February 22, 2022.

Attachments: [Minutes - February 22, 2022](#)

With regards to Item 2.1, Burdo wanted to abstain from the minutes since he was not in attendance at the meeting.

This matter was approved.

NO: None

ABSENT: Greene

Abstain: Vice Mayor Burdo

- 2.2.** Adopt the resolution increasing the membership of the Arts Commission from seven (7) to nine (9) seats.

Attachments: [Staff Report](#)
 [Arts Commission Resolution](#)

With regards to Item 2.2, Burdo asked for a correction for the resolution regarding the amount of non-resident allowed to be on the commission. It was agreed that the number of non-residents should be less than number of residents. Staff stated they would correct the resolution.

This matter was approved as amended

AYE: Mayor Fineman, Vice Mayor Burdo, Burke, and Colbert

NO: None

ABSENT: Greene
 Enactment No: Resolution No. 4415

- 2.3.** Consider Adoption of Resolution to Allow for Virtual Town Council, Board and Commission Meetings in Compliance with AB 361.

Attachments: [Staff Report](#)
 [Resolution](#)

With regard to Item 2.3, Burke was interested in coming back to the Council Chambers and wanted to know if they needed to approve the item. Town Clerk Kacmar explained that the resolution was needed to cover the meeting that night and would cover the Council for 30 days.

This matter was approved

AYE: Mayor Fineman, Vice Mayor Burdo, Burke, and Colbert

NO: None

ABSENT: Greene
 Enactment No: Resolution No. 4416

- 2.4. Appoint applicant to the Financial Advisory Committee and Capital Programs Monitoring Committee

Attachments: [Staff Report](#)
 [Attachment 1 - Board and Commission Status Report](#)
 [Attachment 2 - Berkson FAC](#)
 [Attachment 3- Berkson CPMC](#)
 [Attachment 4 - Resume](#)

This matter was approved

Enactment No:

- 2.5 Consider entering into a Joint Exercise of Powers Agreement for the Processing of Parking Citation

Attachments: [Staff Report](#)
 [Attachment 1 - Marin Parking JPA](#)
 [Attachment 2 - Marin Parking JPA Resolution](#)

This matter was approved

Enactment No: Resolution No. 4417

Council Items:

3. School Bike Spine

Attachments: [Staff Report](#)
 [School Bike Spine route](#)

Assistant Public Works Director Schneider presented the staff report.

Burke stated she would choose to go with the lower bidder.

M/s, Steve Burdo, Brian Colbert, to approve the staff recommendation for the School Bike Spine.

AYE: Mayor Fineman, Vice Mayor Burdo, and Colbert

NO: Burke

ABSENT: Greene

4. Receive Report on Economic Development Committee 2022 Action Plan

Attachments: [Staff Report](#)
 [Attachment 1 EDC Action Plan 2022](#)

Jessica Rising, chair of the Economic Development Committee made a presentation. Council thanked the Economic Development Committee.

Frank Gomez, Economic Development Committtee member, spoke and said he has

enjoyed working on the committee and with the staff.

5. New Residential Construction Electrification

Attachments: [Staff Report](#)

Public Works Director Condry presented the staff report.

Kathleen Gundry and Susannah Saunders from the Climate Action Commission was in support of the ordinance.

Council was in support of the ordinance. Burke clarified that she was in support of the ordinance for new construction but not for remodels, because of the cost that it would cause.

6. Discussion of appointments to a newly formed Marin County Council of Mayors and Councilmembers' City/County Services Subcommittee.

Attachments: [Staff Report](#)

Council continued the item to a future meeting.

7. June 7, 2022 Election - Ballot Argument for RVPA Measure

Attachments: [Staff Report](#)

Council decided to allow Ross Valley Paramedic Authority write the argument for the item.

Adjourned in Memory of Carter Coleman



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

3/22/2022

Item #: 2.2.

FROM:

Jeff Zuba, Finance & Administrative Services Director

SUBJECT:

Report of Warrants Issued, February 2022

RECOMMENDATION

That Council acknowledge and file warrant numbers 93589 to 93711 issued during the month of February 2022 and bank draft numbers DFT03450, DFT03454, DFT03472, DFT03500, and DFT03501, in a total amount of \$2,164,023.19.

BACKGROUND

This report is an itemization of payments made to vendors during the month just ended. It also includes wires to Bank of America for February 2022 payrolls, including payments for retirement and health benefits. The Bank of America account is used for payroll related items.

The following warrants were voided or cancelled: 93622-93626, 93629-93630, 93648, and 93678.

Attachment I - Check Report



Town of San Anselmo

ITEM 2.2 - ATTACHMENT I

Check Report

By Check Number

Date Range: 02/01/2022 - 02/28/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00001	AT&T Calnet	02/03/2022	Regular	0.00	271.64	93589
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
000017664620	Invoice	02/02/2022	583 - DPW FAX - 12.25.2021 - 01.24.2022	0.00	19.43	
	01.41.61705		UTILITIES-TELEPHONE		19.43	
000017664622	Invoice	02/02/2022	586 - RECREATION DEPT FAX - 12.25.21 - 01....	0.00	209.44	
	21.65.61705		UTILITIES-TELEPHONE		209.44	
000017670473	Invoice	02/02/2022	576 - TH CHAMBERS PHONE - 12.27.2021 - 0...	0.00	42.77	
	01.11.61706		UTILITIES-ONLINE INTERNET		42.77	
00007	Bay Cities Joint Power Insurance Authority	02/03/2022	Regular	0.00	3,377.63	93590
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
BCJPIA-2022-144	Invoice	02/02/2022	01.27.2022 - GENERAL LIABILITY CLAIMS - W...	0.00	3,377.63	
	40.21.61906		LIABILITY INSURANCE CLA...		325.00	
	40.21.61907		WORKERS COMPENSATION...		3,052.63	
02823	BOUCHER LAW	02/03/2022	Regular	0.00	27,623.78	93591
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
859	Invoice	02/02/2022	01.31.2022 - COVID-19 MATTER - NOVEMBER	0.00	762.50	
	45.21.61100		OUTSIDE SERVICES		762.50	
860	Invoice	02/02/2022	01.31.2022 - LABOR & EMPLOYMENT LAW ...	0.00	7,920.40	
	01.16.61196		PERSONNEL LEGAL SERVIC...		7,920.40	
861	Invoice	02/02/2022	01.31.2022 - PUBLIC WORKS DEPARTMENT -...	0.00	15,088.00	
	01.41.61150		OUTSIDE SERVICES-OTHER		1,508.80	
	01.42.61150		OUTSIDE SERVICES-OTHER		12,070.40	
	01.81.61150		OUTSIDE SERVICES-OTHER		1,508.80	
862	Invoice	02/02/2022	01.31.2022 - SENIOR PLANNER 2021 - NOV	0.00	3,852.88	
	01.18.61806		MISC HIRING EXPENSES		3,852.88	
02524	Code Source	02/03/2022	Regular	0.00	3,865.00	93592
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
10991	Invoice	02/02/2022	01.31.2021 - 61 HILLSIDE AVE. - PLAN CHECK...	0.00	2,165.00	
	01.41.61157		PLAN CHECKING		2,165.00	
10992	Invoice	02/02/2022	01.31.2022 - 63 HILLSIDE AVE - PLAN CHECK ...	0.00	1,700.00	
	01.41.61157		PLAN CHECKING		1,700.00	
00072	Comcast	02/03/2022	Regular	0.00	311.37	93593
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
049-01222022	Invoice	02/02/2022	049 - TOWN HALL CABLE TV - 01.27.2022 - 0...	0.00	152.77	
	01.12.61706		UTILITIES-ONLINE INTERNET		25.45	
	01.18.61706		UTILITIES-ONLINE INTERNET		25.47	
	01.30.61706		UTILITIES-ONLINE INTERNET		76.38	
	01.41.61706		UTILITIES-ONLINE INTERNET		25.47	
758-01202022	Invoice	02/02/2022	758 - TOWN HALL INTERNET - 01.24.2022 - 0...	0.00	158.60	
	01.12.61706		UTILITIES-ONLINE INTERNET		26.42	
	01.18.61706		UTILITIES-ONLINE INTERNET		26.44	
	01.30.61706		UTILITIES-ONLINE INTERNET		79.30	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.41.61706	UTILITIES-ONLINE INTERNET	8155300090309758 ADMIN INTE...		26.44	
02732	Diesel Direct West	02/03/2022	Regular	0.00	328.32	93594
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
84388442	Invoice	02/02/2022	01.31.2022 - ULSD CLEAR - 19.1 GALLONS	0.00	100.84	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES		100.84	
84388452	Invoice	02/02/2022	01.31.2022 - GASOLINE UNL - 47.8 GALLONS	0.00	227.48	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES		227.48	
00266	Ed Gurka	02/03/2022	Regular	0.00	372.50	93595
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
4-2022	Invoice	02/02/2022	01.26.2022 - ABORIST SERVICES - 1528 SAN ...	0.00	372.50	
	01.42.61105		OUTSIDE SERVICES-TREES		372.50	
00017	Fairfax Building Supply Co. Inc.	02/03/2022	Regular	0.00	26.18	93596
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
241173	Invoice	02/02/2022	02.01.2022 - ROLLER FRAMES/COVER	0.00	26.18	
	01.81.62200		DEPARTMENTAL SUPPLIES		26.18	
02278	Gardeners' Guild	02/03/2022	Regular	0.00	4,849.00	93597
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
107250	Invoice	02/02/2022	02.01.2022 - SFD BLVD (2) MEDIANS	0.00	997.00	
	01.42.61150		OUTSIDE SERVICES-OTHER		997.00	
107306	Invoice	02/02/2022	02.01.2022 - RED HILL MEDIAN	0.00	1,975.00	
	01.42.61150		OUTSIDE SERVICES-OTHER		1,975.00	
107307	Invoice	02/02/2022	02.01.2022 - IMAGINATION PARK/TH/MAG...	0.00	1,877.00	
	01.81.61104		OUTSIDE SERVICES-GROU...		938.50	
	14.81.61150		OUTSIDE SERVICES-OTHER		938.50	
03128	Goldfarb Lipman Attorneys	02/03/2022	Regular	0.00	3,658.65	93598
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
143455	Invoice	02/02/2022	01.12.2022 - LEGAL SRVCS - HOUSING ASSIS...	0.00	3,658.65	
	01.18.61150		OUTSIDE SERVICES-OTHER		3,658.65	
00021	Good & Clean Company Inc	02/03/2022	Regular	0.00	7,675.00	93599
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
62075	Invoice	02/02/2022	01.31.2022 - JANITORIAL SRVC - TH, RD, ICC, ...	0.00	7,675.00	
	01.12.61501		BLDG. MAINT-JANITORIAL		725.00	
	01.12.61501		BLDG. MAINT-JANITORIAL		358.39	
	01.18.61501		BLDG. MAINT-JANITORIAL		143.36	
	01.41.61501		BLDG. MAINT-JANITORIAL		523.25	
	01.71.61501		BLDG. MAINT-JANITORIAL		1,075.00	
	01.71.61501		BLDG. MAINT-JANITORIAL		300.00	
	01.81.61501		BLDG. MAINT-JANITORIAL		600.00	
	01.81.61501		BLDG. MAINT-JANITORIAL		240.00	
	31.41.61501		BLDG. MAINT-JANITORIAL		1,275.00	
	31.41.61501		BLDG. MAINT-JANITORIAL		1,125.00	
	34.41.61501		BLDG. MAINT-JANITORIAL		360.00	
	34.41.61501		BLDG. MAINT-JANITORIAL		950.00	
00021	Good & Clean Company Inc	02/03/2022	Regular	0.00	4,415.00	93600

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
62076	Invoice	02/02/2022	01.31.2022 - JANITORIAL SRVC - COVID CLE...	0.00	4,085.00	
	45.21.61100		OUTSIDE SERVICES		4,085.00	
62077	Invoice	02/02/2022	01.31.2022 - JANITORIAL SRVCS - PARK BAT...	0.00	330.00	
	01.81.61501		BLDG. MAINT-JANITORIAL		330.00	
02399	HdL Coren & Cone	02/03/2022	Regular	0.00	1,936.80	93601
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SIN014467	Invoice	02/02/2022	02.01.2022 - CONTRACT SERVICES - PROPER...	0.00	1,936.80	
	01.12.61150		OUTSIDE SERVICES-OTHER		1,936.80	
00113	Juan Olsen Sanchez	02/03/2022	Regular	0.00	4,600.00	93602
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006944	Invoice	02/02/2022	01.31.2022 - WINTER GYMNASTICS - PAYME...	0.00	4,600.00	
	21.61.61167		TUMBLING SERVICES		4,600.00	
01280	Kripa N. Davis	02/03/2022	Regular	0.00	1,137.50	93603
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006945	Invoice	02/02/2022	01.31.2022 - AFTER SCHOOL CARPENTRY CL...	0.00	1,137.50	
	21.62.61175		KIDS CULTURE SERVICES		1,137.50	
00691	League of California Cities	02/03/2022	Regular	0.00	6,355.00	93604
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
641358	Invoice	02/02/2022	01.20.2022 - MEMBERSHIP DUES - 2022	0.00	6,355.00	
	01.12.61302		DUES		6,355.00	
00148	Maggiora & Ghilotti Inc.	02/03/2022	Regular	0.00	103,037.49	93605
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11775	Invoice	02/02/2022	12.31.2021 - SFD REHABILITATION PROJECT - ...	0.00	103,037.49	
	14.41.63101		CAPITAL OUTLAY - PAVING...		91,219.09	
	19.41.63101		CAPITAL OUTLAY - PAVING...		11,818.40	
01837	Marin Chinese Cultural Association	02/03/2022	Regular	0.00	200.00	93606
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006939	Invoice	02/02/2022	01.28.2022 - LION DANCE PERFORMANCE - ...	0.00	200.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM...		200.00	
03154	Marin Fencing, Inc.	02/03/2022	Regular	0.00	698.00	93607
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
87607	Invoice	02/02/2022	02.01.2022 - REPLACE MALLEABLE PIPE TRA...	0.00	698.00	
	01.42.61506		BLDG. MAINT-OTHER		698.00	
00029	Marin IT	02/03/2022	Regular	0.00	900.00	93608

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2022-117337	Invoice	02/02/2022	01.25.2022 - TH NETWORK MAINTENANCE - ...	0.00	900.00	
01.12.61106			OUTSIDE SVCS-MGT INFO S...		180.00	
01.18.61106			OUTSIDE SVCS-MGT INFO S...		72.00	
01.41.61106			OUTSIDE SVCS-MGT INFO S...		252.00	
01.42.61106			OUTSIDE SVCS-MGT INFO S...		81.00	
01.71.61106			OUTSIDE SVCS-MGT INFO S...		117.00	
21.65.61106			OUTSIDE SVCS-MGT INFO S...		198.00	
00142	Marin Municipal Water District	02/03/2022	Regular	0.00	141.61	93609
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
622-01142022	Invoice	02/02/2022	622 - IMAGINATION PARK - 11.10.2021 - 01....	0.00	29.16	
14.81.61150			OUTSIDE SERVICES-OTHER		29.16	
623-01142022	Invoice	02/02/2022	623 - IMAGINATION PARK - 11.10.2021 - 01....	0.00	83.29	
14.81.61150			OUTSIDE SERVICES-OTHER		83.29	
624-01142022	Invoice	02/02/2022	624 - IMAGINATION PARK - 11.10.2021 - 01....	0.00	29.16	
14.81.61150			OUTSIDE SERVICES-OTHER		29.16	
01036	Matrix HG Inc	02/03/2022	Regular	0.00	2,525.00	93610
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
155646	Invoice	02/02/2022	01.27.2022 - TOWN HALL QUARTERLY MAIN...	0.00	2,525.00	
01.11.61506			BLDG. MAINT-OTHER		252.50	
01.12.61505			BLDG. MAINT-HEAT/AIR		454.50	
01.18.61505			BLDG. MAINT-HEAT/AIR		202.00	
01.41.61505			BLDG. MAINT-HEAT/AIR		782.75	
01.71.61505			BLDG. MAINT-HEAT/AIR		833.25	
00515	Mill Valley Refuse Service Inc	02/03/2022	Regular	0.00	1,713.78	93611
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0003386638	Invoice	02/02/2022	02.01.2022 - PORTA POTTY SERVICE	0.00	1,713.78	
45.21.61100			OUTSIDE SERVICES		1,713.78	
03161	Moore Services	02/03/2022	Regular	0.00	130.20	93612
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
R13248	Invoice	02/02/2022	01.31.2022 - 120 ROSS VALLEY DR - ROAD B...	0.00	130.20	
01.00.20310			BUILDING: STATE GREEN B...		0.80	
01.00.42001			BUSINESS LICENSE TAX		3.80	
01.00.42205			CONSTR: MECHANICAL PE...		125.60	
01346	Nerviani Paving Inc	02/03/2022	Regular	0.00	26,800.00	93613
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
6765	Invoice	02/02/2022	01.24.2022 - REMOVE & REPLACE BLACKTOP...	0.00	26,800.00	
19.41.63109			UNPROGRAMMED RESURF...		26,800.00	
00166	Parisi Transportation Consulting	02/03/2022	Regular	0.00	17,192.62	93614
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
18750	Invoice	02/02/2022	01.26.2022 - TRAFFIC COUNTS BY SUB CONT...	0.00	600.00	
01.41.61150			OUTSIDE SERVICES-OTHER		600.00	
18751	Invoice	02/02/2022	01.26.2022 - PROJECT MANAGEMENT - HUB...	0.00	16,592.62	
14.41.63101			CAPITAL OUTLAY - PAVING...		14,689.45	
19.41.61101			OUTSIDE SERVICES-PROF F...		1,903.17	
02839	Quadient Finance USA, Inc	02/03/2022	Regular	0.00	1,000.00	93615

