



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

Town Council Agenda

Tuesday, December 10, 2024

6:50 PM

Meeting held In-Person and via Zoom:

<https://us02web.zoom.us/j/83022893010>

Or Telephone: +1 669 900 6833 | Webinar ID: 830 2289 3010

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 electronic device.

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 Library Tax Oversight Committee- 6:50 PM

- 1A.** One Interview by Time, Attachment #, and Applicant Name (10 Minutes)

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

[Attachment 1- Laurie Nardone no Resume \(PDF\)](#)

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.

Adopt a Mayor's Proclamation Recognizing Curt Ries for His Commitment to the Residents of San Anselmo

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 Tuesday, November 12, 2024

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

[Attachment 1- Draft Minutes of the November 12, 2024 Regular Town Council Meeting \(DOC\)](#)

1.2 Approval of the Draft Minutes of the Special Meeting of Tuesday, November 21, 2024

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

[Attachment 1- Draft Minutes of the November 21, 2024 Special Town Council Meeting \(DOC\)](#)

1.3 Receive the Revenue and Expenditure Reports, November 2024

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

[Attachment 1 Budget Comparison Report by Subcategory, November 2024 \(PDF\)](#)

[Attachment 2 Budget Comparison Report by Department, November 2024 \(PDF\)](#)

1.4 Receive the Report of Checks Issued, November 2024

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

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

1.5 Authorize the Town Manager to execute a Professional Services Agreement with Telecom Law Firm, P.C. to provide contract technical legal planning assistance concerning applications for telecommunication facilities

[Staff Report](#)

[Attachment 1- Draft Professional Services Agreement with Telecom Law Firm P.C..](#)

[Attachment 2- Professional Services Agreement- Expires December 31, 2024](#)

- 1.6** Consider to Approve a Notice of Completion for the Town Hall Lighting Improvement Program

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

[Attachment 1- EcoGreen - Final Form Notice of Completion \(DOC\)](#)

[Attachment 2- Staff Report - PGE Energy Efficiency Program \(DOC\)](#)

- 1.7** Consider to approve a Notice of Completion for the Town Hall Roof & HVAC Project

[Staff Report](#)

[Attachment 1](#)

- 1.8** Consider the Approval of Announcing and Publishing Impending Expiration Terms for Boards, Committees and Commission Seats (Maddy Act Posting)

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

[Attachment 1- 2025 Board and Commission Term Expirations \(DOC\)](#)

- 1.9**

Adopt a Resolution Ratifying the Canvass of Returns from the Marin County Registrar of Voters Office for the General Municipal Election of November 5, 2024, and Declaring the Elected Persons Receiving the Largest Number of Votes for the Office of Town Council, as well as declaring the results for Ballot Measures N and O

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

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

[Exhibit A- Certification of Election and Election Results \(PDF\)](#)

2. 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

- 2.1** Consider Making Appointments to the Library Tax Oversight Committee. Appointment to serve on a committee is not a “project” under the California Environmental Quality Act (CEQA) because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable physical change in the environment. (Cal. Pub. Res. Code Section 21065).

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

[Attachment 1- Judy Baldassari- Library Tax Oversight Committee- Application no Resume \(PDF\)](#)

[Attachment 2- Laurie Nardone- Library Tax Oversight Committee- Application no Resume \(PDF\)](#)

[Attachment 3- Margaret Ohanlon- Library Tax Oversight Committee- Application w/ Resume \(PDF\)](#)

- 2.2** Recognizing the Service of Outgoing Mayor Eileen Burke. This item is not considered a project under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical

change in the environment. (Cal. Pub. Res. Code § 21065).

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

- 2.3** Recognize the Service of Outgoing Councilmember Alexis Fineman. Recognizing the service of an outgoing Councilmember is not considered a project under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

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

- 2.4** Recognize the Service of Outgoing Councilmember Brian Colbert. Recognizing the service of an outgoing Councilmember is not considered a project under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

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

Break for Refreshments

2.5

Oath of Office for Newly Elected Councilmembers, Eileen Burke, Chantel Walker and Yoav Schlesinger. Administering the Oath of Office is not considered a project under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

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

- 2.6** Reorganization of Town Council: Elect Mayor and Vice-Mayor to one-year terms. Discussing the Town Council reorganization is not considered a project under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

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

[Attachment 1 - Resolution No. 4073 \(PDF\)](#)

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 January 14, 2025.

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
Mattie O'Grady, Community Services Director
Mike Norton, Chief of Police
Dan Mahoney, 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: December 10, 2024

AGENDA TITLE: Conducting One Interview for the Library Tax Oversight Committee

FROM: Administration, Serge Avila, Town Clerk

RECOMMENDATION

Staff recommends that the Town Council conducts (1) interview for the Library Tax Oversight Committee.

Below is one (1) applicant scheduled to be interviewed by the Town Council.

Interview Time	Name	Board, Committee or Commission
6:50 PM	Laurie Nardone	Library Tax Oversight Committee

On September 24, 2024 the Council interviewed Margaret Ohanlon and Judy Baldarassi. The Council will have the opportunity make appointments to the Library Tax Oversight Committee later today.

FISCAL IMPACT

None.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment 1- Laurie Nardone no Resume

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

Profile

Laurean

First Name

Middle Initial

Nardone

Last Name

Email Address

Home Address

City

Suite or Apt

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Financial Planner

Employer's Address

Shira Ridge Wealth Management 999 Fifth Avenue, Suite 590 San Rafael, CA 94901

Which Boards would you like to apply for?

Library Parcel Tax Oversight Committee: For Review

Number of years as resident of San Anselmo?

40

Number of years as a resident in Marin?

46

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

Alyce Piper - (415) 706-1463 Tina Cheplick - (415) 601-6489 Debby Knowles - (415) 254-2003

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 been on the committee for the past 3 years and would like to continue

Reasons for this appointment:

I have been on the committee for the past 3 years and would like to continue

What are your qualifications for this appointment?

I have a financial background and am a voracious reader

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

I think it's actually in very good shape. We are very dependent on people voting in Bond measures to keep us going. I would love to see some type of stronger financial foundation for the library where we might have some wiggle room...like people leaving the library in their estate plan.

LinkedIn Profile

<https://www.linkedin.com/in/laurie-nardone-cfp%C2%AE-90102b22/>

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:

Laurie Nardone

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: December 10, 2024

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of the November 12, 2024

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Draft Minutes of the Regular Town Council meeting of November 12, 2024

ATTACHMENT:

Attachment 1- November 12, 2024, Draft Minutes

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, November 12, 2024

Call to Order: Optional Pledge of Allegiance

COUNCILMEMBERS PRESENT:

Steve Burdo
Eileen Burke, Mayor
Alexis Fineman
Tarrell Kullaway

COUNCILMEMBERS ABSENT:

Brian Colbert

STAFF MEMBERS PRESENT:

Dave Donery, Town Manager
Megan Acevedo, Town Attorney
Jeff Zuba, Finance Director
Serge Avila, Town Clerk
Heidi Scoble, Planning Director
Sean Condry, Public Works Director
Mattie O'Grady, Director of Parks and Recreation
Matthew Ferrer, Assistant Engineer
Will Messinger, Assistant Civil Engineer

A. Call to Order: 6:00 P.M.

B. Mayor Burke announced that item B.1 and B.2 will be discussed in Closed Session and also mentioned that there was a couple updates to the language at appeared on the printed agenda. Address should be 100 Sequoia and second, the property owner's negotiator will not be Erica Ainsworth but instead an entity identified as "PWP, LLC"

B.1 Conference with Real Property Negotiators pursuant to Government Code Section 54956.8
Property: Portion of 106 Sequoia, San Anselmo, California
Agency Negotiator: David P. Donery
Negotiating Parties: Erica Ainsworth
Under Negotiation: Price and Terms of Payment.

B.2 Public Employment pursuant to Government Code Section 54957
Title: Appointment of Community Development Director

C. Public Comment on Closed Session Items

There were no comments.

D. Council adjourns to Open Session.

Mayor Burke stated there was nothing to report from the Closed Session.

Mayor Burke reported Recreation Coordinator Maddie O'Grady has been promoted to Community Services Director.

Mayor Burke suggested continuing item #3.3.

M/s, Burdo/Kullaway, Motion to continue item #3.3.

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

ABSENT: Colbert

Open Time for Public Expression

Ms. Guy Meyer stated the General Plan process requires the Town to think differently than its surrounding neighbors. They need to “go slow”.

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

Councilmember Burdo reported he will be attended tomorrow night's Ross Valley Fire Board meeting; a Central Marin Police Authority (CMPA) Board meeting on Thursday; he would like to have a discussion about projects for Robson Park. Mayor Burke suggested referring this issue to the Parks and Recreation Commission before it is discussed by the Council.

Councilmember Fineman reported she attended the MCE Annual Board Retreat; an MCE Technical Committee meeting.

Vice Mayor Kullaway reported she attended the Ribbon Cutting for the Redwood Bike Share Pilot Project.

Mayor Burke reported she attended the “Night of the Poets” Event at the Library; the “Goblins Bootacular” Event; was the San Anselmo ringer in the Ross Pickleball Tournament and won; thanked everyone for participating in the important democratic process called voting!

Public Works Director Condry reported the Planning Commission discussed amendments to the Tree Ordinance at its last meeting. The Commission asked staff to schedule a presentation from the Fire Department or the Marin Wildfire Prevention Authority (MWPA) regarding fire issues at their next meeting. The Council will review the ordinance after the Planning Commission makes its recommendations.

Mayor Burke stated she has received several requests from residents about donating a tree or bench in someone's memory. Public Works Director Condry stated there is a link on the Website regarding the Donation Policy and requests.

Special Presentation

There were no Special Presentations.

1. Consent Agenda

1.1 Approved the Draft Minutes of the Town Council Meeting- Tuesday, October 22, 2024

1.2 Received the Revenue and Expenditure Reports, October 2024

1.3 Received the Report of Checks Issues for the month of October 2024

1.4 Received the Quarterly Treasurer's Investment Report, September 2024

1.5 Received the Finance Report on Recreation Fund

- 1.6 Received the Financial Report for Fiscal Year (FY) 2023/2024 Measure D/Measure J Sales Tax Fund
- 1.7 Consideration of Special Event Application- Community Hanukkah Celebration and Menorah Lighting Ceremony 2024
- 1.8 Consideration of Special Event Application- Teen Battle of the Bands 2025
- 1.9 Library Tax Oversight Committee 2023/24 FY Expenditures Review
- 1.10 Council Consider a New Three-Year Agreement with Jim Baum, operator of the San Anselmo Farm Stand, to operate the Farm Stand on the Town Hall Plaza Year-Round Beginning in January 2025

Mayor Burke opened the meeting to public comments.

Mr. Guy Meyer referred to item #1.7 and wondered if it was precedence setting. The issue should be discussed.

Five San Anselmo residents stated they were surprised at the comments made by Mr. Meyer. They supported item #1.7.

Benedeto, representing the Chamber of Commerce, stated they support the event and filed the application for item #1.7.

Mr. Jeff Kroot asked everyone to respect each other's opinions. He supported item #1.7.

Sharon and Miles supported item #1.7.

Mira discussed a recent Supreme Court case regarding the government's display of a Menorah.

Mayor Burke closed the meeting to public comments.

Councilmember Burdo stated he would like to pull item #1.7 from the Consent Calendar.

Mayor Burke stated she would like to pull item #1.10 from the Consent Calendar.

- 1.7 Consideration of Special Event Application- Community Hanukkah Celebration and Menorah Lighting Ceremony 2024

Councilmember Burdo stated this item is on the Consent Calendar because it is going through the regular permitting process. He supports item #1.7.

Councilmember Fineman was concerned that there is a different level of scrutiny for this event. She discussed religious symbols. The question is: Which symbols are allowed to exist as secular, cultural, or religious and which ones get dismissed as religious? She supports item #1.7.

Mayor Burke stated the Town had a religious symbol at Town Hall years ago and decided to no longer display it. This is a serious question that should be addressed.

- 1.10 Council Consider a New Three-Year Agreement with Jim Baum, operator of the San Anselmo Farm Stand, to operate the Farm Stand on the Town Hall Plaza Year-Round

Beginning in January 2025

Mayor Burke stated she would like to put this three-year contract out to bid. Mr. Baum could be the only vendor who responds.

Councilmember Burdo agreed.

M/s, Burdo/Kullaway, Motion to approve Consent Calendar items #1.1 thorough #1.9.

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

ABSENT: Colbert

2. Public Hearings

2.1 Marin Sanitary Service Rate Increase

Town Manager Donery presented the staff report. Staff and the consultants answered questions from the Council regarding the formula that was used; why San Anselmo's increase is the highest in Marin.

Mayor Burke opened the meeting to public comments.

Marin Sanitary Service (MSS) President Patty Garbarino introduced the MSS team. She discussed several MSS Programs, diversion rates, hydrogen vs. electrification of the fleet, future partnerships, and hosting the Land Fill Harmonic Orchestra from Paraguay.

Mayor Burke closed the meeting to public comments.

Councilmember Burdo applauded the operations of MSS, particularly recycling.

M/s, Burdo/Kullaway, Motion to approve the Marin Sanitary Service Rate Increase.

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

ABSENT: Colbert

3 Council Business Items

3.1 Council to approve a lot option for the Solar Photovoltaic System for the Town Hall Resiliency Hub

Assistant Engineer Ferrer presented the staff report and a PowerPoint presentation. Staff answered questions from the Council regarding the operational life of the system; if the project is for daily use; if surplus will be sold back to the grid; how Federal tax credits might work given the new administration.

Mayor Burke opened the meeting to public comments.

Benedetto thanked staff for adding the fire proofing aspect and discussed the difficulty in containing lithium battery fires and the toxicity of the smoke.

Mr. Jeff Kroot questioned the need for this project. The cost is very high, the Town has a generator, and the structure will not fit harmoniously within the community.

Mr. David Bell stated the story poles were taken down too soon. He agreed with Mr. Kroot that the structure would not be very attractive. Residents should have been informed about this project.

Mayor Burke closed the meeting to public comments.

Councilmember Burdo stated the project will allow the Town to provide energy generation in a more sustainable way. This is a cost-effective, climate oriented project. There was community outreach via a survey. He supported Option A.

Councilmember Fineman stated the priorities of Measure J were the result of community surveying. Energy resiliency tied for second along with repair of the roads.

Mayor Burke stated the Town fleet will be all electric by 2030. This project makes sense economically and will be a cost-saver over time. She agreed that the structure is unattractive.

M/s, Fineman/Burdo, Motion to approve Option A for the Solar Photovoltaic System for the Town Hall Resiliency Hub

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

ABSENT: Colbert

3.2 Adopt a Resolution Approving the Memorandum of Understanding with PG&E for Installation of Electric Service for Charging Stations at Memorial Park

Assistant Engineer Messinger presented the staff report. Staff answered questions from the Council regarding whether conduit currently exists under the lot; the level of the chargers (Level 2 or 3); if these will be standardized chargers.

Mayor Burke opened the meeting to public comments.

There were no comments.

Mayor Burke closed the meeting to public comments.

Councilmember Fineman stated Level 2 makes sense in term of the hardware. The project design is very comprehensive and holistic.

M/s, Fineman/Burdo, Motion to Adopt a Resolution Approving the Memorandum of Understanding with PG&E for Installation of Electric Service for Charging Stations at Memorial Park and find that the project is categorically exempt from CEQA.

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

ABSENT: Colbert

3.3 Receive and Review the Downtown San Anselmo Active Transportation Safety and Circulation Study and Provide Direction to Staff

Mayor Burke noted this item has been continued to a future meeting.

M/s, Fineman/Burdo, Motion to adjourn the meeting at 8:29 p.m.

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

ABSENT: Colbert

Respectfully submitted,

Toni DeFrancis,
Recording Secretary



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.2

MEETING DATE: December 10, 2024

AGENDA TITLE: Approval of the Draft Minutes of the Special Town Council Meeting of the November 21, 2024

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Draft Minutes of the Special Town Council meeting of November 21, 2024

ATTACHMENT:

Attachment 1- November 21, 2024, Draft Minutes

San Anselmo Council Minutes
Special Meeting
Town Council Chambers and via Zoom
Tuesday, November 21, 2024

Call to Order: Optional Pledge of Allegiance

COUNCILMEMBERS PRESENT: Steve Burdo
Eileen Burke, Mayor
Alexis Fineman
Tarrell Kullaway

COUNCILMEMBERS ABSENT: Brian Colbert

STAFF MEMBERS PRESENT: Dave Donery, Town Manager
Megan Acevedo, Town Attorney
Serge Avila, Town Clerk

Call to Order: 1:04 P.M.

There was no Special Presentations.

1 Consent Calendar.

There was No Consent Agenda Items

2 Council Business Items

2.1 Consideration to Appoint an Alternate Member to the Ross Valley Paramedic Authority (RFPA). Assigning committee assignments and making appointments is exempt from the California Environmental Quality Act (CEQA), under the "common sense" exemption, because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (Cal. Code Regs. tit. 14, § 15061).

Town Clerk Avila presented the staff report. Staff answered questions from the Council regarding the temporary appointment.

Mayor Burke opened the meeting to public comments.

M/s, Kullaway/Fineman, Motion to approve Steve Burdo as the temporary Alternate member to the Ross Valley Paramedic Authority.

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

ABSENT: Colbert

The special meeting adjourned at 1:08 p.m.

Respectfully submitted,

Serge Avila,
Town Clerk



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.3

MEETING DATE: December 10, 2024

AGENDA TITLE: Revenue and Expenditure Reports, November 2024

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That Town Council consider approving the monthly year-to-date Revenue and Expenditure Reports and corresponding activity for the period ending through November 30, 2024.

SUMMARY

Every reporting period end, the Town of San Anselmo presents to the Town Council its operations as shown on the Revenue and Expenditure reports for discussion and approval.

BACKGROUND

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

DISCUSSION/ANALYSIS

The revenue and expenditure data through November 30, 2024, is a compilation of all operating activity that is year-to-date for the current and prior fiscal year. These reports are sourced directly from the Town's financial system, of which a corresponding analysis has been performed identifying the key trends the Town Council should take note of.

Revenues

Overall, through the November 2024 reporting period end, the Town's General Fund revenue has increased its base relative to the prior year by \$0.082M. A majority of the Town's revenue is collected at specific times.

Category	NOV YTD FY25	NOV YTD FY24	\$ Change	% Change
Property Tax	212,367.95	408,233.90	(195,865.95)	-47.98%
Sales Tax	357,401.88	393,535.07	(36,133.19)	-9.18%
Property Transfer Tax	50,680.84	51,214.88	(534.04)	-1.04%
Franchise Taxes	186,884.34	172,915.44	13,968.90	8.08%
Licenses & Permits	550,957.08	438,979.90	111,977.18	25.51%
Fines	22,270.67	40,178.10	(17,907.43)	-44.57%
Cash & Investment Interest	26,067.04	(47,180.10)	73,247.14	-155.25%
Intergovernmental	134,584.50	36,270.76	98,313.74	271.06%
Other Fees	161,886.46	132,663.17	29,223.29	22.03%
Transfers In	103,104.19	97,321.57	5,782.62	5.94%
Total	1,806,204.95	1,724,132.69	82,072.26	4.76%

As shown above, the Town's overall revenue base increased by \$0.082M as its

- The Town receives property tax disbursements from the County of Marin in December, April, and June. Property Tax revenue decreased by \$0.195M compared to the prior period of \$0.186M due to a timing delay in the County of Marin issuing the 2022-2023 excess Education Revenue Augmentation Fund (ERAF) payment to the Town. The payment is usually received in August however it was received in October. That is outside of 60 days of year-end so was not recorded back into 2022-23 but rather recorded as revenue in 2023-24.
- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2024-25 will begin in September. Revenues from Sales Tax decreased by \$0.036M compared to the previous period individuals adjusting their dining habits as menu prices climbed, purchases of non-essential merchandise; and general consumer goods slumped, and a weaker return from grocers.
- Revenue from Licenses & Permits increased by \$0.111M compared to the previous period, due to construction activity in the Town and the timing of business license collections.
- Intergovernmental revenue increased by \$0.098M compared to the previous period due to receiving \$0.065M Leap grant for the Housing Element from the State.
- Other fees increased by \$0.029M compared to the previous period, due to activity related to Planning Fees and Resale inspections.

As far as the other revenue streams, these changes either decreased or remained flat year-over-year resulting in an immaterial change.

Expenditures

Overall, through the November 2024 reporting period end, the Town's General Fund expenditures have increased by \$0.178M compared to the prior year. This is primarily from increases in retirement, outside services, and debt service. All other activity is either flat year-over-year or nets correspondingly to an immaterial change—all of which are within management's expectations.

