



525 San Anselmo Avenue
San Anselmo, CA 94960

Town Council

Agenda

Tuesday, February 8, 2022

7:00 PM

Town Council Chambers

<https://us02web.zoom.us/j/89277419792>

Or Telephone: +1 669 900 6833 | Webinar ID: 89277419792

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

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

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

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

1. 6:30 pm Interview applicants for Historical Commission and Racial Equity Committee.

Attachments: [Staff Report](#)

[Attachment 1 - Board and Commission Status Report](#)

[Attachment 2 - Richard Storms](#)

[Attachment 3 - Carol Acquaviva](#)

[Attachment 4 - Denise Krawitz](#)

Call to Order

Open time for public expression.

Council requests for future agenda items.

2. **Consent Agenda:**

- 2.1. Approve minutes of January 25, 2022 Town Council meeting.

Attachments: [Minutes - January 25, 2022](#)

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

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

- 2.3. Appoint an applicant to the Racial Equity Ad Hoc Committee.

Attachments: [Staff Report](#)
[Attachment 1 -Board and Commission Status Report](#)
[Attachment 2 - Denise Krawitz](#)

- 2.4. Report of Warrants Issued, January 2022

Attachments: [Staff Report](#)
[Warrant Report January 2022](#)

- 2.5. Sale of Accessory Dwelling Units. Adopt "An Ordinance of the San Anselmo Town Council Amending Title 10 (Planning and Zoning), Chapter 6 (Accessory Dwelling Units), Adding New Section 10-6.210 for Sale of Accessory Dwelling Units for Low and Moderate Income Housing" to comply with 2021 Assembly Bill 345, which requires the town to allow certain nonprofit corporations to sell an accessory dwelling unit to families of low or moderate income if certain conditions are met.

Attachments: [Staff Report](#)
[Attachment 1 Ordinance](#)

- 2.6. Special Event Application: First Responder Therapy Dog Bake Sale

Attachments: [Staff Report](#)
[Therapy Dogs Application](#)

- 2.7. Special Event Application: Lion Dance by the Library

Attachments: [Staff Report](#)
[Lion Dance Application](#)

- 2.8. Authorize the Town Manager to Execute an Interagency Agreement with the Town of Fairfax to provide Climate Action Coordinator Services to the Town of San Anselmo.

Attachments: [Staff Report](#)
[Attachment 1 - Interagency Agreement with Fairfax for Climate Action Coordinator](#)

- 2.9. Consider sending a letter to Governor Newsom and the California Public Utilities Commission (CPUS) supporting the Sustainable and Equitable Growth of Rooftop Solar, particularly for Low-Income and Disadvantaged Communities, via the Net Energy Metering (NEM) 3.0 Proceeding.

Attachments: [Staff Report](#)
[Attachment 1 - Town.MCE letter to Governor](#)

Council Items:

3. Fiscal Year 2020-2021 Audited Basic Financial Statements

Attachments: [Staff Report](#)
[San Anselmo Annual Financial Report FY21](#)

4. Receive presentation from Transportation Authority of Marin regarding a project connecting US-101 and I-580.

5. Policy Direction Surrounding Ross Fire Station Options related to Ross Valley Fire Department

Attachments: [Staff Report](#)
[Attachment 1 - Third Amendment to RVFD JPA](#)
[Attachment 2 - San Anselmo Town Council Staff Report "Policy Direction Surrounding Ross Fire Station Options related to Ross Valley Fire Department" - November 9, 2021](#)
[Attachment 3 - Ross Valley Fire Department Staff Report "Review of Proposed Third Amendment to the Amended and Restated Joint Powers Agreement" - January 12, 2022](#)

6. Consider Ross Valley Fire Department budgeting options for staffing at Station 20.

Attachments: [Staff Report](#)
[Ross Valley Fire Department JPA Budgeting Attachment I](#)

7. Consider adopting an urgency ordinance imposing a moratorium on the issuance of entitlements for new gas station uses and expansion of gas station uses in the Town pursuant to Government Code Section 65858.

Attachments: [Staff Report](#)
[Attachment 1 Urgency Ordinance](#)
[Attachment 2 List of Gas Stations](#)
[Attachment 3 Government Code Sec 65858](#)

8. Consider approval of 2022 Slurry Seal project

Attachments: [Staff Report](#)
[2022 slurry seal stc.pdf](#)

9. Review the list of Town Council committee assignments and make appointments for 2022.

Attachments: [Staff Report](#)
[Attachment 1](#)

10. Consider cancelling the regular Town Council meetings scheduled for July 12, August 9, and December 27, 2022.

Attachments: [Staff Report](#)

Adjourn

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

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

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the date of the Council's decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting is Tuesday, February 22, 2022.

I certify that this agenda was posted on the Public Notice Bulletin Board on or before Friday, February 4, 2022.

Carla Kacmar, Town Clerk



Town of San Anselmo

Staff Report

525 San Anselmo Avenue
San Anselmo, CA 94960

TO: Town Council	2/8/2022	Item #: 1.
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SUBJECT:
Interview applicants for Historical Commission and Racial Equity Committee.

INTERVIEW SCHEDULE

6:30 pm	Richard Storms	Historical Commission
6:40 pm	Carol Acquaviva	Historical Commission
6:50 pm	Denise Krawitz	Racial Equity Committee

Board, Committee, Commission <i>(total seats)</i>	Seats Expiring/ Vacant	Applicants	Term (Yrs)¹	Date of Interview
Arts Commission 7 seats + youth Dannielle Mauk			3	
Bicycle and Pedestrian Committee 7 seats Sean Condry			4	
Board of Review 5 seats Jeff Zuba	2		6	
Capital Programs Monitoring Committee 7 seats Sean Condry	1	Richard Berkson	4	
Economic Development Committee 7 seats Elise Semonian			3	
Financial Advisory Committee 5 seats Jeff Zuba <i>(Temporary Expansion to 6 seats)</i>			3	
Flood Committee 7 seats Sean Condry	2		4	
Historical Commission 11 seats+ youth Linda Kenton	2	Richard Storms* Carol Acquaviva* Kimberly Norton Alex Friedman	4	2/8 2/8 2/22 2/22
Library Advisory Board 7 seats+ youth Linda Kenton			4	
Library Tax Oversight Committee 5 seats Linda Kenton			3	
Marin Commission On Aging 1 seat	1	Gene Ng	3	2/22
Mosquito Abatement District 1 seat			2-4	
Open Space Committee 11 seats + youth Elise Semonian			4	
Parks & Recreation Commission 7 seats + youth Dannielle Mauk	1		4	
Planning Commission 7 seats Elise Semonian			4	
Racial Equity Ad Hoc Committee	1	Denise Krawitz	1	2/8
Climate Action Commission 7 seats+ youth Elise Semonian			3	
Ross Valley Paramedic Authority 1 seat			4	
Tax Equity Board 3 seats Jeff Zuba	1		3	

* Incumbent

¹ Per Commission Guidelines, differing term lengths may be allowed to accomplish a staggering of the appointment schedule.

Print**Boards & Committee Applications - Submission #1386**

Date Submitted: 1/11/2022

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

January 11, 2022

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

Historical Commission

**Name***

Richard Storms

Home Address*

25 Scenic Ave San Anselmo Ca 94960

Occupation*

Retired

Employer's Address**Home Phone***

4154548937

Work Phone

n/a

Cell Phone

415 519 8937

E-Mail*

r.storms02@gmail.com

Number of years as resident of San Anselmo*

49

Number of years as a resident in Marin*

49

Education Level Achieved*

College/University Degree (Major)

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

Judy Coy

1.) Phone*

415 454 0307

2.) Name*

Richard Miner

2.) Phone*

415 6863363

3.) Name*

Antone Sousa

3.) Phone*

415 459 5503

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.*

See Attached

Reasons for this appointment.*

See Attached

What are your qualifications for this appointment.*

See Attached

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

See Attached

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.

Historical Commission 2022.docx

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

Richard Storms

25 Scenic Ave San Anselmo CA, 94960

415-454-8937 E-Mail: r.storms02@gmail.net

What I believe may be the reason for my failure to respond earlier.

I wish to apologize to the Town Council regarding my late application for re-appointment to the Historical Commission.

Today (January 11, 2022) I received an email from Judy Coy asking if I applied for re-appointment to the commission. Apparently, my term ended in September of 2021, but I did not receive any notification from the town that my term was ending (I did receive this when my first term was coming to an end).

When looking back at prior applications I realized that they (the town) had an old email address (r.storms@comcast.net). It was in early 2021 that we changed from Comcast to Gmail and I obviously neglected to inform the proper person at town hall.

Experience in public office, and/or civic commissions, boards, or committees

If selected, this will be my third appointment to Historical Committee. In the past I have served on a number of non-civic commissions, including volunteer work for the Merchants Association, St. Anselm's Church, other religious functions, and my vintage car club.

For the Merchants Association I worked on the "Hot August / Cool Cars" Show. My specific jobs were to solicit car clubs, associates, and collectors to enter and exhibit their vehicles; organization of the cars on the avenue; defining and setting the award classes; and judging of the vehicles.

For St. Anselm's both my wife and I have been involved in various aspects of teaching children and performing marriage preparation courses. Activities outside St. Anselm have been involved with giving retreats including talks, and organization and running of kitchens cooking for 60 plus attendees over a short 3-day weekend.

My activities with my vintage car club include serving as president, vice president, activities and building and maintaining the club's web site, as well as, organizing at least one driving event per year.

Reasons for this appointment

The major reason for my appointment is to help the commission to achieve its goals to research, collect, display and educate the public on the history of our town. After eight years, I feel that I'm well-schooled in the history of San Anselmo, although there is still a lot to learn.

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

Number one is keeping the museum open during the Covid pandemic. This has been a tough process, with few docents and the constant threat of mingling with the public in an enclosed area (the museum) it puts a strain on all the volunteers. Even with all the protocol in place the current variant makes us all nervous.

What are your qualifications for this appointment

Over the past eight years, as a member of the commission, I have extended my knowledge of the town history. Including doing extensive research into the Bush Track, the "love affair" of the sport of baseball and the town, the Patterson Foot Bridge (green bridge), subdivisions and subdivision maps. I'm currently working on a personal long-term project to fully document the 1861 political duel between Charles Percy and Daniel Showalter

A number of my research projects have resulted in multiple articles in our newsletter and hallway displays.

During this same period, I have joined Dick Miner (another member) in the conducting historical walks of the town for the second-grade children of local schools (some outside of San Anselmo), the Dojo Summer Camp, as well as, the "adult" walking tour of downtown. Additionally, I docent at the museum two days a month.

Other background information

I attended and graduated from the University of California at Long Beach with a degree in Art History. I'm retired, but my professional life was in the field of Information Technology. Over the 40 plus years of my career I worked for North American Rockwell on the Apollo project, Fireman's Fund Insurance, American Express and General Electric. The earlier part of that time was in "learning the trade" and in the end I was doing advanced research and development in the area of artificial intelligence. Additionally I hold a professional patent titled "System and Method for using Medication and Medical Condition Information in Automated Insurance Underwriting."

I enjoy being with our family especially the grand children, working on our 102-year-old home (most of the time), walking as a form of exercise, and working on and driving our two vintage MGs. When I retired about twelve years ago, I acquired a 1948 MG that was for all intense and purposes a total wreck. It took almost 6 years of work, but it's now totally restored.

I am the family genealogist; I love reading historical non-fiction, although I admit for a passion for the writings of the Irish novelist Liam O'Flaherty. We enjoy collecting graphic art, rare children and illustrated books, Irish music and a glass of good wine while dining in San Anselmo.

Print**Boards & Committee Applications - Submission #1287**

Date Submitted: 9/8/2021

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

September 8, 2021

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

Historical Commission

**Name***

Carol Acquaviva

Home Address*

15 San Rafael Avenue Apt 1, San Anselmo, CA 94960

Occupation*

Librarian & Archivist

Employer's Address

Marin County Free Library, 3501 Civic Center Dr., San Rafael, CA 94903

Home Phone*

4152507375

Work Phone

(415) 473-4247

Cell Phone**E-Mail*****Number of years as resident of San Anselmo*****Number of years as a resident in Marin*****Education Level Achieved*****Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:****1.) Name*****1.) Phone*****2.) Name*****2.) Phone*****3.) Name*****3.) Phone***

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

- ☒ YES
☐ NO

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

- ☒ YES
☐ NO

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

- ☒ YES
☐ NO

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

- ☒ YES
☐ NO

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

25 years experience working in public libraries; I am currently serving as a commissioner and the Treasurer for the San Anselmo Historical Commission; I am a member of area local history archivist groups; I am the editor and often write articles on local history for the California Room's weekly Community Newsletter.

Reasons for this appointment.*

I look forward to continuing to serve my San Anselmo community and help interpret, preserve, and disseminate our town's history to its residents and all who are interested.

What are your qualifications for this appointment.*

I've been a local history librarian and the digital archivist in the Anne T. Kent California Room, Marin County Free Library, for the past 19 years. I have a deep knowledge of and passion for local history and historic preservation. I can contribute my understanding of archival principles when needed by the San Anselmo Historical Museum.

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

It is important to acknowledge how our community's history has been recorded and interpreted, and what events and groups have been marginalized along the way. Recognizing this is the first step to "correcting our course" for the future.

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

- ☒ YES
☐ NO

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

None

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

No file chosen

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

Print**Boards & Committee Applications - Submission #1367**

Date Submitted: 12/29/2021

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

29 DEC 2021

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

Racial Equity Committee

**Name***

Denise Krawitz

Home Address*

49 Oak Springs Dr. San Anselmo 94960

Occupation*

Scientist (consultant)

Employer's Address

49 Oak Springs Dr. San Anselmo 94960

Home Phone*

4152546672

Work Phone

Cell Phone**E-Mail*****Number of years as resident of San Anselmo*****Number of years as a resident in Marin*****Education Level Achieved*****Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:****1.) Name*****1.) Phone*****2.) Name*****2.) Phone*****3.) Name*****3.) Phone***

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

- ☒ YES
☐ NO

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

- ☒ YES
☐ NO

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

- ☒ YES
☐ NO

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

- ☐ YES
☒ NO

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

I have been on a professional board for the past ~4 years. It is called BioPharmaceutical Emerging Best Practices Association (BEBPA).

Reasons for this appointment.*

I am very interested in Racial Equity and want to do what I can to ensure my community is accessible to all, regardless of race. While our community in San Anselmo is largely supportive of racial equity in general, I find there can sometimes be blind spots which may be in part due to a smaller POC population in our town relative to places like San Rafael. One of the most important things we can do on this committee is seek local input from the POC population and listen carefully to how we can help.

What are your qualifications for this appointment.*

I have spent a few years working with Marin SURJ and enjoy the work they do. I have hit the stage where I am motivated to 'do' more in addition to the learning I have done over the past few years. There is no better place to get to work than my local community.
 In terms of official qualifications - I'm not sure what I can offer beyond being a thoughtful, engaged member of our community who is motivated to see all voices represented.

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

My feeling is that this committee is somewhat exploratory with a first step being a deep dive into current policies and programs in San Anselmo to identify areas for possible improvement. One of the most important roles of this committee will be seeking out POC voices in San Anselmo for their perspective on where San Anselmo has been successful and could improve with respect to racial equity. It may also be useful to look outside of San Anselmo (ie; Multicultural Center of Marin) to seek feedback on our potential blind spots.

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.

CV Krawitz.pdf

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

Denise Krawitz, Ph.D.
 denisekra@gmail.com
 (415) 254-6672

Owner and Principal Consultant, CMC Paradigms, LLC

Summary:

I provide consulting expertise in chemistry and manufacturing controls (CMC) to biotechnology companies from late-stage research through commercialization of products. With nearly 20 years of experience working as a bench scientist, group leader, project team leader, and project manager, I can develop integrated and compliant process development strategies to move products through the pipeline efficiently. I have broad process development experience with an emphasis in analytical development and impurity analysis as well as cell line development and automation.

PROFESSIONAL EXPERIENCE

CMC Paradigms, LLC, San Anselmo, CA

2017-Present

- CMC consulting expertise and leadership to companies from late-stage research through commercialization of biotechnology products:
 - CMC technical team leader
 - Technical expertise for selection and development of analytical methods used to identify and quantify impurities, as well as the qualification, validation, transfer, and troubleshooting of analytical assays
 - Recognized expert in host cell protein analysis, characterization, and assay development
 - Automation laboratory setup
 - Guidance in molecular biology, cell line development, and purification
- Health Authority Interactions:
 - Author and/or review and edit ICH CTD regulatory submissions (Modules 2.3 and 3, pre-meeting package, etc) for IND and BLA
 - Participate in IND/BLA meetings with regulators
 - Author responses to reviewer questions
- CDMO / CRO management
 - Author request for proposal (RFP) and assist in selection of CDMO / CRO to meet your needs
 - CDMO management for all aspects of process development, including cell line development, purification process development, analytics, formulation, and stability
 - Technical oversight of analytical method development and validation
- Establishment of project management practices for small biotechnology companies

Genentech, Inc., South San Francisco, CA

2012-2017

Senior Manager

- Subject matter expert for development and validation of GMP impurity assays (HCPs and DNA; experimental design, troubleshooting, data analysis, review and approval of documents)

- Host Cell Protein Impurity Expert:
 - Provide technical background and strategy to multiple technical development, safety, toxicology, non-clinical, and clinical teams around HCP-related issues
 - Led HCP risk assessments for projects in late-stage research through commercial
 - Authored numerous regulatory filing sections on HCPs and other process-related impurities, including authoring regulatory model documents describing Host Cell Protein Assays and justifying strategy for acceptable coverage in the Genentech platform HCP ELISAs
 - Attended multiple Type C meetings with FDA as HCP expert.
 - Led R&D for HCP-related strategy
 - Direct and oversee research to justify HCP strategy and influence Health Authorities for programs at all development stages.
 - Development of alternate methods to demonstrate HCP reagent coverage
 - Demonstration that platform assay is superior to a process specific assay
 - Demonstration that proteomes of different CHO cell lines are very similar
 - Custom ELISA development for individual HCPs
- Group and team leadership:
 - Managed 13 person group focused on ELISA development and automation, residual DNA analysis as well as process validation business processes and development of cleaning validation methods and strategy.
 - Technical development leader for early stage projects (antibody and non-antibody, CHO and E. coli derived)

BioMarin Pharmaceutical Inc., Novato, CA
Senior Scientist

2010-2012

- Established and led group responsible for in-process analytical support within Process Development (PD).
- Development, qualification, and transfer of assays to support in-process testing for PD groups and Manufacturing.
 - Titer assays, mostly HPLC-based (non-antibodies)
 - Quantitative assays to monitor specific HCP impurities, including enzymatic activity assays
 - Rapid assays to monitor specific CQAs including HMWS, clipped species, and chemical modifications
 - Improvement of existing assays to facilitate more robust in-process testing
 - Identify and manage CROs for assay development and testing when technology required is unavailable in-house

Ambrx, Inc., La Jolla, CA
Senior Scientist

2006-2010

- Project team leader for development of therapeutic candidate

- Led project team for all manufacturing, bioanalytical and pre-clinical development activities
 - Developed target product profile, project development plan, timeline, and budget from late-stage research through IND, including risk analysis
 - Successfully guided program through due diligence and into a partnership with a large biotechnology company
- Established program and portfolio management governance practices
 - Designed and implemented stage gate process to optimize project and portfolio prioritization and allocation of resources
 - Facilitated monthly portfolio prioritization and resource allocation governance meetings
 - Conducted R&D capacity analysis to identify resource gaps or overages and made hiring recommendations
 - Redefined roles, responsibilities, and expectations of key project stakeholders such as executive team members, scientific functional heads, and project managers
 - Coordinated annual R&D budgeting process
 - Trained scientists and other project team members in governance process, project management, and project reporting
- Led cell line development efforts to implement Ambrx technology in CHO cell platform

Genentech, Inc., South San Francisco, CA
Scientist

2002-2006

- Led group responsible for proteomic research relevant to product development and late-stage research projects.
 - Characterized host cell proteins produced by CHO and *E. coli* cell lines used for product production
 - Worked with Purification, Cell Culture, Analytical Operations and Process Engineering groups to address development issues related to host cell protein impurities
 - Established gel-free proteomics methods in our labs
- CMC Assay Sub-Team leader for two early-stage development projects
 - Developed characterization and lot release strategies for recombinant biotherapeutics
 - Facilitated interdepartmental interactions to ensure efficient project progression.

Bio-Rad Laboratories, Hercules, CA
Field Applications Specialist, Proteomics

2002

- Worked with scientists and customers to establish 2-D gel electrophoresis-based proteomics platforms in their laboratories, including set-up and training for 2-D gel equipment, imaging equipment, and a robotic spot cutter

EDUCATION

- **Ph.D. in Molecular and Cell Biology**, University of California, Berkeley
- **B.S. in Molecular and Cellular Biology** (*Cum Laude*) University of Arizona, Tucson, AZ

Academic Research

University of California, Berkeley

1996-2001

Graduate Student, Molecular and Cell Biology, Laboratory of Dr. Paul Kaufman.

- Studied the impact of chromatin structures on gene expression, and the cellular processes to establish gene silencing

University at Regensburg, Germany

1995-1996

Research Assistant, Department of Biophysics and Physical Biochemistry, Laboratory of Dr. Johannes Buchner.

- Fulbright Fellow; studied molecular chaperone activity of HSP90 proteins

University of Arizona, Tucson

1992-1995

Research Assistant, Department of Biochemistry, Laboratory of Dr. Elizabeth Vierling.

- Undergraduate; studied molecular chaperone activity of small heat shock proteins

PUBLICATIONS

- Lin, M., **Krawitz, D.**, Callahan, MD., Deperalta, G., Weckslar, AT. (2018) Characterization of ELISA Antibody-Antigen Interaction Using Footprinting-Mass Spectrometry and Negative Staining Transmission Electron Microscopy. *J Am Soc Mass Spectrom.* 29(5):961-971.
- Gunawan, F., Nishihara, J., Liu, P., Sandoval, W., Vanderlaan, M., Zhang, H., **Krawitz, D.** (2018) Comparison of Platform Host Cell Protein ELISA to Process-Specific Host Cell Protein ELISA. *Biotech and Bioeng.* 115(2):382-389.
- **Krawitz, D.**, Rouse, J., Sperry, J, Sandoval, W, Vanderlaan, M. (2017) Host Cell Proteins. Invited book chapter for Analytical Characterization of Biotherapeutics. Lill, J.R. and Sandoval W. Eds.
- Yuk, I., Nishihara, J., Walker, D., Huang, E., Gunawan, F., Subramanian, J., Pynn, A., Yu, C., Zhu-Shimoni, J., Vanderlaan, M., **Krawitz, D.** (2015) More Similar than Different: Host Cell Protein Production Using Three Null CHO Cell Lines. *Biotech and Bioeng.* 112(10): 2068-2083.
- Vanderlaan, M., Sandoval, W., Liu, P., Nishihara, J., Tsui, G., Lin, M., Gunawan, F., Parker, S., Wong, RM., Low, J., Wang, X., Yang, J., Veeravalli, K., McKay, P., Yu, C., O'Connell, L., Tran, B., Vij, B., Fong, C., Francissen, K., Zhu-Shimoni, J., Quarmby, V., **Krawitz, D.** (2015) Hamster Phospholipase B-Like 2 (PLBL2): A Host-Cell Protein Impurity in Therapeutic Monoclonal Antibodies Derived from Chinese Hamster Ovary Cells. *BioProcess International* 13(4): 18-29.

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PATENTS

- Compositions and Methods for Detecting and Quantifying Host Cell Protein in Cell Lines and recombinant Polypeptide Products. International Application No.: PCT/US2014/055382
- Modified Human Plasma Polypeptide or Fc Scaffolds and Their Uses. Patent Number 8022186, 2011.
- Modified Interferon Beta Polypeptides and Their Uses. Patent Number 8114630, 2012.
- Blood Plasma Protein Conjugated to Apolipoproteins for use in Treatment of Metabolic Disorders. Patent Number 7919591, 2011.
- Modified Insulin Polypeptides and Their Uses. Patent Number 8946148, 2015.

INVITED SPEAKER

- CHI Bioprocessing Summit, Aug 2016. Cover your Assay: Approaches to Evaluate HCP ELISA Reagent Coverage.:
- BEBPA HCP Workshop, May 2016. "Protein Expression Profiling of Different CHO Cell Lines: Striking Similarities."
- PepTalk CHO Cell Culture Conference, Jan 2016. "Protein Expression Profiling of Different CHO Cell Lines: Striking Similarities."

- First Annual Workshop on Host Cell Protein Assays, Dubrovnik, Croatia, May 2014. “Identification of an Antibody-Bound HCP and the Impact to Process Development.”
- 7th Annual Project Management for the Drug & Device Industry. “Establishing PM at a Young Biotech.”
- IBC 16th Antibody Development and Production, Carlsbad, CA, Mar 2006. “Characterization of Host Cell Proteins from a Biopharmaceutical Process with Proteomic Technologies.”
- 2nd Symposium on the Practical Applications of Mass Spectrometry in the Biotechnology and Pharmaceutical Industries, Boston, MA, Sept. 2005. “Using Proteomics to Characterize Host Cell Proteins in a Biopharmaceutical Process.”
- Well Characterized Biotechnology Pharmaceutical Meeting, Washington DC, Jan. 2004. Workshop Presentation: “Proteomic Studies Support use of Multi-Product Immunoassays to Measure Host Cell Protein Impurities

HONORS, AWARDS, and SERVICE

- Member of the Board of Directors for BioPharmaceutical Emerging Best Practices Association (BEBPA), 2017 - Present
- Organizer for 2017 BEBPA HCP Workshop
- Awesome Failure Award: Awarded to one team that leveraged a failed initiative to improve development processes at Genentech, 2016
- Genentech Recognition Award: Outstanding contributions to MAb IND, 2013
- Ambrx Top Performer Award: Excellence in Program Leadership, 2010
- Ambrx Recognition Award: Excellence in Program Leadership, 2009
- Genentech Recognition Award: Performance leading CMC assay sub-team, 2005
- Genentech Recognition Award: Assay development for MAb, 2004
- Genentech Recognition Award: Troubleshooting methods for regulatory filing, 2003
- NIH National Research Service Award Traineeship, 1996-1999
- Association for Women in Science Educational Foundation Predoctoral Fellowship, 1999
- Fulbright Scholar, 1995-1996
- Barry M. Goldwater National Scholar for excellence in science, 1994
- University of Arizona Regents Scholar, 1991-1995
- BRAVO Grant, 1994
- Phi Beta Kappa, 1994

Town of San Anselmo

*525 San Anselmo Avenue
San Anselmo, CA 94960*



Minutes

Tuesday, January 25, 2022

7:00 PM

Town Council Chambers (Via Zoom during COVID)

Town Council

6:00 PM Closed Session: Conference with Labor Negotiators (§ 54957.6)

Agency designated representatives: Dave Donery, Jeff Zuba and Christopher Boucher : Employee organizations: Service Employees International Union, Local 1021; Management Employees; Confidential Employees

1. 6:40 PM Interview with applicants to the Parks and Recreation Commission

Attachments: [Staff Report](#)
[Attachment 1 - Board and Commission Status Report](#)
[Attachment 2 - Vance Frost](#)
[Attachment 3 - Michael Cerio](#)

7:00 PM Call to Order

Town Attorney Acevedo announced there was no reportable action taken during closed session. Council Member Colbert conducted the pledge of allegiance.

PRESENT: Mayor Alexis Fineman, Vice Mayor Steve Burdo, Ford Greene, and Bri

ABSENT: Eileen Burke

Open time for public expression.

Council requests for future agenda items.

Vice Mayor Burdo stated the Ross Valley Fire Board approved resolutions creating the positions of wildfire mitigation specialist and administrative analyst and grant specialists and have begun recruiting. They also reviewed the amendments to the joint powers authority. Burdo requested consideration of an ordinance to require EV certification for electric vehicle infrastructure projects in town. There was Council consensus to move forward with the conversation.

Council Member Greene added that the RVFD Board had requested each member go back to their own town and look at their budgets for additional standard of coverage positions on the fire engines. Greene requested the matter come before council. There was consensus to bring it forward. Greene continued to have issues with the format of the new agenda management system and had spoken to the Town Manager about it at length. Greene announced he would be leaving the meeting early and requested the Town Council appointments item be moved to another meeting. There was Council consensus to push the appointments.

Council Member Colbert stated he liked the new agenda platform and thanked staff for continuing to press for improvements. Colbert attended the San Anselmo Chamber of Commerce meeting where they spoke of the spring and summer street closures. The Marin Economic Recovery Task Force got an update on COVID and an update on the County Economic Vitality plan. There was actually a very interesting conversation about reusable food ware.

Transportation Authority of Marin will be hearing from a lobbyist.

Mayor Fineman attended the Climate Action Committee meeting and thanked Planning Director

Semonian for her leadership and hard work on that commission. They discussed reusable food ware. The Marin County Council of Mayors and Council Members Water Policy Committee met and discussed some of the opportunities for expansion of purple pipe, policy recommendations for local jurisdictions and will be hearing from Congressman Jared Huffman about federal investment in water infrastructure locally.

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

ABSENT: Eileen Burke, and Ford Greene

Consent Agenda:

2. Approve minutes of January 11, 2022

Attachments: [Minutes January 11, 2022](#)

3. Appoint three applicants to the Parks and Recreation Commission.

Attachments: [Staff Report](#)

[Attachment 1 -Board and Commission Status Report](#)

[Attachment 2 - Vance Frost](#)

[Attachment 3 - Michael Cerio](#)

[Attachment 4 - Cat Austin](#)

4. Adoption of Ordinance to Bring Town Solid Waste Regulations into Compliance with Senate Bill 1383

Attachments: [Staff Report](#)

[Item 4 - Attachment 1 - Ordinance to Comply with SB 1383](#)

5. Revenue and Expenditure Reports, November 2021

Attachments: [Staff Report](#)

[Budget Comparison Report - San Anselmo, CA Dept](#)

[Budget Comparison Report - San Anselmo, CA Sub](#)

6. Revenue and Expenditure Reports, December 2021

Attachments: [Staff Report](#)

[Budget Comparison Report - San Anselmo, CA Sub](#)

[Budget Comparison Report - San Anselmo, CA Dept](#)

7. Quarterly Treasurer's Investment Report, December 31, 2021

Attachments: [Staff Report](#)

[Quarterly Treasurer's Investment Report 12.31.2021](#)

8. December 2021 Financial Report on Recreation Fund

Attachments: [Staff Report](#)
 [Dec21-Attachment](#)

9. Review the report from a Marin Municipal Water District representative.

Attachments: [Staff Report](#)
 [Attachment 1 - Marin Water Drought Update for Town of San Anselmo](#)

10. Measure D Renewal Council Ad Hoc Subcommittee Members

Attachments: [Staff Report](#)

11. Consultant agreements for Measure D renewal

Attachments: [Staff Report](#)
 [Godbe Research Professional Services Agreement](#)
 [TBWBH Professional Services Agreement](#)

12. Downtown Hanging Flower Baskets Funding Request for 2022

Attachments: [Staff Report](#)

M/s, Brian Colbert, Steve Burdo, to approve the Consent Agenda.

AYE: Mayor Fineman, Vice Mayor Burdo, and Colbert

NO: None

ABSENT: Burke, and Greene

Council Items:

13. Funding Priorities for Measure D Renewal

Attachments: [Staff Report](#)

Town Manager Donery presented the staff report.

Burdo asked for funds to support recreational programming to be added to the list. Colbert wanted to add climate action projects.

Burke clarified what affordable housing funding would look like. Semonian stated the development of the town sites that have been put in the housing element for affordable housing, or other vacant town property, or putting it towards the Housing Trust Fund that could help preserve affordable units like an apartment building was to go for sale.

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

ABSENT: Ford Greene

14. 2021-2022 Mid-Year Budget Review

Attachments: [Staff Report](#)
[Attachment 1 - 2021-2022 mid-year budget resolution](#)
[Exhibit 1 - Mid Year amendment 2021-2022](#)
[Attachment II - 2021-22 overview of funds](#)

Finance Director Zuba made a presentation.

M/s, Steve Burdo, Eileen Burke, to approve resolution amending the 2021-2022 Budget.

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

NO: None

ABSENT: Greene

15. Receive report regarding the Library Parcel Tax renewal and provide direction to staff.

Attachments: [Staff Report](#)

Librarian Kenton presented the staff report. There was Council consensus to move forward with a library parcel tax renewal.

16. American Rescue Plan Act State & Local Fiscal Relief Funds

Attachments: [Staff Report](#)
[American rescue plan funds 1.25.22](#)

Finance Director Zuba presented the staff report.

Burke was concerned with the overlap of the Measure D renewal and the projects listed for recovery money since they were similar. Zuba stated the Town had until December 31, 2024 to get things under contract and Measure D has a more expedited timeline. If the Town did not want it to overlap, there was more time for the ARPA discussion. Town Manager Donery stated the Town has an embarrassment of riches with the ARPA money, but it has to be one time projects. Burke stated the messaging to residents is important and she felt it would be a difficult division of messaging. Donery suggested for staff capacity, metering the projects out over a logical time frame, like just fixing the town hall roof this year and leaving the ARPA money in place for future considerations. Donery felt it would make sense to push what staff knows they have for four years to spend the money.

17. Review the list of Town Council committee assignments and make appointments for 2022.

Attachments: [Staff Report](#)
 [Council Committee Assignments](#)

M/s, Brian Colbert, Steve Burdo, to continue the review of list of Town Council committee assignments and make appointments for 2022 to a future meeting.

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

NO: None

ABSENT: Greene

18. Presentation from County of Marin Staff on Racially Restrictive Covenant Modification Program and AB686 AFFH Housing Element Requirements

Attachments: [Staff Report](#)
 [Attachment 1 AFFH Marin County Contract](#)
 [Attachment 2 AFFH Outreach](#)

Planning Director Semonian introduced County Employees, Liz Darby and Jillian Zeiger who made a presentation.

19. Housing Element 2023-2031 Receive presentation on proposed public engagement process and timeline for Housing Element 2023-2031 update and provide direction to staff.

Attachments: [Staff Report](#)
 [Attachment 1 Schedule](#)
 [Attachment 2 Public Participation Plan](#)

Planning Director Semonian presented the staff report.

20. Annual report on General Plan. Receive annual report on General Plan, pursuant to Government Code Section 65400, including progress in implementation, and direct staff to submit the report to the State Governor's Office of Planning and Research and State Housing and Community Development Department.

Attachments: [Staff Report](#)
 [Attachment 1 Annual Report for Housing Element](#)
 [Attachment 2 Annual Report on General Plan](#)
 [Attachment 3 HCD Annual Report Form](#)

Planning Director Semonian presented the staff report.

M/s, Brian Colbert, Eileen Burke, to approve the annual report on General Plan. Receive annual report on General Plan, pursuant to Government Code Section 65400, including progress in implementation, and direct staff to submit the report to the State Governor's Office of Planning and Research and State Housing and Community Development Department.

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

NO: None

ABSENT: Greene

- 21.** Sale of Accessory Dwelling Units. Public hearing to consider recommendation of the Planning Commission and introduce by title only and waive further reading of "An Ordinance of the San Anselmo Town Council Amending Title 10 (Planning and Zoning), Chapter 6 (Accessory Dwelling Units), Adding New Section 10-6.210 for Sale of Accessory Dwelling Units for Low and Moderate Income Housing" to comply with 2021 Assembly Bill 345, which requires the town to allow certain nonprofit corporations to sell an accessory dwelling unit to families of low or moderate income if certain conditions are met.

Attachments: [Staff Report](#)
 [Attachment 1 Draft Ordinance](#)
 [Attachment 2 AB 345](#)

Planning Director Semonian presented the staff report.

Town Manager Donery read the title and Semonian amended the title.

M/s, Brian Colbert, Steve Burdo, to approve recommendation of the Planning Commission and introduce by title only and waive further reading of "an ordinance of the Town Council of the Town of San Anselmo amending San Anselmo Municipal Code Title 10 (PLANNING AND ZONING), Chapter 6 (ACCESSORY DWELLING UNITS), adding new section 10-6.209 Sale of Accessory Dwelling Units for Low and Moderate Income Housing to comply with 2021 Assembly Bill 345, which requires the town to allow certain nonprofit corporations to sell an accessory dwelling unit to families of low or moderate income if certain conditions are met.

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

NO: None

ABSENT: Greene

Adjourn



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/8/2022

Item #: 2.2.

FROM:

Carla Kacmar, Town Clerk

SUBJECT:

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

RECOMMENDATION

That the Town Council adopt the attached resolution making findings pursuant to AB 361 to support continued use of teleconferencing/videoconferencing to hold public meetings of the Town Council and Town boards, commissions, and committees during the continuing state of emergency proclaimed by Governor Newsom on March 4, 2020. (Attachment 1).

BACKGROUND

On March 4, 2020, Governor Newsom declared a state of emergency pursuant to Government Code section 8625 due to COVID-19. Recognizing the need to promote social distancing while allowing local legislative bodies to continue operating during the emergency, Governor Newsom signed Executive Orders N-25-20, N-29-20, and N-08-21, which suspended provisions of the Brown Act. Those Orders permitted legislative bodies to hold virtual meetings; however, the relevant provisions expired on September 30, 2021.

On September 16, 2021, Governor Newsom signed AB 361, which extends the authority of public agencies to conduct meetings by teleconference, including video conference, during State-declared emergencies. Specifically, the bill provides that a legislative body may hold virtual meetings where there is a proclaimed state of emergency and state or local officials have imposed or recommended measures to promote social distancing. (Cal. Gov. Code § 54953(e)(1)(A)).

On September 22, 2021, the Marin County Director of Health & Human Services, Benita McLarin, sent a letter to the Marin County Board of Supervisors recommending continued social distancing for local government meetings.

Local government meetings are indoor meetings that are sometimes crowded, involve many different and unfamiliar households, and can last many hours. Given those circumstances, I recommend a continued emphasis on social distancing measures as much as possible to make public meetings as safe as possible. These measures can include using video/tele- conferencing when it meets community needs and spacing at in-person meetings so that individuals from different households are not sitting next to each other.

On November 26, 2021, the World Health Organization classified a new variant, B.1.1.529, as a Variant of

Concern and named it Omicron and on November 30, 2021, the United States also classified it as a Variant of Concern. On December 1, 2021, the California and San Francisco Departments of Public Health confirmed that a recent case of COVID-19 in California was caused by the Omicron variant. Omicron is more contagious than previous variants and spread rapidly. On January 10, 2022, the U.S. reported 1,400,000 positive COVID cases in a single day.

On October 12, 2021, November 9, 2021, December 14, 2021, and January 11, 2022, the Town Council adopted resolutions with the requisite findings that the state of emergency is in effect, that measures to promote social distancing are still being recommended by local officials, and that the state of emergency directly impacts the ability of the public and the members of the Town's Council, boards, commissions and committees to meet safely indoors in person.

AB 361 requires the Town Council to make these findings every thirty days if it desires to continue meeting virtually. (Cal. Gov. Code § 54953(e)(3)).

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adopting a resolution to establish the format for public meetings during a state of emergency is not a "project" under the California Environmental Quality Act (CEQA), because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

CONCLUSION

Staff respectfully requests that the Council adopt the attached resolution to allow for continued use of video/teleconferencing for public meetings.

RESOLUTION NO.

RESOLUTION REGARDING TELECONFERENCE AND VIDEOCONFERENCE MEETINGS DURING THE COVID-19 STATE OF EMERGENCY

WHEREAS, on March 4, 2020, Governor Newsom proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code Section 8625, that a state of emergency exists due to a novel coronavirus (COVID- 19); and

WHEREAS, on June 4, 2021, in lifting many restrictions that the State previously imposed due to COVID-19, the Governor indicated that those changes did not end the ongoing, proclaimed state of emergency; and

WHEREAS, as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

WHEREAS, the continued local rates of transmission of the virus and variants causing COVID-19 are such that on September 22, 2021, the Marin County Director of Health & Human Services recommended that local government entities continue to emphasize social distancing in order to minimize the potential spread of COVID-19 during indoor, public meetings; and

WHEREAS, on November 26, 2021, the World Health Organization classified a new variant, B.1.1.529, as a Variant of Concern and named it Omicron and on December 1, 2021, the California and San Francisco Departments of Public Health confirmed that the first case of COVID-19 in California caused by the Omicron variant; and

WHEREAS, Omicron is a more contagious variant and by January 10, 2022, the U.S. reported 1,400,000 positive COVID-19 cases on a single day; and

WHEREAS, in light of the County's recommendation and the current COVID-19 Variant of Concern, the Town Council desires to continue to have the flexibility, for itself and for all other Town-affiliated legislative bodies to meet by teleconference and/or videoconference.

WHEREAS, adopting a resolution to establish the format for public meetings during a state of emergency is not a "project" under the California Environmental Quality Act (CEQA), because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. There is an ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19.

2. The state of emergency continues to directly impact the ability of Town legislative bodies to meet safely in person.
3. Local officials continue to recommend measures to promote social distancing.

PASSED AND ADOPTED at the first regular meeting of the Town Council of the Town of San Anselmo for the month of January, which was held on the 8th day of February, 2022, by the following vote:

AYES

NOES:

ABSENT:

Alexis Fineman, Mayor

Attest:

Carla Kacmar, Town Clerk



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/8/2022

Item #: 2.3.

FROM:

Carla Kacmar, Town Clerk

SUBJECT:

Appoint an applicant to the Racial Equity Ad Hoc Committee.

RECOMMENDATION

That Council appoint an applicant to the Racial Equity Ad Hoc Committee.

DISCUSSION

The Racial Equity Ad Hoc Committee is a newly created short-term committee which has a membership of seven seats. There is one applicant for one seat. The applicant, Denise Krawitz, was interviewed before the February 8, 2022, meeting and their application is attached.

The status report on current openings on the Town Boards, Commissions, and Committees is also attached.

FISCAL IMPACT

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

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).

Board, Committee, Commission <i>(total seats)</i>	Seats Expiring/ Vacant	Applicants	Term (Yrs)¹	Date of Interview
Arts Commission 7 seats + youth Dannielle Mauk			3	
Bicycle and Pedestrian Committee 7 seats Sean Condry			4	
Board of Review 5 seats Jeff Zuba	2		6	
Capital Programs Monitoring Committee 7 seats Sean Condry	1	Richard Berkson	4	
Economic Development Committee 7 seats Elise Semonian			3	
Financial Advisory Committee 5 seats Jeff Zuba <i>(Temporary Expansion to 6 seats)</i>			3	
Flood Committee 7 seats Sean Condry	2		4	
Historical Commission 11 seats+ youth Linda Kenton	2	Richard Storms* Carol Acquaviva* Kimberly Norton Alex Friedman	4	2/8 2/8 2/22 2/22
Library Advisory Board 7 seats+ youth Linda Kenton			4	
Library Tax Oversight Committee 5 seats Linda Kenton			3	
Marin Commission On Aging 1 seat	1	Gene Ng	3	2/22
Mosquito Abatement District 1 seat			2-4	
Open Space Committee 11 seats + youth Elise Semonian			4	
Parks & Recreation Commission 7 seats + youth Dannielle Mauk	1		4	
Planning Commission 7 seats Elise Semonian			4	
Racial Equity Ad Hoc Committee	1	Denise Krawitz	1	2/8
Climate Action Commission 7 seats+ youth Elise Semonian			3	
Ross Valley Paramedic Authority 1 seat			4	
Tax Equity Board 3 seats Jeff Zuba	1		3	

* Incumbent

¹ Per Commission Guidelines, differing term lengths may be allowed to accomplish a staggering of the appointment schedule.

Print**Boards & Committee Applications - Submission #1367**

Date Submitted: 12/29/2021

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

29 DEC 2021

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

Racial Equity Committee

**Name***

Denise Krawitz

Home Address*

49 Oak Springs Dr. San Anselmo 94960

Occupation*

Scientist (consultant)

Employer's Address

49 Oak Springs Dr. San Anselmo 94960

Home Phone*

4152546672

Work Phone

Cell Phone**E-Mail*****Number of years as resident of San Anselmo*****Number of years as a resident in Marin*****Education Level Achieved*****Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:****1.) Name*****1.) Phone*****2.) Name*****2.) Phone*****3.) Name*****3.) Phone***

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

- ☒ YES
☐ NO

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

- ☒ YES
☐ NO

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

- ☒ YES
☐ NO

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

- ☐ YES
☒ NO

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

I have been on a professional board for the past ~4 years. It is called BioPharmaceutical Emerging Best Practices Association (BEBPA).

Reasons for this appointment.*

I am very interested in Racial Equity and want to do what I can to ensure my community is accessible to all, regardless of race. While our community in San Anselmo is largely supportive of racial equity in general, I find there can sometimes be blind spots which may be in part due to a smaller POC population in our town relative to places like San Rafael. One of the most important things we can do on this committee is seek local input from the POC population and listen carefully to how we can help.

What are your qualifications for this appointment.*

I have spent a few years working with Marin SURJ and enjoy the work they do. I have hit the stage where I am motivated to 'do' more in addition to the learning I have done over the past few years. There is no better place to get to work than my local community.
 In terms of official qualifications - I'm not sure what I can offer beyond being a thoughtful, engaged member of our community who is motivated to see all voices represented.

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

My feeling is that this committee is somewhat exploratory with a first step being a deep dive into current policies and programs in San Anselmo to identify areas for possible improvement. One of the most important roles of this committee will be seeking out POC voices in San Anselmo for their perspective on where San Anselmo has been successful and could improve with respect to racial equity. It may also be useful to look outside of San Anselmo (ie; Multicultural Center of Marin) to seek feedback on our potential blind spots.

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.

CV Krawitz.pdf

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

Denise Krawitz, Ph.D.
 denisekra@gmail.com
 (415) 254-6672

Owner and Principal Consultant, CMC Paradigms, LLC

Summary:

I provide consulting expertise in chemistry and manufacturing controls (CMC) to biotechnology companies from late-stage research through commercialization of products. With nearly 20 years of experience working as a bench scientist, group leader, project team leader, and project manager, I can develop integrated and compliant process development strategies to move products through the pipeline efficiently. I have broad process development experience with an emphasis in analytical development and impurity analysis as well as cell line development and automation.

PROFESSIONAL EXPERIENCE

CMC Paradigms, LLC, San Anselmo, CA

2017-Present

- CMC consulting expertise and leadership to companies from late-stage research through commercialization of biotechnology products:
 - CMC technical team leader
 - Technical expertise for selection and development of analytical methods used to identify and quantify impurities, as well as the qualification, validation, transfer, and troubleshooting of analytical assays
 - Recognized expert in host cell protein analysis, characterization, and assay development
 - Automation laboratory setup
 - Guidance in molecular biology, cell line development, and purification
- Health Authority Interactions:
 - Author and/or review and edit ICH CTD regulatory submissions (Modules 2.3 and 3, pre-meeting package, etc) for IND and BLA
 - Participate in IND/BLA meetings with regulators
 - Author responses to reviewer questions
- CDMO / CRO management
 - Author request for proposal (RFP) and assist in selection of CDMO / CRO to meet your needs
 - CDMO management for all aspects of process development, including cell line development, purification process development, analytics, formulation, and stability
 - Technical oversight of analytical method development and validation
- Establishment of project management practices for small biotechnology companies

Genentech, Inc., South San Francisco, CA

2012-2017

Senior Manager

- Subject matter expert for development and validation of GMP impurity assays (HCPs and DNA; experimental design, troubleshooting, data analysis, review and approval of documents)

- Host Cell Protein Impurity Expert:
 - Provide technical background and strategy to multiple technical development, safety, toxicology, non-clinical, and clinical teams around HCP-related issues
 - Led HCP risk assessments for projects in late-stage research through commercial
 - Authored numerous regulatory filing sections on HCPs and other process-related impurities, including authoring regulatory model documents describing Host Cell Protein Assays and justifying strategy for acceptable coverage in the Genentech platform HCP ELISAs
 - Attended multiple Type C meetings with FDA as HCP expert.
 - Led R&D for HCP-related strategy
 - Direct and oversee research to justify HCP strategy and influence Health Authorities for programs at all development stages.
 - Development of alternate methods to demonstrate HCP reagent coverage
 - Demonstration that platform assay is superior to a process specific assay
 - Demonstration that proteomes of different CHO cell lines are very similar
 - Custom ELISA development for individual HCPs
- Group and team leadership:
 - Managed 13 person group focused on ELISA development and automation, residual DNA analysis as well as process validation business processes and development of cleaning validation methods and strategy.
 - Technical development leader for early stage projects (antibody and non-antibody, CHO and E. coli derived)

BioMarin Pharmaceutical Inc., Novato, CA
Senior Scientist

2010-2012

- Established and led group responsible for in-process analytical support within Process Development (PD).
- Development, qualification, and transfer of assays to support in-process testing for PD groups and Manufacturing.
 - Titer assays, mostly HPLC-based (non-antibodies)
 - Quantitative assays to monitor specific HCP impurities, including enzymatic activity assays
 - Rapid assays to monitor specific CQAs including HMWS, clipped species, and chemical modifications
 - Improvement of existing assays to facilitate more robust in-process testing
 - Identify and manage CROs for assay development and testing when technology required is unavailable in-house

Ambrx, Inc., La Jolla, CA
Senior Scientist

2006-2010

- Project team leader for development of therapeutic candidate

- Led project team for all manufacturing, bioanalytical and pre-clinical development activities
 - Developed target product profile, project development plan, timeline, and budget from late-stage research through IND, including risk analysis
 - Successfully guided program through due diligence and into a partnership with a large biotechnology company
- Established program and portfolio management governance practices
 - Designed and implemented stage gate process to optimize project and portfolio prioritization and allocation of resources
 - Facilitated monthly portfolio prioritization and resource allocation governance meetings
 - Conducted R&D capacity analysis to identify resource gaps or overages and made hiring recommendations
 - Redefined roles, responsibilities, and expectations of key project stakeholders such as executive team members, scientific functional heads, and project managers
 - Coordinated annual R&D budgeting process
 - Trained scientists and other project team members in governance process, project management, and project reporting
- Led cell line development efforts to implement Ambrx technology in CHO cell platform

Genentech, Inc., South San Francisco, CA
Scientist

2002-2006

- Led group responsible for proteomic research relevant to product development and late-stage research projects.
 - Characterized host cell proteins produced by CHO and *E. coli* cell lines used for product production
 - Worked with Purification, Cell Culture, Analytical Operations and Process Engineering groups to address development issues related to host cell protein impurities
 - Established gel-free proteomics methods in our labs
- CMC Assay Sub-Team leader for two early-stage development projects
 - Developed characterization and lot release strategies for recombinant biotherapeutics
 - Facilitated interdepartmental interactions to ensure efficient project progression.

