



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

Town Council Agenda

Tuesday, November 14, 2023

6:00 PM

Meeting held In-Person and via Zoom:

<https://us02web.zoom.us/j/87085205238>

Or Telephone: +1 669 900 6833 | Webinar ID: 870 8520 5238

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

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

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

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

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

A. Call to Order in the Council Chambers at Town Hall- 525 San Anselmo Avenue, San Anselmo CA 94960- 6:00 PM

B. Mayor Burdo announces that item B.1 will be discussed in Closed Session.

B.1. Closed session pursuant to California Government Code § 54956.8 - Conference with Real Property Negotiators Property: APN 005-011-60 Agency negotiator: Town Manager David Donery Negotiating parties: Marin Open Space Trust; Mary Conversano Under negotiation: Price and Terms of Payment

C. PUBLIC COMMENT on Closed Session Items.

D. Council Adjourns to Closed Session.

Public Comments

[Public Comment- Thornton \(PDF\)](#)

E. The Council Reconvenes in the Council Chambers to Conduct Interviews for the Economic Development Advisory Committee and Bicycle and Pedestrian Advisory Committee - 6:30 PM

Three (3) Interviews by Time and Name

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

[6:30 PM- Mark Jeffrey- Economic Development Committee- Application with Resume \(PDF\)](#)

[6:40 PM- Gabe Turner- Economic Development Committee- Application no Resume \(PDF\)](#)

[6:50 PM- Ford Greene- Bicycle and Pedestrian Advisory Committee- Application 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

Special Presentation.

Mayor's Proclamation Remembering Kay Coleman, in Memoriam

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.

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 Town Council Meeting of October 24, 2023.

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

[Attachment 1 - Draft Minutes of the October 23, 2023 \(DOC\)](#)

1.2 Consider the Approval of Announcing and Publicizing Impending Expiration Terms for Boards, Committees, and Commissions Seats (Maddy Act Posting).

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

[Attachment 1 - 2024 Boards, Committees and Commissions Term Expirations \(DOCX\)](#)

1.3 Report of Checks Issued, October 2023

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

[Attachment 1 Check Report October 2023 \(PDF\)](#)

1.4 Revenue and Expenditure Reports, October 2023

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

[Attachment 1 - Budget Comparison Report Subcategory October 2023 \(XLS\)](#)

[Attachment 2 - Budget Comparison Report Department October 2023 \(XLS\)](#)

1.5 Recreation Financial Report

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

[Attachment 1 - Revenue & Expenditure Report FY2023-24: Recreation Fund as of 10/31/2023 \(PDF\)](#)

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 Acceptance of Certificate of Sufficiency of Petition Entitled “Withdrawal of San Anselmo from Flood District Initiative”; Consideration of Town Council Actions Related to the Initiative; and Find the Actions Exempt from the California Environmental Quality Act (CEQA).

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

[Attachment 1 - Certificate of Sufficiency of Petition \(PDF\)](#)

[Attachment 2 - Draft Resolution Calling Special Election Includes Exhibit A \(PDF\)](#)

[PowerPoint Presentation \(PPT\)](#)

[Public Comment- O'Sullivan \(PDF\)](#)

Public Hearing:

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

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

2.2 Consider approval of the 2024 proposed maximum rates collected by Marin Sanitary Service for solid waste, recycling and organic waste services. Adoption of the attached resolution increasing MSS customer rates is not a “project” under the California Environmental Quality Act (CEQA), because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065). Moreover, the Town Council finds that even if it were considered a project, adoption of the resolution is exempt from the CEQA under CEQA Guidelines section 15061(b)(3), because it can be seen with certainty that there is no possibility that approval of the customer rates may have a significant effect on the environment.

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

[Attachment 1 - Resolution Approving MSS Rates for 2024 \(PDF\)](#)

[Attachment 2 - 2024 MSS Rate Application \(PDF\)](#)

[Attachment 3 - 2024 MSS Rate Application Review - Final Report - Town of San Anselmo \(PDF\)](#)

[PowerPoint Presentation \(PPT\)](#)

[Public Comment- Herzog \(PDF\)](#)

Council Business Items Continuation:

- 2.3** Initiate the Update to the General Plan including Authorization to Solicit a Request for Proposals and the Establish an Ad-Hoc Working Group to Review Proposals and to Help Facilitate the Creation of a General Plan Advisory Committee and Related Framework. The release of the RFP and establishment of an Ad-Hoc Working Group are exempt from CEQA because neither action is a project that has the potential to result in a direct physical change in the environment nor will it result in a reasonably foreseeable indirect physical change in the environment pursuant to CEQA Guidelines Section 15378.

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

[Attachment 1- Request for Proposals \(PDF\)](#)

Public Hearing Continuation:

- 2.4** Proposed Ordinance Banning New and Expanded Gas Station Uses in San Anselmo and Finding the Ordinance Exempt from the California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Sections 15061(b)(3), 15302, 15307, and 15308

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

[Attachment 1- Ordinance](#)

[PowerPoint Presentation \(PPT\)](#)

[Public Comment- Gundry \(PDF\)](#)

[Public Comment- Saunders \(PDF\)](#)

[Public Comment- Saunders 1\(PDF\)](#)

[Public Comment- Magnasco \(PDF\)](#)

[Public Comment- Brown \(PDF\)](#)

[Public Comment- Mott \(PDF\)](#)

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 December 12, 2023.

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

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

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

DECLARATION OF POSTING

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

From: [Barbara Thornton](#)
To: [Town Council](#)
Subject: Closed Session - Upper Hawthorne Canyon - Asking for Town Council Support with Approval of Open Space purchase for San Anselmo
Date: Monday, November 13, 2023 8:38:08 PM

CAUTION: External Sender

Honorable Mayor and Town Council Members,

I strongly support the purchase of the Upper Hawthorne Canyon parcel as San Anselmo Open Space.

Here are key reasons this purchase at this time is important and critical for the Town Council to approve and move forward with the acceptance of the land for San Anselmo Open Space.

- The SA Open Space Committee has raised the funds from the Community to purchase the land which reflects strong support and interest from the Community.
- The property is currently used extensively by many community hikers, walkers, etc. who enjoy its beauty and availability to enhance their living experience in San Anselmo.
- Purchasing the Property now as Open Space will assure the land is available for today's community and future generations to enjoy. We do not want to miss the opportunity to purchase this property for Open Space.
- Purchasing the land now will protect it from possible residential home development.
- The Town will not need to contribute to the purchase of the property for Open Space since it will be purchased with funds raised by the SA Open Space Committee, including a consideration and likely approval by the Board of Supervisors to contribute \$100,000 from the Measure A Countywide funds.
- This property was identified as a part of the Open Space desired land purchases for Open Space as incorporated into the Town's General Plan.
- This property is adjacent to the existing Hawthorne Canyon Open Space (35 acres) and will provide wonderful additional Open Space for the Town of San Anselmo residents to enjoy.

Please support the current purchase of the Upper Hawthorne Canyon given the above reasons.

Respectfully Submitted,
Barbara Thornton
Former Mayor & Councilmember, San Anselmo



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: Interviews

MEETING DATE: November 14, 2023

AGENDA TITLE: Conducting Interviews for the Economic Development Committee and Bicycle and Pedestrian Advisory Committee

FROM: Administration, Serge Avila, Town Clerk

RECOMMENDATION

Staff recommends that the Town Council conducts interviews and makes appointments at its next scheduled meeting.

The following three (3) applicants to be interviewed by time, name, and board, commission, or committee:

Interview Time	Name	Board, Committee or Commission
6:30 PM	Mark Jeffrey	Economic Development Committee
6:40 PM	Gabe Turner	Economic Development Committee
6:50 PM	Ford Greene	Bicycle and Pedestrian Advisory Committee

The Council will have the opportunity to make appointments at its next scheduled meeting.

FISCAL IMPACT

None.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

Item #: Interviews

ATTACHMENTS

6:30 PM	Mark Jeffrey	Economic Development Committee
6:40 PM	Gabe Turner	Economic Development Committee
6:50 PM	Ford Greene	Bicycle and Pedestrian Advisory Committee

Print

Boards, Committees and Commissions Application - Submission #1886

Date Submitted: 5/22/2023

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

05/22/2023

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

Economic Development Committee

Name*

Mark Jeffrey

Home Address*

8 Butterfield Rd

Occupation*

Satellite Imagery - Sales, Partnerships and Business Development

Employer's Address

645 Harrison St, San Francisco, CA 94107

Home Phone*

8034937715

Work Phone

N/A

Cell Phone

803-493-7715

E-Mail*

markmjefrey@gmail.com

Number of years as resident of San Anselmo*

3

Number of years as a resident in Marin*

7

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

1.) Phone*

Rich Rusnack

707-294-8541

2.) Name*

2.) Phone*

Susie Pickens

(415) 446-8047

3.) Name*

3.) Phone*

Logan Bender

615-483-9628

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 do not have any previous experience with public office or committees.

Reasons for this appointment.*

My wife and I were drawn to San Anselmo, in part, by the assortment of family friendly small businesses and atmosphere that make this town unique. I would welcome the opportunity to contribute to keeping our town special and economically attractive to businesses that residents want and need.

I'm personally passionate about how local government can affect change for it's residents and community. I also believe in the need to grow in a sustainable manner and provide incentives for entrepreneurs and small business owners to thrive in our town.

What are your qualifications for this appointment.*

I have an extensive background and education in finance, having worked with or mentored startups, small businesses and enterprises of all sizes over the past 10+ years. More recently, I've developed knowledge and expertise around the utilization of geospatial data through my role at the San Francisco-based satellite imagery company, Planet. I believe that my diverse background will allow me to utilize a data-based, analytical approach to addressing some of the town's and committee's most pressing issues and opportunities.

LinkedIn: [linkedin.com/in/markmjjeffrey](https://www.linkedin.com/in/markmjjeffrey)

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

One issue is finding a way to replicate and/or scale the success of the "Live on the Avenue" series so that it can be accessible to more residents and benefit more businesses. Another, somewhat related, issue is addressing mobility options (parking, bike & e-bike parking, pedestrian friendly, etc) for both Redhill and downtown San Anselmo.D

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

☒ YES

☐ NO

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

Climate Action Commission

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

LI-Resume-Mark-Jeffrey.pdf

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

Mark Jeffrey

San Francisco, California, United States

 markmjeffrey@gmail.com

 (803) 493-7715

 linkedin.com/in/markmjeffrey

Summary

Planet's mission is to "Make global change visible, accessible, and actionable." Planet provides daily satellite data that helps businesses, governments, researchers, and journalists understand the physical world and take action. In addition, Planet is a Public Benefit Corporation (PBC), having embedded its mission of accelerating sustainability into its corporate DNA.

If you're interested in partnering with Planet to expand your technology offerings, increase market penetration, and help your clients to derive value out of timely, global satellite imagery -- please reach out and let's connect.

Specialties: channel partnerships & sales, business development strategy, team building, SaaS & B2B sales, channel sales operations & metrics, venture-backed technology life cycle, high touch client service and project management, salesforce & other sales enablement tools, partnering with product and engineering, contract negotiation

Experience

Partner Business Manager, USA & Canada

Planet

Jan 2022 - Present (1 year 5 months)

Director of Business Development, West Coast Team Lead

Carta

Aug 2019 - Jan 2022 (2 years 6 months)

- Sourced, developed, and maintained successful, scalable partnerships which contributed to consistent team ARR growth (helping the team hit \$1M / month in partner sourced business) and quota attainment.
- Recognized and promoted to Director / Team Lead to hire for and lead the west coast team of 5 Business Development Managers.
- Worked closely with product, sales, support and implementation teams to maintain a closed feedback loop with partners while also ensuring high NPS and repeat referral business.

Partnerships and Business Development Manager

Carta

Sep 2017 - Aug 2019 (2 years)

After being brought into Carta via acquisition, I joined the newly created partnerships team where I owned, developed and improved various functions over the years. These ranged from channel sales/ go-to-market, operations, hiring and strategy, and marketing as the team grew to being responsible for 50% of all corporate business ARR.

Senior Associate, Business Development - SVB Analytics (acquired by Carta) Silicon Valley Bank

May 2016 - Sep 2017 (1 year 5 months)

- Led west coast business development and B2B sales for the valuation arm of SVB. Focused on client acquisition and partnerships by building and leveraging banking contacts and a network of law firms, venture capital firms and consulting firms.
- Negotiated and closed deals with over 500 venture-backed technology and life science startups to provide 409A valuation services, generating over \$2 million in revenue for the business.
- Facilitated launch, marketing, and drove user adoption of a new product called Fast409A.

Associate, Business Development

Silicon Valley Bank

Mar 2015 - May 2016 (1 year 3 months)

Financial Analyst

Federal Housing Finance Agency

May 2013 - Dec 2014 (1 year 8 months)

- Researched and reported on trends in mortgage market conditions and financial performance of regulated entities to support FHFA mission, policies, and objectives.
- Assessed the earnings, liquidity, capital and risk profiles of three Federal Home Loan Banks (Atlanta, Topeka & Boston) with assets more than \$150 billion.
- Developed and delivered presentations of analytical findings to FHFA senior management and the CFOs of the regulated entities I covered.

Brokerage Associate

Vanguard

Aug 2011 - Dec 2012 (1 year 5 months)

Consulted with clients to assess needs and present investment strategies aligned with financial goals.

- Managed quoting, trading, asset transfers, and option / margin accounts.
- Provided essential support within a new division, Voyager Select Service, created to service retail clients with assets under management between \$500K and \$1M.

Education

American University - Kogod School of Business

Master of Science (M.S.), Finance

University of South Carolina

Bachelor of Science (B.S.) in Business Administration, Finance

Concentration in Investments

Minor in Political Science

Licenses & Certifications

Passed CFA Level I - CFA Institute

Series 7 General Securities Representative - FINRA

Issued Sep 2011 - Expires Jan 2013



Series 63 Uniform Securities Agent State Law - NASAA

Issued Sep 2011 - Expires Jan 2013

Skills

Business Development • Venture Capital • Channel Sales • Financial Analysis • Quantitative Analytics
• Fixed Income • Mutual Funds • Derivatives • Equities • Econometrics

Honors & Awards



Legislative Incentive for Future Excellence (LIFE) Scholarship

August 2007 -- May 2011

Print

Boards, Committees and Commissions Application - Submission #1890

Date Submitted: 5/27/2023

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

05/26/23

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

Economic Development Committee

Name*

Gabe Turner

Home Address*

10 Knoll Rd.

Occupation*

Entrepreneur & Investor

Employer's Address

10 Knoll Rd.

Home Phone*

5108471430

Work Phone

Cell Phone

5108471430

E-Mail*

gabe.turner@gmail.com

Number of years as resident of San Anselmo*

7

Number of years as a resident in Marin*

7

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

Josh Pederson

1.) Phone*

415-728-3620

2.) Name*

Frank Gomez

2.) Phone*

650-759-1919

3.) Name*

Kris Galmarini

3.) Phone*

843-743-3099

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 served on the Marin Cultural Association, under Executive Director Gabriella Calicchio

Reasons for this appointment.*

To help EDC achieve the goals as outlined in its EDC Action Plan 2022, with specific support for the following: Retain, Attract and Enhance Local Businesses, implementing its EDC PR and Communication Program, and Investigate Sources of Funding for Business Improvements.

What are your qualifications for this appointment.*

Both of my "day jobs" are relevant to this appointment: 1) For Sway Ventures, I invest in early-stage companies that focus on retail technology - namely, how to provide physical retailers with the tech tools to compete with large, online retailers. 2) I co-Founded Township, a thriving weekday 'clubhouse' that serves as a community social club and co-working space. We are expanding to a second location in San Anselmo, which I believe will attract many "work-from-home" residents to our future downtown facility who, in turn, will frequently patronize local businesses.

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

- 1) Effectively managing SA's population growth, including safe & steady access to downtown streets for cars, cyclists and pedestrians.
- 2) Staying true to San Anselmo's modest roots: A tide of new residents, many young professionals from SF and other urban areas, has only contributed further to increased costs of living. While new businesses will spawn to cater to these residents, we need to be mindful of ensuring *accessibility* - meaning residents of ANY income level and age can enjoy the splendors of this wonderful town.

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

☒ YES

☐ NO

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

None

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

Resume_Gabriel Turner.pdf

Thank you for your interest in serving the Town of San

**Anselmo and its citizens. For further information, please
contact the Town Clerk, at townclerk@townofsananselmo.org
or 415-258-4660.**

GABRIEL TURNER

Experience

- 2021 - Present **SWAY VENTURES** **SAN FRANCISCO, CA**
Partner
Joined Sway Ventures as investing Partner to raise and lead a new \$100M seed-stage fund focused on retail & consumer technology. Sway was formed in 2013 and, along with newly-launched seed funds, is investing out of its Flagship Fund III in companies that span Fintech, Supply Chain, PropTech, Retail, Healthcare & other sectors.
- 2021 - Present **MARIN SONOMA IMPACT VENTURES** **MARIN COUNTY, CA**
Advisory Board
Serve as close Advisor and Board Member to this micro VC fund focused on backing early-stage companies in Marin & Sonoma counties. Aim is to develop a thriving startup ecosystem in my community.
- 2013 - 2020 **DRAPER VENTURE NETWORK** **SAN MATEO, CA**
Executive Director
Recruited by DFJ to turn-around their affiliate fund network. With the support of its founder, renowned VC Tim Draper, spun-out a new independent alliance called DVN. Recruited 20+ high-performing VC funds in tech hubs around the world (\$2B+ collective AUM) and built a world-class Operations team to coordinate shared diligence, intelligence, and corporate relationships. In under 7 years, orchestrated over \$50M in deal syndications, designed international GP retreats and an annual 600-person CEO Summit that resulted in 100s of corporate <> startup partnerships and catalyzed over 15 exits. Most rewardingly, I cultivated a tight-knit network of leading investors, innovators and operators in the Silicon Valley and across the globe.
- 2016 - 2019 **DELTA AIR LINES** **ATLANTA, GA**
Member, Technology Advisory Board
- 2014 - 2019 **HBS ALUMNI ANGELS (N. CALIFORNIA CHAPTER)** **SAN FRANCISCO, CA**
Chair, Selection Committee
- 2011 - 2012 **INDEPENDENT CONSULTANT TO EARLY-STAGE COMPANIES** **PALO ALTO, CA**
***Slim* (aggregated social media), *Automata Labs* (construction robotics), *AdviseMeTech* (virtual cosmetics tool)**
Worked with the Founders of three seed-stage startups to design and implement user acquisition & G-T-M plans.
- 2004-07; 2010 **DELOITTE CONSULTING** **SAN FRANCISCO, CA**
Senior Consultant, Strategy & Operations Practice
As a Business Analyst, developed professionally and executed critical assignments with large technology firms. Earned top rating & MBA sponsorship. Returned as a Sr. Consultant (post MBA) to work directly with client VPs/CXOs on forming & executing strategy in Process Design, Supply Chain Improvement & Corporate Strategy
- 2007-2008 **ESTANCIA BEEF** **LOS ANGELES, CA**
Head of Sales & Marketing, Southern California
Led the expansion effort for this US-based startup that imports sustainable grass-fed beef from Uruguay. Cultivated media and consumer awareness, garnered a loyal customer base in restaurant and retail, and doubled the company's annual revenue in only 10 months through an aggressive sales campaign.

Education

- 2008-2010 **HARVARD BUSINESS SCHOOL** **BOSTON, MA**
Master of Business Administration, June 2010. Co-President: *Greentech & Sustainability Club*; Active Member: *VC/PE Club*; Participant: *Immersion Program (IXP)* in Mexico, *Building Green Businesses* field study with GE Energy
- 2000-2004 **UNIVERSITY OF CALIFORNIA (UC), BERKELEY** **BERKELEY, CA**
Dual Degree in Political Economies of Industrial Societies (Bachelor of Arts) and Business Administration through the Haas School of Business (Bachelor of Science). Dean's List, Edward Kraft Scholarship Award for 4.0 GPA (2001). Director of Business Dev. for Haas International Business Club. UCB Men's Club Soccer Team.

Personal

Languages: English, Spanish (bilingual) | Skills: Graphic design, Excel modeling | Interests: LP collecting, cycling

Print

Boards, Committees and Commissions Application - Submission #1805

Date Submitted: 2/28/2023

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

28 Feb 23

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

Bicycle and Pedestrian Committee

Name*

Ford Greene

Home Address*

711 Sir Francis Drake, San Anselmo, CA 94960

Occupation*

Lawyer

Employer's Address

self

Home Phone*

4152580360

Work Phone

Cell Phone

E-Mail*

fordgreene@comcast.net

Number of years as resident of San Anselmo*

40

Number of years as a resident in Marin*

70

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

Greg Alsterlind

1.) Phone*

415-847-8231

2.) Name*

Eileen Burke

2.) Phone*

415-307-9921

3.) Name*

Ann Politzer

3.) Phone*

415-497-4439

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.*

Publicly

elected member of San Anselmo Town Council 2007-2023; member of boards of directors of Ross Valley Fire Board, Central Marin Police Council, MCEClean Energy, Transportation Authority of Marin, and more

Reasons for this appointment.*

While

mountain biking, Greg Alsterlind asked me to volunteer. I have substantial experience in local government and am an almost daily bicycle rider of the streets of San Anselmo, Fairfax and San Rafael

What are your qualifications for this appointment.*

I have substantial experience in local government and am an almost daily bicycle rider of the streets of San Anselmo, Fairfax and San Rafael; knowledge of the challenges among autos, pedestrians and bicyclists

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

Updating recommended and planned bicycle travel routes and use of the streets and roads in San Anselmo

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

☒ YES

☐ NO

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

Flood Committee

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

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



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.1

MEETING DATE: November 14, 2023

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of October 24, 2023

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Draft Minutes of the Regular Town Council meeting of October 24, 2023.

ATTACHMENT:

Attachment 1- October 24, 2023 Draft Minutes

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via teleconference
Tuesday, October 24, 2023

Call to Order: Optional Pledge of Allegiance

COUNCILMEMBERS PRESENT:

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

STAFF MEMBERS PRESENT:

Dave Donery, Town Manager
Emily Longfellow, Assistant Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Planning Director
Dan Mahoney, Interim Fire Chief

A. Call to Order

Mayor Burdo reported that Councilmember Kullaway was attending remotely due to an infectious illness as permitted by AB 2449.

B. Mayor Burdo announced that item B.1 will be discussed in Closed Session

B1. Conference with Real Property Negotiators

Government Code Section 54956.8 Conference with Real Property Negotiators

Property: APN 005-011-60 Agency Negotiator: Town Manager David Donery

Negotiating Parties: Marin Open Space Trust; Mary Conversano Under negotiation: Price and Terms of Payment

C. Public Comment on Closed Session Items

There were no comments.

Council adjourned to Closed Session.

Town Council reconvened at 7:15 PM in the Council Chambers. The optional Pledge of Allegiance was recited.

Open Time for Public Expression

Guy talked about the climate crisis and environmental concerns.

Ms. Sue Saunders stated a tremendous amount of funding is becoming available for home electrification, electric vehicles, and E-bikes.

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

to staff; miscellaneous items

Vice Mayor Burke thanked Ms. Saunders (the modern version of a “coupon clipper”); she attended the San Francisco Film Festival and viewed a short film about Ms. Laurie Berliner, owner of Imagine Me; the Central Marin Police Authority (CMPA) recently became involved and ended the harassment of a local family by some White Hill students.

Councilmember Fineman reported she attended the MCE meeting; the Marin Wildfire Prevention Authority (MWPA) Board meeting.

Councilmember Colbert reported he attended a Chamber of Commerce meeting; Biketober Fest; the Ross Valley Fire Board meeting; the Cedars Donor meeting; sat in on a briefing of the I-5/Highway 80/Highway 101 Interchange meeting; thanked the CMPA Student Resources Officer (SRO) for the work done regarding a local family and White Hill students.

Councilmember Kullaway stated she would give her report in the future.

Mayor Burdo reported he attended the Circle of Giving Luncheon at Cedars; a Ross Valley Fire Board meeting; a Local Agency Formation Commission (LAFCO) meeting; there will be a Yellow Bus JEPA meeting on November 7th; kudos to CMPA for the great work!

Special Presentation

Mayor's Proclamation Recognizing Cedars for their Excellent Work on Supporting Individuals with Developmental Disabilities.

Mayor Burdo read the Proclamation and thanked everyone involved at Cedars.

1. Consent Agenda

- 1.1 Approved the Draft Minutes of the Town Council Meeting- October 10, 2023
- 1.2 Consideration of Special Event Application- Community Hanukkah Celebration and Menorah Lighting Ceremony 2023
- 1.3 Quarterly Treasurer's Investment Report, September 2023
- 1.4 Receive Climate Action Quarterly Update
- 1.5 Revenue and Expenditure Reports, September 2023

Mayor Burdo opened the meeting to public comments.

There were no comments.

Mayor Burdo closed the meeting to public comments.

M/s, Colbert/Burke, Motion to approve the Consent Calendar.
AYES: Burke, Colbert, Fineman, Kullaway, Mayor Burdo

2. Council Business Items

2.1 Receive report and provide direction to staff whether to consider a Rent Stabilization Ordinance and Eviction Protection Ordinance beyond the Tenant Protection Act (AB 1482)

Town Manager Donery, Planning Director Scoble, and Finance Director/Admin Srvs. Director Zuba presented the staff report. Staff and Town Attorney Emily Longfellow answered questions from the Council regarding the applicability of different ordinances; what existing and proposed ordinances cover; if Accessory Dwelling Units (ADU) would be covered; the Costa Hawkins Act; pre and post 1995 units; an appeal process; what constitutes a fair and reasonable return on property; subleasing, master tenants, and relocation payments; if long-term relocation assistance could kick in sooner than 12 months; extra assistance to protected people including landlords; number of duplexes or single family home renters; if the staff of jurisdictions listed in the staff report were contacted; exemptions; what is considered a “unit” at deed restricted properties such as The Tam House; the registry fee; anti-retaliation clause and how “retaliation” is defined.

Mayor Burdo opened the meeting to public comments.

Mr. Ford Greene urged the Council to conduct an empirical evaluation of present day context. He did not want to see this issue on a ballot and urged the Council to avoid this from happening.

The following individuals spoke in support of a Rent Stabilization Ordinance and Eviction Protection Ordinance: Ms. Sarah Chappelle, Ms. Chris LaClaire, an affiliated member of the California Alliance for Retired Citizens; Ms. Wendy Todd; Ms. Lisa Robecheck; an individual who does not feel safe in her apartment; Mr. Chris Bright; Mr. Kurt Reese; Ms. Peggy Cass; Mr. Joe McGarry; an individual who lived in Woodside; Mr. Johnson; Ms. Lucy Hawkins; Pat; Victor; Ms. Maddie Hershfield; Kyle.

The following individuals spoke in opposition to a Rent Stabilization Ordinance and Eviction Protection Ordinance: a member of the Chamber of Commerce; Ms. Katie Hogan; Mr. John Rushworth; Mr. Todd Greenberg; Donald.

The following individuals would like the issue placed on an upcoming ballot; Mr. John Falcone; an individual who lives on Lincoln Park; Lori; Victor.

Mr. Kevin Curtis discussed exemptions for deed restricted units, an appeal process for landlords, and metrics.

Sherman stated they need to think about the totality of the system and the environment.

Mr. Tim Ecke asked the Council to go slow and not kill the “mom and pop” landlords.

Ms. Peggy Cass discussed the difference between corporate vs. “mom and pop” landlords.

Romeo, representing Marin Realtors, urged the Council to continue to seek input from housing providers.

Mr. Philip Salivary stated the Costa Hawkins Act could be rewritten at any time. He discussed Fairfax regulations and the cost of litigation.

Mr. Michael Sexton stated people live in Marin because it is beautiful Supply and demand

makes Marin housing expensive- not greedy landlords.

Mayor Burdo closed the meeting to public comments.

Councilmember Colbert referred to Question #3 in the staff report and stated government works best when it listens to the people. The people of San Anselmo should decide this issue. He answered “No” to questions #1 and #2. His answer to question #4 is “Yes”.

Councilmember Kullaway stated she would like to see this move forward and for the Council to come up with something reasonable that would work for everybody. A cap of 10% on rent is too high and protections should not be a burden for “mom and pop” landlords.

Councilmember Fineman stated the local rent increases from 2009 to 2019 were stark. Corporatization of the housing stock is a national issue. She is not sure how she feels about putting the issue on the ballot. She wants to continue to solicit feedback.

Vice Mayor Burke disclosed that she owns her house and rents out an attached ADU. Economics have shown that rent control does not work- it benefits a few lucky tenants and does not promote overall affordable housing or building more housing. It is not the responsibility of property owners to solve society’s ills- these are community problems that should be solved collectively. This should go to the ballot- three people should not decide this issue. She would support rent stabilization but not Just Cause Eviction provisions.

Mayor Burdo referred to the staff report, Question #5 and responded “Sure” but he does not want to wait until 2024. There is a distinction between corporate and “mom and pop” landlords. He thinks the Council should pass something themselves but whatever they do will probably end up on the ballot. He would like to see staff present a Rent Stabilization Ordinance to the Council.

Vice Mayor Burke stated they might want to piecemeal this and pass a rent cap that they accept and they think residents would accept and put a hold on a Just Cause Ordinance. She does not want to put something on a ballot that is not going to pass- that is in no one’s interest.

Councilmember Kullaway stated there is a problem doing it piecemeal and she was concerned that one will not have the necessary teeth but have the opposite effect. She recited a list of provisions that should be in a Just Cause Ordinance.

Councilmember Fineman stated they should go ahead with a Rent Control Ordinance and adopt it. A Just Cause Ordinance is more challenging.

Councilmember Colbert wanted to be mindful that putting a number around a rent cap would not engender any kind of feedback from landlords.

Vice Mayor Burke recommended a 5% cap with a right of appeal. This is fair and probably would pass.

Mayor Burdo stated he would advocate for 5% or the Consumer Price Index (CPI), whichever is lower.

Councilmember Kullaway supported 5% or 75% of CPI, whichever is lower.

Mayor Burdo and Councilmember Fineman supported this suggestion.

Councilmembers Kullaway and Fineman stated they would like to move forward with a Just Cause Eviction Ordinance.

Vice Mayor Burke stated she wanted to wait- there is so much more to discuss.

Mayor Burdo stated he would like to see an ordinance similar to Petaluma's for Council to review including the items discussed by Councilmembers Fineman and Kullaway.

Councilmember Colbert stated he would like to understand the costs and the mechanism for implementation. Vice Mayor Burke agreed.

Town Manager Donery stated staff would present a Draft Rent Stabilization Ordinance to the Council sometime soon.

The Council took a 5-minute break at 10:45 p.m.

The Council reconvened in the Council Chambers at 10:50 p.m.

2.2 Receive Staff Report Presented to Ross Valley Fire Board and Consider Recommendation from the Fire Board's Labor Management Subcommittee Relating to Increased Staffing per the "2022 Staffing/Deployment" Side Letter and Provide Direction to the Town's Fire Representatives

Town Manager Donery presented the staff report. Interim Fire Chief Mahoney answered a question from the Council regarding if this proposal would have any impact on a possible merger in the future.

Mayor Burdo opened the Public Hearing.

There were no comments.

Mayor Burdo closed the Public Hearing.

The Council supported the Ross Valley Fire Board Labor Management Subcommittee recommendation to fund a third person on one of the Ross Valley Fire Department's engine companies beginning on July 1, 2024.

Public Hearing

2.3 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-Line Loan Financing

Town Manager Donery presented the staff report. There were no questions from the Council.

Mayor Burdo opened the Public Hearing.

There were no comments.

Mayor Burdo closed the Public Hearing.

M/s, Colbert/Burke, Motion to Resolution No. 2023-4520 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 the Town Manager to Execute Associated PG&E On-Line Loan Financing
AYES: Burke, Colbert, Fineman, Kullaway, Mayor Burdo

M/s, Fineman/Burke, Motion to adjourn the meeting at 11:21 p.m.
AYES: Burke, Colbert, Fineman, Kullaway, Mayor Burdo

Respectfully submitted,

Toni DeFrancis,
Recording Secretary



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.2

MEETING DATE: November 14, 2023

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 2024 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- 2024 Board and Commission Term Expirations

FOR POSTING

The following positions on the Town's Boards, Committees and Commissions will expire during 2024:

Board, Committee or Commission	Name	Terms	Expiration
Board of Review	Melanie Nathan	6 years	12/24
Economic Development Committee	Richard Burns Javier Fernandez Frank Gomez	3 years	3/24
Town Council	Alexis Fineman Brian Colbert Eileen Burke	4 years	11/24
Planning Commission	Gary Smith Thomas Tunny	4 years	8/24
Open Space Committee	Daniel S. Krebs Karin Ludwig René Voss	4 years	10/24
Parks and Recreation Commission	Ryan Lafrenz	4 years	7/24
Historical Commission	Judy Coy Elizabeth Anderson Richard Miner David Lillevand	4 years	9/24
Library Parcel Tax Oversight Committee	Katty O'Sullivan Judy Baldassari Lauri Nardone Judy Anderson	3 years	4/24
Climate Action Committee	Karen Mendelow Sue Sanders	3 years	4/24
Tax Equity Board	Richard Berkson	3 years	7/24
Arts Commission	Grace Angel Nish Nadaraja Mark Cohen	3 years	10/24
Racial Equity Committee	Tiffany McElroy Denise Krawitz Navruz Avloni Frank Gomez	3 years	9/24

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 11/08/2023



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.3

MEETING DATE: November 14, 2023

AGENDA TITLE: Report of Checks Issued, October 2023

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That Council acknowledges, and files warrant numbers 96658 to 96798 issued during the month of October 2023 and bank draft numbers DFT04714, DFT04735, DFT04750, DFT04752-DFT04754, DFT04778-DFT04781, DFT04808-DFT04810 in a total amount of \$1,889,965.62.

BACKGROUND

This report is an itemization of payments made to vendors during the month just ended. It also includes wires to Bank of America for October 2023 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: 96663,96694,96736.