Category	NOV YTD FY25	NOV YTD FY24	\$ Change	% Change
Compensation	1,814,748.40	1,715,584.37	99,164.03	5.78%
Retirement	220,166.51	120,643.93	99,522.58	82.49%
Training	13,760.62	14,876.16	(1,115.54)	-7.50%
Outside Services	5,359,443.26	5,259,747.57	99,695.69	1.90%
Maintenance	59,546.55	99,679.24	(40,132.69)	-40.26%
Utilities	59,582.89	48,635.75	10,947.14	22.51%
Supplies	62,660.16	103,355.85	(40,695.69)	-39.37%
Debt Service	552,599.61	498,268.81	54,330.80	10.90%
Other Expenditure	1,048,667.32	1,057,893.29	(9,225.97)	-0.87%
Transfers Out	605,000.00	699,500.00	(94,500.00)	-13.51%
Total	9,796,175.32	9,618,184.97	177,990.35	1.85%

As shown above, the Town's expenditures base overall increased by \$0.178M of which is driven by retirement, outside services, and debt service:

- Compensation (Salaries & Wages and Benefits) increased by \$0.099M compared to the prior fiscal year primarily due to the 3.0% cost of living adjustment effective July 1, 2024, step adjustments, staffed positions, and increase in health insurance premiums.
- Retirement increased by \$0.100M compared to the prior period due to the Town's CalPERS unfunded liability payment.
- Outside Services increased by \$0.100M compared to the previous fiscal year due to payments for Public Safety JPA's, Central Marin Police Authority, and Ross Valley Fire Department.
- Debt Service increased by \$0.054M compared to the previous fiscal year due to the repayment of the 2021 Pension Obligation Bonds noted above. The bond payments are due in August and February.
- Transfers Out decreased by \$0.094M compared to the previous fiscal year due to the Town not budgeting transfers to the Special Events (\$0.029M), Downtown Revitalization Fund (\$0.015M), and Vehicle Replacement Fund (\$0.100M) offset by including a transfer to the Parks Capital Improvement Fund (\$0.050M).

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

FISCAL IMPACT

None

GENERAL PLAN CONSISTENCY

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).

ATTACHMENTS

Attachment #1: Budget Comparison Report by Subcategory, November 2024

Attachment #2: Budget Comparison Report by Department, November 2024

Town of San Anselmo 2024-2025 Rev & Exp Report as of 11/30/2024 Fund: 01 - GENERAL FUND	2023-2024 Revised Budget	2023-2024 Audited Actuals	2023-2024 YTD Actuals	% of Audited Actuals	2024-2025 Adopted Budget	2024-2025 Revised Budget	2024-2025 YTD Actuals	% of Actual / Budget
Revenue								
400 - PROPERTY TAX GENERAL	9,609,527.00	9,721,536.77	198,045.56	2.04%	10,030,351.00	10,030,351.00	191,897.67	1.91%
401 - PENSION	2,756,290.00	2,920,096.50	22,445.85	0.77%	3,020,000.00	3,020,000.00	20,548.28	0.68%
402 - PROPERTY TAX OTHER	4,097,971.00	4,029,898.65	238,957.37	5.93%	3,998,058.00	3,998,058.00	50,602.84	1.27%
410 - OTHER TAXES	1,503,000.00	1,542,571.04	393,535.07	25.51%	1,559,106.00	1,559,106.00	357,401.88	22.92%
411 - FRANCHISE TAXES	848,000.00	933,022.37	172,915.44	18.53%	936,500.00	936,500.00	186,884.34	19.96%
420 - BUSINESS LICENSE	290,000.00	277,534.46	26,122.59	9.41%	290,000.00	290,000.00	36,492.06	12.58%
421 - PARKING	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
422 - CONSTRUCTION	1,141,000.00	1,047,323.09	412,857.31	39.42%	1,016,000.00	1,016,000.00	514,465.02	50.64%
430 - VEHICLE CODE	10,000.00	4,354.86	703.76	16.16%	15,000.00	15,000.00	3,669.00	24.46%
431 - LIBRARY	1,250.00	2,512.30	515.14	20.50%	1,500.00	1,500.00	633.64	42.24%
432 - PARKING	115,000.00	109,148.12	38,959.20	35.69%	117,990.00	117,990.00	17,968.03	15.23%
440 - USE OF MONEY AND PROPERTY	100,000.00	453,141.00	-47,180.10	-10.41%	100,000.00	100,000.00	26,067.04	26.07%
450 - STATE REVENUE	297,500.00	313,861.71	36,270.76	11.56%	170,500.00	170,500.00	134,584.50	78.94%
460 - FEDERAL REVENUE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
470 - LOCAL AGENCY REVENUE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
480 - FEES FOR SERVICES	178,250.00	176,557.66	70,589.53	39.98%	198,500.00	198,500.00	102,688.67	51.73%
490 - MISCELLANEOUS REVENUE	102,772.00	179,796.79	62,073.64	34.52%	115,555.00	115,555.00	59,197.79	51.23%
519 - TRANSFERS IN	384,030.00	386,731.87	97,321.57	25.17%	403,318.00	403,318.00	103,104.19	25.56%
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Revenue:	21,434,590.00	22,098,087.19	1,724,132.69	7.80%	21,972,378.00	21,972,378.00	1,806,204.95	8.22%
Expense								
600 - SALARIES AND WAGES	3,336,127.00	3,286,881.51	1,348,264.46	41.02%	3,552,174.00	3,552,174.00	1,441,744.38	40.59%
601 - RETIREMENT	561,590.00	293,531.19	120,643.93	41.10%	428,706.00	428,706.00	220,166.51	51.36%
602 - EMPLOYEE BENEFITS	890,116.00	737,406.43	329,183.11	44.64%	872,566.00	872,566.00	337,408.07	38.67%
604 - RETIREE BENEFITS	164,779.00	164,779.00	38,136.80	23.14%	180,796.00	180,796.00	35,595.95	19.69%
610 - TRAINING	55,750.00	38,490.19	14,876.16	38.65%	68,750.00	68,750.00	13,760.62	20.02%
611 - OUTSIDE SERVICES	13,506,864.00	12,731,289.81	5,259,747.57	41.31%	13,633,637.00	13,633,637.00	5,359,443.26	39.31%
613 - PUBLICATION / DUES	25,272.00	17,472.68	3,309.00	18.94%	27,522.00	27,522.00	3,575.89	12.99%
614 - MAINTENANCE	119,135.00	102,103.92	51,795.60	50.73%	123,485.00	123,485.00	21,907.50	17.74%
615 - BUILDING MAINTENANCE	50,000.00	146,978.67	44,217.53	30.08%	60,000.00	60,000.00	6,310.32	10.52%
616 - VEHICLE MAINTENANCE	2,000.00	25,231.23	3,666.11	14.53%	76,050.00	76,050.00	31,328.73	41.19%
617 - UTILITIES	0.00	100,123.67	48,635.75	48.58%	0.00	0.00	59,582.89	0.00%
618 - HIRING	1,000.00	3,168.83	2,138.66	67.49%	1,000.00	1,000.00	12,531.09	1,253.11%
619 - MISCELLANEOUS	50,000.00	50,285.97	5,000.00	9.94%	25,000.00	25,000.00	3,225.00	12.90%
620 - OFFICE SUPPLIES	0.00	21,326.13	12,527.80	58.74%	32,754.00	32,754.00	14,307.91	43.68%
622 - DEPARTMENT SUPPLIES	202,450.00	195,447.55	79,516.33	40.68%	133,197.00	133,197.00	40,685.41	30.55%
623 - BOOKS / MAGAZINES / VIDEOS	27,500.00	38,714.81	11,311.72	29.22%	29,000.00	29,000.00	7,666.84	26.44%
629 - MISCELLANEOUS	1,371,875.00	1,378,895.26	1,047,445.63	75.96%	1,483,312.00	1,483,312.00	1,029,335.34	69.39%
630 - EQUIPMENT	500.00	0.00	0.00	0.00%	500.00	500.00	0.00	0.00%
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	381,015.63	0.00	0.00%	0.00	0.00	0.00	0.00%
640 - PRINCIPAL	410,000.00	410,000.00	410,000.00	100.00%	465,000.00	465,000.00	465,000.00	100.00%
641 - INTEREST	176,067.00	175,985.33	88,268.81	50.16%	173,929.00	173,929.00	87,599.61	50.37%
670 - TRANSFERS OUT	2,464,500.00	2,464,895.72	699,500.00	28.38%	605,000.00	605,000.00	605,000.00	100.00%
Total Expense:	23,415,525.00	22,764,023.53	9,618,184.97	42.25%	21,972,378.00	21,972,378.00	9,796,175.32	44.58%
Total Fund: 01 - GENERAL FUND:	-1,980,935.00	-665,936.34	-7,894,052.28		0.00	0.00	-7,989,970.37	
Report Total:	-1,980,935.00	-665,936.34	-7,894,052.28		0.00	0.00	-7,989,970.37	

Town of San Anselmo	2023-2024	2023-2024		% of	2024-2025	2024-2025		% of
2024-2025 Rev & Exp Report	Revised	Audited	2023-2024	Audited	Adopted	Revised	2024-2025	Actual /
as of 11/30/2024	Budget	Actuals	YTD Actuals	Actuals	Budget	Budget	YTD Actuals	Budget
Fund: 01 - GENERAL FUND								
Expense								
00 - UNDESIGNATED	2,464,500.00	2,464,895.72	699,500.00	28.38%	605,000.00	605,000.00	605,000.00	100.00%
11 - TOWN COUNCIL	63,255.00	54,954.93	11,459.49	20.85%	71,446.00	71,446.00	17,158.51	24.02%
12 - ADMINISTRATION	1,565,944.00	1,556,055.62	652,645.50	41.94%	1,669,529.00	1,669,529.00	612,865.50	36.71%
16 - LEGAL SERVICES	425,000.00	259,765.00	96,556.00	37.17%	330,000.00	330,000.00	45,583.00	13.81%
18 - PLANNING	1,050,401.00	1,005,737.96	234,802.68	23.35%	1,169,800.00	1,169,800.00	339,819.85	29.05%
21 - NON-DEPARTMENTAL	2,120,808.00	1,775,454.55	1,003,791.45	56.54%	1,488,431.00	1,488,431.00	1,072,409.03	72.05%
30 - POLICE	5,184,636.00	5,204,393.04	2,168,497.10	41.67%	5,474,469.00	5,474,469.00	2,281,028.75	41.67%
32 - ROSS VALLEY FIRE SERVICE	5,088,722.00	5,090,465.78	2,107,867.16	41.41%	5,559,703.00	5,559,703.00	2,294,586.52	41.27%
40 - DEBT SERVICE	587,567.00	587,285.33	499,568.81	85.06%	640,429.00	640,429.00	553,899.61	86.49%
41 - ENGINEERING AND INSPECTION	1,809,804.00	1,654,497.28	692,746.51	41.87%	1,699,695.00	1,699,695.00	649,235.99	38.20%
42 - STREETS	1,185,909.00	1,220,177.31	594,390.62	48.71%	1,278,642.00	1,278,642.00	473,586.67	37.04%
71 - LIBRARY	847,839.00	868,149.87	409,669.77	47.19%	899,716.00	899,716.00	419,642.84	46.64%
81 - PARKS	694,458.00	725,146.27	323,868.30	44.66%	768,688.00	768,688.00	293,924.48	38.24%
82 - RECREATION/GENERAL FUND	326,682.00	297,044.87	122,821.58	41.35%	316,830.00	316,830.00	137,434.57	43.38%
Total Expense:	23,415,525.00	22,764,023.53	9,618,184.97	42.25%	21,972,378.00	21,972,378.00	9,796,175.32	44.58%
Total Fund: 01 - GENERAL FUND:	23,415,525.00	22,764,023.53	9,618,184.97	42.25%	21,972,378.00	21,972,378.00	9,796,175.32	44.58%
Report Total:	23,415,525.00	22,764,023.53	9,618,184.97	42.25%	21,972,378.00	21,972,378.00	9,796,175.32	44.58%



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.4

MEETING DATE: December 10, 2024

AGENDA TITLE: Report of Checks Issued, November 2024

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council acknowledges, and files warrant numbers 98728 to 98848 issued during the month of November and bank draft numbers DFT05670, DFT05705, DFT05707-DFT05713, DFT05715, and DFT05737-DFT05738, in a total amount of \$1,933,948.09.

BACKGROUND

This report is an itemization of payments made to vendors during the months of November 2024. It also includes wires to Bank of America for November 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 in November 2024: 98425, 98740.

ATTACHMENTS

Attachment #1: Check Report November 2024



Town of San Anselmo

ITEM 1.4 - ATTACHMENT 1

Check Report

By Check Number

Date Range: 11/01/2024 - 11/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - OPERATING POOL						
03228	MGE Engineering Inc	11/20/2024	Regular	0.00	-22,902.94	98425
00142	Marin Municipal Water District	11/07/2024	Regular	0.00	262.08	98728
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
622-09162024	Invoice	09/16/2024	622 - IMAGINATION PARK - 07.11.24-09.1	0.00	87.36	
	01.81.61703		UTILITIES-WATER		87.36	
623-09162024	Invoice	09/16/2024	623 - IMAGINATION PARK - 07.11.24-09.1	0.00	87.36	
	01.81.61703		UTILITIES-WATER		87.36	
624-09162024	Invoice	09/16/2024	624 - IMAGINATION PARK - 07.11.24-09.1	0.00	87.36	
	14.81.61150		OUTSIDE SERVICES-OTHE		87.36	
02411	23 ELEPHANTS THEATRE COMPANY	11/14/2024	Regular	0.00	7,843.50	98730
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
FALL2024-3	Invoice	11/12/2024	11.12.2024 - FALL 2024 - PAYMENT 3	0.00	7,843.50	
	21.62.61175		KIDS CULTURE SERVICES		7,843.50	
02986	Albertsons/Safeway	11/14/2024	Regular	0.00	89.12	98731
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
726410-101724-1	Invoice	10/17/2024	10.17.2024 - REC DEPT - FOOD SUPPLIES	0.00	9.09	
	21.63.62979		PARKSIDE SUPPLIES		9.09	
800234A-092924	Invoice	09/29/2024	09.29.2024 - REC DEPT - FOOD SUPPLIES	0.00	80.03	
	21.63.62978		TODDLER ENRICHMENT S		80.03	
00048	Alhambra & Sierra Springs	11/14/2024	Regular	0.00	131.82	98732
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
23551470 11072	Invoice	11/07/2024	11.07.2024 - REC DEPT - WATER DELIVERY	0.00	131.82	
	21.63.61179		PARKSIDE SERVICES		45.88	
	21.65.62200		DEPARTMENTAL SUPPLIE		85.94	
00003	All Autos Inc.	11/14/2024	Regular	0.00	1,005.43	98733
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
60433	Invoice	10/28/2024	10.28.2024 - SMOG INSPECTION 1992 TO	0.00	94.10	
	01.81.61602		VEHICLE MAINTENANCE/		94.10	
60456	Invoice	10/30/2024	10.30.2024 - SMOG INSPECTION 1999 FO	0.00	73.10	
	01.81.61602		VEHICLE MAINTENANCE/		73.10	
60460	Invoice	10/31/2024	10.31.2024 - SMOG INSPECTION 1992 FO	0.00	94.10	
	01.81.61602		VEHICLE MAINTENANCE/		94.10	
60473	Invoice	11/01/2024	11.01.2024 - SMOG/EVAP 1994 FORD RA	0.00	683.03	
	01.81.61602		VEHICLE MAINTENANCE/		683.03	
60493	Invoice	11/05/2024	11.05.2024 - SMOG INSPECTION 2014 CH	0.00	61.10	
	01.81.61602		VEHICLE MAINTENANCE/		61.10	
02920	Amazon Business	11/14/2024	Regular	0.00	87.27	98734
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
14GN-LTTC-7YLF	Invoice	11/05/2024	11.05.2024 - CD PLAYER/BOOMBOX	0.00	41.93	
	27.71.62200		DEPARTMENTAL SUPPLIE		41.93	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1DGK-VYLQ-3C99	Invoice	11/04/2024	11.04.2024 - ELEONORA AND JOSEPH	0.00	26.22	
	01.71.62310		Library Zip Grant		26.22	
1HDC-P6PP-WPR	Invoice	11/01/2024	11.01.2024 - CALIFORNIA HMH SCIENCE D	0.00	19.12	
	01.71.62310		Library Zip Grant		19.12	
03299	Answer MTI	11/14/2024	Regular	0.00	172.17	98735
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
000034-305-621	Invoice	11/01/2024	11.01.2024 - CALL CENTER SERVICE - OCT	0.00	172.17	
	01.41.61150		OUTSIDE SERVICES-OTHE		172.17	
02806	AQUASCAPE POOL SERVICE	11/14/2024	Regular	0.00	209.00	98736
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
30006	Invoice	09/30/2024	09.30.2024 - MONTHLY POOL SERVICE - S	0.00	209.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		209.00	
03354	Arlette Castellanos	11/14/2024	Regular	0.00	600.00	98737
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
14	Invoice	11/05/2024	11.05.2024 - SPANISH STORYTIME - SEP/O	0.00	600.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		600.00	
00001	AT&T Calnet	11/14/2024	Regular	0.00	121.44	98738
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
576-10272024	Invoice	10/27/2024	576 - TH CHAMBERS PHONE - 09.27.24-10	0.00	61.48	
	41.41.61701		UTILITIES		61.48	
583-10252024	Invoice	10/25/2024	583 - DPW FAX - 09.25.24-10.24.24	0.00	30.73	
	41.41.61701		UTILITIES		30.73	
586-10252024	Invoice	10/25/2024	586 - REC DEPT FAX - 09.25.24-10.24.24	0.00	29.23	
	21.65.61705		UTILITIES-TELEPHONE		29.23	
00388	Baker & Taylor	11/14/2024	Regular	0.00	1,279.99	98739
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
5019177894	Invoice	10/28/2024	10.28.2024 - ADULT BOOKS	0.00	22.55	
	27.71.62301		ADULT BOOKS		22.55	
5019177895	Invoice	10/28/2024	10.28.2024 - ADULT BOOKS	0.00	44.44	
	27.71.62301		ADULT BOOKS		44.44	
5019177896	Invoice	10/28/2024	10.28.2024 - ADULT BOOKS	0.00	66.35	
	27.71.62301		ADULT BOOKS		66.35	
5019177897	Invoice	10/28/2024	10.28.2024 - ADULT BOOKS	0.00	41.61	
	27.71.62301		ADULT BOOKS		41.61	
5019177898	Invoice	10/28/2024	10.28.2024 - ADULT BOOKS	0.00	100.83	
	27.71.62301		ADULT BOOKS		100.83	
5019177899	Invoice	10/28/2024	10.28.2024 - ADULT BOOKS	0.00	22.45	
	27.71.62301		ADULT BOOKS		22.45	
5019177900	Invoice	10/28/2024	10.28.2024 - ADULT BOOKS	0.00	39.04	
	27.71.62301		ADULT BOOKS		39.04	
5019177901	Invoice	10/28/2024	10.28.2024 - ADULT BOOKS	0.00	64.82	
	27.71.62301		ADULT BOOKS		64.82	
5019177902	Invoice	10/28/2024	10.28.2024 - ADULT BOOKS	0.00	27.43	
	27.71.62301		ADULT BOOKS		27.43	
5019177903	Invoice	10/28/2024	10.28.2024 - ADULT BOOKS	0.00	19.81	
	27.71.62301		ADULT BOOKS		19.81	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5019177904	Invoice	10/28/2024	10.28.2024 - ADULT BOOKS	0.00	19.87	
	27.71.62301		ADULT BOOKS		19.87	
5019177905	Invoice	10/28/2024	10.28.2024 - ADULT BOOKS	0.00	22.45	
	27.71.62301		ADULT BOOKS		22.45	
5019177906	Invoice	10/28/2024	10.28.2024 - ADULT BOOKS	0.00	22.45	
	27.71.62301		ADULT BOOKS		22.45	
5019177907	Invoice	10/28/2024	10.28.2024 - ADULT BOOKS	0.00	22.54	
	27.71.62301		ADULT BOOKS		22.54	
5019177908	Invoice	10/28/2024	10.28.2024 - ADULT BOOKS	0.00	45.11	
	27.71.62301		ADULT BOOKS		45.11	
5019186004	Invoice	10/30/2024	10.30.2024 - ADULT BOOKS	0.00	31.33	
	27.71.62301		ADULT BOOKS		31.33	
5019186005	Invoice	10/30/2024	10.30.2024 - ADULT BOOKS	0.00	22.55	
	27.71.62301		ADULT BOOKS		22.55	
5019186006	Invoice	10/30/2024	10.30.2024 - ADULT BOOKS	0.00	177.10	
	27.71.62301		ADULT BOOKS		177.10	
5019186007	Invoice	10/30/2024	10.30.224 - ADULT BOOKS	0.00	25.59	
	27.71.62301		ADULT BOOKS		25.59	
5019186008	Invoice	10/30/2024	10.30.2024 - ADULT BOOKS	0.00	97.80	
	27.71.62301		ADULT BOOKS		97.80	
5019186009	Invoice	10/30/2024	10.30.2024 - ADULT BOOKS	0.00	20.59	
	27.71.62301		ADULT BOOKS		20.59	
5019186010	Invoice	10/30/2024	10.30.2024 - ADULT BOOKS	0.00	40.28	
	27.71.62301		ADULT BOOKS		40.28	
5019186011	Invoice	10/30/2024	10.30.2024 - ADULT BOOKS	0.00	82.31	
	27.71.62301		ADULT BOOKS		82.31	
5019186012	Invoice	10/30/2024	10.30.2024 - ADULT BOOKS	0.00	137.83	
	27.71.62301		ADULT BOOKS		137.83	
5019186013	Invoice	10/30/2024	10.30.2024 - ADULT BOOKS	0.00	17.86	
	27.71.62301		ADULT BOOKS		17.86	
5019186014	Invoice	10/30/2024	10.30.2024 - ADULT BOOKS	0.00	22.45	
	27.71.62301		ADULT BOOKS		22.45	
5019186015	Invoice	10/30/2024	10.30.2024 - ADULT BOOKS	0.00	22.55	
	27.71.62301		ADULT BOOKS		22.55	
	Void	11/14/2024	Regular	0.00	0.00	98740
03836	Bay Cities Fire Protection Inc.	11/14/2024	Regular	0.00	753.08	98741
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
24952	Invoice	11/05/2024	11.05.2024 - SURVEY - FIRE STATION 20	0.00	753.08	
	45.41.61150		OUTSIDE SERVICES-OTHE		753.08	
00007	Bay Cities Joint Power Insurance Authority	11/14/2024	Regular	0.00	5,500.00	98742
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
BCJPIA-0101-202	Invoice	11/08/2024	11.08.2024 - WORKER'S COMP CLAIMS - A	0.00	5,500.00	
	40.21.61907		WORKERS COMPENSATIO		5,500.00	
03827	Brett Umberg	11/14/2024	Regular	0.00	4,750.00	98743
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
R15652	Invoice	10/21/2024	10.21.2024 - REFUND - ROAD BOND 40 B	0.00	4,750.00	
	01.00.20314		ROAD BOND		4,750.00	
00193	CalMat Company	11/14/2024	Regular	0.00	244.57	98744