Bio-Rad Laboratories, Hercules, CA
Field Applications Specialist, Proteomics

2002

- Worked with scientists and customers to establish 2-D gel electrophoresis-based proteomics platforms in their laboratories, including set-up and training for 2-D gel equipment, imaging equipment, and a robotic spot cutter

EDUCATION

- **Ph.D. in Molecular and Cell Biology**, University of California, Berkeley
- **B.S. in Molecular and Cellular Biology** (*Cum Laude*) University of Arizona, Tucson, AZ

Academic Research

University of California, Berkeley

1996-2001

Graduate Student, Molecular and Cell Biology, Laboratory of Dr. Paul Kaufman.

- Studied the impact of chromatin structures on gene expression, and the cellular processes to establish gene silencing

University at Regensburg, Germany

1995-1996

Research Assistant, Department of Biophysics and Physical Biochemistry, Laboratory of Dr. Johannes Buchner.

- Fulbright Fellow; studied molecular chaperone activity of HSP90 proteins

University of Arizona, Tucson

1992-1995

Research Assistant, Department of Biochemistry, Laboratory of Dr. Elizabeth Vierling.

- Undergraduate; studied molecular chaperone activity of small heat shock proteins

PUBLICATIONS

- Lin, M., **Krawitz, D.**, Callahan, MD., Deperalta, G., Wecksler, AT. (2018) Characterization of ELISA Antibody-Antigen Interaction Using Footprinting-Mass Spectrometry and Negative Staining Transmission Electron Microscopy. *J Am Soc Mass Spectrom.* 29(5):961-971.
- Gunawan, F., Nishihara, J., Liu, P., Sandoval, W., Vanderlaan, M., Zhang, H., **Krawitz, D.** (2018) Comparison of Platform Host Cell Protein ELISA to Process-Specific Host Cell Protein ELISA. *Biotech and Bioeng.* 115(2):382-389.
- **Krawitz, D.**, Rouse, J., Sperry, J, Sandoval, W, Vanderlaan, M. (2017) Host Cell Proteins. Invited book chapter for Analytical Characterization of Biotherapeutics. Lill, J.R. and Sandoval W. Eds.
- Yuk, I., Nishihara, J., Walker, D., Huang, E., Gunawan, F., Subramanian, J., Pynn, A., Yu, C., Zhu-Shimoni, J., Vanderlaan, M., **Krawitz, D.** (2015) More Similar than Different: Host Cell Protein Production Using Three Null CHO Cell Lines. *Biotech and Bioeng.* 112(10): 2068-2083.
- Vanderlaan, M., Sandoval, W., Liu, P., Nishihara, J., Tsui, G., Lin, M., Gunawan, F., Parker, S., Wong, RM., Low, J., Wang, X., Yang, J., Veeravalli, K., McKay, P., Yu, C., O'Connell, L., Tran, B., Vij, B., Fong, C., Francissen, K., Zhu-Shimoni, J., Quarmby, V., **Krawitz, D.** (2015) Hamster Phospholipase B-Like 2 (PLBL2): A Host-Cell Protein Impurity in Therapeutic Monoclonal Antibodies Derived from Chinese Hamster Ovary Cells. *BioProcess International* 13(4): 18-29.

- Zhu-Shimoni, J., Yu, C., Nishihara, J., Wong, RM., Gunawan, F., Lin, M., **Krawitz, D.**, Liu, P., Sandoval, W., Vanderlaan, M. (2014) Host Cell Protein Testing by ELISAs and the Use of Orthogonal Methods. *Biotechnol Bioeng.* 111(12): 2367-2379.
- **Krawitz, D.**, Forrest, W., Moreno, T., Kittleson, J., and Champion, K. (2006) Proteomic Studies Support the use of Multi-Product Immunoassays to Measure Host Cell Protein Impurities. *Proteomics.* 6(1): 94-110.
- Aldor, I., **Krawitz, D.**, Forrest, W., Chen, C., Nishihara, J., Joly, J., and Champion, K. (2004) Proteomic Profiling of Recombinant *Escherichia coli* in High Density Fermentation for Improved Production of an Antibody Fragment Biopharmaceutical. *Appl. Environ Microbiol.* 71: 1717-1728.
- Sharp, J., **Krawitz, D.**, Gardner, K., Fox, C., and Kaufman, P. (2003) The Budding Yeast Silencing Protein Sir1 is a Functional Component of Centromeric Chromatin. *Genes & Dev.* 19: 2356-61.
- **Krawitz, D.**, Kama, T., Kaufman, P. (2002) Chromatin Assembly Factor-I Mutants Defective for PCNA Binding Require Asf1/Hir Proteins for Silencing. *Mol. and Cell Biol.* 22; 614-625.
- Sharp, J., Fouts, E., **Krawitz, D.**, Kaufman, P. (2001) Yeast Histone Deposition Protein Asf1p Requires Hir Proteins and PCNA for Heterochromatic Silencing. *Current Biology.* 11; 463-473.
- Suzuki, T., **Krawitz, D.**, Vierling, E. (1998) The chloroplast small heat-shock protein oligomer is not phosphorylated and does not dissociate during heat stress in vivo. *Plant Physiology.* 116(3): 1151-1161

PATENTS

- Compositions and Methods for Detecting and Quantifying Host Cell Protein in Cell Lines and recombinant Polypeptide Products. International Application No.: PCT/US2014/055382
- Modified Human Plasma Polypeptide or Fc Scaffolds and Their Uses. Patent Number 8022186, 2011.
- Modified Interferon Beta Polypeptides and Their Uses. Patent Number 8114630, 2012.
- Blood Plasma Protein Conjugated to Apolipoproteins for use in Treatment of Metabolic Disorders. Patent Number 7919591, 2011.
- Modified Insulin Polypeptides and Their Uses. Patent Number 8946148, 2015.

INVITED SPEAKER

- CHI Bioprocessing Summit, Aug 2016. Cover your Assay: Approaches to Evaluate HCP ELISA Reagent Coverage.:
- BEBPA HCP Workshop, May 2016. “Protein Expression Profiling of Different CHO Cell Lines: Striking Similarities.”
- PepTalk CHO Cell Culture Conference, Jan 2016. “Protein Expression Profiling of Different CHO Cell Lines: Striking Similarities.”

- First Annual Workshop on Host Cell Protein Assays, Dubrovnik, Croatia, May 2014. “Identification of an Antibody-Bound HCP and the Impact to Process Development.”
- 7th Annual Project Management for the Drug & Device Industry. “Establishing PM at a Young Biotech.”
- IBC 16th Antibody Development and Production, Carlsbad, CA, Mar 2006. “Characterization of Host Cell Proteins from a Biopharmaceutical Process with Proteomic Technologies.”
- 2nd Symposium on the Practical Applications of Mass Spectrometry in the Biotechnology and Pharmaceutical Industries, Boston, MA, Sept. 2005. “Using Proteomics to Characterize Host Cell Proteins in a Biopharmaceutical Process.”
- Well Characterized Biotechnology Pharmaceutical Meeting, Washington DC, Jan. 2004. Workshop Presentation: “Proteomic Studies Support use of Multi-Product Immunoassays to Measure Host Cell Protein Impurities

HONORS, AWARDS, and SERVICE

- Member of the Board of Directors for BioPharmaceutical Emerging Best Practices Association (BEBPA), 2017 - Present
- Organizer for 2017 BEBPA HCP Workshop
- Awesome Failure Award: Awarded to one team that leveraged a failed initiative to improve development processes at Genentech, 2016
- Genentech Recognition Award: Outstanding contributions to MAb IND, 2013
- Ambrx Top Performer Award: Excellence in Program Leadership, 2010
- Ambrx Recognition Award: Excellence in Program Leadership, 2009
- Genentech Recognition Award: Performance leading CMC assay sub-team, 2005
- Genentech Recognition Award: Assay development for MAb, 2004
- Genentech Recognition Award: Troubleshooting methods for regulatory filing, 2003
- NIH National Research Service Award Traineeship, 1996-1999
- Association for Women in Science Educational Foundation Predoctoral Fellowship, 1999
- Fulbright Scholar, 1995-1996
- Barry M. Goldwater National Scholar for excellence in science, 1994
- University of Arizona Regents Scholar, 1991-1995
- BRAVO Grant, 1994
- Phi Beta Kappa, 1994



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/8/2022

Item #: 2.4.

FROM:

Jeff Zuba, Finance & Administrative Services Director

SUBJECT:

Report of Warrants Issued, January 2022

RECOMMENDATION

That Council acknowledge and file warrant numbers 93445 to 93588 issued during the month of January 2022 and bank draft numbers DFT03359, DFT03383, DFT03398 and DFT03416, in a total amount of \$1,711,702.65.

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 January 2022 payrolls, including payments for retirement and health benefits. The Bank of America account is used for payroll related items.

The following warrants were voided or cancelled: 93482-93486, 93514, 93555-93557, and 93578.



Town of San Anselmo

Check Report

By Check Number

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - OPERATING POOL						
00001	AT&T Calnet	01/06/2022	Regular	0.00	720.95	93445
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
000017506188	Invoice	01/06/2022	634- TRAFFIC SIGNAL MODEM - 11.20.21 - 12..	0.00	447.62	
01.42.61707	UTILITIES-SIGNALS	634- TRAFFIC SIGNAL MODEM - 11..	447.62			
000017520553	Invoice	01/06/2022	583 - DPW FAX - 11.25.2021 - 12.24.2021	0.00	20.00	
01.41.61705	UTILITIES-TELEPHONE	583 - DPW FAX - 11.25.2021 - 12....	20.00			
000017520555	Invoice	01/06/2022	586 - RECREATION DEPT FAX - 11.25.2021 -1...	0.00	209.99	
21.65.61705	UTILITIES-TELEPHONE	568 - RECREATION DEPT FAX - 11....	209.99			
000017529362	Invoice	01/06/2022	576 - CHAMBERS PHONE - 11.27.2021 - 12.2...	0.00	43.34	
01.11.61706	UTILITIES-ONLINE INTERNET	576 - CHAMBERS PHONE - 11.27.2...	43.34			
00007	Bay Cities Joint Power Insurance Authority	01/06/2022	Regular	0.00	6,558.41	93446
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
BCJPIA-2022-118	Invoice	01/05/2022	12.28.2021 - GENERAL LIABILITY/WORKERS ...	0.00	6,558.41	
40.21.61906	LIABILITY INSURANCE CLA...	12.28.2021 - GENERAL LIABILITY/...	405.00			
40.21.61907	WORKERS COMPENSATION...	12.28.2021 - GENERAL LIABILITY/...	6,153.41			
00061	Bill Jacobson	01/06/2022	Regular	0.00	385.00	93447
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1563	Invoice	01/06/2022	01.04.2021 - WEB HOSTING - JAN - MARCH ...	0.00	385.00	
01.12.61106	OUTSIDE SVCS-MGT INFO S...	01.04.2021 - WEB HOSTING - JAN -..	385.00			
01345	BSN Sports Inc	01/06/2022	Regular	0.00	59.81	93448
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
914721385	Invoice	01/06/2022	12.15.2021 - CORNER FLAGS - SOCCER 2021	0.00	59.81	
21.61.62964	SOCCER SUPPLIES	12.15.2021 - CORNER FLAGS - SO...	59.81			
01282	Burke, Williams & Sorensen, LLP	01/06/2022	Regular	0.00	399.00	93449
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
278731	Invoice	01/05/2022	12.29.2021 - GENERAL ADVICE - LEGAL SERV...	0.00	399.00	
01.16.61138	GENERAL COUNSEL LEGAL ...	12.29.2021 - GENERAL ADVICE - L...	399.00			
00072	Comcast	01/06/2022	Regular	0.00	551.84	93450
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
049-12222021	Invoice	01/05/2022	049 - TOWN HALL INTERNET - 12.27.2021 - 0...	0.00	151.92	
01.12.61706	UTILITIES-ONLINE INTERNET	049 - TOWN HALL INTERNET - 12....	25.31			
01.18.61706	UTILITIES-ONLINE INTERNET	049 - TOWN HALL INTERNET - 12....	25.33			
01.30.61706	UTILITIES-ONLINE INTERNET	049 - TOWN HALL INTERNET - 12....	75.95			
01.41.61706	UTILITIES-ONLINE INTERNET	049 - TOWN HALL INTERNET - 12....	25.33			
583-12162021	Invoice	01/05/2022	583 - CORPYARD INTERNET - 12.21.2021 - 01...	0.00	244.96	
01.41.61706	UTILITIES-ONLINE INTERNET	583 - CORPYARD INTERNET - 12.21..	244.96			
758-12192021	Invoice	01/05/2022	758 - TH INTERNET- 12.24.2021 - 01.23.2022	0.00	154.96	
01.12.61706	UTILITIES-ONLINE INTERNET	12.19.2021 - TH INTERNET- 12.24....	25.82			
01.18.61706	UTILITIES-ONLINE INTERNET	12.19.2021 - TH INTERNET- 12.24....	25.83			
01.30.61706	UTILITIES-ONLINE INTERNET	12.19.2021 - TH INTERNET- 12.24....	77.48			

Check Report

Item 2.4 - Attachment I
Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.41.61706	UTILITIES-ONLINE INTERNET	12.19.2021 - TH INTERNET- 12.24....		25.83	
00462	County of Marin - Marin.Org	01/06/2022	Regular	0.00	8,580.27	93451
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1363	Invoice	01/06/2022	12.31.2021 - TOWN HALL UTILITIES - ONLINE ..	0.00	8,580.27	
01.12.61706	UTILITIES-ONLINE INTERNET	12.31.2021 - TOWN HALL UTILITIE...	705.30			
01.18.61706	UTILITIES-ONLINE INTERNET	12.31.2021 - TOWN HALL UTILITIE...	264.27			
01.30.61706	UTILITIES-ONLINE INTERNET	12.31.2021 - TOWN HALL UTILITIE...	2,202.56			
01.41.61706	UTILITIES-ONLINE INTERNET	12.31.2021 - TOWN HALL UTILITIE...	1,233.84			
01.82.61706	UTILITIES-ONLINE INTERNET	12.31.2021 - TOWN HALL UTILITIE...	4,174.30			
02732	Diesel Direct West	01/06/2022	Regular	0.00	1,070.35	93452
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
84336326	Invoice	01/05/2022	12.27.2021 - ULSD CLEAR - 30 GALLONS	0.00	147.30	
01.42.62988	VEHICLE-FUEL/OIL/TIRES	12.27.2021 - ULSD CLEAR - 30 GAL...	147.30			
84336333	Invoice	01/05/2022	12.27.2021 - GASOLINE UNL - 195.0 GALLONS	0.00	923.05	
01.42.62988	VEHICLE-FUEL/OIL/TIRES	12.27.2021 - GASOLINE UNL - 195...	923.05			
00017	Fairfax Building Supply Co. Inc.	01/06/2022	Regular	0.00	25.48	93453
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
239928	Invoice	01/05/2022	01.04.2022 - LIQUID ANT BAIT/ORANGE GA...	0.00	25.48	
01.81.62200	DEPARTMENTAL SUPPLIES	01.04.2022 - LIQUID ANT BAIT/OR...	25.48			
01586	Fourth Street Press	01/06/2022	Regular	0.00	760.40	93454
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
27071	Invoice	01/05/2022	12.27.2021 - TH ENVELOPES - WINDOW/WI...	0.00	760.40	
01.41.62000	OFFICE SUPPLIES	12.27.2021 - TH ENVELOPES - WI...	760.40			
02278	Gardeners' Guild	01/06/2022	Regular	0.00	4,008.00	93455
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
106942	Invoice	01/05/2022	01.01.2022 - SFD MEDIANS (2) - JANUARY	0.00	997.00	
01.42.61150	OUTSIDE SERVICES-OTHER	01.01.2022 - SFD MEDIANS (2) - J...	997.00			
106996	Invoice	01/05/2022	01.01.2022 - REDHILL MEDIAN/SA - JANUARY	0.00	1,134.00	
01.42.61150	OUTSIDE SERVICES-OTHER	01.01.2022 - REDHILL MEDIAN/SA ..	1,134.00			
106997	Invoice	01/05/2022	01.01.2022 - IMAGINATION PARK/TH/MAG...	0.00	1,877.00	
01.81.61104	OUTSIDE SERVICES-GROU...	01.01.2022 - IMAGINATION PARK...	938.50			
14.81.61150	OUTSIDE SERVICES-OTHER	01.01.2022 - IMAGINATION PARK...	938.50			
01787	Geomorph Design	01/06/2022	Regular	0.00	2,410.00	93456
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
OC-23	Invoice	01/05/2022	10.05.2021 - ON-CALL ENGINEERING SRVCS	0.00	1,540.00	
01.41.61154	OUTSIDE SERVICES - FLOOD..	10.05.2021 - ON-CALL ENGINEERI...	1,540.00			
OC-24	Invoice	01/05/2022	01.03.2022 - ON-CALL ENGINEERING SRVCS	0.00	870.00	
01.41.61154	OUTSIDE SERVICES - FLOOD..	01.03.2022 - ON-CALL ENGINEERI...	870.00			
00021	Good & Clean Company Inc	01/06/2022	Regular	0.00	4,560.00	93457
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
61644	Invoice	01/05/2022	01.03.2022 - JANATORIAL SERVICES - COVID-...	0.00	4,085.00	
45.21.61100	OUTSIDE SERVICES	01.03.2022 - JANATORIAL SERVIC...	4,085.00			
61645	Invoice	01/05/2022	01.03.2022 - ROBSON HOUSE CARPET CLEAN...	0.00	475.00	
34.41.61501	BLDG. MAINT-JANITORIAL	01.03.2022 - ROBSON HOUSE CAR...	475.00			

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00021	Good & Clean Company Inc	01/06/2022	Regular	0.00	7,675.00	93458
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
61646	Invoice	01/05/2022	01.03.2022 - JANITORIAL SERVICE - RH/MP/...	0.00	7,675.00	
01.12.61501	BLDG. MAINT-JANITORIAL	01.03.2022 - JANITORIAL SERVICE -..	358.39			
01.12.61501	BLDG. MAINT-JANITORIAL	01.03.2022 - JANITORIAL SERVICE -..	725.00			
01.18.61501	BLDG. MAINT-JANITORIAL	01.03.2022 - JANITORIAL SERVICE -..	143.36			
01.41.61501	BLDG. MAINT-JANITORIAL	01.03.2022 - JANITORIAL SERVICE -..	523.25			
01.71.61501	BLDG. MAINT-JANITORIAL	01.03.2022 - JANITORIAL SERVICE -..	1,075.00			
01.71.61501	BLDG. MAINT-JANITORIAL	01.03.2022 - JANITORIAL SERVICE -..	300.00			
01.81.61501	BLDG. MAINT-JANITORIAL	01.03.2022 - JANITORIAL SERVICE -..	240.00			
01.81.61501	BLDG. MAINT-JANITORIAL	01.03.2022 - JANITORIAL SERVICE -..	600.00			
31.41.61501	BLDG. MAINT-JANITORIAL	01.03.2022 - JANITORIAL SERVICE -..	1,125.00			
31.41.61501	BLDG. MAINT-JANITORIAL	01.03.2022 - JANITORIAL SERVICE -..	1,275.00			
34.41.61501	BLDG. MAINT-JANITORIAL	01.03.2022 - JANITORIAL SERVICE -..	950.00			
34.41.61501	BLDG. MAINT-JANITORIAL	01.03.2022 - JANITORIAL SERVICE -..	360.00			
03155	Grant Smith	01/06/2022	Regular	0.00	830.00	93459
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
R13191	Invoice	01/06/2022	12.13.2021 - 40 JORDAN AVE - ROAD BOND ...	0.00	830.00	
01.00.20314	ROAD BOND	12.13.2021 - 40 JORDAN AVE - RO...	830.00			
00104	Grier Argall Plumbing Inc	01/06/2022	Regular	0.00	341.97	93460
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
14470	Invoice	01/05/2022	12.21.2021 - ROBSON HOUSE - FURNANCE R...	0.00	341.97	
34.41.61150	OUTSIDE SERVICES-OTHER	12.21.2021 - ROBSON HOUSE - FU...	341.97			
00020	Hannibal's Inc Electrical Construction	01/06/2022	Regular	0.00	3,372.20	93461
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
24660	Invoice	01/05/2022	12.22.2021 - 90 ALDER/ICC - ELECTRICIAN L...	0.00	3,014.20	
31.41.61506	BLDG. MAINT-OTHER	12.22.2021 - 90 ALDER/ICC - ELEC...	3,014.20			
24671	Invoice	01/05/2022	12.29.2021 - 629 SAN ANSELMO - ELECTRICI...	0.00	358.00	
01.42.61131	OUTSIDE SVCS-STREET LIG...	12.29.2021 - 629 SAN ANSELMO - ...	358.00			
00029	Marin IT	01/06/2022	Regular	0.00	6,006.25	93462
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2021-117152	Invoice	01/06/2022	12.27.2021 - TOWN HALL NETWORK MAINT...	0.00	900.00	
01.12.61106	OUTSIDE SVCS-MGT INFO S...	12.27.2021 - TOWN HALL NETWO...	180.00			
01.18.61106	OUTSIDE SVCS-MGT INFO S...	12.27.2021 - TOWN HALL NETWO...	72.00			
01.41.61106	OUTSIDE SVCS-MGT INFO S...	12.27.2021 - TOWN HALL NETWO...	252.00			
01.42.61106	OUTSIDE SVCS-MGT INFO S...	12.27.2021 - TOWN HALL NETWO...	81.00			
01.71.61106	OUTSIDE SVCS-MGT INFO S...	12.27.2021 - TOWN HALL NETWO...	117.00			
21.65.61106	OUTSIDE SVCS-MGT INFO S...	12.27.2021 - TOWN HALL NETWO...	198.00			
2021-117177	Invoice	01/06/2022	12.30.2021 - MICROSOFT WINDOWS SERVER...	0.00	1,056.39	
42.21.63003	COMPUTER HARDWARE/S...	12.30.2021 - MICROSOFT WIND...	1,056.39			
2021-117179	Invoice	01/06/2022	01.03.2022 - LENOVO DOCKING STATION - C...	0.00	324.68	
45.21.61100	OUTSIDE SERVICES	01.03.2022 - LENOVO DOCKING S...	324.68			
2021-23545	Invoice	01/06/2022	12.17.2021 - SAMSUND HARD DRIVE INSTAL...	0.00	70.58	
42.21.63003	COMPUTER HARDWARE/S...	12.17.2021 - SAMSUND HARD DRI...	70.58			
2021-23557	Invoice	01/06/2022	12.23.2021 - WIRING FOR HYBRID ZOOM - C...	0.00	3,654.60	
45.21.61100	OUTSIDE SERVICES	12.23.2021 - WIRING FOR HYBRID...	3,654.60			
01894	Marin Recycling HHWF	01/06/2022	Regular	0.00	499.00	93463

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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			
9649	Invoice	01/05/2022	12.16.2021 - ADMIN FEE/ E-WASTE	0.00	499.00	
	01.42.61150		OUTSIDE SERVICES-OTHER	12.16.2021 - ADMIN FEE/ E-WASTE	499.00	
02754	MAYACAMAS MOUNTAIN SPRING WATER	01/06/2022	Regular	0.00	132.00	93464
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
61219	Invoice	01/06/2022	12.21.2021 - REC DEPT BOTTLED WATER SE...	0.00	50.25	
	21.65.62200		DEPARTMENTAL SUPPLIES	12.21.2021 - REC DEPT BOTTLED ...	50.25	
61364	Invoice	01/05/2022	12.29.2021 - TOWN HALL BOTTLED WATER S...	0.00	81.75	
	01.12.62200		DEPARTMENTAL SUPPLIES	12.29.2021 - TOWN HALL BOTTLE...	27.25	
	01.18.62200		DEPARTMENTAL SUPPLIES	12.29.2021 - TOWN HALL BOTTLE...	27.25	
	01.41.62200		DEPARTMENTAL SUPPLIES	12.29.2021 - TOWN HALL BOTTLE...	27.25	
00515	Mill Valley Refuse Service Inc	01/06/2022	Regular	0.00	1,713.78	93465
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0003369767	Invoice	01/05/2022	01.01.2022 - SFD AT BANK - PORTA POTTY/S...	0.00	1,713.78	
	45.21.61100		OUTSIDE SERVICES	01.01.2022 - SFD AT BANK - PORT...	1,713.78	
00161	Office Depot Business Services	01/06/2022	Regular	0.00	81.56	93466
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
214749843001	Invoice	01/05/2022	12.29.2021 - ADMIN OFFICE SUPPLIES	0.00	81.56	
	01.12.62000		OFFICE SUPPLIES	12.29.2021 - ADMIN OFFICE SUPPL..	81.56	
00166	Parisi Transportation Consulting	01/06/2022	Regular	0.00	20,235.32	93467
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
18689	Invoice	01/05/2022	12.30.2021 - SAUNDERS PHB/SIERRA BROA...	0.00	3,218.75	
	14.41.63123		CAPITAL OUTLAY - SIGNALS	12.30.2021 - SAUNDERS PHB/SIER...	3,218.75	
18690	Invoice	01/05/2022	12.30.2021 - SIERRA/BROADMORE SIGNAL R...	0.00	1,157.50	
	01.42.61130		OUTSIDE SVCS-SIGNALS	12.30.2021 - SIERRA/BROADMORE..	1,157.50	
18706	Invoice	01/06/2022	12.30.2021 - TRANSPORTATION ASS - SAN A...	0.00	15,859.07	
	14.41.63101		CAPITAL OUTLAY - PAVING...	12.30.2021 - TRANSPORTATION A...	15,859.07	
02956	PUBLIC RISK, INNOVATION, SOLUTIONS AND MAN	01/06/2022	Regular	0.00	236.76	93468
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
22401033	Invoice	01/05/2022	01.04.2022 - EMPLOYEE ASSISTANCE PRGM -...	0.00	236.76	
	40.21.60202		EMPLOYEE ASST PRG PREM...	01.04.2022 - EMPLOYEE ASSISTA...	236.76	
01497	Quadient, Inc.	01/06/2022	Regular	0.00	174.19	93469
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
58937781	Invoice	01/05/2022	12.16.2021 - POSTAGE METER - TOWN HALL	0.00	174.19	
	01.12.62003		POSTAGE	12.16.2021 - POSTAGE METER - T...	34.84	
	01.18.62003		POSTAGE	12.16.2021 - POSTAGE METER - T...	34.84	
	01.41.62003		POSTAGE	12.16.2021 - POSTAGE METER - T...	34.84	
	01.71.62003		POSTAGE	12.16.2021 - POSTAGE METER - T...	34.83	
	01.82.62003		POSTAGE	12.16.2021 - POSTAGE METER - T...	34.84	
00339	Redwood Security Systems	01/06/2022	Regular	0.00	825.00	93470

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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			
4095525	Invoice	01/05/2022	01.01.2022 - FIRE MONITORING MANTENAN...	0.00	825.00	
01.12.61506			BLDG. MAINT-OTHER		70.00	
01.18.61506			BLDG. MAINT-OTHER		70.00	
01.41.61506			BLDG. MAINT-OTHER		70.00	
01.71.61506			BLDG. MAINT-OTHER		405.00	
34.41.61506			BLDG. MAINT-OTHER		210.00	
00182	Roto-Rooter Plumbers	01/06/2022	Regular	0.00	2,650.00	93471
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
43680942	Invoice	01/05/2022	12.13.2021 - 447 LAUREL AVE - PORTAL TO ...	0.00	2,650.00	
12.41.63103			CAPITAL OUTLAY - DRAINAGE		2,650.00	
02936	SMITH'S PEST MANAGEMENT	01/06/2022	Regular	0.00	465.00	93472
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
123246	Invoice	01/05/2022	01.04.2022 - SFD - PEST TRAPPING	0.00	82.50	
01.81.61104			OUTSIDE SERVICES-GROU...		82.50	
124755	Invoice	01/05/2022	01.04.2022 - SFD - PEST TRAPPING	0.00	82.50	
01.81.61104			OUTSIDE SERVICES-GROU...		82.50	
42292B	Invoice	01/05/2022	01.04.2022 - TOWN HALL - PEST TRAPPING	0.00	300.00	
01.81.61104			OUTSIDE SERVICES-GROU...		300.00	
00024	T & B Sports Inc	01/06/2022	Regular	0.00	5,554.08	93473
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0000110329	Invoice	01/06/2022	12.16.2021 - ROOKIE BASKETBALL UNIFORMS	0.00	5,554.08	
21.61.62961			BASKETBALL SUPPLIES		5,554.08	
02474	T2 SYSTEMS CANADA INC.	01/06/2022	Regular	0.00	761.00	93474
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INVSTD00000601...	Invoice	01/06/2022	12.23.2021 - MODEM KIT - MODEM PROGR...	0.00	761.00	
01.21.61114			OUTSIDE SRV: PARKING M...		761.00	
03153	Tamalpais Environmental Consultants	01/06/2022	Regular	0.00	3,280.00	93475
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
861	Invoice	01/05/2022	12.17.2021 - GROUNDWATER REVIEW - ME...	0.00	3,280.00	
45.41.61145			OES DROUGHT EXP		3,280.00	
00205	Team Ghilotti	01/06/2022	Regular	0.00	77,276.47	93476
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
829901	Invoice	01/06/2022	12.31.2021 - PAVEMENT REHABILITATION - ...	0.00	77,276.47	
12.41.63107			CAPITAL OUTLAY - PAVING...		77,276.47	
00215	Transbay Security Service Inc	01/06/2022	Regular	0.00	9.83	93477
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
82170	Invoice	01/05/2022	12.30.2021 - 3 KEYS - TOWN HALL	0.00	9.83	
01.81.62200			DEPARTMENTAL SUPPLIES		9.83	
00384	Van Midde & Son Concrete	01/06/2022	Regular	0.00	51,500.00	93478

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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		
13637	Invoice	01/05/2022	12.17.2021 - CREEK PARK - REPLACE HANDI ...	0.00	51,500.00	
	13.42.61114		OUTSIDE SRV: PARKING M...		51,500.00	
00226	Wedge Roofing Inc	01/06/2022	Regular	0.00	1,100.00	93479
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
17297	Invoice	01/05/2022	01.03.2022 - MULTIPLE FLASHING REPAIR	0.00	1,100.00	
	41.41.61506		PUBLIC WORKS CAPITAL O...		1,100.00	
03052	ZUMAR	01/06/2022	Regular	0.00	1,147.23	93480
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
95353	Invoice	01/05/2022	12.29.2021 - IMPACT HARDWARE	0.00	1,147.23	
	01.81.61501		BLDG. MAINT-JANITORIAL		1,147.23	
00402	US Bank	01/12/2022	Regular	0.00	9,709.12	93481
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006813	Invoice	12/22/2021	11.23.2021 - STEVENSON - ACE HARDWARE -...	0.00	15.27	
	01.81.62200		DEPARTMENTAL SUPPLIES		15.27	
INV0006814	Invoice	12/22/2021	11.23.2021 - STEVENSON - THE HOME DEPO...	0.00	60.07	
	01.81.62200		DEPARTMENTAL SUPPLIES		60.07	
INV0006815	Invoice	12/22/2021	11.22.2021 - DONERY - CUSTOM INK LLC - E...	0.00	1,697.59	
	01.21.62202		EMPLOYEE RECOG SUPPLIES		1,697.59	
INV0006816	Invoice	12/22/2021	11.30.2021 - DONERY - ANDRONICO'S - STO...	0.00	22.59	
	01.21.62202		EMPLOYEE RECOG SUPPLIES		22.59	
INV0006817	Invoice	12/22/2021	12.09.2021 - DONERY - IOTUM.COM - CONF...	0.00	9.99	
	01.11.61150		OUTSIDE SERVICES-OTHER		9.99	
INV0006818	Invoice	12/22/2021	12.14.2021 - DONERY - ANDRONICO'S - HOL...	0.00	14.56	
	01.21.62202		EMPLOYEE RECOG SUPPLIES		14.56	
INV0006819	Invoice	12/22/2021	12.15.2021 - DONERY - YIFTEE E Gift - MAYO...	0.00	106.00	
	01.21.62202		EMPLOYEE RECOG SUPPLIES		106.00	
INV0006820	Invoice	12/22/2021	12.18.2021 - DONERY - COMFORTS - COUNCI...	0.00	48.39	
	01.11.61000		TRAINING		48.39	
INV0006821	Invoice	12/22/2021	11.26.2021 - SEMONIAN - ZOOM.COM - WEB..	0.00	40.00	
	45.21.62200		DEPARTMENTAL SUPPLIES		40.00	
INV0006822	Invoice	12/22/2021	11.24.2021 - SEMONIAN - DOWNTOWN DEV...	0.00	48.45	
	01.18.61300		PUBLICATIONS		48.45	
INV0006823	Invoice	12/22/2021	12.01.2021 - SEMONIAN - APA CALIFORNIA -...	0.00	15.00	
	01.18.61000		TRAINING		15.00	
INV0006824	Invoice	12/22/2021	12.09.2021 - LAPTEV - ZOOM.COM - DL SUB	0.00	14.99	
	01.41.62200		DEPARTMENTAL SUPPLIES		14.99	
INV0006825	Invoice	12/22/2021	12.10.2021 - LAPTEV - DRI UPPRINTING - M...	0.00	152.15	
	01.41.62200		DEPARTMENTAL SUPPLIES		152.15	
INV0006826	Invoice	12/22/2021	12.11.2021 - LAPTEV - AMAZON - OFFICE SU...	0.00	21.49	
	01.41.62200		DEPARTMENTAL SUPPLIES		21.49	
INV0006827	Invoice	12/22/2021	12.12.2021 - LAPTEV - AMAZON - OFFICE SU...	0.00	10.32	
	01.41.62200		DEPARTMENTAL SUPPLIES		10.32	
INV0006828	Invoice	12/22/2021	12.12.2021 - LAPTEV - AMAZON - OFFICE SU...	0.00	33.65	
	01.41.62200		DEPARTMENTAL SUPPLIES		33.65	
INV0006829	Invoice	12/22/2021	12.15.2021 - LAPTEV - AMAZON - OFFICE SU...	0.00	39.01	
	01.41.62200		DEPARTMENTAL SUPPLIES		39.01	
INV0006830	Invoice	12/22/2021	12.15.2021 - LAPTEV - AMAZON - SUPPLIES -...	0.00	17.39	

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Item 2.4 - Attachment I
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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.41.62200	DEPARTMENTAL SUPPLIES	12.15.2021 - LAPTEV - AMAZON - ...		28.25	
	01.41.62200	DEPARTMENTAL SUPPLIES	12.15.2021 - LAPTEV - AMAZON - ...		-10.86	
INV0006831	Invoice	12/22/2021	12.18.2021 - LAPTEV - UPCODES - EF/AC SUB...	0.00	51.70	
	01.41.62200	DEPARTMENTAL SUPPLIES	12.18.2021 - LAPTEV - UPCODES - ...		78.00	
	01.41.62200	DEPARTMENTAL SUPPLIES	12.18.2021 - LAPTEV - UPCODES - ...		-26.30	
INV0006833	Invoice	12/22/2021	11.22.2021 - KACMAR - LGC - YOSEMITE CO...	0.00	500.00	
	01.11.61000	TRAINING	11.22.2021 - KACMAR - LGC - YOS...		500.00	
INV0006834	Invoice	12/22/2021	11.22.2021 - KACMAR - YNP LODGE - YOSEM...	0.00	315.82	
	01.11.61000	TRAINING	11.22.2021 - KACMAR - YNP LODG...		315.82	
INV0006835	Invoice	12/22/2021	11.25.2021 - KACMAR - ZOOM.COM - COVID...	0.00	40.00	
	45.21.62200	DEPARTMENTAL SUPPLIES	11.25.2021 - KACMAR - ZOOM.C...		40.00	
INV0006836	Invoice	12/22/2021	11.24.2021 - KACMAR - MARIN IJ - SUBSCRIP...	0.00	13.95	
	01.12.62000	OFFICE SUPPLIES	11.24.2021 - KACMAR - MARIN IJ - ...		13.95	
INV0006837	Invoice	12/22/2021	12.07.2021 - KACMAR - ADOBE - CREDIT	0.00	76.04	
	42.21.63003	COMPUTER HARDWARE/S...	12.07.2021 - KACMAR - ADOBE - ...		351.85	
	42.21.63003	COMPUTER HARDWARE/S...	12.07.2021 - KACMAR - ADOBE - ...		-275.81	
INV0006838	Invoice	12/22/2021	12.13.2021 - KACMAR - ZOOM - COVID PLAT...	0.00	516.73	
	45.21.62200	DEPARTMENTAL SUPPLIES	12.13.2021 - KACMAR - ZOOM - C...		516.73	
INV0006839	Invoice	12/22/2021	12.13.2021 - KACMAR - ZOOM - COVID PLAT...	0.00	964.11	
	45.21.62200	DEPARTMENTAL SUPPLIES	12.13.2021 - KACMAR - ZOOM - C...		964.11	
INV0006840	Invoice	12/22/2021	12.13.2021 - KACMAR - AMAZON - SUPPLIES	0.00	13.57	
	01.12.62000	OFFICE SUPPLIES	12.13.2021 - KACMAR - AMAZON - ...		13.57	
INV0006841	Invoice	12/22/2021	12.17.2021 - KACMAR - OTTER AI - CREDIT	0.00	466.43	
	01.12.62000	OFFICE SUPPLIES	12.17.2021 - KACMAR - OTTER AI - ...		-13.57	
	45.21.62200	DEPARTMENTAL SUPPLIES	12.17.2021 - KACMAR - OTTER AI - ...		480.00	
INV0006842	Invoice	12/22/2021	12.20.2021 - KACMAR - CALCITIES - NEW MA...	0.00	250.00	
	01.11.61000	TRAINING	12.20.2021 - KACMAR - CALCITIES ...		250.00	
INV0006843	Invoice	12/22/2021	11.30.2021 - MAUK - ADOBE - MEMBERSHIP	0.00	9.99	
	21.65.61302	DUES	11.30.2021 - MAUK - ADOBE - M...		9.99	
INV0006844	Invoice	12/22/2021	12.01.2021 - MAUK - BRUNO'S DELI - TRAINI...	0.00	53.80	
	21.65.61000	TRAINING	12.01.2021 - MAUK - BRUNO'S DE...		53.80	
INV0006845	Invoice	12/22/2021	12.06.2021 - MAUK - ZOOM - MEMBERSHIP	0.00	14.99	
	21.65.61302	DUES	12.06.2021 - MAUK - ZOOM - ME...		14.99	
INV0006846	Invoice	12/22/2021	11.23.2021 - JONES - AMAZON - SANTA BELT	0.00	13.84	
	21.63.62979	PARKSIDE SUPPLIES	11.23.2021 - JONES - AMAZON - S...		13.84	
INV0006847	Invoice	12/22/2021	12.03.2021 - JONES - AMAZON - WASHER FL...	0.00	39.12	
	21.63.62979	PARKSIDE SUPPLIES	12.03.2021 - JONES - AMAZON - ...		39.12	
INV0006848	Invoice	12/22/2021	12.05.2021 - JONES - AMAZON - IRON PARKS...	0.00	21.72	
	21.63.62979	PARKSIDE SUPPLIES	12.05.2021 - JONES - AMAZON - I...		21.72	
INV0006849	Invoice	12/22/2021	12.15.2021 - JONES - WALGREENS - WRAPPI...	0.00	64.09	
	21.63.62979	PARKSIDE SUPPLIES	12.15.2021 - JONES - WALGREENS ..		64.09	
INV0006850	Invoice	12/22/2021	12.15.2021 - JONES - COMMUNITY CARE L - L...	0.00	1,210.00	
	21.63.61179	PARKSIDE SERVICES	12.15.2021 - JONES - COMMUNITY..		1,210.00	
INV0006851	Invoice	12/22/2021	12.16.2021 - JONES - MOUNTAIN MIKES - H...	0.00	131.57	
	21.63.62979	PARKSIDE SUPPLIES	12.16.2021 - JONES - MOUNTAIN...		131.57	
INV0006852	Invoice	12/22/2021	11.23.2021 - O'GRADY - AMAZON - GAMES/...	0.00	10.92	
	21.63.62987	ROBSON AFTER SCHOOL S...	11.23.2021 - O'GRADY - AMAZON - ...		10.92	
INV0006853	Invoice	12/22/2021	11.23.2021 - O'GRADY - AMAZON - SUPPLIES...	0.00	25.00	
	60.14.62926	BREAKFAST WITH SANTA E...	11.23.2021 - O'GRADY - AMAZON - ...		25.00	
INV0006854	Invoice	12/22/2021	11.23.2021 - O'GRADY - AMAZON - SUPPLIES...	0.00	27.17	
	60.14.62926	BREAKFAST WITH SANTA E...	11.23.2021 - O'GRADY - AMAZON - ...		27.17	
INV0006855	Invoice	12/22/2021	11.29.2021 - O'GRADY - AMAZON - GAMES/...	0.00	293.41	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	21.63.62987	ROBSON AFTER SCHOOL S...	11.29.2021 - O'GRADY - AMAZON -..		293.41	
INV0006856	Invoice	12/22/2021	11.30.2021 - O'GRADY - INDEED - JOB OUTR...	0.00	100.00	
	21.65.61905	PROMOTION/MARKETING	11.30.2021 - O'GRADY - INDEED - ...		100.00	
INV0006857	Invoice	12/22/2021	11.30.2021 - O'GRADY - COMCAST - WIFI - R...	0.00	90.01	
	21.63.61187	ROBSON AFTER SCHOOL S...	11.30.2021 - O'GRADY - COMCAST...		90.01	
INV0006858	Invoice	12/22/2021	12.01.2021 - O'GRADY - CRAIGSLIST - JOB LIS...	0.00	75.00	
	21.65.61905	PROMOTION/MARKETING	12.01.2021 - O'GRADY - CRAIGSLI...		75.00	
INV0006859	Invoice	12/22/2021	12.03.2021 - O'GRADY - PARTY CITY - SANTA...	0.00	24.09	
	60.14.62926	BREAKFAST WITH SANTA E...	12.03.2021 - O'GRADY - PARTY CI...		24.09	
INV0006860	Invoice	12/22/2021	12.14.2021 - O'GRADY - RED BOY PIZZA - RO...	0.00	195.56	
	21.63.62987	ROBSON AFTER SCHOOL S...	12.14.2021 - O'GRADY - RED BOY P..		195.56	
INV0006861	Invoice	12/22/2021	12.14.2021 - O'GRADY - SAFEWAY - CARDS - ...	0.00	49.96	
	21.63.62987	ROBSON AFTER SCHOOL S...	12.14.2021 - O'GRADY - SAFEWAY ..		49.96	
INV0006862	Invoice	12/22/2021	11.23.2021 - MIHAN - REDHILL CLEANERS - J...	0.00	82.40	
	21.61.62961	BASKETBALL SUPPLIES	11.23.2021 - MIHAN - REDHILL CL...		82.40	
INV0006863	Invoice	12/22/2021	12.01.2021 - MIHAN - TREK BICYCLE - GOAL ...	0.00	32.76	
	21.61.62964	SOCCER SUPPLIES	12.01.2021 - MIHAN - TREK BICYC...		32.76	
INV0006864	Invoice	12/22/2021	12.09.2021 - MIHAN - SAFEWAY - BAGS	0.00	6.00	
	21.61.62961	BASKETBALL SUPPLIES	12.09.2021 - MIHAN - SAFEWAY -...		6.00	
INV0006865	Invoice	12/22/2021	11.23.2021 - LEYLAND - USPS - RETURNS	0.00	3.19	
	01.71.61150	OUTSIDE SERVICES-OTHER	11.23.2021 - LEYLAND - USPS - RE...		3.19	
INV0006866	Invoice	12/22/2021	11.25.2021 - LEYLAND - USPS - RETURNS	0.00	18.59	
	01.71.61150	OUTSIDE SERVICES-OTHER	11.25.2021 - LEYLAND - USPS - RE...		18.59	
INV0006867	Invoice	12/22/2021	12.15.2021 - WASKEY - BIG JOE - BEAN BAG	0.00	119.30	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	12.15.2021 - WASKEY - BIG JOE - ...		119.30	
INV0006868	Invoice	12/22/2021	12.11.2021 - WASKEY - COMFORTS - TEEN C...	0.00	28.75	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	12.11.2021 - WASKEY - COMFORTS..		28.75	
INV0006869	Invoice	12/22/2021	11.29.2021 - KENTON - AMAZON - REQUEST ...	0.00	45.68	
	27.71.62301	ADULT BOOKS	11.29.2021 - KENTON - AMAZON -...		45.68	
INV0006870	Invoice	12/22/2021	11.29.2021 - KENTON - AMAZON - HOLIDAY ...	0.00	263.40	
	01.21.62202	EMPLOYEE RECOG SUPPLIES	11.29.2021 - KENTON - AMAZON -...		263.40	
INV0006871	Invoice	12/22/2021	12.01.2021 - CLIFFORD - AMAZON - PLANNER	0.00	20.61	
	01.12.62000	OFFICE SUPPLIES	12.01.2021 - CLIFFORD - AMAZON ..		20.61	
INV0006872	Invoice	12/22/2021	12.08.2021 - CLIFFORD - CRAIGSLIST - JOB LI...	0.00	75.00	
	21.65.61806	MISC HIRING EXPENSES	12.08.2021 - CLIFFORD - CRAIGSLI...		75.00	
INV0006873	Invoice	12/22/2021	12.14.2021 - CLIFFORD - POSTAL SERVICE PL...	0.00	1.99	
	01.12.62000	OFFICE SUPPLIES	12.14.2021 - CLIFFORD - POSTAL S...		1.99	
INV0006874	Invoice	12/22/2021	11.24.2021 - CONDRY - ANSWER MTI - ANS...	0.00	158.23	
	01.41.62200	DEPARTMENTAL SUPPLIES	11.24.2021 - CONDRY - ANSWER ...		158.23	
INV0006875	Invoice	12/22/2021	12.01.2021 - CONDRY - MICROSOFT STORE - ...	0.00	0.99	
	01.41.61000	TRAINING	12.01.2021 - CONDRY - MICROSO...		0.99	
INV0006876	Invoice	12/22/2021	12.01.2021 - CONDRY - AMERICAN SANITAT...	0.00	313.88	
	01.81.61104	OUTSIDE SERVICES-GROU...	12.01.2021 - CONDRY - AMERICAN..		313.88	
INV0006877	Invoice	12/22/2021	12.02.2021 - CONDRY - CREEKSIDE PIZZA - T...	0.00	285.25	
	01.81.61104	OUTSIDE SERVICES-GROU...	12.02.2021 - CONDRY - CREEKSIDE...		285.25	
INV0006878	Invoice	12/22/2021	12.02.2021 - CONDRY - ANDRONICO'S - TRA...	0.00	30.19	
	01.41.61000	TRAINING	12.02.2021 - CONDRY - ANDRONI...		30.19	
INV0006879	Invoice	12/22/2021	12.02.2021 - CONDRY - ANDRONICO'S - TRA...	0.00	24.56	
	01.41.61000	TRAINING	12.02.2021 - CONDRY - ANDRONI...		24.56	
INV0006880	Invoice	12/22/2021	12.21.2021 - CONDRY - ANSWER MTI - ANS...	0.00	172.85	
	01.41.62200	DEPARTMENTAL SUPPLIES	12.21.2021 - CONDRY - ANSWER ...		172.85	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	Void	01/12/2022	Regular	0.00	0.00	93482
	Void	01/12/2022	Regular	0.00	0.00	93483
	Void	01/12/2022	Regular	0.00	0.00	93484
	Void	01/12/2022	Regular	0.00	0.00	93485
02922	ALPHA TRENCHLESS	01/13/2022	Regular	0.00	2,205.00	93486
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
R13198	Invoice	01/12/2022	01.05.2022 - 17 ECHO COURT - ROAD BOND ...	0.00	2,205.00	
	01.00.20314		ROAD BOND		1,500.00	
	01.00.20372		ST CUT INSPECTN COST		420.00	
	01.00.42201		CONSTR: PLAN CHECK		45.00	
	01.00.42206		CONSTR: ENCROACHMENT...		240.00	
00004	Alpine Awards Inc.	01/13/2022	Regular	0.00	1,703.19	93487
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
5549058	Invoice	01/12/2022	01.06.2022 - BASKETBALL TROPHIES - 2021-...	0.00	1,703.19	
	21.61.62961		BASKETBALL SUPPLIES		1,703.19	
00196	Altec Systems, Inc	01/13/2022	Regular	0.00	49.00	93488
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
60022	Invoice	01/12/2022	01.10.2022 - FICHE PROCESSING - STORAGE	0.00	49.00	
	01.00.20313		PLAN STORAGE FEE		49.00	
02806	AQUASCAPE POOL SERVICE	01/13/2022	Regular	0.00	200.00	93489
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
14939	Invoice	01/13/2022	12.31.2021 - IMAGINATION PARK - FOUNTA...	0.00	200.00	
	14.81.61150		OUTSIDE SERVICES-OTHER		200.00	
064	California Building Standards Commission	01/13/2022	Regular	0.00	284.76	93490
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006883	Invoice	01/12/2022	01.11.2022 - 4TH QTR BSASRF	0.00	284.76	
	01.00.20310		BUILDING: STATE GREEN B...		284.76	
00429	California Infrastructure Consultancy, Inc.	01/13/2022	Regular	0.00	900.00	93491
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
20016.102	Invoice	01/13/2022	12.22.2021 - BRIGE PROJECT - MADRONE & ...	0.00	900.00	
	01.41.61154		OUTSIDE SERVICES - FLOOD..		450.00	
	14.41.63119		CAPTIAL OUTLAY - BRIDGE ...		450.00	
00429	California Infrastructure Consultancy, Inc.	01/13/2022	Regular	0.00	10,266.25	93492
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
20027.95	Invoice	01/12/2022	12.22.2021 - DEVELOPED PLANS - NEPA & C...	0.00	10,266.25	
	12.41.63119		CAPITAL OUTLAY - BRIDGE ...		1,177.54	
	14.41.63119		CAPTIAL OUTLAY - BRIDGE ...		9,088.71	
00429	California Infrastructure Consultancy, Inc.	01/13/2022	Regular	0.00	2,662.75	93493
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
20027.96	Invoice	01/12/2022	12.22.2021 - CIC COORDINATED W/ ENVIR...	0.00	2,662.75	
	12.41.63119		CAPITAL OUTLAY - BRIDGE ...		2,662.75	
02163	City of Foster City	01/13/2022	Regular	0.00	1,040.00	93494

