



In the Council Chambers at 525 San Anselmo Avenue, San Anselmo, CA 94960

Town Council Agenda

Tuesday, April 9, 2024

6:00 PM

Meeting held In-Person and via Zoom:

<https://us02web.zoom.us/j/87922162916>

Or Telephone: +1 669 900 6833 | Webinar ID: 879 2216 2916

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

Please be advised those participating in the meeting remotely via Zoom do so at their own risk. The Town Council regular meeting will not be cancelled if any technical problems occur during the meeting.

I. Interviews for the Parks and Recreation Commission -6:00 PM

1A. Six (6) Interviews by Time, Name, Commission:

[Staff Report \(DOC\)](#)

[6:00 PM Jan Wu - Parks & Recreation Committee Application \(PDF\)](#)

[6:10 PM Rodd Kerr - Parks and Recreation Application \(PDF\)](#)

[6:20 PM Sharon Mayer- Parks & Recreation Application \(PDF\)](#)

[6:30 PM Patrick Stallone - Parks & Recreation Application \(PDF\)](#)

[6:40 PM Elizabeth Grasso Application \(PDF\)](#)

[6:50 PM Dermot Corr- Parks & Recreation Application \(PDF\)](#)

Call to Order. Optional Pledge of Allegiance: The Mayor or a designated Council member will recite the Pledge of Allegiance for members of the Council and the public who wish to join in the recitation. 7:00 PM

Open time for public expression.

The public is welcome to address the Council at this time on matters not on the agenda that are within the jurisdiction of the Council. Please be advised that pursuant to Government Code Section 54954.2, Council is not permitted to discuss or take action on any matter not on the agenda unless it determines that an emergency exists, or that there is a need to take immediate action which arose following posting of the agenda. Comments may be no longer than three minutes and should be respectful to the community.

Council requests for future agenda items.

Council committee liaison reports, questions and comments to staff; staff miscellaneous items.

Special Presentation. There are no Special Presentations.

1. Consent Agenda:

The opportunity for public comment on consent agenda items will occur prior to Council discussion of the consent agenda. The Council may approve the entire consent agenda with one action. In the alternative, items on the consent agenda may be removed by any Council or staff member, for separate discussion and vote.

1.1 Approval of the Draft minutes of the Regular Meeting of March 26, 2024

[Staff Report \(DOC\)](#)

[Attachment 1- Draft Minutes of the March 26, 2024 Meeting \(DOC\)](#)

1.2 Adopt a Resolution to Proclaim April 2024 as Fair Housing Month.

[Staff Report \(DOC\)](#)

[Attachment 1- Resolution- Fair Housing Month Proclamation \(DOC\)](#)

1.3 Adopt a Resolution Ratifying the Canvass of Returns from the Marin County Registrar of voters Office for the Special Municipal Election of March 5, 2024 and declaring the Results for Measure F

[Staff Report \(DOC\)](#)

[Attachment 1- Draft Resolution \(PDF\)](#)

[Attachment 2- Marin County Elections Dept. Official Final Results \(PDF\)](#)

[Attachment 3- Marin County Elections Dept. Certificate of Election \(PDF\)](#)

1.4

Adopt Ordinance of the Town of San Anselmo Adding Title 20 “Rent Stabilization and Tenant Protection” Chapter 1 “Rent Stabilization” Establishing Rent Stabilization Regulations Applicable to Certain Residential Rental Units and Associated CEQA Exemption Findings

[Staff Report \(DOC\)](#)

[Attachment 1- Rent Stabilization Ordinance \(DOC\)](#)

[Public Comment, Carlson \(PDF\)](#)

[Public Comment- Arrieta \(PDF\)](#)
[Public Comment- De Martini \(PDF\)](#)

- 1.5** Adopt Ordinance of the Town of San Anselmo Amending Title 10, Chapter 3, Article 3 “Land Use Regulations” and Title 10, Chapter 3, Article 17 “Definitions” of the Municipal Code and the Zoning Map. This project is exempt from further environmental review pursuant to CEQA Guidelines Section 15162.

[Staff Report](#)

[Attachment 1 - Ordinance](#)

[Attachment 2 - HCD Approval Letter](#)

- 1.6** Report of Checks Issued, March 2024

[Staff Report \(DOCX\)](#)

[Attachment 1 Check Report March 2024 \(PDF\)](#)

- 1.7** Establishing job description and pay range for a management analyst position

[Staff Report \(DOC\)](#)

[Attachment 2 Resolution Establishing Job Description and Pay Range for the Management Analyst \(DOCX\)](#)

[Attachment 2 Job description Management Analyst \(DOCX\)](#)

- 1.8** Approve revision to policy and procedures regarding Town sick leave donation program

[Staff Report \(DOC\)](#)

[Attachment 1 Revised Sick Leave Donation Policy \(DOCX\)](#)

[Attachment 2 Current Sick Leave Donation Policy \(PDF\)](#)

- 1.9** Proclamation to declare National Library Week, April 7-13, 2024.

[Staff Report \(DOC\)](#)

[National Library Week 2024 Proclamation](#)

2. Public Hearing:

In general, the following procedural order applies to public hearing items:

- Staff Presentation
- Town Council Questions
- PUBLIC COMMENT – limited to 3 minutes/person
- Town Council discussion/action

- 2.1** Introduction and First Reading of an Ordinance Amending Title 10, Chapter 4, “Housing Developments Under Government Code Section 65852.21” and Section 10-3.412 “Maximum Floor Area and Maximum Lot Coverage for Dwellings and Improvements on Single-Family Residential Properties Located Below 150 Mean Sea Level Elevation” of the Municipal Code. Approval of an ordinance is exempt from CEQA pursuant to California Government Code Section 65852.21 (j), which provides that an ordinance implementing the provisions of California Government Code Section 65852.21 is not considered a project under Division 13 of the Public Resources.

[Staff Report \(DOC\)](#)

[Attachment 1 - Ordinance \(PDF\)](#)

[Attachment 2 - Redline Ordinance \(PDF\)](#)

[Attachment 3 - Resolution No. 2024-05 \(PDF\)](#)

3. Council Business Items:

In general, the following procedural order applies to items of business:

- Presentation
- Town Council questions
- PUBLIC COMMENT – limited to 3 minutes/person
- Town Council discussion/action

3.1 Consider making appointments to the Arts Commission, Climate Action Commission and Parks and Recreation Commission. The proposed appointment is not a “project” under the California Environmental Quality Act, because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

[Staff Report \(DOC\)](#)

[Attachment 1- Kathee Shatter - Arts Commission Application - No Resume \(PDF\)](#)

[Attachment 2- Bente L Mirow - Arts Commission Application - Resume \(PDF\)](#)

[Attachment 3- Danna Lewis - Arts Commission- Application w/Resume \(PDF\)](#)

[Attachment 4- Tara Pandeya - Arts Commission- Application w/Resume](#)

[Attachment 5- Karen Mendelow - Climate Action Commission- Application w/Resume \(PDF\)](#)

[Attachment 6- Susannah Saunders - Climate Action Commission- Application w/Resume \(PDF\)](#)

[Attachment 7- Lucy Mathews - Climate Action Commission- Application no Resume \(PDF\)](#)

[Attachment 8- Tayra Gottschalk - Parks and Recreation Commission Application no Resume \(PDF\)](#)

[Attachment 9- Jan Wu- Parks and Recreation Commission- Application no Resume \(PDF\)](#)

[Attachment 10- Rod Kerr- Parks and Recreation Commission- Application no Resume \(PDF\)](#)

[Attachment 11- Sharon Mayer- Parks and Recreation Commission- Application no Resume \(PDF\)](#)

[Attachment 12- Patrick Stallone- Parks and Recreation Commission- Application w/Resume \(PDF\)](#)

[Attachment 13- Elizabeth Grasso- Parks and Recreation Commission- Application no Resume \(PDF\)](#)

[Attachment 14- Dermot Corr- Parks and Recreation Commission- Application no Resume \(PDF\)](#)

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 savila@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 on April 23, 2024.

Administration Department
Town Hall, main floor
525 San Anselmo Avenue
San Anselmo, CA 94960
(415) 258-4691

Town Council
Eileen Burke, Mayor
Tarrell Kullaway, Vice Mayor
Brian Colbert, Councilmember
Alexis Fineman, Councilmember
Steve Burdo, Councilmember

Staff
David Donery, Town Manager
Linda Kenton, Assistant Town Manager / Town Librarian
Jeff Zuba, Finance and Admin Services Director
Megan Holt Acevedo, Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Planning Director
Sean Condry, Public Works Director
Dannielle Mauk, Community Services Director
Mike Norton, Chief of Police
Dan Mahoney, Interim Fire Chief

DECLARATION OF POSTING

This Notice is posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the Town of San Anselmo website. Under penalty of perjury, this Agenda was posted to the public at least 72 hours prior to the meeting.



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: Interviews

MEETING DATE: April 9, 2024

AGENDA TITLE: Conducting Interviews for the Parks and Recreation Commission

FROM: Administration, Serge Avila, Town Clerk

RECOMMENDATION

Staff recommends that the Town Council conducts interviews for the Parks and Recreation Commission and makes appointments later this evening to the Arts Commission, Climate Action Commission and the Parks and Recreation Commission.

Below is a list of six (6) applicants scheduled to be interviewed by the Town Council.

Interview Time	Name	Board, Committee or Commission
6:00 PM	Jan Wu (incumbent)	Parks and Recreation Commission
6:10 PM	Rod Kerr (incumbent)	Parks and Recreation Commission
6:20 PM	Sharon Mayer	Parks and Recreation Commission
6:30 PM	Patrick Stallone	Parks and Recreation Commission
6:40 PM	Elizabeth Grasso	Parks and Recreation Commission
6:50 PM	Dermot Corr	Parks and Recreation Commission

The Council will have the opportunity to make appointments for the Parks and Recreation Commission later this evening.

FISCAL IMPACT

None.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Item #: Interviews

Conducting interviews is not defined as a project under CEQA (Section 15378 CEQA Guidelines).

ATTACHMENTS

- Attachment 1- Jan Wu (incumbent)
- Attachment 2- Rod Kerr (incumbent)
- Attachment 3- Sharon Mayer
- Attachment 4- Patrick Stallone
- Attachment 5- Elizabeth Grasso
- Attachment 6- Dermont Corr

Print**Boards, Committees and Commissions Application - Submission #1914****Date Submitted: 6/26/2023****TOWN OF SAN ANSELMO****APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE****To: San Anselmo Town Council****Date***

June 26, 2023

**I wish to apply for an
appointment to a term/balance***

Parks & Recreation Commission

Name*

Jan Wu

Home Address*

2 Foothill Rd

Occupation*

Stay at home mom

Employer's Address

NA

Home Phone*

7734560178

Work Phone

NA

Cell Phone

773-456-0178

E-Mail*

springer74@gmail.com

Number of years as resident of San Anselmo*

6

Number of years as a resident in Marin*

7

Education Level Achieved*

College/University Degree (Major)

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:**1.) Name***

Rod Kerr

1.) Phone*

415-300-6700

2.) Name*

Micheal Cerrio

2.) Phone*

415-428-4341

3.) Name*

Cat Austin

3.) Phone*

415-755-5007

I would be able to regularly attend the meetings of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I would be available to attend additional meetings when they are necessary.*

- ☒ YES
☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☒ YES
☐ NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

I am currently on the Parks and Recreation Commission and would love to continue with a second term.

Reasons for this appointment.*

I am passionate about the parks and recreational pursuits available to San Anselmo residents and visitors. I majored in Parks and Recreation in college and worked professionally in the field prior to having my daughter.

What are your qualifications for this appointment.*

See above.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

Continued renovations at Memorial Park - the updated playground and newly renovated fields are a great start, but the park is still in desperate need of new tennis courts, picnic area, bathrooms, signage, etc. The park and playground have very limited uses by residents with special needs. This should be addressed as soon as possible to be more inclusive for all participants.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

None

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

Choose File No file chosen

**Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, at
townclerk@townofsananselmo.org or 415-258-4660.**

Print**Boards, Committees and Commissions Application - Submission #1939****Date Submitted: 7/27/2023**

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

July 27, 2023

**I wish to apply for an
appointment to a term/balance***

Parks & Recreation Commission

**Name***

Rod Kerr

Home Address*

114 Calumet Ave.

Occupation*

Lawyer

Employer's Address**Home Phone***

14154601742

Work Phone**Cell Phone****E-Mail*****Number of years as resident of San Anselmo*****Number of years as a resident in Marin*****Education Level Achieved***

Graduate Degree (Major)

**Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:****1.) Name*****1.) Phone*****2.) Name*****2.) Phone*****3.) Name*****3.) Phone***

I would be able to regularly attend the meetings of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I would be available to attend additional meetings when they are necessary.*

- ☒ YES
☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☒ YES
☐ NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

Served on the Parks and Recreation Commission for 10 years.

Reasons for this appointment.*

See above.

What are your qualifications for this appointment.*

See above.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

Renovation and improvement of town parks.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

None



You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

No file chosen

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, at townclerk@townofsananselmo.org or 415-258-4660.

Print**Boards, Committees and Commissions Application - Submission #1956****Date Submitted: 8/12/2023**

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

August 12, 2023

**I wish to apply for an
appointment to a term/balance***

Parks & Recreation Commission

Name*

Sharon Mayer

Home Address*

3 Sierra Ave San Anselmo 94960

Occupation*

Education

Employer's Address

Brookside school

Home Phone*

4153020417

Work Phone

Cell Phone

E-Mail*

sharonmayer@hotmail.com

Number of years as resident of San Anselmo*

7

Number of years as a resident in Marin*

20

Education Level Achieved*

College/University Degree (Major) ▼

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

1.) Name*

Rachel Weill

1.) Phone*

415 464 7982

2.) Name*

Pilar Prime

2.) Phone*

603 502 3235

3.) Name*

Raemona Taylor

3.) Phone*

615 668 3200

I would be able to regularly attend the meetings of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I would be available to attend additional meetings when they are necessary.*

- ☒ YES
☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☒ YES
☐ NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

I have lived in the Ross Valley for 20 years and am very involved in school community.

Reasons for this appointment.*

I am interested in contributing to our parks and recreation programs and decisions for the community and for future generations to enjoy.

What are your qualifications for this appointment.*

Having lived in the area for 20 years I am knowledgeable of local issues and have a vested interest in making our community and parks and recreation stronger. I have strong collaboration skills as well as good communication.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

Future planning for our parks and rec for our children and adult community and maintaining our amazing town programs and park areas is a primary reason many chose to live in San Anselmo. Making it the best we can be is an important issue to me.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

Arts Commission



You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

No file chosen

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, at townclerk@townofsananselmo.org or 415-258-4660.

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards

If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Patrick

First Name

Stallone

Last Name

Middle
Initial

stallonemarin@gmail.com

Email Address

191 butterfield rd

Home Address

Suite or Apt

san anselmo

City

CA

State

94960

Postal Code

Mobile: (415) 246-7786

Primary Phone

Alternate Phone

Occupation

Sales

Employer's Address

1345 Redwood Way, Petaluma, Ca 94954

Which Boards would you like to apply for?

Parks and Recreation Commission: Submitted

Number of years as resident of San Anselmo?

23

Number of years as a resident in Marin?

58

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

David Donery 415/272/6276 Matt Storms 415-999-2156 Charlie Christensen 415-517-5926

Education Level Achieved *☒ College/University Degree**Interests & Experiences**

I would be able to regularly attend the meetings of this Board/Commission/Committee.

☒ Yes ☐ No

I would be available to attend additional meetings when they are necessary.

☒ Yes ☐ No

I am familiar with the responsibilities and functions of this Board/Commission/Committee.

☒ Yes ☐ No

I have attended meetings of the Board/Commission/Committee as a member of the public.

☐ Yes ☒ No

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees:

While I don't have any public services experience, I did run St Anselm's CYO program for 5 years and dealt with hundreds of residents helping the kids of the community enjoy basketball, while also maintaining a budget to improve their experience.

Reasons for this appointment:

I would like to make San Anselmo's parks and facilities amazing. We have one of the most beautiful cities in the world, but we severely lack public spaces that serve the community. We should have state of the art park spaces that make our people get out of their homes and make them proud.

What are your qualifications for this appointment?

I have run my own business for 22 years and dealt with many different people in different stages of their lives. I have also coached most of the kids of San Anselmo in basketball and baseball and have utilized many of our existing locations.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?

Our tennis courts sit mostly empty while pickle ball is sweeping the nation and we have no courts available. Memorial park is and has always been a glorified dog park. Let's address this.

LinkedIn Profile

https://www.linkedin.com/in/patrick-stallone-81b1127?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_contact_details%3BoX3SnPr2SA6p;

[Patrick Stallone_Resumenew1.pdf](#)

Upload a Resume

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

I understand that I and all other applicants will be personally interviewed by the Town Council (or the entity overseeing the Steering and Short Term Committees) as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.

☒ I Agree

E-Signature:

Patrick E Stallone

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, townclerk@townofsananselmo.org or 415-258-4660.

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Elizabeth		Grasso
First Name	Middle Initial	Last Name
elizabeth@grassos.net		
Email Address		
456 Laurel Ave		
Home Address	Suite or Apt	
San Anselmo	CA	94960
City	State	Postal Code
Home: (210) 414-2069		
Primary Phone	Alternate Phone	

Occupation

Volunteer

Employer's Address

456 Laurel Ave

Which Boards would you like to apply for?

Parks and Recreation Commission: Submitted

Question applies to Arts Commission
Do you live in the Ross Valley?

Number of years as resident of San Anselmo?

10

Number of years as a resident in Marin?

10

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

Amy Ginsberg 440-781-3391 Kim Lewis 415-244-8616 Susan Garcia 415-717-3536

Education Level Achieved *

☒ College/University Degree

Interests & Experiences

I would be able to regularly attend the meetings of this Board/Commission/Committee.

☒ Yes ☐ No

I would be available to attend additional meetings when they are necessary.

☒ Yes ☐ No

I am familiar with the responsibilities and functions of this Board/Commission/Committee.

☒ Yes ☐ No

I have attended meetings of the Board/Commission/Committee as a member of the public.

☒ Yes ☐ No

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees:

Currently on the Arts Commission

Reasons for this appointment:

I'm transitioning off as president of the National Charity League Marin and will have some extra time. I'm passionate about making parks and other town resources available to everyone. Sometimes, I think this is as easy as an open and inviting entrance or placement of our park resources on the website. I look forward to working with the Parks and Recreation Committee.

What are your qualifications for this appointment?

Prior qualifications include: I spent five years with the National Charity League Marin, where I served as Webmaster (1 year), VP of Communications (2 years), and President (1 year). I currently serve in the Past President Advisory Role. I have been with the Arts Commission for 4 or 5 years, losing count. I currently serve as their Treasurer. In addition, I've held pretty much every volunteer position in nine different schools my children attended.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?

The town of San Anselmo appears to be fiscally constrained. So, budget and budget allocation are, in my opinion, two of the most critical components of any commission working here. My role as Treasurer of the Arts Commission likely influences this. I don't know the commissioners on the Parks and Rec board so can't say for certain what their most critical issues are but additional representation from those neighboring the parks couldn't hurt:)

LinkedIn Profile

[Upload a Resume](#)

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

I understand that I and all other applicants will be personally interviewed by the Town Council (or the entity overseeing the Steering and Short Term Committees) as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.

☒ I Agree

E-Signature:

Elizabeth Grasso

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, townclerk@townofsananselmo.org or 415-258-4660.

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Dermot

First Name

P

Middle Initial

Corr

Last Name

dandmcorr@gmail.com

Email Address

14 Willow Way

Home Address

Suite or Apt

San Anselmo

City

CA

State

94960

Postal Code

Home: (415) 577-6606

Primary Phone

Alternate Phone

Occupation

Retired electrician

Employer's Address

14 Willow Way

Which Boards would you like to apply for?

Parks and Recreation Commission: Submitted

Number of years as resident of San Anselmo?

25 years

Number of years as a resident in Marin?

40 years

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

Rod Kerr Pascal Gregory. 415-419-6296 Richard Freeman 415-578-8619

Education Level Achieved *

☒ High School Diploma or GED

Interests & Experiences

I would be able to regularly attend the meetings of this Board/Commission/Committee.

☒ Yes ☐ No

I would be available to attend additional meetings when they are necessary.

☒ Yes ☐ No

I am familiar with the responsibilities and functions of this Board/Commission/Committee.

☒ Yes ☐ No

I have attended meetings of the Board/Commission/Committee as a member of the public.

☐ Yes ☒ No

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees:

I volunteer setting up for the soccer program Saturday and Sunday mornings fall season

Reasons for this appointment:

I have a boy and girl that went through the baseball basketball and soccer recreation programs

What are your qualifications for this appointment?

I have coached recreation soccer from under 8 through high school boys and girls

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?

Keeping recreation sports available to all kids. Building the programs stronger to keep up with the times

LinkedIn Profile

Upload a Resume

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

I understand that I and all other applicants will be personally interviewed by the Town Council (or the entity overseeing the Steering and Short Term Committees) as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.

☒ I Agree

E-Signature:

Dermot Corr

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, townclerk@townofsananselmo.org or 415-258-4660.



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.1

MEETING DATE: April 9, 2024

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of the March 26, 2024

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Draft Minutes of the Regular Town Council meeting of March 26, 2024.

ATTACHMENT:

Attachment 1- March 26, 2024 Draft Minutes

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, March 26, 2024

Interviews for the Climate Action Commission and Arts Commission- 6:00 p.m.

The Council interviewed Karen Mendelow, Susannah Saunders, and Lucy Matthews for the Climate Action Commission and Danna Lewis, Tara Pandeya, and Miranda Thurtell for the Arts Commission.

Call to Order: Optional Pledge of Allegiance

COUNCILMEMBERS PRESENT:

Steve Burdo
Eileen Burke, Mayor
Brian Colbert
Tarrell Kullaway
Alexis Fineman

STAFF MEMBERS PRESENT:

Dave Donery, Town Manager
Megan Acevedo, Town Attorney
Heidi Scoble, Planning Director
Lindsey Klein, Senior Planner
Sean Condry, Public Works Director
Jeff Zuba, Finance Director
Maddie O'Grady, Recreation Program Manager

Open Time for Public Expression

There were no comments.

Council requests for future agenda items; Committee liaison reports; questions and comments to staff; miscellaneous items

Councilmember Colbert asked that item #2.2 be moved up in the agenda. Mayor Burke stated it could be heard after Business Item #2.1.

Councilmember Colbert reported he attended the arts opening event last Saturday; the JEPA Closed Session; a seminar in San Francisco about the impact of technology on children's mental health; a Transportation Authority of Marin (TAM) meeting.

Councilmember Burdo sent condolences to the family of the recent victim of a house fire; he attended a Ross Valley Fire Board meeting; the Memorial Park Community Workshop held last Saturday.

Councilmember Fineman reported she attended the Marin Wildfire Prevention Authority (MWPA) Board meeting; the MCE meeting; the Policy Makers Conference; talked to an Austrian reporter about EV adoption.

Vice Mayor Kullaway reported she attended the Policy Makers Conference; the MCCMC

Legislative Committee meeting; the General Plan Update Committee meeting.

Mayor Burke reported she attended the Citizen Marin meeting in Homestead Valley; the Memorial Park Master Plan community meeting; the Flashlight Egg Hunt will be held this Friday night with the Egg Hunt for younger children scheduled for Saturday morning.

Town Manager Donery stated the Memorial Park Master Plan process has been good and they have been getting great feedback. Work on the roof/HVAC replacement project at Town Hall will begin soon.

1. Consent Agenda

- 1.1 Approve the Draft Minutes March 12, 2024
- 1.2 Adopt a Resolution Amending the Town's Ethics Training Requirements for Boards, Committees, and Commissions
- 1.3 Approval of a Special Event Application- Children for Change Challenge 2024
- 1.4 Revenue and Expenditure Reports, February 2024
- 1.5 Notice of Completion- Memorial Park Parking Lot Project
- 1.6 Consider the Reappointment of Three Incumbents to the Economic Development Committee

Mayor Burke opened the meeting to public comments

There were no comments.

Mayor Burke closed the meeting to public comments.

M/s, Burdo/Colbert, Motion to approve the Consent Calendar.

AYES: Burdo, Colbert, Fineman, Vice Mayor Kullaway, Mayor Burke

Business Items

- 2.1 Review and Approve the Arts Commission's Hub Beautification Public Art Project

Recreation Program Manager O'Grady presented a staff report and a PowerPoint presentation. Staff answered questions from the Council regarding the timeline; how the pictures would be secured and if they would be open to the elements; the shelf-life of the protective material; if they could include the history of the indigenous inhabitants.

Mayor Burke opened the meeting to public comments.

Mr. Jason Watkins supported the inclusion of information about the Native American population.

Mayor Burke closed the meeting to public comments.

The Council supported the project.

M/s, Burdo/Fineman, Motion to approve the Arts Commission's Hub Beautification Public Art Project artwork and location and the recommendation of Vice Mayor Kullaway.

AYES: Burdo, Colbert, Fineman, Vice Mayor Kullaway, Mayor Burke

2.2 Consider to Approve the FY25 Appropriation Request for the San Anselmo Hub Congestion Reduction and Active Transportation Project

Public Works Director Condry presented a staff report. Staff answered questions from the Council regarding whether there are any matching requirements; if the request is for funding to develop the concepts or the design; if the future of the Hub has been decided; if these are Federal appropriations; why they are not discussing the “cafeteria” of possible design elements; if they can change the projects identified in the grant request; the dollar amount being requested; if they are committing to the 20% match tonight; how they go about prioritizing elements in order to get the grant; if the three elements were selected by staff.

Mayor Burke opened the meeting to public comments.

Mr. Todd Greenberg cautioned the Council to tread carefully.

Mr. Matthew Hartzell, WDB Tam, stated his firm brought this to the attention of staff and they support the request. The Hub is a good candidate for this funding.

Ms. Ann Politzer stated this is something that needs to be looked at very carefully. There is no such thing as “free money”.

Mayor Burke closed the meeting to public comments.

Councilmember Colbert stated he agreed that the Hub needs improvement and did not think this was a “hail Mary”. The project is tucked away in Bay Area 2050. They should pursue this opportunity and engage the community.

Councilmember Burdo stated the Hub accommodates 65,000 vehicles per day and needs improvement. It is prudent to move forward.

Councilmember Fineman discussed the prior discussions about the Hub and stated the three projects cited in the staff report were long-term and would be more attractive in terms of getting Federal funding. She is comfortable moving forward.

Vice Mayor Kullaway agreed with the comments made by Councilmember Fineman. This is a great opportunity.

Mayor Burke stated they have taken a big step but the three proposals have not been fully vetted. However they can move forward while staying nimble.

M/s, Colbert/Burdo, Motion to adopt Resolution No. 2024-4530 of the San Anselmo Town Council Seeking Funds for the Appropriation Request for the San Anselmo Hub Congestion Reduction and Active Transportation Project.

AYES: Burdo, Colbert, Fineman, Vice Mayor Kullaway, Mayor Burke

Public Hearing

3.1 Public Hearing to Consider Adoption of Amendments to the General Plan Amendment to Land Use Designation Map and Amendments to Title 10, Chapter 3, Article 3 “Land Use Regulation” and Title 10, Chapter 3, Article 17 “Definitions” of the Municipal Code and the Zoning Map

Senior Planner Klein presented a staff report. There were no questions from the Council.

Mayor Burke opened the Public Hearing.

There were no comments.

Mayor Burke closed the meeting to Public Hearing.

Mayor Burke thanked staff for the great work- "the devil is in the details".

M/s, Burdo/Fineman, Motion to Adopt an Ordinance of the Town of San Anselmo Adopting Amendments to Title 10, Chapter 3, Article 3 "Land Use Regulations" and Title 10, Chapter 3, Article 17 "Definitions" of the Municipal Code and the Zoning Map to Implement State Housing Law and Ensure General Plan and Zoning Code Consistency in Accordance with California Government Code Section 65860..

AYES: Burdo, Colbert, Fineman, Vice Mayor Kullaway, Mayor Burke

M/s, Burdo/Colbert, Motion to Approve the First Reading of the Ordinance Text Amendments and Waive Future Readings.

AYES: Burdo, Colbert, Fineman, Vice Mayor Kullaway, Mayor Burke

M/s, Burdo/Colbert, Motion to Adopt a Resolution of the Town Council of the Town of San Anselmo Adopting General Plan Amendments to the Land Use Designation Map.

AYES: Burdo, Colbert, Fineman, Vice Mayor Kullaway, Mayor Burke

3.2 Introduce and First Reading of an Ordinance Adding Title 20 "Rent Stabilization and Tenant Protection" Chapter 1 "Rent Stabilization" Establishing Rent Stabilization Regulations Applicable to Certain Residential Rental Units and Making Associated CEQA Findings

Finance Director Zuba presented the staff report. Staff answered questions from the Council regarding applicability and exemptions; the Fair Rate of Return Section (E)(6); banking of annual raises; utilities in tenant's name vs. separate meters; treble damages; independent review of documentation regarding a landlord's increase in expenses.

Mayor Burke opened the Public Hearing.

Mr. Chris Braun, Ms. Susie Dershowitz, Mr. Kurt Reese, Ms. Wendy Todd, Ms. Sara Chappelle, two individuals, Mr. Thomas Gaines, and Ms. Lucy Hollingsworth. spoke in support of a Rent Stabilization Ordinance

Mr. Todd Greenberg, Ms. Janet Welton, and Philip S. spoke in opposition to a Rent Stabilization Ordinance.

Mr. Tim Ecke was concerned about the next step- a Just Cause Ordinance.

An individual stated homeowners seem concerned that this will add cost to renters.

Mr. Ford Greene was concerned about "mom and pop" landlords. Owner-occupied buildings should be exempt.

Mr. Michael Sexton, Ms. Katie Hogan, Mr. Chad Rushmore, and Mr. Jeff Kroot were in favor of putting this issue on a ballot and allowing San Anselmo residents to decide.

Mr. Steve DeMartini wanted to know what prompted this issue.

Mayor Burke closed the Public Hearing

Councilmember Fineman stated San Anselmo, through its zoning policies, has suppressed supply and driven demand over many decades. This changes the rental market. She supported the Fair Rate of Return provision. She referred to the "Applicability" Section, 20-1.102, and suggested the addition of the following language- "non-exempted rental units".

Vice Mayor Kullaway stated she supported the exemption of ADUs and a diverse community.

Councilmember Colbert stated this will ultimately go to the ballot.

Councilmember Burdo stated it might be good to go with a flat percentage rate on the cap to avoid unpredictability. He supported 3% and three units or more. He wants to vote tonight.

Mayor Burke thanked everyone for his or her comments. The future of this issue is related to affordable housing. Private rental properties are businesses and should not be burdened with solving this collective problem. She supported the ability to bank annual raises. She and the Council discussed the following: 1) Treble damages; 2) Whether utilities should be in the tenant's name; 3) Adding the term "non-exempted" in Section 20-1.102; 4) Whether this applies to three or more units; 5) Whether to keep the cap as proposed.

Town Attorney Acevedo recommended the following: Section 20-1.102 should read: "Three or more residential rental units none of which are exempt pursuant to Section 20-1.110...". It should also cite the Exemptions Section

Mayor Burke noted there have been no substantial changes to the ordinance and the Council can do a first reading and introduce it tonight.

M/s, Burdo/Kullaway, Motion to Read the Ordinance by Title Only.

AYES: Burdo, Fineman, Vice Mayor Kullaway.

NOES: Colbert, Mayor Burke

M/s, Kullaway/Fineman, Motion to Introduce and Waive First Reading of an Ordinance of the Town of San Anselmo Adding Title 20 "Rent Stabilization and Tenant Protection", Chapter 1 "Rent Stabilization" Establishing Rent Stabilization Regulations Applicable to Certain Residential Rental Units and Making Associated CEQA Determinations.

AYES: Burdo, Colbert, Fineman, Vice Mayor Kullaway, Mayor Burke

NOES: Colbert, Mayor Burke

The meeting was adjourned 11:09 p.m. in memory of long-time resident John Bobet.

Respectfully submitted,

Toni DeFrancis,
Recording Secretary

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.2

MEETING DATE: April 9, 2024

AGENDA TITLE: Adopt a Resolution to Proclaim April 2024 as Fair Housing Month. This item is not subject to CEQA pursuant to Section 15060(c)(3) of the CEQA Guidelines because it does not constitute a “project”

FROM: Serge Avila, Town Clerk /
Heidi Scoble, Planning Director

RECOMMENDATION: That the Town Council adopt a Resolution proclaiming the month of April 2024 as Fair Housing Month.

BACKGROUND/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. Resulting from the Town's previous Housing Element (2015-2023) which committed to promoting fair housing opportunities, the Town has implemented program **H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints** by creating a [webpage](#) dedicated to Fair Housing.

The Town's certified Housing Element also includes the following actions to address AFFH:

2023-2031 HE: Action 9.1a: Support fair access to housing for all persons without regard to race, color, religion, sex, marital status, national origin, or ancestry.

2023-2031 HE: Action 9.1b: Assemble and promote the distribution of information to landlords regarding fair housing.

2023-2031 HE: Action 9.1c: Involve Marin County Mediation Services to aid in housing-related problem resolution.

2023-2031 HE: Action 9.1d: Designate the Town Attorney as the appropriate Town official to receive and administer complaints related to housing discrimination.

The Housing Element can be accessed [here](#).

FISCAL IMPACT

There is no fiscal impact to adopt the proclamation.

GENERAL PLAN CONSISTENCY

The Resolution is consistent with the General Plan's Housing Element Policy 9, Affirmatively Furthering Fair Housing, Program 9.1, Eliminate discrimination in housing based on age, race, color, religion, sex, marital status, national origin, ancestry, or occupation, Actions 9.1 a-d.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The adoption of the attached Resolution proclaiming the month of April 2024 as Fair Housing Month is not a "project" pursuant to Section 15378 of the California Environmental Quality Act (CEQA) Guidelines and is therefore not subject to review pursuant to Section 15060(c)(3) of the CEQA Guidelines. The activity will not result in a direct or reasonably foreseeable indirect physical change in the environment.

ATTACHMENT

Attachment 1-Resolution

RESOLUTION NO. XXX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO PROCLAIMING APRIL 2024 AS FAIR HOUSING MONTH

WHEREAS, April 2024 marks the 56th 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 as 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 the Town Council of San Anselmo does hereby proclaim the month of April, 2024 to be Fair Housing Month and urges 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.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of San Anselmo held on April 09, 2024, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Eileen Burke, Mayor

Attest:

Serge Avila, Town Clerk

STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.3

MEETING DATE: April 9, 2024

AGENDA TITLE: Adopt a Resolution Ratifying the Canvass of Returns from the Marin County Registrar of voters Office for the Special Municipal Election of March 5, 2024 and declaring the Results for Measure F

FROM: Serge Avila/ Town Clerk and Megan H. Acevedo/
Town Attorney

RECOMMENDATION: Adopt the attached Resolution ratifying the Canvass of Returns from the Marin County Registrar of Voters Office for the Special Municipal Election of March 5, 2024, and Declaring the results for Measure F (Attachment 1).

BACKGROUND

The Town of San Anselmo called a Special Municipal Election to coincide with the Presidential Primary election on March 5, 2024, to consider a Citizens' initiative seeking the approval for withdrawal of the Town of San Anselmo from the Marin County Flood Control and Water Conservation District Zone 9 (Measure F). As detailed below, the majority of San Anselmo voters voting in the election cast their ballots to approve Measure F.

DISCUSSION/ANALYSIS

The Marin County Registrar of Voters Office conducted the election at the Town's request and on March 27, 2024, issued a Certificate of Canvass of Vote based on votes cast at the March 5, 2024 election.

With the voter turnout of all precincts, voters at the polls, and voters by mail combined, the average of the Town of San Anselmo voter turnout was 58.54%. A total of 5,193 votes were cast Measure F. By virtue of the votes cast, Measure F passed by the residents of San Anselmo:

"Yes" Votes	3,083 (59.3%)
"No" Votes	2,110 (40.63%)

By adoption of the attached resolution, the Town Council will ratify the election results and declare Measure F as being approved.

FISCAL IMPACT

There will be a fee incurred for this election as of the date of this report an invoice has not being received.

GENERAL PLAN CONSISTENCY

N/A

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adoption of Measure F, as reflected in the attached Resolution, is not a “project” under the California Environmental Quality Act. (Cal. Code Regs. tit. 14, § 15378(b)(3) [“Project does not include, ‘The submittal of proposals to a vote of the people of the state or of a particular community that does not involve a public agency sponsored initiative.’”])

ATTACHMENT

Attachment 1- Draft Resolution

Attachment 2 - Marin County Elections Dept. Official Final Results

Attachment 3- Marin County Elections Dept. Certificate of Election

RESOLUTION NO. _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
RATIFYING THE MARIN COUNTY REGISTRAR OF VOTERS
CANVASS OF RETURNS OF THE SPECIAL MUNICIPAL ELECTION OF MARCH 5,
2024, ADOPTING AND RATIFYING THE VOTE ON MEASURE F**

WHEREAS, by Resolution No. 2023-4522 adopted on December 6, 2023, the Town Council of the Town of San Anselmo requested the Board of Supervisors of the County of Marin to render services regarding the Special Municipal Election to be held in the Town of San Anselmo on Tuesday, March 5, 2024; and

WHEREAS, by Resolution No. 2023-4522, the Town of San Anselmo also requested the Board of Supervisors of the County of Marin to render similarly related services for a ballot measure, which, if approved, would withdraw of the Town of San Anselmo from Marin County Flood Control and Water Conservation District Zone 9; and

WHEREAS, the Town Clerk did, on April 1, 2024, canvass the vote cast at said election and did transmit to the Town Council of the Town of San Anselmo a certified copy of the statement of votes cast, which certification is now on file in the office of the Town Clerk of the Town of San Anselmo and attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of San Anselmo that the canvass of votes by the County Registrar of Voters as shown by Certificate of Canvass of Vote is hereby confirmed and approved:

SECTION 1. The whole number of ballots cast in the Town of San Anselmo at said election is 5,561, including Vote by Mail Ballots.

SECTION 2.

- a. That the Measure voted upon at the election is as follows:

MEASURE F – Citizens Initiative Measure Seeking Voter Approval for the Withdrawal of the Town of San Anselmo from the Marin County Flood Control and Water Conservation District Zone 9. Shall an initiative measure be adopted to withdraw the Town of San Anselmo, including all parcels of land in Town, from the Marin County Flood Control and Water Conservation District Zone 9?

- b. The number of votes given in favor of Measure F are as follows:

YES	3,083
NO	2,110

SECTION 3. The number of votes given for and against Measures F, are listed in the Certificate of Canvass of Votes attached hereto as Exhibit A.

SECTION 4. The Town Council does further resolve, declare and determine

that: As a result of the election, a majority of the voters voting on Measure F related to withdrawing the Town of San Anselmo from the Marin County Flood Control and Water Conservation District Zone 9 thereby carried and is hereby deemed adopted and ratified.

SECTION 5. The Town Clerk shall enter in the records of the Town Council of the Town of San Anselmo a statement of the result of the election showing: 1) The whole number of votes (ballots) cast in the Town; 2) The number of votes cast at each precinct for and against Measures F.

SECTION 6. The Town Clerk shall certify to the passage and adoption of this resolution and enter it into the file of original resolutions.

SECTION 7. The Town Council finds that the adoption of Measure F is not a project under the California Environmental Quality Act. (Cal. Code Regs. tit. 14, § 15378(b)(3) [“Project does not include, ‘The submittal of proposals to a vote of the people of the state or of a particular community that does not involve a public agency sponsored initiative.’”])

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of San Anselmo on the 9 day of April, 2024, by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

EILEEN BURKE
MAYOR OF THE TOWN OF SAN ANSELMO

ATTEST:

SERGE AVILA
TOWN CLERK

EXHIBIT A

Certified Copy of the Statement and Canvass for the March 5, 2024, Special Election

MARIN COUNTY ELECTIONS DEPARTMENT
PRESIDENTIAL PRIMARY ELECTION, March 5, 2024
Official Final Results

Measure F Town of San Anselmo (Vote for 1)

Precincts Reported: 3 of 3 (100.00%)

	Total	
Times Cast	5,561 / 9,500	58.54%

Candidate	Total	
Yes	3,083	59.37%
No	2,110	40.63%
Total Votes	5,193	

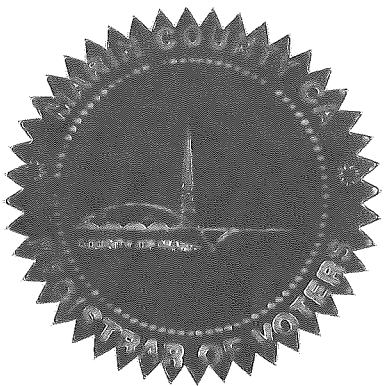
CERTIFICATE OF ELECTION

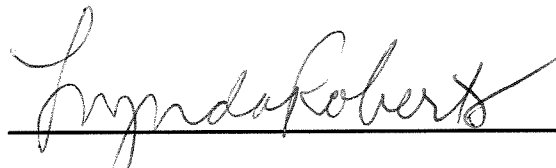
*I, LYNDA ROBERTS, the Registrar of Voters for the County of Marin,
of the State of California, do hereby certify the canvass and statement of the
votes cast at the Presidential Primary Election, held on March 5, 2024.*

*The results of said canvass are detailed in the Statement of Votes,
filed and retained with the Marin County Elections Department.*

The Official Final Results summary is provided herewith.

*IN WITNESS WHEREOF, I have set my hand and affixed my official seal
on this 27th day of March, 2024.*





Registrar of Voters, County of Marin

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.4

MEETING DATE: April 9, 2024

AGENDA TITLE: Adopt Ordinance of the Town of San Anselmo Adding Title 20 “Rent Stabilization and Tenant Protection” Chapter 1 “Rent Stabilization” Establishing Rent Stabilization Regulations Applicable to Certain Residential Rental Units and Associated CEQA Exemption Findings.