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SAN ANSELMOOO...	Invoice	02/02/2022	01.21.2022 - TOWN HALL POSTAGE - DECEM...	0.00	1,000.00	
	01.12.62003		POSTAGE		200.00	
	01.18.62003		POSTAGE		200.00	
	01.41.62003		POSTAGE		200.00	
	01.71.62003		POSTAGE		200.00	
	01.82.62003		POSTAGE		200.00	
00184	Safeway Inc	02/03/2022	Regular	0.00	40.70	93616
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
668150-012722-1...	Invoice	02/02/2022	01.28.2022 - PARKSIDE SUPPLIES - M WEEK	0.00	40.70	
	21.63.62979		PARKSIDE SUPPLIES		40.70	
02936	SMITH'S PEST MANAGEMENT	02/03/2022	Regular	0.00	82.50	93617
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
127230	Invoice	02/02/2022	02.01.2022 - BURROWING PEST TRAPPING - ...	0.00	82.50	
	01.81.61104		OUTSIDE SERVICES-GROU...		82.50	
03162	Trisha Dalziel	02/03/2022	Regular	0.00	5.45	93618
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006954	Invoice	02/02/2022	02.02.2022 - REIMBURSEMENT FOR OFFICE ...	0.00	5.45	
	01.12.62000		OFFICE SUPPLIES		5.45	
00080	Department of Justice	02/09/2022	Regular	0.00	32.00	93619
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
560503	Invoice	02/08/2022	02.03.2022 - FINGERPRINT APPS - JANUARY	0.00	32.00	
	21.65.61806		MISC HIRING EXPENSES		32.00	
02114	RANGER PIPELINES	02/09/2022	Regular	0.00	35,788.50	93620
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0007024	Invoice	02/08/2022	02.07.2022 - 200 BUTTERFIELD ROAD - SD PI...	0.00	35,788.50	
	12.41.63109		UNPROGRAMMED RESURF...		20,091.00	
	19.41.63109		UNPROGRAMMED RESURF...		15,697.50	
00402	US Bank	02/09/2022	Regular	0.00	15,092.78	93621
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006925	Invoice	01/24/2022	01.04.2022 - CLIFFORD - CMRTA - MEMBER...	0.00	150.00	
	01.12.61302		DUES		150.00	
INV0006926	Invoice	01/24/2022	01.07.2022 - CLIFFORD - TEAM SCREEN - REC...	0.00	5.71	
	21.65.61806		MISC HIRING EXPENSES		5.71	
INV0006927	Invoice	01/24/2022	01.07.2022 - CLIFFORD - TEAM SCREEN - REC...	0.00	8.81	
	21.65.61806		MISC HIRING EXPENSES		8.81	
INV0006928	Invoice	01/24/2022	01.04.2022 - MIHAN - WALGREENS - ANT BA...	0.00	7.06	
	21.65.62000		OFFICE SUPPLIES		7.06	
INV0006929	Invoice	01/24/2022	01.21.2022 - MIHAN - AMAZON - SOFTBALL ...	0.00	309.30	
	21.61.62965		SOFTBALL SUPPLIES		309.30	
INV0006930	Invoice	01/24/2022	01.21.2022 - MIHAN - DF SUPPLY - SOFTBALL...	0.00	252.90	
	21.61.62965		SOFTBALL SUPPLIES		252.90	
INV0006931	Invoice	01/24/2022	12.31.2021 - MAUK - ADOBE - MEMBERSHIP	0.00	9.99	
	21.65.61302		DUES		9.99	
INV0006932	Invoice	01/24/2022	01.04.2022 - MAUK - OFFICE DEPOT - OFFICE...	0.00	56.87	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	21.65.62000	OFFICE SUPPLIES	01.04.2022 - MAUK - OFFICE DEP...		56.87	
INV0006933	Invoice	01/24/2022	01.08.2022 - MAUK - ZOOM - MEMBERSHIP	0.00	14.99	
	21.65.61302	DUES	01.08.2022 - MAUK - ZOOM - ME...		14.99	
INV0006934	Invoice	01/24/2022	01.05.2022 - MAUK - OFFICE DEPOT - OFFICE...	0.00	238.48	
	21.65.62000	OFFICE SUPPLIES	01.05.2022 - MAUK - OFFICE DEP...		238.48	
INV0006935	Invoice	01/24/2022	01.11.2022 - MAUK - OFFICE DEPOT - OFFICE...	0.00	7.60	
	21.65.62000	OFFICE SUPPLIES	01.11.2022 - MAUK - OFFICE DEP...		7.60	
INV0006936	Invoice	01/24/2022	12.22.2021 - DONERY - SURVEY MONKEY - T...	0.00	384.00	
	01.12.61150	OUTSIDE SERVICES-OTHER	12.22.2021 - DONERY - SURVEY ...		384.00	
INV0006937	Invoice	01/24/2022	01.09.2022 - DONERY - CREEKSIDE PIZZA - C...	0.00	9.99	
	01.12.61150	OUTSIDE SERVICES-OTHER	01.09.2022 - DONERY - CREEKSIDE...		9.99	
INV0006940	Invoice	01/24/2022	12.29.2021 - WASKEY - BARTON'S BAGELS - G..	0.00	50.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	12.29.2021 - WASKEY - BARTON'S...		50.00	
INV0006941	Invoice	01/24/2022	12.30.2021 - WASKEY - PERIGOLD - RUG FOR...	0.00	206.63	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	12.30.2021 - WASKEY - PERIGOLD -..		206.63	
INV0006942	Invoice	01/24/2022	01.09.2022 - WASKEY - AMAZON - LOCAL AU...	0.00	24.12	
	01.71.62302	CHILDRENS BOOKS	01.09.2022 - WASKEY - AMAZON - ...		24.12	
INV0006943	Invoice	01/24/2022	01.14.2022 - WASKEY - STEFANO'S PIZZA - T...	0.00	35.56	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	01.14.2022 - WASKEY - STEFANO'S...		35.56	
INV0006946	Invoice	01/24/2022	01.21.2022 - KENTON - KINGSLEY - BOOK D...	0.00	5,376.44	
	01.71.62200	DEPARTMENTAL SUPPLIES	01.21.2022 - KENTON - KINGSLEY -...		5,376.44	
INV0006947	Invoice	01/24/2022	01.05.2022 - JONES - CHEWY - BUNNY SUPPL...	0.00	133.26	
	21.63.62979	PARKSIDE SUPPLIES	01.05.2022 - JONES - CHEWY - BU...		133.26	
INV0006948	Invoice	01/24/2022	01.06.2022 - JONES - CHEWY - BUNNY SUPPL...	0.00	3.22	
	21.63.62979	PARKSIDE SUPPLIES	01.06.2022 - JONES - CHEWY - BU...		3.22	
INV0006949	Invoice	01/24/2022	01.20.2022 - JONES - AMAZON - STAR OF TH...	0.00	138.72	
	21.63.62979	PARKSIDE SUPPLIES	01.20.2022 - JONES - AMAZON - S...		138.72	
INV0006950	Invoice	01/24/2022	01.22.2022 - JONES - AMAZON - CLEANER	0.00	13.32	
	21.63.62979	PARKSIDE SUPPLIES	01.22.2022 - JONES - AMAZON - C...		13.32	
INV0006951	Invoice	01/24/2022	01.23.2022 - JONES - AMAZON - GLOVES	0.00	111.63	
	21.63.62979	PARKSIDE SUPPLIES	01.23.2022 - JONES - AMAZON - G...		111.63	
INV0006952	Invoice	01/24/2022	12.30.2021 - O'GRADY - COMCAST - WIFI RO...	0.00	90.01	
	21.63.61187	ROBSON AFTER SCHOOL S...	12.30.2021 - O'GRADY - COMCAST...		90.01	
INV0006953	Invoice	01/24/2022	01.23.2022 - O'GRADY - AMAZON - ART SUP...	0.00	16.71	
	21.63.62987	ROBSON AFTER SCHOOL S...	01.23.2022 - O'GRADY - AMAZON -..		16.71	
INV0006986	Invoice	01/24/2022	12.22.2021 - KACMAR - MARIN IJ - SUBSCRIP...	0.00	13.50	
	01.12.62000	OFFICE SUPPLIES	12.22.2021 - KACMAR - MARIN IJ -...		13.50	
INV0006987	Invoice	01/24/2022	12.25.2021 - KACMAR - ZOOM - MEETING P...	0.00	40.00	
	45.21.62200	DEPARTMENTAL SUPPLIES	12.25.2021 - KACMAR - ZOOM - ...		40.00	
INV0006988	Invoice	01/24/2022	01.04.2022 - KACMAR - ZOOM - MEETING P...	0.00	151.24	
	45.21.62200	DEPARTMENTAL SUPPLIES	01.04.2022 - KACMAR - ZOOM - ...		151.24	
INV0006989	Invoice	01/24/2022	01.04.2022 - KACMAR - AMAZON - SUPPLIES	0.00	19.55	
	01.12.62000	OFFICE SUPPLIES	01.04.2022 - KACMAR - AMAZON -..		19.55	
INV0006990	Invoice	01/24/2022	01.07.2022 - KACMAR - ADOBE - MONTHLY ...	0.00	351.85	
	42.21.63003	COMPUTER HARDWARE/S...	01.07.2022 - KACMAR - ADOBE - ...		351.85	
INV0006991	Invoice	01/24/2022	01.19.2022 - KACMAR - MARIN IJ - SUBSCRIP...	0.00	13.50	
	01.12.62000	OFFICE SUPPLIES	01.19.2022 - KACMAR - MARIN IJ -...		13.50	
INV0006995	Invoice	01/24/2022	01.03.2022 - SHAW - STAPLES - CALENDAR/H...	0.00	47.38	
	01.81.62200	DEPARTMENTAL SUPPLIES	01.03.2022 - SHAW - STAPLES - CA...		47.38	
INV0006996	Invoice	01/24/2022	01.05.2022 - SHAW - 1 800 BOLLARDS - BOL...	0.00	876.86	
	01.42.62908	SUPPLIES-STREET MAINT...	01.05.2022 - SHAW - 1 800 BOLLA...		876.86	
INV0006997	Invoice	01/24/2022	01.06.2022 - SHAW - AMAZON - ANT SPRAY	0.00	27.28	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.81.62200		DEPARTMENTAL SUPPLIES	01.06.2022 - SHAW - AMAZON - ...	27.28	
INV0006998	Invoice	01/24/2022	01.10.2022 - SHAW - TAPCO - SIGN HARDW...	0.00	1,310.41	
	01.42.62909		SUPPLIES-TRAFFIC CONTRO...	01.10.2022 - SHAW - TAPCO - SIGN..	1,310.41	
INV0006999	Invoice	01/24/2022	01.06.2022 - LAPTEV - AMAZON - OFFICE SU...	0.00	15.42	
	01.41.62000		OFFICE SUPPLIES	01.06.2022 - LAPTEV - AMAZON - ...	15.42	
INV0007000	Invoice	01/24/2022	01.06.2022 - LAPTEV - AMAZON - MASKS	0.00	32.08	
	01.41.62000		OFFICE SUPPLIES	01.06.2022 - LAPTEV - AMAZON - ...	32.08	
INV0007001	Invoice	01/24/2022	01.06.2022 - LAPTEV - GRAMMERLY - DL SUB	0.00	60.00	
	01.41.62200		DEPARTMENTAL SUPPLIES	01.06.2022 - LAPTEV - GRAMMER...	60.00	
INV0007002	Invoice	01/24/2022	01.09.2022 - LAPTEV - ZOOM - DL SUB	0.00	14.99	
	01.41.62200		DEPARTMENTAL SUPPLIES	01.09.2022 - LAPTEV - ZOOM - DL ...	14.99	
INV0007003	Invoice	01/24/2022	01.07.2022 - LAPTEV - AMAZON - OFFICE SU...	0.00	52.57	
	01.41.62000		OFFICE SUPPLIES	01.07.2022 - LAPTEV - AMAZON - ...	52.57	
INV0007004	Invoice	01/24/2022	01.11.2022 - LAPTEV - AMAZON - OFFICE SU...	0.00	40.77	
	01.41.62000		OFFICE SUPPLIES	01.11.2022 - LAPTEV - AMAZON - ...	40.77	
INV0007005	Invoice	01/24/2022	01.17.2022 - LAPTEV - AMAZON - OFFICE SU...	0.00	39.60	
	01.41.62000		OFFICE SUPPLIES	01.17.2022 - LAPTEV - AMAZON - ...	39.60	
INV0007006	Invoice	01/24/2022	01.18.2022 - LAPTEV - UPCODES - EF/AC/ SUB	0.00	78.00	
	01.41.62200		DEPARTMENTAL SUPPLIES	01.18.2022 - LAPTEV - UPCODES - ...	78.00	
INV0007007	Invoice	01/24/2022	01.23.2022 - LAPTEV- AMAZON - OFFICE SU...	0.00	48.90	
	01.41.62000		OFFICE SUPPLIES	01.23.2022 - LAPTEV- AMAZON - ...	48.90	
INV0007008	Invoice	01/24/2022	12.29.2021 - CONDRY - AMER SANITATION - ...	0.00	309.93	
	01.41.62200		DEPARTMENTAL SUPPLIES	12.29.2021 - CONDRY - AMERICAN..	-2.89	
	01.41.62200		DEPARTMENTAL SUPPLIES	12.29.2021 - CONDRY - AMERICAN..	-1.06	
	01.81.61104		OUTSIDE SERVICES-GROU...	12.29.2021 - CONDRY - AMERICAN..	313.88	
INV0007009	Invoice	01/24/2022	01.06.2022 - CONDRY - SAN RAFAEL LUMBER..	0.00	9.05	
	01.41.62200		DEPARTMENTAL SUPPLIES	01.06.2022 - CONDRY - SAN RAFA...	9.05	
INV0007010	Invoice	01/24/2022	01.12.2022 - CONDRY - TOWN OF SAN ANSE...	0.00	0.08	
	01.41.62200		DEPARTMENTAL SUPPLIES	01.12.2022 - CONDRY - TOWN OF ...	0.08	
INV0007011	Invoice	01/24/2022	01.13.2022 - CONDRY - TOWN OF SAN ANSE...	0.00	2.89	
	01.41.62200		DEPARTMENTAL SUPPLIES	01.13.2022 - CONDRY - TOWN OF ...	2.89	
INV0007012	Invoice	01/24/2022	01.19.2022 - CONDRY - TOWN OF SAN ANSE...	0.00	1.06	
	01.41.62200		DEPARTMENTAL SUPPLIES	01.19.2022 - CONDRY - TOWN OF ...	1.06	
INV0007013	Invoice	01/24/2022	01.19.2022 - CONDRY - TOWN OF SAN ANSE...	0.00	0.03	
	01.41.62200		DEPARTMENTAL SUPPLIES	01.19.2022 - CONDRY - TOWN OF ...	0.03	
INV0007014	Invoice	01/24/2022	12.26.2021 - SEMONIAN - ZOOM - WEBINAR...	0.00	40.00	
	45.21.62200		DEPARTMENTAL SUPPLIES	12.26.2021 - SEMONIAN - ZOOM - ..	40.00	
INV0007015	Invoice	01/24/2022	12.29.2021 - SEMONIAN - STEVEN'S PRINTI...	0.00	3,650.29	
	01.12.61150		OUTSIDE SERVICES-OTHER	12.29.2021 - SEMONIAN - STEVEN...	3,650.29	
INV0007016	Invoice	01/24/2022	12.30.2021 - SEMONIAN - AMERICAN PLANN...	0.00	30.00	
	01.18.61000		TRAINING	12.30.2021 - SEMONIAN - AMERI...	30.00	
INV0007017	Invoice	01/24/2022	01.07.2022 - SEMONIAN - MARIN RECORDER...	0.00	10.00	
	01.18.61150		OUTSIDE SERVICES-OTHER	01.07.2022 - SEMONIAN - MARIN ...	10.00	
INV0007018	Invoice	01/24/2022	01.07.2022 - SEMONIAN - MARIN RECORDER...	0.00	1.49	
	01.18.61150		OUTSIDE SERVICES-OTHER	01.07.2022 - SEMONIAN - MARIN ...	1.49	
INV0007019	Invoice	01/24/2022	01.10.2022 - SEMONIAN - MARIN RECORDER...	0.00	1.49	
	01.18.61150		OUTSIDE SERVICES-OTHER	01.10.2022 - SEMONIAN - MARIN ...	1.49	
INV0007020	Invoice	01/24/2022	01.10.2022 - SEMONIAN - MARIN RECORDER...	0.00	10.00	
	01.18.61150		OUTSIDE SERVICES-OTHER	01.10.2022 - SEMONIAN - MARIN ...	10.00	
INV0007021	Invoice	01/24/2022	01.12.2022 - SEMONIAN - AMAZON - OFFICE...	0.00	42.25	
	01.18.62000		OFFICE SUPPLIES	01.12.2022 - SEMONIAN - AMAZ...	42.25	
INV0007022	Invoice	01/24/2022	12.30.2021 - SEMONIAN - PUBLIC SECTOR - ...	0.00	95.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.18.61000	TRAINING	12.30.2021 - SEMONIAN - PUBLIC ...		95.00	
	Void	02/09/2022	Regular	0.00	0.00	93622
	Void	02/09/2022	Regular	0.00	0.00	93623
	Void	02/09/2022	Regular	0.00	0.00	93624
	Void	02/09/2022	Regular	0.00	0.00	93625
02806	AQUASCAPE POOL SERVICE	02/10/2022	Regular	0.00	200.00	93626
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
15333	Invoice	02/09/2022	01.31.2022 - IMAGINATION PARK - FOUNTA...	0.00	200.00	
	14.81.61150		OUTSIDE SERVICES-OTHER		200.00	
02542	AVRIL ANGEVINE	02/10/2022	Regular	0.00	100.00	93627
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0007023	Invoice	02/09/2022	02.04.2022 - ART TALK TUESDAY W/ AVRIL ...	0.00	100.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM...		100.00	
00388	Baker & Taylor	02/10/2022	Regular	0.00	1,441.17	93628
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
5017232340	Invoice	02/09/2022	11.05.2021 - LIBRARY - CHILDRENS BOOKS	0.00	7.59	
	01.71.62302		CHILDRENS BOOKS		7.59	
5017258392	Invoice	02/09/2022	12.10.2021 - LIBRARY - CHILDRENS BOOKS	0.00	16.74	
	01.71.62302		CHILDRENS BOOKS		16.74	
5017289151	Invoice	02/09/2022	12.27.2021 - LIBRARY - CHILDRENS BOOKS	0.00	15.10	
	01.71.62302		CHILDRENS BOOKS		15.10	
5017430988	Invoice	02/09/2022	01.15.2022 - LIBRARY - CHILDRENS BOOKS	0.00	50.38	
	01.71.62302		CHILDRENS BOOKS		50.38	
5017439564	Invoice	02/09/2022	01.19.2022 - LIBRARY - CHILDRENS BOOKS	0.00	57.49	
	01.71.62302		CHILDRENS BOOKS		57.49	
5017439565	Invoice	02/09/2022	01.19.2022 - LIBRARY - CHILDRENS BOOKS	0.00	18.33	
	01.71.62302		CHILDRENS BOOKS		18.33	
5017453457	Invoice	02/09/2022	01.14.2022 - LIBRARY - ADULT BOOKS	0.00	40.57	
	01.71.62301		ADULT BOOKS		40.57	
5017453458	Invoice	02/09/2022	01.14.2022 - LIBRARY - ADULT BOOKS	0.00	51.38	
	01.71.62301		ADULT BOOKS		51.38	
5017453459	Invoice	02/09/2022	01.14.2022 - LIBRARY - ADULT BOOKS	0.00	37.98	
	27.71.62301		ADULT BOOKS		37.98	
5017458741	Invoice	02/09/2022	01.26.2022 - LIBRARY - CHILDRENS BOOKS	0.00	17.11	
	01.71.62302		CHILDRENS BOOKS		17.11	
5017458742	Invoice	02/09/2022	01.26.2022 - LIBRARY - CHILDRENS BOOKS	0.00	13.15	
	01.71.62302		CHILDRENS BOOKS		13.15	
5017458743	Invoice	02/09/2022	01.26.2022 - LIBRARY - CHILDRENS BOOKS	0.00	13.81	
	01.71.62302		CHILDRENS BOOKS		13.81	
5017458744	Invoice	02/09/2022	01.26.2022 - LIBRARY - CHILDRENS BOOKS	0.00	16.39	
	01.71.62302		CHILDRENS BOOKS		16.39	
5017479705	Invoice	02/09/2022	01.17.2022 - LIBRARY - ADULT BOOKS	0.00	81.76	
	01.71.62301		ADULT BOOKS		81.76	
5017479706	Invoice	02/09/2022	01.17.2022 - LIBRARY - ADULT BOOKS	0.00	23.20	
	01.71.62301		ADULT BOOKS		23.20	
5017479707	Invoice	02/09/2022	01.17.2022 - LIBRARY - ADULT BOOKS	0.00	54.37	
	01.71.62301		ADULT BOOKS		54.37	
5017479708	Invoice	02/09/2022	01.17.2022 - LIBRARY - ADULT BOOKS	0.00	21.47	
	01.71.62301		ADULT BOOKS		21.47	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5017479709	Invoice	02/09/2022	01.17.2022 - LIBRARY - ADULT BOOKS	0.00	41.67	
	01.71.62301		ADULT BOOKS		41.67	
5017479710	Invoice	02/09/2022	01.17.2022 - LIBRARY - ADULT BOOKS	0.00	40.25	
	01.71.62301		ADULT BOOKS		40.25	
5017479711	Invoice	02/09/2022	01.17.2022 - LIBRARY - ADULT BOOKS	0.00	20.28	
	01.71.62301		ADULT BOOKS		20.28	
5017479712	Invoice	02/09/2022	01.17.2022 - LIBRARY - ADULT BOOKS	0.00	20.66	
	01.71.62301		ADULT BOOKS		20.66	
5017479713	Invoice	02/09/2022	01.17.2022 - LIBRARY - ADULT BOOKS	0.00	19.23	
	01.71.62301		ADULT BOOKS		19.23	
5017479714	Invoice	02/09/2022	01.17.2022 - LIBRARY - ADULT BOOKS	0.00	48.71	
	01.71.62301		ADULT BOOKS		48.71	
5017492583	Invoice	02/09/2022	01.24.2022 - LIBRARY - ADULT BOOKS	0.00	40.55	
	01.71.62301		ADULT BOOKS		40.55	
5017492584	Invoice	02/09/2022	01.24.2022 - LIBRARY - ADULT BOOKS	0.00	19.62	
	01.71.62301		ADULT BOOKS		19.62	
5017492585	Invoice	02/09/2022	01.24.2022 - LIBRARY - ADULT BOOKS	0.00	20.17	
	01.71.62301		ADULT BOOKS		20.17	
5017492586	Invoice	02/09/2022	01.24.2022 - LIBRARY - ADULT BOOKS	0.00	21.59	
	01.71.62301		ADULT BOOKS		21.59	
5017492587	Invoice	02/09/2022	01.24.2022 - LIBRARY - ADULT BOOKS	0.00	102.05	
	01.71.62301		ADULT BOOKS		102.05	
5017505551	Invoice	02/09/2022	01.28.2022 - LIBRARY - ADULT BOOKS	0.00	20.29	
	01.71.62301		ADULT BOOKS		20.29	
5017505552	Invoice	02/09/2022	01.28.2022 - LIBRARY - ADULT BOOKS	0.00	40.53	
	01.71.62301		ADULT BOOKS		40.53	
5017505553	Invoice	02/09/2022	01.28.2022 - LIBRARY - ADULT BOOKS	0.00	41.66	
	01.71.62301		ADULT BOOKS		41.66	
5017505554	Invoice	02/09/2022	01.28.2022 - LIBRARY - ADULT BOOKS	0.00	32.56	
	01.71.62301		ADULT BOOKS		32.56	
5017505555	Invoice	02/09/2022	01.28.2022 - LIBRARY - ADULT BOOKS	0.00	12.47	
	01.71.62301		ADULT BOOKS		12.47	
5017505556	Invoice	02/09/2022	01.28.2022 - LIBRARY - ADULT BOOKS	0.00	34.79	
	01.71.62301		ADULT BOOKS		34.79	
5017505557	Invoice	02/09/2022	01.28.2022 - LIBRARY - ADULT BOOKS	0.00	66.65	
	01.71.62301		ADULT BOOKS		66.65	
5017505558	Invoice	02/09/2022	01.28.2022 - LIBRARY - ADULT BOOKS	0.00	20.28	
	01.71.62301		ADULT BOOKS		20.28	
H59597190	Invoice	02/09/2022	01.14.2022 - LIBRARY - CHILDRENS VIDEOS	0.00	21.52	
	01.71.62307		VIDEOS		21.52	
H59619070	Invoice	02/09/2022	01.14.2022 - LIBRARY - CHILDRENS VIDEOS	0.00	22.33	
	01.71.62307		VIDEOS		22.33	
H59700080	Invoice	02/09/2022	01.24.2022 - LIBRARY - CHILDRENS VIDEOS	0.00	103.78	
	01.71.62307		VIDEOS		103.78	
H59700510	Invoice	02/09/2022	01.19.2022 - LIBRARY - ADULT VIDEOS	0.00	38.77	
	01.71.62307		VIDEOS		38.77	
H59700550	Invoice	02/09/2022	01.20.2022 - LIBRARY - CHILDRENS VIDEOS	0.00	30.80	
	01.71.62307		VIDEOS		30.80	
H59700620	Invoice	02/09/2022	01.20.2022 - LIBRARY - ADULT VIDEOS	0.00	23.14	
	01.71.62307		VIDEOS		23.14	
	Void	02/10/2022	Regular	0.00	0.00	93629
	Void	02/10/2022	Regular	0.00	0.00	93630

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02581	CSG CONSULTANTS	02/10/2022	Regular	0.00	14,980.00	93631
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
41291	Invoice	02/09/2022	01.14.2022 - 1 LINCOLN PARK - INSPECTOR S...	0.00	230.00	
	01.00.20340		PERMIT DEPOSITS		230.00	
B211823	Invoice	02/09/2022	11.01.2021 - BUILDING PLAN REVIEW SRVCS ...	0.00	8,593.75	
	01.41.61157		PLAN CHECKING		8,593.75	
B212023	Invoice	02/09/2022	12.01.2021 - BUILDING PLAN REVIEW SRVCS...	0.00	6,156.25	
	01.41.61157		PLAN CHECKING		6,156.25	
02359	Deborah Yacobellis	02/10/2022	Regular	0.00	1,665.00	93632
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
TSA2201	Invoice	02/09/2022	01.31.2022 - CENTRAL SQUARE - PAYMENT ...	0.00	1,665.00	
	01.41.61150		OUTSIDE SERVICES-OTHER		1,665.00	
00017	Fairfax Building Supply Co. Inc.	02/10/2022	Regular	0.00	150.58	93633
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
241398	Invoice	02/09/2022	02.07.2022 - CLEANING SUPPLIES	0.00	150.58	
	01.81.62200		DEPARTMENTAL SUPPLIES		150.58	
02236	HooplaDigital	02/10/2022	Regular	0.00	570.17	93634
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
501629431	Invoice	02/09/2022	01.31.2022 - LIBRARY- DIGITAL AUDIOBOOKS	0.00	570.17	
	27.71.62309		E BOOKS		570.17	
03163	Jean Lesure	02/10/2022	Regular	0.00	200.80	93635
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
R13260	Invoice	02/09/2022	02.02.2022 - 55 ESSEX STREET - TREE PERMIT..	0.00	200.80	
	01.00.42239		CONSTR: TREE PERMIT		200.80	
03164	John Finley	02/10/2022	Regular	0.00	49.50	93636
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
R13267	Invoice	02/09/2022	02.03.2022 - 2 OLIVE AVENUE - FENCE PERM...	0.00	49.50	
	01.00.42206		CONSTR: ENCROACHMENT...		49.50	
02558	Kanopy	02/10/2022	Regular	0.00	757.00	93637
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
284078-PPU	Invoice	01/31/2022	01.31.2022 - LIBRARY - AUDIO VIDEOS	0.00	757.00	
	27.71.62307		VIDEOS		757.00	
00115	Kone Inc	02/10/2022	Regular	0.00	2,769.12	93638
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
962124555	Invoice	02/09/2022	02.01.2022 - LIBRARY & DPW - ELEVATOR M...	0.00	2,769.12	
	01.41.61504		BLDG. MAINT-ELEVATOR		1,384.56	
	01.71.61504		BLDG. MAINT-ELEVATOR		1,384.56	
03134	Linda L. Daube - Law Offices	02/10/2022	Regular	0.00	13,132.00	93639
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
BOUCHER	Invoice	02/09/2022	02.08.2022 - LEGAL COUNCIL SERVICES	0.00	13,132.00	
	01.16.61196		PERSONNEL LEGAL SERVIC...		13,132.00	
02579	LTS of Marin	02/10/2022	Regular	0.00	1,271.68	93640

