TOWN OF
SAN ANSELMO
EST. 1907

525 San Anselmo Avenue
San Anselmo, CA 94960

Town Council

Agenda

Tuesday, May 10, 2022	7:00 PM	Town Council Chambers

https://us02web.zoom.us/j/84074411189

Or Telephone: +1 669 900 6833 | Webinar ID: 840 7441 1189

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. 6:00 PM Announce adjournment to closed session:

Conference with Legal Counsel – Anticipated Litigation: Initiation of litigation (Cal. Gov. Code § 54956.9(d)(4))

Public Employee Appointment - Title: Planning Director (Cal. Gov. Code § 54957)

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

Open time for public expression.

Council requests for future agenda items.

2. Consent Agenda:

2.1. April 26, 2022 Town Council Minutes.

Attachments: April 26, 2022 Minutes

2.2. Report of Warrants Issued, April 2022

Attachments: Staff Report
Warrant Report April 2022

2.3. Consider Adoption of Resolution to Allow for Virtual Town Council Meetings in Compliance with AB 361.

Attachments: Staff Report
Resolution

2.4. Adoption of Ordinance updating Town's Purchasing Policy

Attachments: Staff Report
Purchasing Policy Ordinance

2.5. Senate Bill 1 (SB1) Gas Tax Funding Project List

Attachments: Staff Report
Resolution 22-23 Budget Amendment draft.pdf

2.6. Approval of Resolution Setting a Statement of Investment Policy for Fiscal Year 2022-2023

Attachments: Staff Report
Attachment 1 - 2022-2023 investment policy resolution
Attachment 2 - 2022-2023 Statement of Investment Policy

2.7. Town of San Anselmo 2022-2023 Tax Rates for Municipal Services Tax, Pension Override Tax, Measure G Debt Service Tax, Special Library Services Tax, and Ross Valley Paramedic Tax

Attachments: Staff Report
Attachment 1 - 2022-2023 Municipal Services Tax Resolution
Attachment 2 - 2022-2023 Pension Override Resolution
Attachment 3 - 2022-2023 measure g resolution
Attachment 4 - 2022-2023 Library tax Resolution
Attachment 5 - 2022-2023 rvpa resolution

2.8 Accept School Bike Spine project

Attachments: Staff Report
Notice of Completion - Bike Spine.pdf

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

Attachments: Staff Report
Attachment 1

Council Items:

3. Consultant Agreement for Housing and Safety Elements of the San Anselmo General Plan

Attachments: Staff Report
Attachment 1 - Houseal Lavigne Housing.Safety Element Professional Services Agreement
Exhibit A to Attachment 1 - Houseal Lavigne - San Anselmo CA Housing Element and Public Safety Element Proposal
Attachment 2 - January 25, 2022 Housing Element Staff Report

4. Emergency Sinkhole Response at Center Boulevard Bridge

Attachments: Staff Report

5. Water Conservation Efforts Town Wide and Memorial Park Field Renovation Project

Attachments: Staff Report
Attachment 1 1.pdf
Attachment 2 TEC report.pdf
Attachment 3 Field w wells etc..pdf
Attachment 4 Memorial Park Field H2O REDUC 03-28-22.irf (002).pdf
Attachment 5 San Anselmo Field StormTech Drawings_2022-0330.pdf
Public Comment
Further Public Comment

6. Town Council Committee Assignment Discussion

Attachments: Staff Report
Attachment 1 - Committee Assignments - Councilmember Burke Submission

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, May 24, 2022.

I certify that this agenda was posted on the Public Notice Bulletin Board on or before Friday, May 6, 2022.

_____

Carla Kacmar, Town Clerk

Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

TOWN OF
SAN ANSELMO
EST. 1907

Minutes

Tuesday, April 26, 2022

7:00 PM

Town Council Chambers (Via Zoom during COVID)

Town Council

1. 6:40 pm Interviews with applicants to the Climate Action Committee.

Attachments: Staff Report
Attachment 1 - Board and Commission Status Report
Attachment 2 - Christiana Conser
Attachment 3 - Judith O'Rourke

Rollcall

PRESENT: Mayor Alexis Fineman, Vice Mayor Steve Burdo, Eileen Burke, Ford Greene, and Brian Colbert
ABSENT: None

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

Council Member Burke led the pledge of allegiance.

Mayor Fineman announced Item 6 and 8 would be continued to a future meeting.

Open time for public expression.

Karen Licavoli, Sarah Sweet, Kate Curnow, Pamela O, Marybeth Reis, Barbara Bogard, Melissa Gayle and Shane, Kyle Amsler, Josh Sullivan, Diane Harrington, Pat Johnstone, Donna Nicoletti, Kurt Reese, Michael Rawlins, Jinesse Reynolds spoke in support of Council taking up a policy regarding rent control.

Wendy Nuessle, Marin Commission on Aging representative spoke of their meetings.

Kevin MacLeod and Jackson Dobronyi, SEIU employees, asked Council to support employees in negotiations.

Jordan Weill asked Council to consider having a pocket park in the Hilldale Avenue neighborhood.

Ben de Andrade, Ella Broome, Meg Heimbrodt, Kira Trotter, Kvothe Sanchez urged Council to take up a policy requiring businesses use the MCE Deep Green program. Nicole Murphy, Andre Giraldi, and Tasha Shafer spoke in support of microgrids for the Town.

Guy Meyer announced that there was a Friends of Creek Park group formed to beautify the park.

Council requests for future agenda items.

Mayor Fineman requested a rent control item based on the Fairfax approach be agendized for a future meeting. There was a Council majority for moving forward after a staff report was published from Fairfax. Colbert and Burke did not support taking up the item.

Council member Burke, Burdo and Greene attended the parklet webinar. Burke asked for a future agenda item around the Hilldale pocket park. There was Council consensus to bring the item forward at a future meeting.

Burke, Fineman and Burdo attended the egg hunt and Burke mentioned the playground survey. Council thanked staff for their work.

Council member Greene and Vice Mayor Burdo spoke of the Ross Valley Fire Board meeting and mentioned the County of Marin was not going to renew their contract to manage the Ross Valley Fire Stations. Burdo mentioned that the Board would be issuing a request for proposal.

Greene gave a Flood Zone 9 update and stated that there would be no flood remediation for San Anselmo and wanted an agenda item that discussed options available to the Town. There was Council consensus to move forward with that item on a future agenda.

Council Member Colbert attended a MCCMC Economic Recovery Group meeting and Ross Valley Bus JEPA meeting. Colbert invited everyone to participate in the walk and roll to school event and also the San Anselmo Public Library Night of the Poet's event.

Colbert and Fineman attended a Safe Routes to School meeting which discussed the Butterfield corridor. Council thanked staff for bike and pedestrian safety initiatives.

Burdo attended a Marin Wildfire Prevention Authority (MWPA) meeting and the authority adjusted the tax rate based on the consumer price index.

Mayor Fineman mentioned that the County Board of Supervisors adopted a single use plastic foodware takeout ordinance which was modeled on a San Anselmo ordinance. The County will be taking on enforcement of the ordinance.

2. Consent Agenda:

Council Member Greene pulled Item 2.1 and Mayor Fineman pulled Item 2.9.

With regard to Item 2.1, Greene wanted the minutes to reflect that Benedetto Cico, on behalf of the Chamber of Commerce, advocated for a later closing time and Greene believed Cico supported at 5:30 pm soft close of the street and a hard closing at 6 pm and this impression was a determining factor for Greene's vote on that item.

With regard to Item 2.9, one of the applicants did not attend their interview and the Council could only appoint Judith O'Rourke to the Climate Action Committee.

M/s, Brian Colbert, Eileen Burke, to approve the consent agenda, with the amendments to Items 2.1 and 2.9.

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

NO: None

ABSENT: None

2.1. April 12, 2022 Town Council Minutes

Attachments: April 12, 2022 Minutes

2.2. Quarterly Treasurer's Investment Report, March 31, 2022

Attachments: Staff Report
Quarterly Investment Report, 03-22

2.3. Revenue and Expenditure Reports, March 2022

Attachments: Staff Report
Budget Comparison Report - San Anselmo, CA_Sub_MAR 2022
Budget Comparison Report - San Anselmo, CA_Dept_MAR 2022

2.4. Financial Report on Recreation Fund

Attachments: Staff Report
March 2022-Attachment

2.5. Authorize the Town Manager to enter into an Agreement with Consultant Regarding the Objective Design and Development Standards (ODDS) Project.

Attachments: Staff Report
Attachment 1 - PSA with Bob Brown ODDS
EXHIBIT A to ATTACHMENT 1 - ODDS Proposal Scope of Work

2.6. Special Event Application: Hope on the Rize

Attachments: Staff Report
Hope on the Rize May Event App 2022

2.7. Chamber of Commerce's 'San Anselmo Live on the Avenue' June Extension Event Application.

Attachments: Staff Report
Chamber - On the Ave Special Event App June 2022-combined

2.8. Accept Brookside Elementary School Sidewalk Gap Closure project

Attachments: Staff Report
Brookside Sidewalk- Notice of Completion

2.9. Appoint applicants to the Climate Action Committee.

Attachments: Staff Report
Attachment 1 - Board and Commission Status Report
Attachment 2 - Christiana Conser
Attachment 3 - Judith O'Rourke

Council Items:

3. Receive presentation regarding Marin Wildfire Prevention Authority projects and provide direction to staff.

Deputy Director Yeager made the presentation. Yeager stated it was an opportunity for Council to weigh in on future projects funded by the MWPA. So far, the focus has been on home hardening and evacuation routes. MWPA has also hired an emergency preparedness coordinator. Yeager announced grants that are available to residents. Yeager stated MWPA was looking for input from the community and from the Town for potential projects to consider. Yeager stated MWPA would be looking to finalize the projects in the Fall. Burdo gave ideas of evacuation management planning and continuing chipper days. Fineman was concerned about evacuation egresses in both directions and to make sure the arborists are pruning trees in a way that does not promote more dead wood.

4. Annual Crime and Traffic Report from Central Marin Police Authority.

Attachments: (San Anselmo) Central Marin Police Authority Year End 2021

Police Chief Mike Norton and Captain Khalili made a presentation. They presented five main areas: calls for service traffic stops, reports taken, moving and parking citations and traffic collisions. Khalili forewarned Council that the California incident-based reporting system will be completely different next year. It will not mean that crimes have gone rampant. It just will mean the way crimes are reported will be drastically different. Council thanked the Police Department.

5. Climate Action Update

Attachments: Staff Report

Climate Action Coordinator Youra presented the staff report. Youra stated the committee was making progress on SB 1383 implementation and electric vehicle adoption. Council thanked Youra.

6. CONTINUED TO A FUTURE MEETING: Presentation regarding Flood Zone 9.

7. Amending the Master Fee Schedule of the Town of San Anselmo

Attachments: Staff Report
Resolution Amend Fee Schedule w CPI
Fee Schedule FY22-23
Comprehensive Fee Study Report

Finance Director Zuba presented the staff report. Council thanked Zuba for his work on the schedule.

M/s, Steve Burdo, Brian Colbert, to approve amending the Master Fee Schedule of the Town of San Anselmo

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

NO: None

ABSENT: None

8. CONTINUED TO MAY 10: Water Conservation Efforts Town Wide and Memorial Park Field Renovation Project

Attachments: Staff Report
Attachment 1 1.pdf
Attachment 2 TEC report.pdf
Attachment 3 Field w wells etc..pdf
Attachment 4 Memorial Park Field H2O REDUC 03-28-22.irf (002).pdf
Attachment 5 San Anselmo Field StormTech Drawings 2022-0330.pdf
Public Comment
Further Public Comment

9. Introduction and first reading of an Ordinance to repeal and replace San Anselmo Municipal Code Chapter 2-5 "Purchasing", the Town's purchasing policy, and amend Chapter 2 "Town Manager" for consistency with purchasing policy.

Attachments: Staff Report
Draft Ordinance

Finance Director Zuba presented the staff report.

Guy Meyer, resident, stated the elected officials should be keeping an eye on the money

Burke wanted to keep on an eye on expenditures and did not like using a purchasing policy to earmark funds for a single interest, such as keeping consistency with any current or future environmental policies. Burke stated there were all kinds of competing interests.

Greene was supportive of allowing a limit of $25,000 and wanted a reporting requirement for between $25,000 through $50,0000 to be placed on the consent calendar so that the Council would have the opportunity of keeping track.

M/s, Eileen Burke, Ford Greene, to approve as amended an Introduction and first reading of an Ordinance to repeal and replace San Anselmo Municipal Code Chapter

2-5 “Purchasing”, the Town’s purchasing policy, and amend Chapter 2 “Town Manager” for consistency with purchasing policy to allow the Town Manger a limit of $25,000. The motion failed.

AYE: Burke, and Greene

NO: Mayor Fineman, Vice Mayor Burdo, and Colbert

ABSENT: None

M/s, Brian Colbert, Steve Burdo, to introduce and hold first reading of an Ordinance to repeal and replace San Anselmo Municipal Code Chapter 2-5 “Purchasing”, the Town’s purchasing policy, and amend Chapter 2 “Town Manager” for consistency with purchasing policy.

AYE: Mayor Fineman, Vice Mayor Burdo, and Colbert

NO: Burke, and Greene

ABSENT: None

10. Emergency Sinkhole Response at Center Boulevard Bridge

Attachments: Staff Report

M/s, Ford Greene, Eileen Burke, to continue the discussion of Emergency Sinkhole Response at Center Boulevard Bridge to a future meeting.

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

NO: None

ABSENT: None

Adjourn

Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council 5/10/2022 **Item #:** 2.2.

FROM:
Jeff Zuba, Finance & Administrative Services Director

SUBJECT:
Report of Warrants Issued, April 2022

RECOMMENDATION
That Council acknowledge and file warrant numbers 93882 to 94039 issued during the month of April 2022 and bank draft numbers DFT03553, DFT03571, and DFT03572, in a total amount of $1,626,314.40.

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 April 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: 93888, 93896, 93934-93939, and 93966.

Attachment I - Check Report_April 2022

Check Report

Town of San Anselmo

By Check Number

Date Range: 04/01/2022 - 04/30/2022

Vendor Number	Vendor Name		Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - OPERATING POOL							
00362	Town of San Anselmo		04/06/2022	Regular	0.00	220,868.06	93882
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
INV0007332	Invoice	04/06/2022	4-15-2022 TSA To Fund Payroll		0.00	220,868.06	
	01.00.20299		PAYROLL PAYABLE	4-15-2022 TSA To Fund Payroll	161,125.15		
	01.00.20299		PAYROLL PAYABLE	4-15-2022 TSA To Fund Payroll	-1,137.11		
	12.00.20299		PAYROLL PAYABLE	4-15-2022 TSA To Fund Payroll	5,594.42		
	12.00.20299		PAYROLL PAYABLE	4-15-2022 TSA To Fund Payroll	-30.84		
	19.00.20299		PAYROLL PAYABLE	4-15-2022 TSA To Fund Payroll	9,060.12		
	21.00.20299		PAYROLL PAYABLE	4-15-2022 TSA To Fund Payroll	33,123.47		
	21.00.20299		PAYROLL PAYABLE	4-15-2022 TSA To Fund Payroll	-230.00		
	27.00.20299		PAYROLL PAYABLE	4-15-2022 TSA To Fund Payroll	13,362.85		
03053	4LEAF, Inc		04/07/2022	Regular	0.00	5,652.50	93883
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
J3934-01A	Invoice	04/07/2022	03.24.2022 - ASSISTANT PLANNER - FEBRUA...		0.00	5,652.50	
	01.41.61150		OUTSIDE SERVICES-OTHER	03.24.2022 - ASSISTANT PLANNER ..	5,652.50		
02986	Albertsons/Safeway		04/07/2022	Regular	0.00	13.57	93884
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
667101-031022-1...	Invoice	04/07/2022	03.28.2022 - PARKSIDE - SUPPLIES		0.00	13.57	
	21.63.62979		PARKSIDE SUPPLIES	03.28.2022 - PARKSIDE - SUPPLIES	13.57		
00004	Alpine Awards Inc.		04/07/2022	Regular	0.00	826.00	93885
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
5549981	Invoice	04/07/2022	03.28.2022 - BASEBALL TROPHIES		0.00	445.77	
	21.61.62960		BASEBALL SUPPLIES	03.28.2022 - BASEBALL TROPHIES	445.77		
5550046	Invoice	04/07/2022	03.25.2022 - SOFTBALL TROPHIES		0.00	380.23	
	21.61.62965		SOFTBALL SUPPLIES	03.25.2022 - SOFTBALL TROPHIES	380.23		
00001	AT&T Calnet		04/07/2022	Regular	0.00	273.85	93886
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
000017953879	Invoice	04/07/2022	583 - DPW FAX - 02.25.2022 - 03.24.2022		0.00	21.58	
	01.41.61706		UTILITIES-ONLINE INTERNET	583 - DPE FAX - 02.25.2022 - 03.24..	21.58		
000017953881	Invoice	04/07/2022	586 - RECREATION DEPT FAX - 02.25.22 - 03....		0.00	209.63	
	21.65.61705		UTILITIES-TELEPHONE	586 - RECREATION DEPT FAX - 02....	209.63		
000017960199	Invoice	04/07/2022	576 - TH CHAMBERS PHONE - 02.27.2022 - 0...		0.00	42.64	
	01.11.61705		UTILITIES-TELEPHONE	576 - TH CHAMBERS PHONE - 02....	42.64		
00388	Baker & Taylor		04/07/2022	Regular	0.00	1,517.03	93887
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
5017600917	Invoice	04/07/2022	03.11.2022 - LIBRARY - ADULT BOOKS		0.00	140.02	
	27.71.62301		ADULT BOOKS	03.11.2022 - LIBRARY - ADULT BO...	140.02		
5017600918	Invoice	04/07/2022	03.11.2022 - LIBRARY - ADULT BOOKS		0.00	19.63	
	27.71.62301		ADULT BOOKS	03.11.2022 - LIBRARY - ADULT BO...	19.63		
5017600919	Invoice	04/07/2022	03.11.2022 - LIBRARY - ADULT BOOKS		0.00	40.54	
	27.71.62301		ADULT BOOKS	03.11.2022 - LIBRARY - ADULT BO...	40.54		

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number	Vendor Name		Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5017600920	Invoice	04/07/2022	03.11.2022 - LIBRARY - ADULT BOOKS		0.00	11.60	
	27.71.62301	ADULT BOOKS		03.11.2022 - LIBRARY - ADULT BO...		11.60	
5017600921	Invoice	04/07/2022	03.11.2022 - LIBRARY - ADULT BOOKS		0.00	19.62	
	27.71.62301	ADULT BOOKS		03.11.2022 - LIBRARY - ADULT BO...		19.62	
5017600922	Invoice	04/07/2022	03.11.2022 - LIBRARY - ADULT BOOKS		0.00	20.16	
	27.71.62301	ADULT BOOKS		03.11.2022 - LIBRARY - ADULT BO...		20.16	
5017600923	Invoice	04/07/2022	03.11.2022 - LIBRARY - ADULT BOOKS		0.00	60.84	
	27.71.62301	ADULT BOOKS		03.11.2022 - LIBRARY - ADULT BO...		60.84	
5017600924	Invoice	04/07/2022	03.11.2022 - LIBRARY - ADULT BOOKS		0.00	22.87	
	27.71.62301	ADULT BOOKS		03.11.2022 - LIBRARY - ADULT BO...		22.87	
5017600925	Invoice	04/07/2022	03.11.2022 - LIBRARY - ADULT BOOKS		0.00	15.28	
	27.71.62301	ADULT BOOKS		03.11.2022 - LIBRARY - ADULT BO...		15.28	
5017600926	Invoice	04/07/2022	03.11.2022 - LIBRARY - ADULT BOOKS		0.00	203.77	
	27.71.62301	ADULT BOOKS		03.11.2022 - LIBRARY - ADULT BO...		203.77	
5017600927	Invoice	04/07/2022	03.11.2022 - LIBRARY - ADULT BOOKS		0.00	81.10	
	27.71.62301	ADULT BOOKS		03.11.2022 - LIBRARY - ADULT BO...		81.10	
5017606958	Invoice	04/07/2022	03.14.2022 - LIBRARY - CHILDRENS BOOKS		0.00	12.08	
	01.71.62302	CHILDRENS BOOKS		03.14.2022 - LIBRARY - CHILDRENS..		12.08	
5017606959	Invoice	04/07/2022	03.14.2022 - LIBRARY - CHILDRENS BOOKS		0.00	13.15	
	01.71.62302	CHILDRENS BOOKS		03.14.2022 - LIBRARY - CHILDRENS..		13.15	
5017606960	Invoice	04/07/2022	03.14.2022 - LIBRARY - CHILDRENS BOOKS		0.00	42.78	
	01.71.62302	CHILDRENS BOOKS		03.14.2022 - LIBRARY - CHILDRENS..		42.78	
5017606961	Invoice	04/07/2022	03.14.2022 - LIBRARY - ADULT BOOKS		0.00	15.96	
	27.71.62301	ADULT BOOKS		03.14.2022 - LIBRARY - ADULT BO...		15.96	
5017607149	Invoice	04/07/2022	03.11.2022 - LIBRARY - CHILDRENS BOOKS		0.00	31.19	
	27.71.62302	CHILDRENS BOOKS		03.11.2022 - LIBRARY - CHILDRENS..		31.19	
5017612117	Invoice	04/07/2022	03.17.2022 - LIBRARY - ADULT BOOKS		0.00	20.92	
	27.71.62301	ADULT BOOKS		03.17.2022 - LIBRARY - ADULT BO...		20.92	
5017612118	Invoice	04/07/2022	03.17.2022 - LIBRARY - ADULT BOOKS		0.00	38.35	
	01.71.62301	ADULT BOOKS		03.17.2022 - LIBRARY - ADULT BO...		38.35	
5017612119	Invoice	04/07/2022	03.17.2022 - LIBRARY - ADULT BOOKS		0.00	410.31	
	01.71.62301	ADULT BOOKS		03.17.2022 - LIBRARY - ADULT BO...		410.31	
5017612120	Invoice	04/07/2022	03.17.2022 - LIBRARY - ADULT BOOKS		0.00	68.29	
	01.71.62301	ADULT BOOKS		03.17.2022 - LIBRARY - ADULT BO...		68.29	
5017628632	Invoice	04/07/2022	03.23.2022 - LIBRARY - CHILDRENS BOOKS		0.00	71.58	
	27.71.62302	CHILDRENS BOOKS		03.23.2022 - LIBRARY - CHILDRENS..		71.58	
5017631514	Invoice	04/07/2022	03.24.2022 - LIBRARY - CHILDRENS BOOKS		0.00	23.88	
	01.71.62302	CHILDRENS BOOKS		03.24.2022 - LIBRARY - CHILDRENS..		23.88	
5017636435	Invoice	04/07/2022	03.24.2022 - LIBRARY - CHILDRENS BOOKS		0.00	13.95	
	01.71.62302	CHILDRENS BOOKS		03.24.2022 - LIBRARY - CHILDRENS..		13.95	
H60510310	Invoice	04/07/2022	03.10.2022 - LIBRARY - VIDEOS		0.00	37.82	
	27.71.62307	VIDEOS		03.10.2022 - LIBRARY - VIDEOS		37.82	
H60579510	Invoice	04/07/2022	03.16.2022 - LIBRARY - VIDEOS		0.00	32.62	
	27.71.62307	VIDEOS		03.16.2022 - LIBRARY - VIDEOS		32.62	
H60583690	Invoice	04/07/2022	03.21.2022 - LIBRARY - VIDEOS		0.00	48.72	
	27.71.62307	VIDEOS		03.21.2022 - LIBRARY - VIDEOS		48.72	
	Void		04/07/2022	Regular	0.00	0.00	93888
00061	Bill Jacobson		04/07/2022	Regular	0.00	385.00	93889

Check Report **Date Range: 04/01/2022 - 04/30/2022**

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**		
1570	Invoice	04/07/2022	04.04.2022 - WEBSITE MAINTENANCE - APRI...		0.00	385.00	
	01.12.61106		OUTSIDE SVCS-MGT INFO S...	04.04.2022 - WEBSITE MAINTENA...	385.00		
00276	BK Krill Corp		04/07/2022	Regular	0.00	1,310.00	93890
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
1514	Invoice	04/07/2022	03.30.2022 - GRAPHIC DESIGN - TH EMPLOY...		0.00	1,055.00	
	01.12.61150		OUTSIDE SERVICES-OTHER	03.30.2022 - GRAPHIC DESIGN - T...	1,055.00		
1515	Invoice	04/07/2022	03.30.2022 - LIBRARY - GRAPHIC DESIGN - P...		0.00	255.00	
	01.71.61150		OUTSIDE SERVICES-OTHER	03.30.2022 - LIBRARY - GRAPHIC ...	255.00		
01345	BSN Sports Inc		04/07/2022	Regular	0.00	620.79	93891
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
915747264A	Invoice	04/07/2022	01.25.2022 - BASEBALLS - 10 DZN		0.00	271.77	
	21.61.62960		BASEBALL SUPPLIES	01.25.2022 - BASEBALLS - 10 DZN	271.77		
915747264B	Invoice	04/07/2022	01.25.2022 - SOFTBALLS - 3 DZN X 2		0.00	349.02	
	21.61.62965		SOFTBALL SUPPLIES	01.25.2022 - SOFTBALLS - 3 DZN X...	349.02		
03135	CentralSquare Technologies		04/07/2022	Regular	0.00	5,168.52	93892
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
349054	Invoice	04/07/2022	03.22.2022 - HORIZON CLOUD - TRAKIT		0.00	5,168.52	
	01.41.61106		OUTSIDE SVCS-MGT INFO S...	03.22.2022 - HORIZON CLOUD - T...	5,168.52		
00308	CivicPlus		04/07/2022	Regular	0.00	23,717.01	93893
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
223924	Invoice	04/07/2022	03.31.2022 - ANNUAL FEE - TRAINING, CON...		0.00	23,717.01	
	21.65.61101		OUTSIDE SERVICES-PROF F...	03.31.2022 - ANNUAL FEE - TRAIN...	23,717.01		
00410	COFAM		04/07/2022	Regular	0.00	150.00	93894
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
INV0007298	Invoice	04/07/2022	04.04.2022 - LIBRARY - ART TALK - ALICE NEEL		0.00	150.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM...	04.04.2022 - LIBRARY - ART TALK -...	150.00		
00072	Comcast		04/07/2022	Regular	0.00	561.97	93895
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
049-03222022	Invoice	04/07/2022	049 - TOWN HALL CABLE TV - 03.27.2022 - 0...		0.00	152.77	
	01.12.61706		UTILITIES-ONLINE INTERNET	049 - TOWN HALL CABLE TV - 03.2...	25.45		
	01.18.61706		UTILITIES-ONLINE INTERNET	049 - TOWN HALL CABLE TV - 03.2...	25.47		
	01.30.61706		UTILITIES-ONLINE INTERNET	049 - TOWN HALL CABLE TV - 03.2...	76.38		
	01.41.61706		UTILITIES-ONLINE INTERNET	049 - TOWN HALL CABLE TV - 03.2...	25.47		
583-03162022	Invoice	04/07/2022	583 - CORPYARD INTERNET - 03.21.2022 - 04...		0.00	250.60	
	01.42.61706		UTILITIES-ONLINE INTERNET	583 - CORPYARD INTERNET - 03.21..	250.60		
758-03192022	Invoice	04/07/2022	758 - TOWN HALL INTERNET - 03.24.2022 - 0...		0.00	158.60	
	01.12.61706		UTILITIES-ONLINE INTERNET	758 - TOWN HALL INTERNET - 03....	26.42		
	01.18.61706		UTILITIES-ONLINE INTERNET	758 - TOWN HALL INTERNET - 03....	26.44		
	01.30.61706		UTILITIES-ONLINE INTERNET	758 - TOWN HALL INTERNET - 03....	79.30		
	01.41.61706		UTILITIES-ONLINE INTERNET	758 - TOWN HALL INTERNET - 03....	26.44		
	Void		04/07/2022	Regular	0.00	0.00	93896
00462	County of Marin - Marin.Org		04/07/2022	Regular	0.00	8,606.19	93897

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type / Account Name	Discount Amount / Item Description	Payment Amount / Payable Amount / Distribution Amount	Number
1503	Invoice	04/07/2022	03.31.2022 - TH UTILITIES - ONLINE INTERNET		0.00	8,606.19	
	01.12.61706			UTILITIES-ONLINE INTERNET	03.31.2022 - TH UTILITIES - ONLIN...	707.43	
	01.18.61706			UTILITIES-ONLINE INTERNET	03.31.2022 - TH UTILITIES - ONLIN...	265.07	
	01.30.61706			UTILITIES-ONLINE INTERNET	03.31.2022 - TH UTILITIES - ONLIN...	2,209.21	
	01.41.61706			UTILITIES-ONLINE INTERNET	03.31.2022 - TH UTILITIES - ONLIN...	1,237.57	
	01.82.61706			UTILITIES-ONLINE INTERNET	03.31.2022 - TH UTILITIES - ONLIN...	4,186.91	
03198	County Of Marin Sign & Paint Shop		04/07/2022	Regular	0.00	800.00	93898
INV0007300	Invoice	04/07/2022	04.05.2022 - STREET SIGNS - 3		0.00	800.00	
	14.00.47003			TAM Safe PATHS ALLOCAT...	04.05.2022 - STREET SIGNS - 3	800.00	
03195	Eugene & Lisa Giuliant		04/07/2022	Regular	0.00	1,500.00	93899
R12828	Invoice	04/07/2022	04.04.2022 - 26 CORDONE DRIVE - ROAD B...		0.00	1,500.00	
	01.00.20314			ROAD BOND	04.04.2022 - 26 CORDONE DRIVE -...	1,500.00	
00017	Fairfax Building Supply Co. Inc.		04/07/2022	Regular	0.00	82.75	93900
243636	Invoice	04/07/2022	03.22.2022 - SPACKLE & MISC SUPPLIES - RO...		0.00	71.86	
	01.81.62200			DEPARTMENTAL SUPPLIES	03.22.2022 - SPACKLE & MISC SU...	71.86	
243756	Invoice	04/07/2022	03.24.2022 - MINI SINK/DRAIN PLUNGER		0.00	10.89	
	01.81.62200			DEPARTMENTAL SUPPLIES	03.24.2022 - MINI SINK/DRAIN PL...	10.89	
02278	Gardeners' Guild		04/07/2022	Regular	0.00	4,849.00	93901
107937	Invoice	04/07/2022	04.01.2022 - SFD MEDIAN - 2 - APRIL		0.00	997.00	
	01.42.61150			OUTSIDE SERVICES-OTHER	04.01.2022 - SFD MEDIAN - 2 - AP...	997.00	
107991	Invoice	04/07/2022	04.01.2022 - RED HILL MEDIAN - APRIL		0.00	1,975.00	
	01.42.61150			OUTSIDE SERVICES-OTHER	04.01.2022 - RED HILL MEDIAN - ...	1,975.00	
107992	Invoice	04/07/2022	04.01.2022 - IMAGINATION PK/TH/MAGNOL...		0.00	1,877.00	
	01.81.61104			OUTSIDE SERVICES-GROU...	04.01.2022 - IMAGINATION PK/TH...	938.50	
	14.81.61150			OUTSIDE SERVICES-OTHER	04.01.2022 - IMAGINATION PK/TH...	938.50	
02917	Global Office		04/07/2022	Regular	0.00	1,193.43	93902
AR11617	Invoice	04/07/2022	03.29.2022 - PRINTS - BLACK & COLOR		0.00	1,193.43	
	01.00.20100			ACCOUNTS PAYABLE	03.29.2022 - PRINTS - BLACK & CO...	1,193.43	
01143	Gopher IT Trenchless		04/07/2022	Regular	0.00	2,119.00	93903
WEB3413	Invoice	04/07/2022	03.30.2022 - 15 WOODSIDE DRIVE - PAVEM...		0.00	2,119.00	
	01.00.20314			ROAD BOND	03.30.2022 - 15 WOODSIDE DRIVE...	1,500.00	
	01.00.20372			ST CUT INSPECTN COST	03.30.2022 - 15 WOODSIDE DRIVE...	420.00	
	01.00.42201			CONSTR: PLAN CHECK	03.30.2022 - 15 WOODSIDE DRIVE...	45.00	
	01.00.42206			CONSTR: ENCROACHMENT...	03.30.2022 - 15 WOODSIDE DRIVE...	154.00	
00104	Grier Argall Plumbing Inc		04/07/2022	Regular	0.00	15,492.47	93904

Check Report **Date Range: 04/01/2022 - 04/30/2022**

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**		
14875	Invoice	04/07/2022	04.05.2022 - REPLACE GAS LINE FOR RANGE -..	0.00	7,500.00	
34.41.61150	OUTSIDE SERVICES-OTHER		04.05.2022 - REPLACE GAS LINE F...	7,500.00		
14876	Invoice	04/07/2022	04.05.2022 - AIR FURNACE REPLACEMENT - ...	0.00	6,361.00	
34.41.61150	OUTSIDE SERVICES-OTHER		04.05.2022 - AIR FURNACE REPLA...	6,361.00		
14877	Invoice	04/07/2022	04.05.2022 - RANGE REPAIR - ROBSON	0.00	1,631.47	
34.41.61150	OUTSIDE SERVICES-OTHER		04.05.2022 - RANGE REPAIR - ROB...	1,631.47		
00020	Hannibal's Inc Electrical Construction	04/07/2022	Regular	0.00	715.96	93905
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
24734	Invoice	04/07/2022	03.24.2022 - ELECTRICAL SRVC - MEMORIAL ...	0.00	715.96	
12.41.63101	CAPITAL OUTLAY - PAVING...		03.24.2022 - ELECTRICAL SRVC - ...	715.96		
02586	HdL Software LLC	04/07/2022	Regular	0.00	270.00	93906
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
SIN015847	Invoice	04/07/2022	02.28.2022 - BUISNESS LICENSE - ACCOUNT ...	0.00	270.00	
01.12.61150	OUTSIDE SERVICES-OTHER		02.28.2022 - BUISNESS LICENSE - ...	270.00		
02236	HooplaDigital	04/07/2022	Regular	0.00	627.13	93907
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
501911487	Invoice	04/07/2022	03.31.2022 - LIBRARY - DIGITAL AUDIO BOO...	0.00	627.13	
01.71.62304	AUDIO/VISUAL BOOKS		03.31.2022 - LIBRARY - DIGITAL A...	627.13		
03196	Interstate Gas Services, Inc.	04/07/2022	Regular	0.00	1,600.00	93908
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
7021652	Invoice	04/07/2022	03.31.2022 - PREPARATION OF BOND DISCL...	0.00	1,600.00	
01.12.61150	OUTSIDE SERVICES-OTHER		03.31.2022 - PREPARATION OF B...	1,600.00		
00479	Irish & Son Welding Inc	04/07/2022	Regular	0.00	262.50	93909
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
1725	Invoice	04/07/2022	04.05.2022 - KNOXBOX REPAIR - CORPYARD	0.00	262.50	
01.81.61506	BLDG. MAINT-OTHER		04.05.2022 - KNOXBOX REPAIR - ...	262.50		
00022	Jackson's Hardware Inc.	04/07/2022	Regular	0.00	450.00	93910
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
INV0007297	Invoice	04/07/2022	03.28.2022 - LEAF BLOWER REBATE PROGR...	0.00	450.00	
90.41.61100	OUTSIDE SERVICES		03.28.2022 - LEAF BLOWER REBA...	450.00		
02558	Kanopy	04/07/2022	Regular	0.00	695.00	93911
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
292775-PPU	Invoice	04/07/2022	03.31.2022 - LIBRARY - VIDEOS	0.00	695.00	
27.71.62307	VIDEOS		03.31.2022 - LIBRARY - VIDEOS	695.00		
00150	Marin Color Service Inc.	04/07/2022	Regular	0.00	317.91	93912
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
S0500775	Invoice	04/07/2022	03.21.2022 - PAINTING SUPPLIES	0.00	245.13	
01.42.62909	SUPPLIES-TRAFFIC CONTRO...		03.21.2022 - PAINTING SUPPLIES	245.13		
S0501133	Invoice	04/07/2022	03.22.2022 - PAINTING SUPPLIES	0.00	72.78	
01.42.62909	SUPPLIES-TRAFFIC CONTRO...		03.22.2022 - PAINTING SUPPLIES	72.78		
00029	Marin IT	04/07/2022	Regular	0.00	6,395.50	93913