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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			
14557	Invoice	01/12/2022	01.05.2021 - CALOPPS JOB POSTING	0.00	1,040.00	
	21.65.61806		MISC HIRING EXPENSES		1,040.00	
00410	COFAM	01/13/2022	Regular	0.00	150.00	93495
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006887	Invoice	01/12/2022	01.04.2021 - ART TALK TUESDAY - COLOR IN...	0.00	150.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM...		150.00	
02051	COUNTY OF MARIN	01/13/2022	Regular	0.00	55,299.29	93496
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006881	Invoice	01/13/2022	10.05.2021 - CONTRIBUTION MARIN CITIES -...	0.00	55,299.29	
	45.41.61150		OUTSIDE SERVICES-OTHER		55,299.29	
01689	Department of Conservation	01/13/2022	Regular	0.00	269.28	93497
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006882	Invoice	01/12/2022	01.11.2022 - 3RD QTR STRONG MOTION INS...	0.00	269.28	
	01.00.20302		BUILDING: STATE SEISMIC ...		269.28	
01119	Division of the State Architect	01/13/2022	Regular	0.00	36.00	93498
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006884	Invoice	01/12/2022	01.11.2022 - 4TH QTR SB1186 FEES	0.00	36.00	
	01.00.20348		SB1186 fees 30% payable t...		36.00	
02622	Epstein Holtzapple Christo LLP	01/13/2022	Regular	0.00	9,848.00	93499
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
5734	Invoice	01/13/2022	01.10.2022 - LEGAL COUNCIL - DECEMBER 2...	0.00	9,723.00	
	01.16.61138		GENERAL COUNSEL LEGAL ...		9,723.00	
5735	Invoice	01/13/2022	01.10.2022 - LEGAL COUNCIL - BENSON VS T...	0.00	125.00	
	01.16.61138		GENERAL COUNSEL LEGAL ...		125.00	
00017	Fairfax Building Supply Co. Inc.	01/13/2022	Regular	0.00	14.89	93500
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
239938	Invoice	01/13/2022	01.04.2022 - DRILL BITS	0.00	14.89	
	01.81.62200		DEPARTMENTAL SUPPLIES		14.89	
02069	FAST SIGNS	01/13/2022	Regular	0.00	267.42	93501
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
105-102492	Invoice	01/12/2022	01.07.2022 - SOCCER SIGNS - 2022	0.00	267.42	
	21.61.61169		YOUTH SOCCER SERVICES		267.42	
02906	GEICYLER HENRIQUE DA SILVA	01/13/2022	Regular	0.00	32,000.00	93502
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
4613	Invoice	01/12/2022	01.12.2022 - GRANITE WORK - FOUNTAIN I...	0.00	32,000.00	
	19.41.63109		UNPROGRAMMED RESURF...		32,000.00	
03128	Goldfarb Lipman Attorneys	01/13/2022	Regular	0.00	6,319.37	93503

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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			
143208	Invoice	01/12/2022	12.23.2021 - LEGAL SERVICES - HOUSING ASS..	0.00	6,319.37	
01.18.61150			OUTSIDE SERVICES-OTHER		6,319.37	
00104	Grier Argall Plumbing Inc	01/13/2022	Regular	0.00	273.71	93504
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
14538	Invoice	01/12/2022	12.23.2021 - 90 ALDER AVENUE PROJECT	0.00	273.71	
41.41.61506			PUBLIC WORKS CAPITAL O...		273.71	
00113	Juan Olsen Sanchez	01/13/2022	Regular	0.00	2,500.00	93505
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006889	Invoice	01/12/2022	01.11.2022 - WINTER GYMNASTICS - PAYME...	0.00	2,500.00	
21.61.61167			TUMBLING SERVICES		2,500.00	
00691	League of California Cities	01/13/2022	Regular	0.00	350.00	93506
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
9738	Invoice	01/12/2022	01.05.2022 - MEMBERSHIP FEE FOR NORTH ...	0.00	350.00	
01.12.61302			DUES		350.00	
03059	LISA SARTO	01/13/2022	Regular	0.00	419.49	93507
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
112-7260478-501...	Invoice	01/12/2022	12.28.2021 - WORK BOOTS - LISA SARTO - P...	0.00	219.49	
01.41.62200			DEPARTMENTAL SUPPLIES		219.49	
INV0006888	Invoice	01/12/2022	01.12.2022 - CELL PHONE REIMBURSE - 08.2...	0.00	200.00	
01.41.61705			UTILITIES-TELEPHONE		200.00	
03130	Lorraine Weiss	01/13/2022	Regular	0.00	4,160.00	93508
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SA2021-3	Invoice	01/12/2022	01.03.2022 - PLANNING APPLICATIONS - 26 ...	0.00	4,160.00	
01.18.60010			TEMPORARY HELP		4,160.00	
00029	Marin IT	01/13/2022	Regular	0.00	400.00	93509
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2022-117222	Invoice	01/12/2022	01.06.2022 - TOWN HALL NETWORK MAINT...	0.00	400.00	
01.12.61106			OUTSIDE SVCS-MGT INFO S...		80.00	
01.18.61106			OUTSIDE SVCS-MGT INFO S...		32.00	
01.41.61106			OUTSIDE SVCS-MGT INFO S...		112.00	
01.42.61106			OUTSIDE SVCS-MGT INFO S...		36.00	
01.71.61106			OUTSIDE SVCS-MGT INFO S...		52.00	
21.65.61106			OUTSIDE SVCS-MGT INFO S...		88.00	
01036	Matrix HG Inc	01/13/2022	Regular	0.00	822.73	93510
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
155081	Invoice	01/13/2022	01.10.2022 - ARTIST STUDIOS - BOILER REPA...	0.00	822.73	
31.41.61506			BLDG. MAINT-OTHER		822.73	
00155	Municode	01/13/2022	Regular	0.00	900.00	93511
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
00368862	Invoice	01/13/2022	01.06.2022 - ONLINE CODE HOSTING - 01.22 ...	0.00	900.00	
01.21.62200			DEPARTMENTAL SUPPLIES		900.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01388	NCSI	01/13/2022	Regular	0.00	55.50	93512
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
17448	Invoice	01/13/2022	01.01.2022 - BACKGROUND CHECK - RECREA...	0.00	55.50	
21.65.61137			FINGERPRINTING		55.50	
00128	Pacific Gas & Electric	01/13/2022	Regular	0.00	13,886.33	93513
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
461-12222021	Invoice	01/12/2022	461 - TOWN UTILITIES - 11.05.2021 - 12.06.2...	0.00	13,886.33	
01.12.61701			UTILITIES-ELECTRICITY		536.01	
01.12.61702			UTILITIES-GAS		43.05	
01.18.61701			UTILITIES-ELECTRICITY		344.38	
01.18.61702			UTILITIES-GAS		27.77	
01.30.61701			UTILITIES-ELECTRICITY		2,596.74	
01.30.61702			UTILITIES-GAS		206.92	
01.41.61701			UTILITIES-ELECTRICITY		344.38	
01.41.61702			UTILITIES-GAS		27.77	
01.42.61707			UTILITIES-SIGNALS		920.66	
01.42.61708			UTILITIES-STREET LIGHTS		3,993.71	
01.71.61701			UTILITIES-ELECTRICITY		913.72	
01.71.61702			UTILITIES-GAS		111.09	
01.81.61701			UTILITIES-ELECTRICITY		440.20	
21.65.61701			UTILITIES-ELECTRICITY		649.88	
21.65.61701			UTILITIES-ELECTRICITY		417.98	
31.41.61701			UTILITIES-ELECTRICITY		1,153.95	
31.41.61702			UTILITIES-GAS		730.42	
34.41.61701			UTILITIES-ELECTRICITY		261.06	
34.41.61702			UTILITIES-GAS		166.64	
	Void	01/13/2022	Regular	0.00	0.00	93514
02554	Parkmobile LLC	01/13/2022	Regular	0.00	95.70	93515
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV26984	Invoice	01/13/2022	12.31.2021 - END USER FEES - DECEMBER 20...	0.00	95.70	
01.12.61107			OUTSIDE SVCS-ACCOUNTI...		95.70	
02349	R3 Consulting Group	01/13/2022	Regular	0.00	1,232.50	93516
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
16219	Invoice	01/12/2022	01.04.2022 - CONSULTING WORK/PROFESSI...	0.00	1,232.50	
01.12.61150			OUTSIDE SERVICES-OTHER		1,232.50	
00181	Ross Valley Fire Department	01/13/2022	Regular	0.00	378,523.67	93517
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006885	Invoice	01/12/2022	01.11.2022 - RVFD FEES COLLECTED - DECE...	0.00	1,412.09	
01.00.20354			DUE TO ROSS VALLEY FIRE ...		1,412.09	
INV0006886	Invoice	01/12/2022	01.11.2022 - FIRE SERVICES CONTRIBUTION - ...	0.00	377,111.58	
01.32.61139			RVFS CONTRACT		377,111.58	
00184	Safeway Inc	01/13/2022	Regular	0.00	28.94	93518
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
722099-120221-1...	Invoice	01/12/2022	12.28.2021 - PARKSIDE SUPPLIES	0.00	28.94	
21.63.62979			PARKSIDE SUPPLIES		28.94	
02087	Telecom Law Firm PC	01/13/2022	Regular	0.00	272.00	93519

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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			
11642	Invoice	01/12/2022	01.03.2022 - 324 SFD - DISH - DOCUMENT R...	0.00	128.00	
01.00.20371			PLANNING COSTS TO BE RE...	01.03.2022 - 324 SFD - DISH - DO...	128.00	
11644	Invoice	01/12/2022	01.03.2022 - 324 SFD - TMOBILE - DOCUMEN...	0.00	144.00	
01.00.20371			PLANNING COSTS TO BE RE...	01.03.2022 - 324 SFD - TMOBILE - ...	144.00	
00130	Terminix Processing Center	01/13/2022	Regular	0.00	234.00	93520
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
416002186	Invoice	01/13/2022	01.07.2022 - TOWN HALL PEST CONTROL	0.00	83.00	
01.12.61506			BLDG. MAINT-OTHER	01.07.2022 - TOWN HALL PEST C...	13.28	
01.18.61506			BLDG. MAINT-OTHER	01.07.2022 - TOWN HALL PEST C...	12.45	
01.41.61506			BLDG. MAINT-OTHER	01.07.2022 - TOWN HALL PEST C...	21.58	
01.71.61506			BLDG. MAINT-OTHER	01.07.2022 - TOWN HALL PEST C...	35.69	
416136520	Invoice	01/13/2022	01.11.2022 - 100 SFD - PEST CONTROL	0.00	151.00	
31.41.61150			OUTSIDE SERVICES-OTHER	01.11.2022 - 100 SFD - PEST CON...	151.00	
00215	Transbay Security Service Inc	01/13/2022	Regular	0.00	564.06	93521
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
82732	Invoice	01/13/2022	01.03.2022 - KEYS - TENNIS COURTS	0.00	564.06	
01.81.62200			DEPARTMENTAL SUPPLIES	01.03.2022 - KEYS/GATE SERVICE -...	564.06	
00352	Tyler Technologies Inc	01/13/2022	Regular	0.00	3,000.00	93522
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
025-362489	Invoice	01/12/2022	12.29.2021 - DATA EXTRACTION	0.00	3,000.00	
01.12.61150			OUTSIDE SERVICES-OTHER	12.29.2021 - DATA EXTRACTION	3,000.00	
02469	ZENITH INSTANT PRINTING INC.	01/13/2022	Regular	0.00	232.39	93523
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
60716	Invoice	01/12/2022	08.27.2021 - STOP WORK SIGNS	0.00	232.39	
01.41.62000			OFFICE SUPPLIES	08.27.2021 - STOP WORK SIGNS	232.39	
00003	All Autos Inc.	01/20/2022	Regular	0.00	1,521.48	93524
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
54283	Invoice	01/20/2022	11.30.2021 - SMOG - GOVERNMENT FLEET	0.00	61.10	
01.42.62988			VEHICLE-FUEL/OIL/TIRES	11.30.2021 - SMOG - GOVERNME...	61.10	
54289	Invoice	01/20/2022	11.30.2021 - BETTERY REPLACEMENT - 97 F...	0.00	236.61	
01.42.62988			VEHICLE-FUEL/OIL/TIRES	11.30.2021 - BETTERY REPLACEM...	236.61	
54301	Invoice	01/20/2022	12.01.2021 - BATTERY TERMINAL KIT - SMO...	0.00	145.33	
01.81.62988			VEHICLE-FUEL/OIL/TIRES	12.01.2021 - BATTERY TERMINAL...	145.33	
54320	Invoice	01/20/2022	12.06.2021 - BATTERY REPLACEMENT - SM...	0.00	780.73	
01.81.62988			VEHICLE-FUEL/OIL/TIRES	12.06.2021 - BATTERY REPLACEM...	780.73	
54353	Invoice	01/20/2022	12.09.2021 - BATTERY REPLACEMENT - FORD...	0.00	236.61	
01.42.62988			VEHICLE-FUEL/OIL/TIRES	12.09.2021 - BATTERY REPLACEM...	236.61	
54377	Invoice	01/20/2022	12.13.2021 - SMOG - GOVERNMENT FLEET	0.00	61.10	
01.42.62988			VEHICLE-FUEL/OIL/TIRES	12.13.2021 - SMOG - GOVERNME...	61.10	
00001	AT&T Calnet	01/20/2022	Regular	0.00	1,384.29	93525

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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			
000017589348	Invoice	01/20/2022	574 - ALL DEPTS - CENTREX - 12.10.21 - 01.09..	0.00	1,300.78	
01.12.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 12.10..	260.16			
01.18.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 12.10..	208.12			
01.41.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 12.10..	104.06			
01.42.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 12.10..	169.10			
01.71.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 12.10..	143.09			
01.81.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 12.10..	52.03			
21.65.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 12.10..	299.18			
31.41.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 12.10..	65.04			
000017589352	Invoice	01/20/2022	579 - TRAFFIC LIGHT MODEM - 12.10.21 - 01...	0.00	21.18	
01.42.61705	UTILITIES-TELEPHONE	579 - TRAFFIC LIGHT MODEM - 12...	21.18			
000017589353	Invoice	01/20/2022	580 - ROBSON HOUSE - 12.10.2021 - 01.09.2...	0.00	41.02	
34.41.61705	UTILITIES-TELEPHONE	580 - ROBSON HOUSE - 12.10.202...	41.02			
000017589354	Invoice	01/20/2022	587 - FUEL FORCE STATION - 12.10.2021 - 01...	0.00	21.31	
01.81.61705	UTILITIES-TELEPHONE	587 - FUEL FORCE STATION - 12.10..	21.31			
00388	Baker & Taylor	01/20/2022	Regular	0.00	807.31	93526
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
5017251516	Invoice	01/20/2022	12.09.2021 - LIBRARY - CHILDRENS BOOKS	0.00	4.36	
01.71.62302	CHILDRENS BOOKS	12.09.2021 - LIBRARY - CHILDRENS..	4.36			
5017251517	Invoice	01/20/2022	12.09.2021 - LIBRARY - CHILDRENS BOOKS	0.00	6.28	
01.71.62302	CHILDRENS BOOKS	12.09.2021 - LIBRARY - CHILDRENS..	6.28			
5017428564	Invoice	01/20/2022	12.10.2021 - LIBRARY - CHILDRENS BOOKS	0.00	126.85	
27.71.62302	CHILDRENS BOOKS	12.10.2021 - LIBRARY - CHILDRENS..	126.85			
5017428565	Invoice	01/20/2022	12.10.2021 - LIBRARY - CHILDRENS BOOKS	0.00	7.37	
01.71.62302	CHILDRENS BOOKS	12.10.2021 - LIBRARY - CHILDRENS..	7.37			
5017431843	Invoice	01/20/2022	12.10.2021 - LIBRARY - ADULT BOOKS	0.00	55.81	
01.71.62301	ADULT BOOKS	12.10.2021 - LIBRARY - ADULT BO...	55.81			
5017431844	Invoice	01/20/2022	12.10.2021 - LIBRARY - ADULT BOOKS	0.00	38.07	
27.71.62301	ADULT BOOKS	12.10.2021 - LIBRARY - ADULT BO...	38.07			
5017431845	Invoice	01/20/2022	12.10.2021 - LIBRARY - ADULT BOOKS	0.00	20.28	
27.71.62301	ADULT BOOKS	12.10.2021 - LIBRARY - ADULT BO...	20.28			
5017431846	Invoice	01/20/2022	12.10.2021 - LIBRARY - ADULT BOOKS	0.00	13.30	
27.71.62301	ADULT BOOKS	12.10.2021 - LIBRARY - ADULT BO...	13.30			
5017431847	Invoice	01/20/2022	12.10.2021 - LIBRARY - ADULT BOOKS	0.00	28.05	
27.71.62301	ADULT BOOKS	12.10.2021 - LIBRARY - ADULT BO...	28.05			
5017431848	Invoice	01/20/2022	12.10.2021 - LIBRARY - ADULT BOOKS	0.00	129.47	
27.71.62301	ADULT BOOKS	12.10.2021 - LIBRARY - ADULT BO...	129.47			
5017431849	Invoice	01/20/2022	12.10.2021 - LIBRARY - ADULT BOOKS	0.00	34.51	
01.71.62301	ADULT BOOKS	12.10.2021 - LIBRARY - ADULT BO...	34.51			
5017431850	Invoice	01/20/2022	12.10.2021 - LIBRARY - ADULT BOOKS	0.00	21.58	
01.71.62301	ADULT BOOKS	12.10.2021 - LIBRARY - ADULT BO...	21.58			
5017437341	Invoice	01/20/2022	12.13.2021 - LIBRARY - CHILDRENS BOOKS	0.00	13.81	
01.71.62302	CHILDRENS BOOKS	12.13.2021 - LIBRARY - CHILDRENS..	13.81			
5017437342	Invoice	01/20/2022	12.13.2021 - LIBRARY - CHILDRENS BOOK	0.00	307.57	
27.71.62302	CHILDRENS BOOKS	12.13.2021 - LIBRARY - CHILDRENS..	307.57			
03157	CLAIM NO. 2021-32	01/20/2022	Regular	0.00	62.60	93527

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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			
INV0006894	Invoice	01/20/2022	01.20.2022 - LIBRARY PARCEL REBATE	0.00	62.60	
27.00.40205	LIBRARY TAX		01.20.2022 - LIBRARY PARCEL REB...		62.60	
02315	Coastland Civil Engineering Inc.	01/20/2022	Regular	0.00	4,207.50	93528
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
52834	Invoice	01/20/2022	12.31.2021 - BUILDING DEPARTMENT SRVCS..	0.00	4,207.50	
01.41.61157	PLAN CHECKING		12.31.2021 - BUILDING DEPARTM...		4,207.50	
01563	Contract Sweeping Services	01/20/2022	Regular	0.00	11,767.33	93529
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
210003007	Invoice	01/20/2022	12.15.2021 - RESIDENTIAL STREET SWEEPING..	0.00	11,767.33	
01.42.61135	STREET SWEEPING		12.15.2021 - RESIDENTIAL STREET...		11,767.33	
03156	Corporate Translations, Inc	01/20/2022	Regular	0.00	175.00	93530
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
12123	Invoice	01/20/2022	12.16.2021 - TRANSLATION SRVCS - LEAF BL...	0.00	175.00	
01.18.61150	OUTSIDE SERVICES-OTHER		12.16.2021 - TRANSLATION SRVCS...		175.00	
01320	DC Electric Group Inc	01/20/2022	Regular	0.00	10,519.10	93531
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
430621	Invoice	01/20/2022	12.31.2021 - REDHILL & SEQUOIA - DAMAGE...	0.00	3,067.86	
01.42.61131	OUTSIDE SVCS-STREET LIG...		12.31.2021 - REDHILL & SEQUOIA -..		3,067.86	
430632	Invoice	01/20/2022	12.31.2021 - MGSA STREET LIGHT MAINTEN...	0.00	613.27	
01.42.61131	OUTSIDE SVCS-STREET LIG...		12.31.2021 - MGSA STREET LIGHT...		613.27	
430749	Invoice	01/20/2022	12.31.2021 - TRAFFIC LGHT PREVENTATIVE ...	0.00	2,658.48	
01.42.61131	OUTSIDE SVCS-STREET LIG...		12.31.2021 - TRAFFIC LIGHT PREV...		2,658.48	
430750	Invoice	01/20/2022	12.31.2021 - TRAFFIC SIGNAL REPAIRS - DEC...	0.00	1,029.23	
01.42.61131	OUTSIDE SVCS-STREET LIG...		12.31.2021 - TRAFFIC SIGNAL REP...		1,029.23	
430758	Invoice	01/20/2022	12.31.2021 - MGSA STREETLIGHT MAINTEN...	0.00	3,150.26	
01.42.61131	OUTSIDE SVCS-STREET LIG...		12.31.2021 - MGSA STREETLIGHT...		3,150.26	
00266	Ed Gurka	01/20/2022	Regular	0.00	921.25	93532
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
45-2021	Invoice	01/20/2022	01.05.2022 - ARBORIST SRVCS - SITE VISITS	0.00	921.25	
01.42.61105	OUTSIDE SERVICES-TREES		01.05.2022 - ARBORIST SRVCS - SI...		921.25	
00087	Elite Tree Service	01/20/2022	Regular	0.00	12,100.00	93533
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006892	Invoice	01/20/2022	12.08.2021 - CALUMET & SAIS AVENUE - TRE...	0.00	12,100.00	
01.42.61105	OUTSIDE SERVICES-TREES		12.08.2021 - CALUMET & SAIS AV...		3,025.00	
01.42.61150	OUTSIDE SERVICES-OTHER		12.08.2021 - CALUMET & SAIS AV...		3,025.00	
35.41.61150	OUTSIDE SERVICES-OTHER		12.08.2021 - CALUMET & SAIS AV...		6,050.00	
00017	Fairfax Building Supply Co. Inc.	01/20/2022	Regular	0.00	720.95	93534
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
240301	Invoice	01/20/2022	01.12.2022 - LANDSCAPE TIMBER	0.00	720.95	
01.81.62200	DEPARTMENTAL SUPPLIES		01.12.2022 - LANDSCAPE TIMBER		720.95	
00096	Fire Safety Supply	01/20/2022	Regular	0.00	58.39	93535

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Item 2.4 - Attachment I

Date Range: 01/01/2022 - 01/31/2022

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		
23320	Invoice	01/20/2022	11.24.2021 - 550 SAN FRANCISCO BLVD - HA...	0.00	58.39	
	01.42.61150		OUTSIDE SERVICES-OTHER		58.39	
00104	Grier Argall Plumbing Inc	01/20/2022	Regular	0.00	1,615.00	93536
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
14471	Invoice	01/20/2022	01.14.2022 - TOWN HALL - BACK FLOW TEST...	0.00	1,615.00	
	01.81.61104		OUTSIDE SERVICES-GROU...		1,615.00	
00113	Juan Olsen Sanchez	01/20/2022	Regular	0.00	4,600.00	93537
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006893	Invoice	01/20/2022	01.18.2022 - WINTER GYMNASTICS - PAYME...	0.00	4,600.00	
	21.61.61167		TUMBLING SERVICES		4,600.00	
02558	Kanopy	01/20/2022	Regular	0.00	659.00	93538
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
278911-PPU	Invoice	01/20/2022	12.31.2021 - CHILDRENS VIDEOS	0.00	659.00	
	27.71.62307		VIDEOS		659.00	
00029	Marin IT	01/20/2022	Regular	0.00	300.12	93539
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2022-117268	Invoice	01/20/2022	01.13.2022 - APC & 120V BACK UP SYSTEM - ...	0.00	300.12	
	42.21.63003		COMPUTER HARDWARE/S...		300.12	
00142	Marin Municipal Water District	01/20/2022	Regular	0.00	3,285.20	93540
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
119-01142022	Invoice	01/20/2022	119 - MULTIPLE - 11.10.2021 - 01.11.2022	0.00	728.70	
	01.81.61703		UTILITIES-WATER		728.70	
120-01142022	Invoice	01/20/2022	120- MULTIPLE - 01.10.2021 - 01.11.2022	0.00	1,203.52	
	01.81.61703		UTILITIES-WATER		1,203.52	
152-01142022	Invoice	01/20/2022	152- SAN FRANCISCO BLVD - 11.10.2021 - 01...	0.00	218.04	
	01.42.61703		UTILITIES-WATER		218.04	
495-01142022	Invoice	01/20/2022	495 - MAGNOLIA - 11.10.2021 - 01.11.2022	0.00	29.16	
	01.42.61703		UTILITIES-WATER		29.16	
665-01142022	Invoice	01/20/2022	655- SAN FRANCISCO BLVD - 11.10.2021 - 01...	0.00	319.96	
	01.42.61703		UTILITIES-WATER		319.96	
752-01142022	Invoice	01/20/2022	752 - SUNNY HILLS DRIVE - 11.10.2021 - 01.1...	0.00	170.12	
	01.81.61703		UTILITIES-WATER		170.12	
761-01142022	Invoice	01/20/2022	761 - REDHILL & SEQUOIA - 11.10.2021 - 01....	0.00	59.36	
	01.81.61703		UTILITIES-WATER		59.36	
808-01142022	Invoice	01/20/2022	808 - 525 SAN ANSELMO - TH - 11.10.21 - 01...	0.00	442.20	
	01.12.61703		UTILITIES-WATER		53.06	
	01.18.61703		UTILITIES-WATER		39.80	
	01.30.61703		UTILITIES-WATER		287.43	
	01.41.61703		UTILITIES-WATER		39.80	
	01.71.61703		UTILITIES-WATER		22.11	
943-01142022	Invoice	01/20/2022	943 - 237 CRESENT RD - 11.10.2021 - 01.11....	0.00	114.14	
	01.81.61703		UTILITIES-WATER		114.14	
02754	MAYACAMAS MOUNTAIN SPRING WATER	01/20/2022	Regular	0.00	32.75	93541

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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			
61991	Invoice	01/20/2022	01.18.2022 - RECREATION DEPT - BOTTLED...	0.00	32.75	
21.65.62200			DEPARTMENTAL SUPPLIES		32.75	
01346	Nerviani Paving Inc	01/20/2022	Regular	0.00	3,000.00	93542
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
6752	Invoice	01/20/2022	01.14.2022 - ASPHALT PAVING - PATCHING -...	0.00	3,000.00	
12.41.63109			UNPROGRAMMED RESURF...		3,000.00	
02677	Nissan Motor Acceptance Corporation	01/20/2022	Regular	0.00	874.02	93543
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
519-01112022	Invoice	01/20/2022	01.11.2022 - NISSAN LEAF 19 LEASE - JANUA...	0.00	291.34	
50.42.63011			VEHICLE OPERATING LEASE		291.34	
537-01112022	Invoice	01/20/2022	01.11.2022 - NISSAN LEAF 19 LEASE - JANUA...	0.00	291.34	
50.42.63011			VEHICLE OPERATING LEASE		291.34	
542-01112022	Invoice	01/20/2022	01.11.2022 - NISSAN LEAF 19 LEASE - JANUA...	0.00	291.34	
50.42.63011			VEHICLE OPERATING LEASE		291.34	
00160	OCLC	01/20/2022	Regular	0.00	22.93	93544
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1000184596	Invoice	01/20/2022	01.01.2022 - LIBRARY - CATALOGING & MET...	0.00	22.93	
01.71.61150			OUTSIDE SERVICES-OTHER		22.93	
00161	Office Depot Business Services	01/20/2022	Regular	0.00	31.53	93545
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
219893689001	Invoice	01/20/2022	01.13.2022 - ADMIN OFFICE SUPPLIES	0.00	31.53	
01.12.62000			OFFICE SUPPLIES		31.53	
00128	Pacific Gas & Electric	01/20/2022	Regular	0.00	699.02	93546
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
355-01102022	Invoice	01/20/2022	355 - CORPYARD UTILITIES - 12.06.2021 - 01....	0.00	467.71	
01.42.61701			UTILITIES-ELECTRICITY		467.71	
717-01052022	Invoice	01/20/2022	717 - CORPYARD UTILITIES - 12.07.2021 - 01....	0.00	231.31	
01.42.61702			UTILITIES-GAS		231.31	
01359	Siegfried Engineering Inc	01/20/2022	Regular	0.00	2,206.00	93547
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
42934	Invoice	01/20/2022	01.14.2022 - ENGINEERING SRVCS - DECEMB...	0.00	2,206.00	
19.41.63107			CAPITAL OUTLAY - PAVING...		2,206.00	
02108	Syar Industries Inc.	01/20/2022	Regular	0.00	2,303.56	93548
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
863315	Invoice	01/20/2022	01.13.2022 - EZ STREET - PALLET - 50 LB BAGS	0.00	2,303.56	
01.42.62907			SUPPLIES-PAVEMENT MAIN		2,303.56	
00130	Terminix Processing Center	01/20/2022	Regular	0.00	127.00	93549
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
415695485	Invoice	01/20/2022	12.18.2021 - 237 CRESENT RD - PEST CONTR...	0.00	127.00	
34.41.61150			OUTSIDE SERVICES-OTHER		127.00	
01752	Urban Forestry Associates Inc.	01/20/2022	Regular	0.00	937.50	93550

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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		
1413469	Invoice	01/20/2022	01.14.2022 - SITE INSPECTION - ROSSMAN	0.00	937.50	
	19.41.61101		OUTSIDE SERVICES-PROF F...		937.50	
01537	Vali Cooper	01/20/2022	Regular	0.00	4,469.50	93551
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
35495	Invoice	01/20/2022	01.06.2022 - BOLINAS AVENUE REHAB PROJ...	0.00	4,469.50	
	01.00.20372		ST CUT INSPECTN COST		4,469.50	
00048	Alhambra & Sierra Springs	01/26/2022	Regular	0.00	115.89	93552
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
12161581011922	Invoice	01/26/2022	01.19.2022 - CORPYARD BOTTLED WATER S...	0.00	115.89	
	01.42.62200		DEPARTMENTAL SUPPLIES		115.89	
00001	AT&T Calnet	01/26/2022	Regular	0.00	1,328.92	93553
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
000017596794	Invoice	01/26/2022	588 - LIBRARY ELEVATOR PHONE - 12.12.21 -...	0.00	880.71	
	01.71.61504		BLDG. MAINT-ELEVATOR		880.71	
000017650696	Invoice	01/26/2022	634 - TRAFFIC LIGHT MODEM - 12.20.21 - 01...	0.00	448.21	
	01.42.61707		UTILITIES-SIGNALS		448.21	
00388	Baker & Taylor	01/26/2022	Regular	0.00	3,389.38	93554
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5017288629	Invoice	01/26/2022	12.23.2021 - LIBRARY - CHILDRENS BOOKS	0.00	10.03	
	27.71.62302		CHILDRENS BOOKS		10.03	
5017288630	Invoice	01/26/2022	12.23.2021 - LIBRARY - CHILDRENS BOOKS	0.00	24.74	
	27.71.62302		CHILDRENS BOOKS		24.74	
5017288631	Invoice	01/26/2022	12.23.2021 - LIBRARY - CHILDRENS BOOKS	0.00	13.36	
	27.71.62302		CHILDRENS BOOKS		13.36	
5017288741	Invoice	01/26/2022	12.23.2021 - LIBRARY - CHILDRENS BOOKS	0.00	18.13	
	27.71.62302		CHILDRENS BOOKS		18.13	
5017308440	Invoice	01/26/2022	12.30.2021 - LIBRARY - CHILDRENS BOOKS	0.00	14.44	
	27.71.62302		CHILDRENS BOOKS		14.44	
5017308441	Invoice	01/26/2022	12.30.2021 - LIBRARY - CHILDRENS BOOKS	0.00	10.94	
	27.71.62302		CHILDRENS BOOKS		10.94	
5017308717	Invoice	01/26/2022	12.29.2021 - LIBRARY - CHILDRENS BOOKS	0.00	25.18	
	27.71.62302		CHILDRENS BOOKS		25.18	
5017308718	Invoice	01/26/2022	12.29.2021 - LIBRARY - ADULT BOOKS	0.00	12.08	
	27.71.62301		ADULT BOOKS		12.08	
5017311019	Invoice	01/26/2022	12.30.2021 - LIBRARY- ADULT BOOKS	0.00	65.38	
	27.71.62301		ADULT BOOKS		65.38	
5017314246	Invoice	01/26/2022	01.05.2022 - LIBRARY - AUDIO BOOKS	0.00	74.18	
	27.71.62304		AUDIO/VISUAL BOOKS		74.18	
5017328005	Invoice	01/26/2022	01.04.2022 - LIBRARY - CHILDRENS BOOKS	0.00	6.17	
	27.71.62302		CHILDRENS BOOKS		6.17	
5017407044	Invoice	01/26/2022	12.29.2021 - LIBRARY - ADULT BOOKS	0.00	432.32	
	27.71.62301		ADULT BOOKS		432.32	
5017407045	Invoice	01/26/2022	12.29.2021 - LIBRARY - ADULT BOOKS	0.00	108.32	
	27.71.62301		ADULT BOOKS		108.32	
5017407046	Invoice	01/26/2022	12.29.2021 - LIBRARY - ADULT BOOKS	0.00	63.23	
	27.71.62301		ADULT BOOKS		63.23	

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Item 2.4 - Attachment I
Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5017407047	Invoice	01/26/2022	12.29.2021 - LIBRARY - ADULT BOOKS	0.00	38.98	
	27.71.62301		ADULT BOOKS		38.98	
5017407048	Invoice	01/26/2022	12.29.2021 - LIBRARY - ADULT BOOKS	0.00	32.54	
	27.71.62301		ADULT BOOKS		32.54	
5017414720	Invoice	01/26/2022	12.29.2021 - LIBRARY - ADULT BOOKS	0.00	20.28	
	27.71.62301		ADULT BOOKS		20.28	
5017414721	Invoice	01/26/2022	12.29.2021 - LIBRARY - ADULT BOOKS	0.00	381.96	
	27.71.62301		ADULT BOOKS		381.96	
5017414722	Invoice	01/26/2022	12.29.2021 - LOIBRARY - ADULT BOOKS	0.00	16.86	
	27.71.62301		ADULT BOOKS		16.86	
5017428028	Invoice	01/26/2022	12.13.2021 - LIBRARY - CHILDRENS BOOKS	0.00	14.12	
	27.71.62302		CHILDRENS BOOKS		14.12	
5017428029	Invoice	01/26/2022	12.13.2021 - LIBRARY - CHILDRENS BOOKS	0.00	440.49	
	27.71.62302		CHILDRENS BOOKS		440.49	
5017448292	Invoice	01/26/2022	12.29.2021 - LIBRARY - ADULT BOOKS	0.00	42.51	
	27.71.62301		ADULT BOOKS		42.51	
5017448293	Invoice	01/26/2022	12.29.2021 - LIBRARY - ADULT BOOKS	0.00	35.78	
	27.71.62301		ADULT BOOKS		35.78	
5017448294	Invoice	01/26/2022	12.29.2021 - LIBRARY - CHILDRENS BOOKS	0.00	38.07	
	27.71.62302		CHILDRENS BOOKS		38.07	
5017448295	Invoice	01/26/2022	12.29.2021 - LIBRARY - ADULT BOOKS	0.00	21.59	
	27.71.62301		ADULT BOOKS		21.59	
5017448296	Invoice	01/26/2022	12.29.2021 - LIBRARY - ADULT BOOKS	0.00	106.05	
	27.71.62301		ADULT BOOKS		106.05	
5017448297	Invoice	01/26/2022	12.29.2021 - LIBRARY - ADULT BOOKS	0.00	15.55	
	27.71.62301		ADULT BOOKS		15.55	
5017448298	Invoice	01/26/2022	12.29.2021 - LIBRARY - ADULT BOOKS	0.00	13.73	
	27.71.62301		ADULT BOOKS		13.73	
5017459880	Invoice	01/26/2022	01.03.2022 - LIBRARY - ADULT BOOKS	0.00	40.54	
	27.71.62301		ADULT BOOKS		40.54	
5017459881	Invoice	01/26/2022	01.03.2022 - LIBRARY - ADULT BOOKS	0.00	23.74	
	27.71.62301		ADULT BOOKS		23.74	
5017459882	Invoice	01/26/2022	01.03.2022 - LIBRARY - ADULT BOOKS	0.00	397.35	
	27.71.62301		ADULT BOOKS		397.35	
5017459883	Invoice	01/26/2022	01.03.2022 - LIBRARY - ADULT BOOKS	0.00	15.28	
	27.71.62301		ADULT BOOKS		15.28	
5017465591	Invoice	01/26/2022	01.09.2022 - LIBRARY - ADULT BOOKS	0.00	40.57	
	27.71.62301		ADULT BOOKS		40.57	
5017465592	Invoice	01/26/2022	01.09.2022 - LIBRARY - ADULT BOOKS	0.00	354.14	
	27.71.62301		ADULT BOOKS		354.14	
5017465593	Invoice	01/26/2022	01.09.2022 - LIBRARY - CHILDRENS BOOKS	0.00	20.82	
	27.71.62302		CHILDRENS BOOKS		20.82	
5017465594	Invoice	01/26/2022	01.09.2022 - LIBRARY - ADULT BOOKS	0.00	40.57	
	27.71.62301		ADULT BOOKS		40.57	
5017465595	Invoice	01/26/2022	01.09.2022 - LIBRARY - ADULT BOOKS	0.00	19.60	
	27.71.62301		ADULT BOOKS		19.60	
5017465596	Invoice	01/26/2022	01.09.2022 - LIBRARY - ADULT BOOKS	0.00	17.26	
	27.71.62301		ADULT BOOKS		17.26	
H59195190	Invoice	01/26/2022	12.21.2021 - LIBRARY - VIDEOS	0.00	66.51	
	01.71.62307		VIDEOS		66.51	
H59236800	Invoice	01/26/2022	12.22.2021 - LIBRARY - VIDEOS	0.00	80.34	
	01.71.62307		VIDEOS		80.34	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
H59236950	Invoice	01/26/2022	12.22.2021 - LIBRARY - VIDEOS	0.00	38.14	
	27.71.62307		VIDEOS		38.14	
H59237010	Invoice	01/26/2022	12.27.2021 - LIBRARY - VIDEOS	0.00	51.94	
	01.71.62307		VIDEOS		51.94	
H59342150	Invoice	01/26/2022	12.28.2021 - LIBRARY - VIDEOS	0.00	19.06	
	27.71.62307		VIDEOS		19.06	
H59542250	Invoice	01/26/2022	01.07.2022 - LIBRARY - VIDEOS	0.00	66.51	
	27.71.62307		VIDEOS		66.51	
	Void	01/26/2022	Regular	0.00	0.00	93555
	Void	01/26/2022	Regular	0.00	0.00	93556
01631	Caine Starelli	01/26/2022	Regular	0.00	152.28	93557
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0006922	Invoice	01/26/2022	01.25.2022 - MAH JONGG DROP INS	0.00	152.28	
	21.62.61171		ADULT CULTURE SERVICES		152.28	
00193	CalMat Company	01/26/2022	Regular	0.00	136.82	93558
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2201-285022	Invoice	01/26/2022	01.12.2022 - CRUSHED ROCK - 2.48 TONS	0.00	136.82	
	01.42.62200		DEPARTMENTAL SUPPLIES		136.82	
00072	Comcast	01/26/2022	Regular	0.00	250.60	93559
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
583-01162022	Invoice	01/26/2022	583 - CORPYARD INTERNET - 01.21.2022 - 02...	0.00	250.60	
	01.41.61706		UTILITIES-ONLINE INTERNET		250.60	
03159	Cool The Earth	01/26/2022	Regular	0.00	2,248.00	93560
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
151	Invoice	01/26/2022	01.24.2022 - DELIVERY AND EDUCATIONAL ...	0.00	2,248.00	
	01.41.61150		OUTSIDE SERVICES-OTHER		2,248.00	
02581	CSG CONSULTANTS	01/26/2022	Regular	0.00	6,968.75	93561
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
B212216	Invoice	01/26/2022	01.04.2022 - BUILDING PLAN REVIEW SERVI...	0.00	6,968.75	
	01.41.61157		PLAN CHECKING		6,968.75	
02732	Diesel Direct West	01/26/2022	Regular	0.00	813.05	93562
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
84371983	Invoice	01/26/2022	01.20.2022 - GASOLINE UNL - 170.9 GALLONS	0.00	813.05	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES		813.05	
00266	Ed Gurka	01/26/2022	Regular	0.00	135.00	93563
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
3-2022	Invoice	01/26/2022	01.19.2022 - ARBORIST SRVCS - 130-160 SFD	0.00	135.00	
	01.42.61105		OUTSIDE SERVICES-TREES		135.00	
02973	Environmental Science Associates	01/26/2022	Regular	0.00	1,255.00	93564
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
171249	Invoice	01/26/2022	01.19.2022 - PROFESSIONAL SRVCS - SA FLO...	0.00	1,255.00	
	71.81.61150		OUTSIDE SERVICES-OTHER		1,255.00	
00017	Fairfax Building Supply Co. Inc.	01/26/2022	Regular	0.00	639.29	93565

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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			
240656	Invoice	01/26/2022	01.20.2022 - PRIVACY LATTICE - NATIVE PLA...	0.00	286.57	
01.81.62200			DEPARTMENTAL SUPPLIES		286.57	
240657	Invoice	01/26/2022	01.20.2022 - GALV PIPE/CAP MALL - SUPPLIES	0.00	352.72	
01.81.62200			DEPARTMENTAL SUPPLIES		352.72	
03160	Fredric C. Divine Associates	01/26/2022	Regular	0.00	3,954.23	93566
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0015063	Invoice	01/26/2022	01.20.2022 - ARCHITECTURAL SRVCS - 08.21 -...	0.00	3,954.23	
01.41.61150			OUTSIDE SERVICES-OTHER		3,954.23	
00104	Grier Argall Plumbing Inc	01/26/2022	Regular	0.00	1,771.09	93567
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
14610	Invoice	01/26/2022	01.22.2022 - TOILET REPAIR - MEMORIAL PA...	0.00	868.14	
01.81.61506			BLDG. MAINT-OTHER		868.14	
14647	Invoice	01/26/2022	01.24.2022 - HOT WATER HEATER REPLACE...	0.00	902.95	
01.30.61506			BLDG. MAINT-OTHER		902.95	
00020	Hannibal's Inc Electrical Construction	01/26/2022	Regular	0.00	2,607.45	93568
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
24691	Invoice	01/26/2022	01.19.2022 - ELECTRICIANS LABOR - MEMOR...	0.00	231.95	
12.41.63101			CAPITAL OUTLAY - PAVING...		231.95	
24696	Invoice	01/26/2022	01.26.2022 - ELECTRICAL REPAIR OF LIGHTS - ...	0.00	2,375.50	
31.41.61506			BLDG. MAINT-OTHER		2,375.50	
02236	HooplaDigital	01/26/2022	Regular	0.00	1,036.52	93569
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
501353287	Invoice	01/26/2022	11.30.2021 - LIBRARY - DIGITAL AUDIO BOO...	0.00	477.56	
27.71.62309			E BOOKS		477.56	
501491878	Invoice	01/26/2022	12.31.2021 - LIBRARY - DIGITAL AUDIO BOO...	0.00	558.96	
27.71.62309			E BOOKS		558.96	
03059	LISA SARTO	01/26/2022	Regular	0.00	230.00	93570
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006923	Invoice	01/26/2022	01.25.2022 - REIMBURSEMENT FOR CERTIFI...	0.00	230.00	
01.00.20349			SB1186 FEES 70%		230.00	
00121	Marin IJ - 2072661 AD	01/26/2022	Regular	0.00	180.64	93571
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0001323261	Invoice	01/26/2022	12.31.2021 - CLASSIFIED ADS - TOWN COUN...	0.00	180.64	
01.12.61151			LEGAL NOTICES		180.64	
00029	Marin IT	01/26/2022	Regular	0.00	5,480.00	93572

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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			
2021-117199	Invoice	01/26/2022	01.04.2022 - TOWN HALL NETWORK MAINT...	0.00	5,480.00	
01.12.61106			OUTSIDE SVCS-MGT INFO S...	01.04.2022 - TOWN HALL NETWO...	1,096.00	
01.18.61106			OUTSIDE SVCS-MGT INFO S...	01.04.2022 - TOWN HALL NETWO...	438.40	
01.41.61106			OUTSIDE SVCS-MGT INFO S...	01.04.2022 - TOWN HALL NETWO...	1,534.40	
01.42.61106			OUTSIDE SVCS-MGT INFO S...	01.04.2022 - TOWN HALL NETWO...	493.20	
01.71.61106			OUTSIDE SVCS-MGT INFO S...	01.04.2022 - TOWN HALL NETWO...	712.40	
21.65.61106			OUTSIDE SVCS-MGT INFO S...	01.04.2022 - TOWN HALL NETWO...	1,205.60	
00142	Marin Municipal Water District	01/26/2022	Regular	0.00	131.86	93573
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
073-01102022	Invoice	01/26/2022	073 - CENTER & FORREST - UTILITIES	0.00	83.29	
01.81.61703			UTILITIES-WATER	073 - CENTER & FORREST - UTILITI...	83.29	
216-01132022	Invoice	01/26/2022	01.13.2022 - 237 CRESENT RD - 11.05.21 - 01...	0.00	48.57	
01.81.61703			UTILITIES-WATER	01.13.2022 - 237 CRESENT RD - 11...	48.57	
03158	NRG Clean Power	01/26/2022	Regular	0.00	104.00	93574
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006920	Invoice	01/26/2022	01.24.2022 - BUSINESS LICENSE REFUND - #...	0.00	104.00	
01.00.42001			BUSINESS LICENSE TAX	01.24.2022 - BUSINESS LICENSE R...	104.00	
00161	Office Depot Business Services	01/26/2022	Regular	0.00	330.66	93575
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
219811045001	Invoice	01/26/2022	01.18.2022 - ADMIN OFFICE SUPPLIES	0.00	102.74	
01.12.62000			OFFICE SUPPLIES	01.18.2022 - ADMIN OFFICE SUPPL...	102.74	
220708426001	Invoice	01/26/2022	01.13.2022 - LIBRARY - OFFICE SUPPLIES	0.00	104.39	
01.71.62000			OFFICE SUPPLIES	01.13.2022 - LIBRARY - OFFICE SU...	104.39	
220752191001	Invoice	01/26/2022	01.13.2022 - LIBRARY - OFFICE SUPPLIES	0.00	111.46	
27.71.62200			DEPARTMENTAL SUPPLIES	01.13.2022 - LIBRARY - OFFICE SU...	111.46	
220752193001	Invoice	01/26/2022	01.13.2022 - LIBRARY - OFFICE SUPPLIES	0.00	12.07	
01.71.62000			OFFICE SUPPLIES	01.13.2022 - LIBRARY - OFFICE SU...	12.07	
00992	OverDrive Inc.	01/26/2022	Regular	0.00	1,979.37	93576
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
02883C022007031	Invoice	01/26/2022	01.07.2022 - LIBRARY - AUDIO BOOKS	0.00	1,979.37	
27.71.62309			E BOOKS	01.07.2022 - LIBRARY - AUDIO BO...	1,979.37	
00128	Pacific Gas & Electric	01/26/2022	Regular	0.00	2,607.11	93577

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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			
146-01112022	Invoice	01/26/2022	146 - TOWN UTILITIES - 12.07.2021 - 01.04.2...	0.00	2,361.04	
01.12.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 12.07.202...	91.14			
01.12.61702	UTILITIES-GAS	146 - TOWN UTILITIES - 12.07.202...	7.32			
01.18.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 12.07.202...	58.55			
01.18.61702	UTILITIES-GAS	146 - TOWN UTILITIES - 12.07.202...	4.72			
01.30.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 12.07.202...	441.51			
01.30.61702	UTILITIES-GAS	146 - TOWN UTILITIES - 12.07.202...	35.18			
01.41.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 12.07.202...	58.55			
01.41.61702	UTILITIES-GAS	146 - TOWN UTILITIES - 12.07.202...	4.72			
01.42.61707	UTILITIES-SIGNALS	146 - TOWN UTILITIES - 12.07.202...	156.54			
01.42.61708	UTILITIES-STREET LIGHTS	146 - TOWN UTILITIES - 12.07.202...	679.04			
01.71.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 12.07.202...	155.36			
01.71.61702	UTILITIES-GAS	146 - TOWN UTILITIES - 12.07.202...	18.89			
01.81.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 12.07.202...	74.84			
21.65.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 12.07.202...	110.50			
21.65.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 12.07.202...	71.07			
31.41.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 12.07.202...	196.20			
31.41.61702	UTILITIES-GAS	146 - TOWN UTILITIES - 12.07.202...	124.19			
34.41.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 12.07.202...	44.39			
34.41.61702	UTILITIES-GAS	146 - TOWN UTILITIES - 12.07.202...	28.33			
216-01112022	Invoice	01/26/2022	216 - IIMAG PARK UTILITIES - 12.07.21 - 01.0...	0.00	246.07	
14.81.61701	UTILITIES-ELECTRICITY	216 - IIMAG PARK UTILITIES - 12.0...	246.07			
	Void	01/26/2022	Regular	0.00	0.00	93578
00165	Pacific Telemanagement Services - PTS	01/26/2022	Regular	0.00	53.00	93579
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2080873	Invoice	01/26/2022	01.13.2022 - TH PAYPHONE - 02.01.2022 - 02...	0.00	53.00	
01.42.61705	UTILITIES-TELEPHONE	01.13.2022 - TH PAYPHONE - 02.0...	53.00			
00166	Parisi Transportation Consulting	01/26/2022	Regular	0.00	4,292.50	93580
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
18733	Invoice	01/26/2022	01.26.2022 - SIGNAL REVISIONS - SAUNDERS...	0.00	2,807.50	
14.41.63123	CAPITAL OUTLAY - SIGNALS	01.26.2022 - SIGNAL REVISIONS - ...	2,807.50			
18734	Invoice	01/26/2022	01.26.2022 - PROFESSIONAL SRVCS - SIERRA...	0.00	1,485.00	
01.42.61130	OUTSIDE SVCS-SIGNALS	01.26.2022 - PROFESSIONAL SRVC...	1,485.00			
02870	RHAA	01/26/2022	Regular	0.00	6,333.00	93581
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0023916	Invoice	01/26/2022	01.20.2022 - DESIGN SRVCS - CREEK PARK	0.00	6,333.00	
71.81.61150	OUTSIDE SERVICES-OTHER	01.20.2022 - DESIGN SRVCS - CRE...	6,333.00			
00024	T & B Sports Inc	01/26/2022	Regular	0.00	292.97	93582
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0000113069	Invoice	01/26/2022	01.24.2022 - SOFTBALLS - #5 10" BALLS	0.00	292.97	
21.61.62965	SOFTBALL SUPPLIES	01.24.2022 - SOFTBALLS - #5 10" ...	292.97			
00391	Verizon Wireless	01/26/2022	Regular	0.00	901.69	93583