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1463	Invoice	02/09/2022	02.03.2022 - JOHN DEERE TRACTOR REPAIR -...	0.00	1,271.68	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES		1,271.68	
00142	Marin Municipal Water District	02/10/2022	Regular	0.00	2,100.83	93641
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
119-02012022	Invoice	02/09/2022	119 - TOWN HALL DEPTS - 11.10.2021 - 01.1...	0.00	1,353.30	
	01.12.61703		UTILITIES-WATER		162.40	
	01.18.61703		UTILITIES-WATER		121.80	
	01.30.61703		UTILITIES-WATER		879.64	
	01.41.61703		UTILITIES-WATER		121.80	
	01.71.61703		UTILITIES-WATER		67.66	
216-02012022	Invoice	02/09/2022	216 - CRESENT ROAD - 11.05.2021 - 01.06.2...	0.00	63.50	
	01.81.61703		UTILITIES-WATER		63.50	
495-02012022	Invoice	02/09/2022	495 - MAGNOILA - 11.10.2021 - 01.11.2022	0.00	54.13	
	01.42.61703		UTILITIES-WATER		54.13	
752-02012022	Invoice	02/09/2022	752- SUNNY HILLS DRIVE - 11.10.21 - 01.11....	0.00	315.92	
	01.81.61703		UTILITIES-WATER		315.92	
761-02012022	Invoice	02/09/2022	761 - RED HILL & SEQUOIA - 11.10.2021 - 01....	0.00	110.24	
	01.81.61703		UTILITIES-WATER		110.24	
943-02012022	Invoice	02/09/2022	237 CRESENT ROAD - 11.10.2021 - 01.11.20...	0.00	203.74	
	01.81.61703		UTILITIES-WATER		203.74	
00132	Marin Sanitary Service	02/10/2022	Regular	0.00	50.00	93642
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
132102	Invoice	02/09/2022	02.01.2022 - SHRED CART SERVICE -	0.00	50.00	
	01.12.62200		DEPARTMENTAL SUPPLIES		16.67	
	01.18.62200		DEPARTMENTAL SUPPLIES		16.67	
	01.41.62200		DEPARTMENTAL SUPPLIES		16.66	
01036	Matrix HG Inc	02/10/2022	Regular	0.00	200.00	93643
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
155838	Invoice	02/09/2022	02.02.2022 - QUARTERLY PREVENTITIVE MA...	0.00	200.00	
	01.42.61703		UTILITIES-WATER		200.00	
02323	Maze & Associates	02/10/2022	Regular	0.00	4,768.00	93644
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
43571	Invoice	02/09/2022	01.28.2022 - ANNUAL REPORT - FINANCIAL ...	0.00	1,768.00	
	01.12.61107		OUTSIDE SVCS-ACCOUNTI...		1,768.00	
43581	Invoice	02/09/2022	01.31.2022 - SINGLE AUDIT ACT REPORT - 20...	0.00	3,000.00	
	01.12.61107		OUTSIDE SVCS-ACCOUNTI...		3,000.00	
01388	NCSI	02/10/2022	Regular	0.00	518.00	93645
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
18361	Invoice	02/09/2022	02.01.2022 - BACKGROUND CHECKS - ONBO...	0.00	518.00	
	21.65.61137		FINGERPRINTING		518.00	
00160	OCLC	02/10/2022	Regular	0.00	22.93	93646
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1000192830	Invoice	02/09/2022	02.01.2022 - LIBRARY - CATALOGING & MET...	0.00	22.93	
	01.71.61150		OUTSIDE SERVICES-OTHER		22.93	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00128	Pacific Gas & Electric	02/10/2022	Regular	0.00	15,326.49	93647
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
461-01212022	Invoice	02/09/2022	461 - TOWN HALL UTILITIES - 12.07.21 - 01.0...	0.00	15,261.39	
01.12.61701	UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 12.0...	589.09			
01.12.61702	UTILITIES-GAS	461 - TOWN HALL UTILITIES - 12.0...	47.31			
01.18.61701	UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 12.0...	378.48			
01.18.61702	UTILITIES-GAS	461 - TOWN HALL UTILITIES - 12.0...	30.52			
01.30.61701	UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 12.0...	2,853.88			
01.30.61702	UTILITIES-GAS	461 - TOWN HALL UTILITIES - 12.0...	227.40			
01.41.61701	UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 12.0...	378.48			
01.41.61702	UTILITIES-GAS	461 - TOWN HALL UTILITIES - 12.0...	30.52			
01.42.61707	UTILITIES-SIGNALS	461 - TOWN HALL UTILITIES - 12.0...	1,011.83			
01.42.61708	UTILITIES-STREET LIGHTS	461 - TOWN HALL UTILITIES - 12.0...	4,389.18			
01.71.61701	UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 12.0...	1,004.20			
01.71.61702	UTILITIES-GAS	461 - TOWN HALL UTILITIES - 12.0...	122.09			
01.81.61701	UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 12.0...	483.79			
21.65.61701	UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 12.0...	714.23			
21.65.61701	UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 12.0...	459.37			
31.41.61701	UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 12.0...	1,268.22			
31.41.61702	UTILITIES-GAS	461 - TOWN HALL UTILITIES - 12.0...	802.75			
34.41.61701	UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 12.0...	286.91			
34.41.61702	UTILITIES-GAS	461 - TOWN HALL UTILITIES - 12.0...	183.14			
717-02042022	Invoice	02/09/2022	717 - CORPYARD UTILITIES - GAS	0.00	65.10	
01.42.61702	UTILITIES-GAS	717 - CORPYARD UTILITIES - GAS	65.10			
	Void	02/10/2022	Regular	0.00	0.00	93648
01831	PIPE SPY MARIN	02/10/2022	Regular	0.00	159.25	93649
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
R13256	Invoice	02/09/2022	02.02.2022 - 68 BROADMOOR AVE - PLUMB...	0.00	159.25	
01.00.20310	BUILDING: STATE GREEN B...	02.02.2022 - 68 BROADMOOR AVE..	1.00			
01.00.42001	BUSINESS LICENSE TAX	02.02.2022 - 68 BROADMOOR AVE..	1.25			
01.00.42203	CONSTR: PLUMBING PERM...	02.02.2022 - 68 BROADMOOR AVE..	157.00			
00752	San Francisco Chronicle	02/10/2022	Regular	0.00	1,011.40	93650
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
988-01272022	Invoice	02/09/2022	01.27.2022 - LIBRARY - SUBSCRIPTION - 52 ...	0.00	1,011.40	
01.71.62305	MAGAZINES AND NEWSPA...	01.27.2022 - LIBRARY - SUBSCRIPT...	1,011.40			
00205	Team Ghilotti	02/10/2022	Regular	0.00	99,070.97	93651
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
829902	Invoice	02/09/2022	01.31.2022 - PAVEMENT REHAB PHASE A - BI...	0.00	99,070.97	
12.41.63107	CAPITAL OUTLAY - PAVING...	01.31.2022 - PAVEMENT REHAB P...	99,070.97			
00215	Transbay Security Service Inc	02/10/2022	Regular	0.00	13.93	93652
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
83160	Invoice	02/09/2022	01.31.2022 - 5 KEYS FOR AJ - PWD	0.00	13.93	
01.42.62908	SUPPLIES-STREET MAINTEN...	01.31.2022 - 5 KEYS FOR AJ - PWD	13.93			
00384	Van Midde & Son Concrete	02/10/2022	Regular	0.00	6,500.00	93653
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
13702	Invoice	02/09/2022	02.09.2022 - BANK ST & SFD - REPLACE SID...	0.00	6,500.00	
19.41.63109	UNPROGRAMMED RESURF...	02.09.2022 - BANK ST & SFD - REP...	6,500.00			
02411	23 ELEPHANTS THEATRE COMPANY	02/17/2022	Regular	0.00	4,795.93	93654

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0007031	Invoice	02/16/2022	02.14.2022 - THEATER PROGRAM - WINTER -...	0.00	4,795.93	
	21.62.61175		KIDS CULTURE SERVICES		4,795.93	
01055	Abey Arnold Associates	02/17/2022	Regular	0.00	3,120.00	93655
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2005-03	Invoice	02/16/2022	12.21.2021 - LANDSCAPE ARCT SRVCS - ME...	0.00	3,120.00	
	70.81.61150		OUTSIDE SERVICES-OTHER		3,120.00	
00001	AT&T Calnet	02/17/2022	Regular	0.00	1,380.65	93656
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
574-02102022	Invoice	02/16/2022	574 - ALL DEPTS - CENTREX - UTILITIES	0.00	1,340.16	
	01.12.61705		UTILITIES-TELEPHONE		268.03	
	01.18.61705		UTILITIES-TELEPHONE		214.43	
	01.41.61705		UTILITIES-TELEPHONE		107.21	
	01.42.61705		UTILITIES-TELEPHONE		174.22	
	01.71.61705		UTILITIES-TELEPHONE		147.42	
	01.81.61705		UTILITIES-TELEPHONE		53.61	
	21.65.61705		UTILITIES-TELEPHONE		308.24	
	31.41.61705		UTILITIES-TELEPHONE		67.00	
580-02102022	Invoice	02/16/2022	580 - ROBSON HOUSE - UTILITIES	0.00	40.49	
	34.41.61705		UTILITIES-TELEPHONE		40.49	
02192	BPXpress	02/17/2022	Regular	0.00	253.30	93657
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
RICH-16036	Invoice	02/16/2022	02.10.2022 - PLANROOM PROJECT - PRINTI...	0.00	253.30	
	14.41.63101		CAPITAL OUTLAY - PAVING...		253.30	
02581	CSG CONSULTANTS	02/17/2022	Regular	0.00	5,656.25	93658
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
B220129	Invoice	02/16/2022	02.01.2022 - BUILDING PLAN REVIEW SRVCS ...	0.00	5,656.25	
	01.41.61157		PLAN CHECKING		5,656.25	
02622	Epstein Holtzapple Christo LLP	02/17/2022	Regular	0.00	25,725.00	93659
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5805	Invoice	02/16/2022	02.11.2022 - LEGAL COUNCIL - JANUARY 2022	0.00	25,400.00	
	01.16.61138		GENERAL COUNSEL LEGAL ...		25,400.00	
5806	Invoice	02/16/2022	02.11.2022 - EMAIL EXCHANGE - RE: MR. S...	0.00	50.00	
	01.16.61138		GENERAL COUNSEL LEGAL ...		50.00	
5807	Invoice	02/16/2022	02.11.2022 - LEGAL COUNCIL - BENSON VS T...	0.00	225.00	
	01.16.61138		GENERAL COUNSEL LEGAL ...		225.00	
5808	Invoice	02/16/2022	02.11.2022 - REVIEW MEMO - MASK RESTRI...	0.00	50.00	
	01.16.61138		GENERAL COUNSEL LEGAL ...		50.00	
00113	Juan Olsen Sanchez	02/17/2022	Regular	0.00	4,900.00	93660
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0007028	Invoice	02/16/2022	02.14.2022 - WINTER GYMNASTICS - PAYME...	0.00	4,900.00	
	21.61.61167		TUMBLING SERVICES		4,900.00	
03130	Lorraine Weiss	02/17/2022	Regular	0.00	3,280.00	93661

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SA2022-1	Invoice	02/16/2022	01.31.2022 - PLANNING APPLICATIONS - JA...	0.00	3,280.00	
	01.18.60010		TEMPORARY HELP		3,280.00	
00121	Marin I J - 2072661 AD	02/17/2022	Regular	0.00	1,039.16	93662
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0001326315	Invoice	02/16/2022	01.31.2022 - CLASSIFIED ADVERTISING - JAN...	0.00	1,039.16	
	01.21.61151		LEGAL NOTICES		1,039.16	
00029	Marin IT	02/17/2022	Regular	0.00	5,880.00	93663
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2022-117403	Invoice	02/16/2022	02.04.2022 - TOWN HALL NETWORK MAINT...	0.00	5,480.00	
	01.12.61106		OUTSIDE SVCS-MGT INFO S...		1,096.00	
	01.18.61106		OUTSIDE SVCS-MGT INFO S...		438.40	
	01.41.61106		OUTSIDE SVCS-MGT INFO S...		1,534.40	
	01.42.61106		OUTSIDE SVCS-MGT INFO S...		493.20	
	01.71.61106		OUTSIDE SVCS-MGT INFO S...		712.40	
	21.65.61106		OUTSIDE SVCS-MGT INFO S...		1,205.60	
2022-117423	Invoice	02/16/2022	02.07.2022 - TOWN HALL NETWORK MAINT...	0.00	400.00	
	01.12.61106		OUTSIDE SVCS-MGT INFO S...		80.00	
	01.18.61106		OUTSIDE SVCS-MGT INFO S...		32.00	
	01.41.61106		OUTSIDE SVCS-MGT INFO S...		112.00	
	01.42.61106		OUTSIDE SVCS-MGT INFO S...		36.00	
	01.71.61106		OUTSIDE SVCS-MGT INFO S...		52.00	
	21.65.61106		OUTSIDE SVCS-MGT INFO S...		88.00	
02754	MAYACAMAS MOUNTAIN SPRING WATER	02/17/2022	Regular	0.00	250.00	93664
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
62522	Invoice	02/16/2022	02.08.2022 - BOTTLED WATER SERVICE - REC...	0.00	83.00	
	21.65.62200		DEPARTMENTAL SUPPLIES		83.00	
62583	Invoice	02/16/2022	02.09.2022 - BOTTLED WATER - TOWN HALL	0.00	167.00	
	01.12.62200		DEPARTMENTAL SUPPLIES		41.75	
	01.41.62200		DEPARTMENTAL SUPPLIES		41.75	
	01.71.62200		DEPARTMENTAL SUPPLIES		41.75	
	01.81.62200		DEPARTMENTAL SUPPLIES		41.75	
03165	Micha Berman	02/17/2022	Regular	0.00	290.00	93665
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0007032	Invoice	02/16/2022	02.01.2022 - REIMBURSEMENT FOR DAMA...	0.00	290.00	
	12.41.63107		CAPITAL OUTLAY - PAVING...		290.00	
02677	Nissan Motor Acceptance Corporation	02/17/2022	Regular	0.00	874.02	93666
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
519-02082022	Invoice	02/16/2022	519 - NISSAN LEAF LEASE - FEBRUARY	0.00	291.34	
	50.42.63011		VEHICLE OPERATING LEASE		291.34	
537-02082022	Invoice	02/16/2022	537 - NISSAN LEAF LEASE - FEBRUARY	0.00	291.34	
	50.42.63011		VEHICLE OPERATING LEASE		291.34	
542-02082022	Invoice	02/08/2022	542 - NISSAN LEAF LEASE - FEBRUARY	0.00	291.34	
	50.42.63011		VEHICLE OPERATING LEASE		291.34	
00161	Office Depot Business Services	02/17/2022	Regular	0.00	180.52	93667

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
226942506001	Invoice	02/16/2022	02.08.2022 - ADMIN OFFICE SUPPLIES - CRED..	0.00	141.25	
01.12.62000			OFFICE SUPPLIES		148.11	
01.12.62000			OFFICE SUPPLIES		-1.76	
01.12.62000			OFFICE SUPPLIES		-5.10	
227678612001	Invoice	02/16/2022	02.10.2022 - ADMIN OFFICE SUPPLIES - BOX...	0.00	39.27	
01.12.62000			OFFICE SUPPLIES		39.27	
02554	Parkmobile LLC	02/17/2022	Regular	0.00	134.70	93668
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV27201	Invoice	02/16/2022	01.31.2022 - END USER FEES - JANUARY 2022	0.00	134.70	
01.12.61107			OUTSIDE SVCS-ACCOUNTI...		134.70	
00181	Ross Valley Fire Department	02/17/2022	Regular	0.00	380,232.74	93669
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0007029	Invoice	02/16/2022	02.14.2022 - RVFD FEES COLLECTED - JANUA...	0.00	3,121.16	
01.00.20354			DUE TO ROSS VALLEY FIRE ...		3,121.16	
INV0007030	Invoice	02/16/2022	02.08.2022 - FIRE SRVCS MONTHLY CONTRI...	0.00	377,111.58	
01.32.61139			RVFS CONTRACT		377,111.58	
01219	Ross Valley School District	02/17/2022	Regular	0.00	2,872.00	93670
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0007027	Invoice	02/16/2022	2.11.2022 - RVSD FACILITITES USE FEES - ASE...	0.00	2,872.00	
21.63.61180			AFTER SCHOOL ENRICHME...		2,872.00	
02087	Telecom Law Firm PC	02/17/2022	Regular	0.00	2,867.70	93671
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
11954	Invoice	02/16/2022	01.31.2022 - 305 SAN ANSELEMO AVE - LEG...	0.00	1,160.00	
01.00.20371			PLANNING COSTS TO BE RE...		1,160.00	
11955	Invoice	02/16/2022	02.14.2022 - 324 SIR FRANCIS DRAKE - LEGAL...	0.00	80.00	
01.00.20371			PLANNING COSTS TO BE RE...		80.00	
11980	Invoice	02/16/2022	01.31.2022 - 32 RED HILL AVE - LEGAL SERVI...	0.00	1,627.70	
01.00.20371			PLANNING COSTS TO BE RE...		1,627.70	
02905	Wells Fargo Vendor Financial Services, LLC	02/17/2022	Regular	0.00	920.77	93672
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
5018918289	Invoice	02/16/2022	02.09.2022 - CANON COPIER PAYMENT - FE...	0.00	920.77	
01.12.61402			COPY MACHINE LEASE		230.19	
01.18.61402			COPY MACHINE LEASE		230.19	
01.41.61402			COPY MACHINE LEASE		230.19	
21.65.62200			DEPARTMENTAL SUPPLIES		230.20	
00048	Alhambra & Sierra Springs	02/23/2022	Regular	0.00	115.89	93673
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
12161581021622	Invoice	02/24/2022	02.16.2022 - BOTTLED WATER SERVICE - CO...	0.00	115.89	
01.42.62200			DEPARTMENTAL SUPPLIES		115.89	
02922	ALPHA TRENCHLESS	02/23/2022	Regular	0.00	3,000.00	93674
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
R13325	Invoice	02/24/2022	02.23.2022 - 580 RED HILL AVE - ROAD BOND..	0.00	1,500.00	
01.00.20314			ROAD BOND		1,500.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
R13326	Invoice	02/24/2022	02.23.2022 - 64 MARIPOSA AVE - ROAD BO...	0.00	1,500.00	
	01.00.20314		ROAD BOND	02.23.2022 - 64 MARIPOSA AVE - ...	1,500.00	
01385	Asian Art Museum	02/23/2022	Regular	0.00	120.00	93675
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0007053	Invoice	02/24/2022	02.18.2022 - 3 ART TALKS	0.00	120.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM...	02.18.2022 - 3 ART TALKS	120.00	
00001	AT&T Calnet	02/23/2022	Regular	0.00	933.20	93676
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
579-02102022	Invoice	02/24/2022	579 - TRAFFIC LIGHT MODEM - 01.10.22 - 02...	0.00	20.93	
	01.42.61705		UTILITIES-TELEPHONE	579 - TRAFFIC LIGHT MODEM - 01...	20.93	
587-02102022	Invoice	02/24/2022	587 - FUEL FORCE STATION - 01.10.22 - 02.09..	0.00	20.93	
	01.81.61705		UTILITIES-TELEPHONE	587 - FUEL FORCE STATION - 01.10..	20.93	
588-02122022	Invoice	02/24/2022	588 - LIBRARY ELEVATOR PHONE - 01.12.22 -...	0.00	891.34	
	01.71.61504		BLDG. MAINT-ELEVATOR	588 - LIBRARY ELEVATOR PHONE -...	891.34	
00388	Baker & Taylor	02/23/2022	Regular	0.00	1,618.80	93677
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
5017488102	Invoice	02/24/2022	02.02.2022 - LIBRARY - CHILDRENS BOOKS	0.00	28.96	
	01.71.62302		CHILDRENS BOOKS	02.02.2022 - LIBRARY - CHILDRENS..	28.96	
5017488103	Invoice	02/24/2022	02.02.2022 - LIBRARY - CHILDRENS BOOKS	0.00	14.89	
	01.71.62302		CHILDRENS BOOKS	02.02.2022 - LIBRARY - CHILDRENS..	14.89	
5017496477	Invoice	02/24/2022	02.02.2022 - LIBRARY - CHILDRENS BOOKS	0.00	21.20	
	01.71.62302		CHILDRENS BOOKS	02.02.2022 - LIBRARY - CHILDRENS..	21.20	
5017496479	Invoice	02/24/2022	02.04.2022 - LIBRARY - CHILDRENS BOOKS	0.00	17.03	
	27.71.62302		CHILDRENS BOOKS	02.04.2022 - LIBRARY - CHILDRENS..	17.03	
5017496480	Invoice	02/22/2022	02.04.2022 - LIBRARY - CHILDRENS BOOKS	0.00	22.76	
	01.71.62302		CHILDRENS BOOKS	02.04.2022 - LIBRARY - CHILDREN...	22.76	
5017496481	Invoice	02/24/2022	02.04.2022 - LIBRARY - CHILDRENS BOOKS	0.00	13.81	
	27.71.62302		CHILDRENS BOOKS	02.04.2022 - LIBRARY - CHILDRENS..	13.81	
5017496482	Invoice	02/24/2022	02.04.2022 - LIBRARY - CHILDRENS BOOKS	0.00	14.44	
	01.71.62302		CHILDRENS BOOKS	02.04.2022 - LIBRARY - CHILDRENS..	14.44	
5017496483	Invoice	02/24/2022	02.04.2022 - LIBRARY - CHILDRENS BOOKS	0.00	10.94	
	01.71.62302		CHILDRENS BOOKS	02.04.2022 - LIBRARY - CHILDRENS..	10.94	
5017496485	Invoice	02/24/2022	02.02.2022 - LIBRARY - AUDIO BOOKS	0.00	37.10	
	01.71.62304		AUDIO/VISUAL BOOKS	02.02.2022 - LIBRARY - AUDIO BO...	37.10	
5017503081	Invoice	02/24/2022	02.03.2022 - LIBRARY - CHILDRENS BOOKS	0.00	15.94	
	27.71.62302		CHILDRENS BOOKS	02.03.2022 - LIBRARY - CHILDREN...	15.94	
5017503082	Invoice	02/24/2022	02.03.2022 - LIBRARY - CHILDRENS BOOKS	0.00	22.31	
	01.71.62302		CHILDRENS BOOKS	02.03.2022 - LIBRARY - CHILDRENS..	22.31	
5017517620	Invoice	02/24/2022	02.01.2022 - LIBRARY - ADULT BOOKS	0.00	62.76	
	27.71.62301		ADULT BOOKS	02.01.2022 - LIBRARY - ADULT BO...	62.76	
5017517621	Invoice	02/24/2022	02.01.2022 - LIBRARY - ADULT BOOKS	0.00	19.62	
	01.71.62301		ADULT BOOKS	02.01.2022 - LIBRARY - ADULT BO...	19.62	
5017517622	Invoice	02/24/2022	02.01.2022 - LIBRARY - ADULT BOOKS	0.00	137.53	
	27.71.62301		ADULT BOOKS	02.01.2022 - LIBRARY - ADULT BO...	137.53	
5017517623	Invoice	02/24/2022	02.01.2022 - LIBRARY - ADULT BOOKS	0.00	197.14	
	01.71.62301		ADULT BOOKS	02.01.2022 - LIBRARY - ADULT BO...	197.14	
5017517624	Invoice	02/24/2022	02.01.2022 - LIBRARY - ADULT BOOKS	0.00	32.88	
	01.71.62301		ADULT BOOKS	02.01.2022 - LIBRARY - ADULT BO...	32.88	
5017517625	Invoice	02/24/2022	02.01.2022 - LIBRARY - ADULT BOOKS	0.00	12.93	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.71.62301	ADULT BOOKS	02.01.2022 - LIBRARY - ADULT BO...		12.93	
5017521122	Invoice	02/24/2022	02.04.2022 - LIBRARY - CHILDRENS BOOKS	0.00	18.33	
	01.71.62302	CHILDRENS BOOKS	02.04.2022 - LIBRARY - CHILDREN...		18.33	
5017524132	Invoice	02/24/2022	02.03.2022 - LIBRARY - ADULT BOOKS	0.00	22.87	
	01.71.62301	ADULT BOOKS	02.03.2022 - LIBRARY - ADULT BO...		22.87	
5017524133	Invoice	02/24/2022	02.03.2022 - LIBRARY - ADULT LIBRARY	0.00	305.77	
	01.71.62301	ADULT BOOKS	02.03.2022 - LIBRARY - ADULT LIB...		305.77	
5017524134	Invoice	02/24/2022	02.03.2022 - LIBRARY - ADULT BOOKS	0.00	98.80	
	27.71.62301	ADULT BOOKS	02.03.2022 - LIBRARY - ADULT BO...		98.80	
5017524135	Invoice	02/24/2022	02.03.2022 - LIBRARY - ADULT BOOKS	0.00	20.92	
	27.71.62301	ADULT BOOKS	02.03.2022 - LIBRARY - ADULT BO...		20.92	
5017524136	Invoice	02/24/2022	02.03.2022 - LIBRARY - ADULT BOOKS	0.00	21.59	
	01.71.62301	ADULT BOOKS	02.03.2022 - LIBRARY - ADULT BO...		21.59	
5017524137	Invoice	02/24/2022	02.03.2022 - LIBRARY - ADULT BOOKS	0.00	20.92	
	01.71.62301	ADULT BOOKS	02.03.2022 - LIBRARY - ADULT BO...		20.92	
5017527577	Invoice	02/24/2022	02.07.2022 - LIBRARY - CHILDRENS BOOKS	0.00	43.98	
	01.71.62302	CHILDRENS BOOKS	02.07.2022 - LIBRARY - CHILDRENS..		43.98	
5017527578	Invoice	02/24/2022	02.07.2022 - LIBRARY - CHILDRENS BOOKS	0.00	15.10	
	27.71.62302	CHILDRENS BOOKS	02.07.2022 - LIBRARY - CHILDRENS..		15.10	
5017527612	Invoice	02/24/2022	02.04.2022 - LIBRARY - CHILDRENS BOOKS	0.00	337.02	
	01.71.62302	CHILDRENS BOOKS	02.04.2022 - LIBRARY - CHILDRENS..		337.02	
5017530367	Invoice	02/24/2022	02.05.2022 - LIBRARY - CHILDRENS BOOKS	0.00	12.93	
	01.71.62302	CHILDRENS BOOKS	02.05.2022 - LIBRARY - CHILDRENS..		12.93	
5017530368	Invoice	02/24/2022	02.05.2022 - LIBRARY - CHILDRENS BOOKS	0.00	18.33	
	27.71.62302	CHILDRENS BOOKS	02.05.2022 - LIBRARY - CHILDRENS..		18.33	
	Void	02/23/2022	Regular	0.00	0.00	93678
00007	Bay Cities Joint Power Insurance Authority	02/23/2022	Regular	0.00	6,329.27	93679
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
BCJPIA-2022-163	Invoice	02/24/2022	02.22.2022 - GENERAL LIABILTITY - WORKERS..	0.00	6,329.27	
	40.21.61906		LIABILITY INSURANCE CLA...	02.22.2022 - GENERAL LIABILTITY -..	1,635.00	
	40.21.61907		WORKERS COMPENSATION...	02.22.2022 - GENERAL LIABILTITY -..	4,694.27	
03174	Benevidez , Inc	02/23/2022	Regular	0.00	1,500.00	93680
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
INV0007054	Invoice	02/24/2022	01.24.2022 - 96 HILLSIDE AVE - TREE REMO...	0.00	1,500.00	
	01.42.61105		OUTSIDE SERVICES-TREES	01.24.2022 - 96 HILLSIDE AVE - TR...	1,500.00	
01345	BSN Sports Inc	02/23/2022	Regular	0.00	56.54	93681
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
915924919	Invoice	02/24/2022	02.07.2022 - SOFTBALLS - 1 DOZEN	0.00	56.54	
	21.61.62965		SOFTBALL SUPPLIES	02.07.2022 - SOFTBALLS - 1 DOZEN	56.54	
02851	CASEY COWGILL	02/23/2022	Regular	0.00	465.60	93682
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
R8600	Invoice	02/24/2022	02.22.2022 - 15 YOLANDA DRIVE - FEE REFU...	0.00	388.00	
	01.00.20371		PLANNING COSTS TO BE RE...	02.22.2022 - 15 YOLANDA DRIVE -...	388.00	
R9197	Invoice	02/24/2022	02.22.2022 - 15 YOLANDA DRIVE - FEE REFU...	0.00	77.60	
	01.00.20312		PLANNING: DEPOSIT	02.22.2022 - 15 YOLANDA DRIVE -...	77.60	
02315	Coastland Civil Engineering Inc.	02/23/2022	Regular	0.00	4,455.00	93683