ATTACHMENTS

Attachment #1: Check Report October 2023



Town of San Anselmo

Check Report

By Check Number

Date Range: 10/01/2023 - 10/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - OPERATING POOL						
02920	Amazon Business	10/05/2023	Regular	0.00	436.45	96658
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
11K3-6KXN-FYFG	Invoice	09/13/2023	09.13.2023 - POST-TRAUMATIC THRIVING	0.00	22.39	
	01.71.62310		Library Zip Grant		22.39	
16K4-3H1M-VRH	Invoice	09/24/2023	09.24.2023 - TREACHEROUS ESTATE	0.00	14.02	
	01.71.62310		Library Zip Grant		14.02	
17JL-3RYQ-4HWK	Invoice	09/14/2023	09.14.2023 - ALL CREATURES SAFE AND S	0.00	38.18	
	01.71.62310		Library Zip Grant		38.18	
1CLW-7Y7V-QY7L	Invoice	09/23/2023	09.23.2023 - THEY BLED ORANGE	0.00	25.12	
	01.71.62310		Library Zip Grant		25.12	
1FVG-LFHR-LQ7G	Invoice	08/21/2023	08.21.2023 - CLARITY PORTABLE TELEPHO	0.00	43.10	
	01.71.62000		OFFICE SUPPLIES		43.10	
1NC1-WQL1-9P9	Invoice	09/20/2023	09.20.2023 - HANAIVE TOSS AND CATCH B	0.00	106.36	
	27.71.62200		DEPARTMENTAL SUPPLIE		106.36	
1QJW-W6ML-66F	Invoice	09/14/2023	09.14.2023 - PRACTICAL GUIDE TO MEN	0.00	18.39	
	01.71.62310		Library Zip Grant		18.39	
1QP6-NJ6T-773H	Invoice	09/19/2023	09.19.2023 - HAUNTING OF AVELINE JON	0.00	13.72	
	01.71.62310		Library Zip Grant		13.72	
1RHD-WKY4-4MT	Invoice	09/14/2023	09.14.2023 - THE OLD STONES	0.00	35.70	
	01.71.62310		Library Zip Grant		35.70	
1V4P-9HGW-TXM	Invoice	09/23/2023	09.23.2023 - HOME FOR UNWED HUSBAN	0.00	17.47	
	01.71.62310		Library Zip Grant		17.47	
1VM3-DNML-3M	Invoice	09/14/2023	09.14.2023 - MONEY CREATION 101	0.00	21.65	
	01.71.62310		Library Zip Grant		21.65	
1XWV-3DK4-T1V	Invoice	09/09/2023	09.09.2023 - MOLESKINE WEEKLY PLANNE	0.00	61.11	
	01.71.62200		DEPARTMENTAL SUPPLIE		61.11	
1YT6-RXHF-1MY6	Invoice	09/14/2023	09.14.2023 - AS TIME GOES BY	0.00	19.24	
	01.71.62310		Library Zip Grant		19.24	
03582	ANDREW QUICK	10/05/2023	Regular	0.00	100.00	96659
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0010794	Invoice	09/26/2023	09.26.2023 - MONDAY STORYTIME SUBSTI	0.00	100.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		100.00	
00001	AT&T Calnet	10/05/2023	Regular	0.00	1,798.46	96660
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
000020498004	Invoice	09/10/2023	574 - ALL DEPTS - 08.10.2023-09.09.2023	0.00	1,197.00	
	41.41.61701		UTILITIES		1,197.00	
000020498008	Invoice	09/10/2023	579 - 08.10.2023-09.09.2023 - TRAFFIC LI	0.00	48.24	
	41.41.61701		UTILITIES		48.24	
000020498009	Invoice	09/10/2023	580 - ROBSON PHONE - 08.10.2023-09.09	0.00	93.88	
	34.41.61705		UTILITIES-TELEPHONE		93.88	
000020561304	Invoice	09/20/2023	634 - TRAFFIC SIGNAL - 08.20.2023-09.19.	0.00	417.79	
	41.41.61701		UTILITIES		417.79	
000020575282	Invoice	09/25/2023	583 - DPW FAX - 08.25.2023-09.24.2023	0.00	23.54	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	41.41.61701	UTILITIES	583 - DPW FAX - 08.25.2023-09.		23.54	
000020575284	Invoice	09/25/2023	586 - DPW FAX - 08.25.2023-09.24.2023	0.00	18.01	
	21.65.61705	UTILITIES-TELEPHONE	586 - DPW FAX - 08.25.2023-09.		18.01	
00633	BAAQMD	10/05/2023	Regular	0.00	279.00	96661
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
T158274	Invoice	09/02/2023	09.02.2023 - PERMIT TO OPERATE FEE	0.00	279.00	
	01.42.62988	VEHICLE-FUEL/OIL/TIRES	09.02.2023 - PERMIT TO OPERA		279.00	
00388	Baker & Taylor	10/05/2023	Regular	0.00	2,299.05	96662
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5018525825	Invoice	09/12/2023	09.12.2023 - CHILDRENS BOOKS	0.00	457.95	
	27.71.62302	CHILDRENS BOOKS	09.12.2023 - CHILDRENS BOOKS		457.95	
5018525918	Invoice	09/07/2023	09.07.2023 - CHILDRENS BOOKS	0.00	251.85	
	27.71.62302	CHILDRENS BOOKS	09.07.2023 - CHILDRENS BOOKS		251.85	
5018525919	Invoice	09/07/2023	09.07.2023 - CHILDRENS BOOKS	0.00	19.18	
	27.71.62302	CHILDRENS BOOKS	09.07.2023 - CHILDRENS BOOKS		19.18	
5018526131	Invoice	09/11/2023	09.11.2023 - ADULT BOOKS	0.00	19.49	
	27.71.62301	ADULT BOOKS	09.11.2023 - ADULT BOOKS		19.49	
5018526132	Invoice	09/11/2023	09.11.2023 - ADULT BOOKS	0.00	43.59	
	27.71.62301	ADULT BOOKS	09.11.2023 - ADULT BOOKS		43.59	
5018526133	Invoice	09/11/2023	09.11.2023 - ADULT BOOKS	0.00	24.46	
	27.71.62301	ADULT BOOKS	09.11.2023 - ADULT BOOKS		24.46	
5018526134	Invoice	09/11/2023	09.11.2023 - ADULT BOOKS	0.00	21.81	
	27.71.62301	ADULT BOOKS	09.11.2023 - ADULT BOOKS		21.81	
5018526135	Invoice	09/11/2023	09.11.2023 - ADULT BOOKS	0.00	56.43	
	01.71.62301	ADULT BOOKS	09.11.2023 - ADULT BOOKS		56.43	
5018526136	Invoice	09/11/2023	09.11.2023 - ADULT BOOKS	0.00	45.57	
	27.71.62307	VIDEOS	09.11.2023 - ADULT BOOKS		45.57	
5018526137	Invoice	09/11/2023	09.11.2023 - ADULT BOOKS	0.00	42.95	
	27.71.62301	ADULT BOOKS	09.11.2023 - ADULT BOOKS		42.95	
5018531483	Invoice	09/13/2023	09.13.2023 - ADULT BOOKS	0.00	21.14	
	27.71.62301	ADULT BOOKS	09.13.2023 - ADULT BOOKS		21.14	
5018531484	Invoice	09/13/2023	09.13.2023 - ADULT BOOKS	0.00	408.23	
	27.71.62301	ADULT BOOKS	09.13.2023 - ADULT BOOKS		408.23	
5018531485	Invoice	09/13/2023	09.13.2023 - ADULT BOOKS	0.00	21.15	
	27.71.62301	ADULT BOOKS	09.13.2023 - ADULT BOOKS		21.15	
5018531486	Invoice	09/13/2023	09.13.2023 - ADULT BOOKS	0.00	62.11	
	27.71.62301	ADULT BOOKS	09.13.2023 - ADULT BOOKS		62.11	
5018531487	Invoice	09/13/2023	09.13.2023 - ADULT BOOKS	0.00	62.44	
	27.71.62301	ADULT BOOKS	09.13.2023 - ADULT BOOKS		62.44	
5018531488	Invoice	09/13/2023	09.13.2023 - ADULT BOOKS	0.00	45.01	
	27.71.62301	ADULT BOOKS	09.13.2023 - ADULT BOOKS		45.01	
5018531489	Invoice	09/13/2023	09.13.2023 - ADULT BOOKS	0.00	360.25	
	27.71.62301	ADULT BOOKS	09.13.2023 - ADULT BOOKS		360.25	
5018531490	Invoice	09/13/2023	09.13.2023 - ADULT BOOKS	0.00	42.95	
	27.71.62301	ADULT BOOKS	09.13.2023 - ADULT BOOKS		42.95	
5018545620	Invoice	09/21/2023	09.21.2023 - CHILDRENS BOOKS	0.00	18.29	
	27.71.62302	CHILDRENS BOOKS	09.21.2023 - CHILDRENS BOOKS		18.29	
5018545621	Invoice	09/21/2023	09.21.2023 - CHILDRENS BOOKS	0.00	11.31	
	27.71.62302	CHILDRENS BOOKS	09.21.2023 - CHILDRENS BOOKS		11.31	
5018545622	Invoice	09/21/2023	09.21.2023 - CHILDRENS BOOKS	0.00	48.32	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	27.71.62302	CHILDRENS BOOKS	09.21.2023 - CHILDRENS BOOKS		48.32	
5018545623	Invoice	09/21/2023	09.21.2023 - CHILDRENS BOOKS	0.00	28.62	
	27.71.62302	CHILDRENS BOOKS	09.21.2023 - CHILDRENS BOOKS		28.62	
H66064030	Invoice	09/11/2023	09.11.2023 - VIDEOS	0.00	21.28	
	01.71.62307	VIDEOS	09.11.2023 - VIDEOS		21.28	
H66107170	Invoice	09/11/2023	09.11.2023 - VIDEOS	0.00	111.80	
	01.71.62307	VIDEOS	09.11.2023 - VIDEOS		111.80	
H66161810	Invoice	09/11/2023	09.11.2023 - VIDEOS	0.00	24.07	
	01.71.62307	VIDEOS	09.11.2023 - VIDEOS		24.07	
H66174890	Invoice	09/11/2023	09.11.2023 - VIDEOS	0.00	28.80	
	27.71.62307	VIDEOS	09.11.2023 - VIDEOS		28.80	
	Void	10/05/2023	Regular	0.00	0.00	96663
00007	Bay Cities Joint Power Insurance Authority	10/05/2023	Regular	0.00	856.83	96664
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
BCJPIA-2024-005	Invoice	09/29/2023	09.29.2023 - WORKERS COMP AUG 2023	0.00	856.83	
	40.21.61907		WORKERS COMPENSATIO		856.83	
02524	Code Source	10/05/2023	Regular	0.00	8,359.00	96665
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
11479	Invoice	09/14/2023	09.14.2023 - COMPLETE PLAN REVIEW	0.00	1,914.00	
	01.41.61157		PLAN CHECKING		1,914.00	
11480	Invoice	09/18/2023	09.18.2023 - COMPLETE PLAN REVIEW	0.00	3,034.00	
	01.41.61157		PLAN CHECKING		3,034.00	
11490	Invoice	09/22/2023	09.22.2023 - COMPLETE PLAN REVIEW	0.00	3,411.00	
	01.41.61157		PLAN CHECKING		3,411.00	
00072	Comcast	10/05/2023	Regular	0.00	590.21	96666
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
049-09222023	Invoice	09/22/2023	049 - TH CABLE TV - 09.27.2023-10.26.20	0.00	170.81	
	42.21.63003		COMPUTER HARDWARE/		170.81	
583-09162023	Invoice	09/16/2023	583 - CORP YARD INTERNET - 09.21.2023-	0.00	255.70	
	41.41.61701		UTILITIES		255.70	
758-09192023	Invoice	09/19/2023	758 - TH INTERNET - 09.24.2023-10.23.20	0.00	163.70	
	42.21.63003		COMPUTER HARDWARE/		163.70	
00462	County of Marin - Marin.Org	10/05/2023	Regular	0.00	8,534.70	96667
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2132	Invoice	09/30/2023	09.30.2023 - AT&T MIDAS NETWORK - JUL	0.00	8,534.70	
	21.65.61106		OUTSIDE SVCS-MGT INFO		1,450.90	
	42.21.63003		COMPUTER HARDWARE/		7,083.80	
02581	CSG Consultants	10/05/2023	Regular	0.00	156.25	96668
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
B231577	Invoice	09/01/2023	08.01.2023-08.31.2023 - 40 BOLINAS PLA	0.00	156.25	
	01.41.61157		PLAN CHECKING		156.25	
01320	DC Electric Group Inc	10/05/2023	Regular	0.00	6,328.67	96669
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
470907	Invoice	08/31/2023	08.31.2023 - MGSA STREETLIGHT MAINT	0.00	669.45	
	01.42.61131		OUTSIDE SVCS-STREET LI		669.45	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
470996	Invoice	08/31/2023	08.31.2023 - TRAFFIC SIGNAL PREV MAIN	0.00	2,281.44	
	01.42.61130		OUTSIDE SVCS-SIGNALS		2,281.44	
470997	Invoice	08/31/2023	08.31.2023 - TRAFFIC SIGNAL REPAIRS	0.00	1,607.95	
	01.42.61130		OUTSIDE SVCS-SIGNALS		1,607.95	
471101	Invoice	08/31/2023	08.31.2023 - SFD & TAMAL / SFD BLVD	0.00	1,769.83	
	01.42.61131		OUTSIDE SVCS-STREET LI		1,769.83	
02732	Diesel Direct West	10/05/2023	Regular	0.00	376.48	96670
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
85377739	Invoice	09/14/2023	09.14.2023 - 63.7 GALLONS GASOLINE UN	0.00	376.48	
	01.81.62988		VEHICLE-FUEL/OIL/TIRES		376.48	
00712	Donna Simonsen	10/05/2023	Regular	0.00	382.50	96671
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
09252023	Invoice	09/26/2023	09.2023 - LEISURE WALKS JULY-SEPT 2023	0.00	382.50	
	21.62.61170		ADULT ART & CULTURE SE		382.50	
00087	Elite Tree Service	10/05/2023	Regular	0.00	14,240.00	96672
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2023-09-3	Invoice	09/11/2023	09.11.2023 - CREEK ROAD	0.00	2,800.00	
	01.81.61105		OUTSIDE SERVICES-TREES		2,800.00	
2023-09-4	Invoice	09/11/2023	09.11.2023 - GROVE HILL SOUTH	0.00	2,880.00	
	01.42.61105		OUTSIDE SERVICES-TREES		1,930.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		950.00	
2023-6-10	Invoice	06/09/2023	06.09.2023 - CHERNE LANE	0.00	2,800.00	
	01.42.61144		Medians		2,800.00	
2023-9-5	Invoice	09/22/2023	09.22.2023 - TUNSTEAD TO SAN ANSELM	0.00	2,880.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		2,880.00	
2023-9-6	Invoice	09/22/2023	09.22.2023 - TUNSTEAD TO SAN ANSELM	0.00	2,880.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		2,880.00	
02777	Elizabeth Flanagan	10/05/2023	Regular	0.00	136.50	96673
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
09252023	Invoice	09/26/2023	09.26.2023 - PAINTING WORKSHOPS - SEP	0.00	136.50	
	21.62.61170		ADULT ART & CULTURE SE		136.50	
02622	Epstein Holtzaple Christo LLP	10/05/2023	Regular	0.00	19,937.50	96674
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
6965	Invoice	09/20/2023	09.20.2023 - GENERAL	0.00	17,627.50	
	01.16.61138		GENERAL COUNSEL LEGA		17,627.50	
6966	Invoice	09/20/2023	08.13.2023-08.31.2023 - PLANNING	0.00	2,310.00	
	01.16.61138		GENERAL COUNSEL LEGA		2,310.00	
00017	Fairfax Building Supply Co. Inc.	10/05/2023	Regular	0.00	184.44	96675
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
271152	Invoice	09/20/2023	09.20.2023 - THRMSTAT HT ONLY NONPR	0.00	62.41	
	31.41.61506		BLDG. MAINT-OTHER		62.41	
271191	Invoice	09/21/2023	09.21.2023 - 2X6X8 #2 STD	0.00	15.10	
	01.81.62200		DEPARTMENTAL SUPPLIE		15.10	
271374	Invoice	09/25/2023	09.25.2023 - PLASTIC PAIL 5 GAL	0.00	90.14	
	01.81.62200		DEPARTMENTAL SUPPLIE		90.14	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
271477	Invoice	09/26/2023	09.26.2023 - FASTENERS - POLY BAGGED	0.00	16.79	
	01.41.61506		BLDG. MAINT-OTHER		16.79	
02803	FISHMAN SUPPLY COMPANY	10/05/2023	Regular	0.00	82.75	96676
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1415989.1	Invoice	09/11/2023	09.11.2023 - SAFETY GLASSES	0.00	82.75	
	01.42.62200		DEPARTMENTAL SUPPLIE		82.75	
02278	Gardeners' Guild	10/05/2023	Regular	0.00	630.00	96677
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
114267	Invoice	09/21/2023	09.21.2023 - RED HILL MEDIAN	0.00	630.00	
	01.42.61144		Medians		630.00	
00245	Ghilotti Bros Construction Inc	10/05/2023	Regular	0.00	132,569.54	96678
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010783	Invoice	09/15/2023	08.04.2023-09.15.2023 - 2023 PAVEMENT	0.00	132,569.54	
	15.41.63107		PAVING		132,569.54	
00021	Good & Clean Company Inc	10/05/2023	Regular	0.00	14,255.00	96679
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
68759	Invoice	10/02/2023	10.02.2023 - GENERAL CLEANING	0.00	14,255.00	
	01.41.61501		BLDG. MAINT-JANITORIAL		4,685.00	
	01.81.61501		BLDG. MAINT-JANITORIAL		2,020.00	
	31.41.61501		BLDG. MAINT-JANITORIAL		4,600.00	
	60.14.62903		LIVE ON THE AVENUE		2,950.00	
00104	Grier Argall Plumbing Inc	10/05/2023	Regular	0.00	5,673.66	96680
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
16617	Invoice	08/29/2023	08.29.2023 - PROPRESS COUPLING W/O S	0.00	5,673.66	
	31.41.61506		BLDG. MAINT-OTHER		5,673.66	
00020	Hannibal's Inc Electrical Construction	10/05/2023	Regular	0.00	5,444.76	96681
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
25058	Invoice	08/30/2023	08.30.2023 - TOWN HALL ADA DOORS	0.00	255.94	
	01.41.61506		BLDG. MAINT-OTHER		255.94	
25068	Invoice	09/11/2023	09.11.2023 - BUS STOP WIRING	0.00	4,022.36	
	01.42.61150		OUTSIDE SERVICES-OTHE		4,022.36	
25069	Invoice	09/11/2023	09.11.2023 - EV STATION - MAGNOLIA	0.00	567.00	
	01.42.61150		OUTSIDE SERVICES-OTHE		567.00	
25074	Invoice	09/20/2023	09.20.2023 - CHECK/REPAIR WATERPROO	0.00	599.46	
	14.81.61150		OUTSIDE SERVICES-OTHE		599.46	
01850	Hardiman Construction	10/05/2023	Regular	0.00	9,000.00	96682
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
WEB4714	Invoice	09/12/2023	09.12.2023 - 84 MADRONE UNIT 1 ROAD	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
WEB4734	Invoice	09/12/2023	09.12.2023 - 65 BROOKMEAD ROAD BON	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
WEB4949	Invoice	09/12/2023	09.12.2023 - 38 FORBES ROAD BOND	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
WEB5009	Invoice	09/12/2023	09.12.2023 - 193 OAK SPRINGS ROAD BO	0.00	1,500.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.00.20314	ROAD BOND	09.12.2023 - 193 OAK SPRINGS	1,500.00		
WEB5100	Invoice	09/12/2023	09.12.2023 - 4 OLIVE AVE ROAD BOND	0.00	1,000.00	
	01.00.20314	ROAD BOND	09.12.2023 - 4 OLIVE AVE ROAD	1,000.00		
WEB5212	Invoice	09/12/2023	09.12.2023 - 72 OAK KNOLL ROAD BOND	0.00	1,000.00	
	01.00.20314	ROAD BOND	09.12.2023 - 72 OAK KNOLL RO	1,000.00		
WEB5213	Invoice	09/12/2023	09.12.2023 - 147 PINE ST ROAD BOND	0.00	1,000.00	
	01.00.20314	ROAD BOND	09.12.2023 - 147 PINE ST ROAD	1,000.00		
02410	Hinderliter de Llamas & Associates	10/05/2023	Regular	0.00	1,509.56	96683
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
SIN031500	Invoice	09/15/2023	09.15.2023 - Q1/2023 AUDIT SERV - SALE	0.00	1,509.56	
	01.12.61150		OUTSIDE SERVICES-OTHE		1,509.56	
00022	Jackson's Hardware Inc.	10/05/2023	Regular	0.00	2,546.29	96684
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
134566	Invoice	07/19/2023	07.19.2023 - CABLE 1/8" 7X7 CLR VNYL	0.00	122.69	
	01.81.62200		DEPARTMENTAL SUPPLIE		122.69	
135381	Invoice	07/31/2023	07.31.2023 - WEBER 3SIDE GRILL BRUSH	0.00	66.61	
	01.42.62200		DEPARTMENTAL SUPPLIE		66.61	
INV0010787	Invoice	08/29/2023	08.29.2023 - ELECTRIC LANDSCAPE REBAT	0.00	2,196.99	
	01.81.62200		DEPARTMENTAL SUPPLIE		2,196.99	
INV0010791	Invoice	09/07/2023	09.07.2023 - ELECTRICLANDSCAPE EQUIP	0.00	160.00	
	01.81.62200		DEPARTMENTAL SUPPLIE		160.00	
00022	Jackson's Hardware Inc.	10/05/2023	Regular	0.00	-2,546.29	96684
03281	Jaime E. Valle	10/05/2023	Regular	0.00	3,300.00	96685
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
SA-092923	Invoice	09/30/2023	09.22.2023-09.29.2023 - PLAN CHECKING	0.00	3,300.00	
	01.41.61157		PLAN CHECKING		3,300.00	
03322	Juan Landaverde	10/05/2023	Regular	0.00	5,247.62	96686
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
1110	Invoice	10/03/2023	10.3.2023 - REPAIR, PATCH AND PAINT EN	0.00	5,247.62	
	01.41.61506		BLDG. MAINT-OTHER		5,247.62	
00113	Juan Olsen Sanchez	10/05/2023	Regular	0.00	5,500.00	96687
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
FALL23-1	Invoice	10/03/2023	10.03.2023 - FALL 2023 PAYMENT #1	0.00	5,500.00	
	21.61.61167		TUMBLING SERVICES		5,500.00	
00113	Juan Olsen Sanchez	10/05/2023	Regular	0.00	5,500.00	96688
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
FALL23-2	Invoice	10/03/2023	10.03.2023 - FALL 2023 PAYMENT #2	0.00	5,500.00	
	21.61.61167		TUMBLING SERVICES		5,500.00	
03412	Juliana M.Kohl	10/05/2023	Regular	0.00	2,467.50	96689
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0010788	Invoice	09/27/2023	09.27.2023 - INSTRUCTOR PMT - PRIVATE	0.00	2,467.50	
	21.62.61175		KIDS CULTURE SERVICES		2,467.50	
03573	KW ALBA TILE	10/05/2023	Regular	0.00	5,625.00	96690

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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			
2569	Invoice	09/06/2023	09.06.2023 - FIRE HOUSE 19 SHOWER PA	0.00	3,200.00	
01.32.61506			BLDG. MAINT-OTHER		3,200.00	
2591	Invoice	10/01/2023	10.01.2023 - SHOWER REPAIR	0.00	2,425.00	
01.32.61506			BLDG. MAINT-OTHER		2,425.00	
03154	Marin Fencing, Inc.	10/05/2023	Regular	0.00	729.00	96691
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
92182	Invoice	09/20/2023	09.20.2023 - RFID TAG READER UPDATE	0.00	729.00	
01.81.62988			VEHICLE-FUEL/OIL/TIRES		729.00	
00029	Marin IT	10/05/2023	Regular	0.00	14,138.55	96692
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2023-121454	Invoice	09/26/2023	09.26.2023 - AGREEMENT MANAGED OFF	0.00	1,274.38	
42.21.63003			COMPUTER HARDWARE/		1,274.38	
2023-121455	Invoice	09/26/2023	09.26.2023 - AGREEMENT ONSITE SUPPO	0.00	5,720.00	
42.21.63003			COMPUTER HARDWARE/		5,720.00	
2023-121456	Invoice	09/26/2023	09.26.2023 - AGREEMENT AUTOMATE RE	0.00	2,117.50	
42.21.63003			COMPUTER HARDWARE/		2,117.50	
2023-121457	Invoice	09/26/2023	09.26.2023 - AGREEMENT IT MANAGEME	0.00	5,026.67	
42.21.63003			COMPUTER HARDWARE/		5,026.67	
00142	Marin Municipal Water District	10/05/2023	Regular	0.00	17,568.05	96693
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
073-09112023	Invoice	09/11/2023	073 - CENTER/FORREST - 07.07.2023-09.0	0.00	79.54	
01.81.61703			UTILITIES-WATER		79.54	
119-09152023	Invoice	09/15/2023	119 - MULTIPLE - 07.13.2023-09.12.2023	0.00	2,844.71	
01.81.61703			UTILITIES-WATER		2,844.71	
120-09152023	Invoice	09/15/2023	120 - MULTIPLE - 07.13.2023-09.12.2023	0.00	1,178.31	
01.81.61703			UTILITIES-WATER		1,178.31	
152-09152023	Invoice	09/15/2023	152 - SAN FRANCISCO BLVD - 07.13.2023-0	0.00	552.78	
01.42.61703			UTILITIES-WATER		552.78	
216-09122023	Invoice	09/12/2023	216 - 237 CRESCENT AVE - 07.11.2023-09.	0.00	1,557.54	
01.81.61703			UTILITIES-WATER		1,557.54	
307-09122023	Invoice	09/12/2023	307 - 237 CRESCENT AVE - 07.11.2023-09.	0.00	106.63	
01.81.61703			UTILITIES-WATER		106.63	
495-09152023	Invoice	09/15/2023	495 - MAGNOLIA AVE - 07.13.2023-09.12.	0.00	187.73	
01.42.61703			UTILITIES-WATER		187.73	
622-09152023	Invoice	09/15/2023	622 - 535 SAN ANSELMO AVE - 07.13.202	0.00	79.54	
14.81.61150			OUTSIDE SERVICES-OTHE		79.54	
623-09152023	Invoice	09/15/2023	623 - 535 SAN ANSELMO AVE - 07.13.202	0.00	79.54	
14.81.61150			OUTSIDE SERVICES-OTHE		79.54	
624-09152023	Invoice	09/15/2023	624 - 535 SAN ANSELMO AVE - 07.13.202	0.00	79.54	
14.81.61150			OUTSIDE SERVICES-OTHE		79.54	
665-09152023	Invoice	09/15/2023	665 - SAN FRANCISCO BLVD - 07.13.2023-	0.00	157.55	
01.42.61703			UTILITIES-WATER		157.55	
752-09152023	Invoice	09/15/2023	752 - SUNNY HILLS DR - 07.13.2023-09.12	0.00	544.26	
01.81.61703			UTILITIES-WATER		544.26	
761-09152023	Invoice	09/15/2023	761 - REDHILL/SEQUOIA - 07.13.2023-09.	0.00	2,665.91	
01.81.61703			UTILITIES-WATER		2,665.91	
808-09152023	Invoice	09/15/2023	808 - 525 SAN ANSELMO AVE - 07.13.202	0.00	5,016.15	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	41.41.61701	UTILITIES	808 - 525 SAN ANSELMO AVE - 0		5,016.15	
939-09152023	Invoice	09/15/2023	939 - 634 SAN ANSELMO AVE - 07.13.202	0.00	79.54	
	01.81.61703	UTILITIES-WATER	939 - 634 SAN ANSELMO AVE - 0		79.54	
943-09152023	Invoice	09/15/2023	943 - 237 CRESCENT - 07.13.2023-09.12.2	0.00	2,358.78	
	01.81.61703	UTILITIES-WATER	943 - 237 CRESCENT - 07.13.202		1,179.39	
	32.81.61703	UTILITIES-WATER	943 - 237 CRESCENT - 07.13.202		1,179.39	
	Void	10/05/2023	Regular	0.00	0.00	96694
01851	Marin Transit	10/05/2023	Regular	0.00	35,500.00	96695
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2023075	Invoice	10/02/2023	10.02.2023 - FY22/23 YELLOW BUS FARE S	0.00	35,500.00	
	01.21.61119	OUTSIDE SVCS-COMM. D	10.02.2023 - FY22/23 YELLOW B		35,500.00	
01036	Matrix HG Inc	10/05/2023	Regular	0.00	665.00	96696
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
170772	Invoice	08/25/2023	08.25.2023 - QUARTERLY PREV MAINT	0.00	213.00	
	01.42.61506	BLDG. MAINT-OTHER	08.25.2023 - QUARTERLY PREV		213.00	
171437	Invoice	09/18/2023	09.18.2023 - SERVER ROOM IS HOT	0.00	452.00	
	01.41.61505	BLDG. MAINT-HEAT/AIR	09.18.2023 - SERVER ROOM IS H		452.00	
02934	MICHAEL BETTI	10/05/2023	Regular	0.00	2,400.00	96697
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
WEB5062	Invoice	09/14/2023	09.14.2023 - 35 SALINAS AVE ROAD BOND	0.00	2,400.00	
	01.00.20314	ROAD BOND	09.14.2023 - 35 SALINAS AVE R		2,400.00	
03580	NANCY GROVER	10/05/2023	Regular	0.00	3,000.00	96698
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R13293	Invoice	10/02/2023	10/2/2023 - 36 GROVE LANE - ROAD IMPA	0.00	3,000.00	
	19.00.48004	ROAD IMPACT FEE: CONS	10/2/2023 - 36 GROVE LANE - R		3,000.00	
03211	ODP Business Solutions LLC	10/05/2023	Regular	0.00	516.61	96699
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
330110002001	Invoice	09/11/2023	09.11.2023 - PAPER, MARKERS, STAPLES	0.00	240.02	
	01.71.62000	OFFICE SUPPLIES	09.11.2023 - PAPER, MARKERS,		240.02	
330112676001	Invoice	09/09/2023	09.09.2023 - LABELS	0.00	130.99	
	01.71.62000	OFFICE SUPPLIES	09.09.2023 - LABELS		130.99	
332836754001	Invoice	09/15/2023	09.15.2023 - ENVELOPE, PAPER	0.00	145.60	
	01.12.62000	OFFICE SUPPLIES	09.15.2023 - ENVELOPE, PAPER		145.60	
00128	Pacific Gas & Electric	10/05/2023	Regular	0.00	173.22	96700
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
216-09122023	Invoice	09/12/2023	216 - ROBSON - 08.07.2023-09.05.2023	0.00	173.22	
	41.41.61701	UTILITIES	216 - ROBSON - 08.07.2023-09.		173.22	
00165	Pacific Telemanagement Services - PTS	10/05/2023	Regular	0.00	53.00	96701
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2111766	Invoice	09/14/2023	09.14.2023 - PAY PHONE - 10.01.2023-10.	0.00	53.00	
	01.42.61705	UTILITIES-TELEPHONE	09.14.2023 - PAY PHONE - 10.01		53.00	
00893	Perfect Timing Personnel Services, Inc.	10/05/2023	Regular	0.00	3,826.47	96702

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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		
52513	Invoice	09/25/2023	09.25.2023 - ADMINISTRATIVE SUPPORT	0.00	1,995.32	
	01.41.60010		TEMPORARY HELP		1,995.32	
52537	Invoice	10/02/2023	10.01.2023 - ADMINISTRATIVE SUPPORT	0.00	1,831.15	
	01.41.60010		TEMPORARY HELP		1,831.15	
02956	PUBLIC RISK, INNOVATION, SOLUTIONS AND M.	10/05/2023	Regular	0.00	341.76	96703
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24400766	Invoice	10/02/2023	10.02.2023 - EMPLOYEE ASSISTANCE PRO	0.00	341.76	
	40.21.60202		EMPLOYEE ASST PRG PRE		341.76	
01497	Quadient, Inc.	10/05/2023	Regular	0.00	174.71	96704
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
60463877	Invoice	09/15/2023	09.15.2023 - NEFUNDS ADVANTAGE PLUS	0.00	174.71	
	01.12.62003		POSTAGE		34.94	
	01.18.62003		POSTAGE		34.94	
	01.41.62003		POSTAGE		34.95	
	01.71.62003		POSTAGE		34.94	
	01.82.62003		POSTAGE		34.94	
00038	Rafael Lumber	10/05/2023	Regular	0.00	179.55	96705
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
20884	Invoice	09/19/2023	09.19.2023 - CONCRETE 60 LB	0.00	179.55	
	01.81.62200		DEPARTMENTAL SUPPLIE		179.55	
03373	Robert Matthew Brown	10/05/2023	Regular	0.00	2,030.00	96706
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
010	Invoice	09/30/2023	09.01.2023-09.30.2023 - OBJ DEV / DESIG	0.00	2,030.00	
	01.18.61150		OUTSIDE SERVICES-OTHE		2,030.00	
03575	RONAN O'DEA	10/05/2023	Regular	0.00	14,685.60	96707
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R11883	Invoice	09/17/2023	09.17.2023 - 64 MARIPOSA AVE ROAD BO	0.00	9,685.60	
	01.00.20314		ROAD BOND		9,685.60	
WEB3073	Invoice	09/17/2023	09.17.2023 - 64 MARIPOSA AVE ROAD BO	0.00	5,000.00	
	01.00.20314		ROAD BOND		5,000.00	
00651	Sean Condry	10/05/2023	Regular	0.00	10,509.95	96708
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010784	Invoice	09/27/2023	09.27.2023 - MWPA / CAC	0.00	416.76	
	01.41.62200		DEPARTMENTAL SUPPLIE		416.76	
INV0010786	Invoice	09/27/2023	09.27.2023 - APWA TRAINING	0.00	10,093.19	
	01.00.20349		SB1186 FEES 70%		3,115.12	
	01.41.61000		TRAINING		6,978.07	
03579	SHANE DEMARTA	10/05/2023	Regular	0.00	1,225.00	96709
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010790	Invoice	09/27/2023	09.25.2023 - AM RED CROSS BABYSITTER	0.00	1,225.00	
	21.62.61175		KIDS CULTURE SERVICES		1,225.00	
02936	SMITH'S PEST MANAGEMENT	10/05/2023	Regular	0.00	680.00	96710

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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		
203765	Invoice	09/13/2023	09.13.2023 - 150 BUTTERFIELD - STA 20	0.00	170.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		170.00	
203771	Invoice	09/21/2023	09.21.2023 - 150 BUTTERFIELD RD STA 20	0.00	170.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		170.00	
203804	Invoice	09/13/2023	09.13.2023 - 20 VETERANS PL	0.00	170.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		170.00	
203839	Invoice	09/18/2023	09.18.2023 - 20 VETERANS PL	0.00	170.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		170.00	
00652	Stephen Flatland Land Surveying	10/05/2023	Regular	0.00	700.00	96711
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0010776	Invoice	09/11/2023	09.11.2023 - MEMORIAL PARK RESEARCH	0.00	700.00	
	70.81.61150		OUTSIDE SERVICES-OTHE		700.00	
00469	Stroupe Petroleum	10/05/2023	Regular	0.00	2,856.69	96712
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
i40995	Invoice	07/21/2023	07.21.2023 - GAS NOZZLE LEAK	0.00	1,795.75	
	01.81.62988		VEHICLE-FUEL/OIL/TIRES		1,795.75	
i41598	Invoice	09/07/2023	09.07.2023 - HANGING HARDWARE LEAK	0.00	1,060.94	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES		1,060.94	
00024	T & B Sports Inc	10/05/2023	Regular	0.00	312.46	96713
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
0000168801	Invoice	09/20/2023	09.20.2023 - ADULT T-SHIRTS SOFTBALL	0.00	312.46	
	21.61.62989		ADULT SPORTS SUPPLIES		312.46	
02474	T2 SYSTEMS CANADA INC.	10/05/2023	Regular	0.00	2.25	96714
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INVEBP00000086	Invoice	09/20/2023	09.20.2023 - EXTEND BY PHONE USAGE	0.00	2.25	
	13.42.61114		OUTSIDE SRV: PARKING		2.25	
03415	Tom Frillman	10/05/2023	Regular	0.00	63.77	96715
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0010792	Invoice	10/03/2023	10.03.2023 - REIMBURSEMENT COMM G	0.00	63.77	
	32.81.62200		DEPARTMENTAL SUPPLIE		63.77	
03207	Toni DeFrancis	10/05/2023	Regular	0.00	180.00	96716
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2023-TC912	Invoice	09/18/2023	09.12.2023 - TOWN COUNCIL MEETING	0.00	180.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		180.00	
00696	Town of Fairfax	10/05/2023	Regular	0.00	165.00	96717
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0010785	Invoice	09/29/2023	09.27.2023 - MCCMC FAIRFAX	0.00	165.00	
	01.11.61000		TRAINING		165.00	
03187	Tracy Hill	10/05/2023	Regular	0.00	415.00	96718

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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		
19457	Invoice	10/02/2023	10.02.2023 - HALLOWEEN PARTY	0.00	415.00	
	21.63.61187		ROBSON AFTER SCHOOL		415.00	
03094	TRC Companies	10/05/2023	Regular	0.00	594.00	96719
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
41606	Invoice	09/19/2023	09.19.2023 - ON-CALL INSPECTION	0.00	594.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		594.00	
03577	VERDE METALS	10/05/2023	Regular	0.00	5,800.00	96720
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
12327	Invoice	09/07/2023	09.07.2023 - 24 GAUGE BONDERIZED CAP	0.00	5,800.00	
	45.41.61150		OUTSIDE SERVICES-OTHE		5,800.00	
00391	Verizon Wireless	10/05/2023	Regular	0.00	788.22	96721
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
9944313391	Invoice	09/12/2023	09.12.2023 - CELLUALR - 08.12.2023-09.1	0.00	788.22	
	01.12.61705		UTILITIES-TELEPHONE		50.05	
	01.18.61705		UTILITIES-TELEPHONE		37.99	
	01.41.61705		UTILITIES-TELEPHONE		337.24	
	01.42.61705		UTILITIES-TELEPHONE		261.54	
	21.63.61179		PARKSIDE SERVICES		50.70	
	21.63.61187		ROBSON AFTER SCHOOL		50.70	
00033	Water Components & Building Supply	10/05/2023	Regular	0.00	1,922.80	96722
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
30618538	Invoice	09/20/2023	09.20.2023 - BAG EMPTY 14"X26" POLY	0.00	1,922.80	
	01.42.62908		SUPPLIES-STREET MAINT		1,922.80	
03581	WEE YOGIS	10/05/2023	Regular	0.00	350.00	96723
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010793	Invoice	09/20/2023	09.20.2023 - SING & STOMP SUBSTITUTE	0.00	350.00	
	01.71.62301		ADULT BOOKS		350.00	
02905	Wells Fargo Vendor Financial Services, LLC	10/05/2023	Regular	0.00	925.01	96724
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5026685817	Invoice	09/11/2023	09.11.2023 - COPIER LEASE - 09.07.2023-	0.00	925.01	
	42.21.63003		COMPUTER HARDWARE/		925.01	
03199	West Marin Compost	10/05/2023	Regular	0.00	1,274.25	96725
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
27674	Invoice	04/04/2023	04.04.2023 - HIGH TEST COMPOST	0.00	389.70	
	01.81.62200		DEPARTMENTAL SUPPLIE		389.70	
29793	Invoice	01/27/2023	01.27.2023 - MEDIUM TREE MULCH	0.00	884.55	
	01.81.62200		DEPARTMENTAL SUPPLIE		884.55	
02818	Yara Fraser	10/05/2023	Regular	0.00	130.00	96726
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010789	Invoice	09/19/2023	09.19.2023 - SATURDAY STORYTIME	0.00	130.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		130.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02012	Marin Land Title Consulting	10/11/2023	Regular	0.00	-2,500.00	96728
02012	Marin Land Title Consulting	10/11/2023	Regular	0.00	2,500.00	96728
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0010834	Invoice	10/11/2023	10.11.23 LOT LINE ADJ MARIN CO APN006	0.00	2,500.00	
	70.81.61150		OUTSIDE SERVICES-OTHE		2,500.00	
00283	1on1 Premier Sports Academy	10/18/2023	Regular	0.00	1,509.20	96729
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0010842	Invoice	10/16/2023	10.16.2023 - BASKETBALL CAMPS - SUM	0.00	1,509.20	
	21.63.61183		CAMP SPORTS SERVICES		1,509.20	
02411	23 ELEPHANTS THEATRE COMPANY	10/18/2023	Regular	0.00	6,500.00	96730
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0010860	Invoice	10/17/2023	10.17.2023 - THEATRE PROGRAM - PAYME	0.00	6,500.00	
	21.62.61175		KIDS CULTURE SERVICES		6,500.00	
00048	Alhambra & Sierra Springs	10/18/2023	Regular	0.00	104.92	96731
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
12161581 09272	Invoice	09/27/2023	09.27.2023 - PW WATER DELIVERY	0.00	104.92	
	01.41.62000		OFFICE SUPPLIES		104.92	
02920	Amazon Business	10/18/2023	Regular	0.00	15.14	96732
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
1PQ9-FYDM-HFW	Invoice	09/28/2023	09.28.2023 - HOW TO MAKE FRIENDS THA	0.00	15.14	
	01.71.62310		Library Zip Grant		15.14	
02806	AQUASCAPE POOL SERVICE	10/18/2023	Regular	0.00	304.00	96733
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
24369	Invoice	09/30/2023	09.30.2023 - MONTHLY POOL SERVICE - S	0.00	304.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		304.00	
03354	Arllette Castellanos	10/18/2023	Regular	0.00	300.00	96734
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
4	Invoice	09/07/2023	09.07.2023 - SPANISH STORYTIME	0.00	300.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		300.00	
00388	Baker & Taylor	10/18/2023	Regular	0.00	2,330.74	96735
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
5015862036	Invoice	09/28/2023	09.28.2023 - ADULT BOOKS	0.00	21.80	
	27.71.62301		ADULT BOOKS		21.80	
5018088067	Invoice	10/16/2023	12.05.2022 - ADULT BOOKS	0.00	25.23	
	01.71.62301		ADULT BOOKS		25.23	
5018545603	Invoice	09/21/2023	09.21.2023 - CHILDRENS BOOKS	0.00	17.04	
	27.71.62302		CHILDRENS BOOKS		17.04	
5018545604	Invoice	09/21/2023	09.21.2023 - CHILDRENS BOOKS	0.00	30.85	
	27.71.62302		CHILDRENS BOOKS		30.85	
5018550357	Invoice	09/25/2023	09.25.2023 - ADULT BOOKS	0.00	68.71	
	27.71.62301		ADULT BOOKS		68.71	
5018550358	Invoice	09/25/2023	09.25.2023 - ADULT BOOKS	0.00	21.15	
	27.71.62301		ADULT BOOKS		21.15	
5018550359	Invoice	09/25/2023	09.25.2023 - ADULT BOOKS	0.00	107.09	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	27.71.62301	ADULT BOOKS	09.25.2023 - ADULT BOOKS		107.09	
5018550360	Invoice	09/25/2023	09.25.2023 - ADULT BOOKS	0.00	22.44	
	27.71.62301	ADULT BOOKS	09.25.2023		22.44	
5018550361	Invoice	09/25/2023	09.25.2023 - ADULT BOOKS	0.00	64.76	
	27.71.62301	ADULT BOOKS	09.25.2023 - ADULT BOOKS		64.76	
5018550362	Invoice	09/25/2023	09.25.2023 - ADULT BOOKS	0.00	48.22	
	27.71.62301	ADULT BOOKS	09.25.2023 - ADULT BOOKS		48.22	
5018550363	Invoice	09/25/2023	09.25.2023 - ADULT BOOKS	0.00	24.43	
	01.71.62301	ADULT BOOKS	09.25.2023 - ADULT BOOKS		24.43	
5018550364	Invoice	09/25/2023	09.25.2023 - ADULT BOOKS	0.00	135.05	
	27.71.62301	ADULT BOOKS	09.25.2023 - ADULT BOOKS		135.05	
5018550365	Invoice	09/25/2023	09.25.2023 - ADULT BOOKS	0.00	21.80	
	27.71.62301	ADULT BOOKS	09.25.2023 - ADULT BOOKS		21.80	
5018562037	Invoice	09/28/2023	09.28.2023 - ADULT BOOKS	0.00	75.71	
	27.71.62301	ADULT BOOKS	09.28.2023 - ADULT BOOKS		75.71	
5018562038	Invoice	09/28/2023	09.28.2023 - ADULT BOOKS	0.00	149.99	
	27.71.62301	ADULT BOOKS	09.28.2023 - ADULT BOOKS		149.99	
5018562039	Invoice	09/28/2023	09.28.2023 - ADULT BOOKS	0.00	24.43	
	27.71.62301	ADULT BOOKS	09.28.2023 - ADULT BOOKS		24.43	
5018562040	Invoice	09/28/2023	09.28.2023 - ADULT BOOKS	0.00	43.39	
	27.71.62301	ADULT BOOKS	09.8.2023 - ADULT BOOKS		43.39	
5018562041	Invoice	09/28/2023	09.28.2023 - ADULT BOOKS	0.00	96.59	
	01.71.62301	ADULT BOOKS	09.28.2023 - ADULT BOOKS		96.59	
5018562042	Invoice	09/28/2023	09.28.2023 - ADULT BOOKS	0.00	94.07	
	27.71.62301	ADULT BOOKS	09.28.2023 - ADULT BOOKS		94.07	
5018562043	Invoice	09/28/2023	09.28.2023 - ADULT BOOKS	0.00	21.81	
	27.71.62301	ADULT BOOKS	09.28.2023 - ADULT BOOKS		21.81	
5018563488	Invoice	10/04/2023	10.04.23 - CHILDRENS BOOKS	0.00	48.30	
	27.71.62302	CHILDRENS BOOKS	10.04.23 - CHILDRENS BOOKS		48.30	
5018563489	Invoice	10/04/2023	10.04.2023 - CHILDRENS BOOKS	0.00	17.57	
	27.71.62302	CHILDRENS BOOKS	10.04.2023 - CHILDRENS BOOKS		17.57	
H66303590	Invoice	09/19/2023	09.19.2023 - INTERNATIONAL FILM	0.00	17.50	
	01.71.62307	VIDEOS	09.19.2023 - INTERNATIONAL FI		17.50	
H66367040	Invoice	09/26/2023	09.26.2023 - TV SERIES	0.00	38.31	
	01.71.62307	VIDEOS	09.26.2023 - TV SERIES		38.31	
NS23040178	Invoice	10/16/2023	04.10.2023 - SUBSCRIPTION FEE	0.00	1,094.50	
	01.71.61150	OUTSIDE SERVICES-OTHE	04.10.2023 - SUBSCRIPTION FEE		1,094.50	
00061	**Void**	10/18/2023	Regular	0.00	0.00	96736
	Bill Jacobson	10/18/2023	Regular	0.00	361.25	96737
	Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	Account Name	Item Description	Distribution Amount		
1611	Invoice	10/04/2023	10.04.2023 - AUDIO ARCHIVE SERVER + M	0.00	361.25	
	01.12.61106	OUTSIDE SVCS-MGT INFO	10.04.2023 - AUDIO ARCHIVE SE		361.25	
01631	Caine Starelli	10/18/2023	Regular	0.00	156.00	96738
	Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	Account Name	Item Description	Distribution Amount		
10102023	Invoice	10/10/2023	10.10.2023 - MAHJONG - RECREATION - S	0.00	156.00	
	21.62.61170	ADULT ART & CULTURE SE	10.10.2023 - MAHJONG LESSON		156.00	
00065	CALBO	10/18/2023	Regular	0.00	30.00	96739