FROM: Administration, Planning, Town Attorney’s Office

RECOMMENDATION: Adopt Ordinance of the Town of San Anselmo Adding Title 20 “Rent Stabilization and Tenant Protection” Chapter 1 “Rent Stabilization” Establishing Rent Stabilization Regulations Applicable to Certain Residential Rental Units and Associated CEQA Exemption Findings. (Attachment 1.)

BACKGROUND

On March 26, 2024 at a regularly scheduled and properly noticed Town Council meeting, the Town Council held a public hearing to consider adoption of amendments to the Municipal Code adding Title 20 “Rent Stabilization and Tenant Protection” Chapter 1 “Rent Stabilization” establishing rent stabilization regulations including a rent cap and process for a fair return hearing for certain residential units in the Town of San Anselmo. (“Ordinance”, Attachment 1.) The Town Council voted 3-2 in favor of the Ordinance. Staff is now returning the Ordinance to the Town Council for consideration of its final adoption. The Ordinance has been published and noticed consistent with legal requirements. If adopted, the Ordinance shall go into effect thirty (30) days from its adoption.

FISCAL IMPACT

Staff will return to Council for consideration of fees to support implementation of the Rent Stabilization Ordinance. The fiscal impact will depend on the amount of fees adopted at a future date. A rental registry may be implemented and landlords would be required to pay a fee to support rent stabilization. Additionally, fees may cover the staff cost of hearing Fair Return Petitions as the Council decides at a future date.

CEQA AND CLIMATE ACTION PLAN

The Ordinance is not subject to the California Environmental Quality Act (“CEQA”) because it does not constitute a “project” within the meaning of Public Resources Code section 21065, and CEQA Guidelines sections 15060(c)(2), 15060(c)(3), or 15378 because there is no potential that it will cause a reasonably foreseeable direct or indirect physical change in the environment. The restrictions contained in the Ordinance, including but not limited to the residential rental cap, will not affect the physical environment. Additionally, the Ordinance is exempt from CEQA pursuant to the “common sense” exemption, CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance will have a significant effect on the environment. There are no unusual circumstances, or other factors per CEQA Guideline section 15300.2, that support an exception to this exemption. The Climate Action Plan is not implicated.

RECOMMENDATION

Adopt the Ordinance as part of the Consent Calendar.

ATTACHMENTS

Attachment 1: Ordinance

**TOWN OF SAN ANSELMO
ORDINANCE NO. 2024-XX**

**AN ORDINANCE OF THE TOWN OF SAN ANSELMO ADDING TITLE 20 “RENT
STABILIZATION AND TENANT PROTECTIONS” CHAPTER 1 “RENT
STABILIZATION” ESTABLISHING RENT STABILIZATION REGULATIONS
APPLICABLE TO CERTAIN RESIDENTIAL RENTAL UNITS AND MAKING
ASSOCIATED CEQA DETERMINATION**

WHEREAS, the Town of San Anselmo (the “Town”) is a general law city incorporated under the laws of the State of California; and

WHEREAS, in response to community concerns regarding unaffordable rents, tenant displacement, and the need to preserve affordable residential rental housing, the Town held a series of community meetings and Town Council meetings, and engaged in extensive community outreach regarding rent stabilization and tenant protection issues as follows:

- June 21, 2023 Town Council meeting. Council received information and discussed rent stabilization and tenant protection issues including State laws and other local jurisdictions’ rent stabilization actions.
- August 2023 Town webpage created, updated, and publicized containing summary of State rental protection laws, examples of local rent protection ordinances, and upcoming dates of community or Council meetings regarding renter protections.
- August 2023 Town publicized upcoming community meeting by placing information on the Town’s website, mailing postcards to all San Anselmo residential households and out-of-town landlords, hand-distributing postcards to apartment buildings with 10+ units, placing postcards in the Library and at Town Hall, and posting notices on Town announcement bulletin boards.
- August 2023 notice regarding renter protection community meetings included and publicized in the weekly Town Manager e-newsletter (5700 subscribers).
- Notice of renter protection community meetings posted on Instagram (2150 followers) and Nextdoor (11K members, 5K households) on August 29, 2023, September 14, 2023, and October 2, 2023.
- August 24, 2023 Town issued a press release to all media contacts regarding upcoming community renter protection discussion meetings.
- August 2023 e-mail comment portal established on Town website for members of the public to submit comments regarding renter protection issues.
- September 14, 2023 Community Workshop. Community workshop focused on tenants where staff received and recorded public comment.

- October 5, 2023 Community Workshop. Community workshop focused on landlords where staff received and recorded public comment.
- October 24, 2023 Town Council meeting. Council received summary of community workshops, took additional public comment, held a discussion, and gave direction to staff to return for further Council discussion.
- January 9, 2024 Town Council meeting. Council received additional public comment, held a discussion, and gave direction to staff to prepare rent stabilization discussion points for further Council discussion.
- March 12, 2024 Town Council meeting. Council received and recorded additional public comment, held a discussion, and gave direction to staff to prepare a Rent Stabilization Ordinance.

WHEREAS, U.S. Census data indicates that approximately 24% of Town households are renter-occupied with a median gross rent of \$1,930, and that approximately 41% of Town renters are paying more than 30% of their income on housing; and

WHEREAS, pursuant to its police power under Article XI, Section 7 of the California Constitution, the Town may enact and enforce laws within its boundaries that promote the public health, safety, and general welfare that are not in conflict with general laws; and

WHEREAS, due to the disproportionate housing cost burden on residential tenants in the Town of San Anselmo and in order to help preserve affordable rental housing and prevent tenant displacement, the Town Council finds it necessary for the public health, safety, and general welfare to adopt an ordinance as set forth herein providing protections for residential tenants by regulating rental rates and other factors for certain residential rental units (“Ordinance”); and

WHEREAS, the Town Clerk caused notice of a Town Council public hearing regarding the Town Council’s adoption of the Ordinance in the Marin Independent Journal newspaper on as required by Government Code section 36933 and published the text of the Ordinance as required by State law; and

WHEREAS, on March 26, 2024 the Town Council held a duly noticed public hearing to consider introduction of the Ordinance and voted 3-2 in favor of the Ordinance; and

WHEREAS, on April 9, 2024 at its duly noticed and public meeting a majority of the Town Council voted to adopt the Ordinance; and

WHEREAS, the Ordinance is consistent with the Town’s General Plan, Housing Element, Policy 4 “Support the Preservation of Housing” because it helps conserve existing affordable housing stock; and

WHEREAS, the Ordinance does not impact the Town’s Climate Action Plan and is therefore not applicable; and

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Environmental Review. This Ordinance is not subject to the California Environmental Quality Act (“CEQA”) because it does not constitute a “project” within the meaning of Public Resources Code section 21065, and CEQA Guidelines sections 15060(c)(2), 15060(c)(3), or 15378 because there is no potential that it will cause a reasonably foreseeable direct or indirect physical change in the environment. The restrictions contained herein, including but not limited to the residential rental cap, will not affect the physical environment. Additionally, the Ordinance is exempt from CEQA pursuant to the “common sense” exemption, CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance will have a significant effect on the environment. There are no unusual circumstances, or other factors per CEQA Guideline section 15300.2, that support an exception to this exemption.

SECTION 2. Findings Incorporated. The above recitals are true and correct and incorporated as findings herein.

SECTION 3. General Plan Consistency. Town Council of the Town of San Anselmo does hereby find that the Ordinance is consistent with the General Plan, Housing Element, Policy 4 “Support the Preservation of Housing” because rent caps and rent stabilization protections will help preserve affordable housing.

SECTION 4. Ordinance Amendment. A new Title 20 to the San Anselmo Municipal Code shall be added entitled: “Rent Stabilization and Tenant Protections”.

SECTION 5. Ordinance Amendment. A new Chapter “Rent Stabilization” shall be added to Title 20 to read as follows:

20-1.101 Title. This Chapter shall be known as the “San Anselmo Rent Stabilization Ordinance”.

20-1.102 Applicability. This Chapter shall apply to property with three (3) or more residential rental units, none of which are exempt pursuant to Section 20-1.110, are located on the same parcel or lot, or contiguous parcels or lots, under common ownership.

20-1.103 Purpose. The purpose of this Chapter is to protect residential tenants from excessive rent increases, promote the long-term sustainability for tenants in the Town of San Anselmo, and preserve affordable rental housing while ensuring that landlords receive and maintain their ability to receive a fair rate of return on their rental property.

20-1.104 Definitions. For the purposes of this Chapter the following definitions apply:

(a) “Annual Allowable Rent Increase” shall mean the allowable increase in Rent permitted within a twelve (12) month period as set forth in Section 20-1.105(b).

(b) “Base Rent” shall mean the reference point from which the lawful Rent shall be determined and adjusted in accordance with this Chapter.

(1) Base Rent for tenancies that commenced before June 21, 2023 shall be the Rent in effect on June 21, 2023.

(2) Base Rent for tenancies commencing on or after June 21, 2023 shall be the initial rental rate charged upon the initial occupancy. For purposes of this Section “initial rental rate” means only the amount of Rent actually paid by the tenant for the initial term of the tenancy.

(c) “Fair Return Petition” shall mean a petition made by an owner of residential real property for a Rent increase in excess of that provided in Section 20-1.105 of this Chapter in order to obtain a Reasonable Rate of Return on property.

(d) “Reasonable Rate of Return” shall have the meaning assigned to the term by California and federal courts in precedential published opinions regarding rent stabilization ordinances for residential tenancies. Generally, within the context of a rent stabilization ordinance, the term refers to a rate of just and reasonable return on an owner’s property that is high enough to encourage and reward efficient management, discourage the flight of capital, maintain adequate services, and enable operators to maintain and support an owner’s credit status, but not so high as to defeat the purpose of curtailing excessive Rents and Rental increases.

(e) “Rent” shall mean all periodic payments and all nonmonetary consideration, including, but not limited to, the fair market value of goods and services rendered to or for the benefit of the owner under an agreement concerning the use or occupancy of residential real property, including, but not limited to, all payment and consideration demanded or paid for parking, pets, furniture, and subletting.

20-1.105 Stabilization of Rent.

(a) Upon the effective date of this Chapter, no owner of residential real property shall charge Rent in an amount that exceeds the sum of the Base Rent plus any lawful Rent increases implemented pursuant to this Chapter.

(b) Annual Allowable Rent Increase.

(1) The Annual Allowable Rent Increase shall be equal to sixty percent (60%) of the percentage increase in the Consumer Price Index (All Urban Consumers, San Francisco-Oakland-Hayward region, or any successor designation) rounded to the nearest one-tenth of a percent, or 5%, whichever is lower.

(2) More than one Rent increase within a twelve (12) month period is prohibited, unless approved by a Fair Return Petition pursuant to this Chapter or required by State law.

20-1.106 No Direct Charge for Utilities. A residential property owner may not charge a tenant for utility charges in addition to Rent. In order to be paid by a tenant, the utility service must be separately or individually metered and the utility account must be registered to the tenant and not the residential property owner.

20-1.107 Reasonable Rate of Return. The Annual Allowable Rent

Increase is found and determined to provide a Reasonable Rate of Return on property. Notwithstanding the foregoing, any owner of residential real property who contends that the Annual Allowable Rent Increase prevents the owner from receiving a Reasonable Rate of Return on property may file a Fair Return Petition to increase the amount of Rent pursuant to the provisions in this Chapter.

20-1.108 Fair Return Petition for Rent Increase.

(a) An owner of residential real property may petition for a Rent increase in excess of the Annual Allowable Rent Increase in order to obtain a Reasonable Rate of Return on the owner's property.

(b) A Fair Return Petition shall be on a form prescribed by the Planning Director or designee. Within five (5) calendar days of submitting a Fair Return Petition to the Town, the owner shall send a copy of the petition to the applicable tenant(s) by first class U.S. mail and promptly provide proof of such mailing to the Town. The tenant(s) will then have thirty (30) calendar days from the date of mailing a copy of the petition to reply or provide additional materials to the Town in response to the Fair Return Petition. All Fair Return Petitions pertaining to tenants in the same building will be consolidating for hearing.

(c) There is a rebuttable presumption that the Annual Allowable Rent Increase provides owners with a Reasonable Rate of Return on property. The owner has the burden of proof to rebut this presumption and show that a further increase in Rent is necessary to provide a Reasonable Rate of Return. The owner shall provide at his/her/their sole cost and expense, all documentation requested by the Planning Director or designee, or Planning Commission as applicable, to establish that the requested increase in Rent is necessary to provide a Reasonable Rate of Return on property including, but not limited to, an independent financial report and verified financial data.

(d) The owner of residential property shall pay all applicable fees as established by Town Council resolution to file a Fair Return Petition.

(e) In reviewing a Fair Return Petition, the Planning Director or designee shall consider relevant factors including but not limited to the following:

(1) Changes in the Consumer Price Index for All Urban Consumers in the San Francisco Oakland-Hayward, CA Area published by the Bureau of Labor Statistics.

(2) The length of time since the last determination on a Fair Return Petition, or the last Rent increase if no previous Fair Return Petition has been made.

(3) The completion of any capital improvements or rehabilitation work related to the residential real property specified in the Fair Return Petition, and the cost thereof, including materials, labor, construction interest, permit fees, and other items deemed appropriate.

(4) Changes in property taxes or other taxes related to the subject property.

(5) Changes in the cost of property-related insurance for the subject property.

(6) Changes in the Rent paid by the landlord for the lease of the subject property.

(7) Changes in the utility charges for the subject property paid by the owner, and the extent, if any, of reimbursement from the tenants.

(8) Changes in reasonable operating and maintenance expenses.

- (9) The need for repairs caused by circumstances other than ordinary wear and tear.
- (10) The amount and quality of services provided by the owner to the affected tenant(s).
- (f) A Fair Return Petition shall be decided by the Planning Director or designee within sixty (60) calendar days from the date said petition has been deemed complete, including proof of service to tenant(s), unless such a decision cannot be made within this time frame due to reasons beyond the Town's control, including but not limited to, failure to receive requested information. The decision shall be emailed and sent by first class U.S. mail with proof of mailing to the property owner, the property owner's designated representative(s) for the Fair Return Petition, if any, the applicable tenant(s), and the designated representative of the tenant(s), if any.

20-1.109 Appeal of Fair Return Petition for Rent Increase.

- (a) The property owner and/or affected tenant(s) may appeal the Fair Return Petition decision of the Planning Director or designee to the Planning Commission within thirty (30) calendar days of the mailing of the Planning Director's or designee's decision. The Planning Commission shall review the petition de novo pursuant to the factors in Section 20-1.108(e) of this Chapter. The Planning Commission may reverse, uphold, or modify the Planning Director's or designee's decision.
- (b) The Planning Commission shall consider an appeal at a noticed public meeting within sixty (60) calendar days of receiving such appeal, unless such consideration cannot be made within this time frame due to reasons beyond the Town's control, including but not limited to, failure to receive requested information.
- (c) The Planning Commission shall make a final decision in writing within thirty (30) calendar days of the closing of the appeal hearing unless such a decision cannot be made within this time frame due to reasons beyond the Town's control, including but not limited to, failure to receive requested information. The appellant shall pay a fee as established by Town Council resolution. Notwithstanding any provision contained in the San Anselmo Municipal Code, the decision of the Planning Commission shall be the final administrative decision of the Town with no right of review by the Town Council.
- (d) The party appealing the Fair Return Petition decision shall pay all applicable fees as established by Town Council resolution.

20-1.110 Exemptions. The provisions of this Chapter regulating the amount of Rent that a residential real property owner may charge shall not apply to the following:

- (a) Residential real property that has a certificate of occupancy issued after February 1, 1995, pursuant to the Costa-Hawkins Rental Housing Act (Cal. Civil Code sections 1954.50-1954.535) and any other provisions of the Costa-Hawkins Rental Housing Act or other law addressing exemptions.
- (b) Housing restricted by deed, regulatory restriction contained in an agreement with a government agency, or other recorded document as affordable housing for persons and families of very low, low, or moderate income, as defined in Cal. Health and Safety Code section 50093 or comparable federal statutes.

- (c) Dormitories owned and operated by an institution of higher education or a kindergarten and grades 1 to 12, inclusive, school.
- (d) Residential real property that is alienable, separate from the title to any other dwelling unit, including single-family residences, condominiums, and townhomes.
- (e) A unit in a hotel, motel, inn, tourist home, or rooming and boarding house which is rented primarily to transient guests for a period of less than 30 days, and other transient occupancies as defined in Cal. Civil Code section 1940(b).
- (f) A unit in an institutional facility, including a hospital, medical care facility, residential care facility, asylum, group home for seniors or the disabled; a rental unit in a transitional housing program that assists homeless persons as defined in Cal. Civil Code, Section 1954.12; a convent or monastery owned and operated by a religious organization; or a fraternity or sorority house affiliated with a college or university.
- (g) A unit that the owner or the owner's immediate family occupied as their principal place of residence at the beginning of the tenancy so long as the owner or the owner's immediate family continues in occupancy.
- (h) A unit permitted as an Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU).
- (i) Two (2) or fewer residential rental units located on a parcel or lot, or contiguous parcels or lots, under common ownership.

20-1.111 Rent Increase Ineffective. No Rent increase shall be effective if the owner:

- (a) Fails to substantially comply with all provisions of this Chapter, including but not limited to the failure to provide notices as required by this Chapter;
- (b) Fails to maintain the residential real property in compliance with Cal. Civil Code sections 1941.1 *et seq.* and Cal. Health and Safety Code sections 17920.3 and 17920.10; or
- (c) Fails to make repairs ordered by the Town or court of competent jurisdiction.

20-1.112 Notice Requirements.

- (a) An owner of any residential real property subject to this Chapter shall, on or before the date of commencement of a tenancy, give the tenant written notice that must include the following information:
 - (1) The existence and scope of this Chapter 20-1 of the Town Municipal Code; and
 - (2) The tenant's right to respond to any Fair Return Petition filed with the Town by the owner pursuant to this Chapter.
- (b) No Rent increase shall take effect until the requirements of this Chapter have been met and the required notice to increase Rent has been given to the tenant(s). As part of any notice to increase Rent, an owner must include the following:
 - (1) Notice of the existence of this Chapter 20-1 of the Town Code; and
 - (2) The tenant's right to respond to any Fair Return Petition filed with the Town by the owner, and the right to appeal the decision of a Fair Return Petition to the Planning Commission.

(c) When the owner and tenant have entered into a written lease, the owner must give notices to the tenant in the language used in the lease. When the owner and tenant have not entered into a written lease, the owner must give notices to the tenant in the language that the owner and tenant used to negotiate the terms of the tenancy. Notwithstanding the foregoing, the owner must give notices to the tenant in the primary language spoken by the tenant, if known to the owner.

20-1.113 Enforcement.

(a) It shall be unlawful and a public nuisance for any person or legal entity to violate or fail to comply with any provision of this Chapter. The Town Attorney is authorized to abate violations and to enforce the provisions of this Chapter and all implementing regulations pursuant to the San Anselmo Municipal Code, civil action, injunctive relief, and/or any other proceeding permitted by law. All remedies are cumulative.

(b) Any property owner who intentionally demands, accepts, or retains any payment of Rent in violation of this Chapter shall be liable in a civil action to the tenant from whom such payment is demanded, accepted, or retained for damages in the sum of three (3) times the amount that exceeds the maximum that could be lawfully demanded, accepted, or retained together with reasonable attorneys' fees and costs as determined by a court of competent jurisdiction.

20-1.114 Fees and Administrative Regulations.

(a) The Town Manager may adopt administrative procedures and regulations to implement the provisions of this Chapter.

(b) Property owners subject to this Chapter shall pay fees as established by Town Council resolution in order to fund the Town's cost to implement and enforce the provisions of this Chapter.

SECTION 6. Severability. The Town Council hereby declares every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of this Ordinance for any reason is found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 7. Effective Date. This Ordinance shall go into effect thirty (30) days from its adoption. Prior to the expiration of fifteen (15) days of adoption, this Ordinance or a summary thereof pursuant to Government Code section 36933, shall be published at least once in a newspaper of general circulation, along with the names of the members of the Town Council voting for and against its adoption.

INTRODUCED AND ADOPTED at a duly noticed regular meeting of the San Anselmo Town Council on April 9, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:
ABSENT:
RECUSED:

APPROVED: _____
Eileen Burke, Mayor

ATTEST: _____
Serge Avila, Town Clerk

From: [Lynne Carlson](#)
To: [Town Council](#)
Subject: Rent Control
Date: Monday, April 8, 2024 9:47:19 AM

CAUTION: External Sender

Good Morning,

I have written before and am writing again to urge you to vote for a "just" rent control in this wonderful town of ours.

I am a Health Care worker making a decent living, but with an almost 10% increase in rent yearly, I am finding that I will be priced out of this market very soon! It is unconscionable to me that landlords can justify such an increase on already high rents. I started at a monthly rent of \$2K in March of 2022 which was increased to \$2,190. in August of last year and am now possibly facing an increase to \$2400 this year and \$2,650 next year and so on!!! The math doesn't add up for me, as I am renting a 350 sq ft apartment (that could use some updates) and am only receiving a 3-4% salary increase per year! It makes it very difficult to live and work in the area. I would like to stay here, work toward retirement and remain an active and viable part of this community, but these rent increases, as they stand, will make it very difficult for me to accomplish that.

Thank you for your consideration...

Sincerely,

Lynne P. Carlson
29 Belle Ave
San Anselmo

From: [Romeo Arrieta](#)
To: [Town Council](#)
Subject: Comment on Items 1.4 April 9th meeting
Date: Tuesday, April 9, 2024 4:33:41 PM
Attachments: [image001.png](#)

CAUTION: External Sender

Honorable Mayor and City Council -

On behalf of the Marin Association of REALTORS, I would like to express our concerns regarding Item 1.4 on your agenda.

First, considering the current economic conditions and the consistent uptick in inflation, 60% of CPI is economically unrealistic. Many rental housing providers are dealing with rising maintenance and ongoing costs due to inflation and cannot reasonably cover those costs with this limited CPI.

Second, we have seen in communities where city or town councils pass rent stabilization, these ordinances are challenged at the ballot by referendum or ballot initiatives. Larkspur heard loud and clear that having input from voters was critical and placed their ordinance before the voters, and like a true democracy the council allowed its residents to vote. Rushing a very divisive issue on a likely 3-2 vote is unfair to the residents, tenants, and to rental housing providers.

We support efforts to let San Anselmo voters decide on these policies.

Thank you,

Romeo Arrieta, RCE, AHWD



Chief Executive Officer
Marin Association of REALTORS®
40 Mitchell Blvd. San Rafael, CA 94903
Romeoa@MarinRealtors.org
415.507.1011

From: [Steven De Martini](#)
To: [Serge Avila](#)
Subject: Please pas this on to all members of the San Anselmo Counsel Thank-you
Date: Tuesday, April 9, 2024 11:04:07 AM

CAUTION: External Sender

This is for all San Anselmo counsel members

Rent control (rent stabilization) is before the San Anselmo counsel without any data showing that there was a need for rent control. Fairfax didn't provide any data showing that there was a need to pass rent control, Larkspur didn't provide any data showing a need for rent control and neither has San Anselmo.

Are rents increasing 1% or 100% from year to year?

You don't know, and this uncertainty is why there is a problem San Anselmo, and other cities, are having trying to determine the rent increase cap.

Since there is no statistics (objective data) to support rent control then rent control is being put forth because it sounds good therefore it must be good (subjective data).

Without data showing that landlords are increasing rent beyond the proposed rent cap, which you can't even decide on, you are sending a message that all landlords are greedy and/or unethical.

If the San Anselmo counsel passes rent control then it would be government taking actions against a class of people (landlords) that affects their property and finances without evidence to support government actions. This is at best intimidation and at worse is tyranny.

Since this is a hot topic with a lot of discussions/remarks/input from both side of this issue AND San Anselmo had no data to support the need to implement rent control then the best course of action is to let the citizens decide by placing this issue on the ballot.

Steven De Martini



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.5

MEETING DATE: April 9, 2024

AGENDA TITLE: Accept Ordinance of the Town of San Anselmo Amending Title 10, Chapter 3, Article 3 "Land Use Regulations" and Title 10, Chapter 3, Article 17 "Definitions" of the Municipal Code and the Zoning Map

FROM: Heidi Scoble, Planning Director
Lindsey Klein, Senior Planner

RECOMMENDATION: Adopt the attached Ordinance entitled, "An Ordinance of the Town Council of the Town of San Anselmo Adopting Amendments to Title 10, Chapter 3, Article 3 "Land Use Regulations" and Title 10, Chapter 3, Article 17 "Definitions" of the Municipal Code and the Zoning Map to Implement State Housing Law and Ensure General Plan and Zoning Code Consistency in Accordance with California Government Code Section 65860."

BACKGROUND/DISCUSSION

On March 26, 2024, the Town Council conducted a public hearing for consideration of proposed amendments to the Zoning Ordinance to implement State housing law and ensure consistency between the Zoning Code and General Plan in accordance with California Government Code [Section 65860](#). Following the hearing, the five members of the Town Council voted unanimously to conduct the first reading of the proposed Ordinance (see **Attachment 1**). Following the first reading of the proposed Ordinance, the State found the Town in substantial compliance with State Housing Element law on March 28, 2024 (see **Attachment 2**). The purpose of this consent calendar agenda item is to conduct a second reading to adopt the attached Ordinance to allow text amendments to Title 10 (Planning and Zoning).

FISCAL IMPACT

On May 10, 2022, the Town Council authorized a Professional Services Agreement with Houseal Lavigne to prepare the Housing Element, Safety Element, and related environmental review pursuant to the California Environmental Quality Act (CEQA) for a total not-to-exceed cost of \$283,453, \$37,000 of which has been set aside for contingencies. To date, \$223,434 of the allocated funds related to the costs to prepare

the Housing Element, Safety Element, CEQA analysis, General Plan and Zoning Ordinance text and map amendments have been expended. In the summer of 2023, the Town received a \$20,000 Local Early Action Planning (LEAP) grant that has been applied to the contract, thus reducing the anticipated General Funds costs to \$203,244.

GENERAL PLAN CONSISTENCY

As summarized in the proposed Ordinance (see **Attachment 1**), the proposed actions are determined to be consistent with the General Plan. Specifically, the proposed actions amend the Zoning Map and Title 10 (Planning and Zoning) of the Municipal Code to be consistent with the 2023-2031 Housing Element (HE) Program 3.1, HE Program 5.7, HE Action 5.7a, and HE Action 5.7b and the Land Use (LU) Element Goal 3, Goal 5, LU Principle 1, and LU Policy 3.4.

CEQA CONSISTENCY

All discretionary projects, including Zoning Code text and map amendments, are required to comply with the California Environmental Quality Act (CEQA) guidelines.

An Initial Study was prepared for the Housing Element and associated Land Use Element amendments and Zoning Ordinance amendments (“project”). The Initial Study concluded that the project will not cause a significant effect on the environment, therefore a Negative Declaration was prepared consistent with Public Resources Code § 21080(c) and Guidelines § 15070 et seq. A Negative Declaration is a written statement that an Environmental Impact Report is not required because a project will not have a significant adverse impact on the environment. (Pub. Res. Code §§ 21064, 21080(c).) As such, as concluded in the Initial Study/Negative Declaration (filed under SCH# 2023060315), the document established that there is no substantial evidence in the environmental document/record that the adoption of the Housing Element and related General Plan and Zoning Ordinance amendments will have a significant effect on the environment for areas analyzed in the Initial Study and no mitigation measures are necessary to be implemented to avoid or reduce any potential impacts to a less-than-significant level.

The Initial Study/Negative Declaration for the Housing Element and associated amendments was certified by the Town as the Lead Agency via [Resolution No. 2023-4513](#) on July 25, 2023 pursuant to CEQA. A Notice of Determination was filed with the Office of Planning and Research and the Marin County Clerk on July 27, 2023. Pursuant to CEQA Guidelines Section 15162, no supplemental or subsequent negative declaration is required because the final Housing Element and associated Zoning Ordinance amendments are consistent with the project scope analyzed by the Initial Study/Negative Declaration.

CLIMATE ACTION PLAN CONSISTENCY

Regarding Climate Action Plan consistency, staff suggests that many of the proposed amendments would provide enhanced consistency with the following Climate Action Plan 2030 measure:

- T-9: Smart Growth Development: Amending Title 10, Chapter 3, Article 3, Land Use Regulations and Title 10, Chapter 3, Article 17, Definitions, would support by-

right housing development on parcels subject to [California Government Code Section 65583.2, subdivisions \(h\) and \(i\)](#), which are located in previously developed, infill areas of San Anselmo. Therefore, the amendments would allow for infill, higher density, and mixed-use development near transit and within walking distance to shopping, schools, and services.

ATTACHMENTS

1. Ordinance
2. California Department of Housing and Community Development Approval Letter

ORDINANCE NO. 2024-**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ADOPTING AMENDMENTS TO TITLE 10, CHAPTER 3, ARTICLE 3 “LAND USE REGULATIONS” AND TITLE 10, CHAPTER 3, ARTICLE 17 “DEFINITIONS” OF THE MUNICIPAL CODE AND THE ZONING MAP TO IMPLEMENT STATE HOUSING LAW AND ENSURE GENERAL PLAN AND ZONING CODE CONSISTENCY IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 65860**

WHEREAS, the California Legislature has found that “California has a housing supply and affordability crisis of historic proportions. The consequences of failing to effectively and aggressively confront this crisis are hurting millions of Californians, robbing future generations of the chance to call California home, stifling economic opportunities for workers and businesses, worsening poverty and homelessness, and undermining the State’s environmental and climate objectives.” (Government Code section 65589.5); and

WHEREAS, the Legislature has further found that “Among the consequences of those actions are discrimination against low-income and minority households, lack of housing to support employment growth, imbalance in jobs and housing, reduced mobility, urban sprawl, excessive commuting, and air quality deterioration.” (Government Code section 65589.5); and

WHEREAS, the Legislature has adopted the Housing Crisis Act of 2019 (SB 330) which states that “In 2018, California ranked 49th out of the 50 states in housing units per capita...California needs an estimated 180,000 additional homes annually to keep up with population growth, and the Governor has called for 3.5 million new homes to be built over 7 years.”; and

WHEREAS, State Housing Element Law (Government Code section 65580 *et seq.*) requires that the Town of San Anselmo (“Town”) adopt a Housing Element for the eight-year period of 2023-2031 to accommodate the Town’s regional housing need allocation (“RHNA”) of 833 housing units comprised of 253 very-low income units, 145 low-income units, 121 moderate-income units, and 314 above moderate-income units; and

WHEREAS, in June 2022, the Town hired a consultant, formed a Housing Element Advisory Committee (HEAC), and began working diligently towards an update to the Housing Element that is consistent with California State law; and

WHEREAS, after extensive community outreach in 2022, the HEAC, Planning Commission, and Town Council all reviewed the Draft Housing Element prior to submitting the document to HCD for the State’s 90-day review on January 26, 2023; and

WHEREAS, on April 26, 2023, August 1, 2023, and October 26, 2023, the Town received Housing Element review letters from HCD requiring additional analysis in the Housing Element prior to State certification, and, in response, the Town submitted duly-noticed revised drafts of the

Housing Element to HCD on June 2, 2023, August 30, 2023, and December 1, 2023 in an attempt to address those comments; and

WHEREAS, on August 22, 2023, the Town Council adopted Ordinance No. 1179 amending Title 10 (Planning and Zoning) of the San Anselmo Municipal Code and the Zoning Map and made the associated CEQA findings to proactively incorporate the changes prescribed in the 2023-2031 Housing Element and address State housing law; and

WHEREAS, the Town Council adopted Resolution No. 2023-4524 approving the 2023-2031 Housing Element on December 12, 2023 after receipt of a notice of substantial compliance with housing law from the State on December 8, 2023; and

WHEREAS, on January 23, 2024, the Town Council adopted Ordinance No. 1184 amending Title 10 (Planning and Zoning) of the San Anselmo Municipal Code to clarify or simplify existing regulations and implement federal and State housing law as required by HCD; and

WHEREAS, the Town submitted the Adopted 2023-2031 Housing Element and the associated Resolution No. 2023-4524 and Ordinance No. 1184 to HCD on January 30, 2024; and

WHEREAS, HCD notified the Town on February 22, 2024 that additional amendments to Title 10 (Planning and Zoning) of the San Anselmo Municipal Code are required to align with the Adopted 2023-2031 Housing Element and ensure accurate implementation of State housing law; and

WHEREAS, California Government Code section 65860 requires consistency among the General Plan and the Zoning Code; and

WHEREAS, amendments to the Zoning Map are necessary to implement the Housing Element and ensure consistency with the General Plan Land Use Designation Map in accordance with State law; and

WHEREAS, the adoption of amendments to the Zoning Map constitutes a Zoning Code Amendment pursuant to Government Code section 65853; and

WHEREAS, the Planning Commission is responsible for providing recommendations to the Town Council for proposed amendments to the Town's Zoning Code pursuant to Government Code section 65853 *et seq.* which duly noticed public meeting it held on March 18, 2024 and unanimously recommended Town Council adoption of said Zoning Code text and map amendments; and

WHEREAS, the purpose of this Ordinance is to amend certain sections of Title 10 (Planning and Zoning) of the San Anselmo Municipal Code to include the revisions identified as necessary by HCD and to recommend amendments to the Zoning Map to ensure consistency among the General Plan Elements and the Zoning Code in accordance with California Government Code section 65860; and

WHEREAS, an Initial Study and Negative Declaration has been prepared in accordance with the California Environmental Quality Act ("CEQA") and the CEQA Guidelines for the Housing Element and related General Plan Land Use Element, General Plan Land Use Designation Map, and Zoning Code text and map amendments; and

WHEREAS, during the CEQA review process, it was determined that the environmental potential impacts would be less than significant without the implementation of mitigation measures to reduce or eliminate any potentially significant project-related impacts and therefore a Negative Declaration was appropriate; and

WHEREAS, pursuant to the CEQA, a Notice of Intent to adopt a Negative Declaration was prepared for public comment related to the Housing Element Update and related General Plan Land Use Element, General Plan Land Use Designation Map, and Zoning Code text and map amendments, submitted to the State Clearinghouse (SCH# 2023060315) on June 12, 2023, and included a 30-day public review period from June 12 through July 10, 2023; and

WHEREAS, in accordance with the California Environmental Quality Act (“CEQA”)(Public Resources Code Sections 21000 through 21189.3) and its implementing regulations (the “CEQA Guidelines”) (California Code of Regulations, Title 14, Chapter 3, Sections 15000 through 15387), on July 25, 2023, the Town Council adopted Resolution No. 2023-4513 approving the Initial Study and Negative Declaration at a public hearing upon consideration of written information and testimony received during a portion of the public comment period regarding the adoption of the Initial Study and Negative Declaration, which analyzes the environmental effects of the proposed amendments and finds no significant impacts; and

WHEREAS, in accordance with CEQA Guidelines Section 15162, no supplemental or subsequent negative declaration for adoption of the Zoning Code text or map amendments is required because none of the circumstances requiring supplemental or subsequent negative declarations exist; and

WHEREAS, a public hearing notice was published in the Marin IJ and posted in three places on March 12, 2024 pursuant to Government Code section 65090 giving notice of the Town Council’s consideration of recommendation of the proposed Zoning Code text and map contained herein; and

WHEREAS, the Zoning Map and Zoning Code Amendments are consistent with the Town’s Adopted 2023-2031 Housing Element, including Programs 3.1 and 5.7 and Actions 5.7a and 5.7b, and the Town’s General Plan Land Use Goals 3 and 5, Principle 1, and Policy 3.4; and

WHEREAS, the Planning Commission held a duly noticed public hearing on March 18, 2024 to consider recommendation of said Amendments to the Town Zoning Code and Zoning Map; and

WHEREAS, the Town Council held a public hearing on March 26, 2024, to consider the Planning Commission recommendation and introduce the draft Ordinance; and

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO DOES ORDAIN AS FOLLOWS:

SECTION 1: The above recitals are true and correct and are incorporated as findings herein.

SECTION 2: The Zoning Ordinance and Zoning Map Amendments are hereby adopted as set forth in the Attached Exhibits “A”, “B”, and “C” and incorporated herein by reference.

SECTION 3: Severability. The Town Council hereby declares every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of these ordinance amendments are for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 4: Effective Date. This Ordinance Amendment shall go into effect thirty (30) days from its adoption and shall be posted or published as required by State law.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the San Anselmo Town Council on March 26, 2024 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSED:

APPROVED: _____
Eileen Burke, Mayor

ATTEST: _____
Serge Avila, Town Clerk

- Exhibit List:
- A. Zoning Code Amendments
 - B. Zoning Map Amendments
 - C. List of Parcels to be Redesignated or Rezoned

EXHIBIT "A"

Zoning Code Amendments

1. Ordinance Amendment. Article 3. Land Use Regulations Section 10-3.302 (Land Use Regulations Table 3A) is hereby amended as follows:

LAND USE REGULATIONS TABLE TABLE 3A										
"P" = Permitted Use "C" = Conditionally Permitted Use ³ "-" = Not Permitted										
	DISTRICT									
LAND USES:	R-1- H	R-1- C	R-1	R-2	R-3	P	C-1	C-2	C-L	C-3
Recreation, Education, and Public Assembly										
Day Care Centers	C ⁽²⁾	C ⁽²⁾	C ⁽²⁾	C	C	C	C	C	-	C
Day Care Homes, Large Family	C	C	C	C	C	C	C	C	-	C
Day Care Homes, Small Family	P	P	P	P	P	P ⁽⁴⁾	C	C	-	C
Elementary and Secondary Schools	-	-	P ⁽²⁾	P	P	P	C	C	-	C
Fitness Centers	-	-	-	-	-	-	C	C	C	P
Fitness Centers, Classes as Primary Use	-	-	-	-	-	-	C	C ⁽¹³⁾	-	P
Indoor Entertainment Facilities	-	-	-	-	-	-	-	C	-	C
Libraries and Museums	-	-	-	-	-	-	P	P	-	P
Religious Institutions	-	-	C ⁽²⁾	C	C	-	C	C	C	C
Schools, Specialized Education and Training	-	-	C ⁽²⁾	C	C	C	C	C	-	C
Service Organizations and Clubs	-	-	-	-	-	P/C ⁽¹⁵⁾	P/C ⁽¹⁵⁾	P/C ⁽¹⁵⁾	P/C ⁽¹⁵⁾	P/C ⁽¹⁵⁾
Theaters and Meeting Halls	-	-	-	-	-	-	-	C	-	C
Parks and Playgrounds, Public	P ⁽²⁾	P ⁽²⁾	P ⁽²⁾	P	P	P	P	P	-	C
Residential										
Emergency Shelters	-	-	-	-	-	P	-	-	P	P
Live-Work/Mixed-Use - Ground Floor Commercial	-	-	-	-	-	-	P ⁽¹⁶⁾	P	P ⁽¹⁶⁾	P ^(14,16)
Low Barrier Navigation Centers	-	-	-	-	-	P	P	P	P	P
Other Residential Care Facilities	P	P	P	P	P	P	P	P	-	P
Residential Care Facilities, Large	P ⁽²⁾	P ⁽²⁾	P ⁽²⁾	P	P	C	C	C	C	C

Attachment 1

Residential Care Facilities, Small	P	P	P	P	P	C	C	C	C	C
Residential, Accessory Dwelling Units	P	P	P	P	P	P	P	P	P	P
Residential, Multi-Family (2 to 4 units)	P/C ^(6,17)	P/C ^(6,17)	P ⁽⁶⁾	P	P ⁽¹⁷⁾	C	P	P ⁽¹⁰⁾	P	P ⁽¹⁴⁾
Residential, Multi-Family (5+ units)	P/C ^(6,17)	P/C ^(6,17)	P	P	P ⁽¹⁷⁾	C	P/C ⁽¹⁷⁾	P/C ^(10,17)	P/C ⁽¹⁷⁾	P/C ^(14,17)
Residential, Single Family Attached	P	P	P	P	P	P/C ⁽¹⁷⁾	P/C ⁽¹⁷⁾	P/C ⁽¹⁷⁾	P/C ⁽¹⁷⁾	P/C ⁽¹⁷⁾
Residential, Single Family Detached	P	P	P	P	P	C	C	-	C	C
Residential, Single-Room Occupancy Units ⁽⁷⁾	P	P	P	P	P	-	P	P ⁽¹⁰⁾	P	P ⁽¹⁴⁾
Supportive Housing	P	P	P	P	P	C	P	P	P	P
Transitional Housing	P	P	P	P	P	C	C	C	C	C
Retail										
Food and Beverage Stores										
Farmers Markets	-	-	-	-	-	-	C	C	-	C
Grocery Stores	-	-	-	-	-	-	P/C	P/C	-	P/C
Food Services										
Alcoholic Beverage Sales, Off-Premises	-	-	-	-	-	-	C	C	C	P/C ⁽¹⁾
Caterers	-	-	-	-	-	-	-	P	P	P
Drinking Establishments	-	-	-	-	-	-	-	C	-	C
Restaurants	-	-	-	-	-	-	P	P	C	P
Restaurants, Fast Food	-	-	-	-	-	-	-	-	-	C
Restaurants, With Alcohol and/or Entertainment	-	-	-	-	-	-	C	P	C	P
Retail Sales										
Auto, Vehicle, and Parts Sales and Rentals	-	-	-	-	-	-	-	-	-	C
Banks and Financial Services, Retail	-	-	-	-	-	-	-	P	-	C
Building Material Stores	-	-	-	-	-	-	-	-	-	C

Attachment 1

Cell Phone & Wireless Stores	-	-	-	-	-	-	-	P	C	P
Department Stores	-	-	-	-	-	-	-	P	-	P
Medicinal Cannabis Facilities	-	-	-	-	-	-	-	-	-	-
Non-Medicinal Cannabis Facilities	-	-	-	-	-	-	-	-	-	-
Nurseries	-	-	-	-	-	-	-	C	C	P
Retail Stores, General Merchandise	-	-	-	-	-	-	P	P	P	P
Services										
Consumer Services										
Mini-Storage	-	-	-	-	-	-	-	-	C	C
Personal Services	-	-	-	-	-	-	P	P	P	P
Repair and Maintenance, Consumer Products	-	-	-	-	-	-	P	P	P	P
Pet Care (except Veterinary) Services	-	-	-	-	-	-	-	C	C	C
Laundry, Dry-Cleaning, and Laundromats	-	-	-	-	-	-	P	-	C	C
Auto-Oriented Services										
Service Stations	-	-	-	-	-	-	-	-	C ^(8,9)	C ^(8,9)
Vehicle Repair and Maintenance	-	-	-	-	-	-	-	-	C	C
Professional, Business, and Administrative Services										
Business Support Services	-	-	-	-	-	-	P	P	C	P
Light Manufacturing	-	-	-	-	-	-	-	-	-	C
Offices	-	-	-	-	-	-	P	P/C ⁽¹⁵⁾	P/C ⁽¹⁵⁾	P
Wholesale and Distribution	-	-	-	-	-	-	-	-	-	C
Research and Development	-	-	-	-	-	-	-	-	C	C
Health Services										
Medicinal Cannabis Facilities	-	-	-	-	-	-	-	-	-	-
Medical Services, Clinics, Urgent Care	-	-	-	-	-	-	-	-	-	C
Medical Services, Doctor Offices	-	-	-	-	-	p ⁽⁴⁾	P	P	C	P

Attachment 1

Medical Services, Extended Care	P/C ^(1,)	P/C ^(1,2)	P/C ^(1,2)	P/C ^(1,2)	P/C ^(1,2)	C	C	C	-	C
Medical Services, Hospitals	-	-	-	-	-	P	P	P	-	P
Medical Services, Veterinary Clinics and Hospitals	-	-	-	-	-	P ⁽⁴⁾	P	P	C	P
Temporary Uses and Events										
Temporary Uses and Events	-	-	-	-	-	C ⁽¹³⁾	C ⁽¹³⁾	C ⁽¹³⁾	C ⁽¹³⁾	C ⁽¹³⁾
Transportation, Communications, and Infrastructure										
Communications Equipment Buildings	C ⁽²⁾	C ⁽²⁾	C ⁽²⁾	C	C	C	C	C	C	C
Electric Transmission Line Routes of 12 Kv or greater prior to ROW Acquisition	-	C ⁽²⁾	C ⁽²⁾	C	C	C	C	C	C	C
Institutional, Public	-	-	P ⁽²⁾	P	P	P	P	P	P	P
Institutional, Non-Profit	-	-	C ⁽²⁾	C	C	C	C	C	C	C
Mail Services	-	-	-	-	-	-	-	P	C	P
Parking Garages, Commercial	-	-	-	-	-	-	C	C	-	P
Parking Lots, Commercial	-	-	-	-	-	-	C	C	-	P
Transportation Services, Transit Stops	-	-	-	-	-	-	-	P	-	P
Utility Substations	C ⁽²⁾	C ⁽²⁾	C ⁽²⁾	C	C	C	C	C	C	C
Water Tanks	C ⁽²⁾	C ⁽²⁾	C ⁽²⁾	C	C	C	C	C	C	C
Windmills	-	C ⁽²⁾	C ⁽²⁾	C	C	C	C	C	-	C
Wireless Telecommunications Facilities	C ⁽¹¹⁾	C ⁽¹¹⁾	C ⁽¹¹⁾	C ⁽¹¹⁾	C ⁽¹¹⁾	C ⁽¹¹⁾	C ⁽¹¹⁾	C ⁽¹¹⁾	C ⁽¹¹⁾	C ⁽¹¹⁾
Visitor-Serving Accommodations										
Bed and Breakfast Inns	-	-	-	-	-	-	C	C	-	C
Hotels	-	-	-	-	C	-	-	C	-	C
Ancillary Uses										
Accessory Uses	P	P	P	P	P	P ⁽⁴⁾	P	P	P	P
ATMs	-	-	-	-	-	-	C	P	C	P

Conversion of Residential Use to Professional or Commercial Use	-	-	-	-	-	C	C	C	C	C
Drive-Through Services	-	-	-	-	-	-	-	-	-	C
Home Occupations	P ⁽²⁾	P ⁽²⁾	P ⁽²⁾	P	P	P	P	P ⁽⁴⁾	-	P
Office, Ancillary	-	-	-	-	-	-	P ⁽¹²⁾	P ^(12,15)	P ⁽¹²⁾	P ⁽¹²⁾
Outdoor Sales and Rental, Ancillary	-	-	-	-	-	-	C	C	C	C
Personal Cannabis Cultivation ⁽⁵⁾	P	P	P	P	P	P	P	P	P	P

LAND USE REGULATIONS TABLE
TABLE 3A

Notes:

(1) See definition for more information about the permitting requirements based on the type of use.