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number / Payable #	Vendor Name / Payable Type / Account Number	Post Date	Payment Date / Payable Description / Account Name	Payment Type / Item Description	Discount Amount / Distribution Amount	Payment Amount / Payable Amount	Number
2022-117716	Invoice	04/07/2022	03.25.2022 - TOWN HALL NETWORK MAINT...		0.00	915.50	
	01.12.61106		OUTSIDE SVCS-MGT INFO S...	03.25.2022 - TOWN HALL NETWO...		183.10	
	01.18.61106		OUTSIDE SVCS-MGT INFO S...	03.25.2022 - TOWN HALL NETWO...		73.24	
	01.41.61106		OUTSIDE SVCS-MGT INFO S...	03.25.2022 - TOWN HALL NETWO...		256.34	
	01.42.61106		OUTSIDE SVCS-MGT INFO S...	03.25.2022 - TOWN HALL NETWO...		82.40	
	01.71.61106		OUTSIDE SVCS-MGT INFO S...	03.25.2022 - TOWN HALL NETWO...		119.02	
	21.65.61106		OUTSIDE SVCS-MGT INFO S...	03.25.2022 - TOWN HALL NETWO...		201.40	
2022-117717	Invoice	04/07/2022	03.25.2022 - TOWN HALL NETWORK MAINT...		0.00	5,480.00	
	01.12.61106		OUTSIDE SVCS-MGT INFO S...	03.25.2022 - TOWN HALL NETWO...		1,096.00	
	01.18.61106		OUTSIDE SVCS-MGT INFO S...	03.25.2022 - TOWN HALL NETWO...		438.40	
	01.41.61106		OUTSIDE SVCS-MGT INFO S...	03.25.2022 - TOWN HALL NETWO...		1,534.40	
	01.42.61106		OUTSIDE SVCS-MGT INFO S...	03.25.2022 - TOWN HALL NETWO...		493.20	
	01.71.61106		OUTSIDE SVCS-MGT INFO S...	03.25.2022 - TOWN HALL NETWO...		712.40	
	21.65.61106		OUTSIDE SVCS-MGT INFO S...	03.25.2022 - TOWN HALL NETWO...		1,205.60	
00142	Marin Municipal Water District		04/07/2022	Regular	0.00	347.40	93914
622-03152022	Invoice	04/07/2022	622 - IMAGINATION PARK - 01.12.2022 - 03....		0.00	209.98	
	14.81.61150		OUTSIDE SERVICES-OTHER	622 - IMAGINATION PARK - 01.12....		209.98	
623-03142022	Invoice	04/07/2022	623 - IMAGINATION PARK - WATER - 02.12.- ...		0.00	83.29	
	14.81.61150		OUTSIDE SERVICES-OTHER	623 - IMAGINATION PARK - WATE...		83.29	
624-03142022	Invoice	04/07/2022	624 - IMAGINATION PARK - WATER - 01.12 - ...		0.00	54.13	
	14.81.61150		OUTSIDE SERVICES-OTHER	624 - IMAGINATION PARK - WATE...		54.13	
01036	Matrix HG Inc		04/07/2022	Regular	0.00	235.00	93915
157174	Invoice	04/07/2022	03.24.2022 - ART STUDIO HEATER REPAIR		0.00	235.00	
	34.41.61506		BLDG. MAINT-OTHER	03.24.2022 - ART STUDIO HEATER...		235.00	
00515	Mill Valley Refuse Service Inc		04/07/2022	Regular	0.00	1,713.78	93916
0003406771	Invoice	04/07/2022	04.01.2022 - PORTA POTTY/SINK SRVC - SFD		0.00	1,713.78	
	45.21.61100		OUTSIDE SERVICES	04.01.2022 - PORTA POTTY/SINK ...		1,713.78	
00032	MSM Inc		04/07/2022	Regular	0.00	3,683.49	93917
175726	Invoice	04/07/2022	03.23.2022 - JANATORIAL SUPPLIES - WILL C...		0.00	431.50	
	01.81.62200		DEPARTMENTAL SUPPLIES	03.23.2022 - JANATORIAL SUPPLIE...		431.50	
175839	Invoice	04/07/2022	03.28.2022 - JANATORIAL SUPPLIES - LIBRARY		0.00	316.70	
	01.71.61501		BLDG. MAINT-JANITORIAL	03.28.2022 - JANATORIAL SUPPLIE...		316.70	
175840	Invoice	04/07/2022	03.28.2022 - JANITORIAL SUPPLIES - ICC/PRE...		0.00	608.49	
	31.41.61501		BLDG. MAINT-JANITORIAL	03.28.2022 - JANITORIAL SUPPLIES..		608.49	
175841	Invoice	04/07/2022	03.28.2022 - JANATORIAL SUPPLIES - TOWN...		0.00	521.21	
	01.12.61501		BLDG. MAINT-JANITORIAL	03.28.2022 - JANATORIAL SUPPLIE...		173.74	
	01.18.61501		BLDG. MAINT-JANITORIAL	03.24.2022 - JANATORIAL SUPPLIE...		173.74	
	01.41.61501		BLDG. MAINT-JANITORIAL	03.24.2022 - JANATORIAL SUPPLIE...		173.73	
175844	Invoice	04/07/2022	03.28.2022 - JANATORIAL SUPPLIES - REC DE...		0.00	449.44	
	01.82.61501		BLDG. MAINT-JANITORIAL	03.28.2022 - JANATORIAL SUPPLIE...		449.44	
175847	Invoice	04/07/2022	03.28.2022 - JANITORIAL SUPPLIES - ROBSON		0.00	329.07	
	34.41.61501		BLDG. MAINT-JANITORIAL	03.28.2022 - JANITORIAL SUPPLIES..		329.07	
175849	Invoice	04/07/2022	03.28.2022 - JANATORIAL SUPPLIES - PARK		0.00	1,027.08	

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.81.61501	BLDG. MAINT-JANITORIAL	03.28.2022 - JANATORIAL SUPPLIE...	1,027.08		
01388	NCSI	04/07/2022	Regular	0.00	407.00	93918
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
20283	Invoice	04/07/2022	04.01.2022 - BACKGROUND CHECKS - BASEB...	0.00	407.00	
	21.65.61137	FINGERPRINTING	04.01.2022 - BACKGROUND CHEC...	407.00		
01346	Nerviani Paving Inc	04/07/2022	Regular	0.00	7,260.00	93919
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
6825	Invoice	04/07/2022	03.16.2022 - REMOVE & REPLACE ASHPALT -...	0.00	7,260.00	
	19.41.63109	UNPROGRAMMED RESURF...	03.16.2022 - REMOVE & REPLACE...	7,260.00		
00161	Office Depot Business Services	04/07/2022	Regular	0.00	249.12	93920
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
231228053001	Invoice	04/07/2022	03.12.2022 - FINANCE - OFFICE SUPPLIES	0.00	21.85	
	01.12.62000	OFFICE SUPPLIES	03.12.2022 - FINANCE - OFFICE SU...	21.85		
232286499001	Invoice	04/07/2022	03.25.2022 - FINANCE - OFFICE SUPPLIES	0.00	89.31	
	01.12.62000	OFFICE SUPPLIES	03.25.2022 - FINANCE - OFFICE SU...	111.16		
	01.12.62000	OFFICE SUPPLIES	03.25.2022 - FINANCE - OFFICE SU...	-21.85		
232303236001	Invoice	04/07/2022	03.25.2022 - FINANCE - OFFICE SUPPLIES	0.00	46.51	
	01.12.62000	OFFICE SUPPLIES	03.25.2022 - FINANCE - OFFICE SU...	46.51		
235884393001	Invoice	04/07/2022	03.29.2022 - LIBRARY - OFFICE SUPPLIES	0.00	53.31	
	01.71.62000	OFFICE SUPPLIES	03.29.2022 - LIBRARY - OFFICE SU...	53.31		
235885256001	Invoice	04/07/2022	03.29.2022 - LIBRARY - OFFICE SUPPLIES	0.00	27.37	
	01.71.62000	OFFICE SUPPLIES	03.29.2022 - LIBRARY - OFFICE SU...	27.37		
235885257001	Invoice	04/07/2022	03.29.2022 - LIBRARY- OFFICE SUPPLIES	0.00	10.77	
	01.71.62000	OFFICE SUPPLIES	03.29.2022 - LIBRARY- OFFICE SU...	10.77		
00992	OverDrive Inc.	04/07/2022	Regular	0.00	2,580.05	93921
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
02883C022104943	Invoice	04/07/2022	03.30.2022 - LIBRARY - AUDIO BOOKS	0.00	2,580.05	
	27.71.62309	E BOOKS	03.30.2022 - LIBRARY - AUDIO BO...	2,580.05		
00166	Parisi Transportation Consulting	04/07/2022	Regular	0.00	10,841.88	93922
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
18802	Invoice	04/07/2022	02.28.2022 - PROFESSIONAL SRVCS - ON CALL	0.00	2,559.38	
	01.41.61150	OUTSIDE SERVICES-OTHER	02.28.2022 - PROFESSIONAL SRVC...	2,559.38		
18810	Invoice	04/07/2022	02.28.2022 - SIGNAL REVISIONS - SAUNDERS...	0.00	3,197.50	
	14.41.63123	CAPITAL OUTLAY - SIGNALS	02.28.2022 - SIGNAL REVISIONS - ...	3,197.50		
18811	Invoice	04/07/2022	03.22.2022 - SIGNAL REVISIONS - SIERRA/BR...	0.00	5,085.00	
	01.42.61130	OUTSIDE SVCS-SIGNALS	03.22.2022 - SIGNAL REVISIONS - S..	5,085.00		
02956	PUBLIC RISK, INNOVATION, SOLUTIONS AND MAN	04/07/2022	Regular	0.00	263.76	93923
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
22401146	Invoice	04/07/2022	04.05.2022 - EMPLOYEE ASSISTANCE PROGR...	0.00	263.76	
	40.21.60202	EMPLOYEE ASST PRG PREM..	04.05.2022 - EMPLOYEE ASSISTA...	263.76		
02839	Quadient Finance USA, Inc	04/07/2022	Regular	0.00	1,200.00	93924

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type / Account Name	Discount Amount / Item Description	Payment Amount / Distribution Amount	Number
					Payable Discount Amount	Payable Amount	
274-03212022	Invoice	04/07/2022	03.21.2022 - TH POSTAGE METER - PLAN #P...		0.00	1,200.00	
	01.12.62003			POSTAGE	03.21.2022 - TH POSTAGE METER -..	240.00	
	01.18.62003			POSTAGE	03.21.2022 - TH POSTAGE METER -..	240.00	
	01.41.62003			POSTAGE	03.21.2022 - TH POSTAGE METER -..	240.00	
	01.71.62003			POSTAGE	03.21.2022 - TH POSTAGE METER -..	240.00	
	01.82.62003			POSTAGE	03.21.2022 - TH POSTAGE METER -..	240.00	
00339	Redwood Security Systems		04/07/2022	Regular	0.00	825.00	93925
4100868	Invoice	04/07/2022	04.01.2022 - FIRE ALARM - ROBSON/TH/LIB...		0.00	825.00	
	01.41.61506			BLDG. MAINT-OTHER	04.01.2022 - FIRE ALARM - ROBS...	70.00	
	01.41.61506			BLDG. MAINT-OTHER	04.01.2022 - FIRE ALARM - ROBS...	70.00	
	01.71.61506			BLDG. MAINT-OTHER	04.01.2022 - FIRE ALARM - ROBS...	405.00	
	01.81.61506			BLDG. MAINT-OTHER	04.01.2022 - FIRE ALARM - ROBS...	70.00	
	34.41.61506			BLDG. MAINT-OTHER	04.01.2022 - FIRE ALARM - ROBS...	210.00	
00182	Roto-Rooter Plumbers		04/07/2022	Regular	0.00	9,720.00	93926
46230454	Invoice	04/07/2022	03.07.2022 - SANITARY DISTRICT CLEANING ...		0.00	2,970.00	
	01.42.61150			OUTSIDE SERVICES-OTHER	03.07.2022 - SANITARY DISTRICT C...	2,970.00	
46269765	Invoice	04/07/2022	03.08.2022 - VACTOR FLUSH STORM DRAINS ..		0.00	3,510.00	
	01.42.61150			OUTSIDE SERVICES-OTHER	03.08.2022 - VACTOR FLUSH STO...	3,510.00	
46342318	Invoice	04/07/2022	03.09.2022 - SANITARY DISTRICT CLEANING ...		0.00	3,240.00	
	01.42.61150			OUTSIDE SERVICES-OTHER	03.09.2022 - SANITARY DISTRICT C...	3,240.00	
02936	SMITH'S PEST MANAGEMENT		04/07/2022	Regular	0.00	932.00	93927
119164	Invoice	04/07/2022	03.21.2022 - BURROWING PEST TRAPPING -...		0.00	84.50	
	01.81.61104			OUTSIDE SERVICES-GROU...	03.21.2022 - BURROWING PEST T...	84.50	
128653	Invoice	04/07/2022	03.21.2022 - BURROWING PEST TRAPPING -...		0.00	82.50	
	01.81.61104			OUTSIDE SERVICES-GROU...	03.21.2022 - BURROWING PEST T...	82.50	
133761	Invoice	04/07/2022	03.10.2022 - BURROWING PAST TRAPPING - ...		0.00	82.50	
	01.81.61104			OUTSIDE SERVICES-GROU...	03.10.2022 - BURROWING PAST T...	82.50	
135111	Invoice	04/07/2022	03.22.2022 - BURROWING PEST TRAPPING -...		0.00	82.50	
	01.81.61104			OUTSIDE SERVICES-GROU...	03.22.2022 - BURROWING PEST T...	82.50	
44804B	Invoice	04/07/2022	03.21.2022 - PEST CONTROL - COMMERCIAL ...		0.00	300.00	
	01.81.61104			OUTSIDE SERVICES-GROU...	03.21.2022 - PEST CONTROL - CO...	300.00	
51065B	Invoice	03/31/2022	03.31.2022 - PEST CONTROL - IMAGINATION...		0.00	300.00	
	01.81.61104			OUTSIDE SERVICES-GROU...	03.31.2022 - PEST CONTROL - IM...	300.00	
03153	Tamalpias Environmental Consultants		04/07/2022	Regular	0.00	9,453.25	93928
870	Invoice	04/07/2022	03.31.2022 - GROUNDWATER REVIEW - ME...		0.00	9,453.25	
	45.41.61145			OES DROUGHT EXP	03.31.2022 - GROUNDWATER REV...	9,453.25	
00130	Terminix Processing Center		04/07/2022	Regular	0.00	160.00	93929
418810055	Invoice	04/07/2022	04.01.2022 - PEST CONTROL - SFD		0.00	160.00	
	31.41.61150			OUTSIDE SERVICES-OTHER	04.01.2022 - PEST CONTROL - SFD	160.00	
00351	The Bank of New York Mellon Trust Company, N.A		04/07/2022	Regular	0.00	750.00	93930

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number / Payable #	Vendor Name / Payable Type / Account Number	Post Date / Account Name	Payment Date / Payable Description / Item Description	Payment Type / Discount Amount / Distribution Amount	Discount Amount / Payable Amount	Payment Amount	Number
252-2460830	Invoice	04/07/2022	03.30.2022 - 2011 GO REFUNDING BONDS		0.00	750.00	
	29.00.61143	OUTSIDE SERVICES: BOND...	03.30.2022 - 2011 GO REFUNDING..		750.00		
03199	West Marin Compost		04/07/2022	Regular	0.00	389.70	93931
3301	Invoice	04/07/2022	04.04.2022 - HIGH TEST COMPOST - COMM...		0.00	389.70	
	01.81.62200	DEPARTMENTAL SUPPLIES	04.04.2022 - HIGH TEST COMPOST..		389.70		
02051	COUNTY OF MARIN		04/07/2022	Regular	0.00	50.00	93932
INV0007296	Invoice	04/07/2022	04.04.2022 - NOTICE OF EXEMPTION - LA BL...		0.00	50.00	
	12.41.63107	CAPITAL OUTLAY - PAVING...	04.04.2022 - NOTICE OF EXEMPTI...		50.00		
00402	US Bank		04/11/2022	Regular	0.00	12,146.04	93933
INV0007204	Invoice	03/22/2022	03.16.2022 - SEMONIAN - MURPHY PRINTIN...		0.00	106.33	
	14.21.62992	ZERO WASTE GRANT SUPPL..	03.16.2022 - SEMONIAN - MURPH...		106.33		
INV0007205	Invoice	03/22/2022	03.11.2022 - SEMONIAN - MSI LITHO - ZERO...		0.00	117.91	
	14.21.62992	ZERO WASTE GRANT SUPPL..	03.11.2022 - SEMONIAN - MSI LIT...		117.91		
INV0007206	Invoice	03/22/2022	03.10.2022 - SEMONIAN - MARIN COUNTY ...		0.00	27.49	
	01.18.61150	OUTSIDE SERVICES-OTHER	03.10.2022 - SEMONIAN - MARIN...		26.00		
	01.18.61150	OUTSIDE SERVICES-OTHER	03.22.2022 - SEMONIAN - MARIN...		1.49		
INV0007209	Invoice	03/22/2022	03.10.22 - SEMONIAN - STEVENS PRINTING -...		0.00	2,740.49	
	14.21.62992	ZERO WASTE GRANT SUPPL..	03.10.22 - SEMONIAN - STEVENS ...		3,080.29		
	45.21.62200	DEPARTMENTAL SUPPLIES	03.10.22 - SEMONIAN - STEVENS ...		-339.80		
INV0007210	Invoice	03/22/2022	03.02.2022 - SEMONIAN - MURPHY PRINTIN...		0.00	197.00	
	14.21.62992	ZERO WASTE GRANT SUPPL..	03.02.2022 - SEMONIAN - MURPH...		197.00		
INV0007211	Invoice	03/22/2022	02.28.2022 - SEMONIAN - ZOOM - WEBINAR		0.00	339.80	
	45.21.62200	DEPARTMENTAL SUPPLIES	02.28.2022 - SEMONIAN - ZOOM -...		339.80		
INV0007212	Invoice	03/22/2022	03.04.2022 - SEMONIAN - CONVENTION CEN...		0.00	15.00	
	01.00.12001	ACCOUNTS RECEIVABLE	03.04.2022 - SEMONIAN - CONVE...		15.00		
INV0007213	Invoice	03/22/2022	03.04.2022 - SEMONIAN - SWEETGREENS - L...		0.00	14.83	
	01.00.12001	ACCOUNTS RECEIVABLE	03.04.2022 - SEMONIAN - SWEET...		14.83		
INV0007214	Invoice	03/22/2022	02.23.2022 - CLIFFORD - VANDA FLORAL - C...		0.00	147.83	
	01.12.62200	DEPARTMENTAL SUPPLIES	02.23.2022 - CLIFFORD - VANDA F...		147.83		
INV0007215	Invoice	03/22/2022	02.23.2022 - MIHAN - RED HILL CLEANERS		0.00	82.40	
	21.61.62961	BASKETBALL SUPPLIES	02.23.2022 - MIHAN - RED HILL CL...		82.40		
INV0007216	Invoice	03/22/2022	03.08.2022 - MIHAN - SMART N FINAL		0.00	139.14	
	01.81.62206	Snack Shack	03.08.2022 - MIHAN - SMART N F...		139.14		
INV0007217	Invoice	03/22/2022	03.10.2022 - MIHAN - AMAZON - SNACK SH...		0.00	39.40	
	01.81.62206	Snack Shack	03.10.2022 - MIHAN - AMAZON - ...		39.40		
INV0007218	Invoice	03/22/2022	03.10.2022 - MIHAN - FAIRFAX LUMBER - M...		0.00	82.27	
	21.61.62965	SOFTBALL SUPPLIES	03.10.2022 - MIHAN - FAIRFAX L...		82.27		
INV0007219	Invoice	03/22/2022	03.11.2022 - MIHAN - SMART N FINAL		0.00	22.98	
	01.81.62206	Snack Shack	03.11.2022 - MIHAN - SMART N F...		22.98		
INV0007220	Invoice	03/22/2022	03.11.2022 - MIHAN - AMAZON - EGG HUNT		0.00	139.95	
	60.14.62904	EGG HUNT	03.11.2022 - MIHAN - AMAZON - ...		139.95		
INV0007221	Invoice	03/22/2022	03.11.2022 - MIHAN - AMAZON - SOFTBALL		0.00	124.82	
	21.61.62965	SOFTBALL SUPPLIES	03.11.2022 - MIHAN - AMAZON - ...		124.82		
INV0007222	Invoice	03/22/2022	03.16.2022 - MIHAN - ACE HARDWARE		0.00	37.12	

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.81.62206	Snack Shack	03.16.2022 - MIHAN - ACE HARD...		37.12	
INV0007235	Invoice	03/22/2022	03.02.2022 - LEYLAND - USPS - POSTAGE	0.00	7.01	
	01.71.61150	OUTSIDE SERVICES-OTHER	03.02.2022 - LEYLAND - USPS - PO...		7.01	
INV0007236	Invoice	03/22/2022	03.03.2022 - LEYLAND - AMAZON - BOOKS	0.00	20.65	
	01.71.62301	ADULT BOOKS	03.03.2022 - LEYLAND - AMAZON -..		20.65	
INV0007237	Invoice	03/22/2022	03.07.2022 - LEYLAND - PAPRO FARONICS - ...	0.00	24.00	
	01.71.61403	MAINTENANCE-COMPUTE...	03.07.2022 - LEYLAND - PAPRO FA...		24.00	
INV0007238	Invoice	03/22/2022	03.14.2022 - LEYLAND - USPS - POSTAGE	0.00	7.01	
	01.71.61150	OUTSIDE SERVICES-OTHER	03.14.2022 - LEYLAND - USPS - PO...		7.01	
INV0007239	Invoice	03/22/2022	02.27.2022 - WASKEY - MICHAEL'S - CRAFT S...	0.00	11.78	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	02.27.2022 - WASKEY - MICHAEL'S...		11.78	
INV0007240	Invoice	03/22/2022	03.03.2022 - WASKEY - AMAZON - PATRON ...	0.00	23.91	
	01.71.62302	CHILDRENS BOOKS	03.03.2022 - WASKEY - AMAZON -...		23.91	
INV0007241	Invoice	03/22/2022	03.11.2022 - WASKEY-STEFANOS PIZZA - TE...	0.00	23.13	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	03.11.2022 - WASKEY-STEFANOS P..		23.13	
INV0007242	Invoice	03/22/2022	03.15.2022 - WASKEY - CSPL - READING PAM...	0.00	10.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	03.15.2022 - WASKEY - CSPL - RE...		10.00	
INV0007243	Invoice	03/22/2022	03.11.2022 - KENTON - AMAZON - SUBSCRIP...	0.00	99.00	
	01.71.61150	OUTSIDE SERVICES-OTHER	03.11.2022 - KENTON - AMAZON -...		99.00	
INV0007244	Invoice	03/22/2022	03.21.2022 - KENTON - AMAZON - MAPS	0.00	11.73	
	27.71.62302	CHILDRENS BOOKS	03.21.2022 - KENTON - AMAZON -...		11.73	
INV0007245	Invoice	03/22/2022	03.02.2022 - O'GRADY - COMCAST - WIFI FO...	0.00	93.65	
	21.63.61187	ROBSON AFTER SCHOOL S...	03.02.2022 - O'GRADY - COMCAST...		93.65	
INV0007247	Invoice	03/22/2022	03.08.2022 - O'GRADY - ESIGNS - EGG HUNT	0.00	202.51	
	60.14.62904	EGG HUNT	03.08.2022 - O'GRADY - ESIGNS - ...		202.51	
INV0007248	Invoice	03/22/2022	03.08.2022 - O'GRADY - DISCOUNT SCHOOL ...	0.00	30.50	
	21.63.62987	ROBSON AFTER SCHOOL S...	03.08.2022 - O'GRADY - DISCOUNT..		30.50	
INV0007249	Invoice	03/22/2022	03.11.2022 - O'GRADY - ISSUU - SUBSCRIPTI...	0.00	480.00	
	21.65.62004	PROGRAM BROCHURE & ...	03.11.2022 - O'GRADY - ISSUU - S...		480.00	
INV0007250	Invoice	03/22/2022	03.15.2022 - O'GRADY - DISCOUNT SCHOOL ...	0.00	32.60	
	21.63.62987	ROBSON AFTER SCHOOL S...	03.15.2022 - O'GRADY - DISCOUNT..		32.60	
INV0007251	Invoice	03/22/2022	03.17.2022 - O'GRADY - SAFEWAY - ROBSON...	0.00	13.56	
	21.63.62987	ROBSON AFTER SCHOOL S...	03.17.2022 - O'GRADY -SAFEWAY -..		13.56	
INV0007252	Invoice	03/22/2022	02.28.2022 - MAUK - VISTA PRINT - BUSINESS..	0.00	64.15	
	21.65.62000	OFFICE SUPPLIES	02.28.2022 - MAUK - VISTA PRINT ...		64.15	
INV0007253	Invoice	03/22/2022	02.28.2022 - MAUK - ADOBE - MARKETING	0.00	9.99	
	21.65.61302	DUES	02.28.2022 - MAUK - ADOBE - MA...		9.99	
INV0007254	Invoice	03/22/2022	03.10.2022 - MAUK - OFFICE DEPOT - OFFICE...	0.00	18.80	
	21.65.62000	OFFICE SUPPLIES	03.10.2022 - MAUK - OFFICE DEP...		18.80	
INV0007255	Invoice	03/22/2022	03.11.2022 - MAUK - OFFICE DEPOT - OFFICE...	0.00	287.12	
	21.65.62000	OFFICE SUPPLIES	03.11.2022 - MAUK - OFFICE DEP...		287.12	
INV0007256	Invoice	03/22/2022	03.10.2022 - MAUK - CAKE - STAFF LUNCH	0.00	106.70	
	21.65.61000	TRAINING	03.10.2022 - MAUK - CAKE - STAFF..		106.70	
INV0007257	Invoice	04/22/2022	02.28.2022 - STEVENSON - WATERSAVERS - ...	0.00	1,376.55	
	01.81.62200	DEPARTMENTAL SUPPLIES	02.28.2022 - STEVENSON - WATE...		1,376.55	
INV0007258	Invoice	03/22/2022	03.01.2022 - STEVENSON - WATERSAVERS -...	0.00	275.31	
	01.81.62200	DEPARTMENTAL SUPPLIES	03.01.2022 - STEVENSON - WATE...		275.31	
INV0007259	Invoice	03/22/2022	03.09.2022 - DONERY - IOTUM.COM - CONF...	0.00	9.99	
	01.12.61150	OUTSIDE SERVICES-OTHER	03.09.2022 - DONERY - IOTUM.C...		9.99	
INV0007260	Invoice	03/22/2022	03.14.2022 - DONERY - GODADDY.COM - D...	0.00	19.17	
	01.12.61150	OUTSIDE SERVICES-OTHER	03.14.2022 - DONERY - GODADDY...		19.17	
INV0007261	Invoice	03/22/2022	03.17.2022 - DONERY - INSALATA'S - LUNCH...	0.00	97.56	

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01.12.61000	TRAINING		03.17.2022 - DONERY - INSALATA'...		97.56	
INV0007262	Invoice	03/22/2022	03.19.2022 - DONERY - SIGNUPGENIUS - SU...	0.00	107.89	
01.12.61150	OUTSIDE SERVICES-OTHER		03.19.2022 - DONERY - SIGNUPG...		107.89	
INV0007263	Invoice	03/22/2022	03.06.2022 - LAPTEV - AMAZON - OFFICE SU...	0.00	93.48	
01.41.62200	DEPARTMENTAL SUPPLIES		03.06.2022 - LAPTEV - AMAZON - ...		93.48	
INV0007264	Invoice	03/22/2022	03.06.2022 - LAPTEV - AMAZON - OFFICE SU...	0.00	17.38	
01.41.62200	DEPARTMENTAL SUPPLIES		03.06.2022 - LAPTEV - AMAZON - ...		17.38	
INV0007265	Invoice	03/22/2022	03.08.2022 - LAPTEV - AMAZON - OFFICE SU...	0.00	142.68	
01.41.62200	DEPARTMENTAL SUPPLIES		03.08.2022 - LAPTEV - AMAZON - ...		142.68	
INV0007266	Invoice	03/22/2022	03.16.2022 - LAPTV - ZOOM - SUBSCRIPTION	0.00	149.90	
01.41.62000	OFFICE SUPPLIES		03.16.2022 - LAPTV - ZOOM - SUB...		149.90	
INV0007267	Invoice	03/22/2022	03.16.2022 - LAPTEV - AMAZON - OFFICE SU...	0.00	62.50	
01.41.62200	DEPARTMENTAL SUPPLIES		03.16.2022 - LAPTEV - AMAZON - ...		62.50	
INV0007268	Invoice	03/22/2022	03.18.2022 - LAPTEV - AMAZON - OFFICE SU...	0.00	41.28	
01.41.62200	DEPARTMENTAL SUPPLIES		03.18.2022 - LAPTEV - AMAZON - ...		41.28	
INV0007269	Invoice	03/22/2022	03.18.2022 - LAPTEV - UPCODES - EF/AC SUB...	0.00	78.00	
01.41.62000	OFFICE SUPPLIES		03.18.2022 - LAPTEV - UPCODES - ...		78.00	
INV0007270	Invoice	03/22/2022	02.24.2022 - JONES - AMAZON - BATTERIES	0.00	9.54	
21.63.62979	PARKSIDE SUPPLIES		02.24.2022 - JONES - AMAZON - B...		9.54	
INV0007271	Invoice	03/22/2022	03.02.2022 - JONES - AMAZON - PORTABLE ...	0.00	119.16	
21.63.62979	PARKSIDE SUPPLIES		03.02.2022 - JONES - AMAZON - P...		119.16	
INV0007272	Invoice	03/22/2022	03.09.2022 - JONES - INSTACART - COOKING	0.00	82.95	
21.63.62979	PARKSIDE SUPPLIES		03.09.2022 - JONES - INSTACART -...		82.95	
INV0007273	Invoice	03/22/2022	03.16.2022 - JONES - INSTACART - COOKING	0.00	90.10	
21.63.62979	PARKSIDE SUPPLIES		03.16.2022 - JONES - INSTACART -...		90.10	
INV0007274	Invoice	03/22/2022	03.18.2022 - JONES - AMAZON - FLASHCARDS	0.00	78.31	
21.63.62979	PARKSIDE SUPPLIES		03.18.2022 - JONES - AMAZON - F...		78.31	
INV0007275	Invoice	03/22/2022	03.18.2022 - JONES - AMAZON - PLAY SAND	0.00	57.62	
21.63.62979	PARKSIDE SUPPLIES		03.18.2022 - JONES - AMAZON - P...		57.62	
INV0007276	Invoice	03/22/2022	03.20.2022 - JONES - AMAZON - SAND TOYS	0.00	116.46	
21.63.62979	PARKSIDE SUPPLIES		03.20.2022 - JONES - AMAZON - S...		116.46	
INV0007277	Invoice	03/22/2022	02.24.2022 - SHAW - O'REILLY'S - SUPPLIES	0.00	108.10	
01.81.62988	VEHICLE-FUEL/OIL/TIRES		02.24.2022 - SHAW - O'REILLY'S - ...		108.10	
INV0007278	Invoice	03/22/2022	02.25.2022 - SHAW - AMAZON - SUPPLIES	0.00	14.75	
01.81.62200	DEPARTMENTAL SUPPLIES		02.25.2022 - SHAW - AMAZON - S...		14.75	
INV0007279	Invoice	03/22/2022	02.28.2022 - SHAW - AMAZON - SUPPLIES	0.00	17.91	
01.81.62200	DEPARTMENTAL SUPPLIES		02.28.2022 - SHAW - AMAZON - S...		17.91	
INV0007280	Invoice	03/22/2022	03.01.2022 - SHAW - AMAZON - SUPPLIES	0.00	13.87	
01.81.62200	DEPARTMENTAL SUPPLIES		03.01.2022 - SHAW - AMAZON - S...		13.87	
INV0007281	Invoice	03/22/2022	03.04.2022 - SHAW - AMAZON - SUPPLIES	0.00	163.83	
01.81.62200	DEPARTMENTAL SUPPLIES		03.04.2022 - SHAW - AMAZON - S...		163.83	
INV0007282	Invoice	03/22/2022	03.04.2022 - SHAW - AMAZON - SUPPLIES	0.00	174.80	
01.81.62200	DEPARTMENTAL SUPPLIES		03.04.2022 - SHAW - AMAZON - S...		174.80	
INV0007283	Invoice	03/22/2022	03.07.2022 - SHAW - AMAZON - SUPPLIES	0.00	88.39	
01.81.62200	DEPARTMENTAL SUPPLIES		03.07.2022 - SHAW - AMAZON - S...		88.39	
INV0007284	Invoice	03/22/2022	03.07.2022 - SHAW - STAPLES - SUPPLIES	0.00	347.48	
01.81.62000	OFFICE SUPPLIES		03.07.2022 - SHAW - STAPLES - S...		347.48	
INV0007286	Invoice	03/22/2022	03.11.2022 - SHAW - AMAZON - SUPPLIES	0.00	102.78	
01.81.62200	DEPARTMENTAL SUPPLIES		03.11.2022 - SHAW - AMAZON - S...		102.78	
INV0007287	Invoice	03/22/2022	03.12.2022 - SHAW - AMAZON - SUPPLIES	0.00	82.61	
01.81.62200	DEPARTMENTAL SUPPLIES		03.12.2022 - SHAW - AMAZON - S...		82.61	
INV0007288	Invoice	03/22/2022	03.15.2022 - SHAW - AMAZON -SUPPLIES	0.00	12.01	

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number	Vendor Name		Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.81.62200		DEPARTMENTAL SUPPLIES	03.15.2022 - SHAW - AMAZON -S...		12.01	
INV0007289	Invoice	03/22/2022	03.15.2022 - SHAW - AMAZON - SUPPLIES		0.00	61.78	
	01.81.62200		DEPARTMENTAL SUPPLIES	03.15.2022 - SHAW - AMAZON - S...		61.78	
INV0007290	Invoice	03/22/2022	03.17.2022 - SHAW - AMAZON - SUPPLIES		0.00	62.92	
	01.81.62200		DEPARTMENTAL SUPPLIES	03.17.2022 - SHAW - AMAZON - S...		62.92	
INV0007291	Invoice	03/22/2022	03.17.2022 - SHAW - AMAZON - SUPPLIES		0.00	152.06	
	01.81.62200		DEPARTMENTAL SUPPLIES	03.17.2022 - SHAW - AMAZON - S...		152.06	
INV0007292	Invoice	03/22/2022	03.20.2022 - SHAW - AMAZON - SUPPLIES		0.00	38.72	
	01.81.62200		DEPARTMENTAL SUPPLIES	03.20.2022 - SHAW - AMAZON - S...		38.72	
INV0007294	Invoice	03/22/2022	03.18.2022 - SHAW - AMAZON - SUPPLIES		0.00	85.17	
	01.81.62200		DEPARTMENTAL SUPPLIES	03.18.2022 - SHAW - AMAZON - S...		85.17	
INV0007295	Invoice	03/22/2022	03.17.2022 -= SHAW - AMAZON - SUPPLIES		0.00	348.45	
	01.81.62200		DEPARTMENTAL SUPPLIES	03.17.2022 -= SHAW - AMAZON - ...		348.45	
INV0007334	Invoice	03/22/2022	03.02.2022 - KACMAR - VISTA PRINT - BUSIN...		0.00	43.49	
	01.12.62000		OFFICE SUPPLIES	03.02.2022 - KACMAR - VISTA PRI...		43.49	
INV0007335	Invoice	03/22/2022	03.06.2022 - KACMAR - ADOBE - SUBSCRIPT...		0.00	351.85	
	42.21.63003		COMPUTER HARDWARE/S...	03.06.2022 - KACMAR - ADOBE - ...		351.85	
INV0007336	Invoice	03/22/2022	01.20.2022 - KACMAR - MARIN IJ - SUBSCRIP...		0.00	13.50	
	01.12.62000		OFFICE SUPPLIES	01.20.2022 - KACMAR - MARIN IJ -...		13.50	
INV0007339	Invoice	03/22/2022	02.23.2022 - CONDRY - AMERICAN SANITAT...		0.00	313.88	
	01.81.61104		OUTSIDE SERVICES-GROU...	02.23.2022 - CONDRY - AMERICAN..		313.88	
INV0007340	Invoice	03/22/2022	02.23.2022 - CONDRY - ANSWER MTI - ANS...		0.00	157.77	
	01.41.62200		DEPARTMENTAL SUPPLIES	02.23.2022 - CONDRY - ANSWER ...		157.77	
INV0007341	Invoice	03/22/2022	03.17.2022 - DROP BOX - ANNUAL FEE		0.00	119.88	
	01.41.62200		DEPARTMENTAL SUPPLIES	03.17.2022 - DROP BOX - ANNUAL...		119.88	
INV0007342	Invoice	03/22/2022	03.15.2022 - MIHAN - SURVEY MONKEY - SU...		0.00	99.00	
	21.65.61150		OUTSIDE SERVICES -OTHER	03.15.2022 - MIHAN - SURVEY M...		99.00	
INV0007344	Invoice	03/22/2022	03.17.2022 - SHAW - AMAZON - SUPPLIES		0.00	19.85	
	01.81.62200		DEPARTMENTAL SUPPLIES	03.17.2022 - SHAW - AMAZON - S...		19.85	
INV0007345	Invoice	03/22/2022	03.07.2022 - O'GRADY - DISCOUNT SCHOOL ...		0.00	155.37	
	21.63.62987		ROBSON AFTER SCHOOL S...	03.07.2022 - O'GRADY - DISCOUNT..		155.37	
INV0007346	Invoice	03/22/2022	03.21.2022 - SEMONIAN - AMAZON.COM		0.00	17.43	
	01.81.61150		OUTSIDE SERVICES-OTHER	03.21.2022 - SEMONIAN - AMAZ...		17.43	
	Void		04/11/2022	Regular	0.00	0.00	93934
	Void		04/11/2022	Regular	0.00	0.00	93935
	Void		04/11/2022	Regular	0.00	0.00	93936
	Void		04/11/2022	Regular	0.00	0.00	93937
	Void		04/11/2022	Regular	0.00	0.00	93938
02411	23 ELEPHANTS THEATRE COMPANY		04/13/2022	Regular	0.00	4,716.60	93939
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
INV0007352	Invoice	04/14/2022	04.12.2022 - JUNGLE BOOK KIDS - PAYMENT...		0.00	4,716.60	
	21.62.61175		KIDS CULTURE SERVICES	04.12.2022 - JUNGLE BOOK KIDS -...		4,716.60	
00050	All Star Rents		04/13/2022	Regular	0.00	124.12	93940
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
1089073-3	Invoice	04/14/2022	04.06.2022 - AERATOR - LAWNS		0.00	124.12	
	01.81.61156		EQUIPMENT RENTAL	04.06.2022 - AERATOR - LAWNS		124.12	
02806	AQUASCAPE POOL SERVICE		04/13/2022	Regular	0.00	295.00	93941

Check Report **Date Range: 04/01/2022 - 04/30/2022**

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**		
16166	Invoice	04/14/2022	03.31.2022 - IMAGINATION PARK - FOUNTA...		0.00	295.00	
	14.81.61150		OUTSIDE SERVICES-OTHER	03.31.2022 - IMAGINATION PARK -..	295.00		
03201	Bay Area Magic Ballons		04/13/2022	Regular	0.00	-450.00	93942
03201	Bay Area Magic Ballons		04/13/2022	Regular	0.00	450.00	93942
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
5	Invoice	04/14/2022	04.08.2022 - BALOON STAND/GARLAND - E...		0.00	450.00	
	60.00.48142		EGG HUNT	04.08.2022 - BALOON STAND/GA...	450.00		
064	California Building Standards Commission		04/13/2022	Regular	0.00	459.18	93943
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
INV0007353	Invoice	04/14/2022	04.12.2022 - BSASRF - 1ST QTR		0.00	459.18	
	01.00.20310		BUILDING: STATE GREEN B...	04.12.2022 - BSASRF - 1ST QTR	459.18		
01563	Contract Sweeping Services		04/13/2022	Regular	0.00	5,846.21	93944
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
22000314	Invoice	04/14/2022	03.15.2022 - RESIDENTIAL STREET SWEEPING..		0.00	5,846.21	
	01.42.61135		STREET SWEEPING	03.15.2022 - RESIDENTIAL STREET...	5,846.21		
02359	Deborah Yacobellis		04/13/2022	Regular	0.00	276.00	93945
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
TSA2203	Invoice	04/14/2022	03.31.2022 - CASE REVIEW - TRAKIT PAYME...		0.00	276.00	
	01.41.61150		OUTSIDE SERVICES-OTHER	03.31.2022 - CASE REVIEW - TRAK...	276.00		
01689	Department of Conservation		04/13/2022	Regular	0.00	874.28	93946
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
INV0007354	Invoice	04/14/2022	04.13.2022 - STRONG MOTION INSTRMENT...		0.00	874.28	
	01.00.20302		BUILDING: STATE SEISMIC ...	04.13.2022 - STRONG MOTION IN...	874.28		
00080	Department of Justice		04/13/2022	Regular	0.00	32.00	93947
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
572197	Invoice	04/14/2022	04.05.2022 - FINGERPRINT APPS		0.00	32.00	
	01.41.61806		MISC HIRING EXPENSES	04.05.2022 - FINGERPRINT APPS	32.00		
03202	Derrick Duwayne Lasater		04/13/2022	Regular	0.00	16,175.00	93948
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
33103	Invoice	04/14/2022	03.30.2022 - SIDEWALK REPAIR - REMOVE/R...		0.00	16,175.00	
	01.00.20304		CONCRETE CONTRACT	03.30.2022 - SIDEWALK REPAIR - ...	16,175.00		
00086	Ebsco Subscription Services		04/13/2022	Regular	0.00	18.01	93949
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
2200553	Invoice	04/14/2022	10.13.2021 - NEW YORK TIMES & NORTHEA...		0.00	18.01	
	01.71.62305		MAGAZINES AND NEWSPA...	10.13.2021 - NEW YORK TIMES & ...	18.01		
02278	Gardeners' Guild		04/13/2022	Regular	0.00	958.00	93950
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
108056	Invoice	04/14/2022	04.11.2022 - RED HILL MEDIAN - METER/VA...		0.00	958.00	
	01.42.61150		OUTSIDE SERVICES-OTHER	04.11.2022 - RED HILL MEDIAN - ...	958.00		
01787	Geomorph Design		04/13/2022	Regular	0.00	880.00	93951