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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		
2410-172757	Invoice	10/28/2024	10.28.2024 - LANSDALE PARK - SAND	0.00	169.13	
	01.81.62200		DEPARTMENTAL SUPPLIE		169.13	
2410-172928	Invoice	10/28/2024	10.28.2024 - LIBRARY FLOODGATES	0.00	75.44	
	41.41.61150		OUTSIDE SERVICES-OTHE		75.44	
03768	Carlos Nieto III	11/14/2024	Regular	0.00	400.00	98745
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0013416	Invoice	10/30/2024	10.30.2024 - GRAPHIC NOVEL PROGRAM	0.00	400.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		400.00	
03135	CentralSquare Technologies	11/14/2024	Regular	0.00	5,969.64	98746
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
424062	Invoice	11/01/2024	11.01.2024 - HORIZON CLOUD/TRAK IT SE	0.00	5,969.64	
	01.41.61150		OUTSIDE SERVICES-OTHE		5,969.64	
01534	Christine O'Rourke	11/14/2024	Regular	0.00	22,824.30	98747
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
958	Invoice	10/31/2024	10.31.2024 - GENERAL PLAN UPDATE - OC	0.00	22,824.30	
	01.18.61150		OUTSIDE SERVICES-OTHE		22,824.30	
02163	City of Foster City	11/14/2024	Regular	0.00	582.00	98748
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
16286	Invoice	11/05/2024	11.05.2024 - CALOPPS - COMMUNITY SER	0.00	582.00	
	01.82.61103		OUTSIDE SVCS - HUMAN		582.00	
03774	ClientFirst Consulting Group., LLC	11/14/2024	Regular	0.00	1,766.25	98749
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
17404	Invoice	10/31/2024	10.31.2024 - LAND MGMT SYSTEM ADMI	0.00	877.50	
	90.41.61150		OUTSIDE SERVICES-OTHE		877.50	
17405	Invoice	10/31/2024	10.31.2024 - SOLAR PERMITS PM - OCT 2	0.00	888.75	
	90.41.61150		OUTSIDE SERVICES-OTHE		888.75	
02524	Code Source	11/14/2024	Regular	0.00	20,847.20	98750
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11746	Invoice	09/03/2024	09.03.2024 - PLAN REVIEW - 18 AMBERW	0.00	2,442.00	
	01.41.61157		PLAN CHECKING		2,442.00	
11750	Invoice	09/04/2024	09.04.2024 - PLAN REVIEW - 220 LAUREL	0.00	1,732.00	
	01.41.61157		PLAN CHECKING		1,732.00	
11752	Invoice	09/09/2024	09.09.2024 - PLAN REVIEW - 559 ALMAN	0.00	332.70	
	01.41.61157		PLAN CHECKING		332.70	
11754	Invoice	09/11/2024	09.11.2024 - PLAN REVIEW - 531 REDWO	0.00	1,710.00	
	01.41.61157		PLAN CHECKING		1,710.00	
11770	Invoice	10/02/2024	10.02.2024 - PLAN REVISIONS - 61 HILLSI	0.00	682.00	
	01.41.61157		PLAN CHECKING		682.00	
11771	Invoice	10/02/2024	10.02.2024 - PLAN REVISIONS - 57 HILLSI	0.00	682.00	
	01.41.61157		PLAN CHECKING		682.00	
11777	Invoice	10/13/2024	10.13.2024 - PLAN REVISIONS - 906 SFD B	0.00	438.00	
	01.41.61157		PLAN CHECKING		438.00	
11780	Invoice	10/15/2024	10.15.2024 - PLAN REVIEW - 41 ELM AVE	0.00	1,103.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.41.61157	PLAN CHECKING	10.15.2024 - PLAN REVIEW - 41		1,103.00	
11781	Invoice	10/16/2024	10.16.2024 - PROGRESS BILLING - 49 SUN	0.00	2,390.00	
	01.41.61157	PLAN CHECKING	10.16.2024 - PROGRESS BILLING		2,390.00	
11782	Invoice	10/16/2024	10.16.2024 - PLAN REVISIONS - 28 HOLST	0.00	902.00	
	01.41.61157	PLAN CHECKING	10.16.2024 - PLAN REVISIONS -		902.00	
11785	Invoice	10/21/2024	10.21.2024 - PLAN REVIEW - 66 SAIS AVE	0.00	2,136.00	
	01.41.61157	PLAN CHECKING	10.21.2024 - PLAN REVIEW - 66		2,136.00	
11788	Invoice	10/29/2024	10.29.2024 - PLAN REVIEW - 324 SCENIC	0.00	3,549.00	
	01.41.61157	PLAN CHECKING	10.29.2024 - PLAN REVIEW - 32		3,549.00	
11791	Invoice	10/31/2024	10.31.2024 - PLAN REVISION - 35 PARK DR	0.00	433.00	
	01.41.61157	PLAN CHECKING	10.31.2024 - PLAN REVISION - 3		433.00	
11794	Invoice	11/06/2024	11.06.2024 - PLAN REVIEW - 183 TUNSTE	0.00	1,203.50	
	01.41.61157	PLAN CHECKING	11.06.2024 - PLAN REVIEW - 18		1,203.50	
11797	Invoice	11/08/2024	11.08.2024 - BLDG PLAN REVIEW - 18 AM	0.00	1,112.00	
	01.41.61157	PLAN CHECKING	11.08.2024 - BLDG PLAN REVIE		1,112.00	
00072	Comcast	11/14/2024	Regular	0.00	167.81	98751
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
049-10222024	Invoice	10/22/2024	049 - TH INTERNET - 10.27.24-11.26.24	0.00	167.81	
	41.41.61701	UTILITIES	049 - TH INTERNET - 10.27.24-1		167.81	
01522	Conklin Brothers Inc	11/14/2024	Regular	0.00	15,130.00	98752
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
63381	Invoice	11/13/2024	11.13.204 - TH CARPET INSTALL - 30% DEP	0.00	15,130.00	
	41.41.63117	CONSTRUCTION - BUILDI	11.13.204 - TH CARPET INSTALL		15,130.00	
02581	CSG Consultants	11/14/2024	Regular	0.00	1,750.00	98753
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
B241816	Invoice	10/01/2024	10.01.2024 - BUILDING PLAN REVIEWS - S	0.00	1,750.00	
	01.41.61157	PLAN CHECKING	10.01.2024 - BUILDING PLAN RE		1,750.00	
00533	Davis Sign Company	11/14/2024	Regular	0.00	1,662.70	98754
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
38830	Invoice	10/30/2024	10.30.2024 - BASKETBALL SIGNS	0.00	413.97	
	21.61.62961	BASKETBALL SUPPLIES	10.30.2024 - BASKETBALL SIGNS		413.97	
38831	Invoice	10/30/2024	10.30.2024 - A FRAME INSERTS	0.00	655.50	
	01.12.61150	OUTSIDE SERVICES-OTHE	10.30.2024 - A FRAME INSERTS		163.87	
	01.41.61150	OUTSIDE SERVICES-OTHE	10.30.2024 - A FRAME INSERTS		163.87	
	16.41.61150	OUTSIDE SERVICES-OTHE	10.30.2024 - A FRAME INSERTS		163.87	
	17.81.63100	CONSTRUCTION	10.30.2024 - A FRAME INSERTS		163.89	
38832	Invoice	10/30/2024	10.30.2024 - AFRAME INSERTS & VINYL ST	0.00	593.23	
	15.90.63100	CONSTRUCTION	10.30.2024 - AFRAME INSERTS		327.75	
	15.90.63100	CONSTRUCTION	10.30.2024 - AFRAME INSERTS		139.84	
	16.41.61150	OUTSIDE SERVICES-OTHE	10.30.2024 - AFRAME INSERTS		43.70	
	17.81.63100	CONSTRUCTION	10.30.2024 - AFRAME INSERTS		21.85	
	60.14.62903	LIVE ON THE AVENUE	10.30.2024 - AFRAME INSERTS		43.70	
	60.14.62903	LIVE ON THE AVENUE	10.30.2024 - AFRAME INSERTS		16.39	
01320	DC Electric Group Inc	11/14/2024	Regular	0.00	708.00	98755
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
475249	Invoice	10/04/2024	10.04.2024 - THE HUB - PGE SHUTDOWN	0.00	708.00	
	01.42.61130	OUTSIDE SVCS-SIGNALS	10.04.2024 - THE HUB - PGE SH		708.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02732	Diesel Direct West	11/14/2024	Regular	0.00	1,807.81	98756
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
86167242	Invoice	10/31/2024	10.31.2024 - GASOLINE UNL - 350.0 GAL	0.00	1,807.81	
01.81.62988			VEHICLE-FUEL/OIL/TIRES		1,807.81	
03662	DMR Builders	11/14/2024	Regular	0.00	103,844.79	98757
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
7	Invoice	10/31/2024	10.31.2024 - TOWN HALL HVAC - PROGRE	0.00	103,844.79	
45.41.61150			OUTSIDE SERVICES-OTHE		103,844.79	
02948	DocuSign Inc.	11/14/2024	Regular	0.00	4,000.00	98758
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
111100417878	Invoice	11/08/2024	11.08.2024 - ESIGNATURE ENTERPRISE PR	0.00	4,000.00	
01.12.61150			OUTSIDE SERVICES-OTHE		4,000.00	
01970	Dog Waste Depot	11/14/2024	Regular	0.00	3,677.36	98759
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
735375	Invoice	10/29/2024	10.29.2024 - DOG WASTE ROLL BAGS	0.00	3,677.36	
01.42.62200			DEPARTMENTAL SUPPLIE		3,677.36	
00087	Elite Tree Service	11/14/2024	Regular	0.00	3,150.00	98760
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2024-11-1	Invoice	11/01/2024	11.01.2024 - FALLEN TREE RMVL - 12 BRO	0.00	3,150.00	
01.81.61105			OUTSIDE SERVICES-TREES		3,150.00	
03396	Emily B. Stucky	11/14/2024	Regular	0.00	375.00	98761
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
102024	Invoice	11/13/2024	11.13.2024 - SING AND STOMP - OCT 202	0.00	375.00	
01.71.61132			OUTSIDE SVCS-PROGRAM		375.00	
00092	Ewing Irrigation Products	11/14/2024	Regular	0.00	12.54	98762
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
23971409	Invoice	10/31/2024	10.31.2024 - MEMORIAL PARK - 2 WAY H	0.00	12.54	
41.41.61150			OUTSIDE SERVICES-OTHE		12.54	
00017	Fairfax Building Supply Co. Inc.	11/14/2024	Regular	0.00	176.34	98763
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
289271	Invoice	10/28/2024	10.28.2024 - DIAMOND CUP WHEEL	0.00	76.29	
41.41.61150			OUTSIDE SERVICES-OTHE		76.29	
289541	Invoice	11/04/2024	11.04.2024 - LUMBER	0.00	69.08	
01.81.61602			VEHICLE MAINTENANCE/		69.08	
289560	Invoice	11/05/2024	11.05.2024 - DOORSTOPS/TP HOLDER	0.00	30.97	
34.41.61506			BLDG. MAINT-OTHER		30.97	
02069	FAST SIGNS	11/14/2024	Regular	0.00	172.00	98764
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
105-120116	Invoice	11/04/2024	11.04.2024 - BREAKFAST WITH SANTA SIG	0.00	172.00	
60.14.62926			BREAKFAST WITH SANTA		172.00	
00096	Fire Safety Supply	11/14/2024	Regular	0.00	1,737.58	98765

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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		
124396	Invoice	10/30/2024	10.30.2024 - FIRE EXTINGUISHERS - CORP	0.00	1,737.58	
	31.41.61506		BLDG. MAINT-OTHER		517.00	
	41.41.61150		OUTSIDE SERVICES-OTHE		1,220.58	
03546	Folger Graphics, Inc	11/14/2024	Regular	0.00	7,442.50	98766
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
141842	Invoice	11/12/2024	11.12.2024 - WINTER SPRING 2025 BROC	0.00	7,442.50	
	21.65.62004		PROGRAM BROCHURE &		7,442.50	
02278	Gardeners' Guild	11/14/2024	Regular	0.00	3,465.00	98767
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
119039	Invoice	11/01/2024	11.01.2024 - SFD MEDIANS - NOV 2024	0.00	1,099.00	
	01.42.61144		Medians		1,099.00	
119078	Invoice	11/01/2024	11.01.2024 - RED HILL MEDIAN - NOV 202	0.00	2,366.00	
	01.42.61144		Medians		2,366.00	
00247	Ghilotti Construction Company	11/14/2024	Regular	0.00	52,139.49	98768
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
3	Invoice	11/12/2024	11.12.2024 - 2024 PAVEMENT REHAB PRO	0.00	52,139.49	
	19.41.63107		CAPITAL OUTLAY - PAVIN		52,139.49	
00021	Good & Clean Company Inc	11/14/2024	Regular	0.00	13,215.00	98769
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
72912	Invoice	10/31/2024	10.31.2024 - GENERAL CLEANING - OCT 2	0.00	11,895.00	
	31.41.61501		BLDG. MAINT-JANITORIAL		2,825.00	
	34.41.61501		BLDG. MAINT-JANITORIAL		1,775.00	
	41.41.61501		BLDG. MAINT-JANITORIAL		6,950.00	
	60.14.62903		LIVE ON THE AVENUE		345.00	
72913	Invoice	10/31/2024	10.31.2024 - LOWER TH CLEANING - OCT	0.00	1,320.00	
	41.41.61501		BLDG. MAINT-JANITORIAL		1,320.00	
03712	Gridscape Solutions, Inc.	11/14/2024	Regular	0.00	96,336.50	98770
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SAL/2/2024	Invoice	10/23/2024	10.23.2024 - RESILIENT HUB - BESS MICR	0.00	96,336.50	
	15.90.63100		CONSTRUCTION		96,336.50	
00104	Grier Argall Plumbing Inc	11/14/2024	Regular	0.00	3,087.56	98771
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
18249	Invoice	10/30/2024	10.30.2024 - TH DRINKING FOUNTAIN REP	0.00	3,087.56	
	41.41.61150		OUTSIDE SERVICES-OTHE		3,087.56	
00020	Hannibal's Inc Electrical Construction	11/14/2024	Regular	0.00	4,283.39	98772
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
25261	Invoice	11/07/2024	11.07.2024 - TH HVAC FINAL INSPECTION	0.00	1,365.00	
	45.41.61150		OUTSIDE SERVICES-OTHE		1,365.00	
25262	Invoice	11/07/2024	11.07.2024 - MEMORIAL PARK - STORAGE	0.00	968.39	
	01.81.61413		EQUIPMENT MAINT-OTH		968.39	
25263	Invoice	11/07/2024	11.07.2024 - TEMPORARY BLDG POWER -	0.00	975.00	
	45.41.63100		CAPITAL OUTLAY - CONST		975.00	
25265	Invoice	11/07/2024	11.07.2024 - BID PLAN REVIEW - STN 20	0.00	975.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	45.41.63100	CAPITAL OUTLAY - CONST	11.07.2024 - BID PLAN REVIEW -		975.00	
02586	HdL Software LLC	11/14/2024	Regular	0.00	1,154.96	98773
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SIN043935	Invoice	09/30/2024	09.30.2024 - NEW ACCOUNTS PROCESSED	0.00	1,154.96	
	01.12.61150		OUTSIDE SERVICES-OTHE		1,154.96	
03332	Heidi Scoble	11/14/2024	Regular	0.00	970.00	98774
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0013472	Invoice	11/12/2024	11.12.2024 - REIMB - MMANC ANNUAL C	0.00	970.00	
	01.18.61000		TRAINING		970.00	
02236	HooplaDigital	11/14/2024	Regular	0.00	901.25	98775
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
506272437	Invoice	10/31/2024	10.31.2024 - DIGITAL ACCOUNT - OCT 202	0.00	901.25	
	27.71.62309		E BOOKS		901.25	
03635	Integra Landscape Architecture	11/14/2024	Regular	0.00	1,176.60	98776
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2447	Invoice	11/07/2024	11.07.2024 - PARKSIDE PLAYGROUND - BI	0.00	1,176.60	
	21.65.63100		CAPITAL OUTLAY - CONST		1,176.60	
03837	Ivy Tzur	11/14/2024	Regular	0.00	15,420.00	98777
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1	Invoice	10/25/2024	10.25.2024 - PROJECT MGMT - 10.14.24-1	0.00	7,260.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		600.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		2,680.00	
	17.81.63100		CONSTRUCTION		1,340.00	
	41.41.63117		CONSTRUCTION - BUILDI		600.00	
	45.41.63100		CAPITAL OUTLAY - CONST		1,020.00	
	45.41.63100		CAPITAL OUTLAY - CONST		1,020.00	
2	Invoice	11/12/2024	11.12.2024 - PROJECT MGMT - 10.28.24-1	0.00	8,160.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		600.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		3,000.00	
	17.81.63100		CONSTRUCTION		600.00	
	45.41.63100		CAPITAL OUTLAY - CONST		1,980.00	
	45.41.63100		CAPITAL OUTLAY - CONST		1,980.00	
00022	Jackson's Hardware Inc.	11/14/2024	Regular	0.00	32.67	98778
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
166558	Invoice	11/06/2024	11.06.2024 - DOOR HARDWARE	0.00	32.67	
	34.41.61506		BLDG. MAINT-OTHER		32.67	
03090	JEFF ZUBA	11/14/2024	Regular	0.00	204.56	98779
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0013520	Invoice	11/13/2024	11.13.2024 - REIMB - MILEAGE 2024 BCJP	0.00	204.56	
	01.12.61000		TRAINING		204.56	
03782	Jessica Fairchild	11/14/2024	Regular	0.00	37,260.21	98780
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2330	Invoice	11/03/2024	11.03.2024 - RVFD STATION 20 REDESIGN	0.00	8,856.00	
	45.41.63100		CAPITAL OUTLAY - CONST		8,856.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2336	Invoice	11/07/2024	11.07.2024 - RVFD STATION 20 REDESIGN	0.00	28,404.21	
	45.41.63100		CAPITAL OUTLAY - CONST		28,404.21	
00113	Juan Olsen Sanchez	11/14/2024	Regular	0.00	8,300.00	98781
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
FALL24-4	Invoice	11/12/2024	11.12.2024 - GYMNASTICS FALL 2024 - PA	0.00	8,300.00	
	21.61.61167		TUMBLING SERVICES		8,300.00	
02558	Kanopy	11/14/2024	Regular	0.00	635.00	98782
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
424788	Invoice	10/31/2024	10.31.2024 - VIDEOS - LIBRARY - OCT 202	0.00	635.00	
	27.71.62307		VIDEOS		635.00	
03798	Kompan California, Inc.	11/14/2024	Regular	0.00	33,634.74	98783
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV126906	Invoice	11/04/2024	11.04.2024 - PARKSIDE EQPMT INSTALL - F	0.00	33,634.74	
	21.65.63100		CAPITAL OUTLAY - CONST		33,634.74	
02579	LTS of Marin	11/14/2024	Regular	0.00	750.00	98784
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1718	Invoice	11/01/2024	11.01.2024 - TRACTOR REPAIR	0.00	750.00	
	01.81.61602		VEHICLE MAINTENANCE/		750.00	
00029	Marin IT	11/14/2024	Regular	0.00	8,059.50	98785
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-125102	Invoice	11/01/2024	11.01.2024 - AGREEMENT MANAGED OFF	0.00	1,339.50	
	42.21.61150		OUTSIDE SERVICES-OTHE		1,339.50	
2024-125320	Invoice	11/13/2024	11.13.2024 - AGREEMENT HOSTED BACK	0.00	1,000.00	
	42.21.61150		OUTSIDE SERVICES-OTHE		1,000.00	
2024-125321	Invoice	11/13/2024	11.13.2024 - AGREEMENT ONSIT SUPPOR	0.00	5,720.00	
	42.21.61150		OUTSIDE SERVICES-OTHE		5,720.00	
00142	Marin Municipal Water District	11/14/2024	Regular	0.00	181.55	98786
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
073-11082024	Invoice	11/08/2024	073 - CENTER BLVD AND FORREST - 09.06.	0.00	181.55	
	01.81.61703		UTILITIES-WATER		181.55	
03804	Martin/Martin Inc.	11/14/2024	Regular	0.00	7,500.00	98787
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24.0770-00002	Invoice	09/20/2024	09.20.2024 - PROFESSIONAL SERVICES - A	0.00	5,000.00	
	45.41.63100		CAPITAL OUTLAY - CONST		5,000.00	
24.0770-00003	Invoice	10/23/2024	10.23.2024 - PROFESSIONAL SERVICES - S	0.00	2,500.00	
	45.41.63100		CAPITAL OUTLAY - CONST		2,500.00	
00372	Miller Pacific	11/14/2024	Regular	0.00	1,334.00	98788
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
37232	Invoice	11/10/2024	11.10.2024 - PEER REVIEW - 57/61 HILLSI	0.00	1,334.00	
	01.41.61157		PLAN CHECKING		1,334.00	
03775	MUVZ, Inc.	11/14/2024	Regular	0.00	5,011.68	98789