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
53084	Invoice	02/24/2022	01.31.2022 - BUILDING DEPT SERVICES - # 1...	0.00	4,455.00	
	01.41.61157		PLAN CHECKING		4,455.00	
00025	Coatings & Sundries inc/CSI Paint	02/23/2022	Regular	0.00	7,982.25	93684
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
N0132929	Invoice	02/24/2022	02.14.2022 - ENNIS TRAFFIC PAINTS -WHT/Y...	0.00	7,982.25	
	01.42.62909		SUPPLIES-TRAFFIC CONTRO...		7,982.25	
01563	Contract Sweeping Services	02/23/2022	Regular	0.00	5,846.21	93685
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
22000257	Invoice	03/24/2022	02.15.2022 - RESIDENTIAL STREET SWEEPING..	0.00	5,846.21	
	01.42.61135		STREET SWEEPING		5,846.21	
02732	Diesel Direct West	02/23/2022	Regular	0.00	494.68	93686
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
84404478	Invoice	02/24/2022	02.10.2022 - GASOLINE UNL - 100.7 GALLONS	0.00	494.68	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES		494.68	
00266	Ed Gurka	02/23/2022	Regular	0.00	487.50	93687
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
6-2022	Invoice	02/24/2022	02.14.2022 - 130 SFD TREE REMOVAL	0.00	487.50	
	01.42.61105		OUTSIDE SERVICES-TREES		487.50	
02973	Environmental Science Associates	02/23/2022	Regular	0.00	370.00	93688
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
172138	Invoice	02/24/2022	02.23.2022 - SAN ANSELMO FLOOD MANAG...	0.00	370.00	
	71.81.61150		OUTSIDE SERVICES-OTHER		370.00	
00017	Fairfax Building Supply Co. Inc.	02/23/2022	Regular	0.00	850.89	93689
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
241501	Invoice	02/24/2022	02.09.2022 - QUICK SET CEMENT - SUPPLIES	0.00	228.64	
	01.81.62200		DEPARTMENTAL SUPPLIES		228.64	
241712	Invoice	02/24/2022	02.14.2022 - STAPLES/TREATED FIR/MESH - ...	0.00	622.25	
	01.81.62200		DEPARTMENTAL SUPPLIES		622.25	
01850	Hardiman Construction	02/23/2022	Regular	0.00	4,500.00	93690
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
R13300	Invoice	02/24/2022	02.22.2022 - 60 TAMALPIAS AVE - ROAD BO...	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
R13301	Invoice	02/24/2022	02.22.2022 - 150 PINE STREET - ROAD BOND...	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
R13302	Invoice	02/24/2022	02.22.2022 - 48 VINEYARD AVE - ROAD BON...	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
00022	Jackson's Hardware Inc.	02/23/2022	Regular	0.00	509.06	93691
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
99045	Invoice	02/24/2022	02.08.2022 - MAKITA HEDGE TRIMMER - SU...	0.00	509.06	
	01.42.62905		SUPPLIES-GROUNDS		509.06	
03168	JK Lesure	02/23/2022	Regular	0.00	408.00	93692

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R11106	Invoice	02/24/2022	02.22.2022 - 55 ESSEX ST - FEE REFUND	0.00	408.00	
	01.00.20371		PLANNING COSTS TO BE RE...	02.22.2022 - 55 ESSEX ST - FEE RE...	408.00	
00113	Juan Olsen Sanchez	02/23/2022	Regular	0.00	5,079.25	93693
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0007055	Invoice	02/24/2022	02.22.2022 - WINTER GYMNASTICS - PAYME...	0.00	5,079.25	
	21.61.61167		TUMBLING SERVICES	02.22.2022 - WINTER GYMNASTIC...	5,079.25	
03169	Kathleen Clarke	02/23/2022	Regular	0.00	900.00	93694
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R5684	Invoice	02/24/2022	02.23.2022 - 1382 SAN ANSELMO AVE - FEE ...	0.00	900.00	
	01.00.20371		PLANNING COSTS TO BE RE...	02.23.2022 - 1382 SAN ANSELMO...	900.00	
00704	Liebert Cassidy Whitmore	02/23/2022	Regular	0.00	93.00	93695
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
212369	Invoice	02/24/2022	01.31.2022 - LEGAL SERVICES - MARTIN CLA...	0.00	93.00	
	01.16.61109		OUTSIDE SERVICES-LITIGAT...	01.31.2022 - LEGAL SERVICES - M...	93.00	
02579	LTS of Marin	02/23/2022	Regular	0.00	125.00	93696
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1469	Invoice	02/24/2022	02.13.2022 - FORD BUCKET TRUCK - NEW BA...	0.00	125.00	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES	02.13.2022 - FORD BUCKET TRUCK...	125.00	
00148	Maggiora & Ghilotti Inc.	02/23/2022	Regular	0.00	151,593.40	93697
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11801	Invoice	02/24/2022	01.31.2021 - SFD REHABILITATION PRJCT - O...	0.00	151,593.40	
	14.41.63101		CAPITAL OUTLAY - PAVING...	01.31.2021 - SFD REHABILITATION...	134,205.64	
	19.41.63101		CAPITAL OUTLAY - PAVING...	01.31.2021 - SFD REHABILITATION...	17,387.76	
00148	Maggiora & Ghilotti Inc.	02/23/2022	Regular	0.00	151,429.51	93698
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11802	Invoice	02/24/2022	01.31.2022 - PAVEMENT REHAB PRJCT - PHA...	0.00	151,429.51	
	19.41.63107		CAPITAL OUTLAY - PAVING...	01.31.2022 - PAVEMENT REHAB P...	151,429.51	
03172	Marcia May	02/23/2022	Regular	0.00	286.00	93699
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R13306	Invoice	02/24/2022	02.22.2022 - PERMIT REFUND	0.00	158.00	
	01.00.42206		CONSTR: ENCROACHMENT...	02.22.2022 - PERMIT REFUND	158.00	
R13307	Invoice	02/24/2022	02.22.2022 - TREE PERMIT REFUND	0.00	128.00	
	01.00.42239		CONSTR: TREE PERMIT	02.22.2022 - TREE PERMIT REFUND	128.00	
00142	Marin Municipal Water District	02/23/2022	Regular	0.00	166.58	93700
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
622-02012022	Invoice	02/24/2022	622 - IMAGINATION PARK - 11.10.2021 - 01....	0.00	83.29	
	14.81.61150		OUTSIDE SERVICES-OTHER	622 - IMAGINATION PARK - 11.10....	83.29	
624-02012022	Invoice	02/24/2022	624 - IMAGINATION PARK - 11.10.2021 - 01....	0.00	83.29	
	14.81.61150		OUTSIDE SERVICES-OTHER	624 - IMAGINATION PARK - 11.10....	83.29	
01894	Marin Recycling HHWF	02/23/2022	Regular	0.00	367.40	93701

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
9698	Invoice	02/24/2022	02.09.2022 - CAR BATTERY/FLUORESENTS - ...	0.00	367.40	
	01.42.61150		OUTSIDE SERVICES-OTHER		367.40	
03171	Matthew Herrero	02/23/2022	Regular	0.00	12,131.10	93702
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
100	Invoice	02/24/2022	02.14.2022 - GENERAC GENERATOR	0.00	12,131.10	
	41.41.61506		PUBLIC WORKS CAPITAL O...		12,131.10	
02584	Michael Clagett	02/23/2022	Regular	0.00	5,099.12	93703
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0007056	Invoice	02/24/2022	02.23.2022 - REIMBURSEMENT FOR SUPPLIES	0.00	147.81	
	21.63.62990		SPECIALTY CAMP SUPPLIES		147.81	
INV0007057	Invoice	02/24/2022	02.23.2022 - INSTRUCTOR PAYMENT - FEBR...	0.00	4,951.31	
	21.63.61186		SPECIALTY CAMPS SERVICES		4,951.31	
00128	Pacific Gas & Electric	02/23/2022	Regular	0.00	132.68	93704
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
216-02102022	Invoice	02/24/2022	216 - IMAGINATION PARK - 01.05.2022 - 02....	0.00	114.21	
	14.81.61701		UTILITIES-ELECTRICITY		114.21	
355-02102022	Invoice	02/24/2022	355 - CORPYARD UTILITIES - 01.04.2022 - 02....	0.00	18.47	
	01.81.61701		UTILITIES-ELECTRICITY		18.47	
00165	Pacific Telemanagement Services - PTS	02/23/2022	Regular	0.00	53.00	93705
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2082493	Invoice	02/24/2022	02.10.2022 - TOWN HALL PAYPHOINE - MAR...	0.00	53.00	
	01.42.61705		UTILITIES-TELEPHONE		53.00	
02870	RHAA	02/23/2022	Regular	0.00	12,514.50	93706
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0023969	Invoice	02/24/2022	02.18.2022 - DESIGN REFINEMENT - SAN AN...	0.00	12,514.50	
	71.81.61150		OUTSIDE SERVICES-OTHER		12,514.50	
03167	Sewer Tek	02/23/2022	Regular	0.00	7,500.00	93707
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R13275	Invoice	02/24/2022	02.10.2022 - 89 ELM AVE - ROAD BOND REF...	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
R13276	Invoice	02/24/2022	02.10.2022 - 22 KARL AVE - ROAD BOND RE...	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
R13277	Invoice	02/24/2022	02.10.2022 - 625 SAN ANSELMO AVE - ROAD...	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
R13279	Invoice	02/24/2022	02.10.2022 - 641 SAN ANSELMO AVE - ROAD...	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
R13298	Invoice	02/24/2022	02.18.2022 - 29 SAIS AVE - ROAD BOND REF...	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
01359	Siegfried Engineering Inc	02/23/2022	Regular	0.00	32,160.75	93708
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
43089	Invoice	02/24/2022	02.11.2022 - ENGINEERING SERVICES - JANU...	0.00	32,160.75	
	19.41.63101		CAPITAL OUTLAY - PAVING...		32,160.75	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02474	T2 SYSTEMS CANADA INC.	02/23/2022	Regular	0.00	2.50	93709
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INVEBP00000065...	Invoice	02/24/2022	02.15.2022 - EXTENDED BY PHONE USAGE - ...	0.00	2.50	
01.12.61107			OUTSIDE SVCS-ACCOUNTI...		2.50	
03173	Tesla Energy	02/23/2022	Regular	0.00	156.00	93710
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
R13314	Invoice	02/24/2022	02.22.2022 - PERMIT REFUND	0.00	156.00	
01.00.42204			CONSTR: ELECTRICAL PERM..		156.00	
00391	Verizon Wireless	02/23/2022	Regular	0.00	901.85	93711
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
9899457415	Invoice	02/24/2022	02.12.2022 - TH WIRELESS - 01.13.22 - 02.12...	0.00	901.85	
01.12.61705			UTILITIES-TELEPHONE		51.33	
01.41.61705			UTILITIES-TELEPHONE		422.39	
01.42.61705			UTILITIES-TELEPHONE		287.46	
01.81.61705			UTILITIES-TELEPHONE		38.01	
21.63.61179			PARKSIDE SERVICES		51.33	
21.63.61187			ROBSON AFTER SCHOOL S...		51.33	
00362	Town of San Anselmo	02/02/2022	Bank Draft	0.00	208,481.33	DFT03450
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006985	Invoice	02/02/2022	2-15-2022 TSA To Fund Payroll	0.00	208,481.33	
01.00.20299			PAYROLL PAYABLE		148,758.10	
01.00.20299			PAYROLL PAYABLE		-1,140.63	
12.00.20299			PAYROLL PAYABLE		5,472.66	
12.00.20299			PAYROLL PAYABLE		-30.84	
19.00.20299			PAYROLL PAYABLE		9,241.12	
21.00.20299			PAYROLL PAYABLE		32,788.17	
21.00.20299			PAYROLL PAYABLE		-170.00	
27.00.20299			PAYROLL PAYABLE		13,562.75	
01281	Payroll Resources Group	02/11/2022	Bank Draft	0.00	85.00	DFT03454
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0007026	Invoice	02/11/2022	February 2022 S125 Processing fees	0.00	85.00	
01.12.61107			OUTSIDE SVCS-ACCOUNTI...		85.00	
00362	Town of San Anselmo	02/18/2022	Bank Draft	0.00	177,110.18	DFT03472
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0007052	Invoice	02/18/2022	2-28-2022 TSA To Fund Payroll	0.00	177,110.18	
01.00.20299			PAYROLL PAYABLE		123,941.51	
01.00.20299			PAYROLL PAYABLE		-1,137.11	
12.00.20299			PAYROLL PAYABLE		3,956.55	
12.00.20299			PAYROLL PAYABLE		-30.84	
19.00.20299			PAYROLL PAYABLE		8,006.28	
21.00.20299			PAYROLL PAYABLE		32,948.78	
21.00.20299			PAYROLL PAYABLE		-170.00	
27.00.20299			PAYROLL PAYABLE		9,595.01	
00735	City of Larkspur	02/01/2022	Bank Draft	0.00	390,488.08	DFT03500
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0007163	Invoice	03/08/2022	02.01.22 CMPA Payment	0.00	390,488.08	
01.30.61199			POLICE SERVICES CONTRA...		390,488.08	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00305	Jamsab Realty Corp - Capital One	02/01/2022	Bank Draft	0.00	79,258.51	DFT03501
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0007164	Invoice	02/01/2022	Municipal Lease Debt Service Payment	0.00	79,258.51	
	46.40.64001		LEASE PAYMENT: PRINCIPAL		70,679.96	
	46.40.64100		DEBT SERVICE: INTEREST P...		8,578.55	
	Account Number	Account Name	Item Description	Distribution Amount		

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	292	115	0.00	1,308,600.09
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	0.00
Bank Drafts	5	5	0.00	855,423.10
EFT's	0	0	0.00	0.00
	297	128	0.00	2,164,023.19

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	292	115	0.00	1,308,600.09
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	0.00
Bank Drafts	5	5	0.00	855,423.10
EFT's	0	0	0.00	0.00
	297	128	0.00	2,164,023.19

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	2/2022	2,164,023.19
			2,164,023.19



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

3/22/2022

Item #: 2.3.

FROM:

Jeff Zuba, Finance & Administrative Services Director

SUBJECT:

Revenue and Expenditure Reports, February 2022

RECOMMENDATION

Approve the monthly year-to-date Revenue and Expenditure Reports and corresponding activity for the period ending through February 28, 2022.

BACKGROUND

Every reporting period end, the Town of San Anselmo presents to the Town Council its operations as shown on the Revenue and Expenditure reports for discussion and approval. The Revenue and Expenditure reports are year-to-date summaries of revenues and expenditures from the Town's financial system ('Tyler Incode') for both the current as well as the prior corresponding fiscal year. These reports include the General Fund's operations given most of the Town-level operational activities are processed through the General Fund either directly or indirectly. This approval is to be obtained once a month within the fiscal year.

ANALYSIS

The revenue and expenditure data through February 28, 2022, is a compilation of all operating activity that is year-to-date for the current and prior fiscal year. These reports are sourced directly from the Town's financial system, of which a corresponding analysis has been performed identifying the key trends the Town Council should take note about.

Revenues

Overall, through the February 2022 reporting period end, the Town's General Fund revenue has expanded its base relative to prior year by \$0.726M. This is primarily from the increase in property taxes, sales taxes, franchise tax, and fines offset by other fees and Transfers In. All other activity is either flat year-over-year or nets correspondingly to an immaterial change-all of which are within management's expectations.

Category	FEB YTD FY22	FEB YTD FY21	\$ Change	% Change
Property Tax	8,078,961.10	7,615,837.02	463,124.08	6.08%
Sales Tax	870,889.55	640,086.44	230,803.11	36.06%
Property Transfer Tax	122,440.00	97,866.00	24,574.00	25.11%
Franchise Taxes	393,075.01	365,052.10	28,022.91	7.68%
Licenses & Permits	660,295.69	692,449.02	(32,153.33)	-4.64%
Fines	54,678.38	26,291.31	28,387.07	107.97%
Cash & Investment Interest	6,925.71	6,972.30	(46.59)	-0.67%
Intergovernmental	104,472.06	84,855.23	19,616.83	23.12%
Other Fees	193,439.40	180,307.63	13,131.77	7.28%
Transfers In	244,072.00	292,990.25	(48,918.25)	-16.70%
Total	10,729,248.90	10,002,707.30	726,541.60	7.26%

As shown above, the Town's revenue base overall increased by \$0.726M of which is driven by Property Taxes, Sales Tax, Franchise Taxes and Fines:

- Property Taxes increased by \$0.463M compared to the prior period due to increased values timing of collections from the County.
- Sales Taxes increased by \$0.230M compared to the prior period is a result of improving economic conditions from the COVID-19 Pandemic conditions within the Town's boundaries. With greater confidence in security and safety of public health, consumer sentiment is rising giving way to increased sales transactions.
- Property Transfer Tax increased by \$0.024M compared to the prior period following the active real estate market.
- Franchise Taxes increased by \$0.028M compared to the prior period due to rate increases by the service providers.
- Fines increased by \$0.028M compared to the prior period as enforcement returns to normal following relaxed protocols during the height of the pandemic.

The largest decreases to note (\$0.048M) transfers into the General Fund. Due to the Covid-19 pandemic \$0.060M was returned in FY20 to the General Fund from the Robson House Fund as the project for dry rot repair and exterior painting was put on hold. As far as the other revenue streams, these changes either decreased or remained relatively flat year-over-year resulting in an immaterial change.

Expenditures

Overall, through the February 2022 reporting period end, the Town's General Fund expenditures have increased compared to the prior year by \$0.097M. This is primarily from increases in compensation, CalPERS retirement payments, Outside Services, and Transfers out. All other activity is either flat year-over-year or nets correspondingly to an immaterial change-all of which are within management's expectations.

Category	FEB YTD FY22	FEB YTD FY21	\$ Change	% Change
Compensation	2,131,190.83	1,980,288.32	150,902.51	7.62%
Retirement	809,220.22	711,261.77	97,958.45	13.77%
Training	19,341.81	5,025.68	14,316.13	284.86%
Outside Services	7,350,759.95	7,101,241.16	249,518.79	3.51%
Maintenance	81,984.45	79,322.01	2,662.44	3.36%
Utilities	135,093.28	124,778.19	10,315.09	8.27%
Supplies	83,469.68	74,395.38	9,074.30	12.20%
Debt Service	117,132.54	116,857.77	274.77	0.24%
Other Expenditure	82,644.12	45,110.66	37,533.46	83.20%
Transfers Out	1,263,517.00	1,348,517.00	(85,000.00)	-6.30%
Total	12,074,353.88	11,586,797.94	487,555.94	4.21%

As shown above, the Town's expenditures base overall increased by \$0.488M of which is driven by Compensation, CalPERS Retirement payments, Outside Services, and Transfers Out payments:

- Compensation (Salaries & Wages and Benefits) increased by \$0.151M compared to the prior fiscal year primarily due to the 5% maximum salary reduction put in place for the previous fiscal year. This salary reduction affected both SEIU and Unrepresented Town employees through the end of the 2021 fiscal year. In addition, the employee groups received cost of living adjustments on July 1, 2021 and January 1, 2022.
- Expenditures relating to CalPERS retirement increased by \$0.098M due to the Town's required unfunded pension liability payment. The required retirement payment to CalPERS is a combination of both the contribution for the active and retired employees. This payment increased by \$80,985 as compared to the previous fiscal year.
- Outside Services decreased by \$0.249M compared to the previous fiscal year due to the changes in payments for Public Safety JPA's and construction project activity.
- Transfers to other funds decreased by \$0.085M due to mid-year budget transfers in the previous fiscal year for project activity.