Check Report **Date Range: 04/01/2022 - 04/30/2022**

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**		
OC-26	Invoice	04/14/2022	04.0.2022 - ENGINEERING SERVICES - MARCH		0.00	880.00	
	01.41.61154		OUTSIDE SERVICES - FLOOD..	04.0.2022 - ENGINEERING SERVIC...	880.00		
00021	Good & Clean Company Inc		04/13/2022	Regular	0.00	3,730.00	93952
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
62794	Invoice	04/14/2022	04.06.2022 - JANATORIAL SRVC - COVID CLE...		0.00	3,730.00	
	45.21.61100		OUTSIDE SERVICES	04.06.2022 - JANATORIAL SRVC - ...	3,730.00		
00021	Good & Clean Company Inc		04/13/2022	Regular	0.00	7,675.00	93953
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
62793	Invoice	04/14/2022	04.06.2022 - JANITORIAL SERVICE - REC/ICC/...		0.00	7,675.00	
	01.12.61501		BLDG. MAINT-JANITORIAL	04.06.2022 - JANITORIAL SERVICE -..	358.39		
	01.12.61501		BLDG. MAINT-JANITORIAL	04.06.2022 - JANITORIAL SERVICE -..	725.00		
	01.18.61501		BLDG. MAINT-JANITORIAL	04.06.2022 - JANITORIAL SERVICE -..	143.36		
	01.41.61501		BLDG. MAINT-JANITORIAL	04.06.2022 - JANITORIAL SERVICE -..	523.25		
	01.71.61501		BLDG. MAINT-JANITORIAL	04.06.2022 - JANITORIAL SERVICE -..	1,075.00		
	01.71.61501		BLDG. MAINT-JANITORIAL	04.06.2022 - JANITORIAL SERVICE -..	300.00		
	01.81.61501		BLDG. MAINT-JANITORIAL	04.06.2022 - JANITORIAL SERVICE -..	240.00		
	01.81.61501		BLDG. MAINT-JANITORIAL	04.06.2022 - JANITORIAL SERVICE -..	600.00		
	31.41.61501		BLDG. MAINT-JANITORIAL	04.06.2022 - JANITORIAL SERVICE -..	1,275.00		
	31.41.61501		BLDG. MAINT-JANITORIAL	04.06.2022 - JANITORIAL SERVICE -..	1,125.00		
	34.41.61501		BLDG. MAINT-JANITORIAL	04.06.2022 - JANITORIAL SERVICE -..	360.00		
	34.41.61501		BLDG. MAINT-JANITORIAL	04.06.2022 - JANITORIAL SERVICE -..	950.00		
00104	Grier Argall Plumbing Inc		04/13/2022	Regular	0.00	2,334.07	93954
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
14853	Invoice	04/14/2022	04.10.2022 - CREEK PARK - METERS - INSTALL		0.00	2,128.00	
	45.41.61145		OES DROUGHT EXP	04.10.2022 - CREEK PARK - METER...	2,128.00		
14892	Invoice	04/14/2022	04.11.2022 - LIBRARY - TOILET REPAIR		0.00	206.07	
	01.81.61104		OUTSIDE SERVICES-GROU...	04.11.2022 - LIBRARY - TOILET RE...	206.07		
02606	Halleh Besharati		04/13/2022	Regular	0.00	2,079.00	93955
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
INV0007350	Invoice	04/14/2022	04.07.2022 - INSTRUCTOR PAYMENT - SPRI...		0.00	2,079.00	
	21.63.61186		SPECIALTY CAMPS SERVICES	04.07.2022 - INSTRUCTOR PAYME...	2,079.00		
00113	Juan Olsen Sanchez		04/13/2022	Regular	0.00	4,700.00	93956
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
INV0007351	Invoice	04/14/2022	04.12.2022 - GYMNASTICS - SPRING 2022 - P...		0.00	4,700.00	
	21.61.61167		TUMBLING SERVICES	04.12.2022 - GYMNASTICS - SPRI...	4,700.00		
00148	Maggiora & Ghilotti Inc.		04/13/2022	Regular	0.00	162,839.98	93957
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
11819	Invoice	04/14/2022	02.28.2022 - SFD REHAB PROJECT - OBAG2		0.00	162,839.98	
	14.41.63101		CAPITAL OUTLAY - PAVING...	02.28.2022 - SFD REHAB PROJECT ...	144,162.23		
	19.41.63101		CAPITAL OUTLAY - PAVING...	02.28.2022 - SFD REHAB PROJECT ...	18,677.75		
00121	Marin I J - 2072661 AD		04/13/2022	Regular	0.00	517.46	93958

Check Report **Date Range: 04/01/2022 - 04/30/2022**

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**		
0001333225	Invoice	04/14/2022	03.31.2022 - CLASSIFIED ADVERTISING - LEG...		0.00	517.46	
	01.21.61151		LEGAL NOTICES	03.31.2022 - CLASSIFIED ADVERTIS..	517.46		
00029	Marin IT		04/13/2022	Regular	0.00	400.00	93959
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
2022-117770	Invoice	04/14/2022	04.07.2022 - TH NETWORK MAINTENANCE		0.00	400.00	
	01.12.61106		OUTSIDE SVCS-MGT INFO S...	04.07.2022 - TH NETWORK MAIN...	80.00		
	01.18.61106		OUTSIDE SVCS-MGT INFO S...	04.07.2022 - TH NETWORK MAIN...	32.00		
	01.41.61106		OUTSIDE SVCS-MGT INFO S...	04.07.2022 - TH NETWORK MAIN...	112.00		
	01.42.61106		OUTSIDE SVCS-MGT INFO S...	04.07.2022 - TH NETWORK MAIN...	36.00		
	01.71.61106		OUTSIDE SVCS-MGT INFO S...	04.07.2022 - TH NETWORK MAIN...	52.00		
	21.65.61106		OUTSIDE SVCS-MGT INFO S...	04.07.2022 - TH NETWORK MAIN...	88.00		
01036	Matrix HG Inc		04/13/2022	Regular	0.00	200.00	93960
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
157494	Invoice	04/14/2022	04.06.2022 - PREVENTATIVE MAINTENANCE -..		0.00	200.00	
	01.42.61703		UTILITIES-WATER	04.06.2022 - PREVENTATIVE MAI...	200.00		
02754	MAYACAMAS MOUNTAIN SPRING WATER		04/13/2022	Regular	0.00	50.25	93961
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
63940	Invoice	04/14/2022	04.12.2022 - RECREATION DEPT - BOTTLED ...		0.00	50.25	
	21.65.62200		DEPARTMENTAL SUPPLIES	04.12.2022 - RECREATION DEPT - ...	50.25		
02584	Michael Clagett		04/13/2022	Regular	0.00	6,081.58	93962
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
INV0007348	Invoice	04/14/2022	04.07.2022 - REIMBURSEMENT- SPRING BRE...		0.00	203.96	
	21.63.62990		SPECIALTY CAMP SUPPLIES	04.07.2022 - REIMBURSEMENT- S...	203.96		
INV0007349	Invoice	04/14/2022	04.07.2022 - INSTRUCTOR PAYMENT - SPRI...		0.00	5,877.62	
	21.63.61186		SPECIALTY CAMPS SERVICES	04.07.2022 - INSTRUCTOR PAYME...	5,877.62		
03104	MMANC		04/13/2022	Regular	0.00	75.00	93963
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
5749	Invoice	04/14/2022	04.11.2022 - MEMBERSHIP RENEWAL		0.00	75.00	
	21.65.61302		DUES	04.11.2022 - MEMBERSHIP RENE...	75.00		
00760	Ongaro & Sons		04/13/2022	Regular	0.00	160.04	93964
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
R13431	Invoice	04/14/2022	04.07.2022 - 135 TAMAL VISTA DRIVE - PER...		0.00	160.04	
	01.00.20310		BUILDING: STATE GREEN B...	04.07.2022 - 135 TAMAL VISTA DR...	1.00		
	01.00.42001		BUSINESS LICENSE TAX	04.07.2022 - 135 TAMAL VISTA DR...	2.04		
	01.00.42204		CONSTR: ELECTRICAL PERM..	04.07.2022 - 135 TAMAL VISTA DR...	157.00		
00128	Pacific Gas & Electric		04/13/2022	Regular	0.00	15,171.68	93965

Check Report **Date Range: 04/01/2022 - 04/30/2022**

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		
461-03232022	Invoice	04/14/2022	461 - TOWN HALL UTILITIES - 02.04.22 - 03.0...		0.00	15,120.17	
	01.12.61701		UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 02.0...	583.64		
	01.12.61702		UTILITIES-GAS	461 - TOWN HALL UTILITIES - 02.0...	46.87		
	01.18.61701		UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 02.0...	374.98		
	01.18.61702		UTILITIES-GAS	461 - TOWN HALL UTILITIES - 02.0...	30.24		
	01.30.61701		UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 02.0...	2,827.47		
	01.30.61702		UTILITIES-GAS	461 - TOWN HALL UTILITIES - 02.0...	225.29		
	01.41.61701		UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 02.0...	374.98		
	01.41.61702		UTILITIES-GAS	461 - TOWN HALL UTILITIES - 02.0...	30.24		
	01.42.61707		UTILITIES-SIGNALS	461 - TOWN HALL UTILITIES - 02.0...	1,002.47		
	01.42.61708		UTILITIES-STREET LIGHTS	461 - TOWN HALL UTILITIES - 02.0...	4,348.56		
	01.71.61701		UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 02.0...	994.91		
	01.71.61702		UTILITIES-GAS	461 - TOWN HALL UTILITIES - 02.0...	120.96		
	01.81.61701		UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 02.0...	479.31		
	21.65.61701		UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 02.0...	707.62		
	21.65.61701		UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 02.0...	455.12		
	31.41.61701		UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 02.0...	1,256.49		
	31.41.61702		UTILITIES-GAS	461 - TOWN HALL UTILITIES - 02.0...	795.32		
	34.41.61701		UTILITIES-ELECTRICITY	461 - TOWN HALL UTILITIES - 02.0...	284.26		
	34.41.61702		UTILITIES-GAS	461 - TOWN HALL UTILITIES - 02.0...	181.44		
71-04062022	Invoice	04/14/2022	717 - CORPYARD GAS - UTILITIES - 03.08.- 04...		0.00	51.51	
	01.42.61702		UTILITIES-GAS	717 - CORPYARD GAS - UTILITIES -...	51.51		
	Void		04/13/2022	Regular	0.00	0.00	93966
03200	TBWBH Props & Measures		04/13/2022	Regular	0.00	6,500.00	93967
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount		
inv03622	Invoice	04/14/2022	04.09.2022 - CONSULTING FEE - MARCH		0.00	6,500.00	
	01.12.61150		OUTSIDE SERVICES-OTHER	04.09.2022 - CONSULTING FEE - ...	6,500.00		
00215	Transbay Security Service Inc		04/13/2022	Regular	0.00	30.32	93968
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount		
84301	Invoice	04/14/2022	03.31.2022 - RECREATION DEPT - YAMAHA K...		0.00	30.32	
	01.81.62200		DEPARTMENTAL SUPPLIES	03.31.2022 - RECREATION DEPT - ...	30.32		
03094	TRC Companies		04/13/2022	Regular	0.00	1,435.00	93969
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount		
36468	Invoice	04/14/2022	04.07.2022 - INSPECTOR SERVICES - BOLINAS..		0.00	1,435.00	
	14.41.63101		CAPITAL OUTLAY - PAVING...	04.07.2022 - INSPECTOR SERVICES...	1,435.00		
03130	Lorraine Weiss		04/15/2022	Regular	0.00	5,840.00	93970
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount		
SA2022-4	Invoice	04/15/2022	04.07.2022 - 24 WOODLAND/268 BROOKSID...		0.00	5,840.00	
	01.18.60010		TEMPORARY HELP	04.07.2022 - 24 WOODLAND/268 ...	5,840.00		
03203	Alexis Fineman		04/20/2022	Regular	0.00	996.97	93971
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount		
INV0007356	Invoice	04/21/2022	04.08.2022 - REIMBURSEMENT - YOSEMITE ...		0.00	996.97	
	01.21.61000		TRAINING	04.08.2022 - REIMBURSEMENT - ...	996.97		
00048	Alhambra & Sierra Springs		04/20/2022	Regular	0.00	124.39	93972

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number / Payable #	Vendor Name / Payable Type / Account Number	Post Date	Payment Date / Payable Description / Account Name	Payment Type / Item Description	Discount Amount / Discount Amount / Distribution Amount	Payment Amount / Payable Amount	Number
12161581041322	Invoice	04/21/2022	04.13.2022 - CORPYARD - BOTTLED WATER ...		0.00	124.39	
	01.42.62200		DEPARTMENTAL SUPPLIES	04.13.2022 - CORPYARD - BOTTLE...		124.39	
00001	AT&T Calnet		04/20/2022	Regular	0.00	2,465.71	93973
000018021555	Invoice	04/21/2022	574 - ALL DEPTS - CENTREX - 03.10.22 - 04.09..		0.00	1,307.68	
	01.12.61705		UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 03.10..		261.54	
	01.18.61705		UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 03.10..		209.23	
	01.41.61705		UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 03.10..		104.61	
	01.42.61705		UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 03.10..		170.00	
	01.71.61705		UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 03.10..		143.84	
	01.81.61705		UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 03.10..		52.31	
	21.65.61705		UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 03.10..		300.77	
	31.41.61705		UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 03.10..		65.38	
000018021559	Invoice	04/21/2022	579 - TRAFFIC LIGHT MODEM - 03.10.22 - 04...		0.00	21.32	
	01.42.61705		UTILITIES-TELEPHONE	579 - TRAFFIC LIGHT MODEM - 03...		21.32	
000018021560	Invoice	04/21/2022	580 - ROBSON HOUSE UTILITIES - 03.10.22 - ...		0.00	41.24	
	34.41.61705		UTILITIES-TELEPHONE	580 - ROBSON HOUSE UTILITIES - ...		41.24	
000018021561	Invoice	04/21/2022	587 - FURL FORCE STATION - 03.10.22 - 04.0...		0.00	21.32	
	01.81.61705		UTILITIES-TELEPHONE	587 - FURL FORCE STATION - 03.10..		21.32	
000018030786	Invoice	04/21/2022	588 - LIBRARY ELEVATOR PHONE - 03.12.22 -...		0.00	1,074.15	
	01.71.61504		BLDG. MAINT-ELEVATOR	588 - LIBRARY ELEVATOR PHONE -...		1,074.15	
02823	BOUCHER LAW		04/20/2022	Regular	0.00	40,080.35	93974
959	Invoice	04/21/2022	04.19.2022 - LEGAL COUNCIL - CIRCULATION		0.00	6,024.00	
	01.71.61806		MISC HIRING EXPENSES	04.19.2022 - LEGAL COUNCIL - CI...		6,024.00	
960	Invoice	04/21/2022	04.19.2022 - LEGAL COUNCIL - COVID-19 MA...		0.00	318.00	
	45.21.61100		OUTSIDE SERVICES	04.19.2022 - LEGAL COUNCIL - CO...		318.00	
961	Invoice	04/21/2022	04.19.2022 - LEGAL COUNCIL - DFEH CASE (...		0.00	377.00	
	01.16.61196		PERSONNEL LEGAL SERVIC...	04.19.2022 - LEGAL COUNCIL - DF...		377.00	
962	Invoice	04/21/2022	04.19.2022 - LEGAL COUNCIL - LABOR & EM...		0.00	10,438.85	
	01.16.61196		PERSONNEL LEGAL SERVIC...	04.19.2022 - LEGAL COUNCIL - LA...		10,438.85	
963	Invoice	04/21/2022	04.19.2022 - LEGAL COUNCIL - PUBLIC WOR...		0.00	22,922.50	
	01.41.61150		OUTSIDE SERVICES-OTHER	04.19.2022 - LEGAL COUNCIL - PU...		2,292.25	
	01.42.61150		OUTSIDE SERVICES-OTHER	04.19.2022 - LEGAL COUNCIL - PU...		18,338.00	
	01.81.61150		OUTSIDE SERVICES-OTHER	04.19.2022 - LEGAL COUNCIL - PU...		2,292.25	
03204	Brad Rickard		04/20/2022	Regular	0.00	514.21	93975
WEB3514	Invoice	04/21/2022	04.18.2022 - 91 HAWTHORNE AVE - PERMIT ...		0.00	514.21	
	01.00.20302		BUILDING: STATE SEISMIC ...	04.18.2022 - 91 HAWTHORNE AVE...		2.63	
	01.00.20310		BUILDING: STATE GREEN B...	04.18.2022 - 91 HAWTHORNE AVE...		1.60	
	01.00.42001		BUSINESS LICENSE TAX	04.18.2022 - 91 HAWTHORNE AVE...		10.11	
	01.00.42202		CONSTR: BUILDING PERMIT	04.18.2022 - 91 HAWTHORNE AVE...		188.80	
	01.00.48012		GENERAL PLAN MAINT FEE	04.18.2022 - 91 HAWTHORNE AVE...		7.55	
	19.00.48004		ROAD IMPACT FEE: CONST...	04.18.2022 - 91 HAWTHORNE AVE...		303.52	
00926	City of San Rafael Svcs		04/20/2022	Regular	0.00	949.91	93976

Check Report **Date Range: 04/01/2022 - 04/30/2022**

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**		
2849	Invoice	04/21/2022	04.18.2022 - VEHICLE/FLEET REPAIR - MARCH		0.00	949.91	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES	04.18.2022 - VEHICLE REPAIR - M...	949.91		
00308	CivicPlus		04/20/2022	Regular	0.00	23,716.99	93977
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
224147	Invoice	04/21/2022	04.18.2022 - CIVIC REC- ANNUAL FEE - 2ND ...		0.00	23,716.99	
	21.65.61101		OUTSIDE SERVICES-PROF F...	04.18.2022 - CIVIC REC- ANNUAL ...	23,716.99		
02315	Coastland Civil Engineering Inc.		04/20/2022	Regular	0.00	5,280.00	93978
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
53547	Invoice	04/21/2022	03.31.2022 - BUILDING DEPARTMENT SERVI...		0.00	5,280.00	
	01.41.61157		PLAN CHECKING	03.31.2022 - BUIKDING DEPAT SE...	5,280.00		
02581	CSG CONSULTANTS		04/20/2022	Regular	0.00	12,687.50	93979
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
B220559	Invoice	04/21/2022	04.04.2022 - BUILDING PLAN REVIEW SERVI...		0.00	12,687.50	
	01.41.61157		PLAN CHECKING	04.04.2022 - BUILDING PLAN REVI...	12,687.50		
02732	Diesel Direct West		04/20/2022	Regular	0.00	1,228.17	93980
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
84502026	Invoice	04/21/2022	04.14.2022 - ULSD CLEAR - 17.5 GALLONS		0.00	114.39	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES	04.14.2022 - ULSD CLEAR - 17.5 G...	114.39		
84502035	Invoice	04/21/2022	04.14.2022 - GASOLINE UNL - 199.7 GALLONS		0.00	1,113.78	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES	04.14.2022 - GASOLINE UNL - 199...	1,113.78		
00266	Ed Gurka		04/20/2022	Regular	0.00	233.75	93981
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
13-2022	Invoice	04/21/2022	04.15.2022 - ARBORIST SERVICES - DPW - AP...		0.00	233.75	
	01.42.61105		OUTSIDE SERVICES-TREES	04.15.2022 - ARBORIST SERVICES -...	233.75		
02622	Epstein Holtzapple Christo LLP		04/20/2022	Regular	0.00	21,800.00	93982
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
5942	Invoice	04/21/2022	04.14.2022 - LEGAL COUNCIL - DPW - MARCH		0.00	14,575.00	
	01.16.61138		GENERAL COUNSEL LEGAL ...	04.14.2022 - LEGAL COUNCIL - D...	14,575.00		
5943	Invoice	04/21/2022	04.14.2022 - LEGAL COUNCIL - PLANNING D...		0.00	6,875.00	
	01.16.61138		GENERAL COUNSEL LEGAL ...	04.14.2022 - LEGAL COUNCIL - PL...	6,875.00		
5944	Invoice	04/21/2022	04.14.2022 - LEAGL COUNCIL - LITIGATION -...		0.00	350.00	
	01.16.61138		GENERAL COUNSEL LEGAL ...	04.14.2022 - LEAGL COUNCIL - LIT...	350.00		
00092	Ewing Irrigation Products		04/20/2022	Regular	0.00	851.48	93983
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
16424465	Invoice	04/21/2022	04.04.2022 - 2 WAY OCILLATING HOE - TOOLS		0.00	88.25	
	01.81.62200		DEPARTMENTAL SUPPLIES	04.04.2022 - 2 WAY OCILLATING ...	88.25		
16437380	Invoice	04/21/2022	04.06.2022 - BEST 16-6-8 TURF SUPREME - ...		0.00	105.38	
	01.81.62200		DEPARTMENTAL SUPPLIES	04.06.2022 - BEST 16-6-8 TURF SU...	105.38		
16504655	Invoice	04/21/2022	04.13.2022 - HALF SCRC/ ROTOR/RADIUS - ...		0.00	657.85	
	01.81.62200		DEPARTMENTAL SUPPLIES	04.13.2022 - HALF SCRC/ ROTOR/...	657.85		
00017	Fairfax Building Supply Co. Inc.		04/20/2022	Regular	0.00	22.10	93984

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number / Payable #	Vendor Name / Payable Type / Account Number	Post Date / Account Name	Payment Date / Payable Description / Item Description	Payment Type / Discount Amount / Distribution Amount	Discount Amount / Payable Amount	Payment Amount	Number
245023	Invoice	04/21/2022	04.19.2022 - MISC HARDWARE		0.00	22.10	
	01.81.62200	DEPARTMENTAL SUPPLIES	04.19.2022 - MISC HARDWARE		22.10		
03176	Godbe Corporation		04/20/2022	Regular	0.00	14,775.00	93985
12753	Invoice	04/21/2022	03.28.2022 - INTERNET VERSION - PROGRA...		0.00	14,775.00	
	01.12.61150	OUTSIDE SERVICES-OTHER	03.28.2022 - INTERNET VERSION -...		14,775.00		
01449	Graham Contractors Inc		04/20/2022	Regular	0.00	39,996.00	93986
030675	Invoice	04/21/2022	04.08.2022 - CRACK SEAL SERVICES - 2022		0.00	39,996.00	
	19.41.63109	UNPROGRAMMED RESURF...	04.08.2022 - CRACK SEAL SERVICE...		39,996.00		
01526	Granicus Inc		04/20/2022	Regular	0.00	9,250.00	93987
150550	Invoice	04/21/2022	04.15.2022 - LEGISTAR - 12.01.2021 - 11.30....		0.00	9,250.00	
	01.12.61194	OUTSIDE SERVICES - GRAN...	04.15.2022 - LEGISTAR - 12.01.20...		9,250.00		
00104	Grier Argall Plumbing Inc		04/20/2022	Regular	0.00	95.00	93988
14925	Invoice	04/21/2022	04.16.2022 - BACK FLOW TEST - RED HILL AV...		0.00	95.00	
	01.81.61501	BLDG. MAINT-JANITORIAL	04.16.2022 - BACK FLOW TEST - R...		95.00		
03134	Linda L. Daube - Law Offices		04/20/2022	Regular	0.00	11,944.00	93989
INV0007355	Invoice	04/21/2022	04.12.2022 - LEGAL COUNCIL - BOUCHER		0.00	11,944.00	
	01.16.61196	PERSONNEL LEGAL SERVIC...	04.12.2022 - LEGAL COUNCIL - BO...		11,944.00		
00149	Marin County Sheriff's Department		04/20/2022	Regular	0.00	4,948.54	93990
11928	Invoice	04/21/2022	04.14.2022 - OES MOU - 10022791		0.00	4,948.54	
	01.21.62201	EMERGENCY PREP SUPPLIES	04.14.2022 - OES MOU - 10022791		4,948.54		
02754	MAYACAMAS MOUNTAIN SPRING WATER		04/20/2022	Regular	0.00	140.75	93991
63884	Invoice	04/21/2022	04.12.2022 - TOWN HALL - BOTTLED WATER ...		0.00	140.75	
	01.12.62200	DEPARTMENTAL SUPPLIES	04.12.2022 - TOWN HALL - BOTTL...		35.19		
	01.41.62200	DEPARTMENTAL SUPPLIES	04.12.2022 - TOWN HALL - BOTTL...		35.19		
	01.71.62200	DEPARTMENTAL SUPPLIES	04.12.2022 - TOWN HALL - BOTTL...		35.19		
	01.81.62200	DEPARTMENTAL SUPPLIES	04.12.2022 - TOWN HALL - BOTTL...		35.18		
02342	National Flood Insurance Program		04/20/2022	Regular	0.00	20,313.00	93992
453-04072022	Invoice	04/21/2022	04.07.2022 - 525 SAN ANSELMO AVE - # 200...		0.00	6,919.00	
	40.00.16000	PREPAID EXPENSE	04.07.2022 - 525 SAN ANSELMO ...		6,919.00		
461-04072022	Invoice	04/21/2022	04.07.2022 - 110 TUNSTEAD AVE - # 200802...		0.00	6,970.00	
	40.00.16000	PREPAID EXPENSE	04.07.2022 - 110 TUNSTEAD AVE -...		6,970.00		
479-04072022	Invoice	04/21/2022	04.07.2022 - 777 SAN ANSELMO AVE - # 200...		0.00	6,424.00	
	40.00.16000	PREPAID EXPENSE	04.07.2022 - 777 SAN ANSELMO ...		6,424.00		

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00128	Pacific Gas & Electric	04/20/2022	Regular	0.00	245.83	93993

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
355-04112022	Invoice	04/21/2022	355 - CORPYARD UTILITIES - 03.07.2022 - 04....	0.00	245.83
	01.42.61701	UTILITIES-ELECTRICITY	355 - CORPYARD UTILITIES - 03.07...	245.83	

02554	Parkmobile LLC	04/20/2022	Regular	0.00	177.90	93994

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV28059	Invoice	04/21/2022	03.31.2022 - END USER FEES - MARCH 2022	0.00	177.90
	01.12.61107	OUTSIDE SVCS-ACCOUNTI...	03.31.2022 - END USER FEES - MA...	177.90	

01831	PIPE SPY MARIN	04/20/2022	Regular	0.00	1,500.00	93995

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
R12963	Invoice	04/21/2022	04.15.2022 - 65-75 RED HILL AVE - ROAD BO...	0.00	1,500.00
	01.00.20314	ROAD BOND	04.15.2022 - 65-75 RED HILL AVE -...	1,500.00	

00181	Ross Valley Fire Department	04/20/2022	Regular	0.00	386,281.15	93996

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
041222	Invoice	04/21/2022	04.12.2022 - FIRE FUEL REDUCTION - SAN A...	0.00	5,096.00
	01.32.61139	RVFS CONTRACT	04.12.2022 - FIRE FUEL REDUCTI...	5,096.00	
INV0007357	Invoice	04/21/2022	04.13.2022 - FIRE SERVICES MONTHLY CONT...	0.00	377,111.58
	01.32.61139	RVFS CONTRACT	04.13.2022 - FIRE SERVICES MON...	377,111.58	
INV0007358	Invoice	04/21/2022	04.13.2022 - FEES COLLECTED - MARCH 2022	0.00	4,073.57
	01.00.20354	DUE TO ROSS VALLEY FIRE ...	04.13.2022 - FEES COLLECTED - M...	4,073.57	

01359	Siegfried Engineering Inc	04/20/2022	Regular	0.00	35,466.00	93997

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
43399	Invoice	04/21/2022	04.18.2022 - ENGINEERING SRVCS - PAVEM...	0.00	35,466.00
	19.41.63109	UNPROGRAMMED RESURF...	04.18.2022 - ENGINEERING SRVCS ..	35,466.00	

02474	T2 SYSTEMS CANADA INC.	04/20/2022	Regular	0.00	2,200.00	93998

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INVSTD00000612...	Invoice	04/21/2022	03.30.2022 - PAY STATION EXTENDED WARR...	0.00	2,200.00
	01.21.61114	OUTSIDE SRV: PARKING M...	03.30.2022 - PAY STATION EXTEN...	2,200.00	

00215	Transbay Security Service Inc	04/20/2022	Regular	0.00	149.24	93999

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
84081	Invoice	04/21/2022	03.31.2022 - REC DEPARTMENT - KEYS	0.00	149.24
	01.81.62200	DEPARTMENTAL SUPPLIES	03.31.2022 - REC DEPARTMENT - ...	149.24	

02905	Wells Fargo Vendor Financial Services, LLC	04/20/2022	Regular	0.00	918.65	94000

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
5019751573	Invoice	04/21/2022	04.11.2022 - COPIER CONTRACT - MARCH	0.00	918.65
	01.12.61402	COPY MACHINE LEASE	04.11.2022 - COPIER CONTRACT -...	229.66	
	01.18.61402	COPY MACHINE LEASE	04.11.2022 - COPIER CONTRACT -...	229.66	
	01.41.61402	COPY MACHINE LEASE	04.11.2022 - COPIER CONTRACT -...	229.66	
	21.65.62200	DEPARTMENTAL SUPPLIES	04.11.2022 - COPIER CONTRACT -...	229.67	

03053	4LEAF, Inc	04/28/2022	Regular	0.00	11,296.00	94001

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
J3934-01B	Invoice	04/28/2022	04.21.2022 - ASSISTANT PLANNER SERVICES -..	0.00	7,616.00
	01.41.61150	OUTSIDE SERVICES-OTHER	04.21.2022 - ASSISTANT PLANNER...	7,616.00	

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number	Vendor Name		Payment Date	Payment Type	Discount Amount	Payment Amount	Number
J3934B	Invoice	04/28/2022	04.26.2022 - BUILDING INSPECTOR SERVICES...		0.00	3,680.00	
	01.41.61157		PLAN CHECKING	04.26.2022 - BUILDING INSPECTOR..	3,680.00		
00001	AT&T Calnet		04/28/2022	Regular	0.00	450.68	94002
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
000018084673	Invoice	04/28/2022	634 - TRAFFIC LIGHT MODEM - 03.20.22 - 04...		0.00	450.68	
	01.42.61707		UTILITIES-SIGNALS	634 - TRAFFIC LIGHT MODEM - 03...	450.68		
00388	Baker & Taylor		04/28/2022	Regular	0.00	2,195.06	94003
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
5017530365	Invoice	04/28/2022	02.09.2022 - LIBRARY - CHILDRENS BOOKS		0.00	226.19	
	27.71.62302		CHILDRENS BOOKS	02.09.2022 - LIBRARY - CHILDRENS..	226.19		
5017621665	Invoice	04/28/2022	03.16.2022 - LIBRARY - CHILDRENS BOOKS		0.00	14.44	
	27.71.62302		CHILDRENS BOOKS	03.16.2022 - LIBRARY - CHILDRENS..	14.44		
5017635604	Invoice	04/28/2022	03.29.2022 - LIBRARY- ADULT BOOKS		0.00	60.07	
	27.71.62301		ADULT BOOKS	03.29.2022 - LIBRARY- ADULT BO...	60.07		
5017635605	Invoice	04/28/2022	03.29.2022 - LIBRARY- ADULT BOOKS		0.00	40.46	
	27.71.62301		ADULT BOOKS	03.29.2022 - LIBRARY- ADULT BO...	40.46		
5017644966	Invoice	04/28/2022	04.04.2022 - LIBRARY - ADULT BOOKS		0.00	19.58	
	01.71.62301		ADULT BOOKS	04.04.2022 - LIBRARY - ADULT BO...	19.58		
5017644967	Invoice	04/28/2022	04.04.2022 - LIBRARY - ADULT BOOKS		0.00	445.71	
	01.71.62301		ADULT BOOKS	04.04.2022 - LIBRARY - ADULT BO...	445.71		
5017644968	Invoice	04/28/2022	04.04.2022 - LIBRARY- ADULT BOOKS		0.00	41.94	
	27.71.62301		ADULT BOOKS	04.04.2022 - LIBRARY- ADULT BO...	41.94		
5017644969	Invoice	04/28/2022	04.04.2021 - LIBRARY - ADULT BOOKS		0.00	58.40	
	27.71.62301		ADULT BOOKS	04.04.2021 - LIBRARY - ADULT BO...	58.40		
5017644970	Invoice	04/28/2022	04.04.2022 - LIBRARY - ADULT BOOKS		0.00	74.24	
	01.71.62301		ADULT BOOKS	04.04.2022 - LIBRARY - ADULT BO...	74.24		
5017644971	Invoice	04/28/2022	04.04.2022 - LIBRARY - ADULT BOOKS		0.00	36.61	
	01.71.62301		ADULT BOOKS	04.04.2022 - LIBRARY - ADULT BO...	36.61		
5017644972	Invoice	04/28/2022	04.04.2022 - LIBRARY - ADULT BOOKS		0.00	20.62	
	01.71.62301		ADULT BOOKS	04.04.2022 - LIBRARY - ADULT BO...	20.62		
H60931550	Invoice	04/28/2022	04.13.2022 - LIBRARY - VIDEOS		0.00	62.30	
	27.71.62307		VIDEOS	04.13.2022 - LIBRARY - VIDEOS	62.30		
NS22040186	Invoice	04/28/2022	04.08.2022 - LIBRARY - SUBSCRIPTION FEE		0.00	1,094.50	
	01.71.62301		ADULT BOOKS	04.08.2022 - LIBRARY - SUBSCRIPT...	1,094.50		
00007	Bay Cities Joint Power Insurance Authority		04/28/2022	Regular	0.00	18,192.22	94004
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
BCJPIA-2022-215	Invoice	04/28/2022	04.21.2022 - WORKERS COMPENSATION - M...		0.00	18,192.22	
	40.21.61906		LIABILITY INSURANCE CLA...	04.21.2022 - WORKERS COMPENS...	10,560.00		
	40.21.61907		WORKERS COMPENSATION...	04.21.2022 - WORKERS COMPENS...	7,632.22		
03206	Cayla Coleman		04/28/2022	Regular	0.00	25.50	94005
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
INV0007377	Invoice	04/28/2022	02.07.2022 - REFUND - BUISNESS LICENSE - ...		0.00	25.50	
	01.00.42001		BUSINESS LICENSE TAX	02.07.2022 - REFUND - BUISNESS L..	25.50		
02524	Code Source		04/28/2022	Regular	0.00	16,910.50	94006

Check Report **Date Range: 04/01/2022 - 04/30/2022**

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**		
11057	Invoice	04/28/2022	04.18.2022 - PLAN CHECKING SERVICES - #B...		0.00	16,910.50	
	01.41.61157		PLAN CHECKING	04.18.2022 - PLAN CHECKING SER...	16,910.50		
01320	DC Electric Group Inc		04/28/2022	Regular	0.00	3,469.33	94007
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
431203	Invoice	04/28/2022	03.31.2022 - MGSA STREET LIGHT MAINTEN...		0.00	613.27	
	01.42.61131		OUTSIDE SVCS-STREET LIG...	03.31.2022 - MGSA STREET LIGHT...	613.27		
431322	Invoice	04/28/2022	03.31.2022 - TRAFFIC SIGNAL MAINTENANCE..		0.00	2,284.08	
	01.42.61130		OUTSIDE SVCS-SIGNALS	03.31.2022 - TRAFFIC SIGNAL MA...	2,284.08		
431323	Invoice	04/28/2022	03.31.2022 - TRAFFIC SIGNAL REPAIRS - MA...		0.00	571.98	
	01.42.61130		OUTSIDE SVCS-SIGNALS	03.31.2022 - TRAFFIC SIGNAL REP...	571.98		
00035	Demco Inc		04/28/2022	Regular	0.00	376.23	94008
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
7109704	Invoice	04/28/2022	04.06.2022 - LIBRARY - MEDIA POUCH & AC...		0.00	224.85	
	27.71.62200		DEPARTMENTAL SUPPLIES	04.06.2022 - LIBRARY - MEDIA PO...	224.85		
7110545	Invoice	04/28/2022	04.08.2022 - LIBRARY - SLATWALL MAGAZIN...		0.00	151.38	
	27.71.62200		DEPARTMENTAL SUPPLIES	04.08.2022 - LIBRARY - SLATWALL...	151.38		
01970	Dog Waste Depot		04/28/2022	Regular	0.00	2,984.67	94009
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
479066	Invoice	04/28/2022	04.20.2022 - DOG WASTE BAGS/WASTE CAN ..		0.00	2,984.67	
	01.81.62200		DEPARTMENTAL SUPPLIES	04.20.2022 - DOG WASTE BAGS/...	2,984.67		
00092	Ewing Irrigation Products		04/28/2022	Regular	0.00	193.63	94010
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
9699330	Invoice	04/28/2022	04.04.2022 - OCILLATING HOE		0.00	88.25	
	01.81.62200		DEPARTMENTAL SUPPLIES	04.04.2022 - OCILLATING HOE	88.25		
9716007	Invoice	04/28/2022	04.06.2022 - BEST 16-6-8 TURF SUPREME		0.00	105.38	
	01.81.62200		DEPARTMENTAL SUPPLIES	04.06.2022 - BEST 16-6-8 TURF SU...	105.38		
00017	Fairfax Building Supply Co. Inc.		04/28/2022	Regular	0.00	12.71	94011
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
245365	Invoice	04/28/2022	04.25.2022 - FOOT LOK STOP ASSEMBLY		0.00	12.71	
	01.81.62200		DEPARTMENTAL SUPPLIES	04.25.2022 - FOOT LOK STOP ASS...	12.71		
02519	Fine Line Striping Inc.		04/28/2022	Regular	0.00	4,950.00	94012
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
I-22029	Invoice	04/28/2022	04.21.2022 - STRIPING - CROSSWALK - CENT...		0.00	4,950.00	
	14.00.47003		TAM Safe PATHS ALLOCAT...	04.21.2022 - STRIPING - CROSSW...	4,950.00		
02519	Fine Line Striping Inc.		04/28/2022	Regular	0.00	3,850.00	94013
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
I-21098	Invoice	04/28/2022	04.21.2022 - STRIPING & PARKING STALLS - ...		0.00	3,850.00	
	12.41.63109		UNPROGRAMMED RESURF...	04.21.2022 - STRIPING & PARKING...	3,850.00		
00104	Grier Argall Plumbing Inc		04/28/2022	Regular	0.00	9,818.46	94014