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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		
INV911652	Invoice	11/01/2024	11.01.2024 - SPEED BUMPS/RUBBER END	0.00	5,011.68	
	16.41.62200		DEPARTMENTAL SUPPLIE		5,011.68	
01388	NCSI	11/14/2024	Regular	0.00	92.50	98790
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
51497	Invoice	11/01/2024	11.01.2024 - BACKGROUND CHECKS - REC	0.00	92.50	
	21.65.61137		FINGERPRINTING		92.50	
03211	ODP Business Solutions LLC	11/14/2024	Regular	0.00	67.16	98791
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
394444298001	Invoice	10/31/2024	10.31.2024 - LIBRARY - OFFICE SUPPLIES	0.00	67.16	
	01.71.62000		OFFICE SUPPLIES		67.16	
02554	Parkmobile LLC	11/14/2024	Regular	0.00	362.00	98792
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV40850	Invoice	10/31/2024	10.31.2024 - END USER FEES	0.00	362.00	
	13.42.61114		OUTSIDE SRV: PARKING		362.00	
00893	Perfect Timing Personnel Services, Inc.	11/14/2024	Regular	0.00	6,587.12	98793
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
53967	Invoice	11/04/2024	11.04.2024 - ADMIN SUPPORT - WELISCH	0.00	3,682.56	
	01.82.60010		TEMPORARY HELP		2,946.05	
	21.65.60010		TEMPORARY HELP		736.51	
53989	Invoice	11/11/2024	11.11.2024 - ADMIN SUPPORT - DE DIOS/	0.00	2,904.56	
	01.82.60010		TEMPORARY HELP		2,323.65	
	21.65.60010		TEMPORARY HELP		580.91	
01139	Phillips Seabrook Associates	11/14/2024	Regular	0.00	4,300.00	98794
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
240571	Invoice	10/29/2024	10.29.2024 - INITIAL PLAN REVIEW - FIRE	0.00	4,300.00	
	45.41.63100		CAPITAL OUTLAY - CONST		4,300.00	
02839	Quadient Finance USA, Inc	11/14/2024	Regular	0.00	400.00	98795
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
274-10212024	Invoice	10/21/2024	10.21.2024 -TOWN HALL POSTAGE	0.00	400.00	
	01.12.62003		POSTAGE		80.00	
	01.18.62003		POSTAGE		80.00	
	01.41.62003		POSTAGE		80.00	
	01.71.62003		POSTAGE		80.00	
	01.82.62003		POSTAGE		80.00	
03835	Ralph Wedge	11/14/2024	Regular	0.00	750.00	98796
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0013373	Invoice	10/30/2024	10.30.2024 - TOWN HALL HVAC ROOF INS	0.00	750.00	
	45.41.61150		OUTSIDE SERVICES-OTHE		750.00	
00540	Ross Recreation Equipment Inc	11/14/2024	Regular	0.00	245.50	98797

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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		
126375	Invoice	10/24/2024	10.24.2024 - ANAWALT BRIDGE PLAQUE	0.00	245.50	
	01.81.62200		DEPARTMENTAL SUPPLIE		245.50	
00182	Roto-Rooter Plumbers	11/14/2024	Regular	0.00	1,500.00	98798
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
96742672	Invoice	10/27/2024	10.27.2024 - MEMORIAL PK BTHRM - DRA	0.00	1,500.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		1,500.00	
01563	SCA	11/14/2024	Regular	0.00	14,405.80	98799
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24000892	Invoice	10/15/2024	10.15.2024 - RES STREET SWEEPER - OCT	0.00	14,405.80	
	01.42.61135		STREET SWEEPING		14,405.80	
01513	Sierra Nevada Construction Inc	11/14/2024	Regular	0.00	18,714.17	98800
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
3	Invoice	11/12/2024	11.12.2024 - 2024 SLURRY SEAL PROJECT	0.00	18,714.17	
	15.41.63200		SLURRY RESURFACING CO		18,714.17	
02936	SMITH'S PEST MANAGEMENT	11/14/2024	Regular	0.00	1,280.00	98801
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
317261	Invoice	10/04/2024	10.04.2024 - MEMORIAL PARK - PEST MA	0.00	490.00	
	01.81.62206		Snack Shack		490.00	
319867	Invoice	10/28/2024	10.28.2024 - IMAGINATION PARK - MISC S	0.00	300.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		300.00	
320504	Invoice	10/31/2024	10.31.2024 - MEMORIAL PARK - PEST MA	0.00	490.00	
	01.81.62206		Snack Shack		490.00	
03661	Tarrell Kullaway	11/14/2024	Regular	0.00	486.94	98802
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0013398	Invoice	10/30/2024	10.30.2024 - REIMB - CALCITIES EXPO 202	0.00	486.94	
	01.11.61000		TRAINING		486.94	
03207	Toni DeFrancis	11/14/2024	Regular	0.00	220.00	98803
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-PC114	Invoice	11/10/2024	11.10.2024 - TRANSCRIPTION PC 11/04	0.00	220.00	
	01.18.61150		OUTSIDE SERVICES-OTHE		220.00	
00215	Transbay Lock	11/14/2024	Regular	0.00	76.48	98804
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
92159	Invoice	11/01/2024	11.01.2024 - TENNIS COURT KEYS	0.00	76.48	
	01.81.61150		OUTSIDE SERVICES-OTHE		76.48	
03094	TRC Companies	11/14/2024	Regular	0.00	1,386.00	98805
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
44723	Invoice	08/13/2024	08.13.2024 - PROFESSIONAL SERVICES - J	0.00	1,386.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		1,386.00	
00352	Tyler Technologies Inc	11/14/2024	Regular	0.00	1,000.00	98806

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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		
025-484693	Invoice	10/23/2024	10.23.2024 - SERVER MIGRATION SERVICE	0.00	1,000.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		1,000.00	
03303	U.S. Bank Corporate Trust	11/14/2024	Regular	0.00	1,300.00	98807
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
7518506	Invoice	10/25/2024	10.25.2024 - PENSION OBLIGATION BOND	0.00	1,300.00	
	01.40.61143		OUTSIDE SERVICES: BON		1,300.00	
03821	Vivian Volz Architects, Inc.	11/14/2024	Regular	0.00	2,250.00	98808
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2828	Invoice	10/31/2024	10.31.2024 - CONSTRUCTION SPECS - FIRE	0.00	2,250.00	
	45.41.63100		CAPITAL OUTLAY - CONST		2,250.00	
00033	Water Components & Building Supply	11/14/2024	Regular	0.00	100.70	98809
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
30649208	Invoice	10/22/2024	10.22.2024 - CONCRETE LID	0.00	100.70	
	01.42.62200		DEPARTMENTAL SUPPLIE		100.70	
02920	Amazon Business	11/20/2024	Regular	0.00	163.22	98810
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1PXG-G4TQ-PGTL	Invoice	11/12/2024	11.12.2024 - ADULT BOOKS	0.00	22.93	
	27.71.62301		ADULT BOOKS		22.93	
1RR3-KKWT-V4T6	Invoice	11/09/2024	11.09.2024 - ADULT BOOKS	0.00	70.27	
	01.71.62310		Library Zip Grant		70.27	
1RXV-T9FD-1RNQ	Invoice	11/10/2024	11.10.2024 - CHILDREN'S BOOKS	0.00	28.38	
	01.71.62310		Library Zip Grant		28.38	
1WW3-7WL4-KLL	Invoice	11/08/2024	11.08.2024 - ADULT BOOKS	0.00	41.64	
	01.71.62310		Library Zip Grant		41.64	
02806	AQUASCAPE POOL SERVICE	11/20/2024	Regular	0.00	314.00	98811
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
30481	Invoice	10/31/2024	10.31.2024 - MONTHLY POOLSVC/FILTER	0.00	314.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		314.00	
03354	Arlette Castellanos	11/20/2024	Regular	0.00	400.00	98812
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11182024-3	Invoice	11/18/2024	11.18.2024 - SPANISH CLASSES - MANOR	0.00	400.00	
	21.63.61180		AFTER SCHOOL ENRICHM		400.00	
00001	AT&T Calnet	11/20/2024	Regular	0.00	1,656.89	98813
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
574-11102024	Invoice	11/10/2024	574 - ALL DEPTS CENTREX - 10.10.24-11.0	0.00	1,565.70	
	41.41.61701		UTILITIES		1,565.70	
579-11102024	Invoice	11/10/2024	579 - TRAFFIC LIGHT MODEM - 10.10.24-1	0.00	30.83	
	01.41.61705		UTILITIES-TELEPHONE		30.83	
580-11102024	Invoice	11/10/2024	580 - ROBSON HOUSE - 10.10.24-11.09.24	0.00	60.36	
	34.41.61705		UTILITIES-TELEPHONE		60.36	
00388	Baker & Taylor	11/20/2024	Regular	0.00	660.52	98814

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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		
5019183061	Invoice	10/30/2024	10.30.2024 - CHILDREN'S BOOKS	0.00	50.47	
	27.71.62302		CHILDRENS BOOKS		50.47	
5019183062	Invoice	10/30/2024	10.30.2024 - CHILDREN'S BOOKS	0.00	35.55	
	27.71.62302		CHILDRENS BOOKS		35.55	
5019189273	Invoice	11/04/2024	11.04.2024 - CHILDREN'S BOOKS	0.00	15.98	
	27.71.62302		CHILDRENS BOOKS		15.98	
5019189274	Invoice	11/04/2024	11.04.2024 - CHILDREN'S BOOKS	0.00	11.57	
	27.71.62302		CHILDRENS BOOKS		11.57	
5019189275	Invoice	11/04/2024	11.04.2024 - CHILDREN'S BOOKS	0.00	31.67	
	27.71.62302		CHILDRENS BOOKS		31.67	
5019197923	Invoice	11/06/2024	11.06.2024 - CHILDREN'S BOOKS	0.00	369.32	
	27.71.62302		CHILDRENS BOOKS		369.32	
5019197924	Invoice	11/05/2024	11.05.2024 - CHILDREN'S BOOKS	0.00	114.51	
	27.71.62302		CHILDRENS BOOKS		114.51	
H70647500	Invoice	10/23/2024	10.23.2024 - VIDEOS	0.00	31.45	
	01.71.62307		VIDEOS		31.45	
01345	BSN Sports Inc	11/20/2024	Regular	0.00	255.28	98815
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
927642403	Invoice	11/13/2024	11.13.2024 - BASKETBALLS/WHISTLES	0.00	255.28	
	21.61.62961		BASKETBALL SUPPLIES		255.28	
03462	Bullet Liongson	11/20/2024	Regular	0.00	3,600.00	98816
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2484	Invoice	10/31/2024	10.31.2024 - LIVE ON THE AVENUE DEVEL	0.00	3,600.00	
	60.14.62903		LIVE ON THE AVENUE		3,600.00	
00656	Charmian Stewart	11/20/2024	Regular	0.00	125.00	98817
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0013525	Invoice	11/18/2024	11.18.2024 - HONORARIUM WINTER CON	0.00	125.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		125.00	
00410	COFAM	11/20/2024	Regular	0.00	150.00	98818
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0013524	Invoice	11/18/2024	11.18.2024 - ART TALK TUESDAY - DEC 20	0.00	150.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		150.00	
02581	CSG Consultants	11/20/2024	Regular	0.00	250.00	98819
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
B242031	Invoice	11/01/2024	11.01.2024 - BLDG PLAN REVIEW - OCT 20	0.00	250.00	
	01.41.61157		PLAN CHECKING		250.00	
00533	Davis Sign Company	11/20/2024	Regular	0.00	216.32	98820
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
38681	Invoice	09/22/2024	09.22.2024 - LOTA - DONOR STICKERS/QR	0.00	216.32	
	60.14.62903		LIVE ON THE AVENUE		216.32	
00035	Demco Inc	11/20/2024	Regular	0.00	109.01	98821

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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		
7561017	Invoice	10/31/2024	10.31.2024 - LIBRARY SUPPLIES - LABEL C	0.00	109.01	
	01.71.62200		DEPARTMENTAL SUPPLIE		109.01	
00087	Elite Tree Service	11/20/2024	Regular	0.00	5,560.00	98822
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-11-4	Invoice	11/08/2024	11.08.2024 - SCENIC AVE - STORM DITCH	0.00	2,880.00	
	01.42.61150		OUTSIDE SERVICES-OTHE		2,880.00	
2024-11-5	Invoice	11/08/2024	11.08.2024 - CORPYARD - STORM DITCH S	0.00	2,680.00	
	01.42.61150		OUTSIDE SERVICES-OTHE		2,680.00	
02777	Elizabeth Flanagan	11/20/2024	Regular	0.00	182.00	98823
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11182024-2	Invoice	11/18/2024	11.18.2024 - PAINTING WORKSHOPS - NO	0.00	182.00	
	21.62.61171		ADULT CULTURE SERVICE		182.00	
00017	Fairfax Building Supply Co. Inc.	11/20/2024	Regular	0.00	231.17	98824
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
289661	Invoice	11/07/2024	11.07.2024 - ALUMINUM DOOR BOTTOM	0.00	14.70	
	34.41.61506		BLDG. MAINT-OTHER		14.70	
289876	Invoice	11/12/2024	11.12.2024 - TRASH CAN/BUNGEEES/TARP	0.00	216.47	
	01.42.62200		DEPARTMENTAL SUPPLIE		216.47	
03542	FedEx	11/20/2024	Regular	0.00	27.60	98825
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
779601702648	Invoice	10/30/2024	10.30.2024 - FREIGHT - PLASTIC BAG SHIP	0.00	27.60	
	01.42.62200		DEPARTMENTAL SUPPLIE		27.60	
01586	Fourth Street Press	11/20/2024	Regular	0.00	431.54	98826
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
28834	Invoice	07/01/2024	06.30.2024 - ADMIN - TH ENVELOPES	0.00	431.54	
	01.12.62000		OFFICE SUPPLIES		431.54	
02278	Gardeners' Guild	11/20/2024	Regular	0.00	1,661.00	98827
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
119433	Invoice	11/14/2024	11.14.2024 - BACKFLOW - RPLCMNT VALV	0.00	670.00	
	01.42.61144		Medians		670.00	
119434	Invoice	11/14/2024	11.14.2024 - IMGTN PK, MAG LOT - PLAN	0.00	991.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		991.00	
00020	Hannibal's Inc Electrical Construction	11/20/2024	Regular	0.00	1,242.31	98828
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
25268	Invoice	11/14/2024	11.14.2024 - RESET CLOCK - TREE LIGHTIN	0.00	292.50	
	14.81.61150		OUTSIDE SERVICES-OTHE		292.50	
25269	Invoice	11/14/2024	11.14.2024 - REPROGRAM CLOCK - TENNI	0.00	949.81	
	01.81.61150		OUTSIDE SERVICES-OTHE		949.81	
00022	Jackson's Hardware Inc.	11/20/2024	Regular	0.00	809.01	98829

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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		
167320	Invoice	11/18/2024	11.18.2024 - OIL/SHOVELS/ASH/SCREWS	0.00	809.01	
	01.42.62200		DEPARTMENTAL SUPPLIE		809.01	
00022	Jackson's Hardware Inc.	11/20/2024	Regular	0.00	279.28	98830
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
166965	Invoice	11/12/2024	11.12.2024 - BLADES/TOWELS/TRAFFIC M	0.00	279.28	
	01.42.62200		DEPARTMENTAL SUPPLIE		279.28	
00113	Juan Olsen Sanchez	11/20/2024	Regular	0.00	8,600.00	98831
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
FALL24-5	Invoice	11/18/2024	11.18.2024 - GYMNASTICS FALL 2024 - PA	0.00	8,600.00	
	21.61.61167		TUMBLING SERVICES		8,600.00	
00115	Kone Inc	11/20/2024	Regular	0.00	3,245.88	98832
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
871511957	Invoice	11/01/2024	11.01.2024 - ELEVATOR MNTNC - NOV 20	0.00	3,245.88	
	41.41.61150		OUTSIDE SERVICES-OTHE		3,245.88	
03839	Kristin Klempan	11/20/2024	Regular	0.00	703.80	98833
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R15697	Invoice	11/14/2024	11.14.2024 - REFUND - DESIGN RVW 159	0.00	703.80	
	01.00.48012		GENERAL PLAN MAINT FE		61.20	
	01.00.48057		PLANNING FEES		612.00	
	01.00.48059		PLANNING TRAINING FEE		30.60	
03838	Kustom Signals Inc.	11/20/2024	Regular	0.00	3,233.80	98834
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
615816	Invoice	11/06/2024	11.06.2024 - TRAFFIC RADAR	0.00	3,233.80	
	16.41.62200		DEPARTMENTAL SUPPLIE		3,233.80	
02579	LTS of Marin	11/20/2024	Regular	0.00	771.70	98835
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1720	Invoice	11/12/2024	11.12.2024 - REPAIR - JOHN DEERE TRACT	0.00	771.70	
	01.81.61602		VEHICLE MAINTENANCE/		771.70	
00029	Marin IT	11/20/2024	Regular	0.00	12,215.00	98836
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-125304	Invoice	11/14/2024	11.14.2024 - ZUBA LAPTOP	0.00	2,741.83	
	42.21.62200		DEPARTMENTAL SUPPLIE		2,741.83	
2024-125322	Invoice	11/13/2024	11.13.2024 - AGREEMENT IT MGMT SUPP	0.00	5,026.67	
	42.21.61150		OUTSIDE SERVICES-OTHE		5,026.67	
2024-125323	Invoice	11/13/2024	11.13.2024 - AGREEMENT AUTOMATE &	0.00	2,502.50	
	42.21.61150		OUTSIDE SERVICES-OTHE		2,502.50	
2024-125343	Invoice	11/13/2024	11.13.2024 - KNOWBE4 - ANNUAL SUBSC	0.00	1,944.00	
	42.21.61150		OUTSIDE SERVICES-OTHE		1,944.00	
00142	Marin Municipal Water District	11/20/2024	Regular	0.00	28,978.04	98837

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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		
073-09102024	Invoice	09/10/2024	073 - CENTER BLVD/FORREST AVE - 07.04.	0.00	83.52	
	01.81.61703		UTILITIES-WATER		83.52	
119-11182024	Invoice	11/18/2024	119 - MULTIPLE - 09.12.24-11.13.24	0.00	2,418.07	
	41.41.61701		UTILITIES		2,418.07	
120-11182024	Invoice	11/18/2024	120 - MULTIPLE - 09.12.24-11.13.24	0.00	1,211.24	
	41.41.61701		UTILITIES		1,211.24	
152-11182024	Invoice	11/18/2024	152 - SAN FRANCISCO BLVD - 09.12.24-11.	0.00	759.46	
	41.41.61701		UTILITIES		759.46	
216-11122024	Invoice	11/12/2024	216 - 237 CRESENT RD - 09.10.24-11.06.2	0.00	3,112.89	
	01.81.61703		UTILITIES-WATER		3,112.89	
307-11122024	Invoice	11/12/2024	307 - 237 CRESENT RD - 09.10.24-11.06.2	0.00	136.87	
	34.41.61703		UTILITIES-WATER		136.87	
495-11182024	Invoice	11/18/2024	495 - MAGNOLIA AVE - 09.12.24-11.13.24	0.00	302.21	
	41.41.61701		UTILITIES		302.21	
665-11182024	Invoice	11/18/2024	665 - SAN FRANCISCO BLVD - 09.12.24-11.	0.00	183.75	
	41.41.61701		UTILITIES		183.75	
752-11182024	Invoice	11/18/2024	752 - SUNNY HILLS DR - 09.12.24-11.13.2	0.00	12,914.05	
	01.81.61703		UTILITIES-WATER		12,914.05	
761-11182024	Invoice	11/18/2024	761 - RED HILL AVE/SEQUOIA DR - 09.12.2	0.00	4,891.29	
	41.41.61701		UTILITIES		4,891.29	
808-11182024	Invoice	11/18/2024	808 - 525 SAN ANSELMO AVE - 09.12.24-1	0.00	810.49	
	41.41.61701		UTILITIES		810.49	
943-11182024	Invoice	11/18/2024	943 - 237 CRESCENT RD - 09.12.24-11.13.	0.00	2,154.20	
	32.81.61703		UTILITIES-WATER		1,077.10	
	41.41.61701		UTILITIES		1,077.10	
01036	Matrix HG Inc	11/20/2024	Regular	0.00	531.00	98838
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
180098	Invoice	08/27/2024	08.27.2024 - QTRLY PREVENTATIVE MAINT	0.00	218.00	
	01.81.61506		BLDG. MAINT-OTHER		218.00	
181884	Invoice	11/13/2024	11.13.2024 - QTRLY PREVENTATIVE MAINT	0.00	313.00	
	31.41.61506		BLDG. MAINT-OTHER		313.00	
01185	Mattie O'Grady	11/20/2024	Regular	0.00	52.61	98839
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0013544	Invoice	11/13/2024	11.13.2024 - REIMB - 2024 COMMUNITY	0.00	52.61	
	21.64.61185		SPECIAL EVENT EXPENSE		52.61	
03228	MGE Engineering Inc	11/20/2024	Regular	0.00	22,902.94	98840
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
663.11-REISSUE	Invoice	07/24/2024	07.24.2024 - MADRONE/NOKOMIS BRIDG	0.00	6,825.00	
	15.41.63100		CONSTRUCTION		3,412.50	
	15.41.63100		CONSTRUCTION		3,412.50	
740.01-REISSUE	Invoice	07/25/2024	07.25.2024 - SFDB AND BARBER AVE BRID	0.00	13,077.28	
	15.41.63100		CONSTRUCTION		13,077.28	
741.01-REISSUE	Invoice	07/25/2024	07.25.2024 - SFDB AMD BARBER AVE BRI	0.00	3,000.66	
	15.41.63100		CONSTRUCTION		3,000.66	
03823	Miller Management & Consulting Group	11/20/2024	Regular	0.00	3,531.17	98841