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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			
17020	Invoice	10/10/2023	10.10.2023 - CALBO JOB AD -- SR BLDG IN	0.00	30.00	
01.41.61806			MISC HIRING EXPENSES		30.00	
064	California Building Standards Commission	10/18/2023	Regular	0.00	440.10	96740
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010836	Invoice	10/10/2023	10.10.2023 - 3RD QTR BSASRF	0.00	440.10	
01.00.20310			BUILDING: STATE GREEN		440.10	
00660	Center for Domestic Peace	10/18/2023	Regular	0.00	5,000.00	96741
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
C4DP2023	Invoice	10/10/2023	10.10.2023 - GRANT FOR EMGCY NET SRV	0.00	5,000.00	
01.21.61119			OUTSIDE SVCS-COMM. D		5,000.00	
00308	CivicPlus	10/18/2023	Regular	0.00	3,423.00	96742
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
277615	Invoice	12/01/2023	12.01.2023 - FULL SRVC SUPPLEMENT - S	0.00	3,423.00	
01.12.61150			OUTSIDE SERVICES-OTHE		3,423.00	
00410	COFAM	10/18/2023	Regular	0.00	200.00	96743
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010839	Invoice	10/05/2023	10.05.2023 - ART TALK SPKR FEE - BOTTIC	0.00	200.00	
01.71.61132			OUTSIDE SVCS-PROGRAM		200.00	
01348	Community Media Center of Marin	10/18/2023	Regular	0.00	1,425.00	96744
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
190757-FFM	Invoice	10/03/2023	10.03.2023 - VIDEO PRODUCTION - COUN	0.00	1,425.00	
01.12.61194			OUTSIDE SERVICES - GRA		712.50	
01.18.61194			OUTSIDE SERVICES - GRA		712.50	
03159	Cool The Earth	10/18/2023	Regular	0.00	5,000.00	96745
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
208	Invoice	10/18/2023	Cool the Earth/Ride and Drive Clean Cam	0.00	5,000.00	
90.41.61100			OUTSIDE SERVICES		5,000.00	
02581	CSG Consultants	10/18/2023	Regular	0.00	687.50	96746
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
B231766	Invoice	10/02/2023	10.02.2023 - BUILDING PLAN REVIEW/RE	0.00	687.50	
01.41.61157			PLAN CHECKING		687.50	
03586	David Lusteran	10/18/2023	Regular	0.00	2,500.00	96747
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
R14048	Invoice	12/07/2022	12.07.2022 - ROAD BOND 65 LINCOLN PA	0.00	2,500.00	
01.00.20314			ROAD BOND		2,500.00	
01689	Department of Conservation	10/18/2023	Regular	0.00	716.88	96748
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010837	Invoice	10/21/2022	10.21.2022 - Q3 STRONG MOTION INST/S	0.00	716.88	
01.00.20302			BUILDING: STATE SEISMIC		716.88	
00080	Department of Justice	10/18/2023	Regular	0.00	74.00	96749

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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		
686711	Invoice	10/04/2023	10.04.2023 - LIVESCAN - FINGERPRINTING	0.00	74.00	
	21.65.61137		FINGERPRINTING		74.00	
03584	Devon Preston	10/18/2023	Regular	0.00	1,500.00	96750
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R14571	Invoice	07/27/2023	07.27.2023 - ROAD BOND 114 ALDER	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
02732	Diesel Direct West	10/18/2023	Regular	0.00	1,015.65	96751
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
85403263	Invoice	09/28/2023	09.28.2023 - 29.1 GALLONS CLEAR RENE	0.00	190.51	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES		190.51	
85403271	Invoice	09/28/2023	09.28.2023 - 130.8 GAL GASOLINE UNL	0.00	825.14	
	01.81.62988		VEHICLE-FUEL/OIL/TIRES		825.14	
00087	Elite Tree Service	10/18/2023	Regular	0.00	3,360.00	96752
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2023-10-2	Invoice	10/06/2023	10.06.2023 - XL CHINESE ELM - MEMORIA	0.00	2,880.00	
	01.81.61105		OUTSIDE SERVICES-TREES		2,880.00	
2023-10-3	Invoice	10/06/2023	10.06.2023 - PINE NEEDLE REMOVAL - PO	0.00	480.00	
	01.42.61144		Medians		480.00	
00017	Fairfax Building Supply Co. Inc.	10/18/2023	Regular	0.00	553.86	96753
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
271515	Invoice	09/27/2023	09.27.2023 - SOFT GRIP 8IN SPACKLE - RO	0.00	30.49	
	34.41.61506		BLDG. MAINT-OTHER		30.49	
271558	Invoice	09/28/2023	09.28.2023 - MISC SUPPLIES	0.00	51.07	
	01.42.62200		DEPARTMENTAL SUPPLIE		51.07	
271596	Invoice	09/28/2023	09.28.2023 - RECIP BLD 6IN - MTN VIEW	0.00	18.63	
	01.42.62200		DEPARTMENTAL SUPPLIE		18.63	
271602	Invoice	09/28/2023	09.28.2023 - GROUT DRYWALL LUMBER -	0.00	40.08	
	01.32.61506		BLDG. MAINT-OTHER		40.08	
271626	Invoice	09/29/2023	09.29.2023 - GRAFFITI - MISC SUPPLIES - S	0.00	133.02	
	01.81.62205		GRAFFITI ABATEMENT SU		133.02	
271741	Invoice	10/02/2023	10.02.2023 - SILICONE II RING WAX - STA	0.00	17.24	
	01.32.61506		BLDG. MAINT-OTHER		17.24	
271879	Invoice	10/04/2023	10.04.2023 - MISC SUPPLIES - MEMORIAL	0.00	82.89	
	01.81.62205		GRAFFITI ABATEMENT SU		82.89	
271892	Invoice	10/05/2023	10.05.2023 - PAINT STOCK	0.00	53.60	
	01.42.62200		DEPARTMENTAL SUPPLIE		53.60	
271939	Invoice	10/05/2023	10.05.2023 - GRAFFITI	0.00	119.00	
	01.81.62205		GRAFFITI ABATEMENT SU		119.00	
271963	Invoice	10/06/2023	10.06.2023 - SILICONE II K&B WHT - PD B	0.00	7.84	
	01.41.61506		BLDG. MAINT-OTHER		7.84	
02278	Gardeners' Guild	10/18/2023	Regular	0.00	5,092.00	96754
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
114449	Invoice	10/01/2023	10.01.2023 - SFD MEDIANS 2X - OCT	0.00	1,047.00	
	01.42.61144		Medians		1,047.00	
114496	Invoice	10/01/2023	10.01.2023 - RED HILL MEDIAN - OCT	0.00	2,074.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.42.61144	Medians	10.01.2023 -		2,074.00	
114497	Invoice	10/01/2023	10.01.2023 - IMAGINATION PARK TH PARK	0.00	1,971.00	
	01.81.61104	OUTSIDE SERVICES-GROU	10.01.2023 -		1,182.60	
	14.81.61150	OUTSIDE SERVICES-OTHE	10.01.2023 -		788.40	
02917	Global Office	10/18/2023	Regular	0.00	2,607.95	96755
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
AR24908	Invoice	09/10/2023	09.10.2023 - CANON COPIER - LEASE - CO	0.00	2,607.95	
	42.21.63003	COMPUTER HARDWARE/	09.10.2023 -		2,607.95	
01143	Gopher IT Trenchless	10/18/2023	Regular	0.00	1,500.00	96756
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R14398	Invoice	05/17/2023	05.17.2023 - ROAD BOND - 118 SAN FRAN	0.00	1,500.00	
	01.00.20314	ROAD BOND	05.17.2023		1,500.00	
02606	Halleh Besharati	10/18/2023	Regular	0.00	1,386.00	96757
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
10092023	Invoice	10/09/2023	10.09.2023 - SEWING CAMP - FALL 2023	0.00	1,386.00	
	21.62.61175	KIDS CULTURE SERVICES	10.09.2023 - I		1,386.00	
02586	HdL Software LLC	10/18/2023	Regular	0.00	875.00	96758
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SIN031988	Invoice	08/31/2023	08.31.2023 - NEW ACCTS PROCESSED - A	0.00	875.00	
	01.12.61150	OUTSIDE SERVICES-OTHE	08.31.2023 -		875.00	
02236	HooplaDigital	10/18/2023	Regular	0.00	749.89	96759
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
504429695	Invoice	09/30/2023	09.30.2023 - DIGITAL ACCOUNT - SEPT	0.00	749.89	
	27.71.62309	E BOOKS	09.30.2023 -		749.89	
03290	Houseal Lavigne Associates	10/18/2023	Regular	0.00	2,110.00	96760
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6594	Invoice	09/30/2023	09.30.2023 - CONSULTING SRVCS - HOUSI	0.00	2,110.00	
	01.18.61150	OUTSIDE SERVICES-OTHE	09.30.2023 - CONSULTING SRVC		2,110.00	
00479	Irish & Son Welding Inc	10/18/2023	Regular	0.00	545.00	96761
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1594	Invoice	09/22/2023	09.22.2023 - 5X5 METAL PADS METAL FEN	0.00	545.00	
	01.42.61130	OUTSIDE SVCS-SIGNALS	09.22.2023 -		545.00	
00022	Jackson's Hardware Inc.	10/18/2023	Regular	0.00	2,356.99	96762
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010787	Invoice	08/29/2023	08.29.2023 - ELECTRIC LANDSCAPE REBAT	0.00	2,196.99	
	01.81.62200	DEPARTMENTAL SUPPLIE	08.29.2023 - ELECTRIC LANDSCA		2,196.99	
INV0010791	Invoice	09/07/2023	09.07.2023 - ELECTRICLANDSCAPE EQUIP	0.00	160.00	
	01.81.62200	DEPARTMENTAL SUPPLIE	09.07.2023 - ELECTRICLANDSCA		160.00	
02291	Joanne Bentley	10/18/2023	Regular	0.00	97.50	96763

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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		
10162023	Invoice	10/16/2023	10.16.2023 - MEDITATIVE MOMENTS CLA	0.00	97.50	
	21.62.61170		ADULT ART & CULTURE SE		97.50	
00113	Juan Olsen Sanchez	10/18/2023	Regular	0.00	6,100.00	96764
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
FALL23-3	Invoice	10/11/2023	10.11.2023 - GYMNASTICS - PAYMENT 3 -	0.00	6,100.00	
	21.61.61167		TUMBLING SERVICES		6,100.00	
02558	Kanopy	10/18/2023	Regular	0.00	744.00	96765
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
368978	Invoice	09/30/2023	09.30.2023 - VIDEOS - LIBRARY - SEPT	0.00	744.00	
	27.71.62307		VIDEOS		744.00	
03410	Language and Cultural Center, Inc	10/18/2023	Regular	0.00	974.40	96766
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
10182023	Invoice	10/18/2023	10.18.2023 - BEGINNING SPANISH 08.30-1	0.00	974.40	
	21.62.61170		ADULT ART & CULTURE SE		974.40	
02579	LTS of Marin	10/18/2023	Regular	0.00	1,732.38	96767
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1600	Invoice	10/06/2023	10.06.2023 - SRVC/RPR CHEVY C4500	0.00	1,732.38	
	01.81.61602		VEHICLE MAINTENANCE/		1,732.38	
00029	Marin IT	10/18/2023	Regular	0.00	99.99	96768
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2023-25286	Invoice	09/08/2023	09.08.2023 - SSL CERTIFICATE	0.00	99.99	
	42.21.63003		COMPUTER HARDWARE/		99.99	
00132	Marin Sanitary Service	10/18/2023	Regular	0.00	90.00	96769
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
149821	Invoice	10/02/2023	10.02.2023 - SHRED CARD SERVICE 9/20	0.00	90.00	
	21.65.62000		OFFICE SUPPLIES		90.00	
01388	NCSI	10/18/2023	Regular	0.00	351.50	96770
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
38405	Invoice	10/01/2023	10.01.2023 - BACKGROUND CHECKS - REC	0.00	351.50	
	21.65.61137		FINGERPRINTING		351.50	
03524	Northwest Cascade, Inc.	10/18/2023	Regular	0.00	3,114.41	96771
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0553747954	Invoice	09/26/2023	09.26.2023 - ADA COMPLIANT PORTA POT	0.00	3,114.41	
	01.81.61150		OUTSIDE SERVICES-OTHE		1,245.60	
	60.14.62903		LIVE ON THE AVENUE		1,868.81	
03211	ODP Business Solutions LLC	10/18/2023	Regular	0.00	807.63	96772
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
333553876001	Invoice	10/05/2023	10.05.2023 - BATTERIES, BOOK TAPE	0.00	88.20	
	01.71.62000		OFFICE SUPPLIES		88.20	
336408906001	Invoice	10/04/2023	10.04.2023 - TONER	0.00	128.41	

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	01.71.62000	OFFICE SUPPLIES	10.04.2023 -		128.41	
336409119001	Invoice	10/04/2023	10.04.2023 - BOOK TAPE, TONER, WALL R	0.00	591.02	
	01.71.62000	OFFICE SUPPLIES	10.04.2023 - BOOK TAPE, TONE		591.02	
02554	Parkmobile LLC	10/18/2023	Regular	0.00	362.40	96773
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV35465	Invoice	09/30/2023	09.30.2023 - END USER FEES SEPT	0.00	362.40	
	13.42.61114		OUTSIDE SRV: PARKING		362.40	
03548	Pavement Coatings Co.	10/18/2023	Regular	0.00	35,929.38	96774
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
PCI000008199	Invoice	09/30/2023	09.30.2023 - SLURRY SEAL PROJECT - SEPT	0.00	35,929.38	
	15.41.63200		SLURRY RESURFACING CO		35,929.38	
03588	Pearl Yee	10/18/2023	Regular	0.00	496.50	96775
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
R14710	Invoice	09/18/2023	09.18.2023 - UNUSED DESIGN REVIEW	0.00	496.50	
	01.00.48057		PLANNING FEES		496.50	
00893	Perfect Timing Personnel Services, Inc.	10/18/2023	Regular	0.00	1,528.06	96776
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
52563	Invoice	10/09/2023	10.09.2023 - ADMINISTRATIVE SUPPORT	0.00	1,528.06	
	01.41.61103		OUTSIDE SVCS - HUMAN		1,528.06	
00038	Rafael Lumber	10/18/2023	Regular	0.00	313.50	96777
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
22024	Invoice	09/27/2023	09.27.2023 - DF PLY 4X8 X4	0.00	313.50	
	01.41.61506		BLDG. MAINT-OTHER		313.50	
00339	Redwood Security Systems	10/18/2023	Regular	0.00	825.00	96778
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
4131796	Invoice	10/01/2023	10.01.2023 - FIRE MONITORING - OCT	0.00	825.00	
	01.41.61506		BLDG. MAINT-OTHER		615.00	
	34.41.61506		BLDG. MAINT-OTHER		210.00	
01900	Richard Torney	10/18/2023	Regular	0.00	100.00	96779
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0010840	Invoice	10/05/2023	10.05.2023 - HONORARIUM SPKR FEE - M	0.00	100.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		100.00	
03285	Rivas Concrete	10/18/2023	Regular	0.00	10,060.00	96780
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
1016-1010	Invoice	09/25/2023	09.25.2023 - NON-MTND DRAINAGE 12	0.00	10,060.00	
	15.41.63113		UNPROGRAMMED DRAIN		10,060.00	
01219	Ross Valley School District	10/18/2023	Regular	0.00	2,224.00	96781
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
RSVD FALL 10112	Invoice	10/11/2023	10.11.2023 - FACILITIES USE FEE - FALL 20	0.00	2,224.00	
	21.63.61180		AFTER SCHOOL ENRICHM		2,224.00	
00182	Roto-Rooter Plumbers	10/18/2023	Regular	0.00	5,125.00	96782

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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		
64929910	Invoice	10/04/2023	10.04.2023 - VACTOR FLUSH STORM DRAI	0.00	2,870.00	
	01.42.61123		OUTSIDE SVCS-DRAINAGE 10.04.2023		2,870.00	
64932578	Invoice	10/05/2023	10.05.2023 - STORM DRAIN MAINTENAN	0.00	2,255.00	
	01.42.61123		OUTSIDE SVCS-DRAINAGE 10.05.2023 -		2,255.00	
03571	SIERRA PACIFIC TURF SUPPLY, INC	10/18/2023	Regular	0.00	2,219.63	96783
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0651654-IN	Invoice	09/28/2023	09.28.2023 - REPLENISH #50	0.00	2,219.63	
	01.81.62200		DEPARTMENTAL SUPPLIE 09.28.2023 -		2,219.63	
02936	SMITH'S PEST MANAGEMENT	10/18/2023	Regular	0.00	470.00	96784
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
203772	Invoice	09/28/2023	09.28.2023 - PEST CONTROL - RVFD - FOLL	0.00	170.00	
	01.81.61150		OUTSIDE SERVICES-OTHE 09.28.2023 - PEST CONTROL - R		170.00	
97117B	Invoice	09/30/2023	09.30.2023 - PEST CONTROL - IMAGINATI	0.00	300.00	
	14.81.61150		OUTSIDE SERVICES-OTHE 09.30.2023 -		300.00	
02539	SPIRIT RESIDENTIAL	10/18/2023	Regular	0.00	1,500.00	96785
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R9479	Invoice	10/17/2023	07.12.2019 - ROAD BOND 19 BELLE AVE	0.00	1,500.00	
	01.00.20314		ROAD BOND 07.12.2019 - ROAD BOND 19 BE		1,500.00	
00652	Stephen Flatland Land Surveying	10/18/2023	Regular	0.00	375.00	96786
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010838	Invoice	10/05/2023	10.05.2022 - LAND SURVEY/MAPPING - M	0.00	375.00	
	01.41.61150		OUTSIDE SERVICES-OTHE 10.05.2022 - LAND SURVEY/MA		150.00	
	70.81.61150		OUTSIDE SERVICES-OTHE 10.05.2022 - LAND SURVEY/MA		225.00	
03296	Sustainable Marin	10/18/2023	Regular	0.00	250.00	96787
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010841	Invoice	09/13/2023	09.13.2023 - SPONSORSHIP FEE - 2023	0.00	250.00	
	90.41.61100		OUTSIDE SERVICES 09.13.2023		250.00	
00024	T & B Sports Inc	10/18/2023	Regular	0.00	18,921.28	96788
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010861	Invoice	10/10/2023	10.10.2023 - SOCCER UNIFORMS	0.00	18,921.28	
	21.61.62969		YOUTH SOCCER SUPPLIES 10.10.2023 - SOCCER UNIFORM		18,921.28	
03590	The Marin Dojo, Inc.	10/18/2023	Regular	0.00	90.00	96789
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
10022023	Invoice	10/02/2023	10.02.2023 - TAI CHI INSTRUCTION - SEPT	0.00	90.00	
	21.62.61170		ADULT ART & CULTURE SE 10.02.2023 - TAI CHI INSTRUCTI		90.00	
03207	Toni DeFrancis	10/18/2023	Regular	0.00	420.00	96790
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2023-PC102	Invoice	10/02/2023	10.02.2023 - TRANSCRIPTION - PLANNING	0.00	220.00	
	01.18.61150		OUTSIDE SERVICES-OTHE 10.02.2023 - TRANSCRIPTION -		220.00	
2023-TC926	Invoice	10/03/2023	10.03.2023 - TRANSCRIPTION SRVCS - TC -	0.00	200.00	
	01.12.61150		OUTSIDE SERVICES-OTHE 10.03.2023 - T		200.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00215	Transbay Lock	10/18/2023	Regular	0.00	16.39	96791
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
88836	Invoice	09/29/2023	09.29.2023 - KEYS X5	0.00	16.39	
01.81.62200			DEPARTMENTAL SUPPLIE		16.39	
03094	TRC Companies	10/18/2023	Regular	0.00	2,574.00	96792
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
41848	Invoice	10/13/2023	10.13.2023 - ON-CALL INSPECTION	0.00	2,574.00	
01.41.61150			OUTSIDE SERVICES-OTHE		2,574.00	
03454	Willdan Engineering	10/18/2023	Regular	0.00	1,687.50	96793
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
002-29891	Invoice	09/29/2023	09.29.2023 - BLDG/SAFETY PLAN CHECK S	0.00	1,687.50	
01.41.61157			PLAN CHECKING		1,687.50	
03052	ZUMAR	10/18/2023	Regular	0.00	1,184.87	96794
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
44775	Invoice	09/25/2023	09.25.2023 - SCHOOL ARROW SIGNS	0.00	1,184.87	
01.42.62909			SUPPLIES-TRAFFIC CONTR		1,184.87	
00022	Jackson's Hardware Inc.	10/18/2023	Regular	0.00	189.30	96795
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
134566	Invoice	07/19/2023	07.19.2023 - CABLE 1/8" 7X7 CLRVNYL	0.00	122.69	
01.81.62200			DEPARTMENTAL SUPPLIE		122.69	
135381	Invoice	07/31/2023	07.31.2023 - WEBER 3SIDE GRILL BRUSH	0.00	66.61	
01.42.62200			DEPARTMENTAL SUPPLIE		66.61	
03281	Jaime E. Valle	10/20/2023	Regular	0.00	3,300.00	96796
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SA-101423	Invoice	10/20/2023	10.02.2023-10.13.2023 - PLAN CHECKING	0.00	3,300.00	
01.41.61157			PLAN CHECKING		3,300.00	
03322	Juan Landaverde	10/23/2023	Regular	0.00	690.00	96797
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1111	Invoice	10/23/2023	10.23.2023 - PAINTING SRVCS - 11.5 HOU	0.00	690.00	
01.32.61506			BLDG. MAINT-OTHER		690.00	
02012	Marin Land Title Consulting	10/25/2023	Regular	0.00	2,500.00	96798
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010834	Invoice	10/11/2023	10.11.23 LOT LINE ADJ MARIN CO APN006	0.00	2,500.00	
70.81.61150			OUTSIDE SERVICES-OTHE		2,500.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00362	Town of San Anselmo	10/15/2023	Bank Draft	0.00	256,077.01	DFT04714
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010830	Invoice	10/15/2023	10-15-2023 - TSA To Fund Payroll	0.00	256,077.01	
01.00.20299	PAYROLL PAYABLE	10-15-2023 - TSA To Fund Payroll	187,177.68			
01.00.20299	PAYROLL PAYABLE	10-15-2023 - TSA To Fund Payroll	3,812.81			
01.00.20299	PAYROLL PAYABLE	10-15-2023 - TSA To Fund Payroll	-994.80			
15.00.20299	PAYROLL PAYABLE	10-15-2023 - TSA To Fund Payroll	3,858.83			
15.00.20299	PAYROLL PAYABLE	10-15-2023 - TSA To Fund Payroll	-35.63			
19.00.20299	PAYROLL PAYABLE	10-15-2023 - TSA To Fund Payroll	10,143.67			
21.00.20299	PAYROLL PAYABLE	10-15-2023 - TSA To Fund Payroll	39,289.22			
21.00.20299	PAYROLL PAYABLE	10-15-2023 - TSA To Fund Payroll	-238.33			
27.00.20299	PAYROLL PAYABLE	10-15-2023 - TSA To Fund Payroll	13,063.56			
00362	Town of San Anselmo	10/18/2023	Bank Draft	0.00	208,625.15	DFT04735
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010859	Invoice	10/18/2023	10-31-2023 TSA To Fund Payroll	0.00	208,625.15	
01.00.20299	PAYROLL PAYABLE	10-31-2023 TSA To Fund Payroll	150,178.80			
01.00.20299	PAYROLL PAYABLE	10-31-2023 TSA To Fund Payroll	3,809.01			
01.00.20299	PAYROLL PAYABLE	10-31-2023 TSA To Fund Payroll	-994.80			
15.00.20299	PAYROLL PAYABLE	10-31-2023 TSA To Fund Payroll	2,966.17			
15.00.20299	PAYROLL PAYABLE	10-31-2023 TSA To Fund Payroll	-35.63			
19.00.20299	PAYROLL PAYABLE	10-31-2023 TSA To Fund Payroll	8,944.43			
21.00.20299	PAYROLL PAYABLE	10-31-2023 TSA To Fund Payroll	35,317.89			
21.00.20299	PAYROLL PAYABLE	10-31-2023 TSA To Fund Payroll	-238.33			
27.00.20299	PAYROLL PAYABLE	10-31-2023 TSA To Fund Payroll	8,677.61			
00362	Town of San Anselmo	10/23/2023	Bank Draft	0.00	1,397.18	DFT04750
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010871	Invoice	10/23/2023	10-31-2023 TSA To Fund Payroll - correcti	0.00	1,397.18	
01.00.20299	PAYROLL PAYABLE	10-31-2023 TSA To Fund Payroll	1,229.14			
01.00.20299	PAYROLL PAYABLE	10-31-2023 TSA To Fund Payroll	118.31			
21.00.20299	PAYROLL PAYABLE	10-31-2023 TSA To Fund Payroll	49.73			
00402	US Bank	10/06/2023	Bank Draft	0.00	13,565.68	DFT04752
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010872	Invoice	10/06/2023	09.01.2023 - DONERY - IOTUM	0.00	9.99	
01.12.61150	OUTSIDE SERVICES-OTHE	09.01.2023 - DONERY - IOTUM	9.99			
INV0010873	Invoice	10/06/2023	09.05.2023 - DONERY - HILDA'S	0.00	57.55	
01.11.61000	TRAINING	09.05.2023 - DONERY - HILDA'S	57.55			
INV0010875	Invoice	10/06/2023	09.19.2023 - DONERY - HILDA'S	0.00	58.86	
01.11.61000	TRAINING	09.19.2023 - DONERY - HILDA'S	58.86			
INV0010876	Invoice	10/06/2023	08.25.2023 - SCOBLE - SPARK ENDEAVORS	0.00	19.95	
01.18.61000	TRAINING	08.25.2023 - SCOBLE - SPARK EN	19.95			
INV0010877	Invoice	10/06/2023	08.29.2023 - SCOBLE - AMAZON	0.00	15.56	
01.18.62200	DEPARTMENTAL SUPPLIE	08.29.2023 - SCOBLE - AMAZON	15.56			
INV0010878	Invoice	10/06/2023	08.30.2023 - SCOBLE - POSTAL SERVICES P	0.00	20.79	
01.18.62003	POSTAGE	08.30.2023 - SCOBLE - POSTAL S	20.79			
INV0010879	Invoice	10/06/2023	09.07.2023 - SCOBLE - MARIN COUNTY CL	0.00	52.50	
01.18.61150	OUTSIDE SERVICES-OTHE	09.07.2023 - SCOBLE - MARIN C	52.50			
INV0010880	Invoice	10/06/2023	09.11.2023 - SCOBLE - REMARKABLE SLO	0.00	645.67	
01.18.62200	DEPARTMENTAL SUPPLIE	09.11.2023 - SCOBLE - REMARK	645.67			
INV0010881	Invoice	10/06/2023	09.21.2023 - SCOBLE - AMAZON	0.00	71.51	
01.18.62000	OFFICE SUPPLIES	09.21.2023 - SCOBLE - AMAZON	71.51			
INV0010882	Invoice	10/06/2023	08.22.2023 - O'GRADY - AMAZON	0.00	127.52	

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ITEM 1.3 - ATTACHMENT 1

Date Range: 10/01/2023 - 10/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	21.63.62987		ROBSON AFTER SCHOOL		127.52	
INV0010883	Invoice	10/06/2023	08.24.2023 - O'GRADY - AMAZON	0.00	28.57	
	21.63.62987		ROBSON AFTER SCHOOL		28.57	
INV0010884	Invoice	10/06/2023	08.24.2023 - O'GRADY - CPRS	0.00	170.00	
	21.65.61302		DUES		170.00	
INV0010886	Invoice	10/06/2023	08.24.2023 - O'GRADY - AMAZON	0.00	19.16	
	21.63.62987		ROBSON AFTER SCHOOL		19.16	
INV0010887	Invoice	10/06/2023	08.27.2023 - O'GRADY - AMAZON	0.00	46.92	
	21.63.62978		TODDLER ENRICHMENT S		46.92	
INV0010889	Invoice	10/06/2023	08.25.2023 - O'GRADY - COSTCO	0.00	86.78	
	21.65.62200		DEPARTMENTAL SUPPLIE		86.78	
INV0010890	Invoice	10/06/2023	08.30.2023 - O'GRADY - COMCAST	0.00	93.75	
	21.63.61187		ROBSON AFTER SCHOOL		93.75	
INV0010891	Invoice	10/06/2023	08.28.2023 - O'GRADY - ORIENTAL TRADI	0.00	122.97	
	21.63.62987		ROBSON AFTER SCHOOL		122.97	
INV0010892	Invoice	10/06/2023	08.28.2023 - O'GRADY - ORIENTAL TRADI	0.00	281.37	
	21.63.62987		ROBSON AFTER SCHOOL		281.37	
INV0010893	Invoice	10/06/2023	08.30.2023 - O'GRADY - AMAZON	0.00	234.77	
	21.63.62987		ROBSON AFTER SCHOOL		234.77	
INV0010894	Invoice	10/06/2023	09.05.2023 - O'GRADY - AMAZON	0.00	6.68	
	21.63.62987		ROBSON AFTER SCHOOL		6.68	
INV0010896	Invoice	10/06/2023	09.07.2023 - O'GRADY - AMAZON	0.00	352.14	
	21.63.62987		ROBSON AFTER SCHOOL		352.14	
INV0010897	Invoice	10/06/2023	09.07.2023 - O'GRADY - AMAZON	0.00	29.43	
	21.63.62987		ROBSON AFTER SCHOOL		29.43	
INV0010898	Invoice	10/06/2023	09.08.2023 - O'GRADY - AMAZON	0.00	6.68	
	21.63.62987		ROBSON AFTER SCHOOL		6.68	
INV0010899	Invoice	10/06/2023	09.09.2023 - O'GRADY - AMAZON	0.00	6.68	
	21.63.62987		ROBSON AFTER SCHOOL		6.68	
INV0010900	Invoice	10/06/2023	09.07.2023 - JONES - AMAZON	0.00	20.71	
	21.63.62979		PARKSIDE SUPPLIES		20.71	
INV0010901	Invoice	10/06/2023	09.16.2023 - JONES- AMAZON	0.00	43.56	
	21.63.62979		PARKSIDE SUPPLIES		43.56	
INV0010902	Invoice	10/06/2023	09.16.2023 - JONES - AMAZON	0.00	32.67	
	21.63.62979		PARKSIDE SUPPLIES		32.67	
INV0010903	Invoice	10/06/2023	09.17.2023 - JONES - AMAZON	0.00	43.36	
	21.63.62979		PARKSIDE SUPPLIES		43.36	
INV0010904	Invoice	10/06/2023	09.17.2023 - JONES - AMAZON	0.00	47.98	
	21.63.62979		PARKSIDE SUPPLIES		47.98	
INV0010906	Invoice	10/06/2023	08.24.2023 - SHAW - MATT & JEFF'S	0.00	69.99	
	01.81.62988		VEHICLE-FUEL/OIL/TIRES		69.99	
INV0010907	Invoice	10/06/2023	08.25.2023 - SHAW - AMAZON/RETURN	0.00	60.02	
	01.42.62920		WORK CLOTHING		-360.53	
	01.81.62200		DEPARTMENTAL SUPPLIE		420.55	
INV0010908	Invoice	10/06/2023	08.26.2023 - SHAW - CHRIS BOOTS	0.00	349.60	
	01.42.62920		WORK CLOTHING		349.60	
INV0010909	Invoice	10/06/2023	08.30.2023 - SHAW - SAFEWAY	0.00	31.54	
	01.42.61000		TRAINING		31.54	
INV0010910	Invoice	10/06/2023	08.31.2023 - SHAW - AMAZON	0.00	195.56	
	01.81.62200		DEPARTMENTAL SUPPLIE		195.56	
INV0010911	Invoice	09/20/2023	09.20.2023 - SHAW - CVS	0.00	20.74	
	01.42.62200		DEPARTMENTAL SUPPLIE		20.74	

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ITEM 1.3 - ATTACHMENT 1

Date Range: 10/01/2023 - 10/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INV0010912	Invoice	10/06/2023	09.19.2023 - SHAW - HOME DEPOT	0.00	220.83	
	01.81.62200		DEPARTMENTAL SUPPLIE	09.19.2023 - SHAW - HOME DEP	220.83	
INV0010913	Invoice	10/06/2023	09.20.2023 - SHAW - STAPLES	0.00	141.96	
	01.42.62200		DEPARTMENTAL SUPPLIE	09.20.2023 - SHAW - STAPLES	141.96	
INV0010914	Invoice	10/06/2023	09.21.2023 - SHAW - AMAZON	0.00	105.48	
	01.42.62909		SUPPLIES-TRAFFIC CONTR	09.21.2023 - SHAW - AMAZON	105.48	
INV0010915	Invoice	10/06/2023	09.21.2023 - SHAW - AMAZON	0.00	273.59	
	01.42.62920		WORK CLOTHING	09.21.2023 - SHAW - AMAZON	273.59	
INV0010916	Invoice	10/06/2023	08.24.2023 - HEALY - DALE TILE	0.00	500.00	
	01.32.61506		BLDG. MAINT-OTHER	08.24.2023 - HEALY - DALE TILE	500.00	
INV0010918	Invoice	10/06/2023	08.30.2023 - HEALY - AMAZON	0.00	87.38	
	01.42.62905		SUPPLIES-GROUNDS	08.30.2023 - HEALY - AMAZON	87.38	
INV0010919	Invoice	10/06/2023	08.30.2023 - HEALY - CREEKSIDE PIZZA	0.00	212.86	
	01.42.61000		TRAINING	08.30.2023 - HEALY - CREEKSIDE	212.86	
INV0010920	Invoice	10/06/2023	09.02.2023 - HEALY - AMAZON	0.00	78.64	
	01.42.62905		SUPPLIES-GROUNDS	09.02.2023 - HEALY - AMAZON	78.64	
INV0010921	Invoice	10/06/2023	09.11.2023 - HEALY - AMAZON	0.00	57.10	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES	09.11.2023 - HEALY - AMAZON	57.10	
INV0010922	Invoice	10/06/2023	09.12.2023 - HEALY - SIERRA TRUCK & VA	0.00	3,784.88	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES	09.12.2023 - HEALY - SIERRA TR	3,784.88	
INV0010923	Invoice	10/06/2023	09.21.2023 - HEALY - DALE TILE	0.00	774.97	
	01.32.61506		BLDG. MAINT-OTHER	09.21.2023 - HEALY - DALE TILE	774.97	
INV0010924	Invoice	10/06/2023	09.20.2023 - HEALY - CAESAR CYCLERY	0.00	41.82	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES	09.20.2023 - HEALY - CAESAR CY	41.82	
INV0010925	Invoice	10/06/2023	08.24.2023 - STEVENSON - EBAY	0.00	116.39	
	01.81.62200		DEPARTMENTAL SUPPLIE	08.24.2023 - STEVENSON - EBAY	116.39	
INV0010926	Invoice	10/06/2023	08.23.2023 - STEVENSON - O'REILLY AUTO	0.00	174.81	
	01.81.62988		VEHICLE-FUEL/OIL/TIRES	08.23.2023 - STEVENSON - O'RE	174.81	
INV0010927	Invoice	10/06/2023	08.24.2023 - STEVENSON - ELECTRONICS	0.00	53.26	
	01.81.62200		DEPARTMENTAL SUPPLIE	08.24.2023 - STEVENSON - ELEC	53.26	
INV0010928	Invoice	10/06/2023	09.01.2023 - STEVENSON - AMAZON	0.00	113.61	
	01.81.62988		VEHICLE-FUEL/OIL/TIRES	09.01.2023 - STEVENSON - AMA	113.61	
INV0010929	Invoice	10/06/2023	09.01.2023 - STEVENSON - AMAZON	0.00	84.33	
	01.81.62988		VEHICLE-FUEL/OIL/TIRES	09.01.2023 - STEVENSON - AMA	84.33	
INV0010930	Invoice	10/06/2023	09.06.2023 - STEVENSON - SHELL OIL	0.00	30.65	
	01.81.62988		VEHICLE-FUEL/OIL/TIRES	09.06.2023 - STEVENSON - SHEL	30.65	
INV0010931	Invoice	10/06/2023	09.07.2023 - STEVENSON - THE HOME DE	0.00	108.16	
	31.41.61506		BLDG. MAINT-OTHER	09.07.2023 - STEVENSON - THE	108.16	
INV0010932	Invoice	10/06/2023	09.12.2023 - STEVENSON - FAIRFAX GARA	0.00	130.00	
	01.41.61602		VEHICLE MAINTENANCE/	09.12.2023 - STEVENSON - FAIR	130.00	
INV0010933	Invoice	10/06/2023	08.24.2023 - AVILA - COMFORTS	0.00	49.50	
	01.11.62200		DEPARTMENTAL SUPPLIE	08.24.2023 - AVILA - COMFORTS	49.50	
INV0010934	Invoice	10/06/2023	08.22.2023 - AVILA - COMFORTS	0.00	30.55	
	01.11.62200		DEPARTMENTAL SUPPLIE	08.22.2023 - AVILA - COMFORTS	30.55	
INV0010935	Invoice	10/06/2023	09.06.2023 - AVILA - COSTCO	0.00	29.96	
	01.12.61150		OUTSIDE SERVICES-OTHE	09.06.2023 - AVILA - COMFORTS	29.96	
INV0010936	Invoice	10/06/2023	09.12.2023 - AVILA - COMFORTS	0.00	49.50	
	01.11.62200		DEPARTMENTAL SUPPLIE	09.12.2023 - AVILA - COMFORTS	49.50	
INV0010937	Invoice	10/06/2023	09.12.2023 - AVILA - COMFORTS	0.00	19.50	
	01.11.62200		DEPARTMENTAL SUPPLIE	09.12.2023 - AVILA - COMFORTS	19.50	
INV0010938	Invoice	10/06/2023	09.14.2023 - AVILA - MOONLIGHT	0.00	62.76	
	01.12.61150		OUTSIDE SERVICES-OTHE	09.14.2023 - AVILA - MOONLIG	62.76	