As far as the other expenditure streams, these changes either slightly changed or remained flat year-over-year resulting in an immaterial change. All other changes are taken together overall immaterial for further discussion and are expected given the Town's operations.

CONCLUSION

As inspected, the Town's financial position is continuously improving compared to the prior fiscal year given the economic recovery from the COVID-19 Pandemic. In anticipation through the end of the current fiscal year, these trends are expected to continue with increased revenue collection from this positive economic traction.

Attachment #1: Revenue and Expenditure Report by subcategory, February 2022

Attachment #2: Expenditure Report by department, February 2022

Town of San Anselmo 2021-2022 Rev & Exp Report as of 02/28/2022 Fund: 01 - GENERAL FUND	2020-2021 Revised Budget	2020-2021 Audited Actuals	2020-2021 YTD Actuals	% of Audited Actuals	2021-2022 Adopted Budget	2021-2022 Revised Budget	2021-2022 YTD Actuals	% of Actual / Budget
Revenue								
400 - PROPERTY TAX GENERAL	7,953,590.00	8,128,724.86	4,549,560.60	55.97 %	8,376,892.00	8,376,892.00	4,840,784.14	57.79 %
401 - PENSION	2,039,162.00	2,490,632.38	1,368,386.98	54.94 %	2,291,981.00	2,291,981.00	1,478,850.35	64.52 %
402 - PROPERTY TAX OTHER	2,717,576.00	3,376,535.46	1,697,889.44	50.28 %	3,265,116.00	3,265,116.00	1,759,326.61	53.88 %
410 - OTHER TAXES	1,218,100.00	1,456,718.47	737,972.44	50.66 %	1,324,486.00	1,440,000.00	993,329.55	68.98 %
411 - FRANCHISE TAXES	745,630.00	807,418.78	365,052.10	45.21 %	750,630.00	750,630.00	393,075.01	52.37 %
420 - BUSINESS LICENSE	180,000.00	292,105.63	121,306.16	41.53 %	240,000.00	240,000.00	43,381.32	18.08 %
421 - PARKING	5,500.00	11,264.58	3,411.98	30.29 %	24,500.00	24,500.00	4,701.02	19.19 %
422 - CONSTRUCTION	809,000.00	1,006,976.29	567,730.88	56.38 %	900,000.00	980,000.00	612,213.35	62.47 %
430 - VEHICLE CODE	10,000.00	18,042.79	6,521.18	36.14 %	10,000.00	17,500.00	14,435.89	82.49 %
431 - LIBRARY	200.00	1,205.41	137.17	11.38 %	0.00	0.00	615.23	0.00 %
432 - PARKING	27,000.00	42,314.81	19,632.96	46.40 %	50,000.00	65,000.00	39,627.26	60.97 %
440 - USE OF MONEY AND PROPERTY	10,000.00	76,486.94	6,972.30	9.12 %	15,000.00	15,000.00	6,689.02	44.59 %
450 - STATE REVENUE	144,800.00	152,155.19	84,855.23	55.77 %	107,500.00	107,500.00	104,472.06	97.18 %
460 - FEDERAL REVENUE	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
470 - LOCAL AGENCY REVENUE	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
480 - FEES FOR SERVICES	172,000.00	221,754.24	151,031.81	68.11 %	171,000.00	171,000.00	130,174.69	76.13 %
490 - MISCELLANEOUS REVENUE	90,900.00	78,215.46	29,275.82	37.43 %	97,500.00	97,500.00	63,264.71	64.89 %
519 - TRANSFERS IN	447,087.00	420,968.92	292,990.25	69.60 %	418,464.00	418,464.00	244,072.00	58.33 %
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
Total Revenue:	16,570,545.00	18,581,520.21	10,002,727.30	53.83 %	18,043,069.00	18,261,083.00	10,729,012.21	58.75 %
Expense								
600 - SALARIES AND WAGES	2,471,371.00	2,245,428.15	1,523,517.34	67.85 %	2,887,665.00	2,887,665.00	1,667,676.87	57.75 %
601 - RETIREMENT	830,820.00	779,893.84	711,261.77	91.20 %	960,932.00	960,932.00	809,220.22	84.21 %
602 - EMPLOYEE BENEFITS	671,150.00	555,400.10	403,670.98	72.68 %	782,423.50	782,423.50	411,916.22	52.65 %
604 - RETIREE BENEFITS	139,622.00	139,622.00	53,100.00	38.03 %	144,322.00	144,322.00	51,597.74	35.75 %
610 - TRAINING	32,200.00	10,659.57	5,025.68	47.15 %	40,200.00	40,200.00	19,341.81	48.11 %
611 - OUTSIDE SERVICES	10,380,759.00	10,826,178.87	7,101,241.16	65.59 %	11,039,241.00	11,249,241.00	6,960,044.49	61.87 %
613 - PUBLICATION / DUES	15,550.00	9,366.97	9,345.65	99.77 %	15,550.00	15,550.00	12,451.53	80.07 %
614 - MAINTENANCE	21,600.00	13,933.03	7,787.79	55.89 %	21,600.00	21,600.00	10,776.13	49.89 %
615 - BUILDING MAINTENANCE	128,950.00	154,733.30	71,534.22	46.23 %	189,950.00	189,950.00	71,066.41	37.41 %
616 - VEHICLE MAINTENANCE	6,500.00	2,425.66	0.00	0.00 %	6,500.00	6,500.00	141.91	2.18 %
617 - UTILITIES	221,740.00	252,211.91	124,778.19	49.47 %	210,740.00	210,740.00	134,803.15	63.97 %
618 - HIRING	0.00	2,357.11	632.11	26.82 %	1,000.00	1,000.00	14,637.73	1,463.77 %
619 - MISCELLANEOUS	19,000.00	-231.12	-500.00	216.34 %	18,500.00	18,500.00	0.00	0.00 %
620 - OFFICE SUPPLIES	34,800.00	20,755.39	11,586.03	55.82 %	36,200.00	36,200.00	13,626.90	37.64 %
622 - DEPARTMENT SUPPLIES	45,200.00	86,129.01	57,327.45	66.56 %	45,700.00	45,700.00	59,660.06	130.55 %
623 - BOOKS / MAGAZINES / VIDEOS	23,373.00	6,848.11	5,481.90	80.05 %	23,373.00	23,373.00	10,407.44	44.53 %
629 - MISCELLANEOUS	77,000.00	72,018.87	35,632.90	49.48 %	76,500.00	76,500.00	55,554.86	72.62 %
630 - EQUIPMENT	0.00	0.00	0.00	0.00 %	500.00	500.00	0.00	0.00 %
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
640 - PRINCIPAL	211,000.00	211,000.00	106,000.00	50.24 %	227,000.00	227,000.00	113,000.00	49.78 %
641 - INTEREST	19,018.00	16,901.83	10,857.77	64.24 %	11,208.00	11,208.00	4,132.54	36.87 %
670 - TRANSFERS OUT	1,348,517.00	1,348,517.00	1,348,517.00	100.00 %	1,263,517.00	1,263,517.00	1,263,517.00	100.00 %
Total Expense:	16,698,170.00	16,754,149.60	11,586,797.94	69.16 %	18,002,621.50	18,212,621.50	11,683,573.01	64.15 %
Total Fund: 01 - GENERAL FUND:	-127,625.00	1,827,370.61	-1,584,070.64		40,447.50	48,461.50	-954,560.80	
Report Total:	-127,625.00	1,827,370.61	-1,584,070.64		40,447.50	48,461.50	-954,560.80	

Town of San Anselmo 2021-2022 Rev & Exp Report as of 02/28/2022 Fund: 01 - GENERAL FUND Expense	2020-2021 Revised Budget	2020-2021 Audited Actuals	2020-2021 YTD Actuals	% of Audited Actuals	2021-2022 Adopted Budget	2021-2022 Revised Budget	2021-2022 YTD Actuals	% of Actual / Budget
00 - UNDESIGNATED	1,348,517.00	1,348,517.00	1,348,517.00	100.00 %	1,263,517.00	1,263,517.00	1,263,517.00	100.00 %
11 - TOWN COUNCIL	95,323.00	36,904.54	16,676.76	45.19 %	95,323.00	95,323.00	23,002.87	24.13 %
12 - ADMINISTRATION	1,196,257.00	1,082,515.02	715,534.26	66.10 %	1,403,741.50	1,403,741.50	749,147.62	53.37 %
16 - LEGAL SERVICES	205,000.00	315,276.23	154,529.83	49.01 %	300,000.00	300,000.00	195,058.47	65.02 %
18 - PLANNING	407,296.00	356,215.18	243,943.77	68.48 %	638,270.00	638,270.00	225,512.88	35.33 %
21 - NON-DEPARTMENTAL	1,056,651.00	967,944.26	846,333.55	87.44 %	1,159,369.00	1,159,369.00	925,757.13	79.85 %
30 - POLICE	4,540,998.00	4,546,888.17	3,030,957.16	66.66 %	4,685,857.00	4,685,857.00	3,148,072.44	58.85 %
32 - ROSS VALLEY FIRE SERVICE	4,391,395.00	4,382,001.59	2,905,263.36	66.30 %	4,611,448.00	4,611,448.00	3,016,892.64	65.42 %
40 - DEBT SERVICE	226,518.00	226,417.85	115,373.79	50.96 %	234,708.00	234,708.00	118,532.54	50.50 %
41 - ENGINEERING AND INSPECTION	1,167,307.00	1,283,354.81	799,433.79	62.29 %	1,326,648.00	1,406,648.00	932,296.05	66.28 %
42 - STREETS	835,488.00	900,353.28	551,604.27	61.27 %	890,957.50	920,957.50	592,589.76	64.34 %
71 - LIBRARY	613,159.00	561,377.89	405,154.69	72.17 %	729,255.50	729,255.50	415,915.28	57.03 %
81 - PARKS	361,249.00	505,007.96	292,623.34	57.94 %	382,079.50	482,079.50	300,236.33	62.28 %
82 - RECREATION/GENERAL FUND	253,012.00	241,375.82	160,852.37	66.64 %	281,447.50	281,447.50	167,822.87	59.63 %
Total Expense:	16,698,170.00	16,754,149.60	11,586,797.94	69.16 %	18,002,621.50	18,212,621.50	12,074,353.88	66.30%
Total Fund: 01 - GENERAL FUND:	16,698,170.00	16,754,149.60	11,586,797.94	69.16 %	18,002,621.50	18,212,621.50	12,074,353.88	66.30%
Report Total:	16,698,170.00	16,754,149.60	11,586,797.94	69.16 %	18,002,621.50	18,212,621.50	12,074,353.88	66.30%



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

3/22/2022

Item #: 2.4.

FROM:

Dannielle Mauk, Director of Community Services

SUBJECT:

February 2022 Financial Report on Recreation Fund

RECOMMENDATION

That the Council approve the Recreation Fund Revenue and Expenditure Report for the period ending February 28, 2022.

BACKGROUND

The Recreation Department offers a wide variety of fee-based programs throughout the fiscal year including sports programs and leagues, youth and adult classes, childcare and camps. Additional revenue is generated through facility rentals and administrative fees.

DISCUSSION

As of February 28, 2022, 66% of the fiscal year has elapsed and the Recreation Fund is listed at 102% of projected revenues and 66% of projected expenditures.

Enrollment for recreation programs has increased. We had close to full enrollment for our summer and fall sports programs. Families are excited to see our programs returning, and we are continuing to work on rebuilding programs. The increase in program enrollment will be reflected in both the increased revenues and expenditures each month.

The State and County Public Health Orders for COVID-19 are designed to ensure and protect the health of our residents. The orders change the Recreation Department's ability to offer services, programs, and rentals. The Department continues to follow all guidance.

For historical comparison purposes, staff has developed the following table:

FY	Revenue			Expenditures			Rev Over/(Under) Exp	
	Budget	Actual	%	Budget	Actual	%	\$\$	%
2021-22	1,348,621	1,375,710	102%	1,507,100	1,000,000	66%	375,658	28%
2020-21	1,408,126	1,013,300	72%	1,550,740	948,000	61%	(127,677)	(9%)
2019-20	1,627,261	1,245,400	77%	1,669,110	1,102,000	66%	143,132	9%
2018-19	1,510,601	1,199,700	79%	1,591,937	937,400	59%	262,266	17%
2017-18	1,514,000	1,058,400	70%	1,644,919	919,700	56%	138,743	9.0%

2016-17		1,384,321	1,031,975	75%		1,500,906	860%		125,130	9.0%
2015-16		1,246,689	29,556	75%		1,356,942	569%		(12,987)	(.009%)



Town of San Anselmo

Budget Report

Group Summary

For Fiscal: 2021-2022 Period Ending: 02/28/2022

SubCategory...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 00 - UNDESIGNATED						
670 - TRANSFERS OUT	80,694.00	80,694.00	0.00	80,694.00	0.00	100.00 %
Department: 00 - UNDESIGNATED Total:	80,694.00	80,694.00	0.00	80,694.00	0.00	100.00 %
Department: 61 - SPORTS						
480 - FEES FOR SERVICES	434,125.00	434,125.00	29,481.00	476,295.43	42,170.43	109.71 %
600 - SALARIES AND WAGES	36,000.00	36,000.00	2,880.00	32,677.50	3,322.50	90.77 %
602 - EMPLOYEE BENEFITS	2,754.00	2,754.00	220.32	2,499.90	254.10	90.77 %
611 - OUTSIDE SERVICES	91,250.00	91,250.00	14,684.25	77,871.66	13,378.34	85.34 %
629 - MISCELLANEOUS	46,500.00	46,500.00	177.53	34,662.99	11,837.01	74.54 %
Department: 61 - SPORTS Surplus (Deficit):	257,621.00	257,621.00	11,518.90	328,583.38	70,962.38	127.55 %
Department: 62 - CULTURE						
480 - FEES FOR SERVICES	93,000.00	93,000.00	12,158.00	131,718.22	38,718.22	141.63 %
611 - OUTSIDE SERVICES	51,190.00	51,190.00	5,933.43	64,548.84	-13,358.84	126.10 %
629 - MISCELLANEOUS	300.00	300.00	0.00	0.00	300.00	0.00 %
Department: 62 - CULTURE Surplus (Deficit):	41,510.00	41,510.00	6,224.57	67,169.38	25,659.38	161.81 %
Department: 63 - CHILD CARE						
480 - FEES FOR SERVICES	787,000.00	787,000.00	46,096.00	750,844.28	-36,155.72	95.41 %
600 - SALARIES AND WAGES	344,174.00	344,174.00	21,398.80	193,001.68	151,172.32	56.08 %
601 - RETIREMENT	27,011.00	27,011.00	1,161.40	12,246.77	14,764.23	45.34 %
602 - EMPLOYEE BENEFITS	88,412.00	88,412.00	4,540.20	47,523.62	40,888.38	53.75 %
611 - OUTSIDE SERVICES	176,683.00	176,683.00	8,344.62	132,620.58	44,062.42	75.06 %
629 - MISCELLANEOUS	14,930.00	14,930.00	689.13	7,143.74	7,786.26	47.85 %
Department: 63 - CHILD CARE Surplus (Deficit):	135,790.00	135,790.00	9,961.85	358,307.89	222,517.89	263.87 %
Department: 64 - EVENTS AND OTHER						
480 - FEES FOR SERVICES	11,000.00	11,000.00	3,464.50	12,108.50	1,108.50	110.08 %
611 - OUTSIDE SERVICES	2,000.00	2,000.00	0.00	71.18	1,928.82	3.56 %
Department: 64 - EVENTS AND OTHER Surplus (Deficit):	9,000.00	9,000.00	3,464.50	12,037.32	3,037.32	133.75 %
Department: 65 - PROGRAM ADMINISTRATION						
480 - FEES FOR SERVICES	23,500.00	23,500.00	5.00	4,760.00	-18,740.00	20.26 %
600 - SALARIES AND WAGES	245,310.00	245,310.00	25,506.51	172,616.52	72,693.48	70.37 %
601 - RETIREMENT	23,390.00	23,390.00	2,265.70	15,522.00	7,868.00	66.36 %
602 - EMPLOYEE BENEFITS	51,655.00	51,655.00	7,764.02	39,607.49	12,047.51	76.68 %
610 - TRAINING	3,000.00	3,000.00	55.00	670.01	2,329.99	22.33 %
611 - OUTSIDE SERVICES	124,500.00	171,866.00	7,152.80	68,035.71	103,830.29	39.59 %
613 - PUBLICATION / DUES	1,000.00	1,000.00	51.62	840.18	159.82	84.02 %
614 - MAINTENANCE	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
615 - BUILDING MAINTENANCE	1,500.00	1,500.00	0.00	200.93	1,299.07	13.40 %
617 - UTILITIES	15,000.00	15,000.00	1,691.28	9,356.85	5,643.15	62.38 %
618 - HIRING	0.00	0.00	32.00	3,312.47	-3,312.47	0.00 %
619 - MISCELLANEOUS	1,500.00	1,500.00	581.70	756.70	743.30	50.45 %
620 - OFFICE SUPPLIES	25,000.00	25,000.00	9.99	1,218.39	23,781.61	4.87 %
622 - DEPARTMENT SUPPLIES	4,250.00	4,250.00	313.20	2,368.54	1,881.46	55.73 %
629 - MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00 %
Department: 65 - PROGRAM ADMINISTRATION Surplus (Deficit):	-474,605.00	-521,971.00	-45,418.82	-309,745.79	212,225.21	59.34 %
Report Surplus (Deficit):	-111,378.00	-158,744.00	-14,249.00	375,658.18	534,402.18	-236.64 %



Town of San Anselmo

Budget Report Group Summary

For Fiscal: 2021-2022 Period Ending: 02/28/2022

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 21 - RECREATION						
Revenue	1,348,625.00	1,348,625.00	91,204.50	1,375,726.43	27,101.43	102.01 %
Expense	1,460,003.00	1,507,369.00	105,453.50	1,000,068.25	507,300.75	66.35 %
Fund: 21 - RECREATION Surplus (Deficit):	-111,378.00	-158,744.00	-14,249.00	375,658.18	534,402.18	-236.64 %
Report Surplus (Deficit):	-111,378.00	-158,744.00	-14,249.00	375,658.18	534,402.18	-236.64 %



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

3/22/2022

Item #: 2.5.

FROM:

Elise Semonian, Planning Director

SUBJECT:

Fair Housing Proclamation

RECOMMENDATION

That the Town Council adopt the Fair Housing Proclamation, Attachment 1.

BACKGROUND AND DISCUSSION

During April, the country reaffirms its commitment to ending housing discrimination by celebrating National Fair Housing Month. On April 11, 1968, just 7 days after the assassination of Dr. Martin Luther King, Jr., President Lyndon Johnson signed the Civil Rights Act of 1968 into law. The Fair Housing Act, which prohibits discrimination in the sale, rental, and financing of housing based on race, color, religion, or national origin, is Title VIII of that law. The Act established the legal duty to affirmatively further fair housing (AFFH) to address housing discrimination and segregation. Congress has amended the law twice to expand and enhance its protections.

The Town has formally recognized Fair Housing Month since 1985. The Town's current program for furthering fair housing is found in [General Plan Housing Element \(2015-2023\)](https://www.townofsananselmo.org/DocumentCenter/View/5209/General-Plan-Housing-Element-2015-2023)
<<https://www.townofsananselmo.org/DocumentCenter/View/5209/General-Plan-Housing-Element-2015-2023>>:

H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints. Promote fair housing opportunities for all people and support efforts of Town, County, State and Federal agencies to eliminate discrimination in housing by continuing to publicize information on fair housing laws and State and federal anti-discrimination laws. The Director of Planning is the designated Equal Opportunity Coordinator in San Anselmo with responsibility to investigate and deal appropriately with complaints. Discrimination complaints will be referred to the Fair Housing of Marin, the Marin Housing Authority, HUD, or the California Department of Fair Employment and Housing, as appropriate. Information regarding the housing discrimination complaint referral process will be posted on the City's website and available consistent with Program H1.D [Provide Information on Housing Programs].

Staff recommends adoption of the Fair Housing Month Proclamation (Attachment 1). Town staff did not receive any complaints regarding fair housing in 2021.

FISCAL IMPACT

There is no fiscal impact related to adoption of the proclamation.

GENERAL PLAN CONSISTENCY

Providing information on housing programs and preserving affordable housing are goals of the *General Plan Housing Element*. The Fair Housing Month proclamation is consistent with the General Plan Housing Element Program H1.C “Publicize Fair Housing Laws and Respond to Discrimination Complaints.”

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The discussion and adoption of the proclamation will not impact any program in the Climate Action Plan 2030. Adoption of a fair housing proclamation is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

CONCLUSION

Staff recommends adoption of the attached proclamation.

PROCLAMATION OF THE TOWN OF SAN ANSELMO for FAIR HOUSING

WHEREAS, April 2021 marks the 53rd Anniversary of Title VIII of the Civil Rights Act of 1968, known as the Civil Rights Fair Housing Act; and

WHEREAS, The Fair Housing Act prohibits discrimination based on race, color, religion, sex, handicap, familial status and national origin; and

WHEREAS, the State of California additionally prohibits discrimination because of sexual orientation, marital status, ancestry, source of income, disability, medical condition and age; and

WHEREAS, discrimination in housing is against the law and no person shall be discriminated against in the sale, rental or advertising of residential dwellings, in the provision of brokerage and lending services, or in the availability of any residential real estate transaction; and

WHEREAS, the Fair Housing Amendments Act seeks to provide equal housing opportunities, to affirmatively further housing choices, to eliminate legal barriers to equal housing and to emphasize equal housing opportunity is a fundamental human right for all; and

WHEREAS, the Town of San Anselmo joins all of the jurisdictions in Marin County and fair housing advocacy organizations to proclaim their support for National Fair Housing Month and celebrate the anniversary of the passage of the Fair Housing Act, which fosters communities that are diverse and inclusive and enunciates a national policy of fair housing for all who live in the United States; and

WHEREAS, the Town encourages and supports fair housing practices, seeks to expand the availability of affordable housing in Town and, in order to heighten public awareness, the Town of San Anselmo pledges its commitment to improve housing options and celebrates the value of harmonious and diverse communities by promoting Fair Housing Law.

NOW THEREFORE I, Alexis Fineman, Mayor of the Town of San Anselmo do hereby proclaim the month of April, Two Thousand and Twenty to be:

FAIR HOUSING MONTH

in the Town of San Anselmo and urge all residents of our community to personally adopt the spirit of equal housing opportunity and adhere to the letter and character of the Fair Housing Laws.

Alexis Fineman, Mayor

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of San Anselmo to be affixed this ____ day of April, Two Thousand and Twenty.

Carla Kacmar, Town Clerk



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

3/22/2022

Item #: 2.6.

FROM:

David P. Donery, Town Manager

SUBJECT:

Consider authorizing the Town Manager to execute an amendment to the existing Professional Services Agreement with Interwest for contract planning assistance, for a total amount not to exceed \$150,000.