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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		
2024-1116-03	Invoice	11/16/2024	11.16.2024 - MARIN SONOMA LEADERSHI	0.00	3,531.17	
	97.00.62006		INSTRUCTION - MSLA		3,531.17	
00181	Ross Valley Fire Department	11/20/2024	Regular	0.00	3,730.79	98842
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0013522	Invoice	11/15/2024	11.15.2024 - RVFD FEES COLLECTED - OCT	0.00	3,730.79	
	01.00.20354		DUE TO ROSS VALLEY FIR		3,730.79	
			11.15.2024 - RVFD FEES COLLEC			
02936	SMITH'S PEST MANAGEMENT	11/20/2024	Regular	0.00	490.00	98843
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
321301	Invoice	11/07/2024	11.07.2024 - MEMORIAL PARK - PEST CON	0.00	490.00	
	01.81.61506		BLDG. MAINT-OTHER		490.00	
			11.07.2024 - MEMORIAL PARK -			
03840	Stich Development LLC	11/20/2024	Regular	0.00	1,375.73	98844
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R15692	Invoice	11/18/2024	11.18.2024 - PERMIT REFUND - 57 HILLSI	0.00	785.87	
	01.00.42202		CONSTR: BUILDING PERM		785.87	
			11.18.2024 - PERMIT REFUND -			
R15693	Invoice	11/18/2024	11.18.2024 - PERMIT REFUND - 61 HILLSI	0.00	589.86	
	01.00.42202		CONSTR: BUILDING PERM		589.86	
			11.18.2024 - PERMIT REFUND -			
03590	The Marin Dojo, Inc.	11/20/2024	Regular	0.00	50.63	98845
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11182024-1	Invoice	11/18/2024	11.18.2024 - TAI CHI - NOV 2024	0.00	50.63	
	21.62.61171		ADULT CULTURE SERVICE		50.63	
			11.18.2024 - TAI CHI - NOV 2024			
03842	The Presray Corporation	11/20/2024	Regular	0.00	9,652.08	98846
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
10565	Invoice	09/20/2024	09.20.2024 - FLOOD PROTECTION	0.00	9,652.08	
	41.41.61150		OUTSIDE SERVICES-OTHE		9,652.08	
			09.20.2024 - FLOOD PROTECTIO			
00522	United Site Services of California Inc	11/20/2024	Regular	0.00	542.00	98847
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
114-13758156	Invoice	11/12/2024	11.12.2024 - PORTY POTTY - BREAKFAST	0.00	542.00	
	60.14.62926		BREAKFAST WITH SANTA		542.00	
			11.12.2024 - PORTY POTTY - BR			
00384	Van Midde & Son Concrete	11/20/2024	Regular	0.00	31,683.00	98848
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
15270	Invoice	11/13/2024	11.13.2024 - SDWLK REPAIR - MULTIPLE L	0.00	16,148.00	
	01.00.20304		CONCRETE CONTRACT		8,957.00	
	15.41.63109		UNPROGRAMMED RESUR		4,030.00	
	19.41.63113		UNPROGRAMMED DRAIN		3,161.00	
			11.13.2024 - SDWLK REPAIR - M			
15271	Invoice	11/13/2024	11.13.2024 - SIDEWALK RPLCMT - 271 BU	0.00	15,035.00	
	01.00.20304		CONCRETE CONTRACT		4,030.00	
	15.41.63109		UNPROGRAMMED RESUR		11,005.00	
			11.13.2024 - SIDEWALK RPLCMT			
15272	Invoice	11/13/2024	11.13.2024 - ARBORIST SVC - MULTIPLE	0.00	500.00	
	01.00.20304		CONCRETE CONTRACT		500.00	
			11.13.2024 - ARBORIST SVC - M			

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00391	Verizon Wireless	11/01/2024	Bank Draft	0.00	922.68	DFT05670
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
9976173364	Invoice	10/12/2024	10.12.2024 - CELLULAR - 09.13.24-10.12.2	0.00	922.68	
01.12.61705	UTILITIES-TELEPHONE	10.12.2024 - CELLULAR - 09.13.	51.69			
01.41.61705	UTILITIES-TELEPHONE	10.12.2024 - CELLULAR - 09.13.	504.19			
01.42.61705	UTILITIES-TELEPHONE	10.12.2024 - CELLULAR - 09.13.	263.42			
21.63.61179	PARKSIDE SERVICES	10.12.2024 - CELLULAR - 09.13.	51.69			
21.63.61187	ROBSON AFTER SCHOOL	10.12.2024 - CELLULAR - 09.13.	51.69			
00362	Town of San Anselmo	11/06/2024	Bank Draft	0.00	293,663.82	DFT05705
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0013471	Invoice	11/06/2024	11-15-2024 TSA To Fund Payroll	0.00	293,663.82	
01.00.20299	PAYROLL PAYABLE	11-15-2024 TSA To Fund Payroll	196,710.49			
01.00.20299	PAYROLL PAYABLE	11-15-2024 TSA To Fund Payroll	3,462.36			
01.00.20299	PAYROLL PAYABLE	11-15-2024 TSA To Fund Payroll	492.50			
01.00.20299	PAYROLL PAYABLE	11-15-2024 TSA To Fund Payroll	-1,292.60			
15.00.20299	PAYROLL PAYABLE	11-15-2024 TSA To Fund Payroll	10,228.10			
15.00.20299	PAYROLL PAYABLE	11-15-2024 TSA To Fund Payroll	-40.00			
19.00.20299	PAYROLL PAYABLE	11-15-2024 TSA To Fund Payroll	14,046.18			
21.00.20299	PAYROLL PAYABLE	11-15-2024 TSA To Fund Payroll	58,215.07			
21.00.20299	PAYROLL PAYABLE	11-15-2024 TSA To Fund Payroll	-215.00			
27.00.20299	PAYROLL PAYABLE	11-15-2024 TSA To Fund Payroll	12,056.72			
00072	Comcast	11/12/2024	Bank Draft	0.00	258.98	DFT05707
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
583-11122024	Invoice	11/12/2024	583 - CORPYARD INTERNET - 10.21.24-11.	0.00	258.98	
41.41.61701	UTILITIES	583 - CORPYARD INTERNET - 10.	258.98			
00128	Pacific Gas & Electric	11/13/2024	Bank Draft	0.00	550.30	DFT05708
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
355-11132024	Invoice	11/13/2024	355 - CORPYARD UTILITIES - 10.03.24-10.3	0.00	550.30	
41.41.61701	UTILITIES	355 - CORPYARD UTILITIES - 10.	550.30			
00128	Pacific Gas & Electric	11/07/2024	Bank Draft	0.00	18.20	DFT05709
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
717-11072024	Invoice	11/07/2024	717 - CORPYARD UTILITIES - 10.04.24-11.0	0.00	18.20	
41.41.61701	UTILITIES	717 - CORPYARD UTILITIES - 10.	18.20			
00072	Comcast	11/05/2024	Bank Draft	0.00	140.02	DFT05710
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
426-11052024	Invoice	11/05/2024	426 - CREEK CAMERA - 11.04.24-12.13.24	0.00	140.02	
42.21.61150	OUTSIDE SERVICES-OTHE	426 - CREEK CAMERA - 11.04.24	140.02			
00128	Pacific Gas & Electric	11/13/2024	Bank Draft	0.00	2,308.49	DFT05711
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
146-11132024	Invoice	11/13/2024	146 - EV CHARGING - 11.04.24-11.03.24	0.00	2,308.49	
13.42.61114	OUTSIDE SRV: PARKING	146 - EV CHARGING - 11.04.24-1	2,308.49			
00128	Pacific Gas & Electric	11/25/2024	Bank Draft	0.00	169.25	DFT05712
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
216-11252024	Invoice	11/25/2024	216 - IMAGINATION PARK - 10.04.24-11.0	0.00	169.25	
14.81.61150	OUTSIDE SERVICES-OTHE	216 - IMAGINATION PARK - 10.0	169.25			

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01281	Payroll Resource Group	11/13/2024	Bank Draft	0.00	105.00	DFT05713
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
19061	Invoice	11/13/2024	11.13.2024 - SECTION 125 ADMINISTRATI	0.00	105.00	
01.12.61107			OUTSIDE SVCS-ACCOUNTI		105.00	
00072	Comcast	11/15/2024	Bank Draft	0.00	166.98	DFT05715
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
758-11152024	Invoice	11/15/2024	758 - TH INTERNET - 10.24.24-11.23.24	0.00	166.98	
41.41.61701			UTILITIES		166.98	
01102	Central Marin Police Authority	11/01/2024	Bank Draft	0.00	456,205.75	DFT05737
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0013568	Invoice	11/01/2024	11.01.2024 - CMPA MEMBER CONTRIBUTI	0.00	456,205.75	
01.30.61199			POLICE SERVICES CONTR		456,205.75	
00181	Ross Valley Fire Department	11/27/2024	Bank Draft	0.00	479,895.92	DFT05738
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0013569	Invoice	11/27/2024	11.27.2024 - RVFD MEMBER CONTRIBUTI	0.00	479,895.92	
01.32.61139			RVFS CONTRACT		458,086.25	
15.32.61150			OUTSIDE SERVICES-OTHE		21,809.67	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	225	119	0.00	722,445.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-22,902.94
Bank Drafts	12	12	0.00	1,234,405.39
EFT's	0	0	0.00	0.00
	237	133	0.00	1,933,948.09

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	225	119	0.00	722,445.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-22,902.94
Bank Drafts	12	12	0.00	1,234,405.39
EFT's	0	0	0.00	0.00
	237	133	0.00	1,933,948.09

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	11/2024	1,933,948.09
			1,933,948.09

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.5

MEETING DATE: December 10, 2024

AGENDA TITLE: Authorize the Town Manager to execute a Professional Services Agreement with Telecom Law Firm, P.C. to provide contract technical legal planning assistance concerning applications for telecommunication facilities.

FROM: Heidi Scoble, Planning Director

RECOMMENDATION: Authorize the Town Manager to execute a Professional Services Agreement Telecom Law Firm, P.C. (see **Attachment 1**).

BACKGROUND AND DISCUSSION

Since 1998 the Town of San Anselmo has implementing and enforcing wireless telecommunication policies and regulations. The most current Wireless Facilities regulations can be found in [San Anselmo Municipal Code Title 10, Chapter 3, Article 38](#) (Wireless Telecommunications Facilities) and [Town Council Policy 6-1](#) as amended by [Resolution No. 4379](#) on April 27, 2021. The Wireless Telecommunications Facilities regulations and Policy 6-1 mandate that all wireless communications facilities, modifications, collocations, expansion, or other changes to existing wireless communication facilities are subject to design review and a conditional use permit.

Due to the technical and regulatory complexities surrounding wireless telecommunication facility applications, the Town has engaged Telecom Law Firm, P.C. through two consecutive two-year Professional Services Agreements (PSAs) since August 25, 2020 to assist the Town. The current PSA is set to expire on December 31, 2024 (see **Attachment 2**). Telecom Law Firm P.C. has consistently provided valuable specialized expertise and guidance on matters related to local and federal laws governing wireless telecommunication facilities.

Staff is requesting the Council's authorization to execute a new one-year PSA with Telecom Law Firm, P.C., with the option to extend the agreement for up to four additional 12-month increments upon mutual written approval by both parties. This agreement will ensure the Town continues to receive consistent and necessary technical planning expertise and assistance related to the processing of wireless telecommunication facilities applications.

Item #: 1.5

FISCAL IMPACT

The cost for contract technical legal planning assistance services provided by Telecom Law Firm P.C. will be fully funded by project applicants through cost recovery consistent with the current Town Council approved [fee schedule](#). Specifically, Planning Fee numbers 31 and 32 require a \$10,000 deposit to cover the consultant's cost to provide technical planning assistance, in addition to other related fees to cover staff's time.

GENERAL PLAN CONSISTENCY

The PSA help implement [San Anselmo Municipal Code Title 10, Chapter 3, Article 38 \(Town Council Ordinance No. 1124\)](#) and [Town Council Policy 6-1](#). Ordinance No. 1124 declared that the Town's Wireless Telecommunication Facilities regulations are consistent with the General Plan.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Authorizing the Town Manager to execute an amendment to a professional services agreement with Telecom Law Firm P.C. 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).

While wireless telecommunication facilities are not specifically identified in the [San Anselmo Climate Action Plan 2030](#), the PSA ensures wireless telecommunication facilities follow local and federal regulations. This improved infrastructure plays a key role in facilitating telecommuting (San Anselmo Climate Action Plan 2030 Policy T-6). Specifically, wireless telecommunication facilities provide the infrastructure needed for reliable internet and communication services, enabling remote work, virtual meetings, and online collaboration. This connectivity reduces the need for commuting, which in turn can lower greenhouse gas emissions from transportation.

ATTACHMENT

Attachment 1: Draft Professional Services Agreement with Telecom Law Firm P.C.

Attachment 2: Current Professional Services Agreement- Expired December 31, 2024

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into this ____ day of December 2024, by and between the TOWN OF SAN ANSELMO (hereinafter "**TOWN**"), and TELECOM LAW FIRM, P.C. (hereinafter "**CONTRACTOR**").

RECITALS

WHEREAS, TOWN seeks assistance in implementing policy regarding wireless facilities; and

WHEREAS, **CONTRACTOR** is experienced with wireless facility law and regulation and the Town's wireless policy.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. PROJECT COORDINATION.

A. **TOWN.** The Town Manager shall be the representative of the **TOWN** for all purposes under this Agreement. The Planning Director is hereby designated the PROJECT MANAGER for the **TOWN** and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

B. **CONTRACTOR.** **CONTRACTOR** shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for **CONTRACTOR**. **CONTRACTOR** is hereby designated as the PROJECT DIRECTOR for **CONTRACTOR**. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT DIRECTOR for any reason, the **CONTRACTOR** shall notify the **TOWN** within ten (10) business days of the substitution.

2. DUTIES OF CONTRACTOR.

CONTRACTOR shall perform the duties and/or provide services as described in the proposal attached, Exhibit A and according to the schedule set forth in Exhibit A. The fees associated with the scope of services are discussed in Exhibit B.

3. DUTIES OF TOWN.

The Town shall use staff time and resources as required to support **CONTRACTOR** as described in the proposal attached, Exhibit A.

4. **COMPENSATION.**

For the full performance of the services described herein by **CONTRACTOR**, **TOWN** shall pay **CONTRACTOR** as described in Exhibit A.

5. **TERM OF AGREEMENT.**

The term of this Agreement shall begin when this Agreement is signed and continue until December 31, 2025. Upon mutual agreement of the parties, and subject to the mutual written approval of the **TOWN** and **CONTRACTOR**, the term of this Agreement may be extended annually for an additional period of four years, and not to exceed December 31, 2029.

6. **TERMINATION.**

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

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

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

8. **ASSIGNABILITY.**

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

9. **INSURANCE.**

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

1. **CONTRACTOR** shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$1,000,000) per occurrence, four million dollars (\$2,000,000) general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. **CONTRACTOR's** general liability policies shall be primary and non-contributory and be endorsed using Insurance Services Office form CG 20 10 to provide that **TOWN** and its officers, officials, employees, and agents shall be additional insureds under such policies.

2. **CONTRACTOR** shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01, or the exact equivalent, with a limit of no less than one million dollars (\$1,000,000) per accident. If **CONTRACTOR** owns no vehicles, this requirement may be met through a non-owned auto endorsement to the CGL policy.

B. The insurance coverage required of the **CONTRACTOR** in Subparagraph A above, shall also meet the following requirements:

1. Except for professional liability and worker's compensation insurance, the insurance policies shall be endorsed for contractual liability and personal injury.

2. Except for professional liability and worker's compensation insurance, the insurance policies shall provide in their text or shall be specifically endorsed to name the **TOWN**, its officers, agents, employees, and volunteers, as additionally named insureds under the policies, and to provide that the insurance shall be primary with respect to any insurance or coverage maintained by **TOWN** and shall not call upon **TOWN's** insurance or coverage for any contribution. The "primary and noncontributory" coverage in **CONTRACTOR's** policies shall be at least as broad as ISO form CG20 01 04 13.

3. **CONTRACTOR** shall provide to Town's Project Manager, (a) Certificates of Insurance evidencing the insurance coverage required herein, and (b) text from the insurance policies or the endorsements as specified in Subparagraph B (2).

4. The insurance policies shall provide that the insurance carrier shall not cancel, terminate or otherwise modify the terms and conditions of said insurance policies except upon ten (10) days written notice to Town's Project Manager.

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

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

7. The insurance shall be approved as to form and sufficiency by PROJECT MANAGER and the Town Attorney.

C. **CONTRACTOR** shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). **CONTRACTOR** shall submit to Town, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of **TOWN**, its officers, agents, employees, and volunteers.

D. Any deductibles or self-insured retentions in **CONTRACTOR's** insurance policies must be declared to and approved by the Town's Risk Manager and the Town Attorney. At **TOWN's** option, the deductibles or self-insured retentions with respect to **TOWN** shall be reduced or eliminated to **TOWN's** satisfaction, or **CONTRACTOR** shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

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

10. INDEMNIFICATION.

A. Except as provided in Subparagraph B., **CONTRACTOR** shall indemnify, defend, and hold harmless the TOWN, and its officers, employees, and agents ("Town indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the **CONTRACTOR's** negligent performance of its obligations under this agreement or out of the operations conducted by **CONTRACTOR**, except to the degree for such loss or damage arising from the negligence or willful misconduct of the **TOWN**. In the event the Town indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from **CONTRACTOR's** negligent performance of this Agreement, the **CONTRACTOR** shall provide a defense to the Town indemnitees, or at the **TOWN's** option, reimburse the Town indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.

B. [Intentionally omitted in this Agreement.]

11. NONDISCRIMINATION.

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

12. COMPLIANCE WITH ALL LAWS.

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

13. NO THIRD-PARTY BENEFICIARIES.

TOWN and **CONTRACTOR** do not intend, by any provision of this Agreement, to create

in any third party, any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

14. NOTICES.

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

TO TOWN:

Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960

TO CONTRACTOR:

Telecom Law Firm, PC
Attention: CLIENT NOTICES
3570 Camino Del Rio North, Suite 102
San Diego, CA 92108

15. INDEPENDENT CONTRACTOR.

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

16. ENTIRE AGREEMENT -- AMENDMENTS.

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

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

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

D. The terms and conditions of this Agreement shall not be altered or modified except

by a written amendment to this Agreement signed by the **CONTRACTOR** and the **TOWN**.

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

17. **SET-OFF AGAINST DEBTS.**

CONTRACTOR agrees that **TOWN** may deduct from any payment due to **CONTRACTOR** under this Agreement, any monies which **CONTRACTOR** owes **TOWN** under any ordinance, agreement, contract or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks or other amounts.

18. **WAIVERS.**

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

19. **COSTS AND ATTORNEY'S FEES.**

The prevailing party in any action brought to enforce the terms and conditions of this Agreement, or arising out of the performance of this Agreement, may recover its reasonable costs (including claims administration) and attorney's fees expended in connection with such action.

20. **TOWN BUSINESS LICENSE / OTHER TAXES.**

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

21. **APPLICABLE LAW.**

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

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

TOWN OF SAN ANSELMO

CONTRACTOR

Dave P. Donery, Town Manager

Dr. Jonathan Kramer, Principal Attorney

ATTEST:

Serge Avila, Town Clerk

APPROVED AS TO FORM:

Megan Holt Acevedo, Town Attorney

EXHIBIT A
SCOPE OF SERVICES

Under the direction of the Town, Consultant shall provide technical and regulatory advice to the Town concerning applications for telecommunications facilities as follows:

A. Wireless Siting Application Reviews:

1. Application Reviews: At the Town's request and within Consultant's expertise as a wireless site application reviewer, Consultant will review wireless siting applications and provide the Town with a written analysis as described below).