Check Report

ITEM 1.3 - ATTACHMENT 1

Date Range: 10/01/2023 - 10/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INV0010939	Invoice	10/06/2023	09.14.2023 - AVILA - SAFEWAY	0.00	25.28	
	01.12.61150		OUTSIDE SERVICES-OTHE 09.14.2023 - AVILA - SAFEWAY		25.28	
INV0010940	Invoice	10/06/2023	09.06.2023 - KENTON - EVENTBRITE	0.00	24.99	
	01.21.61150		OUTSIDE SERVICES-OTHE 09.06.2023 - KENTON - EVENTB		24.99	
INV0010941	Invoice	10/06/2023	08.23.2023 - CLIFFORD - AMAZON	0.00	136.68	
	01.12.62200		DEPARTMENTAL SUPPLIE 08.23.2023 - CLIFFORD - AMAZ		136.68	
INV0010942	Invoice	10/06/2023	08.23.2023 - CLIFFORD - PSP	0.00	15.00	
	01.12.62200		DEPARTMENTAL SUPPLIE 08.23.2023 - CLIFFORD - PSP		15.00	
INV0010943	Invoice	10/06/2023	08.29.2023 - CLIFFORD - MARIN IJ	0.00	14.00	
	01.12.61302		DUES 08.29.2023 - CLIFFORD - MARIN		14.00	
INV0010944	Invoice	10/06/2023	08.30.2023 - CLIFFORD - AMAZON	0.00	26.19	
	01.12.62000		OFFICE SUPPLIES 08.30.2023 - CLIFFORD - AMAZ		26.19	
INV0010945	Invoice	10/06/2023	09.06.2023 - CLIFFORD - ADOBE	0.00	516.82	
	42.21.63003		COMPUTER HARDWARE/ 09.06.2023 - CLIFFORD - ADOBE		516.82	
INV0010946	Invoice	10/06/2023	09.06.2023 - CLIFFORD - CRAIGSLIST	0.00	75.00	
	01.12.61806		MISC HIRING EXPENSES 09.06.2023 - CLIFFORD - CRAIGS		75.00	
INV0010947	Invoice	10/06/2023	09.14.2023 - CLIFFORD - MHBB	0.00	27.00	
	21.65.61806		MISC HIRING EXPENSES 09.14.2023 - CLIFFORD - MHBB		27.00	
INV0010948	Invoice	10/06/2023	09.15.2023 - CLIFFORD - AMAZON	0.00	256.10	
	01.12.62000		OFFICE SUPPLIES 09.15.2023 - CLIFFORD - AMAZ		256.10	
INV0010949	Invoice	10/06/2023	09.18.2023 - CLIFFORD - PARTEK	0.00	196.38	
	13.42.63111		PARKING METERS INSTAL 09.18.2023 - CLIFFORD - PARTEK		196.38	
INV0010950	Invoice	10/06/2023	08.23.2023 - MIHAN - AMAZON	0.00	77.80	
	21.61.62965		SOFTBALL SUPPLIES 08.23.2023 - MIHAN - AMAZON		77.80	
INV0010951	Invoice	10/06/2023	08.29.2023 - MIHAN - AMAZON	0.00	20.70	
	21.61.62964		SOCCER SUPPLIES 08.29.2023 - MIHAN - AMAZON		20.70	
INV0010952	Invoice	10/06/2023	08.30.2023 - MIHAN - AMAZON	0.00	19.64	
	21.61.62964		SOCCER SUPPLIES 08.30.2023 - MIHAN - AMAZON		19.64	
INV0010953	Invoice	10/06/2023	08.31.2023 - MIHAN - EPICENTER	0.00	72.08	
	21.61.62964		SOCCER SUPPLIES 08.31.2023		72.08	
INV0010954	Invoice	10/06/2023	09.07.2023 - MIHAN - ACE HARDWARE	0.00	26.19	
	21.61.62964		SOCCER SUPPLIES 09.07.2023 - MIHAN - ACE HAR		26.19	
INV0010955	Invoice	10/06/2023	09.06.2023 - MIHAN - SAFEWAY	0.00	6.00	
	21.61.62964		SOCCER SUPPLIES 09.06.2023 - MIHAN - SAFEWAY		6.00	
INV0010956	Invoice	10/06/2023	09.07.2023 - MIHAN - STAPLES	0.00	32.76	
	21.65.62000		OFFICE SUPPLIES 09.07.2023 - MIHAN - STAPLES		32.76	
INV0010957	Invoice	10/06/2023	09.12.2023 - MIHAN - BOWNET	0.00	23.83	
	21.61.62964		SOCCER SUPPLIES 09.12.2023 - MIHAN - BOWNET		23.83	
INV0010958	Invoice	10/06/2023	09.12.2023 - MIHAN - SAFEWAY	0.00	10.99	
	21.65.62000		OFFICE SUPPLIES 09.12.2023 - MIHAN - SAFEWAY		10.99	
INV0010959	Invoice	10/06/2023	09.18.2023 - MIHAN - PARTY CENTER	0.00	100.00	
	60.14.62926		BREAKFAST WITH SANTA 09.18.2023 - MIHAN - PARTY CE		100.00	
INV0010960	Invoice	10/06/2023	08.24.2023 - MAUK - AMAZON	0.00	49.99	
	21.65.62000		OFFICE SUPPLIES 08.24.2023 - MAUK - AMAZON		49.99	
INV0010961	Invoice	10/06/2023	08.24.2023 - MAUK - AMAZON	0.00	7.64	
	21.65.62000		OFFICE SUPPLIES 08.24.2023 - MAUK - AMAZON		7.64	
INV0010962	Invoice	10/06/2023	08.26.2023 - MAUK - AMAZON	0.00	11.81	
	21.65.61905		PROMOTION/MARKETIN 08.26.2023 - MAUK - AMAZON		11.81	
INV0010963	Invoice	10/06/2023	08.27.2023 - MAUK - AMAZON	0.00	29.31	
	21.65.62000		OFFICE SUPPLIES 08.27.2023 - MAUK - AMAZON		29.31	
INV0010964	Invoice	10/06/2023	08.28.2023 - MAUK - AMAZON	0.00	23.72	
	21.65.62000		OFFICE SUPPLIES 08.28.2023 - MAUK - AMAZON		23.72	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INV0010965	Invoice	10/06/2023	08.28.2023 - MAUK - AMAZON	0.00	42.59	
	21.65.62000		OFFICE SUPPLIES		42.59	
INV0010966	Invoice	10/06/2023	08.29.2023 - MAUK - MOUNTAIN MED	0.00	96.90	
	21.65.62000		OFFICE SUPPLIES		96.90	
INV0010967	Invoice	10/06/2023	08.30.2023 - MAUK - ADOBE	0.00	9.99	
	21.65.61905		PROMOTION/MARKETIN		9.99	
INV0010968	Invoice	10/06/2023	09.01.2023 - MAUK - AMAZON	0.00	16.38	
	21.65.62000		OFFICE SUPPLIES		16.38	
INV0010969	Invoice	10/06/2023	09.01.2023 - MAUK - WALGREENS	0.00	67.15	
	21.65.62000		OFFICE SUPPLIES		67.15	
INV0010970	Invoice	10/06/2023	08.31.2023 - MAUK - IL DAVID	0.00	115.18	
	21.65.61000		TRAINING		115.18	
INV0010971	Invoice	10/06/2023	09.06.2023 - MAUK - COFFEE ROAST	0.00	9.25	
	21.65.61000		TRAINING		9.25	
INV0010972	Invoice	10/06/2023	09.11.2023 - MAUK - BARN BLUE	0.00	30.07	
	21.65.61000		TRAINING		30.07	
INV0010973	Invoice	10/06/2023	09.16.2023 - MAUK - OFFICE DEPOT	0.00	75.75	
	21.65.61000		TRAINING		75.75	
INV0010974	Invoice	10/06/2023	09.19.2023 - MAUK - NTL SAFETY	0.00	462.50	
	21.65.61137		FINGERPRINTING		462.50	
00009	Payroll Federal Deposit	10/27/2023	Bank Draft	0.00	99.07	DFT04753
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
INV0010976	Invoice	10/27/2023	10.27.2023 Taxes due for Q ending 09.30.	0.00	99.07	
	01.00.20288		FEDERAL INCOME TAX	10.27.2023 Taxes due for Q endi	99.07	
00009	Payroll Federal Deposit	10/27/2023	Bank Draft	0.00	-99.07	DFT04753
00089	Employment Development Department	10/27/2023	Bank Draft	0.00	42.26	DFT04754
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
INV0010975	Invoice	10/27/2023	10.27.2023 - Taxes Due for Q ending 09.3	0.00	42.26	
	01.00.20285		STATE INCOME TAX	10.27.2023 - Taxes Due for Q en	42.26	
00089	Employment Development Department	10/27/2023	Bank Draft	0.00	-42.26	DFT04754
00128	Pacific Gas & Electric	10/17/2023	Bank Draft	0.00	2,297.97	DFT04778
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
146-10122023	Invoice	10/12/2023	146 - EV CHARGING - 09.06.2023-10.05.2	0.00	2,297.97	
	13.42.61114		OUTSIDE SRV: PARKING	146 - EV CHARGING - 09.06.202	2,297.97	
00128	Pacific Gas & Electric	10/17/2023	Bank Draft	0.00	546.39	DFT04779
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
355-10112023	Invoice	10/11/2023	355 - CORPYARD UTILITIES - 09.05.2023-1	0.00	546.39	
	41.41.61701		UTILITIES	355 - CORPYARD UTILITIES - 09.	546.39	
00128	Pacific Gas & Electric	10/11/2023	Bank Draft	0.00	24.78	DFT04780
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
717-10062023	Invoice	10/06/2023	717 - CORPYARD UTILITIES - 09.06.2023-1	0.00	24.78	
	41.41.61701		UTILITIES	717 - CORPYARD UTILITIES - 09.	24.78	
01281	Payroll Resources Group	10/11/2023	Bank Draft	0.00	85.00	DFT04781

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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			
16090	Invoice	10/11/2023	10.11.2023 - S125/S132 PROCESSING FEE	0.00	85.00	
01.12.61107			OUTSIDE SVCS-ACCOUNTI		85.00	
01102	Central Marin Police Authority	10/02/2023	Bank Draft	0.00	433,699.42	DFT04808
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0011053	Invoice	10/02/2023	CMPA October Member Contribution	0.00	433,699.42	
01.30.61199			POLICE SERVICES CONTR		433,699.42	
00181	Ross Valley Fire Department	10/26/2023	Bank Draft	0.00	419,893.50	DFT04809
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0011054	Invoice	10/26/2023	October RVFD Member Dues	0.00	419,893.50	
01.32.61139			RVFS CONTRACT		419,893.50	
03554	Doc Bailey Construction Equipment Inc	10/20/2023	Bank Draft	0.00	4,882.50	DFT04810
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
40227	Invoice	10/20/2023	Bucket Truck Rental - 10.16.23-11.12.23	0.00	4,882.50	
40.21.61906			LIABILITY INSURANCE CLA		4,882.50	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	280	137	0.00	553,917.33
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	-5,046.29
Bank Drafts	109	15	0.00	1,341,094.58
EFT's	0	0	0.00	0.00
	389	157	0.00	1,889,965.62

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	280	137	0.00	553,917.33
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	-5,046.29
Bank Drafts	109	15	0.00	1,341,094.58
EFT's	0	0	0.00	0.00
	389	157	0.00	1,889,965.62

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	10/2023	1,889,965.62
			1,889,965.62



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.4

MEETING DATE: November 14, 2023

AGENDA TITLE: Revenue and Expenditure Reports, October 2023

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: Approve the monthly year-to-date Revenue and Expenditure Reports and corresponding activity for the period ending through October 31, 2023.

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 October 31, 2023, 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 October 2023 reporting period end, the Town's General Fund revenue has increased its base relative to the prior year by \$0.019M. As it's the beginning of the fiscal year the revenue numbers are low since most of the Town's revenue is collected at specific times. All activity is either flat year-over-year or nets

correspondingly to an immaterial change—all of which are within management's expectations.

Category	OCT YTD FY24	OCT YTD FY23	\$ Change	% Change
Property Tax	192,121.06	178,295.06	13,826.00	7.75%
Sales Tax	252,847.12	204,330.85	48,516.27	23.74%
Property Transfer Tax	30,870.39	18,997.27	11,873.12	62.50%
Franchise Taxes	135,658.39	133,196.55	2,461.84	1.85%
Licenses & Permits	350,714.70	398,949.98	(48,235.28)	-12.09%
Fines	27,830.86	20,022.43	7,808.43	39.00%
Cash & Investment Interest	9,410.51	19,493.96	(10,083.45)	-51.73%
Intergovernmental	46,627.54	37,950.33	8,677.21	22.86%
Other Fees	127,751.54	119,377.09	8,374.45	7.02%
Transfers In	65,731.57	89,122.85	(23,391.28)	-26.25%
Total	1,239,563.68	1,219,736.37	19,827.31	1.63%

As shown above, the Town's overall revenue base increased by \$0.019M as its

- Property Taxes - The Town receives disbursements from the County of Marin for property taxes in December, April, and June.
- Sales Tax increased by \$0.048M compared to the prior period due to an increase in consumer activity and the costs of goods. The Town receives disbursements monthly from the State for Sales Tax. The October disbursement was the second for fiscal year 2023-24.
- License & Permits decreased by \$0.048M compared to the prior period due to declining construction activity around the Town and the timing of collection for Business License Taxes.
- Intergovernmental increased by \$0.013M compared to the prior period due to timing of collections for the Prop 172 .5% sales tax.
- Transfers In decreased by \$0.023M compared to the prior period due to the transfer in from the Recreation Fund for its share of the pension obligation payment to the pension trust having not been completed yet.

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

Expenditures

Overall, through the October 2023 reporting period end, the Town's General Fund expenditures have increased by \$0.566M compared to the prior year. This is primarily from increases in compensation, outside services, debt service, and other expenditures. 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	OCT YTD FY24	OCT YTD FY23	\$ Change	% Change
Compensation	1,380,217.26	1,183,959.07	196,258.19	16.58%
Retirement	97,700.49	79,650.31	18,050.18	22.66%
Training	12,771.63	14,102.39	(1,330.76)	-9.44%
Outside Services	4,130,644.25	4,018,749.03	111,895.22	2.78%
Maintenance	74,776.46	21,135.05	53,641.41	253.80%
Utilities	19,300.94	-	19,300.94	
Supplies	77,945.42	31,263.83	46,681.59	149.32%
Debt Service	498,269.00	405,926.80	92,342.20	22.75%
Other Expenditure	983,251.58	804,151.39	179,100.19	22.27%
Transfers Out	699,500.00	813,517.00	(114,017.00)	-14.02%
Total	7,974,377.03	7,372,454.87	601,922.16	8.16%

As shown above, the Town's expenditures base overall increased by \$0.601M of which is driven by compensation, outside services, debt service, and other expenditures:

- Compensation (Salaries & Wages and Benefits) increased by \$0.196M compared to the prior fiscal year primarily due to the 4.5% cost of living adjustment effective July 1, 2023, step adjustments, and increase in health insurance premiums.
- Outside Services increased by \$0.111M compared to the previous fiscal year due to the changes in payments for Public Safety JPA's and construction project activity.
- Debt Service increased by \$0.092M 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.
- Other Expenditures increased by \$0.179M compared to the previous fiscal year due to the increase in insurance premiums for property, liability, and cyber security as well as a slight increase in internal service charges for technology and building maintenance.
- Transfers Out decreased by \$0.114M compared to the prior fiscal year due to the municipal lease on Fire Station 19 ending in the previous fiscal year and no transfer being made to that fund (\$0.158M) offset by a transfer in into the special event fund of \$0.029M to help cover costs of those events.

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

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: General Fund Revenue and Expenditure Report by subcategory, October 2023

Attachment #2: Expenditure Report by department, October 2023

Town of San Anselmo 2023-2024 Rev & Exp Report as of 10/31/2023 Fund: 01 - GENERAL FUND	2022-2023 Revised Budget	2022-2023 Audited Actuals	2022-2023 YTD Actuals	% of Audited Actuals	2023-2024 Adopted Budget	2023-2024 Revised Budget	2023-2024 YTD Actuals	% of Actual / Budget
Revenue								
400 - PROPERTY TAX GENERAL	9,030,734.00	9,316,564.27	159,749.29	1.71 %	9,609,527.00	9,609,527.00	4,306.86	0.04 %
401 - PENSION	2,592,646.00	2,913,414.27	18,584.77	0.64 %	2,756,290.00	2,756,290.00	71.71	0.00 %
402 - PROPERTY TAX OTHER	3,760,449.00	3,537,673.91	18,958.27	0.54 %	3,875,006.00	3,875,006.00	218,612.88	5.64 %
410 - OTHER TAXES	1,610,000.00	1,579,452.60	204,330.85	12.94 %	1,545,000.00	1,545,000.00	252,847.12	16.37 %
411 - FRANCHISE TAXES	775,000.00	900,545.14	133,196.55	14.79 %	848,000.00	848,000.00	135,658.39	16.00 %
420 - BUSINESS LICENSE	260,000.00	299,090.84	39,089.40	13.07 %	290,000.00	290,000.00	22,023.46	7.59 %
421 - PARKING	24,500.00	2,080.10	0.00	0.00 %	0.00	0.00	0.00	0.00 %
422 - CONSTRUCTION	1,075,000.00	1,074,971.84	359,860.58	33.48 %	1,016,000.00	1,016,000.00	328,691.24	32.35 %
430 - VEHICLE CODE	10,000.00	10,268.23	1,413.71	13.77 %	10,000.00	10,000.00	1,105.52	11.06 %
431 - LIBRARY	0.00	4,050.62	600.42	14.82 %	1,250.00	1,250.00	532.13	42.57 %
432 - PARKING	50,000.00	73,714.66	18,008.30	24.43 %	115,000.00	115,000.00	26,193.21	22.78 %
440 - USE OF MONEY AND PROPERTY	70,000.00	121,574.14	19,493.96	16.03 %	75,000.00	75,000.00	9,410.51	12.55 %
450 - STATE REVENUE	127,500.00	185,570.89	37,950.33	20.45 %	137,500.00	137,500.00	46,627.54	33.91 %
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	66,000.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
480 - FEES FOR SERVICES	171,000.00	151,507.01	70,940.84	46.82 %	178,250.00	178,250.00	73,509.75	41.24 %
490 - MISCELLANEOUS REVENUE	100,070.00	162,016.07	48,436.25	29.90 %	102,772.00	102,772.00	54,241.79	52.78 %
519 - TRANSFERS IN	384,447.00	356,096.38	89,122.85	25.03 %	384,030.00	384,030.00	65,731.57	17.12 %
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
Total Revenue:	20,041,346.00	20,754,590.97	1,219,736.37	5.88 %	20,943,625.00	20,943,625.00	1,239,563.68	5.92 %
Expense								
600 - SALARIES AND WAGES	3,072,145.00	2,837,609.24	925,709.90	32.62 %	3,336,127.00	3,336,127.00	1,077,084.41	32.29 %
601 - RETIREMENT	535,751.00	240,972.70	79,650.31	33.05 %	561,590.00	561,590.00	97,700.49	17.40 %
602 - EMPLOYEE BENEFITS	884,105.50	634,244.72	227,832.38	35.92 %	890,116.00	890,116.00	272,614.06	30.63 %
604 - RETIREE BENEFITS	156,390.00	156,390.00	30,416.79	19.45 %	164,779.00	164,779.00	30,518.79	18.52 %
610 - TRAINING	43,200.00	54,360.77	14,102.39	25.94 %	55,750.00	55,750.00	12,771.63	22.91 %
611 - OUTSIDE SERVICES	12,461,732.37	12,342,729.85	4,018,749.03	32.56 %	12,885,864.00	12,885,864.00	4,130,644.25	32.06 %
613 - PUBLICATION / DUES	15,845.50	9,189.26	3,097.12	33.70 %	25,272.00	25,272.00	2,265.00	8.96 %
614 - MAINTENANCE	21,792.50	26,704.73	19,128.48	71.63 %	83,235.00	83,235.00	36,082.81	43.35 %
615 - BUILDING MAINTENANCE	98,643.00	64,029.70	1,857.60	2.90 %	50,000.00	50,000.00	35,871.59	71.74 %
616 - VEHICLE MAINTENANCE	6,515.00	14,686.62	148.97	1.01 %	2,000.00	2,000.00	2,822.06	141.10 %
617 - UTILITIES	0.00	43,034.42	0.00	0.00 %	0.00	0.00	19,300.94	0.00 %
618 - HIRING	1,000.00	4,279.64	1,600.00	37.39 %	1,000.00	1,000.00	1,531.73	153.17 %
619 - MISCELLANEOUS	19,000.00	11,208.45	0.00	0.00 %	50,000.00	50,000.00	0.00	0.00 %
620 - OFFICE SUPPLIES	36,665.00	25,478.83	5,429.33	21.31 %	0.00	0.00	8,631.00	0.00 %
622 - DEPARTMENT SUPPLIES	46,355.00	131,309.00	18,111.92	13.79 %	152,450.00	152,450.00	62,763.94	41.17 %
623 - BOOKS / MAGAZINES / VIDEOS	24,074.00	22,973.10	7,722.58	33.62 %	27,500.00	27,500.00	6,550.48	23.82 %
629 - MISCELLANEOUS	1,185,641.00	1,212,247.26	799,321.97	65.94 %	1,371,875.00	1,371,875.00	979,454.85	71.40 %
630 - EQUIPMENT	0.00	132.30	132.30	100.00 %	500.00	500.00	0.00	0.00 %
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
640 - PRINCIPAL	285,000.00	285,000.00	285,000.00	100.00 %	410,000.00	410,000.00	410,000.00	100.00 %
641 - INTEREST	248,976.00	209,248.63	120,926.80	57.79 %	176,067.00	176,067.00	88,268.81	50.13 %
670 - TRANSFERS OUT	1,503,517.00	1,503,517.00	813,517.00	54.11 %	699,500.00	699,500.00	699,500.00	100.00 %
Total Expense:	20,646,347.87	19,829,346.22	7,372,454.87	37.18 %	20,943,625.00	20,943,625.00	7,974,376.84	38.08 %
Total Fund: 01 - GENERAL FUND:	-605,001.87	925,244.75	-6,152,718.50		0.00	0.00	-6,734,813.16	
Report Total:	-605,001.87	925,244.75	-6,152,718.50		0.00	0.00	-6,734,813.16	

TOWN OF SAN ANSELMO
Staff Report
November 8, 2023

For the Meeting of November 14, 2023

TO: Town Council

FROM: Dannielle Mauk, Community Services Director

SUBJECT: Financial Report on Recreation Fund

RECOMMENDATION

That Town Council approve the Recreation Fund Revenue and Expenditure Report for the period ending October 31, 2023.

BACKGROUND

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

DISCUSSION

As of October 31, 2023, 33% of the fiscal year has elapsed and the Recreation Fund is listed at 49% of projected revenues and 29% of projected expenditures.

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

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

FY	Revenue			Expenditures			Rev Over/(Under) Exp	
	Budget	Actual	%	Budget	Actual	%	\$\$	%
2023-24	1,984,971	976,057	49%	2,284,971	673,549	29%	302,508	15%
2022-23	1,875,414	1,084,858	58%	1,848,926	608,873	33%	475,986	25%
2021-22	1,348,625	841,318	62%	1,460,003	560,186	38%	281,131	21%
2020-21	1,408,125	343,105	24%	1,550,947	429,194	28%	(86,088)	(6%)
2019-20	1,627,269	786,711	48%	1,669,863	616,107	37%	170,604	10%
2018-19	1,510,604	723,696	48%	1,596,204	525,623	33%	198,073	13%
2017-18	1,514,000	639,795	42%	1,644,385	491,086	30%	148,709	9.8%
2016-17	1,384,325	621,517	45%	1,500,570	494,779	33%	126,737	9.2%

Respectfully submitted,



Dannielle Mauk
Community Services Director

Attachment 1: Revenue & Expenditure Report FY 2023-24: Recreation Fund as of 10/31/2023.



Town of San Anselmo

Budget Report

Group Summary

For Fiscal: 2023-2024 Period Ending: 10/31/2023

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 00 - UNDESIGNATED						
670 - TRANSFERS OUT	31,590.00	31,590.00	0.00	0.00	31,590.00	0.00 %
Department: 00 - UNDESIGNATED Total:	31,590.00	31,590.00	0.00	0.00	31,590.00	0.00 %
Department: 61 - SPORTS						
480 - FEES FOR SERVICES	612,600.00	612,600.00	46,526.00	313,566.00	-299,034.00	51.19 %
600 - SALARIES AND WAGES	25,000.00	25,000.00	4,456.00	8,566.00	16,434.00	34.26 %
602 - EMPLOYEE BENEFITS	1,913.00	1,913.00	340.90	655.31	1,257.69	34.26 %
611 - OUTSIDE SERVICES	232,100.00	232,100.00	34,695.50	73,551.57	158,548.43	31.69 %
629 - MISCELLANEOUS	58,750.00	58,750.00	19,424.39	22,857.25	35,892.75	38.91 %
Department: 61 - SPORTS Surplus (Deficit):	294,837.00	294,837.00	-12,390.79	207,935.87	-86,901.13	70.53 %
Department: 62 - CULTURE						
480 - FEES FOR SERVICES	112,971.00	112,971.00	14,243.00	70,546.00	-42,425.00	62.45 %
611 - OUTSIDE SERVICES	79,066.00	79,066.00	23,748.00	36,442.67	42,623.33	46.09 %
629 - MISCELLANEOUS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
Department: 62 - CULTURE Surplus (Deficit):	32,905.00	32,905.00	-9,505.00	34,103.33	1,198.33	103.64 %
Department: 63 - CHILD CARE						
480 - FEES FOR SERVICES	1,224,500.00	1,224,500.00	57,185.00	562,167.66	-662,332.34	45.91 %
600 - SALARIES AND WAGES	444,674.00	444,674.00	23,369.63	135,084.71	309,589.29	30.38 %
601 - RETIREMENT	21,350.00	21,350.00	1,482.70	5,390.10	15,959.90	25.25 %
602 - EMPLOYEE BENEFITS	88,772.00	88,772.00	5,522.23	29,120.91	59,651.09	32.80 %
611 - OUTSIDE SERVICES	374,620.00	374,620.00	4,346.51	165,715.39	208,904.61	44.24 %
629 - MISCELLANEOUS	29,000.00	29,000.00	1,503.14	8,202.00	20,798.00	28.28 %
Department: 63 - CHILD CARE Surplus (Deficit):	266,084.00	266,084.00	20,960.79	218,654.55	-47,429.45	82.18 %
Department: 64 - EVENTS AND OTHER						
480 - FEES FOR SERVICES	18,900.00	18,900.00	3,584.00	16,838.00	-2,062.00	89.09 %
611 - OUTSIDE SERVICES	1,000.00	1,000.00	90.29	90.29	909.71	9.03 %
Department: 64 - EVENTS AND OTHER Surplus (Deficit):	17,900.00	17,900.00	3,493.71	16,747.71	-1,152.29	93.56 %
Department: 65 - PROGRAM ADMINISTRATION						
480 - FEES FOR SERVICES	16,000.00	16,000.00	5,565.00	12,939.68	-3,060.32	80.87 %
600 - SALARIES AND WAGES	294,957.00	294,957.00	29,600.14	116,923.63	178,033.37	39.64 %
601 - RETIREMENT	29,037.00	29,037.00	3,061.29	11,962.30	17,074.70	41.20 %
602 - EMPLOYEE BENEFITS	61,799.00	61,799.00	6,571.30	29,024.62	32,774.38	46.97 %
610 - TRAINING	7,000.00	7,000.00	230.25	230.25	6,769.75	3.29 %
611 - OUTSIDE SERVICES	142,026.00	142,026.00	3,097.31	14,340.22	127,685.78	10.10 %
613 - PUBLICATION / DUES	800.00	800.00	170.00	170.00	630.00	21.25 %
614 - MAINTENANCE	1,000.00	1,000.00	0.00	117.83	882.17	11.78 %
615 - BUILDING MAINTENANCE	500.00	500.00	0.00	0.00	500.00	0.00 %
617 - UTILITIES	16,500.00	16,500.00	26.98	2,172.62	14,327.38	13.17 %
618 - HIRING	800.00	800.00	27.00	50.15	749.85	6.27 %
619 - MISCELLANEOUS	1,000.00	1,000.00	21.80	31.79	968.21	3.18 %
620 - OFFICE SUPPLIES	35,717.00	35,717.00	495.40	2,371.58	33,345.42	6.64 %
622 - DEPARTMENT SUPPLIES	5,000.00	5,000.00	86.78	243.26	4,756.74	4.87 %
631 - CAPITAL OUTLAY - CONSTRUCTION	300,000.00	300,000.00	0.00	10,235.00	289,765.00	3.41 %
Department: 65 - PROGRAM ADMINISTRATION Surplus (Deficit):	-880,136.00	-880,136.00	-37,823.25	-174,933.57	705,202.43	19.88 %
Report Surplus (Deficit):	-300,000.00	-300,000.00	-35,264.54	302,507.89	602,507.89	-100.84 %



Town of San Anselmo

**Budget Report
Group Summary**

For Fiscal: 2023-2024 Period Ending: 10/31/2023

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 21 - RECREATION						
Revenue	1,984,971.00	1,984,971.00	127,103.00	976,057.34	-1,008,913.66	49.17 %
Expense	2,284,971.00	2,284,971.00	162,367.54	673,549.45	1,611,421.55	29.48 %
Fund: 21 - RECREATION Surplus (Deficit):	-300,000.00	-300,000.00	-35,264.54	302,507.89	602,507.89	-100.84 %
Report Surplus (Deficit):	-300,000.00	-300,000.00	-35,264.54	302,507.89	602,507.89	-100.84 %



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:2.1

MEETING DATE: November 14, 2023

AGENDA TITLE: Acceptance of Certificate of Sufficiency of Petition Entitled “Withdrawal of San Anselmo from Flood District Initiative”; Consideration of Town Council Actions Related to the Initiative; and Find the Actions Exempt from the California Environmental Quality Act (CEQA)

FROM: Megan H. Acevedo, Town Attorney
Serge Avila, Town Clerk

RECOMMENDATION: Staff recommends that the Council take the following actions:

1. Receive, file, and accept the Certificate of Sufficiency of Initiative Petition. (Attachment 1).
2. Choose one of the options available to the Council, as specified below.

BACKGROUND

On April 11, 2023, the Town Clerk received a Notice of Intention to circulate a petition within the Town of San Anselmo for a proposed ballot initiative to seek withdrawal of the Town from Marin County Flood Control and Water Conservation District Flood Control Zone 9. (“Notice”). The Notice was signed by Diana Davis, David Bohn and Ross Asselstine (“Proponents”) and included a request that the Town Attorney prepare a ballot title and summary for the initiative.

If approved by the majority of Town voters, the Withdrawal of San Anselmo from Flood District Initiative (“Initiative”) would withdraw parcels in the Town from the Marin County Flood Control and Water Conservation District (“District”). The State Legislature created the District in 1953 to control flood and storm waters and to conserve water for use when practicable. The Town withdrew from the District in 1971, before rejoining in 2006. In 2007 the District imposed a storm drainage fee on property in the Ross Valley, which the District designated as Zone 9, including the Town. That fee ends on June 30, 2027.

Although voter approval of the Initiative would withdraw all land in the Town from the District, State law provides that withdrawal will not release that land from the duty to pay fees to fund debts and obligations the District becomes responsible for before the withdrawal.

Following receipt of the Notice, the Town Attorney timely prepared the requested title and summary and the Town Clerk provided them to the Proponents on April 24, 2023. The Proponents published the title and summary in the Marin Independent Journal on April 27, 2023. The Proponents had six months from receipt of the ballot title and summary to gather enough signatures to qualify the initiative for the ballot.

On October 11, 2023, the Proponents presented signatures to the Town Clerk for verification. After conducting a preliminary count, on October 11, the Clerk forwarded the signatures to the County Elections Department. The Registrar of Voters certified the signatures on October 30, 2023. (Attachment 1). Under the Elections Code, the Town Clerk must file the Initiative and certified signatures to the Town Council at the first regular meeting following certification. (Cal. Elec. Code § 9215).

DISCUSSION

The Certificate of Sufficiency of Initiative Petition is attached and staff recommends that the Town Council receive, file and accept the Certificate as valid in all respects. (Attachment 1).

Given that the Initiative petition has been signed by at least 10 percent of Town voters, the Council must do one of the following:

submit the Initiative, unaltered, to voters at a regular election; or
submit the Initiative, unaltered, to the voters at a special election; or
order a report on the effects of the proposed initiative pursuant to Election Code Section 9212 before submitting the initiative to the voters.

If the Council chooses Option 1, the next “regular municipal election” is one where Council members are elected, which will be November 5, 2024. A resolution adding the Initiative to that regular election would be brought before the Council along with a resolution calling that election during at a Council meeting scheduled for next June or July, 2024.

If the Town Council chooses Option 2, the special election must be held not less than 88 days nor more than 103 days after the order of the election. (Cal. Elec. Code § 1405). For a special election that would coincide with the March 5, 2024, Presidential Primary Election, the Council would have to call the election by December 8, 2023. In the event that the Council chooses this option and given that the Council does not have another meeting scheduled before December 8, staff has attached a draft resolution calling a special election for March 5, 2024. (Attachment 2).

Finally, if the Council chooses Option 3 and requests a report under Elections Code section 9212, staff will prepare an impartial and informational report analyzing the impacts of the Initiative on the community. The report must be presented within 30 days from the date that the Town Clerk presents the signature certification to the Council, which would be December 14. Within 10 days of receipt of the report, the Council would be required to call a special or regular election. (Cal. Elec. Code § 9215(c)). Under the Elections Code, the report may include such topics as the Initiative's fiscal impact, its effect on land use, its impact on the Town's ability to attract and retain business, and/or any other matter the Council requests. (Cal. Elec. Code § 9212(a)(1-8)). Accordingly, if the Council chooses to request a report, staff would appreciate receiving direction on the matters of interest to the Council.

FISCAL IMPACT

The Town Clerk contacted the County Elections Department to come up with estimates for the costs associated with the Options listed above, but there is no way to provide firm amounts due to variables, including the number of items that will appear on the ballots at each election. That said, the Elections Department provided the following estimates based on current information.

For the November 5, 2024, regular consolidated election, the cost to the Town for 9520 Registered Voters at approximately \$2.00 each = \$19,040.00.

For a stand-alone special election, including a vote-by-mail election, the cost could range from \$8.00 to over \$10.00 per registered voter. Based the cost for 9520 Registered Voters at an estimated \$9.00 each= \$85,680.00.

For a consolidated special election on the March 5, 2024 Presidential Primary, the per-voter cost would be somewhere between the cost of a regular election and special election. In August, the Elections Office suggested the cost could be \$2.55 per voter; however, when the Town Clerk requested confirmation of this amount in preparation for this meeting, the County explained that the cost could be higher than this amount depending on the participation of other jurisdictions in the election.

CEQA DETERMINATION

CEQA review is not required for the actions being considered by the Town Council. (Tuolumne Jobs & Small Bus. All. v. Superior Ct., (2014) 59 Cal. 4th 1029, 1043).

ATTACHMENTS

Attachment 1- Certificate of Sufficiency of Petition (Attachment 1)

Attachment 2- Draft Resolution Calling Special Election (Attachment 2)

Steve Burdo
Mayor

Eileen Burke
Vice Mayor

Brian Colbert
Council Member

Alexis Fineman
Council Member

Tarrell Kullaway
Council Member



Town of San Anselmo
525 San Anselmo Avenue, San Anselmo, CA 94960-2682
(415) 258-4600
www.townofsananselmo.org

Certificate of Sufficiency of Petition
(California Elections Code § 9240)

I, Serge Avila, Town Clerk for the Town of San Anselmo, State of California, hereby certify that my examination of the Withdrawal of San Anselmo from Flood District Initiative filed on October 11, 2023, (Initiative) is complete and I find the Petition to be sufficient as follows:

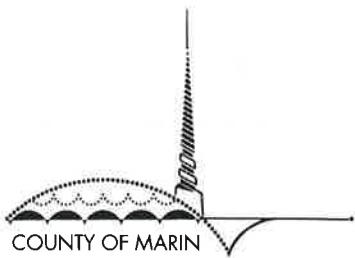
The verification of signatures of the Initiative was completed by the Marin County Registrar, as reflected in the attached letter dated October 30, 2023. (Attachment 1).

I examined all sections of the Petition and found they substantially complied with the requirement of the Elections Code.


Serge Avila, Town Clerk


Date





ELECTIONS DEPARTMENT

Providing a responsive, transparent, and professional approach to conducting elections.

Lynda Roberts
REGISTRAR OF VOTERS

Melvin Briones
ASSISTANT REGISTRAR OF
VOTERS

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MARIN COUNTY REGISTRAR OF VOTERS CERTIFICATE OF SIGNATURE VERIFICATION California Elections Code sec. 9114-9115

I, Lynda Roberts, Registrar of Voters, County of Marin, hereby certify that the verification of signatures on an initiative petition received by this office on October 11, 2023, was completed at the request of the town clerk of the Town of San Anselmo.

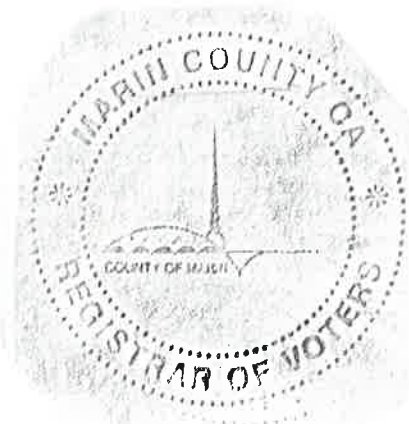
The signatures were verified pursuant to California Elections Code sec. 9114, and I determined the following facts as confirmed in the attached report—Petition Result Breakdown.

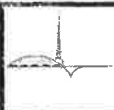
Signatures Required	952
Raw Count	1420
Full Count	1420
# Valid Signatures	1295
# Invalid Signatures	125
Duplicate Signatures	39

IN WITNESS WHEREOF, I have set my hand and affixed my official seal on the 30th Day of October 2023.