(2) Use is prohibited on lots created by California Government Code Sections 65852.21 and 66411.7.

(3) Reference Section 10-1305 of Article 13 of this Chapter.

(4) Reference Article 5 of this Title.

(5) Reference Section 10-3.1801 of Article 18 of this Chapter.

(6) Two units permitted pursuant to Chapter 10-4.101, implementing California Government Code Sections 65852.21 and 66411.7.

(7) Reference Section 10-3.1901 of Article 19 of this Chapter.

(8) Reference Chapter 6 of this Title.

(9) Upon change of occupancy, buildings or leasable space having a minimum of one thousand two hundred (1,200) square feet of gross floor area shall be subject to the granting of a conditional use permit and design review as set forth in Articles 13 and 15 of this Title.

(10) Residential uses are allowed only on upper floors unless the use is an owner-occupied and rental multifamily residential development with 20 percent of the units reserved for lower-income households; in which case it shall be allowed by-right pursuant to California Government Code Section 65583.2, subdivisions (h) and (i). This by-right provision applies to the following properties identified in the Housing Element: Site 2 (300 Sunny Hills Dr), Site 14 (100 Center Blvd), Site 19 (330 Red Hill Ave), Site 21 (100 Red Hill Ave and APN 006-167-06), Site 22 (6 Red Hill Ave), Site 24 (208 Greenfield Ave, 222 Greenfield Ave, 224 Greenfield Ave, 270 Greenfield Ave), Site 25 (5 W Hillside Ave), Site 26 (6 W Hillside Ave, 130 Greenfield Ave), Site 40 (120 Sir Francis Drake Blvd, 130 Sir Francis Drake Blvd), Site 50 (121 San Anselmo Ave), and Site 61 (305 San Anselmo Ave).

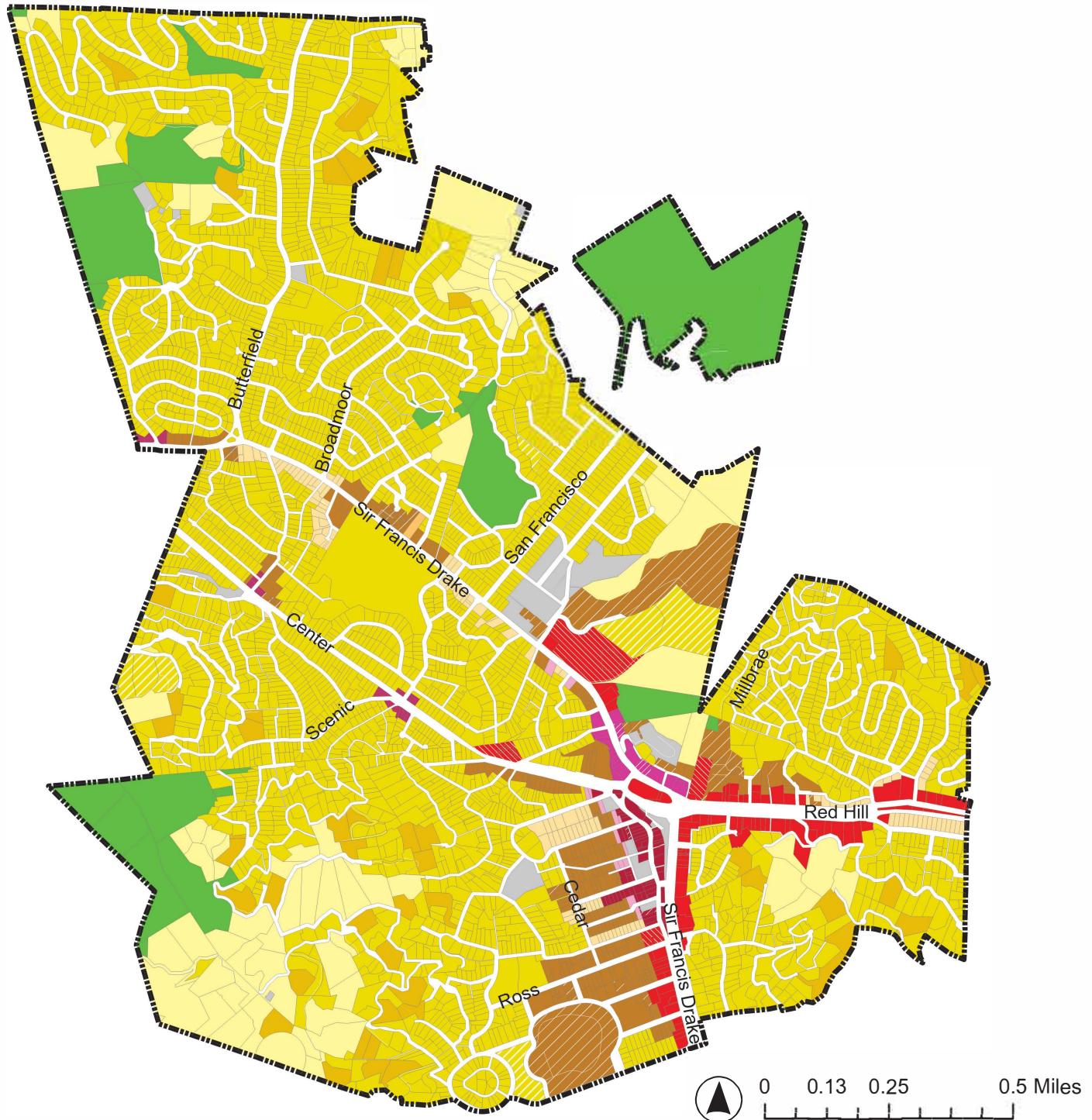
(11) A Conditional Use Permit is required unless the project meets the qualifications for Town review under Section 6409(a) of the Middle Class Tax Relief and Job Creation Action of 2012 (47 U.S.C. § 1455(a)).

(12) Up to 30% of the use may be permitted when it is ancillary to the primary permitted commercial use.
(13) Reference Section 10-3.1304 of Article 13 of this Chapter.
(14) For properties south of Ross Avenue, residential uses are allowed only on upper floors or behind the ground floor commercial/office use unless the use is an owner-occupied and rental multifamily residential development with 20 percent of the units reserved for lower-income households; in which case it shall be allowed by-right pursuant to California Government Code Section 65583.2, subdivisions (h) and (i). This by-right provision applies to the following properties identified in the Housing Element: Site 2 (300 Sunny Hills Dr), Site 14 (100 Center Blvd), Site 19 (330 Red Hill Ave), Site 21 (100 Red Hill Ave and APN 006-167-06), Site 22 (6 Red Hill Ave), Site 24 (208 Greenfield Ave, 222 Greenfield Ave, 224 Greenfield Ave, 270 Greenfield Ave), Site 25 (5 W Hillside Ave), Site 26 (6 W Hillside Ave, 130 Greenfield Ave), Site 40 (120 Sir Francis Drake Blvd, 130 Sir Francis Drake Blvd), Site 50 (121 San Anselmo Ave), and Site 61 (305 San Anselmo Ave).
(15) Required to obtain a Conditional Use Permit for occupation at the ground floor level.
(16) A residential use(s) associated with a mixed-use development(s) shall occupy at least 50% of the total floor area.
(17) Dependent upon the maximum density permitted for the site, up to six residential units are permitted. More than six units per site requires a Conditional Use Permit unless a) project seeks approval through the Title 10 Chapter 20, Objective Design Standards for Residential Development or b) the use is an owner-occupied and rental multifamily residential development with 20 percent of the units reserved for lower-income households; in which case it shall be allowed by-right pursuant to California Government Code Section 65583.2, subdivisions (h) and (i). This by-right provision applies to the following properties identified in the Housing Element: Site 2 (300 Sunny Hills Dr), Site 14 (100 Center Blvd), Site 19 (330 Red Hill Ave), Site 21 (100 Red Hill Ave and APN 006-167-06), Site 22 (6 Red Hill Ave), Site 24 (208 Greenfield Ave, 222 Greenfield Ave, 224 Greenfield Ave, 270 Greenfield Ave), Site 25 (5 W Hillside Ave), Site 26 (6 W Hillside Ave, 130 Greenfield Ave), Site 40 (120 Sir Francis Drake Blvd, 130 Sir Francis Drake Blvd), Site 50 (121 San Anselmo Ave), and Site 61 (305 San Anselmo Ave).

2. Ordinance Amendment. The following changes and amendments are made to Town of San Anselmo Municipal Code Section 10-3.1702 (Definitions):

“Permitted Use” means a use by right that does not require a conditional use permit, planned unit development permit, or other local discretionary review or approval that would constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Owner-occupied and rental multifamily residential development that have 20 percent of the units reserved for lower-income households shall be allowed by-right pursuant to California Government Code Section 65583.2, subdivisions (h) and (i).

EXHIBIT "B"
Zoning Map Amendments
Proposed Zoning Map



Zoning Districts

Town of San Anselmo Boundary	C-L - Limited Commercial	PPD/R-3 - Preliminary Planned Development	R-2 - Medium Density Residential
C-1 - Neighborhood Commercial	C-L/SPD - Limited Commercial Specific Planned Development	R-1 - Single Family Residential	R-2/SPD - Medium Density Residential Specific Planned Development
C-2 - Downtown Commercial	OS - Open Space	R-1-C - Single Family Residential - Conservation	R-3 - High Density Residential
C-2/SPD - Downtown Commercial Specific Planned Development	P - Professional	R-1-H - Very Low Density Residential	R-3/SPD - High Density Residential Specific Planned Development
C-3 - General Commercial	PF - Public Facilities	R-1/SPD - Single Family Residential Specific Planned Development	
C-3/SPD - General Commercial Specific Planned Development	PPD/R-1 - Preliminary Planned Development		

EXHIBIT "C"
List of Parcels to be Redesignated or Rezoned

Parcels Proposed for Redesignation or Rezoning

The following list includes all parcels with proposed amendments to the land use designation or zoning district.

Parcel Address	Parcel APN	Adopted Land Use Map	Proposed Land Use Map	Adopted Zoning Map	Proposed Zoning Map
9 Tamal Ave	006-042-28	SF	MDR	R-2	R-2 (No Change)
1019 Sir Francis Drake Blvd	006-042-05	SF	MDR	R-2	R-2 (No Change)
1001 Sir Francis Drake Blvd	006-042-08	SF	MDR	R-2	R-2 (No Change)
8 Sais Ave	006-072-13	SF	MDR	R-2	R-2 (No Change)
810 Sir Francis Drake Blvd	006-061-22	LC	GC	C-3	C-3 (No Change)
129 Spaulding St	006-091-65	LC	HDR	R-3/SPD	R-3/SPD (No Change)
Spaulding St and Luna Ln	006-091-05	VLD	VLD-HDR	R-1-H - R-3	R-1-H - R-3 (No Change)
113 Spaulding St	006-091-15	MDR	HDR	R-3	R-3 (No Change)
17 Buena Vista	006-121-17	SF	HDR	R-3	R-3 (No Change)
9 Buena Vista	006-121-16	SF	HDR	R-3	R-3 (No Change)
50 Essex St	006-121-12	SF	HDR	R-3	R-3 (No Change)
5 W Hillside Ave	006-172-02	VLD	GC	C-3	C-3 (No Change)
144 Greenfield Ave	006-171-07	VLD-GC	GC	C-3	C-3 (No Change)
6 W Hillside Ave	006-171-08	VLD-GC	GC	C-3	C-3 (No Change)
130 Greenfield Ave	006-171-06	VLD-GC	GC	C-3	C-3 (No Change)
316 Sir Francis Drake Blvd	006-251-03	CC	GC	C-3	C-3 (No Change)
312 Sir Francis Drake Blvd	006-251-02	CC	GC	C-3	C-3 (No Change)
300 Sir Francis Drake Blvd	006-251-01	CC	GC	C-3	C-3 (No Change)
340 Sir Francis Drake Blvd	006-251-05	CC	GC	C-3	C-3 (No Change)
324 Sir Francis Drake Blvd	006-251-27	CC	GC	C-3	C-3 (No Change)
71 San Rafael Ave	007-211-01	SF	DMR	R-1	R-2
65 San Rafael Ave	007-211-02	SF	DMR	R-1	R-2
76 Tamalpais Ave	007-211-36	SF	DMR	R-1	R-2
70 Tamalpais Ave	007-211-35	SF	DMR	R-1	R-2
206 Sir Francis Drake Blvd	006-252-02	CC	GC	C-3	C-3 (No Change)
214 Sir Francis Drake Blvd	006-252-03	CC	GC	C-3	C-3 (No Change)
160 Sir Francis Drake Blvd	006-241-05	CC	GC	C-3	C-3 (No Change)
130 Sir Francis Drake Blvd	006-241-56	CC	GC	C-3	C-3 (No Change)
190 Sir Francis Drake Blvd	006-241-06	CC	GC	C-3	C-3 (No Change)

Parcel Address	Parcel APN	Adopted Land Use Map	Proposed Land Use Map	Adopted Zoning Map	Proposed Zoning Map
120 Sir Francis Drake Blvd	006-241-61	CC	GC	C-3	C-3 (No Change)
100 Sir Francis Drake Blvd	006-241-63	CC	GC	C-3	C-3 (No Change)
182 Pine St	007-251-37	DMR	DMR (No Change)	R-2	R-3
170 Pine St	007-251-34	DMR	DMR (No Change)	R-2	R-3
140 Pine St	007-251-27	DMR	DMR (No Change)	R-2	R-3
160 Pine St	007-251-32	DMR	DMR (No Change)	R-2	R-3
184 Pine St	007-251-38	DMR	DMR (No Change)	R-2	R-3
150 Pine St	007-251-29	DMR	DMR (No Change)	R-2	R-3
171 Pine St	007-252-02	DMR	DMR (No Change)	R-2	R-3
177 Pine St	007-252-01	DMR	DMR (No Change)	R-2	R-3
155 Pine St	007-252-06	DMR	DMR (No Change)	R-2	R-3
129 Pine St	007-252-13	DMR	DMR (No Change)	R-2	R-3
22 Mariposa Ave	007-284-22	GC	DMR	R-3	R-3 (No Change)
98 Sir Francis Drake Blvd	006-191-36	CC	GC	C-3	C-3 (No Change)
19 Tamalpais Ave	007-212-20	CC	DMR	C-2/SPD	C-2/SPD (No Change)
21 Tamalpais Ave	007-212-19	CC	DMR	C-2	C-2 (No Change)
25 Tamalpais Ave	007-212-18	CC	DMR	C-2	C-2 (No Change)
23 Ross Ave	007-284-10	GC	DMR	R-3	R-3 (No Change)
305 San Anselmo Ave	007-282-20	CC	GC	C-3/SPD	C-3/SPD (No Change)
14 Ross Ave	007-282-11	CC	GC	C-3	C-3 (No Change)
1025 Sir Francis Drake Blvd	006-042-23	SF	MDR	R-2	R-2 (No Change)
126 Sycamore Ave	006-083-41	DMR	DMR (No Change)	C-L	R-1
122 Sycamore Ave	006-083-16	DMR	DMR (No Change)	R-2	R-3
118 Sycamore Ave	006-083-15	DMR	DMR (No Change)	R-1	R-3
131 Pine St	007-252-12	DMR	DMR (No Change)	R-2	R-3
137 Pine St	007-252-11	DMR	DMR (No Change)	R-2	R-3
141 Pine St	007-252-10	DMR	DMR (No Change)	R-2	R-3

Parcel Address	Parcel APN	Adopted Land Use Map	Proposed Land Use Map	Adopted Zoning Map	Proposed Zoning Map
143 Pine St	007-252-09	DMR	DMR (No Change)	R-2	R-3
144 Pine St	007-251-28	DMR	DMR (No Change)	R-2	R-3
147 Pine St	007-252-08	DMR	DMR (No Change)	R-2	R-3
148 Oak Knoll Ave	005-153-42	NC	HDR	R-3/SPD	R-3/SPD (No Change)
140 Oak Knoll Ave	005-153-41	NC	HDR	R-3/SPD	R-3/SPD (No Change)
164 Oak Knoll Ave	005-153-49	NC	HDR	R-3/SPD	R-3/SPD (No Change)
1531 Sir Francis Drake Blvd	005-153-50	NC	HDR	R-3/SPD	R-3/SPD (No Change)
1533 Sir Francis Drake Blvd	005-153-51	NC	HDR	R-3/SPD	R-3/SPD (No Change)
1535 Sir Francis Drake Blvd	005-153-52	NC	HDR	R-3/SPD	R-3/SPD (No Change)
160 Oak Knoll Ave	005-153-48	NC	HDR	R-3/SPD	R-3/SPD (No Change)
1537 Sir Francis Drake Blvd	005-153-53	NC	HDR	R-3/SPD	R-3/SPD (No Change)
156 Oak Knoll Ave	005-153-47	NC	HDR	R-3/SPD	R-3/SPD (No Change)
152 Oak Knoll Ave	005-153-46	NC	HDR	R-3/SPD	R-3/SPD (No Change)
151 Pine St	007-252-07	DMR	DMR (No Change)	R-2	R-3
154 Pine St	007-251-30	DMR	DMR (No Change)	R-2	R-3
158 Pine St	007-251-31	DMR	DMR (No Change)	R-2	R-3
161 Pine St	007-252-05	DMR	DMR (No Change)	R-2	R-3
164 Pine St	007-251-33	DMR	DMR (No Change)	R-2	R-3
165 Pine St	007-252-04	DMR	DMR (No Change)	R-2	R-3
169 Pine St	007-251-32	DMR	DMR (No Change)	R-2	R-3
174 Pine St	007-251-35	DMR	DMR (No Change)	R-2	R-3
178 Pine St	007-251-36	DMR	DMR (No Change)	R-2	R-3
19 Buena Vista	006-121-18	SF	HDR	R-1	R-3
24 Ash Ave	005-194-23	MDR	MDR (No Change)	R-3	R-2/SPD
25 Buena Vista	006-121-19	SF	HDR	R-1	R-3

Parcel Address	Parcel APN	Adopted Land Use Map	Proposed Land Use Map	Adopted Zoning Map	Proposed Zoning Map
27 Mariposa Ave	007-301-25	GC	DMR	R-3/SPD	R-3/SPD (No Change)
45 Cedar St A	007-222-60	DMR	DMR (No Change)	R-3/SPD	R-3
45 Cedar St	007-222-59	DMR	DMR (No Change)	R-3/SPD	R-3
55 Essex St	006-121-06	MDR	HDR	R-3	R-3 (No Change)
9 Fern Ln	005-193-07	SF	SF (No Change)	R-3/SPD	R-1/SPD
1 Allemand Ln	006-280-06	MDR	HDR	R-3/SPD	R-3/SPD (No Change)
2 Allemand Ln	006-280-09	MDR	HDR	R-3/SPD	R-3/SPD (No Change)
4 Allemand Ln	006-280-08	MDR	HDR	R-3/SPD	R-3/SPD (No Change)
5 Allemand Ln	006-280-05	MDR	HDR	R-3/SPD	R-3/SPD (No Change)
6 Allemand Ln	006-280-07	MDR	HDR	R-3/SPD	R-3/SPD (No Change)
9 Allemand Ln	006-280-04	MDR	HDR	R-3/SPD	R-3/SPD (No Change)
9 Boulder Ln	006-280-01	MDR	HDR	R-3/SPD	R-3/SPD (No Change)
5 Boulder Ln	006-280-02	MDR	HDR	R-3/SPD	R-3/SPD (No Change)
1 Boulder Ln	006-280-03	MDR	HDR	R-3/SPD	R-3/SPD (No Change)
63 Essex St	006-280-12	MDR	HDR	R-3/SPD	R-3/SPD (No Change)
59 Essex St	006-280-13	MDR	HDR	R-3/SPD	R-3/SPD (No Change)
66 Essex St	006-280-11	MDR	HDR	R-3/SPD	R-3/SPD (No Change)
70 Essex St	006-280-10	MDR	HDR	R-3/SPD	R-3/SPD (No Change)
40 Belle Ave	007-301-21	SF	DMR	R-3	R-3 (No Change)
37 Mariposa Ave	007-301-22	SF	DMR	R-3	R-3 (No Change)
72 Kensington Rd	007-283-09	SF	DMR	R-3	R-3 (No Change)
89 Woodland Ave	007-281-08	DMR	DMR (No Change)	R-3	R-3 (No Change)
198 Sir Francis Drake Blvd	006-252-01	CC	GC	C-3	C-3 (No Change)
222 Sir Francis Drake Blvd	006-252-04	CC	GC	C-3	C-3 (No Change)
224 Sir Francis Drake Blvd	006-252-05	CC	GC	C-3	C-3 (No Change)
226 Sir Francis Drake Blvd	006-252-06	CC	GC	C-3	C-3 (No Change)
6 Bank St	006-252-08	CC	GC	C-3	C-3 (No Change)

Parcel Address	Parcel APN	Adopted Land Use Map	Proposed Land Use Map	Adopted Zoning Map	Proposed Zoning Map
232 Sir Francis Drake Blvd	006-252-07	CC	GC	C-3	C-3 (No Change)
279 Greenfield Ave	006-211-02	SF	MDR	R-1	R-2
301 Greenfield Ave	006-211-03	SF	MDR	R-1	R-2
309 Greenfield Ave	006-211-04	SF	MDR	R-1	R-2
313 Greenfield Ave	006-211-05	SF	MDR	R-1	R-2
315 Greenfield Ave	006-211-06	SF	MDR	R-1	R-2
317 Greenfield Ave	006-211-07	SF	MDR	R-1	R-2
321 Greenfield Ave	006-211-08	SF	MDR	R-1	R-2
325 Greenfield Ave	006-211-09	SF	MDR	R-1	R-2
329 Greenfield Ave	006-211-10	SF	MDR	R-1	R-2
333 Greenfield Ave	006-211-11	SF	MDR	R-1	R-2
337 Greenfield Ave	006-211-12	SF	MDR	R-1	R-2
405 Greenfield Ave	006-211-13	SF	MDR	R-1	R-2
409 Greenfield Ave	006-211-14	SF	MDR	R-1	R-2
411 Greenfield Ave	006-211-15	SF	MDR	R-1	R-2
417 Greenfield Ave	006-211-16	SF	MDR	R-1	R-2
421 Greenfield Ave	006-211-17	SF	MDR	R-1	R-2
Greenfield Ave and Ross Valley Dr	006-211-18	SF	MDR	R-1	R-2
19 Ross Ave	007-284-48	GC	DMR	R-3	R-3 (No Change)
18 Mariposa Ave A	007-284-54	GC	DMR	R-3	R-3 (No Change)
18 Mariposa Ave B	007-284-53	GC	DMR	R-3	R-3 (No Change)
20 Mariposa Ave A	007-284-52	GC	DMR	R-3	R-3 (No Change)
20 Mariposa Ave B	007-284-51	GC	DMR	R-3	R-3 (No Change)
111 Red Hill Ave	006-169-04	No designation	GC	GC	GC (No Change)
101 Red Hill Ave	006-169-02	No designation	GC	GC	GC (No Change)
91 Red Hill Ave	006-214-04	No designation	GC	GC	GC (No Change)
85 Red Hill Ave	006-214-03	No designation	GC	GC	GC (No Change)
65 Red Hill Ave	006-214-02	No designation	GC	GC	GC (No Change)
250 Red Hill Ave	006-162-13	MDR	HDR	R-2/SPD	R-3/SPD

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



March 28, 2024

David Donery, Town Manager
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960

Dear David Donery:

RE: Town of San Anselmo's 6th Cycle (2023-2031) Adopted Housing Element

Thank you for submitting the Town of San Anselmo's (Town) housing element update adopted on December 12, 2023 and received for review on January 30, 2024. Pursuant to Government Code section 65585, subdivision (h), the California Department of Housing and Community Development (HCD) is reporting the results of its review.

HCD is pleased to find the adopted housing element in substantial compliance with State Housing Element Law (Gov. Code, § 65580 et seq) as of the date of this letter. The adopted element was found to be substantially the same as the revised draft element that HCD's December 8, 2023 review determined met statutory requirements. This finding was based upon the adoption of Town's ordinance to clarify that owner-occupied and rental multifamily residential development that have 20 percent of the units reserved for lower-income households shall be allowed by-right pursuant to Government Code 65583.2(i). HCD requests that once available, a signed copy of the Ordinance be transmitted to the HCD.

In addition, HCD received Ordinance Number 1184 related to rezoning to address a shortfall of capacity to accommodate the regional housing need allocation (RHNA). Pursuant to Government Code section 65585, HCD is reporting the results of its review. Additionally, the Town must continue timely and effective implementation of all programs including but not limited to the following:

- *Program 1.3:* Develop an online dashboard that includes a mechanism that monitors "no net loss", Accessory Dwelling Unit (ADU) production, potential sites, production of affordable and market rate housing, and preserved housing supply.
- *Program 3.1:* Amend the Zoning Code to allow missing middle housing types such as duplexes, triplexes, and quadplexes in the R-1 and R-2 districts and adopt pre-approved infill missing middle housing plans.
- *Program 3.2:* Adopt objective design standards for all housing types.

- *Program 5.2:* Support mixed-use development, with nonresidential uses on the ground floor and residential uses on upper floors in San Anselmo's commercially zoned areas.
- *Program 5.3:* Incentivize the development of affordable and special needs housing on identified housing opportunity sites.
- *Program 5.4:* Modify fees and reduce costs for affordable housing projects.
- *Program 5.7:* Amend the Town's Zoning Code to accommodate higher density and affordable housing.
- *Program 5.8:* Amend the Town's Zoning Code to comply with recently adopted state legislation.
- *Program 5.9:* Streamline the project review process for housing-related applications.
- *Program 6.1:* Adopt pre-approved ADU plans to expedite approval and lower costs associated with ADU construction.
- *Program 9.1:* Eliminate discrimination in housing based on age, race, color, religion, sex, marital status, national origin, ancestry, or occupation.

The Town must monitor and report on the results of these and other programs through the annual progress report, required pursuant to Government Code section 65400. Please be aware, Government Code section 65585, subdivision (i) grants HCD authority to review any action or failure to act by a local government that it determines is inconsistent with an adopted housing element or housing element law. This includes failure to implement program actions included in the housing element. HCD may revoke housing element compliance if the local government's actions do not comply with state law.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant; the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities programs; and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the Town now meets housing element requirements for these and other funding sources.

HCD wishes San Anselmo success in implementing its housing element and looks forward to following the Town's progress through the annual progress report pursuant to Government Code section 65400. If HCD can provide assistance in implementing the housing element, please contact Fidel Herrera, of our staff, at fidel.herrera@hcd.ca.gov.

Sincerely,



Melinda Coy
Proactive Housing Accountability Chief



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.6

MEETING DATE: April 9, 2024

AGENDA TITLE: Report of Checks Issued, March 2024

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That Town Council acknowledges, and files warrant numbers 97432 to 97542 issued during the month of March 2024 and bank draft numbers DFT05083-DFT05084, DFT05110, DFT05114-DFT05118, DFT05151-DFT05155, and DFT05170 in a total amount of \$1,500,904.05.

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 March 2024 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 canceled: 97497 and 97498.

ATTACHMENTS

Attachment #1: Check Report March 2024



Town of San Anselmo

ITEM 1.6 - ATTACHMENT 1

Check Report

By Check Number

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - OPERATING POOL						
03521	Acumen Industrial Hygiene, Inc.	03/13/2024	Regular	0.00	8,351.17	97432
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
TSA2303	Invoice	12/22/2023	12.22.2023 - ASBESTOS/LEAD ROOF + HV	0.00	6,012.42	
	45.41.61150		OUTSIDE SERVICES-OTHE		6,012.42	
TSA2303A	Invoice	01/12/2024	01.12.2024 - ASBESTOS ROOF TESTING	0.00	2,338.75	
	45.41.61150		OUTSIDE SERVICES-OTHE		2,338.75	
			01.12.2024 - ASBESTOS ROOF T			
00048	Alhambra & Sierra Springs	03/13/2024	Regular	0.00	455.68	97433
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
23551470 02292	Invoice	02/29/2024	02.29.2024 - WATER DELIVERY - REC DEPT	0.00	455.68	
	21.65.62200		DEPARTMENTAL SUPPLIE		455.68	
			02.29.2024 - WATER DELIVERY -			
00004	Alpine Awards Inc.	03/13/2024	Regular	0.00	666.16	97434
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
6106078	Invoice	03/11/2024	03.11.2024 - TROPHIES	0.00	666.16	
	21.61.62961		BASKETBALL SUPPLIES		666.16	
			03.11.2024 - TROPHIES			
03653	Amanda Fox	03/13/2024	Regular	0.00	196.62	97435
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
46092956	Invoice	03/04/2024	03.04.2024 - REIMB - COMMUNITY GARD	0.00	196.62	
	32.00.49027		Garden Dues		196.62	
			03.04.2024 - REIMB - COMMUN			
03299	Answer MTI	03/13/2024	Regular	0.00	198.01	97436
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
000031-858-851	Invoice	03/01/2024	03.01.2024 - CALL CENTER SERVICE	0.00	198.01	
	01.41.61150		OUTSIDE SERVICES-OTHE		198.01	
			03.01.2024 - CALL CENTER SERV			
02806	AQUASCAPE POOL SERVICE	03/13/2024	Regular	0.00	209.00	97437
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
26637	Invoice	02/29/2024	02.29.2024 - MONTHLY POOL SERVICE - F	0.00	209.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		209.00	
			02.29.2024 - MONTHLY POOL SE			
00388	Baker & Taylor	03/13/2024	Regular	0.00	522.20	97438
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
5018773530	Invoice	02/26/2024	02.26.2024 - CHILDREN'S BOOKS	0.00	522.20	
	01.71.62302		CHILDRENS BOOKS		522.20	
			02.26.2024 - CHILDREN'S BOOK			
01345	BSN Sports Inc	03/13/2024	Regular	0.00	165.52	97439
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
719286704	Invoice	03/11/2024	03.11.2024 - SOFTBALLS	0.00	165.52	
	21.61.62965		SOFTBALL SUPPLIES		165.52	
			03.11.2024 - SOFTBALLS			
00193	CalMat Company	03/13/2024	Regular	0.00	14.50	97440

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		
2403-037171	Invoice	03/07/2024	03.07.2024 - MEMORIAL PARK SUPPLIES	0.00	14.50	
	01.81.62205		GRAFFITI ABATEMENT SU		14.50	
03447	Christopher Bock	03/13/2024	Regular	0.00	16,175.00	97441
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SI-108	Invoice	03/04/2024	03.04.2024 - PARKSIDE PRESCHOOL FLOO	0.00	6,000.00	
	21.65.63100		CAPITAL OUTLAY - CONST		6,000.00	
SI-110	Invoice	03/11/2024	03.11.2024 - PARKSIDE PRESCHOOL FLOO	0.00	10,175.00	
	21.65.63100		CAPITAL OUTLAY - CONST		10,175.00	
02524	Code Source	03/13/2024	Regular	0.00	2,601.00	97442
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11609	Invoice	03/09/2024	03.09.2024 - PLAN REVIEW - 906 SFD BLV	0.00	2,601.00	
	01.41.61157		PLAN CHECKING		2,601.00	
02581	CSG Consultants	03/13/2024	Regular	0.00	312.50	97443
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
B240345	Invoice	03/01/2024	03.01.2024 - PLAN REVIEW - 142 OAK AVE	0.00	312.50	
	01.41.61157		PLAN CHECKING		312.50	
00533	Davis Sign Company	03/13/2024	Regular	0.00	2,362.02	97444
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
37823	Invoice	03/05/2024	03.05.2024 - OVERSTREET SUMMER CAM	0.00	1,229.06	
	21.65.62200		DEPARTMENTAL SUPPLIE		1,229.06	
37867	Invoice	03/11/2024	03.11.2024 - MEMORIAL PARK PLAN - FO	0.00	245.81	
	15.81.63100		CONSTRUCTION		245.81	
37870	Invoice	03/11/2024	03.11.2024 - MEMORIAL PARK RAIN GAR	0.00	546.25	
	15.81.63100		CONSTRUCTION		546.25	
37871	Invoice	03/11/2024	03.11.2024 - PARKING SIGNS	0.00	340.90	
	01.42.61412		PARTS AND REPAIRS		340.90	
01320	DC Electric Group Inc	03/13/2024	Regular	0.00	34,848.20	97445
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
473209	Invoice	01/31/2024	01.31.2024 - M1008 TS RESPONSE	0.00	3,278.20	
	01.42.61130		OUTSIDE SVCS-SIGNALS		3,278.20	
473258	Invoice	02/09/2024	02.09.2024 - J7695 - SFD & SUFFIELD-TS L	0.00	11,590.00	
	01.42.61130		OUTSIDE SVCS-SIGNALS		11,590.00	
473263	Invoice	02/22/2024	02.22.2024 - J7523-SFD & BANK TS UPGR	0.00	19,980.00	
	15.41.63122		BIKE AND PEDESTRIAL CO		19,980.00	
02732	Diesel Direct West	03/13/2024	Regular	0.00	760.22	97446
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
85705662	Invoice	03/07/2024	03.07.2024 - GASOLINE UNL - 131.0 GAL	0.00	760.22	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES		760.22	
03520	DM Brent & Associates, Inc.	03/13/2024	Regular	0.00	25,028.75	97447
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
TOSACP12	Invoice	02/29/2024	02.29.2024 - CONSTRUCTION MANAGEM	0.00	1,165.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		1,165.00	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
TOSAFS2012	Invoice	02/29/2024	02.29.2024 - CONSTRUCTION MGMT - FIR	0.00	813.75	
	45.41.61150		OUTSIDE SERVICES-OTHE	02.29.2024 - CONSTRUCTION M	813.75	
TOSALIB09	Invoice	02/29/2024	02.29.2024 - CONSUTRCTION MGMT - LIB	0.00	1,812.50	
	45.41.61150		OUTSIDE SERVICES-OTHE	02.29.2024 - CONSUTRCTION M	1,812.50	
TOSAMP09	Invoice	02/29/2024	02.29.2024 - CONSTRUCTION MGMT - ME	0.00	1,442.50	
	15.81.63100		CONSTRUCTION	02.29.2024 - CONSTRUCTION M	1,442.50	
TOSASF01	Invoice	02/29/2024	02.29.2024 - CONSTRUCTION MGMT - SF	0.00	5,247.50	
	15.81.61150		OUTSIDE SERVICES-OTHE	02.29.2024 - CONSTRUCTION M	5,247.50	
TOSATH11	Invoice	01/31/2024	01.31.2024 - CONSTRUCTION MGMT - TO	0.00	6,965.00	
	45.41.61150		OUTSIDE SERVICES-OTHE	01.31.2024 - CONSTRUCTION M	6,965.00	
TOSATH12	Invoice	02/29/2024	02.29.2024 - CONSTRUCTION MGMT - TO	0.00	7,582.50	
	45.41.61150		OUTSIDE SERVICES-OTHE	02.29.2024 - CONSTRUCTION M	7,582.50	

00087	Elite Tree Service	03/13/2024	Regular	0.00	37,608.00	97448
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-03-4	Invoice	03/11/2024	03.11.2024 - BALL PARK - OPENING DAY C	0.00	2,880.00	
	01.81.61104		OUTSIDE SERVICES-GROU	03.11.2024 - BALL PARK - OPENI	2,880.00	
2024-2-1	Invoice	02/26/2024	02.26.2024 - TREE REMOVAL - MEMORIAL	0.00	8,640.00	
	35.41.61150		OUTSIDE SERVICES-OTHE	02.26.2024 - TREE REMOVAL -	8,640.00	
2024-2-2	Invoice	02/26/2024	02.26.2024 - BRUSH REMOVAL - MEMORI	0.00	4,608.00	
	35.41.61150		OUTSIDE SERVICES-OTHE	02.26.2024 - BRUSH REMOVAL -	4,608.00	
2024-2-3	Invoice	02/26/2024	02.26.2024 - TREE REMOVAL - SORICH PA	0.00	8,640.00	
	35.41.61150		OUTSIDE SERVICES-OTHE	02.26.2024 - TREE REMOVAL - S	8,640.00	
2024-3-1	Invoice	03/04/2024	03.04.2024 - TREE REMOVAL - 65 GROVE	0.00	4,200.00	
	01.42.61105		OUTSIDE SERVICES-TREES	03.04.2024 - TREE REMOVAL - 6	4,200.00	
2024-3-2	Invoice	03/04/2024	03.04.2024 - TREE REMOVAL - MEMORIAL	0.00	8,640.00	
	35.41.61150		OUTSIDE SERVICES-OTHE	03.04.2024 - TREE REMOVAL -	8,640.00	

00017	Fairfax Building Supply Co. Inc.	03/13/2024	Regular	0.00	127.41	97449
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
278689	Invoice	02/29/2024	02.29.2024 - RAFTER VENT	0.00	17.40	
	31.41.61506		BLDG. MAINT-OTHER	02.29.2024 - RAFTER VENT	17.40	
278719	Invoice	02/29/2024	02.29.2024 - FAUCET HOLE COVER	0.00	5.47	
	01.41.61506		BLDG. MAINT-OTHER	02.29.2024 - FAUCET HOLE COV	5.47	
278839	Invoice	03/04/2024	03.04.2024 - DUCT TAPE	0.00	6.46	
	01.81.62200		DEPARTMENTAL SUPPLIE	03.04.2024 - DUCT TAPE	6.46	
278928	Invoice	03/06/2024	03.06.2024 - POST CAP/REVERSE COMPO	0.00	61.33	
	01.41.61506		BLDG. MAINT-OTHER	03.06.2024 - POST CAP/REVERS	61.33	
278957	Invoice	03/07/2024	03.07.2024 - CEMENT, PORTLAND 47#	0.00	36.75	
	01.81.62205		GRAFFITI ABATEMENT SU	03.07.2024 - CEMENT, PORTLAN	36.75	