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type / Account Name	Discount Amount / Item Description	Payment Amount / Distribution Amount	Number
					Discount Amount / Distribution Amount	Payment Amount / Payable Amount	
14966	Invoice	04/28/2022	04.21.2022 - DRINKING FOUNTAIN INSTALL -...		0.00	9,818.46	
	01.81.61101			OUTSIDE SERVICES-PROF F...	04.21.2022 - DRINKING FOUNTAIN..	9,818.46	
02399	HdL Coren & Cone		04/28/2022	Regular	0.00	1,936.80	94015
SIN016520	Invoice	04/28/2022	04.26.2022 - CONTRACT SRVCS - PROPERTY ...		0.00	1,936.80	
	01.12.61150			OUTSIDE SERVICES-OTHER	04.26.2022 - CONTRACT SRVCS - ...	1,936.80	
02444	Ingrid Pellegrini Imaz		04/28/2022	Regular	0.00	225.00	94016
0032	Invoice	04/28/2022	04.10.2022 - STORYTIME SPANISH - LIBRARY		0.00	225.00	
	01.71.61132			OUTSIDE SVCS-PROGRAM...	04.10.2022 - STORYTIME SPANISH ..	225.00	
03087	International Effectiveness Center		04/28/2022	Regular	0.00	35.00	94017
42452	Invoice	04/28/2022	04.14.2022 - TRANSLATIONS - ENGLISH TO S...		0.00	35.00	
	01.71.61150			OUTSIDE SERVICES-OTHER	04.14.2022 - TRANSLATIONS - EN...	35.00	
00022	Jackson's Hardware Inc.		04/28/2022	Regular	0.00	16.52	94018
103262	Invoice	04/28/2022	04.12.2022 - HILLMAN - DANGER SIGNS		0.00	16.52	
	01.42.62909			SUPPLIES-TRAFFIC CONTRO...	04.12.2022 - HILLMAN - DANGER S..	16.52	
00113	Juan Olsen Sanchez		04/28/2022	Regular	0.00	5,000.00	94019
INV0007379	Invoice	04/28/2022	04.25.2022 - GYMNASTICS - SPRING - PAYM...		0.00	5,000.00	
	21.61.61167			TUMBLING SERVICES	04.25.2022 - GYMNASTICS - SPRI...	5,000.00	
02024	LEATHERS & ASSOCIATES INC		04/28/2022	Regular	0.00	759.22	94020
11686	Invoice	04/28/2022	04.04.2022 - SADDLE MOUNTING HARDWARE		0.00	759.22	
	01.42.62909			SUPPLIES-TRAFFIC CONTRO...	04.04.2022 - SADDLE MOUNTING...	759.22	
03130	Lorraine Weiss		04/28/2022	Regular	0.00	2,640.00	94021
SA2022-5	Invoice	04/28/2022	04.25.2022 - PLANNING APPLICATIONS - 16.5..		0.00	2,640.00	
	01.18.60010			TEMPORARY HELP	04.25.2022 - PLANNING APPLICAT...	2,640.00	
02579	LTS of Marin		04/28/2022	Regular	0.00	2,201.78	94022
1486	Invoice	04/28/2022	04.23.2022 - MAINTENANCE VEHICLES - REP...		0.00	2,201.78	
	01.42.62988			VEHICLE-FUEL/OIL/TIRES	04.23.2022 - MAINTENANCE VEHI...	2,201.78	
00739	Marin Girls Softball		04/28/2022	Regular	0.00	1,250.00	94023
INV0007380	Invoice	04/28/2022	04.19.2022 - SOFTBALL ALL STARS - 2022		0.00	1,250.00	
	21.61.61165			SOFTBALL SERVICES	04.19.2022 - SOFTBALL ALL STARS ..	1,250.00	
00029	Marin IT		04/28/2022	Regular	0.00	5,556.22	94024

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type / Account Name	Discount Amount / Item Description	Payment Amount / Distribution Amount	Number
2022-117822	Invoice	04/28/2022	04.19.2022 - MEMORY MODULE FOR DESKT...		0.00	92.57	
	42.21.63003			COMPUTER HARDWARE/S...	04.19.2022 - MEMORY MODULE ...	92.57	
2022-117828	Invoice	04/28/2022	04.19.2022 - DELL OPTI-PLEX COMPUTER - LI...		0.00	2,223.37	
	42.21.63003			COMPUTER HARDWARE/S...	04.19.2022 - DELL OPTI-PLEX CO...	2,223.37	
2022-23799	Invoice	04/28/2022	04.19.2022 - DELL LATITUDE - TOUCH SCREE...		0.00	3,240.28	
	42.21.63003			COMPUTER HARDWARE/S...	04.19.2022 - DELL LATITUDE - TO...	3,240.28	
01036	Matrix HG Inc		04/28/2022	Regular	0.00	435.00	94025
157969	Invoice	04/28/2022	04.21.2022 - TOWN HALL QUARTERLY MAIN...		0.00	435.00	
	01.11.61506			BLDG. MAINT-OTHER	TOWN HALL	43.50	
	01.12.61505			BLDG. MAINT-HEAT/AIR	TOWN HALL	78.30	
	01.18.61505			BLDG. MAINT-HEAT/AIR	TOWN HALL	34.80	
	01.41.61505			BLDG. MAINT-HEAT/AIR	TOWN HALL	134.85	
	01.71.61505			BLDG. MAINT-HEAT/AIR	TOWN HALL	143.55	
02754	MAYACAMAS MOUNTAIN SPRING WATER		04/28/2022	Regular	0.00	24.00	94026
64304	Invoice	04/28/2022	04.21.2022 - RECREATION DEPT - BOTTLED ...		0.00	24.00	
	21.65.62200			DEPARTMENTAL SUPPLIES	04.21.2022 - RECREATION DEPT - ...	24.00	
03205	Melanie Endsley		04/28/2022	Regular	0.00	10.00	94027
INV0007376	Invoice	04/28/2022	04.22.2022 - REFUND - LOST BOOK - GENER...		0.00	10.00	
	01.71.60203			CASH BACK	04.22.2022 - REFUND - LOST BOOK..	10.00	
00160	OCLC		04/28/2022	Regular	0.00	45.86	94028
1000172903	Invoice	04/28/2022	11.01.2021 - CATALOGING & METADATA - S...		0.00	22.93	
	01.71.61150			OUTSIDE SERVICES-OTHER	11.01.2021 - CATALOGING & MET...	22.93	
1000198781	Invoice	04/28/2022	03.01.2022 - CATALOGING & METADATA - S...		0.00	22.93	
	01.71.61150			OUTSIDE SERVICES-OTHER	03.01.2022 - CATALOGING & MET...	22.93	
00161	Office Depot Business Services		04/28/2022	Regular	0.00	128.14	94029
269050480001	Invoice	04/28/2022	04.12.2022 - OFFICE SUPPLIES - APRIL		0.00	14.08	
	01.71.62000			OFFICE SUPPLIES	04.12.2022 - OFFICE SUPPLIES - A...	14.08	
269055044001	Invoice	04/28/2022	04.12.2022 - COPIER PAPER - OFFICE SUPPLI...		0.00	114.06	
	01.71.62000			OFFICE SUPPLIES	04.12.2022 - COPIER PAPER - OFFI...	114.06	
00128	Pacific Gas & Electric		04/28/2022	Regular	0.00	1,412.41	94030
146-04142022	Invoice	04/28/2022	146 - EV CHARGING - 03.08.22 - 04.06.2022		0.00	1,313.23	
	01.42.61701			UTILITIES-ELECTRICITY	146 - EV CHARGING - 03.08.22 - 04..	1,313.23	
216-04142022	Invoice	04/28/2022	216 - IMAGINATION PARK - ELECTRIC - FOU...		0.00	99.18	
	14.81.61701			UTILITIES-ELECTRICITY	216 - IMAGINATION PARK - ELECT...	99.18	
00165	Pacific Telemanagement Services - PTS		04/28/2022	Regular	0.00	53.00	94031

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type / Account Name	Discount Amount / Item Description	Payment Amount / Distribution Amount	Number / Account Number
2085932	Invoice	04/28/2022	04.14.2022 - TOWN HALL PAYPHONE - MAY ...		0.00	53.00	
	01.42.61701			UTILITIES-ELECTRICITY	04.14.2022 - TOWN HALL PAYPH...	53.00	
02870	RHAA		04/28/2022	Regular	0.00	4,315.50	94032
0024085	Invoice	04/28/2022	04.20.2022 - R1 DESIGN REFINEMENT - CREE...		0.00	4,315.50	
	71.81.61150			OUTSIDE SERVICES-OTHER	04.20.2022 - R1 DESIGN REFINEM...	4,315.50	
00181	Ross Valley Fire Department		04/28/2022	Regular	0.00	11,204.43	94033
042222	Invoice	04/28/2022	04.22.2022 - FIRE FUEL REDUCTION - SAN A...		0.00	2,548.00	
	35.41.61150			OUTSIDE SERVICES-OTHER	04.22.2022 - FIRE FUEL REDUCTI...	2,548.00	
042522SAQ3	Invoice	04/28/2022	04.25.2022 - EMERGENCY PREPAREDNESS - ...		0.00	8,656.43	
	35.41.61150			OUTSIDE SERVICES-OTHER	04.25.2022 - EMERGENCY PREPAR...	8,656.43	
02474	T2 SYSTEMS CANADA INC.		04/28/2022	Regular	0.00	2,100.00	94034
IRIS0000094112	Invoice	04/28/2022	04.27.2022 - DIGITAL IRIS SERVICE		0.00	2,100.00	
	01.21.61114			OUTSIDE SRV: PARKING M...	04.27.2022 - DIGITAL IRIS SERVICE	2,100.00	
03207	Toni DeFrancis		04/28/2022	Regular	0.00	160.00	94035
INV0007378	Invoice	04/28/2022	04.24.2022 - TRANSCRPITION - PLANNING C...		0.00	160.00	
	01.18.60010			TEMPORARY HELP	04.24.2022 - TRANSCRPITION - PL...	160.00	
00220	Underground Service Alert		04/28/2022	Regular	0.00	385.26	94036
22USB176567	Invoice	04/28/2022	03.19.2022 - CA STATE FEE FOR REGULATOR...		0.00	385.26	
	01.42.61101			OUTSIDE SERVICES-PROF F...	03.19.2022 - CA STATE FEE FOR R...	385.26	
01852	United California Access & Security		04/28/2022	Regular	0.00	2,376.25	94037
125827	Invoice	04/28/2022	02.28.2022 - DOOR REPAIR - TOWN HALL		0.00	2,376.25	
	12.41.63117			CONSTRUCTION - BUILDING..	02.28.2022 - DOOR REPAIR - TO...	2,376.25	
00384	Van Midde & Son Concrete		04/28/2022	Regular	0.00	79,724.00	94038
13806	Invoice	04/28/2022	04.19.2022 - EXCAVATE & INSTALL SIDEWALK..		0.00	23,852.00	
	01.00.20304			CONCRETE CONTRACT	04.19.2022 - EXCAVATE & INSTALL...	3,406.00	
	14.00.47003			TAM Safe PATHS ALLOCAT...	04.19.2022 - EXCAVATE & INSTALL...	20,446.00	
13815	Invoice	04/28/2022	04.22.2022 - BRIDGE REFOOTING & CONSTR...		0.00	55,872.00	
	45.41.61150			OUTSIDE SERVICES-OTHER	04.22.2022 - BRIDGE REFOOTING ...	55,872.00	
00391	Verizon Wireless		04/28/2022	Regular	0.00	903.34	94039

Check Report **Date Range: 04/01/2022 - 04/30/2022**

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount / Discount Amount	Payment Amount / Payable Amount	Number
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
9904057387	Invoice	04/28/2022	04.12.2022 - TOWN HALL - 03.13.2022 - 04.1...		0.00	903.34	
	01.12.61705		UTILITIES-TELEPHONE	04.12.2022 - TOWN HALL - 03.13....		54.54	
	01.41.61705		UTILITIES-TELEPHONE	04.12.2022 - TOWN HALL - 03.13....		422.33	
	01.42.61705		UTILITIES-TELEPHONE	04.12.2022 - TOWN HALL - 03.13....		285.82	
	01.81.61705		UTILITIES-TELEPHONE	04.12.2022 - TOWN HALL - 03.13....		38.01	
	21.63.61179		PARKSIDE SERVICES	04.12.2022 - TOWN HALL - 03.13....		51.32	
	21.63.61187		ROBSON AFTER SCHOOL S...	04.12.2022 - TOWN HALL - 03.13....		51.32	
01281	Payroll Resources Group		04/08/2022	Bank Draft	0.00	85.00	DFT03553
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
INV0007338	Invoice	04/08/2022	April 2022 S125 Processing Fees		0.00	85.00	
	01.12.61107		OUTSIDE SVCS-ACCOUNTI...	April 2022 S125 Processing Fees		85.00	
00362	Town of San Anselmo		04/20/2022	Bank Draft	0.00	160,962.11	DFT03571
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
INV0007375	Invoice	04/20/2022	4-30-2022 TSA To Fund Payroll		0.00	160,962.11	
	01.00.20299		PAYROLL PAYABLE	4-30-2022 TSA To Fund Payroll		117,423.90	
	01.00.20299		PAYROLL PAYABLE	4-30-2022 TSA To Fund Payroll		-1,137.11	
	12.00.20299		PAYROLL PAYABLE	4-30-2022 TSA To Fund Payroll		4,055.15	
	12.00.20299		PAYROLL PAYABLE	4-30-2022 TSA To Fund Payroll		-30.84	
	19.00.20299		PAYROLL PAYABLE	4-30-2022 TSA To Fund Payroll		7,013.99	
	21.00.20299		PAYROLL PAYABLE	4-30-2022 TSA To Fund Payroll		23,819.73	
	21.00.20299		PAYROLL PAYABLE	4-30-2022 TSA To Fund Payroll		-230.00	
	27.00.20299		PAYROLL PAYABLE	4-30-2022 TSA To Fund Payroll		10,047.29	
01662	CalPERS		04/29/2022	Bank Draft	0.00	7,569.79	DFT03572
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
INV0007381	Invoice	05/09/2022	May Retiree CalPERS Health Payment		0.00	7,569.79	
	01.21.60401		RETIREE HEALTH BENEFITS	May Retiree CalPERS Health Paym...		7,425.00	
	01.21.60401		RETIREE HEALTH BENEFITS	May Retiree CalPERS Health Paym...		103.72	
	01.21.60401		RETIREE HEALTH BENEFITS	May Retiree CalPERS Health Paym...		41.07	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	339	150	0.00	1,458,147.70
Manual Checks	0	0	0.00	0.00
Voided Checks	0	9	0.00	-450.00
Bank Drafts	3	3	0.00	168,616.90
EFT's	0	0	0.00	0.00
	342	**162**	**0.00**	**1,626,314.60**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	339	150	0.00	1,458,147.70
Manual Checks	0	0	0.00	0.00
Voided Checks	0	9	0.00	-450.00
Bank Drafts	3	3	0.00	168,616.90
EFT's	0	0	0.00	0.00
	342	**162**	**0.00**	**1,626,314.60**

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	4/2022	1,626,314.60
			1,626,314.60

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council | 5/10/2022 | **Item #:** 2.3.

FROM:
Carla Kacmar, Town Clerk

SUBJECT:
Consider Adoption of Resolution to Allow for Virtual Town Council 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 legislative bodies 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/teleconferencing when it meets community needs and spacing at in-person meetings so that individuals from different households are not sitting next to each other.

Ms. McLarin has confirmed that these recommendations remain in place, including in her letter to the Board on April 26, 2022.

On November 26, 2021, the World Health Organization (WHO) 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 February 22, 2022, the World Health Organization identified a second Omicron variant as a variant of concern and case rates have risen as a result of its spread.

On October 12, 2021, November 9, 2021, December 14, 2021, January 11, 2022, February 8, 2022, March 8, 2022, and April 12, 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 Council to meet safely indoors in person. AB 361 requires the Town Council to reconsider these findings every thirty days if it desires to continue meeting virtually. (Cal. Gov. Code § 54953(e)(3)).

On March 22, 2022, the Council voted for the month of April to have the option for Council to either meet in the Council Chambers or virtually and for the public to only meet virtually. Given the unpredictable spread of new COVID-19 variants and the nature of public meetings to bring different households into an enclosed room for extended periods of time, the Town Council has indicated that remote meetings may be necessary beyond April. The Town Council has also directed that, going forward, Town legislative bodies may make an independent determination about their use of the virtual meeting format. However, the Council limited the Committee and Commissions options to only those that allow for virtual public participation.

Council requested that staff be asked how they feel about attending in person meetings and staff indicated that they would prefer to be allowed to choose to be in person or virtual, just like the Council.

Finally, the Council asked that staff verify that Council members and Committee and Commission members who plan to participate in person at public meetings are vaccinated. Given the proof-of-vaccination requirement imposed by the Council, allowing virtual participation by Council and Committee members will ensure that all members can take part in the meetings, regardless of vaccination status.

The following San Anselmo committees meet monthly and have made the determination that they would like to continue meetings in the following format:

Arts Commission, Economic Development Committee and Planning Commission have decided to stay virtual for now.

Historical Commission and Parks and Recreation Commission have decided to hold hybrid meetings.

Climate Action Commission, Library Advisory Board, Open Space Committee, Racial Equity Ad Hoc Committee have not made a formal decision as of this report.

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, the County Director of Health & Human Services' has confirmed her recommendation related to public meetings, including in a letter to the Board of Directors on April 26, 2022; and

WHEREAS, on November 26, 2021, the World Health Organization (WHO) 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, on February 22, 2022, the WHO labeled a second version of Omicron to be a new variant of concern; 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 legislative bodies, to meet by teleconference and/or videoconference; and

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. The above recitals are hereby incorporated as if fully set forth herein.
2. There is an ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19.
3. The state of emergency continues to directly impact the ability of Town Council to meet safely in person.
4. Local health officials, including the County Director of Health & Human Services continue to recommend social distancing during public meetings, including the use of tele/video conferencing.
5. Holding meetings with all attendees participating in person would present imminent risks to the health or safety of attendees, such that the conditions continue to exist pursuant to Government Code Section 54953(e)(3) to allow the Town of San Anselmo Town Council and Town legislative bodies to use teleconferencing to hold public meetings in accordance with Government Code section 54953(e)(2) to ensure members of the public have continued access to safely observe and participate in local government meetings.

PASSED AND ADOPTED at the regular meeting of the Town Council of the Town of San Anselmo held on the 10th day of May, 2022, by the following vote:

AYES
NOES:
ABSENT:

_____
Alexis Fineman, Mayor

Attest:

_____
Carla Kacmar, Town Clerk

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council | 5/10/2022 | **Item #:** 2.4.

FROM:
Jeff Zuba, Finance & Administrative Services Director

SUBJECT:
Adoption of Ordinance updating Town's Purchasing Policy

RECOMMENDATION

Adopt by title only and waive further reading of, "An Ordinance of the Town Council of the Town of San Anselmo repealing and replacing Title 2 "Administration" Chapter 5 "Purchasing" of the San Anselmo Municipal Code and amending Chapter 2 "Town Manager" for consistency with purchasing policy.

BACKGROUND

At its meeting of April 26, 2022, the Town Council held a public hearing and introduced by title only and waived further reading of the attached ordinance. The staff report and materials for the April 26 meeting can be accessed on the Town's website at <https://sananselmo-ca.legistar.com/Calendar.aspx>.

DISCUSSION

Following the April 26th Council meeting, Mayor Fineman discovered and provided staff with two resolutions that had been passed by previous Town Councils related to procurement of Town equipment and supplies.

The first is Resolution 3306 <https://www.townofsananselmo.org/DocumentCenter/View/8225/Reso-3306?bidId=>, approved in 1990 setting Town standards regarding procurement and disposal policies for recycled, reusable, and recyclable products. This resolution has a higher allowable price differential for procuring recycled, reusable and recyclable products (10%) than is called for in the updated purchasing policy.

The second, Resolution 3599 <https://www.townofsananselmo.org/DocumentCenter/View/8731/Reso-3599?bidId=>, approved in 2002, sets the Town's preference vehicle procurement to the lowest emission vehicles available, practical and reasonably cost competitive for a given application or where funding is available to assure that such vehicles are reasonably cost competitive.

CONCLUSION

The Amendment will update the Town's purchasing practices consistent with best practices, including the increased threshold for Town Manager purchasing authority. The Amendment provisions such a green purchasing policy, which allows for the application of future environmental policies that may be developed, including any future detailed Town electric vehicle purchasing policy. Additionally, the Amendment encourages

local sourcing which could provide Town dollars to local businesses.

Attachment 1 - Purchasing Policy Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO REPEALING AND REPLACING TITLE 2 "ADMINISTRATION" CHAPTER 5 "PURCHASING" OF THE SAN ANSELMO MUNICIPAL CODE AND AMENDING CHAPTER 2 "TOWN MANAGER" FOR CONSISTENCY WITH PURCHASING POLICY

WHEREAS, Government Code sections 54201 *et seq.* govern purchasing by local governmental bodies and require that every local agency adopt policies and procedures governing the purchase of supplies and equipment; and

WHEREAS, San Anselmo's current purchasing ordinance, Title 2, Chapter 5 "Purchasing", was adopted in 1979 and requires updating to incorporate current best practices; and

WHEREAS, the Town Council desires to repeal and replace Chapter 2-5 "Purchasing" with an ordinance that reflects current best practices and Town policy, and make minor modifications to section 2-8.08 regarding the powers and duties of the Town Manager for consistency (the "Ordinance Amendment"); and

WHEREAS, given the high cost of goods and equipment, the Town seeks to increase the Town Manager purchasing threshold amount to $50,000, consistent with best practices, to promote efficiency in purchasing for the Town; and

WHEREAS, the Town Council desires to promote and encourage environmentally sustainable practices and finds and determines that a "green" purchasing policy of including, but not limited to, preferring the purchase of recycled goods and electric vehicles, is in the public interest; and

WHEREAS, the Ordinance Amendment is consistent with the Town's Climate Action Plan because it contains a "green purchasing policy" that requires the Town to prefer the purchase of environmentally responsible products and services, including electric vehicles, as set forth in the Ordinance Amendment, and that Town purchases must be consistent with any and all environmental Town policies that the Council may adopt in the future; and

WHEREAS, the Town Council desires to support local vendors, and finds and determines that funds generated in the community should, to the extent possible, stay in the local economy in order to promote the economic health of the Town and encourage local participation in the provision of supplies, equipment, and services; and

WHEREAS, due to the high costs associated with doing business in San Anselmo including but not limited to higher labor costs, insurance and rent, local vendors are at a competitive disadvantage to vendors located outside the Town, and a local vendor preference is reasonable and necessary to provide equality between the bids of local vendors and vendors outside of the Town.

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

SECTION 1: Environmental Review. The Ordinance Amendment is exempt from the California Environmental Quality Act ("CEQA") under the "common sense" exemption, CEQA Guideline section 15061(b)(3), because it can be seen with certainty that it will not have a significant adverse environmental effect; and it is not a "project" within the meaning of the CEQA Guidelines § 15378, as it will not result in any direct or indirect physical change in the environment.

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

SECTION 3: Title 2 "Administration" Chapter 5 "Purchasing" is hereby repealed in its entirety and replaced as follows:

2-5.01 – Purpose and scope.

The purpose of this chapter is to set forth procedures for the purchase of supplies, materials, equipment, and services, which procedures shall be in compliance with all federal and state laws. This chapter is enacted pursuant to Government Code section 54202. This chapter shall not apply to public projects as defined by California Public Contracts Code section 20160 *et seq*., or federal award contracts.

2-5.02 – Purchasing agent designated and duties established.

(a) The Town Manager is designated as the purchasing agent for the Town and shall be responsible for the purchase of supplies, materials, equipment, and services for all departments of the Town. The Town Manager may designate all or a portion of the purchasing duties to any Town staff member.

(b) The duties of the purchasing agent include:

(1) Purchase, or contract for the purchase or lease of, all supplies, materials, equipment, and services required by the Town pursuant to the procedures in this chapter and applicable laws.

(2) Negotiate and recommend execution of contracts for the purchase or lease of supplies, materials, equipment, and services pursuant to the procedures in this chapter and applicable laws.

(3) Procure for the Town all the necessary quality in supplies, materials, equipment, and services pursuant to the procedures in this chapter and applicable laws.

(4) Supervise the inspection of all supplies, materials, equipment, and services to ensure conformance with specifications.

(5) Recommend and oversee the sale or disposal of all supplies, materials and equipment that cannot be used by the Town or have become unsuitable for Town use.

(6) Maintain a bidders' list, including a local bidders' list, that identifies businesses and service providers that have an established place of business within the Town and have held a Town business license for at least 12 months.
(7) For purchases exempt from bidding, periodically reexamine current vendors' prices as to their competitiveness.

2-5.03 – Purchase procedures.

(a) Consistent with this chapter, the purchasing agent shall procure favorable pricing for the procurement of all supplies, materials, equipment, and services. Bids should be solicited and obtained from local vendors whenever possible.
(b) For purposes of this chapter "lowest responsible bidder" shall mean the bidder that timely submits a complete and fully responsive bid that best responds in price, quality, service, fitness, and capacity to the bid requirements. Price alone will not be the determinative factor but will be considered along with other relevant bidder responsibility factors such as the quality of the services to be provided or the supplies or equipment to be delivered as well as bidder reputation, qualifications, experience, and ability to timely perform and meet contract requirements.
(c) The purchasing agent may approve purchases of supplies, materials, equipment, and services having an estimated value of $1,000 or less. Informal quotes may be obtained from vendors but are not required.
(d) The purchasing agent may approve purchases of supplies, materials, equipment, and services having an estimated value of more than $1,000 but less than and including $50,000. An informal bidding process shall be used. To the extent possible, at least three bids from different vendors shall be obtained. Bids may be received by informal price checking orally or in writing, and shall be documented and maintained in a file with the final awarded contract. The contract shall be awarded to the lowest responsible bidder. Notwithstanding anything to the contrary, the purchasing agent may use the competitive bidding process in this section in his/her/their discretion.
(e) For purchases of supplies, materials, equipment, and services having an estimated value of over $50,000, the authorization to award a purchase contract shall be made by Town Council resolution following a sealed competitive bid process as follows:
    (1) A notice inviting bids shall be prepared and shall include a general description of the goods or services to be purchased, where bid instructions and specifications may be obtained, the time and place for bid openings, and the security required if any. Notices inviting bids shall be published at least once in a newspaper of general circulation at least 10 days prior to the opening of bids. The purchasing agent may also advertise for bids by other means including posting on the public bulletin board at Town Hall or on the Town's website. The purchasing agent shall also solicit bids from prospective vendors whose name are on the bidders' list or who have made a written request that their names be added thereto, or from such other vendors who are not on the list, but known by the purchasing agent.
    (2) Sealed bids shall be submitted to the purchasing agent and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than 30 calendar

days after the bid opening. The contract shall be awarded the lowest responsible bidder.

(3) If two or more bids received from responsible bidders are for the same total amount or unit price, quality and service being equal, preference shall be given to a local vendor, or the purchasing officer or Town Council (as applicable) may accept the lowest bid made by negotiation with the tie bidders.

(4) Notwithstanding anything to the contrary in this chapter, all bids may be rejected and readvertised in the Town Council's or purchasing agent's discretion, as applicable.

(5) Performance Bonds. The purchasing agent shall have authority to require a performance bond before entering a contract in such amount as the purchasing agent shall find reasonably necessary to protect the best interests of the Town. If the purchasing agent requires a performance bond, the form and amount of the bond shall be described in the notice inviting bids.

2-5.04 – Exemptions. No bidding shall be required under the following conditions:

(a) Emergency conditions. For emergency conditions that involve a sudden, unexpected occurrence or discovery of a condition or circumstance that poses a clear and imminent danger requiring immediate action.

(b) Sole source. When the supplies, services or equipment are unique because of their quality, durability, availability, or fitness for a particular use and are available from a sole source.

(c) Professional services. For the purchase of professional or expert services, such as architectural, landscape architectural, engineering, environmental, land surveying, legal, financial, auditing, human resources, information technology, or construction management services, which may be made on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

(d) Cooperative purchasing agreements. Cooperative purchasing agreements for the procurement of any supplies, equipment, and services with one or more public entities in accordance with an agreement entered into between the participants. Such cooperative purchasing may include, but is not limited to, joint or multiparty contracts between public entities and open-ended state public procurement unit contracts which are made available to the Town.

2-5.05 – Local vendor preference.

(a) Local vendor preference policy. To promote the economic health of the Town and encourage local participation, the policy of the Town shall be to purchase materials, supplies, equipment, and services from vendors whose principal place of business is located within Town limits, to the extent permitted by law and subject to the provisions of this chapter.

(b) Local vendor definition. A local vendor shall mean a vendor who has an established place of business within the Town and has held a Town business license for at least 12 months prior to the bid. Any vendor claiming to be a local vendor shall certify the same

in the bid. The Town Manager has the final discretion to determine if the bidder qualifies as a local vendor.

(c) Preference. The bid amounts of all local vendors who submit bids or quotations otherwise in conformance with this chapter shall be deemed reduced by 5% of said bid amount for purposes of determining whether local vendors' bids are the lowest bid(s) submitted.

(d) Exemptions. Notwithstanding anything to the contrary, the local vendor preference shall not apply to:
   (1) Professional or specialized services;
   (2) Emergency purchases;
   (3) Public projects under California Public Contracts Code section 20160 *et seq*., or federal award contracts; or
   (4) Purchases with an estimated cost of $1,000 or less.

2-5.06 – Surplus materials, supplies, and equipment. At such times as determined by the purchasing agent, reports shall be prepared showing all supplies and equipment that are no longer used or that have become obsolete or worn out. The purchasing agent shall have the authority to sell, trade, or exchange all supplies and equipment consistent with applicable law.

2-5.07 – Staging prohibited. Purchases shall not be knowingly staged, or bids split or separated into smaller units or segments, solely for the purpose of evading the procedures of this chapter.

2-5.08 – Inflation Factor. Every 12 months, the dollar limits set forth in this chapter shall be modified automatically by the percent change in the San Francisco, California All Urban Consumer Price Index.

2-5-09 – Green purchasing policy. Notwithstanding any provision in this chapter to the contrary, the following policies shall apply.

(a) Recycled products.
   (1) Whenever possible, product purchases shall contain the highest amount of post-consumer and recovered materials practicable. In all cases, products must meet reasonable performance standards.
   (2) Bidders shall be encouraged to use recycled content whenever practicable.
   (3) The Town will favorably consider the selection of recycled content and renewable materials, products in cases where availability, fitness, operational efficiency, quality, safety, and price of the recycled product is otherwise equal to, or better that the non-recycled content and/or non-renewable alternative.
   (4) Environmentally preferable products and services that are comparable to standard counterparts are preferred. The bid amounts of environmentally preferable products or services that otherwise conform with this chapter shall be deemed reduced by 5% of said bid amount for purposes of evaluating the bid.

(b) Electric vehicles. The Town shall give preference to the purchase of electric vehicles. Any purchase of electric vehicles shall be consistent with all applicable Town electric fleet policies.

(c) Consistency with Town environmental policies. All purchases pursuant to this Chapter shall be consistent with any and all current and future Town environmental policies, as applicable.

SECTION 4: Title 2 "Administration" Chapter 5 "Town Manager" is amended as follows. Deleted language in ~~strikeout~~, new language in underline, existing language unchanged.

2-2.08 – Powers and duties.

The Town Manager shall be Chief Administrative Officer of the Town government under the direction and control of the Town Council. The Town Manager shall be responsible to the Council for the efficient administration of all the affairs of the Town which are under his/her/their ~~his or her~~ control. In addition to general powers as administrative head, and not as a limitation thereon, it shall be the Town Manager's duty and ~~he or she~~ he/she/they shall have the powers set forth in the following subsections:

(n) Purchase of supplies. Subject to and in accordance with the purchasing provisions of the Town (Chapter 5 of this title), to direct and supervise the purchase and acquisition of all property, equipment, services, materials, and supplies for the Town, and for all departments and divisions thereof, consistent with the provisions of Town Municipal Code Title 2, Chapter 5 "Purchasing". ~~provided the purchase or acquisition has been approved by the Council or is included in a budget which has been approved and adopted by the Council~~. No expenditure shall be submitted or recommended to the Council except on a report or approval by the Town Manager;

SECTION 5: Severability. The Town Council hereby declares every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of these ordinance amendments are for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 6: Effective Date. This Ordinance Amendment shall go into effect thirty (30) days from its adoption and shall be posted or published as required by state law.

INTRODUCED AND ADOPTED AT A PUBLIC HEARING at a regular meeting of the San Anselmo Town Council on _____, 2022 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSED:

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council 5/10/2022 **Item #:** 2.5.

FROM:
Scott Schneider, Assistant Public Works Director

SUBJECT:
Senate Bill 1 (SB1) Gas Tax Funding Project List

RECOMMENDATION

That the Town Council adopt the attached Resolution approving the 2022-2023 Senate Bill 1 (SB1) Project List to be included in the Fiscal Year 2022-2023 Budget for roadway improvements.

BACKGROUND AND DISCUSSION

On April 28, 2017, the Governor signed Senate Bill 1 (SB1), to address the significant funding shortfalls for transportation state-wide. SB 1 increased vehicle registration fees along with per-gallon gas and diesel taxes.

Distribution of funds to San Anselmo will follow the apportionment formula used for the current gas tax. Funding will be available for basic road maintenance, rehabilitation and critical safety projects on local streets and roads. SB1 requires annual project reporting, which includes submittal of a list of proposed projects (Project List) that is adopted by Town Council Resolution. The Project List must include a description and location of the project, a proposed schedule of completion and an estimated useful life of the improvement. The 2022/2023 Fiscal Year (FY) Project List is due to the California Transportation Commission by July 1, 2022, and Expenditure Reports are due by December 1.

In addition, the Town is also required to sustain a Measure of Effort (MOE) by spending at least the annual average of its General Fund expenditures during FY 2009/2010, 2010/2011, and 2011/2012. ($730,759 average per year). The current Town budget reflects a MOE of above this level.

The streets listed in the table below in the Project List are included in the Town's 5-Year Capital Improvement Program. The funding from SB1 will supplement the existing funding sources for this paving project. The Project List includes the street expected to be paved in summer/fall 2022 as part of 2022 Pavement Resurfacing Project.

FISCAL IMPACT

The revenue to be distributed to San Anselmo is expected to be approximately $289,241 in FY 2022/2023. The remaining project budget has been included in the Road Maintenance Fund and Measure D Fund for FY 2022/2023.

2022/2023 FY Project List (to be partially funded by SB1 funds):

Street/Limits	Useful Life	Construction Schedule	Estimated Cost
Brookside Dr from			

Morningside Drive To Cordone Drive	20 years	Summer/Fall 2022	$130,000
Mountain View Ave From Sir Francis Drake Blvd to end	20 years	Summer/Fall 2022	$230,000
Cordone Dr from Sir Francis Drake Blvd To end	20 years	Summer/Fall 2022	$220,000
Beverly Way from Mountain View Ave to end	20 years	Summer/Fall 2022	$85,000
Rivera St from Mountain View Ave to Cordone Dr	20 years	Summer/Fall 2022	$75,000
		Total	$740,000

Per Town Council Resolution 4020, Complete Streets analysis will be done to determine if any pedestrian, bicyclist or transit improvements are necessary.

If the Town Council adopts the attached Resolution approving the Project List, the proposed list of street paving projects (2022 Street Resurfacing Project) will be included in the FY 2022-2023 Town Budget.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adoption of the proposed resolution is categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 because the resolution allocates a portion of the funds for a paving project that will not create additional automobile lanes nor result in an expansion of use. (14 Cal. Code Regs. § 15301(c). None of the exceptions listed in CEQA Guidelines section 15300.2 apply in this instance, as there are no unusual circumstances presented by the street paving to be funded, nor are the streets on the list designated as a state scenic highway or a historical resource.

TOWN OF SAN ANSELMO

RESOLUTION NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO APPROVING A LIST OF PROJECTS FOR FISCAL YEAR 2022-23 FUNDED BY SB1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our Town are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the Town must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the Town will receive an estimated $289,241 in RMRA funding in Fiscal Year 2022-23 from SB 1; and

WHEREAS, this is the sixth year in which the Town is receiving SB 1 funding that will enable the Town to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the Town has undergone a robust public process to ensure public input into our community's transportation priorities for the Project List; and

WHEREAS, the Town used a Pavement Management System to develop the SB 1 Project List to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the Town maintain and rehabilitate several streets in the Town this year and will be used for other streets throughout the Town into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the Town's streets and roads are in 'AT RISK' condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into an "GOOD to EXCELLENT" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE, BE IT HEREBY RESOLVED, as follows:

1. The foregoing recitals are true and correct.

2. The following list of proposed projects will be funded in-part or solely with fiscal year 2022-23 Road Maintenance and Rehabilitation Account revenues:

   Description: Road resurfacing, including complete streets elements,
   Estimated useful life: 20 years,
   Anticipated construction schedule: July 2022 through December 2022
   Location: Brookside Drive – Morningside Drive to Cordone Drive
   Mountain View Avenue – Sir Francis Drake Boulevard to end
   Cordone Drive – Sir Francis Drake Boulevard to end
   Beverly Way – Mountain View Avenue to end
   Rivera Street – Mountain View Avenue to Cordone Drive

3. The 2022-2023 Capital Project Budget include the following:

GAS TAX FUND

The budget will include the following:

Transfers Out	Transfers to Road Maintenance fund by $289,241 to fund SB 1 eligible projects.

ROAD MAINTAINANCE FUND

The budget will include the following:

Transfers In:	$289,241 Transfer in from Gas Tax Fund.
Expenditure Budget:	Budget $289,241 for SB 1 funded projects.

4. Environmental Analysis. Adoption of this resolution is categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301, because the resolution allocates a portion of the funds for a paving project that will not create additional automobile lanes nor result in an expansion of use. (14 Cal. Code Regs. § 15301(c).