SEAL


Lynda Roberts
Registrar of Voters





Petition Result Breakdown

Item 2.1 - Attachment 1

Citizens Initiative San Anselmo

Citizens Initiative to Withdraw the Town of San Anselmo from Flood District

Signatures Required	952		
Raw Count	1,420		
Sample Size	1,420	Percent of Sigs Checked	Percent of Sample Size
Sigs Checked	1,420		
Sigs Not Checked	0		0.0 %
Sigs Valid	1,295	91.2 %	91.2 %
Sigs Invalid	125	8.8 %	8.8 %
Duplicated	39	2.7 %	2.7 %
Non-duplicate Invalids	86	6.0 %	6.1 %

RESULT ABBR	RESULT DESCRIPTION		
Approved	Approved	1,295	91.2 %
NotReg	Not Registered	38	2.7 %
OutOfDist	Out of District	2	0.1 %
Duplicate	Signed more than once	39	2.7 %
RegDiffAdd	Registered at a Different Address	20	1.4 %
CantIdentfy	Cannot Identify	4	0.3 %
NoResAdd	No Residence Address Given	5	0.4 %
NoSig	No Signature	3	0.2 %
PrintedSig	Printed Signature	1	0.1 %
SigNoMatch	Signatures Don't Match	6	0.4 %
NoVoter	Voter Not Found	7	0.5 %

STATISTICS SUMMARY	Value	% Raw	% Req
Pages Processed	186	100.0 %	
Total Checked	1420	100.0 %	149.2 %
Uncorrected Valid	1295	91.2 %	136.0 %
Duplicate Adjustment	0		
Estimated Valid	1295	91.2 %	136.0 %

Min Required (95%): 904.4
Min Required to pass
Based on Sample (110%): 1047.2

**DRAFT TOWN OF SAN ANSELMO
RESOLUTION NO. _____**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO CALLING
A SPECIAL MUNICIPAL ELECTION IN ITS JURISDICTION ON MARCH 5, 2024 TO
SUBMIT TO THE QUALIFIED VOTERS OF THE TOWN OF SAN ANSELMO AN
INITIATIVE MEASURE SEEKING VOTER APPROVAL FOR WITHDRAWAL OF THE
TOWN OF SAN ANSELMO FROM MARIN COUNTY FLOOD CONTROL AND WATER
CONSERVATION DISTRICT ZONE 9; REQUESTING THE MARIN COUNTY BOARD OF
SUPERVISORS CONSOLIDATE THE SPECIAL MUNICIPAL ELECTION WITH ANY
OTHER ELECTION CONDUCTED ON SAID DATE; REQUESTING ELECTION SERVICES
BY THE COUNTY REGISTRAR OF VOTERS; AND PROVIDING RULES AND DEADLINES
FOR ARGUMENTS AND REBUTTALS FOR AND AGAINST THE MEASURE**

WHEREAS, pursuant to the authority provided by the California Elections Code, a petition has been filed with the Town Council of the Town of San Anselmo seeking voter approval for an initiative measure which would withdraw the Town of San Anselmo from Marin County Flood Control and Water Conservation District Flood Control Zone 9 (“Initiative”); and

WHEREAS, pursuant to California Elections Code section 9215, an initiative petition must be on file with the Town in valid form and signed by not less than 10% of the registered voters of the Town in order to qualify the initiative for the ballot; and

WHEREAS, according to Marin County voter records, the minimum number of signatures required to qualify the Initiative for the ballot is 952 registered Town voters; and

WHEREAS, the Town Clerk has certified that the form of the Initiative petition complies with California law and, based upon an examination of voter registration records by the Marin County Registrar of Voters, has ascertained that the petition is signed by the requisite number of voters to qualify the Initiative for the ballot; and

WHEREAS, the Town Council is authorized and required by California Elections Code sections 1405 and 9215 to submit the proposed Initiative to the voters at either the Town’s next regular election or at an earlier special election held not less than 88 days nor more than 103 days after the order of the election; and

WHEREAS, the next regular election is the Town’s General Municipal Election scheduled for November 5, 2024; and

WHEREAS, the Town Council desires to place the Initiative before the Town voters sooner than November 5, 2024, and the next available Special Election date that is not less than 88 days or more than 103 days from the date of this resolution is March 5, 2024; and

WHEREAS, the specific terms of the Initiative are attached hereto as Exhibit A and by this reference made an operative part hereof, and in accordance with all applicable law; and

WHEREAS, by adoption of this Resolution, the Town Council desires that the County of Marin render full services to the Town in connection with conducting the Special Municipal Election; and

WHEREAS, all necessary expenses in performing these services shall be paid by the Town of San Anselmo; and

WHEREAS, under California Elections Code section 10400 *et seq.*, an election may be consolidated with other elections held on the same date; and

WHEREAS, it is also desirable to establish rules for submission of written arguments and rebuttals for and against the Initiative in accordance with the applicable California Elections Code procedures.

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

SECTION 1. Environmental Review

The Town Council finds that this resolution and the placement of the Initiative on the ballot is not a discretionary action of the Town Council within the meaning of the California Environmental Quality Act (CEQA) and therefore, not subject to CEQA review. (*Tuolumne Jobs and Small Business Alliance v. Superior Court* (2014) 59 Cal.4th 1029.)

SECTION 2. Recitals.

The Town Council hereby finds and determines that the foregoing recitals are true and correct and are incorporated herein and by this reference are made an operative part hereof.

SECTION 3. Call of Special Municipal Election.

The Town Council hereby orders the Initiative attached hereto as Exhibit A to be submitted to qualified voters of the Town at a Special Municipal Election for the Town of San Anselmo to be held on the 5th day of March, 2024. The proposed Initiative shall be in the form attached hereto as Exhibit A and is incorporated herein by reference.

SECTION 4. Ballot Question.

The Town Council, pursuant to its right and authority, does hereby order that the ballot question for the Initiative shall be presented and printed upon the ballot submitted to the qualified voters in the manner and form set forth in this Section. On the ballot to be submitted to the qualified voters at the Special Municipal Election to be held on March 5, 2024, in addition to any other matters required by law, there shall be printed the following ballot question:

“Shall an initiative measure be adopted to withdraw parcels of land in the Town of San Anselmo from the Marin County Flood Control and Water Conservation District?”	Yes
	No

SECTION 5. Request for Consolidation and Election Procedures.

The Town Council of the Town of San Anselmo hereby requests that the Board of Supervisors of the County of Marin:

- (1) Consolidate the Town's Special Municipal Election with any other applicable election conducted on March 5, 2024.
- (2) Pursuant to Elections Code section 10002, authorize and direct the County Registrar of Voters, at Town expense, to provide all necessary election services and to canvass the results of said election. The services shall be of the type normally performed by the Registrar of Voters in assisting the clerks of municipalities in the conduct of elections, including but not limited to checking registrations, mailing ballots, hiring election officers and arranging for polling places, receiving absentee voter ballot applications, mailing and receiving absentee voter ballots and opening and counting same, providing and distributing election supplies, and furnishing voting machines.
- (3) The Town Clerk of the Town of San Anselmo shall receive the canvass from the County as it pertains to the Special Municipal Election and shall certify the results to the Town Council, as required by law.

SECTION 6. Arguments and Impartial Analysis.

- (1) The Town Council authorizes the Town Council or any member(s) of the Town Council, the proponents of the Initiative, any individual voter eligible to vote on the Initiative, a bona fide association of such citizens or any combination of voters and associations, December 9, 2023, defines the ten-day period to file a primary written argument in favor of or against the Initiative, in accordance with Article 4, Chapter 3, Division 9 of the Elections Code, which arguments may be changed until and including December 18, 2023, after which no arguments for or against the Initiative may be submitted or withdraw to the Town Clerk. Arguments in favor or against the Initiative shall not exceed 300 words in length and must be filed with the Town Clerk, signed and include the printed name(s) and signature(s) of the author(s) submitting it. Or, if the argument is submitted on behalf of an organization, the name of the organization and the printed name and signature of at least one of its principal officers who is the author of the argument.
- (2) Pursuant to Elections Code section 9285, rebuttal arguments to the primary arguments for or against the measure must be filed to the Town Clerk by no later than December 25, 2023 and must be 250 words or less, in accordance with state law.
- (3) The Town Clerk shall comply with all provisions of law establishing priority of arguments for printing and distribution to the voters and shall take all necessary actions to cause the selected arguments to be printed and distributed to voters.
- (4) Pursuant to Elections Code section 9280, the Town Council directs the Town Clerk to transmit a copy of the Initiative to the Town Attorney. The Town Attorney shall prepare an impartial analysis for the Initiative in compliance with state law. The Impartial Analysis shall be filed by the deadline set for filing primary arguments as set forth above.

SECTION 7. Transmittal of Resolution.

The Town Clerk shall submit a certified copy of this resolution to the Board of Supervisors for the County of Marin.

SECTION 8. Severability.

If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Town Council hereby declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion thereof.

SECTION 9. Effective Date of Resolution.

This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _____ day of _____, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Steve Burdo, Mayor

ATTEST:

Serge Avila, Town Clerk

EXHIBIT A

INITIATIVE MEASURE SEEKING VOTER APPROVAL FOR
WITHDRAWAL OF THE TOWN OF SAN ANSELMO FROM MARIN COUNTY FLOOD
CONTROL AND WATER CONSERVATION DISTRICT ZONE 9

SAN ANSELMO FLOOD ZONE INITIATIVE

Be it Ordained by the People of the Town of San Anselmo:

SECTION I. TITLE

This measure shall be known and may be cited as the "Public Vote on the Subject of San Anselmo's Withdrawal from Flood District Zone 9" (the "Initiative").

SECTION II. FINDINGS AND PURPOSES.

A. Purposes. The purpose of the Initiative is to preserve and enable the rights of San Anselmo citizens to collectively control the decision of whether parcels within the Town of San Anselmo will be a part of Flood Zone 9. To accomplish this objective, the Initiative provides for a public vote on the subject of Withdrawal from Flood Zone 9 of Marin County California.

1. The Initiative provides the opportunity for citizens to vote in accordance with **Clause 68-26.1 Withdrawal of Territory** of the Marin County Flood Control and Water Conservation Act of 1953, which states in part:

68-26.1. Withdrawal of territory

Notwithstanding any provisions of this act to the contrary, the withdrawal of all the area lying within the exterior boundaries of any chartered or incorporated city from the district may be effected by the vote of a majority of the qualified electors of said city voting at any regular or special election on the proposition to withdraw the area lying within such city from the district. Said election shall in all particulars be held as provided by law for holding a municipal election in said city and the cost thereof shall be a city charge.

The city council shall cause the results of the election to be certified to the board of supervisors of the district and if a majority of the votes cast on the proposition to withdraw such area from the district are in favor thereof, thereupon the area lying within the exterior boundaries of such city shall no longer be a part of the district; provided, however, that the withdrawal of the area lying within the exterior boundaries of such city from the district shall not release the area so withdrawn from debts and obligations for or upon which it was liable or chargeable at the time such withdrawal was made; provided further, however, that any portion of a city which prior to its withdrawal from the district was included within the Page 15 boundaries of a flood control zone shall remain subject to taxes for the maintenance of improvements constructed within such zone prior to the withdrawal of the city from the district.

B. Findings and Declarations: The people of the Town of San Anselmo hereby find and declare the following:

1. The Marin County Flood Control and Water Conservation District Zone 9 has failed to find feasible methods to significantly mitigate major flooding, property loss by floods, flood insurance obligations or disruption caused by major flooding events.
2. Based on a vote of a majority of qualified electors, the Town of San Anselmo hereby withdraws all parcels within the Town of San Anselmo from Marin County Flood Control and Water Conservation District Zone.

SECTION IV. FINDINGS OF CONSISTENCY.

A. This measure is consistent with and would promote the intent of the Marin County Flood Control and Water Conservation Act of 1953.

B. The Initiative is not inconsistent with the General Plan, which does not require San Anselmo to Participate in Flood Zone 9.

SECTION V. CONFLICT WITH OTHER MEASURES.

This Initiative will be deemed to conflict with any other initiative appearing on the same ballot if the other initiative(s) address(es) any of the following subjects, whether it does so by specific application to, or as a more general enactment that could otherwise be applied to the subject: fiscal and legal responsibility applicable to any part of the Special Hazards Zone, as set forth in the Town's Municipal Code, or in any other applicable Town law, policy or regulation. In the event that this Initiative and any other initiative are approved by the voters at the same election, and this Initiative receives a greater number of affirmative votes than any other such measure or measures, this measure shall control in its entirety and the other measure or measures shall be rendered void and without any legal effect. If this Initiative is approved by a majority of the voters but does not receive a greater number of affirmative votes than any other conflicting initiative, this Initiative shall take effect to the extent permitted by law.

SECTION VI. EFFECTIVE DATE.

In accordance with the provisions of Elections Code section 9217, if a majority of the voters vote in favor of the Initiative, the Initiative shall go into effect 10 days after the vote is declared by the Town Council.

SECTION VII. INTERPRETATION AND SEVERABILITY.

This measure shall be interpreted so as to be consistent with applicable federal and state laws, rules and regulations. If any section, subsection, sentence, clause, phrase or portion of this measure is held to be invalid or unconstitutional by a final judgment of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this measure. The voters hereby declare that this measure, and each section, subsection, sentence, clause, phrase or portion hereof would have been adopted or passed even if one or more sections, subsections, sentences, clauses, phrases or portions are declared invalid or unconstitutional. If any portion of this measure is held invalid as applied to any person or circumstance, such invalidity shall not affect any application of this measure that can be given effect without the invalid application. This measure shall be broadly construed in order to achieve the purposes stated herein.

SECTION VIII. AMENDMENT OR REPEAL.

The provisions of this measure may be amended or repealed only by a majority of the voters of the Town voting in an election held in accordance with state law.

SECTION IX. IMPLEMENTATION.

A. Upon the effective date of this Initiative, The Town Council shall act in accordance with the provisions of The Marin County Flood Control and Water Conservation Act of 1953, including Clause 68-26.1 Withdrawal of Territory, and as otherwise required by the Act.



COUNCIL ACTION ON
PETITION FOR WITHDRAWAL OF SAN
ANSELMO FROM THE FLOOD DISTRICT
INITIATIVE

BACKGROUND - PROCESS -

April 11 – Town Clerk received notice of intention to circulate a petition for a proposed ballot initiative to seek a public vote on withdrawal of the Town from the Marin County Flood Control and Water Conservation District

April 23 – Town Clerk provided proponents with the title and summary

April 27 – Proponents published the title and summary

October 11 – Proponents presented signatures to the Town Clerk & he submitted the signatures to the County Elections Department for verification

October 30 – The County Registrar of Voters certified the signatures

November 14 – Town Clerk presents the certified signatures to the Town Council & Council considers options for the Initiative

BACKGROUND - FLOOD ZONE 9 -

The State Legislature created the Marin County Flood Control and Water Conservation District (District) in 1953 to control flood and storm waters and to conserve water for use when practicable.

The Town withdrew from the District in 1971, before rejoining in 2006. In 2007 the District imposed a storm drainage fee on property in the Ross Valley (Zone 9), including the Town. That fee ends on June 30, 2027.

Under state law, withdrawal from the District requires approval of a measure by a majority of voters in the Town.

INITIATIVE

If approved by the majority of Town voters, the Initiative would withdraw parcels in the Town from the District.

- State law provides that withdrawal will not release the area from the duty to pay fees to fund debts and obligations the District becomes responsible for before the withdrawal.
- Following withdrawal, Town residents would also remain subject to taxes for the maintenance of improvements constructed within the Zone prior to the withdrawal of the Town from the District.

TOWN COUNCIL OPTIONS

1. submit the Initiative, unaltered, to voters at a regular election; or
2. submit the Initiative, unaltered, to the voters at a special election; or
3. order a report on the effects of the proposed initiative pursuant to Election Code Section 9212 before submitting the initiative to the voters at either a regular or special election.





1. REGULAR ELECTION

The next “regular municipal election” is one where Council members are elected, which will be November 5, 2024.

A resolution adding the Initiative to that regular election would be brought before the Council along with a resolution calling that election during a Council meeting scheduled for next June or July, 2024.

At approximately \$2.00 for each registered voter (9520 number of registered voters) = \$19,040.00.

2. SPECIAL ELECTION

- The special election must be held not less than 88 days nor more than 103 days after the order of the election.
 - For a special election that would coincide with the March 5, 2024, Presidential Primary Election, the Council would have to call the election by December 8, 2023.
 - A stand-alone special election may be called for April, May or August
- Cost for a consolidated special election is unpredictable and the County Elections Department cannot offer us a current estimate for the March Primary. Likely lower than a stand-alone special election.
- For a stand-alone special election, including a vote-by-mail election, the cost could range from \$8.00 to over \$10.00 per registered voter. Based on an estimated 9520 registered voters at \$9.00 each = \$85,680.00.





3. ORDER A REPORT

- The Council may order staff to prepare an impartial informational report analyzing the impacts of the Initiative on the community.
 - The report may include such topics as the Initiative's fiscal impact and/or any matter the Council requests.
- The report must be presented within 30 days from the date that the Town Clerk presents the signature certification to the Council, which would be December 14.
 - Could be brought forward at the next regular Council meeting on December 12 or at a special Council meeting
- Within 10 days of receipt of the report, the Council must decide whether to call a special or regular election.

Receive, file, and accept	Receive, file, and accept the Certificate of Sufficiency of Initiative Petition.
Choose	Choose one of the options available to the Council:
	1. Submit the Initiative, unaltered, to voters at a regular election; or
	2. Submit the Initiative, unaltered, to the voters at a special election; or
	3. Order a report on the effects of the proposed initiative pursuant to Election Code Section 9212 before submitting the initiative to the voters.

COUNCIL ACTIONS

From: [kathy o"sullivan](#)
To: [Town Council](#)
Subject: Comment re 11/14/2023 Council Meeting, Agenda Item 2.1 (Flood District Initiative)
Date: Friday, November 10, 2023 11:10:08 AM

CAUTION: External Sender

I am a San Anselmo resident/homeowner, writing re item 2.1 on Tuesday's Council agenda (Flood District Initiative).

Of the (limited) options available to the Town as I understand them from the Staff Report, consider this a voice (1) supporting asking Town staff for a report (described as "option 3"), and (2) opposing a special election (dramatically more expensive for the Town - therefore for its residents - than a general election).

I would think such a report would be valuable for Town voters when evaluating this item - before and when it hits the ballot - as well as instructive to Council in deciding among its limited ballot options.

Thanks for your time/efforts on behalf of the Town.

--

Kathy O'Sullivan



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.2

MEETING DATE: November 14, 2023

AGENDA TITLE: Consider approval of the 2024 proposed maximum rates collected by Marin Sanitary Service for solid waste, recycling and organic waste services

FROM: Administration

RECOMMENDATION:

- 1) Conduct a public hearing to consider the proposed 2024 Marin Sanitary Service (MSS) collection rates.
 - 2) Adopt the attached Resolution establishing maximum rates collected by Marin Sanitary Service for solid waste, recycling, and organic waste services, to be effective January 1, 2024 (Attachment 1).
-

BACKGROUND

Each year, the Town Council holds a public hearing to set the maximum collection rates that can be charged by MSS in the Town of San Anselmo. These rates are based on a specific methodology contained in the Franchise Agreement with MSS. This methodology was changed in 2019 when the Council adopted an amendment and restated Franchise Agreement with MSS (the "Agreement").

All of the jurisdictions in Marin that have similar agreements with MSS work together to share information and reduce costs: the City of San Rafael, City of Larkspur, the Towns of Ross, San Anselmo, and Fairfax, the Las Gallinas Valley Sanitary District, and the County of Marin. This Franchisors' group meets throughout the year to collaborate on oversight of MSS's operations and works together to conduct a single annual rate review analysis rather than each jurisdiction having to conduct and pay for a separate review. The rate methodology is intended to provide more stable and predictable rates while continuing verifiable high levels of service.

DISCUSSION/ANALYSIS

In accordance with the Agreement, Marin Sanitary Service submitted an application for rate review, requesting an increase in service charges to be effective January 1, 2024 (Attachment 2). The City of San Rafael retained R3 Consulting Group, Inc. ("R3") as an independent consultant on behalf of the Franchisors' group and the Town, and R3 reviewed the rate application in accordance with the rate-setting methodology set forth in the Agreement. The consultant's report is provided as Attachment 3 to this Staff Report.

In accordance with the requirements of the Agreement, as well as state law, the Town of San Anselmo posted a notice of the November 14, 2023 public hearing in the three designated places in Town, as well as on the Town website, advising that this public hearing to consider the requested increase would be held on November 14, 2023 and that any person interested, including all persons owning property within the Town, was invited to appear and be heard on the matters set forth in the public hearing notice.

The rate-setting methodology requires a detailed analysis, as demonstrated in the the final report. Based on R3's review, the proposed increase in 2024 for San Anselmo customers is 5.95%. In 2023, the rate was increased by 5.89%

CEQA AND CONSISTENCY WITH CLIMATE ACTION PLAN 2030

Adoption of the attached resolution increasing MSS customer rates is not a "project" under the California Environmental Quality Act (CEQA), because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065). Moreover, the Town Council finds that even if it were considered a project, adoption of the resolution is exempt from the CEQA under CEQA Guidelines section 15061(b)(3), because it can be seen with certainty that there is no possibility that approval of the customer rates may have a significant effect on the environment.

FISCAL IMPACT

Increases in MSS's rates will result in slight increases to the franchise fees paid by MSS to the Town.

CONCLUSION

The Franchise Agreement for solid waste, recycling, and organic waste services is available on the Town's website at:

<https://www.townofsananselmo.org/DocumentCenter/View/25276/Amended-and-Restated-MSS-Franchise-Agreement-San-Anselmo-11-26-2019>. Marin Sanitary Service

representatives along with a representative from R3 Consulting Group will be present at the meeting to provide information and to answer any questions.

ATTACHMENTS

Attachment 1 - Resolution including exhibit with new rates

Attachment 2 – 2024 Combined Service Area Rate Application

Attachment 3 – Review of 2024 Marin Sanitary Service Rate Application

RESOLUTION NO. ____**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO SETTING MAXIMUM CUSTOMER RATES FOR SOLID WASTE, RECYCLABLE AND ORGANIC WASTE COLLECTION BY MARIN SANITARY SERVICE TO TAKE EFFECT ON JANUARY 1, 2024**

WHEREAS, section 5-3.05 of the San Anselmo Municipal Code provides that the Town Council shall establish rates for the collection of garbage and recycling after a public hearing; and

WHEREAS, Marin Sanitary Service (“MSS”) provides residential, commercial and multi-family solid waste services, including garbage, recycling and organics collection and processing; and

WHEREAS, MSS also provides garbage, recycling, and organics pick-up for Town of San Anselmo (“Town”) facilities, parks, and sidewalk receptacles downtown and throughout Town; and

WHEREAS, at its meeting of November 26, 2019, the Town Council adopted a resolution approving an Amended and Restated Collection Agreement with MSS for provision of these solid waste services for a ten-year period beginning on January 1, 2020 (“Amended and Restated Franchise Agreement”); and

WHEREAS, MSS proposed an increase in Customer Rates for Solid Waste, Recyclable, and Organic Waste Collection to take effect on January 1, 2024, as reflected in Exhibit A hereto; and

WHEREAS, the Town properly published and posted notice of the proposed rate increase as required by law; and

WHEREAS, at its November 14, 2023, meeting the Town Council conducted a duly noticed public hearing to consider the proposed maximum rates and the Council reviewed the staff report and all oral and written evidence presented at the hearing.

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

Section 1. Environmental Review. The Town Council finds that adoption of this resolution increasing MSS rates is not a “project” under the California Environmental Quality Act (CEQA), because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

Section 2. Adoption of Rates. The Town Council hereby establishes the maximum Customer Rates for Solid Waste, Recyclable, and Organic Waste Collection by Marin Sanitary Service as reflected in Exhibit A, which is incorporated herein by reference. The rates shall be effective on January 1, 2024.

The foregoing Resolution was adopted at the regular meeting of the San Anselmo Town Council held on November 14, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor Steve Burdo

ATTEST:

Serge Avila, Town Clerk

Exhibit A - Customer Rates for Solid Waste, Recyclable, and Organic Waste Collection effective January 1, 2024

**Marin Sanitary Service
Combined Service Area Rate Application**

**COLLECTOR'S RATE REVENUE REQUIREMENT AND RATE ADJUSTMENT
INDEXED YEAR - RATE YEAR 2024**

	MSS Service Area Total	Marin Franchisor's Group Total	San Rafael	Larkspur	County	San Anselmo	LGUSD	Fairfax	Ross
Collector Operations	33,462,857	28,727,406	18,249,610	4,586,992	2,852,086	3,182,147	2,441,216	1,553,304	597,502
Garbage Landfilling and Organics Processing	5,738,948	4,684,469	2,975,895	747,983	465,079	664,079	398,080	390,400	97,432
Change in Law - AB 1826 Costs	(7,695)	(6,606)	(4,197)	(1,055)	(656)	(732)	(561)	(357)	(137)
Change in Law - SB 1383 Costs	410,854	352,546	223,017	57,535	38,324	38,798	26,521	19,510	7,148
Subtotal for Profit Calculation	39,604,963	33,757,814	21,444,325	5,391,456	3,354,833	3,884,291	2,865,255	1,962,857	701,945
Collector Profit (90.5% Operating Ratio)	4,157,427	3,543,638	2,251,062	565,954	352,165	407,743	300,773	206,046	73,685
Recyclable Materials Processing	1,402,781	1,180,290	749,801	188,460	117,180	144,253	100,299	78,239	24,549
Interest	722,474	653,297	415,019	104,314	64,860	44,456	55,516	24,721	13,588
Zero Waste Marin Fees	735,888	620,628	394,265	99,098	61,617	73,206	52,740	42,054	12,908
Franchise Fees	5,831,924	4,989,907	2,980,219	771,058	928,516	575,296	178,221	266,721	131,893
Other Agency Fees	2,476,169	2,314,669	1,480,601	568,400	265,668	84,000	-	77,500	-
Annual Rate Revenue Reconciliation	533,181	558,036	354,503	89,103	55,402	29,439	47,421	(54,294)	11,607
Extraordinary Item - Recycling Property Insurance	162,574	136,783	86,894	21,841	13,580	16,720	11,624	9,070	2,845
Total 2024 Rate Revenue Requirement	55,627,383	47,755,063	30,156,689	7,799,684	5,213,821	5,259,405	3,611,849	2,612,914	973,020
Total 2023 Rate Revenue Requirement	52,565,320	45,105,302	28,533,184	7,361,189	4,903,281	4,963,841	3,393,112	2,496,176	914,538
2024 Rate Revenue Adjustment	5.83%	5.87%	5.69%	5.96%	6.33%	5.95%	6.45%	4.68%	6.39%



August 31, 2023

Sent via e-mail

Mr. Cory Bytof
Sustainability Coordinator
City of San Rafael

Mr. Curtis Paxton
General Manager
Las Gallinas Valley Sanitary District

Ms. Kimberly Scheibly
Zero Waste Marin Executive Director
County of Marin

Ms. Heather Abrams
Town Manager
Town of Fairfax

Mr. Daniel Schwarz
City Manager
City of Larkspur

Mr. Dave Donery
Town Manager
Town of San Anselmo

Ms. Christa Johnson
Town Manager
Town of Ross

Mr. Garth Schultz
Principal
R3 Consulting Group

Subject: 2024 Combined Service Area Rate Application

Dear Ms. Scheibly, Abrams, Johnson, and Messrs. Bytof, Paxton, Schwarz, Donery, and Schultz

Attached is Marin Sanitary Service's (MSS) rate calculation for rates to be effective January 1, 2024, in our combined service area. The 2024 Rate Application has been prepared in accordance with Exhibit B, Collector's Rate Revenue Requirement and Rate Adjustment methodology. This methodology was ratified by the Marin Franchisors' Group (MFG) during the 2019 Rate Application process. The same methodology was adopted by the Town of Fairfax and the Town of San Anselmo in 2019, during the 2020 Rate Application process.

Overview

Exhibit B specifies that the 2024 Rate Application is to be prepared utilizing the Indexed Rate Revenue Requirement methodology. This means that a majority of MSS's operating costs are adjusted by the change in the Consumer Price Index for Water and Sewer and Trash Collection, US city average, (referred to as the WST index). Other operating costs such as Garbage Landfilling, Organics Processing, Recyclable Materials Processing, Zero Waste Marin Fees, and Other Agency Fees are adjusted based upon projections or other methods to arrive at 2024 expenses. These adjusted expenses, plus Franchise Fees and Collector Profit, are totaled for the 2024 Rate Revenue Requirement.

1050 Andersen Drive, San Rafael, CA 94901

P.O. Box 10067, San Rafael, CA 94912 ■ (415) 456-2601 ■ Fax (415) 456-7595

www.marinsanitary.com



The 2024 Rate Revenue Requirement is calculated individually for each jurisdiction to account for varying Franchises Fees and Other Agency Fees. The 2024 Rate Revenue Requirement is then divided by the 2023 Rate Revenue Requirement to arrive at the 2024 Rate Adjustment Factor for each jurisdiction.

The rate-setting process in an Indexed Rate Year is relatively straightforward and there are a limited number of supporting schedules. These schedules and related files will be provided to R3 Consulting Group, Inc. for their review. While the process this year was streamlined, there are three significant issues that led us to request additional rate increase amounts. These are discussed below.

SB1383-Short-Lived Climate Pollutants Reduction Act- Organics waste reduction in the landfill

AB 1826 was passed in October 2014 and set requirements for all businesses and multi-family complexes that meet certain criteria to arrange for organics recycling. SB 1383 was passed in September 2016 and expands upon the requirements of AB 1826. Taken together, these two mandates represent the most significant change to the laws affecting our industry since AB 939 was passed in 1989.

We have implemented the changes due to SB 1383 as directed in our franchise agreement amendments from last year. This includes the purchase of new processing equipment that will allow us to expand our Food2Energy program ensuring sufficient capacity for the increased organics we will be collecting. We have also expanded our organics routes including the creation of a new route in 2021. In 2022 we hired an additional outreach specialist to help with SB 1383 compliance for the residents, multi-family properties, and businesses in our service area.

This year, we do not anticipate any significant increases in cost to fulfill our obligations with SB 1383. However, it remains that the changes are incremental and will occur over the next several years, during which time our pool of operating costs subject to the WST indexing may not compensate for our cost increases related to these changes (in law).

Recyclable Materials Processing

As noted in our May 2023 update meeting, the recyclable materials market has softened from the highs of the past few years. This combined with lower curbside tonnage has resulted in an increase in the processing fee to \$1.4 million.

Annual Rate Revenue Reconciliation-2022

As noted in our May 2023 update meeting, our actual annual billings compared to the 2022 rate revenue requirement had a shortfall of \$533 thousand. This is a decrease from last year as we continue to see a recovery from the economic effects of the pandemic on the communities we serve.

Property Insurance

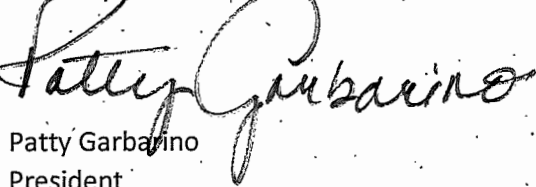
As noted in last year's Rate Application, our long-time property insurance carrier, Affiliated FM, non-renewed their entire book of Waste Hauling business throughout the country. This was due to some very large claims they had at waste facilities in other parts of the country. In addition, the wildfires in California over the last few years have put added pressure on the property insurance marketplace.

The end result is that the annual premium for our combined facilities increased from about \$80,000 to almost \$760,000. The extraordinary request we have included relates specifically to the increased tipping fee at MRRA, the company that processes the recyclables collected within our franchise agreements. We have explored the option of self-insurance and found that it is not available for property insurance.

Conclusion

We look forward to working closely with the R3 Consulting Group personnel during the review process and will supply them with all necessary financial documentation. Once the review is completed, we look forward to meeting with you to discuss the rate review report.

As always, we remain at your disposal.



Patty Garbarino
President

Cc: Jason Raleigh, Marin Sanitary Service
Justin Wilcock, Marin Sanitary Service
Dale McDonald, Las Gallinas Valley Sanitary District
Cristine Alilovich, City of San Rafael
Berenice Davidson, County of Marin
Casey Poldino, County of Marin
Sean Youra, Town of Fairfax

**Marin Sanitary Service
Combined Service Area Rate Application**

**COLLECTOR'S RATE REVENUE REQUIREMENT AND RATE ADJUSTMENT
INDEXED YEAR - RATE YEAR 2024**

	MSS Service Area Total	Marin Franchisor's Group Total	San Rafael	Larkspur	County	San Anselmo	LGVSD	Fairfax	Ross
Collector Operations	33,462,857	28,727,406	18,249,610	4,586,992	2,852,086	3,182,147	2,441,216	1,553,304	597,502
Garbage Landfilling and Organics Processing	5,738,948	4,684,469	2,975,895	747,983	465,079	664,079	398,080	390,400	97,432
Change in Law - AB 1826 Costs	(7,695)	(6,606)	(4,197)	(1,055)	(656)	(732)	(561)	(357)	(137)
Change in Law - SB 1383 Costs	410,854	352,546	223,017	57,535	38,324	38,798	26,521	19,510	7,148
Subtotal for Profit Calculation	39,604,963	33,757,814	21,444,325	5,391,456	3,354,833	3,884,291	2,865,255	1,962,857	701,945
Collector Profit (90.5% Operating Ratio)	4,157,427	3,543,638	2,251,062	565,954	352,165	407,743	300,773	206,046	73,685
Recyclable Materials Processing	1,402,781	1,180,290	749,801	188,460	117,180	144,253	100,299	78,239	24,549
Interest	722,474	653,297	415,019	104,314	64,860	44,456	55,516	24,721	13,588
Zero Waste Marin Fees	735,888	620,628	394,265	99,098	61,617	73,206	52,740	42,054	12,908
Franchise Fees	5,831,924	4,989,907	2,980,219	771,058	928,516	575,296	178,221	266,721	131,893
Other Agency Fees	2,476,169	2,314,669	1,480,601	568,400	265,668	84,000	-	77,500	-
Annual Rate Revenue Reconciliation	533,181	558,036	354,503	89,103	55,402	29,439	47,421	(54,294)	11,607
Extraordinary Item - Recycling Property Insurance	162,574	136,783	86,894	21,841	13,580	16,720	11,624	9,070	2,845
Total 2024 Rate Revenue Requirement	55,627,383	47,755,063	30,156,689	7,799,684	5,213,821	5,259,405	3,611,849	2,612,914	973,020
Total 2023 Rate Revenue Requirement	52,565,320	45,105,302	28,533,184	7,361,189	4,903,281	4,963,841	3,393,112	2,496,176	914,538
2024 Rate Revenue Adjustment	5.83%	5.87%	5.69%	5.96%	6.33%	5.95%	6.45%	4.68%	6.39%

FINAL REPORT

Town of San Anselmo

Review of Marin Sanitary Services' 2024 Rate Application

submitted electronically: October 6, 2023



October 6, 2023

David Donery
 Town Manager
 Town of San Anselmo
 525 San Anselmo Ave
 San Anselmo, CA 94960
submitted via email: ddonery@townofsananselmo.org

SUBJECT: Final Report – Review of Marin Sanitary Service’s 2024 Rate Application

Dear Mr. Donery,

R3 Consulting Group, Inc. (R3) is pleased to submit this report detailing the results of our review of Marin Sanitary Service’s (MSS’s) 2024 rate application for the Town of San Anselmo.

This review was conducted pursuant to R3’s engagement with the seven agencies (Agencies) served by MSS, including the City of San Rafael, City of Larkspur, County of Marin, Las Gallinas Valley Sanitary District, Town of Ross, Town of Fairfax, and the Town of San Anselmo.

This report summarizes results from our review of MSS’s 2024 indexed rate application per the streamlined rate setting methodology established in 2019. The methodology is described in the amended Exhibit B to the Franchise Agreement that the Town holds with MSS.

* * * * *

We appreciate the opportunity to be of service to the Town. Should you have any questions regarding this report or need any additional information, please do not hesitate to reach out directly.

Sincerely,

Jim Howison | Sr. Managing Consultant
R3 Consulting Group, Inc.
 925.768.7244 | jhowison@r3cgi.com

FINDINGS

Executive Summary

On August 31, 2023, MSS submitted its application for an increase to its solid waste rates, to be effective January 1, 2024. This is an indexed year rate adjustment, which primarily projects compensation due to MSS based on the applicable water-sewer-trash CPI Index (WST). Based on our review of the rate application, R3 concurs with MSS's calculated 2024 rate revenue requirement of \$5,259,405, which is \$295,564 higher than the 2023 rate revenue requirement of \$4,963,841. The corresponding adjustment to the Town's solid waste rates for 2024 is 5.95%, based on January 1, 2024 effective date.

Table 1: 2024 Rate Adjustment Summary

	2023	2024	Dollar Change	Percentage Change	Adjustment to Rates
Collector Operations	3,030,616	3,182,147	151,531	5.00%	3.05%
Garbage Landfilling and Organics Processing	616,680	664,079	47,399	7.69%	0.95%
State Compliance Database Subscription	1,464	(732)	(2,195)	-150.00%	-0.04%
SB 1383 Compliance	36,821	38,798	1,977	5.37%	0.04%
Profit Calculation	386,884	407,743	20,859	5.39%	0.42%
Recyclable Materials Processing	39,874	144,253	104,379	261.77%	2.10%
Interest	42,339	44,456	2,117	5.00%	0.04%
Zero Waste Marin Fees	70,448	73,206	2,758	3.92%	0.06%
Franchise Fees	533,829	575,296	41,467	7.77%	0.84%
Other Agency Fees	84,000	84,000	0	0.00%	0.00%
Annual Rate Revenue Reconciliation	110,848	29,439	(81,409)	-73.44%	-1.64%
Recycling Property Insurance	14,250	16,720	2,470	17.33%	0.05%
SB 1383 Negotiations and Implementation Support	(4,212)	0	4,212	-100.00%	0.08%
Total Annual Rate Revenue Requirement	4,963,841	5,259,405	295,564	5.95%	5.95%

2024 Rate Adjustment Details

Collector Operations

Collector Operations compensates MSS for labor, benefits, general and administrative, depreciation and lease, maintenance, fuel and oil. Per Exhibit B, compensation for Collector Operations is adjusted using the CPI index for Water and Sewer and Trash Collection. R3 used publicly available Bureau of Labor Statistics data to verify the calculated increase of 5.0% to Collector Operations. Per Exhibit B, the rate adjustment is subject to a 2.5% minimum and a 5% maximum rate cap for MSS's collection operations. The result is \$3,182,147 in Collector Operations for the Town in 2024, which is an increase of \$151,531 compared to 2023.

Garbage and Organics Tipping Fees

Garbage Landfilling and Organics Processing tipping fee projections are calculated using actual tonnages collected from January 1 through June 30, 2023, which are then annualized to project total 2023 tonnages. Those tonnages are then multiplied by the projected 2024 tipping fees calculated in accordance with Exhibit B. This is based on the actual per ton tipping fees for each waste stream category, or if unavailable, projected tipping fees are calculated using the current year per ton tipping fees escalated by the change in WST— subject to a minimum increase of 2.5% and a maximum increase of 5.0%.

R3 reviewed MSS's projected 2024 tons and the 2024 per ton tipping fees for residential garbage, residential green waste/organics, commercial garbage, commercial mixed waste for processing, commercial food scraps, and MSS-served Agencies' waste delivered to MSS. Per Exhibit B, R3 confirmed that MSS materially correctly projected tons by category using annualized actual tons for the first six months of the current rate year and, as actual tipping fees are unavailable, applied the 5.0% WST adjustment to project 2024 per ton tip fees. The result is \$664,079 in Garbage and Organics Tipping fees for the Town in 2024, which is an increase \$47,399 compared to 2023.

Database Subscription for Compliance with State Law

The rate setting methodology allows for the recovery of additional revenues associated with costs for changes in law and/or new State mandates. For increased operating expenses due to State Laws, including AB 1826 and SB 1383, MSS has included in its rate application a line item for a compliance database. Zero Waste Marin has assumed responsibility for the tracking and reporting of materials. MSS discontinued its subscription to Recyclist and received a refund. Compared to 2023 costs declined \$2,195. For 2024 the Town's portion of that credit totals \$732.

Compliance with SB 1383

MSS is requesting continued revenue in association with SB 1383 with the goal of increasing compliance with the State of California's organics state mandate(s). The company will continue to provide compliance monitoring and inspection services, contamination monitoring, outreach and education, and reporting functions on behalf of the Town. The total 2024 revenue recovery for these new SB 1383 compliance measures for MSS is \$38,798 for an increase of \$1,977 or 5.37%.

Profit Calculation

R3 reviewed the calculation of MSS's profit, which is a function of total allowable operating expenses (\$3,884,291 for the Town) divided by the contractually set operating ratio of 90.5% and subtracting the same sum, rounded to the nearest dollar. MSS's actual profit achievement will vary depending on the company's real revenues and expenses; as such, profit is not guaranteed. The result is \$407,743 in Calculated Profit for the Town in 2024, which is an increase of \$20,859 compared to 2023. The increase is due to increases in allowable operating expenses, which were described in the previous sections of this report.

Recyclable Materials Processing

A net recyclable materials processing cost is calculated each year to share the risks and rewards of changing recycling markets between rate payers and MSS. Per Exhibit B, the Recyclable Materials Processing cost is escalated by the annual change in the WST and that amount is then divided by the number of all tons of recyclable materials processed at Marin Recycling Center from July 1 of the prior rate year through June 30 of the current rate year.