2. **Memorandum/Memoranda Content:**

- a. **Incomplete Memorandum.** Upon receipt of an application by the Consultant directly from the Town, Consultant will evaluate and identify whether any items that are required in the Town's wireless application are not completed by the applicant. If there are incomplete items, the Consultant will send the Town an "Incomplete Memorandum" by email or an attachment to an email within:

- i. nine (9) calendar days for an initial review of a wireless application that is submitted by the applicant as a small wireless facility; or

- ii. twenty-one (21) calendar days for an initial review of a wireless application that are submitted by the applicant in a category that is not a small wireless facility; or

- iii. nine (9) calendar days for a resubmittal review of a wireless application that was deemed incomplete.

- b. **Project Memorandum:**

Once an application is determined by the Town or deemed by law to be complete, Consultant will:

- i. identify the regulatory classification under which the project should be processed (i.e., Section 6409(a); Small Wireless Facility; major modification; new site; Power Generators, etc.); and

- ii. discuss design matters, if any, that may reduce the impact of the proposed site configuration;

- iii. evaluate time, place, and manner considerations for wireless sites located in the Public Right of Way;

- v. assess the planned compliance with federal radio frequency exposure guidelines established by the Federal Communications Commission, and;

- vi. determine any other wireless site-related issues that Consultant, in its experience and opinion, believes to be relevant or helpful to the Town's review of the wireless application.
- 3. **Memorandum Revision:** At the Town's option, without an additional fee, Consultant shall prepare one revision or follow-up to the Incomplete or Project Memorandum. All additional revisions or follow-ups are charged on an hourly basis.
- 4. **Consultation Time:**
 - i. Consultant will provide consultation by telephone and/or through e-mail with the Town per project at no additional cost for the flat fee portion of any project.
 - ii. For any project where hourly charges apply (i.e., after the flat fee portion of a project), hourly fees for consultations via telephone and/or email will apply.

It is understood by the parties that every wireless project is unique as to location and design, and some projects may not proceed all the way to an approval or denial, or the project at a given location may be moved by an applicant to a different location necessitating an entirely new project review under a separate fee.

B. **Attendance at Meetings:** As requested by the Town, Consultant will attend in-person meetings subject to Consultant's availability. Meeting attendance includes travel time from Consultant's office to and from the Town. Meeting attendance is billed at the hourly rates in this Agreement.

C. **General Consultation:** At the Town's request, Consultant will engage with the Town in regards to any non-privileged communications within the competence of Consultant as determined by Consultant in any form on a time available basis of Consultant, and invoiced on an hourly basis (including travel time from Consultant's office to and from the Town if necessary).

[END OF SCOPE OF SERVICES]

EXHIBIT B

CONSULTANT'S SCHEDULE OF FEES

The Consultant consults with and is responsible to the Town. The Town is responsible payment of for Consultant invoices. Payment of Consultant's invoices is not contingent upon the Town receiving any deposit or reimbursement from any party.

1. **Flat Fees:** Consultant shall perform all flat-rate services described in Exhibit A, Section A, Subsection 1 through 3 and 4(i) for a fixed fee of \$2,568.00 per project. Project hours are not reported by Consultant for flat fee portion of flat fee projects.

Due to FCC shot clock time limitations, all projects must be submitted to Consultant by the Town in searchable PDF documents within one calendar day of receipt by the Town from the Applicant. Accordingly, Consultant urges the Town to enforce a wireless application requirement that obligates the applicant to tender the entire wireless application, including all exhibits and attachments, in searchable PDF format, as well as in paper form.

Flat fee projects are billed to the Town as a single unit on the first project invoice, which is issued upon submission of Consultant's first substantive project memorandum (that can include a memo regarding an incomplete application, a project review memo, or another substantive project-related memo).

The flat fee (and any subsequent hourly fees) are fully earned by and payable to Consultant once the Consultant has provided its first substantive memorandum to the Town, even when the project is subsequently cancelled, abandoned, transferred to a different location. In the event that a project is tendered to the Consultant by the Town but terminated for any reason prior to issuance of Consultant's first memorandum, the Town shall pay Consultant on the hourly basis set out in this Agreement for all time spent by Consultant on the project prior to Consultant's receipt of the Town's notice of termination.

2. **Hourly Fees:** Consultant shall perform all services described in Exhibit A, Section B and C and all other extra services not described in the Scope of Work but mutually agreed upon by the Town and Consultant, on an hourly fee basis as follows:

Personnel Rate

Per Partner or Senior Project Manager	\$	350
Per Associate/Of Counsel or Project Manager	\$	295
Per Paralegal or Senior Project Assistant	\$	218
Per Assistant or Project Assistant	\$	132

All time is billed in 0.1-hour (6 minute) units rounded up to the next 0.1-hour unit.

3. **Annual Fee Adjustments.** The Flat Rate and Hourly Fees set out in this Agreement shall automatically increase by three percent (3%) on each anniversary of this Agreement.

4. Expenses: The Town will reimburse the Consultant for all ordinary costs and expenses reasonably incurred by Consultant in performance of the services provided by Consultant to the Town pursuant to this Agreement.

5. The Town's designated point of contact for billing queries is:

Heidi Scoble, Planning Director
Name and Title

hscoble@townofsananselmo.org
Email Address

415-523-4997
Telephone Number

The Consultant's designated point of contact for billing queries is:

Val Halvorsen, Business Manager
Name and Title

BManager@TelecomLawFirm.com
Email Address

(310) 312-9900 ext. 135
Telephone Number

Either party may change its designated point of contact for billing queries at any time upon ten (10) business days' written notice to the other.

[END OF SCHEDULE OF FEES]

Steve Burdo
Mayor

Eileen Burke
Vice Mayor



Brian Colbert
Council Member

Alexis Fineman
Council Member

Tarrell Kullaway
Council Member

November 8, 2023

Telecom Law Firm, PC
Attention: CLIENT NOTICES
3570 Camino Del Rio North, Suite 102
San Diego, CA 92108

Re: Notice of 12 Month Extension to Professional Services Agreement with Telecom Law Firm, PC

Dear Dr. Kramer:

Enclosed is a copy of the Agreement for technical and regulatory advice to the Town concerning applications for telecommunications facilities between Telecom Law Firm, PC and the Town of San Anselmo ("Town"), which became effective on November 16, 2022. The Agreement is set to expire on December 31, 2023. However, pursuant to paragraph 5 of the Agreement, upon mutual agreement of the parties, and subject to the approval of the Town Manager, the term may be extended for an additional 12 months.

As communicated, extending the Agreement is in the interest of both Telecom Law Firm, PC and the Town. Based on our mutual agreement to continue operating under the terms of the Agreement, I hereby approve the extension of the Agreement to December 31, 2024. Please contact me within one week of receipt of this letter if you have any concerns or objections to the extension.

The Town looks forward to continuing to work with you and your firm.

Sincerely,

Dave Donery
Town Manager

Encl: Signed and Executed Professional Service Agreement dated November 16, 2022

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into this 16th day of November 2022, by and between the TOWN OF SAN ANSELMO (hereinafter "**TOWN**"), and TELECOM LAW FIRM, P.C. (hereinafter "**CONTRACTOR**").

RECITALS

WHEREAS, TOWN seeks assistance in implementing policy regarding wireless facilities; and

WHEREAS, **CONTRACTOR** is experienced with wireless facility law and regulation and the Town's wireless policy.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. **PROJECT COORDINATION.**

A. **TOWN.** The Town Manager shall be the representative of the **TOWN** for all purposes under this Agreement. The Planning Director is hereby designated the **PROJECT MANAGER** for the **TOWN** and said **PROJECT MANAGER** shall supervise all aspects of the progress and execution of this Agreement.

B. **CONTRACTOR.** **CONTRACTOR** shall assign a single **PROJECT DIRECTOR** to have overall responsibility for the progress and execution of this Agreement for **CONTRACTOR**. **CONTRACTOR** is hereby designated as the **PROJECT DIRECTOR** for **CONTRACTOR**. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute **PROJECT DIRECTOR** for any reason, the **CONTRACTOR** shall notify the **TOWN** within ten (10) business days of the substitution.

2. **DUTIES OF CONTRACTOR.**

CONTRACTOR shall perform the duties and/or provide services as described in the proposal attached, Exhibit A and according to the schedule set forth in Exhibit A. The fees associated with the scope of services are discussed in Exhibit B.

3. **DUTIES OF TOWN.**

The Town shall use staff time and resources as required to support **CONTRACTOR** as described in the proposal attached, Exhibit A.

4. COMPENSATION.

For the full performance of the services described herein by **CONTRACTOR**, **TOWN** shall pay **CONTRACTOR** as described in Exhibit A.

5. TERM OF AGREEMENT.

The term of this Agreement shall begin when this Agreement is signed and continue until December 31, 2023. Upon mutual agreement of the parties, and subject to the mutual written approval of the **TOWN** and **CONTRACTOR**, the term of this Agreement may be extended for an additional period of 12 months.

6. TERMINATION.

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

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

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

8. ASSIGNABILITY.

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

9. INSURANCE.

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

1. **CONTRACTOR** shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$1,000,000) per occurrence, four million dollars (\$2,000,000) general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. **CONTRACTOR's** general liability policies shall be primary and non-contributory and be endorsed using Insurance Services Office form CG 20 10 to provide that **TOWN** and its officers, officials, employees, and agents shall be additional insureds under such policies.

2. **CONTRACTOR** shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01, or the exact equivalent, with a limit of no less than one million dollars (\$1,000,000) per accident. If **CONTRACTOR** owns no vehicles, this requirement may be met through a non-owned auto endorsement to the CGL policy.

B. The insurance coverage required of the **CONTRACTOR** in Subparagraph A above, shall also meet the following requirements:

1. Except for professional liability and worker's compensation insurance, the insurance policies shall be endorsed for contractual liability and personal injury.

2. Except for professional liability and worker's compensation insurance, the insurance policies shall provide in their text or shall be specifically endorsed to name the **TOWN**, its officers, agents, employees, and volunteers, as additionally named insureds under the policies, and to provide that the insurance shall be primary with respect to any insurance or coverage maintained by **TOWN** and shall not call upon **TOWN's** insurance or coverage for any contribution. The "primary and noncontributory" coverage in **CONTRACTOR's** policies shall be at least as broad as ISO form CG20 01 04 13.

3. **CONTRACTOR** shall provide to Town's Project Manager, (a) Certificates of Insurance evidencing the insurance coverage required herein, and (b) text from the insurance policies or the endorsements as specified in Subparagraph B (2).

4. The insurance policies shall provide that the insurance carrier shall not cancel, terminate or otherwise modify the terms and conditions of said insurance policies except upon ten (10) days written notice to Town's Project Manager.

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

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

7. The insurance shall be approved as to form and sufficiency by PROJECT MANAGER and the Town Attorney.

C. **CONTRACTOR** shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). **CONTRACTOR** shall submit to Town, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of **TOWN**, its officers, agents, employees, and volunteers.

D. Any deductibles or self-insured retentions in **CONTRACTOR's** insurance policies must be declared to and approved by the Town's Risk Manager and the Town Attorney. At **TOWN's** option, the deductibles or self-insured retentions with respect to **TOWN** shall be reduced or eliminated to **TOWN's** satisfaction, or **CONTRACTOR** shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

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

10. **INDEMNIFICATION.**

A. Except as provided in Subparagraph B., **CONTRACTOR** shall indemnify, defend, and hold harmless the TOWN, and its officers, employees, and agents ("Town indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the **CONTRACTOR's** negligent performance of its obligations under this agreement or out of the operations conducted by **CONTRACTOR**, except to the degree for such loss or damage arising from the negligence or willful misconduct of the **TOWN**. In the event the Town indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from **CONTRACTOR's** negligent performance of this Agreement, the **CONTRACTOR** shall provide a defense to the Town indemnitees, or at the **TOWN's** option, reimburse the Town indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.

B. [Intentionally omitted in this Agreement.]

11. **NONDISCRIMINATION.**

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

12. **COMPLIANCE WITH ALL LAWS.**

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

13. **NO THIRD-PARTY BENEFICIARIES.**

TOWN and **CONTRACTOR** do not intend, by any provision of this Agreement, to create

in any third party, any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

14. NOTICES.

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

TO TOWN: Heidi Scoble, Planning Director
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960

TO CONTRACTOR: Telecom Law Firm, PC
Attention: CLIENT NOTICES
3570 Camino Del Rio North, Suite 102
San Diego, CA 92108

15. INDEPENDENT CONTRACTOR.

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

16. ENTIRE AGREEMENT -- AMENDMENTS.

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

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

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

D. The terms and conditions of this Agreement shall not be altered or modified except

by a written amendment to this Agreement signed by the **CONTRACTOR** and the **TOWN**.

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

17. SET-OFF AGAINST DEBTS.

CONTRACTOR agrees that **TOWN** may deduct from any payment due to **CONTRACTOR** under this Agreement, any monies which **CONTRACTOR** owes **TOWN** under any ordinance, agreement, contract or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks or other amounts.

18. WAIVERS.

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

19. COSTS AND ATTORNEY'S FEES.

The prevailing party in any action brought to enforce the terms and conditions of this Agreement, or arising out of the performance of this Agreement, may recover its reasonable costs (including claims administration) and attorney's fees expended in connection with such action.

20. TOWN BUSINESS LICENSE / OTHER TAXES.

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

21. APPLICABLE LAW.

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

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

TOWN OF SAN ANSELMO

CONTRACTOR

DocuSigned by:

Dave Doherty

Dave Doherty, Town Manager

DocuSigned by:

Jonathan Kramer

Dr. Jonathan Kramer, Principal Attorney

ATTEST:

DocuSigned by:

Serge Avila

C760AB43BEC248F...

Serge Avila, Town Clerk

APPROVED AS TO FORM:

DocuSigned by:

Megan Holt Acevedo

0DS933DF699246A...

Megan Holt Acevedo, Town Attorney

EXHIBIT A
SCOPE OF SERVICES

Under the direction of the Town, Consultant shall provide technical and regulatory advice to the Town concerning applications for telecommunications facilities as follows:

A. Wireless Siting Application Reviews:

1. Application Reviews: At the Town's request and within Consultant's expertise as a wireless site application reviewer, Consultant will review wireless siting applications and provide the Town with a written analysis as described below).

2. **Memorandum/Memoranda Content:**

- a. **Incomplete Memorandum.** Upon receipt of an application by the Consultant directly from the Town, Consultant will evaluate and identify whether any items that are required in the Town's wireless application are not completed by the applicant. If there are incomplete items, the Consultant will send the Town an "Incomplete Memorandum" by email or an attachment to an email within:

- i. nine (9) calendar days for an initial review of a wireless application that is submitted by the applicant as a small wireless facility; or

- ii. twenty-one (21) calendar days for an initial review of a wireless application that are submitted by the applicant in a category that is not a small wireless facility; or

- iii. nine (9) calendar days for a resubmittal review of a wireless application that was deemed incomplete.

- b. **Project Memorandum:**

Once an application is determined by the Town or deemed by law to be complete, Consultant will:

- i. identify the regulatory classification under which the project should be processed (i.e., Section 6409(a); Small Wireless Facility; major modification; new site; Power Generators, etc.); and

- ii. discuss design matters, if any, that may reduce the impact of the proposed site configuration;

- iii. evaluate time, place, and manner considerations for wireless sites located in the Public Right of Way;

- v. assess the planned compliance with federal radio frequency exposure guidelines established by the Federal Communications Commission, and;

- vi. determine any other wireless site-related issues that Consultant, in its experience and opinion, believes to be relevant or helpful to the Town's review of the wireless application.
- 3. **Memorandum Revision:** At the Town's option, without an additional fee, Consultant shall prepare one revision or follow-up to the Incomplete or Project Memorandum. All additional revisions or follow-ups are charged on an hourly basis.
- 4. **Consultation Time:**
 - i. Consultant will provide consultation by telephone and/or through e-mail with the Town per project at no additional cost for the flat fee portion of any project.
 - ii. For any project where hourly charges apply (i.e., after the flat fee portion of a project), hourly fees for consultations via telephone and/or email will apply.

It is understood by the parties that every wireless project is unique as to location and design, and some projects may not proceed all the way to an approval or denial, or the project at a given location may be moved by an applicant to a different location necessitating an entirely new project review under a separate fee.

B. Attendance at Meetings: As requested by the Town, Consultant will attend in-person meetings subject to Consultant's availability. Meeting attendance includes travel time from Consultant's office to and from the Town. Meeting attendance is billed at the hourly rates in this Agreement.

C. General Consultation: At the Town's request, Consultant will engage with the Town in regards to any non-privileged communications within the competence of Consultant as determined by Consultant in any form on a time available basis of Consultant, and invoiced on an hourly basis (including travel time from Consultant's office to and from the Town if necessary).

[END OF SCOPE OF SERVICES]

EXHIBIT B**CONSULTANT'S SCHEDULE OF FEES**

The Consultant consults with and is responsible to the Town. The Town is responsible payment of for Consultant invoices. Payment of Consultant's invoices is not contingent upon the Town receiving any deposit or reimbursement from any party.

1. **Flat Fees:** Consultant shall perform all flat-rate services described in Exhibit A, Section A, Subsection 1 through 3 and 4(i) for a fixed fee of \$2,420.00 per project. Project hours are not reported by Consultant for flat fee portion of flat fee projects.

Due to FCC shot clock time limitations, all projects must be submitted to Consultant by the Town in searchable PDF documents within one calendar day of receipt by the Town from the Applicant. Accordingly, Consultant urges the Town to enforce a wireless application requirement that obligates the applicant to tender the entire wireless application, including all exhibits and attachments, in searchable PDF format, as well as in paper form.

Flat fee projects are billed to the Town as a single unit on the first project invoice, which is issued upon submission of Consultant's first substantive project memorandum (that can include a memo regarding an incomplete application, a project review memo, or another substantive project-related memo).

The flat fee (and any subsequent hourly fees) are fully earned by and payable to Consultant once the Consultant has provided its first substantive memorandum to the Town, even when the project is subsequently cancelled, abandoned, transferred to a different location. In the event that a project is tendered to the Consultant by the Town but terminated for any reason prior to issuance of Consultant's first memorandum, the Town shall pay Consultant on the hourly basis set out in this Agreement for all time spent by Consultant on the project prior to Consultant's receipt of the Town's notice of termination.

2. **Hourly Fees:** Consultant shall perform all services described in Exhibit A, Section B and C and all other extra services not described in the Scope of Work but mutually agreed upon by the Town and Consultant, on an hourly fee basis as follows:

Personnel Rate

Per Partner or Senior Project Manager	\$	330
Per Associate/Of Counsel or Project Manager	\$	278
Per Paralegal or Senior Project Assistant	\$	206
Per Assistant or Project Assistant	\$	124

All time is billed in 0.1-hour (6 minute) units rounded up to the next 0.1-hour unit.

3. **Annual Fee Adjustments.** The Flat Rate and Hourly Fees set out in this Agreement shall automatically increase by three percent (3%) on each anniversary of this Agreement.

4. Expenses: The Town will reimburse the Consultant for all ordinary costs and expenses reasonably incurred by Consultant in performance of the services provided by Consultant to the Town pursuant to this Agreement.

5. The Town's designated point of contact for billing queries is:

Heidi Scoble/ Planning Director

Name and Title

hscoble@townofsananselmo.org

Email Address

415-258-4636

Telephone Number

The Consultant's designated point of contact for billing queries is:

Val Halvorsen, Business Manager

Name and Title

BManager@TelecomLawFirm.com

Email Address

(310) 312-9900 ext. 135

Telephone Number

Either party may change its designated point of contact for billing queries at any time upon ten (10) business days' written notice to the other.

[END OF SCHEDULE OF FEES]



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.6

MEETING DATE: December 10, 2024

AGENDA TITLE: Accepting EcoGreen's Energy Efficiency Lighting Improvement Project as Complete

FROM: Bridget Wipfler, Climate Action Coordinator

RECOMMENDATION: That the Town Council accepts the EcoGreen Lighting Improvement Project and authorizes staff to file a Notice of Completion.

BACKGROUND AND DISCUSSION

In May 2023, EcoGreen Solutions LLC conducted an energy efficiency survey of Town-owned facilities at no cost to the Town. EcoGreen identified several Town facilities lighting improvements that would save energy and money for the Town. EcoGreen is an energy services company that specializes in energy efficiency upgrades and is an authorized agent for utility programs such as PG&E's Energy Efficiency Retrofit Loan Program. After the survey of the facilities was completed, EcoGreen finalized a scope of work for each facility to receive PG&E approval and funding in the form of no-interest loans for the project.

On October 24, 2023, the Town Council adopted [Resolution No. 2023-4520](#) to approve the project and award a sole source contract to EcoGreen and PG&E. The project included the removal and replacement of various lighting components at Town Hall, the Historical Museum, Library, Corporation Yard, Memorial Park, and Isabel Cook Community Center to upgrade them to higher efficiency LEDs.

The project started on November 23, 2023, and was completed on February 28, 2024.