I hereby certify that the foregoing resolution was passed and adopted by the San Anselmo Town Council at a regular meeting thereof, held on the 10th day of May, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Alexis Fineman, Mayor

ATTEST:

_____
Carla Kacmar, Town Clerk

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council | 5/10/2022 | **Item #:** 2.6.

FROM:
Jeff Zuba, Finance & Administrative Services Director

SUBJECT:
Approval of Resolution Setting a Statement of Investment Policy for Fiscal Year 2022-2023

RECOMMENDATION

That Council approve the attached Resolution setting the Statement of Investment Policy for fiscal year 2022-2023.

BACKGROUND

The purpose of the Town's investment policy is to ensure, through prudent investment of its idle cash, that the Town obtains the highest yield possible without risk to the safety and liquidity of its funds.

The Town has maintained a Statement of Investment Policy since 1985. Town staff reviews the policy on an annual basis and updates the policy as needed to comply with the California Government Code Section 53600 et seq.

ANALYSIS

Staff has reviewed the attached Statement of Investment Policy. The policy presented for Council consideration complies with the California Government Code Section 53600 et seq.

In compliance with the policy, the Town's idle cash is invested with the Local Agency Investment Fund (LAIF) program when the LAIF interest exceeds the interest generated by the operating fund bank account. Finance Department staff reconcile all Town accounts on a monthly basis. The Town Treasurer reviews the reconciliation reports and, together with the Director, prepares a Quarterly Investment Report for presentation to the Town Council.

FISCAL IMPACT

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

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

It is recommended that the Town Council adopt the attached Resolution setting the Statement of Investment Policy for fiscal year 2022-2023.

TOWN OF SAN ANSELMO

TOWN COUNCIL RESOLUTION NO. _____

A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL SETTING A STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2022-2023

WHEREAS, the State of California Government Code requires the Town to review and update the Town's Statement of Investment Policy annually;

NOW THEREFORE BE IT RESOLVED, that the San Anselmo Town Council hereby adopts the Statement of Investment Policy for Fiscal Year 2022-2023 attached hereto.

PASSED AND ADOPTED by the San Anselmo Town Council at a regularly scheduled meeting on May 10, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Alexis Fineman, Mayor

ATTEST:

_____
Carla Kacmar, Town Clerk

TOWN OF SAN ANSELMO

STATEMENT OF INVESTMENT POLICY
Fiscal Year 2022-2023

PURPOSE

This Statement is intended to provide guidelines for the prudent investment of the Town's temporary idle cash, and to outline the policies for maximizing the efficiency of the Town's cash management system. The ultimate goal is to enhance the economic status of the Town while protecting its pooled cash. The Statement of Investment Policy is reviewed annually by the Town Council, and any modifications to the statement must be approved by the Town Council.

OBJECTIVE

The Town's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the town to invest funds to the fullest extent possible. The town attempts to obtain the highest yield obtainable as long as investments meet the criteria established for safety and liquidity.

POLICY

San Anselmo operates its temporary pooled idle cash investments under the prudent investor standard as defined in Government Code Section 53600.3. "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence… that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency." This affords the Town a broad spectrum of investment opportunities as long as the investment is deemed prudent and is allowable under Government Code Section 53600, et seq.

Criteria for selecting investments and the order of priority are:

1. **Safety:** The safety and risk associated with an investment refers to the potential loss of principal and interest, or a combination of these elements. There is safety if there is assurance that principal will be preserved.

2. **Liquidity:** An investment is liquid if it can be converted to cash with a minimal chance of losing principal or interest.

3. **Yield:** Yield is the potential earnings of an investment, or its rate of return.

Investments may be made in the following instruments:

- **United States Treasury** obligations.
- **United States Agency** obligations.
- **Federal Instrumentalities.**
- State of **California Bonds and Registered Warrants.**
- **Bonds, Notes, Warrants** or other evidence of indebtedness of a **local agency** within the State of California.
- **Medium-term notes** of a maximum of five years maturity issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment shall be rated in a rating category of "A" or its equivalent or better by a nationally recognized rating service. Purchase of eligible medium-term notes may not exceed thirty percent (30%) of the Town's surplus money.
- **California State Local Agency Investment Fund (LAIF) Pooled Money Investment Program** operated by the State Treasurer's office.
- **Passbook Savings Account Demand Deposits.**

Other investment instruments authorized by State legislation shall not be used unless Town Council approval is obtained.

Safekeeping:

Securities purchased from broker/dealers shall be held in third party safekeeping by the trust department of the Town's bank, or other designated third party trust, and in the Town's name and control whenever possible.

Town Constraints:

The Town strives to maintain the level of investment of all funds as near to 100% as possible through daily and projected cash flow determinations. Idle cash management and investment transactions are the responsibility of the Finance and Administrative Services Director.

All participants in the investment process shall act responsibly as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust. Nevertheless, in a diversified portfolio, it must be recognized that occasional measured losses are inevitable and must be considered

within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented. The basic premise underlying the Town's Investment Policy is to ensure the Town's financial integrity.

_____ Dated: _____

David P. Donery, Town Manager

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council 5/10/2022 **Item #:** 2.7.

FROM:
Jeff Zuba, Finance & Administrative Services Director

SUBJECT:
Town of San Anselmo 2022-2023 Tax Rates for Municipal Services Tax, Pension Override Tax, Measure G Debt Service Tax, Special Library Services Tax, and Ross Valley Paramedic Tax

RECOMMENDATION

That Council approve the attached resolutions establishing:

1. The Municipal Services Tax for 2022-2023 fiscal year at the rate of $78.00 per living unit and per 1,500 square feet of non-residential structure; and
2. The Pension Override Tax for the 2022-2023 fiscal year at the rate of 5.9 cents per $100 of assessed valuation; and
3. The Measure G Debt Service Tax rates for 2022-2023 fiscal year at 0.5 cents per $100 of assessed valuation for the Series 2011 and at 0.4 cents per $100 of assessed valuation for the Series 2020 Measure G bonds respectively, for a total debt service tax levy of 0.9 cents per $100 of assessed valuation.
4. The Special Library Services Tax for the 2022-2023 fiscal year at the rate of $66.41 per real estate parcel.
5. The Ross Valley Paramedic Tax for the 2022-2023 fiscal year at a rate of $91.50 per taxable living unit or per 1,500 square feet of structure developed parcel in non-residential use.

BACKGROUND

The Municipal Services and Pension Override taxes have been levied at the rate proposed above since the 1987-88 fiscal year. These taxes are necessary in order to provide for the level of municipal services currently provided by the Town of San Anselmo and to meet the Town's obligation to the Public Employees' Retirement System.

The combined Measure G tax levy of 0.9 cents per $100 of assessed valuation. The levy is necessary to pay the debt service on the general obligation bonds sold by the Town to pay for improvements to streets, drainage, and Library, as authorized by the San Anselmo voters on June 6, 1995. The levy includes debt service from both the 2011 bond series, of which is a result of refinancing the 1995, 1997 and 2000 bond series, and the 2020 bond series, of which is the result of refinancing the 2003 bond series in July 2020.

The Special Library Services Tax was approved by voters in June 2014 for the purpose of enhancing library services. This is an increase of $1.99, or 3%, from the 2021-2022 rate.

The Ross Valley Paramedic Tax was approved by the voters in November 2018 for paramedic services. The rate of 2022-2023 is $91.50 per taxable living unit or per 1,500 square feet of structure developed parcel in non-residential use.

These resolutions are required to be sent to the County Tax Assessor annually for placement on the property tax bills.

FISCAL IMPACT

The funds that will be raised by the above taxes are projected to be:

Municipal Services Tax	$ 455,492
Pension Override Tax	$2,565,352
Measure G Debt Service, Series 2011	$ 185,140
Measure G Debt Service, Series 2020	$ 158,754
Special Library Services Tax	$ 297,222

There is no fiscal impact to the Town with respect to the paramedic tax.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adoption of the attached resolutions establishing tax rates for fiscal year 2022-23 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). Even if the adoption of the resolutions is considered a project, it is statutorily exempt from CEQA, because CEQA does not apply to the establishment, modification, or approval of rates or other charges by the Town which the Town finds are for the purpose of meeting operating expenses, meeting financial reserve needs, or obtaining funds for capital projects. (14 Cal. Code Regs. § 15273).

TOWN OF SAN ANSELMO

RESOLUTION NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ESTABLISHING THE AMOUNT OF THE MUNICIPAL SERVICES TAX RATE FOR THE 2022-2023 FISCAL YEAR

WHEREAS, Ordinance No. 845 of the Town of San Anselmo was adopted in 1983 and authorizes the Town Council by Resolution to establish the amount of municipal services tax to be imposed and levied during each ensuing fiscal year; and

WHEREAS, the Town Council has determined that for the fiscal year commencing on July 1, 2022, the cost of maintaining municipal services will exceed the amount of funds and revenues generated from all other sources of income,

NOW, **THEREFORE, BE IT RESOLVED** that the Town Council of the Town of San Anselmo does hereby confirm and levy a tax on all improved real property at the flat rate of $78 per year per living unit and per 1,500 square feet of structure of non-residential use, except that the tax derived from a non-residential structure seventy-five percent (75%) or more occupied by a single enterprise or institution shall not exceed $1,000.

I hereby certify that the foregoing Resolution was duly passed and adopted at a regular meeting of the San Anselmo Town Council held on the 10th day of May 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Alexis Fineman, Mayor

ATTEST:

_____
Carla Kacmar, Town Clerk

TOWN OF SAN ANSELMO

RESOLUTION NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ESTABLISHING THE AMOUNT OF THE PENSION OVERRIDE TAX RATE FOR THE 2022-2023 FISCAL YEAR

BE IT RESOLVED that the Town Council of the Town of San Anselmo does hereby confirm that the tax rate for the Town's Pension Override on property tax for the fiscal year 2022-2023 necessary to meet the Town's obligation to the Public Employees' Retirement System is hereby fixed at 5.9 cents per $100 of assessed valuation.

I hereby certify that the foregoing Resolution was passed and adopted by the San Anselmo Town Council at a regular meeting thereof held on the 10th day of May 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Alexis Fineman, Mayor

ATTEST:

_____
Carla Kacmar, Town Clerk

TOWN OF SAN ANSELMO

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO SETTING THE 2022-2023 TAX REQUIREMENT FOR GENERAL OBLIGATION BONDS, SERIES 2011 AND SERIES 2020

WHEREAS, on June 6, 1995, the voters of San Anselmo approved Ordinance No. 964 authorizing the issue of general obligation bonds in the principal amount of $10.8 million to finance improvements to streets, storm drains, and the library building; and

WHEREAS, the Town of San Anselmo has sold the general obligation bonds in four installments, the Series 1995 Bonds of $2.125 million, the Series 1997 Bonds of $3.55 million, the Series 2000 bonds of $2.56 million, and the Series 2003 bonds of $2.565 million; and

WHEREAS, on April 21, 2011 the Town of San Anselmo refinanced the Series 1995 Bonds, the Series 1997 Bonds and the Series 2000 Bonds in the amount of $5.955 million; and

WHEREAS, on July 23, 2020 the Town of San Anselmo refinanced the Series 2003 Bonds in the amount of $1.320 million; and

WHEREAS, the partial repayment of the Series 2011 bonds and Series 2020 bonds took place in the 2021-2022 fiscal year.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the tax rate for the general obligation bonds Series 2011 shall be 0.5 cents per $100 of assessed valuation and the tax rate for the general obligation bonds Series 2020 shall be 0.4 cents per $100 of assessed valuation during the 2022-2023 fiscal year.

I hereby certify that the foregoing Resolution was passed and adopted by the San Anselmo Town Council at a regular meeting thereof held on the 10th day of May 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Alexis Fineman, Mayor

ATTEST:

_____
Carla Kacmar, Town Clerk

TOWN OF SAN ANSELMO

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ESTABLISHING THE SPECIAL LIBRARY SERVICES TAX RATE FOR THE 2022-2023 FISCAL YEAR

WHEREAS, on June 3, 2014, the voters of San Anselmo approved Measure E, Town Ordinance No. 1093, authorizing the Special Library Services Tax; and

WHERAS, as specified in Ordinance No. 1093, the proceeds of the Special Library Services Tax will be spent for the purpose of improving children's librarian services, hiring a children's librarian and enhancing general library services.

NOW, **THEREFORE, BE IT RESOLVED** that the Town Council of the Town of San Anselmo does hereby confirm and levy a tax in the amount of $66.41 per year per real estate parcel located in the Town of San Anselmo in the 2022-2023 fiscal year, which includes an annual 3% cost of living increase. The tax is being levied for the seventh of nine years approved by Ordinance No. 1093 and the proceeds will be used to augment the money from the Town of San Anselmo's General Fund currently used to fund library services.

I hereby certify that the foregoing Resolution was passed and adopted by the San Anselmo Town Council at a regular meeting thereof held on the 10th day of May 2022 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Alexis Fineman, Mayor

ATTEST:

_____
Carla Kacmar, Town Clerk

TOWN OF SAN ANSELMO

RESOLUTION NO._____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ESTABLISHING THE AMOUNT OF THE ROSS VALLEY PARAMEDIC TAX RATE FOR THE 2022-2023 FISCAL YEAR

WHEREAS, the voters in the Town of San Anselmo and the Ross Valley have approved the Paramedic Tax extensions and increases since 1982; and

WHEREAS, prior to July 1st, the Board of Directors of the Ross Valley Paramedic Authority will approve and adopt an operating budget for the 2022-2023 fiscal year; and

WHEREAS, the San Anselmo Town Council supports the continuation of the existing tax at the new rate structure approved by the voters on November 6, 2018 for paramedic services for an additional four years beginning at $79.50 in the first year and raising the tax $4 annually to a maximum amount of $91.50 per taxable living unit in the fourth year, or $79.50 per 1,500 square foot of structure developed parcel in non-residential use in the first year and raising the tax $4 annually to a maximum of $91.50 in the fourth year.

NOW, THEREFORE BE IT RESOLVED, that the Town Council of the Town of San Anselmo does hereby confirm and levy a tax of $91.50 per taxable living unit or per 1,500 square feet of structure developed parcel in non-residential use for Ross Valley Paramedic Authority services during the fiscal year 2022-2023.

The foregoing Resolution was duly passed and adopted at a regular meeting of the San Anselmo Town Council held on the 10th day of May 2022 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Alexis Fineman, Mayor

ATTEST:

_____
Carla Kacmar, Town Clerk

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council | 5/10/2022 | **Item #:** 2.8

FROM:
Scott Schneider, Assistant Public Works Director

SUBJECT:
Accept School Bike Spine project

RECOMMENDATION

That the Town Council accept the School Bike Spine project and authorize staff to file a Notice of Completion.

BACKGROUND AND DISCUSSION

On March 8, 2022, Town Council approved the School Bike Spine project construction contract, which included the installation of thermoplastic green sharrows, replacement stop signs and refreshing of crosswalk striping for the school bike route from the Town border with Ross to the County limit on Butterfield Road, and passing two elementary schools and the high school.

The Engineer's Estimate for the construction project was $205,000. The project was awarded to Chrisp Co. in the amount of $243,489. Sharrows were deleted on Ross Avenue due to upcoming sewer work, and on Cordone Drive and portions of Brookside Drive due to upcoming paving work. Otherwise, the work was completed substantially in accordance with the project plans and specifications, and fully available for public use on April 29, 2022.

The final construction cost was $213,210.

FISCAL IMPACT

The federal grant for the project was $269,000 with a local match requirement of $34,900. Staff time was used for the design and construction management, which more than covered the local match.

The grant paid for $69,255 of staff time for design and construction management, balanced by the local match of $24,455 for construction, resulting in net proceeds to the Town of $44,800.

The overall impact to the budget is approximately $79,700 due to the additional revenue and not using the budgeted local match from previous fiscal years.

GENERAL PLAN CONSISTENCY

This project is consistent with the General Plan Circulation Element, Objective 5 - continue to improve and

expand the bikeway system, Objective 6 - continue to maintain and expand the pedestrian way system, and Objective 16 - complete streets.

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).

The school bike spine project is included in the Town's Bicycle and Pedestrian Master Plan, and addresses Climate Action Plan 2030 Transportation Measures T-3 Walking and T-4 Safe Routes to School.

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

For the benefit of
Town of San Anselmo
A Municipal Corporation

TOWN OF SAN ANSELMO

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN:

1. That on the 10th day of May 2022, the Public Works Project known as: San Anselmo School Bike Spine Project, was accepted by the Town Council as complete.

2. That the name and address of the agency/owner filing this Notice is: the TOWN OF SAN ANSELMO, 525 SAN ANSELMO AVENUE, CA 94960.

3. That the nature of the interest is Public Right of Way.

4. That the name and address of the contractor responsible for the construction of said public project is: Chrisp Co, P.O. Box 1368, Fremont, CA 94538.

5. That the name and address of said contractors' surety is: Hartford Fire Insurance Company, 101 Montgomery Street, Suite 2700, San Francisco, CA 94104.

6. That the general description of the public project was: The work to be performed under this Contract consists of, but is not limited to: mobilization, traffic control, water pollution control, installation of school bike signs, stop signs, new sign posts, placement of thermoplastic shared lane markings, removal and replacement of yellow thermoplastic crosswalk striping, along streets in San Anselmo as shown on the project plans.

7. That said public project was completed on April 29, 2022 in accordance with the plans and specifications as required by the Town of San Anselmo.

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

TOWN OF SAN ANSELMO

By_____
Sean Condry, Public Works Director

EXECUTED AT San Anselmo, California on the 10th day of May 2022.

ATTEST:

_____
Carla Kacmar, Town Clerk

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council | 5/10/2022 | **Item #:** 2.9

FROM:
Carla Kacmar, Town Clerk

SUBJECT:
Review the report from a Marin Municipal Water District representative.

RECOMMENDATION

That Council review the report from a Marin Municipal Water District representative.

BACKGROUND

At the August 24, 2021 Town Council meeting, Council requested staff coordinate monthly reporting from Marin Municipal Water District representatives during the drought. A report from the Marin Municipal Water District representative is 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).

FOR IMMEDIATE RELEASE **May 4, 2022**

Contact: Adriane Mertens
Cell: 707-328-4304
Email: amertens@marinwater.org

District ends local water shortage emergency; adopts new ongoing rules to prevent water waste

Corte Madera, CA – Marin Water's Board of Directors updated the District's ongoing water-use rules on Tuesday, adopting new long-term requirements for outdoor irrigation and swimming pools. Effective immediately, the Board also rescinded its water shortage emergency declaration and lifted the temporary restrictions triggered last year after falling to critically low water supplies. The Board's actions recognize that the District's reservoirs have recovered to average storage levels for this time of year while also balancing the need for continued water-efficient practices as climate-driven drought conditions persist across much of the state.

Removal of the District's emergency water restrictions ends prohibitions on car washing at home, irrigating golf courses (for areas outside greens and tees), filling swimming pools, and allows new landscaping installations for new service lines. The newly adopted long-term rules allow outdoor irrigation using overhead spray systems up to two days per week. Drip irrigation is permitted up to three days a week and is the preferred and most efficient method for watering plants. In addition, swimming pools and spas must have covers to reduce evaporation. This rule was introduced during the water shortage emergency and now becomes a permanent and ongoing requirement for District customers. The District will also require sanitation agencies to reduce their potable water use for sewer cleaning when reasonably possible and when recycled water is available without the need for hauling by truck. For a full list of the District's ongoing water rules, visit: marinwater.org/WaterRules.

"It's a relief to move past the local water shortage emergency, but that doesn't mean we can let our guard down," said Larry Russell, President of the Board of Directors. "Drought conditions remain for the foreseeable future, so we've bolstered our normal year-round water rules to continue to eliminate water waste wherever possible across the communities we serve."

Marin Water's reservoirs are presently at 90% of total storage capacity thanks to record rainfall in October and December. Despite a replenished supply, the District is expanding its ongoing water rules to continue to reinforce water efficient practices among customers in alignment with Gov. Gavin Newsom's Executive Order in March. The rules also prepare Marin Water for anticipated emergency drought regulations from the State of California Water Resources Control Board.

In addition to updating ongoing water rules to improve long-term drought resiliency, the District also remains focused on long-term water supply planning efforts through its Strategic Water Supply Assessment that is currently underway. The assessment evaluates potential water supply projects that could provide the District with a reliable and resilient supplemental water supply now and for the future. For more information on this effort, visit: marinwater.org/WaterSupplyResiliency.

###

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council 5/10/2022 **Item #:** 3.

FROM:
David P. Donery, Town Manager

SUBJECT:
Consultant Agreement for Housing and Safety Elements of the San Anselmo General Plan

RECOMMENDATION

That the Council authorize the Town Manager to execute a professional services agreement with Houseal Lavigne for the preparation of the State-mandated update to the San Anselmo Housing Element and related updates to the Public Safety Element.

BACKGROUND

The Town must begin the process of updating the General Plan Housing Element to plan for future housing development consistent with the State-mandated Regional Housing Needs Allocation (RHNA) for the next (6th) housing cycle planning period of 2023-2031. State law requires the Town Council to adopt the updated Housing Element by December 2022 to meet deadlines for submitting the Update to the State by January 2023. Every updated Housing Element must be submitted to the Department of Housing and Community Development (HCD) to ensure compliance with the State's minimum requirements. Meeting the December 22, 2022, timeline is critical to receiving HCD certification for the Housing Element. Failure to receive timely certification can have consequences including lawsuits by private parties and housing advocates; forced mandatory compliance by court order; suspension of local control on building and zoning permits; court approval of housing projects; and reduced access to State funding transportation and infrastructure projects and programs.

In addition, in 2019 the State passed Senate Bill 99, which requires that the Safety Element of a jurisdiction's General Plan be reviewed and updated during each revision of the jurisdiction's Housing Element.

A Housing Element update is required every 8 years, at a minimum, and the same timelines apply to all local and county governments within the jurisdiction of Association of Bay Area Government. The Town Council and Planning Commission have held several discussions on the RHNA process, and its implications for growth around Marin and within San Anselmo, and staff made a presentation on the Housing Element process to the Planning Commission at its November 1, 2021, meeting.

On January 25, 2022, the Town Council received a presentation from the Planning Director regarding the timeline for the Housing and Safety Element work (Attachment 2). A public survey was conducted as part of that process. The Planning Director left San Anselmo at the end of March, 2022.

DISCUSSION

The Town Council has included the update for the Housing Element, Safety Element and Circulation Element and Vehicle Miles Travelled (VMT) policy as two-year Council goals and has budgeted $250,000 for the work to date. In addition, staff has secured $85,000 LEAP/REAP grants that can be used for these updates.

The Planning Department lost one staff member in February 2021 who was not replaced. Planning Director Elise Semonian was set to work on the Housing and Safety Element updates until another opportunity came along and she departed the Town in March 2022. At that time, a request for proposal (RFP) was prepared and posted on March 22, 2022, for consultant services for the preparation of an update to Housing Element with proposals due April 8, 2022.

ANALYSIS

The Town received one qualified response to the RFP from Houseal Lavigne. The Town Manager, Assistant Town Attorney, and Planning Consultant met with representatives from Houseal Lavigne to discuss their qualifications, their approach to the work, the project timeline and costs for the proposed scope of work. Following that meeting, staff was in agreement that the consultant is a good fit for the Town and recommends that the Council authorize the Town Manager to execute the agreement.

FISCAL IMPACT

The exhibit accompanying the attached agreement is a proposal from Houseal Lavigne to update the Town's Housing Element. It contains a scope of work and budget with an initial total cost of $243,453 which includes an initial study/mitigated negative declaration (IS/MND). Additional, "as needed" tasks, such as preparation of an environmental impact report, are included in the proposal from Houseal Lavigne along with a 15% contingency budget ($37,000) for a total not-to exceed contract amount $283,453.

The cost for these services will be covered by the approved budget, as well as the LEAP/REAP grants and existing departmental savings in the Planning Department. Staff believes that the proposed cost range of the Housing Element and Public Safety Element update, including the environmental review, is consistent with the costs other communities of San Anselmo's size have or will experience.

GENERAL PLAN CONSISTENCY

The project is intended to bring elements of the General Plan into conformance with State law.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Approving this agreement is for planning services 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).

Attachment 1 - Draft Professional Services Agreement with Houseal Lavigne
Exhibit A to Attachment 1 - Houseal Lavigne RFP response and Scope of Work
Attachment 2 - January 25, 2022 Planning Director Staff Report - Housing Element

AGREEMENT FOR PROFESSIONAL SERVICES WITH HOUSEAL LAVIGNE TO UPDATE THE HOUSING AND SAFETY ELEMENTS OF THE SAN ANSELMO GENERAL PLAN

This Agreement is made and entered into this _____ day of _____, 2022, by and between the TOWN OF SAN ANSELMO (hereinafter "**TOWN**"), and HOUSEAL LAVIGNE (hereinafter "**CONSULTANT**").

RECITALS

WHEREAS, CONSULTANT was the only respondent to the TOWN's request for proposals (RFP) for preparation of updates to the Housing and Safety Elements of the TOWN's General Plan (Proposal attached as Exhibit A); and

WHEREAS, the Town Manager, Interim Planning Director, and Assistant Town Attorney interviewed the **CONSULTANT** and found the firm to be highly qualified and capable of completing the updates before the state-mandated deadline; and

WHEREAS, at its meeting of May 10, 2022, the Town Council considered **CONSULTANT**'s proposal, the staff report, public comment and this agreement and authorized the Town Manager to execute the agreement; and

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

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. PROJECT COORDINATION.

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

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

2. DUTIES OF CONSULTANT.

CONSULTANT shall perform the duties and/or provide services as described in the

CONSULTANT's Proposal dated April 5, 2022, which attached hereto as Exhibit A and hereby incorporated by reference. Specifically, CONSULTANT will complete the Tasks outlined in the Project Approach on pages 35 through 50 of the Proposal ("Scope of Services"). Time is of the essence and **CONSULTANT** agrees to complete the Tasks outlined in the Scope of Services within nine (9) months as specified in the Project Schedule on page 35 of the Proposal attached as Exhibit A.

3. DUTIES OF TOWN.

TOWN shall pay the compensation as provided in Paragraph 4 and provide timely responses to CONSULTANT's requests for information and for review of draft documents.

4. COMPENSATION.

For the full performance of the services described herein by **CONSULTANT**, **TOWN** shall pay **CONSULTANT** in accordance with the Proposed Costs associated each Task as outlined on Page 50 of the Proposal attached as Exhibit A. The total cost of the Project shall not exceed $283,453.

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

5. TERM OF AGREEMENT.

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

6. TERMINATION.

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

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

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

D. **Return of Documents**. Upon termination, any and all **TOWN** documents or materials provided to **CONSULTANT** and any and all of **CONSULTANT's** documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be

delivered to **TOWN** as soon as possible, but not later than thirty (30) days after termination.

7. OWNERSHIP OF DOCUMENTS.

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

8. INSPECTION AND AUDIT.

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

9. ASSIGNABILITY.

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

10. INSURANCE.

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

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

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

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

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

be specifically endorsed to waive any right of subrogation against **TOWN**.

5. **CONSULTANT** will at all times during the term of this Agreement maintain "errors and omissions" insurance coverage which is customarily carried by consultants performing functions that are similar to those performed under this Agreement and in an amount which is comparable to that which is customarily maintained by consultants performing such functions.

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

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

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

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

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

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

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

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

8. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or

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

C. **Deductibles and SIR's.** Any deductibles or self-insured retentions in **CONSULTANT's** insurance policies must be declared to and approved by the PROJECT MANAGER and TOWN Attorney and shall not reduce the limits of liability. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or **TOWN** or other additional insured party. At **TOWN's** option, the deductibles or self-insured retentions with respect to **TOWN** shall be reduced or eliminated to **TOWN's** satisfaction, or **CONSULTANT** shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

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

11. INDEMNIFICATION.

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

incurred in defense of such claims.

B. Where the services to be provided by **CONSULTANT** under this Agreement are design professional services to be performed by a design professional as that term is defined under Civil Code Section 2782.8, then, to the extent permitted by law including without limitation, Civil Code sections 2782, 2782.6 and 2782.8, **CONSULTANT** shall indemnify and hold harmless the **TOWN** and its officers, officials, and employees (collectively **TOWN Indemnitees**) from and against damages, liabilities or costs (including incidental damages. Court costs, reasonable attorney's fees as may be determined by the Court, litigation expenses and fees of expert witnesses incurred in connection therewith and costs of investigation) to the extent they are caused by the negligence, recklessness, or willful misconduct of **CONSULTANT**, or any subconsultants, or subcontractor or anyone directly or indirectly employed by them, or anyone for whom they are legally liable (collectively Liabilities). Such obligation to hold harmless and indemnify any indemnity shall not apply to the extent that such Liabilities are caused in part by the negligence or willful misconduct of such TOWN Indemnitee.

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

12. NONDISCRIMINATION.

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

13. COMPLIANCE WITH ALL LAWS.

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

14. NO THIRD PARTY BENEFICIARIES.

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

15. NOTICES.

All notices and other communications required or permitted to be given under this Agreement,

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

TO **TOWN**'s Project Manager:

David Donery, Town Manager
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960
(415)258-4652
ddonery@townofsananselmo.org

TO **CONSULTANT**'s Project Director:

Robert Kain, Principal
Houseal Lavigne
680 E. Colorado Blvd., Suite 180
Pasadena, CA 91101
(213)529-1008 ext 122
rkain@hlplanning.com

16. INDEPENDENT CONTRACTOR.

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

17. ENTIRE AGREEMENT -- AMENDMENTS.

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

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

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

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

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

the terms and conditions of this Agreement shall control.

18. SET-OFF AGAINST DEBTS.

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

19. WAIVERS.

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

20. TOWN BUSINESS LICENSE / OTHER TAXES.

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

21. SURVIVAL OF TERMS.

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

22. APPLICABLE LAW.

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

23. COUNTERPARTS AND ELECTRONIC SIGNATURE.

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

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

TOWN OF SAN ANSELMO

_____
DAVE DONERY, Town Manager

ATTEST:

_____
CARLA KACMAR, Town Clerk

By:_____

CONSULTANT

By:_____

Name:_____

Title:_____

Town of San Anselmo, CA

HOUSING AND PUBLIC SAFETY ELEMENT UPDATE

Proposal

April, 5 2022

HOUSEAL LAVIGNE

PLANNING DESIGN DEVELOPMENT

HOUSEAL LAVIGNE

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

Dear Dave Donery,

Houseal Lavigne is pleased to submit our proposal for the Update of the Town of San Anselmo's Housing, Safety, and applicable sections of the Land Use Element. While we understand that there is a separate RFP for the update of the Safety Element, please accept this proposal for a work plan and budget to complete both updates concurrently. Based on experience on other Housing and Safety Element updates a consolidated team for both efforts not only facilitate better coordination between these interrelated efforts but also introduces additional efficiencies and cost savings. The following proposal reflects this approach. Our project team is uniquely qualified to undertake this assignment, bringing experience on how to efficiently prepare this document from similar work for the cities of Claremont, San Fernando, and Riverside. We are very familiar with the California state statutes regarding RHNA cycles and are confident in our ability to manage and deliver this project in a cost-effective manner and with a high degree of quality.

Houseal Lavigne is an award-winning community planning, urban design, and economic development consulting firm with extensive experience in a range of assignments related to the scope of this project. In 2014, Houseal Lavigne was awarded the National Planning Excellence Award for an Emerging Planning and Design Firm from the American Planning Association (APA), explicitly noting our innovation, implementation success, creative and effective outreach, integration of new technologies, industry-leading graphic communication, and our overall influence on the profession of planning in the United States. With our reputation for seamlessly integrating client and public feedback into our work, we can ensure that consensus is gained and nuanced elements like Public Safety are tailored to current community needs.

On this important assignment we are partnering with **CHPlanning**, **Atlas Planning Solutions**, and **Kimley-Horn**. CHPlanning is a full service planning firm specializing in environmental impact. CHPlanning has over 25 years of experience meeting environment assessment requirements across numerous states. CHPlanning's background in NEPA provides them with a strong foundation to deliver the projects CEQA element. In addition, CHPlanning is a certified DBE/MBE/WBE. Atlas Planning Solutions is a small, women-owned, and disabled veteran-owned business specializes in climate adaption services and the integration of Hazard Mitigation Planning and General Plan Safety Elements. Atlas Planning Solutions brings over 15 years of experience delivering Safety Elements to clients in the State of California tour team. We are also joined by Dave Barquist of Kimley-Horn who has completed over 50 Housing Element updates and brings expert knowledge in the requirements needed to provide statutory compliant Housing Elememnts.

We appreciate the opportunity to be considered for this important assignment and look forward to the prospect of working with you and the entire community of San Anselmo. We are available to undertake this critical assignment immediately upon selection. If you have any questions regarding our proposal, please do not hesitate to contact us.

Sincerely,

Robert Kain
Principal
680 E. Colorado Blvd., Suite 180
Pasadena, CA 91101
(213) 529-1008 ext 122
rkain@hlplanning.com

HOUSEAL LAVIGNE

Pasadena

680 E. Colorado Blvd.,
Suite 180
Pasadena, CA 91101
(213) 529-1008

hlplanning.com
info@hlplanning.com

Contents

1 Executive Summary 1

2 Project Team & Qualifications 3

3 Billing Rate Sheet 21

4 References 23

5 Litigation 33

6 Disclosure 35

7 Additional Information 37

SECTION 1

EXECUTIVE SUMMARY

Executive Summary

Our proposal is to update the Housing Element, Safety Element, and applicable sections of the Land Use Element. the Housing, Safety, and Land Use Elements Update for the Town of San Anselmo comprises a 9-month project beginning in May 2022 and concluding in January 2023. We are confident in our ability to meet all technical requirements, remain within our allotted budget, and ensure a timely transmittal of the Housing Element to the California Office of Housing and Community Development.

Housing Elements Experience

Our firm is well prepared to lead the Town of San Anselmo's Housing Element Update. We will use our experience gained from writing comparable updates for the cities of Claremont, Riverside, and San Fernando. Additionally, we continue to assist the Western Riverside Council of Governments (WRCOG) and San Bernardino County on completing the RHNA allocation, AFFH, and zoning analyses and general addressing GIS needs related to Housing Elements. In addition, the HLA team represented in this proposal is currently assisting the City of Hillsborough with the update of their Housing, Safety, and Land Use Elements.

Project Leadership: Houseal Lavigne Associates and Kimley-Horn

Principal Oversight for the Housing, Safety, and Land Use Elements will be provided by Robert Kain of Houseal Lavigne Associates, who will use his 20+ years of planning experience in California to ensure the team has everything it needs to deliver a high quality project to the Town. David Barquist of Kimley-Horn will act as the Senior Advisor sub-consultant due to their extensive experience, having completed 50 Housing Elements to date. We are confident that the combined technical expertise and experience working with municipal and regional staff will ensure a smooth project workflow.

Outreach Methods: Houseal Lavigne

Our engagement process for San Anselmo will draw on decades of award-winning experience through several innovative and interactive outreach tools. Our web-based surveys, questionnaires, and interactive community mapping tools will augment traditional face-to-face engagement to provide the maximum opportunity to reach the greatest possible number of residents and stakeholders. In addition, this process will ensure an equitable approach that helps to build a sense of ownership for the plan.

Core Data and Analysis: Houseal Lavigne

Much of the quality of the Housing Element update is linked to the quality of data and analysis that goes into understanding local conditions. We will leverage our vast experience in the ESRI suite of GIS and scenario modeling products, enriched with additional data sources like the American Community Survey and the 2020 Census data. HUD's Comprehensive Housing Affordability Strategy (CHAS) will also be a key component in quantifying housing cost burdens and other issues like overcrowding and missing household amenities.

Houseal Lavigne will be responsible for producing the bulk of the report, including analysis related to land, demographics, and economic conditions. The firm will also combine all elements, including outreach efforts and feedback from San Anselmo staff and elected officials, into a visually appealing document that is easy to understand and contains high-quality graphics.

CEQA Analysis: CH Planning

CHPlanning will ensure San Anselmo's Housing Element is in full compliance with California's stringent CEQA requirements. For 25+ years, founder Charnelle Hicks and her team have developed a core understanding of how urban design, land use, and zoning can be used for environmental harm reduction and mitigation. This experience includes ensuring compliance with NEPA requirements across multiple states, ensuring California's stringent CEQA requirement can be met, and are appropriately integrated with the broader lens of the Housing Element update.

Hazard Mitigation and Safety: Atlas Planning Solutions

Atlas Planning brings to the project team extensive experience integrating climate adaptation and hazard mitigation elements into wider planning efforts. The California-specific Elements of Hazard Mitigation and General Plan Safety have become a core service provided by the firm for over a decade.

SECTION 2

PROJECT TEAM & QUALIFICATIONS

Project Team & Qualifications

The Houseal Lavigne Team is made up of professionals with specialized expertise in all areas of urban planning and design including community outreach and engagement, land use planning, downtown and corridor planning, industrial area planning, economic development, growth and infill strategies, neighborhood and special area planning, market and demographic analysis, economic and fiscal impact analysis, and zoning and development regulations. Our team has the experience necessary to provide the Town of San Anselmo with a responsive, effective, and creative plan.