The recyclable materials revenue amount is calculated based on 90% of the total revenue received by the Marin Recycling Center for recyclable materials, which is then divided by the number recyclable material tons processed at Marin Recycling Center. The calculation does not include income or tons from recyclable materials processed for third parties or agencies that were not customers of MSS or the Marin Recycling Center as of December 31, 2018. For Rate Year 2024, the resulting Net Recyclable Materials Processing Cost Per Ton is \$78.87, an increase of \$60.15 from the 2023 value of \$18.72. This increase is due to changes in the value of recyclable commodities sold by MSS. The result is \$144,253 in Recyclable Materials Processing costs for the Town in 2024, which is an increase of \$104,379.

Interest

Interest is based on MSS's actual interest from its loan amortization schedules for actual and projected capital expenditures for services under the Agreement as of the last base year review in 2019. This is increased in the same manner as Collector Operations, as described above, via WST annually. The result is \$44,456 in interest for the Town in 2024, which is an increase of \$2,117 compared to 2023.

Zero Waste Marin Fees

Zero Waste Marin Fees are set as a pass through as government fees and, per Exhibit B to the agreements, changes in such fees result in appropriate adjustments to rates to compensate MSS for increases or decreases in such fees. Zero Waste Marin fees included in the annual indexed rate applications for the MSS service area are set to be equal to the current Zero Waste Marin Fee assessments for the current fiscal year, with 100% of the MSS hauler fees passed through to the MSS Agencies, and with none of the MSS Transfer Station fees passed through to the MSS Agencies. The result is \$73,206 in Zero Waste Marin Fees for the Town in 2024, which is an increase of \$2,758 compared to 2023.

Franchise Fees

Franchise Fees are calculated by multiplying the applicable franchise fee percentage by each agency served by MSS by the revenues projected for each that Rate Year. The Town's Franchise Fee is 11% of gross revenues. The result is \$575,296 in Franchise Fees for the Town in 2024. Franchise Fees fund the costs of compliance with State laws, management and administration of the Town's Agreement with MSS, and compensate the Town for the value of the property rights conveyed to MSS via the Agreement.

Other Agency Fees

Other Agency Fees are calculated and applied to each of the Agencies based on the specific fees set by those Agencies. MSS pays the Town a \$84,000 Vehicle Impact Fee to cover the cost of road impacts from MSS's solid waste collection vehicles.

Annual Rate Revenue Reconciliation

The Rate Revenue Reconciliation item is to reconcile the projected rate revenue from the 2022 rate adjustment to the actual revenue collected through rates charged during the 2021 rate year. MSS experienced a shortfall of \$29,439 in 2022 billed revenues in the Town compared to the 2022 revenue requirement. That amount is therefore included in the 2024 rate application.

Recycling Property Insurance

Property insurance for recycling processing facilities have gone up across the country for circumstances outside of MSS's control. MSS has previously and separately briefed the Agencies on this item, and R3 is aware of the market circumstances surrounding it. R3 finds that this extraordinary item is supported and reasonable. The result is \$16,720 in Recycling Property Insurance for the Town in 2024, which is an increase of \$2,470 compared to 2023.

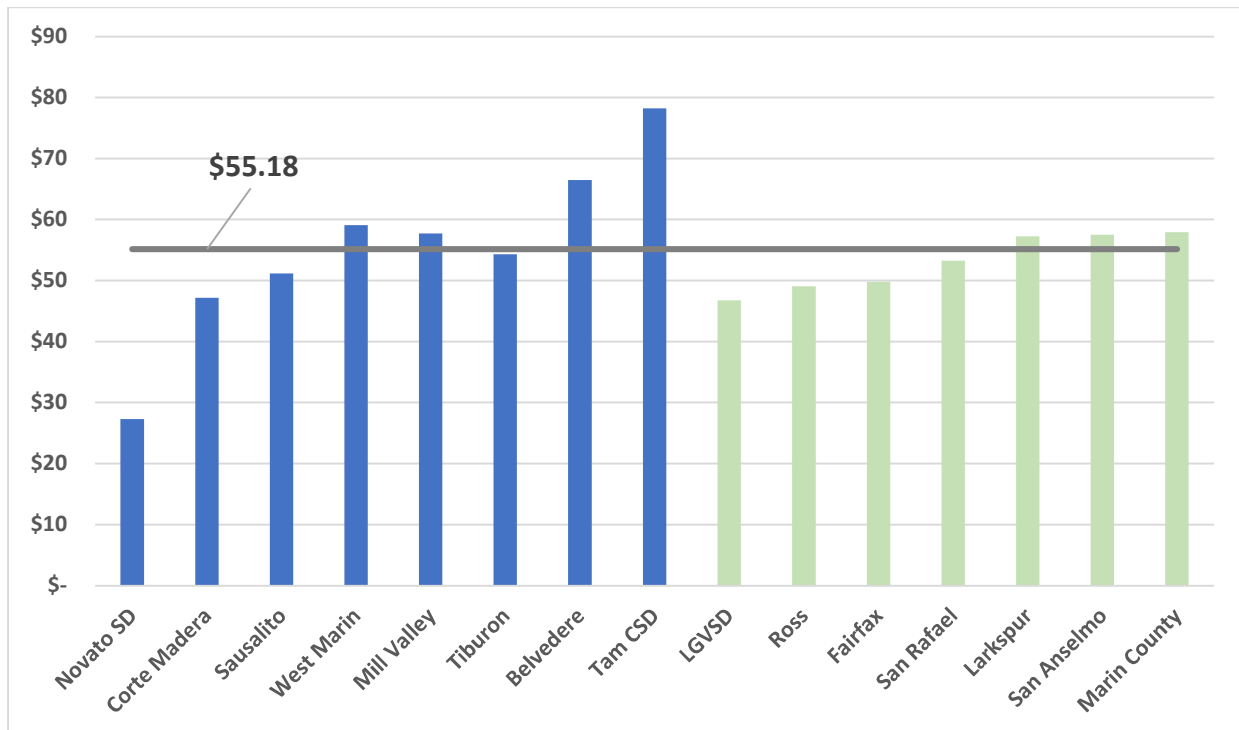
Funding for SB 1383 Contract Negotiations and Implementation

The MSS served Agencies have contracted with R3 to provide support for negotiation of an amendment to the MSS franchise agreements with the Agencies, effectuating the new services, terms and conditions for SB 1383 compliance. That contract also includes a contingency for support to the Agencies in implementing SB 1383 in 2022. R3's expenses for that work were budgeted at \$44,380 but then determined that services were not needed. In 2023 the total the Town received a refund of \$4,212.

Survey of Comparable Rates

Figure 1 illustrates R3's survey of solid waste rates as of October 2023 for agencies located throughout Marin County. These survey results are presented as an indication of the reasonableness of the resulting rates for 2024. For comparison purposes, agencies serviced by MSS are designated in green and represent the proposed pricing for 32-gallon cart, including the current rate increase. Other, non-MSS service agencies are designated in blue and are current pricing, though price increases are expected for 2024 as well. The average cost for the 30–35-gallon cart for non-MSS service agencies is represented by the grey line is \$55.18. The 32-gallon cart is projected to cost \$57.53 per month for the flat regions of the Town. The Town's commercial rates for a 3-cubic yard bin serviced one time per week will be \$944.17 compared to \$891.15 the previous year.

Figure 1: Comparison of MSS's 2024 Rates to Other Marin County Agencies



Review of MSS 2024 Rate Application

November 14, 2023
Garth Schultz & Jim Howison

AGENDA

1. Rate Adjustment Methodology

2. Rate Compensation Overview

3. 2024 Rate Adjustment

4. Rate Comparison

5. Q&A and Rate Adoption

Rate Adjustment Methodology

➤ **Rates are Sole Compensation to MSS**

- Rates are the only source of funding for MSS's solid waste and recycling collection, processing, recovery and disposal services

➤ **Cost of Service Increases Every Year**

- Costs for these services tends to increase annually
 - Labor wages and benefits
 - Vehicles, fuel, parts and equipment
 - Processing, recycling, composting and disposal
 - Governmental fees and unfunded state mandates
- Important (and required) environmental programs like recycling and composting are more costly than landfill disposal

Rate Adjustment Methodology

➤ **Annual Rate Increases Fund Cost Increases**

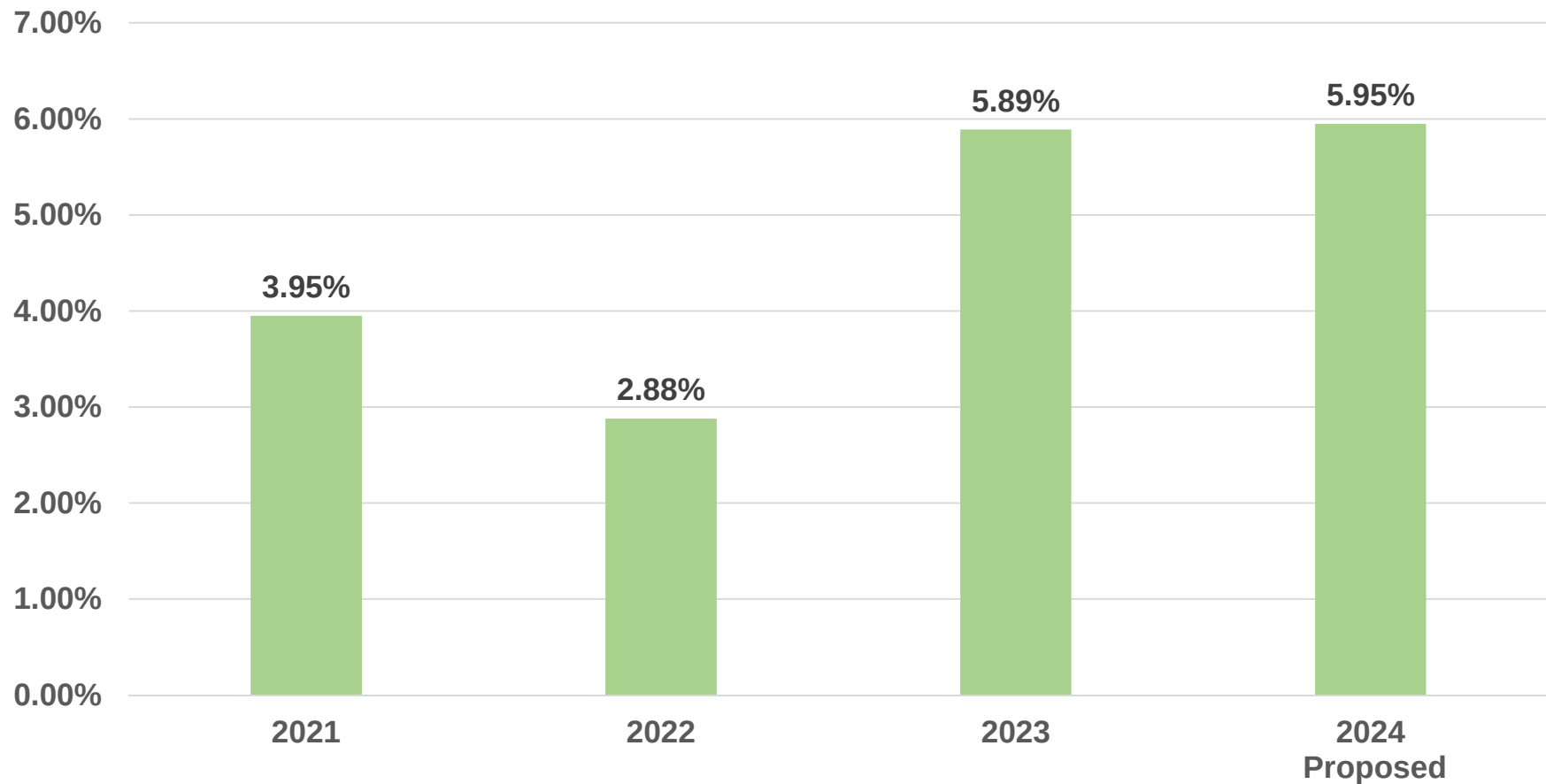
- Contract with MSS sets the terms of annual adjustments
- Adjustments are CPI-like, setting amount paid to MSS
- MSS is incentivized to control costs

➤ **CPI-like Rate Adjustments**

- Annual changes based on streamlined formulas since 2020
- Result has been stable and predictable changes in rates (even through the uncertainty of the COVID-19 pandemic)

Annual Rate Increases

4-Year History



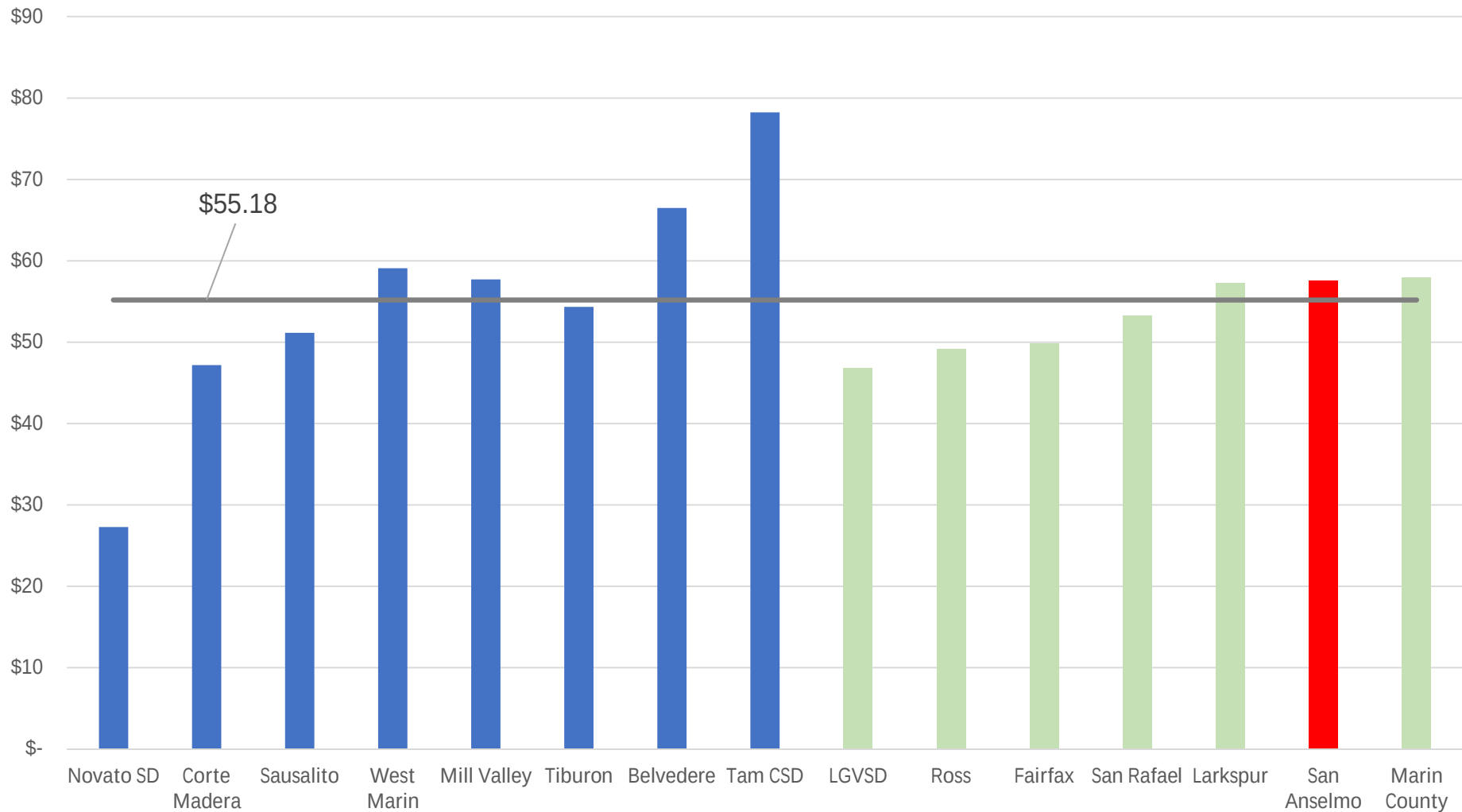
Rate Compensation Overview

- **Collection Operations (60.0%)**
 - Programs and services provided by MSS @ 5.0% CPI increase
- **Processing, Recycling and Disposal (14.6%)**
 - Garbage, recycling and organics services provided by MSS and others based on changing tonnages and CPI
 - Normal increases are offset by improvements in recycling markets
- **State and Local Compliance (17.0%)**
 - Mandatory SB 1383 organics recovery and climate pollutant reduction programs, services, education and reporting
 - Regional programs and services provided by Zero Waste Marin
 - Contract management, administration, compliance with State laws and use of government property
- **Profit Allowance (8.4%)**
 - Normal industry standard profit margin; investments; risks
 - Profit is not guaranteed

➤ **Rate Adjustment Effective January 1, 2024**

- 5.95% increase to MSS rates in San Anselmo
- Equates to increase of \$3.23 per month for most residential customers (32-gallon garbage subscription)
- Residential customers who qualify for low-income rate will receive 20% discount (based on PG&E CARE Program)
- Changes to commercial rate changes will vary and can often be avoided through better recycling and waste reduction

➤ Monthly 32-gallon Residential Rates



- **Q&A**
- **Rate Hearing and Adoption**

From: [Donald Herzog](#)
To: [Town Council](#)
Cc: info@costmarin.net
Subject: Maximum rates collected by Marin Sanitary Service
Date: Tuesday, November 14, 2023 12:44:49 PM

CAUTION: External Sender

Dear Mayor and Council Members

Owning rental property in San Anselmo will be untenable if The Town allows fees and expenses, including garbage fees, to increase more than the percentage rise in rents. Property owners are subject to the same laws of economics as The Town and everyone else. Please consider the deferred maintenance necessary if the Town's income was restricted to the same artificial restrictions that the Town proposes on property owners. Please consider what the town's staff would be left in 5 years if increases in staff income were restricted to the same rate of increase as income property.

If owning rental property in San Anselmo is going to remain feasible, you cannot permit rate increases greater than the percentage allowed by the proposed rent stabilization rules.

Yours truly,

Donald Herzog

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.3

MEETING DATE: November 14, 2023

AGENDA TITLE: Initiate the Update to the General Plan including Authorization to Solicit a Request for Proposals and the Establish an Ad-Hoc Working Group to Review Proposals and to Help Facilitate the Creation of a General Plan Advisory Committee and Related Framework

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

RECOMMENDATION: Staff recommends the Town Council consider the following:

1. Receive a presentation.
 2. Provide direction to staff on what optional General Plan Elements should be included in the update.
 3. Provide feedback on the draft Request for Proposals (RFP) for the General Plan Update and authorize the Planning Department to solicit the RFP.
 4. Authorize staff to form an Ad-Hoc Working Group comprised on two Councilmembers and Two Planning Commissioners to work with staff to review proposals and create the General Plan Advisory Committee framework.
-

BACKGROUND

What is a General Plan?

Every city/town and county in California is required by State law to prepare and maintain a planning document called a general plan. A general plan is designed to serve as the jurisdiction's "constitution" or "blueprint" for future decisions concerning land use, infrastructure, public services, and resource conservation. All specific plans, subdivisions, public works projects, and land use and zoning decisions made by the Town must be consistent with the General Plan.

General Plans are governed by [California Government Code Section 65302](#) and are divided into the following mandatory elements:

- **Land Use:** The Land Use Element serves as the policy framework that outlines the long-term vision for how land should be utilized within a community. The Element covers land use types, distribution, and intensity; population and building density;

existing community and specific plans; public land ownership; and urban boundaries as well as preservation of Open Space.

- **Transportation and Circulation:** The Transportation and Circulation Element provides guidance and strategy for addressing the movement of people and goods in and through the Town. The Element must correlate directly to the Land Use Element and will have a direct relationship to other Elements as it relates to the effects of circulation on the community's physical, social, economic, and health.
- **Housing:** The Housing Element is intended to provide residents, public officials, and the general public with an understanding of the Town's housing needs and the goals, policies, and programs that are developed to help meet those needs. The Housing Element is in process of being completed separately and is not part of this review and revision. However, the adopted Housing Element may be reformatted to be consistent with the revised General Plan. Unlike the other Elements of a general plan, state law mandates that the Housing Element be updated every eight years.
- **Conservation:** The Conservation Element describes the jurisdiction's natural resources: land, water, ecosystems and living resources, and how those resources benefit the community.
- **Open Space:** The Open Space Element is a plan for the comprehensive and long-range preservation of open space lands that are important to the conservation of Open Space Land. The Open Space Element reinforces the policies contained in the Conservation Element and often the two Elements are merged into one.
- **Safety:** The Safety Element outlines the Town's strategy for ensuring the maintenance of a healthy and safe physical environment. The Safety Element was adopted in July 2023 as part of the Housing Element Update. As part of the General Plan Update, a peer review will be conducted to determine with the Safety Element should be amended to provide consistency with the General Plan Update.
- **Noise:** The Noise Element provides the basis for comprehensive local programs to control and abate environmental noise and to protect residents from excessive exposure to noise.

The State also allows and provides guidance to local governments to include additional optional elements, such as environmental justice, sustainability/climate change, economic development, healthy communities, and/or community design, historic and cultural preservation. The optional elements provide a way for local governments to create a customized, responsive, and comprehensive planning framework that reflects the specific needs and circumstances of a community. The optional elements are also a valuable tool for ensuring that the General Plan is a dynamic, relevant, and

interconnected document that can effectively guide the development and growth of a community over time.

What is required of a General Plan Update?

A General Plan Update (GPU) includes the following components:

- **Existing Conditions Report** – The Existing Conditions Report will describe current conditions and regulations affecting the Town associated with land use and growth, circulation, traffic, mobility, market trends, historic resources, community services and facilities, open space, conservation, safety, noise. The Existing Conditions Report is prepared early in the process and serves as a resource to Town decision-makers, the public, Town staff, and the consultant team throughout the project.
- **Vision Plan** - The Vision Plan will establish a set of clear community values and priorities and establish a long-term vision for the Town that will serve as the cornerstone of the General Plan Policy Document.
- **The General Plan** - The General Plan document will address all State-required General Plan topics and other optional elements that are determined to be of local importance.
- **Environmental Impact Report** – Public agencies must comply with the California Environmental Quality Act (CEQA), a statute that requires state and local agencies to identify potential environmental impacts, and to avoid or mitigate those impacts, if feasible. An Environmental Impact Report (EIR) will be prepared as part of a General Plan Update process to ensure compliance with CEQA. The EIR will identify and analyze the environmental impacts that can result from the implementation of the General Plan. The EIR will serve to inform governmental agencies and the public of the potential environmental impacts to existing or proposed changes to the built environment and may include mitigation measures to avoid or offset any negative environmental impacts. Once adopted, the EIR could potentially serve as a “tiering document” to facilitate streamlined environmental review of subsequent development, planning, and infrastructure projects undertaken in the Town that are consistent with the General Plan.

It is important to note that there are multiple public engagement opportunities related to each milestone in the GPU process.

Why is the Town Updating the General Plan?

General Plans are typically written for a life of 15-20 years. San Anselmo's [General Plan](#) was adopted by [Resolution No. 1626](#) on November 25, 1975 and reflects the data, attitudes, and assumptions of this time. Since the original adoption in 1975, the Land Use, Circulation, and Open Space Elements were revised by [Resolution No. 3074](#) on December 13, 1988, and the Housing Element has been updated more often to comply

with State law (revised in 1981, 1984, 1995, 2004, 2012, 2015, 2022-2023 update pending). A new Safety Element was adopted most recently by [Resolution No. 2023-4513](#) on July 25, 2023, in addition to other amendments to the Land Use Element related to the pending Housing Element.

As the Bay Area and San Anselmo have grown over the past four decades, demographic conditions have changed and it is important for the General Plan to be updated to meet the current conditions and community's interests moving forward. Specifically, the GPU will provide an opportunity to revisit the current objectives, policies, and programs of the General Plan, in addition to providing an opportunity for the residents to share their vision, capturing the most current goals and values of the community while addressing growth and change. Additionally, the General Plan also needs to be updated to address the following new legislation, such as Complete Streets (AB 1358), Climate Change and Resilience (SB 379), Annexations and Disadvantaged Communities (SB 244 and SB 1190), Tribal Consultation (AB 52 and SB 18), Fire Hazards (SB 1241), and Environmental Justice (SB 1000), to ensure the Town meets eligibility requirements to receive Federal and State Funding. Lastly, although not mandated, it is also advisable that the GPU respond to and consider policy related opportunities, such as economic growth in Downtown San Anselmo and the nationwide transition to more sustainable energy sources.

The GPU will be prepared consistent with the Governor's Office of Planning and Research [General Plan Guidelines and Technical Advisories](#).

Who will use the General Plan?

The General Plan is intended to be used by the following:

- Town Council, Planning Commission, and other Boards, Committees, and Commissions will use the goals and policies of the General Plan as a basis upon which to make both long-term and short-term decisions, determine long-term objectives, generate and evaluate budgets, plan capital improvements, and prioritize tasks.
- Town staff and all departments will also reference the General Plan when considering development applications, capital improvements, service programming, and departmental budgeting.
- Individual residents, existing and prospective business owners, and the development community can also seek guidance for preserving and enhancing the community through the General Plan.
- Other local and regional agencies will refer to the General Plan when projecting future needs and services. The General Plan is truly the Town's collective guide to the future.

How does a General Plan get implemented?

General Plan implementation consists of shorter-term actions and programs to carry out longer-term General Plan goals and policies. This includes one-time initiatives (e.g., Zoning Code amendments by the Town, decisions on public and private development projects, municipal operational programs, capital improvements and partnerships with other jurisdictions or agencies). Implementation actions in the General Plan can also be tied to the Town's annual budget and strategic plan priorities.

DISCUSSION/ANALYSIS

General Plan Framework

As described above, a General Plan establishes specific goals, policies, and programs related to a range of civic issues that are organized into specific Elements. Apart from the mandatory Elements (e.g., land use, open space, transportation, housing, conservation, safety, and noise), staff is requesting Town Council consideration to add the following optional Elements to reflect the San Anselmo community:

- **Economic Development:** The [California Governor's Office of Planning and Research](#) (OPR) posits that local economic resilience shapes and is shaped by its physical development and influences how a jurisdiction governs.¹ Accordingly, many communities set forth goals of economic health to support and maintain an economically viable community. As the economic health of a community is interrelated to many of the other General Plan Elements, staff is recommending incorporating a new Economic Development Element into the General Plan. The Element would replace the Town's existing 2018 [Economic Development Plan](#), prepared and implemented by the San Anselmo [Economic Development Committee](#) (EDC). The Element would be prepared with support from the EDC, and other community stakeholders (e.g., Chamber of Commerce, Merchants, etc.), and would link land use and development decisions to opportunities for business promotion, growth, local job creation, retention, and placemaking.
- **Sustainability, Climate Change, and Resiliency:** The impacts of climate change pose a growing threat to our environment, economy, and public health and safety. The Town can respond to climate change through adaptation and resilience goals and policies that support the reduction of greenhouse gas (GHG) emissions, use of clean, renewable energy, and promotion of other sustainable practices by incorporating a new Sustainability, Climate Change, and Resiliency Element. This Element would update the Town's existing 2019 [Climate Action Plan](#) and weave sustainability and resiliency in the context of climate change into the General Plan. The Element, would be prepared with support from the [Climate Action Commission](#) and would provide a framework for long-term GHG reductions in support of the

¹ Source: OPR 2017 General Plan Guidelines, https://opr.ca.gov/docs/OPR_C7_final.pdf.

State's adopted GHG reduction targets, consistent with and responsive to all appropriate State legislation and guidance.

- **Environmental Justice:** Senate Bill 1000 (2016), under Government Code [Section 65302\(h\)](#), requires local governments to identify environmental justice communities (AKA "disadvantaged communities") and establish strategies, policies, and objectives to promote equitable distribution of environmental benefits and address environmental disparities that disproportionately affect vulnerable and marginalized community in their general plans. While San Anselmo does not meet the criteria where an Environmental Justice Element is legally required in its General Plan, incorporating this optional Element could have significant social, environmental, and community benefits by demonstrating a commitment to fairness, public health, and community well-being, in addition to establishing goals, policies, and programs to address environmental disparities proactively and aligning with the community values.

In addition, staff is requesting direction from the Town Council on whether to include an optional **Community Design, Historic, and Cultural Preservation Element** in the RFP. This Element would set the policy framework for San Anselmo's physical form and unique identity, which is shaped through architecture of historic and new buildings, orientation and treatment of public spaces and streets, public art, and more. Archaeological and cultural resources that are culturally significant to Native American tribes are also important contributions to the Town's rich history that would be included in this Element.

Project Phases and Schedule

The GPU is anticipated to be completed over the next two years. The steps of the project are outlined below.

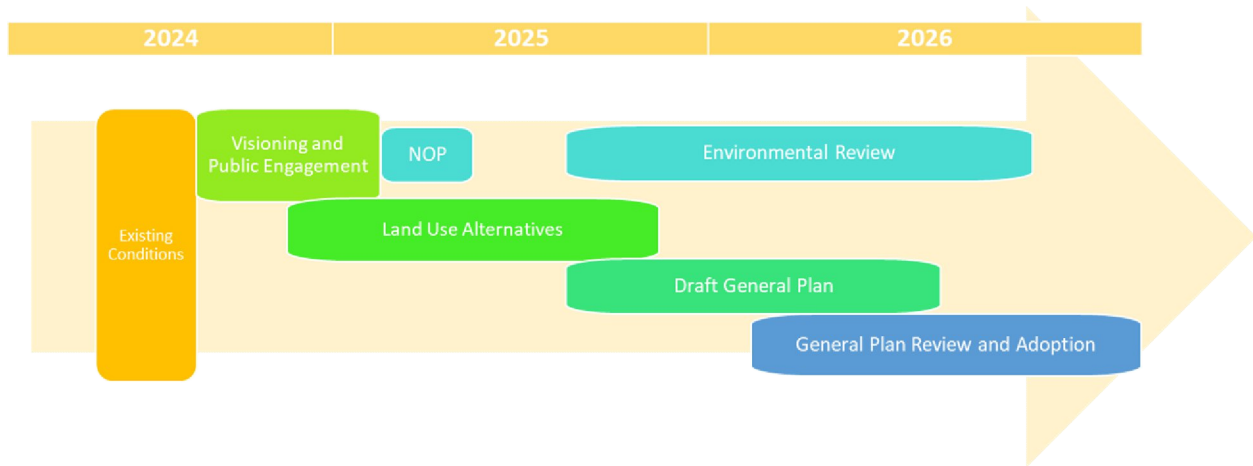
- **Existing Conditions:** The selected consultant and Town staff will compile data on baseline conditions for each Element topic in San Anselmo and the surrounding Sphere of Influence (SOI). The resulting Existing Conditions memoranda will present the existing conditions findings and future trends in a graphically-driven, user-friendly format. This baseline information will inform conversations held during public outreach conducted during the Visioning phase below.
- **Visioning and Public Engagement:** The GPU will include a formal visioning process that will be a collaborative and inclusive effort that will involve community workshops, surveys, and other engagement activities, such as Town Council and Planning Commission meetings, General Plan Advisory Committee (GPAC) meetings, stakeholder focus groups, pop-up booths, and online activities, that will collect input and build a vision that reflects the community's values and priorities. The resulting vision statement will provide the overarching framework for the General Plan and guide how the community will grow and develop to achieve its desired future.

- **Land Use Alternatives:** To support the community's vision, the land use alternatives will consider opportunities for infill development, revitalization of areas with underused or outdated uses, and stimulation of commercial areas, as well as opportunities to enhance connections between destinations. These alternatives will be evaluated and compared in relation to community character, market viability, circulation, utilities and infrastructure, community services, and the Town's fiscal health. This evaluation will inform the identification of a Preferred Land Use Alternative, which will ultimately be the basis for the General Plan Land Use Map and will guide the type, pattern, and location of land development and conservation in the Town.
- **Draft General Plan:** Using the information collected from the Existing Conditions Memoranda, visioning and public engagement, and land use alternatives analysis, the consulting team, with the assistance of Town staff, will prepare the draft General Plan. Organized into the required Elements, the draft General Plan will address all State requirements and include policies that support the planned land uses and the community's vision.
- **Environmental Review:** Pursuant to CEQA, the consulting team, with the assistance of Town staff, will prepare an Environmental Impact Report (EIR) to identify potential environmental impacts resulting from the updated General Plan and measures we can take to reduce or avoid those impacts. A Programmatic EIR will be used, which means that future individual projects in San Anselmo will still need to complete project-specific environmental review. The EIR will be released simultaneously with the Public Draft General Plan (see the phase below) to provide an opportunity for public review and comment.
- **General Plan Review and Adoption:** The Public Draft General Plan will be released for public review and feedback. After receipt of community feedback, the Planning Commission and Town Council will consider the updated General Plan for adoption.

The anticipated project schedule is outlined below:

- **Existing Conditions:** Spring 2024
- **Visioning and Public Engagement:** Summer 2024 – Winter 2024
- **Land Use Alternatives:** Winter – Fall 2025
- **Draft General Plan:** Summer 2025 – Spring 2026
- **Environmental Review:** Spring 2025, Summer 2025-Fall 2026
- **General Plan Review and Adoption:** Spring – Fall 2026

Figure 1 - Project Schedule



Request for Proposals

In preparation for initiating the GPU, staff has prepared a draft RFP (see **Attachment 1**). The document requests proposals from urban planning consulting firms and presents the general scope, project objectives, and desired project timeline for the GPU. Staff is requesting Town Council authorization to issue the RFP in substantially the same form as the attached and including revisions as requested by Town Councilmembers.

Town Council Ad-Hoc Working Group and the Formation of a General Plan Advisory Committee

Staff is requesting the Town Council authorize staff to appoint a General Plan Ad-Hoc Working Group to help staff review the proposals received in response to the RFP and aid in the selection of a consultant for the GPU. The Ad-Hoc Working Group would consist of two Town Councilmembers and two Planning Commissioners. The Ad-Hoc Working Group would also be expected to meet two or three times in early January 2024 to conduct the review of the proposals and discuss their feedback with staff before providing a recommended consultant to the Town Council for approval.

The Ad-Hoc Working Group would also assist staff in creating the framework to establish a General Plan Advisory Committee (GPAC). The purpose of the GPAC would be to provide input, feedback, and recommendations to the Town staff, the consulting team, the Planning Commission and the Town Council on key components of the General Plan throughout the GPU. Staff suggests the GPAC would consist of two Town Councilmembers, two Planning Commissioners, and a set number of San Anselmo community members. The Ad-Hoc Working Group will identify important stakeholders to include in the GPAC and determine the number of GPAC members. It is expected that

the Town Councilmembers and Commissioners that serve on the Ad-Hoc Working Group would also sit on the GPAC.

As part of its action related to this agenda item, staff requests the Town Council members indicate their interest in participating as members of the Ad-Hoc Working Group. Once the Ad-Hoc Working Group is established, Town staff will make a similar request to the Planning Commission at their next meeting.

Next Steps

1. **Solicit RFP:** The Town will distribute the RFP to qualified planning consultants. The deadline for proposals will close on Monday, December 18, 2023, at 5:00 p.m.
2. **Ad-Hoc Working Group:** Following the December 18, 2023, deadline, a review of proposals and consultant interviews will occur over the next month. Proposals received from candidate firms will be reviewed and evaluated by staff with the support of the Ad-Hoc Working Group based on the set of criteria identified in the RFP (see **Attachment 1**).
3. **Contract Authorization:** Following review and evaluation of all candidate firms, staff anticipates the Ad-Hoc Working Group will provide a recommendation for consultant selection to the Town Council at the end of January or early February. At a public meeting, the Town Council will consider a recommendation for authorization of a Professional Services Agreement to engage the recommended consultant.
4. **Website:** Following contract execution, the Town staff will work immediately with the selected consultant to prepare a designated, user-friendly GPU website.

FISCAL IMPACT

The consultant responses to the RFP will guide staff to prepare a comprehensive budget for the project. The adopted Fiscal Year 2023-2024 Budget includes \$450,000 for outside consultant services; approximately two-thirds of that budget is expected to fund the GPU for FY 2023-2024. The Town expects that additional funds will be allocated in subsequent fiscal years to fund the GPU. After reviewing the proposals, staff will bring the proposed contract to the Town Council for review and approval.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The release of the RFP and establishment of an Ad-Hoc Working Group are exempt from CEQA because neither action is a project that has the potential to result in a direct physical change in the environment nor will it result in a reasonably foreseeable indirect physical change in the environment pursuant to CEQA Guidelines Section 15378.

The forthcoming adoption of the updated General Plan will be subject to CEQA review. This review is included in the RFP scope of work, and it is expected that the GPU will require the preparation of a Program EIR. The EIR prepared as part of the GPU will

thoroughly and adequately assess the impacts of the updated General Plan in compliance with CEQA. As specified in Attachment 1, Request for Proposals, the EIR will address the following environmental factors consistent with the current CEQA Guidelines:

- Aesthetics
- Agriculture / Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Energy
- Geology/Soils
- Greenhouse Gas Emissions
- Hazards & Hazardous Materials
- Hydrology/Water Quality
- Land Use / Planning
- Mineral Resources
- Noise
- Population / Housing
- Public Services
- Recreation
- Transportation
- Tribal Cultural Resources
- Utilities / Service Systems
- Wildfire

In addition, the EIR shall include discussion of cumulative impacts and significant and unavoidable impacts on the environment, if any. A range of reasonable alternatives to the GPU shall be evaluated, including a “No Project” alternative.

ATTACHMENT

Attachment 1- Request for Proposals

Alexis Fineman
Mayor

Steve Burdo
Vice Mayor

Brian Colbert
Council Member

Ford Greene
Council Member

Eileen Burke
Council Member



San Anselmo General Plan Update

REQUEST FOR PROPOSALS

Issued: November XX, 2023
Proposals due: Monday, December 18, 2023, at 5:00 p.m.

The Town of San Anselmo invites you to submit a proposal for professional consulting services to prepare a comprehensive update to the San Anselmo General Plan and corresponding preparation of related environmental review in conformance with the California Environmental Quality Act (CEQA) documentation.

The applicant's team for this project should be multi-disciplinary and include expertise in all appropriate areas of General Plan development and environmental review.

Qualified firms that would like to be considered will need to submit a response to this Request for Proposals (RFP) no later than Monday, December 18, 2023, at 5:00 p.m. Responses must be sent electronically.

For further information and questions concerning this RFP, please contact Lindsey Klein, Senior Planner at lklein@townofsananselmo.org. All requests for information and responses to questions will be posted on the Town's website (www.townofsananselmo.org). Please check the Town's website for the latest information and queries concerning this RFP.

The Town intends to follow, but will not be bound by, the following timeline:

- Distribution of the RFP in November 2023
- Deadline to Submit Proposals December 18, 2023, 5:00 pm
- Consultant Interviews January 8 – January 12, 2024
- Consultant Selection: January 15 – January 26, 2024
- Project Completion: October 2026

All responses shall be reviewed and evaluated by the Town to determine which applicant best meets the Town's needs for service. The criteria by which the Town shall evaluate proposals are set forth in the RFP. The Town reserves the right to reject all proposals or waive any irregularities in any proposal or the proposal process.

1. Background

The Town of San Anselmo was incorporated in 1907 and is a general law Town. The Town is approximately 2.68 square miles in size with a population of 12,830. The community is situated in the Ross Valley, bordered by steep hillside areas including the Mount Tamalpais Watershed, and located 20 miles north of San Francisco in Marin County. The Town's Sphere of Influence (SOI) includes an additional 2.86 square miles of land and stretches north to include the unincorporated community of Sleepy Hollow.