RECOMMENDATION

Consider authorizing the Town Manager to execute an amendment to the existing Professional Services Agreement with Interwest for contract planning assistance, for a total amount not to exceed \$150,000 (Attachment 1).

BACKGROUND

The Town's Planning Director has accepted a position in a neighboring jurisdiction and staff has been developing a short-term staffing plan to keep the Planning department running while recruitment for the Town's next Planning Director takes place. The Town Manager has been working closely with the Planning Director to research options and a plan has been developed that incorporates in-house assistance along with contract planning assistance.

On March 15, 2022, the Town Manager authorized a professional services agreement with Interwest for planning assistance to the Planning Department. Interwest has extensive experience in providing planning and project management services to local governments and public agencies throughout California. Compensation under the current agreement is capped at \$14,000. (Attachment 2).

Staff is seeking the Council's authorization to execute an amendment to the professional services agreement with Interwest to provide ongoing contract Planning services to the Town. Interwest has consultants available to manage the Planning Department while recruiting for a new Planning Director and to assist with current planning and long-range planning projects. The proposed amendment retains all terms and the scope of work from the existing agreement, but includes a not-to-exceed amount of \$150,000. (Attachment 1).

DISCUSSION

Planning Department Operations:

Execution of the amendment will provide professional planning assistance to the Town, which will include a part-time Planning Manager along with assistance as needed from a Senior Planner down to the Planning Tech level as described in the scope of services appendix of the attached agreement.

In addition to the work that will be provided by Interwest, the Town Clerk will be assist in developing Planning Commission agenda packets as well as providing assistance in managing the Legistar functionality and the Community

Media Center interface. Existing staff from the Public Works, Building, and Administration and Finance Departments will provide assistance in managing noticing requirements and minutes for Planning Commission meetings.

Housing Element

Without the Planning Director, the Town will need additional outside assistance to complete its Housing Element. Staff has developed and released an Request for Proposals (RFP) in search of a consultant to prepare the Town's Housing Element. The Housing Element update is due to the State by December 31, 2022. Staff expects to return to the Town Council with a contract once RFP responses are received and the selection process is complete.

FISCAL IMPACT

The cost for contract planning services provided by Interwest will be subject to the volume of planning applications the Town receives. These costs will be offset by planning fees paid by applicants. The not-to-exceed amount of \$150,000 is expected to provide enough funding to keep the department running through the summer. It is staff's hope, however, to recruit, interview and select the new Planning Director before the end of this fiscal year. As per past practice, the final candidate will receive a conditional job offer with the condition being that the Town Council meet with the candidate in a closed session prior to removing the condition.

ENVIRONMENTAL REVIEW AND CONSISTENCY WITH CLIMATE ACTION PLAN

Authorizing the Town Manager to execute an amendment to a professional services agreement with Interwest is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

Attachment 1: Amendment to Professional Services Agreement with Interwest

Attachment 2: Executed Professional Services Agreement with Interwest

**FIRST AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES
FOR CONTRACT PLANNING SERVICES WITH INTERWEST**

This First Amendment to the March 15, 2022, Professional Services Agreement (hereinafter “Agreement”) between the TOWN OF SAN ANSELMO (hereinafter "TOWN"), and Interwest (hereinafter "CONSULTANT") is made and entered into this 22nd day of March, 2022.

WHEREAS, the **TOWN**’s Planning Department is currently staffed solely by the **TOWN**’s Planning Director and she announced her resignation, effective March 14, 2022; and

WHEREAS, on March 15, 2022, **TOWN** entered into the Agreement with **CONSULTANT** to provide the services described in the Scope of Services attached to the Agreement as Exhibit A (collectively, “Planning Services”); and

WHEREAS, **CONSULTANT** has the skill and ability to perform the required Planning Services in a timely manner; and

WHEREAS, the Town Council of the **TOWN** believes it is in the best interest of the **TOWN** to utilize **CONSULTANT** to assist with the Planning Services; and

WHEREAS, **CONSULTANT** desires to contract with **TOWN** to render such services upon the terms and conditions contained in the Agreement, as amended.

NOW, THEREFORE, the Parties agree to amend the Agreement as follows:

Section 4 of the Agreement is amended to state:

4. **COMPENSATION.**

For the full performance of the services described herein by **CONSULTANT**, **TOWN** shall pay **CONSULTANT** according to the schedule and rates set forth in Exhibit A. Compensation under this Agreement shall not exceed \$150,000.

Payment will be made monthly upon receipt by PROJECT MANAGER of itemized invoices submitted by **CONSULTANT**.

All other terms and conditions of the March 15, 2022, Agreement remain in effect.

IN WITNESS WHEREOF, the parties have executed this First Amendment to the Agreement as of the day, month and year first above written.

TOWN OF SAN ANSELMO

CONSULTANT

DAVE DONERY, Town Manager

By:_____
Paul Meschino, Vice President of Operations

ATTEST:

CARLA KACMAR, Town Clerk

EXHIBIT A
Proposal to Extend Project Scope

**AGREEMENT FOR PROFESSIONAL SERVICES
FOR CONTRACT PLANNING SERVICES WITH INTERWEST**

This Agreement is made and entered into this 14th day of March 2022, by and between the TOWN OF SAN ANSELMO (hereinafter "**TOWN**"), and Interwest (hereinafter "**CONSULTANT**").

RECITALS

WHEREAS, the **TOWN**'s Planning Department is currently staffed solely by the **TOWN**'s Planning Director and she has announced her resignation, effective March 14, 2022; and

WHEREAS, **CONSULTANT** has professional staff available to serve as Interim Planning Manager while the Town recruits a permanent Planning Director and to provide Associate Planners to assist with current planning projects and respond to inquiries from the public (collectively, "Planning Services"); and

WHEREAS, **TOWN** desires to contract with **CONSULTANT** as quickly as possible to allow the current Planning Director to provide **CONSULTANT** with valuable information about current projects before she leaves her position; and

WHEREAS, **CONSULTANT** has the demonstrated skills and ability required to assist the **TOWN** with these Planning Services and **CONSUTLANT** is available to perform the work immediately; and

WHEREAS, it is in the best interest of the **TOWN** to utilize **CONSULTANT** to assist with the Planning Services; and

WHEREAS, **CONSULTANT** desires to contract with **TOWN** to render such services upon the terms and conditions contained in this Agreement.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. **PROJECT COORDINATION.**

A. **TOWN'S Project Manager.** The Town Manager or his designee is hereby designated the PROJECT MANAGER for the **TOWN** and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

B. **CONSULTANT'S Project Director.** **CONSULTANT** shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for **CONSULTANT**. Richard Smeaton is hereby designated as the PROJECT DIRECTOR for **CONSULTANT**. Should circumstances or conditions subsequent to the execution

of this Agreement require a substitute PROJECT DIRECTOR, for any reason, the **CONSULTANT** shall notify the **TOWN** within ten (10) business days of the substitution.

2. DUTIES OF CONSULTANT.

CONSULTANT shall perform the duties and/or provide services as described in the Scope of Work attached as Exhibit A, which is incorporated herein by reference.

3. DUTIES OF TOWN.

TOWN shall pay the compensation as provided in Paragraph 4.

4. COMPENSATION.

For the full performance of the services described herein by **CONSULTANT**, **TOWN** shall pay **CONSULTANT** according to the schedule and rates set forth in Exhibit A. Compensation under this Agreement shall not exceed \$14,000.

Payment will be made monthly upon receipt by PROJECT MANAGER of itemized invoices submitted by **CONSULTANT**.

5. TERM OF AGREEMENT.

The term of this Agreement shall be for one (1) year commencing on the Effective Date. Upon mutual agreement of the parties, and subject to the approval of the TOWN Manager the term of this Agreement may be extended for an additional period of up to one (1) year.

6. TERMINATION.

A. **Discretionary.** Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. **Cause.** Either party may terminate this Agreement for cause upon fifteen (15) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination, to the reasonable satisfaction of the party giving such notice, within such fifteen (15) day time period.

C. **Effect of Termination.** Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

D. **Return of Documents.** Upon termination, any and all **TOWN** documents or materials provided to **CONSULTANT** and any and all of **CONSULTANT's** documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to **TOWN** as soon as possible, but not later than thirty (30) days after termination.

7. OWNERSHIP OF DOCUMENTS.

The written documents and materials prepared by the **CONSULTANT** in connection with the performance of its duties under this Agreement, shall be the sole property of **TOWN**. **TOWN** may use said property for any purpose, including projects not contemplated by this Agreement.

8. **INSPECTION AND AUDIT.**

Upon reasonable notice, **CONSULTANT** shall make available to **TOWN**, or its agent, for inspection and audit, all documents and materials maintained by **CONSULTANT** in connection with its performance of its duties under this Agreement. **CONSULTANT** shall fully cooperate with **TOWN** or its agent in any such audit or inspection.

9. **ASSIGNABILITY.**

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, , which consent shall not be unreasonably denied or delayed, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

10. **INSURANCE.**

A. **Scope of Coverage.** During the term of this Agreement, **CONSULTANT** shall maintain, at no expense to **TOWN**, the following insurance policies:

1. A commercial general liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, for death, bodily injury, personal injury, or property damage.

2. An automobile liability (owned, non-owned, and hired vehicles) insurance policy in the minimum amount of one million dollars (\$1,000,000) dollars per occurrence.

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, to cover any claims arising out of the **CONSULTANT's** performance of services under this Agreement. Where **CONSULTANT** is a professional not required to have a professional license, **TOWN** reserves the right to require **CONSULTANT** to provide professional liability insurance pursuant to this section.

4. If it employs any person, **CONSULTANT** shall maintain worker's compensation insurance, as required by the State of California, with statutory limits, and employer's liability insurance with limits of no less than one million dollars (\$1,000,000) per accident for bodily injury or disease. **CONSULTANT's** worker's compensation insurance shall be specifically endorsed to waive any right of subrogation against **TOWN**.

B. **Other Insurance Requirements.** The insurance coverage required of the **CONSULTANT** in subparagraph A of this section above shall also meet the following requirements:

1. Except for professional liability insurance or worker's compensation insurance, the insurance policies shall be specifically endorsed to include the **TOWN**, its officers, agents, employees, and volunteers, as additional insureds (for both ongoing and completed operations) under the policies.

2. Other than workers compensation coverage, the additional insured coverage under **CONSULTANT'S** insurance policies shall be "primary and noncontributory" with respect to any insurance or coverage maintained by **TOWN** and shall not call upon **TOWN's** insurance or self-insurance coverage for any contribution. The "primary and noncontributory" coverage in **CONSULTANT'S** policies shall be at least as broad as ISO form CG20 01 04 13.

3. Except for professional liability insurance or worker's compensation insurance, the insurance policies shall include, in their text or by endorsement, coverage for contractual liability and personal injury.

4. By execution of this Agreement, **CONSULTANT** hereby grants to **TOWN** a waiver of any right to subrogation which any insurer of **CONSULTANT** may acquire against **TOWN** by virtue of the payment of any loss under such insurance. **CONSULTANT** agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not **TOWN** has received a waiver of subrogation endorsement from the insurer.

5. If the insurance is written on a Claims Made Form, then, following termination of this Agreement, said insurance coverage shall survive for a period of not less than five years.

6. The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement.

7. The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of **TOWN** (if agreed to in a written contract or agreement) before **TOWN'S** own insurance or self-insurance shall be called upon to protect it as a named insured.

8. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to **TOWN** or any other additional insured party. Furthermore, the requirements for coverage and limits shall be: (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater. No representation is made that the minimum Insurance requirements of this agreement are sufficient to cover the obligations of the **CONSULTANT** under this agreement.

C. **Deductibles and SIR's.** Any deductibles or self-insured retentions in **CONSULTANT's** insurance policies must be declared to and approved by the **PROJECT MANAGER** and **TOWN** Attorney and shall not reduce the limits of liability. Policies containing any

self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or **TOWN** or other additional insured party. At **TOWN's** option, the deductibles or self-insured retentions with respect to **TOWN** shall be reduced or eliminated to **TOWN's** satisfaction, or **CONSULTANT** shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

D. Proof of Insurance. **CONSULTANT** shall provide to the PROJECT MANAGER or **TOWN'S** TOWN Attorney all of the following: (1) Certificates of Insurance evidencing the insurance coverage required in this Agreement; (2) a copy of the policy declaration page and/or endorsement page listing all policy endorsements for the commercial general liability policy, and (3) excerpts of policy language or specific endorsements evidencing the other insurance requirements set forth in this Agreement. **TOWN** reserves the right to obtain a full certified copy of any insurance policy and endorsements from **CONSULTANT**. Failure to exercise this right shall not constitute a waiver of the right to exercise it later. The insurance shall be approved as to form and sufficiency by PROJECT MANAGER and the Town Attorney.

11. INDEMNIFICATION.

A. Except as otherwise provided in Paragraph B., **CONSULTANT** shall, to the fullest extent permitted by law, indemnify, release, defend with counsel approved by **TOWN** and selected from Consultant's insurance carrier's panel counsel, and hold harmless **TOWN**, its officers, agents, employees and volunteers (collectively, the "**TOWN Indemnitees**"), from and against any third party claim, demand, suit, judgment, loss, liability or expense of any kind, including but not limited to attorney's fees, expert fees and all other costs and fees of litigation, (collectively "**CLAIMS**"), to the extent arising out of the negligent acts or omissions or the willful misconduct of **CONSULTANT'S** performance of its obligations or conduct of its operations under this Agreement. The **CONSULTANT's** obligations apply regardless of whether or not a liability is caused or contributed to by the passive negligence of the **TOWN Indemnitees**. However, to the extent that liability is caused by the active negligence or willful misconduct of the **TOWN Indemnitees**, the **CONSULTANT's** indemnification obligation shall be reduced in proportion to the **TOWN Indemnitees'** share of liability for the active negligence or willful misconduct. In addition, the acceptance or approval of the **CONSULTANT's** work or work product by the **TOWN** or any of its directors, officers or employees shall not relieve or reduce the **CONSULTANT's** indemnification obligations. In the event the **TOWN Indemnitees** are made a party to any action, lawsuit, or other adversarial proceeding to the extent that it is alleged that claims arise from the negligent acts or omissions or the willful misconduct of **CONSULTANT'S** performance of or operations under this Agreement, **CONSULTANT** shall provide a defense to the **TOWN Indemnitees**.

B. Where the services to be provided by **CONSULTANT** under this Agreement are design professional services to be performed by a design professional as that term is defined under Civil Code Section 2782.8, then, to the extent permitted by law including without limitation, Civil Code sections 2782, 2782.6 and 2782.8, **CONSULTANT** shall indemnify, defend and hold harmless the **TOWN** and its officers, officials, and employees (collectively **TOWN Indemnitees**) from and against third party damages, liabilities or costs (including incidental damages. Court costs, reasonable attorney's fees as may be determined by the Court, litigation expenses and fees of expert witnesses incurred in connection therewith and costs of investigation) to the extent they

are caused by the negligence, recklessness, or willful misconduct of **CONSULTANT**, or any subconsultants, or subcontractor or anyone directly or indirectly employed by them, or anyone for whom they are legally liable (collectively Liabilities). Such obligation to hold harmless and indemnify any indemnity shall not apply to the extent that such Liabilities are caused in part by the negligence or willful misconduct of such TOWN Indemnitee. **CONSULTANT** shall have the right to defend any such claims using counsel reasonably acceptable to the TOWN Indemnitee and selected from **CONSULTANT**'s carriers panel counsel.

C. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement, and shall survive the termination or completion of this Agreement for the full period of time allowed by law.

12. **NONDISCRIMINATION.**

CONSULTANT shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

13. **COMPLIANCE WITH ALL LAWS.**

CONSULTANT shall observe and comply with all applicable federal, state and local laws, ordinances, codes and regulations, in the performance of its duties and obligations under this Agreement. **CONSULTANT** shall perform all services under this Agreement in accordance with these laws, ordinances, codes and regulations. **CONSULTANT** shall release, defend, indemnify and hold harmless **TOWN**, its officers, agents and employees from any and all damages, liabilities, penalties, fines and all other consequences from any noncompliance or violation of any laws, ordinances, codes or regulations.

14. **NO THIRD PARTY BENEFICIARIES.**

TOWN and **CONSULTANT** do not intend, by any provision of this Agreement, to create in any third party, any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

15. **NOTICES.**

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery, or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery, or if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO **TOWN**'s Project Manager:

Dave Donery, Town Manager
525 San Anselmo Avenue
San Anselmo, CA 94960
ddonery@townofsananselmo.org
415.258.4652

TO **CONSULTANT**'s Project Director: Richard Smeaton
444 N. Cleveland Av
Loveland, CO 80537
rsmeaton@interwestgrp.com
408.430.2203

TO **CONSULTANT**'s Notifications: Joseph G. DeRosa, Chief Revenue Officer
444 N. Cleveland Av
Loveland, CO 80537
JDeRosa@safebuilt.com

16. INDEPENDENT CONTRACTOR.

For the purposes, and for the duration, of this Agreement, **CONSULTANT**, its officers, agents and employees shall act in the capacity of an Independent Contractor, and not as employees of the **TOWN**. **CONSULTANT** and **TOWN** expressly intend and agree that the status of **CONSULTANT**, its officers, agents and employees be that of an Independent Contractor and not that of an employee of **TOWN**.

17. ENTIRE AGREEMENT -- AMENDMENTS.

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference, represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter between the **CONSULTANT** and the **TOWN**.

C. No other agreement, promise or statement, written or oral, relating to the subject matter of this Agreement, shall be valid or binding, except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the **CONSULTANT** and the **TOWN**.

E. If any conflicts arise between the terms and conditions of this Agreement, and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

18. SET-OFF AGAINST DEBTS.

CONSULTANT agrees that **TOWN** may deduct from any payment due to **CONSULTANT** under this Agreement, any monies which **CONSULTANT** owes **TOWN** under any ordinance,

agreement, contract or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks or other amounts.

19. WAIVERS.

The waiver by either party of any breach or violation of any term, covenant or condition of this Agreement, or of any ordinance, law or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, covenant of this Agreement or any applicable law, ordinance or regulation.

20. TOWN BUSINESS LICENSE / OTHER TAXES.

CONSULTANT shall obtain and maintain during the duration of this Agreement, a **TOWN** business license as required by the San Anselmo Municipal Code **CONSULTANT** shall pay any and all state and federal taxes and any other applicable taxes. **TOWN** shall not be required to pay for any work performed under this Agreement, until **CONSULTANT** has provided **TOWN** with a completed Internal Revenue Service Form W-9 (Request for Taxpayer Identification Number and Certification).

21. SURVIVAL OF TERMS.

Any terms of this Agreement that by their nature extend beyond the term (or termination) of this Agreement shall remain in effect until fulfilled and shall apply to both Parties' respective successors and assigns.

22. APPLICABLE LAW.

The laws of the State of California shall govern this Agreement.

23. COUNTERPARTS AND ELECTRONIC SIGNATURE.

This Agreement may be executed by electronic signature and in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one document. Counterpart signature pages may be delivered by telecopier, email or other means of electronic transmission.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

TOWN OF SAN ANSELMO

CONSULTANT

3/15/22



DAVE DONERY, Town Manager

By: 

Paul Meschino, Vice President of Operations

ATTEST:

CARLA KACMAR, Town Clerk

By: _____

Exhibit A

Scope of Services

Scope of Work

We understand the Town is seeking experienced planners to act as an extension of staff under the direction of the Town Administrator to assistance with current and long-range planning projects and to assist with inquiries from the public.

Richard will act as the Interim Planning Manager while the Town recruits a permanent staff member. Additionally, he will be assisted by either an Associate or Assistant Planner, who will assist with current planning projects and responding to inquiries from the public, via phone or email. Richard's resume is attached to this proposal. When the Associate or Assistant Planner is identified their resumes will be passed on to the Town Manager for approval, prior to the commencement of work.

The Scope of Work includes:

- ✦ Process various types of land use entitlement applications as needed through the City's review process and prepare recommendations for action by City staff, Planning Commission and / or City Council.
- ✦ Review business license applications.
- ✦ Coordinate interdepartmental discretionary review of entitlement applications.
- ✦ Review applications and proposed projects and prepare documents as needed for compliance with the California Environmental Quality Act (CEQA).
- ✦ Assist the City in conducting studies funded through SB 2 and/or LEAP grants.
- ✦ Process General Plan Amendments and Zoning Code Amendments as needed.
- ✦ Attend meetings of the City Council, Planning Commission, City staff, public officials, community leaders, developers, contractors and the general public as directed.
- ✦ Complete Planning reviews of building permits and tract maps.
- ✦ Conduct inspections for approved planning projects and monitor and evaluate implementation of conditions of approval as needed.
- ✦ Update planning regulations, such Accessory Dwelling Units, to meet current State law Requirements.
- ✦ Other planning-related duties as assigned by the Town Manager.

At the Town's request the scopes of work can be expanded to cover specialized studies or projects involving additional Interwest staff. Additionally, separate scopes of work can be provided for specific tasks if requested.

Work will be provided onsite or remotely as agreed upon by the Town of San Anselmo and Interwest.

Payment Schedule

The rates displayed in the fee schedule below reflect Interwest’s current fees. Hourly rates are typically reviewed yearly on July 1 and may be subject to revision unless under specific contract obligations. Our rates will be firm for the first year of an agreement. In addition, there is no charge for shipping, supply, or material costs.

<u>Classification</u>	<u>Hourly</u>
<u>Billing Rate</u>	
Planning Services	
Planning Manager / Principal Planner	\$170
Senior Planner	145
Associate Planner	120
Assistant Planner	100
Planning Tech	85

No price increases will occur during the first year of the Contract, and fee quotes for a specific service shall remain firm throughout the duration of that project. Thereafter, rates will be increased annually on July 1st. The hourly rates listed shall be increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the “CPI”) for the Municipality or, if not reported for the Municipality the CPI for cities of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.

The invoices shall reference the project title, entitlement project or tracking number, and list charges by task, worker classification hours, billing rate, and totals.



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

3/22/2022

Item #: 2.7.

FROM:

Mattie O'Grady, Recreation Supervisor

SUBJECT:

Special Event Application: Friends of Robson May Day Play Day Fundraiser

RECOMMENDATION

That Council approve the application for the May Day Play Day Fundraiser scheduled for Sunday, May 1st.

BACKGROUND

The Friends of Robson, a community group formed with the purpose of enhancing the grounds at the Park, would like to hold their first annual fundraiser "May Day Play Day" on Sunday, May 1st from 11:00 am to 4:00 pm. The main portion of the event will occur at the Lower Robson Harrington Park and will include family friendly activities such as three-legged races, face painting, pictures booths, entertainment, food, and more. Additionally, Friends of Robson is requesting a street closure of Magnolia Avenue from Cedar to Tamalpais, and attached is a block party application with signatures from impacted neighbors. Proceeds from this event will be earmarked for projects outlined in their 2021 Work Plan that was reviewed by the Parks & Recreation Commission on February 15th, 2022 and is included as an attachment.

DISCUSSION

The Friends of Robson has been working directly with the Recreation Department and Department of Public Works to make sure this event adheres to all conditions of use required for the rental. The following conditions have been communicated to the applicant:

- All impacted residents of the street closure must be notified and sign off on the Block Party Application.
- All surrounding residents of the Robson Harrington House must be notified of the event. The notice must address the event date, time, purpose, parking issues and concerns, street closure, amplified sound, and it must note the date and time of the Town Council meeting that the application will be on the agenda.
- The applicant must manage the event garbage by hauling out or contacting Marin Sanitary.
- While town staff will deliver the necessary equipment for the street closure, the applicant is responsible for safely closing the street the day of the event.
- Applicant must abide by Ordinance 1136 stating that all food vendors must provide items in reusable foodware or compostable disposable foodware.
- No alcohol is permitted.
- Applicant must provide portable restrooms during the time of the event.