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
9897211984	Invoice	01/26/2022	01.12.2022 - TH WIRELESS - 01.13.2022 - 02....	0.00	901.69	
01.12.61705	UTILITIES-TELEPHONE	01.12.2022 - TH WIRELESS - 01.13...	51.31			
01.18.61705	UTILITIES-TELEPHONE	01.12.2022 - TH WIRELESS - 01.13...	38.01			
01.41.61705	UTILITIES-TELEPHONE	01.12.2022 - TH WIRELESS - 01.13...	422.33			
01.42.61705	UTILITIES-TELEPHONE	01.12.2022 - TH WIRELESS - 01.13...	287.42			
21.63.61179	PARKSIDE SERVICES	01.12.2022 - TH WIRELESS - 01.13...	51.31			
21.63.61187	ROBSON AFTER SCHOOL S...	01.12.2022 - TH WIRELESS - 01.13...	51.31			
02905	Wells Fargo Vendor Financial Services, LLC	01/26/2022	Regular	0.00	920.77	93584
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
5018502871	Invoice	01/26/2022	01.12.2022 - CANON COPIER LEASE - JANUA...	0.00	920.77	
01.12.61402	COPY MACHINE LEASE	01.12.2022 - CANON COPIER LEAS...	230.19			
01.18.61402	COPY MACHINE LEASE	01.12.2022 - CANON COPIER LEAS...	230.20			
01.41.61402	COPY MACHINE LEASE	01.12.2022 - CANON COPIER LEAS...	230.19			
21.65.62200	DEPARTMENTAL SUPPLIES	01.12.2022 - CANON COPIER LEAS...	230.19			
02411	23 ELEPHANTS THEATRE COMPANY	01/27/2022	Regular	0.00	4,795.93	93585
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006924	Invoice	01/27/2022	01.25.2022 - THEATER PRGRM - WINTER 20...	0.00	4,795.93	
21.62.61175	KIDS CULTURE SERVICES	01.25.2022 - THEATER PRGRM - W...	4,795.93			
01850	Hardiman Construction	01/27/2022	Regular	0.00	1,500.00	93586
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
R13235	Invoice	01/27/2022	01.26.2022 - 112 SPAULDING ST. - ROAD BO...	0.00	1,500.00	
01.00.20314	ROAD BOND	01.26.2022 - 112 SPAULDING ST. - ...	1,500.00			
00330	Marin General Services Authority	01/27/2022	Regular	0.00	68,633.00	93587
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006938	Invoice	01/27/2022	01.26.2022 - MEMBER CONTRIBUTIONS - FY ...	0.00	68,633.00	
01.21.61116	OUTSIDE SVCS-ANIMAL CO...	01.26.2022 - MEMBER CONTRIBUT...	68,633.00			
02013	Zaragoza Plumbing	01/27/2022	Regular	0.00	1,500.00	93588
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
R13121	Invoice	01/27/2022	01.26.2022 - 144 ALDER AVE - ROAD BOND ...	0.00	1,500.00	
01.00.20314	ROAD BOND	01.26.2022 - 144 ALDER AVE - RO...	1,500.00			
01281	Payroll Resources Group	01/05/2022	Bank Draft	0.00	85.00	DFT03359
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006774	Invoice	01/05/2022	January 2022 S125 Processing Fees	0.00	85.00	
01.12.61107	OUTSIDE SVCS-ACCOUNTI...	January 2022 S125 Processing Fees	85.00			
00362	Town of San Anselmo	01/07/2022	Bank Draft	0.00	195,853.25	DFT03383

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006808	Invoice	01/07/2022	1-15-2022 TSA To Fund Payroll	0.00	195,853.25	
01.00.20299	PAYROLL PAYABLE	1-15-2022 TSA To Fund Payroll	147,652.47			
01.00.20299	PAYROLL PAYABLE	1-15-2022 TSA To Fund Payroll	-1,147.85			
12.00.20299	PAYROLL PAYABLE	1-15-2022 TSA To Fund Payroll	5,472.77			
12.00.20299	PAYROLL PAYABLE	1-15-2022 TSA To Fund Payroll	-30.84			
19.00.20299	PAYROLL PAYABLE	1-15-2022 TSA To Fund Payroll	9,241.21			
21.00.20299	PAYROLL PAYABLE	1-15-2022 TSA To Fund Payroll	22,256.01			
21.00.20299	PAYROLL PAYABLE	1-15-2022 TSA To Fund Payroll	-170.00			
27.00.20299	PAYROLL PAYABLE	1-15-2022 TSA To Fund Payroll	12,579.48			
00735	City of Larkspur	01/03/2022	Bank Draft	0.00	390,488.08	DFT03398
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006895	Invoice	01/03/2022	CMPA Payment	0.00	390,488.08	
01.30.61199	POLICE SERVICES CONTRA...	CMPA Payment	390,488.08			
00362	Town of San Anselmo	01/21/2022	Bank Draft	0.00	171,667.64	DFT03416
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0006916	Invoice	01/21/2022	1-31-2022 TSA To Fund Payroll	0.00	171,667.64	
01.00.20299	PAYROLL PAYABLE	1-31-2022 TSA To Fund Payroll	124,460.45			
01.00.20299	PAYROLL PAYABLE	1-31-2022 TSA To Fund Payroll	-1,122.85			
12.00.20299	PAYROLL PAYABLE	1-31-2022 TSA To Fund Payroll	3,956.53			
12.00.20299	PAYROLL PAYABLE	1-31-2022 TSA To Fund Payroll	-30.84			
19.00.20299	PAYROLL PAYABLE	1-31-2022 TSA To Fund Payroll	7,254.91			
21.00.20299	PAYROLL PAYABLE	1-31-2022 TSA To Fund Payroll	27,999.34			
21.00.20299	PAYROLL PAYABLE	1-31-2022 TSA To Fund Payroll	-170.00			
27.00.20299	PAYROLL PAYABLE	1-31-2022 TSA To Fund Payroll	9,320.10			

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	317	136	0.00	953,608.59
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	0.00
Bank Drafts	4	4	0.00	758,093.97
EFT's	0	0	0.00	0.00
	321	148	0.00	1,711,702.56

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	317	136	0.00	953,608.59
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	0.00
Bank Drafts	4	4	0.00	758,093.97
EFT's	0	0	0.00	0.00
	321	148	0.00	1,711,702.56

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	1/2022	1,711,702.56
			1,711,702.56



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/8/2022

Item #: 2.5.

FROM:

Elise Semonian, Planning Director

SUBJECT:

Adoption of "an ordinance of the Town Council of the Town of San Anselmo amending San Anselmo Municipal Code Title 10 (Planning and Zoning), Chapter 6 (Accessory Dwelling Units), adding new section 10-6.210 Sale of Accessory Dwelling Units for Low and Moderate Income Housing" to comply with 2021 Assembly Bill 345, which requires the town to allow certain nonprofit corporations to sell an accessory dwelling unit to families of low or moderate income if certain conditions are met.

RECOMMENDATION

Adopt Attachment 1 "An Ordinance Of The Town Council of the Town of San Anselmo Amending San Anselmo Municipal Code Title 10 (Planning and Zoning), Chapter 6 (Accessory Dwelling Units) , Adding New Section 10-6.210 Sale of Accessory Dwelling Units for Low and Moderate Income Housing."

BACKGROUND/DISCUSSION

The Town Council introduced the ordinance on January 25, 2022. See prior staff report at town website: <https://sananselmo-ca.legistar.com/Calendar.aspx> (Item 21).

No comments have been received by staff since the January public hearing.

FISCAL IMPACT

None.

GENERAL PLAN CONSISTENCY

The ordinance is consistent with the programs in the General Plan Housing Element to encourage development of affordable housing.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

See ordinance for CEQA statement. The proposed regulations further the Climate Action Plan Program T-9 for Smart Growth Development and infill development.

CONCLUSION

Staff recommends adoption of the ordinance.

ORDINANCE NO. __

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
AMENDING SAN ANSELMO MUNICIPAL CODE TITLE 10 (PLANNING AND
ZONING), CHAPTER 6 (ACCESSORY DWELLING UNITS), ADDING NEW SECTION
10-6.210 SALE OF ACCESSORY DWELLING UNITS FOR LOW AND MODERATE
INCOME HOUSING**

WHEREAS, Accessory Dwelling Units expand the opportunity for small, lower cost, housing units in San Anselmo; and

WHEREAS, the Town has approved 100% of its share of the Regional Housing Need Allocation for the 2015-2023 Housing Element cycle and almost half of the approved units have been Accessory Dwelling Units; and

WHEREAS at its meeting of June 23, 2020, the Town Council discussed its desire to promote development of deed restricted affordable housing and affirmatively promote fair housing and equity; and

WHEREAS, the Town Council wants to provide additional opportunities for the development of affordable housing within existing neighborhoods by allowing nonprofit organizations to sell Accessory Dwelling Units separately from the primary residence for affordable housing pursuant to Government Code Section 65852.26; and

WHEREAS, on September 28, 2021, Governor Gavin Newsom signed AB-345, which requires local agencies to allow an accessory dwelling unit to be sold or conveyed separately from the primary residence to a qualified buyer if certain conditions are met; and

WHEREAS, on November 15, 2021, the Planning Commission conducted a public hearing on the proposed Zoning Ordinance amendments, and considered all staff reports, attachments, testimony and found the proposed ordinance consistent with the General Plan and recommended that the Town Council adopt the proposed ordinance; and

WHEREAS, the Town Council held a public hearing on January 25, 2022, to consider the Planning Commission recommendation and introduce the draft Ordinance; and has found that the provisions of this ordinance are consistent with the goals and policies of the Town's General Plan and other adopted ordinances and regulations of the Town;

WHEREAS, notice of the Planning Commission hearing was published in the Marin Independent Journal on November 5, 2021, and notice of the Town Council hearing was published in the Marin Independent Journal on January 15, 2022.

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

SECTION 1: The Town Council finds and determines that there is no possibility that the adoption of this ordinance will have a significant effect on the environment. The ordinance is intended to

modify existing local regulatory requirements to be consistent with State and local law which encourage development of Accessory Dwelling Units. The ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to Public Resources Code section 21080.17 as it implements the provisions of Government Code sections 65852.2 and 65852.22. Similarly, the ministerial approval of Accessory Dwelling Unit applications would not be a "project" for CEQA purposes, and environmental review would not be required prior to approving individual applications.

SECTION 2: Title 10 Planning and Zoning Section 10-6.209 Subsection (b) is amended to read as follows:

“(b) Except as provided in Section 10-6.210, the unit shall not be intended for sale separate from the primary residence (including creation of a stock cooperative or similar common interest ownership arrangement) and may be rented. Rental of accessory dwelling units approved after January 1, 2020, shall be for a term longer than 30 days. A deed restriction shall be recorded prior to issuance of the building permit that requires rental for a term longer than 30 days.”

SECTION 3: Title 10 Planning and Zoning is amended to add a new Section 10-6.210 Sale of Accessory Dwelling Units for Low and Moderate Income Housing as required by California Government Code Section 65852.26 to read as follows:

10-6.210 Sale of Accessory Dwelling Units for Low and Moderate Income Housing.

(a) For purposes of this section, the following definitions apply:

- (1) “Qualified Buyer” means persons and families of low or moderate income, as that term is defined in Section 50093 of the Health and Safety Code.
- (2) “Qualified Nonprofit Corporation” means a nonprofit corporation organized pursuant to Section 501(c)(3) of the Internal Revenue Code that has received a welfare exemption under Section 214.15 of the Revenue and Taxation Code for properties intended to be sold to low-income families who participate in a special no-interest loan program.

(b) Notwithstanding 10-6.209 (b) an accessory dwelling unit may be sold or conveyed separately from the primary residence to a qualified buyer upon receipt of a conditional use permit from the Planning Director pursuant to Government Code Section 65852.26. The Town Council may establish a fee for the permit. The Planning Director shall issue the permit upon receipt of evidence demonstrating the following requirements have been met.

- (1) The accessory dwelling unit or the primary dwelling was built or developed by a Qualified Nonprofit Corporation.
- (2) There is an enforceable restriction on the use of the land pursuant to a recorded contract between the Qualified Buyer and the Qualified Nonprofit Corporation that satisfies all of the requirements specified in Section 402.1(a)(10) of the Revenue and Taxation Code.

- (3) The property will be held pursuant to a recorded tenancy in common agreement that includes all of the following:
- (A) The agreement allocates to each qualified buyer an undivided, unequal interest in the property based on the size of the dwelling that each qualified buyer occupies.
 - (B) A repurchase option that requires the Qualified Buyer to first offer the Qualified Nonprofit Corporation to buy the accessory dwelling unit or primary dwelling if the buyer desires to sell or convey the property.
 - (C) A requirement that the Qualified Buyer occupy the accessory dwelling unit or primary dwelling as the buyer's principal residence.
 - (D) Affordability restrictions on the sale and conveyance of the accessory dwelling unit or primary dwelling that ensure the accessory dwelling unit and primary dwelling will be preserved for low-income housing for 45 years for owner-occupied housing units and will be sold or resold to a Qualified Buyer.
 - (E) Separate water, sewer, or electrical connection to a utility providing service to the primary residence, if required by that utility.
 - (F) If the tenancy in common agreement is recorded after December 31, 2021, it shall also include all the following:
 - a. Delineation of all areas of the property that are for the exclusive use of a cotenant. Each cotenant shall agree not to claim a right of occupancy to an area delineated for the exclusive use of another cotenant, provided that the latter cotenant's obligations to each of the other cotenants have been satisfied.
 - b. Delineation of each cotenant's responsibility for the costs of taxes, insurance, utilities, general maintenance and repair, improvements, and any other costs, obligations, or liabilities associated with the property. This delineation shall only be binding on the parties to the agreement, and shall not supersede or obviate the liability, whether joint and several or otherwise, of the parties for any cost, obligation, or liability associated with the property where such liability is otherwise established by law or by agreement with a third party.
 - c. Procedures for dispute resolution among the parties before resorting to legal action.
- (4) A condition of approval shall require a grant deed naming the grantor, grantee, and describing the property interests being transferred to be recorded with the Marin County

Clerk and a Preliminary Change of Ownership Report to be filed concurrently with the grant deed pursuant to Section 480.3 of the Revenue and Taxation Code.

SECTION 3: Severability. To the extent allowed under State law, the Town Council hereby declares every section, paragraph, sentence, cause and phrase is severable. To the extent allowed under State law, if any section, paragraph, sentence, clause or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 4: Inclusion in the San Anselmo Municipal Code. It is the intention of the San Anselmo Town Council that the text in Section 2 be made a part of the San Anselmo Municipal Code and that the text may be renumbered or relettered and the word "Ordinance" may be changed to "Section", "Chapter", or such other appropriate word or phrase to accomplish this intention.

SECTION 5: This Ordinance shall go into effect thirty (30) days from its adoption and shall be posted or published as required by State law.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the San Anselmo Town Council on January 25, 2022, and was adopted at a regular meeting of the San Anselmo Town Council on _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Alexis Fineman, Mayor

ATTEST: Carla Kacmar, Town Clerk



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/8/2022

Item #: 2.6.

FROM:

Dannielle Mauk, Community Services Director

SUBJECT:

Special Event Application: First Responder Therapy Dog Bake Sale

RECOMMENDATION

That Council approve the application for the First Responder Therapy Dog bake sale at Imagination Park on February 12, 2022, from 11am to 1:30pm.

BACKGROUND

First Responder Therapy Dogs are certified therapy dog teams who address behavioral health needs by providing emotional support to first responders with the use of therapy dogs. Their teams make scheduled visits to fire stations, police departments and 911 call takers. Some of their favorite places to visit are Central Marin Police, Ross Valley Fire, Marin County Fire and Marin CHP. They are a 501.c nonprofit and provide all their services free of charge.

DISCUSSION

Archie Williams High School has a First Responder Therapy Dog club that has been helping the First Responder Therapy Dogs organization with fundraising. They would like to partner together on February 12, 2022, from 11am to 1:30pm and have a bake sale at Imagination Park. They will provide a few of their therapy dogs for the community to pet and get to know. It is a good opportunity for the community to get to know more about the organization.

The attached application and proof of insurance provide details of the event.



TOWN OF SAN ANSELMO

Recreation Department
1000 Sir Francis Drake Blvd.
San Anselmo, CA 94960
(415) 258-4640

APPLICATION FOR COMMUNITY-BASED EVENTS

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

EVENT INFORMATION

Name of event: First Responder Therapy Dog Valentines bake Sale
 Organization(s) presenting the event: First Responder Therapy Dogs / ACWH Club
 Other event sponsor(s), if any: _____
 Contact Person: Heidi Carman Phone Number: 415-699-1774
 Address: 54 Tierra Vista Way email: heidicarman1@gmail.com
 Event Date(s): San Rafael, CA 94901 Feb. 12, 2022
 Start and end times: 11:00am to 1:30 pm
 Number of attendees (estimate): 20
 Location: Imagination Park
 Will alcohol be served or sold? Yes ___ No ☒

Brief Description of Event:

The ACWH First Responder Therapy Dog Club will hold a bake Sale and we will have 5-7 First responder therapy dogs there for people to pet.
 First Responder Therapy dogs is a 501.c3 non profit and insured

Public space requested:

☐ Creek Park ☐ Creek Park Parking Lot
☐ Pine Street Parking Lot ☐ Magnolia Parking Lot
☐ Town Hall Lawn ☐ Council Chambers
☒ Other Imagination park

☐ San Anselmo Avenue: from (cross streets) _____ to _____
☐ Tunstead Avenue: from (cross streets) _____ to _____
☐ Other street(s): from (cross streets) _____ to _____
☐ Other space use (e.g. parking spaces) _____
☐ Other Facilities: _____



FIRSRES-01

TDAROU

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/31/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sportsmen's Insurance Agency Plan PO Box #799 Cape Vincent, NY 13618-0799		CONTACT NAME: PHONE (A/C, No, Ext): (929) 294-7297		FAX (A/C, No):
		E-MAIL ADDRESS:		
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Hanover Insurance Company		22292
INSURED First Responder Therapy Dogs 2100 4th St. #C153 San Rafael, CA 94901		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	X		RHSH489926 00	1/13/2022	1/13/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☒ N / A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Town of San Anselmo
1000 Sir Francis Drake Blvd
San Anselmo, CA 94960

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/8/2022

Item #: 2.7.

FROM:

Dannielle Mauk, Community Services Director

SUBJECT:

Special Event Application: Lion Dance by the Library

RECOMMENDATION

That Council approve the application for the Marin Chinese Cultural Association Lion dance team to perform on the Town Hall lawn on February 12, 2022, from 11am to 12:30pm.

BACKGROUND

The San Anselmo Public Library strives to provide high quality lifelong learning, cultural enrichment, and intellectual stimulation for the community. The library has offered this event in partnership with the Marin Chinese Cultural Association Lion Dance Team in the past and showcased the Chinese tradition of Lion Dance to welcome the Lunar New Year. They look forward to continuing this relationship and bringing this beautiful cultural event to the San Anselmo community.

DISCUSSION

The incredible Lion Dance Team would return to San Anselmo for another exciting performance. The library would celebrate the Lunar New Year with the Marin Chinese Cultural Association Lion dance team performing traditional Lion Dances.

The performance would take place on Town Hall lawn on February 12, 2022, from 11am to 12:30pm. This is a community performance for all ages.

The attached application provides details of the event.



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

APPLICATION FOR COMMUNITY-BASED EVENTS

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

EVENT INFORMATION

Name of event: Marin Chinese Cultural Association Lion Dance Team

Organization(s) presenting the event: San Anselmo Public Library

Other event sponsor(s), if any: n/a

Contact Person: Jennie Waskey

Phone Number: (415) 258-4656

Address: 110 Tunstead Ave

Email: jwaskey@townofsananselmo.org

Event Date(s): Saturday, February 12

Start and end times: 11:00-12:30pm

Number of attendees (estimate): 100

Location: Town Plaza

Will alcohol be served or sold?

Yes _____ No ☒ _____

Brief Event Description:

The incredible Lion Dance Team is back to perform in San Anselmo! Celebrate with Marin Chinese Cultural Association as the Lion Dance Team performs traditional Lion Dances for Lunar New Year. For all ages.

Public space requested:

☐ Creek Park

☐ Pine Street Parking Lot

☒ Town Hall Lawn

☐ Imagination Park

☐ Other: _____

☐ Creek Park Parking Lot

☐ Magnolia Parking Lot

☐ Council Chamber

☐ Memorial Park

_____ San Anselmo Avenue: from (cross streets) _____	to _____
_____ Tunstead Avenue: from (cross streets) _____	to _____
_____ Other street(s): from (cross streets) _____	to _____
_____ Other space use (e.g. parking spaces) _____	
_____ Other Facilities: _____	

Additional Comments on the Public Space Requested:

The performance is approximately 20-30 minutes with expected minimal impact on the Covid Clinic.

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

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

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

Standards & Objectives

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

Does the event:

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



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/8/2022

Item #: 2.8.

FROM:

David P. Donery, Town Manager

SUBJECT:

Authorize the Town Manager to Execute an Interagency Agreement with the Town of Fairfax to provide Climate Action Coordinator Services to the Town of San Anselmo

RECOMMENDATION

That the Council authorize the Town Manager to execute an Interagency Agreement with the Town of Fairfax to provide Climate Action Coordinator Services to the Town of San Anselmo in substantially the same form as the attached proposed agreement, subject to final approval by the Town Attorney (Attachment 1).

BACKGROUND

On February 11, 2020, the Town Council adopted a resolution joining a regional, national and international climate emergency mobilization effort at all levels of government to reverse global warming. The impacts of climate change are being felt equally in Town and in our neighboring jurisdiction, the Town of Fairfax. Each Town has adopted a Climate Action Plan and established a Climate Action Committee and is committed to effecting real change through local efforts.

To that end, the Councils in both Towns have recognized the need for a champion to lead conversations, develop key stakeholder connections, build community support through a cohesive communication plan, and usher in action plans, programs, and policies to effect measurable change. Staff believes that combining efforts through an interagency agreement to share the services of a Climate Action Coordinator is the most effective and efficient use of public funds.

DISCUSSION

The Towns have successfully recruited and secured a candidate to serve as a Climate Action Coordinator for the two jurisdictions. The attached proposed Interagency Agreement reflects the arrangement between the Towns and was approved by the Fairfax Council on February 2, 2022.

Under the agreement, Fairfax will be the employer for the position and the Town will pay Fairfax an amount equal to the fully-burdened hourly rate paid by Fairfax to the employee and a proportionate share of any direct costs of necessary equipment and materials. For the FY 2021-2022, the hourly pay rate for the employee will be \$30.77 and the amount billed by Fairfax to San Anselmo that will include the pay rate plus benefit and other costs will be no less than \$48.41 per hour and must not exceed \$50.00 per hour. Fairfax will invoice San Anselmo monthly, and the invoice must accurately detail all hours or portions of hours worked by

its employee on behalf of San Anselmo for the preceding month.

The Town Manager is seeking the Council's authorization to execute an interagency agreement in substantially the same form at the attached agreement to share the services of the Fairfax Climate Action Coordinator with the Town of San Anselmo.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Authorizing the Town Manager to execute an agreement allowing for shared services for a Climate Action Coordinator 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).

Contracting for Climate Action Coordinator services will allow the Town to meet more of the goals set forth in the Climate Action Plan more efficiently and without burdening Town staff.

Attachment 1 - Proposed Interagency Agreement

AGREEMENT BETWEEN THE TOWN OF FAIRFAX AND THE TOWN OF SAN ANSELMO FOR CLIMATE ACTION SERVICES

This Agreement is made and entered into this ____ day of February 2022 (the "Date of the Agreement"), by and between the TOWN OF FAIRFAX (hereinafter "Fairfax"), and the TOWN OF SAN ANSELMO (hereinafter "San Anselmo") (Fairfax and San Anselmo will be referred to collectively herein as the "Towns").

RECITALS

WHEREAS, the Towns have for many years provided mutual aid and other support/coordination in connection with their various municipal activities; and

WHEREAS, both Towns employ full-time employees to deliver ongoing core services and programs; and

WHEREAS, the Towns have identified a need for assistance in coordinating their independent environmental initiatives related to GHG emission reduction and climate change adaptation plans; and

WHEREAS, This work requires a unique set of professional skills including expertise in climate action, community organizing, and local policy development and is anticipated to last approximately two years and at just less than 20 hours a week for each town, and

WHEREAS, the Towns would like to appoint a Climate Action Coordinator to provide these services and realize it would be challenging if not impossible to retain an individual with the requisite skill set for the hours and term available individually, and

WHEREAS, Fairfax and San Anselmo can assist each other in obtaining a qualified individual with the authority to perform the requisite duties in either community through an interagency agreement for services.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. PROJECT COORDINATION/DESCRIPTION.

The Town Manager for the Town of Fairfax, or appropriate designee, is hereby designated the PROJECT MANAGER for Fairfax, and the Town Manager of San Anselmo, or appropriate designee is hereby designated the PROJECT MANAGER for San Anselmo. Within their respective jurisdictions, each shall supervise all aspects of the progress and execution of this Agreement as to all climate action, environmental sustainability, climate change adaptation, and GHG emission reduction related activity carried out by the Climate Action Coordinator.

2. SHARING OF CLIMATE ACTION COORDINATOR.

Fairfax will provide San Anselmo with a Climate Action Coordinator who will provide the services set forth in Exhibit A hereto. Fairfax and San Anselmo will collaborate in the recruitment of said individual and Fairfax will be the employer and will assign the appointee under this Agreement and may assign different individuals as it sees fit. However, San Anselmo's Town Manager has the authority to reject/not accept any such individual employee.

3. COMPENSATION.

For the full performance of the services described herein San Anselmo will pay Fairfax an amount equal to the fully burdened hourly rate paid by Fairfax to the employee assigned to San Anselmo and a proportionate share of any direct costs of necessary equipment and materials such as a computer or phone to perform the work for each hour worked. For the FY 2021-2022, the hourly rate for the employee will be \$30.77 and the amount billed by Fairfax to San Anselmo will be no less than \$48.41 per hour and must not exceed \$50.00 per hour. Fairfax will invoice San Anselmo monthly, and the invoice shall accurately detail all hours or portions of hours worked by its employee on behalf of San Anselmo for the preceding month. San Anselmo agrees to pay all such invoices promptly.

4. TERM OF AGREEMENT.

The Term of this Agreement will start from the Date of the Agreement and continue until terminated according to with Section 5 below.

5. TERMINATION.

A. Either party may terminate this Agreement without cause upon thirty (30) days written notice.

B. 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) daytime period.

C. 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.

6. INDEMNITY.

A. San Anselmo shall defend, hold harmless and indemnify Fairfax, its elected and appointed officials, officers, agents, and/or employees from any and all claims for injuries to persons and/or damage to property, and/or economic damages which arise out of the performance of this Agreement, and which result from the negligent acts or omissions of San Anselmo, its officers, agents and/or employees, or the failure to abide by any obligations under this Agreement.

B. Fairfax shall defend, hold harmless and indemnify San Anselmo, its elected and appointed officials, officers, agents and/or employees from any and all claims for injuries to persons and/or damage to property, and/or economic damages which arise out of the performance of this Agreement, and which result from the negligent acts or omissions of Fairfax, its officers, agents, and/or employees, or the failure to abide by any obligations under this Agreement.

C. In the event of the concurrent negligence of San Anselmo, its officers, agents and/or employees, and Fairfax, its officers, agents and/or employees, then the liability for any and all claims for injuries or damages which arise out of the performance of this Agreement shall be apportioned under California's Theory of Comparative negligence as presently established or may be hereafter modified.

7. NOTICES.

All notices required under this Agreement shall be in writing and shall be delivered by first class mail, postage prepaid, or by email transmission addressed as follows:

Fairfax: Town of Fairfax
142 Bolinas Road.
Fairfax, CA 94930
Attn: Town Manager
Email: apolitzer@townoffairfax.org

San Anselmo: Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960
Attn: Town Manager
Email: ddonery@townofsananselmo.org

Notice by first class mail shall be deemed given on the third daily after it was deposited with the United States Postal Service. Notice by email transmission shall be deemed given upon verification of receipt if received before 5:00 p.m. on a regular business day or else on the next business day.

8. INDEPENDENT CONTRACTOR.

It is understood that this Agreement is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture, agent-principal relationship or partnership is formed as a result of this Agreement. No employee or agents of one party or any of its contractors or subcontractors shall be deemed, or represent themselves to be, employees of the other party.

For the purposes, and for the duration, of this Agreement, the Town of Fairfax Town Manager and any personnel assigned to provide project services to San Anselmo will act in the capacity of an Independent Contractor for San Anselmo, and not as an employee of San Anselmo.

For the purposes, and for the duration, of this Agreement, the San Anselmo Town Manager and any personnel assigned to provide project services to Fairfax shall act in the capacity of an Independent Contractor for Fairfax, and not as an employee of Fairfax.

9. MISCELLANEOUS

A. VENUE, ATTORNEYS' FEES.

Any suit or action initiated by either party shall be brought in Marin County, California. In the event any party incurs attorney's fees, costs or other legal expenses to enforce provisions of this Agreement against the other party, all such fees, costs, and expense shall be recoverable by the prevailing party.

B. DOCUMENTS

During the progress of work on any project or service as described in Exhibit A or in a subsequent amendment to this Agreement, all records, documents, materials of evidence, and communications related to each project or service provided under the Agreement and any subsequent amendments, shall be provided to and kept by the City for whom the service is provided.

C. ENTIRE AGREEMENT -- AMENDMENTS.

- i. 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.
- ii. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter of this Agreement.
- iii. 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. **SEVERABILITY.** If any provisions of this Agreement are held invalid by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby if such remainder would continue to serve the purposes and objectives originally contemplated by the Parties.

E. **REMEDIES, CHOICE OF LAW.** No remedy or election exercised hereunder shall be deemed exclusive but shall be cumulative with all other remedies at law or in equity. This Agreement shall be governed by the laws of the State of California.

F. **FORCE MAJURE.** Any provision, delay or stoppage which is due to strikes, labor disputes, inability to obtain labor, materials, equipment or reasonable substitutes therefor, acts of God, governmental restrictions or requisitions or controls, judicial orders, enemy or hostile government actions, civil commotion, fire or other casualty, epidemics or pandemics, gubernatorial orders, orders of the County Health Officer, or other causes beyond reasonable control of the party obligated to perform hereunder, shall excuse performance by such party for a period equal to the duration of such prevention, delay or stoppage.

G. **MEDIATION.** Should any dispute arise out of this Agreement, the parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the parties. If a mediated settlement is reached, neither party shall be deemed the prevailing party for purposes of the settlement and each party shall bear its own legal costs.

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

TOWN OF FAIRFAX

ADAM W. POLITZER, Interim Town Manager

TOWN OF SAN ANSELMO

DAVID DONERY, Town Manager

APPROVED AS TO FORM:

Janet Coleson, Town Attorney

Megan H. Acevedo, San Anselmo Town Attorney

EXHIBIT A

Subject to the terms and conditions of this Agreement, Fairfax will provide the following services to San Anselmo:

- Up to .5 full-time equivalent Climate Action Coordinator to perform Climate Action, Community organizing, and local policy development and implementation.
- Services will commence on the date the successful candidate is appointed and will continue until terminated as described in the Agreement.
- Fairfax will invoice San Anselmo and San Anselmo will make payment to Fairfax in accordance with the Agreement.
- San Anselmo will collaborate with Fairfax and participate equally in the recruitment and selection of the appointee.
- Personnel performing this service will be and will remain employees of Fairfax for purposes of salary and benefits. The position will be 37.5 hours a week and included in the unrepresented employee group as a temporary employee. The position will be limited term for a period of two years. At least three and not more than six months before the end of the two-year period, San Anselmo and Fairfax will meet to discuss whether to continue or end the position.
- The Fairfax Town Manager or designee will provide performance evaluations to the appointee and the San Anselmo Town Manager or designee will provide input toward performance conversations at least twice during the two-year term at six months and between 12 and 18 months.



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/8/2022

Item #: 2.9

FROM:

David P. Donery, Town Manager

SUBJECT:

Consider authorizing the Mayor to sign a letter in support of the Sustainable and Equitable Growth of Rooftop Solar, particularly for Low-Income and Disadvantaged Communities, via the Net Energy Metering (NEM) 3.0 Proceeding.

RECOMMENDATION

Authorize the Mayor to sign a letter in support of the Sustainable and Equitable Growth of Rooftop Solar, particularly for Low-Income and Disadvantaged Communities, via the Net Energy Metering (NEM) 3.0 Proceeding.

BACKGROUND

In December of 2021, MCE sent a letter in support of the Sustainable and Equitable Growth of Rooftop Solar, particularly for Low-Income and Disadvantaged Communities, via the Net Energy Metering (NEM) 3.0 Proceeding. As the Town's represented on the MCE Board of Directors, Councilmember Greene has requested that San Anselmo send a letter in support of this effort

DISCUSSION

Attached is the proposed letter which further defines the program and what the letter is supporting.

Attachment 1 - Draft letter

Alexis Fineman
Mayor

Eileen Burke
Council Member

Steve Burdo
Vice Mayor

Brian Colbert
Council Member

Ford Greene
Council Member



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

Governor Gavin Newsom
1303 10th Street, Suite 1173
Sacramento, CA 95814

California Public Utilities Commission
505 Van Ness Ave.
San Francisco, CA 94102
December 08, 2021

RE: The Town of San Anselmo supports the Sustainable and Equitable Growth of Rooftop Solar, Particularly for Low-Income and Disadvantaged Communities, via the Net Energy Metering (NEM) 3.0 Proceeding.

Dear Governor Newsom and CPUC Commissioners,

As a member agency of Marin Clean Energy (MCE), the Town of San Anselmo requests your support to ensure that rooftop solar coupled with storage continues to grow sustainably, and equitably, through the existing Net Energy Metering (NEM) 3.0 proceeding.

Robust adoption of distributed energy resources (DERs), such as solar plus storage, is fundamental in the fight against climate change. Further, increased solar plus storage adoption increases resiliency for the entire grid, and has the potential to lessen the impacts of the climate crisis via reductions in greenhouse gas emissions. High DER penetration also creates green jobs to benefit our communities. NEM allows customers to power their homes, apartments, nonprofit organizations, businesses, cities, and schools using clean solar energy by giving them a bill credit for the excess clean electricity they send to the grid. Today, the sustainable and equitable growth of rooftop solar is under question. California's investor-owned utilities (IOU) and other parties in the proceeding are proposing to make changes which would impact the financial incentives of NEM customers.

Some studies show that historically, rooftop solar adoption has disproportionately benefited higher income, white, single-family homeowners. MCE¹ is focused on creating sustainable and equitable outcomes for our member communities. When determining the structure of the program under a NEM 3.0 framework, MCE urges you to consider those customers who have traditionally been excluded from the benefits of NEM, such as those who are lower-income and/or live in multi-unit dwellings and disadvantaged communities (DACs).

¹ 1 Barbose, Galen L., et al. Residential Solar-Adopter Income and Demographic Trends: 2021 Update. Lawrence Berkeley National Laboratory (LBNL), Berkeley, CA 2021.

MCE is focused on getting battery storage, coupled with solar, into our communities to help with resiliency during emergency outages and PSPS events, and to improve grid health and reliability. Battery storage is especially important for medically vulnerable customers, critical facilities, and in DACs, where Public Safety Power Shutoff (PSPS) events have been an added burden. These battery solutions, coupled with solar, shift the benefits of solar to the evening, when the energy is needed most, and they reduce the need for fossil-based generation in the 4-9 pm timeframe. NEM solutions should bolster and incentivize storage to improve grid health and community resilience.

The proposed policy changes to NEM would make going solar more expensive to future customers, increase the amount of time it takes to pay off their investments and ultimately have the potential to limit the amount of rooftop solar (and solar plus storage) in California. Some of the proposed changes would also create monthly fixed fees that MCE customers could not avoid in their transmission and distribution charges to Pacific Gas & Electric (PG&E), regardless of the Net Surplus Compensation (NSC) that is provided by MCE.

In particular, it is critical to consider impacts to our low-income communities like those in the California Alternate Rates for Energy (CARE) and Family Electric Rate Assistance (FERA) discount programs, who may wish to enroll in NEM but may be discouraged from doing so if the financial incentives are decreased too significantly.

To promote a sustainable and equitable NEM future, the Town of San Anselmo urges a strong focus on incentivizing solar plus storage adoption (particularly among low-income customers and those living in DACs), avoiding punitive fees for installing solar, and ensuring any changes do not dissuade customers from installing battery storage. There may be a need for a modest grid-use charge for NEM customers who rely on the grid during non-solar hours, relative to their actual grid impact, to avoid cross-subsidization, but there should be no “penalty” fees for NEM customers. Any such grid-use charge should be carefully researched and developed before implementation to confirm it would not act as a disincentive to battery storage adoption.

Therefore, we oppose any CPUC proposal that imposes a penalty fee on past or future solar and solar + storage adopters. It is critical that low- and middle-income customers (including homeowners and renters) as well as those living in disadvantaged communities are not discouraged from enrolling in NEM programs. Potential solutions to consider include:

- Expanding NEM benefits for residents with household incomes at or below 80 percent of the area median income, as determined by the Department of Housing and Community Development;
- Exempting low-income customers, especially those that live in High Fire Thread District (HFTD) areas or DACs, or those who have experienced multiple PSPS events from additional fixed charges.
- Providing stronger incentives for low-income customers that live in HFTD areas to install solar plus storage systems;
- Exempting low-income customers and those who live in DACs from additional fixed charges;
- Providing stronger upfront incentives for low-income customers and those who live in a DAC to install solar plus storage systems; and
- Exempting customers who install batteries from any proposed fixed charges (and providing compensation for those DERs), as their batteries provide additional grid benefits.

California has long been a model for the clean energy transition, and what happens here will inform the clean energy landscape across the United States. As we emerge from the economic and public health crises caused by COVID-19, the Town of San Anselmo urges you to maintain the benefits of solar energy

for all Californians when storage is included, ensure that rooftop solar plus battery storage continues to grow sustainably and equitably, and focus investment on the ratepayers and communities who are at the forefront of the social justice and climate crisis.

Sincerely,

Alexis Fineman, Mayor
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960
afineman@townofsananselmo.org

i



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/8/2022

Item #: 3.

FROM:

Jeff Zuba, Finance & Administrative Services Director

SUBJECT:

Fiscal Year 2020-2021 Audited Basic Financial Statements

RECOMMENDATION

That Council accept the Annual Audited Basic Financial Statements for the fiscal year ended June 30, 2021, prepared by Maze & Associates.

BACKGROUND

Maze & Associates, Certified Public Accountants, conducted the audit of the Town's financial statements. Based on their examination of Town records and procedures, they have issued an "unqualified" opinion for the Town's financial statements.

This is the first year of the Town's contract with Maze & Associates to conduct the audit of the financial statements for the Town. Copies of the documents are included in the Town Council packet. They are also included as part of the agenda packet available for public viewing on the Town's website. Katherine Yuen, Vice President of Maze & Associates, will present the report to the Town Council on February 8, 2022. Following action by the Council, the document will be available for public viewing in the Finance Department for a period of 30 days and will be posted on the Town's website.

The basic financial statements include balance sheets, revenue, and expenditure reports for each of the Town's funds, and notes on a number of items designated by the auditor. This section also includes government-wide financial statements as required by the Governmental Accounting Standards Board (GASB) Statement No. 34. This information regarding the Town's financial position includes such items as valuation of the Town's fixed assets, capitalization and depreciation of those assets, indebtedness related to those assets, and information on the debt service and employee benefit accruals.

Also included in this section is the reporting of the Town's unfunded net pension liability as required by GASB No. 68. This liability takes into account both employer and employee contributions, investment earnings and benefits paid out by the pension plan trustee, CalPERS. The annual expense is reported and calculated based upon investment earnings, member pension contributions, less benefits paid out. The Town's net pension liability is \$8,903,583. The Town issued Pension Obligation Bonds in fiscal year 2021-2022 to address this liability. This issue is referenced as a subsequent event in the footnotes of the financial statements.

Fiscal year 2020-2021 marks the fourth year of implementation of the new Other Postemployment Benefits (OPEB)

accounting standard issued by the Governmental Accounting Standards Board (GASB) known as GASB 75. The requirements, which will affect all public agencies with defined benefit programs other than pension, are very similar to those of GASB 68. The Net OPEB liability as of this date was measured to be \$1,800,607.

At the highest summary level, the government-wide statements show that the Town's net position is \$29,714,408 which is an increase of \$4,013,258 as compared to last year. The increase is primarily due to budget constraint and cut back of spending, various infrastructure projects, and payments made to reduce debt related liabilities. Unlike previous years, the General Fund, Measure D Sales Tax Fund, Emergency Projects, and Downtown Revitalization Fund are presented as separate funds for ease of reading the financial statements and fiscal transparency.

The General Fund's combined ending fund balance as of June 30, 2021, was \$6,264,830 as compared to \$4,437,465 as of June 30, 2020, restated. The other major funds ending fund balance shown on the Town's financials is the Measure D Sales Tax Fund 's ending balance was \$812,102, Grants fund was \$106,404, Recreation was \$343,672, and Road Maintenance was \$253,972. The funds not listed above are considered non-major funds with details provided in the supplemental information beginning on page 75 of the attachment annual report.

General Fund

Given the financial pressure from the pandemic, the Town was focused on the year end results and the potential effect on the Town's reserves. General Fund is the fund that maintains the Town's operating activities and its reserves. As shown on page 70 of the attached report, Total General Fund actual revenue exceeded the budgeted revenue by \$2,134,425. Property tax revenues remained strong, with a growth in line with prior years as properties change ownerships. The revenue in other areas was stable in fiscal year 2020-21 was from sales taxes, licenses and permits revenue, and fines and forfeitures, as there was less volatility compared to the previous fiscal year from the COVID-19 pandemic. Expenditures and transfers-out for the general fund were \$280,942 more than the budgeted amount, mainly because of contracted services for engineering plan checks and the corp yard. These costs were covered by plan check revenue and position vacancies.

Pleased that the June 30, 2021, General Fund balance ended on track with \$3,455,219 of unassigned fund balance (page 53), which is about 19.2% of the combined expenditures and transfers-out amount in the 2022-23 budget. Also, in the committed fund balance is \$1,669,817 or 9.2% set aside for general fund reserve to align with Resolution No. 3962 stipulating the creation of the commitment. Those dollars available for general fund spending is 28.45% fund balance reserve mentioned at the January 25, 2022, Town Council meeting when discussing the mid-year budget.

The conclusion presented in the independent auditor's report is that the basic financial statements present fairly, in all material respects, the financial position of the Town as of June 30, 2021. The results of its operations and cash flows of its proprietary fund types for the fiscal year are in conformity with generally accepted accounting principles. This conclusion is known as a "clean audit report."

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's discussion of this item is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

CONCLUSION

The audit report outlined above provides the Council with an overview of the fiscal condition and internal control of the Town as of June 30, 2021. The recommended action is the accept the auditor's report.

TOWN OF SAN ANSELMO
California

Annual Financial Report

June 30, 2021

Town Council

Brian Colbert	Mayor
Alexis Fineman	Vice Mayor
Steve Burdo	Member
Ford Greene	Member
Eileen Burke	Member

Appointed Officials

Town Manager
David P. Donery

Finance & Administrative Services Director
Jeffery Zuba

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TOWN OF SAN ANSELMO**Table of Contents**

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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor
Members of the Town Council
Town of San Anselmo, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of San Anselmo (Town), California, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based upon our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town, as of June 30, 2021, and the respective changes in financial position and where applicable, cash flows thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matters

As discussed in Note 15, the Town restated the beginning balances of the net positions of the Insurance Internal Service Fund and the Governmental Activities

In addition, management adopted the provisions of Governmental Accounting Standards Board Statement Number 84 – *Fiduciary Activities*, which became effective during the year ended June 30, 2021. As a result of the implementation, the beginning fund balance of the aggregate remaining fund information and the beginning net position balance of the Governmental Activities were restated as discussed in Note 1Q.

These emphases of matters do not constitute a modification to our opinions.

Other Matters

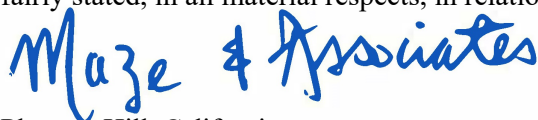
Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, and other Required Supplementary Information as listed in the Table of Contents be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historic context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Town's basic financial statements as a whole. The Supplemental Information as listed in the Table of Contents are presented for purposes of additional analysis and are not a required part of the financial statements.

The Supplementary Information are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.



Pleasant Hill, California
February 2, 2022

MANAGEMENT'S DISCUSSION & ANALYSIS

***Prepared by Management
(unaudited)***

Town of San Anselmo Management's Discussion and Analysis June 30, 2021

The Management Discussion and Analysis (MD&A) provides an overview of the Town of San Anselmo (the "Town") activities and financial performance for the fiscal year ended June 30, 2021. To obtain a complete understanding of the Town's financial condition, this document should be read in conjunction with the accompanying Basic Financial Statements and Notes to the Basic Financial Statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements consist of three components: Government-wide Financial Statements, Fund Financial Statements, and Notes to the Basic Financial Statements. This report also contains required and other supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements

The Government-wide Financial Statements consist of the Statement of Net Position, and the Statement of Activities. These statements are designed to provide readers with a broad overview of the Town's finances, in a manner like a private-sector business. They provide information about the activities of the Town as a whole and present a longer-term view of the Town's finances.

The Statement of Net Position presents information on all of the Town's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The Statement of Activities presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, some of the revenue and expenses reported in this statement may result in cash flows only in future fiscal periods, such as revenue related to uncollected taxes or interest expense incurred but not paid.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other governmental entities, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Funds of governmental entities are divided into three categories: Governmental Funds, Proprietary Funds, and Fiduciary Funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on both short-term inflows and outflows of spendable resources and the remaining year-end balances available for spending. This information may be useful in evaluating a government's near-term financing requirements. Because the focus of governmental fund financial statements is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the statement of revenue, expenditures, and changes in fund balances provide a reconciliation to assist the reader with this comparison between governmental funds and governmental activities.

**Town of San Anselmo
Management's Discussion and Analysis
June 30, 2021**

The Town maintains 23 individual governmental funds. In the governmental funds balance sheet, and the statement of revenue, expenditures, and changes in fund balances, information is presented separately for the following funds considered to be major funds:

- General Fund
- Measure D Sales Tax Fund
- Grants Fund
- Recreation Fund
- Road Maintenance Fund

Special Revenue Funds: these funds generally account for revenue derived from specific sources. These funds are required by statute or ordinance to finance particular functions or activities of government or are restricted as to their use, and include the following funds:

- Community Facilities Master Plan Fund
- Downtown Revitalization Fund
- Emergency Projects Fund
- Gas Tax Fund
- Library Tax Fund
- Isabel Cook Community Center Fund
- Robson House Fund
- Special Events Fund
- Measure A Parks Fund
- Creekside Commons Fund
- Measure C Wildfire Tax Fund
- Snack Shack Fund

Capital Project Funds: these funds are used to account for the construction of capital facilities or acquisition of equipment and include the following funds:

- Capital Reconstruction fund
- Equipment Replacement fund

Debt Service Fund: these funds are used to account for and accumulate financial resources to be used for principal and interest payments on the Town's long-term obligations, and include the following funds:

- Measure G Debt Service, Bond Series 2003
- Measure G Debt Service, Bond Series 2011
- Municipal Lease Fund
- Measure G Debt Service, Bond Series 2020

Proprietary Funds

The Town currently reports one Internal Service fund; the Insurance fund. This fund accounts for the premium payments as well as the self-insured portion of the Town's workers' compensation and liability insurance programs.

**Town of San Anselmo
Management's Discussion and Analysis
June 30, 2021**

Notes to the Financial Statements

The Notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The Notes follow the Basic Financial Statements.

Required Supplementary Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information in addition to this discussion and analysis concerning the Town's budgetary to actual comparison schedules, its schedule of funding progress for the other postemployment benefits plan, and its cost-sharing multiple-employer defined benefits pension plan schedule, which is administered by CalPERS as trustee for the plan. This report presents combining nonmajor fund financial statements, which follow the required supplementary information section.