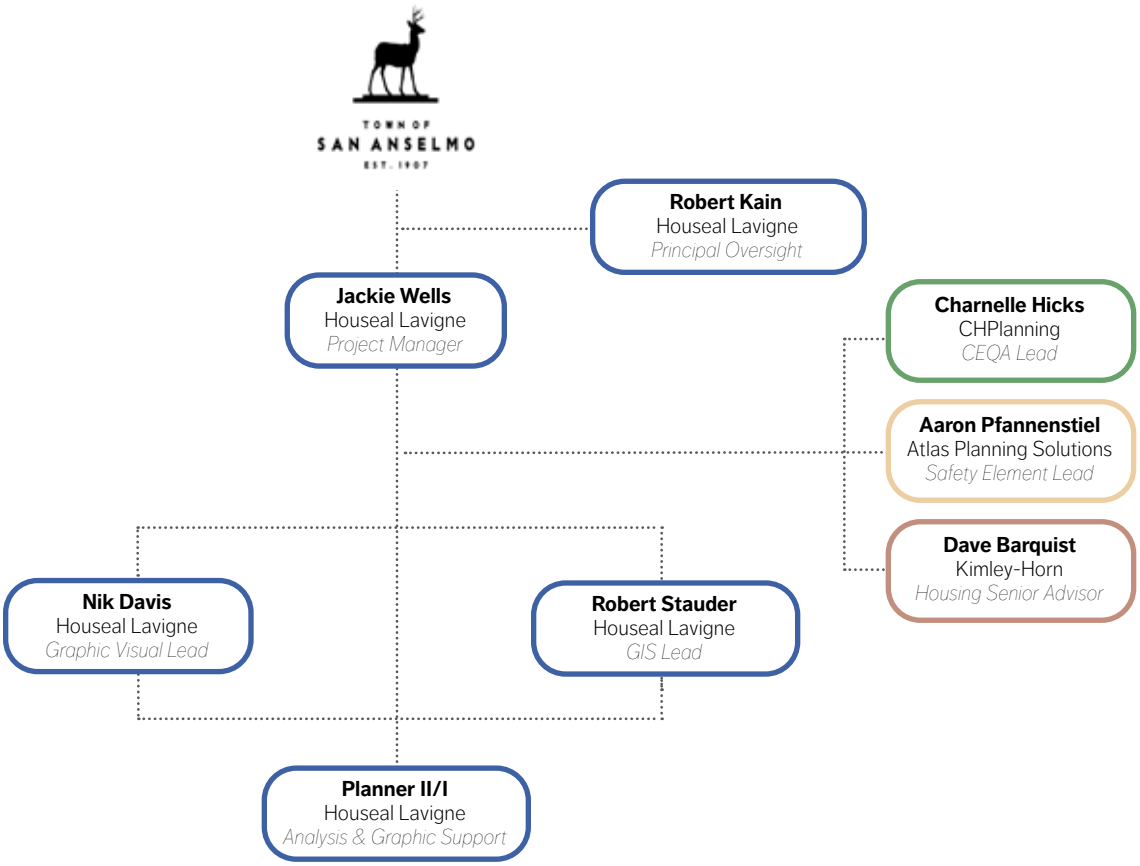
Spirit of Collaboration

For the San Anselmo Housing Element assignment we are joined by CHPlanning, Atlas Planning Solutions, and Kimley-Horn. We truly value a collaborative approach to planning and want to work with the Town of San Anselmo to craft a refined scope of work that places the correct amount of emphasis on our team's core strengths of urban planning/design, community outreach, and visualization (Houseal Lavigne), environment and infrastructure (CHPlanning), safety and hazard planning (Atlas Planning Solutions), and housing legislation and laws (Kimley-Horn).

Roles & Responsibilities

The following organizational chart highlights the roles and responsibilities of key staff assigned to the Housing Element project. Resumes including related project experience are included later on in this section.

Please note that all staff assigned to this project have a currently workload that enables them to begin work immediately and meet all scheduled deadlines described in the RFP.



Lead Consultant

Houseal Lavigne

Founding Principles

Houseal Lavigne began with a set of founding principles that still guide every project we undertake. By continually honoring these principles, we have reliably and repeatedly served our clients, established trust and strong professional relationships, and produced results that exceed expectations, and developed plans that have served as points of pride for communities. By adhering to our founding principles, we have emerged as one of the most respected, trusted, innovative, and effective firms in the industry. Our founding principles are:

Better Community Outreach. We believe strongly in fostering a sense of "community stewardship" by using an inclusive approach to stakeholder engagement as a foundation for all our projects.

Commitment to Creativity. We believe vision and creativity are among the most important components of good planning and design, and we pledge to provide fresh, responsive, and intriguing ideas for local consideration.

Graphic Communication. We believe all planning processes and documents should utilize a highly illustrative and graphic approach to better communicate planning and development concepts in a user-friendly, easy to understand, and attractive manner.

Technology Integration. We believe the integration of emerging technologies should be used to improve the planning process and product - improving public engagement and involvement, fostering evidence-based decision-making, and producing more effective documents and recommendations.

Client Satisfaction. We believe meeting the needs of our clients is a top priority and we strive to achieve it by developing and maintaining strong professional relationships, being responsive to clients' concerns and aspirations, and always aiming to exceed expectations.

Award-Winning Planning

As a testament to our firm's overall approach and project methodologies, Houseal Lavigne has frequently been recognized across the country by our peers and honored with awards and special recognition. Houseal Lavigne has received multiple awards for "Best Plan" from several state chapters of the American Planning Association (APA) in categories including comprehensive plan, strategic plan, community outreach, innovation, healthy communities, and best tool or practice. In addition, Houseal Lavigne was awarded the APA's 2014 National Planning Excellence Award for an Emerging Planning and Design Firm. Upon receiving the award, the APA recognized our innovative planning approach, targeted implementation strategies, creative and effective outreach, integration of emergent technologies, industry-leading graphic communication, and noted our firm's overall influence on the planning profession across the United States.

In April of 2020, Houseal Lavigne's work with the Town of Morrisville received two awards for the use of technology as part of the Land Use Plan and Town Center 3D Scenarios Visualization. This includes the American Planning Association – Technology Division's Smart Cities Award and Esri's Special Achievement in GIS Award. Both awards recognized the innovative use of tools and software including CityEngine and Unreal Engine to visualize and analyze different land use scenarios for Morrisville's Town Center.

Recent Awards

2021
CO APA General Planning Award
Gunnison Comprehensive Plan

2020
Smart Cities Award
American Planning Association
Technology Division
Land Use Plan/Town Center
Morrisville, North Carolina

Special Achievement in GIS Award (Esri)
Land Use Plan/Town Center
Morrisville, North Carolina

2019
CO APA General Planning Award
Aurora Places Comprehensive Plan

2018
IL APA Healthy Active Community Award
Healthy Chicago 2.0

Special Achievement in GIS Award (Esri)
Oshkosh Corporation World Headquarters / Lakeshore Redevelopment

VA APA - Commonwealth Plan of the Year Award
Bristol Comprehensive Plan

2017
IL APA - Outreach Award
Envision Oak Park Comprehensive Plan

2016
MN APA - Innovation Award
St. Cloud Comprehensive Plan

2015
MI APA - Daniel Burnham Award (Best Plan)
Imagine Flint Master Plan

2014
American Planning Association
National Planning Excellence Award
for an Emerging Planning & Design Firm

MI APA - Planning Excellence Award for Public Outreach -
Imagine Flint Master Plan

IA APA - Daniel Burnham Award (Best Plan)
Coralville Community Plan

2013
Kane County Plan of the Year Award
City of St. Charles Comprehensive Plan

2012
IL APA - Daniel Burnham Award (Best Plan)
Village of Downers Grove Comprehensive Plan

ACEC Illinois - Merit Award - Studies & Research
IL 47 Corridor Plan

Geodesign

Houseal Lavigne is a recognized leader in the emerging field of Geodesign. Our team approach is built on strong relationships, the exchange of ideas, and a commitment to the integration of technology. Our priorities are to do good, have fun, work hard, and provide responsive, visionary, and viable solutions to our clients and partners. Our comprehensive workflow leverages a number of different tools and software.

ArcGIS

ArcMap, ArcGIS Pro, and ArcGIS Online power our mapping and detailed geospatial analysis.

ArcGIS Urban & 3D Basemaps

We can help deploy ArcGIS Urban to deliver an immersive 3D experience that can orchestrate public and private investment, zoning, planning, and development. Don't have a 3D basemap? Not a problem. We can help you with that as well.

Business Analyst

Utilized by our team to understand an area's demographics and market potential to inform visionary, yet viable, plan recommendations.

Insights for ArcGIS

A data analytics workbench where we quickly visualize and analyze our GIS data using maps, charts, and tables.

SketchUp

From simple to detailed and cartoon to photorealistic, SketchUp is the backbone of our 3d illustrations.

CityEngine

Where we develop and share smart 3d models of cities, downtowns, corridors, and development opportunity sites.

Unreal Engine

The gaming engine we use to render complex 3d scenes in real-time and view online or using VR hardware.

GeoPlanner

Allows us to develop, test, and evaluate development alternatives with benchmarks and indicators providing real-time feedback.

Story Maps

Provides us the platform to create truly interactive and engaging digital plans and reports.

map.social

Our innovative map-based outreach platform is revolutionizing community engagement.

Drone2Map

Allows us to create orthomosaics, 3d meshes, and point clouds from drone-captured imagery.

esri Partner Network Gold

Partnership with ESRI

Houseal Lavigne is an Esri Business Partner, giving our team access to a variety of cutting-edge technologies and programs. This relationship has allowed our firm to explore how technology can support a data-driven and visually compelling approach to planning. Further, it has given Houseal Lavigne the opportunity to work with Esri in shaping best practices and defining how their services can be better integrated within the planning profession.

InDesign

Where we bring together maps, photos, and other digital assets and make our beautiful plans.

Illustrator

Infographics, vignettes, diagrams, and final touches to our maps are done in Illustrator.

Photoshop

Renderings, photo-real simulations, and post-production modifications to images, 3d models, and other graphics for our final plans.

Visualization & Immersive 3D Environments

Houseal Lavigne is nationally recognized for our visualizations and immersive 3D environments. We have successfully integrated procedural modeling softwares such as CityEngine, Unreal Engine, and 3D GIS to model alternative growth patterns, development scenarios, and even interactive first person video game style environments that clients can navigate and explore using a standard game controller. These environments have helps communities make tough decisions about density and height regulations and desired development alternatives. Our work with the Town of Morrisville earned us the National APA Smart Cities 2020 Award as well as a Special Achievement in GIS 2020 Award.

Morrisville, NC
Land Use Plan & Town Center 3D Scenarios Visualizations

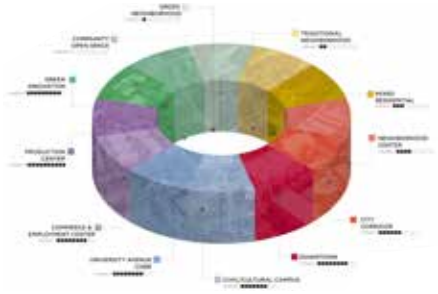
Village of Richton Park, IL
Metra Visualization

City of Monmouth, IL
Downtown Improvements

Vilage of Huntley, IL
Downtown Streetscape Plan

City of Hudson, OH
Downtown Phase II

City of Elmhurst, IL
North York Street Corridor Plan



City of Flint, MI
Imagine Flint

Oshkosh, WI
Sawdust District Redevelopment Plan

Environment & Infrastructure Subconsultant

CHPlanning

Who We Are

In 1998, Charnelle Hicks founded CHPlanning Ltd. to support planning initiatives for communities and infrastructure. Our planners, engineers, and engagement specialist work in all modes of transportation for projects in urban communities, regional suburbs, and rural areas. We are a Black Woman owned business with minority and woman owned business certifications and we are DBE certified in most states where we do business, including the Maryland Department of Transportation.

Environmental Sustainability and Recovery

The firm engages in community recovery, housing rehabilitation, and redevelopment and we were engaged to assist major cities after Hurricane Katrina and Superstorm Sandy. In each of these efforts the team helped to develop land use and zoning strategies for a more resilient future. CHPlanning project experience includes sustainability plans, climate action resilience plans for state and local environmental regulatory agencies responsible for protecting communities and infrastructure.

NEPA and State Environmental Quality

CHPlanning is committed to making plans that address a full spectrum of potential opportunities. Better plans lead to better outcomes. Federal and state agencies make significant investments in community facilities, housing, and infrastructure and CHPlanning brings expertise in the specific research, investigation, and analyses for housing and real estate development, for roads and bridges, and for major facilities such as energy plants and aviation facilities. Preventing avoidable adverse impacts on social, economic, and environmental resources is always our goal. The firm understands how urban design, land planning, and zoning can be used for harm reduction and mitigation.

Environmental Justice

CHPlanning is a mission driven planning firm and Environmental Justice is central to our work. They perform environmental justice analysis under NEPA and state environmental quality regulations in a dozen states and for scores of community development and infrastructure development programs. The same tools and approaches are also applied to projects without regulatory requirements. For the Calvert-St Mary's Long Range Transportation Plan, the firm our planners found opportunities to engage the Amish community and to accommodate buggies in a way that hadn't been done before. Our comprehensive planning work in Delaware County, Pennsylvania address housing and education needs for migrant farmers living and working in world's mushroom capital.

A Diverse Team

CHPlanning's meets complex challenges by engaging diverse teams for every project. The firm is led by a diverse team with deep expertise in community engagement. Leadership and staff are proficient in 7 languages and bring diverse cultural competencies. We work throughout the US, in rural areas, major cities, and internationally. CHPlanning holds diverse business certifications in several states and cities.

Linking Land Use and Transportation

The public right of way serves as the conduit for moving people and goods as well as the places where we shop, work, live, and gather. Transportation and land use have a symbiotic relationship and planning for both needs to be linked together balancing the demands for the economy, mobility, environment, and a thriving community.

Optimizing Social & Economic Benefits

Disadvantages communities are too often under-represented in the planning process, and for many, reliable transportation is a lifeline. Our team are experts at engaging with diverse communities and developing plans centered around social equity.

Resiliency and Sustainability

Resilience and sustainability are vital to the health of the transportation system and the communities that rely on it. We help agencies to assess their programs and risks, and to develop plans to ensure future success.

From Concept through Construction

Our work in multimodal transportation planning covers the full spectrum of program planning, project development, and implementation including comprehensive long-range planning, feasibility studies and concept development, regulatory and National Environmental Protection Act (NEPA) compliance, performance analysis, and urban design plans.

Safety Element Subconsultant

Atlas Planning Solutions

Atlas Planning Solutions focuses on making the world a better place. Founded in 2018 in Riverside, California, our mission is to leverage our skills and experience in comprehensive planning, climate adaptation, and hazard mitigation, offering clients a wide range of consulting services to help navigate their complex problems and issues. Our focus is on successful client outcomes that result in building agency capacity, creating resilient places to live and work, and communities that thrive in this ever-changing landscape.

As a small, woman-owned, and disabled veteran-owned business (small business and DVBE certifications pending), Atlas Planning Solutions understands that successful outcomes rely on client satisfaction, optimal project management, and a clear understanding of clients' needs. We strive to exceed our client's expectations, which has translated into repeat business and numerous referrals for our services.

Atlas Planning Solutions specializes in climate adaptation services and the integration of Hazard Mitigation Planning and General Plan Safety Elements. Since 2006, the State of California incentivized integrating these two documents, which has become a core service of the firm.

Legal Name: Atlas Planning Solutions | S-Corporation, Incorporated in 2018 in the State of California.

Address: 6578 Barranca Drive, Riverside, CA 92506

Phone: 951-444-9376

Email: aaron@atlasplanning.org; suzanne@atlasplanning.org

Firm Principals/ Officers:
Suzanne Murray – Principal/ CEO
Aaron Pfannenstiel – Principal/ CFO

Number of Years in Business: 2.5+ years

Number of Years Performing Requested Services: 20+ Years

Housing Senior Advisor Subconsultant

Kimley-Horn

Kimley-Horn is a national full-service planning and design consulting firm that specializes in development services. Founded in 1967, Kimley-Horn has a staff of more than 4,100 who serve a diverse spectrum of public and private sector clients from more than 90 offices nationwide, including Oakland and San Jose. Project Manager, Dave Barquist, has over 20 years of analysis and housing needs assessments delivering over 50 Housing Element updates following RHNA requirements in the state of California and will be providing advisory support on the Housing Element project.

Address: 1300 Clay Street, Suite 325 Oakland, CA 94612

Phone: 510-625-0712

Robert Kain
Principal

Education
Bachelor of Science in Urban and Regional Planning
California Polytechnic University, Pomona, CA

Presentations
2020 Esri Geodesign Summit, Redlands, CA
Leveraging Geodesign Tools in the General Plan Process

2019 American Planning Association Annual Conference, San Francisco, CA
Build Consensus Using Interactive Web-based GIS

2019 American Planning Association Annual Conference, San Francisco, CA
An Introduction to Geodesign

2019 Esri Geodesign Summit, Redlands, CA
Geodesign for Community Engagement and Consensus Using Interactive Web-based GIS Tools and Technology

2018 American Planning Association, California Chapter Annual Conference, San Diego, CA
Moderator : Collaborate & Build Consensus Using Interactive Web-based GIS Tools and Technology

2016 American Planning Association Annual Conference, Phoenix, AZ
Geodesign - Comprehensive Planning for Sustainable Communities

Awards
2014 SCAG Sustainability Excellence in Green Region | Lynwood Residential Design Guidelines

Robert is a Principal at Houseal Lavinge Associates bringing over 20 years of planning experience split between public and private sectors bringing municipal planning experience from his work at the coastal communities of Newport Beach and Dana Point, California and most recently as a contract senior planner for the city of Wildomar CA. Robert also has 15 years in the private sector planning experience specializing in the implementation of geospatial technologies based in the fundamentals of Geodesign to support the informed decision process through analysis, public engagement and consensus building.

Robert specializes in the implementation of geospatial technologies in urban planning and design projects and is a frequent speaker at conferences on the value of geospatial tools and the application of Geodesign in urban planning workflows.

Robert received his Bachelor's degree in Urban and Regional Planning from California Polytechnic University Pomona. Prior to joining Houseal Lavigne Associates, Robert was the Geospatial Services Business Leader at PlaceWorks where he led a team of GIS experts in the development of Geospatial tools and technologies to support urban planning and design projects. Robert lead the Geodesign Initiative at the company and was instrumental in the development of GreenScore a proprietary suite of GIS tools and analysis methodologies for measuring and evaluating the sustainability of the built environment.

Robert is well versed in advanced and current planning practices in both the public and private sectors and has an excellent understanding of the relationship between data and its importance in the informed decision making process.

Project Experience

General Plans
- San Bernardino County, CA*
- Yucca Valley, CA*
- Highland, CA*
- Industry, CA*
- San Clemente, CA*
- Menlo Park, CA*
- Corona, CA*
- Temple City, CA*
- La Habra, CA*
- Los Alamitos, CA*
- Menifee, CA*
- Yucca Valley, CA*
- Upland, CA*
- Yucaipa, CA*
- Menlo Park, CA
- Palo Alto, CA*
- Moorpark, CA*
- San Mateo, CA*
- Temple City, CA*

Housing Elements
- Riverside, CA
- Claremont CA
- San Fernando, CA

Community Planning and Design
- WRCOG SBCTA Regional Climate Adaptation Toolkit*
- WRCOG Smart Growth Corridor Analysis & Mapping | Riverside County, CA *
- Laguna Beach Local Hazards Mitigation Plan | Laguna Beach, CA*
- Los Angeles County Vote Center Project | Los Angeles County, CA*
- De Anza Park Revitalization Plan | San Diego, CA*
- City of Industry General Plan Update | Industry, CA*
- Pioneer Boulevard Enhancement Program | Artesia, CA *
- Pioneer Boulevard Design Guidelines | Artesia, CA*

Zoning and Design Guidelines
- Lynwood, CA*
- Artesia, CA*
- El Monte, CA*
- Temple City, CA*
- City of Hesperia General Plan Land Use & Zoning Map update | Hesperia, CA*
- City of Yucca Valley – Hillside Ordinance | Yucca Valley, CA*
- City of Riverside Sustainability Database | Riverside, CA*

Contract Professional Services
- SPG Site Suitability Analysis | SPG Group, CA*
- Professional Planning Services – Contract Senior Planner | Wildomar, CA*

Contract Municipal Geographic Information Systems (GIS) Services
- City of Laguna Beach, CA
- South Orange County Wastewater Authority
- Taft, CA
- Dana Point, CA
- Laguna Woods, CA*
- Commerce, CA*
- Yorba Linda, CA*
- Desert Hot Springs, CA*

** Work conducted at another firm.*

Nik Davis, AICP

Principal

Nik brings more than 15 years of professional design and planning experience to Houseal Lavigne Associates and as a Principal manages much of the firm's versatile studio work, as well as hones skill specializations in urban design, landscape architecture, site plan development, streetscape design, and sustainability planning, from the individual lot level up to the regional scale. He provides the connection between the planmaking process and document creation, focusing on concept and site design, graphics, document layout, geographic information and cartographic renderings, and urban-form 3D modeling, using a breadth of software tools and drafting techniques.

Nik has extensive experience in landscape and planting design which includes conducting site visits and creating inventory and analysis maps, developing project bases, drafting general development and preliminary plans, producing hand and computer rendered sketches and plans, and submitting construction documents, specifications, plant list schedules, and cost estimates for review and installation. Nik has a diverse background in urban planning and design with experience in the preparation of research and inventory materials, site analysis maps, framework plans, preparation of conceptual development plans for a full range of residential, commercial, mixed-use, office and industrial park developments, and commercial corridors.

Prior to joining Houseal Lavigne Associates, Nik worked for consulting firms specializing in landscape architecture, streetscape design, urban design, zoning, and development planning. Nik has a Bachelor of Science in Landscape Architecture from Purdue University.

Education

Bachelor of Science in Landscape Architecture, Purdue University

Memberships

American Planning Association

American Institute of Certified Planners

ASLA Positions

ILASLA Allied Professionals Liaison

ILASLA Legacy Project Co-Chair

Past ILASLA Public Awareness Chair

Past ILASLA External Communications Officer

APA-IL Positions

Co-Chair for the Marketing Committee

Presentations

2015 National APA Planning Conference
New Tools for Zoning & Development Visualization

2013 National APA Planning Conference
Putting Zoning on the Map

APA-CMS January, 2012
Integrating Sustainability Into Development Regulations

Awards

2020 Special Achievement in GIS Award
Morrisville Land Use Plan

2020 APA Smart Cities Award
Morrisville Land Use Plan

2019 APA-CO General Planning Award
Aurora Places Comprehensive Plan

2018 APA-VA Plan of the Year
Bristol Virginia Comprehensive Plan

2018 Special Acheivement in GIS Award
Oshkosh Lakeshore Development

2016 APA-MN Innovation Award
St. Cloud Comprehensive Plan

2014 APA-MI Public Outreach Award Imagine
Flint Master Plan

2009 ILASLA Honor Award for Environmental Stewardship
Winnebago County 2030 Land Resource Management Plan

Project Experience

Comprehensive Plans

30+ Comprehensive Plans, including:

- Aurora, CO
- Bentonville, AR
- Bristol, TN
- Buffalo, NY*
- Cary, IL
- Centerton, AR
- Council Bluffs, IA
- Elgin, IL
- Flint Master Plan, MI
- Frederick, CO
- Hudson, OH
- Maywood, IL
- St. Charles, IL
- St. Cloud, MN
- Westmont, IL
- Windsor, CO

Design Guidelines & Standards

25 + Design Guidelines & Standards, including:

- Chicago - Archer & Halsted
- Council Bluffs, IA*
- Fort Dodge, IA*
- Kenilworth, IL
- Mundelein, IL*
- Pace TOD Guidelines Manual

Downtown/TOD Plans

30+ Downtown/TOD Plans, including:

- Bentonville, AR
- Carbondale, IL
- Carson City, NV
- Clarendon Hills, IL*
- Elmhurst, IL
- Fort Dodge, IA
- Geneva, IL
- Hinsdale, IL*
- Hudson, OH
- Rolling Meadows, IL

Corridor Planning

40+ Corridors, including:

- Ames, IA
- Bentonville, AR
- Des Plaines, IL*
- Elmhurst, IL
- Island Lake, IL
- Homer Glen, IL
- Kenilworth, IL
- New Lenox, IL
- Park Ridge, IL*
- Peoria Heights, IL
- Portage, IN
- Rolling Meadows, IL
- Traverse City, MI

Streetscape Designs

25+ Streetscape Designs, including:

- Bourbonnais, IL*
- Bradely, IL
  Broadway Street
- Chicago - 87th & Stony, Lake Street, Uptown-Broadway Avenue, Auburn Gresham-79th Street
- Des Plaines, IL*
- Elmhurst - North York
- Glen Ellyn, IL
- Grayslake, IL*
- Huntley, IL
- New Buffalo, MI
- Richton Park, IL*

Zoning & Development Regulations

30+ Zoning & Development Regulations, including:

- Baltimore, MD*
- Bentonville, AR
- Buffalo, NY*
- Cleveland Heights, OH*
- Council Bluffs, IA*
- Dunwoody, GA
- Flint, MI
- Fort Dodge, IA*
- Hinsdale, IL*
- Mundelein, IL*
- Muskogee, OK
- New Orleans, LA*
- Park Ridge, IL*
- Riverside, IL*
- Wilmette, IL*
- Winnebago County, IL*

** Work conducted at another firm.*

Rob Stauder

GIS Lead

Rob is a Geographic Information Systems (GIS) solutions consultant at Houseal Lavigne. He has worked with GIS technology for 25 years and has a deep understanding of the ArcGIS Platform and how to apply it to community, urban, and regional planning. Rob connects planning requirements to cutting-edge GIS capabilities to create data informed and analytically driven plans. He believes that the best way to help clients envision potential futures is to create and analyze plans and outcomes using the most current GIS tools.

Rob studied community planning at the University of Cincinnati School of Design, Art, Architecture, and Planning (DAAP). In DAAP's dynamic and integrated environment, Rob fused the study of planning with computer science, statistics, economics, imagery analysis, and GIS as he saw these disciplines as foundational to envisioning potential futures. Upon graduation, Rob joined Esri, the world leader in GIS software, and worked there for 22 years as a software engineer and developer then project and product manager. Rob now works at Houseal Lavigne as a GIS Solutions Consultant. He combines software development, solution configuration, and GIS analytics so clients can envision and measure outcomes in potential futures.

Education

Masters in Community Planning, University of Cincinnati

Memberships

California Geographic Information Association (CGIA)

Presentations

2019 Washington State GIS Conference: GIS Tools for Addressing

2019 Inland Empire GIS: Growth Planning and Addressing

2011-2018 Esri User Conferences: GeoPlanner, Suitability Modeling

2018 APA Conference: Scenario Planning with GeoPlanner

2017 Ohio APA Conference: Emerging Software Tools for Planning

2015 California Adaptation Forum: GIS Planning tools for Climate Change Impacts

Publications

32 Blog Posts on www.esri.com/arcgis-blog and community.esri.com,

2014-2018

Understanding Weighted Overlay, ArcUser, Fall 2014

Five Strategies for ArcObjects Developers, ArcUser, Fall 2011

Project Experience

Planning and Modeling

- Tyndall AFB Master Plan, Jacobs Engineering*
- Future Right-of-Way Modeling Tools, Jacobs Engineering*
- School Master Planning Dashboard, Jacobs Engineering*
- Local Climate Impact Modeler, Jacobs Engineering*
- GE Environmental Remediation Planning, Makati, Philippines*
- Climate Risk Health Check App and Dashboard, Jacobs Engineering*
- Transit Planning Prototype, Esri, CA*
- Growth Plan Analysis, Middle Holland Environmental Ministry, Netherlands*
- Farm Energy Production Potential, Biodico, CA*
- Growth Analysis, Placeworks, Menlo Park CA*
- Vote Center Location Analysis Tools, Los Angeles County*
- Data Center Site Selection Prototype, ESRI, Google Netherlands*
- Solar Installation Suitability Modeling, Glidepath and Horizon GIS, PA*
- Solar Potential Area Selection, Butte County CA*
- World Ecophysiographic Suitability Modeling Service, Esri, CA*
- Green Infrastructure Suitability Modeling Service, Esri, CA*
- Wildfire Disaster Mitigation Modeling Service, CALOES, CA*
- USFS Forest Inventory Analytical Service, USA*
- Future Development Analysis, Esri, Placer County CA*

** Work conducted at another firm.*

Brandon Nolin, AICP

Senior Project Manager

Brandon is a Senior Project Manager at Houseal Lavigne Associates with over 13 years of planning, urban design, and market analysis experience. Brandon specializes in comprehensive planning and economic development and is a self-described "numbers guy," who uses his background in archaeology, statistics, and market research to develop data-driven plans that are both physically achievable and economically viable. Brandon has worked in communities of all shapes and sizes. He has created award-winning plans to reposition disinvested communities like Flint, MI and North Lawndale on Chicago's west side; leverage key redevelopment opportunities in growing downtowns; revitalize aging commercial corridors in inner ring suburbs; and strengthen small rural towns and emerging suburban communities. Brandon also has extensive knowledge and experience in the use of Geographic Information Systems (GIS). GIS continues to evolve and Brandon strives to embed spatial analysis into all aspects of place-based recommendations like identifying areas underserved by infrastructure in Flint, MI or calculating the impacts of infill and redevelopment strategies in Jackson, TN.

Brandon has worked for Houseal Lavigne Associates for more than 10 years and also gained valuable experience in his work at the Chicago Metropolitan Agency for Planning (CMAP), a regional planning agency. While at CMAP he directed several projects within the organization's innovative local-planning and technical assistance program and helped tie on-the-ground development and local initiatives to regional policies. Brandon was also a member of a Chicago-based real estate research firm specializing in market and financial analysis in both the public- and private-sectors.

Education

Bachelor of Science, Anthropology, Michigan State University

Masters of Urban and Environmental Geography, University of Illinois at Chicago

Masters of Urban Planning and Policy, University of Illinois at Chicago

Certifications

NCI Charrette System™ Certificate Training - Core Level

NCI Charrette Management and Facilitation™ Certificate Training - Advanced Level

Memberships

American Planning Association (APA)

American Institute of Certified Planners (AICP)

Illinois GIS Association

Chairman, APA Chicago Metro Section

Executive Committee Member, APA Illinois Chapter

Co-founder, Young Planners Group, APA Illinois Chapter

Project Experience

Comprehensive Plans

- Battle Creek, MI
- Benton Harbor, MI
- Brownsburg, IN
- Cary, IL
- Crothersville, IN
- Culver, IN
- Des Plained, IL
- Downers Grove, IL
- El Paso County, CO
- Elgin, IL
- Fairview Heights, IL
- Flint, MI
- Freeport, IL
- Geneva, IL
- Glen Ellyn, IL
- Greater Bridgeport Regional Commission (GBRC), CT
- Highwood, IL
- Jackson, TN
- Marion, IA
- McHenry County, IL
- McKinley Park, Chicago*
- Mundelein, IL
- North Lawndale, Chicago*
- Northfield, IL
- Oak Creek, WI
- Palos Park, IL
- Pingree Grove, IL
- St. Charles, IL
- St. Cloud, MN
- Summerville, SC
- Tipton, IN
- Tipton County, IN
- Westmont, IL
- Wyoming, MI

Downtown Planning

- Cary, IL
- Highwood, IL
- Huntley, IL
- Lombard, IL
- Murray, KY
- St. Cloud, MN
- Wilmington, IL*

Special Area Planning (TOD, Neighborhoods, Special District)

- Clarendon Hills, IL
- Jefferson-Chalmers, Detroit, MI
- Flint, MI
- Geneva, IL
- Lombard, IL
- Marengo, IL
- Milwaukee, WI
- Murray, KY
- Skokie, IL
- South Chicago Heights, IL
- Sterling, IL
- Winfield, IL

Zoning & Regulatory

- Benton Harbor, MI
- Fairview Heights, IL
- Flint, MI
- Harwood Heights, IL
- Marion, IA
- Murray, KY
- Muskogee, OK
- River Forest, IL

Corridor Planning

- Cary, IL - US 14
- Freeport, IL - West Galena Avenue
- Kane and McHenry Counties - Illinois Route 47
- Lockport, IL - I-355 Corridor Master Plan
- Milwaukee, WI - 27th Street
- River Forest, IL - Village-wide Corridors Plan
- St. Cloud, MN - Division Street
- Sugar Run Creek, Will County, IL - IL Route 53*

Market Analysis & Economic Development

- Bartlett, IL
- Brownsburg, IN
- Channahon, IL
- Chicago, IL*
- Clarendon Hills, IL
- IL Housing Dev. Auth. (IHDA)*
- Lake Barrington, IL
- Lincolnwood, IL
- Lombard, IL
- Milwaukee, WI
- Omaha, NE
- Palos Park, IL
- River Forest, IL

** Work conducted at another firm.*

Jackie Wells, AICP

Project Manager

Jackie is a Project Manager at Houseal Lavigne, where she is primarily focused on working with communities to implement plans through authoring zoning, sign, and subdivision ordinances that align with plan goals, are user-friendly, and legally defensible. In addition to zoning, Jackie has been involved in projects ranging from strategic and comprehensive plans to downtown and corridor studies.

Jackie received her Bachelor's degree in architectural studies and Master's degree in Urban Planning from the University of Kansas. While in school her passion for community engagement was ignited, leading to her award of a research grant to further study the geospatial impacts of public engagement preferences.

Prior to joining Houseal Lavigne, Jackie was the Housing and Development Planning Specialist for a community of approximately 45,000. There she developed, implemented, and monitored the City's five-year Consolidated Plan and Annual Plans; applied for, received, and administered local, state and federal grant funding; acted as a liaison between the City and local community groups; spearheaded the City's targeted efforts in two historically disadvantaged neighborhoods; and planned and facilitated community engagement campaigns and events. Through these responsibilities, she gained valuable experience in program and policy development, engaging community groups, and supporting the establishment of new neighborhood associations. Jackie uses her experience in local government to develop data-driven solutions that manage the needs of elected and appointed officials, department heads, non-profit partners, and residents of the community.

Education

Master of Urban Planning, University of Kansas

Bachelor of Arts in Architecture, University of Kansas

Memberships

American Planning Association, IL

American Planning Association, National

Rotary International

Presentations

APA Quad State Conference: Economic Argument for Flexible Parking Requirements

Project Experience

Comprehensive and Master Planning

- Bensenville, IL - Parks & Recreation Master Plan
- Canon City, CO - Comprehensive Plan
- Elk River, MN - Comprehensive Plan
- Jenks, OK - Comprehensive Plan
- Oak Creek, WI - Comprehensive Plan
- Northfield, IL - Comprehensive Plan
- Fairfield, CT - Strategic Plan
- Northfield, IL - Comprehensive Plan
- Greenwich, CT - Comprehensive Plan
- Sioux City, IA - Comprehensive Plan
- Eden Prairie, MN - Comprehensive Plan
- Marion, IA - Comprehensive Plan Update

Corridor, Downtown & Small Area Planning

- Hasting, MN - Vermilion Street Corridor Plan
- Lawrence, KS - Downtown Master Plan
- Plainfield/Joliet, IL - Boulevard Place PUD Design Guidelines
- Springfield, MO - Grant Avenue Parkway Corridor Plan

Land Development Regulations

- Ardmore, OK - UDC
- Bloomington, IL - Zoning Ordinance
- Bloomington, IL - R-3B Zoning District Analysis
- Bloomington, IL - Sign Ordinance
- Canon City, CO - UDO
- Carol Stream, IL - UDO
- Cary, IL - UDO
- Hainesville, IL - Zoning Ordinance Update and Retainer Services
- Jackson, TN - UDO
- Jenks, OK - UDO
- Knightdale, NC - UDO
- Marion, IA - Zoning Code Update
- Oak Creek, WI - Zoning and Sign Ordinance
- River Forest, IL - Sign Ordinance
- Roscoe, IL - Zoning / Regulatory Controls
- Springfield, MO - Corridor Overlay District
- Sunset Hills, MO - Zoning / Regulatory Controls
- Verona, WI - Zoning and Sign Ordinance
- Yorkville, IL - UDO

Charnelle Hicks, AICP

President & CEO

Education:

University of North Carolina at Chapel Hill
Master of City & Regional Planning, 1990
Concentration in Land Use & Environmental Planning

Swarthmore College, BA
Sociology and Anthropology
Honors Course: Natural Sciences and Engineering

Leadership & Service:

American Planning Association, Equitable Zoning Policy Guide, Co-Author (anticipated publication 2022)

American Planning Association, Transportation Division, Vice Chair

American Planning Association, Planning in the Black Community, Treasurer

Partnership for the Delaware Estuary (part of the USE EPA National Estuary Program)

Methodist Home for Children (housing for vulnerable populations), Director

American Association of Airport Executives (AAAE), Compatible Land Use and Zoning Instructor

American Planning Association, PA Chapter, Chair

American Planning Association, DE Planning Equity Consultant

Pennsylvania Municipalities Planning Education Institute (PMPEI) Certified Instructor (Planning & Zoning)

Founding Member, USVI Planning Association, St. Thomas, USVI

Ms. Hicks has worked in Land Use and Environmental Planning for over three decades. Her experience focuses on land use and environmental impacts on housing and infrastructure. She is an expert in NEPA Compliance and she leads a team of knowledgeable and talented professionals at CHPlanning. More recently, she acquired a second consulting company, Nspiregreen to extend the firm's capabilities to better support equitable development in Black and Latino communities. Relevant project experience includes:

Environmental Review Officer for HUD/CBDG Programs, City of Dallas, TX. Ms. Hicks brings extensive experience working under the Environmental Review Guide for CDBG Programs (the Green Book). Her work includes performing environmental assessments, developing assessment strategies, carrying out environmental research, conducting desktop air quality and noise models, coordinating State Historic Preservation Office (SHPO) and assessing Section 4f impacts for parks and historic/archeological resources. Prior to founding CHPlanning, Ms. Hicks served as the Chief Environmental Officer for the City of Dallas Texas where she was the sole signer and certifying officer responsible for all HUD related environmental reviews. As part of that role, she prepared hundreds of categorical exclusion (CE) and Environmental Assessment (EA) checklists (including desktop environmental analyses GIS modeling. She developed a City-Wide GIS based Compliance tool to quickly gather information and analyze potential impacts on air quality, highway and noise, floodplains wetlands, and other common resources. Much of this work involved housing improvements and new housing development in response to tragic and historic flooding on the Trinity River impacting the City's oldest African-American settlement. Environmental reviews and analyses were performed for housing, recreation facilities, and ROW infrastructure. Hundreds of residents left homeless by the flood were relocated to new homes or had their homes rehabilitated with HUD funds released only after appropriate environmental reviews were completed. Ms Hicks shared her experience and the tools she developed throughout the State and with HUD's Regional office and the Central Office in the District of Columbia.

Senior Environmental Review Specialist, Resolution Trust Corporation, US. Ms. Hicks was one of 5 Environmental Review Specialist, nationwide responsible for environmental review documents (Phase I checklists, Phase II testing, and Phase III remediation) for thousands of residential properties in loan default as part of the US Savings and Loan Crisis. All reviews were performed using HUD Chapter 9 Environmental Review and Requirements. She was responsible for environmental review and sign-off after loan default and prior to the transfer of title/ownership to the US Government, and the ultimate sale to private owners at auction. The purpose of the reviews was to maintain compliance with NEPA regulations and to prevent the US government from environmental liability through chain of title/ownership. Her work included desktop environmental research, review, and analysis for natural resources, historic preservation, noise, and flammable hazards. She ordered testing and hazards abatement for hazards for common household contaminants such as lead based paint, asbestos, radon, and fuel tanks. She coordinated closely with real estate appraisers, banks/receiverships, and agencies responsible for packaging, marketing, and sales to provide timely and accurate assessments, and remediation.

Environmental Screening/Checklist/Reviews, Assessments, and Impact Assessments under NEPA, state regulations including EO 215 (NJ), SEQRA (NY), CEPA (CT), MEPA (MA), MEPA (MD), CEQR (NYC), SEORA (North Carolina). Over the course of her career, Ms. Hicks has performed reviews under the national environmental policy act including categorical exclusions and assessments for residential and non-residential projects and programs. Her undergraduate thesis investigated how NEPA and similar laws (including CEQA, specifically) could extend the carrying capacity of the human built and social environment. Her professional work includes preparing NEPA Environmental Impact Statement (EIS) analyses for land use, socio-economics, secondary and cumulative, and environmental justice in Louisiana, Texas, and Pennsylvania. She has performed NEPA-type reviews and analyses in most of the states that have such requirements. Examples of these analysis include CEPA environmental review and analysis for dormitory space at the University of Connecticut, Storrs; CEQR environmental review and analysis for storage of contaminated dredged materials in New York City, and SEQRA environmental review and analysis for improvements for the Shearon Harris Nuclear Plant in rural North Carolina. Her experience in federal and state reviews for residential and commercial projects relates directly to the California Environmental Quality Act (CEQA).