00096	Fire Safety Supply	03/13/2024	Regular	0.00	2,330.83	97450
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
121120	Invoice	10/30/2023	10.30.2023 - VESTIBULE - FIRE EXTINGUIS	0.00	20.00	
	01.41.61506		BLDG. MAINT-OTHER	10.30.2023 - VESTIBULE - FIRE E	20.00	
121239	Invoice	10/30/2023	10.30.2023 - SFD-ICC - FIRE EXTINGUISHE	0.00	784.40	
	31.41.61506		BLDG. MAINT-OTHER	10.30.2023 - SFD-ICC - FIRE EXTI	784.40	
121351	Invoice	10/31/2023	10.31.2023 - HUB SHACK - FIRE EXTINGUI	0.00	87.40	
	01.42.61506		BLDG. MAINT-OTHER	10.31.2023 - HUB SHACK - FIRE	87.40	
121352	Invoice	10/30/2023	10.30.2023 - LIBRARY - FIRE EXTINGUISHE	0.00	140.00	
	01.41.61506		BLDG. MAINT-OTHER	10.30.2023 - LIBRARY - FIRE EXT	140.00	
121353	Invoice	10/31/2023	10.31.2023 - CORP YARD - FIRE EXTINGUIS	0.00	676.83	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.81.61506	BLDG. MAINT-OTHER	10.31.2023 - CORP YARD - FIRE		676.83	
121361	Invoice	10/30/2023	10.30.2023 - TOWN HALL - FIRE EXTINGUI	0.00	334.80	
	01.41.61506	BLDG. MAINT-OTHER	10.30.2023 - TOWN HALL - FIRE		334.80	
121362	Invoice	10/30/2023	10.30.2023 - POLICE DEPT - FIRE EXTINGU	0.00	167.40	
	01.41.61506	BLDG. MAINT-OTHER	10.30.2023 - POLICE DEPT - FIRE		167.40	
121363	Invoice	10/30/2023	10.30.2023 - HISTORICAL SOCIETY-FIRE EX	0.00	20.00	
	01.41.61506	BLDG. MAINT-OTHER	10.30.2023 - HISTORICAL SOCIE		20.00	
121367	Invoice	10/31/2023	10.31.2023 - ROBSON HOUSE - FIRE EXTIN	0.00	100.00	
	34.41.61506	BLDG. MAINT-OTHER	10.31.2023 - ROBSON HOUSE -		100.00	
03546	Folger Graphics, Inc	03/13/2024	Regular	0.00	7,502.63	97451
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
138955	Invoice	03/04/2024	03.04.2024 - SUMMER 2024 BROCHURE	0.00	7,502.63	
	21.65.62004	PROGRAM BROCHURE &	03.04.2024 - SUMMER 2024 BR		7,502.63	
03651	Forest Investment Group Inc	03/13/2024	Regular	0.00	205.00	97452
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
44172	Invoice	02/27/2024	02.27.2024 - UTILITY RELEASE LABELS	0.00	205.00	
	01.41.62000	OFFICE SUPPLIES	02.27.2024 - UTILITY RELEASE L		205.00	
02278	Gardeners' Guild	03/13/2024	Regular	0.00	6,307.00	97453
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
116115	Invoice	03/01/2024	03.01.2024 - MNTNC - SFD MEDIANS	0.00	1,099.00	
	01.42.61144	Medians	03.01.2024 - MNTNC - SFD MED		1,099.00	
116158	Invoice	03/01/2024	03.01.2024 - MNTNC - RED HILL MEDIAN	0.00	2,178.00	
	01.42.61144	Medians	03.01.2024 - MNTNC - RED HILL		2,178.00	
116159	Invoice	03/01/2024	03.01.2024 - MNTNC - IMGTN PK, TH PK,	0.00	2,070.00	
	01.81.61104	OUTSIDE SERVICES-GROU	03.01.2024 - MNTNC - IMGTN P		1,035.00	
	14.81.61150	OUTSIDE SERVICES-OTHE	03.01.2024 - MNTNC - IMGTN P		1,035.00	
116232	Invoice	03/07/2024	03.07.2024 - IMAGINATION PK - IRRIGATI	0.00	960.00	
	14.81.61150	OUTSIDE SERVICES-OTHE	03.07.2024 - IMAGINATION PK -		960.00	
00104	Grier Argall Plumbing Inc	03/13/2024	Regular	0.00	270.00	97454
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
17316	Invoice	03/01/2024	03.01.2024 - REPLACE BACKFLOW	0.00	175.00	
	01.42.61144	Medians	03.01.2024 - REPLACE BACKFLO		175.00	
17340	Invoice	03/08/2024	03.08.2024 - BACKFLOW TEST-REDHILL AV	0.00	95.00	
	01.42.61144	Medians	03.08.2024 - BACKFLOW TEST-R		95.00	
02606	Halleh Besharati	03/13/2024	Regular	0.00	1,750.00	97455
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
03102024	Invoice	03/11/2024	03.11.2024 - TEACHER WORK DAY	0.00	1,750.00	
	21.62.61175	KIDS CULTURE SERVICES	03.11.2024 - TEACHER WORK D		1,750.00	
00020	Hannibal's Inc Electrical Construction	03/13/2024	Regular	0.00	3,041.42	97456
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
25168	Invoice	03/04/2024	03.04.2024 - BUS STOP TRELLIS	0.00	3,041.42	
	01.42.61506	BLDG. MAINT-OTHER	03.04.2024 - BUS STOP TRELLIS		3,041.42	
02236	HooplaDigital	03/13/2024	Regular	0.00	760.66	97457

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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		
505127533	Invoice	02/29/2024	02.29.2024 - DIGITAL ACCOUNT - FEB 202	0.00	760.66	
	27.71.62309		E BOOKS		760.66	
03635	Integra Landscape Architecture	03/13/2024	Regular	0.00	3,822.78	97458
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2254	Invoice	03/05/2024	03.05.2024 - PARKSIDE PLAYGROUND DES	0.00	3,822.78	
	21.65.63100		CAPITAL OUTLAY - CONST		3,822.78	
00022	Jackson's Hardware Inc.	03/13/2024	Regular	0.00	8.69	97459
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
149553	Invoice	02/29/2024	02.29.2024 - HEAVY DUTY GRATE	0.00	8.69	
	31.41.61506		BLDG. MAINT-OTHER		8.69	
03654	Jeff Diaz Galaviz	03/13/2024	Regular	0.00	600.00	97460
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
20240305A	Invoice	03/05/2024	03.05.2024 - AFTER SCHOOL ENRICHMEN	0.00	600.00	
	21.63.62980		AFTER SCHOOL ENRICHM		600.00	
03322	Juan Landaverde	03/13/2024	Regular	0.00	1,000.00	97461
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1016	Invoice	03/11/2024	03.11.2024 - PARKSIDE PRESCHOOL CABI	0.00	1,000.00	
	21.65.63100		CAPITAL OUTLAY - CONST		1,000.00	
00113	Juan Olsen Sanchez	03/13/2024	Regular	0.00	11,817.47	97462
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
WINTER24-5	Invoice	03/11/2024	03.11.2024 - GYMNASTICS WINTER 2024 -	0.00	11,817.47	
	21.61.61167		TUMBLING SERVICES		11,817.47	
02558	Kanopy	03/13/2024	Regular	0.00	813.00	97463
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
391162	Invoice	02/29/2024	02.29.2024 - VIDEOS - FEB 2024	0.00	813.00	
	27.71.62307		VIDEOS		813.00	
03549	Kid's Choice Camps LLC	03/13/2024	Regular	0.00	1,624.00	97464
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
03052024	Invoice	03/05/2024	03.05.2024 - CARPENTRY FOR KIDS - WIN	0.00	1,624.00	
	21.62.61175		KIDS CULTURE SERVICES		1,624.00	
03658	Lauren Nelson Turner	03/13/2024	Regular	0.00	14,700.00	97465
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
102627	Invoice	03/13/2024	03.13.2024 - ROBSON HOUSE - XL WOOL	0.00	14,700.00	
	21.65.63100		CAPITAL OUTLAY - CONST		14,700.00	
01057	Linscott Engineering Contractors Inc	03/13/2024	Regular	0.00	21,753.38	97466
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
4249	Invoice	03/05/2024	03.05.2024 - STORM DRAIN CONNECT - 1	0.00	21,753.38	
	15.41.63113		UNPROGRAMMED DRAIN		21,753.38	
02579	LTS of Marin	03/13/2024	Regular	0.00	3,161.03	97467

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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		
1619	Invoice	02/16/2024	02.16.2024 - VEHICLE MAINTENANCE	0.00	1,656.95	
	01.81.61602		VEHICLE MAINTENANCE/		700.00	
	01.81.61602		VEHICLE MAINTENANCE/		956.95	
1633	Invoice	03/08/2024	03.08.2024 - VEHICLE MAINTENANCE	0.00	1,504.08	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES		300.00	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES		451.20	
	01.81.62988		VEHICLE-FUEL/OIL/TIRES		752.88	
01554	Marin Managers' Association	03/13/2024	Regular	0.00	250.00	97468
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0011871	Invoice	01/29/2024	01.29.2024 - 2024 MEMBERSHIP DUES	0.00	250.00	
	01.12.61000		TRAINING		250.00	
03655	MarinChess LLC	03/13/2024	Regular	0.00	250.00	97469
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
02292024	Invoice	03/11/2024	03.11.2024 - CHESS CLASS ASE - WINTER	0.00	250.00	
	21.63.61180		AFTER SCHOOL ENRICHM		250.00	
03650	Michael Brendan Miyaki	03/13/2024	Regular	0.00	1,125.00	97470
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2591	Invoice	03/08/2024	03.08.2024 - INSPECTION/CASP REPORT -	0.00	1,125.00	
	01.41.61157		PLAN CHECKING		1,125.00	
01523	Michael Paul Schwab	03/13/2024	Regular	0.00	4,350.00	97471
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0011862	Invoice	03/04/2024	03.04.2024 - TOWN SIGNAGE/ICONS	0.00	4,350.00	
	01.21.61150		OUTSIDE SERVICES-OTHE		4,350.00	
01388	NCSI	03/13/2024	Regular	0.00	407.00	97472
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
43160	Invoice	03/01/2024	03.01.2024 - BACKGROUND CHECKS - REC	0.00	407.00	
	21.65.61137		FINGERPRINTING		407.00	
03652	Pace Supply Corp	03/13/2024	Regular	0.00	188.81	97473
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
049316509	Invoice	02/29/2024	02.29.2024 - SINK PARTS - MEMORIAL PA	0.00	188.81	
	01.81.61506		BLDG. MAINT-OTHER		188.81	
03649	Paul Mann	03/13/2024	Regular	0.00	537.00	97474
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1316	Invoice	03/04/2024	03.04.2024 - SORRICH COMMONS - PROJ	0.00	537.00	
	15.81.61150		OUTSIDE SERVICES-OTHE		537.00	
00893	Perfect Timing Personnel Services, Inc.	03/13/2024	Regular	0.00	4,947.24	97475
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
53104	Invoice	03/04/2024	03.04.2024 - ADMINISTRATIVE SUPPORT -	0.00	1,565.95	
	01.41.60010		TEMPORARY HELP		1,565.95	
53105	Invoice	03/04/2024	03.04.2024 - ADMINISTRATIVE SUPPORT -	0.00	674.27	
	01.82.60010		TEMPORARY HELP		539.42	
	21.65.60010		TEMPORARY HELP		134.85	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
53129	Invoice	03/11/2024	03.11.2024 - ADMINISTRATIVE SUPPORT	0.00	1,565.95	
	01.41.60010		TEMPORARY HELP		1,565.95	
53130	Invoice	03/11/2024	03.11.2024 - ADMINISTRATIVE SUPPORT -	0.00	1,141.07	
	01.82.60010		TEMPORARY HELP		912.86	
	21.65.60010		TEMPORARY HELP		228.21	
00038	Rafael Lumber	03/13/2024	Regular	0.00	451.16	97476
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
37321	Invoice	01/24/2024	01.24.2024 - MEMORIAL PARK - DOUG FI	0.00	324.64	
	15.81.63100		CONSTRUCTION		324.64	
37329	Invoice	01/24/2024	01.24.2024 - MEMORIAL PARK - DOUG FI	0.00	15.46	
	15.81.63100		CONSTRUCTION		15.46	
39085	Invoice	02/08/2024	02.08.2024 - MEMORIAL PARK - ROUGH R	0.00	111.06	
	15.81.63100		CONSTRUCTION		111.06	
03648	Redwood Engineering	03/13/2024	Regular	0.00	1,500.00	97477
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R15057	Invoice	03/05/2024	03.05.2024 - ROAD BOND REFUND - 95 HI	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
01885	SAN FRANCISCO OPERA GUILD	03/13/2024	Regular	0.00	300.00	97478
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24-1005	Invoice	03/06/2024	03.06.2024 - HANSEL & GRETEL STORYTEL	0.00	300.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		300.00	
02134	Scott Schneider	03/13/2024	Regular	0.00	114.52	97479
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0011863	Invoice	03/04/2024	03.04.2024 - REIMB - MAG LOT PAY STATI	0.00	114.52	
	13.42.61114		OUTSIDE SRV: PARKING		114.52	
01359	Siegfried Engineering Inc	03/13/2024	Regular	0.00	31,494.50	97480
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
47141	Invoice	03/05/2024	03.05.2024 - ENGINEERING SVCS - PVMT	0.00	31,494.50	
	15.41.63108		CAPITAL OUTLAY - DESIG		31,494.50	
02936	SMITH'S PEST MANAGEMENT	03/13/2024	Regular	0.00	300.00	97481
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
110681B	Invoice	03/05/2024	03.05.2024 - PEST CONTROL - IMAGINATI	0.00	300.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		300.00	
03590	The Marin Dojo, Inc.	03/13/2024	Regular	0.00	180.00	97482
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
02292024	Invoice	03/04/2024	03.04.2024 - TAI CHI - FEB 2024	0.00	180.00	
	21.62.61170		ADULT ART & CULTURE SE		180.00	
03207	Toni DeFrancis	03/13/2024	Regular	0.00	160.00	97483
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-TC227	Invoice	03/03/2024	03.03.2024 - TRANSCRIPTION - TC 02.27.2	0.00	160.00	
	01.12.61151		LEGAL NOTICES		160.00	
00215	Transbay Lock	03/13/2024	Regular	0.00	214.28	97484

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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		
90132	Invoice	03/05/2024	03.05.2024 - LOCK REPAIR - REC DEPT	0.00	214.28	
	31.41.61506		BLDG. MAINT-OTHER		214.28	
03094	TRC Companies	03/13/2024	Regular	0.00	1,980.00	97485
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
43230	Invoice	03/06/2024	03.06.2024 - ON-CALL INSPECTION	0.00	1,980.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		1,980.00	
00384	Van Midde & Son Concrete	03/13/2024	Regular	0.00	39,000.00	97486
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
14882	Invoice	02/27/2024	02.27.2024 - CATCH BASIN - 43 & 101 CAL	0.00	39,000.00	
	15.41.63113		UNPROGRAMMED DRAIN		39,000.00	
00033	Water Components & Building Supply	03/13/2024	Regular	0.00	86.94	97487
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
30631875	Invoice	03/07/2024	03.07.2024 - GRATE - SNACK SHACK	0.00	86.94	
	01.81.61506		BLDG. MAINT-OTHER		86.94	
03581	WEE YOGIS	03/13/2024	Regular	0.00	150.00	97488
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
3	Invoice	03/05/2024	03.05.2024 - MONDAY STORYTIME 03/04	0.00	150.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		150.00	
02411	23 ELEPHANTS THEATRE COMPANY	03/21/2024	Regular	0.00	9,800.00	97489
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0011895	Invoice	03/19/2024	03.19.2024 - WINTER 2024 - PAYMENT 3	0.00	9,800.00	
	21.62.61175		KIDS CULTURE SERVICES		9,800.00	
01028	A & S Landscape Materials	03/21/2024	Regular	0.00	339.77	97490
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
REG2-4502	Invoice	03/12/2024	03.12.2024 - GOLD PATHWAY FINES/CMR	0.00	339.77	
	15.81.63100		CONSTRUCTION		339.77	
00048	Alhambra & Sierra Springs	03/21/2024	Regular	0.00	86.89	97491
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
12161581 03132	Invoice	03/13/2024	03.13.2024 - WATER DELIVERY - PUBLIC W	0.00	86.89	
	01.42.61150		OUTSIDE SERVICES-OTHE		86.89	
00196	Altec Systems, Inc	03/21/2024	Regular	0.00	52.00	97492
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
61790	Invoice	03/10/2024	03.10.2024 - 390/407 SCENIC - RETURN S	0.00	52.00	
	01.00.20313		PLAN STORAGE FEE		52.00	
02920	Amazon Business	03/21/2024	Regular	0.00	156.99	97493
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
16CK-H1FX-6341	Invoice	03/05/2024	03.05.2024 - LIBRARY - SEED ENVELOPES	0.00	48.57	
	01.71.62310		Library Zip Grant		48.57	
16NH-XPPL-CKPF	Invoice	03/06/2024	03.06.2024 - MEDICINAL MUSHROOMS	0.00	39.88	
	01.71.62310		Library Zip Grant		39.88	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1HP1-3WJD-99LD	Invoice	02/22/2024	02.22.2024 - LIBRARY-5 MIN MODERN BE	0.00	16.33	
	01.71.62310		Library Zip Grant	02.22.2024 - LIBRARY-5 MIN M	16.33	
1N4Y-YKTT-34JD	Invoice	03/07/2024	03.07.2024 - LIBRARY - MUIR'S GAMBIT	0.00	21.64	
	01.71.62310		Library Zip Grant	03.07.2024 - LIBRARY - MUIR'S	21.64	
1NQ7-YK3F-L11R	Invoice	03/10/2024	03.10.2024 - LIBRARY - A CHILD WITHOUT	0.00	16.38	
	01.71.62310		Library Zip Grant	03.10.2024 - LIBRARY - A CHILD	16.38	
1TCG-J1HG-1DK3	Invoice	02/28/2024	02.28.2024 - LIBRARY - BUTTON MAKER S	0.00	14.19	
	01.71.62000		OFFICE SUPPLIES	02.28.2024 - LIBRARY - BUTTON	14.19	
03354	Arlette Castellanos	03/21/2024	Regular	0.00	400.00	97494
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
8	Invoice	03/19/2024	03.19.2024 - BILINGUAL SPANISH STORYTI	0.00	400.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM	03.19.2024 - BILINGUAL SPANIS	400.00	
00001	AT&T Calnet	03/21/2024	Regular	0.00	1,737.26	97495
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
574-03102024	Invoice	03/10/2024	574 - ALL DEPTS CENTREX - 02.10.24-03.0	0.00	1,534.67	
	41.41.61701		UTILITIES	574 - ALL DEPTS CENTREX - 02.1	1,534.67	
576-02272024	Invoice	02/27/2024	576 - CHAMBERS PHONE - 01.27.24-02.26	0.00	58.70	
	41.41.61701		UTILITIES	576 - CHAMBERS PHONE - 01.27	58.70	
579-03102024	Invoice	03/10/2024	579 - TRAFFIC LIGHT MODEM - 02.10.24-0	0.00	29.35	
	01.42.61705		UTILITIES-TELEPHONE	579 - TRAFFIC LIGHT MODEM -	29.35	
580-03102024	Invoice	03/10/2024	580 - ROBSON HOUSE - 02.10.24-03.09.24	0.00	57.40	
	34.41.61705		UTILITIES-TELEPHONE	580 - ROBSON HOUSE - 02.10.2	57.40	
583-02252024	Invoice	02/25/2024	583 - DPW FAX - 01.25.24-02.24.24	0.00	29.35	
	41.41.61701		UTILITIES	583 - DPW FAX - 01.25.24-02.24	29.35	
586-02252024	Invoice	02/25/2024	586 - REC DEPT FAX - 01.25.24-02.24.24	0.00	27.79	
	21.65.61705		UTILITIES-TELEPHONE	586 - REC DEPT FAX - 01.25.24-0	27.79	
00388	Baker & Taylor	03/21/2024	Regular	0.00	2,323.79	97496
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5018773510	Invoice	02/22/2024	02.22.2024 - CHILDRENS BOOKS	0.00	321.06	
	27.71.62302		CHILDRENS BOOKS	02.22.2024 - CHILDRENS BOOKS	321.06	
5018773670	Invoice	02/22/2024	02.22.2024 - ADULT BOOKS	0.00	65.43	
	27.71.62301		ADULT BOOKS	02.22.2024 - ADULT BOOKS	65.43	
5018773671	Invoice	02/22/2024	02.22.2024 - ADULT BOOKS	0.00	56.46	
	27.71.62301		ADULT BOOKS	02.22.2024 - ADULT BOOKS	56.46	
5018773672	Invoice	02/22/2024	02.22.2024 - ADULT BOOKS	0.00	21.81	
	27.71.62301		ADULT BOOKS	02.22.2024 - ADULT BOOKS	21.81	
5018773673	Invoice	02/22/2024	02.22.2024 - ADULT BOOKS	0.00	41.94	
	27.71.62301		ADULT BOOKS	02.22.2024 - ADULT BOOKS	41.94	
5018773674	Invoice	02/22/2024	02.22.2024 - ADULT BOOKS	0.00	20.49	
	27.71.62301		ADULT BOOKS	02.22.2024 - ADULT BOOKS	20.49	
5018773675	Invoice	02/22/2024	02.22.2024 - ADULT BOOKS	0.00	10.14	
	27.71.62301		ADULT BOOKS	02.22.2024 - ADULT BOOKS	10.14	
5018773676	Invoice	02/22/2024	02.22.2024 - ADULT BOOKS	0.00	32.26	
	27.71.62301		ADULT BOOKS	02.22.2024 - ADULT BOOKS	32.26	
5018773677	Invoice	02/22/2024	02.22.2024 - ADULT BOOKS	0.00	15.79	
	27.71.62301		ADULT BOOKS	02.22.2024 - ADULT BOOKS	15.79	
5018773678	Invoice	02/22/2024	02.22.2024 - ADULT BOOKS	0.00	25.74	
	01.71.62301		ADULT BOOKS	02.22.2024 - ADULT BOOKS	25.74	
5018773679	Invoice	02/22/2024	02.22.2024 - ADULT BOOKS	0.00	41.85	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	27.71.62301	ADULT BOOKS	02.22.2024 - ADULT BOOKS		41.85	
5018773680	Invoice	02/22/2024	02.22.2024 - ADULT BOOKS	0.00	29.02	
	01.71.62301	ADULT BOOKS	02.22.2024 - ADULT BOOKS		29.02	
5018776291	Invoice	02/23/2024	02.23.2024 - TEEN BOOKS	0.00	15.91	
	27.71.62301	ADULT BOOKS	02.23.2024 - TEEN BOOKS		15.91	
5018778492	Invoice	02/23/2024	02.23.2024 - CHILDRENS BOOKS	0.00	14.89	
	27.71.62302	CHILDRENS BOOKS	02.23.2024 - CHILDRENS BOOKS		14.89	
5018778493	Invoice	02/23/2024	02.23.2024 - CHILDRENS BOOKS	0.00	233.51	
	27.71.62302	CHILDRENS BOOKS	02.23.2024 - CHILDRENS BOOKS		233.51	
5018784282	Invoice	03/04/2024	03.04.2024 - AUDIO BOOKS	0.00	37.26	
	27.71.62304	AUDIO/VISUAL BOOKS	03.04.2024 - AUDIO BOOKS		37.26	
5018784334	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	88.55	
	27.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		88.55	
5018784335	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	65.44	
	27.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		65.44	
5018784336	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	21.80	
	27.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		21.80	
5018784337	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	18.84	
	27.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		18.84	
5018784338	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	21.50	
	27.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		21.50	
5018784339	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	21.15	
	27.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		21.15	
5018784340	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	66.07	
	01.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		66.07	
5018784341	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	14.14	
	27.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		14.14	
5018784342	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	14.80	
	27.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		14.80	
5018784343	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	145.43	
	27.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		145.43	
5018784344	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	22.44	
	27.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		22.44	
5018784345	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	64.54	
	27.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		64.54	
5018784346	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	32.36	
	27.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		32.36	
5018784347	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	21.12	
	27.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		21.12	
5018786968	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	377.89	
	27.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		377.89	
5018786969	Invoice	03/04/2024	03.04.2024 - ADULT BOOKS	0.00	22.45	
	27.71.62301	ADULT BOOKS	03.04.2024 - ADULT BOOKS		22.45	
5018793670	Invoice	03/06/2024	03.06.2024 - CHILDRENS BOOKS	0.00	17.57	
	27.71.62302	CHILDRENS BOOKS	03.06.2024 - CHILDRENS BOOKS		17.57	
H67971730	Invoice	02/07/2024	02.07.2024 - VIDEOS	0.00	38.75	
	01.71.62307	VIDEOS	02.07.2024 - VIDEOS		38.75	
H68046220	Invoice	02/13/2024	02.13.2024 - VIDEOS	0.00	34.22	
	01.71.62307	VIDEOS	02.13.2024 - VIDEOS		34.22	
H68062740	Invoice	02/15/2024	02.15.2024 - VIDEOS	0.00	23.26	
	01.71.62307	VIDEOS	02.15.2024 - VIDEOS		23.26	
H68121350	Invoice	02/22/2024	02.22.2024 - VIDEOS	0.00	69.42	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.71.62307	VIDEOS	02.22.2024 - VIDEOS		69.42	
H68131270	Invoice	02/22/2024	02.22.2024 - VIDEOS	0.00	27.33	
	01.71.62307	VIDEOS	02.22.2024 - VIDEOS		27.33	
H68131540	Invoice	02/22/2024	02.22.2024 - VIDEOS	0.00	71.21	
	01.71.62307	VIDEOS	02.22.2024 - VIDEOS		71.21	
H68149010	Invoice	02/23/2024	02.23.2024 - VIDEOS	0.00	15.06	
	01.71.62307	VIDEOS	02.23.2024 - VIDEOS		15.06	
H68245430	Invoice	03/05/2024	03.05.2024 - VIDEOS	0.00	24.89	
	01.71.62307	VIDEOS	03.05.2024 - VIDEOS		24.89	
	Void	03/21/2024	Regular	0.00	0.00	97497
	Void	03/21/2024	Regular	0.00	0.00	97498
00058	Bay Alarm	03/21/2024	Regular	0.00	600.24	97499
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
21238332	Invoice	03/01/2024	03.01.2024 - 550 SF BLVD-SPRINKLER INSP	0.00	600.24	
	01.41.61410		MAINTENANCE OTHER E		600.24	
00007	Bay Cities Joint Power Insurance Authority	03/21/2024	Regular	0.00	1,380.88	97500
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
BCJPIA-00098-20	Invoice	02/29/2024	02.29.2024 - WORKERS COMP/GEN LIAB -	0.00	1,380.88	
	40.21.61907		WORKERS COMPENSATIO		1,380.88	
00032	BRADY INDUSTRIES	03/21/2024	Regular	0.00	651.02	97501
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
8709182	Invoice	03/11/2024	03.11.2024 - BOOTS/GLOVES/OVERALLS	0.00	651.02	
	01.42.62200		DEPARTMENTAL SUPPLIE		651.02	
03555	Brian Nettz, CGCS	03/21/2024	Regular	0.00	300.00	97502
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
104	Invoice	03/13/2024	03.13.2024 - CONSULTATION - TH, MEM P	0.00	300.00	
	01.81.61104		OUTSIDE SERVICES-GROU		300.00	
03462	Bullet Liongson	03/21/2024	Regular	0.00	225.00	97503
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2432	Invoice	03/18/2024	03.18.2024 - SAN ANSELMO SUMMER CA	0.00	225.00	
	21.65.61905		PROMOTION/MARKETIN		225.00	
03570	CHASE ACE HARDWARE	03/21/2024	Regular	0.00	18.16	97504
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
32688	Invoice	01/26/2024	01.26.2024 - CUPBOARD TURN/SWITCH G	0.00	18.16	
	31.41.61506		BLDG. MAINT-OTHER		18.16	
01092	CMRTA	03/21/2024	Regular	0.00	150.00	97505
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
3489	Invoice	02/16/2024	02.16.2024 - MEMBERSHIP RENEWAL 202	0.00	150.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		150.00	
02315	Coastland Civil Engineering Inc.	03/21/2024	Regular	0.00	17,347.50	97506

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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		
58713	Invoice	02/29/2024	02.29.2024 - BUILDING DEPARTMENT SER	0.00	17,347.50	
	01.41.61157		PLAN CHECKING		17,347.50	
00072	Comcast	03/21/2024	Regular	0.00	179.43	97507
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
049-02222024	Invoice	02/22/2024	049 - TH CABLE TV - 02.27.24-03.26.24	0.00	179.43	
	42.21.63003		COMPUTER HARDWARE/ 049 - TH CABLE TV - 02.27.24-03		179.43	
02581	CSG Consultants	03/21/2024	Regular	0.00	500.00	97508
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
B232315	Invoice	01/02/2024	01.02.2024 - PLAN REVIEW - 1337 SAN A	0.00	500.00	
	01.41.61157		PLAN CHECKING		500.00	
00080	Department of Justice	03/21/2024	Regular	0.00	202.00	97509
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
700244	Invoice	12/05/2023	12.05.2023 - LIVESCAN - PARKSIDE PRESC	0.00	74.00	
	21.65.61137		FINGERPRINTING		74.00	
719277	Invoice	03/04/2024	03.04.2024 - FINGERPRINT APPS	0.00	64.00	
	01.41.61806		MISC HIRING EXPENSES		64.00	
719681	Invoice	03/04/2024	03.04.2024 - LIVESCAN - PARKSIDE PRESC	0.00	64.00	
	21.65.61137		FINGERPRINTING		64.00	
00087	Elite Tree Service	03/21/2024	Regular	0.00	8,640.00	97510
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-03-5	Invoice	03/19/2024	03.19.2024 - SYCAMORE/SA AVE - WEED	0.00	8,640.00	
	01.42.61144		Medians		8,640.00	
02622	Epstein Holtzaple Christo LLP	03/21/2024	Regular	0.00	12,732.50	97511
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
7310	Invoice	03/14/2024	03.14.2024 - GENERAL LEGAL COUNSEL	0.00	11,880.00	
	01.16.61138		GENERAL COUNSEL LEGA		11,880.00	
7311	Invoice	03/14/2024	03.14.2024 - LEGAL COUNSEL - PLANNING	0.00	220.00	
	01.16.61138		GENERAL COUNSEL LEGA		220.00	
7312	Invoice	03/14/2024	03.14.2024 - CUTLER V TSA - PCB LITIGATI	0.00	632.50	
	01.16.61138		GENERAL COUNSEL LEGA		632.50	
00017	Fairfax Building Supply Co. Inc.	03/21/2024	Regular	0.00	506.47	97512
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
279173	Invoice	03/12/2024	03.12.2024 - TAPE GUN/ALUMINUM DOO	0.00	32.06	
	01.81.61506		BLDG. MAINT-OTHER		32.06	
279178	Invoice	03/12/2024	03.12.2024 - LUMBER/CONCRETE	0.00	120.44	
	01.81.62200		DEPARTMENTAL SUPPLIE		120.44	
279469	Invoice	03/19/2024	03.19.2024 - STUD SENSOR/CORNER BRA	0.00	73.48	
	31.41.61506		BLDG. MAINT-OTHER		73.48	
279505	Invoice	03/19/2024	03.19.2024 - CONCRETE/LUMBER	0.00	280.49	
	15.81.63100		CONSTRUCTION		280.49	
02917	Global Office	03/21/2024	Regular	0.00	1,410.29	97513

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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			
AR30762	Invoice	03/08/2024	03.08.2024 - CANON COPIER - LEASE CON	0.00	1,410.29	
	42.21.63003		COMPUTER HARDWARE/		1,410.29	
00021	Good & Clean Company Inc	03/21/2024	Regular	0.00	11,305.00	97514
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
70278	Invoice	03/01/2024	03.01.2024 - GENERAL CLEANING	0.00	11,305.00	
	31.41.61501		BLDG. MAINT-JANITORIAL		3,278.45	
	34.41.61501		BLDG. MAINT-JANITORIAL		2,487.10	
	41.41.61701		UTILITIES		5,539.45	
00020	Hannibal's Inc Electrical Construction	03/21/2024	Regular	0.00	3,736.37	97515
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
25174	Invoice	03/11/2024	03.11.2024 - COUNCIL CHAMBERS AC INS	0.00	3,443.87	
	41.41.61701		UTILITIES		3,443.87	
25179	Invoice	03/20/2024	03.20.2024 - BUS STOP OVERHEAD ART LI	0.00	292.50	
	01.42.61150		OUTSIDE SERVICES-OTHE		292.50	
02399	HdL Coren & Cone	03/21/2024	Regular	0.00	2,162.00	97516
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SIN035424	Invoice	01/19/2024	01.19.2024 - CONTRACT SVCS PROP TAX-J	0.00	2,162.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		2,162.00	
02586	HdL Software LLC	03/21/2024	Regular	0.00	456.30	97517
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SIN035920	Invoice	01/31/2024	01.31.2024 - NEW ACCOUNTS PROCESSED	0.00	456.30	
	01.12.61150		OUTSIDE SERVICES-OTHE		456.30	
02410	Hinderliter de Llamas & Associates	03/21/2024	Regular	0.00	2,198.00	97518
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SIN036415	Invoice	03/11/2024	03.11.2024 - CNTRCT SVCS SALES TAX-JAN	0.00	1,598.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		1,598.00	
SIN036716	Invoice	03/15/2024	03.15.2024 - CONTRACT SVCS TRNSTN TA	0.00	600.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		600.00	
03196	Interstate Gas Services, Inc.	03/21/2024	Regular	0.00	1,600.00	97519
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
7021787	Invoice	03/11/2024	03.11.2024 - FY23 BOND DISCLOSURE-202	0.00	1,600.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		1,600.00	
00022	Jackson's Hardware Inc.	03/21/2024	Regular	0.00	32.85	97520
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
150752	Invoice	03/19/2024	03.19.2024 - WASHERS/HEX NUTS/COTTO	0.00	32.85	
	01.81.62200		DEPARTMENTAL SUPPLIE		32.85	
00022	Jackson's Hardware Inc.	03/21/2024	Regular	0.00	196.01	97521
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
150292	Invoice	03/12/2024	03.12.2024 - TRASH CAN/PAIL/WASHERS/	0.00	196.01	
	01.42.62200		DEPARTMENTAL SUPPLIE		196.01	
03659	Jonathan Leavitt	03/21/2024	Regular	0.00	55,250.00	97522

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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			
00021109	Invoice	03/20/2024	03.20.2024 - UNDERGROUNDING BOND -	0.00	50,000.00	
01.00.20377	Undergrounding Deposit	03.20.2024	03.20.2024 - UNDERGROUNDIN		50,000.00	
R14165	Invoice	03/18/2024	03.18.2024 - ROAD BOND REFUND - 14 PR	0.00	5,250.00	
01.00.20314	ROAD BOND	03.18.2024	03.18.2024 - ROAD BOND REFU		5,250.00	
00691	League of California Cities	03/21/2024	Regular	0.00	350.00	97523
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
9841	Invoice	01/22/2024	01.22.2024 - 2024 MEMBERSHIP DUES - N	0.00	350.00	
01.12.61302	DUES	01.22.2024	01.22.2024 - 2024 MEMBERSHI		350.00	
03407	Lefler Engineering, Inc	03/21/2024	Regular	0.00	185.00	97524
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
20024-47921	Invoice	02/20/2024	02.20.2024 - CITY HALL HVAC	0.00	185.00	
45.41.61150	OUTSIDE SERVICES-OTHE	02.20.2024	02.20.2024 - CITY HALL HVAC		185.00	
00029	Marin IT	03/21/2024	Regular	0.00	24,311.92	97525
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2024-122686	Invoice	02/29/2024	02.29.2024 - TECHNICIAN/SYSTEMS ENGI	0.00	5,292.50	
42.21.61150	OUTSIDE SERVICES-OTHE	02.29.2024	02.29.2024 - TECHNICIAN/SYSTE		5,292.50	
2024-122710	Invoice	03/04/2024	03.04.2024 - CISCO SOLUTION SUPPORT	0.00	1,326.00	
42.21.61150	OUTSIDE SERVICES-OTHE	03.04.2024	03.04.2024 - CISCO SOLUTION S		1,326.00	
2024-122729	Invoice	03/06/2024	03.06.2024 - AGREEMENT ONSITE SUPPO	0.00	5,720.00	
42.21.61150	OUTSIDE SERVICES-OTHE	03.06.2024	03.06.2024 - AGREEMENT ONSI		5,720.00	
2024-122730	Invoice	03/06/2024	03.06.2024 - AGREEMENT IT MGMT SUPP	0.00	5,026.67	
42.21.61150	OUTSIDE SERVICES-OTHE	03.06.2024	03.06.2024 - AGREEMENT IT M		5,026.67	
2024-122732	Invoice	03/05/2024	03.05.2024 - AGREEMENT AUTOMATE RE	0.00	2,117.50	
42.21.61150	OUTSIDE SERVICES-OTHE	03.05.2024	03.05.2024 - AGREEMENT AUTO		2,117.50	
2024-122739	Invoice	03/06/2024	03.06.2024 - SYSTEMS ENGINEER	0.00	1,341.25	
42.21.61150	OUTSIDE SERVICES-OTHE	03.06.2024	03.06.2024 - SYSTEMS ENGINEE		1,341.25	
2024-122755	Invoice	03/07/2024	03.07.2024 - AGREEMENT HOSTED BACK	0.00	1,000.00	
42.21.61150	OUTSIDE SERVICES-OTHE	03.07.2024	03.07.2024 - AGREEMENT HOST		1,000.00	
2024-122756	Invoice	03/07/2024	03.07.2024 - AGREEMENT MANAGED OFF	0.00	1,303.00	
42.21.61150	OUTSIDE SERVICES-OTHE	03.07.2024	03.07.2024 - AGREEMENT MAN		1,303.00	
2024-122760	Invoice	03/07/2024	03.07.2024 - CISCO SMART NET TOTAL CA	0.00	960.00	
42.21.61150	OUTSIDE SERVICES-OTHE	03.07.2024	03.07.2024 - CISCO SMART NET		960.00	
2024-25686	Invoice	03/19/2024	03.19.2024 - DNS-5 RENEWAL THRU 02.1	0.00	225.00	
42.21.61150	OUTSIDE SERVICES-OTHE	03.19.2024	03.19.2024 - DNS-5 RENEWAL T		225.00	
00142	Marin Municipal Water District	03/21/2024	Regular	0.00	12,645.74	97526
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
073-03082024	Invoice	03/08/2024	073 - CENTER BLVD AND FORREST - 01.05.	0.00	79.54	
01.81.61703	UTILITIES-WATER	073 - CENTER BLVD AND FORRE			79.54	
119-03142024	Invoice	03/19/2024	119 - MULTIPLE - 01.11.24-03.11.24	0.00	2,456.42	
01.81.61703	UTILITIES-WATER	119 - MULTIPLE - 01.11.24-03.1			2,456.42	
120-03142024	Invoice	03/14/2024	120 - MULTIPLE - 01.11.24-03.11.24	0.00	7,446.06	
01.81.61703	UTILITIES-WATER	120 - MULTIPLE - 01.11.24-03.1			7,446.06	
152-03142024	Invoice	03/14/2024	152 - SAN FRANCISCO BLVD - 01.11.24-03.	0.00	504.50	
01.42.61703	UTILITIES-WATER	152 - SAN FRANCISCO BLVD - 01			504.50	
216-03112024	Invoice	03/11/2024	216 - 237 CRESCENT RD - 01.09.24-03.06.	0.00	129.44	
01.81.61703	UTILITIES-WATER	216 - 237 CRESCENT RD - 01.09.			129.44	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
307-03112024	Invoice	03/11/2024	307 - 237 CRESCENT ROAD - 01.09.24-03.	0.00	97.60	
	01.81.61703		UTILITIES-WATER	307 - 237 CRESCENT ROAD - 01.	97.60	
665-03142024	Invoice	03/14/2024	665 - SAN FRANCISCO BLVD - 01.11.24-03.	0.00	157.55	
	01.42.61703		UTILITIES-WATER	665 - SAN FRANCISCO BLVD - 01	157.55	
752-03142024	Invoice	03/14/2024	752 - SUNNY HILLS DR - 01.11.24-03.11.2	0.00	544.26	
	01.81.61703		UTILITIES-WATER	752 - SUNNY HILLS DR - 01.11.2	544.26	
761-03142024	Invoice	03/14/2024	761/495 - REDHILL/MAGNOLIA CRED-01.1	0.00	108.48	
	01.42.61703		UTILITIES-WATER	761/495 - REDHILL/MAGNOLIA	-88.70	
	01.81.61703		UTILITIES-WATER	761/495 - REDHILL/MAGNOLIA	197.18	
808-03142024	Invoice	03/14/2024	808 - 525 SAN ANSELMO - 01.11.24-03.11	0.00	688.23	
	41.41.61701		UTILITIES	808 - 525 SAN ANSELMO - 01.11	688.23	
939-03142024	Invoice	03/14/2024	939 - 634 SAN ANSELMO AVE - 01.11.24-0	0.00	79.54	
	01.81.61703		UTILITIES-WATER	939 - 634 SAN ANSELMO AVE - 0	79.54	
943-03142024	Invoice	03/14/2024	943 - 237 CRESCENT RD - 01.11.24 - 03.11	0.00	354.12	
	01.81.61703		UTILITIES-WATER	943 - 237 CRESCENT RD - 01.11.	177.06	
	32.81.61703		UTILITIES-WATER	943 - 237 CRESCENT RD - 01.11.	177.06	
03524	Northwest Cascade, Inc.	03/21/2024	Regular	0.00	1,285.24	97527
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
0554053228	Invoice	03/12/2024	03.12.2024 - ADA COMPLIANT UNIT/SERV	0.00	1,285.24	
	01.81.61150		OUTSIDE SERVICES-OTHE	03.12.2024 - ADA COMPLIANT U	1,285.24	
03211	ODP Business Solutions LLC	03/21/2024	Regular	0.00	1,197.72	97528
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
351887876001	Invoice	01/24/2024	01.24.2024 - LIBRARY - OFFICE SUPPLIES	0.00	227.00	
	27.71.62200		DEPARTMENTAL SUPPLIE	01.24.2024 - LIBRARY - OFFICE S	227.00	
351898430001	Invoice	01/24/2024	01.24.2024 - LIBRARY - OFFICE SUPPLIES	0.00	23.05	
	27.71.62200		DEPARTMENTAL SUPPLIE	01.24.2024 - LIBRARY - OFFICE S	23.05	
351898431001	Invoice	01/25/2024	01.25.2024 - LIBRARY - OFFICE SUPPLIES	0.00	13.71	
	27.71.62200		DEPARTMENTAL SUPPLIE	01.25.2024 - LIBRARY - OFFICE S	13.71	
351898432001	Invoice	01/25/2024	01.25.2024 - LIBRARY - OFFICE SUPPLIES	0.00	10.87	
	27.71.62200		DEPARTMENTAL SUPPLIE	01.25.2024 - LIBRARY - OFFICE S	10.87	
355914162001	Invoice	02/29/2024	02.29.2024 - LIBRARY - OFFICE SUPPLIES	0.00	353.15	
	27.71.62200		DEPARTMENTAL SUPPLIE	02.29.2024 - LIBRARY - OFFICE S	353.15	
355914813001	Invoice	02/29/2024	02.29.2024 - LIBRARY - OFFICE SUPPLIES	0.00	45.92	
	27.71.62200		DEPARTMENTAL SUPPLIE	02.29.2024 - LIBRARY - OFFICE S	45.92	
355914814001	Invoice	02/29/2024	02.29.2024 - LIBRARY - OFFICE SUPPLIES	0.00	12.15	
	27.71.62200		DEPARTMENTAL SUPPLIE	02.29.2024 - LIBRARY - OFFICE S	12.15	
356502293001	Invoice	03/14/2024	03.14.2024 - LIBRARY - OFFICE SUPPLIES	0.00	62.92	
	27.71.62200		DEPARTMENTAL SUPPLIE	03.14.2024 - LIBRARY - OFFICE S	62.92	
357794703001	Invoice	03/07/2024	03.07.2024 - TONER - ADMIN	0.00	448.95	
	01.12.62000		OFFICE SUPPLIES	03.07.2024 - TONER - ADMIN	448.95	
00128	Pacific Gas & Electric	03/21/2024	Regular	0.00	144.91	97529
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
216-03132024	Invoice	03/13/2024	216 - IMAGINATION PARK - 02.06.24-03.0	0.00	144.91	
	14.81.61701		UTILITIES-ELECTRICITY	216 - IMAGINATION PARK - 02.0	144.91	
02554	Parkmobile LLC	03/21/2024	Regular	0.00	298.80	97530