FINANCIAL HIGHLIGHTS

Government-wide Financial Statement Highlights

- The Government-wide statement of net position, appearing as the first statement of the basic financial statements and summarized in Management's Discussion and Analysis, reports the Town's total assets to be \$46,626,646, deferred outflows of resources at \$1,954,575, total liabilities of \$17,747,427, deferred inflows of resources at \$1,119,387, and net position of \$29,714,408.
- The Town's total revenue for governmental funds of \$26,755,287 was offset by total expenses of \$24,462,499, resulting in an increase in governmental fund balances of \$2,292,788.
- The Town's capital assets totaled \$32,856,415, net of \$13,607,409 in accumulated depreciation.
- The Town's long-term debt and obligations totaled \$13,575,731 as of June 30, 2021, a decrease of \$1,826,992 over the prior fiscal year. The decrease is mainly contributed from payments made to reduce the general obligation bonds, pension obligation bonds, and municipal lease.

Fund Financial Statement Highlights

- Governmental Funds – As of the close of fiscal year 2021, the Town's governmental funds reported a combined ending fund balance of \$10,520,343 as compared to \$8,227,555 as of June 30, 2020. Of this total amount, \$41,466 is nonspendable, \$3,767,778 is restricted, \$1,803,518 is committed, \$1,452,362 is assigned, and \$3,455,219 is unassigned.
- Governmental fund resources totaled \$25,221,516, a decrease of \$361,423 from the those of the previous year. Approximately \$2,178,794 was due to a reduction grant revenue offset by increases in property taxes and licenses and permit fees.
- Governmental fund expenditures decreased by \$1,710,999 to \$23,013,838 from \$24,724,837 in the prior year, due primarily to the reduction in activities as a result of the COVID-19 pandemic.

Government-wide Financial Statement Analysis

A condensed presentation of the Statement of Net Position is presented in the following table comparing last fiscal year to the most recently completed fiscal year:

**Town of San Anselmo
Management's Discussion and Analysis
June 30, 2021**

**Statement of Net Position
Comparison of FY 2021 and FY 2020**

	June 30		Amount	Percent
	2021	2020	Change	Change
<u>Assets</u>				
Current and other assets	\$ 13,770,231	\$ 11,353,477	\$ 2,416,754	21%
Capital assets, net	32,856,415	31,648,379	1,208,036	4%
Total assets	46,626,646	43,001,856	3,624,790	8%
<u>Deferred outflows</u>	1,954,575	2,095,306	(140,731)	-7%
Totals	48,581,221	45,097,162	3,484,059	8%
<u>Liabilities</u>				
Current and other liabilities	3,860,810	2,674,482	1,186,328	44%
Noncurrent liabilities	13,886,617	15,634,733	(1,748,116)	-11%
Total liabilities	17,747,427	18,309,215	(561,788)	-3%
<u>Deferred inflows</u>	1,119,387	1,716,280	(596,893)	-35%
Totals	18,866,814	20,025,495	(1,158,681)	-6%
<u>Net Position</u>				
Net investment in				
capital assets	29,513,428	27,539,136	1,974,292	7%
Restricted	3,773,002	3,626,972	146,030	4%
Unrestricted	(3,572,022)	(6,094,441)	2,522,419	-41%
Total net position	\$ 29,714,408	\$ 25,071,667	\$ 4,642,741	19%

Net position of \$29,714,408 at June 30, 2021 as compared to \$25,071,667 at the close of the prior fiscal year changed due to the following:

- Current governmental assets increased by \$2,416,754, primarily due to the budget constrain and cutting back of spending.
- Net capital assets increased by \$1,208,036 due to additional infrastructure projects, such as Bolinas Construction project and various paving projects, etc.,
- Total liabilities decreased by \$561,788 due payments made to reduce the general obligation bonds, pension obligation bonds, and municipal lease.
- Noncurrent liabilities of \$13,886,617 included the unfunded net pension liability, noncurrent portion of insurance claim liabilities, the noncurrent portion of long-term debt, and the postemployment benefit plan obligation.

**Town of San Anselmo
Management's Discussion and Analysis
June 30, 2021**

General Government Functions

A condensed presentation of the Statement of Activities is presented in the following table comparing last fiscal year to the most recently completed fiscal year:

Statement of Activities Comparison of FY 2021 and 2020				
	June 30		Amount	Percent
	2021	2020	Change	Change
<u>Revenue</u>				
Program revenue	\$ 2,724,428	\$ 4,996,609	\$(2,272,181)	-45%
General revenue	20,894,619	19,242,975	1,651,644	9%
Total revenue	<u>23,619,047</u>	<u>24,239,584</u>	<u>(620,537)</u>	-3%
<u>Expenses</u>				
General government	3,728,403	3,359,842	368,561	11%
Public safety	8,957,468	9,009,414	(51,946)	-1%
Community development	335,414	457,019	(121,605)	-27%
Public works	4,173,518	3,635,917	537,601	15%
Culture and Recreation	2,313,364	2,728,418	(415,054)	-15%
Other	97,622	202,531	(104,909)	-52%
Total expenses	<u>19,605,789</u>	<u>19,393,141</u>	<u>212,648</u>	1%
Change in Net Position	4,013,258	4,846,443	(833,185)	-17%
Net Position - beginning	<u>25,701,150</u>	<u>20,225,224</u>	<u>5,475,926</u>	27%
Net Position - end of year	<u><u>\$ 29,714,408</u></u>	<u><u>\$ 25,071,667</u></u>	<u><u>\$ 4,642,741</u></u>	19%

- Total revenue decreased by \$620,537 due primarily to grant funding for various capital projects.
- Total expense increases were due to the continuing impact of GASB 68 (Pension Plan expense) and GASB 75 (OPEB retiree medical benefits plan expense).
- Public works expenses increased by \$537,601 due primarily to increased construction activity for FY2020-2021.

FINANCIAL ANALYSIS OF MAJOR GOVERNMENTAL FUNDS

General Fund

Total general fund revenue exceeded budgeted revenue by \$2,108,307. This includes property tax exceeding the budgeted amount by \$1,409,472 and Licenses and permit fees, exceeding the budget by \$378,845. Also, fines and forfeitures were \$59,937 less than the budgeted amount, which was resulted from COVID-19 pandemic impacts. Expenditures and *transfers out* for the general fund were \$280,942 more than the budgeted amount, mainly because of the reduction of activities as a result of shelter-in-place orders in response to the COVID-19 pandemic.

Town of San Anselmo Management's Discussion and Analysis June 30, 2021

Grants Fund

The Grants fund's purpose is to track grant proceeds, mainly those associated with street resurfacing, median maintenance, and other capital improvement projects. The revenue was received in 2020-21 was \$2,410,682 less than the budgeted amount due to capital projects not progressing as expected.

Recreation Fund

Recreation fund revenue is derived from its programs. During 2020-21, the department collected revenue in the amount of \$1,088,781, which was approximately \$319,344 less than the budgeted amount. Expenditures and transfers-out for the year totaled \$1,278,123. The ending balance decreased by approximately \$189,343 was directly attributable to the coronavirus pandemic and shelter-in-place orders.

Isabel Cook Complex Fund

The Isabel Cook Complex fund revenue exceeded expenditures in fiscal year 2020-21 by \$17,876, bringing the ending fund balance to \$8,495. This fund receives its revenue through rental income. The Town took these measures to offer some relief to artists that are struggling to pay the rent due to the COVID-19 impacts.

Capital Assets and Debt Administration

Capital Assets - the Town's investment in capital assets at year-end was \$32,856,417, net of depreciation; an increase of \$1,208,037 as compared with the previous fiscal year, primarily due to infrastructure improvements.

Long-term Debt and Obligations- the Town had \$13,575,731 outstanding in long-term debt and obligations (not including insurance claims). This is a decrease of \$1,826,992 as compared to the prior fiscal year. This decrease is primarily due to payments made to reduce the general obligation bonds, pension obligation bonds, and municipal lease.

ECONOMIC OUTLOOK AND BUDGET FOR 2021-2022

The Town continues to monitor the local economy and assesses an improving outlook. In fiscal year 2020, the local economy was stagnating from the global COVID-19 Pandemic where local businesses severely cutback on staffing and consumer demand for services plummeted. Meanwhile public health costs for mitigation and prevention dramatically increased to slow the spread of the virus. Moving forward to June 30, 2021, and beyond, the local economy is steadily expanding now with public health mitigation efforts taking effect and local confidence rising.

REVENUE

The Town's largest revenue source is property tax which account for 78% of the Town's total General Fund operating revenue, or 66% of total governmental funds revenue. Based on the most recent information available, General Fund secured property tax is expected to increase by 3.2%, as compared with the 2020-21 fiscal year.

Sales tax and transactions and use tax (Measure D) combined, represent the Town's second largest tax revenue generators. It has achieved a 8% gain over the previous year. The Town's annual budget, adopted in June 2021, includes \$2,396,366 in sales tax revenue.

The budget for permits and fee revenue was increased by \$170,000 due anticipated increased in construction activity and the new business license

Overall, other revenue sources are expected to be stable.

EXPENDITURES

Employee-related expenses account for approximately 78% of the Town operating expenditures, including the Fire and Police Service contract payments. In 2021-2022 Town employees received a 1.5% increase in July and 1.0% in January in their salary schedules. The overall increase to operating fund salaries for 2020-21 is estimated at approximately 7%. The overall increase provides an increase to salary schedules, scheduled step increases, and joint power contracts.

**Town of San Anselmo
Management's Discussion and Analysis
June 30, 2021**

On January 1, 2013, the California Public Employees Pension Reform Act of 2013 (PEPRA) went into effect. The Pension Reform Bill impacts new public employees and establishes a cap on the amount of compensation that can be used to calculate a retirement benefit. It also increases the age at which an employee is eligible for service credit retirement. In 2020-21, more than half of the Town's employees were enrolled in the PEPRA plan. PEPRA Plan Employees pay at least half their share of the normal retirement pension costs.

Normal retirement pension costs, the annual cost of service accrual for the upcoming year for active employees, is expected to increase by approximately \$32,945. This is the result of increased salary costs, and the discount rate increase. The Town pays no portion of the CalPERS retirement plan employee contribution. "Classic Employees," those enrolled in CalPERS or a reciprocal plan prior to January 1, 2013 without a significant break in service, pay 8% of salary as employee contributions, plus an additional 5.5% or 4.5% (depending on bargaining group) toward the employer contribution.

The Town has issued Pension Obligation Bonds to significantly reduce its unfunded pension liability in September 2021. Additionally, the Town has established a pension stabilization trust. The balance of this trust was approximately \$624,751 as of June 30, 2021. The balance in the trust can be used only to pay expenditures related to retirement costs.

The Town's experience with the Bay Cities Joint Powers Insurance Authority, our self-insurance pool, has remained fairly stable. Costs for Workers Compensation claims were as anticipated, but costs for liability claims were lower than anticipated. A fund transfer of \$450,000 to the Insurance Fund has been made to ensure that insurance reserves remain at the level deemed sufficient by the Bay Cities Joint Powers Insurance Authority to fund fully our outstanding claims going forward.

Fiscal Challenges

The long-term fiscal challenges facing the Town continue to be:

- Ensuring sufficient funds to maintain the Town's streets and storm drain infrastructure at current levels.
- Addressing aging infrastructure in Town buildings, parks and other public facilities, and replacing older, outdated equipment.
- Relying heavily on a relatively fixed tax base, restricted by a geography offering few development possibilities for tax revenue expansion.

Request for Information

This financial report is designed to provide our citizens, taxpayers, creditors and government regulators with a general overview of the Town's finances and to demonstrate the Town's accountability for the money it receives. Below is the contact address for questions about this report or requests for additional financial information.

Finance & Administrative Services Director
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960
(415) 258-4678

GOVERNMENT-WIDE FINANCIAL STATEMENTS

TOWN OF SAN ANSELMO
Government-wide Financial Statements
Statement of Net Position
June 30, 2021

	Governmental Activities
ASSETS	
Current Assets	
Cash and investments (Note 2)	\$ 11,376,205
Restricted cash and investments (Note 2)	624,751
Receivables	1,711,035
Prepaid expenses	58,240
Total current assets	<u>13,770,231</u>
Noncurrent Assets	
Capital assets, non-depreciable (Note 4)	5,368,111
Capital assets, net of depreciation (Note 4)	27,488,305
Total noncurrent assets	<u>32,856,416</u>
Total assets	<u>46,626,647</u>
Deferred Outflows of Resources	
Related to pension (Note 9)	1,738,579
Related to OPEB (Note 10)	215,996
Total deferred outflows of resources	<u>1,954,575</u>
LIABILITIES	
Current Liabilities	
Accounts payables	783,573
Accrued liabilities	23,095
Unearned revenue	473,074
Deposits payable	1,456,299
Interest payable	36,242
Compensated absences (Note 11)	16,102
Long term debt due in one year (Note 6)	943,312
Insurance claims due in one year (Note 12)	129,113
Total current liabilities	<u>3,860,810</u>
Noncurrent Liabilities	
Compensated absences (Note 11)	244,865
Long term debt due in more than one year (Note 6)	2,626,676
Insurance claims due in more than one year (Note 12)	310,886
Net Pension Liability (Note 9)	8,903,583
Net OPEB Liability (Note 10)	1,800,607
Total noncurrent liabilities	<u>13,886,617</u>
Total liabilities	<u>17,747,427</u>
Deferred Inflows of Resources	
Related to pension (Note 9)	402,592
Related to OPEB (Note 10)	716,795
Total deferred inflows of resources	<u>1,119,387</u>
NET POSITION (Note 7)	
Net investment in capital assets	29,513,428
Restricted	3,773,002
Unrestricted	(3,572,022)
Total net position	<u>\$ 29,714,408</u>

The accompanying notes to financial statements are an integral part of this financial statement

TOWN OF SAN ANSELMO
Government-wide Financial Statements
Statement of Activities
Year Ended June 30, 2021

Functions/Programs	Expenses	Program Revenue			Net (Expense)
		Charges for Services	Operating Grants	Capital Grants	Revenue and Change in Net Position
Governmental Activities:					
General government	\$ 3,728,403	\$ -	\$ 25,661	\$ -	\$ (3,702,742)
Public safety-police	4,546,889	-	120,297	-	(4,426,592)
Public safety-fire	4,410,579	-	-	-	(4,410,579)
Community development	335,414	221,754	4,929	20,940	(87,791)
Public works	4,173,518	508,629	-	727,240	(2,937,649)
Culture and recreation	2,313,364	1,088,781	6,197	-	(1,218,386)
Interest and fiscal charges	97,622		-	-	(97,622)
Totals	\$ 19,605,789	\$ 1,819,164	\$ 157,084	\$ 748,180	(16,881,361)

General Revenue

Property taxes	15,553,240
Sales taxes	2,466,209
Franchise taxes	807,419
Licenses and permits	1,310,345
Fines and forfeitures	61,563
Use of property and money	204,955
Other revenue	490,888
Total general revenue	<u>20,894,619</u>

Change in Net Position	4,013,258
Net Position - beginning, as restated (Notes 1Q and 15)	<u>25,701,150</u>
Net Position - end of year	<u>\$ 29,714,408</u>

The accompanying notes to financial statements are an integral part of this financial statement

FUND FINANCIAL STATEMENTS

TOWN OF SAN ANSELMO
Balance Sheet
Governmental Funds
June 30, 2021

	General	Measure D			Road	Other	Total
	Fund	Sales Tax	Grants	Recreation	Maintenance	Governmental	Governmental
		Fund	Fund	Fund	Fund	Funds	Funds
ASSETS							
Cash and investments (Note 2)	\$ 6,547,280	\$ 626,410	\$ -	\$ 876,371	\$ 334,227	\$ 2,472,031	\$ 10,856,319
Receivables	627,072	221,854	461,642	-	75	400,392	1,711,035
Prepaid expenses	28,398	1,494	-	6,580	1,943	3,050	41,465
Cash with trustee	624,751	-	-	-	-	-	624,751
Due from other funds (Note 3)	350,374	-	-	-	-	-	350,374
Total assets	<u>\$ 8,177,875</u>	<u>\$ 849,758</u>	<u>\$ 461,642</u>	<u>\$ 882,951</u>	<u>\$ 336,245</u>	<u>\$ 2,875,473</u>	<u>\$ 13,583,944</u>
LIABILITIES AND FUND BALANCES							
Liabilities:							
Payables	\$ 408,961	\$ 37,325	\$ 27,918	\$ 101,925	\$ 78,669	\$ 105,961	\$ 760,759
Accrued liabilities	17,520	331	-	2,243	(489)	3,490	23,095
Deposits payable	1,448,601	-	-	-	4,093	3,605	1,456,299
Unearned revenue	37,963	-	-	435,111	-	-	473,074
Due to other funds (Note 3)	-	-	327,320	-	-	23,054	350,374
Total liabilities	<u>1,913,045</u>	<u>37,656</u>	<u>355,238</u>	<u>539,279</u>	<u>82,273</u>	<u>136,110</u>	<u>3,063,601</u>
Fund Balances (Note 7):							
Nonspendable	28,399	1,494	-	6,580	1,943	3,050	41,466
Restricted	627,936	810,608	106,404	-	252,029	1,970,801	3,767,778
Committed	1,803,518	-	-	-	-	-	1,803,518
Assigned	349,758	-	-	337,092	-	765,512	1,452,362
Unassigned	3,455,219	-	-	-	-	-	3,455,219
Total fund balances	<u>6,264,830</u>	<u>812,102</u>	<u>106,404</u>	<u>343,672</u>	<u>253,972</u>	<u>2,739,363</u>	<u>10,520,343</u>
Total liabilities and fund balances	<u>\$ 8,177,875</u>	<u>\$ 849,758</u>	<u>\$ 461,642</u>	<u>\$ 882,951</u>	<u>\$ 336,245</u>	<u>\$ 2,875,473</u>	<u>\$ 13,583,944</u>

The accompanying notes to financial statements are an integral part of this financial statement

TOWN OF SAN ANSELMO
Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position
June 30, 2021

Total fund balances - governmental funds	\$ 10,520,343
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Amounts reported for Governmental Activities in the Statement of Net Position are different from those reported in the Governmental Funds above because of the following:

CAPITAL ASSETS

Capital assets used in Governmental Activities are not current assets or financial resources and therefore are not reported in the Governmental Funds.	\$32,856,416
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ALLOCATION OF INTERNAL SERVICE FUND NET POSITIONS

Internal service funds are not governmental funds. However, they are used by management to charge the costs of certain activities, such as insurance and central services and maintenance to individual governmental funds. The net current position of the Internal Service Funds are therefore included in Governmental Activities in the following line items in the Statement of Net Position.	73,848
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DEFERRED INFLOWS AND OUTFLOWS

The deferred outflows below are not current assets or financial resources; and the deferred inflows are not due and payable in the current period and therefore are not reported in the Governmental Funds.	
Deferred outflows	1,954,575
Deferred inflows	(1,119,387)

LONG-TERM LIABILITIES

The liabilities below are not due and payable in the current period and therefore are not reported in the Funds:	
Long-term debt	(3,569,988)
Interest payable	(36,242)
Compensated absences	(260,967)
Net OPEB liability	(1,800,607)
Net pension liability	(8,903,583)

Net position of governmental activities	\$ 29,714,408
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The accompanying notes to financial statements are an integral part of this financial statement

TOWN OF SAN ANSELMO
Statement of Revenue, Expenditures, and Change in Fund Balances
Governmental Funds
Year Ended June 30, 2021

	General	Measure D			Road	Other	Total
	Fund	Sales Tax	Grants	Recreation	Maintenance	Governmental	Governmental
REVENUE	Fund	Fund	Fund	Fund	Fund	Funds	Funds
Property taxes	\$ 14,214,800	\$ -	\$ -	\$ -	\$ -	\$ 1,338,440	\$ 15,553,240
Sales taxes	1,237,813	1,121,468	-	-	-	106,928	2,466,209
Franchise fees	807,419	-	-	-	-	-	807,419
Licenses and permits	1,310,345	-	-	-	-	-	1,310,345
Fines and forfeitures	61,563	-	-	-	-	-	61,563
Use of money and property	76,487	-	-	-	511	127,957	204,955
Intergovernmental	152,155	-	279,884	-	-	473,224	905,263
Charges for services	221,755	-	-	1,088,780	508,629	-	1,819,164
Other revenue	78,216	-	46,320	-	-	366,353	490,889
Total revenue	18,160,553	1,121,468	326,204	1,088,780	509,140	2,412,902	23,619,047
EXPENDITURES							
Current -							
General government	2,399,758	-	8,413	-	-	277,035	2,685,206
Public safety - police	4,546,889	-	-	-	-	-	4,546,889
Public safety - fire	4,382,002	-	-	-	-	1,467	4,383,469
Public works	2,688,720	105,604	39,136	-	189,811	431,255	3,454,526
Community development	356,216	-	-	-	-	-	356,216
Culture and recreation	802,753	-	-	1,204,387	-	258,898	2,266,038
Capital Outlay	-	514,541	291,755	-	1,105,882	89,410	2,001,588
Debt service							
Principal	211,000	-	-	-	-	914,759	1,125,759
Interest	16,902	-	-	-	-	122,626	139,528
Fees	1,400	-	-	-	-	750	2,150
Total expenditures	15,405,640	620,145	339,304	1,204,387	1,295,693	2,096,200	20,961,369
Excess of Revenue							
Over (Under) Expenditures	2,754,913	501,323	(13,100)	(115,607)	(786,553)	316,702	2,657,678
Other Financing Sources / (Uses)							
Refunded bonds issued (Note 6)	-	-	-	-	-	1,320,000	1,320,000
Premium on refunded bonds issued (Note 6)	-	-	-	-	-	213,771	213,771
Payments to refunded bond escrow agent	-	-	-	-	-	(1,448,661)	(1,448,661)
Transfers in (Note 3)	420,969	-	-	-	641,453	540,047	1,602,469
Transfers (out) (Note 3)	(1,348,517)	-	-	(73,736)	-	(630,216)	(2,052,469)
Total Other Financing Sources/ (Uses)	(927,548)	-	-	(73,736)	641,453	(5,059)	(364,890)
CHANGE IN FUND BALANCES	1,827,365	501,323	(13,100)	(189,343)	(145,100)	311,643	2,292,788
Fund balances - beginning (as restated Note 1Q)	4,437,465	310,779	119,504	533,015	399,072	2,427,720	8,227,555
Fund balances - end of year	\$ 6,264,830	\$ 812,102	\$ 106,404	\$ 343,672	\$ 253,972	\$ 2,739,363	\$ 10,520,343

The accompanying notes to financial statements are an integral part of this financial statement

TOWN OF SAN ANSELMO
Reconciliation of the Statement of Revenue, Expenditures, and Change in
Fund Balances of Governmental Funds to the Statement of Activities
for the Year Ended June 30, 2021

Change in fund balances - governmental funds	\$	2,292,788
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Amounts reported for governmental activities in the statement of activities
are different because:

Capital Assets

The acquisition of capital assets uses current financial resources but has no effect on net position.		1,963,005
The cost of capital assets is allocated over their estimated useful lives and and reported as depreciation expense in the statement of activities.		(901,050)

Measurement focus

Certain expenses reported in the statement of activities do not require the use
of current financial resources and therefore, are not reported as expenditures in
governmental funds. In addition, interest on long-term debt is not recognized under
the modified accrual basis of accounting until due, rather than as it accrues.

Change in accrued interest expense on long-term debt		32,723
Change in compensated absences expense liability		(18,991)
Change in net pension plan expense liability and deferrals		(354,093)
Change in net OPEB plan expense liability and deferrals		219,569

Long-term Liabilities and Obligations

Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.		1,125,759
Debt issuance is an inflow in the governmental funds, but the issuance adds long-term liabilities in the statement of net position		(1,320,000)
Bond premium is an inflow in the governmental funds, but the premium adds long-term liabilities in the statement of net position		(213,771)
Payment to refunded bond escrow agent is an outflow in the governmental funds, but the payment reduces long-term liabilities in the statement of net position		1,448,661
Gain on bond refunding is added to fund balance		11,333

Internal Service funds

Internal service funds are used by management to charge the costs of insurance to an individual fund. The net revenue (loss) is reported with governmental activities in the statement of activities.		(272,675)
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Change in net position of governmental activities	\$	4,013,258
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The accompanying notes to financial statements are an integral part of this financial statement

TOWN OF SAN ANSELMO
Proprietary Fund
Statement of Net Position
June 30, 2021

	Insurance Internal Service Fund
ASSETS	
Cash and investments (Note 2)	\$ 519,886
Prepaid expenses	16,775
Total assets	<u>536,661</u>
LIABILITIES	
Current liabilities:	
Payables	22,814
Claims payable - current (Note 12)	<u>129,113</u>
Total current liabilities	<u>151,927</u>
Noncurrent liabilities:	
Claims payable - due in more than one year (Note 12)	<u>310,886</u>
Total liabilities	<u>462,813</u>
NET POSITION	
Unrestricted	<u>73,848</u>
Total net position	<u><u>\$ 73,848</u></u>

The accompanying notes to financial statements are an integral part of this financial statement

TOWN OF SAN ANSELMO
Proprietary Fund
Statement of Revenue, Expenses, and Change in Net Position
Year Ended June 30, 2021

	Insurance Internal Service Fund
Charge for services	
OPERATING EXPENSES	
Insurance costs	\$ 722,675
Operating income (loss)	(722,675)
Transfers in (Note 3)	450,000
CHANGE IN NET POSITION	(272,675)
Net Position - beginning, as restated (Note 15)	\$346,523
Net Position - end of year	\$ 73,848

The accompanying notes to financial statements are an integral part of this financial statement

TOWN OF SAN ANSELMO
Proprietary Fund
Statement of Cash Flows
Year Ended June 30, 2021

CASH FLOWS PROVIDED BY (USED FOR)	Insurance Internal Service Fund
Operating Activities	
Cash paid to vendors and insurance claims	\$ (628,633)
Net cash provided (used)	(628,633)
Noncapital Financing Activities	
Transfers in	450,000
Net cash provided (used)	450,000
Net Increase (Decrease) in Cash	(178,633)
Cash and cash equivalents - beginning	698,519
Cash and cash equivalents - end of year	\$ 519,886
Operating Activities Analysis	
Operating Income (Loss)	\$ (722,675)
Reconciliation adjustments:	
(Increase) decrease in prepaid expenses	(427)
Increase (decrease) in payables	(9,751)
Increase (decrease) accrued liabilities	(19,566)
Increase (decrease) in claims	123,786
Net cash provided (used)	\$ (628,633)

The accompanying notes to financial statements are an integral part of this financial statement

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

The notes to the financial statements include a summary of significant accounting policies and other notes considered essential to fully disclose and fairly present the transactions and financial position of the Town as follows:

Note 1 – Summary of Significant Accounting Policies

Note 2 – Cash and Investments

Note 3 – Interfund Transfers

Note 4 – Capital Assets

Note 5 – Short-term Debt

Note 6 – Long-term Debt

Note 7 – Net Position and Fund Balances

Note 8 – Deferred Compensation

Note 9 – Pension

Note 10 – Other Postemployment Benefits Plan (OPEB)

Note 11 – Jointly Governed Organizations

Note 12 – Risk Management

Note 13 - Commitments and Contingencies

Note 14 – Subsequent Events

Note 15 – Prior Period Adjustment

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

Note 1 - Summary of Significant Accounting Policies

The Town of San Anselmo, California, was incorporated in 1907 under the laws of the State of California within Marin County. The Town operates under a Council-Manager form of government. The Town provides municipal services to its citizens including the public safety (police and fire), streets and related improvement, public improvements, planning and zoning, community services (parks, recreation, and library), and general administrative support.

A. Reporting Entity

The Town of San Anselmo is an independent town and is governed by a five-member Town Council elected by the Town residents at large. The posts of mayor and vice-mayor rotate among council. The Town is legally separate and fiscally independent, which means it can issue debt, adopt, and modify budgets and fees, and sue or be sued. These financial statements present the Town as the Primary Government for which it is considered financially accountable.

B. Basis of Presentation

The Town's Basic Financial Statements are prepared in accordance with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the United States.

These GASB Standards require that the financial statements described below be presented:

Government-Wide Statements: The Statement of Net Position and the Statement of Activities display information about the primary government. These statements include the financial activities of the overall Town government, except for fiduciary activities.

Eliminations have been made to minimize the double counting of internal activities. However, the interfund services provided and used are not eliminated in the process of consolidation. These statements distinguish between the governmental and business-type activities of the Town. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions. Business-type activities are financed, in whole or in part, by fees charged to external parties.

The Statement of Activities presents a comparison between direct expenses and program revenues for each segment of the business-type activities of the Town and for each function of the Town's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include: (a) charges paid by the recipients of goods or services offered by the programs; (b) grants and contributions that are restricted to meeting the operational needs of a particular program; and (c) fees, grants and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements: The fund financial statements provide information about the Town's funds, including fiduciary funds and blended component units. Separate statements for each fund category — governmental, proprietary, and fiduciary — are presented. The emphasis of fund financial statements is on major individual governmental and enterprise funds, each of which is displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as nonmajor funds.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues, such as charges for services, and expenses, such as contractual services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as investment earnings, and expenses, such as interest expenses, result from nonexchange transactions or ancillary activities.

C. Major Funds

Major funds are defined as funds that have either assets plus deferred outflows of resources, liabilities plus deferred inflows of resources, revenues or expenditures equal to ten percent of their fund-type total and five percent of the grand total. Major governmental and enterprise funds are identified and presented separately in the fund financial statements. All other funds, entitled non-major funds, are combined, and reported in a single column, regardless of their fund-type. The General Fund is always a major fund. The Town may also select other funds it believes should be presented as major funds based on qualitative factors.

The Town reported the following major governmental funds in the accompanying financial statements:

General Fund - The General Fund accounts for all general revenues of the Town not specifically levied or collected by other Town funds and their related expenditures. The General Fund also accounts for all financial resources of a governmental unit which are not accounted for in another fund.

Measure D Sales Tax Fund - The Measure D Sales Tax Fund accounts for collection of the temporary voter-approved sales tax proceeds. The Town Council has committed the funds to be used for capital project purposes.

Grants Fund - The Grants Fund accounts for various intergovernmental revenue sources, i.e., federal, state, or local, of which are restricted primarily for road and other infrastructure improvement.

Recreation Fund - The Recreation Fund accounts for the Town's Recreation Fees charged to the community for sports, outdoor leisure, arts and other outdoor activities. These proceeds are for funding such programs.

Road Maintenance Fund - The Roads Maintenance Fund accounts for the Town's levied Road Impact Fee proceeds. These proceeds are used specifically for road maintenance and improvement projects as designated by the Town Council.

The Town also reports the following fund types:

Internal Service Funds - The fund accounts for the Town's insurance claims and premiums, such as general liability, worker's compensation, state unemployment, and flood-related. All of which are provided to the primary government on a cost-reimbursement basis.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

D. Basis of Accounting

The government-wide and proprietary fund financial statements are reported using the economic resources measurement focus and the full accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Town considers all revenues reported in the governmental funds to be available if the revenues are generally collected within sixty days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on governmental long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. Governmental capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of governmental long-term debt and acquisitions under capital leases are reported as other financing sources.

Those revenues susceptible to accrual are taxes, intergovernmental revenues, use of money and property revenue, charges for services, fines and penalties, and license and permit revenues. Sales taxes collected and held by the State at year-end on behalf of the Town are also recognized as revenue.

Non-exchange transactions, in which the Town gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On the accrual basis, revenue from taxes is recognized in the fiscal year for which the taxes are levied or assessed. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The Town's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

All proprietary are accounted for using the accrual basis of accounting. Their revenues are recognized when earned, and their expenses are recognized when incurred.

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position or fund balance that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the statement of financial position or balance sheet will sometimes report a separate section for deferred inflows or resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

E. Budgets and Budgetary Accounting

The Town adopts a budget annually for all funds, except for the capital projects funds, which are budgeted on the project length basis. This budget is effective July 1 for the ensuing fiscal year. From the effective date of the budget, which is adopted by the Town Council, and controlled at the fund level, the amounts stated therein as proposed expenditures become appropriations to the various Town departments. The Town Council may amend the budget during the fiscal year. The Town Manager or his designee is authorized to transfer budgeted amounts between departments and between line items within any fund. However, any revisions which alter the total expenditures of any fund must be approved by the Town Council. Transfers between funds must be approved by the Town Council. All appropriations lapse at year end. Supplemental changes in appropriations that have been adopted by the Town Council have been included in the budget versus actual statements.

Annual budgets are adopted on a basis consistent with generally accepted accounting principles except for capital projects funds. The capital projects funds are budgeted on a project length basis and, therefore, are not comparable on an annual basis.

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the Governmental Fund types during the fiscal year. The Town does not utilize encumbrance accounting.

F. Cash and Cash Equivalents

The Town considers all highly liquid investments (including restricted assets) with maturities of three months or less when purchased to be cash equivalents. The Town maintains a cash and investment pool that is available for use by all funds.

G. Prepaid Expenses

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

H. Capital Assets

Capital assets are defined by the Town as assets with an initial, individual cost of more than \$10,000 for all asset classifications except for Building Improvements, of which are capitalized at an initial cost above \$25,000, and that have a useful life of two or more years. All capital assets, which include roads, bridges, landscaping, sidewalks, storm drains, vehicles, equipment, buildings, and street lighting systems are valued at historical cost or estimated historical cost if the actual historical cost is not available. Contributed or donated assets are valued at their acquisition value on the date contributed.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase is reflected in the capitalized value of the asset constructed, net of interest earned on the invested proceeds within the same pool.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

All capital assets with limited useful lives are depreciated during their estimated useful lives. The purpose of depreciation is to allocate the cost of capital assets equitable among all users during the life of these assets. The amount charged to depreciation expense each year represents that year's pro rata share of the cost of capital assets.

Depreciation is provided using the straight-line method, which means the cost of the asset is divided by its expected useful life in years, and the result is charged to expense each year until the asset is fully depreciated. The Town has assigned the useful lives listed below to capital assets:

Buildings	50 years
Building improvements	20 years
Improvements other than Buildings	35 years
Infrastructure	50 years
Equipment and Machinery	5 to 20 years

I. Compensated Absences

The liability for compensated absences includes the vested portions of vacation and compensated time off as directed by the applicable MOU or other Town Resolution. For all governmental funds, a liability of these amounts is reported only if they have matured, for example, as a result of employee resignations and retirements. The remaining portion is recorded as a liability in the Statement of Net Position. The liability for compensated absences is determined annually.

Compensated absences activities for the year ended June 30, 2021 were as follows:

Beginning Balance	\$ 241,976
Additions	228,526
Deletions	<u>(209,535)</u>
Ending Balance	<u>\$ 260,967</u>
Current Portion	<u>\$ 16,102</u>

J. Property Tax

State of California Constitution Article XIII A provides that the combined maximum property tax rate on any given property may not exceed 1% of its assessed value unless an additional amount for general obligation debt has been approved by voters. Assessed value is calculated at 100% of market value as defined by Article XIII A and may be adjusted by no more than 2% per year unless the property is sold, transferred, or substantially improved. The State Legislature has determined the method of distribution of receipts from a 1% tax levy among the counties, cities, school districts and other districts. Marin County assesses properties, bills for and collects property taxes on the schedule that follows:

<u>Secured</u>	<u>Unsecured</u>	
Valuation/liens dates	January 1	January 1
Levy dates	July 1	July 1
Due dates (delinquent as of)	50% on November 1 (December 10)	July 1 (August 31)
	50% on February 1 (April 10)	

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

For assessment and collection purposes, property is classified as either “secured” or “unsecured” and is listed accordingly on separate parts of the assessment roll. The “secured roll” is that part of the assessment roll containing State-assessed property and real property having a tax lien that is sufficient, in the opinion of the County Assessor, to secure payment of the taxes. Unsecured property comprises all taxable property not attached to land, such as personal property or business property. Every tax levied by a county that becomes a lien on secured property has priority over all present and future private liens arising pursuant to State law on the secured property, regardless of the time of the creation of the other liens. A tax levied on unsecured property does not become a lien against the taxed unsecured property but may become a lien on other property owned by the taxpayer.

Property taxes are levied and recorded as revenue when received in the fiscal year of levy because of the adoption of the “alternate method of property tax distribution,” known as the Teeter Plan, by the Town and the County of Marin. The Teeter Plan authorized the auditor-controller of the County of Marin to allocate 100% of the secured property taxes billed, but not yet paid. The County of Marin remits tax monies to the Town in three installments, as follows:

55% remitted on December 15
 40% remitted on April 15
 5% remitted on June 15

The Town does not have the ability to control the levy rate, or the amount of property taxes remitted by the County because these are governed by State law.

K. Deferred Inflows/Outflows of Resources

Deferred outflows of resources represent a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until then. The Town has only the deferred charges related to pension and OPEB activities qualifying for reporting in this category. These charges are assumed to be amortized over a five-year period.

Deferred inflows of resources represent an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. The Town currently records deferred revenue that qualify for changes related to pension and OPEB activities. These activities are recognized ratably over time on a systematic and rational basis.

L. Fair Value Measurement

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 inputs are inputs - other than quoted prices included within level 1 - that are observable for an asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for an asset or liability.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

If the fair value of an asset or liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level input that is significant to entire measurement.

M. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

N. New Funds

The Town established the following new funds in fiscal year 2021.

Measure C Wildfire Prevention - In 2019, the County of Marin passed an Ordinance for the establishment of Marin County Measure C parcel tax for fire prevention purposes. The parcel tax is \$0.10 per building square foot and \$75 per multifamily unit. A joint powers authority called Marin Wildfire Prevention Authority (MWPA) was established by each of the local municipalities within the County to coordinate efforts on new County Ordinance. The Town joined the JPA as a recipient member for wildfire mitigation efforts, and accordingly set up a new Special Revenue Fund in fiscal year 2021 to account for the revenue and expenditures of the new special revenue source.

Measure G Series 2020 Debt Service - In July 2020, the Town refunded its Measure G General Obligation Bond Series 2003 into the 2020 Series General Obligation Bond. Accordingly, the Town established a new Debt Service Fund specific to the 2020 Series as stipulated within the Measure G legislation to account for the debt service and parcel tax proceeds received.

O. Renamed Funds

Emergency Projects - The Emergency Reserve Fund was renamed to Emergency Projects Fund.

P. Reclassified Funds

In fiscal year 2020-21, as part of the implementation of Governmental Accounting Standard Board (GASB) Statement 84, as discussed in Note 1Q, the Town reclassified the Snack Shack Fund, which was previously reported as an Agency Fund in the Town's financial statements, as a Special Revenue Fund.

In addition, in fiscal year 2020-21, the Town determined that the three subfunds (Downtown Revitalization Fund, Sales Tax Measure D Fund, and Emergency Projects Fund) that were previously reported as part of the General Fund should be reported as separate Special Revenue Funds on the Town's financial statements.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

Q. Implementation of New GASB Pronouncements

GASB Statement No. 84 – In January 2017, the GASB issued Statement No. 84, *Fiduciary Activities*. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The provisions of this Statement were implemented during fiscal year 2021. As part of the implementation of this Statement, it was determined that the Assessment Districts Group I Fund, previously reported as Agency Fund, be reported as Custodial Fund in the Fiduciary Statement of Net Position. The Town has implemented this Statement in fiscal year 2020-21. As part of the implementation, it was determined that the Snack Shack Fund, previously reported as an Agency Fund should be reported as a Special Revenue Fund. Consequently, the beginning fund balance of the beginning fund balance of the aggregate remaining fund information and the beginning net position balance of the Governmental Funds were increased by \$1,335.

GASB Statement No. 90 – In September 2018, the GASB issued Statement No. 90, *Majority Equity Interests, an amendment of GASB Statements No. 14 and No. 61*. The objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. The pronouncement became effective, but did not have a material effect on the Town's financial statements.

R. Upcoming GASB Pronouncements

GASB Statement No. 87 – In June 2017, the GASB issued Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases; enhancing the comparability of financial statements between governments; and also enhancing the relevance, reliability (representational faithfulness), and consistency of information about the leasing activities of governments. This Statement is effective for reporting periods beginning after June 15, 2021. The Town has not determined the effect on the financial statements.

GASB Statement No. 89 – In June 2018, the GASB issued Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*. The objectives of this Statement are (a) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (b) to simplify accounting for certain interest costs. This Statement is effective for reporting periods beginning after December 15, 2020. The Town has not determined the effect on the financial statements.

GASB Statement No. 91 – In May 2019, the GASB issued Statement No. 91, *Conduit Debt Obligations*. The objective of this statement is to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. The requirements of this Statement are effective for reporting periods beginning after December 15, 2021. The Town has not determined the effect on the financial statements.

GASB Statement No. 92 – In January 2020, the GASB issued Statement No. 92, *Omnibus 2020*. The objectives of this Statement are to enhance comparability in accounting and financial reporting to improve the consistency of authoritative literature by addressing practices issues that have been identified during implementation and application of certain GASB Statements. The Statement is effective for reporting periods beginning after June 15, 2021. The Town has not determined the effect on the financial statements.

TOWN OF SAN ANSELMO
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GASB Statement No. 93 – In March 2020, the GASB issued Statement No. 93, *Replacement of Interbank Offered Rates*. The objective of this Statement is to address the accounting and financial reporting implications that result from the replacement of an IBOR. The Statement is effective for reporting periods beginning after June 15, 2021.

The Town has not determined the effect on the financial statements.

GASB Statement No. 94 – In March 2020, the GASB issued Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The objective of this Statement is improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). The Statement is effective for reporting periods beginning after June 15, 2022. The Town has not determined the effect on the financial statements.

GASB Statement No. 96 – In May 2020, the GASB issued Statement No. 96, *Subscription-based Information Technology Arrangements*. The objective of this Statement is to provide guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). The Statement is effective for reporting periods beginning after June 15, 2022. The Town has not determined the effect on the financial statements.

GASB Statement No. 98 – In October 2021, the GASB issued Statement No. 98, *The Annual Comprehensive Financial Report*. The objective of this Statement is to address references in authoritative literature to the term comprehensive annual financial report. This Statement establishes the term annual comprehensive financial report and its acronym ACFR. That new term and acronym replace instances of comprehensive annual financial report and its acronym in generally accepted accounting principles for state and local governments. The pronouncement is effective for fiscal year 2021-2022. The Town chose to early implement this statement in fiscal year 2020-2021.

Note 2 - Cash and Investments

The Town's dependence upon property tax receipts, which are received three times a year, requires it to maintain significant cash reserves to finance operations during the remainder of the year. The Town pools cash from all sources and all funds except cash with fiscal agents so that it can be invested at the maximum yield, consistent with safety and liquidity. Individual funds can make expenditures at any time.

Investment income is allocated among funds on the basis of average month end cash and investment balances in these funds. Investments are carried at fair value.

A. Policies

The Town maintains an investment policy that emphasizes safety, liquidity, and reasonable market yield. This policy is reviewed and approved by the Town Council annually.

The Town is authorized to invest in individual investments and in investment pools. Individual investments are evidenced by specific identifiable securities instruments, or by an electronic entry registering the owner in the records of the institution issuing the security, called the book entry system. In order to increase security, the Town employs the trust department of a bank as the custodian of certain Town managed investments, regardless of their form.

TOWN OF SAN ANSELMO
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California Law requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the Town's cash on deposit, or first trust deed mortgage notes with a market value of 150% of the deposit, as collateral for these deposits. Under California Law this collateral is held in a separate investment pool by another institution in the Town's name and places the Town ahead of general creditors of the institution.

The Town's investments are carried at fair value, as required by generally accepted accounting principles. The Town adjusts the carrying value of its investments to reflect their fair value at each fiscal year end, and it includes the effects of these adjustments in income for that fiscal year.

B. Classification

Cash and investments as of June 30, 2021, are classified in the financial statements as shown below, based on whether or not their use is restricted under the terms of Town debt instruments or agency agreements.

Statement of Net Position

Cash and investments available for operations	\$ 11,376,205
Restricted cash and investments	624,751
Total Cash and Investments	\$ 12,000,956

Cash and Investments as of June 30, 2021 are comprised of the following categories:

Cash on hand (petty cash and change funds)	\$ 1,876
Deposits with financial institutions	2,371,474
Investment held by trust	624,751
Investment with Local Agency Investment Fund	9,002,855
Total Cash and Investments	\$ 12,000,956

C. Investments Authorized by California Government Code and the Town's Investment Policy

The Town's investment policy and the California Government Code allow the Town to invest in the following, provided the credit ratings of the issuers are acceptable to the Town, and approved percentages and maturities are not exceeded. The table also identifies certain provisions of the California Government Code, or the Town's Investment Policy where the Town's Investment Policy is more restrictive, that addresses interest rate risk, credit risk and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the Town, rather than the general provisions of the California Government Code or the Town's investment policy.

TOWN OF SAN ANSELMO
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The Town's investment policy and the California Government Code allow the Town to invest in the following:

Authorized Investment Type	Maximum Maturity	Minimum Credit Quality	Maximum in Portfolio	Maximum Investment In One Issuer
U.S. Treasury Bonds, Notes and Bills	5 years	N/A	No limit	No limit
U.S. Agency Securities and Instruments	5 years	N/A	No limit	No limit
California Municipal Obligations	5 years	A or equivalent	30%	5%
Medium-Term Corporate Notes	5 years	A or equivalent	30%	5%
California Local Agency Investment Fund (LAIF)	N/A	N/A	N/A	N/A
Passbook Savings Account Demand Deposit	N/A	N/A	N/A	N/A

(A) Other investments expressed in California Government Code may be used if approved by the Town Council.

D. Retirement Services Trust

On March 26, 2019, the Town Council adopted resolution 4266 approving the adoption of a Public Agencies Retirement Services Trust administered by PARS to establish a pension trust. This Trust is an irrevocable trust and qualifies as an Internal Revenue Section 115 trust. The investments within the Trust will assist the Town in mitigating the CalPERS contribution rate volatility in satisfying its Unfunded Actuarial Liability. The Town elected a discretionary investment approach, which allows the Town to maintain oversight of the investment management, control on target yield and the portfolio's risk tolerance, under the Moderately Conservative Index PLUS investment option. This pension trust is a secondary trust to the Town's CalPERS Pension Plan. The assets in the Trust will eventually be used to fund pension plan obligations.

E. Investments Authorized by Debt Agreements

Investments of debt proceeds held by a bond trustee are governed by provisions of the debt agreements, rather than the general provisions of the California Government Code or the Town's investment policy.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

F. Interest Rate Risk

Interest rate risk is the risk that changes in economic markets that will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to the changes in market interest rates. Information on the sensitivity of the fair values of the Town's investments (including investments held by bond trustees) to market interest rate fluctuations is provided by the following table that shows the distribution of the Town's investments by maturity at June 30, 2021:

Investment Type	Investment Maturities	
	Less Than One Year	Total
California Local Agency Investment Fund (LAIF)	\$ 9,002,855	\$ 9,002,855
Mutual Funds (PARS Trust)	624,751	624,751
Total Investments	<u>\$ 9,627,606</u>	9,627,606
Cash deposits in banks and on hand		<u>2,373,350</u>
Total Cash and Investments		<u>\$ 12,000,956</u>

The Town is a participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The Town reports its investment in LAIF at the fair value amount provided by LAIF, which is the same as the value of the pool share. The balance is available for withdrawal on demand, and is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Each regular LAIF account is permitted to have up to 15 transactions per month, with a minimum transaction amount of \$5,000, a maximum transaction amount of \$75 million and at least 24 hours advance notice for withdrawals of \$10 million or more. Bond proceeds accounts are subject to a one-time deposit with no cap and are set up with a monthly draw down schedule.

Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, United States Treasury Notes and Bills, and corporations. At June 30, 2021, these investments matured in an average of 291 days.

G. Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment when an investment matures. This is measured by the assignment of a credit rating by a nationally recognized statistical rating organization. As of June 30, 2021, None of the Town's investments were rated.

H. Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. As previously described, the Town's deposits are collateralized in accordance with California Government Code. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the Town's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments.

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Notes to Financial Statements
For the Year Ended June 30, 2021

I. Fair Value Measurements

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described as follows:

Level 1 - Investments whose values are based on quoted prices (unadjusted) for identical assets in active markets that a government can access at the measurement date.

Level 2 - Investments whose values are based on inputs other than quoted prices included within Level 1 that are observable for an asset, either directly or indirectly.

Level 3 - Investments whose values are based on unobservable inputs for an asset and may require a degree of professional judgment.

The asset's level within the hierarchy is based on the lowest level of input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs. The determination of what constitutes observable requires judgment by the Town's management. Town management considers observable data to be that market data, which is readily available, regularly distributed or updated, reliable, and verifiable, not proprietary, and provided by multiple independent sources that are actively involved in the relevant market. The categorization of an investment within the hierarchy is based upon the relative observability of the inputs to its fair value measurement and does not necessarily correspond to Town management's perceived risk of that investment.

Deposits and withdrawals in governmental investment pools, such as LAIF, and the Town's Retirement Services Trust are made on the basis of \$1 and not fair value. Accordingly, the Town's proportionate share in these types of investments is an uncategorized input not defined as a Level 1, Level 2, or Level 3 input.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

Note 3 - Interfund Transfers

A. Transfers

With Council approval, resources may be transferred from one Town fund to another. Transfers between Town funds during current fiscal year were as follows:

Fund Receiving Transfers	Fund Making Transfer	Amount Transferred
General Fund	Recreation Fund	\$ 73,736 (A)
	Non-Major Governmental Fund	347,233 (A)
Road Maintenance Fund	General Fund	425,000 (B)
	Non-Major Governmental Fund	216,453 (B)
Insurance Internal Service Fund	General Fund	450,000 (C)
Non-Major Governmental Funds	General Fund	473,517 (D)
	Non-Major Governmental Fund	66,530 (D)
		<u>\$ 2,052,469</u>

(A) To fund Library, debt service, maintenance and OPEB costs.

(B) To fund road maintenance and improvement capital projects.

(C) To fund insurance related premiums and claims

(D) To refund 2003 General Obligation Bond fund into 2020 General Obligation Bond Fund.

B. Current Interfund Balances

Current interfund balances arise in the normal course of business and represent short-term borrowings occurring as a result of expenditures which are paid prior to the receipt of revenues. These balances are expected to be repaid shortly after the end of the fiscal year when revenues are received. At June 30, 2021, the General Fund was due \$350,373 from the following funds for negative cash positions.