Agricultural Lands Condemnation Approval Board (ALCAB) Analyst. Prior to acquiring and operating a privately-held beef cattle operation, Ms. Hicks performed numerous analyses on prime soils and agricultural lands. She has performed research and analysis as well as interviewing farmers on crop conditions and history as part of Pennsylvania's many agricultural protection laws. Her work experience includes planning analyses in and around Amish agricultural operations and some of the most productive mushroom growers in the world. In addition to the natural resource reviews, Ms. Hicks is adept at environmental justice analysis, land use, and cultural/historical resources around agriculture. She has presented testimony before the ALCAB, a board of farmers and advocates charged with the preservation of agriculture in the Keystone State.

US Virgin Islands (USVI), Lead Land Use & Environmental Planner for the Inaugural Land & Water Use Plan. Ms. Hicks went to the USVI after Hurricane Hugo to lead the comprehensive planning effort in collaboration with a blended team of USVI territory-based planners and United States based consultants with expertise in housing, historic preservation, and economic development. She led land use planning, demographics, and transportation elements of the comprehensive plan. As part of her work, she developed land use regulations for ancillary residential units to foster greater economic opportunities for USVI residents. She was also instrumental in documenting cultural history and recognizing the contribution of indigenous people (Carib and others), enslaved people as well as European privateers and settlers. She drafted zoning to allow auxiliary residential to facilitate wealth building among local families and regulations to allow for the transfer of real estate and clean title among family members in instances where documents were recorded improperly, lost, or destroyed. As part of her work, Ms. Hicks was instrumental in developing the geographic information system (GIS) for the Territory and she consulted as a volunteer to Puerto Rico, the British Virgin Islands (BVI), and other communities nearby. Much of the work was funded through HUD CBDG funds and therefore required environmental review under Green Book Guidelines.

Allysha Lorber, PLA, AICP

Director of Community Planning

Education:

MPS Candidate, Geodesign, Pennsylvania State University (Expected 2022)

BLA, Landscape Architecture, Pennsylvania State University (1997)

Certifications:

Member of the American Institute of Certified Planners

Registered Professional Landscape Architect Licensed in Maryland, Virginia, and Pennsylvania

Member of the American Society of Landscape Architects

Ms. Lorber is a Senior Community Planner and Landscape Architect. She specializes in environmental stewardship, community development, and environmental justice. She also has expertise in urban planning, design of livable communities, NEPA documentation, and developing sustainable transportation infrastructure with green street technologies. She is proficient in all areas of transportation planning and design including NEPA scoping, feasibility studies, concept development, alternatives analysis, environmental assessment, regulatory compliance, public engagement, and preliminary and final design. Ms. Lorber is also experienced in grant writing, program management, and stakeholder engagement. She creates innovative and cost-effective project solutions that in turn help to gain support with project owners, the public, regulatory agencies, and other stakeholders. Specific project experience includes:

Rental Housing Assessment, City of Newark, Newark, DE - Ms. Lorber is assisting the City of Newark Planning Department to facilitate and provide technical support to a diverse workgroup comprised of publicly appointed stakeholders. The effort includes an assessment of housing policies and drafting recommendations for the City to implement new policies in support of housing equity, affordability, and diversity. Zoning recommendations include incorporating new inclusionary zoning requirements, allowing accessory dwelling units, modifying definitions and allowable uses, and increasing housing density in targeted areas. Code enforcement recommendations include code clarifications, providing more transparency for public access to information about permits and citations, and streamlining code enforcement policies. Additional recommendations include partnerships with the University of Delaware to engage students and the community, and establishing a new city program to support conversion of rental units to owner-occupied units.

Housing Opportunities Master Plan, Howard County, MD – Allysha led the stakeholder engagement and public outreach effort for this plan in partnership with the prime consultant, RCLCO. She served as the lead facilitator for an appointed Task Force of diverse stakeholders representing different housing interests, and led the public engagement effort with a regularly updated website, two online surveys, and multiple online public meetings during the COVID-19 pandemic. She also helped to coordinate targeted outreach efforts with environmental justice communities. The project had early and continuous opportunities for the public the learn about the project and share input and this proactive engagement strategy helped to build consensus on a comprehensive set of recommendations for housing policy reforms.

Urban Design Services, City of Salisbury, MD – Contract manager and task leading multiple Urban Design and Planning task orders for the City of Salisbury. Tasks have included the Salisbury Boulevard (US13) Corridor Master Plan, the Urban Greenway Master Plan, Northwest Bikeways Grant Writing (Phase 1) and Implementation Design Plans (Phase 2), and the City Zoning Ordinance Rewrite including the development of new form-based codes.

Greater Hill District Master Plan, City of Pittsburgh, PA. Project manager overseeing the inventory, analysis, and mobility improvement recommendations focused on walking, transit, access, and integrating bike and scooter modes. The project involves significant public engagement with an online forum through EngagePGH website as well as Pop Up public meetings throughout the neighborhood. Ms. Lorber also led the development of the City's RAISE grant application seeking over $14m in federal assistance for transportation and environmental enhancements in the community.

South Baltimore Gateway Master Plan, Baltimore, MD – Project Manager responsible for preparing 20-year vision, goals, and recommendations focused on community investments associated with the revenues from the Baltimore Horseshoe Casino. Revenues were anticipated to be up to $20M annually to be invested within the surrounding communities on various projects related to improved infrastructure, education, workforce development, environment, art, and public safety

12th Street Corridor Transportation Study, WILMAPCO, Wilmington, DE – Project Manager for this planning study promoting economic growth with concept urban design plans and expanded transportation access for waterfront brownfield redevelopment sites within a blighted community. The project incorporates multi-modal, complete street principles and integrates new stormwater management and green infrastructure best practices to improve water quality and help reduce incidents of a combine-sewer overflow. The project followed the FHWA PEL process and cost estimating, environmental analysis, and public engagement in support of NEPA documentation.

Nice Bridge GEC Services, Maryland Transportation Authority, Charles County, MD and King George County, VA – Task leader in charge of the Navigation Analysis, USCG Bridge Permit Application, the NEPA reevaluation process, and development of a Design/Build Request for Proposals. Ms. Lorber was the lead author and editor for the NEPA reevaluation, and led the Section 4(f) approval process with efforts to minimize parkland impacts and coordination with stakeholder agencies to establish a Memorandum of Agreement for impact permitting and parkland replacement for impact mitigation. The navigation analysis documented existing marine traffic and projected future marine traffic to determine adequate clearance needed for vessel passage beneath the bridge. The analysis included video documentation and outreach to mariners and portside facilities to determine navigation patterns and the needs for draught, height, and width of the passing.

Atlas Planning Solutions

The Atlas Planning Solutions team is comprised of key principals with diverse skill sets and experience. We operate under a working principal model, whereby principal owners of the firm are actively involved and engaged with day-to-day client management, deliverable preparation, and project oversight based on client needs. Principle owners of the firm include:

Suzanne Murray is an active Army Reservist and majority owner of Atlas Planning Solutions. Her primary duties include client management, document preparation, technical editing, and word processing for all document deliverables. She brings over 15 years of experience in the field, emphasizing document and report preparation for the federal government, including standard operating procedures, information reports, white papers, and presentations. With a background in English, and expertise in all formatting styles, namely APA, MLA and Chicago, Suzanne is adept at researching, analyzing, and compiling data, and presenting it clearly and concisely. Her keen attention to detail and ability to multitask makes her skilled in working with many different audiences at a range of reading levels. She holds an active DOD TS clearance with SCI eligibility.

Aaron Pfannenstiel is a minority owner of Atlas Planning Solutions. His primary duties include project management, client management, and document preparation. With over 18 years of experience, Mr. Pfannenstiel focuses on community planning, emergency management, hazard mitigation, and community resiliency. With a background in geology, environmental studies, and urban planning, he helps clients understand hazards, assess vulnerabilities, and develop policies, programs, and mitigation strategies that make communities safer. Aaron incorporates hazard mitigation into comprehensive planning projects to increase resiliency in communities. He is a subject matter expert in the law governing General Plan Safety Elements and has prepared Safety Elements throughout the State of California. He has assisted several communities under the Community Planning Assistance for Wildfire (CPAW) program, which provides planning assistance to local agencies dealing with wildfire hazards and issues.

Crystal Stueve is a proud Army veteran, bringing over 15 years of experience in the field, emphasizing document and report preparation for the federal government, to include standard operating procedures, information reports, research and analytical products, and briefings. Crystal has served at the Emergency Operations Center at Fort Bragg, NC, as well as the Emergency Operations Center at the San Bernardino Police Department. During her military career, Crystal was assigned as a member of the very first team in U.S Army history to become certified in Domestic Mass Casualty Decontamination. The Domestic Mass Casualty Decontamination team concept was created immediately after 9/11 in response to the growing threat of a domestic WMD attack. Having worked at the federal, state, and local levels of government, Crystal understands the unique problem set faced by various agencies and municipalities. Her background in National Security and Communications has made her highly proficient at researching, compiling, and analyzing data, and presenting it clearly and concisely to policymakers and stakeholders. She holds an active DOD TS clearance with SCI eligibility.

Robert Jackson has worked for Atlas Planning as an assistant planner and has been an integral part in a multitude of projects since joining the team. He has experience in Local Hazard Mitigation Plan document preparation and updates. General Plan Safety Element update research, document review, and composition. Prior to working for Atlas Planning Solutions, Robert worked for New York Life Insurance Company as a Life Insurance Agent for 5 years. As an insurance agent his duties included document preparation, research, family protection plans, and personal wealth mitigation. He specialized in the creation of custom life insurance and financial solutions for clients, best suited to their individual needs. Much like the different cities and jurisdictions within the planning world require unique solutions to their hazard mitigation strategies and plans.

SECTION 3

BILLING RATE SHEET

Billing Rate Sheet

Billing rates by staff are provide below. Please note that Houseal Lavigne has also provided a detailed Project Approach and Proposed Cost as part of Section 7: Additional Information in this submittal.

Staff	Hourly Rate
Houseal Lavigne/CHPlanning	
Principal/President	$ 230-250
Senior Project Manager	$ 180
Project Manager	$ 145
Planner II	$ 130
Planner I	$ 105-110
Atlas Planning Solutions	
Aaron Pfannenstiel	$ 185
Suzanne Murray	$ 135
Crystal Atueve	$ 125
Robert Jackson	$ 100
Technical Editor	$ 85
Kimley-Horn	
Dave Barquist	$ 310

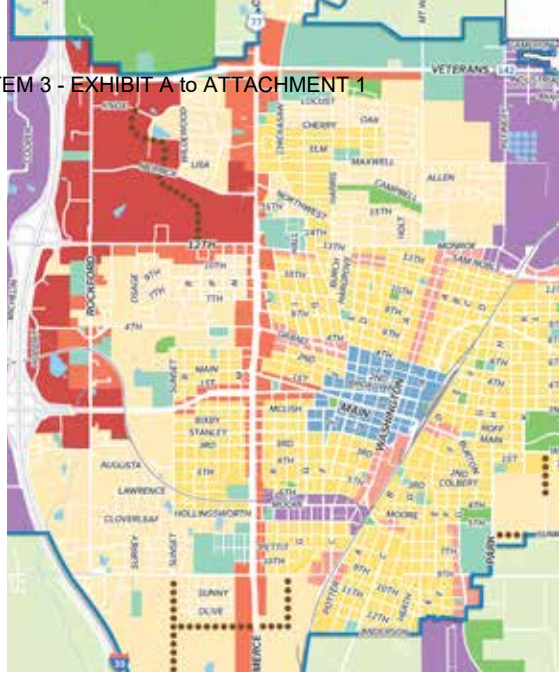
SECTION 4

REFERENCES

Project Experience

Houseal Lavigne has established itself as one of the top planning firms in the United States. The firm strengthens communities through creative, dynamic, and viable approaches to planning, design, and development. By creating a clear and practical unifying vision, developing achievable and implementable plans and concepts, fostering innovative community involvement programs that reach a broad cross-section of stakeholders, crafting sustainable growth and resilient economic development strategies; our team provides the expertise necessary to improve the relationship between people and their environment.

We have worked on over 450 projects across more than 400 communities nationwide. In that time, we have directed more than 140 comprehensive plans and more than 50 downtown/TOD plans, 100 corridor plans, 55 special area plans, 35 zoning ordinances, design guidelines and related assignments. Our national experience includes planning, design, economic, and zoning assignments in Alabama, Arkansas, California, Colorado, Connecticut, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, Nevada, North Carolina, Ohio, Oklahoma, Pennsylvania, South Carolina, Tennessee, Virginia, and Wisconsin.



References

At Houseal Lavigne, we are proud of our work and long term-relationships we maintain with clients. Below is a list of client communities we have delivered similar projects to the Town of San Anselmo Housing Element assignment. Please note project descriptions of the services provided for these clients are included on the following pages in this section.

Services	Client	Contact
City of Riverside Housing Update	Riverside, CA	Matthew Taylor Senior Planner, Community and Economic Development Department (951)826-5944 mtaylor@riversideca.gov
Comprehensive Plan & Downtown Phase II Plan	Aurora, CO	Troy Galloway Community and Economic Development Director (479) 271-3122 tgalloway@bentonvillear.com
Comprehensive Plan	Bentonville, AK	Shelli Kerr Comprehensive Planning Manager (479) 271-3122 skerr@bentonvillear.com
Comprehensive Plan	Gunnison, CO	Anton Sinkewich Community Development Director (970) 641-8152 asinkewich@gunnisonco.gov
Housing Element GIS Services	Western Riverside Council of Governments	Christopher Tzeng Program Manager Western Riverside Council of Governments (951) 405-6711 ctzeng@wrcog.us
Civic Master Plan	Jackson, TN	Stan Pilant Planning Director (731) 425-8282 spilant@cityofjackson.net

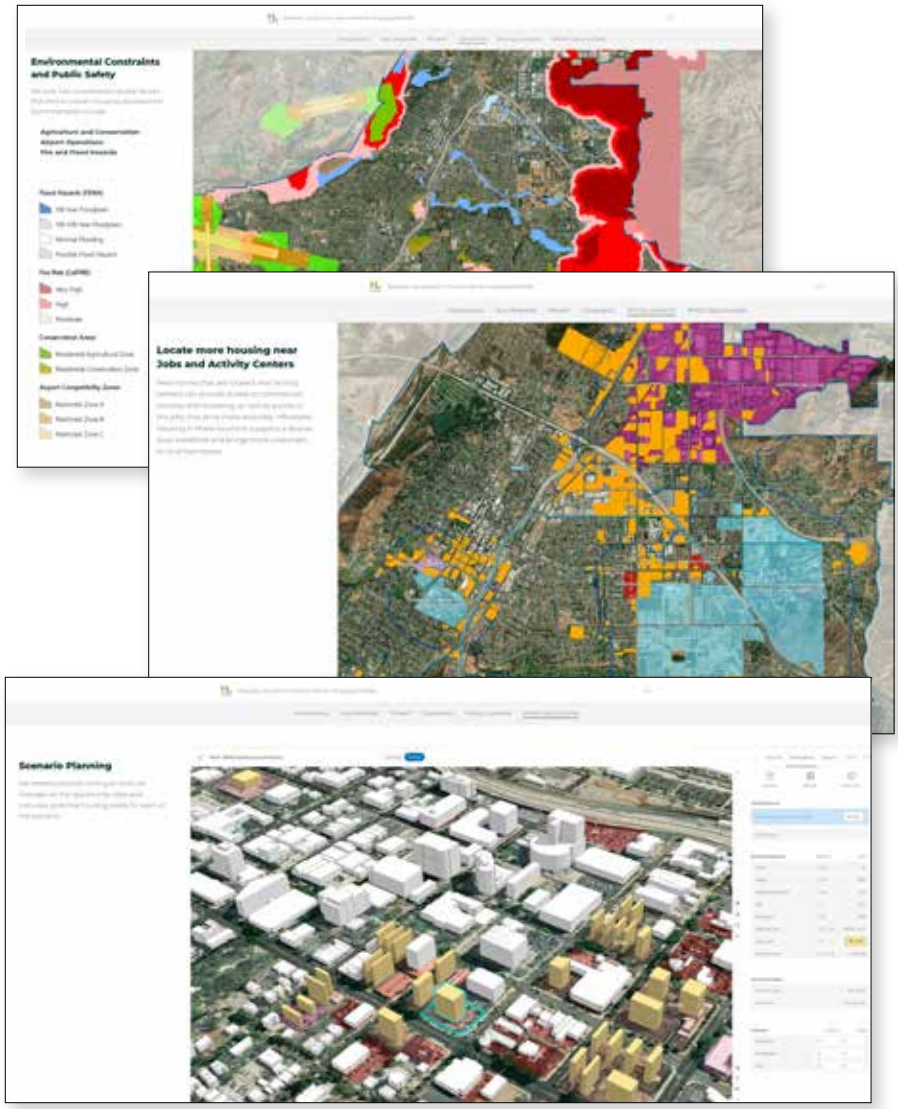
City of Riverside, California

Housing Element

As part of the City of Riverside Housing Element Update, the City was required to find sites within that could accommodate, by 2029, approximately 24,000 new residential housing units. This process and requirement, referred to as the Regional Housing Needs Assessment (RHNA), obligates every municipality in California to help meet statewide housing needs. At the same time, the City is required to ensure that they are Affirmatively Furthering Fair Housing and looking at potential environmental justice issues.

To help Riverside meet its RHNA allocation, Houseal Lavigne developed a GIS-based solution and workflow with ArcGIS Urban called the RHNA Opportunity Finder. ArcGIS Urban was used at the onset to collaborate with the stakeholders and staff to identify the most favorable locations for future residential development. To further fair housing and support positive economic, educational, and health outcomes for low-income families, the RHNA Opportunity Finder evaluated several factors affecting each parcel, including access to amenities, proximity to pollution sources, protected natural areas, natural hazards, and other opportunities and constraints.

With an initial set of opportunity sites that advance fair housing, are environmentally just, and are proximate to various community amenities, Houseal Lavigne completed the planning with ArcGIS Urban, testing policy changes and different development scenarios. By interactively engaging the community and getting their feedback, Riverside's updated Housing Element identifies and plans for more than 24,000 new homes by 2029, including where the new housing units should be located and their densities.

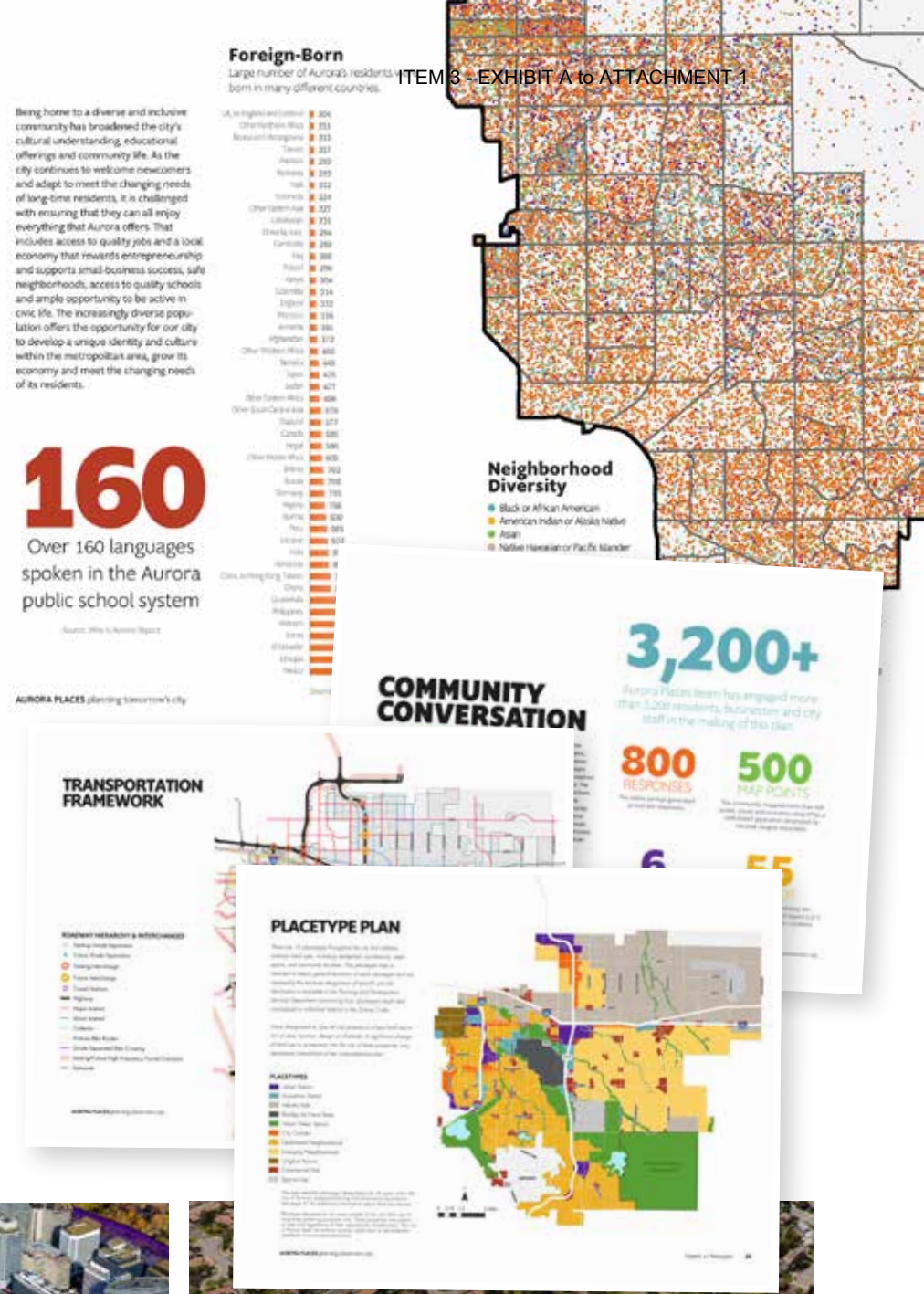


Check out the StoryMap by clicking the link here.

City of Aurora, Colorado

Comprehensive Plan

As the new Comprehensive Plan for the City of Aurora, Colorado, Aurora Places provides a place-based "road map" for the city as it transitions from a Denver suburb to one of the largest and most diverse big cities in the United States. With outreach conducted in six languages and reaching thousands of residents, this Comprehensive Plan directed by **Houseal Lavigne** establishes ten placetypes that collectively represent every part of the city as it exists today and as it is planned for the future. The plan is built upon seven core principles which arose from the extensive community engagement, including: strong economy, diverse and equitable city, housing for all, healthy community, thriving environment, easy mobility, and an authentic Aurora.

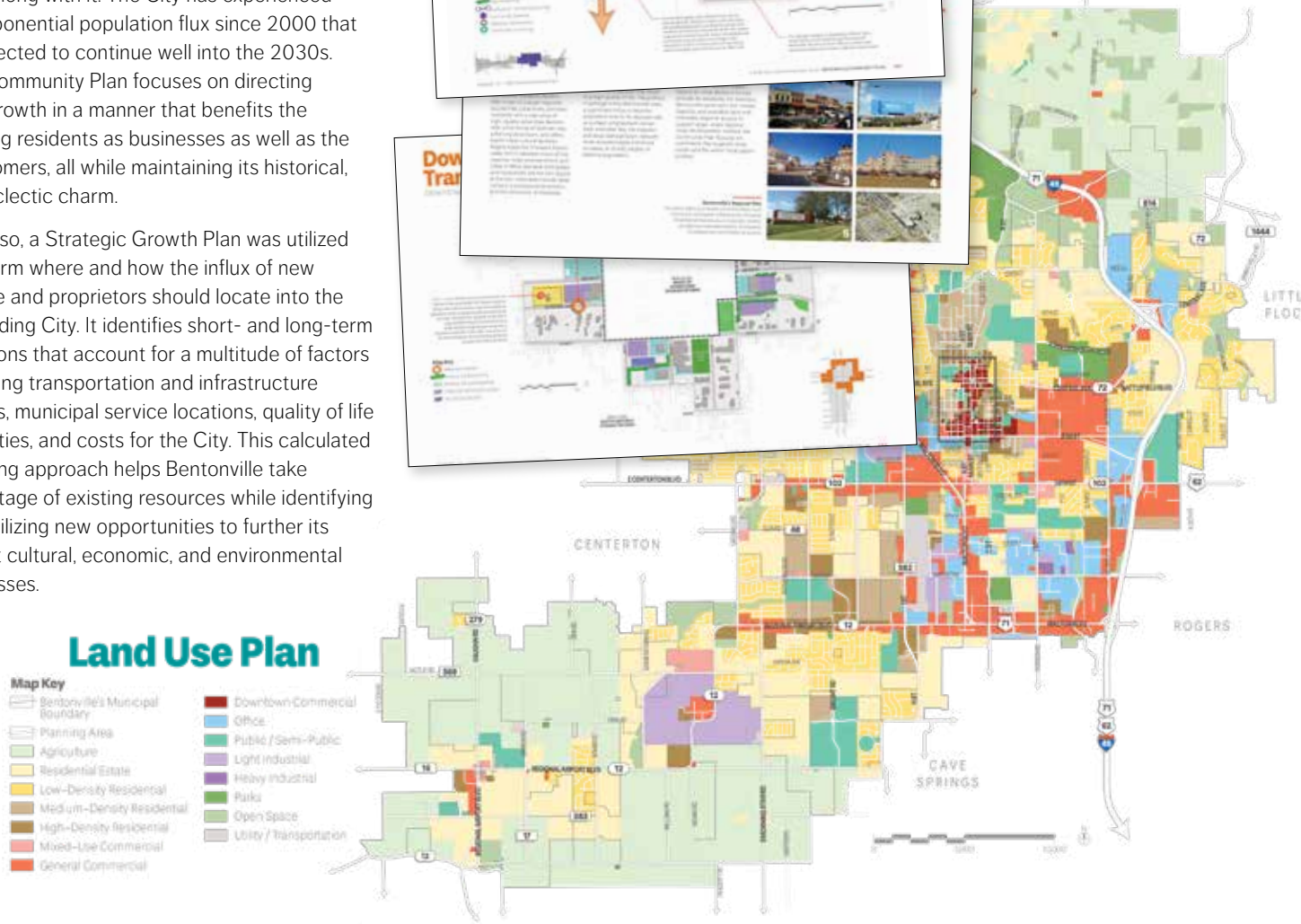


City of Bentonville, Arkansas

Comprehensive Plan

The Bentonville Community Plan, developed by **Houseal Lavigne**, is the City's guidebook for becoming the model of a new American town. In 1950 Bentonville became the hometown of the original Walton's 5&10 with its small-town, middle-America charm. Since the opening the of the first store Walton's has grown into the global retail chain, Walmart, and Bentonville has grown right along with it. The City has experienced an exponential population flux since 2000 that is expected to continue well into the 2030s. The Community Plan focuses on directing that growth in a manner that benefits the existing residents as businesses as well as the newcomers, all while maintaining its historical, and eclectic charm.

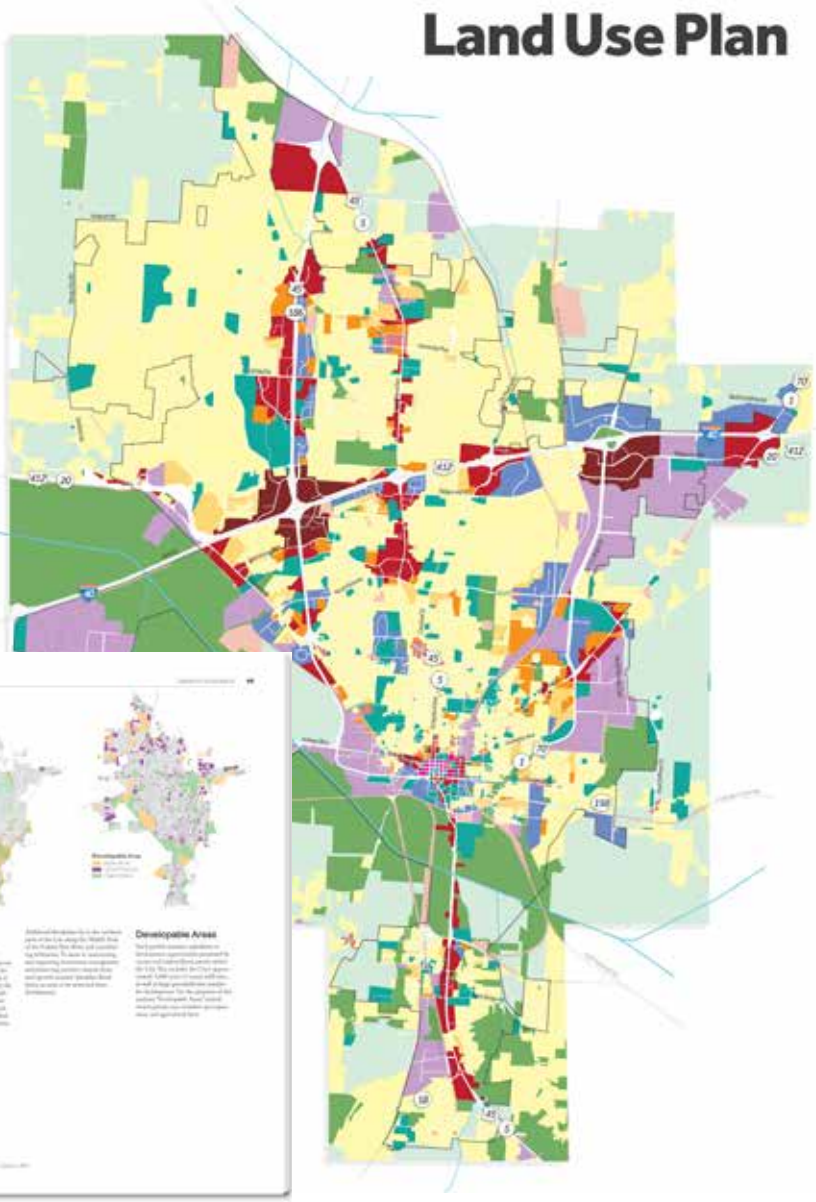
To do so, a Strategic Growth Plan was utilized to inform where and how the influx of new people and proprietors should locate into the expanding City. It identifies short- and long-term decisions that account for a multitude of factors including transportation and infrastructure access, municipal service locations, quality of life amenities, and costs for the City. This calculated planning approach helps Bentonville take advantage of existing resources while identifying and utilizing new opportunities to further its recent cultural, economic, and environmental successes.



City of Jackson, Tennessee

One Jackson Civic Master Plan

Building on its recent recognition as the "Healthiest City in Tennessee," and the "Most Livable Small City" in the U.S., the City of Jackson initiated the process of creating a new Civic Master Plan. **Houseal Lavigne Associates** was selected to work with the City to create One Jackson, a master plan that will help unify the City's numerous neighborhoods and leverage resources and partner organizations to work toward a shared vision for the future. The concept of livability is threaded throughout the Plan, demonstrating how changes to development practices and targeted investments in transportation, parks and recreation, and community services can improve quality of life throughout the City. The Plan includes a Growth Scenario Assessment that demonstrates how projected future growth can be accommodated at available sites within Jackson's core, focusing reinvestment and revitalization in established neighborhoods while conserving natural resources on the City's fringe.



City of Gunnison, Colorado

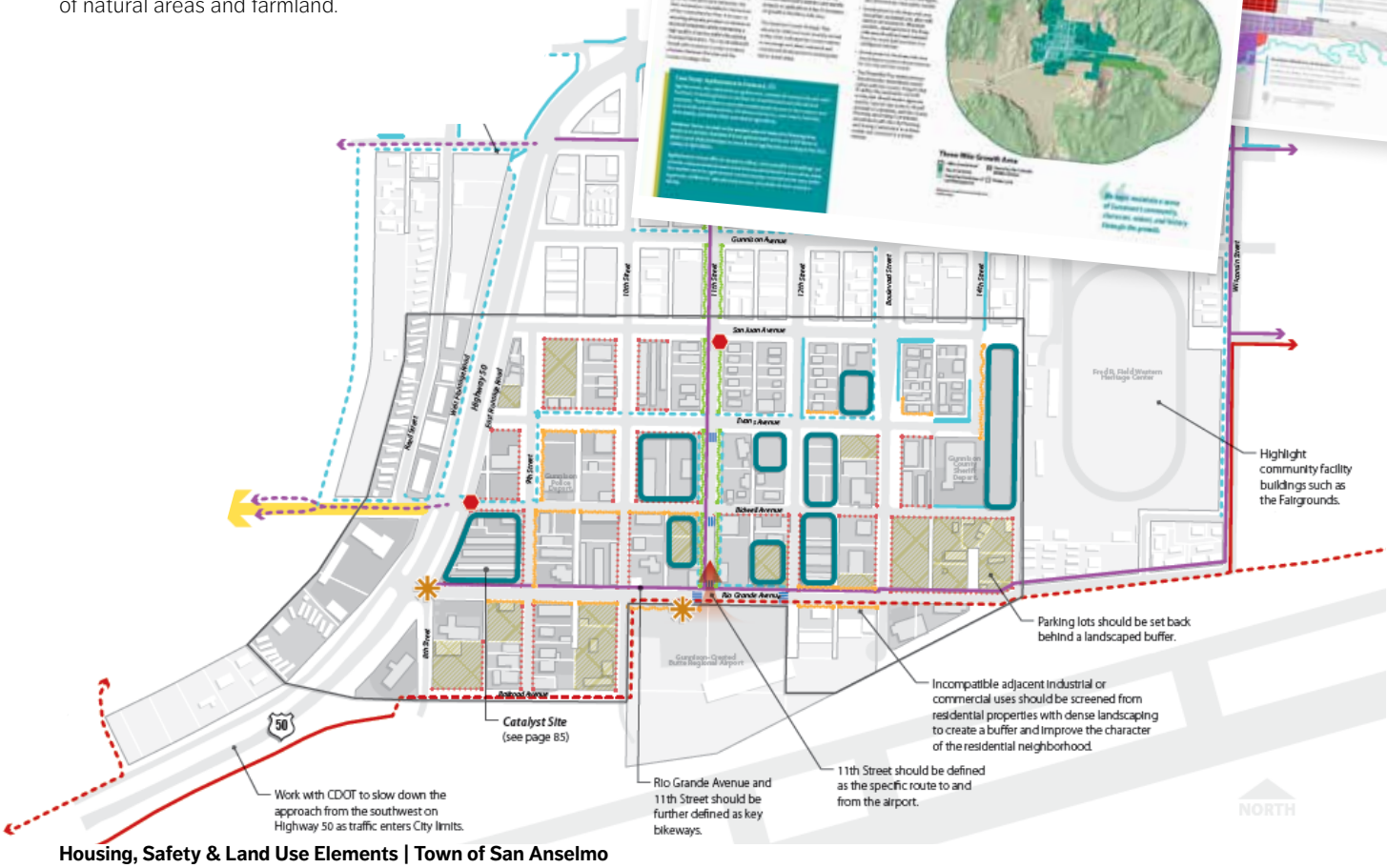
Comprehensive Plan

The City of Gunnison, Colorado is an active, outdoor-oriented place boasting a picturesque downtown, strong western heritage, and a lively entrepreneurial and arts community. As a base for access to regional natural areas and world class skiing, the city is well served by a strong tourism industry. The growing Western Colorado University campus, located on the east side of the city contributes to its unique character.

Faced with the opportunity to leverage these distinct assets in a small-town setting, the city sought an update to its Comprehensive Plan. Desiring guidance for carefully considered expansion into its growth areas and attainable housing options for a growing population, all while retaining its character and heritage, the city hired **Houseal Lavigne**, JR Engineering, and local housing consulting firm Williford LLC to prepare its new comprehensive plan.

The plan aims to build on the community's assets while increasing opportunities for residents old and new. The plan prioritizes improving housing availability and attainability for a growing population. The subareas bookend the community, providing a framework for thoughtful growth to the north while outlining an improved gateway experience to the south.

Tailored specifically to Gunnison, sustainability and resiliency best practices supported by extensive community outreach are woven throughout the Comprehensive Plan. They address the city's high-desert climate, which regularly delivers extreme cold temperatures, as well as the community's desire for preservation of natural areas and farmland.



Housing, Safety & Land Use Elements | Town of San Anselmo
Prepared by Houseal Lavigne

City of St. Cloud, Minnesota

Comprehensive Plan & Downtown Subarea

With a vibrant Downtown along the Mississippi River, a thriving local economy, and home to a major university, St. Cloud is a community that has strong foundation upon which to plan for its future. The City's new comprehensive plan, directed by **Houseal Lavigne**, focuses on revitalizing the core neighborhoods, guiding investment in the commercial corridors and employment areas, enhancing multi-modal connectivity, and establishing a strong economic development strategy. Rich in graphics and illustrations, the Plan includes a detailed Downtown Plan and Division Street Corridor Plan that enhances urban design, sense of place, and overall functionality. The Plan also identifies development opportunity catalyst sites and provides a development program and development visualization for market viable concepts.

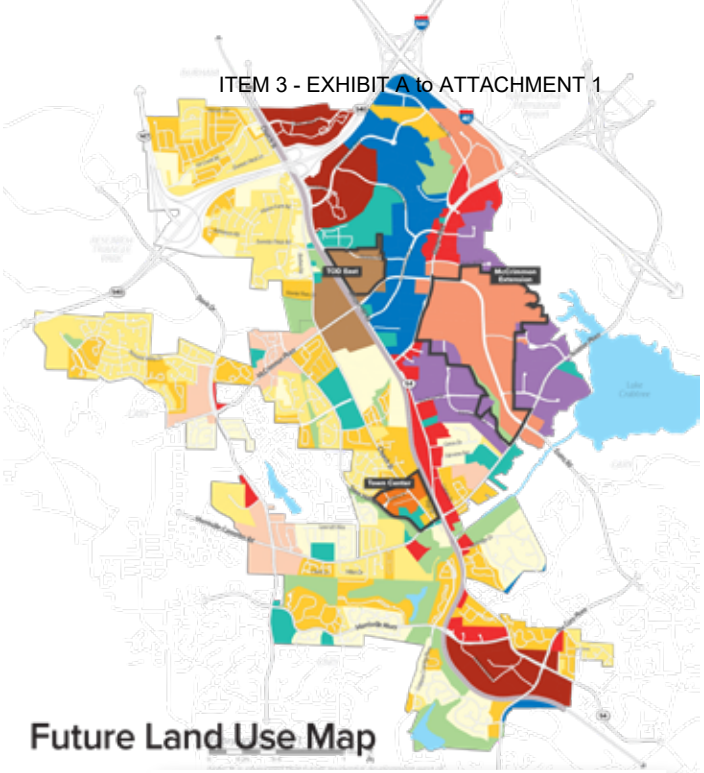
Town of Morrisville, North Carolina

Land Use Plan

The Town of Morrisville is a rapidly growing community in the heart of North Carolina's Research Triangle, one of the fastest developing regions in the country. Over the past few decades, Morrisville has transformed from a small, rural town to a highly desirable, diverse area due in part to the community's regional location and proximity to the Research Triangle Park, which has supported major investment and an expanding employment base.