FISCAL IMPACT

The work was funded by On-Bill Financing provided by PG&E. The loan cost of \$1,207.43 has been incorporated into the Town's monthly PG&E electric bill. This expense is expected to be offset by energy savings resulting from the lighting upgrades. As previously stated, in October 24, 2023 staff report, the program required no upfront costs for the Town to enroll or complete the project.

GENERAL PLAN CONSISTENCY

The proposed Resolution is consistent with the Town's General Plan including Conservation Element Policy Guideline 13 to "take measures to reduce existing and future inefficient or unnecessary energy or natural resources consumption."

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The project and associated on-bill financing are exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15061 "common sense exemption" because it can be seen with certainty that they will not cause a significant effect on the environment; CEQA Guidelines section 15301 "Existing Facilities", because the project consists of the minor alteration to existing lighting in Town owned facilities.

The project is consistent with the following measures in the Town's Climate Action Plan including:

- E-7: Municipal Energy Efficiency Audit and Retrofits: Work with the Marin Energy Management Team to identify and implement energy efficiency projects in municipal buildings and facilities and electrification of existing building systems and equipment that use natural gas.

ATTACHMENT

1. Notice of Completion
2. October 24, 2023 Town Council Staff Report

Recording requested by, and
When recorded mail to:
The Town of San Anselmo
Public Works Department
525 San Anselmo Avenue San
Anselmo, CA 94960

For the benefit of
Town of San Anselmo
A Municipal Corporation

TOWN OF SAN ANSELMO

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN:

1. That on the 10th day of December 2024, the Public Works Project known as:
EcoGreen Energy Efficient Lighting Project, was accepted by the Town Council as complete.
2. That the name and address of the agency/owner filing this Notice is:
the TOWN OF SAN ANSELMO, 525 SAN ANSELMO AVENUE, CA 94960.
3. That the nature of the interest is Public Park.
4. That the name and address of the contractor responsible for the construction of said public project is:
EcoGreen Solutions LLC; 6 Eagle Rock Vlg Ste 4A, Budd Lake, NJ 07828
5. That the name and address of said contractors’ surety is:
XXXXX
6. That the general description of the public project was:
The work to be performed under this Contract consists of, but is not limited to: mobilization, clearing and grubbing, irrigation and landscape planting, drainage, water pollution control, and ancillary work in Memorial Park in San Anselmo, CA.
7. That said public project was completed on March 31, 2023 in accordance with the plans and specifications as required by the Town of San Anselmo.

I, THE UNDERSIGNED, have read and understand this Notice and know its contents. I declare under penalty of perjury that the facts stated herein are true and correct to the best of my knowledge.

OF SAN ANSELMO

By _____
Sean Condry, Public Works Director

EXECUTED AT San Anselmo, California on the 23rd day of August 2023.

ATTEST:

Serge Avila, Town Clerk



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.3

MEETING DATE: October 24, 2023

AGENDA TITLE: Resolution Adopting Required Findings Pursuant to Government Code Section 4217 Approving Sole Source Energy Services Contract with EcoGreen Solutions LLC for Energy Efficient Lighting Improvements for Town Owned Facilities and Authorizing Town Manager to Execute Associated PG&E On-Bill Loan Financing

FROM: Sean Youra, Climate Action Coordinator
Sean Condry, Public Works and Building Director

RECOMMENDATION:

Conduct Public Hearing and adopt the proposed Resolution (Attachment 2).

BACKGROUND

Town staff have continuously sought to implement energy efficiency and electrification projects in Town-owned facilities to help reduce operating costs and greenhouse gas emissions. The Public Works Director has been trying to upgrade the lighting in Town-owned facilities to LEDs for several years, but there has been insufficient funding to move forward with this project.

In May 2023, EcoGreen Solutions LLC, conducted an energy efficiency survey of Town-owned facilities at no cost to the Town. EcoGreen identified several Town facility lighting improvements that would save energy and money for the Town. EcoGreen is an energy services company that specializes in energy efficiency upgrades and is an authorized agent for utility programs such as PG&E's Energy Efficiency Retrofit Loan Program. After the survey of the facilities was completed, EcoGreen finalized a scope of work for each facility to receive PG&E approval and funding in the form of no-interest loans for the project.

The California legislature has encouraged energy efficient improvements for public facilities by allowing flexible contracting and associated financing for certain energy-

related projects without the need to follow formal procurement rules if the required findings are made.

Government Code sections 4217.10 – 4217.18 authorize the Town Council to enter into an energy services contract and financing if it finds that: 1) the energy efficient improvements are in the best interest to the Town; 2) and that the costs of the project will be less than the anticipated marginal cost to the Town of the energy that would have been consumed in absence of the improvement (i.e., the energy cost savings exceed the project costs). These findings must be made at a public hearing with two weeks' notice (Attachment 1). This process saves costs and time for the Town because it eliminates the need to separately contract for the design and construction phases of a qualifying project. The Town may instead enter into a "sole-source" contract without formal bidding.

As explained below, staff suggests that the required findings can be made because the Town facility lighting improvements are in the best interests of the Town, and the energy cost savings will exceed project costs.

DISCUSSION/ANALYSIS

The project includes the removal and replacement of various lighting components at Town Hall, the Historical Museum, Library, Corporation Yard, Memorial Park, and Isabel Cook Community Center to upgrade them to higher efficiency LEDs.

As required under Government Code section 4217, the energy cost savings will exceed the project costs and the improvements are in the best interests of the Town. The total project cost is \$147,331.28 and would be paid off over 120 monthly PG&E bill payments at a fixed payment amount of \$1,207.43 per month. The estimated monthly energy cost savings resulting from the lighting upgrades is \$1,219.62. Therefore, the estimated monthly cost savings would more than offset the monthly repayment of the loan, and the estimated cost savings to the Town over the life of the loan is estimated at \$192,906.68. The simple payback is estimated at 9.9 years for this project.

This work will be funded through On-Bill Financing (OBF) provided by PG&E. This program provides the opportunity for public agencies to pay back a no-interest loan based on projected energy savings, via installments on their monthly PG&E bill. The payments of this loan will be a flat monthly rate, irrespective of seasonal energy use/savings variations. After the loan is repaid, any energy savings that result from the new energy efficiency equipment will translate into lower utility costs. To attempt to meet bill neutrality, actual savings from the project are used to calculate the loan by PG&E.

FISCAL IMPACT

The monthly cost of the loan (i.e., \$1,207.43) will be added to the Town's PG&E electric bill but should be offset by expected energy savings from the lighting upgrades. There is no upfront cost to the Town to enroll in the program and complete the project.

GENERAL PLAN CONSISTENCY

The proposed Resolution is consistent with the Town's General Plan including Conservation Element Policy Guideline 13 to "take measures to reduce existing and future inefficient or unnecessary energy or natural resources consumption."

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The project and associated on-bill financing are exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15061 "common sense exemption" because it can be seen with certainty that they will not cause a significant effect on the environment; CEQA Guidelines section 15301 "Existing Facilities", because the project consists of the minor alteration to existing lighting in Town owned facilities.

The project is consistent with the following measures in the Town's Climate Action Plan including:

- **E-7: Municipal Energy Efficiency Audit and Retrofits:** Work with the Marin Energy Management Team to identify and implement energy efficiency projects in municipal buildings and facilities and electrification of existing building systems and equipment that use natural gas.

CONCLUSION

Staff respectfully requests the Council's adoption of the proposed Resolution.

ATTACHMENTS

Attachment 1 – Copy of Public Notice

Attachment 2 – Proposed Resolution



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.7

MEETING DATE: December 10, 2024

AGENDA TITLE: Accept the 2023 Town Hall Roof & HVAC Project and Authorize Staff to File a Notice of Completion

FROM: Ivy Tzur, Project Manager, Public Works

RECOMMENDATION: That the Town Council accepts the 2023 Town Hall Roof and HVAC Replacement Project and authorizes staff to file a Notice of Completion.

BACKGROUND AND DISCUSSION

On March 14, 2023, Town Council authorized staff to use American Rescue Plan Act State & Local Fiscal Relief Funds (ARPA) for this project.

On May 9, 2023, Town Council approved the project and authorized staff to advertise the project for bidding.

On September 12, 2023, Town Council awarded the project to the lowest responsible bidder, DMR Builders, and authorized the Town Manager to execute the contract.

Project Scope:

- Full replacement of existing heating, ventilation and air conditioning (HVAC) system.
- Replacement of top deck roofing.

Construction began on February 19 and was completed on December 2.

The new roofing system has a 30-year guarantee against leaks. The HVAC system is all electric and the existing gas furnaces have been removed. The new system will have significant energy savings for Town Hall as well as reduce greenhouse gas emissions.

FISCAL IMPACT

- The construction contract was awarded to DMR Builders of Santa Rosa, CA for \$1,242,517.50.
- Change orders for this project amounted to \$56,853.45 (4.6% of the bid amount).
- The final construction cost was \$1,299,370.95

Initial construction activities were done by zone areas and staff was required to work remotely or in other parts of the building if their offices were being affected, and the permit desk temporarily relocated to the 1st floor. Overall, impact to daily Town Hall operations was minimal.

Work was completed substantially in accordance with the project plans and specifications, and fully available for use on December 2, 2024.

Funding for the project came from ARPA funds.

GENERAL PLAN CONSISTENCY

This item is consistent with the General Plan's Conservation Element's Conservation and environmental Policy Guideline No. 13 which states, "The Town and County shall take measures to reduce existing and future inefficient or unnecessary energy or natural resources consumption. Recyclable and biodegradable materials shall be utilized and used materials shall be recycled or reused whenever possible."

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Town found this project to be categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 Class 1, because it involves maintenance and minor alteration of an existing facility with negligible or no expansion of use. It is consistent with the Town's Climate Action Plan 2030 and falls under Climate action codes R-3 Building and Appliance Electrification as well as R-4 Innovate Technologies for use of a variable refrigerant flow system with heat recovery.

ATTACHMENTS

Attachment 1: Notice of Completion

Recording requested by, and
When recorded mail to:
The Town of San Anselmo
Public Works Department
525 San Anselmo Avenue San
Anselmo, CA 94960

For the benefit of
Town of San Anselmo
A Municipal Corporation

TOWN OF SAN ANSELMO

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN:

1. That on the 10th day of December 2024, the Public Works Project known as:
2023 Town Hall Roof & HVAC, was accepted by the Town Council as complete.
2. That the name and address of the agency/owner filing this Notice is:
the TOWN OF SAN ANSELMO, 525 SAN ANSELMO AVENUE, CA 94960.
3. That the nature of the interest is: Roof and HVAC upgrade to a municipal building.
4. That the name and address of the contractor responsible for the construction of said public project is:
DMR Builders, 2725 Guerneville Road, Santa Rosa, CA 95401
5. That the name and address of said contractors’ surety is:
United Surety Insurance Company, 233 Needham Street, Suite 440, Newton MA, 02464
6. That the general description of the public project was:
The work to be performed under this Contract consists of, but is not limited to: demolition and replacement of existing roofing and existing HVAC system.
7. That said public project was completed on December 2, 2024 in accordance with the plans and specifications as required by the Town of San Anselmo.

I, THE UNDERSIGNED, have read and understand this Notice and know its contents. I declare under penalty of perjury that the facts stated herein are true and correct to the best of my knowledge.

OF SAN ANSELMO

By _____
Sean Condry, Public Works Director

EXECUTED AT San Anselmo, California on the 11th day of December 2024.

ATTEST:

Serge Avila, Town Clerk



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.8

MEETING DATE: December 10, 2024

AGENDA TITLE: To Consider the Approval of Announcing and Publicizing Impending Expiration Terms for Boards, Committees, and Commissions Seats (Maddy Act Posting)

FROM: Administration, Serge Avila, Town Clerk

RECOMMENDATION: Approve the impending expiration of terms to be announced and publicized, and that applications be solicited and forwarded to Council.

BACKGROUND

In compliance with the requirements of Government Code Section 54972 (Maddy Act), the attached list of scheduled Town of San Anselmo Committee and Commission vacancies for the calendar year 2025 is posted on an annual basis by no later than December 31. Staff also uses this list for recruitment planning and is requesting authorization to announce the impending term expirations for soliciting applications during this recruitment year.

FISCAL IMPACT

None

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment 1- 2025 Board and Commission Term Expirations

Town of San Anselmo

The following positions on the Town's Boards, Committees and Commissions will expire during 2025:

Board, Committee or Commission	Name	Terms	Expiration
Arts Commission	Kathleen Edwards	3 years	9/25
	Grace H. Kim	3 years	9/25
	Barbara Shands	3 years	10/25
	Jane Cunningham	3 years	9/25
	Elizabeth Grasso	3 years	10/25
Bicycle and Pedestrian Committee	Bridget Clark	4 years	5/25
	Ken Husband	4 years	5/25
	Katie Rice Jones	4 years	5/25
Climate Action Commission	Caren Casciol	3 years	10/25
	Lilly McKenna	3 years	10/25
	Michael Kamerick	3 years	04/25
Flood Committee	Warren Karlengzig	4 years	05/25
Parks and Recreation Commission	Rod Kerr Jan Wu	4 years	7/23
Historical Commission	Carol Acquaviva	4 years	9/25
Infrastructure and Fiscal Monitoring Committee	Bob Marcucci	3 years	2/25
	Viktoriya Wise	3 years	2/25
	Richard Berkson	3 years	3/25
Library Advisory Board	Mally Neilsen	4 years	6/25
Library Tax Oversight Committee	Mally Gardiner	4 years	4/25
Open Space Committee	Brian Crawford	4 years	10/25
	Jonathan Braun	4 years	10/25
	Stanley Radtke	4 years	10/25
	Claire Palmer	4 years	6/25
Planning Commission	Tim Heiman	4 years	8/25
	Jennifer	4 years	8/25
	Asselstine		
Racial Equity Committee	Denise Krawitz	3 years	6/25
	Navruz Avloni	3 years	6/25
	Tiffany McElroy	3 years	6/25
	Frank M. Gomez	3 years	6/25
	April A. Hewes	3 years	9/25
Ross Valley Paramedic Authority	Peter Breen	4 years	7/25
Tax Equity Board	Edie Heller	3 years	9/25

All interested residents are encouraged to apply. Descriptions of each board, commission and committee and any necessary qualifications are located online at www.townofsananselmo.org or by emailing savila@townofsananselmo.org.

Revised 12/02/2024

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.9

MEETING DATE: December 13, 2024

AGENDA TITLE: Approve Resolution Declaring the Canvass of Returns and Results of the General Election Held on November 5, 2024

FROM: Serge Avila, Town Clerk

RECOMMENDATION: That Council approve the proposed resolution declaring the canvass of returns and results of the General Election held on November 5, 2024 (Attachment 1).

BACKGROUND

The general Municipal Election was held on November 5, 2024. Voters cast their ballots to elect three of six candidates running to fill the three open seats on the Town Council. The term for each office is for four years and will expire in November 2028. Additionally, the election included Measure N, a Town-Council sponsored Rent Stabilization measure, and Measure O, a Town-Council sponsored Just Cause Eviction and Tenant Protection measure.

The Marin County Registrar of Voters conducted the election at the Town's request and on December 3, 2024, issued a Certificate of Canvass of Vote based on votes cast at the November 5, 2024, election (Attachment 1, Exhibit A).

In accordance with the Elections Code, the Town Elections Official, upon receipt of the results of the election from the County of Marin Elections Department, shall certify the results to the Town Council. The Town Council must adopt a resolution reciting the fact of the election and a statement containing the following:

- (a) The whole number of votes cast in the Town.
- (b) The names of the persons voted for.
- (c) The measures voted upon.
- (d) For what office each person was voted for.
- (e) The number of votes given at each precinct to each person and for and against each measure.
- (f) The number of votes given in the Town to each person and for and against each measure.

(Cal. Elec. Code §§ 10263, 10264)

Item #: 1.9

Six San Anselmo residents successfully filed their Nomination Papers to be considered as Town Council candidates for the November 5th General Election. These candidates were: Eileen Burke, Chantel L. Walker, Yoav Schlesinger, Ford Greene, Kurt Johnson, and Guy Meyer.

With the voter turnout of all precincts and voters at the polls and votes by mail combined, the average of the San Anselmo voter turnout was 87.38%. By virtue of the votes cast, the following candidates were elected to the Town Council:

Eileen Burke	5,053	votes (28.08%)
Chantel L. Walker	3,453	votes (19.19%)
Yoav Schlesinger	3,389	votes (18.83%)
Ford Greene	2,643	votes (14.69%)
Kurt Johnson	2,411	votes (13.40%)
Guy Meyer	1,045	votes (5.81%)

At the same time, voters cast their votes for or against Measures N and O.

The total number of votes cast for Measure N was 7,470. By virtue of the votes cast, Measure N failed to pass by the residents of San Anselmo:

"No" Votes	4,714 votes (63.11%)
"Yes" Votes	2,756 votes (36.89%)

The total number of votes cast for Measure O was 7,560. By virtue of the votes cast, Measure O failed to pass by the residents of San Anselmo:

"No" Votes	5,004 votes (66.19%)
"Yes" Votes	2,556 votes (33.81%)

ANALYSIS

The proposed resolution with the County's Certificate of Canvass of Vote is attached for the Council's consideration. The resolution reflects the final results of the election of three Council members, and failure to pass Measures N and O.

FISCAL IMPACT

None

CEQA

Adopting the proposed resolution declaring the canvass of returns and results of the General Election is not considered 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).

ATTACHMENT

Attachment 1- Draft Resolution Ratifying the Marin County Elections Registrar of Voters
Canvass of Returns of the General Election of November 5, 2024, and
Declaring Elected the Persons Receiving the Largest Number of Votes
for the Office

Exhibit A - Certification of Election and Election Results

RESOLUTION NO. 2024-_____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN
ANSELMO RATIFYING THE MARIN COUNTY REGISTRAR OF VOTERS
CANVASS OF RETURNS OF THE GENERAL MUNICIPAL ELECTION OF
NOVEMBER 5, 2024, AND DECLARING THE ELECTED PERSONS
RECEIVING THE LARGEST NUMBER OF VOTES FOR OFFICE**

WHEREAS, a General Municipal Election of the Town of San Anselmo was held in accordance with the laws of the State of California on Tuesday, November 5, 2024; and

WHEREAS, the Town Council as the governing board of the Town met on December 10, 2024, for purpose of canvassing the returns of said election; and

WHEREAS, the Town Council did, in accordance with applicable laws, canvass all returns of said election, the results of which are set forth herein.

NOW, THEREFORE, the Town Council of the Town of San Anselmo resolves as follows:

SECTION 1. The canvass of the election returns of the Town of San Anselmo has been completed and the results thereof are reflected in Exhibit A hereto and incorporated herein by reference.

SECTION 2. The election was held for the purpose of electing three members of the Town Council, in addition to considering two Town-sponsored ballot measures, Measure N (Rent Stabilization) and Measure O (Just Cause Eviction and Tenant Protection).

The following persons were elected to the following offices:

Town Council Member – Eileen Burke
Town Council Member – Chantel L. Walker
Town Council Member – Yoav Schlesinger

Each officer listed above will serve a four-year term, expiring in November 2028. The number of votes cast for each Council member is set forth in Exhibit A.

Measures N and O both failed by the required percentage of votes, as reflected in Exhibit A.

SECTION 3. Adopting a resolution declaring the canvass of elections 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).