Due From Other Funds	Due To Other Funds	Amount
General Fund	Grants Fund	\$ 327,320
General Fund	Non-Major Governmental Fund	23,054
Total		<u>\$ 350,374</u>

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

Note 4 - Capital Assets

A. Capital Asset Additions and Retirements

The Town's capital asset activities for the year ended June 30, 2021, were as follows:

	Beginning Balance (as Restated, see Note 15)	Additions	Transfers	Ending Balance
<u><i>Non-depreciable Assets</i></u>				
Land	\$ 2,591,850	\$ -	\$ -	\$ 2,591,850
Construction-in-progress	2,436,545	1,900,102	(1,560,386)	2,776,261
Total Non-depreciable Assets	5,028,395	1,900,102	(1,560,386)	5,368,111
<u><i>Depreciable Assets</i></u>				
Buildings and improvements	17,128,515	-	-	17,128,515
Equipment and Furniture	1,669,144	62,903	-	1,732,047
Infrastructure	20,674,825	-	1,560,386	22,235,211
Total Depreciable Assets	39,472,484	62,903	1,560,386	41,095,773
<u><i>Less Accumulated Depreciation:</i></u>				
Building and improvements	(6,989,422)	(376,788)	-	(7,366,210)
Equipment and Furniture	(1,296,823)	(94,399)	-	(1,391,222)
Infrastructure	(4,420,174)	(429,863)	-	(4,850,037)
Total Accumulated Depreciation	(12,706,419)	(901,050)	-	(13,607,469)
Depreciable assets, net	26,766,065	(838,147)	1,560,386	27,488,304
Total capital assets, net	\$ 31,794,460	\$ 1,061,955	\$ -	\$ 32,856,415

B. Capital Asset Contributions

Some capital assets may be acquired using Federal and State grant funds, or they may be contributed by developers or other governments. These contributions are accounted for as revenues at the time the capital assets are contributed.

C. Depreciation Allocation

Depreciation expense is charged to functions and programs based upon usage of the related assets. The amounts allocated to each function or program are as follows:

General Government	\$ 168,508
Public Safety - Fire	27,110
Public Works	680,603
Culture and Recreation	24,829
Total Governmental Activities	<u>\$ 901,050</u>

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

D. Impairment Assessment

The Town assessed its capital assets to be appropriately stated as no impairment charge was determined as of June 30, 2021.

Note 5 - Short-term Debt

The Town issued a tax anticipation note in advance of property tax collections with the County of Marin, depositing the proceeds in its general fund on November 15, 2020. The note was issued at an interest rate of 3.0% and was due on December 15, 2020. This note is necessary because the Town's required payments to both the participating Joint Powers Authorities (Central Marin Police Authority and Ross Valley Fire Department) and its creditors. The JPA's are normally paid monthly. This cash flow timing difference is due to the Town's property tax collections being primarily received on December 15 and April 15 only.

	Beginning Balance	Issued	Redeemed	Ending Balance
Tax Anticipation Notes	\$ -	\$ 12,000,000	\$ (1,200,000)	\$ -

Total interest paid on the note to the County was \$2,884.

Note 6 - Long-term Debt

The Town generally incurs long-term debt to finance projects or purchase assets, which will have useful lives equal to or greater than the term of the related debt. Bond discounts and issuance costs of long-term debt issues are amortized during the life of the related debt.

A. Town Long-Term Debt

The Town's long-term debt activities for the year ended June 30, 2021, were as follows:

	Balance at June 30, 2020	Additions	Retirements	Balance at June 30, 2021	Current Portion
Loans and Leases From Direct Borrowing:					
2008 Municipal Lease	\$ 439,243	\$ -	\$ 139,758	\$ 299,485	\$ 146,312
2012 Pension Obligation Bonds	438,000	-	211,000	227,000	227,000
Subtotal Direct Borrowing	877,243	-	350,758	526,485	373,312
Obligation Bonds From Public Borrowing:					
2003 General Obligation Bonds	1,540,000	-	1,540,000	-	-
2011 General Obligation Bonds	2,130,000	-	620,000	1,510,000	450,000
2020 General Obligation Refunding Bonds	-	1,320,000	30,000	1,290,000	120,000
Plus: Unamortized Premium	74,727	213,771	44,995	243,503	-
Subtotal Public Borrowing	3,744,727	1,533,771	2,234,995	3,043,503	570,000
Long-Term Liabilities	\$ 4,621,970	\$ 1,533,771	\$ 2,585,753	\$ 3,569,988	\$ 943,312

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

B. Debt Service Requirements

Annual debt service requirements are shown for all long-term debt:

Year Ending June 30,	Governmental Activities			
	Loans and Leases From Direct Borrowing		Obligating Bonds from Public Borrowing	
	Principal	Interest	Principal	Interest
2022	\$ 373,312	\$ 18,414	\$ 570,000	\$ 101,856
2023	153,173	5,345	610,000	78,256
2024	-	-	330,000	59,456
2025	-	-	350,000	45,613
2026	-	-	370,000	30,584
2027-2031	-	-	570,000	35,000
Subtotal	526,485	\$ 23,759	2,800,000	\$ 350,765
Plus Unamortized Bond Premium	-		243,503	
Total	\$ 526,485		\$ 3,043,503	

C. Description of the Town's Long-Term Debt Issues

The balance of the Town's debt is in various forms as follows:

2003 General Obligation Bonds: On June 6, 1995, the voters and Town Council approved the consolidated General Obligation Bond issuance of \$10.8M. The Town issued these Bonds in four series, 1995, 1997, 2000 and 2003. The 2003 Series was issued on February 1, 2003 with a principal balance of \$2,565,000 to fund ongoing capital improvements to the Town's streets, storm drains, and the library building. The Bonds bear interest at an average rate of 4.6% of which are due semi-annually on February 1 and August 1 with principal repayments due on August 1 annually. In addition to issuing these Bonds, the Town was authorized to levy temporary parcel taxes on the property tax assessment to fund the debt service. On July 23, 2020, the Town refunded these Bonds with the issuance of the 2020 General Obligation Refunding Bonds in order to refinance the average interest rate at a lower rate. The reacquisition price of the 2020 Bonds was less than the net carrying amount of the 2003 Bonds by \$6,229. As result, the Town reduced the total debt service payments over 9 years by \$300,009 and obtained an economic gain (difference between the present values of the debt service payments on the old and new debt) of \$203,260.

2011 General Obligation Bonds: On March 22, 2011, the Town Council approved the refunding of the remaining balance of the previously issued General Obligation Bond Series 1995, 1997 and 2000 with the issuance of the \$5,955,000 General Obligation Bond Series 2011. The former Series were part of the 1995 Measure G Ballot Initiative where the voters approved of issuance of General Obligation Bonds to fund capital improvement projects for the Town's streets, storm drains and library building. Like the original Series, the Town is authorized to continue levying its temporary parcel tax on the property tax assessment to fund the debt service. The purpose of this refunding is to refinance the former Series at a lower interest rate into an average 3.8%. Interest on the 2011 Series is due semi-annually on February 1 and August 1, and principal payments are due on August 1 annually.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

2020 General Obligation Refunding Bonds: On May 12, 2020, the Town Council approved the refunding of the remaining balance of the previously issued General Obligation Bond Series 2003 with the issuance of the \$1,320,000 General Obligation Bond Series 2020. The former Series was part of the 1995 Measure G Ballot Initiative where the voters approved of issuance of General Obligation Bonds to fund capital improvement projects for the Town's streets, storm drains and library building. Like the original Series, the Town is authorized to continue levying its temporary parcel tax on the property tax assessment to fund the debt service. The purpose of this refunding is to refinance the former Series at a lower interest rate into an average 4%. Interest on the 2020 Series is due semi-annually on February 1 and August 1, and principal payments are due on August 1 annually.

2012 Pension Obligation Bonds: On February 14, 2012, the Town Council approved the issuance of the 2012 Taxable Pension Obligation Bonds in the amount of \$3,583,000 bearing an interest rate 3.641%. The Town is a member of the California Public Employees Retirement System (CalPERS) whereby the Administrator manages the Town's allocated pension plan. The purpose of this issuance was to pay the Town's Unfunded Actuarial Liability (UAL) as of that date with CalPERS with a fixed payment amount over the life of the Bond. Principal and interest are due semi-annually on June 30 and December 31. Repayments on this issuance is not limited to any special source of funds and is payable from any legally available moneys of the Town. Furthermore, the Town is not empowered or obligated to levy or pledge taxes to make payments on the Bonds.

2008 Municipal Lease: On February 1, 2008, the Town entered into a 15-year site lease agreement with Municipal Asset Management, Inc. ("Corporation"), whereby the Town agrees to sell to the Corporation the Town's Fire Station No. 19 and lease it back to the Town in exchange for \$1,700,000. At the expiration of the lease agreement, ownership of the Fire Station is to return back to Town. The purpose of this agreement was for the Town to obtain needed financing to remodel and renovate the local Fire Station. The Town accordingly accounted for the lease agreement as a capital lease due to the ownership interest in the property is to revert back to the Town at the end of the lease. Furthermore, the net book value of the Fire Station at the time the lease agreement was entered remained on the Town's books. In addition, capital improvements made to the Fire Station funded by the lease proceeds were recorded as leased assets. The capital lease obligation and leased asset are report on the Statement of Net Position. The capital lease obligation is amortized by periodic lease payments while the leased assets periodic depreciation expense. The agreed upon periodic payments are \$158,517 annually with interest calculated at an effective interest rate of 4.635%. Depreciation is recognized following the Town's depreciation policy where it is on a straight-line basis.

Note 7 – Net Position and Fund Balances

Net Position is measured on the full accrual basis, while Fund Balance is measured on the modified accrual basis.

A. Net Position

Net Position is the excess of all the Town's assets and deferred outflows over all its liabilities and deferred inflows, regardless of fund. Net Position is divided into three captions. These captions apply only to Net Position, which is determined at proprietary fund and the Government-wide level and are described below.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

Net Investment in Capital Assets - describes the portion of Net Position which is represented by the current net book value of the Town's capital assets, less the outstanding balance of any debt issued to finance these assets.

Restricted - describes the portion of Net Position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which the Town cannot unilaterally alter. These principally include developer fees received for use on capital projects, debt service requirements, and funds restricted for low and moderate housing purposes.

Unrestricted - describes the portion of Net Position which is not restricted to use.

B. Fund Balances

Governmental fund balances represent the net current assets of each fund. Net current assets generally represent a fund's cash and receivables, less its liabilities.

The Town's fund balances are classified in accordance with spending constraints imposed on the use of resources. For programs with multiple funding sources, the Town prioritizes and expends funds in the following order: Restricted, Committed, Assigned, and Unassigned. Each category in the following hierarchy is ranked according to the degree of spending constraint:

Nonspendables represents balances set aside to indicate items that do not represent available, spendable resources, even though they are a component of assets. Fund balances required to be maintained intact, such as permanent funds, and assets not expected to be converted to cash, such as prepaids, notes receivable, and land held for redevelopment, are included. However, if proceeds realized from the sale or collection of nonspendable assets are restricted, committed or assigned, then nonspendable amounts are required to be presented as a component of the applicable category.

Restricted fund balances have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose. Encumbrances and nonspendable amounts subject to restrictions are included along with spendable resources.

Committed fund balances have constraints imposed by formal action (through a resolution) of the Town Council, which may be altered only by formal action of the Town Council. Encumbrances and nonspendable amounts subject to council commitments are included along with spendable resources.

Assigned fund balances are amounts constrained by the Town's intent to be used for a specific purpose, but are neither restricted nor committed. Intent is expressed by the Town Manager or its designee as authorized by an adopted Town Council resolution and may be changed at the discretion of the Town Council or its designee. This category includes encumbrances; Nonspendables, when it is the Town's intent to use proceeds or collections for a specific purpose, and residual fund balances, if any, of Special Revenue, Capital Projects and Debt Service Funds which have not been restricted or committed through a council resolution. The Town Council has designated the Town Manager or his designee to determine the amount of assigned fund balances.

Unassigned fund balance represents residual amounts that have not been restricted, committed, or assigned. This includes the residual general fund balance and residual fund deficits, if any, of other governmental funds.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

Detailed classifications of the Town's Fund Balances, as of June 30, 2021, are below:

Fund Balances	Special Revenue Funds					Nonmajor Governmental Funds	Total
	General Fund	Measure D Sales Tax Fund	Grants Fund	Recreation Fund	Road Maintenance Fund		
Nonspendable:							
Prepaid Expenses	\$ 28,399	\$ 1,494	\$ -	\$ 6,580	\$ 1,943	\$ 3,050	\$ 41,466
Total nonspendable	28,399	1,494	-	6,580	1,943	3,050	41,466
Restricted for:							
Measure D Sales Tax	-	810,608	-	-	-	-	810,608
Road Maintenance Impact Fees	-	-	-	-	252,029	-	252,029
Grant Funded Projects	-	-	106,404	-	-	-	106,404
Parking Meter Fees	3,185	-	-	-	-	-	3,185
Restricted Pension Trust Cash	624,751	-	-	-	-	-	624,751
Library Parcel Tax	-	-	-	-	-	93,091	93,091
Measure C Wildlife Tax	-	-	-	-	-	280,283	280,283
Measure A Marin County parks	-	-	-	-	-	572,678	572,678
Creekside Commons	-	-	-	-	-	211,433	211,433
Measure G 2003 Debt Service	-	-	-	-	-	603,463	603,463
Measure G 2011 Debt Service	-	-	-	-	-	209,854	209,854
Total restricted fund balances	627,936	810,608	106,404	-	252,029	1,970,802	3,767,779
Committed for:							
Emergency Reserve	1,669,817	-	-	-	-	-	1,669,817
Pension Stabilization Reserve	133,701	-	-	-	-	-	133,701
Total Committed	1,803,518	-	-	-	-	-	1,803,518
Assigned for:							
Recreation Activities	-	-	-	337,093	-	-	337,093
Robson House Rental Income	-	-	-	-	-	27,212	27,212
Downtown Projects	-	-	-	-	-	10,947	10,947
Merchant Parking Fees	123,197	-	-	-	-	-	123,197
Emergency Projects	-	-	-	-	-	335,875	335,875
Community Facilities Plan	-	-	-	-	-	4,851	4,851
Town General Plan	226,561	-	-	-	-	-	226,561
Isabel Cook Rental Income	-	-	-	-	-	8,495	8,495
Special Town Events	-	-	-	-	-	10,923	10,923
Equipment Replacement	-	-	-	-	-	298,943	298,943
Capital Reconstruction	-	-	-	-	-	67,073	67,073
Snack Shack Reserve	-	-	-	-	-	1,191	1,191
Total assigned fund balances	349,758	-	-	337,093	-	765,510	1,452,361
Unassigned for:							
Unassigned Fund Balance	3,455,219	-	-	-	-	-	3,455,219
Total Fund Balances	\$ 6,264,830	\$ 812,102	\$ 106,404	\$ 343,673	\$ 253,972	\$ 2,739,362	\$ 10,520,343

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

C. Emergency Reserve Policy

The Town Council adopted a General Fund Reserve Policy in November 2014 to establish target reserve levels and the methodology for calculating reserve levels. The Policy also establishes criteria for the use of reserves and a process to replenish reserves.

The policies require the Town to strive to maintain the following fund balances:

1) Emergency and Cash Flow Reserve (Minimum 10%):

An emergency and cash flow reserve will be maintained for the purposes of (1) sustaining General Fund operations in the case of a public emergency, such as a natural disaster or other unforeseen catastrophic event; and (2) to cover sudden operating shortfalls caused by (a) a severe drop in revenues that cannot be sufficiently offset by a corresponding reduction in expenditures and/or other available resources, or (b) an unforeseen, unavoidable expenditure that must be paid from the General Fund.

This reserve level is measured as a percentage of annual operating expenditures. Budgeted operating expenditures are to be used for the purposes of budget allocations and projections, and actual operating expenditures are to be used for the purpose of measuring this reserve at fiscal year-end. This reserve may be expended only when the Town Council determines by resolution that such action is consistent with the purpose and intent of this policy.

The required reserve was determined to be \$1,669,827 at June 30, 2021, of which the Town did not expend resources from within the current fiscal year given the excess revenue of \$2.8m recognized within the General Fund.

2) Pension Rate Stabilization Reserve (Minimum 5%):

A pension rate stabilization reserve will be maintained by the Town for purposes of providing additional security from possible changes to required contributions from CalPERS. The Town already established a Section 115 Trust with CalPERS to be used specifically for having deposited monies serve as additional assets to cover potential deficiencies in pension payments, and this reserve is to add further funds to cover potential deficiencies actuarially determined from CalPERS as well.

This reserve level is to be measured as a percentage of gross eligible wages subject to the CalPERS retirement contribution. Actual wages and salaries are to be used for this purpose when determining the actual committed balance as of fiscal year-end. This reserve may be expended for any purpose other than pension costs only when the Town Council determines to do so by resolution.

The required reserve was determined to be \$133,701 at June 30, 2021.

Note 8 – Deferred Compensation

Town employees may defer a portion of their compensation under four separate, optional Town sponsored deferred compensation plans created in accordance with Internal Revenue Code Section 457. Under these Plans, participants are not taxed on the deferred portion of their compensation until distributed to them; distributions may be made only at termination, retirement, death or in an emergency as defined by the Plans.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

The Town has a Deferred Compensation Plan administration agreement with ICMA to provide for the administration and management of employees' deferred compensation plan assets. The agreement incorporates changes in the laws and IRS regulations governing deferred compensation plan assets, which require plan assets to be held for the exclusive benefit of plan participants and their beneficiaries. Since the assets held under the plan are not the Town's property and are not subject to claims by general creditors of the Town, they have been excluded from these financial statements.

Note 9 – Pension

A. Plan Description

The Town's defined benefit retirement plan is administered by the California Public Employee's Retirement System (CalPERS). The Town entered into CalPERS on July 1, 1959, of which operates as a cost-sharing multiple employers defined benefit plan with many other member agencies within the State of California. All qualified permanent employees are eligible to participate within the Town's Miscellaneous Plans. Benefit provisions within the pension plans are governed by State statute and Town Resolution. CalPERS issues publicly available reports that include full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

B. Benefits Provided

CalPERS provides retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members can retire as early as age 50, or 52 if hired after January 1, 2013, when that member has achieved five years of service credit. All members are eligible for the standard non-industrial disability and rollover of sick leave for credit of years of service. The death benefit is one of the following dependent on the Miscellaneous Plan classification: the Optional Settlement 2W Death Benefit, or post-retirement lump sum payment (non-PEPRA plans). The cost-of-living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

	<i>Tier 1</i>	<i>Tier 2</i>	<i>PEPRA</i>
	Prior to January 1, 2013		On or After January 1, 2013
Hire date			
Benefit formula	2.7% @ 55	2.0% @ 55	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service	5 years service
Benefit payments	monthly for life	monthly for life	monthly for life
Retirement age	50 - 55	50 - 63	52 - 67
Monthly benefits, as a % of eligible compensation	2.000% - 2.700%	1.426% - 2.418%	1.000% - 2.500%
Required employee contribution rates	7.956%	6.908%	6.750%
Required employer contribution rates	14.194%	11.031%	7.732%
Required UAL contribution	542,371	28,240	3,227

Beginning in Fiscal Year 2016, CalPERS collects employer contributions for the Plan as a percentage of payroll for the normal cost portion as noted in the rates above and as a dollar amount for contributions toward the unfunded liability (UAL). The dollar amounts are billed on a monthly basis or can be paid in a lump sum at a reduced amount. The Town's required contributions for the unfunded liability in the three tiers of the miscellaneous rate plan for the year ended June 30, 2021 were \$561,033, \$29,212 and \$3,338, respectively, which were made under the early lump sum payment option.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

C. Contributions

Section 20814(C) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in rate. Funding contributions for the Miscellaneous Plan are determined annually on an actuarial basis as of June 30th by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Town is required to contribute the difference between the actuarially determined rate and the contribution rates of employees. The employees pay a percentage of their salaries toward the Town's required contribution. Employees within the miscellaneous plan pay on a range from 6.750% to 7.956% of the total Plan's normal cost rate, of which are reflected in the rates above. Total employer required contribution amounts during the fiscal year ended June 30, 2021 was \$851,518 for the Miscellaneous Plan.

The long-term portion of the Governmental Activities Net Pension Liability is liquidated primarily by the General Fund.

D. Employees Covered

The following employees were covered by the benefit terms for each Plan as of the most recent actuarial valuation date of June 30, 2019 and measurement date of June 30, 2020:

	<i>Tier 1</i>	<i>Tier 2</i>	<i>PEPRA</i>
Inactive employees or beneficiaries currently receiving benefits	76	5	-
Inactive employees entitled to but not yet receiving benefits	40	12	10
Active employees	7	15	13
Total	123	32	23

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

E. Actuarial Assumptions

The total pension liabilities as of the June 30, 2020 measurement date actuarial were determined using the following actuarial assumptions:

	<i>Miscellaneous (all tiers)</i>
Valuation Date	6/30/2019
Measurement Date	6/30/2020
Actuarial Cost Method	Entry Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Payroll Growth	2.75%
Salary Increase	0.04% - 8.50% (3)
Mortality Rate Table	Derived using CalPERS Membership Data (1)
Investment Rate of Return	7.15% (2)
	The lesser of contract COLA or 2.0% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.0% thereafter
Post Retirement Benefit Increase	

(1) The mortality table used was developed based on CalPERS specific data. The table includes 15 years of mortality improvements using the Society of Actuaries Scale 90% of Scale MP-2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

(2) Net of pension investment expenses, including inflation.

(3) Depending on age, service, and type of employment.

The underlying mortality assumptions and all other actuarial assumptions used in the June 30, 2019 valuation were based on the results of an actuarial experience study for the period from 1997 to 2015, including updates to salary increase, mortality and retirement rates. Further details of the Experience Study can be found on the CalPERS website.

F. Discount Rate

The discount rate used to measure the total pension liability for each Plan was 7.15%. The projection of cash flows used to determine the discount rate for the Plan assumed that contributions from all plan members in the Public Employees Retirement Fund (PERF C) will be made at the current member contributions rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

In determining the long-term expected rate of return, staff took into account both short-term and long-term market return expectations as well as the expected pension fund (Public Employees' Retirement Fund) cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The expected real rates of return by asset class are as follows:

Asset Class (1)	Current Target Allocation	Real Return Years 1-10 (2)	Real Return years 11 + (3)
Global Equity	50%	4.80%	5.98%
Fixed Income	28%	0.10%	2.62%
Inflation Sensitive Assets	0%	0.77%	1.81%
Private Equity	8%	6.30%	7.23%
Real Estate	13%	3.75%	4.93%
Liquidity	1%	0.00%	-0.92%
Total	100%		

- (1) In the System's CAFR, Fixed Income is included in Global Debt Securities; Liquidity is included in Short-Term Investments; Inflation Assets are included in both Global Equity Securities and Global Debt Securities.
- (2) An expected inflation of 2.00% used for this period.
- (3) An expected inflation of 2.92% used for this period.

G. Pension Liabilities, Expenses, and Deferred Outflows/Inflows of Resources

The Town's net pension liability for the Plan is measured as the proportionate share of the total pension liability, less the pension plan's fiduciary net position, from the total Pension Plan administered by CalPERS. The total pension liability of the Plan is measured as of June 30, 2020, using an annual actuarial valuation as of June 30, 2019 rolled forward to June 30, 2020 using standard update procedures. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the Plan relative to the projected contributions of all participating members, actuarially determined using the assumptions described above.

As of June 30, 2021, the Town reported a net pension liability for its proportionate share of the net pension liability of the Plan as follows:

<u>Funded Status</u>	
Total Pension Plan Liability (for all Plans)	\$ 30,876,262
Plan Fiduciary Net Position (for all Plans)	21,972,679
Total Net Pension Liability	<u>8,903,583</u>
Pension plan expense for the fiscal year	<u>\$ 1,205,611</u>

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

Given the nature of the Town's Plans being part of a cost-sharing plan, the ending calculation is influenced by its proportionate share of the total liability and plan assets. The proportionate share percentages are determined by the contributions and payments out of the plan to the respective plan members. The current and prior year proportionate percentages have been presented below showing the year-over-year change using measurement dates that influences the total net pension liability:

	<u>Net Pension Liability</u>	<u>Fiduciary Net Position</u>
Proportion - June 30, 2019	0.16518%	0.15316%
Proportion - June 30, 2020	0.16319%	0.14945%
Change - Increase (Decrease)	<u>-0.00199%</u>	<u>-0.00371%</u>

For the year ended June 30, 2021, the Town recognized pension expense of \$1,205,611. At June 30, 2021, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between actual and expected experience	\$ 458,828	\$ -
Changes in assumptions	-	(63,504)
Net Differences between projected and actual investment earnings	264,495	-
Change in employer's proportion	163,738	(34,461)
Differences between employer's share of contributions	-	(304,627)
Pensions contributions subsequent to the measurement date	851,518	-
Total	<u>\$ 1,738,579</u>	<u>\$ (402,592)</u>

The amount of \$851,518 for the Miscellaneous Plans is reported as deferred outflows of resources to contributions subsequent to the measurement date will be recognized as a reduction to the net pension liability in the year related to June 30, 2022. All other amounts reported as deferred outflows of resources and inflows of resources will be recognized as pension expense following the below amortization schedule:

<u>Year Ended June 30</u>	<u>Annual Amortization</u>
2022	\$ (33,944)
2023	211,220
2024	180,334
2025	126,859
Total:	484,469

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For the Year Ended June 30, 2021

H. Sensitivity of the Net Pension Liability Changes in the Discount Rate

The following presents the sensitivity of the net pension liability for the Miscellaneous Plans being calculated using a discount rate that is 1-percentage point lower and 1-percentage point higher than the current rate:

	Discount Rate -1% 6.15%	Current Rate 7.15%	Discount Rate +1% 8.15%
Net Pension Liability	\$ 13,012,460	\$ 8,903,583	\$ 5,508,547

I. Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separate issued CalPERS financial reports.

J. Reduction of CalPERS Discount Rate

In July 2021, CalPERS reported a preliminary 21.3% net return on investments for the 12-month period that ended June 30, 2021. Under the Funding Risk Mitigation Policy, approved by the CalPERS Board of Administration in 2015, the 21.3% net return will trigger a reduction in the discount rate used to calculate employer and Public Employees' Pension Reform Act (PEPRA) member contributions. The Funding Risk Mitigation Policy seeks to reduce CalPERS funding risk over time, in which CalPERS investment performance that significantly outperforms the discount rate will trigger adjustments to the discount rate, expected investment return, and strategic asset allocation targets. This is the first time it has been triggered. The discount rate, or assumed rate of return, will drop to 6.8%, from its current level of 7%.

Based on these preliminary fiscal year returns, the CalPERS has announced the funded status of the overall Public Employees Retirement Fund (PERF) is an estimated 82%. This estimate is based on a 7% discount rate. Under the new 6.8% discount rate, however, CalPERS indicated the funded status of the overall PERF drops to 80%. This is because existing assets are assumed to grow at a slightly slower rate annually into the future. As intended under the Funding Risk Mitigation Policy, the lower discount rate increases the likelihood that CalPERS can reach its target over the longer term. The CalPERS Board of Administration will continue to review the discount rate through its Asset Liability Management process during the rest of the calendar year.

CalPERS' final fiscal year 2021 investment performance will be calculated based on audited figures and will be reflected in contribution levels for contracting cities, counties, and special districts in fiscal year 2024.

Note 10 – Other Postemployment Benefits Plan (OPEB)

A. Plan Description

The Town provides lifetime medical benefits as an additional post employment benefit. The Other Post Employment Benefit (OPEB) Plan is an agent multiple-employer defined benefit plan that is currently provided through CalPERS as permitted under the Public Employees' Medical and Hospital Care Act (PEMHCA). The Town is responsible for establishing and amending the funding policy of the Plan. The Plan further does not issue financial statements on the Plan activity.

TOWN OF SAN ANSELMO
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For the Year Ended June 30, 2021

On March 26, 2019, the Town further adopted resolution 4267 for the establishment of a California Employer's Retirement Benefit Trust fund (CERBT) administered by CalPERS to prefund its other post-employment medical benefits. The Trust is an irrevocable trust and qualifies as an Internal Revenue Section 115 trust. Investments of funds held in Trust are governed by the Investment Guideline Document for the investment account and by the agreement for administrative services with CalPERS, rather than the general provisions of the California Government Code or the Town's investment policy. The Town elected a discretionary investment approach, which allows the Town to maintain oversight of the investment management, control on target yield and the portfolio's risk tolerance, under the CERBT Strategy 2 investment option. The assets in the Trust will eventually be used to fund the OPEB plan obligations. Contributions to the trust are made annually according to the Town's Resolution, i.e., Resolution 4267. Currently, the Resolution stipulates a "pay-as-you-go" basis. CERBT issues separate financial statements, of which copies may be obtained through the CalPERS website.

B. Eligibility Requirements and Benefits Provided

The following is a summary of the Plan eligibility requirements and benefits by employee group as of June 30, 2021:

Eligibility requires retiring from the Town under CalPERS typically on or after age 50 (52 for PEPRAs employees) with at least 5 years of CalPERS service or disability retirement.

The employee must begin receiving pension benefits within 120 days of terminating employment with the Town to be eligible to continue medical coverage through the agency and be entitled to the benefits.

If an employee is not already enrolled in the medical plan, that employee may enroll within 60 days of retirement, during any future open enrollment period of with a qualifying life event. Once, eligible, coverage may be continued at the retiree's option for his or her lifetime.

The Town's contribution for medical coverage for Miscellaneous employees is the Public Employees' Medical and Hospital Care Act (PEHMCA) minimum required contribution (MRC) - \$143 per month in 2021.

A surviving spouse and other dependents may also continue coverage.

C. Employees Covered By Benefit Terms

Membership in the Plan consisted of the following at the actuarial valuation date of June 30, 2019:

Inactive employees or beneficiaries currently receiving benefits	39
Inactive employees entitled to but not yet receiving benefits	16
Active employees	34
Total	<u><u>89</u></u>

TOWN OF SAN ANSELMO
Notes to Financial Statements
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D. Actuarial Methods and Assumptions

The total OPEB liability for the Plan was determined by an actuarial valuation as of June 30, 2019 rolled forward to June 30, 2021 using standard update procedures.

The total OPEB liabilities as of the June 30, 2020 measurement date actuarial were determined using the following actuarial assumptions:

Fiscal Year End	June 30, 2021
Valuation Date	June 30, 2019
Measurement Date	June 30, 2020
Measurement Period	June 30, 2019 to June 30, 2020
Actuarial Assumptions:	
Funding Method	Entry age normal cost, level of percent of pay
Amortization Method	Straight-line amortization over a closed 20-year period
Discount Rate	6.30% as of June 30, 2020
General Inflation	2.75%
Payroll Growth Rate	3.25%
Participation Rate	97.5% for employees that qualify for subsidized coverage, and 50% for future employees.
Spouse Coverage	50% for future retirees
Healthcare Cost Trend Rate	7.50% in 2019
Mortality Factors	CalPERS 2017 Experience Study

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Assumed Asset Location	Real Return Years 1-10 (1)	Real Return Years 11+ (2)
Global Equity	40%	4.80%	5.98%
Fixed Income	43%	1.10%	2.62%
Global Real Estate (REITs)	8%	3.20%	5.00%
Treasury Inflation Protected Securities	5%	0.25%	1.46%
Commodities	4%	1.50%	2.87%
	100%		

(1) An expected inflation of 2.92% used for this period

(1) An expected inflation of 2.00% used for this period

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

E. Discount Rate

The discount rate used to measure the total OPEB liability was 6.30% for the OPEB Plan. This factor is based on the expected rate of return assessed by the CalPERS California Employer's Retiree Benefit Trust (CERBT), of which is used to proxy the yield for a 20-year tax-exempt municipal bonds of credit quality AA/Aa or higher. CERBT is the primary trust entity of which the Town regularly contributes on a "pay-as-you-go" basis to prefund its OPEB liabilities and invest the Plan assets. The projection is provided by CERBT is split between the first 10 years real return and the latter 10 years real return where an average between two intervals is determined. Based on this assumption, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees and beneficiaries. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

F. Changes in Net OPEB Liability

The changes in the net OPEB liability Plan are as follows:

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (Asset) (a) - (b)
Balance at June 30, 2019	\$ 1,919,608	\$ 101,097	\$ 1,818,511
Changes Recognized for Measurement Period:			
Service Cost	62,001	-	62,001
Interest on total OPEB liability	119,536	-	119,536
Employer contributions	-	194,191	(194,191)
Changes of benefit terms	-	-	-
Changes of assumptions	-	-	-
Differences between expected and actual experience	-	-	-
Net investment income	-	(1,879)	1,879
Administrative expenses	-	7,179	(7,179)
Benefit payments	-	(50)	50
	(168,418)	(168,418)	-
Net changes	13,119	31,023	(17,904)
Balance at June 30, 2020 (Measurement Date)	\$ 1,932,727	\$ 132,120	\$ 1,800,607

Fiscal year 2021 contributions for the Plan were comprised of the following:

Premium Payments	\$ 82,800
Prefunding Contributions	49,397
Implicit Subsidies	59,806
Total Contributions	\$ 192,003

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

G. Sensitivity of Net OPEB Liability to Changes in Discount Rate and Healthcare Cost Trend Rates

The following presents the net OPEB liability of the Town, as well as what the Town's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current discount rate:

	Total OPEB Liability/(Asset)		
	1% Decrease	Current Rate	1% Increase
Change in Discount Rate	5.30%	6.30%	7.30%
Net OPEB Liability	\$ 2,003,720	\$ 1,800,607	\$ 1,629,276

	Total OPEB Liability/(Asset)		
	1% Decrease	Current Trend	1% Increase
Change in Healthcare Cost Trend Rate			
Net OPEB Liability	\$ 1,661,980	\$ 1,800,607	\$ 1,987,670

H. OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended June 30, 2021, the Town recognized OPEB a negative expense of \$247,865.

At June 30, 2021, the Town reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between actual and expected experience	\$ -	\$ 86,232
Changes of assumptions	22,254	630,563
Net difference between projected and actual earnings on plan investments	1,739	-
Employer contributions made subsequent to the measurement date	192,003	-
Total	<u>\$ 215,996</u>	<u>\$ 716,795</u>

The amount of \$196,003 reported as deferred outflows of resources to contributions subsequent to the measurement date will be recognized as a reduction to the net pension liability in the year related to June 30, 2022. All other amounts reported as deferred outflows of resources and inflows of resources will be recognized as part of OPEB expense following the below amortization schedule:

Year Ended June 30	Annual Amortization
2022	\$ (224,014)
2023	(195,533)
2024	(205,624)
2025	(67,631)
Total	<u>\$ (692,802)</u>

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

Note 11 - Jointly Governed Organizations

The Town participates in the jointly governed organizations discussed below through formally organized and separate entities established under the Joint Exercise of Powers Act of the State of California. As separate legal entities, these entities exercise full powers and authorities within the scope of the related Joint Powers Agreements including the preparation of annual budgets, accountability for all funds, the power to make and execute contracts and the right to sue and be sued. Each joint organization is governed by a board consisting of representatives from member municipalities. Each board controls the operations of the respective joint organization, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on that board. Obligations and liabilities of this joint organization are not the Town's responsibility, and the Town does not have an equity interest in the assets of each joint organization except upon dissolution of the joint organization.

A. Central Marin Police Authority (CMPA)

The Central Marin Police Authority is a full-service public safety and dispatch agency for the communities of Corte Madera, Larkspur, San Anselmo and portions of Greenbrae. CMPA was formed on January 1, 2013 under a Joint Powers Agreement between the Town of Corte Madera, Town of Larkspur and the Town of San Anselmo. The Authority is funded through direct contributions by each member through a pro-rata share of the total budgeted expenditures. The Central Marin Police Council is comprised of two members from each Town and/or Town Council. Overall management of the Authority is vested in the Management Committee comprised of the Town Managers of each jurisdiction. Furthermore, operational function of the Authority is assigned to the Chief of Police. Lastly, the City of Larkspur is assigned to maintain the books and records of the Authority. Audited financial statements may be obtained by mailing a request to the Central Marin Police Authority at 400 Magnolia Avenue, Larkspur, CA 94939.

B. Hazardous Materials Spills Management Authority (HMSMA)

The Hazardous Materials Spills Management Authority (HMSMA) is a multi-agency and multi-jurisdictional agency that was formed in July 1982 and responds to hazardous materials emergencies. The JPA establishes a response team from each of the local fire districts and departments that handles emergency calls from the central Marin County Communications Center. Contributions to the JPA are performed on an annual basis--of which the Town's contribution is performed through the Ross Valley Fire Department as per Resolution 4168. The annual budget is determined by the Marin County Fire Chief's Association and is allocated on a jurisdiction percent of population based on the County of Marin's current census data. Financial statements may be obtained by mailing a request to the Hazardous Materials Response Team, c/o San Rafael Fire Department, 1039 C Street, San Rafael, CA 94901.

C. Marin Climate and Energy Partnership (MCEP)

The Marin Climate and Energy Partnership (MCEP) was created in 2007 by the County of Marin, eleven Marin cities and towns, the Transportation Authority of Marin, the Marin Clean Energy, and the Marin Municipal Water District. The member agencies work together to reduce greenhouse gas emissions in our government operations and in our communities. The MCEP developed greenhouse gas inventories and climate action plans for our member cities and work together to implement a wide range of greenhouse gas reduction programs, such as green building regulations, electric vehicle charging stations, LED streetlights, zero waste initiatives, and green purchasing policies. The MCEP demonstrates a way for local governments to collaborate on various energy and climate-related issues and address California State Assembly Bill No.32 goals, on a county-wide basis. The Partnership's contact information for further detail about the entity is 555 Northgate Dr., Suite 102, San Rafael, CA 949603.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

D. Marin Energy Authority (MEA)

The Marin Energy Authority (MEA) was formed in 2006 by a consortium of municipalities where a non-profit entity was newly created to provide green energy power to residents within the member jurisdictions. Residents and commercial business owners have the option to receive green energy power from MEA versus receiving power from PG&E. MEA purchases the green energy power supply from various suppliers, i.e., solar & windmill farms, hydropower, and other non-fossil fuel gas supply. The purchased power is then supplied through the front-facing green energy distributor called Marin Clean Energy (MCE) that operates within MEA. MEA is funded through the individual fees charged to the residents opting into the MCE energy supply. Financial statements may be obtained from reviewing the MCE website.

E. Marin Emergency Radio Authority (MERA)

The Town participates in a joint powers agreement through the Marin Emergency Radio Authority (MERA) under an operating agreement dated February 1, 1999. MERA was created July 1, 1997 by an agreement between certain public agencies in Marin County to provide a public safety radio system to its members. The governing body is comprised of one member from each jurisdiction within the JPA. The members have agreed to pay a pro-rata share of MERA's operations costs and debt service through year 2022, which are projected at \$64,000 per year. Financial statements may be obtained by mailing a request to the Marin Emergency Radio Team, c/o Town of Corte Madera, 300 Tamalpais Drive, Corte Madera, CA 94925.

F. Marin General Services Authority (MGSA)

The Marin General Services Authority (MGSA) was created by the County of Marin on April 26, 2005 to replace the Marin Street Light Acquisition Authority. All the original members of the Marin Street Light Acquisition Authority are eligible for membership. MGSA is established to finance, implement, and manage various municipal services within the member agencies including the taxicab regulation program and information management services. All assets and funds of the Street Light Authority are transferred to the General Services Authority. The financial responsibility of each member is based on a relative population and assessed value formula.

As of June 30, 2020, the member agencies have adopted an ordinance to terminate the Marin Telecommunications Agency (MTA) and a resolution to authorize the MGSA to collect franchise and Public, Education, and Government access fees previously collected by MTA. On May 14, 2020, the MGSA adopted a resolution accepting the assignment of agreements from MTA to affect the transfer of program responsibilities to MGSA July 1, 2020.

The JPA is directly funded through semi-annual contributions from each of the members. Total contributions for the current year were \$169,906.

Financial statements may be obtained by mailing a request to the Marin Street Light Authority at Marin County Auditor-Controller, County of Marin, Room 225, San Rafael, CA 94903.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

G. Ross Valley Fire Department (RVFD)

The Ross Valley Fire Department (RVFD) was created in 1982 through a consolidation of the respective Fire Departments from the Town of Fairfax, Town of San Anselmo, Town of Ross and the Sleepy Hollow Fire Protection District (Sleepy Hollow). The purpose of this consolidation is to provide combined fire protection, emergency medical and related services within all of the member jurisdictions. The JPA is funded through monthly contributions from the member agencies. The contributions are determined by the pro-rata share of the total budget expenditures. RVFD is governed by an eight-voting member Board of Directors, consisting of, two Council Members from each of the member municipalities. RVFD furthermore is administered by an Executive Committee comprising of the Town Manager from each member agency and shall rotate every two years. Financial statements may be obtained from Ross Valley Fire Service, 777 San Anselmo Avenue, San Anselmo, CA 94960.

H. Ross Valley Paramedic Authority (RVPA)

The Ross Valley Paramedic Authority (RVPA) was created on December 14, 1982, by the Town of Corte Madera, Town of Fairfax, Kentfield Fire Protection District, Town of Larkspur, County of Marin, Town of Ross, Town of San Anselmo, and Sleepy Hollow Fire Protection District to provide paramedic services to these eight public entities. RVPA is controlled by an eight-member board consisting of one member from each of the participating entities. None of the entities exercises specific control over the budgeting and financing of the RVPA's activities. The County of Marin Fire Department assigns seven full-time County employees as well as supervision by County fire department superior officers to render the paramedic service. RVPA's operations are financed by its members' residents, through a tax on each residential unit and an equivalent tax for commercial property. The tax is \$75.00 (including a \$.50 administrative fee) per living unit and per 1,500 square feet of structure on parcels in non-residential use. Financial statements may be obtained by mailing a request to the Town of Larkspur, 400 Magnolia Avenue, Larkspur, CA 94939.

I. Marin Wildfire Prevention Authority (MWPA)

The Marin Wildfire Prevention Authority (MWPA) was created in October 2019 by various local agencies within the County of Marin. The Authority is granted new temporary proceeds from the passage of a County-wide Ordinance 3716 by the County of Marin for a parcel tax that is specific to wildfire prevention purposes by each member. The levied parcel tax is \$0.10 per building square foot (or \$75 per multifamily unit) for ten years that is to be assessed on the residents within the County of Marin. The Authority then allocates 20% of these collected proceeds to each member agency for those specific members to expend the resource for wildfire prevention efforts. The Authority is governed by elected members from each member. Financial statements may be obtained from the Marin Wildfire Prevention Authority (MWPA) located at 28 Liberty Ship Way, Suite 2800, Sausalito, CA 94965.

J. Bay Cities Joint Powers Insurance Authority (BCJPIA)

The Town participates in a joint powers agreement through the Bay Cities Joint Powers Insurance Authority (BCJPIA) which is a workers' compensation and general liability risk pool. The Town currently reports all of its risk management activities in its Internal Service Fund. Claim expenditures and liabilities are reported when it is probable that a loss has occurred, and the amount of that loss can be reasonably estimated. BCJPIA was created as a California Public Agency by an agreement between certain public agencies in the San Francisco Bay Area to provide vehicle, general liability, and workers compensation coverage. BCJPIA is governed by a Board of Directors which is comprised of officials appointed by each member town, Town or agency. Financial statements may be obtained from BCJPIA, 1750 Creekside Oaks Drive, Suite 200, Sacramento, California 95833.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

K. Marin Automated Resources and Information NETwork (MARINet)

The Town participates in the Marin Automated Resources and Information NETwork (MARINet) joint powers authority where the seven member municipalities consolidate their library operations into one system. This system allows for a single library catalog and automation system where visitors can check out books at any member while only having one membership. Funding of the JPA is performed through annual pro-rata contributions from each member into the system. The Town's share as of June 30, 2021 was \$89,735.91. The Governing Board is comprised of the Library Director from each respective municipality. Financial statements of the System can be obtained from the County Librarian, Marin County Free Library, Marin County Civic Center, 3501 Civic Center Drive, San Rafael, California 94903.

Note 12 – Risk Management

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town established the Insurance Internal Service Fund to account for and finance its uninsured risks of loss. The Town manages risk by participating in a public entity risk pool (described below), purchasing insurance and by retaining certain risks.

A. Risk Coverage

The Town is a member of the Bay Cities Joint Powers Insurance Authority (BCJPIA), which covers both the general liability and worker's compensation claims. See Note 11 for description of the Town's participation in BCJPIA.

Liability & Property Coverage

BCJPIA provides the Town coverage against general liability and property claims up to an excess liability between \$1,000,000 to \$38,000,000 depending on the claim. The self-insured retention limit is \$10,000 (or \$1,000 for auto insurance) per individual claim. Once the self-insured retention limit is met, BCJPIA becomes responsible for payment of all liability claims up to the liability limit. The Town contributed a total of \$251,713 in liability coverage premiums during the fiscal year.

Workers' Compensation Coverage

BCJPIA also provides the Town coverage against workers' compensation liability claims up to an excess liability of \$1,000,000. The Town retention limit is \$150,000 per individual claim. Once the self-insured retention limit is met, BCJPIA becomes responsible for payment of all liability claims up to the liability limit. The Town contributed a total of \$138,630 in liability coverage premiums during the fiscal year.

The following types of loss risks are covered by the above Authority under the terms of their respective insurance policies:

Type of Coverage	Coverage Limits
General Liability	\$ 38,000,000
All Risk Property	Total insured value
Cyber Liability	3,000,000
Workers' Compensation	1,000,000
Auto Physical Damage	Replacement Cost
Commercial Crime Bond	2,000,000
Employment Practices Liability	2,000,000

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

B. Insurance Internal Service Fund

The Town records estimated liabilities for claims filed up to the amounts for which it retains risk in the Internal Service Fund. Charges to the General Fund are based on relative general liability and workers compensation risk associated with the activities of each department.

Generally accepted accounting principles require municipalities to record the liability for uninsured claims and to reflect the current portion of this liability as an expense in the financial statements. As discussed above, the Town has coverage for such claims, but it has retained the risk for the deductible or uninsured portion of these claims.

The Town's liability for uninsured general liability claims and workers' compensation claims, including claims incurred but not reported, are reported in the Statements of Net Position. The Town's present value liability for uninsured claims below include a provision for claims incurred but not reported.

	General Liability	Worker's Compensation	Totals as of June 30	
			2021	2020
Balance, beginning of year	\$ 30,248	\$ 285,965	\$ 316,213	\$ 224,034
Current year claims and changes in estimates	871	434,492	435,363	219,056
Claims paid	(1,329)	(310,248)	(311,577)	(126,877)
Balance, end of year	<u>\$ 29,790</u>	<u>\$ 410,209</u>	<u>\$ 439,999</u>	<u>\$ 316,213</u>
Due in one year	\$ 10,258	\$ 118,855	\$ 129,113	\$ 97,332
Due in more than one year	19,532	291,354	310,886	218,881
Total claim liabilities	<u>\$ 29,790</u>	<u>\$ 410,209</u>	<u>\$ 439,999</u>	<u>\$ 316,213</u>

Note 13 - Commitments and Contingencies

A. Town Litigation

The Town is subject to litigation arising in the normal course of business. In the opinion of the Town Attorney, there is no pending litigation that is likely to have a material adverse effect on the financial position of the Town.

B. Federal and State Grant Programs

The Town may receive State and Federal funds for specific purposes that are subject to review by the grantor agencies. Such audits could generate expenditure disallowances under the terms of the grants. It is believed that any required reimbursements would not be material.

Note 14 - Subsequent Events

A. American Rescue Plan Act

On March 11, 2021, the President signed into law the American Rescue Plan Act authorizing a \$1.9 trillion COVID-19 economic relief package. This bill specifically allocates \$350 billion in direct aid to state and local agencies for general infrastructure in water, sewer, and broadband as well as other forms of assistance for health emergency expenditures. The Town is expected to receive \$2.984 million within the next fiscal year for usage as directed by the United States Department of the Treasury.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

B. Pension Obligation Bonds Series 2021 Issuance

On September 15, 2021, the Town issued the Pension Obligation Bonds Series 2021 to pay its current Unfunded Actuarial Liability (UAL) with CalPERS. The UAL is an actuarially determined balance using expected benefit payments, contributions, investment returns, employee population and other economic factors that result in an overall liability to the Town given historical pension plan experience. The Town is accordingly refinancing this balance from a variable payment to a fixed payment at a lower service cost rate over a fixed period of time. The Bonds issued were for a total principal balance of \$9,285,000 at varying coupon rates between 0.209% to 2.990% for 20 years.