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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			
INV37519	Invoice	02/29/2024	02.29.2024 - END USER FEES	0.00	298.80	
	13.42.61114		OUTSIDE SRV: PARKING		298.80	
00893	Perfect Timing Personnel Services, Inc.	03/21/2024	Regular	0.00	2,926.79	97531
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
53158	Invoice	03/18/2024	03.18.2024 - ADMINISTRATIVE SUPPORT -	0.00	1,591.21	
	01.41.60010		TEMPORARY HELP		1,591.21	
53159	Invoice	03/18/2024	03.18.2024 - ADMININSTRATIVE SUPPORT	0.00	1,335.58	
	01.82.60010		TEMPORARY HELP		1,068.46	
	21.65.60010		TEMPORARY HELP		267.12	
03639	Quadient Leasing USA, Inc.	03/21/2024	Regular	0.00	576.62	97532
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
Q1242593	Invoice	03/11/2024	03.11.2024 - POSTAGE MACHINE LEASE	0.00	576.62	
	01.12.62003		POSTAGE		115.32	
	01.18.62003		POSTAGE		115.32	
	01.41.62003		POSTAGE		115.32	
	01.71.62003		POSTAGE		115.32	
	01.82.62003		POSTAGE		115.34	
03346	Sage Energy Consulting - NV5 Inc.	03/21/2024	Regular	0.00	808.75	97533
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
000000377923	Invoice	03/07/2024	03.07.2024 - PROFESSIONAL SVCS - 01.28.	0.00	808.75	
	90.41.61100		OUTSIDE SERVICES		808.75	
01329	San Anselmo Community Foundation	03/21/2024	Regular	0.00	3,500.00	97534
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
006	Invoice	03/16/2024	03.16.2024 - Flower Basket Contribution	0.00	3,500.00	
	01.21.61903		PROMOTION OF COMME		3,500.00	
03661	Tarrell Kullaway	03/21/2024	Regular	0.00	369.97	97535
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0011894	Invoice	03/19/2024	03.19.2024 - REIMB - YOSEMITE TRAININ	0.00	369.97	
	01.11.61000		TRAINING		369.97	
00351	The Bank of New York Mellon Trust Company, N	03/21/2024	Regular	0.00	825.00	97536
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
252-2618059	Invoice	03/11/2024	03.11.2024 - 2011 GO REFUNDING BOND	0.00	825.00	
	29.00.61143		OUTSIDE SERVICES: BON		825.00	
03660	Theodore Mazzone	03/21/2024	Regular	0.00	3,000.00	97537
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
R14556	Invoice	03/18/2024	03.18.2024 - ROAD BOND REFUND - 23 L	0.00	3,000.00	
	01.00.20314		ROAD BOND		3,000.00	
03207	Toni DeFrancis	03/21/2024	Regular	0.00	200.00	97538
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2024-TC312	Invoice	03/18/2024	03.18.2024 - TRANSCRIPTION - TC 03.12.2	0.00	200.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		200.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00215	Transbay Lock	03/21/2024	Regular	0.00	72.00	97539
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
90228	Invoice	03/12/2024	03.12.2024 - MASTER COMBO PADLOCKS	0.00	72.00	
01.81.62200			DEPARTMENTAL SUPPLIE		72.00	
03637	Verdek LLC	03/21/2024	Regular	0.00	7,015.19	97540
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1045	Invoice	03/18/2024	03.18.2024 - EV CHANGE STATION + INSTA	0.00	7,015.19	
15.90.63100			CONSTRUCTION		7,015.19	
02905	Wells Fargo Vendor Financial Services, LLC	03/21/2024	Regular	0.00	925.01	97541
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
5029032015	Invoice	03/12/2024	03.12.2024 - CANON COPIER LEASE	0.00	925.01	
42.21.63003			COMPUTER HARDWARE/		925.01	
03662	DMR Builders	03/25/2024	Regular	0.00	44,006.52	97542
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0011932	Invoice	03/22/2024	03.21.2024 - TOWN HALL HVAC - PROGRE	0.00	44,006.52	
45.41.61150			OUTSIDE SERVICES-OTHE		44,006.52	
00391	Verizon Wireless	03/01/2024	Bank Draft	0.00	1,434.14	DFT05083
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
9956569339	Invoice	03/01/2024	02.12.2024 - CELLULAR - 01.13.24-02.12.2	0.00	1,434.14	
01.12.61705			UTILITIES-TELEPHONE		51.64	
01.18.61705			UTILITIES-TELEPHONE		38.01	
01.41.61705			UTILITIES-TELEPHONE		764.10	
01.42.61705			UTILITIES-TELEPHONE		490.08	
21.63.61179			PARKSIDE SERVICES		38.01	
21.63.61187			ROBSON AFTER SCHOOL		52.30	
01662	CalPERS	03/01/2024	Bank Draft	0.00	6,978.05	DFT05084
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0011828	Invoice	03/01/2024	March 2024 CalPERS Health	0.00	6,978.05	
01.21.60401			RETIREE HEALTH BENEFIT		6,750.00	
01.21.60401			RETIREE HEALTH BENEFIT		180.92	
01.21.60401			RETIREE HEALTH BENEFIT		47.13	
00362	Town of San Anselmo	03/06/2024	Bank Draft	0.00	274,015.72	DFT05110
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0011861	Invoice	03/06/2024	3-15-2024 TSA To Fund Payroll	0.00	274,015.72	
01.00.20299			PAYROLL PAYABLE		197,624.89	
01.00.20299			PAYROLL PAYABLE		3,489.03	
01.00.20299			PAYROLL PAYABLE		-1,420.09	
15.00.20299			PAYROLL PAYABLE		9,995.14	
15.00.20299			PAYROLL PAYABLE		-40.00	
19.00.20299			PAYROLL PAYABLE		11,807.32	
21.00.20299			PAYROLL PAYABLE		40,439.70	
21.00.20299			PAYROLL PAYABLE		-215.00	
27.00.20299			PAYROLL PAYABLE		12,302.43	
60.00.20299			PAYROLL PAYABLE		32.30	
00128	Pacific Gas & Electric	03/18/2024	Bank Draft	0.00	541.07	DFT05114

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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		
355-03182024	Invoice	03/18/2024	355 - CORPYARD UTILITIES - 02.05.24-03.0	0.00	541.07	
	41.41.61701		UTILITIES		541.07	
00072	Comcast	03/14/2024	Bank Draft	0.00	166.98	DFT05115
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
758-03142024	Invoice	03/14/2024	758 - TH INTERNET - 02.24.24-03.23.24	0.00	166.98	
	42.21.61150		OUTSIDE SERVICES-OTHE		166.98	
03344	CSG Forte Payments Inc.	03/10/2024	Bank Draft	0.00	511.96	DFT05116
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
0011758415	Invoice	02/29/2024	02.29.2024 - CREDIT CARD PROCESSING -	0.00	511.96	
	21.65.61177		CHG CARDS		511.96	
03344	CSG Forte Payments Inc.	03/10/2024	Bank Draft	0.00	2,419.30	DFT05117
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
0011758658	Invoice	02/29/2024	02.29.2024 - CREDIT CARD PROCESSING -	0.00	2,419.30	
	21.65.61177		CHG CARDS		2,419.30	
03554	Doc Bailey Construction Equipment Inc	03/12/2024	Bank Draft	0.00	4,882.50	DFT05118
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
40949	Invoice	03/12/2024	03.12.2024 - INSULATED BUCKET TRUCK	0.00	4,882.50	
	40.21.61906		LIABILITY INSURANCE CLA		4,882.50	
00402	US Bank	03/07/2024	Bank Draft	0.00	27,507.16	DFT05151
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0011714	Invoice	03/08/2024	01.25.2024 - WARNER - CUCINA	0.00	50.00	
	01.11.62200		DEPARTMENTAL SUPPLIE		50.00	
INV0011715	Invoice	03/08/2024	12.31.2024 - WARNER - BARTON'S	0.00	13.50	
	01.12.61000		TRAINING		13.50	
INV0011716	Invoice	03/08/2024	01.23.2024 - CLIFFORD - AMAZON	0.00	31.63	
	01.41.62200		DEPARTMENTAL SUPPLIE		31.63	
INV0011717	Invoice	03/08/2024	01.23.2024 - CLIFFORD - AMAZON	0.00	11.90	
	01.12.62200		DEPARTMENTAL SUPPLIE		11.90	
INV0011718	Invoice	03/08/2024	01.24.2024 - CLIFFORD - FORMSWIFT	0.00	1.95	
	01.12.62200		DEPARTMENTAL SUPPLIE		1.95	
INV0011719	Invoice	03/08/2024	01.29.2024 - CLIFFORD - MARIN IJ	0.00	14.00	
	01.12.61302		DUES		14.00	
INV0011720	Invoice	03/08/2024	01.30.2024 - CLIFFORD - CSMFO	0.00	135.00	
	01.12.61302		DUES		135.00	
INV0011721	Invoice	03/08/2024	02.05.2024 - CLIFFORD - AMAZON	0.00	32.29	
	01.12.62200		DEPARTMENTAL SUPPLIE		32.29	
INV0011722	Invoice	03/08/2024	02.06.2024 - CLIFFORD - ADOBE	0.00	726.30	
	42.21.63003		COMPUTER HARDWARE/		726.30	
INV0011723	Invoice	03/08/2024	02.13.2024 - CLIFFORD - COMCAST	0.00	268.98	
	42.21.63003		COMPUTER HARDWARE/		268.98	
INV0011724	Invoice	03/08/2024	02.16.2024 - CLIFFORD - COMCAST	0.00	160.26	
	42.21.63003		COMPUTER HARDWARE/		160.26	
INV0011725	Invoice	03/08/2024	02.17.2024 - CLIFFORD - AMAZON	0.00	65.54	
	01.12.62200		DEPARTMENTAL SUPPLIE		65.54	
INV0011726	Invoice	03/08/2024	01.27.2024 - WASKEY - COMFORTS	0.00	16.50	

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ITEM 1.6 - ATTACHMENT 1

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.71.61132	OUTSIDE SVCS-PROGRAM	01.27.2024 - WASKEY - COMFO		16.50	
INV0011727	Invoice	03/08/2024	02.02.2024 - WASKEY - COLLABORATIVE S	0.00	35.95	
	01.71.62302	CHILDRENS BOOKS	02.02.2024 - WASKEY - COLLAB		35.95	
INV0011728	Invoice	03/08/2024	02.09.2024 - WASKEY - ANDRONICO'S	0.00	2.01	
	01.71.61132	OUTSIDE SVCS-PROGRAM	02.09.2024 - WASKEY - ANDRO		2.01	
INV0011729	Invoice	03/08/2024	02.13.2024 - WASKEY - CVS	0.00	9.49	
	01.71.61132	OUTSIDE SVCS-PROGRAM	02.13.2024 - WASKEY - CVS		9.49	
INV0011730	Invoice	03/08/2024	02.13.2024 - WASKEY - MICHAEL'S	0.00	13.62	
	01.71.61132	OUTSIDE SVCS-PROGRAM	02.13.2024 - WASKEY - MICHAEL'S		13.62	
INV0011731	Invoice	03/08/2024	01.24.2024 - KENTON - CROWN AND ANC	0.00	23.76	
	01.11.61000	TRAINING	01.24.2024 - KENTON - CROWN		23.76	
INV0011732	Invoice	03/08/2024	01.24.2024 - KENTON - HOTEL PACIFIC	0.00	163.22	
	01.11.61000	TRAINING	01.24.2024 - KENTON - HOTEL P		163.22	
INV0011733	Invoice	03/08/2024	01.24.2024 - KENTON - HOTEL PACIFIC	0.00	151.58	
	01.11.61000	TRAINING	01.24.2024 - KENTON - HOTEL P		151.58	
INV0011734	Invoice	03/08/2024	01.24.2024 - KENTON - HOTEL PACIFIC	0.00	214.32	
	01.11.61000	TRAINING	01.24.2024 - KENTON - HOTEL P		214.32	
INV0011735	Invoice	03/08/2024	01.24.2024 - KENTON - KUMA SUSHI	0.00	37.23	
	01.11.61000	TRAINING	01.24.2024 - KENTON - KUMA S		37.23	
INV0011736	Invoice	03/08/2024	01.25.2024 - KENTON - ALLIANCE MART G	0.00	75.72	
	01.11.61000	TRAINING	01.25.2024 - KENTON - ALLIANC		75.72	
INV0011737	Invoice	03/08/2024	01.26.2024 - KENTON - HOTEL PACIFIC	0.00	151.58	
	01.11.61000	TRAINING	01.26.2024 - KENTON - HOTEL P		151.58	
INV0011738	Invoice	03/08/2024	01.25.2024 - KENTON - LITTLE NAPOLI	0.00	74.52	
	01.11.61000	TRAINING	01.25.2024 - KENTON - LITTLE N		74.52	
INV0011739	Invoice	03/08/2024	02.07.2024 - KENTON - LIBRARY STORE	0.00	1,119.19	
	01.71.62200	DEPARTMENTAL SUPPLIE	02.07.2024 - KENTON - LIBRARY		1,119.19	
INV0011740	Invoice	03/08/2024	02.09.2024 - KENTON - ATLANTIC MONTH	0.00	74.99	
	01.71.62305	MAGAZINES AND NEWSP	02.09.2024 - KENTON - ATLANTI		74.99	
INV0011741	Invoice	03/08/2024	02.01.2024 - DONERY - AMAZON	0.00	110.88	
	01.12.62000	OFFICE SUPPLIES	02.01.2024 - DONERY - AMAZO		110.88	
INV0011742	Invoice	03/08/2024	02.06.2024 - DONERY - HILDA'S COFFEE S	0.00	73.87	
	01.11.61000	TRAINING	02.06.2024 - DONERY - HILDA'S		73.87	
INV0011743	Invoice	03/08/2024	02.06.2024 - DONERY - JINJA RAMEN	0.00	24.77	
	01.12.61000	TRAINING	02.06.2024 - DONERY - JINJA RA		24.77	
INV0011744	Invoice	03/08/2024	02.05.2024 - DONERY - UNITED AIRLINES	0.00	45.00	
	01.12.61000	TRAINING	02.05.2024 - DONERY - UNITED		45.00	
INV0011745	Invoice	03/08/2024	02.05.2024 - DONERY - UNITED AIRLINES	0.00	17.00	
	01.12.61000	TRAINING	02.05.2024 - DONERY - UNITED		17.00	
INV0011746	Invoice	03/08/2024	02.05.2024 - DONERY - UNITED AIRLINES	0.00	30.00	
	01.12.61000	TRAINING	02.05.2024 - DONERY - UNITED		30.00	
INV0011747	Invoice	03/08/2024	02.05.2024 - DONERY - UNITED AIRLINES	0.00	40.00	
	01.12.61000	TRAINING	02.05.2024 - DONERY - UNITED		40.00	
INV0011748	Invoice	03/08/2024	02.05.2024 - DONERY - UNITED AIRLINES	0.00	30.00	
	01.12.61000	TRAINING	02.05.2024 - DONERY - UNITED		30.00	
INV0011749	Invoice	03/08/2024	02.05.2024 - DONERY - UNITED AIRLINES	0.00	40.00	
	01.12.61000	TRAINING	02.05.2024 - DONERY - UNITED		40.00	
INV0011750	Invoice	03/08/2024	02.08.2021 - DONERY - LYFT	0.00	27.82	
	01.12.61000	TRAINING	02.08.2021 - DONERY - LYFT		27.82	
INV0011751	Invoice	03/08/2024	02.09.2024 - DONERY - LYFT	0.00	24.97	
	01.12.61000	TRAINING	02.09.2024 - DONERY - LYFT		24.97	
INV0011752	Invoice	03/08/2024	02.09.2024 - DONERY - BURBANK AIRPOR	0.00	37.48	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.12.61000	TRAINING	02.09.2024 - DONERY - BURBAN		37.48	
INV0011753	Invoice	03/08/2024	02.09.2024 - DONERY - PARK SFO	0.00	68.97	
	01.12.61000	TRAINING	02.09.2024 - DONERY - PARK SF		68.97	
INV0011754	Invoice	03/08/2024	02.09.2024 - DONERY - LOEW'S HOTELS	0.00	905.47	
	01.12.61000	TRAINING	02.09.2024 - DONERY - LOEW'S		905.47	
INV0011756	Invoice	03/08/2024	02.15.2024 - DONERY - POSTAL SERVICES	0.00	15.00	
	01.12.61150	OUTSIDE SERVICES-OTHE	02.15.2024 - DONERY - POSTAL		15.00	
INV0011757	Invoice	03/08/2024	02.16.2024 - DONERY - INSALATA'S	0.00	73.18	
	01.11.61000	TRAINING	02.16.2024 - DONERY - INSALAT		73.18	
INV0011758	Invoice	03/08/2024	02.16.2024 - DONERY - ADOBE	0.00	19.99	
	01.12.61150	OUTSIDE SERVICES-OTHE	02.16.2024 - DONERY - ADOBE		19.99	
INV0011763	Invoice	03/08/2024	01.24.2024 - O'GRADY - CPRS	0.00	60.00	
	21.65.61302	DUES	01.24.2024 - O'GRADY - CPRS		60.00	
INV0011764	Invoice	03/08/2024	01.30.2024 - O'GRADY - AMAZON	0.00	188.18	
	21.62.62971	ADULT ART & CULTURE S	01.30.2024 - O'GRADY - AMAZO		188.18	
INV0011765	Invoice	03/08/2024	01.30.2024 - O'GRADY - COMCAST	0.00	97.03	
	21.63.61187	ROBSON AFTER SCHOOL	01.30.2024 - O'GRADY - COMCA		97.03	
INV0011766	Invoice	03/08/2024	01.30.2024 - O'GRADY - AMAZON	0.00	52.43	
	21.62.62971	ADULT ART & CULTURE S	01.30.2024 - O'GRADY - AMAZO		52.43	
INV0011767	Invoice	03/08/2024	02.01.2024 - O'GRADY - LULU AND GEOR	0.00	786.42	
	21.65.63100	CAPITAL OUTLAY - CONST	02.01.2024 - O'GRADY - LULU A		786.42	
INV0011768	Invoice	03/08/2024	02.08.2024 - O'GRADY - CPRS	0.00	60.00	
	21.65.61302	DUES	02.08.2024 - O'GRADY - CPRS		60.00	
INV0011769	Invoice	03/08/2024	02.13.2024 - O'GRADY - TARGET	0.00	191.19	
	21.63.61187	ROBSON AFTER SCHOOL	02.13.2024 - O'GRADY - TARGET		191.19	
INV0011770	Invoice	03/08/2024	02.13.2024 - O'GRADY - TARGET	0.00	5.00	
	21.63.61187	ROBSON AFTER SCHOOL	02.13.2024 - O'GRADY - TARGET		5.00	
INV0011771	Invoice	03/08/2024	02.13.2024 - O'GRADY - AMAZON	0.00	56.54	
	21.63.62987	ROBSON AFTER SCHOOL	02.13.2024 - O'GRADY - AMAZO		56.54	
INV0011772	Invoice	03/08/2024	02.14.2024 - O'GRADY - AMAZON	0.00	386.56	
	21.63.62987	ROBSON AFTER SCHOOL	02.14.2024 - O'GRADY - AMAZO		386.56	
INV0011773	Invoice	03/08/2024	02.13.2024 - O'GRADY - ORIENTAL TRADI	0.00	330.85	
	21.63.62978	TODDLER ENRICHMENT S	02.13.2024 - O'GRADY - ORIENT		330.85	
INV0011774	Invoice	03/08/2024	02.21.2024 - O'GRADY - TARGET	0.00	63.91	
	21.63.62987	ROBSON AFTER SCHOOL	02.21.2024 - O'GRADY - TARGET		63.91	
INV0011775	Invoice	03/08/2024	02.21.2024 - O'GRADY - TARGET	0.00	31.15	
	21.63.62978	TODDLER ENRICHMENT S	02.21.2024 - O'GRADY - TARGET		31.15	
INV0011776	Invoice	03/08/2024	02.21.2024 - O'GRADY - TARGET	0.00	15.57	
	21.63.62978	TODDLER ENRICHMENT S	02.21.2024 - O'GRADY - TARGET		15.57	
INV0011777	Invoice	03/08/2024	02.21.2024 - O'GRADY - TARGET	0.00	98.73	
	21.63.62978	TODDLER ENRICHMENT S	02.21.2024 - O'GRADY - TARGET		98.73	
INV0011778	Invoice	03/08/2024	02.21.2024 - O'GRADY - TARGET	0.00	177.57	
	21.63.62987	ROBSON AFTER SCHOOL	02.21.2024 - O'GRADY - TARGET		177.57	
INV0011779	Invoice	03/08/2024	02.21.2024 - O'GRADY - AMAZON	0.00	18.89	
	21.63.62987	ROBSON AFTER SCHOOL	02.21.2024 - O'GRADY - AMAZO		18.89	
INV0011780	Invoice	03/08/2024	01.24.2024 - MIHAN - ALL STAR SPORTS	0.00	174.76	
	21.61.62965	SOFTBALL SUPPLIES	01.24.2024 - MIHAN - ALL STAR		174.76	
INV0011781	Invoice	03/08/2024	01.23.2024 - MIHAN - ACE	0.00	39.29	
	21.65.61905	PROMOTION/MARKETIN	01.23.2024 - MIHAN - ACE		39.29	
INV0011782	Invoice	03/08/2024	02.07.2024 - MIHAN - ALL STAR SPORTS	0.00	53.69	
	21.61.62965	SOFTBALL SUPPLIES	02.07.2024 - MIHAN - ALL STAR		53.69	
INV0011783	Invoice	03/08/2024	02.14.2024 - MIHAN - SURVEY MONKEY	0.00	99.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	21.65.61302	DUES	02.14.2024 - MIHAN - SURVEY		99.00	
INV0011784	Invoice	03/08/2024	02.21.2024 - MIHAN - ACE	0.00	87.29	
	21.61.62965	SOFTBALL SUPPLIES	02.21.2024 - MIHAN - ACE		87.29	
INV0011785	Invoice	03/08/2024	01.26.2024 - LEYLAND - SAN ANSELMO C	0.00	31.05	
	01.71.61132	OUTSIDE SVCS-PROGRAM	01.26.2024 - LEYLAND - SAN AN		31.05	
INV0011786	Invoice	03/08/2024	02.15.2024 - LEYLAND - LULU PRESS	0.00	45.59	
	01.71.61132	OUTSIDE SVCS-PROGRAM	02.15.2024 - LEYLAND - LULU PR		45.59	
INV0011787	Invoice	03/08/2024	01.25.2024 - BORTIS - AMAZON	0.00	162.92	
	21.65.61403	MAINTENANCE-COMPUT	01.25.2024 - BORTIS - AMAZON		162.92	
INV0011788	Invoice	03/08/2024	01.25.2024 - BORTIS - AMAZON	0.00	99.73	
	21.65.61403	MAINTENANCE-COMPUT	01.25.2024 - BORTIS - AMAZON		99.73	
INV0011789	Invoice	03/08/2024	02.02.2024 - BORTIS - COSTCO	0.00	75.98	
	21.64.62999	MISCELLANEOUS EXPENS	02.02.2024 - BORTIS - COSTCO		75.98	
INV0011790	Invoice	03/08/2024	02.04.2024 - BORTIS - AMAZON	0.00	43.29	
	21.65.62000	OFFICE SUPPLIES	02.04.2024 - BORTIS - AMAZON		43.29	
INV0011791	Invoice	03/08/2024	02.15.2024 - BORTIS - AMAZON	0.00	6.33	
	21.64.62999	MISCELLANEOUS EXPENS	02.15.2024 - BORTIS - AMAZON		6.33	
INV0011792	Invoice	03/08/2024	02.14.2024 - BORTIS - VISTA PRINT	0.00	60.06	
	21.65.62200	DEPARTMENTAL SUPPLIE	02.14.2024 - BORTIS - VISTA PRI		60.06	
INV0011793	Invoice	03/08/2024	02.15.2024 - BORTIS - ICADSTORE.COM	0.00	349.95	
	21.65.61403	MAINTENANCE-COMPUT	02.15.2024 - BORTIS - ICADSTOR		349.95	
INV0011794	Invoice	03/08/2024	02.15.2024 - BORTIS - AMAZON	0.00	138.50	
	21.65.62000	OFFICE SUPPLIES	02.15.2024 - BORTIS - AMAZON		138.50	
INV0011795	Invoice	03/08/2024	02.15.2024 - BORTIS - AMAZON	0.00	17.04	
	21.65.62200	DEPARTMENTAL SUPPLIE	02.15.2024 - BORTIS - AMAZON		17.04	
INV0011796	Invoice	03/08/2024	02.16.2024 - BORTIS - CARD NOX	0.00	0.01	
	21.64.62999	MISCELLANEOUS EXPENS	02.16.2024 - BORTIS - CARD NO		0.01	
INV0011797	Invoice	03/08/2024	02.21.2024 - BORTIS - AMAZON	0.00	98.30	
	21.65.61403	MAINTENANCE-COMPUT	02.21.2024 - BORTIS - AMAZON		98.30	
INV0011798	Invoice	03/08/2024	01.23.2024 - AVILA - SAFEWAY	0.00	39.47	
	01.11.62200	DEPARTMENTAL SUPPLIE	01.23.2024 - AVILA - SAFEWAY		39.47	
INV0011799	Invoice	03/08/2024	01.23.2024 - AVILA - SAFEWAY	0.00	1.69	
	01.11.62200	DEPARTMENTAL SUPPLIE	01.23.2024 - AVILA - SAFEWAY		1.69	
INV0011800	Invoice	03/08/2024	01.23.2024 - AVILA - COMFORTS	0.00	69.50	
	01.11.62200	DEPARTMENTAL SUPPLIE	01.23.2024 - AVILA - COMFORTS		69.50	
INV0011801	Invoice	03/08/2024	01.23.2024 - AVILA - COMFORTS	0.00	15.50	
	01.11.62200	DEPARTMENTAL SUPPLIE	01.23.2024 - AVILA - COMFORTS		15.50	
INV0011802	Invoice	03/08/2024	02.14.2024 - AVILA - MOONLIGHT DELI	0.00	133.20	
	01.11.62200	DEPARTMENTAL SUPPLIE	02.14.2024 - AVILA - MOONLIG		133.20	
INV0011803	Invoice	03/08/2024	02.13.2024 - AVILA - SAFEWAY	0.00	24.08	
	01.11.62200	DEPARTMENTAL SUPPLIE	02.13.2024 - AVILA - SAFEWAY		24.08	
INV0011804	Invoice	03/08/2024	02.19.2024 - AVILA - AMAZON	0.00	348.51	
	01.11.62200	DEPARTMENTAL SUPPLIE	02.19.2024 - AVILA - AMAZON		348.51	
INV0011807	Invoice	03/08/2024	01.23.2024 - JONES - AMAZON	0.00	13.10	
	21.63.62979	PARKSIDE SUPPLIES	01.23.2024 - JONES - AMAZON		13.10	
INV0011808	Invoice	03/08/2024	01.23.2024 - JONES - AMAZON	0.00	69.88	
	21.63.62979	PARKSIDE SUPPLIES	01.23.2024 - JONES - AMAZON		69.88	
INV0011809	Invoice	03/08/2024	02.09.2024 - JONES - AMAZON	0.00	31.42	
	21.63.62979	PARKSIDE SUPPLIES	02.09.2024 - JONES - AMAZON		31.42	
INV0011810	Invoice	03/08/2024	02.10.2024 - JONES - AMAZON	0.00	14.18	
	21.63.62979	PARKSIDE SUPPLIES	02.10.2024 - JONES - AMAZON		14.18	
INV0011811	Invoice	03/08/2024	02.11.2024 - JONES - AMAZON	0.00	50.24	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	21.63.62979	PARKSIDE SUPPLIES	02.11.2024 - JONES - AMAZON		50.24	
INV0011812	Invoice	03/08/2024	02.13.2024 - JONES - AMAZON	0.00	10.91	
	21.63.62979	PARKSIDE SUPPLIES	02.13.2024 - JONES - AMAZON		10.91	
INV0011813	Invoice	03/08/2024	02.15.2024 - JONES - ROARING FOAM	0.00	103.50	
	21.63.61179	PARKSIDE SERVICES	02.15.2024 - JONES - ROARING		51.75	
	21.63.61184	CAMP KIDMARIN MIGHT	02.15.2024 - JONES - ROARING		51.75	
INV0011814	Invoice	03/08/2024	02.16.2024 - JONES - LAKESHORE	0.00	1,955.70	
	21.65.63100	CAPITAL OUTLAY - CONST	02.16.2024 - JONES - LAKESHOR		1,955.70	
INV0011815	Invoice	03/08/2024	02.15.2024 - JONES - HOME DEPOT	0.00	344.16	
	21.65.63100	CAPITAL OUTLAY - CONST	02.15.2024 - JONES - HOME DEP		344.16	
INV0011816	Invoice	03/08/2024	02.19.2024 - JONES - AMAZON	0.00	43.56	
	21.63.62979	PARKSIDE SUPPLIES	02.19.2024 - JONES - AMAZON		43.56	
INV0011817	Invoice	03/08/2024	01.24.2024 - MAUK - AMAZON	0.00	97.90	
	21.65.62200	DEPARTMENTAL SUPPLIE	01.24.2024 - MAUK - AMAZON		97.90	
INV0011818	Invoice	03/08/2024	01.24.2024 - MAUK - AMAZON	0.00	138.73	
	21.65.62200	DEPARTMENTAL SUPPLIE	01.24.2024 - MAUK - AMAZON		138.73	
INV0011819	Invoice	03/08/2024	01.28.2024 - MAUK - AMAZON	0.00	39.84	
	21.65.62200	DEPARTMENTAL SUPPLIE	01.28.2024 - MAUK - AMAZON		39.84	
INV0011820	Invoice	03/08/2024	01.31.2024 - MAUK - LOTUS	0.00	124.00	
	21.65.61000	TRAINING	01.31.2024 - MAUK - LOTUS		124.00	
INV0011821	Invoice	03/08/2024	01.31.2024 - MAUK - AMAZON	0.00	16.38	
	21.65.62200	DEPARTMENTAL SUPPLIE	01.31.2024 - MAUK - AMAZON		16.38	
INV0011822	Invoice	03/08/2024	02.06.2024 - MAUK - MARIN ROASTERS	0.00	45.42	
	21.65.61000	TRAINING	02.06.2024 - MAUK - MARIN RO		45.42	
INV0011823	Invoice	03/08/2024	02.13.2024 - MAUK - SUNNY BUNNY	0.00	1,639.00	
	60.14.62904	EGG HUNT	02.13.2024 - MAUK - SUNNY BU		1,639.00	
INV0011824	Invoice	03/08/2024	02.14.2024 - MAUK - OTC	0.00	161.73	
	60.14.62904	EGG HUNT	02.14.2024 - MAUK - OTC		161.73	
INV0011825	Invoice	03/08/2024	02.17.2024 - MAUK - OFFICE DEPOT	0.00	43.69	
	21.65.62200	DEPARTMENTAL SUPPLIE	02.17.2024 - MAUK - OFFICE DE		43.69	
INV0011826	Invoice	03/08/2024	02.16.2024 - MAUK - AMAZON	0.00	207.50	
	21.65.62200	DEPARTMENTAL SUPPLIE	02.16.2024 - MAUK - AMAZON		207.50	
INV0011827	Invoice	03/08/2024	02.16.2024 - MAUK - AMAZON	0.00	132.30	
	21.65.62200	DEPARTMENTAL SUPPLIE	02.16.2024 - MAUK - AMAZON		132.30	
INV0011866	Invoice	03/08/2024	01.30.2024 - SCOBLE - POSTAL SERVICE PL	0.00	18.86	
	01.18.62003	POSTAGE	01.30.2024 - SCOBLE - POSTAL S		18.86	
INV0011867	Invoice	03/08/2024	02.01.2024 - SCOBLE - SURVEY MONKEY	0.00	300.00	
	01.18.62200	DEPARTMENTAL SUPPLIE	02.01.2024 - SCOBLE - SURVEY		300.00	
INV0011868	Invoice	03/08/2024	02.08.2024 - SCOBLE - ESRI-GIS	0.00	765.00	
	01.18.62200	DEPARTMENTAL SUPPLIE	02.08.2024 - SCOBLE - ESRI-GIS		765.00	
INV0011869	Invoice	03/08/2024	02.08.2024 - SCOBLE - SURVEY MONKEY	0.00	173.74	
	01.18.62200	DEPARTMENTAL SUPPLIE	02.08.2024 - SCOBLE - SURVEY		173.74	
INV0011870	Invoice	03/08/2024	02.21.2024 - SCOBLE - BAGS	0.00	800.93	
	90.41.61100	OUTSIDE SERVICES	02.21.2024 - SCOBLE - BAGS		800.93	
INV0011872	Invoice	03/08/2024	02.01.2024 - CONDRY - CREEKSIDE	0.00	164.75	
	01.41.62200	DEPARTMENTAL SUPPLIE	02.01.2024 - CONDRY - CREEKSI		164.75	
INV0011873	Invoice	03/08/2024	02.04.2024 - CONDRY - HILDAS	0.00	33.36	
	01.41.62200	DEPARTMENTAL SUPPLIE	02.04.2024 - CONDRY - HILDAS		33.36	
INV0011874	Invoice	03/08/2024	02.04.2024 - CONDRY - THE RIGHT ONE	0.00	87.39	
	01.41.62200	DEPARTMENTAL SUPPLIE	02.04.2024 - CONDRY - THE RIG		87.39	
INV0011875	Invoice	03/08/2024	02.13.2024 - CONDRY - GARDEN CAFE	0.00	194.88	
	01.41.62200	DEPARTMENTAL SUPPLIE	02.13.2024 - CONDRY - GARDEN		194.88	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INV0011876	Invoice	03/08/2024	02.20.2024 - CONDRY - ASCE	0.00	311.00	
	01.41.61302	DUES	02.20.2024 - CONDRY - ASCE		311.00	
INV0011877	Invoice	03/08/2024	01.24.2024 - HEALY - PRESRAY CORP/FRES	0.00	4,689.36	
	01.41.61154	OUTSIDE SERVICES - FLO	01.24.2024 - HEALY - PRESRAY C		4,857.98	
	01.41.61506	BLDG. MAINT-OTHER	01.24.2024 - HEALY - PRESRAY C		-168.62	
INV0011878	Invoice	03/08/2024	02.12.2024 - HEALY - FRESHWATER SYSTE	0.00	112.11	
	01.81.62200	DEPARTMENTAL SUPPLIE	02.12.2024 - HEALY - FRESHWAT		112.11	
INV0011879	Invoice	03/08/2024	02.17.2024 - HEALY - AMAZON	0.00	36.35	
	01.81.62200	DEPARTMENTAL SUPPLIE	02.17.2024 - HEALY - AMAZON		36.35	
INV0011880	Invoice	03/08/2024	02.17.2024 - HEALY - CARMEN'S LA HACIE	0.00	36.48	
	01.42.61150	OUTSIDE SERVICES-OTHE	02.17.2024 - HEALY - CARMEN'S		36.48	
INV0011881	Invoice	03/08/2024	02.20.2024 - HEALY - TRANSBAY LOCK	0.00	7.10	
	01.41.61506	BLDG. MAINT-OTHER	02.20.2024 - HEALY - TRANSBAY		7.10	
INV0011882	Invoice	03/08/2024	02.01.2024 - STEVENSON - FUEL 24/7	0.00	349.99	
	01.41.61602	VEHICLE MAINTENANCE/	02.01.2024 - STEVENSON - FUEL		349.99	
INV0011883	Invoice	03/08/2024	01.22.2024 - SHAW - AMAZON	0.00	451.24	
	15.81.63100	CONSTRUCTION	01.22.2024 - SHAW - AMAZON		451.24	
INV0011884	Invoice	03/08/2024	01.22.2024 - SHAW - STAPLES	0.00	67.69	
	01.42.62200	DEPARTMENTAL SUPPLIE	01.22.2024 - SHAW - STAPLES		67.69	
INV0011885	Invoice	03/08/2024	01.24.2024 - SHAW - STAPLES	0.00	46.96	
	01.42.62200	DEPARTMENTAL SUPPLIE	01.24.2024 - SHAW - STAPLES		46.96	
INV0011886	Invoice	03/08/2024	01.29.2024 - SHAW - TAPCO	0.00	664.79	
	01.42.62200	DEPARTMENTAL SUPPLIE	01.29.2024 - SHAW - TAPCO		664.79	
INV0011887	Invoice	03/08/2024	01.29.2024 - SHAW - AMAZON	0.00	1,488.10	
	21.65.63100	CAPITAL OUTLAY - CONST	01.29.2024 - SHAW - AMAZON		1,488.10	
INV0011888	Invoice	03/08/2024	01.30.2024 - SHAW - AMAZON	0.00	163.20	
	01.81.62200	DEPARTMENTAL SUPPLIE	01.30.2024 - SHAW - AMAZON		163.20	
INV0011889	Invoice	03/08/2024	01.30.2024 - SHAW - AMAZON	0.00	487.13	
	01.81.62200	DEPARTMENTAL SUPPLIE	01.30.2024 - SHAW - AMAZON		487.13	
INV0011890	Invoice	03/08/2024	01.30.2024 - SHAW - AMAZON	0.00	513.64	
	01.81.62200	DEPARTMENTAL SUPPLIE	01.30.2024 - SHAW - AMAZON		513.64	
INV0011891	Invoice	03/08/2024	01.31.2024 - SHAW - AMAZON	0.00	52.20	
	01.81.62200	DEPARTMENTAL SUPPLIE	01.31.2024 - SHAW - AMAZON		52.20	
INV0011892	Invoice	03/08/2024	02.07.2024 - SHAW - AMAZON	0.00	94.14	
	01.42.62200	DEPARTMENTAL SUPPLIE	02.07.2024 - SHAW - AMAZON		94.14	
INV0011893	Invoice	03/08/2024	02.08.2024 - SHAW - AMAZON	0.00	19.45	
	01.42.62200	DEPARTMENTAL SUPPLIE	02.08.2024 - SHAW - AMAZON		19.45	

00362	Town of San Anselmo	03/21/2024	Bank Draft	0.00	218,159.17	DFT05152
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0011930	Invoice	03/21/2024	3-31-2024 TSA To Fund Payroll	0.00	218,159.17	
	01.00.20299		PAYROLL PAYABLE		155,639.46	
	01.00.20299		PAYROLL PAYABLE		3,491.95	
	01.00.20299		PAYROLL PAYABLE		-1,420.09	
	15.00.20299		PAYROLL PAYABLE		7,919.77	
	15.00.20299		PAYROLL PAYABLE		-40.00	
	19.00.20299		PAYROLL PAYABLE		10,096.72	
	21.00.20299		PAYROLL PAYABLE		33,358.34	
	21.00.20299		PAYROLL PAYABLE		-215.00	
	27.00.20299		PAYROLL PAYABLE		9,306.49	
	60.00.20299		PAYROLL PAYABLE		21.53	

00128	Pacific Gas & Electric	03/19/2024	Bank Draft	0.00	2,717.44	DFT05153
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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		
146-03192024	Invoice	03/19/2024	146 - EV CHARGING - 02.06.24-03.05.24	0.00	2,717.44	
	13.42.61114		OUTSIDE SRV: PARKING		2,717.44	
00128	Pacific Gas & Electric	03/12/2024	Bank Draft	0.00	203.86	DFT05154
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
717-03122024	Invoice	03/12/2024	717 - CORPYARD GAS - 02.03.24-03.03.24	0.00	203.86	
	41.41.61701		UTILITIES		203.86	
01281	Payroll Resources Group	03/15/2024	Bank Draft	0.00	95.00	DFT05155
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
18657	Invoice	03/15/2024	03.15.2024 - \$125/\$132 PROCESSING FEE	0.00	95.00	
	01.12.61107		OUTSIDE SVCS-ACCOUNTI		95.00	
00181	Ross Valley Fire Department	03/26/2024	Bank Draft	0.00	419,893.50	DFT05170
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0011951	Invoice	03/26/2024	March RVFD Member Contribution	0.00	419,893.50	
	01.32.61139		RVFS CONTRACT		419,893.50	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	238	109	0.00	541,378.20
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	147	14	0.00	959,525.85
EFT's	0	0	0.00	0.00
	385	125	0.00	1,500,904.05

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	238	109	0.00	541,378.20
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	147	14	0.00	959,525.85
EFT's	0	0	0.00	0.00
	385	125	0.00	1,500,904.05

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	3/2024	1,500,904.05
			1,500,904.05



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.7

MEETING DATE: April 9, 2024

AGENDA TITLE: Establishing job description and pay range for a management analyst position

FROM: Jeff Zuba , Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider adopting the attached resolution establishing the job description, classification, and salary range for the Management Analyst Position.