I hereby certify that the foregoing resolution was **PASSED, APPROVED AND ADOPTED** by the Town Council of the Town of San Anselmo at a regular meeting held on December 10, 2024, by the following vote:

AYES: Councilmember:
NOES: Councilmember:
ABSENT: Councilmember:
ABSTAIN: Councilmember:

EILEEN BURKE
MAYOR

ATTEST:

SERGE AVILA
TOWN CLERK

Exhibit A

Certificate of Chief Elections Officer for the County of Marin

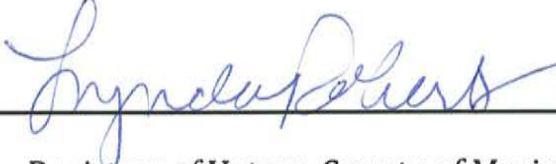
CERTIFICATE OF ELECTION

*I, LYNDA ROBERTS, the Registrar of Voters for the County of Marin,
in the State of California, do hereby certify the canvass of the results
of the votes cast at the General Election, held on November 5, 2024,
for measures and contests that were submitted to the voters, and
that the Statement of Votes Cast is full, true, and correct.*

*The official record is retained with the office of the
Marin County Elections Department, and the
Official Final Results summary is provided herewith.*

*IN WITNESS WHEREOF, I have set my hand and affixed my official seal
on this 3rd day of December, 2024.*





Registrar of Voters, County of Marin

Marin County Elections Department GENERAL
ELECTION, NOVEMBER 5, 2024
Official Final Results

Measure N - Town of San Anselmo (*Requires Majority*)

Precincts Reported: 4 of 4 (100.00%)

Ballots Received / Number of Registered Voters	8,407 / 9,621	87.38%
--	---------------	--------

Contest	Total	
No	4,714	63.11%
Yes	2,756	36.89%
Total Votes	7,470	

Measure O - Town of San Anselmo (*Requires Majority*)

Precincts Reported: 4 of 4 (100.00%)

Ballots Received / Number of Registered Voters	8,407 / 9,621	87.38%
--	---------------	--------

Contest	Total	
No	5,004	66.19%
Yes	2,556	33.81%
Total Votes	7,560	

Marin County Elections Department GENERAL
ELECTION, NOVEMBER 5, 2024
Official Final Results

Town of San Anselmo Town Council Member
Vote for 3

Precincts Reported: 4 of 4 (100.00%)

	Total	
Ballots Received / Number of Registered Voters	8,407 / 9,621	87.38%

<i>Candidates</i>	Total	
Eileen Burke	5,053	28.08%
Chantel L. Walker	3,453	19.19%
Yoav Schlesinger	3,389	18.83%
Ford Greene	2,643	14.69%
Kurt Johnson	2,411	13.40%
Guy Meyer	1,045	5.81%
Total Votes	17,994	

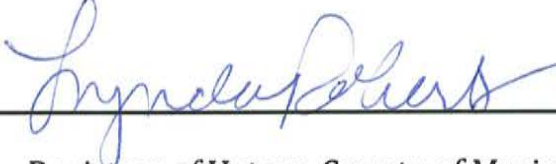
CERTIFICATE OF ELECTION

*I, LYNDA ROBERTS, the Registrar of Voters for the County of Marin,
in the State of California, do hereby certify the canvass of the results
of the votes cast at the General Election, held on November 5, 2024,
for measures and contests that were submitted to the voters, and
that the Statement of Votes Cast is full, true, and correct.*

*The official record is retained with the office of the
Marin County Elections Department, and the
Official Final Results summary is provided herewith.*

*IN WITNESS WHEREOF, I have set my hand and affixed my official seal
on this 3rd day of December, 2024.*




Registrar of Voters, County of Marin

Marin County Elections Department GENERAL
ELECTION, NOVEMBER 5, 2024
Official Final Results

Measure N - Town of San Anselmo (*Requires Majority*)

Precincts Reported: 4 of 4 (100.00%)

Ballots Received / Number of Registered Voters	8,407 / 9,621	87.38%
--	---------------	--------

Contest	Total	
No	4,714	63.11%
Yes	2,756	36.89%
Total Votes	7,470	

Measure O - Town of San Anselmo (*Requires Majority*)

Precincts Reported: 4 of 4 (100.00%)

Ballots Received / Number of Registered Voters	8,407 / 9,621	87.38%
--	---------------	--------

Contest	Total	
No	5,004	66.19%
Yes	2,556	33.81%
Total Votes	7,560	

Marin County Elections Department GENERAL
ELECTION, NOVEMBER 5, 2024
Official Final Results

Town of San Anselmo Town Council Member
Vote for 3

Precincts Reported: 4 of 4 (100.00%)

	Total	
Ballots Received / Number of Registered Voters	8,407 / 9,621	87.38%

<i>Candidates</i>	Total	
Eileen Burke	5,053	28.08%
Chantel L. Walker	3,453	19.19%
Yoav Schlesinger	3,389	18.83%
Ford Greene	2,643	14.69%
Kurt Johnson	2,411	13.40%
Guy Meyer	1,045	5.81%
Total Votes	17,994	

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.1

MEETING DATE: December 10, 2024

AGENDA TITLE: Consider making appointments to the Library Tax Oversight Committee

FROM: Administration, Serge Avila, Town Clerk

RECOMMENDATION: For the Council to consider appointing:

Two (2) Voting members to the Library Tax Oversight Committee (see below for a list of applicants)

DISCUSSION

1. Library Tax Oversight Committee

The Library Tax Oversight Committee has a membership consisting of five members. The Town Council appoints three members, one member is appointed by Friends of the Library and one member is appointed by the Library Advisory Board, all to serve three-year terms. Current membership is as follows:

<i>Name</i>	<i>Appointing Authority</i>	<i>Term</i>	<i>Term Expiration</i>
Joan Boodrookas	Friends of the Library	Current	April 2026
Mally Gardiner	Library Advisory Board	Current	April 2025
Katty O'Sullivan	Town Council	Current	April 2027
Laurie Nardone	Town Council	Expired	April 2024
Judy Baldassari	Town Council	Expired	April 2024

There are two (2) seats expired.

On September 24, 2024, the Town Council interviewed Margaret Ohanlon and Judy Baldassari (incumbent). Laurie Nardone (incumbent) was interviewed earlier today.

Item #: 2.1

The Council may consider to make two (2) appointments to the Library Tax Oversight Committee from the following pool of applicants:

- **Judy Baldarassi (incumbent)**
- **Laurie Nardone (incumbent)**
- **Margaret Ohanlon**

or direct staff to continue recruitment and schedule more interviews.

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- Judy Baldarassi- Library Tax Oversight Committee- Application no Resume

Attachment 2- Laurie Nardone- Library Tax Oversight Committee- Application no Resume

Attachment 3- Margaret Ohanlon- Library Parcel Tax Oversight Committee- Application with Resume

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

Profile

Judith

Baldassari

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

retired PH Nurse

Employer's Address

retired

Which Boards would you like to apply for?

Library Parcel Tax Oversight Committee: Submitted

Number of years as resident of San Anselmo?

45 yrs

Number of years as a resident in Marin?

55 yrs

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

Jane Gibson phone # 404-630-0031 Judy Anderson 415-342-6877 Judith Jaslow 415-272-6166

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:

Public Health Nurse County immunization coordinator League of Women Voters Town books volunteer for 9 yrs.

Reasons for this appointment:

to support the librarian in her duty to successfully comply with the San Anselmo property tax oversight committee.

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?

continue to support all the activities for children and adults that the library provides for the community

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:

Judith Baldassari

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

Laurean

First Name

Middle Initial

Nardone

Last Name

Email Address

Home Address

City

Suite or Apt

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Financial Planner

Employer's Address

Shira Ridge Wealth Management 999 Fifth Avenue, Suite 590 San Rafael, CA 94901

Which Boards would you like to apply for?

Library Parcel Tax Oversight Committee: For Review

Number of years as resident of San Anselmo?

40

Number of years as a resident in Marin?

46

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

Alyce Piper - (415) 706-1463 Tina Cheplick - (415) 601-6489 Debby Knowles - (415) 254-2003

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 been on the committee for the past 3 years and would like to continue

Reasons for this appointment:

I have been on the committee for the past 3 years and would like to continue

What are your qualifications for this appointment?

I have a financial background and am a voracious reader

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

I think it's actually in very good shape. We are very dependent on people voting in Bond measures to keep us going. I would love to see some type of stronger financial foundation for the library where we might have some wiggle room...like people leaving the library in their estate plan.

LinkedIn Profile

<https://www.linkedin.com/in/laurie-nardone-cfp%C2%AE-90102b22/>

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:

Laurie Nardone

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

Margaret

First Name

Middle Initial

Ohanlon

Last Name

Email Address

Home Address

City

Suite or Apt

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Retired business owner

Employer's Address

Which Boards would you like to apply for?

Library Parcel Tax Oversight Committee: Submitted

Number of years as resident of San Anselmo?

30

Number of years as a resident in Marin?

30

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

Barry Armour 4155054929 Lori Goldin 4156520287 Guy Egger 4156995792

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:

I have been a volunteer for the Canal Alliance, JCC of Marin, Bridge the Gap and Vivalon. I have been a mentor for over 15 years for a rising young woman who was a student at Bridge the Gap.

Reasons for this appointment:

I have loved libraries and literature all of my life. I love San Anselmo and its beautiful library, which is the heart of the community. I have an honors degree in English literature and have been a professional writer throughout my career. I worked with nonprofits and Fortune 500 companies for over 20 years to help them achieve their mission through change and creativity, and I believe I can be a particularly helpful resource for this committee.

What are your qualifications for this appointment?

I have led organizations through organizational (and thus community) change, as the members of the Parcel Tax Oversight are charged to do. I have deep experience leading, advising and participating in decision-making groups, as well as communicating their decisions to their stakeholders.

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

Translating community interests into actionable initiatives, expanding the role of the library in the San Anselmo community, allocating the Parcel Tax funds thoughtfully and responsibly.

LinkedIn Profile

<https://www.linkedin.com/in/margaret-o-hanlon-ccp-a559644/>

[Margaret-O_Hanlon-resume.SanAnselmo.7272024.doc](#)

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:

Margaret OHanlon

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.

Margaret O'Hanlon, CCP



Qualifications

Human Resource consultant with a unique combination of strategic and hands-on success stories

- **Exceptional problem-solver** Regarded as an innovative change agent and trusted expert by Human Resource and line executives faced with complex business challenges.
- **Experienced leader of human resource program implementations** Facilitated numerous customized implementations, regarded as a valued collaborator and coach by managers and executives through root cause analysis, problem definition, program development and implementation of new programs.
- **Fiscally astute and entrepreneurial** Proven ability to engage and manage project teams and to create and manage budgets and project plans that advance business results cost-effectively.

Professional Experience

re:Think Consulting . www.rethinkconsulting.com . 3/99 to 3/19

A boutique consulting firm founded by Margaret to turn great Human Resource ideas into business results through employee compensation design, career path planning, Total Rewards implementation and organizational communications. Our clients include E. & J. Gallo, Intuit, Ipsen Operations U.S., McKesson, Priceline, Toys "R" Us and the University of California.

Principal

- Collaborated with non-profit consulting staff to develop job families and career progression matrix for non-profit professional services organization.
- Managed job leveling project for global mining company, training executives and managers to understand and contribute to process.
- Led project teams to design and communicate performance-based compensation and incentive programs for a wide range of organizations.

Compensation Café . www.compensationcafe.com . 4/99 to present

Daily blog on employee compensation offers "straight talk, original thinking and caffeinated discussion" for almost 3,000 subscribers. As founding writer, my articles advise and provide practical tips for Human Resource practitioners.

Willis Towers Watson . 2/84 to 3/99

An influential global consulting firm that helps Fortune 500 companies manage their investment in people. Margaret's clients included Johnson & Johnson, Toyota, Chevron and Vanguard.

Principal, Human Capital Practice

- Built innovative solutions to business challenges through Human Resource programs including team building, culture design, benefit, compensation and career

development implementations , working with executives, managers and employees on listening, collaboration and leadership.

- Equipped global auto manufacturer to encourage innovation at all levels of company through practices that reward competency development.
- Developed and communicated job family program to facilitate merger between financial services competitors.
- Supervised departmental and cross-functional teams (including virtual teams operating nationally).

Early Career Experience

CIGNA Corporation

Organizational change and training consultant for newly merged financial services company that included hospital management and property/casualty divisions.

Indiana University School of Medicine

Faculty coach for second-year clinical-rotation physician instructors at the Indiana University School of Medicine, which is the largest in the country and also the center of a statewide healthcare system.

Education

Ed.S. Instructional Technology . Indiana University . Bloomington

M.S. Instructional Technology . Indiana University . Bloomington

A.B. with honors English . Indiana University . Bloomington

New York University . New York

CCP Certified Compensation Professional

Software skills include Word, Excel, PowerPoint, Adobe Pro and Google Docs.

Professional Affiliations

Board member, Bay Area Compensation Association (BACA).

Faculty member, Cornell University's Institute for Compensation Studies.

Regular speaker and trainer , Silicon Valley Compensation Association (SVCA), Northern California Human Resources Association (NCHRA), WorldatWork, Kenexa and HR.com.

Published HR sourcebook: Everything You Do In Compensation Is Communications. Why Not Do Everything Better?



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.2

MEETING DATE: December 10, 2024

AGENDA TITLE: Recognizing the Service of Outgoing
Mayor Eileen Burke

FROM: Administration

RECOMMENDATION: Recognize the service of outgoing Mayor Eileen Burke

BACKGROUND

Eileen Burke was appointed by the Council as the Town of San Anselmo Mayor in December 2023 and served throughout 2024.

FISCAL IMPACT

There is no fiscal impact for this item.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Recognizing the service of outgoing Mayor is not considered a project under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENT

None



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.3

MEETING DATE: December 10, 2024

AGENDA TITLE: Recognize the Service of Outgoing
Councilmember Alexis Fineman

FROM: Administration

RECOMMENDATION: Recognize the service of outgoing Councilmember Alexis
Fineman

BACKGROUND

Alexis was appointed in by the Council in July 2019 and served throughout 2024. Alexis began her career in public service as a gadfly, working to protect an established native plant garden at a local park from being removed. She surprised herself (and everyone else) when she applied—and was appointed—to fill a vacant seat following Councilmember Kay Coleman’s retirement in July 2019. She was then elected to a full term in November 2020, after running a zero-waste campaign that included hand-printed compostable and recyclable yard signs. She served as Mayor from 2021-2022.

Having first joined the Town Council at age 25, Alexis remains the youngest council member in Marin County. She is proud to give voice to her generation’s priorities, particularly the urgency of mitigating and adapting to climate change while working to meet the long-term needs of her community. She is credited for her ongoing work to institutionalize the Town’s Climate Action Plan as a guiding document for the Town’s planning, policies, infrastructure, and operations and to build capacity for its implementation. To date, this has included:

Developing the foundation for the Town’s first Climate Officer through an innovative shared-service model with neighboring Fairfax (2021)

Creating Town’s first Climate Action Fund (2021)

Introducing new metrics for analyzing Climate Action Plan consistency in staff reports (2020)

Securing funding for gas landscape equipment rebates to ensure equitable policy implementation (2020, 2022)

Working in partnership with the Climate Action Committee to advance council discussions and policies related to transportation and building electrification (ongoing), including recent measures to limit the expansion of end-use fossil fuel infrastructure

through a moratorium on new gas stations (2022) and a ban on methane gas in new construction (2022)

Initiating the creation of the Town's first Class I Bike Lane alongside Memorial Park by leveraging a planned repaving project (2021) and elevating the Town's Bicycle and Pedestrian Master Plan in the capital planning processes

Urging council support for stronger water conservation at Memorial Park, resulting in the first "purple pipe" project in San Anselmo (2022)

Serving as San Anselmo's liaison to the Marin County Council of Mayors and Councilmembers Climate Action Committee, which she chaired from 2021-2022

With a commitment to San Anselmo's cultural vitality and downtown vibrancy, Alexis has supported parklets, pedestrian events, community gardens, and the expansion of public art from behind the dais. She helped form the Town's Racial Equity Task Force (now the Racial Equity Committee) and spearheaded the Town's inaugural Pride gathering in partnership with the SPAHR Center and members of the Economic Development Committee.

Alexis is a lifelong resident of the Ross Valley and the Corte Madera Creek Watershed. Her professional background is in education and environmental work. A former outdoor educator and classroom teacher, she now works for SEI, a climate and sustainability educational nonprofit, developing curriculum and K-12 programs throughout the state. She also serves on the board of Home Ground Habitats, a native plant nursery and education center. She has a degree in Cultural Anthropology from Wesleyan University and she is certified in Permaculture Design. She is a lapsed vegetable gardener and sometimes makes art in her spare time, including an annual contribution to the Box Show at Gallery Route One in Pt. Reyes Station.

FISCAL IMPACT

There is no fiscal impact for this item.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Recognizing the service of an outgoing Councilmember is not considered a project under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENT

None



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.4

MEETING DATE: December 10, 2024

AGENDA TITLE: Recognize the Service of Outgoing Councilmember Brian Colbert

FROM: Administration

RECOMMENDATION: Recognize the service of outgoing Councilmember Brian Colbert

BACKGROUND

Brian Colbert was sworn in as a San Anselmo Council Member in 2017 and re-elected in 2020. He served as Mayor from 2020 to 2021.

He is credited with leading a successful project that created a new community park from a flood mitigation project and enhanced downtown business foot traffic. He focuses on creating a compelling vision for San Anselmo's historic downtown and its economic vibrancy. Brian works hard to preserve and enhance our parks and open spaces, increasing pedestrian and bike safety, sustainability, and fire prevention.

Before serving on the San Anselmo Town Council, Brian served the residents of San Anselmo as the Chair of the San Anselmo Economic Development Committee and a member of the Memorial Park Master Plan Community Advisory Board.

Through his five-year tenure on the Council, Brian has worked tirelessly to sustain the economy of San Anselmo and all the local economies of Marin County, especially after the pandemic shutdown. He is currently the President of the Marin County Council of Mayors and Councilmembers (MCCMC). He was previously Co-Chair of the MCCMC Ad-Hoc Economic Recovery Task Force and a member of the steering committee for the Marin County Economic Vitality Strategic Plan.

He is Vice Chair of the Transportation Authority of Marin (TAM) and he serves on the Board of Directors of Marin Transit.

Brian has worked on Wall Street and several tech start-ups and he currently directs an innovative concierge medical practice in San Francisco.

Raised in Connecticut, Brian attended Oberlin College, the University of Chicago Harris School of Public Policy, and the Law School at the University of Chicago. He has lived in San Anselmo for the past 10 years with his wife, Nihal, and their daughter.

FISCAL IMPACT

None

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Recognizing the service of an outgoing Councilmember is not considered a project under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENT

None



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.5

MEETING DATE: December 10, 2024

AGENDA TITLE: Oath of Office for Newly Elected Councilmembers,
Eileen Burke, Chantel Walker and Yoav Schlesinger

FROM: Administration

RECOMMENDATION: Administer Oath of Office to Newly Elected Councilmembers

BACKGROUND

The general Municipal Election was held on November 5, 2024. The newly elected Councilmembers are Eileen Burke, Chantel Walker and Yoav Schlesinger. The term for each office is four years and will expire in November 2028.

FISCAL IMPACT

There is no fiscal impact for this item.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENT

None



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.6

MEETING DATE: December 10, 2024

AGENDA TITLE: Reorganization of Town Council: Elect Mayor and Vice-Mayor to One-Year Terms

FROM: Administration

RECOMMENDATION: For the Council to conduct the reorganization of the Town Council and selecting the 2025 Mayor and Vice Mayor.

BACKGROUND

The Council approved Resolution 4073 in June of 2014, outlining the process for selection the mayor and Vice Mayor (Attachment 1). The resolution sets out the criteria for selection, and notes for staff to keep rotation based on seniority of consecutive years in the office of Councilmembers.

The 2025 rotation list based on seniority is as follows:

Councilmember	Current Term	# of Consecutive Years in Office
Eileen Burke	Nov. 2024 – Nov. 2028	4
Tarrell Kullaway	Nov. 2022 – Nov. 2026	2
Steve Burdo (Mayor in 2023)	Nov. 2022 – Nov. 2026	6
Chantel Walker	Nov. 2024 – Nov. 2028	0
Yoav Schlesinger	Nov. 2024 – Nov. 2028	0

FISCAL IMPACT

There is no fiscal impact for this item.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Discussing the Town Council reorganization is not considered a project under the California Environmental Quality Act, because it does not involve an activity which has

the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENT

Attachment 1- Resolution No. 4073

RESOLUTION NO. 4073

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ESTABLISHING POLICIES REGARDING APPOINTMENT OF MAYOR AND VICE MAYOR

WHEREAS, the Town Council is authorized and directed by Government Code Section 36801 to meet after a general municipal election and choose one of its number as Mayor and one of its number as Vice Mayor; and

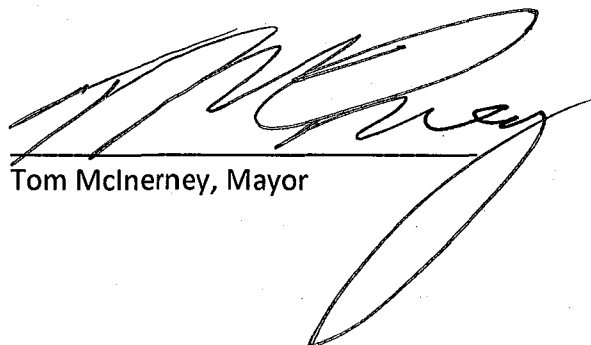
WHEREAS, the Town Council has determined that it is in the best interest of the Town of San Anselmo to establish policies regarding the appointment of Mayor and Vice Mayor; and

NOW, THEREFORE, the Town Council of the Town of San Anselmo resolves as follows:

1. The Town Council shall appoint a Mayor and Vice Mayor on an annual basis to a term of one year. The appointment shall be made at the first Town Council meeting in December. The Mayor and Vice Mayor shall serve until their successors are appointed.
2. The Mayor and Vice Mayor shall be selected by the affirmative vote of not less than three members of the Town Council. In the interest of harmony, unanimous consensus is sought and encouraged.
3. The Mayor shall not serve two consecutive terms.
4. When selecting the Mayor and Vice Mayor, the Town Council shall use the following criteria:
 - a. The Vice Mayor is normally considered the next mayor.
 - b. To the extent possible, each member shall be given the opportunity to serve as Vice Mayor and then Mayor.
 - c. A rotation list based on seniority of consecutive years in the office of Councilmember will be kept by staff.
 - d. The Council may choose to appoint a person to the position of Mayor or Vice Mayor based on factors other than those set forth in this resolution.

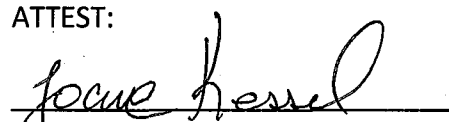
I hereby certify that the foregoing Resolution No. 4073 was duly passed and adopted at a regular meeting of the San Anselmo Town Council on the 10th day of June, 2014, by the following vote, to wit:

AYES: Coleman, Greene, Kelly, Wright
NOES: None
ABSENT: McInerney
ABSTAIN: None



Tom McInerney, Mayor

ATTEST:



Joanne Kessel for
Barbara Chambers, Town Clerk