Note 15 – Prior Period Adjustment

During Fiscal Year 2021, the Town adjusted various beginning balances as follows:

<i>Governmental Activities</i>	Amount
Beginning Balance, Net Position (as stated)	\$ 25,071,667
Implementation of GASB 84 (see Note 1Q)	1,335
<i>Other Prior Period Adjustments:</i>	
(A) Construction in Progress Accumulated Depreciation Removed	112,889
(B) Construction in Progress Addition	33,193
(C) BJCPIA Payable Removal	500,000
(D) Accrued Interest Payable Reduction	43,664
(E) Unamortized Bond Premium Addition	(74,727)
(F) Outstanding Insurance Claims Reduction	13,129
Total Prior Period Adjustments	629,483
Beginning Balance, Net Position (as adjusted)	<u><u>\$ 25,701,150</u></u>

<i>Insurance Internal Service Fund</i>	Amount
Beginning Balance, Net Position (as stated)	\$ 333,394
(F) Outstanding Insurance Claims Reduction	13,129
Beginning Balance, Net Position (as adjusted)	<u><u>\$ 346,523</u></u>

- (A) The Town determined that portions of the Town's Construction in Progress (CIP) capital assets were reported as completed projects in prior years and being depreciated for a number of years. These expenditures were related to the Town's ongoing capital projects for its Bridge infrastructure. The bridge infrastructure projects were in the design phase as of June 30, 2020, of which construction had not started. Therefore, these expenditures should have been reported as CIP at June 30, 2020. As a result of the correction, \$1.2 million of capital assets previously reported as depreciable were transferred back to CIP with the associated accumulated depreciation of \$112,889 to be reversed. The CIP transfer is a reclassification between capital asset line-items and bears no impact on the beginning balance of net position. The reversal of the depreciation expense increased the beginning net position of the Governmental Activities by \$122,899.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

- (B) The Town determined that certain costs incurred as a result of capital projects were not capitalized in prior years. All costs related to the design and construction of capital assets that provide future economic benefits should be capitalized. As a result of the correction, \$33,193 of prior year capitalizable expenses were added to the total CIP balance thus increasing beginning net position of the Governmental Activities by the same amount.
- (C) In 2003, the Town dealt with a lawsuit from its property insurer, Bay Cities Joint Powers Insurance Authority (BCJPIA), where the prior insurance claim of \$0.5 million was in dispute. The Town had previously experienced significant flood damage of which a particular property was severely impacted, i.e., the "Lombard Property". The Town filed a claim with its property insurer to receive cash proceeds for renovating the property. BCJPIA, however, did not view the claim as being appropriate. As a result, litigation occurred whereby both entities settled on the Town repaying the payable to BCJPIA upon completion of needed renovations and ultimate sale of the property within three years of the agreement. The payable was previously reported on the Town's financial statements. However, in fiscal year 2021, Town management determined that under a release agreement entered into by the Town and BCJPIA in 2010, BCJPIA forewent the \$0.5m repayment payable by the Town. Therefore, the \$0.5 million payable was removed from the Statement of Net Position at July 1, 2020.
- (D) As an element of issuing debt, the creditor is to receive interest for lending out proceeds to the Town as a rate of return. The Town, as of June 30, 2020, had several outstanding debt issuances that all bore interest to the creditor, i.e., 2003 General Obligation Bonds, 2011 General Obligation Bonds, 2012 Pension Obligation Bonds, and 2008 Municipal Capital Lease. All issuances, except for the 2012 Pension Obligation Bonds, had payment dates due to February and August which do not align with the Town's year-end date. Under full-accrual account, interest should be accrued between the February payment and the Town's June 30 year-end reporting date for the payment due in the following August. The Town determined that the accrued interest was overstated at June 30, 2020 by \$43,644. As a result of the correction, the beginning net position of the Governmental Activities was increased by the same amount.
- (E) The Town determined that it previously did not report premiums received on debt issuances as part of long-term debt on its financial statements. Both the 2003 General Obligation Bonds and 2011 General Obligation Bonds were issued at a premium, meaning more proceeds were received than previously advertised by the underwriter. These premiums should be separately accounted for from the bond principals and be amortized over a systematic and rational basis. The Town elected the straight-line method for accounting of the amortization that is to be offset the amortized premium against interest expense recorded for the fiscal year. As a result of the correction, \$74,277 of unamortized bond premiums were added to the long-term debt balance at June 30, 2020. Accordingly, the beginning net position of the Governmental Activities was reduced by the same amount.

TOWN OF SAN ANSELMO
Notes to Financial Statements
For the Year Ended June 30, 2021

- (F) The Town has been a member of the Bay Cities Joint Powers Insurance Authority (BCJPIA) for both its general liability and workers' compensation insurance. Within these plans, the Town is obligated to pay for all claims made against it up to its retention limit on a per occurrence basis. Any claim amount in excess of the retention limit and below the insurance coverages is the obligation of the BCJPIA's. For more information on the Town's insurance policies, see Note 12 for Risk Management. In paying these claims that are below the limits, BCJPIA fronts the initial payments. The Town then reimburses BCJPIA on a systematic and rational basis that the insurer deems appropriate. Since not all initial claims are paid at once, certain claims obligations are left outstanding at year end. The Town determined that it had not been appropriately tracking its claims liabilities within its Insurance Internal Service Fund previously. As of June 30, 2020, the Town overstated its long-term insurance liabilities by \$13,129 upon investigation to the Claims Actuarial Reports received from BCJPIA. As a result of the correction, the Town reduced its long-term claims liabilities by that amount in its Insurance Internal Service Fund. Accordingly, the beginning net positions of the Insurance Internal Service Fund and the Governmental Activities both increased by the same amount.

REQUIRED SUPPLEMENTARY INFORMATION

TOWN OF SAN ANSELMO
Required Supplementary Information
Cost-Sharing Employer Defined Benefit Pension Plan

Schedule of Proportionate Share of the Net Pension Liability

The proportion (*percentage*) of the collective net pension liability represents the Town's share of the cost-sharing plan assets offset against the actuarial determined collective pension liability.

The proportionate share (*dollar amount*) of the collective net pension liability represents the Town's share of the cost-sharing plan assets offset against the actuarial determined collective pension liability.

The employer's covered-employee payroll represents the payroll of employees that are provided with pensions through the plan.

Schedule of Contributions

The employer's contributions to the plan is actuarially determined or based on statutory or contractual requirements which comprise the following: (1) the agent employer's actuarially determined contribution to the pension plan (its statutorily/contractually required contribution), (2) the employer's actual contributions, the difference between the actual and actuarially determined contributions (its statutorily/contractually required contributions), and (3) a ratio of the actual contributions divided by covered payroll.

TOWN OF SAN ANSELMO
Required Supplementary Information

Cost-Sharing Employer Defined Benefit Pension Plan

Last Seven Fiscal Years*

Schedule of Changes in the Net Pension Liability and Related Ratios

Fiscal year**	Measurement Date - Fiscal Year Ending June 30						
	2020	2019	2018	2017	2016	2015	2014
Town's proportion of the net pension liability	0.16319%	0.16518%	0.07962%	0.07855%	0.07844%	0.07721%	0.06400%
Town's proportionate share of the net pension liability	\$ 8,903,583	\$ 8,294,993	\$ 7,672,274	\$ 7,789,536	\$ 6,787,374	\$ 5,299,442	\$ 4,002,425
Town's covered payroll**	\$2,886,891	\$2,992,886	\$2,847,262	\$2,598,726	\$2,418,737	\$2,435,975	\$2,236,414
Town's proportionate share of the net pension liability as a percentage of its covered payroll	308%	277%	269%	300%	281%	218%	179%
Plan fiduciary net position as a percentage of the total pension liability	75%	75%	75%	73%	74%	78%	79%

Schedule of Contributions

Schedule of the Town's Contribution	Fiscal Year ending June 30						
	2021	2020	2019	2018	2017	2016	2015
Contractually determined employer contribution	\$ 851,518	\$ 781,994	\$ 700,699	\$ 457,426	\$ 533,161	\$ 466,182	\$ 359,492
Contributions in relation to the contractually determined employer contribution	\$ 851,518	\$ 781,994	\$ 700,699	\$ 457,426	\$ 533,161	\$ 466,182	\$ 359,492
Contribution (excess) deficiency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town's covered payroll***	\$ 2,708,548	\$ 2,886,891	\$ 2,992,886	\$ 2,847,262	\$ 2,598,726	\$ 2,418,737	\$ 2,435,975
Contributions as a percentage of covered payroll	31.44%	27.09%	23.41%	16.07%	20.52%	19.27%	14.76%

* Fiscal year 2015 was the 1st year of implementation, therefore only seven years are shown.

** For the measurement date fiscal year

*** For the fiscal year ending on the date shown

TOWN OF SAN ANSELMO
Required Supplementary Information

Schedule of Changes in the Net OPEB Liability and Related Ratios

Last Four Fiscal Years*

Measurement Date**	6/30/2020	6/30/2019	6/30/2018	6/30/2017
Total OPEB Liability				
Service Cost	\$ 62,001	\$ 131,876	\$ 123,701	\$ 132,020
Interest Cost	119,536	89,639	90,209	80,504
Employer Contributions	-	-	-	-
Changes of Benefit Terms	-	-	-	-
Differences between expected and actual experience	-	(138,022)	-	-
Changes in assumptions	-	(960,384)	58,737	(177,769)
Benefit Payments	(168,418)	(159,319)	(150,383)	(146,144)
Net change in total OPEB liability	13,119	(1,036,210)	122,264	(111,389)
Total OPEB liability - beginning (a)	1,919,608	2,955,818	2,833,554	2,944,943
Total OPEB liability - ending (b)	\$ 1,932,727	\$ 1,919,608	\$ 2,955,818	\$ 2,833,554
Plan fiduciary net position				
Contributions - employer	\$ 194,191	\$ 259,319	\$ 150,383	\$ 146,144
Differences between expected and actual experience	(1,879)	-	-	-
Net investment income	7,179	1,098	-	-
Benefit payments	(168,418)	(159,319)	(150,383)	(146,144)
Trust administrative expenses	(50)	(1)	-	-
Net change in plan fiduciary net position	31,023	101,097	-	-
Plan fiduciary net position - beginning (c)	101,097	-	-	-
Plan fiduciary net position - ending (d)	\$ 132,120	\$ 101,097	\$ -	\$ -
Net OPEB liability - beginning (a)-(c)	\$ 1,818,511	\$ 1,019,088	\$ -	\$ -
Net OPEB liability - ending (b)-(d)	\$ 1,800,607	\$ 1,818,511	\$ 2,955,818	\$ 2,833,554
Plan fiduciary net position as a percentage of the total OPEB liability	62%	61%	104%	109.0%
Covered-employee payroll	\$ 2,886,891	\$ 2,989,768	\$ 2,844,381	\$ 2,598,726
Net OPEB liability as a percentage of covered-employee payroll	62%	61%	104%	109%

Schedule of Contributions

Schedule of the Town's Contribution	Fiscal Year ending June 30			
	2021	2020	2019	2018
Contractually determined employer contribution	\$ 1,405,000	\$ 1,359,000	\$ 1,027,000	\$ 1,121,000
Contributions in relation to the contractually determined employer contribution	192,003	194,191	259,319	150,383
Contribution (excess) deficiency	\$ 1,212,997	\$ 1,164,809	\$ 767,681	\$ 970,617
Town's covered-employee payroll***	\$ 2,629,823	\$ 2,886,891	\$ 2,989,768	\$ 2,844,381
Contributions as a percentage of covered payroll	7.30%	6.73%	8.67%	5.29%

* Fiscal year 2017 was the 1st year of implementation, therefore only four years are shown.

** For the measurement date fiscal year

*** For the fiscal year ending on the date shown

TOWN OF SAN ANSELMO
General Fund
Schedule of Revenues, Expenditures
and Changes in Fund Balances
Budget and Actual
for the Year Ended June 30, 2021

	Budget Amounts (unaudited)		Actual	Variance with Final Budget Positive (Negative)
	Original	Final	Results	
Revenue				
Property taxes	\$ 12,805,328	\$ 12,805,328	\$ 14,214,800	\$ 1,409,472
Sales taxes	1,123,100	1,065,600	1,237,813	172,213
Franchise fees	745,630	737,000	807,419	70,419
Licenses and permits	994,500	931,500	1,310,345	378,845
Fines and forfeitures	37,200	121,500	61,563	(59,937)
Use of money and property	10,000	25,000	76,487	51,487
Intergovernmental	144,800	144,800	152,155	7,355
Charges for services	172,000	104,500	221,755	117,255
Other revenue	90,900	90,900	78,216	(12,684)
Total Revenue	16,123,458	16,026,128	18,160,553	2,134,425
Expenditures				
Current -				
General government	2,548,231	2,513,276	2,399,758	113,518
Public safety - police	4,540,998	4,540,998	4,546,889	(5,891)
Public safety - fire	4,391,395	4,391,395	4,382,002	9,393
Public works	2,364,044	2,314,044	2,688,720	(374,676)
Community development	407,296	407,296	356,216	51,080
Culture and recreation	866,171	866,171	802,753	63,418
Debt service				
Principal	211,000	211,000	211,000	-
Interest	19,018	19,018	16,902	2,116
Fees	1,500	1,500	1,400	100
Total Expenditures	15,349,653	15,264,698	15,405,640	(140,942)
Excess of Revenue				
Over (Under) Expenditures	773,805	761,430	2,754,913	1,993,483
Other Financing Sources / (Uses)				
Transfers in	447,087	447,087	420,969	(26,118)
Transfers (out)	(1,348,517)	(1,208,517)	(1,348,517)	(140,000)
Total Other Financing Sources/ (Uses)	(901,430)	(761,430)	(927,548)	(166,118)
CHANGE IN FUND BALANCES	\$ (127,625)	\$ -	1,827,365	\$ 1,827,365
Fund balances - beginning			4,437,465	
Fund balances - end of year			\$ 6,264,830	

TOWN OF SAN ANSELMO
Measure D Sales Tax
Schedule of Revenues, Expenditures
and Changes in Fund Balances
Budget and Actual
for the Year Ended June 30, 2021

	Budget Amounts (unaudited)		Actual	Variance with Final Budget Positive (Negative)
	Original	Final	Results	
<i>Revenue</i>				
Sales taxes	\$ 870,240	\$ 870,240	\$ 1,121,468	\$ 251,228
Total Revenue	870,240	870,240	1,121,468	251,228
<i>Expenditures</i>				
Current -				
Public works	158,450	158,450	105,604	52,846
Community development	-	-	-	-
Capital Outlay	817,100	817,100	514,541	302,559
Total Expenditures	975,550	975,550	620,145	355,405
Excess of Revenue				
Over (Under) Expenditures	(105,310)	(105,310)	501,323	606,633
CHANGE IN FUND BALANCES	\$ (105,310)	\$ (105,310)	501,323	\$ 606,633
Fund balances - beginning			310,779	
Fund balances - end of year			\$ 812,102	

TOWN OF SAN ANSELMO
Grants Fund
Schedule of Revenues, Expenditures
and Changes in Fund Balances
Budget and Actual
for the Year Ended June 30, 2021

	Budget Amounts (unaudited)		Actual	Variance with Final Budget
	Original	Final	Results	Positive (Negative)
Revenue				
Intergovernmental	\$ 2,736,887	\$ 2,736,887	\$ 279,884	\$ (2,457,003)
Other revenue	50,000	-	46,320	46,320
Total Revenue	<u>2,786,887</u>	<u>2,736,887</u>	<u>326,204</u>	<u>(2,410,683)</u>
Expenditures				
Current -				
General government	32,160	32,160	8,413	23,747
Public works	230,000	180,000	39,136	140,864
Capital outlay	<u>2,535,887</u>	<u>2,535,887</u>	<u>291,755</u>	<u>2,244,132</u>
Total Expenditures	<u>2,798,047</u>	<u>2,748,047</u>	<u>339,304</u>	<u>2,408,743</u>
Excess of Revenue				
Over (Under) Expenditures	<u>(11,160)</u>	<u>(11,160)</u>	<u>(13,100)</u>	<u>(1,940)</u>
Other Financing Sources / (Uses)				
Transfers in	447,087	-	-	-
Transfers (out)	<u>(1,348,517)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources/ (Uses)	<u>(901,430)</u>	<u>-</u>	<u>-</u>	<u>-</u>
CHANGE IN FUND BALANCES	<u>\$ (912,590)</u>	<u>\$ (11,160)</u>	<u>(13,100)</u>	<u>\$ (1,940)</u>
Fund balances - beginning			<u>119,504</u>	
Fund balances - end of year			<u>\$ 106,404</u>	

TOWN OF SAN ANSELMO
Recreation Fund
Schedule of Revenues, Expenditures
and Changes in Fund Balances
Budget and Actual
for the Year Ended June 30, 2021

	Budget Amounts (unaudited)		Actual	Variance with Final Budget Positive (Negative)
Resources	Original	Final	Results	
Charges for services	\$ 1,408,125	\$ 1,408,125	\$ 1,088,780	\$ (319,345)
Total Revenue	1,408,125	1,408,125	1,088,780	(319,345)
Expenditures				
Current -				
Culture and recreation	1,477,211	1,477,211	1,204,387	272,824
Total Expenditures	1,477,211	1,477,211	1,204,387	272,824
Excess of Revenue				
Over (Under) Expenditures	(69,086)	(69,086)	(115,607)	(46,521)
Other Financing Sources / (Uses)				
Transfers (out)	(73,736)	(73,736)	(73,736)	-
Total Other Financing Sources/ (Uses)	(73,736)	(73,736)	(73,736)	-
CHANGE IN FUND BALANCES	\$ (142,822)	\$ (142,822)	(189,343)	\$ (46,521)
Fund balances - beginning			533,015	
Fund balances - end of year			\$ 343,672	

TOWN OF SAN ANSELMO
Road Maintenance Fund
Schedule of Revenues, Expenditures
and Changes in Fund Balances
Budget and Actual
for the Year Ended June 30, 2021

	Budget Amounts (unaudited)		Actual	Variance with Final Budget Positive (Negative)
	Original	Final	Results	
Revenue				
Use of money and property	\$ 1,500	\$ 1,500	\$ 511	\$ (989)
Charges for services	324,000	324,000	508,629	184,629
Total Revenue	325,500	325,500	509,140	183,640
Expenditures				
Current -				
Public works	237,220	237,220	189,811	47,409
Capital outlay	990,000	965,000	1,105,882	(140,882)
Total Expenditures	1,227,220	1,202,220	1,295,693	(93,473)
Excess of Revenue				
Over (Under) Expenditures	(901,720)	(876,720)	(786,553)	90,167
Other Financing Sources / (Uses)				
Transfers in	646,742	621,742	641,453	19,711
Total Other Financing Sources/ (Uses)	646,742	621,742	641,453	19,711
CHANGE IN FUND BALANCES	\$ (254,978)	\$ (254,978)	(145,100)	\$ 109,878
Fund balances - beginning			399,072	
Fund balances - end of year			\$ 253,972	

SUPPLEMENTARY INFORMATION

Combining Funds Financial Statement

TOWN OF SAN ANSELMO
Nonmajor Governmental Funds
Combining Balance Sheet
June 30, 2021

	Special Revenue Funds				
	Community				
	Facilities	Downtown	Emergency	Gas	Library
	Master	Revitalization	Projects	Tax	Tax
	Plan	Fund	Fund	Fund	Fund
ASSETS					
Cash & investments	\$ 4,851	\$ 10,947	\$ 54,986	\$ -	\$ 100,034
Receivables	-	-	292,734	23,054	2,075
Prepaid expenses	-	-	-	-	3,050
Total Assets	<u>\$ 4,851</u>	<u>\$ 10,947</u>	<u>\$ 347,720</u>	<u>\$ 23,054</u>	<u>\$ 105,159</u>
LIABILITIES					
Payables	\$ -	\$ -	\$ 11,845	\$ -	\$ 7,270
Cash overdraft	-	-	-	-	-
Accrued liabilities	-	-	-	-	1,748
Deposits Payable	-	-	-	-	-
Due to other funds	-	-	-	23,054	-
Deferred revenue	-	-	-	-	-
Total Liabilities	<u>-</u>	<u>-</u>	<u>11,845</u>	<u>23,054</u>	<u>9,018</u>
FUND BALANCES					
Nonspendable	-	-	-	-	3,050
Restricted	-	-	-	-	93,091
Committed	-	-	-	-	-
Assigned	4,851	10,947	335,875	-	-
Totals	<u>4,851</u>	<u>10,947</u>	<u>335,875</u>	<u>-</u>	<u>96,141</u>
Total Liabilities and					
Fund Balances	<u>\$ 4,851</u>	<u>\$ 10,947</u>	<u>\$ 347,720</u>	<u>\$ 23,054</u>	<u>\$ 105,159</u>

TOWN OF SAN ANSELMO
Nonmajor Governmental Funds
Combining Balance Sheet
June 30, 2021

	Special Revenue Funds				
	Isabel				
	Cook	Robson	Special	Marin City	Creekside
	Community	House	Events	Parks	Commons
	Center	Fund	Fund	Measure A	Fund
ASSETS					
Cash & investments	\$ 18,817	\$ 36,152	\$ 11,301	\$ 538,196	\$ 260,418
Receivables	-	-	-	52,982	-
Prepaid expenses	-	-	-	-	-
Total Assets	<u>\$ 18,817</u>	<u>\$ 36,152</u>	<u>\$ 11,301</u>	<u>\$ 591,178</u>	<u>\$ 260,418</u>
LIABILITIES					
Payables	\$ 9,439	\$ 4,476	\$ 378	\$ 18,500	\$ 48,985
Cash overdraft	-	-	-	-	-
Accrued liabilities	883	859	-	-	-
Deposits Payable	-	3,605	-	-	-
Due to other funds	-	-	-	-	-
Deferred revenue	-	-	-	-	-
Total Liabilities	<u>10,322</u>	<u>8,940</u>	<u>378</u>	<u>18,500</u>	<u>48,985</u>
FUND BALANCES					
Nonspendable	-	-	-	-	-
Restricted	-	-	-	572,678	211,433
Committed	-	-	-	-	-
Assigned	8,495	27,212	10,923	-	-
Totals	<u>8,495</u>	<u>27,212</u>	<u>10,923</u>	<u>572,678</u>	<u>211,433</u>
Total Liabilities and					
Fund Balances	<u>\$ 18,817</u>	<u>\$ 36,152</u>	<u>\$ 11,301</u>	<u>\$ 591,178</u>	<u>\$ 260,418</u>

TOWN OF SAN ANSELMO
Nonmajor Governmental Funds
Combining Balance Sheet
June 30, 2021

	Special Revenue Funds			Capital Project Funds		
	Measure C		Total	Capital	Equipment	Total
	Wildfire	Snack	Special	Reconstruction	Replacement	Capital
	Tax Fund	Shack	Revenue	Fund	Fund	Project
			Funds			Funds
ASSETS						
Cash & investments	\$ 262,575	\$ 1,341	\$ 1,299,618	\$ 60,420	\$ 303,175	\$ 363,595
Receivables	17,707	-	388,552	7,341	-	7,341
Prepaid expenses	-	-	3,050	-	-	-
Total Assets	<u>\$ 280,282</u>	<u>\$ 1,341</u>	<u>\$ 1,691,220</u>	<u>\$ 67,761</u>	<u>\$ 303,175</u>	<u>\$ 370,936</u>
LIABILITIES						
Payables	\$ -	\$ 150	\$ 101,043	\$ 687	\$ 4,231	\$ 4,918
Cash overdraft	-	-	-	-	-	-
Accrued liabilities	-	-	3,490	-	-	-
Deposits Payable	-	-	3,605	-	-	-
Due to other funds	-	-	23,054	-	-	-
Deferred revenue	-	-	-	-	-	-
Total Liabilities	<u>-</u>	<u>150</u>	<u>131,192</u>	<u>687</u>	<u>4,231</u>	<u>4,918</u>
FUND BALANCES						
Nonspendable	-	-	3,050	-	-	-
Restricted	280,282	-	1,157,484	-	-	-
Committed	-	-	-	-	-	-
Assigned	-	1,191	399,494	67,074	298,944	366,018
Totals	<u>280,282</u>	<u>1,191</u>	<u>1,560,028</u>	<u>67,074</u>	<u>298,944</u>	<u>366,018</u>
Total Liabilities and						
Fund Balances	<u>\$ 280,282</u>	<u>\$ 1,341</u>	<u>\$ 1,691,220</u>	<u>\$ 67,761</u>	<u>\$ 303,175</u>	<u>\$ 370,936</u>

TOWN OF SAN ANSELMO
Nonmajor Governmental Funds
Combining Balance Sheet
June 30, 2021

	Debt Service Funds				Total	Total
	Measure G	Measure G	Municipal	Measure G	Debt	Nonmajor
	Debt Svc	Debt Svc	Lease	Debt Svc	Service	Governmental
	2003	2011	Fund	2020	Funds	Funds
ASSETS						
Cash & investments	\$ -	\$ 600,276	\$ -	\$ 208,542	\$ 808,818	\$ 2,472,031
Receivables	-	3,187	-	1,312	4,499	400,392
Prepaid expenses	-	-	-	-	-	3,050
Total Assets	<u>\$ -</u>	<u>\$ 603,463</u>	<u>\$ -</u>	<u>\$ 209,854</u>	<u>\$ 813,317</u>	<u>\$ 2,875,473</u>
LIABILITIES						
Payables	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,961
Cash overdraft	-	-	-	-	-	-
Accrued liabilities	-	-	-	-	-	3,490
Deposits Payable	-	-	-	-	-	3,605
Due to other funds	-	-	-	-	-	23,054
Deferred revenue	-	-	-	-	-	-
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>136,110</u>
FUND BALANCES						
Nonspendable	-	-	-	-	-	3,050
Restricted	-	603,463	-	209,854	813,317	1,970,801
Committed	-	-	-	-	-	-
Assigned	-	-	-	-	-	765,512
Totals	<u>-</u>	<u>603,463</u>	<u>-</u>	<u>209,854</u>	<u>813,317</u>	<u>2,739,363</u>
Total Liabilities and						
Fund Balances	<u>\$ -</u>	<u>\$ 603,463</u>	<u>\$ -</u>	<u>\$ 209,854</u>	<u>\$ 813,317</u>	<u>\$ 2,875,473</u>

TOWN OF SAN ANSELMO
Nonmajor Governmental Funds
Combining Statement of Revenue, Expenditures, and Change in Fund Balances
For the Year Ended June 30, 2021

	Special Revenue Funds				
	Community				
	Facilities	Downtown	Emergency	Gas	Library
	Master	Revitalization	Projects	Tax	Tax
	Plan	Fund	Fund	Fund	Fund
REVENUE					
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ 281,519
Sales taxes	-	-	-	-	-
Franchise fees	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Fines and forfeitures	-	-	-	-	-
Use of money and property	-	-	-	-	-
Intergovernmental	-	-	(30,462)	503,686	-
Charge for services	-	-	-	-	-
Other revenue	-	-	157,512	-	-
Total Revenue			127,050	503,686	281,519
EXPENDITURES					
Current -					
General government	-	-	133,482	-	-
Nondepartmental	-	-	-	-	-
Public safety - fire	-	-	-	-	-
Public works	-	2,496	-	-	-
Planning/engineering	-	-	-	-	-
Community development	-	-	-	-	-
Culture and recreation	-	-	-	-	258,166
Capital projects	-	-	-	-	-
Debt service	-	-	-	-	-
Principal	-	-	-	-	-
Interest	-	-	-	-	-
Fees	-	-	-	-	-
Total Expenditures	-	2,496	133,482	-	258,166
Excess Revenue over (under) Expenditures	-	(2,496)	(6,432)	503,686	23,353
OTHER FINANCING					
SOURCES (USES)					
Refunded bonds issued	-	-	-	-	-
Premium on refunded bonds issued	-	-	-	-	-
Payments to refunded bond escrow agent	-	-	-	-	-
Operating transfers in	-	-	-	-	-
Operating transfers (out)	-	-	-	(503,686)	-
Totals	-	-	-	(503,686)	-
CHANGE IN FUND BALANCES	-	(2,496)	(6,432)	-	23,353
Fund Balances - Beginning	4,851	13,443	342,307	-	72,788
Fund Balances - End of Year	\$ 4,851	\$ 10,947	\$ 335,875	\$ -	\$ 96,141

TOWN OF SAN ANSELMO
Nonmajor Governmental Funds
Combining Statement of Revenue, Expenditures, and Change in Fund Balances
For the Year Ended June 30, 2021

	Special Revenue Funds				
	Isabel Cook Community Center	Robson House Fund	Special Events Fund	Marin City Parks Measure A	Creekside Commons Fund
REVENUE					
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Sales taxes	-	-	-	106,928	-
Franchise fees	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Fines and forfeitures	-	-	-	-	-
Use of money and property	88,099	35,400	-	2,914	-
Intergovernmental	-	-	-	-	-
Charge for services	-	-	-	-	-
Other revenue	-	-	-	-	201,500
Total Revenue	88,099	35,400		109,842	201,500
EXPENDITURES					
Current -					
General government	-	-	-	-	-
Nondepartmental	-	-	-	-	-
Public safety - fire	-	-	-	-	-
Public works	70,223	82,776	-	46,553	144,067
Planning/engineering	-	-	-	-	-
Community development	-	-	-	-	-
Culture and recreation	-	-	732	-	-
Capital projects	-	-	-	-	-
Debt service	-	-	-	-	-
Principal	-	-	-	-	-
Interest	-	-	-	-	-
Fees	-	-	-	-	-
Total Expenditures	70,223	82,776	732	46,553	144,067
Excess Revenue over (under) Expenditures	17,876	(47,376)	(732)	63,289	57,433
OTHER FINANCING SOURCES (USES)					
Refunded bonds issued	-	-	-	-	-
Premium on refunded bonds issued	-	-	-	-	-
Payments to refunded bond escrow agent	-	-	-	-	-
Operating transfers in	-	-	-	-	-
Operating transfers (out)	-	(60,000)	-	-	-
Totals	-	(60,000)	-	-	-
CHANGE IN FUND BALANCES	17,876	(107,376)	(732)	63,289	57,433
Fund Balances - Beginning	(9,381)	134,588	11,655	509,389	154,000
Fund Balances - End of Year	\$ 8,495	\$ 27,212	\$ 10,923	\$ 572,678	\$ 211,433

TOWN OF SAN ANSELMO
Nonmajor Governmental Funds
Combining Statement of Revenue, Expenditures, and Change in Fund Balances
For the Year Ended June 30, 2021

	Special Revenue Funds		Total	Capital Project Funds		Total
	Measure C	Snack	Special	Capital	Equipment	Capital
	Wildfire	Shack	Revenue	Reconstruction	Replacement	Project
	Tax Fund	Shack	Funds	Fund	Fund	Funds
REVENUE						
Property taxes	\$ 365,422	\$ -	\$ 646,941	\$ -	\$ -	\$ -
Sales taxes	-	-	106,928	-	-	-
Franchise fees	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Fines and forfeitures	-	-	-	-	-	-
Use of money and property	-	-	126,413	-	-	-
Intergovernmental	-	-	473,224	-	-	-
Charge for services	-	-	-	-	-	-
Other revenue	-	-	359,012	7,341	-	7,341
Total Revenue	365,422	-	1,712,518	7,341	-	7,341
EXPENDITURES						
Current -						
General government	-	144	133,626	-	64,134	64,134
Nondepartmental	-	-	-	-	-	-
Public safety - fire	-	-	-	1,467	-	1,467
Public works	85,140	-	431,255	-	-	-
Planning/engineering	-	-	-	-	-	-
Community development	-	-	-	-	-	-
Culture and recreation	-	-	258,898	-	-	-
Capital projects	-	-	-	23,782	65,628	89,410
Debt service	-	-	-	-	-	-
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Fees	-	-	-	-	-	-
Total Expenditures	85,140	144	823,779	25,249	129,762	155,011
Excess Revenue over (under) Expenditures	280,282	(144)	888,739	(17,908)	(129,762)	(147,670)
OTHER FINANCING						
SOURCES (USES)						
Refunded bonds issued	-	-	-	-	-	-
Premium on refunded bonds issued	-	-	-	-	-	-
Payments to refunded bond escrow agent	-	-	-	-	-	-
Operating transfers in	-	-	-	100,000	215,000	315,000
Operating transfers (out)	-	-	(563,686)	-	-	-
Totals	-	-	(563,686)	100,000	215,000	315,000
CHANGE IN FUND BALANCES	280,282	(144)	325,053	82,092	85,238	167,330
Fund Balances - Beginning	-	1,335	1,234,975	(15,018)	213,706	198,688
Fund Balances - End of Year	\$ 280,282	\$ 1,191	\$ 1,560,028	\$ 67,074	\$ 298,944	\$ 366,018

TOWN OF SAN ANSELMO
Nonmajor Governmental Funds
Combining Statement of Revenue, Expenditures, and Change in Fund Balances
For the Year Ended June 30, 2021

	Debt Service Funds				Total	Total
	Measure G	Measure G	Municipal	Measure G	Debt	Nonmajor
	Debt Svc	Debt Svc	Lease	Debt Svc	Service	Governmental
	2003	2011	Fund	2020	Funds	Funds
REVENUE						
Property taxes	\$ -	\$ 497,389	\$ -	\$ 194,110	\$ 691,499	\$ 1,338,440
Sales taxes	-	-	-	-	-	106,928
Franchise fees	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Fines and forfeitures	-	-	-	-	-	-
Use of money and property	-	1,198	-	346	1,544	127,957
Intergovernmental	-	-	-	-	-	473,224
Charge for services	-	-	-	-	-	-
Other revenue	-	-	-	-	-	366,353
Total Revenue		498,587		194,456	693,043	2,412,902
EXPENDITURES						
Current -						
General government	-	-	-	79,275	79,275	277,035
Nondepartmental	-	-	-	-	-	-
Public safety - fire	-	-	-	-	-	1,467
Public works	-	-	-	-	-	431,255
Planning/engineering	-	-	-	-	-	-
Community development	-	-	-	-	-	-
Culture and recreation	-	-	-	-	-	258,898
Capital projects	-	-	-	-	-	89,410
Debt service	-	-	-	-	-	-
Principal	125,000	620,000	139,759	30,000	914,759	914,759
Interest	2,844	74,056	18,759	26,967	122,626	122,626
Fees	-	750	-	-	750	750
Total Expenditures	127,844	694,806	158,518	136,242	1,117,410	2,096,200
Excess Revenue over (under) Expenditures	(127,844)	(196,219)	(158,518)	58,214	(424,367)	316,702
OTHER FINANCING						
SOURCES (USES)						
Refunded bonds issued	-	-	-	1,320,000	1,320,000	1,320,000
Premium on refunded bonds issued	-	-	-	213,771	213,771	213,771
Payments to refunded bond escrow agent	-	-	-	(1,448,661)	(1,448,661)	(1,448,661)
Operating transfers in	-	-	158,517	66,530	225,047	540,047
Operating transfers (out)	(66,530)	-	-	-	(66,530)	(630,216)
Totals	(66,530)		158,517	151,640	243,627	(5,059)
CHANGE IN FUND BALANCES	(194,374)	(196,219)	(1)	209,854	(180,740)	311,643
Fund Balances - Beginning	194,374	799,682	1	-	994,057	2,427,720
Fund Balances - End of Year	\$ -	\$ 603,463	\$ -	\$ 209,854	\$ 813,317	\$ 2,739,363



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/8/2022

Item #: 5.

FROM:

Jason Weber, Fire Chief

SUBJECT:

Policy Direction Surrounding Ross Fire Station Options related to Ross Valley Fire Department

RECOMMENDATION

Staff recommends that the Council approves the Proposed Third Amendment to the Amended and Restated Ross Valley Fire Department Joint Powers Agreement.

BACKGROUND/DISCUSSION

Over the last year, the Ross Valley Fire Department's (RVFD) Fire Board has studied potential impacts of the closure of the Ross Fire Station. A thorough analysis of operational and fiscal impacts was presented to the Ross Valley Fire Board and to the San Anselmo Town Council in November and December of 2021. At the November RVFD Fire Board meeting, the Board unanimously endorsed moving forward with one of the eight original options presented and directed staff to draft amendments to the Joint Powers Authority Agreement. Those amendments include:

- Closure of the Ross Fire Station
- One Time Cost for Remodel of Fire Station 21 (Fairfax)
- Facility Maintenance cost sharing - for Station 19 (San Anselmo)
- Service Levels
- Movement of Personnel
- Capital Assets

These amendments are captured in detail in the attached Proposed Third Amendment to the Amended and Restated Ross Valley Fire Department Joint Powers Agreement. Also attached is the staff report from your Council meeting in November and the staff report from the RVFD Fire Board meeting in January for additional background.

FISCAL IMPACT

This report outlines potential fiscal impacts associated with the decision surrounding amendments to the RVFD JPA. The receipt of this report does not have any associated fiscal impact.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

This discussion is not considered a "project" under the California Environmental Quality Act, because it does

not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065). The proposed JPA amendment does not relate to the Climate Action Plan.

Attachment 1 - Third Amendment to the Ross Valley Fire Department Point Powers Agreement

Attachment 2 - San Anselmo Town Council Staff Report "Policy Direction Surrounding Ross Fire Station Options related to Ross Valley Fire Department" - November 9, 2021

Attachment 3 - Ross Valley Fire Department Staff Report "Review of Proposed Third Amendment to the Amended and Restated Joint Powers Agreement" - January 12, 2022

THIRD AMENDMENT TO AMENDED AND RESTATED JOINT POWERS AGREEMENT

This Third Amendment to the Amended and Restated Joint Powers Agreement (“Third Amendment”) is entered into as of January 1, 2022 (the “Third Amendment Effective Date”), and is made by and among the Town of Fairfax, a municipal corporation (“Fairfax”), the Town of San Anselmo, a municipal corporation (“San Anselmo”), the Sleepy Hollow Fire Protection District, an independent special district of the State of California (“Sleepy Hollow”), and the Town of Ross, a municipal corporation (“Ross”), each a “Member,” and collectively referred to as the “Members.”

RECITALS

A. Fairfax, San Anselmo and Sleepy Hollow entered into that certain Amended and Restated Joint Powers Agreement dated as of July 1, 2010 (the “Agreement”). All capitalized terms used herein without definition shall have the same meanings assigned to them in the Agreement.

B. The Agreement governs the operations of the Ross Valley Fire Department (the “Authority”).

C. The Members entered into the First Amendment to the Amended and Restated Joint Powers Agreement, effective as of July 1, 2012 (the “First Amendment”), to (i) include Ross as a Member of the Authority; (ii) modify the composition of the Board; (iii) revise the Members’ cost sharing and ownership rights; and (iv) address certain other issues agreed upon among the Members.

D. The Members entered into the Second Amendment to the Amended and Restated Joint Powers Agreement, effective as of February 13, 2014 (the “Second Amendment”), to: (i) establish a Management Committee and (ii) implement the provisions of Government Code § 54956.96, permitting the disclosure of certain closed session information in an authorized closed session of a Member.

E. The Members desire to enter into this Third Amendment to the Amended and Restated Joint Powers Agreement to: (1) provide for the closure of the Ross Fire Station and (ii) allocate Authority resources, savings and costs attributable to the Ross Fire Station closure.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Members agree as follows:

AGREEMENT

1. Section 9.2, **Fire Station Maintenance**, is hereby amended by adding subsections d., e. and f. to read as follows:

“9.2 Fire Station Maintenance

d. Closure of the Ross Fire Station. Fire Station 18, located at 33 Sir Francis Drake Boulevard in Ross, CA (the “Ross Fire Station”) shall be closed on July 1,

2025, or upon a written agreement among all Members to close on an earlier date (such closure date being the "Ross Fire Station Closure Date").

e. One Time Cost For Remodel of Fire Station 21. On or before the Ross Fire Station Closure Date, the Town of Fairfax shall contribute one-time costs not to exceed \$210,000 to fund the interior remodel of Fire Station 21, located at 10 Park Road in Fairfax, CA ("Station 21") to accommodate additional staffing.

f. Shared Costs for Station 19. Commencing in the first fiscal year following the Ross Fire Station Closure Date, and in each fiscal year thereafter, the Town of Ross and the Town of San Anselmo shall share the maintenance costs of Fire Station 19, located at 777 San Anselmo Avenue in San Anselmo, CA ("Station 19") for which the Town of San Anselmo is responsible pursuant to Section 9.2

a. The Town of Ross shall contribute twenty-seven percent (27%) and the Town of San Anselmo shall contribute seventy-three percent (73%) toward maintenance costs; provided, however, that the Town of San Anselmo and the Town of Ross shall agree upon an annual budget for such costs for the ensuing fiscal year. The foregoing requirement to agree upon an annual budget is intended to obtain an agreement for the total annual maintenance costs to be shared by the parties and in no event shall such agreement modify the annual percentage obligations for Station 19 maintenance costs of either the Town of Ross or the Town of San Anselmo. Subsequent to adopting the annual budgets for the Town of Ross and Town of San Anselmo, and prior to incurring any unbudgeted cost under Section 9.2 a. in excess of \$10,000 for Fire Station 19, the Town of San Anselmo shall notify the Town of Ross, and the parties shall meet and confer and agree on any such cost to be incurred.

2. Effective on the Ross Fire Station Closure Date, Section 9.4, **Certain Service Levels**, shall be deleted in its entirety and replaced with the following:

"9.4, Certain Service Levels. The Authority's three fire stations will be routinely open, fully staffed and equipped for 24-hour continuous operation by not less than three (3) full-time sworn trained firefighters at two of the three fire stations and not less than two (2) full-time sworn trained firefighters at the third fire station. Notwithstanding the foregoing, the Fire Chief shall have the sole discretion as to the most effective manner of handling and responding to calls for service. This includes positioning both equipment and staffing between and among the fire stations to meet conflicting demands. Consequently, the Members acknowledge that there may be times when equipment or personnel may not be available from all three fire stations."

3. A new Section 9.5, **Closure of Ross Fire Station**, is hereby added to the Agreement to read as follows:

“9.5 Closure of Ross Fire Station and Movement of Personnel. As of the Ross Fire Station Closure Date, the Fire Chief shall move personnel from the Ross Fire Station to Station 19 and Station 21 as the Fire Chief deems appropriate.”

4. Section 24.5, **Existing Capital Assets**, subsection a., **Ross Fire Station**, is hereby amended by restating subsection a. to read as follows:

a. Ross Fire Station. Beginning on the Ross Fire Station Closure Date, the Authority’s annual operations costs will be reduced (the “Savings”) due to the closure of the Ross Fire Station, the elimination of one engine from the Authority’s vehicle replacement schedule, the planned transition of three (3) Captain positions to three (3) Firefighter/Paramedic positions, and the planned transition of three (3) Engineer positions to three (3) Firefighter/ Paramedic positions, with such personnel changes occurring upon the resignation or retirement of the current Captain and Engineer personnel. The annual amount of Savings shall be detailed in the annual budget prepared pursuant to Section 6.2, with the portion of the Savings attributable to personnel changes determined at the time the changes occur, based on the difference in salary and fully loaded benefits of such personnel. The annual amount of the Savings, as shown on the annual budget, shall be credited to the amount of the annual contribution owed by the Town of Ross pursuant to Section 7.1. After the full Savings, by the elimination of one engine from the Authority’s vehicle replacement schedule, the planned transition of three (3) Captain positions to three (3) Firefighter/Paramedic positions, and the planned transition of three (3) Engineer positions to three (3) Firefighter/Paramedic positions has been realized, the Members’ Percentage Shares (Section 8.1) shall be adjusted to reflect the savings attributed to Ross. In addition, The Town of Ross will be billed by the Authority for actual legal costs (not to exceed \$15,000) incurred by the Authority in connection with the preparation of this Third Amendment.

5. Except as expressly modified by this Third Amendment, all other terms and conditions of the Agreement are hereby ratified and confirmed and shall remain in full force and effect and binding on the parties.
6. This Third Amendment may be executed on behalf of the respective Members in one or more counterparts, all of which collectively shall constitute one document and agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Third Amendment as of the date first written above.

TOWN OF SAN ANSELMO, a municipal corporation

By: _____
Alexis Fineman, Mayor

ATTEST:

Town Clerk

TOWN OF FAIRFAX, a municipal corporation

By: _____
Stephanie Hellman, Mayor

ATTEST:

Town Clerk

SLEEPY HOLLOW FIRE PROTECTION DISTRICT, an independent special district of the State of California

By: _____
Name: _____
Title: _____

ATTEST:

Secretary

TOWN OF ROSS, a municipal corporation

By: _____
Elizabeth Robbins, Mayor

ATTEST:

Town Clerk

TOWN OF SAN ANSELMO STAFF REPORT

For the meeting of November 9, 2021

To: San Anselmo Town Council

From: Jason Weber, Fire Chief

Subject: Policy Direction Surrounding Ross Fire Station Options related to Ross Valley Fire Department

RECOMMENDATION

That the Town Council receive an update from staff regarding the options surrounding the Town of Ross fire facilities and provide feedback and direction to Council Members Greene and Burdo on the preferred option(s) that the Town of San Anselmo supports and direct Council Members Greene and Burdo to cast their vote at the November Ross Valley Fire Board meeting in that manner.

BACKGROUND/DISCUSSION

At the October 26, 2021 Council meeting, the Ross Valley Fire Chief presented an update regarding the Town of Ross fire station facilities and options related to alternative services if the fire station in Ross were not re-built. Council directed staff to return to the November 9th meeting to give Council members time to review the materials in order to have a more focused discussion surrounding Option 2:

***OPTION 2: Eliminate Engine 18, shift personnel West to other stations
(One less engine; no reduction in personnel)***

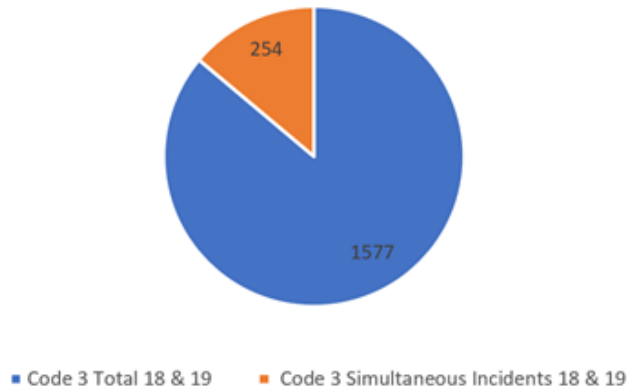
As discussed at the October 26th Council meeting, listed below are the operational, fiscal, labor, allied agency, JPA and policy considerations related to Option 2:

Operational Considerations:

- Response times in the Ross Station 18 area will increase by approximately 2 minutes with the engine now coming from Station 19 on San Anselmo Ave. for a response to 90% of calls within 09:31 minutes from the current 07:31 minute response times.
- The current simultaneous incident activity (code three incidents for Station 18 and 19) for the calendar years 2019 and 2020 is 254, or 16.1% of 1577 incidents. The data shows that we expect E19 to be unavailable to serve Station 18 or Station 19 zones requiring a more distant engine to respond 16.1% of the time or approximately 127 times per year.

Simultaneous Incident Data Engine 18 & 19

16.1% Code 3 Simultaneous Incidents



- Moving from four engines to three engines will require a more dynamic deployment, including moving up and covering from allied agencies when multiple incidents occur.
- The speed at which additional firefighters arrive at incidents will improve in all areas except the Town of Ross. In addition, by moving the personnel West, other response zones within the RVFD will see an improvement in the time it takes for personnel to arrive and complete critical tasks on the fireground or medical care.
- This Option proposes moving three of the six Ross positions to Station 19, raising E19 staffing from two personnel to three and a second engine, either E21 or E20, from two to three personnel. Again, this change positively impacts the speed and number of firefighters that would arrive at an incident improving the multi-unit effective response from San Anselmo West.
- Of the 265 EMS incidents in Ross during 2017 and 2018, M18 (Medic 18) was not available 57 times, or 21% of the time. The next arriving ALS unit under a proposed plan would be an engine company with an average increased response time of 2 minutes.

Fiscal Impacts:

- Option 2 has annual operational cost savings of \$300,000 that are not fully recognized until ten years in the future. These savings include:
 - Reduction in future vehicle replacement funding as RVFD will reduce from four frontline engines to three, for approximately \$40,000 in annual savings.
 - The remainder of the projected savings is recognized through the attrition of three (3) Captains and three (3) Engineer positions. In addition, the proposed changes include the transition to six (6) Firefighter Paramedic positions.

Projected Savings – Option 2



- Option 2 has one-time capital provisional cost estimates of \$210,000 for interior remodel at one of the stations where staffing would increase in order to meet contemporary sleeping and bathroom needs.

The following tables are provided in order to demonstrate the existing member contribution levels. Staff received a request to show what the savings over time scenario allocations would be using the current member contribution percentages.

Current Member Agency Contributions FY22

Agency	Member Contribution %	FY22 JPA Contribution
Town of Ross	23.37%	\$2,183,012
Town of San Anselmo	40.53%	\$3,785,941
Sleepy Hollow FPD	12.8%	\$1,195,660
Fairfax	23.3%	\$2,176,474

Apportionment of Savings Over Time (\$300K) as per current Agency Contribution Schedule

Agency	Member Contribution %	% Share of Savings over time
Town of Ross	23.37%	\$70,110
Town of San Anselmo	40.53%	\$121,590
Sleepy Hollow FPD	12.8%	\$38,400
Town of Fairfax	23.3%	69,900

Labor Impacts:

- As directed by the RVFD Board, staff has met with Labor and discussed impacts related to each of the four Options. Labor does not feel that it would be fair to their membership to impose a more aggressive schedule than attrition to recognize savings

for this option. However, they are open to converting the existing three Captains positions, and three Engineer positions to Firefighter Paramedic positions over time versus “y”-rating or a reduction in force process.

- If this Option is selected, ratification of an agreement with the Labor group would be necessary.

Allied Agency Impacts:

- Kentfield Fire District regularly uses E18 to cover their zone while training or committed on other incidents. RVFD’s ability to continue to cover would have to be considered by Kentfield as the response time would be greater.

JPA Impacts:

- Moving from four to three stations and adjusting Member contribution percentages requires amending the JPA Agreement, which must be approved by each Member agency. These member contribution percentage changes would be made in relation to the final decision regarding the allocation of the savings over time as described in the Fiscal Impacts section above.

Policy Considerations for your Council and ultimately the Fire Board to consider:

- Service Level changes for RVFD
- Apportionment of one-time capital costs associated with interior remodels at stations affected by the addition of personnel. Provisional estimates of \$210,000 for Station 21 in Fairfax.
- Any Apportionment of projected annual savings over time (estimated to reach \$300k annually) with full impact not realized for 8-12 years in staffing and vehicle replacement (1 less engine). Ross is requesting savings as the savings are realized.
- Ross would share in Station 19 facility costs under proposed formula of incident activity percentage (currently 27%) for capital repairs and building maintenance.
- Effective date of changes if agreement is reached 7/1/2025

SUMMARY

The RVFD Board and RVFD JPA Members are being asked to consider and, ideally, reach a consensus on a single option. Based on a straw pole at the RVFD Board meeting in October and subsequently discussions at your last Council meeting the preferred option and focus of this report is Option 2. All options including option 2 come with trade-offs that have impacts on each community served. It is essential to consider as a Fire Board member that services provided to each community are mutually dependent on each other as a collective system vs. a single engine company or individual communities.

All Options will require amendments to the [Ross Valley Fire Department Joint Powers Agreement](#) (JPA); language in the JPA details the mechanisms to carry out changes. Any proposed changes

including service levels or member contributions would need to be ratified.