BACKGROUND

The Finance and Administration Services Department has undergone staffing changes in recent years, particularly with the vacancy of the Accounting and Benefits technician position. Previously, the Finance and Human Resources division comprised the Finance and Administrative Services Director, one Senior Accountant/Financial Supervisor, one Accounting and Benefits Technician, and a part-time Administrative Assistant. Presently, the department consists of a Director, one Senior Accountant/Financial Supervisor, and a part-time Administrative Coordinator. The introduction of the Management Analyst position is proposed to replace the part-time Administrative Coordinator Position, thereby augmenting staffing levels with the Finance and Admin Services Department to better meet ongoing demands. This initiative is in line with our aim to establish a sustainable organizational structure and plan for future requirements.

DISCUSSION/ANALYSIS

The vacancy created by the Accounting and Benefits Technician position provides an opportunity to restructure and enhance the department's depth and capacity. The Management Analyst Position is anticipated to contribute to various areas including managing the Accounts Payable and Receipting for the Town, continuously updating the Town's website, supporting Boards and Commissions, providing backup for payroll processing, and undertaking other special projects as necessary.

The creation of the Management Analyst position aims to address existing gaps in meeting department demands. This initiative serves two primary objectives: firstly, it aims to decrease the involvement of management positions in daily operational tasks,

enabling them to focus on higher-level strategic endeavors. Secondly, it empowers the Management Analyst to undertake high-level projects independently.

The proposed Management Analyst Position would be in the Confidential group and classified as FLSA non-exempt, with a standard 37.5-hour work week. The suggested salary range for this position is \$5,986 to \$7,275 monthly aligning with the salary adjustments received by the non-represented group.

FISCAL IMPACT

The potential budget impact associated with adopting the job description, classification, and pay range is approximately \$60,000 for FY2024-25. Allocating funds for a new position requires the authorization of the Town Council and must be brought as a separate item for approval.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Approving the job descriptions, classifications, and salary ranges for the Management Analyst position is not considered a “project” under the California Environmental Quality Act (CEQA), 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

Attachment 1: Resolution Establishing Job Description and Pay Range for Management Analyst

Attachment 2: Job Description Management Analyst

RESOLUTION NO. ____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
APPROVING A JOB DESCRIPTION AND CLASSIFICATION AND SETTING THE COMPENSATION
RANGE FOR A NEW POSITION – MANAGEMENT ANALYST FOR 2023-2024

WHEREAS, the Town has included the position of Management Analyst in its salary table;
and

WHEREAS, the attached job description enumerates the roles and responsibilities of the Management Analyst attached as Exhibit A and incorporated herein by reference; and

WHEREAS, the duties, responsibilities, and compensation of the professional position of the Town of San Anselmo have been reviewed in relation to comparable position in comparable agencies in Marin.

NOW THEREFORE, BE IT HEREBY RESOLVED, as follows:

Section 1. The Town Council finds that the aforementioned recitals are true and correct and are herein incorporated into this Resolution.

Section 2. Monthly Salary. The following monthly salary range of this new classification is set as of July 1, 2023:

	Step A	Step B	Step C	Step D	Step E
Management Analyst (37.5-hour work week)	\$5,986	\$6,285	\$6,599	\$6,929	\$7,275

Section 3. Management Analyst belongs non-represented confidential employees' group and shall follow the SEIU Memorandum of Understanding for all employee benefits including periodic salary adjustments; and

Section 4. The Town Council of the Town of San Anselmo hereby authorizes the Town Manager to approve the final job description, classification, and pay range for the position of Management Analyst.

IT IS HEREBY CERTIFIED that the Town Council of the Town of San Anselmo duly introduced and regularly adopted the foregoing Resolution at the regular meeting held on April 9, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Eileen Burke, Mayor

ATTEST:

Serge Avila, Town Clerk



TOWN OF SAN ANSELMO

Management Analyst

Under direction of a department head or other higher level managerial personnel, to learn and perform a wide variety of moderate to complex professional, analytical and administrative support activities within an assigned department which may include oversight of departmental or program budgets, interpreting and applying Town and departmental policy, conducting organizational and/or operational analysis and providing recommendations, and assisting in management of related departmental programs and/or projects which may include human resource planning activities.

SUPERVISION RECEIVED AND EXERCISED

Initially, incumbents in this class perform the more routine administrative analysis and research on new and current program activities while learning Town policies and procedures and gaining specialized knowledge related to area of assignment. As experience is gained, there is greater independence of action within established guidelines. Incumbents may provide supervision to clerical or technical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee assigned day-to-day administrative functions of the assigned department which may include budget monitoring, purchasing, clerical support supervision and related personnel activities.
2. Assist department administration through research and/or data gathering activities in the development and delivery of departmental programs, policies, and Town initiatives; analyze and interpret related data collected and prepare periodic or special reports based on conclusions.
3. Assist with administration of on-going activities within a designated program including project planning activities and coordination of outside consultant contracts for projects assigned.
4. Conduct surveys and perform research and statistical analyses on administrative, fiscal/budgetary, personnel and operational problems; assist in departmental budget preparation.
5. Compile and analyze data and make recommendations on the formulation of operating policies and procedures, workflow systems and changes.
6. Assist in and/or coordinate human resource activities including recruitment and selection,

employee and/or labor relations, benefits, safety and/or risk management functions consistent with the Town's personnel policies and administrative procedures.

7. Confer with and coordinate with Town staff on a wide variety of project management, administrative analyses and personnel administration, and staff planning issues.

8. Respond to citizen complaints and requests for specialized information in area of assignment, as required.

9. Represent assigned work unit and/or department in interdepartmental, community and/or professional meetings as required.

10. Develop written recommendations; make oral presentations to higher level management or outside agencies.

11. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Research and analysis methodology and related information resources in area of assignment; research and report writing techniques; modern office methods, procedures and practices including computer applications related to the work; principles of math and statistical computations; basic principles and practices of municipal operations and its administration and organization; sources and availability of information; methods of report presentation as it relates to assigned work unit; principles of governmental financial administration, including public budgeting and reporting; principles and practices of organizational analysis, personnel management and staff planning.

Ability to:

Oversee administrative/operational activities within the assigned department; Prepare effective and complete staff reports and make presentations; manage diverse programs and/or projects as assigned; work with outside consultants to ensure timely submittal of project requirements; learn the full range of the assigned duties within the designated department under general supervision; learn the Federal, State and local regulations and guidelines related to assigned duties; communicate effectively, both orally and in writing; perform mathematical calculations accurately; establish and maintain effective work relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of education, training and experience that would provide the required knowledge and abilities is qualifying. This would typically include at least four years of progressively responsible public sector administrative support experience, at least two of which were at the professional level performing administrative, analytical and/or program management duties. A bachelor's degree is preferred.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is required to stand and walk. The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Approved by:

David P. Donery, Town Manager

Date:

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.8

MEETING DATE: April 9, 2024

AGENDA TITLE: Approve revision to policy and procedures regarding Town sick leave donation program

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council accept the revisions for the Town's sick leave donation program.

BACKGROUND

In July 1995, the Town Council approved the Sick Leave Donation Policy and Procedures for Town Employees, allowing the transfer of accrued sick leave credits from one or more employees to another who has exhausted all available sick, vacation, compensatory, and in-lieu time. The program's objective is to enable catastrophically ill/injured employees to focus on recovery rather than financial concerns. In October 2002, the program was expanded to include requests from employees caring for incapacitated spouses, domestic partners, or dependent minor children.

The Administrative Procedure defines "Catastrophic illness/injury" as a medically certifiable condition resulting in prolonged incapacitation. "Catastrophic leave" refers to an approved leave of absence due to long-term illness or injury to an employee, spouse, domestic partner, or minor dependent child. Catastrophic leave must be used continuously and may not exceed 12 consecutive months.

Upon approval of a participation request, the Town distributes the "Donor's Request to Pledge Sick Leave" form to all employees. Donations are voluntary and limited to ensure donors retain sufficient leave for personal use, with minimum thresholds based on workweek hours.

DISCUSSION/ANALYSIS

While the Sick Leave Donation Policy is rarely utilized, staff proposes updating it to align with best practices and standards observed in other municipalities. The proposed updates would streamline the approval process, transferring approval authority from the Town Council to the Town Manager in accordance with Chapter 2 Title 2 Section 8(b)

Item #: 1.8

(Town Manager Powers and Duties), which empowers the Town Manager to establish administrative policies and delegate authority to department heads for the efficient conduct of Town business.

This adjustment would expedite the approval process, enhancing the policy's efficiency and responsiveness to employee needs. Additionally, it aligns with principles of effective governance and administrative oversight, ensuring timely and appropriate management of sick leave donations.

There are no other changes to the sick leave donation program.

FISCAL IMPACT

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's discussion and approval of this report 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

Attachment 1 – Revised Sick Leave Donation Program

Attachment 2 – Current Sick Leave Donation Program

Town of San Anselmo

SICK LEAVE DONATION POLICY

PURPOSE

The Town hereby establishes a sick leave donation policy to enable a catastrophically ill/injured Town employee to focus his/her/their energy on recovery rather than on financial matters. This donation policy also applies in the event that an employee must be absent from work to care for a similarly incapacitated spouse, registered domestic partner, or dependent minor child. The Town Manager shall establish procedures for and administer sick leave donations. Such donations will permit the transfer of accrued sick leave credit from one or more Town employees to another Town employee who has exhausted all available sick, vacation, compensatory, and in-lieu time.

PROVISIONS

Application for Donation

A Town employee suffering from a serious illness/injury or who has the need to care for a similarly incapacitated spouse, registered domestic partner or dependent minor child shall apply to the Human Resources Department for permission to receive sick leave donations. To apply, the employee must submit medical documentation of his/her/their condition and must have exhausted all his/her/their available paid sick, vacation, compensatory and in-lieu leave time. Department Head, Finance and Administrative Services Director, and Town Manager approval of the application will be valid for ninety days. A request for an extension of the application shall be made to the Town Manager, who is authorized to consider and grant extensions. The Manager's decision shall be final. If a recipient is granted benefits such as a Public Employees' Retirement System disability retirement or Social Security disability, sick leave donation shall end.

Town Manager Consideration

Each application shall be considered based on its merit. No action concerning an application should be construed as establishing precedent.

Employee Donation

A Town employee who is not catastrophically ill/injured, as defined in the Town's Administrative Procedure related to Implementing the Sick Leave Donation Policy as revised on October 1, 2002, and who is eligible to accumulate and use sick leave may donate a portion of his/her/their accrued sick leave to an eligible recipient employee(s) who has been approved by the Department Head, Finance & Administrative Services Director, and Town Manager. To donate, an employee must agree to administrative conditions of donation and transfer as stipulated by the Town Manager. If a recipient does not use all of the donated sick leave, the unused portion will be re-credited to the appropriate donor(s).

Definitions:

Catastrophic illness/injury: A medically certifiable condition due to an illness or injury that results in an employee being incapacitated and unable to work for a prolonged period or a medically certifiable condition due to an illness or injury suffered by a spouse, registered domestic partner, or minor dependent child that requires an employee to care for the incapacitated family member.

Catastrophic Leave: Approved leave of absence due to a medically verifiable long-term illness or Injury to an employee, his/her/their spouse, registered domestic partner, or minor dependent child. Initial catastrophic leave approval is granted by the Department Head, Finance & Administrative Services Director, and Town Manager for up to 90 calendar days. Extensions of such approved leave of up to 90 calendar days may be granted by the Town Manager. Catastrophic leave must be used on a continuous and uninterrupted basis and a leave recipient may not remain on catastrophic leave for a continuous period exceeding 12 consecutive months.

Used Hours: Pledged sick leave hours, which have been used by a leave recipient employee. Used hours are not recoverable by a donor.

Leave Donor: An employee (regardless of bargaining unit designation) eligible to accrue sick leave, who is not catastrophically ill/injured and who, by voluntary written request, has authorized a transfer of a portion of his/her/their sick leave accrual to be used by an approved leave recipient. The amount of sick leave available for a donor to pledge is based on the donor's current sick leave balance minus the donor's current fiscal year's accrual, and this amount, minus two weeks of sick leave (defined by the donor's regular work schedule).

Leave Recipient: An employee (regardless of bargaining unit designation) eligible to accrue sick leave, who is suffering from a catastrophic illness or injury and has exhausted or is expected to exhaust all of his/her accrued paid leave (sick leave, vacation, compensatory, or in-lieu)

If the leave recipient is granted benefits such as Public Employees' Retirement System disability retirement or Social Security disability, catastrophic leave shall cease. The recipient shall promptly notify Human Resources when he/she/they become eligible for such benefits.

Any period of donated leave will be counted as Family Medical Leave and/or the California Family Rights Act as applicable.

Donated leave shall count toward the application of Town service and benefits in the same manner as when the leave recipient is using his/her own paid leave except that sick, vacation; holiday, and administrative leave and compensatory and in-lieu time shall not accrue.

Leave recipients shall remain on catastrophic leave only so long as authorized by the Department Head, Finance and Administrative Services Director, and Town Manager, or through any subsequent extension/s granted by the Town Manager.

TOWN OF SAN ANSELMO
RECIPIENT EMPLOYEE REQUEST TO USE SICK LEAVE DONATION POLICY

CONDITIONS:

- Requires Department Head, Finance & Administrative Services Director, and Town Manager approval for the initial leave period (up to 90 calendar days).
- Requires Town Manager approval for subsequent leave extensions up to 90 days each, with a total catastrophic leave not to exceed 12 consecutive calendar months.
- Recipient must have exhausted (or about to exhaust) all available paid leave (sick leave, vacation, holiday, administrative leave, compensatory time, or in lieu time).--
- Recipient shall not accrue leaves of any kind while using sick leave donations.
- Recipient shall notify Human Resources as soon as he/she/they become eligible for Social Security benefits or Public Employees Retirement System disability retirement.
- Recipient will be eligible to integrate either Short Term Disability Insurance (SDI) or Workers' Compensation Temporary Disability payments, as appropriate, according to any applicable regulations or statutes.
- Recipient may use catastrophic leave in conjunction with long-term disability (LTD) insurance, only to the extent permitted by any specific benefit plans.
- Recipient shall have no claim to pledged, but not yet posted, donor sick leave hours.
- Recipient's pay (as the result of sick leave donations) shall be subject to all normal payroll deductions and all applicable taxes.
- All conditions as set forth in the attached Town of San Anselmo Leave Donation Policy and the attached Administrative Procedure Implementing Sick Leave Donation Policy, which are available in Human Resources.

I have read, understand, and agree to the above conditions. I believe my condition to be catastrophic and voluntarily request that the Department Head, Finance & Administrative Services Director, and Town Manager approve my use of sick leave accruals pledged by eligible donor employees. Medical certification of my condition by my personal physician and his/her/their assessment as to the required length of treatment/recovery are included on the reverse side of this page.

(Requesting Employee Name. Please print)

(Requesting Employee Signature)

(Date)

- - - - - =====

D Sick Leave Donation Use Approved, for _____ calendar days, per Town Council action of _____ (date)

D Sick Leave Donation Use Denied per Town Council action of _____ (date)

By: _____
Town Manager

Date

EXTENSION REQUEST

- D I am requesting the Town Manager's approval for an extension of catastrophic leave/sick leave donations for a period of calendar days (not to exceed 90 calendar days in any one extension), and I understand that total catastrophic leave shall not exceed 12 consecutive calendar months. Medical certification is provided on the reverse of this page.

(Requesting Employee Name. Please print)

(Requesting Employee Signature)

(Date)

=====

D Sick Leave Donation Use Approved, for _____ calendars, subject to availability of pledged sick leave hours.

D Sick Leave Donation Use Denied.

By: _____
Town Manager

Date

TO ENSURE CONFIDENTIALITY: REQUESTING EMPLOYEE MUST FORWARD THIS FORM DIRECTLY TO HUMAN RESOURCES

**TOWN OF SAN ANSELMO
DONOR'S REQUEST TO PLEDGE SICK LEAVE**

CONDITIONS:

- Donor must not be catastrophically ill.
- Donor must retain a minimum of two (2) weeks' sick leave (defined by Donor's regular work schedule) after the current fiscal year's sick leave accruals are deducted from Donor's current balance.
- Pledges once used by the Leave Recipient are irrevocable.
- Pledges unused by the Leave Recipient will be re-credited to the Donor only under the following conditions: (1) if the Recipient no longer needs donations or is no longer eligible to receive donations, or (2) if the Donor requests re-crediting upon the Donor's retirement.
- Pledges must be made in a minimum of one (1) hour increments, and donations will be credited in a minimum of one (1) hour increments as needed, per payroll period of catastrophic leave.
- Marital Status Declaration or Spousal Consent must be completed below.
- All conditions as set forth in the attached Town of San Anselmo Sick Leave Donation Policy and the attached San Anselmo Administrative Procedure Implementing Sick Leave Donation, which are available in Human Resources.

I have read, understand, and agree to the above conditions. I voluntarily choose to pledge _____ hours of my sick leave be used by _____
(Print Recipient's Name)

I declare under penalty of perjury that I have not and will not solicit nor accept any compensation, directly or indirectly, for the sick leave hours that I am pledging. I further declare that I am pledging these sick leave hours of my own free will and not under threat or coercion by any individual.

(Donor Name, Please Print)

(Donor Signature)

(Date)

TO ENSURE CONFIDENTIALITY: DONOR MUST FORWARD THIS FORM DIRECTLY TO HUMAN RESOURCES

Town of San Anselmo
SICK LEAVE DONATION POLICY

PURPOSE

The Town Council hereby establishes a sick leave donation policy to enable a catastrophically ill/injured Town employee to focus his/her energy on recovery rather than on financial matters. This donation policy also applies in the event that an employee must be absent from work to care for a similarly incapacitated spouse, domestic partner or dependent minor child. The Town Administrator shall establish procedures for and administer sick leave donations. Such donations will permit the transfer of accrued sick leave credit from one or more Town employees to another Town employee who has exhausted all available sick, vacation, compensatory and in-lieu time.

PROVISIONS

Application for Donation

A Town employee suffering from a serious illness/injury or who has need to care for a similarly incapacitated spouse, domestic partner or dependent minor child shall apply to the Town Council for permission to receive sick leave donations. To apply, the employee must submit medical documentation of his/her condition and must have exhausted all his/her available paid sick, vacation, compensatory and in-lieu leave time. Council approval of the application will be valid for ninety days. A request for extension of the application shall be made to the Town Administrator, who is authorized to consider and grant extensions. The Administrator's decision shall be final. In the event that a recipient is granted benefits such as a Public Employees' Retirement System disability retirement or Social Security disability, sick leave donation shall end.

Council Consideration

Each application shall be considered based on its individual merit. No Council action with regard to an application should be construed as establishing precedent.

Employee Donation

A Town employee who is not catastrophically ill/injured, as defined in the Town's Administrative Procedure related to Implementing the Sick Leave Donation Policy as revised on October 1, 2002, and who is eligible to accumulate and use sick leave may donate a portion of his/her accrued sick leave to an eligible recipient employee (s) who has been approved by Council. To donate, an employee must agree to administrative conditions of donation and transfer as stipulated by the Town Administrator. If a recipient does not use all of the donated sick leave, the unused portion will be re-credited to the appropriate donor(s).

Town of San Anselmo

Administrative Procedure IMPLEMENTING SICK LEAVE DONATION POLICY

Issued: August 21, 1998

Revised: October 1, 2002

Pursuant to Policy Directive: Town Council Actions: July 11, 1995 and October 22, 2002

Purpose:

The purpose of this administrative procedure is to implement the Sick Leave Donation Policy of the Town of San Anselmo, as adopted on July 11, 1995 and revised effective on October 22, 2002.

Definitions:

Catastrophic Illness/Injury: A medically certifiable condition due to an illness or injury that results in an employee being incapacitated and unable to work for a prolonged period or a medically certifiable condition due to an illness or injury suffered by a spouse, domestic partner or minor dependent child that requires an employee to care for the incapacitated family member.

Catastrophic Leave: Approved leave of absence due to a medically verifiable long-term illness or injury to an employee, his/her spouse, domestic partner or minor dependent child. Initial catastrophic leave approval is granted by the Town Council for up to 90 calendar days. Extensions of such approved leave of up to 90 calendar days may be granted by the Town Administrator. Catastrophic leave must be used on a continuous and uninterrupted basis and a leave recipient may not remain on catastrophic leave for a continuous period exceeding 12 consecutive months.

Used Hours: Pledged sick leave hours, which have been used by a leave recipient employee. Used hours are not recoverable by a donor.

Leave Donor: An employee (regardless of bargaining unit designation) eligible to accrue sick leave, who is not catastrophically ill/injured and who, by voluntary written request, has authorized transfer of a portion of his/her sick leave accrual to be used by an approved leave recipient. The amount of sick leave available for a donor to pledge is based on the donor's current sick leave balance minus the donor's current fiscal year's accrual, and this amount, minus two weeks' of sick leave (defined by the donor's regular work schedule).

Leave Recipient: An employee (regardless of bargaining unit designation) eligible to accrue sick leave, who is suffering from a catastrophic illness or injury and has exhausted or is expected to exhaust all of his/her accrued paid leave (sick leave, vacation, compensatory

If the leave recipient is granted benefits such as Public Employees' Retirement System disability retirement or Social Security disability, catastrophic leave shall cease. The recipient shall promptly notify Personnel when he/she becomes eligible for such benefits.

Any period of donated leave will be counted as Family Medical Leave and/or California Family Rights act as applicable.

Donated leave shall count toward the application of Town service and benefits in the same manner as when the leave recipient is using his/her own paid leave except that sick, vacation, holiday and administrative leave and compensatory and in-lieu time shall not accrue.

Leave recipients shall remain on catastrophic leave only so long as authorized by the Town Council or through any subsequent extension/s granted by the Town Administrator.

Approved:

<u>Debra Stutsman</u>	<u>10.23.02</u>
Debra Stutsman, Town Administrator	Date

TOWN OF SAN ANSELMO
RECIPIENT EMPLOYEE REQUEST TO USE SICK LEAVE DONATION POLICY

CONDITIONS:

- Requires Town Council approval for initial leave period (up to 90 calendar days).
- Requires Town Administrator approval for subsequent leave extensions up to 90 days each, with a total catastrophic leave not to exceed 12 consecutive calendar months.
- Recipient must have exhausted (or be about to exhaust) all available paid leave (sick leave, vacation, holiday, administrative leave, compensatory time, or in lieu time).
- Recipient shall not accrual leaves of any kind while using sick leave donations.
- Recipient shall notify Personnel as soon as he/she becomes eligible for Social Security benefits or Public Employees Retirement System disability retirement.
- Recipient will be eligible to integrate either Short Term Disability Insurance (SDI) or Workers' Compensation Temporary Disability payments, as appropriate, according to any applicable regulations or statutes.
- Recipient may use catastrophic leave in conjunction with long term disability (LTD) insurance, only to the extent permitted by any specific benefit plans.
- Recipient shall have no claim to pledged, but not yet posted, donor sick leave hours.
- Recipient's pay (as the result of sick leave donations) shall be subject to all normal payroll deductions and all applicable taxes.
- All conditions as set forth in the attached Town of San Anselmo Leave Donation Policy (revised October 2002) and the attached Administrative Procedure Implementing Sick Leave Donation Policy (revised October 2002), which are available in Personnel.

I have read, understand, and agree to the above conditions. I believe my condition to be catastrophic and voluntarily request that the Town Council approves my use of sick leave accruals pledged by eligible donor employees. Medical certification of my condition by my personal physician and his/her assessment as to the required length of treatment/recovery are included on the reverse side of this page.

(Requesting Employee Name. Please print)

(Requesting Employee Signature)

(Date)

=====

☐ Sick Leave Donation Use Approved, for _____ calendar days, per Town Council action of _____ (date)

☐ Sick Leave Donation Use Denied per Town Council action of _____ (date)

By: _____
Debra Stutsman, Town Administrator

Date

EXTENSION REQUEST

- ☐ I am requesting the Town Administrator's approval for an extension of catastrophic leave/sick leave donations for a period of _____ calendar days (not to exceed 90 calendar days in any one extension), and I understand that total catastrophic leave shall not exceed 12 consecutive calendar months. Medical certification is provided on the reverse of this page.

(Requesting Employee Name. Please print)

(Requesting Employee Signature)

(Date)

=====

☐ Sick Leave Donation Use Approved, for _____ calendars, subject to availability of pledged sick leave hours.

☐ Sick Leave Donation Use Denied.

By: _____
Debra Stutsman, Town Administrator

Date

TO ENSURE CONFIDENTIALTY: REQUESTING EMPLOYEE MUST FORWARD THIS FORM DIRECTLY TO PERSONNEL.

**TOWN OF SAN ANSELMO
DONOR'S REQUEST TO PLEDGE SICK LEAVE**

CONDITIONS:

- Donor must not be catastrophically ill.
- Donor must retain a minimum of two (2) weeks' sick leave (defined by Donor's regular work schedule) after current fiscal year's sick leave accruals are deducted from Donor's current balance.
- Pledges once used by the Leave Recipient are irrevocable.
- Pledges unused by the Leave Recipient will be re-credited to the Donor only under the following conditions: (1) if the Recipient no longer needs donations or is no longer eligible to receive donations, or (2) if the Donor requests re-crediting upon the Donor's retirement.
- Pledges must be made in a minimum of one (1) hour increments, and donations will be credited in a minimum of one (1) hour increments as needed, per payroll period of catastrophic leave.
- Marital Status Declaration or Spousal Consent must be completed below.
- All conditions as set forth in the attached Town of San Anselmo Sick Leave Donation Policy (revised October 2002) and the attached San Anselmo Administrative Procedure Implementing Sick Leave Donation (revised October 2002), which are available in Personnel.

I have read, understand, and agree to the above conditions. I voluntarily choose to pledge _____ hours of my sick leave be used by _____

(Print Recipient's Name)

I declare under penalty of perjury that I have not and will not solicit nor accept any compensation, directly or indirectly, for the sick leave hours that I am pledging. I further declare that I am pledging these sick leave hours of my own free will and not under threat or coercion by any individual.

(Donor Name. Please Print)

(Donor Signature)

(Date)

MARITAL STATUS DECLARATION

I, _____ declare under penalty of perjury that:
(Donor-Please Print Name)

- ☐ I am not married
- ☐ I do not know the whereabouts of my current spouse, despite my having made all reasonable effort to locate my spouse.
- ☐ I and my current spouse have executed a marriage settlement agreement pursuant to Title II of Part 5 of Division 4 of the California Civil Code (or a predecessor statute, if applicable) which makes my earnings my separate property.

(Donor Signature)

(Date)

OR SPOUSAL CONSENT

I, _____ declare under penalty of perjury that:
(Spouse-Please Print Name)

I am the legal spouse of _____

I have been informed of my spouse's pledge to transfer sick leave credits as an irrevocable donation (except for re-crediting conditions as noted above) to a Town employee designated as catastrophically ill, and hereby consent to this transfer by my spouse.

(Signature of Donor's Spouse)

(Date)

TO ENSURE CONFIDENTIALITY: DONOR MUST FORWARD THIS FORM DIRECTLY TO PERSONNEL



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.9

MEETING DATE: April 9, 2024

AGENDA TITLE: Proclamation to declare National Library Week,
April 7-13, 2024.

FROM: Linda M. Kenton

RECOMMENDATION: Adopt Proclamation declaring National Library Week,
April 7-13, 2024

BACKGROUND

First sponsored in 1958, National Library Week, is a national observance sponsored by the American Library Association (ALA) and libraries across the country each April. It is a time to celebrate the contributions of our nation's libraries and librarians and to promote library use and support.

DISCUSSION/ANALYSIS

Each year the San Anselmo Town Council shows support for its library by proclaiming National Library Week. This year's Proclamation is found in Attachment 1 and follows here:

National Library Week 2024 Proclamation

WHEREAS, libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life;

WHEREAS, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all;

WHEREAS, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships;

Item #: 1.9

WHEREAS, libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs;

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all;

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

NOW, THEREFORE, be it resolved that I, Eileen Burke, Mayor of San Anselmo, proclaim National Library Week, April 23-29, 2023. During this week, I encourage all residents to visit their library to explore the wealth of resources available.

FISCAL IMPACT

There would be no direct fiscal impact to the Town to approve this item.

GENERAL PLAN CONSISTENCY

none

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

n/a

ATTACHMENT

Attachment 1 – NLW Proclamation 2024

PROCLAMATION

The Town of San Anselmo is pleased to honor

2024 NATIONAL LIBRARY WEEK

National Library Week 2024 Proclamation

WHEREAS, libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life;

WHEREAS, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all;

WHEREAS, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships;

WHEREAS, libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs;

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all;

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

NOW, THEREFORE, be it resolved that I, Eileen Burke, Mayor of San Anselmo, proclaim National Library Week, April 23-29, 2023. During this week, I encourage all residents to visit their library to explore the wealth of resources available.

Signed:



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.1

MEETING DATE: April 9, 2024

AGENDA TITLE: Introduction and first reading of Amendments to the San Anselmo Municipal Code Title 10, Chapter 4, Housing Developments Under Government Code Section 65852.21, and Section 10-3.412, Maximum Floor Area And Maximum Lot Coverage For Dwellings And Improvements On Single-Family Residential Properties Located Below 150 Mean Sea Level Elevation, to expand the application of Senate Bill 9

FROM: Heidi Scoble, Planning Director
Lindsey Klein, Senior Planner

RECOMMENDATION: That the Town Council hold a public hearing to consider a proposed Ordinance for Zoning Code Amendments to Title 10, Chapter 4, Housing Developments Under Government Code Section 65852.21, and Section 10-3.412, Maximum Floor Area And Maximum Lot Coverage For Dwellings And Improvements On Single-Family Residential Properties Located Below 150 Mean Sea Level Elevation, of the Municipal Code (see **Attachment 1**).

BACKGROUND

On September 16, 2021, Senate Bill (SB) 9 was approved by the Governor of the State of California and filed with the Secretary of State amending California Government Code [Section 66452.6](#) and adding to the Government Code Sections [65852.21](#) and [66411.7](#). SB 9 restricts the standards and regulations that local agencies, including the Town of San Anselmo, may impose on qualifying two-unit or subdivision projects, effectively allowing additional housing units on properties within single family zones and providing for parcel map approval of an urban lot split.

On December 14, 2021, the Town Council adopted [Ordinance No. 1159](#) and [Ordinance No. 1160](#) to implement the provisions of SB 9 in San Anselmo. The provisions are contained within [Title 10 Chapter 4, Housing Developments Under Government Code Section 65852.21](#), of the San Anselmo Municipal Code. Due to the lack of time and budget to address the implications of SB 9 before it became effective statewide, the SB

9 regulations adopted by the Town in 2021 limit local development under SB 9 to the greatest extent permissible under State law. Since adoption, local SB 9 regulations have not resulted in the construction of new housing units in San Anselmo.

On January 9, 2024, the Town Council discussed a desire to improve housing availability and affordability in San Anselmo, noting that SB 9 has the potential to provide local jurisdictions with opportunities to reduce barriers to housing creation.¹

On February 5, 2024, the Planning Commission considered and discussed whether the Town's Zoning Code should be amended to expand the provisions of SB 9 in San Anselmo, as summarized in the [Planning Commission Staff Report](#). The Planning Commission supported the concept of proposed amendments to increase the maximum allowed floor area from 800 square feet to 1,200 square feet.

On March 18, 2024, the Planning Commission unanimously adopted Resolution No. 2024-05 (see **Attachment 2**) recommending the Town Council adopt an Ordinance Amendment to Title 10, Chapter 4, "Housing Developments Under Government Code Section 65852.21" and Section 10-3.412 "Maximum Floor Area And Maximum Lot Coverage For Dwellings And Improvements On Single-Family Residential Properties Located Below 150 Mean Sea Level Elevation" of the Municipal Code.

DISCUSSION

As described in the Background section above, the adoption of SB 9 regulations in 2021 has not resulted in the construction of new housing units in San Anselmo. The Town's SB 9 regulations limit development to the greatest extent permissible by State law, rendering them restrictive and onerous in application. In fact, the Town's accessory dwelling unit (ADU) development standards are more flexible than the Town's SB 9 development standards, as ADUs have larger floor area maximums than Ministerial Housing Units.²

Therefore, the proposed Ordinance (see **Attachment 1**) would amend the Town's SB 9 development standards to increase 800 square feet to 1,200 square feet floor area maximums) allowing Ministerial Housing Units to have the same maximum floor area as ADUs. The redlined text below displays the proposed amendments to Section 10-4.204 the Municipal Code:

¹ Comments regarding SB 9 were made during Agenda Item 2.2. View the January 9, 2024 Town Council meeting recording here: <https://www.townofsananselmo.org/779/Archived-Town-Council-Meeting-Packets>

² Ministerial Housing Units are primary dwelling units created through SB 9.

The minimum size of a Ministerial Housing Unit shall be the minimum necessary to comply with all adopted and applicable building codes. Notwithstanding any other floor area provision in this Title 10, floor area shall be limited to one thousand two hundred (1,200) ~~eight hundred (800)~~ square feet per Ministerial Housing Unit ~~unit~~ and lot coverage shall be limited to thirty-five (35%) percent. The Town shall permit up to two (2) one thousand two hundred (1,200) ~~eight hundred (800)~~ square foot ~~single-story~~ Ministerial Housing Units even if the site exceeds the maximum permitted lot coverage of thirty-five (35%) percent.

FISCAL IMPACT

There is no fiscal impact associated with the proposed Ordinance.

GENERAL PLAN CONSISTENCY

Approval of an Ordinance expanding local SB 9 regulations is consistent with the following General Plan goals and programs:

- Land Use Element Goal 3: New developments shall be integrated harmoniously into San Anselmo's existing neighborhoods and commercial areas.
- Land Use Element Goal 5: Accommodate the housing needs of a socially and economically diverse population.
- Housing Element Program 3.1: Seek ways specific to each neighborhood and consistent with the AFFH analysis to provide new housing opportunities as part of each neighborhood's fair share responsibility and commitment to help achieve community-wide housing goals.
- Housing Element Program 5.1: Strive to provide an adequate supply and variety of housing opportunities to meet the needs of San Anselmo's workforce and their families, seeking to match housing types and affordability with household income.
- Housing Element Program 5.9: Streamline the project review process for housing-related applications.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Approval of an Ordinance amending local implementation of SB 9 is not subject to the California Environmental Quality Act (CEQA) pursuant to the text of SB 9, which provides that an ordinance implementing the provisions of SB 9 is not considered a project under CEQA (i.e., under Division 13 (commencing with Section 21000) of the Public Resources Code).

ATTACHMENT

Attachment 1 – Ordinance

Attachment 2 – Planning Commission Resolution No. 2024-05

ORDINANCE NO.
**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AMENDING
 TITLE 10, CHAPTER 4, "HOUSING DEVELOPMENTS UNDER GOVERNMENT CODE SECTION
 65852.21" AND SECTION 10-3.412 "MAXIMUM FLOOR AREA AND MAXIMUM LOT
 COVERAGE FOR DWELLINGS AND IMPROVEMENTS ON SINGLE-FAMILY RESIDENTIAL
 PROPERTIES LOCATED BELOW 150 MEAN SEA LEVEL ELEVATION" OF THE MUNICIPAL
 CODE**

WHEREAS, the California Legislature has found that "California has a housing supply and affordability crisis of historic proportions. The consequences of failing to effectively and aggressively confront this crisis are hurting millions of Californians, robbing future generations of the chance to call California home, stifling economic opportunities for workers and businesses, worsening poverty and homelessness, and undermining the State's environmental and climate objectives." (Government Code section 65589.5); and

WHEREAS, the Legislature has further found that "Among the consequences of those actions are discrimination against low-income and minority households, lack of housing to support employment growth, imbalance in jobs and housing, reduced mobility, urban sprawl, excessive commuting, and air quality deterioration." (Government Code section 65589.5); and

WHEREAS, the Legislature has adopted the Housing Crisis Act of 2019 (SB 330) which states that "In 2018, California ranked 49th out of the 50 states in housing units per capita...California needs an estimated 180,000 additional homes annually to keep up with population growth, and the Governor has called for 3.5 million new homes to be built over 7 years."; and

WHEREAS, on September 16, 2021, Senate Bill 9 was approved by the Governor of the State of California and filed with the Secretary of State, amending Section 66452.6 of the California Government Code and adding to the Government Code Sections 65852.21 and 66411.7, allowing additional housing units on properties within single-family zones and providing for parcel map approval of an urban lot split; and

WHEREAS, the changes made to the Government Code by Senate Bill 9 went into effect January 1, 2022; and

WHEREAS, the State law allows a local agency to adopt an ordinance to implement the provisions in Senate Bill 9; and

WHEREAS, the Town Council held a duly-noticed public hearing on December 14, 2021 adopting Ordinance 1159 and Ordinance 1160 to amend and add Sections to Title 10 of the Town of San Anselmo Municipal Code to comply with Senate Bill 9; and

WHEREAS, the Town has received and approved one complete Senate Bill 9 application for housing development since December 14, 2021; and

WHEREAS, on January 9, 2024, the Town Council discussed a desire to improve housing availability and affordability in San Anselmo, noting that Senate Bill 9 has the potential to provide local jurisdictions with opportunities to reduce barriers to housing creation; and

WHEREAS, on February 5, 2024, the Planning Commission discussed proposed amendments to the Town's Zoning Code pursuant to Government Code section 65852.21.; and

WHEREAS, the adoption of the proposed Ordinance Amendment is not subject to the California Environmental Quality Act (CEQA) pursuant to the text of SB 9, which provides that an ordinance implementing the provisions of SB 9 is not considered a project under Division 13 (commencing with Section 21000) of the Public Resources Code; and

WHEREAS, the Ordinance Amendment is consistent with the following San Anselmo General Plan goals and programs: Land Use Element Goals 3 and 5 and Housing Element Programs 3.1, 5.1, and 5.9; and

WHEREAS, the Ordinance Amendment is consistent with Climate Action Plan 2030 Action T-9 (Smart Growth Development); and

WHEREAS, on March 18, 2024, the Planning Commission conducted a duly noticed public hearing for the Ordinance Amendment and voted to recommend Town Council approval; and

WHEREAS, public notice of the Town Council hearing to consider the Ordinance Amendment was published in the Marin Independent Journal on March 27, 2024; and

WHEREAS, the Town Council held a public hearing on April 9, 2024, to consider the Planning Commission recommendation and introduce the draft Ordinance; and

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO DOES ORDAIN AS FOLLOWS:

SECTION 1: The above recitals are true and correct and incorporated as findings herein.

SECTION 2: Section 10-3.412, Maximum Floor Area and Maximum Lot Coverage for Dwellings and Improvements on Single-Family Residential Properties Located Below 150 Mean Sea Level Elevation, Subsection (e) is hereby amended to read as follows:

- (e) Maximum Adjusted Floor Area Exception. The maximum Adjusted Floor Area may be exceeded on a lot by up to 325 square feet subject to Design Review approval pursuant to Article 15 of this chapter. Additional floor area is not allowed for any lots or structures associated with an application under Title 10, Chapter 4 or California Government Code Sections 65852.21 and 66411.7, unless required to accommodate two (2) one thousand two hundred (1,200) square foot units.

SECTION 3: Section 10-4.101, Purpose, is hereby amended to read as follows:

This chapter provides regulations for developing units and subdividing lots pursuant to the provisions of California Government Code Sections 65852.21 and 66411.7. For purposes of this Chapter, primary dwelling units developed hereunder shall be known as "Ministerial Housing Units". Accessory Dwelling Unit(s) and Junior Accessory Dwelling Unit(s) shall be regulated by

Title 10, Chapter 6 of the San Anselmo Municipal Code unless otherwise specified here.

SECTION 4: Section 10-4.203, Height, location, and setbacks, is hereby amended to read as follows:

Ministerial Housing Units shall either be detached, attached to, or located within an existing residential dwelling unit, excluding attached garages, storage areas or similar uses. Ministerial Housing Units shall satisfy the required building height and setback standards applicable to a primary dwelling unit as specified by the zoning district in which the lot is located, including any approved building envelope, except that:

- (a) A newly constructed Ministerial Housing Unit shall be a maximum of sixteen (16) feet in height, measured to the predevelopment ground elevations, and a single story. Ministerial Housing Units newly constructed in Special Flood Hazard Areas on the adopted Town Flood Insurance Rate Map may be up to fourteen (14) feet in height, measured from the Base Flood Elevation plus one (1) foot of freeboard, or sixteen (16) feet in height, whichever is taller. The Planning Director will grant an exception if two (2) units of one thousand two hundred (1,200) square feet cannot physically be built.
- (b) No setback shall be required for an existing structure or a structure constructed in the same location and to the same dimensions as an existing structure. For all other structures, the side setback shall be at least four (4) feet from the side property line and the rear setback shall be at least four (4) feet from the rear property line.