The attached application provides details of the event with comments and conditions from Town staff. Additional attachments include the 2021 Friends of Robson Work Plan and the Block Party Application for their requested street

closure.



TOWN OF SAN ANSELMO
 1000 Sir Francis Drake Blvd, Suite # 14
 San Anselmo, CA 94960
 415-258-4640

APPLICATION FOR COMMUNITY-BASED EVENTS

Please complete this application if you wish to conduct a community-based event (non-commercial) in downtown San Anselmo on public property for more than 50 people or involving the closure of a downtown street for more than fifteen minutes. The application will be reviewed by staff and forwarded to the Town Council for approval.

EVENT INFORMATION

Name of event: May Day Play Day

Organization(s) presenting the event: Friends of Robson

Other event sponsor(s), if any:

Contact Person: Jason Stoughton

Phone Number: 415-722-3743

Address: 310 Laurel Ave, San Anselmo

Email: jasonstoughton1@gmail.com

Event Date(s): 5/1/22

Start and end times: 11am-4pm

Number of attendees (estimate): 100+

Location: Lower Yard – Robson Harrington Park

Will alcohol be served or sold?

Yes _____ No X

Brief Event Description:

Friends of Robson would like to host a fundraising event for Robson-Harrington Park. The Theme is May Day Play Day and will include old timey games, face painting, picture booths, entertainment, food and more. The event will be tailored to families with children ranging in age from pre-school through middle school, but everyone is welcome.

Public space requested:

☐ Creek Park

☐ Creek Park Parking Lot

☐ Pine Street Parking Lot

☐ Magnolia Parking Lot

☐ Town Hall Lawn

☐ Council Chamber

☐ Imagination Park

☐ Memorial Park

☒ Other: Robson Harrington Park – Lower Yard

_____ **San Anselmo Avenue: from (cross streets)** _____ **to** _____
 _____ **Tunstead Avenue: from (cross streets)** _____ **to** _____
☒ **Other street(s): from (cross streets)** Magnolia from Cedar to Tamalpais (please see block party application)
 _____ **Other space use (e.g. parking spaces)** _____
 _____ **Other Facilities:** _____

Additional Comments on the Public Space Requested:

To be qualified for consideration, applicants must fall into one of the following categories:

- ❖ Town-Sponsored Events
- ❖ Ross Valley* accredited or licensed schools (pre-kindergarten through 12th grade, (both public and private schools)
- ❖ Ross Valley* Youth Organized Sporting of Cultural Events
- ❖ Organizations located in the Ross Valley* which have received tax-exempt status pursuant to Internal Revenue Service Code Section 501c(3)
- ❖ Merchant associations located in incorporated San Anselmo and established as of 2006

*Ross Valley is defined as incorporated and unincorporated areas of San Anselmo, Fairfax, and Ross

Standards & Objectives

The Town Council, with input from downtown merchants, property owners, and local residents, has adopted the following criteria they will consider when reviewing applications for the closure of roadways or other public space in the downtown area.

Does the event:

- ✓ Attract local residents
- ✓ Attract people throughout the Bay Area
- ✓ Attract families
- ✓ Generate interest for people to return and spend money in local businesses
- ✓ Create a positive impact for real estate stimulation
- ✓ Provide a overall positive impact on business
- ✓ Provide an opportunity for downtown merchants to participate in the event
- ✓ Provide access to neighborhood streets during the event
- ✓ Avoid conflicting with a retail holiday
- ✓ Assure public safety
- ✓ Provide adequate parking
- ✓ Benefit the Town
- ✓ Provide access for persons with disabilities
- ✓ Provide for clean-up by event organizers
- ✓ Provide emergency vehicle access
- ✓ Assure that any booths or other structures are designed and placed so that storefronts have access and visibility
- ✓ Allow local businesses to exhibit merchandise on the sidewalk area in front of their stores, without charge, while maintaining wheelchair access

CONDITIONS OF APPROVAL

The following conditions apply to downtown events, unless waived or modified by the Town. Other conditions, as set by the Town Council and staff, may apply to particular events for public safety or other objectives of the Town.

- A. **Police:** Off-duty police officers may be required for the event, as determined by the Police Chief, depending on the number of people attending and the nature of the event. Off-duty police officers are required during events where alcohol is served or sold.
- B. **Emergency access:** An emergency access lane of at least 14 feet wide must be maintained at all times.
- C. **Insurance:** Proof of general liability insurance, naming the Town, its employees, and agents as additional insured, at limits no less than \$1,000,000.
- D. **Recycling and garbage:** Extra containers for recycling cans and bottles, and garbage cans must be placed throughout the area of the event. Containers and cans are to be emptied when full during the event, and picked up after the event.
- E. **Compostable/Disposable Foodware:** In accordance with the Town of San Anselmo's Ordinance 1136 all food vendors will provide takeout food in reusable foodware or compostable disposable foodware, or items composed entirely of aluminum. If a compostable disposable foodware item is not available, an alternative foodware item made of other materials, except polystyrene foam and polystyrene food ware, may be substituted.
- F. **Toilet facilities:** Events estimated to attract more than 100 people and lasting more than two hours must provide portable toilets, in the number and location as approved by the Parks superintendent, unless alternate arrangements for toilet facilities are otherwise required or arranged to the approval of the Parks Superintendent. Toilet facilities must be provided for disabled persons at each location where portable facilities are provided. Hand washing facilities must be provided where food is served.
- G. **Traffic control:** A traffic and parking control plan, including enforcement measures, must be approved by the Police Chief.
- H. **Noticing:** Events that include closure of the street will require advance written notice to businesses and residents on the street(s) that will be closed. These notices must be distributed a minimum of five days prior to the Town Council meeting date that the event application will be considered.
- I. **Sales tax:** Persons or businesses selling items as part of the event shall designate San Anselmo as the point of sale for sales tax purposes.
- J. **Alcoholic beverages:** A permit is required from the Police Chief and the State Department of Alcohol Beverage Control in order to serve or sell alcoholic beverages. Off-duty police officers are required if alcohol is served or sold.
- K. **Fire inspection:** A fire inspection is required of any and all appliances or devices that produce an open or enclosed flame and/or hot materials, including food.
- L. **Creek Park:** No more than three booths are allowed inside the turf areas of the park.
- M. **Signs and barricades:** Any "No parking signs" that are needed are to be provided by the event organizers, and posted according to the traffic control plan prior to the event. Barricades, detour signs, and other traffic control devices are to be provided by the event organizers.
- N. **Parking:** Temporary accessible parking must be provided if a street closure or other event condition renders permanent accessible parking unusable.

- O. **Cables:** Cables must be covered so as not to create a tripping hazard. When cable covers are used, they must not create a tripping hazard and must be navigable by wheelchair. The path of travel must be no more than 1:12.

On behalf of the organization applying for the permit to conduct the event, I have read and agree to follow the standards for events, as stated in this application, and have read and agree to follow the permit conditions as stated in this application and those which may be required of me as conditions of approval.

Name: Jason Stoughton Date: 3/14/22

NAME OF EVENT: Friends of Robson May Day Play Day

DATE OF EVENT: 5/1/22

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE		M. Norton
FIRE		J. Weber
RECREATION	Applicant must draft a notice and distribute to surrounding neighbors and it must contain: event information, if the event will have amplified music, address parking concerns, include the street closure, and the meeting date this event app will go to council. Applicant must abide by Ordinance 1136 stating that all food vendors must provide items in reusable foodware or compostable disposable foodware. Applicant must provide portable restrooms during the event.	D. Mauk
PUBLIC WORKS	Applicant must manage garbage by hauling out or contacting Marin Sanitary to schedule a pick-up. Town staff will be deliver barricade and signage for the street closure, but applicant will be responsible for closing the street the day of the event. A separate block party application is attached.	S. Condry & A. Shaw
ADMINISTRATION	No alcohol is permitted.	D. Donery
TOWN COUNCIL		



2021 Robson Park Work Plan

Presented to the
Town of San Anselmo
by the Friends of Robson

Date: February 9, 2021

DESCRIPTION OF WORK:

1. Removal of vegetation from designated area.
2. Placement of weed barrier.
3. Planting of native, drought tolerant plants.
4. Installation of irrigation.
5. Lay down mulch (wood chips).

LOCATION IN PARK:

Terraced area below large retaining wall in front of Carriage House (see photo).

Friends of Robson Responsibilities:

1. Volunteer labor for vegetation removal, planting process and mulch placement.
2. Funding for cost of all aspects of irrigation system.
3. Funding for purchase of weed barrier and plants.

Town Responsibilities:

1. Coordinate with FOR team throughout project.
2. Haul away debris/vegetation.
3. Provide mulch/wood chips.





TOWN OF SAN ANSELMO

525 SAN ANSELMO AVENUE, SAN ANSELMO, CA 94960 (415) 258-4616

Date Received ____/____/____

BLOCK PARTY/STREET CLOSURE PERMIT APPLICATION

(Applications are due to the Public Works Department, please email: permits@townofsananselmo.org
this application no later than 21 days prior to date of request)

DATE OF EVENT 05 01 2022
 STARTING TIME 10AM TERMINATION TIME 6PM
 STREETS TO BE CLOSED Magnolia Avenue
 BETWEEN ADDRESSES Between Cedar and Tamalpais
 REASON FOR CLOSURE Street Party
 ESTIMATED NUMBER OF PARTICIPANTS 200
 TYPE OF ENTERTAINMENT AND OTHER PLANNED ACTIVITIES Food Truck Location

NAME OF APPLICANT/ REPRESENTATIVE Elizabeth Grasso
 ADDRESS 456 Laurel Ave Email elizabeth@grassos.net
 PHONE (home) 210-414-2069 (cell) _____

Rules

- 1) There must be **TWELVE FEET (12FT)** clear area (**FIRE LANE**) on the street for emergency vehicles. Vehicles in violation are subject to a \$50.00 parking citation.
- 2) No alcohol can be served or consumed on public property.
- 3) Participants are responsible for street clean-up.
- 4) Signs must be posted at the entrances of the street indicating hours of closure.
- 5) Any amplified sound must remain within the limits set forth in 4-7.302 SAMC.

Town ordinances can be viewed at www.townofsananselmo.org

A signed petition from ALL neighbors affected by the closure must be turned in with the application

This event is not sponsored or approved by the Town of San Anselmo. The event can be terminated if any of the above violations are observed. The Police Department may have other conditions for public or traffic safety reasons. Signatory on the application is responsible for seeing that the rules are complied with. Closure must be approved by the Police, Fire and Public Works Departments or their designees.

Applicant Signature: Elizabeth Grasso Date: 3.14.22

Official Use Only Approved: _____ Date: _____

NOTE: A downtown event application is required if the closure is being requested for San Anselmo Avenue.

Revised 5/22/17

525 SAN ANSELMO AVENUE, SAN ANSELMO, CA 94060 (415) 259-8016

Cheng, Hsueh-Hsiung

NEIGHBORHOOD NOTIFICATION FORM
For Application of Block Party/ Street Closure Permit

The Town of San Anselmo will receive the attached application for a Block Party/ Street Closure Permit which would affect your neighborhood. The Town of San Anselmo would like to know if you have any objections to the proposed use or closure.

Objection?

You have any objections to the proposed use or closure			Objection?
Address	Signature	Date	Yes/No
89 Magnolia	<i>[Signature]</i>		No
96 Magnolia	<i>[Signature]</i>		No
97 Tamarac	<i>[Signature]</i>		No
101 Magnolia	<i>[Signature]</i>		No
98 Tamarac	<i>[Signature]</i>		No
81 Magnolia Ave	<i>[Signature]</i>		No

(This form must be signed by all neighbors on the affected blocks and be presented with the completed Application for Block Party/Street Closure Permit. Consideration for permit approval depends on acceptance of affected neighbors.)

Received 3/22/17

1

From: Bartley Crocker Green, Green Ventures, Inc <bartleycgreen@aol.com>
Sent: Tuesday, March 22, 2022 11:41 AM
To: Town Council
Subject: Please read before mtg this evening if you can...Thank you for your consideration...

CAUTION: External Sender

Hello Alexis and Steve and Eileen and Ford and Brian...

Thank you all for your good service and congrats on the new appointments. We can't express enough how much we appreciate and value your time and efforts for our special SA community.

Just a quick note here on the meeting this evening, re: events at Robson Harrington Park...

We are the Green family and we have lived adjacent to the park/proposed (venue) for 30 years @ 245 Crescent Road.

Our children and grandchildren grew up and are growing up sporadically here at the house. We are fortunate to also own two homes around the corner @ 24 and 28 Woodland, so we are definitely supportive, involved and thriving in the local neighborhood and Marin County community.

Because we are the only home adjacent to the RH estate (front and back from street to street), we are impacted most by any park activity, noise, garbage, parking, etc than most of the neighbors, although I know we're are not alone in expressing concerns.

We try to support the "spirit" and the charter and the incredibly generous gift given to the Town for the children, and the gardens.

The gift has always been in the realm of "keeping the park within the character of the neighborhood". From time to time, we see efforts to create more events and visitors to the Park from outside the neighborhood and sometimes this comes w/ much unrest for us, and other neighbors. We try to work closely with the Town and the after-school program on noise levels, off leash animal violations, incessant dog barking, blocked driveways and garbage, etc- although we understand and support the original intended mission.

We cannot however support ongoing events/activities which are created to draw big crowds from outside the Crescent Road vicinity/Wade Thomas community. The Park is just not set up to provide adequate resources for multiple "events" a year, and the original generous Robson Harrington grant/gift does not reflect that. And, we value our quiet, Crescent Road privacy and that's the reason we all moved here originally. Neighbors here enjoy knowing there is no theme park adjacent to our properties.

We have to protect our quality of life and our privacy and our asset. As you all know, when you sell a home, you need to disclose whether you have a public nuisance or any disruptive and loud neighbors adjacent to your property. After 3 decades, we have tried to avoid ever having to ultimately check that box, and for the most part, the Town and the local Police have been overwhelmingly supportive... and we so appreciate that. We have rarely even raised a flag so this is an unusual outreach. Thanks for understanding that as we try to remain private and be respectful to neighbors and the community outside of the neighborhood.

We have just learned through a flier in our mailbox, that there is a new effort (we believe they are doing the right thing and trying to improve the Park), however it is of concern. From what we just read, FOR (Friends of Robson) are applying for approval to host an event attracting over a 100 visitors to RH on May 1st). We know how well-intentioned the group effort must be, but we are just learning about "Friends of Robson" and we are not in favor of creating an ongoing event space for parties, fundraiser's, particularly, when in this case, they are promoting "music". Our weekend time is valuable and we are an extended family of 14 adult parents, kids and grandkids). Sometimes when the volume of activity is so loud outside next door, we just have to move inside and call it a day. Please know, just fyi, that the Town ordinance prohibits any "amplified sound and alcohol" in the Park.

So, thanks for considering this as we move forward. We are very family oriented, community-driven and supportive of all, and we have appreciated and respected having the RH Estate next door for 30 years, but we just need to try and keep an eye on what's coming so that we can plan accordingly.

We appreciate your understanding and hope that we are all on the same page as far as how far the Town wants to "push" things. Again, we applaud the efforts to clean up the Park and will support generously... but we obviously need to express our concerns, due to our incredibly close proximity next door to us @ 237 Crescent Road (the Robson Harrington Estate).

Thank you...

Sincerely,

The Green family

245 Crescent Road, SA
24 Woodland Ave, SA
28 Woodland Ave, SA
930 West California, MV
918 Centro, MV

Carla Kacmar

From: Bartley Crocker Green, Green Ventures, Inc <bartleycgreen@aol.com>
Sent: Tuesday, March 22, 2022 11:41 AM
To: Town Council
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Thank you...

Sincerely,

The Green family

245 Crescent Road, SA
24 Woodland Ave, SA
28 Woodland Ave, SA
930 West California, MV
918 Centro, MV

Carla Kacmar

From: Barb and Roger Jobin <dixonjobin@mac.com>
Sent: Tuesday, March 22, 2022 4:15 PM
To: Town Council
Cc: jasonstoughton1@gmail.com
Subject: Friends of Robson, May Day Play Day Event

Follow Up Flag: Flag for follow up
Flag Status: Flagged

CAUTION: External Sender

Dear Town Council:

My husband and I own the house at 101 Magnolia Ave. in San Anselmo. Our property line is immediately adjacent to the Robson Harrington Park on the East side. We are the new green house constructed three years ago.

I have recently joined the steering committee for Friends of Robson because I'm interested in not only helping to maintain the gem that RH Park is but helping to improve it as we are able and funds allow. I have been concerned as I've noticed terraced areas going to seed, column bases rotting out and brick walls losing bricks piece by piece. The value of our property is directly tied to the beauty and integrity of the adjacent Park and House. Which brings us to the matter of funds. The thought was that the best way to raise funds this Spring for improvements was to hold a fundraising event. And a family oriented fundraiser is certainly in keeping with the family friendly mission of Robson Harrington Park. My husband and I are more than willing to put up with a bit of extra noise and inconvenience for a couple of days a year so that funds can be raised to enhance and maintain the Park and House. I actually don't think it will be any louder than some of the Birthday Parties that have occurred there.

We feel very blessed to have the Park views from our living room and den windows.

We feel that it's our duty to give back to the Park, as much as we're able, in thanks for all that the Park gives us.

We strongly support the efforts of the Friends of Robson and their plan to have the May Day Play Day event on May 1st.

Respectfully,

Barb Dixon Jobin
Roger Jobin

Sent from my iPad



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

3/22/2022

Item #: 2.8.

FROM:

David P. Donery, Town Manager

SUBJECT:

Request to Support CA Assembly Bill 1814 (Grayson)

RECOMMENDATION

That the Town Council send the attached letter of support of California Assembly Bill 1814 (Grayson).

BACKGROUND

Across California, more than 40% of greenhouse gas emissions (GHGs) come from the transportation sector. As such, there is a strong statewide emphasis on deploying more electric and other zero-emission vehicles, and the charging/refueling infrastructure needed to support them. The California Energy Commission has found that more than 1 million additional public and shared electric vehicle (EV) chargers must be installed by 2030 in order to meet state zero-emission vehicle goals.

In alignment with these efforts, in 2019, the Town of San Anselmo adopted an Electric Vehicle Strategy with the goals of increasing and accelerate EV use within the Town to achieve 3,000 zero emission vehicles in San Anselmo by 2030, increase the visibility and awareness of EVs as a preferred transportation option, making it easier and less expensive to install electric vehicle charging infrastructure in the Town, and advancing an efficient distribution of public charging infrastructure that is optimized for future technologies and EV demand.

DISCUSSION

The Town of San Anselmo joined Marin Clean Energy (MCE) in 2010. MCE is a community choice aggregator (CCA) that provides clean electricity at competitive rates to more than one million residents and businesses in Contra Costa, Marin, Napa, and Solano counties, including the vast majority of San Anselmo residents and businesses. MCE also offers a wide range of clean energy programs and incentives that are tailored to meet the needs of the communities it serves.

MCE currently offers programs and incentives to support EVs, with particular focus on the customers that are hardest to reach, including small businesses, multi-family properties, low-income customers. These programs are funded through MCE's own revenues and supplemented with other state funds. MCE intends to continue pursuing additional state and federal funds to support EV deployment and adoption.

AB 1814

To support the transition to EVs, the California Public Utilities Commission (CPUC) has statutory authority to approve applications from Investor-Owned Utilities (IOUs) for funding to support their EV charging programs. This funding is collected from all customers, including those who receive electric service from CCAs like MCE. However, CCAs are not

currently permitted to apply for this funding to support their own EV charging programs.

AB 1814 (Grayson) would permit CCAs to apply to the CPUC to receive funding to support their own EV charging programs. Importantly, AB 1814 would not increase electric rates for any customers. It would simply give CCAs the chance to apply for available CPUC funding.

CCAs have a demonstrated track record of deploying charging infrastructure in better locations and at a lower cost than the IOUs, thanks to their close relationships with the communities they serve. With access to supportive funding through the CPUC, as well as other state and federal sources, MCE will be able to work more closely with the Town of San Anselmo to deploy EV charging stations that best meet the needs of San Anselmo residents and businesses.

FISCAL IMPACT

There is no fiscal impact.

Attachment 1: Letter of Support for California Assembly Bill 1814 (Grayson)

Attachment 2: AB 1814 Fact Sheet

Alexis Fineman
Mayor

Steve Burdo
Vice Mayor

Eileen Burke
Council Member

Brian Colbert
Council Member

Ford Greene
Council Member



Town of San Anselmo
525 San Anselmo Avenue, San Anselmo, CA 94960-2682
www.townofsananselmo.org

March 22, 2022

The Honorable Eduardo Garcia
Chair, Assembly Utilities and Energy Committee
via email

Re: AB 1814 (Grayson) – SUPPORT

Dear Assemblymember Garcia,

On behalf of the Town of San Anselmo, I write in support of AB 1814, a narrow bill that would allow Community Choice Aggregators (CCAs) to submit applications to the California Public Utilities Commission (CPUC) to receive funding to support transportation electrification. The Town of San Anselmo is a member of Marin Clean Energy (MCE), and supports efforts to ensure that CCAs have a full suite of tools necessary to confront the climate crisis by eliminating fossil fuel greenhouse gas emissions and to create equitable community benefits.

Transportation electrification (TE) is a vital component of California's climate change mitigation strategy, as well as a key environmental priority for San Anselmo. With an ambitious state goal of achieving at least five million zero-emission vehicles (ZEVs) on the road by 2030 and 250,000 electric vehicle charging stations by 2025, San Anselmo seeks to ensure that an appropriate share of these investments is located in and benefits San Anselmo residents. CCAs, as local government agencies themselves, are particularly well-suited to deploy TE infrastructure in ways that best benefit local communities and residents.

Today, all customers pay into the programs administered by the CPUC, but only investor-owned utilities (IOUs) can access those funds to support their programs. Importantly, under AB 1814 CCAs would have to apply for the funds in the same manner that IOUs do. The Town of San Anselmo supports AB 1814 because it would correct this funding inequity and allow all customers to fully benefit from the programs their monthly bills support. By adding effective and nimble additional administrators to the CPUC's programs, AB 1814 will make the CPUC's TE programs more successful as well.

CCAs have a proven track record of serving our customers and communities with programs and service options tailored to meet local needs and priorities. AB 1814 will help to expand upon already-successful CCA TE offerings and ensure ratepayer fairness for CCA communities.

For these reasons, the Town of San Anselmo is pleased to support AB 1814. Thank you for your leadership on this important issue.

Sincerely,

Alexis Fineman, Mayor
Town of San Anselmo

Cc: The Honorable Assemblymember Tim Grayson
Honorable Members of the Assembly Utilities and Energy Committee
Laura Shybut, Consultant, Assembly Utilities and Energy Committee



AB 1814

Transportation Electrification Funds: Community Choice Aggregators

Summary:

AB 1814 would authorize Community Choice Aggregators (CCAs) to submit applications to the California Public Utilities Commission (CPUC) to receive funding to administer transportation electrification programs in their service areas.

Background:

California has held lofty initiatives of meeting stringent air quality and climate change targets. A major component in meeting these targets are the state's transportation objectives to achieve five million zero-emission vehicles (ZEVs) on the road by 2030¹ and 250,000 electric vehicle charging stations by 2025². These are essential because the transportation sector contributes a large percentage of nitrogen emissions, diesel particulate matter, and statewide greenhouse gas (GHG) emissions.