The town started as a transportation corridor, with a North Pacific Coast Railroad Line constructed in the San Anselmo Hub, the intersection of Sir Francis Drake Boulevard, Center Boulevard, and Red Hill Avenue, in 1875. The community grew following the establishment of the San Francisco Theological Seminary, a graduate school campus situated in the southwest residential neighborhood of the town, in 1892. Since its incorporation, San Anselmo has developed gradually over the past century, with significant population increases attributed to the opening of the Golden Gate Bridge in 1937 and the end of World War II in 1945.

Today, San Anselmo is a small, established residential community with visitor- and neighborhood-serving businesses centered on the major transportation thoroughfares, including Sir Francis Drake Boulevard, San Anselmo Avenue, and Red Hill Avenue. Winding streets emanate out from the major roadways into quiet, residential neighborhoods and steep hillsides. Historic Downtown San Anselmo, one of the major commercial centers in San Anselmo, sits at the heart of the town and follows San Anselmo Creek. The town is largely developed with most remaining land constrained by environmental hazards or conserved as open space. The community values the town's close access to open space with its natural beauty and recreation opportunities. Therefore, new construction is predominantly limited to infill development.

The Town of San Anselmo is considered a full-service Town and provides a wide range of services including police, fire, planning, building and safety, maintenance of roads, engineering, code enforcement, and parks and recreation. The last comprehensive adoption of the General Plan was in 1975. Since then, the Land Use, Circulation, and Open Space elements were updated in 1988. The Safety Element was adopted in July 2023 and the Housing Element is expected to be adopted in winter 2023/2024.

2. Project Overview

The San Anselmo General Plan currently contains the follow Elements: Land Use, Circulation, Open Space, Conservation, Town Parks, Recreation, and Public Facilities, Noise, Scenic Highways (Parkway), Housing (revised in 2023), Safety (adopted in 2023), and the Bald Hill

Area Plan. The Town is seeking a comprehensive update to the Town's General Plan to incorporate the numerous changes in State law that have occurred since its last revisions in 1988.

The Town of San Anselmo seeks to prepare a comprehensive update of the Town's General Plan (herein referred to as GPU) for the area within the boundaries of the Town and the unincorporated areas within the Town's SOI. The Town believes that a successful General Plan creates organizational efficiency, provides clear governance, and guides clear management of the natural, physical, cultural, and fiscal resources.

The primary GPU objectives will be accomplished through the planning process that includes the following:

- Engaging residents, property owners, business owners and other stakeholders townwide and at the neighborhood level to envision and plan for their community in the future.
- Establishing a land use and policy framework that serves as a communication tool that provides fairness, openness, and certainty for those interested in investing in the community.
- Guiding future development and redevelopment in the town toward transit-oriented land uses, economic and environmental resiliency, and a jobs/housing balance. (Note: The Housing Element will not be updated as part of this project. However, housing is inextricably tied to land use, circulation, and the other topics addressed in the GPU and may be considered incidentally.)
- Enhancing the distinct identity and character of the community, particularly along the main thoroughfares (Sir Francis Drake Boulevard, Red Hill Avenue, and Center Boulevard) that serve as gateways to the community and in Downtown San Anselmo.
- Addressing the challenges of the existing circulation network by identifying multi-modal travel strategies to manage traffic flow and roadway safety, promote public transit connectivity, encourage walking and cycling, balance parking demand, enhance accessibility for all, and address long-term maintenance of transportation infrastructure to ensure long-term functionality.
- Establishing Townwide environmental justice policies to promote community health and equity through land use planning, urban design, and provision of public services and infrastructure.
- Establishing Townwide economic development policy to identify and seek opportunities to sustain, strengthen, and diversify San Anselmo's economic base.
- Addressing and mitigating the effects of climate change and promoting long-term sustainability throughout the General Plan through reduction of greenhouse gas (GHG) emissions, enhanced community resiliency efforts, promotion of renewable energy sources, and more.
- Establishing a framework to identify and maintain a system of high-quality parks, public facilities, and programming that is environmentally and financially sustainable, accessible, and meets the needs of all residents.

- Updating noise regulations that align with current best practices to enhance the quality of life for residents while promoting responsible land use and supporting the local economy.
- Preparing a comprehensive environmental document for the General Plan that will identify feasible measures to protect and improve environmental quality within the town, avoid or minimize potentially significant impacts to the environment, and facilitate and streamline environmental review of future projects.
- Consolidating and incorporating existing plan documents including but not limited to the 2023 Safety Element, 2023-2031 Housing Element, 2018 Economic Development Plan, 2019 Climate Action Plan, Bald Hill Area Plan, into the GPU.
- Creating a graphic-forward, ADA accessible, and reader-friendly General Plan that is frequently referenced by residents, business owners, developers, decisionmakers, and Town staff.

3. Project Schedule

The GPU is expected to begin in February 2024 and be completed within a 2-year timeframe.

4. Scope of Work

The Town is seeking a qualified firm that has extensive experience in preparing General Plans, a proven ability to assess a Town's current conditions, and knowledge of current State and Federal regulations as it applies to the completion of GPUs and CEQA compliance. It is anticipated that this update will result in changes to the Town's Land Use Map, Zoning Map, and Municipal Code. In addition, the consultant must be familiar with innovative public participation techniques to maximize public input within the decision-making process. The consultant should be knowledgeable and competent in environmental analysis and CEQA compliance documents.

General Plan Management

The consultant will be responsible for the following GPU management:

- Apprise Town staff of the project status through regularly scheduled meetings and monthly status reports.
- Prepare and maintain a master project schedule based on anticipated project milestone schedules, and integrate all reviews, approvals, or other actions required for the reviewing bodies and any other entities.
- Assist with and/or present all documents to the public, stakeholders (i.e., local business owners and the Chamber, school districts, marginalized communities, the elderly community), and appropriate Town boards or committees, including the General Plan Advisory Committee (GPAC), Climate Action Commission, the Economic Development Committee, the Open Space Committee, the Bicycle and Pedestrian Advisory Committee, the Parks and Recreation Commission, the Racial Equity Committee, the Planning Commission, and the Town Council, through a series of workshops, pop-ups, meetings, and hearings. The schedule for each phase of the GPU should also include intervals or key points when the GPAC will be convened as well as when the Planning Commission

and Town Council will review work products. The Town anticipates a minimum of 10 GPAC meetings, 10 stakeholder meetings, 6 pop-up events, 6 Planning Commission meetings, and 6 Town Council meetings.

- Organize, schedule, attend, and keep minutes for all project-related meetings.
- Manage and supervise the consultant team, including consultant review and revision of all work products for the duration of the GPU process.
- Deliver all work products for public review in electronic formats; and
- Develop project branding with colors and graphics that will be used throughout the GPU process to identify the information presented as Town-related.
- Create, maintain, and actively update a standalone San Anselmo GPU website. The website will be active and live within 45 days of the execution of the professional services agreement between the consultant and the Town. The consultant will make changes as needed to the website with direction of the Town. The cost of maintenance, operation, and changes will be included in the budget proposal and be considered a “one lump sum charge.” The consultant will not charge the Town for any changes/updates/additions requested during the duration of the GPU website, and Town staff will also be able to access the website to make edits. The website will:
 - Be functional and user-friendly on all interfaces including smartphones, tablets, laptops, and desktop computers.
 - Incorporate any social media platform desired by the Town including, but not limited to, Facebook, X (formerly Twitter), Instagram, and LinkedIn.
 - Have an interactive GIS-type map in which users can identify parcels and query data for each parcel selected.

Existing Conditions

To establish the demographic and socio-economic characteristics, travel patterns, existing land use conditions, and environment of San Anselmo, the consultant will compile data on baseline conditions for each Element topic in San Anselmo and the surrounding SOI. The resulting Existing Conditions memoranda will present the existing conditions findings and future trends in a graphically driven, user-friendly format.

Preparation of the General Plan

The comprehensive GPU must include a robust public engagement program that engages all sectors of the Town’s population in this planning effort; a program that identifies the community values and translates those values into a community vision over the next 20 years. The GPU must also identify how the community’s vision and values will be implemented through the General Plan. A General Plan Advisory Committee (GPAC) is expected to be formed and utilized as the common thread throughout the update process.

The GPU must identify land use and circulation alternatives¹ that support infill development, economic vitality, healthy, walkable neighborhoods, and easy access to transportation and public services and facilities as well as facilitate townwide attainment of environmental

¹ Between two to four alternatives are sufficient.

justice goals. Given the orientation of the Ross Valley topography, creeks, and existing transportation network, there are limitations in circulation and connectivity. This evaluation will result in the identification of a Preferred Land Use and Circulation Alternative, which will ultimately be the basis for the General Plan Land Use Map. In addition, the GPU will need to address all State directives including General Plan legislation adopted in recent decades, including but not limited to climate change and environmental justice. The Town expects the General Plan to include the following elements:

- Land Use and Public Facilities
- Circulation
- Conservation and Open Space
- Safety and Noise
- Housing¹
- Parks and Recreation
- Environmental Justice
- Sustainability, Climate Change, and Resiliency
- Economic Development
- Community Design, Historic, and Cultural Preservation (OPTIONAL)

These elements will integrate and replace the Town's existing Scenic Highways (Parkways) Element, Bald Hill Area Plan, 2019 Climate Action Plan (CAP), 2018 Economic Development Plan, 1992 Sorich Ranch Park Master Plan, and other existing planning documents. The Town is open to suggestions other than those listed above which the consultant believes would be of value in producing a General Plan that reflects the needs of the community.

The Safety Element was adopted in 2023. The consultant will conduct a peer review of the 2023 Safety Element and prepare a report that recommends any amendments to the Safety Element. Existing Elements that will not be comprehensively updated will be reformatted to remain visually aligned with the other Elements.

It is anticipated that the updated General Plan will not necessarily follow the form of the existing General Plan. The GPU should result in a graphic and illustrative document. The consultant is strongly encouraged to recommend an approach or vision for the GPU that will result in an innovative, user-friendly document.

Environmental Analysis

Pursuant to the California Environmental Quality Act (CEQA), the consultant will prepare a programmatic Environmental Impact Report (EIR) to identify potential environmental impacts resulting from the updated General Plan and measures we can take to reduce or avoid those impacts. The EIR will address all topics identified in Appendix G, Environmental Checklist, of the current CEQA Guidelines.

Policies and programs in the updated General Plan will be assessed for their impacts, and

² The Housing Element was updated recently and therefore will not be updated as part of this project. However, the Town understands that this topic is inextricably tied to land use, circulation, and the other topics addressed in the GPU.

mitigation measures will be identified. The EIR will provide adequate analysis of the General Plan sufficient to allow for enactment of future development in the Town. A technical appendix clearly identifying all supporting documents will be part of the EIR.

The timing for the preparation of the GPU and the EIR will overlap so data collection can be used for both documents and the preparation of both documents will be parallel and consistent. The EIR will be released simultaneously with the Public Draft General Plan to provide an opportunity for public review and comment. The Town will review and approve all documents prior to distribution by the consultant.

The consultant will prepare technical support reports, appendices, including but not limited to traffic modeling, geotechnical, biological, air quality, noise, GHG emission reductions, and archeological reports. The consultant will be responsible for any and all procedural steps, including (but not limited to), the preparation of public notices, AB 52 & SB 52 notifications, resolutions, ordinances, Notice of Preparation, Notice of Completion, Notice of Determination, Filing Notices with County Offices, Filing Notices with the State Clearinghouse, and providing notices to local and state agencies as needed. The consultant will also be responsible for scheduling and conducting the EIR scoping meeting. The consultant will prepare responses to comments received during the public review period and at the public hearing on the Draft EIR, a Mitigation Monitoring Program, Findings of Fact pursuant to CEQA, and Statement of Overriding Considerations, as necessary. The consultant will also coordinate the printing and mailing of the Final EIR to the State.

Work Plan

The consultant is to provide a detailed Work Plan which includes a list of required key tasks, activities, durations, milestones, and the project timeline to complete the GPU and CEQA documentation. Time frames should be stated in terms of the number of calendar days required to complete the specified tasks using the Town's Notice to Proceed as the start date. The schedule should identify time periods as the total elapsed time from the start date. The schedule should track the independent timing for each of the major work components and the different documents to be developed, reviewed, and adopted. The schedule should include the public participation process including stakeholder interviews, community workshops, and public hearings. Town staff will discuss the Work Plan with the selected consultant prior to execution of a contract for the project. Components of the Work Plan provided by the consultant will include:

- Preparation of monthly status reports to accompany invoices
- Preparation and implementation of the Public Engagement Strategy, including meeting preparation and attendance
- Preparation of Existing Conditions Memoranda, Land Use Alternatives, and other background technical reports
- Preparation of the General Plan (Administrative, Public Draft, and Adopted Drafts)
- Preparation of environmental review

The Work Plan will identify the types of data to be prepared, which will include, but not be

limited to, base maps and an inventory/summary of the following:

- General land use patterns relative to the circulation system, public infrastructure, and environmental constraints (i.e., floodplains and steep hillsides).
- Open space, schools, the library, and recreation, cultural, civic, and park facilities.
- Prevailing physical constraints and opportunities.
- Explore, and develop, if necessary, new land use designations to serve future growth characteristics such as, but not limited to, mixed-use projects.
- Evaluate the Land Use Element and establish internal consistency with other mandated elements in the General Plan and the General Plan Land Use Map.
- Population, demographic, and social characteristics, patterns, and trends.
- Identification and analysis of underserved communities and barriers to equity in San Anselmo.
- Analysis of existing economic generators and forecast of significant trends over the next 10 to 20 years.
- Local business conditions, including recent and projected commercial and office trends.
- Prevalent community identity, public perceptions, and image and strategies to further distinguish local community character.
- Public infrastructure conditions primarily related to additional capacity to accommodate projected growth and housing demand.
- Assessment of the need for additional public facilities based upon the projected increase in land use intensity, population, and the correlated need for additional services.
- Other data, analysis, and reports deemed relevant to complete the GPU.
- Identification of populations and facilities vulnerable to climate change and strategies to enhance climate resiliency.
- Opportunities to enhance sustainability and reduce GHG emissions throughout all community practices in both public and private sectors.

Deliverables

All deliverables intended for internal staff distribution will be submitted electronically in both Microsoft Word and PDF in a manner to be determined between the consultant and Town. The program used for preparation of the final plan will be in a format that can be easily edited by the Town in the future. For example, avoid producing the final plan in a landscape version, bound by spiral rings. Maps and other similar figures should be created in a program that is used by the Town for possible future changes.

All documents will be prepared in a user-friendly format that is compliant with the Town's Americans with Disabilities Act (ADA) requirements. This will include verifying that all PDFs submitted include legible text, and verifying that hyperlinks are not used in any public PDF documents. The final PDF document must be formatted such that it is searchable and can be viewed on both mobile devices and desktop computers.

The following deliverables are anticipated over the course of the GPU process:

- Meeting materials such as agendas, presentations, maps and graphics, and wayfinding signage for all pop-ups, stakeholder meetings, workshops, and public hearings.
- Existing Conditions Memoranda that address each existing and new Element topic
- Peer Review of the Safety Element
- Vision Statement
- Land Use Alternatives Report
- Administrative Draft General Plan
- Public Draft General Plan
- Adopted General Plan
- General Plan Land Use Map
- Notice of Preparation, Notice of Completion, Notice of Determination, and all other notices associated with the environmental analysis
- Administrative Draft EIR
- Draft EIR
- Final EIR
- Facts and Findings and Statement of Overriding Considerations (if applicable)
- Mitigation and Monitoring Program

5. Project Budget

Although an important aspect of consideration, financial cost estimate will not be the sole justification for consideration. The Town does expect a fair and reasonable project budget backed by itemization of how the costs per phase and task were developed. Negotiations may or may not be conducted with the firm; therefore, the proposal submitted should contain the firm's most favorable terms and conditions since selection and award may be made without discussion with any firm. All prices should reflect "not to exceed" amounts per item. The Town desires the consultant to use available data sources and technical tools provided by local, regional, and state government entities in order to minimize costs associated with new data collection efforts. The consultant will list the available data sources that are proposed to be used.

Proposals should include, at minimum, the costs for the completion of each major task in the work program. Each task should clearly identify the project team member who will be primarily responsible for completing the task. Costs should be segregated into a time and materials rate schedule and a not-to-exceed maximum amount for all work. Indicate the hourly rates of each staff involved, number of hours for each component, task, or product, and the fee structure for additional work outside of the contract and optional items. Prices will represent the cost of finished products, and cost estimates will identify expenditures for graphics, base maps, public meetings and hearing participation, printing, legal notices, postage, mailing, advertising, travel, and other incidental and administrative costs.

A separate price quote should be provided for environmental review and CEQA compliance work. At the Town's discretion, the Town reserves the right to award separate contracts to differing consultants for the CEQA and the General Plan/public engagement work. The consultant's budget should take this into consideration and state if there will be an impact

on the work schedule or budget should the consultant not be awarded a contract for both the General Plan and CEQA work. This statement should appear in the consultant proposal cover letter.

6. Submittal Requirements

All proposals shall be typed clearly and legibly, in conformance with the Request for Proposal, limited to 50 numbered pages (8 ½" x 11"), and titled in electronic mail: "Town of San Anselmo General Plan Proposal". Paper submittals are not requested.

- a. The emphasis of the proposal should be responding to the requirements set forth in this Request for Proposals and Scope of Work. In order to evaluate all proposals fairly, please follow the format below. **Cover Letter:** Identify the contact person for the project team, including their name, phone number, and email address, and provide a high-level description of project understanding and interest and the total cost of services presented in the proposal. Also provide a statement that the consultant understands that the Town may award separate contracts to different consultants for the GPU and CEQA.
- b. **Project Understanding:** This section shall describe your understanding of the project and the approach and methods to be used to complete the project effectively with input from Town staff, the community, and property/business owners. Your team will be evaluated on your level of expertise and your background in the required disciplines. It will be critical to demonstrate your understanding and ability to successfully:
 - i. Conduct outreach with community stakeholders and generate substantial, meaningful public engagement.
 - ii. Prepare a comprehensive GPU, including an Environmental Justice Element, Economic Development Element, and additional Elements not required by State law.
 - iii. Prepare a comprehensive environmental document for the General Plan that will identify feasible measures to protect and improve environmental quality within the town, avoid or minimize potentially significant impacts to the environment, and facilitate and streamline environmental review of future projects within San Anselmo.
- c. **Detailed Scope of Work and Cost:** Expand upon the scope of work outline identified in this RFP. The scope of work will identify the project tasks and timeline, staff assigned to these tasks (with billable rates), number of hours assigned per staff for each task, and the total cost of all tasks. In addition, the consultant will identify tasks that Town staff are expected to complete, as Town staff will be considered part of the project team and will be best equipped to assist in public noticing, meeting attendance, and CEQA. The total cost proposal should clearly identify labor, equipment, materials, overhead, and profit.
- d. **Project Schedule:** Identify the total project timeline and provide a timeline breakdown that corresponds to the tasks outlined in the Scope of Work.
- e. **Project Team:** The submittal should include complete information about the

project team. This would include a brief history of the firm/team, brief resumes of the designated project manager and key staff assigned to the project, description of experience (firm/team and project personnel) on similar projects, and description of the project management system used to track project tasks/deliverables/expenditures.

- f. **References:** Provide references from at least five municipal agencies for whom you have provided similar services.

7. Interpretations of the Request for Proposal

If the applicant is in doubt as to the meaning of any part of the RFP, or finds discrepancies in or omissions from the RFP, the applicant shall submit to the Town a written request for an interpretation or clarification a minimum of 48 hours prior to the RFP's deadline. All such requests should be addressed to:

Lindsey Klein, Senior Planner

Email: lklein@townofsananselmo.org

The Town shall not be responsible for any explanations or interpretations of the RFP other than by written addendum delivered to each applicant. No oral interpretations of any provision in the RFP shall be binding upon the Town.

8. Evaluation

Proposals will be reviewed by a selection committee, which will include Town staff and elected officials. Upon invitation, interviews of the top candidates will be conducted the week of January 8 – January 12, 2024.

Proposals will be evaluated based on the applicant's ability to meet the Response to RFP criteria, writing ability, project comprehension, relevant qualifications, creativity, organization, meeting facilitation, and demonstrated expertise in land use, multi-model circulation, economic development, urban design, climate action planning, CEQA compliance, and community engagement.

The proposal submittal deadline is **5:00 p.m. on Monday, December 18, 2023**. Late submittals will not be accepted. Please submit one electronic PDF of your proposal to:

Lindsey Klein, Senior Planner

Email: lklein@townofsananselmo.org

Phone: (415) 258-4617

9. Next Steps

1. Proposals Due: December 18, 2023, at 5:00 p.m.
2. Consultant Interviews: January 8 – January 12, 2024
3. Consultant Selection: January 15 – January 26, 2024
4. Project Completion: October 2026

10. Attachment

Town of San Anselmo Professional Services Agreement

AGREEMENT FOR PROFESSIONAL SERVICES

FOR _____

This Agreement is made and entered into this _____ day of _____, 20____, by and between the TOWN OF SAN ANSELMO (hereinafter "**TOWN**"), and _____ (hereinafter "**CONSULTANT**").

RECITALS

WHEREAS, _____; and

WHEREAS, _____;

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. PROJECT COORDINATION.

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

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

2. DUTIES OF CONSULTANT.

CONSULTANT shall perform the duties and/or provide services as follows:

3. DUTIES OF TOWN.

TOWN shall pay the compensation as provided in Paragraph 4, and perform the duties as follows:

4. COMPENSATION.

For the full performance of the services described herein by **CONSULTANT**, **TOWN** shall pay **CONSULTANT** as follows:

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

5. TERM OF AGREEMENT.

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

6. TERMINATION.

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

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

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

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

7. OWNERSHIP OF DOCUMENTS.

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

8. INSPECTION AND AUDIT.

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

9. ASSIGNABILITY.

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

10. INSURANCE.

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

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

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

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

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

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

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

operations) under the policies.

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

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

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

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

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

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

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

C. Deductibles and SIR's. Any deductibles or self-insured retentions in **CONSULTANT's** insurance policies must be declared to and approved by the PROJECT MANAGER and **TOWN** Attorney and shall not reduce the limits of liability. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or **TOWN** or other additional insured party. At **TOWN's** option, the deductibles or self-insured retentions with respect to **TOWN** shall be reduced or

eliminated to **TOWN's** satisfaction, or **CONSULTANT** shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

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

11. INDEMNIFICATION.

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

B. Where the services to be provided by **CONSULTANT** under this Agreement are design professional services to be performed by a design professional as that term is defined under Civil Code Section 2782.8, then, to the extent permitted by law including without limitation, Civil Code sections 2782, 2782.6 and 2782.8, **CONSULTANT** shall indemnify and hold harmless the **TOWN** and its officers, officials, and employees (collectively **TOWN Indemnitees**) from and against damages, liabilities or costs (including incidental damages. Court costs, reasonable attorney's fees as may be determined by the Court, litigation expenses and fees of expert witnesses incurred in connection therewith and costs of investigation) to the extent they are caused by the negligence, recklessness, or willful misconduct of **CONSULTANT**, or any subconsultants, or subcontractor or anyone directly or indirectly employed by them, or anyone for whom they are legally liable (collectively Liabilities). Such obligation to hold harmless and indemnify any

indemnity shall not apply to the extent that such Liabilities are caused in part by the negligence or willful misconduct of such TOWN Indemnitee.

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

12. NONDISCRIMINATION.

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

13. COMPLIANCE WITH ALL LAWS.

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

14. NO THIRD PARTY BENEFICIARIES.

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

15. NOTICES.

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

TO **TOWN**'s Project Manager:

TO **CONSULTANT**'s Project Director:

16. INDEPENDENT CONTRACTOR.

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

17. ENTIRE AGREEMENT -- AMENDMENTS.

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

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

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

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

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

18. SET-OFF AGAINST DEBTS.

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

19. WAIVERS.

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

20. TOWN BUSINESS LICENSE / OTHER TAXES.

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

21. SURVIVAL OF TERMS.

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

22. APPLICABLE LAW.

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

23. COUNTERPARTS AND ELECTRONIC SIGNATURE.

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

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

TOWN OF SAN ANSELMO

CONSULTANT

DAVE DONERY, Town Manager

By: _____

Name: _____

Title: _____

ATTEST:

[If CONSULTANT is a corporation, add signature of second corporate officer]

SERGE AVILA, Town Clerk

By: _____



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.4

MEETING DATE: November 14, 2023

AGENDA TITLE: Proposed Ordinance Banning New and Expanded Gas Station Uses in San Anselmo and Finding the Ordinance Exempt from the California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Sections 15061(b)(3), 15302, 15307, and 15308

FROM: Megan Acevedo, Town Attorney
Heidi Scoble, Planning Director
Sean Youra, Climate Action Coordinator

RECOMMENDATION: Hold a public hearing to do the following:

1. Review the attached proposed ordinance banning new and expanded gas station uses in San Anselmo; (Attachment 1)
2. Introduce by title only and waive further reading of the proposed Ordinance.

BACKGROUND

A. Town's Commitment to Climate Action

On June 11, 2019, the Town Council adopted the Town's [Climate Action Plan 2030](#). The Plan calls for actions ranging from reducing vehicle emissions and miles driven to increasing the deployment of renewable energy. The goal for the Plan is to reduce greenhouse gas (GHG) emissions by 54% from a 2005 baseline by 2030 and to reach carbon neutrality by 2045. Data has been collected to track the Town's emissions inventory and in 2021, the transportation sector accounted for 57% of the community's GHG emissions. The Climate Action Plan identifies the goal of increasing and accelerating electric vehicle use within the Town and notes that the Town should "consider requiring new and remodeled gas stations to provide EV fast chargers and encourage hydrogen fueling stations." (Climate Action Plan T-1(a)(1.3) at p. 17).

On February 12, 2019, the Town Council adopted [Resolution No. 4264](#) to amend the General Plan Circulation Element to add a goal to support transportation improvements and emerging vehicle technology that help reduce GHG emissions and work toward more widespread use of electric vehicles to lower GHG emissions from transportation.

On February 11, 2020, the Town Council adopted [Resolution No. 4325](#)¹ declaring a climate emergency in San Anselmo. The Resolution recognized the consensus among climate scientists that the climate and ecological crisis are underway and committed the Town to take actions to reduce GHG emissions. The Resolution notes that “an inadequate response to our climate emergency will threaten human life, healthy communities, and critical infrastructure due to increased economic and environmental disruptions.” (Reso. No. 4325).

On December 14, 2021, the Town Council received a presentation from Hayley Ballard, Youth Commissioner for the Climate Action Commission, regarding the Climate Action Commission’s recommendations to reduce greenhouse gas emissions from transportation. Transportation emissions made up 57% of community emissions in 2021. The recommendations included: 1.) warning labels on gas pumps; 2.) amendments to zoning to prohibit new or expanded gasoline/fueling stations; and 3.) a Town vehicle fleet procurement policy. On January 11, 2022, the Town Council unanimously agreed to consider these items.

B. Town’s Temporary Urgency Ordinance

On February 8, 2022, the Town Council adopted Urgency Ordinance No. 1163 (“Temporary Urgency Ordinance”) establishing a 45-day moratorium on the approval of new or expanded gas service station uses. On March 25, 2022, pursuant to Government Code section 65858, the Town Council extended the Temporary Urgency Ordinance for an additional period of 10 months and 15 days. Finally, on January 24, 2023, the Town Council extended the Temporary Urgency Ordinance for an additional period of twelve months.

Unless the Town Council adopts a permanent ban on new and expanded gas station uses, the Temporary Urgency Ordinance will expire in January 2024 and the underlying Town Code will take effect. That Code specifies that gas service stations are a conditionally permitted use in the C-L Limited Commercial zoning district (the commercial area between The Hub and Red Hill Shopping Center) and the C-3 General Commercial zoning district (the commercial areas south and east of The Hub, excluding the historic downtown).

C. Current Gas Station Uses in Town

There are currently three gas stations in the Town:

- Gas & Shop, 750 Sir Francis Drake (8 pumps)
- 76/Circle K, 930 Sir Francis Drake (8 pumps)
- Fara’s Auto, 98 Sir Francis Drake (4 pumps)

The Town has had many other gas stations since the 1920s and those facilities may have led to Leaking Underground Storage Tank (LUST) sites in the Town. LUST Cleanup Sites are those locations that have had a leak or spill of a hazardous substance, usually fuel hydrocarbons, and are being (or have been) cleaned up. Leaking underground fuel tanks can contaminate soil, groundwater, surface water or affect indoor air space.

¹ Resolution No. 4325 is available at <https://www.townofsananselmo.org/DocumentCenter/View/25658/Reso-4325>

Currently, there do not appear to be any active LUST sites in Town. Staff ran several searches of databases related to underground storage tanks and found that the California EPA data demonstrate that the Town currently has:

- 3 Active Underground tank sites where current gas stations are located; and
- No active hazardous waste cases with former gas stations

DISCUSSION

A. Local, State and Federal Policies Impacting Future Fossil Fuel Use

While the Temporary Urgency Ordinance has been in place, Town staff have monitored the development of gas station bans in other jurisdictions and tracked state and federal law related to aimed at reducing fossil fuel use in the transportation sector. In addition, staff has considered options for allowing existing gas stations to continue operating and supporting their ability to install clean fueling technology, such as electric charging stations.

In recent years, a number of municipalities have adopted ordinances to prohibit approval of new or expanded gas stations. On March 1, 2021, Petaluma was the first city in the country to adopt a permanent ban on new gas stations. Since then, several Sonoma and Napa County cities, including Santa Rosa, Cotati, Windsor, Calistoga, and Sebastopol, have adopted such restrictions. Southern California cities, including Rancho Cucamonga and Jurupa Valley have also adopted these restrictions. More recently, the City of Novato and Town of Fairfax² have adopted ordinances to prevent the expansion of existing gas stations and ban new gas stations.

At the state and federal level, numerous policies and laws have been enacted to curb the use of fossil fuel in the transportation sector. For example, on September 23, 2020, Governor Newsom issued Executive Order N-79-20 which requires all new cars and passenger trucks sold in California be zero-emission vehicles by 2035 and to direct the state to take more actions to address oil extraction. Additionally, on August 25, 2022, the California Air Resources Board approved the Advanced Clean Cars II rule, which bolsters the 2035 zero-emissions vehicle requirement for all new passenger cars, trucks and SUVs sold in California. As described by CARB, “The Advanced Clean Cars II regulations take the state’s already growing zero-emission vehicle market and robust motor vehicle emission control rules and augments them to meet more aggressive tailpipe emissions standards and ramp up to 100% zero-emission vehicles.”³

Federal laws have also shifted since 2021. On August 5, 2022, President Biden signed Executive Order 14037 (Strengthening American Leadership in Clean Cars and Trucks), establishing a goal to have 50% of all new passenger cars and light trucks sold in the United States be zero-emissions by the year 2030. In addition, on August 16, 2022, the Inflation Reduction Act of 2022 was signed into law and is expected to accelerate the pace of transportation electrification through incentives for consumers to purchase zero-emissions vehicles.

² Fairfax staff report and ordinance available at <https://storage.googleapis.com/proudcity/fairfaxca/uploads/2023/09/Item-1.-Ordinance-Gas-Stations.pdf>

³ CARB, Advanced Clean Cars Program, available at <https://www2.arb.ca.gov/our-work/programs/advanced-clean-cars-program/about>

B. Proposed Ordinance

Based on the state and federal policy changes discussed above, other jurisdictions' successful implementation of gas station bans, and the Town's goal to reduce GHG emissions from the transportation sector, staff drafted the attached ordinance to permanently ban new gas station uses in all zones and to prevent the expansion of existing fossil fuel facilities in these stations.

On November 6, 2023, the Town's Planning Commission and Climate Action Commission held a joint meeting to review the draft ordinance. Members of each body commented on the draft. Several members suggested that additional information be provided in the recitals and staff report regarding underground storage tanks and potential environmental and health impacts associated with fossil fuel infrastructure. Some members expressed concerns about the potential financial burden placed on lower income drivers who cannot afford electric vehicles and may find gas prices rising as fewer gas stations are available. Several members stated that the ordinance strikes a balance between preserving the rights of current businesses to continue operating, while recognizing that there is value in adopting a policy that prevents the expansion of fossil fuel infrastructure in Town. Public comment suggested that there could be unintended consequences from prohibiting expansion or newly permitted gas stations, including longer lines at the existing stations. Following comment and discussion, the Planning Commission voted unanimously to recommend that the Town Council adopt the proposed ordinance. The Climate Action Commission also voted unanimously to recommend adoption, though they requested that underground storage tanks be addressed in the staff report.

The attached proposed ordinance includes a definition for a gas station that distinguishes it from a service station or other auto repair business. With this distinction in mind, the draft ordinance prohibits gas station uses in all zones, while permitting vehicle repair and maintenance businesses to operate with a conditional use permit, in the C-L and C-3 districts. (Ordinance, Table 4A).

The draft ordinance provides that existing gas stations can continue to be operated, transferred, sold, or modified under an existing conditional use permit as a legal nonconforming use. (Ordinance, § 10-3.610(A), (C)). However, existing stations cannot enlarge, increase, extend, or move any fossil fuel storage or dispensing infrastructure. (Ordinance, § 10-3.610 (C)(1)). Modification is permitted to accommodate electric vehicle charging stations or other zero-emissions fueling facilities. (Ordinance, § 10-3.610 (D)(2)).

If use of a gas station under an existing conditional use permit is discontinued for a period of 180 days, the use will be considered abandoned and will no longer be legal nonconforming. (Ordinance, § 10-3.610 (E)(1)). In other words, the gas station would lose its right to continue to operate and would not be able to obtain a new permit under the Town's new zoning rules. Once abandoned, the gas station and all equipment must be removed by the owner or operator in accordance with regulatory agency rules, within 180 days. (Ordinance, § 10-3.610 (F).)

There are exceptions to this limitation that permit the modification of nonconforming gas stations. As mentioned above, the exceptions include the ability to modify the nonconforming gas station use to accommodate the addition of charging stations for zero-emission vehicles. In addition, modification is permitted where it is required by law, necessary for Building Code compliance or to allow for other commercial uses. (Ordinance, § 10-3.610 (D)).

In summary, the proposed ordinance would not impede the current demand for fossil fuels by allowing the existing gas stations to operate, would align with state law relative EV charging stations, would allow more optimal land uses, such as mixed-use developments, housing, or parks, rather than new gas stations, and lastly, would help to demonstrate that the Town is demonstrating that it is winding down its fossil fuel infrastructure to be in line with the Climate Action Plan goals.

CEQA DETERMINATION

The amendments contained in the proposed draft ordinance are exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15061(b)(3), 15302, 15307, and 15308 based on the following findings.

CEQA Guidelines Section 15061(b)(3) exempts projects from environmental review where it can be seen with certainty that there is no possibility the activity in question may have a significant effect on the environment. The ordinance prohibits new gas stations in all zoning districts and prohibits the expansion or relocation of existing gas stations. Existing gas stations may carry out modifications to protect the environment as directed by regulatory agencies implementing soil, groundwater, air, or stormwater quality regulations. Existing stations may also be modified to accommodate Zero-Emissions Fueling Stations, which emit no GHG emissions. Accordingly, the ordinance will not cause a significant direct or indirect physical effect on the environment.

CEQA Guidelines Section 15302 applies to projects involving the replacement or reconstruction of existing structures and facilities where the replacement or reconstructed structure is located on the same site of and has substantially the same purpose and capacity as the structure being replaced. The ordinance allows an existing gas station damaged or destroyed by any means to be restored or reconstructed at the site on which it is located with the same purpose and capacity as previously permitted. In accordance with section 15302, such replacement would involve negligible or no expansion of capacity.

Amending the Municipal Code to prohibit new gas stations and prohibit expansion of fossil fuel infrastructure for existing gas stations is exempt pursuant to CEQA Guidelines Sections 15307 and 15308 because this ordinance constitutes action taken by a regulatory agency to protect natural resources and the environment. The ordinance would establish a limit to infrastructure that directly supports or perpetuates the use of fossil fuels for vehicles, which is the largest source of greenhouse gas emissions for the Town of San Anselmo. Consistent with the Town Council's adopted Climate Action Plan, this step is necessary to advance the goal of a community that is substantially less dependent on fossil fuels and avoids contributing GHG emissions to other parts of the Bay Area, nation, or world.

Finally, none of the exceptions to these CEQA categorical exemptions apply in this instance.

GENERAL PLAN CONSISTENCY

The proposed ordinance is consistent with General Plan Circulation Goal No. 5, which establishes the Town's aim "To support transportation improvements and emerging vehicle technology that help reduce greenhouse gas emissions." Reducing the expansion of fossil fuel infrastructure and promoting zero-emission fueling stations, including electric vehicle charging stations and hydrogen fueling stations, furthers this goal.

CLIMATE ACTION PLAN CONSISTENCY

The proposed ordinance is consistent with the Climate Action Plan goal to reduce GHGs from the transportation sector in general. More specifically, the ordinance seeks to increase and accelerate electric vehicle use within the Town, as envisioned by Measure T-1 (Zero Emission Vehicles) by encouraging remodeled gas stations to provide electric vehicle chargers and hydrogen fueling stations. (Climate Action Plan T-1(a)(1.3) at p. 17). The proposed ordinance also facilitates the installation of electric vehicle charging infrastructure in Town. (Climate Action Plan T-1(c) at p. 18).

ATTACHMENTS

Draft Ordinance

**SAN ANSELMO TOWN COUNCIL
ORDINANCE NO. 20XX-XX**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
AMENDING SAN ANSELMO MUNICIPAL CODE TITLE 10 (PLANNING AND ZONING) TO
PROHIBIT THE CONSTRUCTION OF NEW GAS STATIONS AND THE EXPANSION OF
EXISTING GAS STATIONS AND FINDING THE AMENDMENTS TO BE EXEMPT FROM
THE REQUIREMENTS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)
PURUSANT TO CEQA GUIDELINES SECTIONS 15061(b)(3), 15302, 15307, AND 15308**

WHEREAS, pursuant to the California Constitution and State Government Code, the Town of San Anselmo ("Town") may make and enforce all regulations and ordinances using its police powers to regulate municipal affairs and may enact ordinances for the preservation of the public peace, health, or safety; and

WHEREAS, on February 8, 2022, the Town Council adopted Urgency Ordinance No. 1163 establishing a 45-day moratorium on the approval of new or expanded gas service station uses; and

WHEREAS, on March 25, 2022, pursuant to Government Code section 65858, the Town Council extended Urgency Ordinance No. 1163 for an additional period of 10 months and 15 days; and

WHEREAS, on January 24, 2023, pursuant to Government Code section 65858, the Town Council extended Urgency Ordinance No. 1163 for an additional period of twelve months; and

WHEREAS, transportation activities accounted for 57% of the San Anselmo community greenhouse gas ("GHG") emissions in 2021; and

WHEREAS, the Town adopted its Climate Action Plan 2030 with a goal for the Town to reduce GHG emissions by 54% by 2030 (from a 2005 baseline) and to be carbon neutral by 2045, and the Town Council declared a Climate Emergency on February 11, 2020; and

WHEREAS, the Town has identified goals to reduce GHG emissions from the transportation sector through a variety of means, including expansion of electric vehicle charging infrastructure and promotion of low-carbon fuels; and

WHEREAS, in 2019, the Town took steps to lower GHG emissions from transportation through adopting an amendment to the General Plan Circulation Element to support transportation improvements and emerging vehicle technology that help reduce greenhouse gas emissions and an Electric Vehicle strategy; and

WHEREAS, at its January 11, 2022, meeting, the Town Council agreed to discuss various measures to decarbonize the Town's transportation sector, including limitations on further development and expansion of service station uses, as defined by section 10-3.1702 of the San Anselmo Municipal Code; and

WHEREAS, vehicle technology is rapidly evolving such that reliance on gas is steadily declining with up to 38 percent of new vehicles sold in Marin now being zero-emissions vehicles, and state policy is changing to discourage the use of fossil fuels in the transportation sector; and

WHEREAS, for example, on September 23, 2020, Governor Newsom issued Executive Order N-79-20 to require that, by 2035, all new cars and passenger trucks sold in California be zero-emission vehicles and to direct the state to take more actions to address oil extraction and move the state further away from its reliance on climate change-causing fossil fuels; and

WHEREAS, on August 5, 2022, President Biden signed Executive Order 14037 (Strengthening American Leadership in Clean Cars and Trucks), establishing a goal to have 50% of all new passenger cars and light trucks sold in the United States be zero-emissions by the year 2030; and

WHEREAS, on August 16, 2022, the Inflation Reduction Act of 2022 was signed into law and is expected to accelerate the pace of transportation electrification through incentives for consumers to purchase zero-emissions vehicles; and

WHEREAS, on August 25, 2022, the California Air Resources Board approved the Advanced Clean Cars II rule, which set California on a path to rapidly grow the zero-emissions vehicle market to improve air quality and reduce GHG emissions; and

WHEREAS, as a result of these technological and policy changes, the declining demand for gasoline may increase competition amongst existing service stations in Town such that closures may occur over time; and

WHEREAS, the United States Environmental Protection Agency (EPA) has classified gas stations and fuel storage locations as uses that may result in a brownfield site, which are defined as properties whose expansion, redevelopment, or reuse may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant; and

WHEREAS, common contaminants found at gas station sites include gasoline, diesel, petroleum oil, volatile organic compounds and solvents, polycyclic aromatic hydrocarbons, and lead; and

WHEREAS, exposure to these types of contaminants can threaten the public health, safety, and welfare of neighboring communities; and

WHEREAS, underground tanks used for the storage of hazardous substances and wastes are potential sources of contamination of soil, surface water, and aquifers, and can pose other dangers to public health and the environment; and

WHEREAS, this proposed ordinance would reinforce and be consistent with existing Town policies and the Town General Plan; and

WHEREAS, on November 6, 2023, the Climate Action Commission held a special meeting to review the proposed ordinance and recommended that the Town Council approve the ordinance; and

WHEREAS, on October 24, 2023, a public hearing notice was published in the *Marin Independent Journal* and the Planning Commission conducted a hearing on November 6, 2023, and recommended that the Town Council approve the ordinance; and

WHEREAS, on October 31, 2023, a public hearing notice was published in the *Marin Independent Journal* and posted in three places pursuant to Government Code section 65090 giving notice of the Town Council's consideration of the proposed ordinance; and

WHEREAS, on November 8, 2023, the Town Council held a duly noticed public hearing and introduced the ordinance.