SECTION 5: Section 10-4.204, Lot coverage and floor area ratio, is hereby amended to read as follows:

The minimum size of a Ministerial Housing Unit shall be the minimum necessary to comply with all adopted and applicable building codes. Notwithstanding any other floor area provision in this Title 10, floor area shall be limited to one thousand two hundred (1,200) square feet per Ministerial Housing Unit and lot coverage shall be limited to thirty-five (35%) percent. The Town shall permit up to two (2) one thousand two hundred (1,200) square foot Ministerial Housing Units even if the site exceeds the maximum permitted lot coverage of thirty-five (35%) percent.

SECTION 6: Severability: To the extent allowed under State law, the Town Council hereby declares every section, paragraph, sentence, clause and phrase is severable. To the extent allowed under State law, if any section, paragraph, sentence, clause or phrase of this Ordinance is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 7: Inclusion in the San Anselmo Municipal Code. It is the intention of the San Anselmo Town Council that the text in this Ordinance be made a part of the San Anselmo Municipal Code and that the text may be renumbered or re-lettered and the word "Ordinance" may be changed to "Section", "Chapter", or such other appropriate word or phrase to accomplish this intention.

SECTION 8: Effective Date. This Ordinance Amendment shall go into effect thirty (30) days from

its adoption. Prior to the expiration of fifteen (15) days of adoption, this Ordinance Amendment or a summary thereof pursuant to Government Code section 36933, shall be published at least once in a newspaper of general circulation, along with the names of the members of the Town Council voting for and against its adoption.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the San Anselmo Town Council on April 9, 2024, and was adopted at a regular meeting of the San Anselmo Council on _____ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

APPROVED: _____

Eileen Burke, Mayor

ATTEST: _____

Serge Avila, Town Clerk

ORDINANCE NO.
**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AMENDING
 TITLE 10, CHAPTER 4, "HOUSING DEVELOPMENTS UNDER GOVERNMENT CODE SECTION
 65852.21" AND SECTION 10-3.412 "MAXIMUM FLOOR AREA AND MAXIMUM LOT
 COVERAGE FOR DWELLINGS AND IMPROVEMENTS ON SINGLE-FAMILY RESIDENTIAL
 PROPERTIES LOCATED BELOW 150 MEAN SEA LEVEL ELEVATION" OF THE MUNICIPAL
 CODE**

WHEREAS, the California Legislature has found that "California has a housing supply and affordability crisis of historic proportions. The consequences of failing to effectively and aggressively confront this crisis are hurting millions of Californians, robbing future generations of the chance to call California home, stifling economic opportunities for workers and businesses, worsening poverty and homelessness, and undermining the State's environmental and climate objectives." (Government Code section 65589.5); and

WHEREAS, the Legislature has further found that "Among the consequences of those actions are discrimination against low-income and minority households, lack of housing to support employment growth, imbalance in jobs and housing, reduced mobility, urban sprawl, excessive commuting, and air quality deterioration." (Government Code section 65589.5); and

WHEREAS, the Legislature has adopted the Housing Crisis Act of 2019 (SB 330) which states that "In 2018, California ranked 49th out of the 50 states in housing units per capita...California needs an estimated 180,000 additional homes annually to keep up with population growth, and the Governor has called for 3.5 million new homes to be built over 7 years."; and

WHEREAS, on September 16, 2021, Senate Bill 9 was approved by the Governor of the State of California and filed with the Secretary of State, amending Section 66452.6 of the California Government Code and adding to the Government Code Sections 65852.21 and 66411.7, allowing additional housing units on properties within single-family zones and providing for parcel map approval of an urban lot split; and

WHEREAS, the changes made to the Government Code by Senate Bill 9 went into effect January 1, 2022; and

WHEREAS, the State law allows a local agency to adopt an ordinance to implement the provisions in Senate Bill 9; and

WHEREAS, the Town Council held a duly-noticed public hearing on December 14, 2021 adopting Ordinance 1159 and Ordinance 1160 to amend and add Sections to Title 10 of the Town of San Anselmo Municipal Code to comply with Senate Bill 9; and

WHEREAS, the Town has received and approved one complete Senate Bill 9 application for housing development since December 14, 2021; and

WHEREAS, on January 9, 2024, the Town Council discussed a desire to improve housing availability and affordability in San Anselmo, noting that Senate Bill 9 has the potential to provide local jurisdictions with opportunities to reduce barriers to housing creation; and

WHEREAS, on February 5, 2024, the Planning Commission discussed proposed amendments to the Town's Zoning Code pursuant to Government Code section 65852.21.; and

WHEREAS, the adoption of the proposed Ordinance Amendment is not subject to the California Environmental Quality Act (CEQA) pursuant to the text of SB 9, which provides that an ordinance implementing the provisions of SB 9 is not considered a project under Division 13 (commencing with Section 21000) of the Public Resources Code; and

WHEREAS, the Ordinance Amendment is consistent with the following San Anselmo General Plan goals and programs: Land Use Element Goals 3 and 5 and Housing Element Programs 3.1, 5.1, and 5.9; and

WHEREAS, the Ordinance Amendment is consistent with Climate Action Plan 2030 Action T-9 (Smart Growth Development); and

WHEREAS, on March 18, 2024, the Planning Commission conducted a duly noticed public hearing for the Ordinance Amendment and voted to recommend Town Council approval; and

WHEREAS, public notice of the Town Council hearing to consider the Ordinance Amendment was published in the Marin Independent Journal on March 27, 2024; and

WHEREAS, the Town Council held a public hearing on April 9, 2024, to consider the Planning Commission recommendation and introduce the draft Ordinance; and

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO DOES ORDAIN AS FOLLOWS:

SECTION 1: The above recitals are true and correct and incorporated as findings herein.

SECTION 2: Section 10-3.412, Maximum Floor Area and Maximum Lot Coverage for Dwellings and Improvements on Single-Family Residential Properties Located Below 150 Mean Sea Level Elevation, Subsection (e) is hereby amended to read as follows:

- (e) Maximum Adjusted Floor Area Exception. The maximum Adjusted Floor Area may be exceeded on a lot by up to 325 square feet subject to Design Review approval pursuant to Article 15 of this chapter. Additional floor area is not allowed for any lots or structures associated with an application under Title 10, Chapter 4 or California Government Code Sections 65852.21 and 66411.7, unless required to accommodate two (2) one thousand two hundred (1,200) ~~eight hundred (800)~~ square foot units.

SECTION 3: Section 10-4.101, Purpose, is hereby amended to read as follows:

This chapter provides regulations for developing units and subdividing lots pursuant to the provisions of California Government Code Sections 65852.21 and 66411.7. For purposes of this Chapter, primary dwelling units developed hereunder shall be known as "Ministerial Housing Units". Accessory Dwelling Unit(s) and Junior Accessory Dwelling Unit(s) shall be regulated by

Title 10, Chapter 6 of the San Anselmo Municipal Code unless otherwise specified here.
Accessory Dwelling Unit(s) and Junior Accessory Dwelling Unit(s) shall be regulated by Title 10, Chapter 6 of the San Anselmo Municipal Code unless otherwise specified here.

SECTION 4: Section 10-4.203, Height, location, and setbacks, is hereby amended to read as follows:

Ministerial Housing Units shall either be detached, attached to, or located within an existing residential dwelling unit, excluding attached garages, storage areas or similar uses. Ministerial Housing Units shall satisfy the required building height and setback standards applicable to a primary dwelling unit as specified by the zoning district in which the lot is located, including any approved building envelope, except that:

- (a) A newly constructed Ministerial Housing Unit shall be a maximum of sixteen (16) feet in height, measured to the predevelopment ground elevations, and a single story. Ministerial Housing Units newly constructed in Special Flood Hazard Areas on the adopted Town Flood Insurance Rate Map may be up to fourteen (14) feet in height, measured from the Base Flood Elevation plus one (1) foot of freeboard, or sixteen (16) feet in height, whichever is taller. The Planning Director will grant an exception if two (2) units of one thousand two hundred (1,200) ~~eight hundred (800)~~ square feet cannot physically be built.
- (b) No setback shall be required for an existing structure or a structure constructed in the same location and to the same dimensions as an existing structure. For all other structures, the side setback shall be at least four (4) feet from the side property line and the rear setback shall be at least four (4) feet from the rear property line.

SECTION 5: Section 10-4.204, Lot coverage and floor area ratio, is hereby amended to read as follows:

The minimum size of a Ministerial Housing Unit shall be the minimum necessary to comply with all adopted and applicable building codes. Notwithstanding any other floor area provision in this Title 10, floor area shall be limited to one thousand two hundred (1,200) ~~eight hundred (800)~~ square feet per Ministerial Housing Unit ~~unit~~ and lot coverage shall be limited to thirty-five (35%) percent. The Town shall permit up to two (2) one thousand two hundred (1,200) ~~eight hundred (800)~~ square foot ~~single-story~~ Ministerial Housing Units even if the site exceeds the maximum permitted lot coverage of thirty-five (35%) percent.

SECTION 6: Severability: To the extent allowed under State law, the Town Council hereby declares every section, paragraph, sentence, clause and phrase is severable. To the extent allowed under State law, if any section, paragraph, sentence, clause or phrase of this Ordinance is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 7: Inclusion in the San Anselmo Municipal Code. It is the intention of the San Anselmo Town Council that the text in this Ordinance be made a part of the San Anselmo Municipal Code and that the text may be renumbered or re-lettered and the word "Ordinance" may be changed

to "Section", "Chapter", or such other appropriate word or phrase to accomplish this intention.

SECTION 8: Effective Date. This Ordinance Amendment shall go into effect thirty (30) days from its adoption. Prior to the expiration of fifteen (15) days of adoption, this Ordinance Amendment or a summary thereof pursuant to Government Code section 36933, shall be published at least once in a newspaper of general circulation, along with the names of the members of the Town Council voting for and against its adoption.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the San Anselmo Town Council on April 9, 2024, and was adopted at a regular meeting of the San Anselmo Council on _____ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

APPROVED: _____

Eileen Burke, Mayor

ATTEST: _____

Serge Avila, Town Clerk

**SAN ANSELMO PLANNING COMMISSION
RESOLUTION NO. 2024-05**

**RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF SAN ANSELMO
RECOMMENDING TOWN COUNCIL ADOPTION OF AN ORDINANCE AMENDMENT TO TITLE 10,
CHAPTER 4, "HOUSING DEVELOPMENTS UNDER GOVERNMENT CODE SECTION 65852.21" AND
SECTION 10-3.412 "MAXIMUM FLOOR AREA AND MAXIMUM LOT COVERAGE FOR DWELLINGS
AND IMPROVEMENTS ON SINGLE-FAMILY RESIDENTIAL PROPERTIES LOCATED BELOW 150
MEAN SEA LEVEL ELEVATION" OF THE MUNICIPAL CODE**

WHEREAS, the California Legislature has found that "California has a housing supply and affordability crisis of historic proportions. The consequences of failing to effectively and aggressively confront this crisis are hurting millions of Californians, robbing future generations of the chance to call California home, stifling economic opportunities for workers and businesses, worsening poverty and homelessness, and undermining the State's environmental and climate objectives." (Government Code section 65589.5); and

WHEREAS, the Legislature has further found that "Among the consequences of those actions are discrimination against low-income and minority households, lack of housing to support employment growth, imbalance in jobs and housing, reduced mobility, urban sprawl, excessive commuting, and air quality deterioration." (Government Code section 65589.5); and

WHEREAS, the Legislature has adopted the Housing Crisis Act of 2019 (SB 330) which states that "In 2018, California ranked 49th out of the 50 states in housing units per capita...California needs an estimated 180,000 additional homes annually to keep up with population growth, and the Governor has called for 3.5 million new homes to be built over 7 years."; and

WHEREAS, on September 16, 2021, Senate Bill 9 was approved by the Governor of the State of California and filed with the Secretary of State, amending Section 66452.6 of the California Government Code and adding to the Government Code Sections 65852.21 and 66411.7, allowing additional housing units on properties within single-family zones and providing for parcel map approval of an urban lot split; and

WHEREAS, the changes made to the Government Code by Senate Bill 9 went into effect January 1, 2022; and

WHEREAS, the State law allows a local agency to adopt an ordinance to implement the provisions in Senate Bill 9; and

WHEREAS, the Town Council held a duly-noticed public hearing on December 14, 2021 adopting Ordinance 1159 and Ordinance 1160 to amend and add Sections to Title 10 of the Town of San Anselmo Municipal Code to comply with Senate Bill 9; and

WHEREAS, the Town has received and approved one complete Senate Bill 9 application for housing development since December 14, 2021; and

WHEREAS, on January 9, 2024, the Town Council discussed a desire to improve housing availability and affordability in San Anselmo, noting that Senate Bill 9 has the potential to provide local jurisdictions with opportunities to reduce barriers to housing creation; and

WHEREAS, on February 5, 2024, the Planning Commission discussed proposed amendments to the Town's Zoning Code pursuant to Government Code section 65852.21.; and

WHEREAS, the Planning Commission is responsible for providing recommendations to the Town Council for proposed amendments to the Town's Zoning Code pursuant to Government Code section 65853 *et seq.*; and

WHEREAS, the adoption of the proposed Ordinance Amendment is not subject to the California Environmental Quality Act (CEQA) pursuant to the text of SB 9, which provides that an ordinance implementing the provisions of SB 9 is not considered a project under Division 13 (commencing with Section 21000) of the Public Resources Code; and

WHEREAS, the Ordinance Amendment is consistent with the following San Anselmo General Plan goals and programs: Land Use Element Goals 3 and 5 and Housing Element Programs 3.1, 5.1, and 5.9; and

WHEREAS, the Ordinance Amendment is consistent with Climate Action Plan 2030 Action T-9 (Smart Growth Development); and

WHEREAS, a public hearing notice was published in the Marin IJ on March 7, 2024, and posted in three places pursuant to Government Code section 65090 giving notice of the Planning Commission's consideration of recommendation of the proposed Zoning Code Amendments contained herein; and

WHEREAS, the Planning Commission held a duly-noticed public hearing on March 18, 2024 to consider the Ordinance Amendment.

NOW, THEREFORE, BE IT RESOLVED that:

1. The above recitals are true and correct and incorporated as findings herein.
2. The Planning Commission of the Town of San Anselmo does hereby recommend that the Town Council adopt the proposed Ordinance Amendment as set forth in **Exhibit A** attached hereto.

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the San Anselmo Planning Commission on the 18th day of March, 2024, by the following vote:

AYES: Heiman, Pipkin, Koblick de Leon, Strauss, Chair Asselstine

NOES: None

ABSTAIN: None

ABSENT: Smith, Tunny

RECUSED: None



Secretary to the Planning Commission

EXHIBIT A

Section 10-3.412, Maximum Floor Area and Maximum Lot Coverage for Dwellings and Improvements on Single-Family Residential Properties Located Below 150 Mean Sea Level Elevation, Subsection (e) is hereby amended to read as follows:

- (e) Maximum Adjusted Floor Area Exception. The maximum Adjusted Floor Area may be exceeded on a lot by up to 325 square feet subject to Design Review approval pursuant to Article 15 of this chapter. Additional floor area is not allowed for any lots or structures associated with an application under Title 10, Chapter 4 or California Government Code Sections 65852.21 and 66411.7, unless required to accommodate two (2) one thousand two hundred (1,200) ~~eight hundred (800)~~ square foot units.

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- (b) No setback shall be required for an existing structure or a structure constructed in the same location and to the same dimensions as an existing structure. For all other structures, the side setback shall be at least four (4) feet from the side property line and the rear setback shall be at least four (4) feet from the rear property line.

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STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 3.1

MEETING DATE: April 9, 2024

AGENDA TITLE: Consider making appointments to the Arts Commission, Climate Action Commission, and Parks and Recreation Commission

FROM: Administration, Serge Avila, Town Clerk

RECOMMENDATION: For the Council to consider appointing:

- (2) Voting members to the Arts Commission
 - (2) Voting members to the Climate Action Commission
 - (3) Voting members to the Parks and Recreation Commission
-

DISCUSSION

1. Arts Commission

The Arts Commission has a membership consisting of nine members, appointed by the Town Council to serve a three-year term. Current membership is as follows:

<i>Name</i>	<i>Term</i>	<i>Term Expiration</i>
Kathee Shatter	Expired	October 2023
Julia Wise	Current	July 2024
Mark Cohen	Current	October 2024
Nish Nadaraja	Current	October 2024
Jane Cunningham	Current	September 2025
Kathleen Edwards	Current	September 2025
Barbara Shands	Current	October 2025
Elizabeth Grasso	Current	October 2025
Vacant	Vacant	Vacant

There is one vacancy and one seat expired. A total of two seats are available.

Kathee Shatter (incumbent), and Bente Mirow were interviewed on 12/12/2023. Dana Lewis, and Tara Pandeya were interviewed 03/26/2024.

The Council may consider appointing a total of (2) Voting members to the Arts Commission or direct staff to continue recruitment and schedule more interviews.

2. Climate Action Commission

The Climate Action Commission has a membership consisting of nine members appointed by the Town Council to serve three-year terms. Current membership is as follows:

<i>Name</i>	<i>Term</i>	<i>Term Expiration</i>
Karen Mendelow	Expired	April 2024
Susannah M Saunders	Expired	April 2024
Judith O'Rourke	Current	April 2025
Michael Kamerick	Current	April 2025
Lilly McKenna	Current	October 2025
Kathleen Gundry	Current	April 2026
Bridget Clark	Current	October 2026
Nuria Montalvo	Current	October 2026
Soo Bedo	Current	December 2026

There are two seats expired and available.

Three applications were received and were interviewed on Tuesday, March 26, 2024, Karen Mendelow (incumbent), Susannah Saunders (incumbent), and Lucy Matthews.

The Council may consider appointing a total of (2) Voting members to the Climate Action Commission or direct staff to continue recruitment and schedule more interviews.

3. Parks and Recreation Commission

The Parks and Recreation Commission has a membership consisting of seven members appointed by the Town Council to serve four-year terms. Current membership is as follows:

<i>Name</i>	<i>Term</i>	<i>Term Expiration</i>
--------------------	--------------------	-------------------------------

Rod Kerr	Expired	July 2023
Jan Wu	Expired	July 2023
Ryan Lafrenz	Current	July 2024
Michael Cerio	Current	July 2026
Cat Austin	Current	July 2026
Ivy Tzur	Current	March 2027
Vacant	Vacant	Vacant

There are two seats expired and one vacancy for a total of three seats.

Tyra Gottchalk was interviewed on 03/28/2023

Jan Wu (incumbent), Rod Kerr (incumbent), Sharon Mayer, Patrick Stallone, Elizabeth Grasso, and Dermot Corr were interviewed earlier today.

The Council may consider appointing a total of (3) Voting members to the Parks and Recreation Commission.

FISCAL IMPACT

There would be no direct fiscal impact to the Town to approve this item.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment 1- Kathee Shatter- Arts Commission- Application no Resume

Attachment 2- Bente Mirow- Arts Commission- Application w/Resume

Attachment 3- Dana Lewis- Arts Commission- Application w/Resume

Attachment 4- Tara Pandeya- Arts Commission- Application w/Resume

Attachment 5- Karen Mendelow- Climate Action Commission- Application w/Resume

Attachment 6- Susannah Saunders- Climate Action Commission- Application w/Resume

Attachment 7- Lucy Matthews- Climate Action Commission- Application no Resume

Attachment 8- Tyra Gottchalk- Parks and Recreation Commission- Application

Attachment 9- Jan Wu- Parks and Recreation Commission- Application no Resume

Attachment 10- Rodd Kerr- Parks and Recreation Commission- Application no Resume

Attachment 11- Sharon Mayor- Parks and Recreation Commission- Application no
Resume

Attachment 12- Patrick Stallone- Parks and Recreation Commission- Application
w/Resume

Attachment 13- Elizabeth Grasso- Parks and Recreation Commission- Application no
Resume

Attachment 14- Dermot Corr- Parks and Recreation Commission- Application no
Resume

Print

Boards, Committees and Commissions Application - Submission #2021

Date Submitted: 11/8/2023

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

11/7/2023

**I wish to apply for an
appointment to a term/balance***

Arts Commission

Name*

Kathee Shatter

Home Address*

155 Oak Ave

Occupation*

Realtor

Employer's Address

490 Magnolia, Larkspur, CA

Home Phone*

4154974189

Work Phone

Cell Phone

4154974189

E-Mail*

katheeshatter@gmail.com

Number of years as resident of San Anselmo*

35

Number of years as a resident in Marin*

40

Education Level Achieved*

Graduate Degree (Major)

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:**1.) Name***

Hank Mielke

1.) Phone*

4152257556

2.) Name*

Jeanne Lipson

2.) Phone*

4155091029

3.) Name*

Claudia Tarantino

3.) Phone*

4152331638

I would be able to regularly attend the meetings of this Board/Commission/Committee.*

☒ YES

☐ NO

I would be available to attend additional meetings when they are necessary.*

☒ YES

☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☒ YES
☐ NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

5+ years on the San Anselmo Arts Commission; 4 years as a Board member: Integrated Community Services; 4 years as Board Member and Officer: Marin Association of Realtors

Reasons for this appointment.*

I am dedicated to supporting and adding to the Arts and our community.

What are your qualifications for this appointment.*

I have served on the Commission for 4+ years and am deeply involved in the activities and future planning of the Commission.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

We have gained significant momentum in visibility in the Community and adding to the experience of the Arts in San Anselmo. We need to continue long-term planning, project initiation/ completion, and fundraising.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

None

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

No file chosen

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, at townclerk@townofsananselmo.org or 415-258-4660.

Print

Boards, Committees and Commissions Application - Submission #2005

Date Submitted: 10/14/2023

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

10/14/2023

**I wish to apply for an
appointment to a term/balance***

Arts Commission



Name*

Bente L Mirow

Home Address*

37 Ross Ave, #3

Occupation*

Writer / Teacher

Employer's Address

37 Ross Ave

Home Phone*

4153126365

Work Phone

4153126365

Cell Phone

4153126365

E-Mail*

lightnow13@gmail.com

Number of years as resident of San Anselmo*

1

Number of years as a resident in Marin*

40

Education Level Achieved*

Graduate Degree (Major) ▼

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

1.) Name*

MaryBrent Cantarutti

1.) Phone*

(\$15) 269 1039

2.) Name*

Nicole Frazer

2.) Phone*

(415) 454 2568

3.) Name*

Nancy Nichols

3.) Phone*

(415) 290 7073

I would be able to regularly attend the meetings of this Board/Commission/Committee.*



YES



NO

I would be available to attend additional meetings when they are necessary.*



YES



NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*



YES



NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*



YES



NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

BID (Downtown Business Improvement District), the City of San Rafael, Board member, 2 years. Drawbridge (Arts program for homeless children, San Rafael). Advisory Board Member, 2017 - present. YouthPosterContest (youthpostercontest.com). Partner, Advisory Council Member, Judge

Reasons for this appointment.*

Interested in the arts in San Anselmo, to promote art and artists, to support the city in such efforts, and to be involved in the enhancement of San Anselmo.

What are your qualifications for this appointment.*

!4 years as the Store Manager of RileyStreet Art Supply in San Rafael, where I served artists from all of Marin, created a full arts education program with local teachers, provided free weekly art demos by local artists as well as art reps and vendors, created and managed monthly art walks with live music, chose artists and curated an in-house gallery for new shows monthly. Graduate degree in creative writing and art history.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

I know the Board has just finished the mural project, and Live on the Avenue is over for the year. Halloween and Christmas events are surely on the agenda, as well as the electric boxes at the Hub. On a bigger scale, I believe more children's activity is being considered, and surely marketing, community involvement, and fundraising.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*



YES



NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

None



You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

BenteMirow.Resume.2023.docx

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, at townclerk@townofsananselmo.org or 415-258-4660.

Bente Licht Mirow

37 Ross Ave, #3

San Anselmo, CA 94960

(415) 312 6365

lightnow13@gmail.com

InnerWeather.com

<https://www.linkedin.com/in/bentemirow/>

Summary Qualifications:

With an international background in varied pursuits, the essence of my efforts has integrated my passion for writing and research, education, and the arts. I have thrived in developing communication and organizational proficiencies along with interpersonal skills in all my endeavors.

Academic Background

- ***Master's of Arts Degree*** in Humanities: Creative Writing and Art History from Dominican University of California, 1999.
- ***Bachelor of Arts Degree*** in Languages (Danish, English, French, German, Latin) from Taarnby Gymnasium, Copenhagen, Denmark in 1975.

Professional Background

- ***Founder and creator of www.InnerWeather.com***
Online platform serving Social-Emotional Life Skills for adults, launched in April 2017.
Current format is through email broadcasts.
Projected formats include eBooks, course modules, and print books.
- ***Professional Writer and Editor.*** 1991 – present. Magazine assignments and article writing, fiction novel development, short stories, fiction and non-fiction for children and young adults, contract work for websites, profiles, bios, art class development, artists' statements, social-emotional life skills instructional curriculum design for elementary grades, marketing materials for authors and artists, and more.

Sample larger projects:

- 2011 – 2016: Lead writer for 180 Degrees Program (<http://180-degrees.com/>) writing Social-Emotional Instructional Curricula for elementary grades. The Curricula consist of instructional writing to students as well as teachers' manuals, development of activities and stories employing a created cast of characters growing up inside the curriculum.

The books are currently is use in schools across the US.

- 2006 – 2012 regular monthly article contributor to *Vision Magazine, A Catalyst for Conscious Living*, a print as well as on-line publication founded in consciousness and spiritual living, published in 6 states (ceased publication in 2012). Contributions included feature articles, essays, news commentaries and personal musings.
- Web content development for travel website www.vayama.com (Airtrade International) before launch in 2008. Researched travel information for cities around the world and created their airline profile database consisting of several hundred airline profiles based on protected industry sources. Regular travel shorts for cities around the world after launch.
- ***Creative Expressions Instructor. Marin Ventures.*** 2018 – present.
Working with developmentally disabled adults from the non-verbal to highly functioning autistic people to create stories, real of fiction, and develop ways to express themselves.
- ***Company Photographer. Marin Ventures.*** 2021-present.
Documenting local activities as well as outings for social media and in-house use.
- ***Danish Language Teacher. The Scandinavian School and Culture Center.*** 2021 – present.
Teaching 25 students weekly online, Beginners through Advanced.
- ***Marketing Director. The Simmons Law Firm.*** 2020 – present.
Developing marketing strategies and interface with multimedia resources for business development. Writing/editing news articles for submission to legal periodicals. Develop and update website, LinkedIn profile, and graphics for law firm.

The art supply industry, management and marketing. 2007 – 2021.

- ***Store Manager for RileyStreet Art Supply***, an art center and store in San Rafael, California, for 14 years. Aside from overseeing a staff of 8 and daily store operations, responsibilities included creating on-going educational programs in the form of classes for youth and adults, weekly free art demonstrations, lectures, fund raising events for school arts programs, co-creations with local arts organization, writing a weekly newsletter to 2500 subscribers, working with local college faculty to provide needed supplies for students as well as adding extra-curricular offerings where helpful to teachers and students. Marketing efforts to create fresh ideas for new endeavors in the community.
Chose artist and curated monthly shows for in-house gallery, and presented monthly Art Walks with live music, food, and art talks.

Other work experience include:

- Contracted by Google/WorkForceLogic in 2008 to assist in evaluating queries from their Danish search engines against the quality of the results. Required in-depth ability to identify any given website for integrity, marketing intent, scams, etc.
- Only on-call translator of Danish-English / English-Danish of documents and client needs for the Danish Consulate in San Francisco / Sacramento from 1982 – 2017.
- Co-founder of LED lighting company in Mill Valley. Spent 4 years building platform and product protection.
- Managed a 30+ yacht charter and sailing school for 6 years in Sausalito, CA. Developed a four-tier sailing certification program for adults and young adults.
- 12 years in management in the airline industry, Copenhagen, London, Bangkok, San Francisco.

Commissions:

- Advisory Board Member of DrawBridge (<http://drawbridge.org>), an arts program for homeless children based in San Rafael. 2017 – current.
- Advisory Council Member of the YouthPosterContest.org. (<http://youthpostercontest.com>) a contest and platform for young people ages 12 -18 to express their hope, optimism and concerns about social justice, gun control, gender, climate change and other issues that affect their lives. Co-producer, judge and host for the yearly awards ceremony. 2018 – current.
- Board member and Secretary on the Board of Directors of the San Rafael Downtown Business Improvement District, an Advisory Board to the San Rafael City Council. 2011-13
- Chosen as the 2018 honoree for Marin Ventures, a community integration day program for developmentally disabled adults in San Rafael, CA (<http://www.marinventures.org/>), and as the recipient of the John Rumsey Spirit Award for my contribution to the community of developmentally disabled adults and the community in general through the arts. Award was given on May 5th, 2018.
Simultaneously recognized by the California State Legislature (Assembly Member Marc Levine and Senator Mike McGuire) with a Certificate of Recognition.

References:

Greg Willeford, Chief Operating Officer, 180 Degrees Foundation, Adjunct Professor of Education and Criminal Justice – (503) 949 0981 / greg@willefordgroup.com

Marilyn Spoja, Founder of ResetGo, a program of workshops helping veterans make successful transitions into civilian society – (415) 515 8323 / mpspoja@gmail.com

Bruce Burtch, internationally recognized as a cross-sector partnership and cause marketing expert - (415) 454 0839 / bruce@bruceburtch.com

Print

Boards, Committees and Commissions Application - Submission #2019

Date Submitted: 11/5/2023

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

November 4, 2023

**I wish to apply for an
appointment to a term/balance***

Arts Commission



Name*

Danna Lewis

Home Address*

96 Hillside Avenue

Occupation*

Program Manager, Director of Stakeholder Experience/BizDev, Advisor

Employer's Address

96 Hillside Avenue

Home Phone*

4152644533

Work Phone**Cell Phone****E-Mail***

danna@dannalewis.com

Number of years as resident of San Anselmo*

2

Number of years as a resident in Marin*

2

Education Level Achieved*

College/University Degree (Major)

**Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:****1.) Name***

Elizabeth Losa

1.) Phone*

415-895-8823

2.) Name*

Nish Nadaraja

2.) Phone*

415-305-8482

3.) Name*

Martine Hamers

3.) Phone*

415-412-0579

I would be able to regularly attend the meetings of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I would be available to attend additional meetings when they are necessary.*

- ☒ YES
☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☐ YES
☒ NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

Mill Valley Chamber of Commerce Board of Directors.
Currently the Director of Business Development and Stakeholder Experience for the Mill Valley Chamber.

Reasons for this appointment.*

Desire to contribute to San Anselmo and bring my strengths and skills to the team.

What are your qualifications for this appointment.*

Mission-Driven, Growth-Minded Leader with 15+ years of diverse industry sector knowledge providing thought partnership, strategic execution, brand architecture, and trusted operations management to CEO/Founders, Boards, and Senior Leadership Teams with the confidence and acumen to move things forward.
Natural Connector with experience building programs and brands from both a creative and systems-thinking perspective.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

Finding new ways to expand the Commission's awareness, reach, and impact across the community - create other (sustainable) programs/events beyond Beatles in The Park.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

☒ YES

☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

Economic Development Committee



You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

Danna Lewis Resume.pdf

**Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, at
townclerk@townofsananselmo.org or 415-258-4660.**

Mission-Driven, Growth-Minded Leader with 15+ years of diverse industry sector knowledge providing thought partnership, strategic execution, brand architecture, and trusted operations management to CEO/Founders, Boards, and Senior Leadership Teams with the confidence and acumen to move things forward. Foundational systems-thinker with stakeholder-focused savvy scaling in fast-paced high-growth environments without sacrificing high-end customer service. Known for being a positive, grounded leader, offering continuous improvement, and focusing on strengths to stimulate personal and group excellence.

Highlights

- Worked with Founder/CEO to take startup from MVP (through full resource lifecycle and management) to a fully operational Marketing, Events, Sales global remote team of 35 and concierge membership growth of 150%.
- Partnered with the Founder/CEO to cultivate and then assume brand oversight, leading full-stack lifecycle marketing, defining best practices that directed the brand tone from location interior design through all digital platforms providing the scaleable foundation for franchise growth from 25 to 75 locations in four years.
- Highly innovative in pioneering new roles, departments, and programs leveraging cross-functional relationships to strengthen the overall ecosystem. First person in 95% of roles in both Fortune 500 and Startup environments.
- Industry Experience: Financial Services, Investment Banking, Healthcare, Health & Wellness, Franchising, SaaS, Social Impact, Professional Development Services, EdTech, Consulting, Coaching, Start Up, Nonprofit

Professional Experience

Program and Course Manager | The Shift Network | Remote | 04/2021 - Present

- Collaborate with clients (Faculty) to design and deliver their online learning courses and programs resulting in consistent Net Promoter scores of 74+ for company and 74+ personally (as measured by client satisfaction).
- Repaired partner relationship resulting in initial revenue uptick of \$15,000 and ongoing.
- Manage the onboarding and cross-team project workflow and delivery of 16-20 simultaneous online live courses, and membership programs concurrently ranging from 100-900 participants each.
- Provided multiple workflow efficiencies and client journey improvements resulting in time savings, increased on-time deliverables, and improved cross-team communication. Serves on special projects / task forces.

Business and Career Consultant / Coach | Remote | 04/2019 - Present

Serves as a consultant and advisor to improve stakeholder journeys aligned with business objectives and a (Randstad) Certified Career Transition Coach facilitating 100+ clients through the full lifecycle of career changes.

COO / Board Secretary & Treasurer | The Athena Alliance | Remote | 01/2018 - 04/2019

- Partnered with Founder/CEO to develop portfolio of products and services from minimum viability through full deployment and sustainability, financial modeling, preparing to transition to a SaaS business model.
- Lifted business revenue through full sales cycle management of individual memberships and corporate business development, negotiating and closing sales from \$7k to \$400k.
- Hosted and attended more than a dozen events in person to debut programs, launch new membership (city) regions, foster the company ecosystem, and network on behalf of the CEO.

Executive Director | The National Association of Environmental Medicine | Remote | 06/2015 - 01/2018

Driver of the coordination and facilitation of the administrative and operational activities of the executive team, leading organizational change including Board engagement, Board meetings, committee communications, daily operations, monthly membership webinars, and event planning of the yearly conference.

Fractional Chief of Staff | Harmonia Wellness & Social Club | Sausalito, CA | 01/2014 - 01/2018

Business Consultant | Various

- Collaboration with Founder/CEO and SLT as Fractional Chief of Staff (Harmonia Wellness & Social Club) to design and implement membership model, website, operations standards and procedures, and client experience.
- Served as a consultant and advisor across a broad range of topics combining deep industry knowledge to enhance customer experience, develop processes, and guide campaign development and product launches.
- Collaborated with various Founder/CEO's to design and build websites, brand strategies, and marketing content.

Brand & Marketing Director | The Bar Method | San Francisco, CA | 06/2009 - 09/2013

- Led organizational change and change management initiatives as well as internal and external communications.
- Galvanized corporate-wide marketing plan and positioned franchise studio owners for success by developing a playbook of best practices for sales, marketing, and customer experience training.
- Worked with a PR and Social Media team to oversee an annual omnichannel content calendar of monthly and seasonal campaigns, improving open rates to more than 30% and garnering national media placements.
- Orchestrated design and execution of yearly Franchisee convention; Key leadership team member in the ideation through the go-to-market launch of brand products including seven exercise DVDs and branded apparel.

Advisory Board Member | Second Wind Organization | San Francisco, CA | 01/2008 - 12/2010

Business Operations & Marketing Consultant | San Francisco, CA | 01/2008 - 06/2009

Assisted CEO/Founder of GirlfriendCircles.com and several other business owners with strategic planning through launch operations of digital platforms and in-person marketing events.

Vice President, Shared Services Operations | Citigroup Inc. | Tampa, FL | 01/2001- 01/2008

- Established a white-glove treasury and cash-management unit to support the budget management of the \$13billion Accounts Payable Division and the senior executives enterprise-wide.
- Managed financial modeling and data analysis of a \$400MM account while leveraging cost containment and relationship management to generate an additional \$350k per year.
- Built and supervised a 12-person high-performance team responsible for solving complex problems and crisis situations in tight deadlines regarding sensitive and confidential information- accomplishing the lowest employee turnover in the division / highest performance ratings for six consecutive years.

Core Competencies & Technical Skills

Google Suite, Mac Suite, Microsoft Suite, Salesforce, Hubspot, Asana, Slack, Zoom, Docusign, Constant Contact, MailChimp, Survey Monkey, Program Management, Project Management, Change Management, Workflow Design, Operational Cadence, Process Improvements, Management Reporting, Board Management, Stakeholder Success, Operational Excellence, Customer Journey, Global Remote Teams, Brand Architecture, Full Lifecycle Marketing

Education & Leadership

Board Member, Strategic Plan Committee | The Mill Valley Chamber of Commerce | 01/2023 - 12/2023

Ambassador/Writer | The Mill Valley Chamber of Commerce | 01/2020 - Present

Certified Career Transition Coach & Career Coach Authority | Randstad Risesmart | Jun 2020

Published Author | DreamSculpt Publishing/Waterside Productions | Dec 2019

Volunteer Career Leadership Coach | Braven @ SJSU | Fall Semester 08/2019 - 12/2019

Auditor, Corporate Board Training | The Directors Academy | Sep 2018

Host and Creator of Lucious Leadership Podcast | Inspired Choices Network/Syndicated | 01/2016 - 2020

Conscious Leadership Training | Various & The Shift Network | 01/2012 - Present

Bachelors of Business Management with Minor in Marketing | University of Phoenix

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Tara	C	Pandeya
First Name	Middle Initial	Last Name

taradances@gmail.com

Email Address

37 Rutherford Avenue

Home Address

Suite or Apt

San Anselmo

City

CA

State

94960

Postal Code

Home: (415) 259-9710

Primary Phone

Home: (415) 259-9710

Alternate Phone

Occupation

Artist/scholar

Employer's Address

50 Acacia Ave, San Rafael, CA 94901

Which Boards would you like to apply for?

Arts Commission: Submitted

Question applies to Arts Commission
Do you live in the Ross Valley?

Number of years as resident of San Anselmo?

35

Number of years as a resident in Marin?

35

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

Barbara Framm (415) 259-9709 Jennifer Bahi (415) Joan Caul (415) 453-0751

Education Level Achieved *

☒ Master's Degree

Interests & Experiences

I would be able to regularly attend the meetings of this Board/Commission/Committee.

☒ Yes ☐ No

I would be available to attend additional meetings when they are necessary.

☒ Yes ☐ No

I am familiar with the responsibilities and functions of this Board/Commission/Committee.

☒ Yes ☐ No

I have attended meetings of the Board/Commission/Committee as a member of the public.

☐ Yes ☒ No

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees:

-Soloist with Cirque du Soleil- contributing to public performances and working as the tour's social outreach liaison organizing workshops to serve marginalized communities (I.E. in orphanages in Lebanon with Palestinian and Syrian refugees, in South Africa with children of AIDS patients & in Venezuela with marginalized youth). -Fulbright scholar- presenting the nation as an ambassador of cultural exchange and education -Adjunct Professor at Dominican University of California's LINES Ballet BFA program- fostering growth and development of future artists and arts enthusiasts -Board member of Ballet Afsaneh Art and Culture Society in Woodacre-offering expertise in advising and guiding cultural organizations towards success -Thirty-five-year residency in San Anselmo with my 105 year old grandmother off of Butterfield Avenue- actively committed to arts and cultural enrichment

Reasons for this appointment:

--Extensive expertise- diverse background as an award-winning choreographer, dancer, published scholar and educator bringing a wealth of knowledge to support the arts and culture initiatives -Community Commitment- a decade working as an artist with San Rafael-based -Youth In Arts & Young Imaginations in the Bay Area public school districts and working with dozens of NGOs (see CV) both as an outreach liaison, artist and volunteer with decades of experience -Cultural Advocacy- with a commitment to promoting cross-cultural sensitivity and fostering inclusivity and diversity through the arts -Vision for Enhancement- with comprehensive perspective gained from international arts experience performing over 1,500 shows across 40 countries, academic endeavors and bringing innovative ideas and global outlook to enrich the local arts and cultural landscape of San Anselmo

What are your qualifications for this appointment?

-Artistic excellence- I have been twice singled out by the dance critic for the New York Times for my solo artistic work: <https://www.nytimes.com/2010/06/15/arts/music/15festival.html> - Educational Prowess- a commitment to educating future generations in the arts -Cultural ambassadorship- as a Fulbright scholar and person of mixed race heritage with deep roots in San Anselmo. My grandparents moved here in the 1930's and my grandma may well be the oldest resident currently in San Anselmo- at age 105. -Advocacy and Leadership- My advisory role as an artist in various capacities underscores my commitment to promoting cultural awareness, diversity, unique histories and stories as well as inclusive within the local arts community.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?

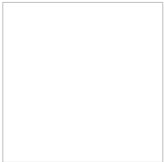
One crucial issue could be fostering greater community engagement and inclusivity in cultural events and initiatives. I know this firsthand, as a half White and half Indian individual growing up in Marin. Additionally, ensuring sustainable funding and resources to support diverse art forms and programs within the community might be another key challenge requiring attention.

LinkedIn Profile

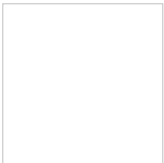
<https://www.linkedin.com/in/tara-catherine-pandeya-1b8384a/>

[Pandeya_CV_2023.docx](#)

Upload a Resume



You may attach other documentation which you believe would be helpful to the Council in its selection process.