The CPUC plays a critical role in achieving these emission targets. Under their authority to regulate Investor-Owned Utilities (IOUs), they are directing strategic investments for transportation electrification projects, designing electricity rates, adopting vehicle-grid integration policy and pilot programs, and conducting program evaluation and interagency coordination to ensure strategically coordinated ZEVs investments.³

Alternative to IOUs, CCAs are local government entities that supply energy needs for their communities, offering an alternative and tailored choice in the market and serve over 11 million customers in more than 200 cities and counties. CCAs can provide the communities that they serve with competitively priced, clean energy choices while reinvesting revenues into projects and programs, supporting the local economy, such as offering complementary programs such as EV charging and battery storage.

Problem:

The California Energy Commission (CEC) has assessed California's electric vehicle charging infrastructure rollout and determined that the state will be almost 1 million chargers short of what will be required to support the state's 2035 EV adoption goals.

While CPUC authorizes IOUs to file applications to receive ratepayer funded transportation electrification program funding, CCAs are not explicitly authorized in existing law to access these funds, despite CCA customers also paying into these same funds. As a result, local leaders have little ability to tailor electric vehicle infrastructure and programs to serve residents and businesses, particularly in traditionally underrepresented areas.

Solution:

AB 1814 would explicitly authorize CCAs to file applications for programs and investments to accelerate widespread transportation electrification. In order to submit these applications, CCAs would be regulated to meet all of the same requirements that IOUs are currently required to meet.

In order to meet the state's EV adoption goals, CCAs must also be included in the solution. CCAs should be given the opportunity to apply for funding through CPUC for transportation electrification projects as a means of potentially addressing energy needs as identified by specific communities. By creating parity within IOUs and CCAs, the state may be able to meet our GHG emission reduction goals in the transportation sector.

Support:

California Community Choice Association
(Sponsor)

Staff Contact:

Samantha Yturalde
Samantha.Yturalde@asm.ca.gov
(916) 319-2014

¹ <https://www.ca.gov/archive/gov39/2018/01/26/governor-brown-takes-action-to-increase-zero-emission-vehicles-fund-new-climate-investments/index.html>

² <https://www.ca.gov/archive/gov39/2012/03/23/news17472/index.html>

³ <https://www.cpuc.ca.gov/industries-and-topics/electrical-energy/infrastructure/transportation-electrification>



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

3/22/2022

Item #: 2.9.

FROM:

David P. Donery, Town Manager

SUBJECT:

Consider approval and adoption of the State of California, Governor's Office of Emergency Services (Cal OES) Designation of Applicant's Agent Resolution (Form 130), and authorize staff to submit the approved Cal OES Form 130 to the State.

RECOMMENDATION

Staff recommends that the Town Council:

1. Approve and adopt the State of California, Governor's Office of Emergency Services (Cal OES) Designation of Applicant's Agent Resolution (Cal OES Form 130 - Attachment 1).
2. Authorize submittal of the approved Cal OES Form 130 to the State.

BACKGROUND

The Cal OES Designation of Applicant's Agent Resolution (Cal OES Form 130) designates the agents authorized to submit applications for the purpose of obtaining federal financial assistance, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and/or state financial assistance under the California Disaster Assistance Act.

DISCUSSION

The designated agents are also authorized to act on San Anselmo's behalf to provide to Cal OES all assurances and agreements related to such financial assistance. A Cal OES Form 130 is required of all Applicants to be eligible to receive funding.

The Emergency Management Performance Grant (EMPG) requires a Designation of Applicant's Agent Resolution to be completed every three years. The Town's last resolution was approved on March 26, 2019 (Attachment 2).

FISCAL IMPACT

Without an up-to-date Cal OES Form 130 on file with the State of California, the Town of San Anselmo is ineligible to receive a variety of emergency management grant or disaster mitigation assistance.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Approving the submittal of the Cal OES Form 130 is not considered a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

Attachment 1 - 2022 Draft Cal OES Form 130

Attachment 2 - 2019 Cal OES Form 130 (submitted)

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Town Council OF THE Town of San Anselmo
(Governing Body) (Name of Applicant)

THAT TOWN MANAGER, OR
(Title of Authorized Agent)

ASSISTANT TOWN MANAGER, OR
(Title of Authorized Agent)

PUBLIC WORKS DIRECTOR
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the TOWN OF SAN ANSELMO, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the TOWN OF SAN ANSELMO, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 22nd day of March, 2022

ALEXIS FINEMAN, MAYOR
(Name and Title of Governing Body Representative)

STEVE BURDO, VICE MAYOR
(Name and Title of Governing Body Representative)

EILEEN BURKE, COUNCILMEMBER
(Name and Title of Governing Body Representative)

CERTIFICATION

I, CARLA KACMAR, duly appointed and TOWN CLERK of
(Name) (Title)

TOWN OF SAN ANSELMO, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the TOWN COUNCIL of the TOWN OF SAN ANSELMO
(Governing Body) (Name of Applicant)

on the 22nd day of March, 2022, 20 .

(Signature)

TOWN CLERK
(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130

Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
(Governing Body) (Name of Applicant)

THAT TOWN MANAGER, OR
(Title of Authorized Agent)

ASSISTANT TOWN MANAGER, OR
(Title of Authorized Agent)

PUBLIC WORKS DIRECTOR
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the TOWN OF SAN ANSELMO, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the TOWN OF SAN ANSELMO, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 26th day of March, 2019

Matt Brown, Mayor

(Name and Title of Governing Body Representative)

Kay Coleman, Council member

(Name and Title of Governing Body Representative)

John Wright, Council member

(Name and Title of Governing Body Representative)

CERTIFICATION

I, CARLA KACMAR, duly appointed and TOWN CLERK of
(Name) (Title)

TOWN OF SAN ANSELMO, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the TOWN COUNCIL of the TOWN OF SAN ANSELMO
(Governing Body) (Name of Applicant)

on the 26th day of March, 2019.

Carla Kacmar
(Signature)

Town Clerk

(Title)

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130 - Instructions

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

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Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

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1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
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Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

3/22/2022

Item #: 3.

FROM:

Carla Kacmar, Town Clerk

SUBJECT:

Determine Whether to Continue with the Virtual Meeting Format for Public Meetings

RECOMMENDATION

That Council discuss the meeting format for upcoming Town meetings and provide direction to staff.

Specifically, the Council should determine which of the following formats to use for at least the month of April:

1. Continue with fully virtual zoom meetings.
2. Utilize a hybrid meeting format with parameters allowing for participation by Council, staff and the public (see table below).
3. Return to in person only without a virtual/hybrid component to the meeting.

BACKGROUND

On March 17, 2020, the County of Marin issued a Shelter in Place Order due to COVID-19. Recognizing the need to promote social distancing while allowing local legislative bodies to continue operating during the emergency, Governor Newsom signed Executive Orders [N-25-20 <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.12.20-EO-N-25-20-COVID-19.pdf>](https://www.gov.ca.gov/wp-content/uploads/2020/03/3.12.20-EO-N-25-20-COVID-19.pdf) and [N-29-20 <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.17.20-N-29-20-EO.pdf>](https://www.gov.ca.gov/wp-content/uploads/2020/03/3.17.20-N-29-20-EO.pdf), which suspended provisions of the Brown Act and similar rules regarding teleconferencing and electronic meetings. Under these orders all members of a legislative body were permitted to participate in a meeting electronically or by phone from any location without posting agendas or opening those locations to the public.

On April 14, 2020, the Town started holding virtual public meetings using the Zoom meeting format to allow for transparency and public participation during the COVID-19 pandemic.

On May 25, 2021, Council voted to work towards holding a Hybrid Format for Town Council meeting that would combine a virtual online component which allows continued virtual public participation and an in-person component.

On September 16, 2021, Governor Newsom signed [AB 361 <https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=20210220AB361>](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=20210220AB361), extending the authority of public agencies to conduct meetings by teleconference, including video conference, during the COVID-19 pandemic. AB 361 is effective through January 1, 2024.

On October 12, 2021, and November 9, 2021, December 14, 2021, January 11, 2022, February 9, 2022, and March 8, 2022, the Council voted to continue holding a Virtual Format for Town Council and Town Commission and Committee meetings and to return at a later date to discuss implementing a Hybrid Meeting option.

DISCUSSION

Staff is looking for input regarding the meeting format for April and beyond. Specifically, the Council may decide to

continue the current virtual-only format or to return to meeting in person or it may utilize a hybrid format. If a hybrid format is preferred, staff would like to know if it is preferred that the public return to the in-person meetings as well. Finally, staff is seeking Council direction on determining the format for committee and commission meetings.

A. Meeting Options

The options available to the Council are as follows:

Option #	Council	Public
1	Virtual	Virtual
2	In Person	Virtual
3	In Person & Virtual	Virtual
4	In Person & Virtual	In Person & Virtual
5	In Person	In Person & Virtual
6	In Person	In Person

If the Council chooses any of the first four options, it must determine by majority vote that, as a result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees.

In the case of Option 3, the Council would need to determine that there would be an imminent risk for some Council members to attend in person and not for others for AB 361 to apply.

If the Council wants to utilize Option 4, but not cite imminent risk, normal Brown Act teleconferencing rules would apply. This means that a Council Member would need to post the agenda outside of the location where they would be attending the meeting and allow the public to join them during the meeting time. This location includes but is not limited to a residence, a hospital room, hotel room or family home, even if the location is outside of Town limits. This location would have to be printed on the agenda that is posted 72 hours before the meeting begins. Also, a majority of the Council will need to be present in the Council Chambers in order to conduct the meeting.

AB 361 applies to *all* local legislative bodies, which include Town Commissions and Committees. The Council may allow each legislative body to make its own determination under the bill regarding virtual meetings or the Council may make the determination for those bodies. Most of the trainings attended by staff suggest that the best practice is to allow each board or commission to make their own determination.

B. Neighboring Jurisdictions

Staff requested information from the surrounding jurisdictions and as of the date this report was written:

Mill Valley returned to in-person only meetings in July 2021. Sausalito and Tiburon have not set dates for returning in person. Corte Madera, Fairfax, Larkspur, Novato and San Rafael are planning to return to their Council Chambers in April.

Corte Madera, Larkspur, Novato and San Rafael will allow the public into their Council Chambers and will be utilizing whatever state guidelines are in place regarding indoor settings during that time. Fairfax will be returning to their Council Chambers but will continue with the public virtually.

FISCAL IMPACT

There would be no fiscal impact for this item.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Discussing the Town Council meeting formats is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

CONCLUSION

In summary, staff will continue to strive to provide transparency and open meetings to Town residents. Staff recommends that the Town Council review the options above and if necessary, make the determination under AB 361 for future Town Council meetings and for all Commissions and Committees.



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

3/22/2022

Item #: 4.

FROM:

Carla Kacmar, Town Clerk

SUBJECT: Consider Farm Stand Proposal from Jim Baum

RECOMMENDATION

That Council consider the proposal from Jim Baum to operate the Farm Stand at the Town Hall Plaza this summer, from April to October and authorize the Town Manager to negotiate an agreement with Mr. Baum based on direction from the Council.

BACKGROUND

In 2006, the Quality of Life Commission (now the Climate Action Commission) launched a sponsorship of a Friday afternoon/evening Farm Stand on the Town Hall plaza. In 2007, the Town solicited other vendors to apply for this service, and Jim Baum was the single applicant. Baum has operated the Farm Stand since that time, and has expanded his operation and offerings over the past 15 years.

This spring, per Council direction, staff released an RFP allowing vendors to submit proposals to for Council consideration for this service, and once again Baum was the single applicant. In 2018, a three-year contract was executed between the Town and Jim Baum. The contract required that Baum name the Town as an additional insured, pay a monthly sum of \$75 for use of the plaza area, and obtain a business license.

DISCUSSION

In 2015, the Town Council approved Baum's request of offering pasture-raised meats, such as beef, pork, lamb and locally sourced seafood at the Farm Stand. The products are vacuum sealed and do not require special handling other than dry ice and water ice. Baum's Farm Stands are licensed as mobile food facilities through Environmental Health Services and all the required permits have been obtained.

In 2016, the Town Council approved Baum's request for the Town to reserve two parking spaces in front of Town Hall and one in the rear on Library Place each Friday morning. The spaces on San Anselmo Avenue are reserved for one hour in the morning to allow for offloading of equipment and supplies for the Farm Stand. The requested space on Library Place is for Baum's vehicle, which is a truck containing a refrigeration unit. Baum has utilized this space in the past as it is near an electrical receptacle that he can use for his vehicle.

In 2018, The Council approved Baum's request to offer flowers for sale at the Farm Stand.

In 2021, Council approved Mr. Baum's one-time request to operate his Farm Stand on Wednesdays instead of

Fridays in San Anselmo from May through the end of October with the relocation of the Farm Stand to be in front of the flag poles to allow for a total of five canopies which Mr. Baum stated would help accommodate social distancing and not block the pedestrian right of way along the sidewalk.

Requested consideration of the Farm Stand for 2022

Mr. Baum has requested to continue operating on Wednesdays and be allowed to continue utilizing the five tents which were approved for COVID social distancing. He has requested additional signage locations as well. Due to restrictions based on the Town's sign ordinance, Baum will need to work with the Public Works Department to determine what is allowable for roadside signage.

Staff is seeking direction regarding the Council's desire to enter into an agreement with Mr. Baum for continued operation of the Farm Stand, feedback on his requests related to signage, location and size of the operation, and for input related to the rate that should be charged under a potential agreement.

FISCAL IMPACT

The Farm Stand is requesting the use of Town water and an electrical outlet for the refrigeration unit in Mr. Baum's truck. The Town is unable to reasonably calculate the cost of such items as they are based on usage.

The Town rehabilitates the lawn area where the Farm Stand is located each year due to wear and tear from the weekly use. The approximate cost of rehabilitating the lawn area after the Farm Stand season is over is between \$300 and 500 per year which includes staff costs and materials.

As per the prior agreement, Baum pays the Town \$75 per month for his operation, which works out to between \$15 and \$18.75 per week.

OTHER CONSIDERATIONS

The Library offers Wacky Wednesday events on the Town Hall plaza and lawn during the summer months at 1:00pm. Programs range from puppeteers, musicians, storytellers and others. An audience of anywhere from 50 to 100 children/families attend. Wacky Wednesdays were in hiatus during the pandemic but will return this year. It is not known what the impact of the Farm Stand on the programs might be.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The proposed project is exempt from the California Environmental Quality Act (CEQA), under the "common sense" exemption, because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (Cal. Code Regs. tit. 14, § 15061).

**SAN ANSELMO TOWN PLAZA
REVOCABLE LICENSE AGREEMENT**

1. Parties.

This Agreement is entered into effective April 1, 2022 by and between Town of San Anselmo, a public entity (hereinafter “The Town”) and Jim Baum (hereinafter “Baum”).

2. The Premises and Dates of Use.

The Town hereby grants a revocable license to Baum to use the certain portions of the Town Hall Plaza lawns located at 525 San Anselmo Avenue as outlined in Exhibit 1, for use as an organic produce “Farm Stand” on Wednesdays from April until October 2022.

The actual start date of the Farm Stand is dependent on weather and the availability of produce and will be set by Baum.

The Farm Stand will be located on the lawn in front of Town Hall, outlined in Exhibit 1.

There is a maximum of four (4) tents allowed at any time. Tents measure approximately 10’ x 10.’

NOTE: DUE TO COVID, for 2022, there will be an allowance for one additional tent for a maximum of five (5) tents allowed.

3. Term of License.

The term of this Agreement will be from April 1, 2022 through March 31, 2023, with specific permitted dates of operation approved by the Town Council. Upon mutual written agreement by the parties, this Agreement may be extended for an additional period upon terms acceptable to the parties. The terms and conditions of this Agreement will remain in full force and effect during any and all period(s) of extension of this Agreement. The Town reserves the right to revoke (terminate) this Agreement, without cause, on 24 hours written notice.

4. Consideration.

The consideration for this Agreement will be seventy-five dollars (\$75.00) per month payable by Baum to the Town on the first day of each month starting April 1, 2022.

5. Use.

The premises are to be used solely to sell organic produce, meats, fish, poultry and flowers. Baum is solely responsible for his agreements with customers and suppliers of the Farm Stand. No persons other than Baum may operate or work at the Farm Stand without the

express written permission of the Town. Baum will set up, operate, and clean up the Farm Stand and all trash generated by the Farm Stand immediately after each day's operation of the Farm Stand. Baum will commit no waste or nuisance upon the Premises.

The Town will reserve two parking spaces in front of Town Hall for off-loading but must move the truck after loading into the space designated for his truck on Library Place.

The premises may not be used for any other purpose other than those uses specified herein without the prior written consent of the Town, which consent, once granted, may be revoked at any time by the Town in its sole discretion.

6. Assignment.

Baum will not assign this License without the prior written consent of the Town. Any such assignment without the prior written consent of the Town will be void and, at the option of the Town, will terminate this Agreement.

7. Ordinances and Statutes.

Baum will comply with all statutes, ordinances, and requirements of all municipal, state, and federal authorities now in force, or which may later be in force, regarding the Farm Stand, Baum's purchase and sale of organic produce, and Baum's use of the premises. The commencement or pendency of any state or federal court abatement proceeding affecting the Farm Stand or the use of the premises will, at the option of the Town, be deemed a breach of this Agreement. Baum will obtain a valid Town of San Anselmo business license which he will keep in full force and effect throughout the entire term of this Agreement.

For the health and safety of visitors to the Farm Stand and Town Hall, Baum may not bring his dog to the Farm Stand.

8. Indemnification of the Town.

The Town will not be liable for any damages or injury to Baum, or any other person, or to any property, occurring on the premises, or occurring during or as a result of any action or activity on or off the premises by Baum, or any other person, related to the operation of the Farm Stand, or any other uses or activities that Baum or others conduct at the property. Baum agrees to hold the Town harmless, including payment of the Town's attorneys' fees, from any claims arising out of the license granted by this Agreement, Baum's use of the premises, or Baum's operation of the Farm Stand, and to indemnify the Town for all expenses incurred by the Town in defending such claims.

9. Baum's Insurance

Compliance with Insurance Requirements.

Baum will, at Baum's sole expense, comply with all requirements, guidelines, rules, orders, and similar mandates and directives pertaining to the use of the premises, whether imposed by Baum's insurer, the Town's insurer, or both. If Baum's use of the premises causes any increase in the premium for any insurance policies carried by the Town, Baum will, within ten (10) business days after receipt of written notice from the Town, reimburse the Town for any such increase in insurance premiums.

Baum's Liability Coverage.

Baum will, at Baum's sole expense, obtain commercial general liability insurance written on an "occurrence" policy form, covering bodily injury, property damage, personal injury, and advertising injury arising out of or relating (directly or indirectly) to Baum's use of the premises. The Town, or any other party designated thereby, will be named by endorsement as an additional insured under Baum's general liability coverage. The additional insured endorsement must be on ISO Form CG 20 11 11 85 or an equivalent acceptable to the Town. Before the License commencement date, Baum will deliver to the Town the endorsements referred to in this section as well as a certified copy of Baum's liability policy or policies and an original certificate of insurance, executed by an authorized agent of the insurer or insurers, evidencing compliance with the liability requirements of this section of this Agreement. The certificate will provide for no less than thirty (30) days' advance written notice to the Town from the insurer or insurers of any cancellation, nonrenewal, or material change in coverage or available limits of liability and will confirm compliance with the liability insurance requirements of this Agreement.

The minimum acceptable limits of liability for Baum's liability insurance are one million dollars (\$1,000,000.00).

10. Subrogation.

To the maximum extent permitted by insurance policies which may be owned by the parties hereto, the Town and Baum waive any and all rights of subrogation against each other which might otherwise exist.

11. Signs.

Baum will not place, maintain, nor permit any sign or awning on any portion of the premises without the express written permission of the Town.

12. Hazardous Materials.

Baum will not use, store, or dispose of any hazardous substances upon the premises. Hazardous substances mean any hazardous waste, substance, or toxic materials regulated under any environmental laws or regulations applicable to the property. Baum will be

responsible for the cost of removal of any toxic contamination caused by Baum's use of the property.

13. Insolvency.

The appointment of a receiver, an assignment for the benefits of creditors, or the filing of a petition in bankruptcy by or against Baum, will constitute a breach of this license agreement by Baum.

14. Default.

In the event of any breach of this Agreement by Baum, the Town may, at its option, terminate this Agreement.

The Town may, in the alternative, continue this Agreement in effect, so long as the Town does not terminate Baum's right to possession, and the Town may enforce all of the Town's rights and remedies under this Agreement. If said breach of the Agreement continues, the Town may, at any time thereafter, elect to terminate this Agreement.

15. Attorney Fees.

In any action, arbitration, or other proceeding involving a dispute between the Town and Baum arising out of this Agreement, the prevailing party will be entitled to reasonable attorney fees, expert witness fees, and costs.

16. Waiver.

No failure of the Town to enforce any term of this Agreement will be deemed to be a waiver.

17. Notices.

Any notice which either party may or is required to give, will be given by mailing the notice, postage prepaid, to Baum at the premises, or to the Town at the address shown in Item 2, or at such other places as may be designated in writing by the parties from time to time. Notice will be effective **five (5) days after mailing**, or on personal delivery, or when receipt is acknowledged in writing.

18. Heirs, Assigns, Successors.

This Agreement is binding upon and inures to the benefit of the heirs, assigns, and successors of the parties.

19. Subordination.

This Agreement, at the Town's option, will be subordinate to any mortgage, deed of trust, or other security now existing or later placed upon the property; provided, however, that Baum's right to quiet possession will not be disturbed if Baum is not in default on the payment of rent or other provision of this Agreement.

20. Entire Agreement.

The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by the parties.

TOWN OF SAN ANSELMO

JIM BAUM

DATE: _____

DATE: _____

BY: _____
David P. Donery

BY: _____
Jim Baum

ITS TOWN MANAGER

TUNSTEAD AVE

SAN ANSELMO AVE



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

3/22/2022

Item #: 5.

FROM:

Carla Kacmar, Town Clerk

SUBJECT:

Discuss Council appointments to a newly formed Marin County Council of Mayors and Councilmembers' City/County Services Subcommittee.

RECOMMENDATION

Staff recommends that the Town Council decide whether to appoint representatives to a newly formed Marin County Council of Mayors and Councilmembers' City/County Services Subcommittee.

BACKGROUND

At the January 26th MCCMC meeting, MCCMC voted to form a temporary City/County Services Subcommittee to better understand the services provided by the County and how they are funded. Each jurisdiction can appoint up to two representatives. Participation on the subcommittee is voluntary and if the Council does not wish to participate, then it does not need to appoint a representative.

The following is the committee description:

In recent years, challenging issues such as homelessness, mental health, and disaster preparedness have produced new and sometimes innovative partnerships between Marin's eleven cities and the County. In pursuing these partnerships, though, tension and misunderstanding have occasionally developed - particularly as city leaders try to understand the mandates, commitments, and funding sources of the County.

Funding is a concern for all local government and as the County seeks partnerships with the cities, it is important that councils make informed decisions about the investment of city funds and resources. It is proposed that MCCMC form a committee to better understand the services provided by the County and how they are funded. Through the work of the committee, we hope to better identify the most strategic opportunities for collaboration that will return the greatest benefit to Marin's residents.

DISCUSSION

If Council decides to participate, Council should decide who should represent the Council on the committee.

FISCAL IMPACT

There would be no direct fiscal impact to the Town.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The proposed project is exempt from the California Environmental Quality Act (CEQA), under the “common sense” exemption, because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (Cal. Code Regs. tit. 14, § 15061).