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

SECTION 1. Recitals

The foregoing recitals are true and correct and are incorporated into the findings herein.

SECTION 2. Environmental Review and Findings

Based on the record and all matters deemed material and relevant prior to adopting this ordinance, the Town Council finds the amendments contained in this ordinance to be exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15061(b)(3), 15302, 15307, and 15308 based on the following findings.

CEQA Guidelines Section 15061(b)(3) exempts projects from environmental review where it can be seen with certainty that there is no possibility the activity in question may have a significant effect on the environment. The ordinance prohibits new gas stations in all zoning districts and prohibits the expansion or relocation of existing gas stations.

Existing gas stations may carry out modifications to protect the environment as directed by regulatory agencies implementing soil, groundwater, air, or stormwater quality regulations.

Existing stations may also be modified to accommodate Zero-Emissions Fueling Stations, which emit no GHG emissions. Accordingly, the ordinance will not cause a significant direct or indirect physical effect on the environment.

CEQA Guidelines Section 15302 applies to projects involving the replacement or reconstruction of existing structures and facilities where the replacement or reconstructed structure is located on the same site of and has substantially the same purpose and capacity as the structure being replaced. The ordinance allows an existing gas station damaged or destroyed by any means to be restored or reconstructed at the site on which it is located with the same purpose and capacity as previously permitted. In accordance

with section 15302, such replacement would involve negligible or no expansion of capacity.

Amending the Municipal Code to prohibit new gas stations and prohibit expansion of fossil fuel infrastructure for existing gas stations is exempt pursuant to CEQA Guidelines Sections 15307 and 15308 because this ordinance constitutes action taken by a regulatory agency to protect natural resources and the environment. The ordinance would establish a limit to infrastructure that directly supports or perpetuates the use of fossil fuels for vehicles, which is the largest source of greenhouse gas emissions for the Town of San Anselmo. Consistent with the Town Council's adopted Climate Action Plan, this step is necessary to advance the goal of a community that is substantially less dependent on fossil fuels and avoids contributing GHG emissions to other parts of the Bay Area, nation, or world.

Finally, none of the exceptions to these CEQA categorical exemptions apply in this instance.

SECTION 3. Amendments to Title 10.

The following amendments to Title 10 (Planning and Zoning), Chapter 3 (Zoning), Articles 3 (Land Use Regulations), 6 (General Provisions), and 17 (Definitions) of the Town of San Anselmo Municipal Code below, with ~~strikethrough~~ indicating deletions and underline indicating additions, are hereby adopted in accordance with the Findings that are contained in this ordinance.

San Anselmo Municipal Code Title 10, Chapter 3, Article 3, Section 10-3.302 Land Use Regulations Table 4A is hereby amended as follows:

LAND USES:	R-1-H	R-1-C	R-1	R-2	R-3	P	C-1	C-2	C-L	C-3
Auto-Oriented Services										
~~Service Stations~~	-	-	-	-	-	-	-	-	~~C⁽³⁾⁽⁸⁾⁽⁹⁾~~	~~C⁽³⁾⁽⁸⁾⁽⁹⁾~~
<u>Gas Stations</u>	-	-	-	-	-	-	-	-	-	-
Vehicle Repair and Maintenance	-	-	-	-	-	-	-	-	C ⁽³⁾	C ⁽³⁾
<u>Zero Emission Fueling Station</u>	<u>P⁽¹⁸⁾</u>	<u>P⁽¹⁸⁾</u>	<u>P⁽¹⁸⁾</u>	<u>P⁽¹⁸⁾</u>	<u>P⁽¹⁸⁾</u>	<u>P⁽¹⁸⁾</u>	<u>P⁽¹⁸⁾</u>	<u>P⁽¹⁸⁾</u>	<u>P⁽¹⁸⁾</u>	<u>P⁽¹⁸⁾</u>
<u>Hydrogen Fueling Stations</u>	-	-	-	-	-	-	-	-	<u>C⁽³⁾⁽¹⁹⁾</u>	<u>C⁽³⁾⁽¹⁹⁾</u>

Notes:

(18) Pursuant to California Government Code section 65850.7, this Zoning Ordinance requires no permit for Zero Emission Fueling Stations, with the exception of Hydrogen Fueling Stations.

(19) Pursuant to California Government Code section 65850.7, until 2030, Hydrogen Fueling Stations are permitted when located in the C-L and C-3 district on the site of an existing Gas Station land use.

San Anselmo Municipal Code Title 10, Chapter 3, Article 6 is hereby amended to add Section 10-3.610, as follows:

Section 10-3.610 Nonconforming Gas Stations

- A. Purpose. This section establishes uniform provisions for the regulation of nonconforming gas stations and is intended to:
1. Permit the continued operation of gas stations as a legal nonconforming use and detail the circumstances under which such use is deemed to have been abandoned;
 2. Specify the modifications that can be made to a nonconforming gas station; and
 3. Prohibit nonconforming gas stations from enlarging, increasing, extending, or moving any storage or dispensing infrastructure for gasoline, diesel, or any other fossil fuel.
- B. Applicability.
1. This Section applies to all lawfully permitted, developed and operating gas stations in existence prior to the effective date of this ordinance.
 2. This Section applies to all gas station uses not yet developed and/or operating but for which there is an approved and unexpired land use permit.
- C. Prohibited Activities at a Nonconforming Gas Station. A nonconforming gas station can continue to be operated, transferred, sold, or modified only as follows:
1. Prohibited Activities. An owner and/or operator of a nonconforming gas station shall not:
 - a. Enlarge, increase, extend, or move any fossil fuel storage or dispensing infrastructure existing prior to the effective date of this ordinance, except as provided herein or as required for compliance with state or federal law. Fossil fuel dispensing and storage infrastructure subject to this provision includes, but is not limited to structures, features, conveyances (e.g., pipelines, conduit, pumps, etc.) or other devices installed for the purpose of selling, storing, or dispensing a fossil fuel; or
 - b. Relocate to any other parcel within the Town regardless of whether such parcel is located in the same zoning district as the existing use.
- D. Permitted Modifications to Nonconforming Gas Stations.
1. Modifications to Improve or Protect Soil, Groundwater, Air, or Stormwater Quality. A nonconforming gas station shall be modified to

conform to current or amended soil, groundwater, air, or stormwater quality regulations of a regulatory agency with authority to regulate such matters where that agency has ordered such modifications, or its regulations require such modifications. An owner and /or operator of a nonconforming gas station shall be subject to all applicable procedures and permit requirements of the San Anselmo Municipal Code, including those of this Title, applicable to the modifications described in this Subsection prior to the commencement of such modifications.

2. Accommodating Zero-Emissions Vehicle Infrastructure. A nonconforming gas station may be modified to accommodate Zero Emission Fueling Stations, subject to compliance with the San Anselmo Municipal Code and other applicable laws.
3. Modifications to Site and Building Design. A nonconforming gas station may undergo building and site design modifications intended to improve or maintain the appearance of the station and the parcel on which it is located, such as building façade, sign, landscaping, and hardscape renovations. Such modifications shall be subject to all applicable procedures and permit requirements (e.g., design review) specified in the San Anselmo Municipal Code, including this Title, and shall not violate any of the limitations of Subsection C of this Section.
4. Modifications for Other Commercial Uses. A nonconforming gas station can be modified to accommodate any land use permitted in the zoning district within which the gas station is located, subject to all applicable standards and required permits specified in the San Anselmo Municipal Code, including this Title; and provided the activity does not violate any of the limitations of Subsection C of this Section.
5. Modifications Required by Law. A nonconforming gas station shall be modified as required by law to comply with building safety requirements, such as seismic retrofitting, access for persons with disabilities, and similar modifications protecting public, health, safety, and welfare. An owner and /or operator of a nonconforming gas station shall be subject to all applicable procedures and permit requirements of the San Anselmo Municipal Code, including those of this Title, applicable to the modifications described in this Subsection prior to the commencement of such modifications.
6. Maintenance, Repair, and Replacement. A nonconforming gas station can undergo normal maintenance and repairs, including, painting, re-roofing, sign replacement, and similar activities subject to all applicable standards and required permits specified in the San Anselmo Municipal Code, including this Title; and provided the activity does not violate any of the limitations of Subsection C of this Section. Fossil fuel dispensing equipment can be maintained, repaired, and replaced as necessary subject to all applicable standards and required permits specified in the San Anselmo Municipal Code, including this Title; and provided such actions do not violate any of the limitations of Subsection C of this Section.

- E. Loss of Legal Nonconforming Status. Without any further action by the Town, a nonconforming gas station shall not retain the benefits of this Section and its owner and/or operator shall be conclusively presumed to have abandoned the gas station's legal nonconforming status if and when:
1. The nonconforming gas station ceases selling, storing, or dispensing fossil fuels for a continuous period of 180-days or more; or
 2. The nonconforming gas station is converted to or replaced by a permitted, non-gas station use.
- F. Removal of Abandoned Nonconforming Gas Station. The owner and/or operator of a nonconforming gas station that loses its legal nonconforming status pursuant to Subsection E of this Section shall be deemed to have abandoned the nonconforming gas station and the gas station's nonconforming status. Accordingly, an abandoned gas station shall be physically removed from its site by the owner and/or operator. Physical removal of the gas station shall mean demolition of all fossil fuel sale, storage, and dispensing infrastructure, including the removal of underground storage tanks pursuant to all applicable demolition regulations of the Town and procedures and permits of all regulatory agencies with jurisdiction over gas stations. The physical removal of an abandoned gas station shall be completed within 180-days of abandonment of the use as determined by the Planning Director under the provisions of Subsection E of this Section.
- G. Destruction of a Nonconforming Gas Station. A nonconforming gas station that is damaged or destroyed by any means may be restored or reconstructed as it existed immediately prior to being damaged or destroyed subject to the limitations of Subsections C and D of this Section. The restoration or reconstruction of a nonconforming gas station shall be completed, as confirmed by a final building inspection, within two (2) years of the date the gas station was damaged or destroyed. Failure to complete such restoration or reconstruction within the specified timeframe shall constitute abandonment of the nonconforming gas station.

San Anselmo Municipal Code Title 10, Chapter 3, Article 17, Section 10-3.1702 (Definitions), is hereby amended as follows:

~~Automotive, gasoline service station, full service.~~ "Full-service automotive gasoline service station" means a business whose primary activity is the supply of gasoline, diesel fuel, and minor services such as oil, air, and water to motor vehicles wherein the driver of the motor vehicle does not leave the vehicle. The business may also include the repair of motor vehicles.

~~Automotive, gasoline service station, self-service.~~ "Self-service automobile gasoline service station" means a business whose primary activity is the supply of gasoline, diesel fuel, and minor services such as oil, air, and water to motor vehicles wherein the driver of the motor vehicle has the discretion of dispensing gasoline, diesel fuel, and minor services without assistance from the business operator. The business may also include the repair of motor vehicles.

~~"Service Stations" means establishments that sell automotive fuels (e.g.,~~

~~gasoline, diesel fuel, gasohol, alternative fuels) in combination with automotive activities incidental to fuel sales, such as providing repair services; towing services; cleaning services; selling automotive oils, replacement parts, and accessories; and/or providing food or convenience services. This use does not permit the storage of wrecked or abandoned vehicles or spraying painting, body and fender work. This use cannot be co-located with the Alcoholic Beverage Sales, Off-Premises" use, the "Drinking Establishments" use, the "Restaurants, with Alcohol and/or Entertainment" use, or any other use that involves the sale or consumption of alcohol. (NAICS Code: 457110, 457120, 811191, and 81192).~~

~~Gasoline Station. Refer to "automotive, gasoline service station, full-service" and "automotive, gasoline service station, self-service."~~

"Electric Vehicle (EV)" refers to Battery Electric Vehicles (BEV), Hybrid Electric Vehicles (HEV), Hydrogen Fuel-Cell Electric Vehicles (FCEV), and Plug-In Hybrid Electric Vehicles (PHEV) that include an electric motor.

"Electric Vehicle Charging Station (EVCS)" In accordance with California Government Code section 65850.7, means any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the California Electrical Code and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle.

"Gas Station" means a retail business selling, storing and/or dispensing gasoline, diesel, or any other fossil fuel-based motor vehicle fuels.

"Hydrogen-fueling Station" means the equipment used to store and dispense hydrogen fuel to vehicles according to industry codes and standards that is open to the public, as provided by California Government Code section 65850.7.

"Zero-Emissions Fueling Station" means a use consisting of one or more Electric Vehicle Charging Spaces served by an EVCS or other charging equipment.

"Zero-Emissions Vehicle (ZEV)" means a vehicle with a zero-emissions powertrain that produces zero exhaust emission of any criteria pollutant (or precursor pollutant) or greenhouse gas under any possible operational modes or conditions. ZEVs include BEVs and FCEVs.

SECTION 4. Severability. If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional or unlawful, such decision shall not affect the validity of the remaining portions of this ordinance. The Town Council hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or unlawful.

SECTION 5. Effective Date. This ordinance shall take effect and be in force thirty (30) days after the date of its passage. Within fifteen (15) days following its passage,

the Town Council authorizes the Town Clerk to publish a summary of the ordinance with the names of those Town Council members voting for and against the ordinance and the Town Clerk shall post in the office of the Town Clerk a certified copy of the full text of the adopted ordinance along with the names of the members voting for and against the ordinance.

The foregoing ordinance was introduced at a regular meeting of the San Anselmo Town Council on the 14th of November, 2023, and was adopted at a regular meeting on the _____ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Steve Burdo, Mayor

ATTEST

Serge Avila, Town Clerk

Proposed Ordinance Banning New and Expanded Gas Station Uses

Background – Town Actions

June 11, 2019 – Town Council adopted Climate Action Plan 2030

February 11, 2020 – Town Council adopted Resolution Declaring Climate Emergency

December 14, 2021 - Town Council received presentation from CAC Youth Commissioner recommending actions to reduce GHGs from the transportation sector, including a gas station ban. Town Council unanimously agreed to consider these recommendations.

February 8, 2022 – Town Council adopted a Temporary Urgency Ordinance establishing a moratorium on gas service station approvals. Council extended on March 25, 2022, and January 23, 2023.

January 23, 2024 – Urgency Ordinance will expire.



Background – Other Cities & Towns

- March 2021 - Petaluma was first community to ban approval of new and expanded gas stations
- Other jurisdictions followed, including Santa Rosa, Cotati, Calistoga, Rancho Cucamonga, and Windsor
- Novato and Fairfax were first in Marin County to adopt





California Policies

- **September 23, 2020** - Governor Newsom issued Executive Order N-79-20 which requires all new cars and passenger trucks sold in California be zero-emission vehicles by 2035.
- **August 25, 2022** - The California Air Resources Board (CARB) approved the Advanced Clean Cars II rule, which codifies the 2035 target by requiring an increasing percentage of new vehicles sales to be zero-emissions.

Federal Policies

- **August 5, 2022** - President Biden signed Executive Order 14037 (Strengthening American Leadership in Clean Cars and Trucks), establishing a goal to have 50% of all new passenger cars and light trucks sold in the United States be zero-emissions by the year 2030.
- **August 16, 2022** - the Inflation Reduction Act of 2022 was signed into law and is expected to accelerate the pace of transportation electrification through incentives for consumers to purchase zero-emissions vehicles.



Health & Safety



- **Climate Change** is contributing to increased frequency and severity of wildfires, resulting in poor air quality in Town. In addition, climate change is increasing the frequency and severity of flooding and extreme heat events in Town.
- **Underground Storage Tanks** are potential sources of contamination of soil, surface water, and aquifers, and can pose other dangers to public health and the environment.

Proposed Ordinance

- **New or Expanded Gas Stations – Prohibited in all Zoning Districts**
 - **“Gas Station”** means a retail business selling, storing and/or dispensing gasoline, diesel, or any other fossil fuel-based motor vehicle fuels.
 - **Vehicle Maintenance/Repair** – Allowed with a CUP in C-L & C-3 Districts
- **Zero-Emissions Fueling Stations - Permitted in all Districts**
 - **Electric Vehicle Charging Station** - In accordance with California Government Code section 65850.7, no Planning approval is required. The Town Building Department will approve these through a streamlined process.
 - **Hydrogen Fueling Station** – Permitted with a CUP in C-L & C-3 Districts & in compliance with state law.

Existing Gas Station Uses

- **Legal Nonconforming Use**
 - Can continue to be operated, transferred, sold, or modified under an existing CUP.
 - However, existing stations cannot enlarge, increase, extend, or move any fossil fuel storage or dispensing infrastructure.
 - Exceptions apply



Existing Gas Station Uses

- **Exceptions Allowing for Modifications to Existing Stations**
 - To accommodate of electric charging stations or other zero-emissions fueling facilities
 - Normal maintenance & repair
 - To accommodate another commercial use
 - To protect soil, groundwater, air or stormwater quality
 - As required by law to comply with building safety requirements

Existing Gas Station Uses

Abandonment - Loss of Legal Nonconforming Use

- If use of a gas station under an existing CUP is discontinued for a period of 180 days, the use will be considered abandoned and will no longer be legal nonconforming.
- Once abandoned, all fueling equipment must be properly removed by the owner within 180 days of notice of loss of use.

Recommendation

1. Hold Public Hearing
2. Motion to Introduce the Ordinance by Title Only and Waive Further Reading of the Ordinance



From: kgundry@verizon.net
To: [Town Council](#)
Subject: Ban on new and expanded gas station uses - Item 2.4, 11/14/2023
Date: Monday, November 13, 2023 8:20:28 PM

CAUTION: External Sender

Mayor, Vice-Mayor, and Council members,

I am writing regarding Item 2.4 on tomorrow night's Town Council agenda - Continued Public Hearing on a proposed ordinance banning new and expanded gas station uses in San Anselmo. As stated in the Staff report, the Climate Action Commission has discussed this issue since 2021, and at a recent November meeting, voted unanimously to support the proposed ordinance.

I offer a few thoughts to counter some of the issues we have heard:

This ordinance would not result in any near-term reduction in available gas pumps in our Town, and will not result in any inconvenience to drivers. State laws, available Federal rebates, and consumer demand will eventually result in an increase in EV's and active transportation and a reduction in the demand for gas. At that time, the market will respond, resulting in transition from gas stations to EV charging stations (or other land uses). But, in the meantime, the 3 gas stations in Town can continue to operate as they do now.

By avoiding further buildout of fossil fuel infrastructure, we hope to avoid increasing potential future costs to clean up any contamination from abandoned fuel stations, including underground storage tanks. California's Geotracker shows many Leaking Underground Storage Tank cases that have been resolved and closed over the years as gas stations have closed. Only one case remains open – for the Gas and Shop service station near Red Hill – for contaminants in the soil from a leaking tank. The owners have been directed by the California Water Board to conduct additional borings and sampling to assess the extent of the MTBE contamination in groundwater. For those concerned about the small business impacts, there is a Federal Underground Storage Tank (UST) Cleanup Fund designed to help petroleum UST owners and operators to meet the federal and state requirements to pay for any damages resulting from tank operations and to cleanup leaking USTs. The Fund also provides money to the Regional Water Boards and local regulatory agencies to respond to emergency situations or to cleanup abandoned sites that pose threats to human health, safety, and the environment.

I support the proposed ordinance because it looks to the future of our Town, anticipating the growth in EVs and other alternative transportation, and seeking to reduce the risk of health impacts from fossil fuel contamination of our soil and groundwater.

I urge you to support a green and healthy San Anselmo future by voting to pass the ordinance.

Thanks for everything you do.

Kathleen Gundry
70 Barber Avenue, San Anselmo
Climate Action Commission member

From: [Sue Saunders](#)
To: [Serge Avila](#)
Subject: Comments for town council meeting 11/14
Date: Monday, November 13, 2023 12:56:55 PM

CAUTION: External Sender

Good afternoon Serge,

If possible I would like these comments I will make on the gas station ordinance tomorrow night to be part of the town council members packets they receive for the meeting.

Thank you,
Sue Saunders

Comments:

I sincerely hope you will pass the gas station ordinance before you tonight that prohibits the expansion of existing gas stations or the building of new ones.

In San Anselmo the transition to electric vehicles (EVs) is accelerating:

For example, the percentage of EV sales in San Anselmo has increased year over year.

At the End of 2022

6.52..% or 763 Electric Vehicles; 2.92 PHEV; 80% gas 8.7% gas hybrid.

First Quarter 2023:

30% EV; 14% PHEV; 50% gas; 4.76% hybrid

EVs purchases are increasing in San Anselmo and this trend will only accelerate. Electric Vehicles are a superior driving experience with their fast acceleration and loaded safety features. In Addition they are cheaper to fuel and maintain. Any new gas station infrastructure would be a wasted investment and a health and safety risk in terms of potential leaking or clean up problems.

In fact we have an existing station that is leaking and represents a health and safety hazard to our community. I would like to bring attention to the town council and the public about the leaking of toxic chemicals at the Gas and Shop located at 700 Sir Francis Drake Boulevard in

San Anselmo. It has been an open case for the California Water Board and the US EPA since 1996 with continuous monitoring because of prior leaking from the well or tank that holds the petroleum underground. The monitoring before 2023 had shown no recent dangerous release of compounds that pose a public health danger or a problem for the town in terms of potentially handling a clean up.. However, the most recent sample has revealed an alarming release of toxic chemicals into the soil and water at or near the problematic tank.

This is the very gas station that asked for a permit to add additional gas pumps is actually leaking hazardous chemicals into the soil and water underneath and/or adjacent to its location. It is listed as an open case on the Geo tracker used by the California State Water Resources control board.

The most recent sample taken on March 13, 2023 has shown a dramatic spike of hazardous chemicals in both soil and groundwater. It is now the subject of a San Francisco Bay Regional Water Quality Control Board investigation. The owners have to complete site samples according to an accepted workplan.

This is the exact scenario that is representative of the kind of threat gas stations pose to our town. Not only does contaminated soil and water pose a threat to public health, but what if this gas station were to go out of business and no developer wanted to buy the land and take on the cleanup itself? It would then fall to a joint project for the US EPA and California Water Resources Board. There is a [EPA /State Underground Storage Tank site clean up list](#). This list has a backlog of over 60,000 cases. That would expose our town residents to long term leaking and poisoning of the ground and water at this site.

What I think this makes perfectly clear is we should not allow any additional gas stations or any expansion of any existing gas stations.

I also think it makes perfectly clear we should not be purchasing any new gas powered vehicles to our fleet. We should not be supporting an industry that is a disaster from cradle to grave. We should be doing everything in our power to stop fossil fuel use in its tracks.

If time allows, I would also like to read the letter from the San Francisco Bay Regional Water Board to the owners of this gas station:

SUBJECT: Conditional Approval of Offsite Groundwater Investigation Workplan
and Request for Technical Report – Former Chevron,
700/750 Sir Francis Drake Blvd., San Anselmo, Marin County

In a March 30, 2023, email, Regional Water Board staff requested a workplan to define the extent of the methyl tert-butyl ether (MtBE) contamination in groundwater. The email also requested a list of proposed chemicals to be analyzed and figures showing the locations of proposed monitoring wells and borings.

In part the letter requires:

- Analyzing groundwater and soil samples for total petroleum hydrocarbons as gasoline, benzene, toluene, ethylbenzene, xylenes, and MtBE.
- Installing a new soil boring directly underneath the former waste oil tank, and sampling for all analytes listed in Table 1 of
- Sampling soil and groundwater for waste oil tank analytes The report should include:
- Lithological information obtained from the soil borings;

- Soil and groundwater sampling results in table and graphical formats;
- Site and sampling location maps; and
- An updated evaluation of the case attributes against the LTCP with proposed next steps.

LG Properties and Andy's BP, Inc. are required to submit all reports and data in electronic format to the State Water Resources Control Board's GeoTracker database, pursuant to California Code of Regulations, title 23, sections 3890–3895. r. This requirement includes all chemical data, monitoring well information (latitudes, longitudes, elevations, depth and length of screened interval, and water depth), site maps, and boring logs. LG Properties and Andy's BP, Inc. is requested to also upload vapor intrusion sample location information. This information is needed to define the extent of the contamination in groundwater and soil and any immediate threats it poses to human health or water quality.

My sincere hope is that this ordinance is adopted and that the public works department stops their purchases of new gas vehicles to replace older fleets.

Thank you,

Susannah Saunders

Chair, San Anselmo Climate Action Commission

26 year resident of San Anselmo

From: [Sue Saunders](#)
To: [Alexis Fineman](#); [Tarrell Kullaway](#); [Brian Colbert](#); [Eileen Burke](#); [Steve Burdo](#); [Dave Donery](#); [Serge Avila](#); [Sean Condry](#); [Sean Youra](#); [McKenna, Lilly B.](#)
Subject: San Anselmo Gas Station 700 SFD leaking hazardous chemicals
Date: Monday, November 13, 2023 8:07:26 AM
Attachments: [CaliforniaWaterBoardLetter700SFD BPgasstation.pdf](#)

CAUTION: External Sender

Hi all,

The very gas station that asked for a permit to add additional gas pumps is actually leaking hazardous chemicals into the soil and water underneath and/or adjacent to its location. It is listed as an open case on the Geo tracker used by the California State Water Resources control board.

The most recent sample taken on March 13, 2023 has shown a dramatic spike of hazardous chemicals in both soil and groundwater. It is now the subject of a San Francisco Bay Regional Water Quality Control Board investigation. The owners have to complete site samples according to an accepted workplan.

This is the exact scenario that is representative of the kind of threat gas stations pose to our town. Not only is it a health hazard to our community, but what if this gas station were to go out of business and no developer wanted to buy the land and take on the cleanup itself? It would then fall to a joint project for the US EPA and California Water Resources Board. There is a [EPA /State Underground Storage Tank site clean up list](#). This list has a backlog of over 60,000 cases. That would expose our town residents to long term leaking and poisoning of the ground and water at this site.

<https://geotracker.waterboards.ca.gov/map/?CMD=runreport&myaddress=>

[https://geotracker.waterboards.ca.gov/profile_report?
global_id=T0604100222&mytab=esidata&subcmd=edfsummarytable#esidata](https://geotracker.waterboards.ca.gov/profile_report?global_id=T0604100222&mytab=esidata&subcmd=edfsummarytable#esidata)

[https://geotracker.waterboards.ca.gov/profile_report?
global_id=T0604100222&cmd=ltcpreport<cp_id=110102](https://geotracker.waterboards.ca.gov/profile_report?global_id=T0604100222&cmd=ltcpreport<cp_id=110102)

What I think this makes perfectly clear is we should not allow any additional gas stations or any expansion of any existing gas stations. I have attached the October 19th letter from the San Francisco Bay Regional Water Quality Control Board to the owners of the gas station.

I also think it makes perfectly clear we should not be purchasing any new gas powered vehicles to our fleet. We should not be supporting an industry that is a disaster from cradle to grave. We should be doing everything in our power to stop fossil fuel use in its tracks.

Sincerely,
Susannah Saunders
Chair, San Anselmo Climate Action Commission

San Francisco Bay Regional Water Quality Control Board

October 19, 2023
File No. 21-0235 (JOW)

LG Properties
Attn.: Michael Glicksberg
1710 Franklin St
Suite 200
Oakland, CA 94612
Sent via Email to:
genconmike@sbcglobal.net

Andy's BP, Inc.
Attn.: Andy Saberi
1045 Airport Blvd., Suite 12
South San Francisco, CA 94080
Sent via U.S. Mail

SUBJECT: Conditional Approval of Offsite Groundwater Investigation Workplan and Request for Technical Report – Former Chevron, 700/750 Sir Francis Drake Blvd., San Anselmo, Marin County

Dear Michael Glicksberg and Andy Saberi:

This letter conditionally approves the August 24, 2023, [Offsite Groundwater Investigation Workplan](#), prepared by Pangea Environmental Services, Inc. for the Site which includes the subject Source Property and the off-Source Property contaminated area. As outlined below, Regional Water Board staff requests LG Properties and Andy's BP, Inc. to submit a Workplan Completion Report by **December 18, 2023**.

Background

In a March 30, 2023, [email](#), Regional Water Board staff requested a workplan to define the extent of the methyl tert-butyl ether (MtBE) contamination in groundwater. The email also requested a list of proposed chemicals to be analyzed and figures showing the locations of proposed monitoring wells and borings.

Workplan Summary

The *Groundwater Investigation Workplan* describes:

- Completing necessary pre-field activities such as obtaining drilling permits and access agreements, and preparing a health and safety plan;
- Advancing soil borings using hollow-stem-auger at locations SB-24 and SB-25 until wet soil is encountered;
- Collecting soil samples using a modified California split spoon sampler if odors or staining are observed in Site soil;
- Conducting grab groundwater sampling; and

JAYNE BATTEY, CHAIR | EILEEN WHITE, EXECUTIVE OFFICER

- Analyzing groundwater and soil samples for total petroleum hydrocarbons as gasoline, benzene, toluene, ethylbenzene, xylenes, and MtBE.

Conditional Approval of Workplan

We approve the Workplan subject to the following conditions:

- Installing a new soil boring directly underneath the former waste oil tank, and sampling for all analytes listed in Table 1 of the *Low-threat Underground Storage Tank Case Closure Policy* ([LTCP](#)); and
- Sampling soil and groundwater for waste oil tank analytes listed in Table 16-1 of the [Leaking Underground Fuel Tank Guidance Manual](#).

Request for Technical Report

Regional Water Board staff requests LG Properties and Andy's BP, Inc. to incorporate the above conditions and submit a Workplan Completion Report by **December 18, 2023**. The report should include:

- Lithological information obtained from the soil borings;
- Soil and groundwater sampling results in table and graphical formats;
- Site and sampling location maps; and
- An updated evaluation of the case attributes against the LTCP with proposed next steps.

LG Properties and Andy's BP, Inc. are required to submit all reports and data in electronic format to the State Water Resources Control Board's GeoTracker database, pursuant to California Code of Regulations, title 23, sections 3890–3895. See [Electronic Submittal of Information](#) for guidance on submitting documents to GeoTracker. This requirement includes all chemical data, monitoring well information (latitudes, longitudes, elevations, depth and length of screened interval, and water depth), site maps, and boring logs. Chemical data must be submitted in Electronic Deliverable Format (EDF) and be in accordance with the [GeoTracker Guidance Letter on Reporting of Estimated Results in EDF](#). LG Properties and Andy's BP, Inc. is requested to also upload vapor intrusion sample location information. See [Uploading Vapor Intrusion Information](#) into GeoTracker for guidance on submitting sample location information.

Basis for Request

This information is needed to define the extent of the contamination in groundwater and soil and any immediate threats it poses to human health or water quality. This email is addressed to LG Properties, the current property owner of the Source Property, and Andy's BP Inc., the current operator of the service station.

All reports submitted should have the Regional Water Board file number 21-0235 on the first page of the report. A copy of any submittal should also be sent to the Sonoma County Environmental Health Division.

If you have any questions, please contact me at (510) 622-2441 or Joannie.Wang@waterboards.ca.gov.

Sincerely,

Joannie Wang
Water Resource Control Engineer

Copy Sent via Email to:

Marin County
Department of Public Works
Office of Waste Management
Attn.: Julia Barnes
Email: JBarnes@marincounty.org

Town of San Anselmo
Public Works Department
Attn.: Tom Bautista
Email: TBautista@townofsananselmo.org

Pangea Environmental, Inc.
Attn.: Bob Clark-Riddell
Email: BRiddell@pangeaenv.com

State Water Resources Control Board
Underground Storage Cleanup Fund
Email: USTCleanupFund@waterboards.ca.gov

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

Re: Agenda Item #2.4 – BANNING NEW AND EXPANDED GAS STATION USES

To: Mayor Steve Burdo
Vice Mayor Eileen Burke
Council Member Brian Colbert
Council Member Alexis Fineman
Council Member Tarrell Kullaway

The California Fuels and Convenience Alliance (CFCA) represents about 300 members, including nearly 90% of all the independent petroleum marketers in the state and more than one half of the state's 12,000 convenience retailers. Our members are small, family- and minority-owned businesses that provide services to nearly every family in California. Additionally, CFCA members fuel local governments, law enforcement, city and county fire departments, ambulances/emergency vehicles, school district bus fleets, construction firms, marinas, public and private transit companies, hospital emergency generators, trucking fleets, independent fuel retailers (small chains and mom-and-pop gas stations) and California agriculture, among many others. CFCA appreciates the opportunity to provide comment on this proposed ordinance.

The California Fuels and Convenience Alliance strongly opposes the proposal for a prohibition on the construction of new gas stations and the expansion of existing gas stations. This proposal will stifle electric vehicle (EV) charging infrastructure growth in San Anselmo and defies California's efforts to fight climate change.

EV Charging and Alternative Fuels Infrastructure

Despite the growth of EVs both in California and nationally, EV charging infrastructure remains very expensive and will require funding from traditional fueling infrastructure until a vast majority of vehicles are not Internal Combustion Engine (ICE) vehicles. This scenario remains decades away as EVs only account for 2.799% of California's total light-duty vehicle population as of December 2021 according to the California Energy Commission.¹ The state and federal governments have recognized this reality and plan to expand alternative fueling networks by utilizing existing and potential new gas station sites, including hydrogen and CNG. Banning access to low carbon liquid fuels like renewable diesel, biodiesel, ethanol, and cleaner burning formulations of gasoline under development hamper California's efforts to combat climate change in the near future.

Fairness and Equity

Some might claim that consumers could charge their EVs at home rather than allowing chargers at gas stations; however, this does not constitute a legitimate path to closing the EV charging gap. More than half of Californians live in multi-family dwellings, which have not been required to be built with EV chargers until recently and will need to be served by EV charging at other sources such as gas stations. As noted above, traditional fueling infrastructure pays for investments in EV infrastructure. Due to nearly nonexistent return-on-investment at this time, stations cannot install EV infrastructure without traditional fuel.

Additionally, the prohibition on new gas stations would hurt San Anselmo's future infrastructure needs as mandated by the state through SB 8 and SB 9. These bills, passed to combat California's housing crisis, would require San Anselmo to

¹ <https://www.energy.ca.gov/data-reports/energy-almanac/zero-emission-vehicle-and-infrastructure-statistics/light-duty-vehicle>

build more housing or face millions of dollars in fines. The estimated housing unit growth mandated by these bills will increase the need for traditional fueling sites beyond 2035 and more points of access for alternative fueling infrastructure.

Conclusion

CFCA urges the San Anselmo Town Council to cooperate with state and federal programs to allow gas stations within the jurisdiction. Closing the EV charger gap and transitioning to a low or no carbon future is an “all hands-on deck” task that will require both public and private sector participation. San Anselmo and other local governments should not be making decisions that impede state and federal initiatives to grow EV charging and alternative fuel networks at gas stations.

Please contact Alessandra Magnasco, CFCA’s Governmental Affairs and Regulatory Director, by email or phone with any questions or comments, at alessandra@cfca.energy and (916) 646-5999.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alessandra Magnasco', is positioned above the typed name.

Alessandra Magnasco
Governmental Affairs and Regulatory Director
California Fuels and Convenience Alliance

From: [Bob Brown](#)
To: [Town Council](#)
Subject: San Anselmo Town Council Nov 14 meeting - Agenda Item 2.4 written comments - WSPA
Date: Tuesday, November 14, 2023 5:16:10 PM
Attachments: [image001.png](#)

CAUTION: External Sender

Members of the San Anselmo Town Council –

Pertaining to agenda item 2.4, I offer the following comments from a macro perspective on behalf of the Western States Petroleum Association (WSPA). WSPA and its member companies are proudly dedicated to guaranteeing that every American has access to reliable energy options through socially, economically, and environmentally responsible policies and regulations.

The proposed ordinance banning gas stations does not help the small business economy, the environment or consumer choice.

Sixty-four percent of gas station owners are first generation foreign born immigrants – the highest of any industry in the US. More than 95% are operated by small business owners. These small businesses collectively pay nearly \$10 billion in tax revenue to state and local governments in CA supporting roads, transit, schools, and other critical services. More than 66,000 workers are directly employed in the more than 10,000 fuel establishments and nearly 9,000 convenience stores. This represents more than \$5.7 billion in wages.

Bans and mandates are not a solution. Bans simply results in loss of jobs, income, and small business ownership – as well as a loss of fueling options for consumers. Demand will not go away – just the competition for business and opportunities for fueling alternatives.

Thank you for considering our comments.

[Bob Brown](#)
Senior Director, Bay Area & CA Regional Affairs



1415 L Street, Suite 900 Sacramento, CA 95814
bbrown@wspa.org
C 925.708.8679

From: [Lawrie Mott](#)
To: [Serge Avila](#)
Subject: Comments in Support of Tonight's Ordinance to Ban Gas Stations in San Anselmo
Date: Tuesday, November 14, 2023 5:39:31 PM

CAUTION: External Sender

To the Members of the San Anselmo Town Council,

On behalf of Cool the Earth and as a 30-year resident of San Anselmo, I urge you to support the ordinance under consideration tonight to ban new gas stations and additional gas pumps in the town of San Anselmo.

Today's 5th National Assessment of Climate Change ^[1] reports that climate change is worsening faster than previously calculated. This once again demonstrates the need to reduce reliance on fossil fuel and especially gas-fueled cars.

In addition, one of San Anselmo's gas stations is leaking Methyl tert-Butyl Ether (MtBE). The SF Regional Water Quality Control Board is tracking this station's contamination and has requested the owners to conduct soil and other monitoring to determine the extent of MtBE contamination.

San Anselmo should not permit new gas stations for reasons of climate emergency AND to prevent soil and groundwater contamination from these facilities.

I urge you to vote in support of tonight's ordinance to ban new gas stations and pumps.

Thank you for considering these remarks.

Lawrie Mott
Board Chair
Cool the Earth

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Lawrie Mott
cell: 415/990-0075