Please Agree with the Following Statement

I understand that I and all other applicants will be personally interviewed by the Town Council (or the entity overseeing the Steering and Short Term Committees) as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.

☒ I Agree

E-Signature:

Tara C Pandeya

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, townclerk@townofsananselmo.org or 415-258-4660.

Tara Catherine Pandeya

Email: taradance@gmail.com

*"Tara is a brilliant woman who is destined to make a great impact on the world. Coming from a mixed heritage, Tara is particularly gifted in understanding the complexities of issues. In addition, her artistic gifts enable her to take a multidisciplinary approach to all things that she studies.~ Dr. Ibrahim Abdurrahman Farajaje, Dean of Faculty **University of California Berkeley***

*"In a field that often attracts artists who give only a superficial pass at studying a dance tradition deeply, Ms. Pandeya is someone who counters this with her has an extraordinary gift. Tara not only is a dance artist of stunning capabilities, but also possesses the deep kinesthetic integration of understanding that is required when encountering culturally specific dance. Tara is one of the most talented dance artists I have known in 25 years of work in the field of presenting and promoting culturally specific dance forms" ~ Lily Kharrazi, Program Manager for the **California Arts Commission and the Alliance for California Traditional Arts.***

" nothing less than electrifying: Ms. Pandeya. Her hands flitted like butterflies in the air around her head with bewildering speed; and her feet ...Parts of this Bukharan dance look related to the Kathak genre of India: similar rapid single turns, similar percussive rhythmic play of the footwork. But the trilling sparkle of Ms. Pandeya's hands was like nothing I have seen."
~Alastair Macaulay, dance critic for the **New York Times Newspaper**

Teaching experience:

Upcoming: Stanford University, 'Physical Listening' Co-taught with JoAnn Mendl Shaw & Shevzov-Zebrun, Winter 2024

LINES Ballet BFA Program for Dominican University, Ca, Modern dance, Fall 2023, Spring 2023

Saint Mary's College, Ca, Jan term 2021, 2022,
2023 'The Great Silk Road, co-taught with Professor Rob Weiner

Guest-lecturer: Cambridge University, Western Norway University of Applied Sciences, Royal Holloway University, London, SOAS University of London, Panama University, Panama City, Embassy of Uzbekistan, London, Journalism and Mass Communication University, Tashkent, Uzbekistan

Education:

Master's Degree in Dance Anthropology, Roehampton University's Centre for Dance Research 2017-2018,

Intensive Tajik (Persian) Language Immersion- 'Advanced' placement score on oral exam from American Council's U.S. State Testing Center, July 2021,

Dance Certificate, Tashkent Choreography College, Spring Semester, June 2012

Dance Certificate, Dushanbe Choreography College, Fall Semester, September 2011

Uyghur Classical Dance Certificate, Xinjiang Arts Institute, Classical 'Uyghur' Dance Program, Uyghur Autonomous Xinjiang, China, 2009

Bachelors Degree in Liberal Arts with a Minor in Arabic, St. Mary's College LEAP (Liberal Education for Arts Professionals) program, 2007

Arabic Language intensive (for BA minor)- University of Berkeley, California, 2006

Comprehensive CTESOL Teaching Certificate, Transworld Schools, San Francisco, Ca, 2005

Arabic Language Certificate, Alif University, Fez, Morocco, 2000

Artistic merits:

Dominican University, Adjunct Faculty Merit Award, 2023, **Alliance for California Traditional Arts-** selected as 'Master Artist' to mentor Afghan mentee artist in traditional dance, 2021 **Rauschenberg Foundation individual artist grant**, 2020, **Fulbright Scholarship-** Dance Anthropology studies at Roehampton University, London, UK **Audacious Minds Fellowship~** 6 month EU funded solo choreographic project at Berlin's Forecast Festival, **Rockefeller funded Asian Cultural Council Grant-** Karachi, Pakistan, **'Creative Work Fund'**, solo artist, **Margaret Jenkin's CHIME Choreographers Mentorship grant** with master Cambodian artist Charya Burt, **Apprentice Fellowship**, the Alliance for California Traditional Arts with mentor Abbas Kosimov, **Nomination for Solo Artist of the**

Year and winner for Best Composition with Abbos Kosimov, the Isadora Duncan Awards Committee, * **Artistic Career Development Grant**, the Marin Arts Council, 2008 **Next Generation Grant** the California Arts Council,

Professional Non-profit work:

(Arts education specialist)~ Outreach liaison- ‘Cirque du Monde’ NGO for Cirque du Soleil- created movement workshop programming on 4 continents with marginalized youth (E.g: Syrian orphanage in Lebanon, with children of AIDS patients in South Africa & youth in Venezuela), ‘Young Imaginations’, ‘People Like Me’ & ‘Youth in Arts’ (teaching K-High School in the Bay Area public schools), Narika- NGO for Abused South & Central Asian Women & Human Trafficking Victims (Outreach Coordinator & Volunteer Coordinator), **Artist & teacher for:** 2002-12 Afsaneh Art and Culture Society, International Orphan Care, The Zoroastrian Society, The Arab Cultural Center, Afghan Women's Alliance International, Afghan Widows & Orphans Foundation, Roots of Peace; De-Mining Afghanistan, The Association for the Protection of Afghan Archaeology, Silk Road House, Silk Road Foundation, Afghanistan and Central Asia Association, Women for Women. State-funded American Councils- Camp America- on the Tajik/Afghan border: dance and drama consultant, teaching to 400 school aged children in the most conservative and rural regions of Tajikistan.

Anthropological research assistant & founding member of the ‘*Tajik Dance Initiative*’ NGO with Professor Friend & Afsaneh Art & Culture Society, Christensen Foundation, Dushanbe & Khorog, Tajikistan, 2006

Published writing: *Upcoming:* Pomona University, *Journal for Humanities and Social Sciences*, January 2024, Dance Magazine, BBC Dari, BBC Uzbek (video), Saint Mary’s College of Moraga, Royal Holloway University

Residencies: *Upcoming:* Ilhom Center for Contemporary Arts, Tashkent, Uzbekistan, CECArtlink artist residency, Baku Azerbaijan, **Culturistan with Kiarostami Foundation** Think Tank, Paris, France **Cooper Leg Residency**, Tallinn, Estonia **Back Apartment Residency**, Saint Petersburg, Russia **Upstanding Others** with the Museum of Modern Art, San Francisco, **Shadhona Residency**, Dhaka, Bangladesh California **Thought Tank** with Richard Siegal’s Ballet of Difference, Cologne, Germany, **Humanities Link Sufi Kathak** Ustad

Rani Khanum, New Delhi, India 2013, **Uzbek dance residency**, Dilafruz Djabborva and Sogdiana Israilova, New York & Tashkent, 2020, 2012, 2004

Past Professional Experience: (Selected works) **2023-2010**

‘Dralion’ by Cirque du Soleil~ World tour 140 cities, 23 countries & 5 continents in 5 years ~Soloist & Assistant to director- 1,700 performances, 2009-2015 ~Social Action Liaison: organized charitable donations, outreach programming & dance workshops in Lebanon, South Africa, Panama and Guatemala

Niyaz sound and movement immersive concert- Royce Hall, University of California, Los Angeles, August 19, 2023

Niyaz sound and movement immersive concert- East Coast tour & the Getty Villa- New York, Chicago, Boston, Scottsdale and Los Angeles, March- April-May, 2022

Saqi Saqi-choreographic collaboration with winner of Afghanistan’s national television show ‘Afghan star’ Elaha Sooror, music video, August, 2020

Choreographic commission for the Persian celebration ‘Shab e Yalda’ (Winter Solstice) for Sidra Community Wellness Program, a mental health program for refugees to the Bay Area, December 2020

Kokand International Handicraft Festival and Tashkent Zarb Concert, September-February, 2020

‘Around the World in 40 Days’, Asia Society, Choreographic Commission, Soloist, Oct 12, 2020

Soloist/Choreographer- San Francisco Ethnic Dance Festival, San Francisco Opera House, Commissioned work, Soloist, July 25th, 2019

The Albert & Victoria Museum- Nowruz with the Silk Road Collective, March 20, 2019, London, UK

The Muslim Awards with Mayor Sadiq Khan, London, UK March 1, 2019

Music for Food concert, Co-choreographer and dancer, Carmina Burana by the Taipei National Symphony, National Theater, Taichung, Taiwan, February 2, 2019

Soloist, 100-year Bauhaus- Hyper Culture- Performative Intervention, (Uzbek classical dance with Bauhaus artists from Japan) Akademie der Kunst, Berlin, Germany

Choreographic commission- 'Art Prospeccct' Festival- funded by CECArtlink- original choreography linking food and tea culture with dance and cultural heritage, using dancers of ensemble Pari, Saint Petersburg, Russia, September 2018

'Camp America' Theater Consultant, creating and implementing kinesthetic learning for drama curriculum to promote gender equality and tolerance in rural and conservative villages in Khalton, Tajikistan, July-August 2018

'The weeping butterfly', Taiwanese Opera, duet work with Billy Chang at the National Opera House, Taipei, Taiwan, November 10th, 2017

Hampi Festival, 2,000-year-old archaeological site, soloist, Hampi, India, November 5th, 2017

'Raqsistan, a cartography of the body'- director, choreographer, and soloist- world premiere at the Forecast Festival, Berlin, Germany, October 20-21st, 2017

'Whirling towards luminosity' collaboration with Billy Chang, East Meets West Festival, Maui, Hawaii, May 24th, 2017

Raqsi-Asp (Dance of the Horse) Rooftop of the World Festival, Khorog, Autonomous Gorn-Badakhshan, Tajikistan

Commissioned choreographic premiere of 'Larzon' Uzbek dance solo, San Francisco Ethnic Dance Festival, Palace of Fine Arts, Ca

'50 Years of Discovering and Protecting the Archaeological Heritage of Afghanistan' honoring Professor Tarzi, solo artist, Dominican University, San Rafael, Ca

'Music and Rhythms of Afghanistan', the Emirates Palace for the Abu Dhabi Authority for Art and Heritage, Abu Dhabi, UAE

Afghanistan: Hidden Treasures, Kabul Museum touring exhibit, Asian Art Museum, soloist, San Francisco, Ca

‘Occident to Orient’ with the Berlin Philharmonics, soloist, The National Gallery, Berlin, Germany

The Magic of Persia, soloist, The British Museum, London,

Songs of Rumi: with poet and Rumi translator Coleman Barks, Benefit for the Nepali Orphan Foundation, soloist, Carmel,

Afghanistan: Rebuilding a Nation Conference, soloist, U. S. Trade and Development Agency, Chicago, Il

Goldman Environmental Prize Awards, soloist, War Memorial Opera House, San Francisco, Ca

The Silk Road Project: with *Yo Yo Ma*, UC Berkeley Art Museum, Berkeley, Ca

Art of the Sultans: Ottoman Art from the Khalili Collection, soloist, Asian Art Museum, San Francisco, Ca

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Karen		Mendelow
First Name	Middle Initial	Last Name
kmendelow514@gmail.com		
Email Address		
109 Hilldale Drive		
Home Address		Suite or Apt
San Anselmo	CA	94960
City	State	Postal Code
Mobile: (609) 313-6515		
Primary Phone	Alternate Phone	

Occupation

Higher Education Research Administrator/Grants Analyst

Employer's Address

The Regents of the University of CA UC Berkeley Berkeley, CA 94720

Which Boards would you like to apply for?

Climate Action Commission: Submitted

Number of years as resident of San Anselmo?

30

Number of years as a resident in Marin?

35

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

Kathy O'Sullivan - 415-697-5178 Nancy Grover - 415-453-3549 Agnes Heyman - 415-794-5501

Education Level Achieved *

☒ College/University Degree

Interests & Experiences

I would be able to regularly attend the meetings of this Board/Commission/Committee.

☒ Yes ☐ No

I would be available to attend additional meetings when they are necessary.

☒ Yes ☐ No

I am familiar with the responsibilities and functions of this Board/Commission/Committee.

☒ Yes ☐ No

I have attended meetings of the Board/Commission/Committee as a member of the public.

☒ Yes ☐ No

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees:

I have served as a San Anselmo Climate Town Commissioner for the last 3 years. I have been a board member of the Environmental Forum of Marin for ten years serving as Secretary, Vice President of Programs and Education, and have led one Master Class Cohort. I am currently a Board Member of the new MarinCAN Climate Action Network, a public, private non-profit at the Marin County Level, working to accelerate climate solutions to reduce carbon emissions directly.

Reasons for this appointment:

As a member of the community in San Anselmo, I want San Anselmo to be community driven to reduce carbon emissions with the town government and for the citizens that reside and work here. I have helped along with my other commissioners and the support of the Town Council to be a leader. We are making significant changes to attitudes which therefore have resulted in significant actions to lower greenhouse gases. I enjoy conversations and initiatives where I can help public learn about and take action for climate and environmental stewardship, both at home and system wide. I want to further engage in the Solar Resilience Hub, A Compost Delivery System, Encouraging EV adoption and charging and Introducing Beneficial Native Plants into our Town Properties.

What are your qualifications for this appointment?

I have skills in facilitation, advocacy, analysis, promotion and customer service. My professional work positions include grants analyst for fifteen years . and environmental and science educator for twenty five years.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?

Keeping the Town Council excited with fresh ideas about how to run our town sustainably with forward-thinking strategies that save money, build future capacity and resilience, and lower greenhouse gas and pollution waste.

LinkedIn Profile

<https://www.linkedin.com/in/karen-mendelow-nelson/>

[Mendelow_Nelson_resume_02.12.24.pdf](#)

Upload a Resume

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

I understand that I and all other applicants will be personally interviewed by the Town Council (or the entity overseeing the Steering and Short Term Committees) as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.

☒ I Agree

E-Signature:

Karen Mendelow

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, townclerk@townofsananselmo.org or 415-258-4660.

Karen Mendelow Nelson

Core Qualifications

OPERATIONAL LEADERSHIP

- ✓ Ability to take a systems approach to planning and prioritization of goals and objectives
- ✓ Skillful at active listening, communications and customer service
- ✓ Effective at cultivating and motivating strategic partnerships and building alliances
- ✓ Responsible steward of multi-million dollar budgets, including complex oversight and analysis
- ✓ Precision in supporting analytical and financial business plans with follow-up and evaluation
- ✓ Ability to manage staff to achieve peak productivity
- ✓ Commitment to sustainable strategies that promote equitable solutions

Professional Experience

UNIVERSITY OF CALIFORNIA BERKELEY, Berkeley, CA

(2014–present)

Grants Analyst/Research Administrator 4; BEST BRS/QB3

- Member of UCB's highest volume pre and post-award research administration team, interfaces with multiple University Departments including HR, Payroll, Purchasing, Sponsored Projects, Grants Acctg.
- Effectively analyzes research grants and contract portfolios for 10 Principal Investigators, ensuring fiscal compliance by monitoring, reporting, and projecting expenses
- Develops, oversees, and submits complex proposals to acquire funding
- Manages varied portfolios of awards, including funding from multiple sources, including federal grants, training grants, foreign entities, foundations, fellowships, and sub awards.

SAN ANSELMO CLIMATE ACTION COMMISSION, San Anselmo, CA

(2020-present)

Commissioner on Town Board Prioritizing Climate Action Initiatives

MarinCAN (Climate Action Network) San Rafael, CA

(2021-present)

Board Member: Co-Leader of Program, Outreach Equity Committee

ENVIRONMENTAL FORUM OF MARIN (EFM), San Rafael, CA

(2010- 2023)

Board Member; Co-Director of Master Class 42 (2015); Executive Committee Secretary (2016-2019); VP Education (2019-2021); Master Class Graduate (2010); All volunteer positions

- Led EFM Master Class 42 for 25 adults; a 6 month (2 classes per month) professional development seminar focused on climate change and environmental advocacy.
- As Master Class Director: organized speakers, venues and communications for class members, supported individualized ecological conservation student projects
Executive Board: As Secretary: Ensured organization recordkeeping including minutes and agendas; As Vice President of Education: lead program committee guiding program direction, builds relationships with other organizations and civic entities

UNIVERSITY OF CALIFORNIA BERKELEY, Berkeley, CA

(2009-2013)

Curriculum Specialist and Science Educator; FOSS Project, Lawrence Hall of Science

- Developed science experiences and implemented curriculum for the Full Option Science System (FOSS) and Outdoor Biology Instructional Strategies (OBIS) curriculums; benefiting national elementary and

middle school science teaching

- Built science teaching capability of educators, by leading professional development workshops at national conferences and throughout local school districts
- Created FOSSWeb National Database of Resources; a guide to outdoor education for all 50 states
- Produced Bay Area Environmental Education Resource (BAEER) Fair for 4 consecutive years; an annual event designed to showcase environmental education resources

UNIVERSITY OF CALIFORNIA BERKELEY, Berkeley, CA

(2004-2009)

Research Administrator and Business Manager, SafeTrec Research Group

- Oversaw 3 million dollar research unit, pre and post award development, budgets, and business administration
- Supervised personnel, managed facilities, and established new systems for research success, including the launch of forecasting software

EXPLORATORIUM, San Francisco, CA

Program Manager and Science Educator, Exploratorium Teacher Institute

(1987 - 2003)

- For over 17 years, implemented new programs and strategies for the innovative Exploratorium Teacher Institute science education training workshops for both middle and high school science teachers
- Created and taught hands-on science concepts at multiple-week institutes and workshops, conducted public museum programs and directed successful events to educate the Bay Area community on STEM concepts
- Published articles and contributed to books on science education. Developed Exploratorium museum library service for educators, organized lab and classroom facilities for museum use.
- Managed grant and budget proposal preparation as well as reported to sponsors to ensure fiscal compliance

Honors, Awards, and Professional Development – University of CA Berkeley

Honors and Awards: SPOT Employee Recognition Award (2019, 2016, 2006); School of Public Health Staff Recognition Award (2006)

Professional Development:

Cal Coaching Network

Diversity and Inclusion Training

UC Berkeley Sustainability Training

UC Business Officer Institute Graduate

UCB Financial Management Certificate Program Graduate

UC Berkeley Staff Assembly Mentorship Program

Education and Training

Graduate, July 2020 Climate Reality Leadership Corps

Graduate, 2010 Environmental Forum of Marin Master Class

Graduate Coursework: Environmental Planning, Landscape Design, Public Speaking, Spanish

Bachelor of Science: Major: Zoology, Minor: Botany, Colorado State University

Additional Professional Experience

Co-Director - **Environmental Forum of Marin Master Class 42**
Educator – **Oakland Zoo, Oakland, CA**
Program Coordinator - **San Francisco Green Schoolyard Alliance**
Workshop Instructor - **California Academy of Sciences, San Francisco, CA**
Naturalist - **Whale Center, Oakland, CA**
Instructor - **Franklin Institute Science Museum, Philadelphia, PA**

Publications

Lawrence Hall of Science, Full Option Science System (FOSS)

FOSS Newsletter

“FOSS Goes Local: State Specific Resources Now Available on FOSSWeb”,
Spring 2014, No.43
“FOSS Aquariums: Tips for Maintaining and Disposing of Classroom Living Organisms”,
Spring 2012, No.39
“Cultivating FOSS Connections to Your School Garden”, Fall 2011, No 38
“Launching a Revised and Improved Website, Outdoor Biology Instructional Strategies”,
Fall 2011, No 38
“FOSS Collaboration in Chicago, Illinois: The Early Elementary Science Partnership (E2SP)”
Fall 2010, No.36
“Live Plants and Animals in FOSS Investigations, Never Release Classroom Organisms into the Wild”
Spring 2010, No.35
“New From the Wordsmiths”, Spring 2010, No.35

Environments Book, **“STRAW Interview”**, 2012

Exploratorium

“Exploring” Magazine

“Handmade Paper,” Exploring Paper, V23 #2, Summer 1999
“Gardening for Butterflies and Birds,” Exploring Gardening, V20 #1, Spring 1996
“Cruising California for Alternative Energy,” Exploring Energy, V18 #4, Winter 1995
“The Beat of Your Electric Heart,” Exploring Electricity, V14 #3, Fall 1990

Science Snackbooks and Explorapedia, Contributor

Science Education Partnerships “Science at the Core: Shedding New Light on Partnerships”, University of California, San Francisco, 1993

The Franklin Institute Science Museum

Flight, 1984

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Susannah

M

Saunders

First Name

Middle Initial

Last Name

s9saunders@gmail.com

Email Address

33 Elm Ave.

Home Address

Suite or Apt

SAN ANSELMO

CA

94960

City

State

Postal Code

Mobile: (415) 686-0448

Primary Phone

Alternate Phone

Occupation

Retired

Employer's Address

None

Which Boards would you like to apply for?

Climate Action Commission: Submitted

Number of years as resident of San Anselmo?

28 years

Number of years as a resident in Marin?

28 years

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

Amy Knapp 415-290-9249 Kathleen Gundry 703-785-3471 Michael Kamerick 415-218-7553

Education Level Achieved *

☒ College/University Degree

Interests & Experiences

I would be able to regularly attend the meetings of this Board/Commission/Committee.

☒ Yes ☐ No

I would be available to attend additional meetings when they are necessary.

☒ Yes ☐ No

I am familiar with the responsibilities and functions of this Board/Commission/Committee.

☒ Yes ☐ No

I have attended meetings of the Board/Commission/Committee as a member of the public.

☒ Yes ☐ No

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees:

I have served on the San Anselmo Climate Action Commission for the last 3 years. I am reapplying for another term.

Reasons for this appointment:

I am a climate activist

What are your qualifications for this appointment?

Experience including serving as chair of this commission for 1 year

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?

Electrifying transportation and building.

LinkedIn Profile

[Resume_Susannah_Saunders_1_.pdf](#)

Upload a Resume

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

I understand that I and all other applicants will be personally interviewed by the Town Council (or the entity overseeing the Steering and Short Term Committees) as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.

☒ I Agree

E-Signature:

Susannah Saunders

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, townclerk@townofsananselmo.org or 415-258-4660.

Susannah Saunders
33 Elm Ave. San Anselmo, CA. 94960 415-686- 0448 s9saunders@gmail.com

Awards:

Golden Bell honoree for classified staff 2018

Experience:

Special Education Resource Assistant Mill Valley Middle School August 2011 to present

Special Education Instructional Assistant San Rafael High School August 2009 to June 2011

Special Education Instructional Assistant Terra Linda High School November 2008-June 2009

Health Office Administrative Assistant Sunny Hills Residential Care November 2007-June 2008

Teacher's Assistant/Clerical Assistant Ross Valley School District April 2000-June 2004

Education San Francisco State University B.A. English 1990

Skills And Special Interests: climate change mitigation, public health, and journalism.

I have written opinion pieces published in the Marin Independent Journal and my work to support asylum seekers has been documented by the New York Times.

<https://www.marinij.com/2020/01/24/marin-voice-driving-an-electric-vehicle-makes-a-difference-you-can-count/>

<https://www.marinij.com/2020/11/27/marin-voice-buying-clean-energy-a-meaningful-action-to-protect-our-children/>

<https://www.marinij.com/2019/07/06/marin-activist-rallies-for-migrant-children-at-texas-border/>

<https://www.nytimes.com/interactive/2019/07/06/us/migrants-border-patrol-clint.html>

<https://www.usatoday.com/story/news/politics/2019/07/06/border-patrol-el-paso-sector-migrant-detention-center-clint-immigration/1664887001/>

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Lucy

First Name

V

Middle Initial

Matthews

Last Name

lucymatthews101318@gmail.com

Email Address

1655 San Anselmo Ave

Home Address

Suite or Apt

San Anselmo

City

CA

State

94960

Postal Code

Home: (415) 269-0332

Primary Phone

Alternate Phone

Occupation

Business Development Lead

Employer's Address

Pinterest, 651 Brannan St, San Francisco, CA 94107

Which Boards would you like to apply for?

Climate Action Commission: Submitted

Number of years as resident of San Anselmo?

2

Number of years as a resident in Marin?

2

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

Kate Lafferty (630)-291-4394 Maura Macneil (650)-714-4483 Danielle Sandre (650)-924-6396

Education Level Achieved *

☒ College/University Degree

Interests & Experiences

I would be able to regularly attend the meetings of this Board/Commission/Committee.

☒ Yes ☐ No

I would be available to attend additional meetings when they are necessary.

☒ Yes ☐ No

I am familiar with the responsibilities and functions of this Board/Commission/Committee.

☐ Yes ☒ No

I have attended meetings of the Board/Commission/Committee as a member of the public.

☐ Yes ☒ No

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees:

For the last four years, I have been serving as a lead on PinPlanet, Pinterests employee led climate action committee. In this role I am responsible for bringing more reliable, actionable and positive climate change content to the platform through partnerships like Project Drawdown and ReWiring America

Reasons for this appointment:

While I understand there are currently no vacancies, I would love to be considered for when a position opens up. I am extremely passionate about protecting and preserving our planet for generations to come. I am a mother of two, and am terrified for what will be left for my two little girls. Over the past seven years I have been on a journey of sustainable discovery. I have been educating myself on the causes of climate change, and more importantly the solutions we have within our reach to mitigate the negative impacts. I would cherish the opportunity to share my learnings and ideas with the town of San Anselmo and help the town meet its climate goals

What are your qualifications for this appointment?

Environmental Knowledge: - Currently studying "Energy Within Environmental Constraints" through Harvard University online. This course covers; the basic engineering, environmental science, and economics of our energy system, a working understanding of energy technologies, environmental impacts of the energy system, focusing on air pollution, climate change, and land use, and techniques for estimating monetary costs and carbon impacts. I am due to complete this course within the next two months, and am on track to pass above the minimum grade (60%), I am currently trending at 75% - Recent graduate of "Resilient Neighborhoods" as part of of "The MarlInnovators". - Since buying our house, we have spent the past two years fully electrifying our home and taking advantage of all of the tax incentives and subsidies the state and county offer. I would love to help educate others on this process and raise awareness of the incentives available. Proven communication, public speaking, and problem solving skills: - 13 years experience in the tech industry in sales and business development roles. I have experience building programs, negotiating with partners and landscaping new opportunities to drive the business forward. These skills will be invaluable in this position - Comfortable speaking and presenting to large groups and voicing my opinion Advocacy and Education: - Dedicated to better myself and others around me through reducing consumerism; Strictly follow the "refuse, reuse, recycle" mentality for all purchases and always rent or buy clothes second hand - On a constant mission to remove plastic from our house - Vegetarian; I stopped eating meat in 2017 and went fully vegan for almost two years. My two little girls live a vegetarian lifestyle, and my husband is almost fully vegetarian. - Constantly watching documentaries on the climate crisis and reading the news to stay up to date with the latest legislature.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?

I believe the biggest issue facing this committee is the decline in the reduction of emissions. This could be due to 1) lack of awareness of available programs and 2) prioritization of goals that will drive the most impact. By narrowing the committees focus to a few key initiatives and pushing mass adoption (i.e. programs to incentivize home electrification and emission free transportation) via greater awareness of this committees incredible work, emissions should start to decline YoY more than 2%.

LinkedIn Profile

www.linkedin.com/in/millerlucy

Upload a Resume

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

I understand that I and all other applicants will be personally interviewed by the Town Council (or the entity overseeing the Steering and Short Term Committees) as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.

☒ I Agree

E-Signature:

Lucy Matthews

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, townclerk@townofsananselmo.org or 415-258-4660.

Print**Boards & Committee Applications - Submission #1781****Date Submitted: 1/22/2023****TOWN OF SAN ANSELMO****APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE****To: San Anselmo Town Council****Date***

1/22/2023

**I wish to apply for an
appointment to a term/balance***

Parks & Recreation Commission

Name*

Tayra Gottschalk

Home Address*

9 Prospect Ave San Anselmo

Occupation*

Mama of an 8, 3, & 10 month old

Employer's Address

Home Phone*

4154042374

Work Phone

Cell Phone

4154042374

E-Mail*

tchel4@gmail.com

Number of years as resident of San Anselmo*

6

Number of years as a resident in Marin*

6

Education Level Achieved*

College/University Degree (Major)

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

1.) Name*

Jan Wu

1.) Phone*

7734560178

2.) Name*

Frank Gomez

2.) Phone*

6507591919

3.) Name*

Jenni Gelman

3.) Phone*

4152500305

I would be able to regularly attend the meetings of this Board/Commission/Committee.*

☒ YES

☐ NO

I would be available to attend additional meetings when they are necessary.*

☒ YES

☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

☒ YES

☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

☒ YES

☐ NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

When

I first moved to SF I was part of the volunteer committee for the SF Unified School district. I worked as a reading assistant and tutor to elementary and middle school students. I am currently active on the social committee for my son's preschool. I was a member of the art committee for my daughter's second grade class. I have been a volunteer at the Stapleton School of the Performing Arts.

Reasons for this appointment.*

I want to continue to improve our park and recreation area as I feel it is the heart of our beautiful little city. I want it to be a safe, thriving space for our community to gather. I am avid user and consumer of the parks and recreation space and feel I have an invested interest in its development.

What are your qualifications for this appointment.*

I am passionate about our town and the people who live here. I have a deep network of people who live in the community and are invested in the parks and public lands space. I have background in marketing and communication which can be used as outreach to our citizens. There is a lack of communication between the town and its younger community and I would like to bridge that gap.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

Serving our community by keeping our park updated and safe for our children. Expanding activities for our youngest city members kids 2-4. Open communication.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

☒ YES

☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

None

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, at townclerk@townofsananselmo.org or 415-258-4660.

Print**Boards, Committees and Commissions Application - Submission #1914****Date Submitted: 6/26/2023****TOWN OF SAN ANSELMO****APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE****To: San Anselmo Town Council****Date***

June 26, 2023

**I wish to apply for an
appointment to a term/balance***

Parks & Recreation Commission

Name*

Jan Wu

Home Address*

2 Foothill Rd

Occupation*

Stay at home mom

Employer's Address

NA

Home Phone*

7734560178

Work Phone

NA

Cell Phone

773-456-0178

E-Mail*

springer74@gmail.com

Number of years as resident of San Anselmo*

6

Number of years as a resident in Marin*

7

Education Level Achieved*

College/University Degree (Major)

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:**1.) Name***

Rod Kerr

1.) Phone*

415-300-6700

2.) Name*

Micheal Cerrio

2.) Phone*

415-428-4341

3.) Name*

Cat Austin

3.) Phone*

415-755-5007

I would be able to regularly attend the meetings of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I would be available to attend additional meetings when they are necessary.*

- ☒ YES
☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☒ YES
☐ NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

I am currently on the Parks and Recreation Commission and would love to continue with a second term.

Reasons for this appointment.*

I am passionate about the parks and recreational pursuits available to San Anselmo residents and visitors. I majored in Parks and Recreation in college and worked professionally in the field prior to having my daughter.

What are your qualifications for this appointment.*

See above.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

Continued renovations at Memorial Park - the updated playground and newly renovated fields are a great start, but the park is still in desperate need of new tennis courts, picnic area, bathrooms, signage, etc. The park and playground have very limited uses by residents with special needs. This should be addressed as soon as possible to be more inclusive for all participants.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

None

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

Choose File No file chosen

**Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, at
townclerk@townofsananselmo.org or 415-258-4660.**

Print**Boards, Committees and Commissions Application - Submission #1939****Date Submitted: 7/27/2023****TOWN OF SAN ANSELMO****APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE****To: San Anselmo Town Council****Date***

July 27, 2023

**I wish to apply for an
appointment to a term/balance***

Parks & Recreation Commission

**Name***

Rod Kerr

Home Address*

114 Calumet Ave.

Occupation*

Lawyer

Employer's Address**Home Phone***

14154601742

Work Phone**Cell Phone****E-Mail*****Number of years as resident of San Anselmo*****Number of years as a resident in Marin*****Education Level Achieved***

Graduate Degree (Major)

**Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:****1.) Name*****1.) Phone*****2.) Name*****2.) Phone*****3.) Name*****3.) Phone***

I would be able to regularly attend the meetings of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I would be available to attend additional meetings when they are necessary.*

- ☒ YES
☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☒ YES
☐ NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

Served on the Parks and Recreation Commission for 10 years.

Reasons for this appointment.*

See above.

What are your qualifications for this appointment.*

See above.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

Renovation and improvement of town parks.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

None



You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

No file chosen

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, at townclerk@townofsananselmo.org or 415-258-4660.

Print**Boards, Committees and Commissions Application - Submission #1956****Date Submitted: 8/12/2023**

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

August 12, 2023

**I wish to apply for an
appointment to a term/balance***

Parks & Recreation Commission

Name*

Sharon Mayer

Home Address*

3 Sierra Ave San Anselmo 94960

Occupation*

Education

Employer's Address

Brookside school

Home Phone*

4153020417

Work Phone

Cell Phone

E-Mail*

sharonmayer@hotmail.com

Number of years as resident of San Anselmo*

7

Number of years as a resident in Marin*

20

Education Level Achieved*

College/University Degree (Major) ▼

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

1.) Name*

Rachel Weill

1.) Phone*

415 464 7982

2.) Name*

Pilar Prime

2.) Phone*

603 502 3235

3.) Name*

Raemona Taylor

3.) Phone*

615 668 3200

I would be able to regularly attend the meetings of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I would be available to attend additional meetings when they are necessary.*

- ☒ YES
☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☒ YES
☐ NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

I have lived in the Ross Valley for 20 years and am very involved in school community.

Reasons for this appointment.*

I am interested in contributing to our parks and recreation programs and decisions for the community and for future generations to enjoy.

What are your qualifications for this appointment.*

Having lived in the area for 20 years I am knowledgeable of local issues and have a vested interest in making our community and parks and recreation stronger. I have strong collaboration skills as well as good communication.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

Future planning for our parks and rec for our children and adult community and maintaining our amazing town programs and park areas is a primary reason many chose to live in San Anselmo. Making it the best we can be is an important issue to me.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

Arts Commission



You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

No file chosen

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, at townclerk@townofsananselmo.org or 415-258-4660.

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Patrick		Stallone
First Name	Middle Initial	Last Name
stallonemarin@gmail.com		
Email Address		
191 butterfield rd		
Home Address	Suite or Apt	
san anselmo	CA	94960
City	State	Postal Code
Mobile: (415) 246-7786		
Primary Phone	Alternate Phone	

Occupation

Sales

Employer's Address

1345 Redwood Way, Petaluma, Ca 94954

Which Boards would you like to apply for?

Parks and Recreation Commission: Submitted

Number of years as resident of San Anselmo?

23

Number of years as a resident in Marin?

58

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

David Donery 415/272/6276 Matt Storms 415-999-2156 Charlie Christensen 415-517-5926

Education Level Achieved *

☒ College/University Degree

Interests & Experiences

I would be able to regularly attend the meetings of this Board/Commission/Committee.

☒ Yes ☐ No

I would be available to attend additional meetings when they are necessary.

☒ Yes ☐ No

I am familiar with the responsibilities and functions of this Board/Commission/Committee.

☒ Yes ☐ No

I have attended meetings of the Board/Commission/Committee as a member of the public.

☐ Yes ☒ No

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees:

While I don't have any public services experience, I did run St Anselm's CYO program for 5 years and dealt with hundreds of residents helping the kids of the community enjoy basketball, while also maintaining a budget to improve their experience.

Reasons for this appointment:

I would like to make San Anselmo's parks and facilities amazing. We have one of the most beautiful cities in the world, but we severely lack public spaces that serve the community. We should have state of the art park spaces that make our people get out of their homes and make them proud.

What are your qualifications for this appointment?

I have run my own business for 22 years and dealt with many different people in different stages of their lives. I have also coached most of the kids of San Anselmo in basketball and baseball and have utilized many of our existing locations.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?

Our tennis courts sit mostly empty while pickle ball is sweeping the nation and we have no courts available. Memorial park is and has always been a glorified dog park. Let's address this.

LinkedIn Profile

https://www.linkedin.com/in/patrick-stallone-81b1127?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_contact_details%3BoX3SnPr2SA6p;

[Patrick Stallone_Resumenew1.pdf](#)

Upload a Resume

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

I understand that I and all other applicants will be personally interviewed by the Town Council (or the entity overseeing the Steering and Short Term Committees) as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.

☒ I Agree

E-Signature:

Patrick E Stallone

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, townclerk@townofsananselmo.org or 415-258-4660.

CONTACT

stallonemarin@gmail.com
(415) 246-7786
San Anselmo, CA
www.linkedin.com/in/patrick-stallone-81b1127/

TOP SKILLS

Personal and Commercial lines of insurance: Auto, Home, Umbrella, CEA, Flood, Fair

Insurance Sales

Client Relationship Management

PROJECTS

Policy Systems Rollout

- Entrusted by AAA to beta test all new policy systems and report all positives and needed changes/enhancements.

EDUCATION

San Francisco State University
B.A., Business and Marketing
San Francisco, CA
Sep 1984 - Dec 1988

PATRICK STALLONE

EXPERIENCE

Cheda Insurance Agency

Personal and Commercial Lines Broker

Feb 2022 – Present
Sonoma Wine Region

- Added experience in writing and maintaining commercial and agricultural lines of business as well as exposure to many new carriers including Nationwide, Travelers and Liberty Mutual
- Drove new sales in addition to servicing existing clients and conducting policy reviews.
- Managed multi-million-dollar book of commercial and agricultural business.
- Extensive experience with consultative sales techniques, Property and Casualty insurance, Life insurance, Flood Insurance, Commercial (Including EPLI and Cyber) insurance, Workers Compensation, Umbrella insurance, Earthquake insurance, Specialty insurance, Pet insurance, California Fair Plan, client retention strategies, business networking, social media strategy, developing marketing plans, sales forecasting, claims and underwriting.

AAA Mountain West Group

Personal Lines Sales Rep

Oct 1998 – Feb 2022 (23 years, 4 months)
San Francisco Bay Area

- Successfully built and managed a large profitable book of business over \$8 million in property casualty insurance in the San Francisco Bay Area.
- Consistently maintained high renewal rates as a Top 10 performer in retention rate over 90% while hitting new business goals.
- 10-time Circle of Excellence winner generating over \$500k in sales to qualify per year.

Liberty Mutual

Commercial and Workers Comp Claims Rep

Jun 1995 – Oct 1998
San Francisco Bay Area

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Elizabeth

First Name

Grasso

Last Name

Middle Initial

elizabeth@grassos.net

Email Address

456 Laurel Ave

Home Address

Suite or Apt

San Anselmo

City

CA

State

94960

Postal Code

Home: (210) 414-2069

Primary Phone

Alternate Phone

Occupation

Volunteer

Employer's Address

456 Laurel Ave

Which Boards would you like to apply for?

Parks and Recreation Commission: Submitted

Question applies to Arts Commission
Do you live in the Ross Valley?

Number of years as resident of San Anselmo?

10

Number of years as a resident in Marin?

10

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

Amy Ginsberg 440-781-3391 Kim Lewis 415-244-8616 Susan Garcia 415-717-3536

Education Level Achieved *

☒ College/University Degree

Interests & Experiences

I would be able to regularly attend the meetings of this Board/Commission/Committee.

☒ Yes ☐ No

I would be available to attend additional meetings when they are necessary.

☒ Yes ☐ No

I am familiar with the responsibilities and functions of this Board/Commission/Committee.

☒ Yes ☐ No

I have attended meetings of the Board/Commission/Committee as a member of the public.

☒ Yes ☐ No

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees:

Currently on the Arts Commission

Reasons for this appointment:

I'm transitioning off as president of the National Charity League Marin and will have some extra time. I'm passionate about making parks and other town resources available to everyone. Sometimes, I think this is as easy as an open and inviting entrance or placement of our park resources on the website. I look forward to working with the Parks and Recreation Committee.

What are your qualifications for this appointment?

Prior qualifications include: I spent five years with the National Charity League Marin, where I served as Webmaster (1 year), VP of Communications (2 years), and President (1 year). I currently serve in the Past President Advisory Role. I have been with the Arts Commission for 4 or 5 years, losing count. I currently serve as their Treasurer. In addition, I've held pretty much every volunteer position in nine different schools my children attended.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?

The town of San Anselmo appears to be fiscally constrained. So, budget and budget allocation are, in my opinion, two of the most critical components of any commission working here. My role as Treasurer of the Arts Commission likely influences this. I don't know the commissioners on the Parks and Rec board so can't say for certain what their most critical issues are but additional representation from those neighboring the parks couldn't hurt:)

LinkedIn Profile

[Upload a Resume](#)

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

I understand that I and all other applicants will be personally interviewed by the Town Council (or the entity overseeing the Steering and Short Term Committees) as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.

☒ I Agree

E-Signature:

Elizabeth Grasso

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact the Town Clerk, townclerk@townofsananselmo.org or 415-258-4660.

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

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If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Dermot

P

Corr

First Name

Middle Initial

Last Name

dandmcorr@gmail.com

Email Address

14 Willow Way

Home Address

Suite or Apt

San Anselmo

CA

94960

City

State

Postal Code

Home: (415) 577-6606

Primary Phone

Alternate Phone

Occupation

Retired electrician

Employer's Address

14 Willow Way

Which Boards would you like to apply for?

Parks and Recreation Commission: Submitted

Number of years as resident of San Anselmo?

25 years

Number of years as a resident in Marin?

40 years

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

Rod Kerr Pascal Gregory. 415-419-6296 Richard Freeman 415-578-8619

Education Level Achieved *

☒ High School Diploma or GED

Interests & Experiences

I would be able to regularly attend the meetings of this Board/Commission/Committee.

☒ Yes ☐ No

I would be available to attend additional meetings when they are necessary.

☒ Yes ☐ No

I am familiar with the responsibilities and functions of this Board/Commission/Committee.

☒ Yes ☐ No

I have attended meetings of the Board/Commission/Committee as a member of the public.

☐ Yes ☒ No

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees:

I volunteer setting up for the soccer program Saturday and Sunday mornings fall season

Reasons for this appointment:

I have a boy and girl that went through the baseball basketball and soccer recreation programs

What are your qualifications for this appointment?

I have coached recreation soccer from under 8 through high school boys and girls

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?

Keeping recreation sports available to all kids. Building the programs stronger to keep up with the times

LinkedIn Profile

Upload a Resume

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☒ I Agree

E-Signature:

Dermot Corr

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