Staff strongly feels that keeping the JPA intact is of utmost importance moving forward. As discussed, several times, each community is mutually reliant on other Members of the RVFD JPA to provide adequate services to their community. No single agency could provide adequate fire services on its own.

If the inability to achieve consensus leads to a withdrawal from the JPA by any Member agency, the near-term adverse financial and operational consequences would be likely for the withdrawing and remaining Members. Such financial and operational consequences include expenses related to implementing a withdrawal, liability for unpaid costs and debts, and the costs of re-establishing the ability to provide fire protection to each Member's jurisdiction. (See JPA Agreement, Section 13.4)

NEXT STEPS

As of this meeting, each Town Council will have been briefed about the October 13, 2021 RVFD Board Meeting and before the next RVFD Board meeting on November 10, 2021. Each Council has been asked to provide direction to their respective Council Members that serve on the RVFD Fire Board.

An action item regarding this topic has been scheduled for the November 10, 2021 Fire Board agenda, providing policy direction to inform the Town of Ross of the Fire Board's position related to the four options presented.

FISCAL IMPACT

This Staff Report outlines potential fiscal impacts associated with the decision surrounding Option 2. The receipt of this Staff Report does not have any associated fiscal impact.

CEQA AND CONSISTENCY WITH CLIMATE ACTION PLAN 2030

This discussion is not considered a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065). The proposed ordinance does not relate to the Climate Action Plan.

Respectfully submitted,

Jason Weber, Fire Chief
Ross Valley Fire Department

ATTACHMENT 1 – October 26, 2021 Staff Report

**Ross Valley Fire Department Board of Directors
STAFF REPORT**

For the meeting of January 12, 2022

To: Ross Valley Fire Board

From: Jason Weber, Fire Chief

Subject: Review of Proposed Third Amendment to the Amended and Restated Joint Powers Agreement

RECOMMENDATION

Receive Proposed Third Amendment to the Amended and Restated Joint Powers Agreement –
Provide direction to staff prior to circulation of the Third Amendment to the Amended and Restated Joint Powers Agreement

BACKGROUND/DISCUSSION

At your December 8, 2021 Staff presented your Board with the proposed JPA changes. Your Board did not have adequate time to digest the changes and requested that Staff return at the January meeting. Staff has not received any proposed changes to what was presented at your December meeting and subsequently is returning to this Board meeting with the no changes to the Third Amendment to the JPA for your consideration.

At your November 10, 2021 Fire Board meeting, your Board reached agreement on a single option related to the Ross Fire Station future. Your Board directed staff to develop a third Amendment to the RVFD Joint Powers Agreement and return with the proposed changes for review prior to circulating with the member agencies for ratification.

Staff worked with the Management Committee and legal counsels from each of the member agencies, including the Ross Valley Fire Department's legal counsel on the attached documents. The amendments to the JPA are based on your Board's action related to the policy considerations that were presented as part of the option highlighted below:

Eliminate Engine 18, shift personnel West to other stations
(One less engine; no reduction in personnel)

Policy Considerations for your Board:

- Staff is recommending savings (estimated to reach \$300k annually) in staffing and vehicle replacement (1 less engine) be attributed to Ross as savings

materialize.

- Staff is recommending one-time capital costs associated with interior remodels at the Fairfax Station 21 be covered by the Town of Fairfax (estimated not to exceed \$210,000)
- Staff is recommending that personnel moving West from Station 18 be located at Stations 19 and 21.
- Staff is recommending the lease agreement with the Ross Valley Paramedic Authority (RVPA) for housing a paramedic ambulance and crew (currently \$32k annually payable to RVFD) be redirected to the Town of Ross after Ross completes the construction of a \$2 mil ambulance quarters with an increase to the lease amount of \$50k annually.
- Staff is recommending implementation date of July 1, 2025 if agreement is reached.
- Staff is recommending Ross would share in Station 19 facility costs under proposed formula of incident activity percentage (currently 27%) for capital repairs and building maintenance.
- Staff is recommending Ross cover reasonable hard costs (RVFD attorney fees) associated with this decision and subsequent amendments to the JPA.
- Staff is recommending Labor items be carried out in the form of a “side letter of agreement” which will be drafted at your direction.
- Staff is recommending the Labor Mgmt. Sub-Committee meet regularly (at least quarterly) to address the remaining engine company staffed with two personnel.

SUMMARY:

Upon your Board’s review of the attached amendments to the JPA the document will be circulated to the member agencies for ratification at their respective future Councils and Board meetings.

FISCAL IMPACT:

The receipt of this Staff Report does not have any associated fiscal impact.

Attachments: Third Amendment to the Amended and Restated JPA – Attachment #1
Side Letter with the Ross Valley Firefighters – Attachment #2



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/8/2022

Item #: 6.

FROM:

Jeff Zuba, Finance & Administrative Services Director

SUBJECT:

Consider Ross Valley Fire Department budgeting options for staffing at Station 20.

RECOMMENDATION

Receive report regarding future Ross Valley Fire Department (RVFD) upstaffing to 3-person engine companies and the impact on the Town's budget beginning in FY2025-2026.

BACKGROUND

At the January 12, 2022 Ross Valley Fire Board meeting, the third amendment to the RVFD Joint Powers Agreement related to the future of Ross Fire Station 18 was reviewed and recommended to be taken to each respective member agency for approval. The JPA Amendment states that upon the closure of Fire Station 18, scheduled for July 1, 2025, the six assigned personnel shall be moved West to increase staffing from two to three personnel at Fire Stations 19 and 21. As part of the amendment the Department and Ross Valley Firefighters Association Local 1775 drafted and signed a side letter that will create a labor-management sub-committee that will begin meeting quarterly, beginning the first quarter of 2022, with the goal of increasing the staff to three personnel per shift at Fire Station 20 in Sleepy Hollow.

DISCUSSION

To obtain three personnel staffing each Fire Station beginning in fiscal year 2025-2026 it is expected to cost the department approximately \$630,000 annually. The Town's share of the expenditure is 40.53%, which is \$255,339. The Town will need to determine how that expenditure fits into its budget.

ANALYSIS

To analyze the impact of the increased RVFD contract expenditure staff, we prepared the General Fund Five-Year Financial Forecast, Attachment I.

Revenues

The Town's largest source of General Fund revenue is Property Tax followed by 1% Bradley-Burns Sales Tax. For each source, staff was provided estimates for the fiscal year 2022-2023 by our consultants. Each year thereafter is increased by a percentage based on prior years' history.

Expenditure

The Town's largest General Fund expenditures are the JPA contracts for Police and Fire protection. The staff reviewed charges for the contracts for the past five fiscal years to provide a reasonable increase in the model. Beginning in fiscal-year 2025-2026, the expenditure of \$255,339 was added into the Fire Service contract.

The other revenue and expenditure lines were analyzed based on prior trends and adjusted accordingly in the forecast.

The five-year projection shows that beginning in fiscal year 2025-2026, the Town could have an operating deficit that it would need to review during the budget process.

If the Measure D - Transaction and Use Tax renewal is passed in November 2022, that is potentially an option to fund the enhanced fire protection costs but is not being considered in this report as funding would need to come from the General Fund if the measure was unsuccessful.

FISCAL IMPACT

There is no fiscal impact in connection with receipt of this report.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

CONCLUSION

In conclusion, the 3-person engine staffing could result in an operating deficit beginning in FY2025-2026, which will need to be addressed during the budgeting process.

Town of San Anselmo
General Fund
2022-23 through 2026-27 Five-Year Financial Forecast

	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Budget Projection	2023-2024 Budget Projection	2024-2025 Budget Projection	2025-2026 Budget Projection	2026-2027 Budget Projection
REVENUE								
Property Tax	14,214,800	14,053,988	14,053,988	14,824,893	15,269,640	15,727,729	16,199,561	16,685,548
Franchise Taxes	807,419	750,630	750,630	800,000	808,000	816,080	824,241	832,483
Other Taxes (sales and property transfer tax)	1,237,813	1,400,000	1,400,000	1,400,000	1,530,400	1,562,857	1,596,016	1,629,892
Licenses, Permits, Fees, Fines	1,371,908	1,327,000	1,327,000	1,300,000	1,313,000	1,326,130	1,339,391	1,352,785
Use of Money and Property	76,487	15,000	15,000	20,000	30,000	30,000	30,000	30,000
Other Agency Revenue	152,155	115,000	115,000	125,000	126,250	127,513	128,788	130,076
Fees for Services, Misc	299,970	181,000	181,000	225,000	227,250	229,523	231,818	234,136
Transfers In	420,969	418,464	418,464	418,464	462,858	481,524	497,739	510,116
Total Revenues and Transfers In	18,581,521	18,261,082	18,261,082	19,113,357	19,767,398	20,301,354	20,847,553	21,405,035
EXPENDITURES								
Salaries	2,245,428	2,853,215	2,853,215	2,938,811	3,026,976	3,117,785	3,195,730	3,275,623
Retirement	919,516	960,932	960,932	517,109	524,242	533,420	539,000	548,000
Other Benefits	555,400	961,195	961,195	989,830	1,019,525	1,050,111	1,076,363	1,103,272
Contracts and Services	2,372,742	2,438,226	2,438,226	2,511,373	2,636,941	2,768,788	2,907,228	3,052,589
Fire	4,357,895	4,611,448	4,611,448	4,805,129	5,006,944	5,217,236	5,691,360	5,862,101
Police	4,540,998	4,685,857	4,685,857	4,826,433	4,971,226	5,120,362	5,273,973	5,432,193
Supplies	184,358	230,023	230,023	254,712	262,353	270,224	278,331	286,681
Debt Service	229,302	238,208	238,208	528,977	586,067	638,929	680,189	715,018
Transfers Out	1,348,517	1,263,517	1,263,517	1,263,517	1,263,517	1,263,517	1,263,517	1,263,517
Total Expenditures and Transfers Out	16,754,156	18,242,621	18,242,621	18,635,891	19,297,791	19,980,373	20,905,691	21,538,993
Operating Surplus (Deficit)	1,827,365	18,461	18,461	477,466	469,606	320,982	(58,138)	(133,959)
Beginning Balance estimated	4,437,465	6,264,830	6,264,830	6,283,291	6,760,757	7,230,364	7,551,346	7,493,208
Estimated Ending Balance	6,264,830	6,283,291	6,283,291	6,760,757	7,230,364	7,551,346	7,493,208	7,359,249
Percentage of Reserve	37%	34%	34%	36%	37%	38%	36%	34%



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/8/2022

Item #: 7.

FROM:

Elise Semonian, Planning Director

SUBJECT:

Consider adoption of a temporary moratorium on new or expanded gas station uses in San Anselmo until the Town Council considers potential revisions to existing regulations for new and expanded gas stations.

RECOMMENDATION

Adopt the attached proposed interim urgency ordinance for a temporary moratorium on new or expanded gas station uses. (Attachment 1).

BACKGROUND

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 make up 55% of community emissions. 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. Councilmembers Colbert, Greene and Fineman requested the items to be fully vetted by staff and the Sustainability Commission prior to being considered by the Town Council.

On January 5, 2022, staff received an inquiry from Andy's BP, Inc. gas station at 750 Sir Francis Drake Boulevard to add two gasoline fuel dispensers to the site. The station submitted an incomplete application on January 10, 2022.

Gas 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).

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 the sites make up the majority of the Leaking Underground Storage Tank (LUST) sites in the Town (see list, Attachment 2). 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.

DISCUSSION

Staff is recommending that the Town Council consider an interim urgency ordinance pursuant to Section 65858 of the California Government Code to prohibit approval of any new gas station or expanded gas station uses, as they may conflict with the zoning proposal that the Town Council intends to study. The proposed ordinance would prohibit the approval of any new or expanded gas station uses in the Town for an initial period of 45-days. This would provide time to consider potential impacts of new and expanded gas stations and options for regulating them. Staff notified Town gas station business license holders of the Town Council hearing by email and notice was also published in the *Marin Independent Journal*.

A 4/5 vote of the Town Council is required to adopt the attached ordinance as an urgency item. The ordinance may be extended for up to an additional ten months and 15 days following a noticed public hearing within the next 45 days. Prior to the expiration of the initial extension, the ordinance may be extended a final time for up to an additional 12 months, for a total potential duration of 2 years.

State law requires the Town Council to find that “there is a current and immediate threat to the public health, safety, or welfare, and that the approval of additional subdivisions, use permits, variances, building permits, or any other applicable entitlement for use which is required in order to comply with a zoning ordinance would result in that threat to public health, safety, or welfare.” The required findings are set forth in the proposed ordinance.

Staff would continue to process any pending gas station applications. However, no action would be taken on the applications until the interim ordinance is repealed/any new regulations are in effect, or the interim ordinance expires.

FISCAL IMPACT

In fiscal year 2021, the Town received \$122,744 from Fuel and Service Sales from Sales Tax and \$62,945 from Measure D Sales Tax. The proposed moratorium on new or expanded fueling stations would have no impact on existing revenue but would preclude the Town from generating any additional tax revenue from additional sales associated with new pumps.

GENERAL PLAN CONSISTENCY

The Town General plan has no policies specific to gas stations. The proposed ordinance does not conflict with any policy in the General Plan. The proposal is consistent with General Plan Land Use Objective 4 to “Maintain the existing size and intensity of commercial businesses in the Town.”

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Approximately 55% of the Town’s greenhouse gas (GHG) emissions come from transportation. On June 11, 2019, the Town Council adopted the Climate Action Plan 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. On February 11, 2020, the Town Council adopted Resolution 4325 declaring a climate emergency. The proposed ordinance is intended to reduce greenhouse gas emissions and is consistent with the Climate Action Plan.

The proposed interim urgency ordinance 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).

If the ordinance constitutes a CEQA project, it is also exempt from CEQA review in accordance with CEQA Guidelines Sections 15307 and 15308 because it constitutes action taken by regulatory agencies as authorized by state law or local ordinance to assure the maintenance, restoration, or enhancement of a natural resource and protection of the environment.

CONCLUSION

Staff respectfully requests that the Town Council adopt the attached interim urgency ordinance.

URGENCY ORDINANCE NO. ____

AN URGENCY ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ENACTING A TEMPORARY MORATORIUM ON APPROVAL OF APPLICATIONS FOR NEW AND EXPANDED GAS SERVICE STATION USES IN THE TOWN OF SAN ANSELMO

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, California Government Code Section 65858 provides that the Town Council may, to protect public safety, health and welfare, adopt as an urgency measure an interim ordinance prohibiting any uses that may conflict with a contemplated general plan or zoning proposal that the Council, the Planning Commission or the Planning Department is considering or studying or intends to study within a reasonable time; that adoption of such urgency measures requires a four-fifths vote of the Council; that such measures shall be of no effect 45 days from the date of adoption, and may be extended a maximum to two times and have a maximum total duration of two years; and

WHEREAS, 55% of the San Anselmo community Greenhouse Gas (“GHG”) Emissions are from the transportation sector, mostly from passenger cars; and

WHEREAS, the Town adopted a Climate Action Plan (initially in 2011, last updated 2019) with a goal for the Town to reduce greenhouse gas emissions by 54% by 2030 (from a 2005 baseline) and to be carbon neutral by 2045, and 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, on January 4, 2022, the Town received an application for additional gas pumps at an existing service station; and

WHEREAS, vehicle technology is rapidly evolving such that reliance on gas is steadily declining 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, 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, gasoline stations have the potential to leak hazardous substances that contaminate soil, groundwater, surface water and affect indoor air space and four Town gas station sites are listed on the State of California Water Board's Leaking Underground Storage Tank (LUST) data management system as sites that impact, or have the potential to impact, water quality in the Town; and

WHEREAS, the Town of San Anselmo is predominantly a residential community and any gas station in the Town will be located close to where people live or work, or where housing is proposed, and exposure to gas station emissions may lead to adverse health impacts for people nearby, including cancer, from pollutants including benzene, toluene, ethyl-benzene, xylenes, naphthalene, propylene, and n-Hexane; and

WHEREAS, due to their propensity to become brownfield sites, service stations require remediation for potential ground contamination prior to redevelopment and closed service station sites may be abandoned and left unused for long periods of time and the removal of contaminants may present health risks for neighboring communities and sensitive receptors, which could result in blight and dangerous conditions throughout the Town, threatening public health, safety and welfare; and

WHEREAS, the Town Council finds and determines that there is an immediate threat to the public health, safety, or welfare, that could result from new or expanded gas service station uses within the Town, through negative impacts that include, but are not limited to contaminant exposure, health risks, soil, groundwater and surface water contamination and potential blight in and around the site in the future; and

WHEREAS, the Town Council finds that time provided by this moratorium will allow for a comprehensive analysis on how to manage and reduce the impacts of new and/or expanded service stations in Town; including the potential impacts on the public health and welfare, impacts on public safety related to the provision of public safety to service stations, and potential for blight in connection with the declining demand for gas; and

WHEREAS, these studies will help the Council and Town's Planning Department determine how best to prevent impacts to public health, safety and welfare, and evaluate the General Plan and Zoning Code and develop appropriate regulations to achieve positive outcomes for the Town's residents, business community, property owners, developers and the environment.

NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO hereby ordains as follows:

SECTION 1. Findings

- a. The recitals set forth above are true and correct and are hereby incorporated herein by this reference as if fully set forth in their entirety.
- b. There exists a current and immediate threat to the public health, safety, and welfare requiring immediate implementation of an urgency ordinance to prevent the approval of new and/or expanded service stations in the Town of San Anselmo.
- c. The urgency ordinance is necessary for the immediate preservation of the public peace, health, and safety because an expanded or new service station would negatively impact the public welfare and potentially, the unique quality and character of the Town and a moratorium will prevent negative impacts that include, but are not limited to contaminant exposure, health risks, soil, groundwater and surface water ground contamination and potential blight in and around the site in the future.
- d. Based on the recent changes in technology, state policy and the Town’s commitment to addressing the climate emergency, there is a need for the Town to prohibit approval of new or expanded service stations, which may be in conflict with a contemplated general plan or zoning proposal that the Town Council, Planning Commission or the Planning Department intends to study within a reasonable time.

SECTION 2. Environmental Review.

The Town Council hereby finds that adoption of a temporary moratorium on new or expanded service station uses 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). If the ordinance constitutes a CEQA project, it is also exempt from CEQA review in accordance with Sections 15307 and 15308 because it constitutes action taken by regulatory agencies as authorized by state law or local ordinance to assure the maintenance, restoration, or enhancement of a natural resource and protection of the environment.

SECTION 3. Declaration of Threat to Public Health, Safety, and Welfare Necessitating Urgency Ordinance.

The Town Council of the Town of San Anselmo hereby finds and declares that there is a current and immediate threat to the public health, safety and welfare and a need for the immediate preservation of the public health and safety that warrants this urgency ordinance, based upon the facts, findings, and declarations stated in the findings of this Ordinance.

SECTION 4. Establishing a Temporary Moratorium on New or Expanded Gas Service Station Uses.

- A. A temporary moratorium on approval of permits and entitlements for service station

development and/or expansion shall become effective upon its adoption by 4/5 vote of the Town Council.

- B. Nothing contained in this Interim Urgency Ordinance shall preclude the improvement, renovation, or demolition of an existing service station, provided that such development otherwise conforms to applicable law and does not result in an increase to the number of gas pumping or storage facilities.
- C. Special Conditional Use Permit.
 - 1. Notwithstanding any other provision of this Interim Urgency Ordinance, the Town may accept, process and approve applications for special conditional use permits for development or use of property otherwise subject to this Interim Urgency Ordinance, if the Town Council finds, after receipt of a recommendation from the Planning Commission, that an owner of property subject to the moratorium imposed by this Interim Urgency Ordinance will be deprived of all economically viable use of their land unless the property owner is allowed to develop or use the property for a service station, or that the law of California or of the United States otherwise requires the Town to approve an application for a permit or an entitlement for the development or use.
 - 2. The special conditional use permit provided by the Section shall be an available entitlement process and permit for a property owner affected by the moratorium whether or not a conditional use permit would otherwise be required by the Municipal Code. A special conditional use permit submitted pursuant to this Section shall be processed in accordance with the Municipal Code, except that the Town Council shall serve as the final decision-making body, which shall make the additional findings required by this Section prior to approving the special conditional use permit.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance. The Town Council hereby declares that it would have adopted the Ordinance and each section, sub-section, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, sub-sections, sentences, clauses, phrases or portions to be declared invalid or unconstitutional.

SECTION 6. Effective Date. This is an Interim Urgency Ordinance enacted under California Government Code 65858 and it will take effect immediately upon adoption by a four-fifths (4/5) vote of the Town Council. This Ordinance shall remain in effect for 45 days, unless the Town Council extends the ordinance as permitted by state law. (Cal. Gov't Code § 65858 (a).

Within fifteen days after the passage of this Ordinance, the Town Clerk shall cause this ordinance or a summary thereof to be published once, with the names of those Town Councilmembers voting for or against it in a newspaper of general circulation in the Town of San Anselmo, as required by law.

THE FOREGOING INTERIM URGENCY ORDINANCE was introduced and adopted at a regular meeting of the San Anselmo Town Council on February 8, 2022, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

APPROVED:

ATTEST:

Alexis Fineman, Mayor of Town of San Anselmo

Carla Kacmar, Town Clerk

List of current (yellow) and former gas stations in San Anselmo

Item 7 – Attachment 2

Link to Cleanup Report	Link to Site Location	Name of Facility	Type	Status	Address
[REPORT]	[MAP]	GUASCO MARKET	LUST CLEANUP SITE	COMPLETED - CASE CLOSED	100 CENTER BLVD/613 SIR FRANCIS DRAKE
[REPORT]	[MAP]	SAN ANSELMO AUTO REPAIR	LUST CLEANUP SITE	COMPLETED - CASE CLOSED	100 SIR FRANCIS DRAKE BLVD
[REPORT]	[MAP]	CHEVRON	LUST CLEANUP SITE	COMPLETED - CASE CLOSED	101 RED HILL AVE
[REPORT]	[MAP]	PERRY PROPERTY	LUST CLEANUP SITE	COMPLETED - CASE CLOSED	130 SIR FRANCIS DRAKE BLVD
[REPORT]	[MAP]	MOBIL	LUST CLEANUP SITE	COMPLETED - CASE CLOSED	1535 SIR FRANCIS DRAKE BLVD
		STANDARD OIL			160 SIR FRANCIS DRAKE BLVD.
[REPORT]	[MAP]	ONGARO PLUMBING	LUST CLEANUP SITE	COMPLETED - CASE CLOSED	243 SAN ANSELMO AVE
					305 SAN ANSELMO AVENUE
[REPORT]	[MAP]	MR TREES FORMER	LUST CLEANUP SITE	COMPLETED - CASE CLOSED	343 SAN ANSELMO AVE
[REPORT]	[MAP]	MAOLI CONSOLIDATED ENTERPRISES	LUST CLEANUP SITE	COMPLETED - CASE CLOSED	400 RED HILL AVE
					590-634 SAN ANSLEMO AVENUE
					604 SIR FRANCIS DRAKE
					606 SIR FRANCIS DRAKE
[REPORT]	[MAP]	MOBIL UNOCAL	LUST CLEANUP SITE	COMPLETED - CASE CLOSED	631 SIR FRANCIS DRAKE BLVD
[REPORT]	[MAP]	TOWNSEND & TOWNSEND PROPERTY	LUST CLEANUP SITE	COMPLETED - CASE CLOSED	640 SIR FRANCIS DRAKE BLVD
[REPORT]	[MAP]	FORMER CHEVRON	LUST CLEANUP SITE	OPEN - SITE ASSESSMENT	700/750 SIR FRANCIS DRAKE BLVD
	[MAP]	SAN ANSELMO GAS & SHOP	PERMITTED UNDERGROUND STORAGE TANK (UST)		750 SIR FRANCIS DRAKE BOULEVARD
					805 SIR FRANCIS DRAKE
					830 SIR FRANCIS DRAKE
[REPORT]	[MAP]	TOSCO - FACILITY #5491	LUST CLEANUP SITE	COMPLETED - CASE CLOSED	930 SIR FRANCIS DRAKE BLVD
[REPORT]	[MAP]	UNOCAL	LUST CLEANUP SITE	COMPLETED - CASE CLOSED	930 SIR FRANCIS DRAKE BLVD.

List of current (yellow) and former gas stations in San Anselmo

Item 7 – Attachment 2

Link to Cleanup Report	Link to Site Location	Name of Facility	Type	Status	Address
	[MAP]	REDHILL CONVENIENCE & FUEL	PERMITTED UNDERGROUND STORAGE TANK (UST)		930 SIR FRANCIS DRAKE BOULEVARD
[REPORT]	[MAP]	REDWOOD GAS/FARA'S AUTO	LUST CLEANUP SITE	COMPLETED - CASE CLOSED	98 SIR FRANCIS DRAKE BLVD
	[MAP]	FARA'S AUTO	PERMITTED UNDERGROUND STORAGE TANK (UST)		98 SIR FRANCIS DRAKE BOULEVARD
		SHELL OIL			GREENFIELD AND MIRACLE MILE
		SHELL OIL			SEQUOIA AND RED HILL

State of California

GOVERNMENT CODE

Section 65858

65858. (a) Without following the procedures otherwise required prior to the adoption of a zoning ordinance, the legislative body of a county, city, including a charter city, or city and county, to protect the public safety, health, and welfare, may adopt as an urgency measure an interim ordinance prohibiting any uses that may be in conflict with a contemplated general plan, specific plan, or zoning proposal that the legislative body, planning commission or the planning department is considering or studying or intends to study within a reasonable time. That urgency measure shall require a four-fifths vote of the legislative body for adoption. The interim ordinance shall be of no further force and effect 45 days from its date of adoption. After notice pursuant to Section 65090 and public hearing, the legislative body may extend the interim ordinance for 10 months and 15 days and subsequently extend the interim ordinance for one year. Any extension shall also require a four-fifths vote for adoption. Not more than two extensions may be adopted.

(b) Alternatively, an interim ordinance may be adopted by a four-fifths vote following notice pursuant to Section 65090 and public hearing, in which case it shall be of no further force and effect 45 days from its date of adoption. After notice pursuant to Section 65090 and public hearing, the legislative body may by a four-fifths vote extend the interim ordinance for 22 months and 15 days.

(c) The legislative body shall not adopt or extend any interim ordinance pursuant to this section unless the ordinance contains legislative findings that there is a current and immediate threat to the public health, safety, or welfare, and that the approval of additional subdivisions, use permits, variances, building permits, or any other applicable entitlement for use which is required in order to comply with a zoning ordinance would result in that threat to public health, safety, or welfare. In addition, any interim ordinance adopted pursuant to this section that has the effect of denying approvals needed for the development of projects with a significant component of multifamily housing may not be extended except upon written findings adopted by the legislative body, supported by substantial evidence on the record, that all of the following conditions exist:

(1) The continued approval of the development of multifamily housing projects would have a specific, adverse impact upon the public health or safety. As used in this paragraph, a “specific, adverse impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date that the ordinance is adopted by the legislative body.

(2) The interim ordinance is necessary to mitigate or avoid the specific, adverse impact identified pursuant to paragraph (1).

(3) There is no feasible alternative to satisfactorily mitigate or avoid the specific, adverse impact identified pursuant to paragraph (1) as well or better, with a less burdensome or restrictive effect, than the adoption of the proposed interim ordinance.

(d) Ten days prior to the expiration of that interim ordinance or any extension, the legislative body shall issue a written report describing the measures taken to alleviate the condition which led to the adoption of the ordinance.

(e) When an interim ordinance has been adopted, every subsequent ordinance adopted pursuant to this section, covering the whole or a part of the same property, shall automatically terminate and be of no further force or effect upon the termination of the first interim ordinance or any extension of the ordinance as provided in this section.

(f) Notwithstanding subdivision (e), upon termination of a prior interim ordinance, the legislative body may adopt another interim ordinance pursuant to this section provided that the new interim ordinance is adopted to protect the public safety, health, and welfare from an event, occurrence, or set of circumstances different from the event, occurrence, or set of circumstances that led to the adoption of the prior interim ordinance.

(g) For purposes of this section, “development of multifamily housing projects” does not include the demolition, conversion, redevelopment, or rehabilitation of multifamily housing that is affordable to lower income households, as defined in Section 50079.5 of the Health and Safety Code, or that will result in an increase in the price or reduction of the number of affordable units in a multifamily housing project.

(h) For purposes of this section, “projects with a significant component of multifamily housing” means projects in which multifamily housing consists of at least one-third of the total square footage of the project.

(Amended by Stats. 2001, Ch. 939, Sec. 1. Effective January 1, 2002.)



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/8/2022

Item #: 8.

FROM:

Scott Schneider, Assistant Public Works Director

SUBJECT:

2022 Slurry Seal project

RECOMMENDATION

That Council approve the 2022 Slurry Seal project and authorize the advertising for bids

BACKGROUND

In August 2019, the Town Council approved the 5-Year Capital Improvement Program (CIP) that included a preventative maintenance component. Preventative maintenance includes crack sealing and slurry sealing that is performed on a street or road that is in good condition to extend the life of the pavement. The Pavement Condition Index (PCI) is a rating from 1 to 100 that is based on an inspection of a road for several pavement distresses. Slurry seal is typically applied to streets with a PCI between 70 and 90.

Slurry seal typically costs about 1/10 of the cost to repave a street. Ideally, a newly paved street will be slurry sealed every 5 to 7 years (up to three times), then allowed to deteriorate to a PCI of 55 or 65, followed by a thin pavement overlay. Without a sufficient budget, most agencies don't have the luxury of repaving a street with a 65 PCI when portions of the network are in much worse condition. One of the best ways to increase the 'bang for the buck' of a pavement network is to inexpensively slurry seal the streets in good condition to increase their life, while simultaneously focusing on fixing the more expensive streets with pavement overlays or reconstruction.

DISCUSSION

The 2021 Slurry Seal project included 16 streets and was bid in July 2021. The Town received three bids, with all three significantly above the engineer's estimate. The striping portion of the project was much higher than previous bids primarily due to scarcity of raw materials (thermoplastic) caused by Covid supply and demand issues. All bids were rejected and the project was re-scoped to include several streets planned for 2022 slurry sealing. It is anticipated that the striping costs have come down from the summer/fall 2021 high point as supply chain issues have been improved, however, the new engineer's estimate reflects higher expected material costs for both slurry seal and striping due to inflation.

The 2022 Slurry Seal project (see Map, Attachment 1), includes the residential streets from the 2021 project, along with Sir Francis Drake Boulevard section from San Anselmo Avenue to Saunders Avenue. In addition, Red Hill Avenue and Butterfield Road have been added to the project. PCIs range generally from the mid-60s to the 90s. Several sections have a PCI below 60, and either have been improved due to a utility project (Rosemont Avenue and Butterfield Road) or have received pavement repairs (dig-outs) prior to the slurry project (Sir Francis Drake Boulevard).

Ross Avenue is on the School Bike Spine route, and will be slurry sealed prior to the installation of the green-backed sharrows. Where possible, existing standard crosswalks will be replaced with Continental style crosswalks to improve

pedestrian safety.

The project will be bid throughout February and March, with bids opened on March 17. Construction should start in April/May as weather allows. With 45 working days, it is expected that construction is completed by the end of the summer.

The work on Sir Francis Drake Boulevard, Red Hill Avenue, Ross Avenue and Butterfield Road is proposed to be done at night to minimize traffic delays. Work on residential streets will require the street to be closed between 8 am and 5 pm. Residents will be notified of the project schedule at least two weeks in advance of the work.

FISCAL IMPACT

Engineer's Estimate	\$450,000
Contingency	\$40,000
<u>Construction Management</u>	<u>\$20,000</u>
Total	\$510,000

Funding is available in the 2021/2022 Measure D fund.

GENERAL PLAN CONSISTENCY

The General Plan does not address maintenance of the Town's roadway network, but rather focuses on changes to roadways (additional lanes, turn pockets, etc). The slurry seal project maintains the current roadway configurations while improving the surface and striping for all modes of transportation (vehicle drivers, bicyclists, pedestrians, and transit users).

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Town finds this project to be categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 Class 1, because it involves maintenance of existing streets, will not create additional automobile lanes and involves negligible or no expansion of use. (14 Cal. Code Regs. § 15301). None of the exceptions to this Class 1 categorical exemption apply in this instance (14 Cal. Code Regs. § 15300.2). Specifically, successive projects of the same type in the same location will not cause significant cumulative impacts, as there are no successive projects planned at this time. There are no unusual circumstances presented by this project and the project will not result in damage to scenic resources within a designated state scenic highway. Finally, the project will not cause a substantial adverse change in the significance of a historical resource, as no historical resources will be impacted.

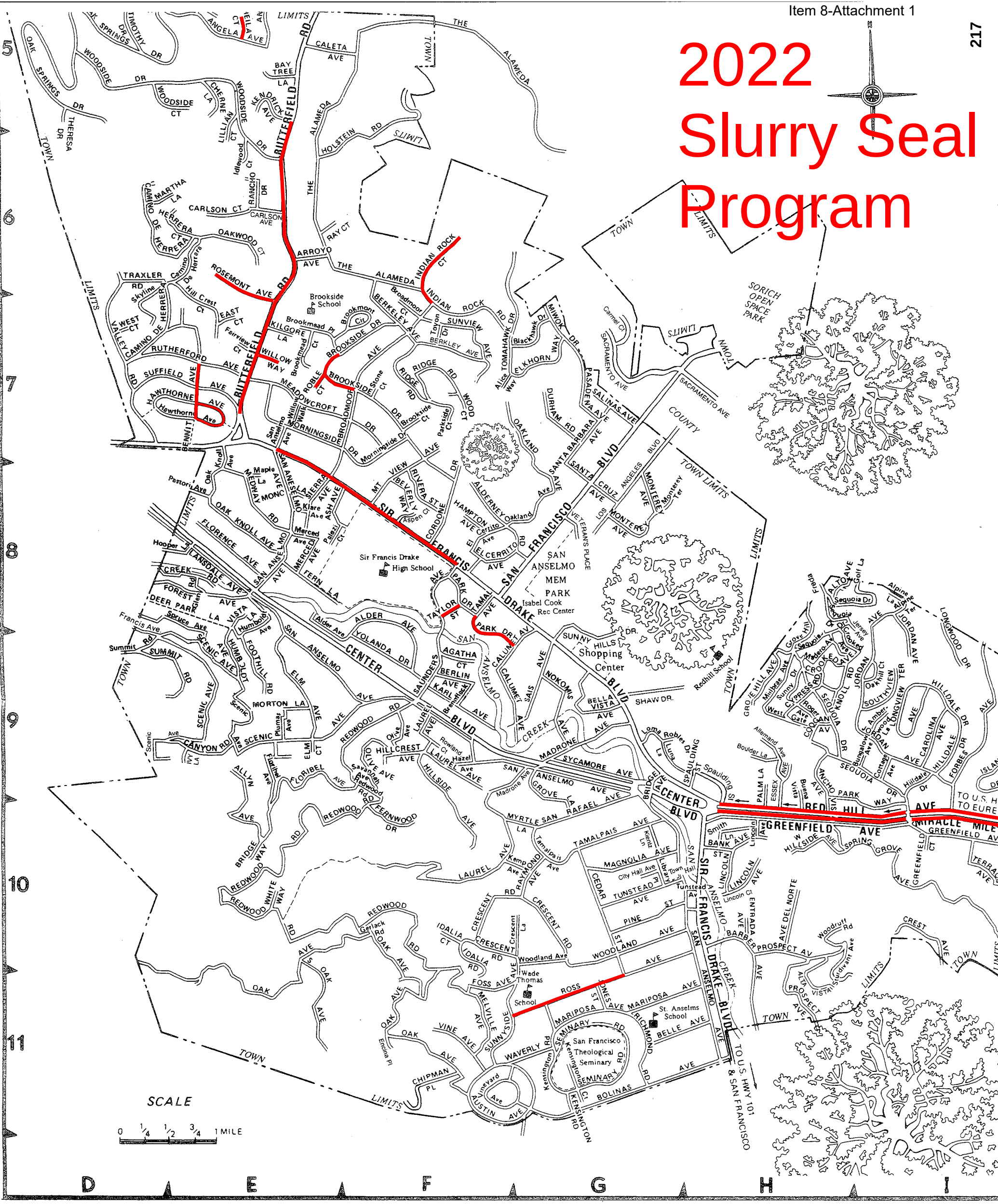
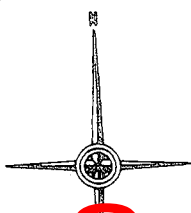
The slurry seal project will extend the life of streets, thereby avoiding costly repaving projects with their higher greenhouse gas emissions. The improved surfaces will maintain the rideability for bicycles, and address Climate Action Plan 2030 Transportation Measure T-2 Bicycling. The enhanced crosswalks will improve pedestrian safety (Measure T-3 Walking). Staff considered the use of high albedo materials (Measures E-3 and A-2) and determined that a suitable low albedo slurry seal alternative is not available at a comparable cost at this time.

CONCLUSION

The 2022 Slurry Seal Project will improve the Town's roadway inventory and extend the pavement life and is a

key component of the Town's Capital Improvement Program.

2022 Slurry Seal Program



The Town of San Anselmo

STREET GUIDE

Agatha Ct	F-9	Bridge Ave	G-9	Deer Park La	D-8	Hampton Ave	F-8	Lansdale Ave	E-8
Alder Ave	F-8	Bridge Way	E-10	Durham Rd	G-7	Hawthorne Ave	D-7	Laurel Ave	F-9
Alderney Rd	F-8	Broadmoor Ave	F-7			Hazel Ave	F-9	Library Pl	G-10
Alice Way	F-7	Broadmoor Ct	F-7			Herrera Ct	D-6	Lillian Ct	E-6
Allemand Ave	H-9	Brookmead Ct	E-7	East Ct	E-7	Hillcrest Ave	F-9	Lincoln Ave	H-10
Allyn Ave	E-9	Brookmead Pl	E-7	East La	H-8	Hillcrest Ct	E-6	Lincoln Ct	H-10
Alpine La	F-7	Brookmont Cir	F-7	El Cerrito Ave	F-8	Hilldale Dr	I-9	Loma Robles Dr	G-9
Alpine Ter	I-8	Brookside Ct	F-7	Elkhorn Way	G-7	Hillside Ave	F-9	Longview Ave	I-9
Alta Vista	H-11	Brookside Dr	E-7	Elm Ave	E-9	Hoag Ave	E-9	Longwood Dr	I-8
Alto Ave	H-8	Buena Vista	H-9	Elm Ct	E-9	Holstein Rd	E-6	Los Angeles Blvd	G-8
Amberwood La	I-9	Bungalow Ave	I-9	Encina Pl	F-11	Hooper La	D-8	Luna La	G-9
Ancho Vista Ave	H-9	Butterfield Rd	E-6	Entrada Ave	H-10	Humboldt Ave	E-9		
Angela Ave	E-5			Essex Ave	H-9				
Arroyo Ave	E-6	Caleta Ave	E-5					Madero Ave	H-9
Ash Ave	E-8	Calumet Ave	F-9	Fairview Ct	E-7	Idalia Ct	F-10	Madrone Ave	F-9
Aspen Ct	F-8	Camino De Herrera	D-6	Fern La	E-8	Idalia Rd	F-10	Magnolia Ave	G-10
Austin Ave	F-11	Canyon Rd	E-9	Fernwood Dr	F-10	Idlewood Ct	E-6	Maple La	E-8
Avenue Del Norte	H-10	Carmel Ct	G-7	Florence Ave	E-8	Indian Rock Ct	F-6	Mariposa Ave	G-11
		Carlson Ave	E-9	Floribel Ave	E-9	Indian Rock Rd	F-7	Martha La	D-6
		Carlson Ct	E-6	Floribel Ave	E-9	Island Dr	I-9	Meadowcroft Dr	E-7
		Carolina Ave	I-9	Foothill Rd	E-9	Ivy La	E-9	Medway Rd	E-8
		Cedar St	G-10	Forbes Ave	I-9			Melville Ave	F-11
		Center Blvd	F-9	Forest Ave	E-8			Merced Ave	E-8
		Cherne La	F-9	Foss Ave	F-11	Jersey Ave	I-8	Milbrae Ave	H-9
		Chipman Pl	E-5	Francis Ave	D-8	Jones St	G-11	Miracle Mile	I-10
		City Hall Ave	F-11	Freda	H-8	Jordan Ave	I-8	Miwok Dr	G-7
		Cogogan Ave	G-10					Mono La	E-8
		Cordone Dr	H-9	Garlack Rd	F-10	Karl Ave	F-9	Monterey Ave	G-8
		Cottage Ave	F-8	Glen Rd	E-8	Kemp Ave	F-10	Monterey Ter	G-8
		Creek Rd	I-9	Golf La	I-8	Kendrick Ave	E-5	Morningside Dr	E-7
		Crescent La	E-8	Greenfield Ave	H, G-10	Kensington Ct	G-11	Morton La	E-9
		Crescent Rd	F-10	Greenfield Ct	I-10	Kientz La	G-10	Mountain View Ave	F-8
		Crest Ave	F, G-10	Grove La	G-9	Kilgore La	E-7	Myrtle La	F-10
		Crooked Ave	I-10	Grove Hill Ave	H-9	Klare Ave	E-8		
			H-9						



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/8/2022

Item #: 9.

FROM:

Carla Kacmar, Town Clerk

SUBJECT:

Review the list of Town Council committee assignments and make appointments for 2022.

RECOMMENDATION

That Council review the list of Town Council committee assignments and make appointments for 2022.

BACKGROUND

Town Councilmembers serve on a variety of committees, some of which are internal to the Town and some of which are regional. It has been the Council's practice to review the list of appointments each year and make new appointments as desired **or needed**.

DISCUSSION

The following is a list of the current assignments:

- **Association of Bay Area Governments (ABAG) General Assembly** - The ABAG General Assembly meets twice a year in Oakland. (Burdo; alternate Greene)
- **Capital Program Monitoring Committee** -Two seats. This committee meets a minimum of twice year in the evening to review the Public Works Director's recommendations for capital improvement projects, including paving and drainage, in the upcoming year and makes a recommendation to the full Council. This Committee is also charged with Measure D Sales Tax Oversight. There are seven citizen members appointed. (Burdo/Burke)
- **CDBG Upper Ross Valley** - One seat. This group is made up of representatives of the upper Ross Valley and they decide Community Development Block Grant funding for local projects. The group meets 1 or 2 times a year in the evening. (Fineman)
- **Central Marin Police Authority Council** -Two seats. The CMPA Council is responsible for the administration and oversight of the Central Marin Police Authority and it meets quarterly in the evening. (Greene/Colbert, alternate Fineman)
- **Chamber of Commerce liaison** - One seat. This person is the Town Council liaison to the Chamber and

attends their monthly meetings (usually on the third Tuesday morning), and keeps the manager and other Councilmembers informed of what's happening with the Chamber. (Colbert)

- **Creek Park Advisory Committee** - Two seats. Meets as needed. The Committee was formed to oversee the public engagement and fundraising for the redesign of Creek Park (Colbert, Fineman alternate: Burdo)
- **Economic Development Committee** - Two seats. These persons work with the Economic Development Committee, 7 members of the public, to encourage the economic development of San Anselmo. Meets monthly on the second Tuesday at 8:45 a.m. (Colbert and **Vacant**)
- **Financial Advisory Committee** - Two seats. These persons work with the Financial Advisory Committee, 5 members of the public, to encourage the financial sustainability of San Anselmo. Will meet quarterly, more often if needed. (Fineman and Colbert)
- **Flood Committee** - Two seats. This committee consists of two Councilmembers and seven members of the public with engineering or technical expertise. They work with the Ross Valley Watershed group and its technical committee to ensure that flooding issues in San Anselmo are addressed. Meets quarterly, more often if needed (evening meeting). (Greene and Burdo)
- **Flood Control District Zone 9 Advisory Board** - One seat. The Flood Control District's governing body is the County Board of Supervisors. This group is an advisory body representing Larkspur, Ross, Fairfax, San Anselmo, the County and several members at large. Meets in the evening approximately 4 times per year. (Greene)
- **Homeless Policy Steering Committee** - One seat. Represents San Anselmo in the County group dedicated to reducing issues around homelessness. (Fineman)
- **League of California Cities, North Bay**- One seat. This person serves as the Town's representative to the North Bay Division of the League of California Cities. They meet quarterly around the North Bay for dinner meetings to share information. (Fineman, alternate Colbert)
- **Memorial Park Advisory Committee** - Two seats. Meets as needed. The Committee was formed to oversee volunteers for special projects to update Memorial Park. (Burdo, Burke)
- **MCCMC Economic Recovery Committee** - One seat. Committee formed to address needs for economic recovery as a result of the Covid 19 pandemic. (Colbert)
- **MCCMC Disaster Preparedness Committee** - One seat. The MCCMC Disaster Preparedness Committee was formed to assess disaster preparedness activities and programs and coordinate best practices between jurisdictions. (Greene, alternate Fineman)
- **MCCMC Legislative Committee** - One seat. This group meets monthly to discuss pending federal and state legislation affecting cities and to make recommendation to MCCMC members on action to be taken. Meets on the fourth Monday of each month at 8 a.m. in San Rafael City Hall. (Burdo, alternate Greene)
- **MCCMC Climate Action Committee**- One seat. This committee is the policy body to guide the work

being done county-wide around climate change. (Fineman)

- **MCCMC Water Policy Committee**- Two seats. This committee is the policy body to guide the work being done county-wide around water as a result of the drought and climate change. (Burke, Fineman)
- **Marin Emergency Radio Authority (MERA)** - One seat. This group is responsible for oversight of the operation of the MERA radio system. (Burdo, 1st alternate: Condry, 2nd alternate: Donery)
- **Marin Energy Authority**- One seat: This JPA works to purchase green energy for Marin member cities, and meets once a month on the first Thursday, 7 p.m. (Greene, alternate Fineman)
- **Marin Wildfire Prevention Agency** - The Marin Wildfire Prevention Board meets the third Thursday at 3 PM. (Burdo, Alternate Greene)
- **Racial Equity Subcommittee** - Two seats. (Fineman, Burdo alternate: Colbert)
- **Refuse & Recycling Subcommittee** - Two seats. This subcommittee worked to negotiate a new refuse contract with Marin Sanitary Service in 2010. The subcommittee continues to work on refuse/recycling issues as they arise. It meets in the evening. (Greene, Burdo)
- **Ross Valley Fire Board** - Two seats. The Fire Board meets once a month on the second Wednesday at 6:30 p.m., at the downtown SA fire station. Fairfax, Ross and Sleepy Hollow also have two seats. (Greene/Burdo; alternate Fineman)
- **Ross Valley School District** - One seat. Serves as the liaison between the school district and Town. (Colbert)
- **Ross Valley Yellow Bus JEPA** - One seat. Serves as a liaison to provide enhanced public oversight and transparency regarding school-related traffic relief throughout the Ross Valley by providing policy guidance and advice to Marin Transit as a manager of yellow bus services. Fairfax, County of Marin and the Ross Valley School District also have seats. (Colbert, alternate Burdo; staff Donery)
- **Safe Routes to School** - One seat. Serves as the Town representative to Safe Routes. (Colbert, alternate Greene)
- **Transportation Authority of Marin (TAM)** - One seat. TAM was established between the County and cities of Marin to address Marin's transportation needs, funded by a sales tax measure. The Board meets the fourth Thursday of each month at 7:00 p.m. (Colbert, alternate Burke)

Attached is the current listing, without descriptions, showing representatives, alternates and vacancies. The first list is alphabetical and the second is divided by regional, Ross Valley and local significance.

FISCAL IMPACT

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

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).

Town of San Anselmo Representation on Various Committees

ABAG General Assembly	Burdo Alt: Greene
Capital Programs Monitoring Committee	Burdo, Burke
CDBG Upper Ross Valley	Fineman
Central Marin Police Authority	Greene, Colbert Alt: Fineman
Chamber of Commerce liaison	Colbert
Economic Development Committee	Colbert, Vacant
Financial Advisory Committee	Fineman, Colbert
Flood Committee	Burdo, Greene
Flood Control District Zone 9	Greene
MCCMC Homeless Committee	Fineman
League of California Cities, North Bay	Fineman, Alt: Colbert
MCCMC Economic Recovery Committee	Colbert
MCCMC Disaster Preparedness Committee	Greene, Alt: Fineman
MCCMC Legislative Committee	Burdo, Alt: Greene
MCCMC Climate Action Committee	Fineman
MCCMC Water Policy Ad Hoc Committee	Fineman, Burke
Marin Emergency Radio Authority (MERA)	Burdo, 1st Alt: Condry, 2nd Alt: Donery
Marin Energy Authority	Greene, Alt: Fineman
Marin Wildfire Prevention Agency	Burdo, Alt: Greene
Refuse and Recycling Subcommittee	Greene, Burdo
Ross Valley Fire Board	Greene, Burdo, Alt: Fineman
Ross Valley School District	Colbert
Ross Valley Yellow Bus JEPA	Colbert, Alt: Burdo Staff: Donery
Safe Routes to School	Colbert, Alt: Greene
Transportation Authority of Marin (TAM)	Colbert, Alt: Burke
Racial Equity Sub Committee	Fineman, Burdo Alt: Colbert
Creek Park Advisory Committee	Colbert, Fineman Alt: Burdo
Memorial Park Advisory Committee	Burdo, Burke



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/8/2022

Item #: 10.

FROM:

Carla Kacmar, Town Clerk

SUBJECT:

Consider cancelling the regular Town Council meetings scheduled for July 12, August 9, and December 27, 2022.

RECOMMENDATION

That Council consider cancelling the meetings associated with summer vacations and holidays for 2022.

BACKGROUND

For the past several years, the Council has directed staff to cancel two of the Town Council meetings scheduled during the summer months. The rationale was that the summer is typically a slow time for Town business, particularly so since many residents are away on vacation and items of general interest are often delayed until September when regular activities resume.

Staff is also proposing the cancellation of the second December meeting as has been past practice.

DISCUSSION

Staff is recommending holding one meeting each month in July, August and December as has been past practice. The July meeting will be held on Tuesday, July 26 and the August meeting will be held on Tuesday, August 23, 2022. The December meeting will be held on Tuesday, December 13, 2022.

FISCAL IMPACT

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

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).