In response to these significant changes, the Town and **Houseal Lavigne** initiated an update to the Morrisville Land Use Plan in February 2018. The three-year planning process engaged the community, analyzed the changing landscape, and identified the distinct issues and unique opportunities facing Morrisville. Together, these factors helped establish a vision for the future of land use and development in the Town and informed the policies and recommendations that will guide the community as it continues to evolve.

The Morrisville Land Use Plan brought together a range of community stakeholders, citizens, agency representatives, business representatives, and elected officials to establish the framework for Morrisville's development over the next 10 to 20 years. Going forward, the Plan will help the Town continue to move beyond the status quo and put forward innovative development policies that position Morrisville as a leader for communities seeking a better way to grow.



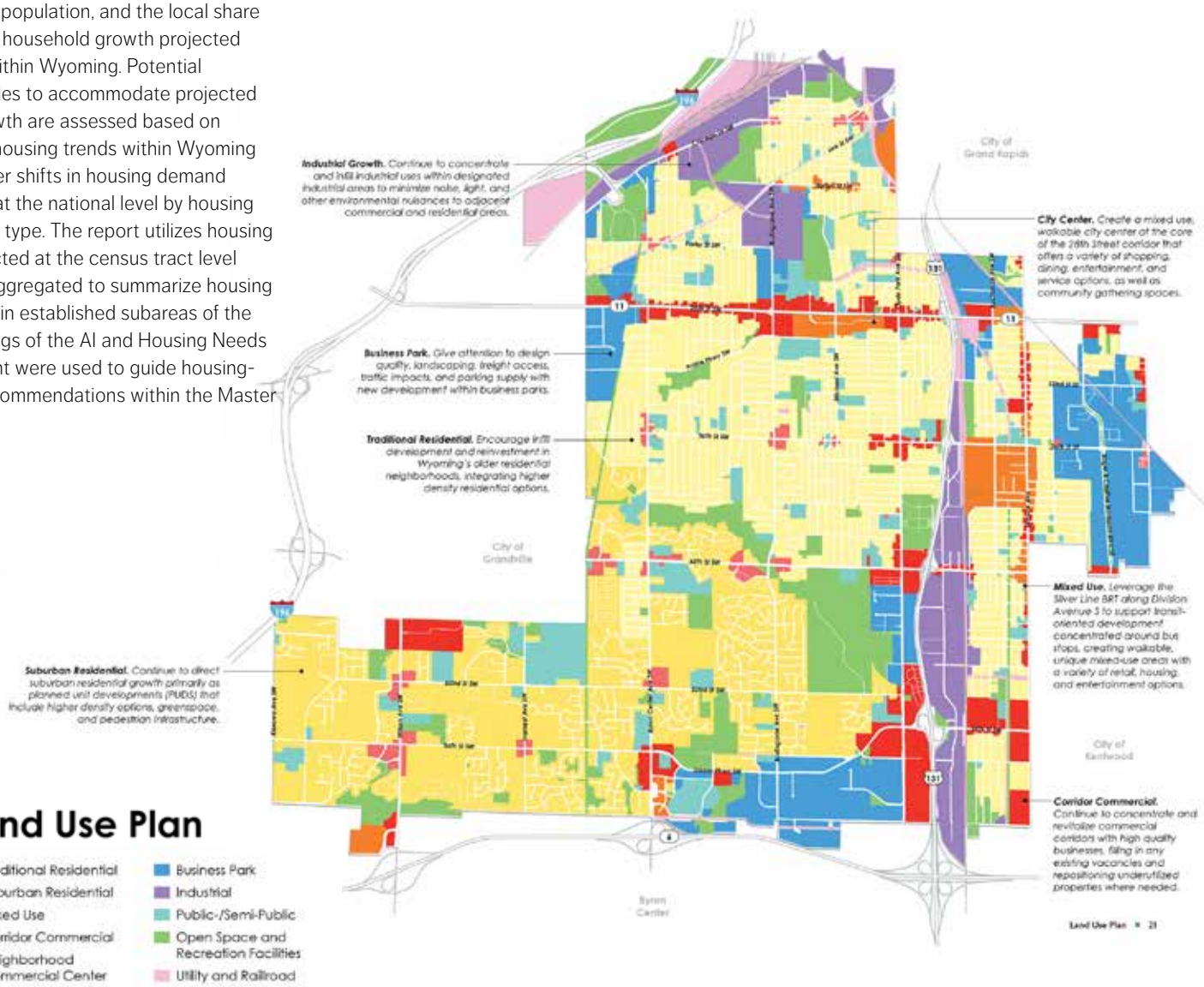
Smart Cities
2020 Award Winner

Special Achievement in GIS
2020 Award Winner

City of Wyoming, Michigan

Master Plan & Housing Needs Assessment

In December 2019, **Houseal Lavigne** conducted an Analysis to Impediments of Fair Housing Choice (AI) and a Housing Needs Assessment as a component of the Wyoming [re] Imagined Master Plan for Wyoming, MI. The AI and Housing Needs Assessment summarizes housing challenges and opportunities over the next 20 years within the City and identifies methods of corrections to address identified impediments. This includes identifying demands for housing based on the composition of the existing housing stock, the characteristics of the current household population, and the local share of regional household growth projected to occur within Wyoming. Potential opportunities to accommodate projected future growth are assessed based on observed housing trends within Wyoming and broader shifts in housing demand occurring at the national level by housing tenure and type. The report utilizes housing data collected at the census tract level that was aggregated to summarize housing needs within established subareas of the City. Findings of the AI and Housing Needs Assessment were used to guide housing-related recommendations within the Master Plan.



Hazard Mitigation and Safety Element Planning Experience

Atlas Planning Solutions staff have completed or are currently working on several Local Hazard Mitigation Plans and General Plan Safety Elements throughout the State. With extensive experience assisting communities as they address the changing legislative requirements and frameworks governing hazards and resiliency within California,

General Plan Safety Element Updates

Atlas Planning Solutions staff have assisted in the update of General Plan Safety Elements in conformance with California Government Code Section 65302 (g). Several of these updates included compliance with recent updates to Safety Element requirements associated with Senate Bills 99, 1241, and 379.

- City of Perris, Safety Element Update
- City of Rancho Cucamonga Safety Element Update
- County of Mendocino Safety Element Update
- County of San Diego Safety Element Update
- City of Willits, Safety Element Update (included SB 1241 and SB 379 compliance)
- Town of Mammoth Lakes, Resilient Mammoth Lakes [Safety Element Update] (included SB 1241 and SB 379 compliance)
- City of Colton (included SB 1241 and SB 379 compliance)
- City of Huntington Beach Safety Element (a component of comprehensive update)
- City of South Gate, Safety Element Update, and Local Hazard Mitigation Plan*, Project Manager.
- City of Lynwood, Health and Safety Element Update. (Subconsultant to Raimi + Associates)
- City of Palm Desert General Plan Update*, Project Manager. (Subconsultant to Raimi + Associates, preparing Safety Element and Program EIR)
- City of Maricopa, Safety Element Update, and Local Hazard Mitigation Plan Annex*, Project Manager.
- City of Laguna Woods, Safety Element Update*, Assistant Project Manager.
- City of Camarillo, General Plan Safety Element, Assistant Project Manager.
- City of Saratoga, General Plan Safety Element*, Project Manager.
- City of Wasco, General Plan Safety Element Update, Project Manager.
- City of Glendora, General Plan Update, Primary Safety Element Author.
- * Includes the preparation of necessary CEQA documentation.

Local Hazard Mitigation Plans

2020 La Palma Local Hazard Mitigation Plan

City of La Palma, CA
Client Contact: Ron Wilkerson | Operations Captain
714.690.3382 | rwilkerson@cityoflapalma.org
Dates: February 2019–February 2020
Fee: $69,000
Key Staff: Aaron Pfannenstiel

As a subconsultant to PlaceWorks, Mr. Pfannenstiel assisted the city with the preparation of its first LHMP. Key issues for this community include seismic hazards, flooding, and extreme heat. During the hazard mitigation planning process, significant community outreach included social media outreach (via Facebook, Twitter, and Nextdoor), interactive and informative community engagement, and an online survey that gathered information from over 100 respondents.

2018 Laguna Beach Local Hazard Mitigation Plan, Safety Element Assistance, and EOP Update

City of Laguna Beach, CA
Client Contact: Jordan Villwock | Emergency Operations Coordinator
909.395.2543 | jvillwock@ontarioca.gov
Dates: July 2017–June 2019
Fee: $100,000
Key Staff: Aaron Pfannenstiel

Mr. Villwock recently joined the City of Ontario as their Fire Administrative Director. His current phone and email contact information is reflected above, even though it was not his contact information at Laguna Beach when he served as the Emergency Operations Coordinator. As a subconsultant to PlaceWorks, Mr. Pfannenstiel assisted the city with the preparation of its first LHMP, an update of their General Plan Safety Element, and update to their Emergency Operations Plan. Key issues for this community include wildfire (numerous incidents have impacted the community over the years), flooding, and landslides. During the hazard mitigation planning process, significant community outreach included social media outreach (via Facebook, Twitter, and Nextdoor), interactive and informative community workshops, and an online survey.

SECTION 5

LITIGATION

Litigation

Houseal Lavigne, as a firm and persons associated with the firm, are not parties by virtue of professional service to any current litigation or litigation that occurred over the previous 10 years.

SECTION 6

DISCLOSURE

Disclosure

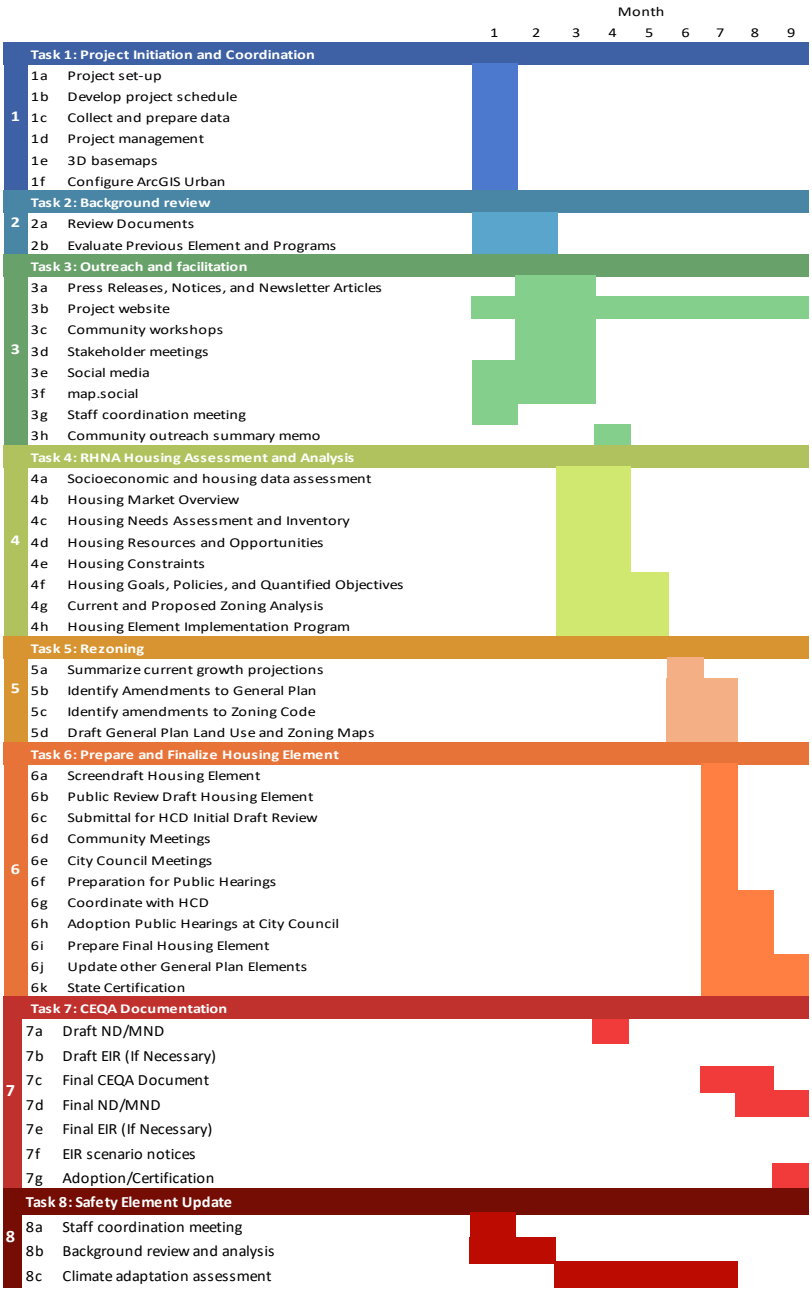
Houseal Lavigne has no past, ongoing, or potential conflicts of interest with performing the anticipated work of updating San Anselmo's Housing Element.

SECTION 7

ADDITIONAL INFORMATION

Project Schedule

We propose a 9-month project schedule for delivery of the Town of San Anselmo Housing and Public Safety Element Update. We are ready to begin work immediately upon selection and are committed to devoting the personnel and resources necessary for the entire process to ensure the highest quality and timely completion of the project. Should the Town favor our approach, we will work with staff to refine the process and anticipated project schedule in a manner that is most advantageous to the project.



Project Approach

Task 1: Project Initiation and Coordination

Our Scope of work starts with an initial set of tasks to account for the necessary steps to begin work on the Housing Element Update. This task will set the framework and protocols for all subsequent tasks.

1a. Project set-up and Kick-off Meeting with Marin County Staff

Before actual work begins, a project initiation meeting/ teleconference will be held to set the foundation for the assignment. The purpose of the kick-off meeting between Houseal Lavigne Associates and San Anselmo staff will be to review the scope of work and to ensure all involved have a clear expectation of the assignment and deliverables.

The purpose of this meeting will be to 1) review overall project objectives and resources; 2) review and establish the roles and responsibilities for key personnel; 3) discuss communication methods, protocols, and cadence; and 4) establish an initial schedule for the project that will be further refined in Task 1b.

1b: Develop details project schedule

Based on the results of the staff kick-off, the project team will prepare a comprehensive and detailed project schedule that clearly identifies project milestones such as key public outreach events, interim reports, staff review periods, draft and revised deliverables, and notice requirements established by the state. This will include all specifically required milestones per HCD requirements.

Deliverables:

- Final Project Schedule with milestones and deadlines.

1c: Collect and prepare initial data and basemap layers

Immediately following our kick-off meeting, the Project Team will identify required datasets and work with the city and member agencies to obtain data to support this effort. Data will include typical information such as regulatory and other planning boundaries, key points of interest for services/ infrastructure, locations of current affordable housing, housing projects in the development pipeline, etc. It will include ABAG's Regional Housing Technical Assistance Program population, demographic, housing, market conditions and regional comparisons datasets, graphs, and write-ups. We will also compile and review past Housing Element Updates and other policy documents that pertain to housing. Finally, we will review the preliminary sites inventory prepared by San Anselmo staff and overlay the data against other regional economic and demographic factors.

1d: Project Management

The project team proposes regular meetings via conference call with San Anselmo staff at other key milestones throughout the planning process to ensure an open communication and exchange of ideas. These meeting will include key team members and San Anselmo representatives on an "as-needed" basis. These calls will serve to provide important status updates, resolve any outstanding issues, and assess progress towards the next key milestones. We recommend standing bi-weekly calls between the Project Team and San Anselmo staff to keep the project on track throughout the duration of the assignment. Meeting notes will be provided following each call with clearly identified action items and assigned owners. Invoices will provide notes on tasks performed for each contributor.

1e. Produce 3D Community basemaps for web-based visual engagement

Houseal Lavigne understands the difficulty the city has had in identifying opportunity sites in the past efforts. Houseal Lavinge propose a data driven approach utilizing Esri ArcGIS Urban to identify potential sites, test potential housing yields to meet RHNA, and then use the 3D tools within the platform to visualize the the potential development. We feel this platform is well suited to the Town's Housing Element update as it will serve to reenforce why each of these sites are the best sites and also show how these developments can fit the city's existing neighborhood fabric. Houseal Lavigne will configure a 3D Community basemap (or 'digital twin') for the Town of

San Anselmo. This will serve as the foundation for 3D-based visualization, analysis, and reporting of existing of potential future conditions. This activity will transform available laser radar (LiDAR) data into 3D buildings and trees, sitting on top of 'terrain model' that accurately represents the topographic landscape. These 3D assets will be combined with other 2D and 3D data to form a complete 3D Basemap of Existing Conditions (per available data). The 3D basemap will be refined through engagement with the overall team and when approved will be published to ArcGIS Online and made available to ArcGIS Urban and web scenes for general purpose visualization. Sample content will be generated to show how an end-to-end workflow can be easily reproduced by staff.

Deliverables:

- 3D Community basemap as a "digital twin" (via ArcGIS Online)

1f. Configure ArcGIS Urban for evaluation of planning policies

Houseal Lavigne will configure an ArcGIS Urban app that will be used for the visualization of projects in the development pipeline as well as existing and potential future conditions in areas where RHNA opportunity sites exist. This configuration will allow for rapid evaluation and interpretation of relevant zoning parameters and compatibility with the Future Land Use map. ArcGIS Urban will be deployed to an appropriate ArcGIS Online environment. Once deployed, HL will provide a demonstration of this technology and how it will be used to support the analysis and visualization in the remaining tasks.

Task 2: Background review

2a. Review background documents

We will review available background documents from San Anselmo, including:

- State Department of California Housing and Community Development (HCD) and Office of Planning and Research (OPR) Guidance for the Update,
- Regulatory environment, including the Town's Municipal Code, General Plan, Inclusionary Housing Ordinance,
- Recent housing-related community planning documents,
- Previous housing element reviews and current housing element goals, policies, and actions, as well as relevant portions of the remainder of the General Plan,
- Regional Housing Needs Allocation Plan and affordable housing policies of the county,
- Best practices from other municipalities, including emerging trends, and inclusionary housing ordinances,
- Existing and new funding sources and programs,
- Local and regional housing markets,
- Analyses of homeless needs and services and facilities,
- Recently adopted specific plans within San Anselmo, and
- U.S. Census Data related to housing and demographics.

2b. Evaluate previous programs, policies, and housing element

As an initial task to the Housing Element update, we will review and evaluate the Town's progress in implementing the current Housing Element. The Town's most recent Housing Element Annual Progress Report (APR) is a good starting point for this evaluation. Based on this assessment, we will prepare a memorandum outlining the key changes in state law that would be applicable to the Town, and changes to the Housing Element necessary to comply with state law.

As part of this process the Safety Element will be reviewed for consistency and recommendations will be outlined in the memorandum.

Deliverables:

- Assessment Memorandum (electronic copy)
- Housing Element update outline (electronic copy)

Task 3: Outreach and Facilitation

We understand that a one-size-fits-all approach to community engagement is ineffective, and that the Town of San Anselmo places great value on an extensive and authentic outreach process. Effective outreach identifies priorities that can be expressed in goals, policies and plans.

The following tasks represent what the team envision for supporting the Housing and Public Safety element update. We understand that Town staff have already developed a plan for outreach and engagement. Houseal Lavigne will work with staff to adopt and execute this approach. This step of our proposed scope of work will serve as the foundation of our civic engagement strategy.

Houseal Lavigne provides a multi-pronged approach to outreach and a variety of expertise that will be essential in engaging the community, addressing local issues, and most importantly, and ensuring the inclusion of a diverse swath of San Anselmo's populace. We have identified several community outreach and engagement activities to utilize during the planning process. While we anticipate that some level of outreach and engagement will occur throughout the project, this step of the project includes several upfront activities to jumpstart the planning process and serve as a foundation for the development of the housing and safety elements of the Town's General Plan.

3a. Press releases, notices, and newsletter articles

We will work with Town staff to develop press releases, newsletter articles, and other means of public notice at different points in the planning process. These items will be disseminated on various platforms, including the Town's official website, local newspapers, and local media outlets. We advise that these platforms be updated regularly throughout the process of preparing the Town's updates to its housing and safety elements.

3b. Interactive project website

We will work with Town staff to incorporate community engagement and project update for the Housing Element Update effort in the existing General Plan website that the city has developed. We are committed to utilizing the internet to maximize the participation and communication between stakeholders for the duration of the planning process and beyond. This website can be used to post project schedules and meeting dates, display documents, address frequently asked questions, or host a community discussion forum. The website will be the "one-stop-shop" for information related to the planning process.

3c. Community workshops

Two community workshops enable face-to-face outreach during the planning process. The purpose of this community workshops is to allow residents to provide input before any plans or recommendations are formulated. Workshops help i) define the purpose of the housing element update, ii) review the planning process and project schedule, and iii) secure local views on concerns, issues, and potentials within the community.

3d. Stakeholder interviews, focus group discussions, and committee meetings

Stakeholder interviews and focus group discussions allow us to obtain firsthand insight into the community from a diverse array of perspectives. Houseal Lavigne will conduct confidential interviews and focus group discussions to obtain vital information regarding local issues and opportunities. We will work with Town staff to identify those individuals and groups to be interviewed, but we do recommend a broad sampling of interviewees who possess unique perspectives and special insights into the community.

The project team will also meet with the Town's Racial Equity Ad hoc Committee to discuss goals and programs for Affirmatively Furthering Fair Housing (AFFH). The team will include individuals with experience in and expert knowledge of AFFH. The individuals will attend in person or virtually.

3e. Social media

If desired, we can integrate the project into the Town's existing social media accounts. For those residents that use social media platforms to stay informed, this is an essential tool to keep this population connected with local comprehensive planning activities. Social networking tools can also help increase awareness of the housing element update and assist in increasing participation at outreach events, including traditional face-to-face meetings.

3f. map.social

As an innovative feature of our proposed scope of work, we will feature map.social, a web-based community issues mapping tool as part of San Anselmo's planning process. Developed and used exclusively by Houseal Lavigne, this award-winning tool allows website visitors to identify, map, and comment on geographic areas of concern and valued community amenities. Map.social simplifies the mapping process and familiarizes residents

with all areas of the community in a manner that is exciting, interactive, and effective. Input from residents allows us to create a composite map of community issues to assist with the establishment of community goals.

3g. Staff coordination meeting

In our second meeting with Town staff, we will provide an overview of our initial observations related to community outreach and engagement events.

3h. Community Outreach Summary Memo

After the completion of our community outreach activities, Houseal Lavigne will prepare a memo summarizing our findings to date and detailing the next steps in the planning process.

Task 4: RHNA Housing Assessment and Analysis

In this step, the project team will evaluate the work done by ABAG's Regional Housing Technical Assistance Program and will refine and augment this information with socioeconomic and housing data accessed from publicly available sources, including the U.S. Census Bureau and data curated by HCD. In addition, we will use firm-licensed data sources, including Esri Business Analyst, CoStar, and Woods & Poole. To the extent possible, we will make full use of any local and regional sources of demographic and market data that can be provided by the Town.

4a. Socioeconomic and housing data assessment

We will assess important socioeconomic data points, including population, age, race and ethnicity, Town, income, employment, and housing. The insight we glean from our review of these data will be carefully considered as we begin to develop our preliminary plan recommendations in subsequent project steps.

4b. Housing Market Overview

Using the data reviewed in the previous task, we will provide a high-level assessment of local market conditions for locally predominant types of housing product, which could include market-rate, affordable, and special-needs housing. The deliverable(s) derived from the first two tasks of Step 4 should not be considered a "market study" or a "housing needs assessment."

Deliverables:

• Housing Market Overview Memo (electronic copy)

4c. Housing Needs Assessment and Inventory

The Housing Needs Assessment will contain the following topics to satisfy Government Code Section 65583(a) requirements:

• Demographics, income, and employment trends;

• Household characteristics;

• Housing stock characteristics;

• At-risk housing analysis;

• Analysis of special housing needs (including shelter bed availability, deed restricted units, etc);

• Identification of resource gaps, and methods to mitigate those gaps;

• Analysis of farmworker housing based on MTC-ABAG reports;

• Affirmatively furthering fair housing analysis.

Recently, HCD released a Technical Memo for AB 686 (Affirmatively Furthering Fair Housing). The Project Team will consult this memo and HCD staff to ensure this new requirement is adequately addressed in the Housing Element update. As part of this work effort the project team will complete a full AFFH analysis in compliance with AB686 and following the most recent HCD memo outlining best practices guidelines. The analysis will include specification of goals and actions that target acceptable AFFH outcomes during the planning period. It will also incorporate analysis done by the County of Marin.

4d. Housing Resources and Opportunities (including Potential Housing Sites)

The 6th cycle RHNA is significant for the entire region. This Housing Element update would require significant efforts to identify additional sites with sufficient capacity for the increased RHNA, taking into considerations the adequate sites requirements under new Housing Element laws (SB 166, AB 1397, etc.). The Town's allocation of 833 units is significant as San Anselmo is composed primarily of single-family residential lots and small commercial sites. To accomplish the town's RHNA obligation creative and innovative approached to incorporating the new units into the existing community and neighborhood fabric will be required. The project proposes a data driven approach utilizing ArcGIS Urban to evaluate existing and identify potential new opportunity sites. Through our RHNA Opportunity finder tool we will assess existing and identify potential suitable parcels and calculate potential housing yields. Once existing opportunity sites have been evaluated and new sites identified, we will visualize the development on these sites utilizing a 3D procedural tool in ArcGIS Urban. To further visualize the potential of these site the project team will use Esri CityEngine to create an interactive 3D model of potential development on the identified sites that would accomplish the town's RHNA obligation. In addition to the sites inventory, we will also discuss other resources such as funding available and partnership opportunities, as well as opportunities for energy conservation.

4e. Housing Constraints

We will identify potential governmental and non-governmental constraints to housing production, including environmental and infrastructural constraints. This analysis must contain a review of factors that may potentially constrain the development, improvement, and preservation of housing in San Anselmo. Factors to be reviewed include market, governmental, environmental, income levels and infrastructural constraints. New Housing Element laws require the assessment of non-governmental constraints, including NIMBYism, lending practices, shortage of labor, and other economic factors. The project team will leverage data from ABAG's Regional Housing Technical Assistance Program to expedite this task. Finally, we will consider and analyze how nonvacant sites can be redeveloped for housing and identify factors, including existing uses, that could impede additional residential development.

4f. Housing Goals, Policies, and Quantified Objectives

We will review the General Plan, specific plans, and other Town documents for guiding principles. The goals and policies in the Housing Element will be updated to be consistent with other Town documents. This will include reviewing a recent evaluation of the current Housing Element to verify that element's goals, policies, and needs with regard to special needs populations.

In addition, pursuant to AB 686, we will incorporate the fair housing goals and policies from the Analysis of Impediments to Fair Housing Choice. We will also review inclusionary housing ordinances in other Marin County jurisdictions and provide guidance on adopting such an ordinance.

4g. Current and Proposed Zoning Analysis

It is possible, if not likely, that the Town will need to consider zoning changes to meet its RHNA target. For areas of potential change, the Project Team will review relevant plans, ordinances, and other documents to evaluate the suitability of current zoning. Where obstacles or barriers to future development are identified, the Project Team will work with appropriate Town personnel to conduct an analysis of potential zoning changes designed to reduce or remove barriers to RHNA-related development.

Deliverables:

- Memo describing current zoning and related barriers to RHNA-related development (electronic copy)
- Memo describing proposed changes to zoning to reduce or remove these barriers (electronic copy)

4h. Housing Element Implementation Program

Based upon the analyses and research conducted in the previous tasks, we will update the Housing Element. For each program included in the Housing Element, we will establish the timeframe for implementation, specific objectives, funding sources, and responsible agencies. The programs will satisfy requirements of Government Code Sections 65583(b) and (c). Several new programs are mandated:

- Program to incentivize Accessory Dwelling Units
- Program to address impediments to fair housing

Task 5: Rezoning

Our project team understands that town staff have identified seven sites that would require rezoning. We also understand that there are other sites that may be more promising for development, including sites referenced in previous housing element updates.

Therefore, our team will work the town's staff and legal team to review and provide recommended updates to amend the town's regulatory policies including the Zoning Ordinance, Subdivision Ordinance, and Design Guidelines.

To support this task the HLA team proposes the following.

5a. Summarize current growth projections and statutory requirements relevant to housing needs

In this step, we anticipate utilizing socioeconomic and housing data accessed from publicly available sources, including the U.S. Census Bureau and data curated by HCD. In addition, we will use firm-licensed data sources, including Esri Business Analyst, CoStar, and Woods & Poole. To the extent possible, we will make full use of any local and regional sources of demographic and market data that can be provided by the Town.

To begin, we will assess important socioeconomic data points, including population, age, race and ethnicity, income, employment, and housing. The insight we glean from our review of these data will be carefully considered as we begin to develop our preliminary plan recommendations in subsequent project steps.

Using the data reviewed in the previous task, we will provide a high-level summary of local market conditions for locally predominant types of housing product, which could include market-rate, affordable, and special needs housing.

Deliverables

• Memo describing housing needs and market conditions (electronic copy)

• Memo describing statutory requirements relevant to housing needs (electronic copy)

5b. Identify Amendments to General Plan

We will collaborate to identify amendments to the City's General Plan that will be required to implement recommended housing programs and ensure compliance with State law, including changes to the Public Safety Element of the General Plan and an Environmental Justice component that is based on the SB1000 Toolkit.

Deliverables

• Memo describing proposed amendments to the General Plan (electronic copy)

5c. Identify amendments to Zoning Code

Based on final RHNA numbers, the Project Team will analyze and evaluate development potential as a target. This target will be used as we explore policy options and potential programs that support the goal of achieving the specified number. We will identify required zoning changes and recommend updates to the Zoning Code consistent with RHNA targets.

Deliverables

• Memo describing proposed amendments to the Zoning Code (memo and maps as needed)

5d. Support preparation of Draft General Plan Land Use and Zoning Maps

To help communicate proposed Housing and Land Use policy changes, we will develop and provide map-based communication and/or visualization to support the decision-making process. We will use this to support City staff with the preparation of a Draft General Plan Land Use Map.

Deliverables:

• Draft General Plan Land Use and Zoning Maps (electronic copy)

Task 6: Prepare and Finalize Housing Element

6a. Screendraft Housing Element

With the analyses conducted in the previous tasks, we will comprehensively update the Town's 2014 Housing Element for the 2021-2029 cycle. A Screendraft Housing Element will be prepared for staff review.

Deliverables:

• Administrative draft of the Housing Element (electronic copy)

• Power Point presentation of the draft Housing Element

6b. Public Review Draft Housing Element

We will revise the Public Review Draft Housing Element to reflect any changes desired by town staff. Once changes are complete, we will make a draft available for public comment. This draft will also be presented to the Planning Commission and Town Council.

Changes requested by the Planning Commission and the Town Council will be incorporated into a review draft. An HCD Housing Element Completeness Checklist will accompany the draft Housing Element and be submitted to HCD for review.

Deliverables:

• HCD Public Review Draft Housing Element (electronic copy and one hard copy)

• HCD Housing Element Completeness Checklist

6c. Submittal for HCD Initial Draft Review

electronic We will package up and provide HCD with an initial draft review copy of the Housing Element to establish communication and feedback on the direction and policies proposed. This is an important step to ensure we are tracking with HCD's requirements and leverage early feedback to streamline the production of the final Housing Element.

Deliverables:

• Initial Draft Housing Element for HCD review (electronic copy)

6d. Community Meetings

We will conduct two additional public hearings. These will also be streamed and recorded so they can be attended and viewed as remote engagement opportunities.

Deliverables:

• Outreach and engagement materials as needed for three (2) remote or in-person public meetings (materials via

electronic copy)

6e. City Council Meetings

We anticipate supporting the Town with City Council meetings throughout the engagement at a regular interval or as required by the Town, to update the Town Council on the progress of the update and to receive feedback and direction. These meeting are anticipated to be held on a quarterly basis.

Deliverables:

• Support materials and attendance at up to four (4) City Council meetings (materials via electronic copy)

6.f Preparation for Public Hearings

We will support the Town in preparation for Public Hearings by refining the messaging and materials needed to effectively communicate proposed Housing and Land Use Element changes.

Deliverables:

• Support materials as needed for Public Hearings (electronic copies)

6g. Coordinate HCD and related agency review and respond to comments

HCD review of the Draft Housing Element is mandatory. During the review, we would work to address all HCD comments. We would communicate with HCD and facilitate review of the revisions via revised pages. All revisions made to the Draft Housing Element would be shown as tracked changes. The goal is to secure a Finding of Substantial Compliance on the Draft Element before proceeding to adoption. This way, final certification would be contingent upon adopting the Housing Element as revised and reviewed by HCD, and the Town would avoid adopting a Housing Element that does not completely meet HCD requirements and needing to repeat the review and adoption process.

We will work with the Town to respond to comments as needed, as well as to provide any needed changes to the documents, upon receiving feedback from HCD, Office of Planning and Research, the local water/sewer district, and Town officials.

Deliverables:

• Mark-up Public Review Draft showing the recommended changes (electronic copy)

6h. Support for Adoption Public Hearings at City Council

Using the materials developed in the previous task, we will support the Town during public hearings on the adoption of the Housing and Land Use Elements at City Council.

Deliverables:

• Attendance at two (2) public hearings

• Power Point presentation of draft and final Housing Element

6i. Prepare Final Housing Element

After the Planning Commission and City Council adoption hearings, we will package a Final Adopted Housing Element, along with the signed resolution, and send to HCD for its final 90-day review.

Deliverables:

• Final Housing Element (electronic copy and one hardcopy)

6j. Update other General Plan Elements (as needed)

The Project Team will evaluate the existing General Plan Land Use Element that may need to be amended for consistency with the updated Housing Element, drawing primarily from previous analyses. This will ensure compliance with State law and HCD-specific requirements.

Deliverables:

• Draft updates to other General Plan Elements as needed to support Housing Element and Land Use Element updates (electronic copy)

6k. State Certification

We will follow through with assisting the Town in achieving State certification of the Housing Element.

Deliverables:

• Final HCD Certified Housing Element (electronic copy and fifteen hardcopies).

Task 7: CEQA Documentation

The following is a suggested scope for the team to prepare the necessary environmental documentation. The Houseal Lavigne team will prepare the draft environmental document (either and ND/MND or EIR) in compliance with CEQA. The basic steps for a draft ND/MND and a draft EIR are described below. The budget provided assumes that the update will require a ND/MND.

7a. Draft ND/MND

Upon completion of the draft Initial Study, the remaining steps in the preparation of an ND/MND would be as follows:

• Finalize the Initial Study, including the ND/MND. This step will involve responding to two rounds of City comments on the draft Initial Study.

• Circulate the Public Review Draft ND/MND for the required 30-day public review period.

7b. Draft EIR (If Necessary)

Upon completion of the draft Initial Study, the remaining steps in the preparation of a focused EIR would be as follows:

• Finalize the Initial Study and circulate it along with a Notice of Preparation (NOP) of a Draft EIR.

• Prepare the Administrative Draft EIR, which will include the following sections:

• Executive Summary – summary of the Housing Element, alternatives, identified impacts, and mitigation measures, overview of areas of known controversy

• Introduction – overview of the CEQA environmental review process and EIR contents, legal authority and requirements, input received during EIR scoping, and lead, responsible, and trustee agencies

• Environmental Setting – overview of current environmental conditions in the City and the cumulative projects list and/or forecast

• Project Description – overview of the proposed Housing Element, including the project proponent (City), key project components with emphasis on those that may result in physical environmental changes, housing growth forecasts, and project objectives

• Environmental Impact Analysis – identification of the significant environmental effects associated with the

Housing Element with each individual subsection to include:

• Description of the environmental and regulatory setting for the specific issue

• Description of the analysis methodology

• Listing of thresholds of significance used in the analysis

• Discussion of project and cumulative impacts

• Listing of mitigation measures proposed to address identified significant effects

• Discussion of the level of significance of each impact after imposition of proposed mitigation measures

• Other CEQA Requirements – discussion of impacts related to growth inducement and significant irreversible environmental changes

• Alternatives – analysis of up to three alternatives to the proposed Housing Element, focusing on alternatives that reduce or avoid one or more of the Element's significant environmental effects

• References and Preparers – listing of sources used and individuals involved in preparing the EIR

Prepare the Draft EIR, which will involve responding to City comments on the Administrative Draft EIR and publishing the document for the 45-day public review period.

We have assumed that a focused EIR would address the following issues in detail:

• Aesthetics

• Air Quality

• Biological Resources

• Cultural Resources

• Greenhouse Gases

• Land Use and Planning

• Noise

• Transportation

• Utilities/Service Systems

The analysis will consider both the broad citywide impacts of the Housing Element and, to the degree feasible, the site-specific impacts at individual rezone sites. In this way, the EIR would serve as first-tier environmental document that will streamline the environmental reviews of future housing developments that are consistent with the Housing Element. As appropriate, the EIR would include

prescriptive mitigation indicating specific requirements for future housing developments.

Deliverables:

• Two (2) hard copies, one (1) electronic copy, and 15 CDs of the Draft MND or EIR in both PDF and Microsoft Word Format (for State Clearinghouse submittal)

7c. Final CEQA Document

The HLA team will prepare the final environmental document, which will involve either a Final ND/MND or a Final EIR.

The steps for each are described below.

7d. Final ND/MND

Prepare written responses to all written comments on the Public Review Draft ND/MND. All responses will include reasoned analysis and will cite appropriate provisions of the Public Review Draft ND/MND, the CEQA Guidelines, and applicable legal decisions. Prepare the Final ND/MND, including final responses, a Mitigation Monitoring and Reporting Plan (MMRP) if appropriate, and any revisions to the text of the Public Review Draft ND/MND.

7e. Final EIR (If Necessary)

Prepare the administrative Final EIR, which will include

• Written responses to comments received on the Draft EIR

• A draft mitigation monitoring and reporting plan (MMRP)

• Either revised EIR text or an errata section

• Prepare the Final EIR, which will incorporate City comments on the administrative Final EIR.

Deliverables:

• Two (2) hard copies and one (1) electronic copy of the Final MND or Final EIR in both PDF and Microsoft Word

Format

7f. Environmental Noticing, Outreach, and Filing

The HLA team will conduct all required outreach, noticing and filing of notices and documents for the

environmental review of the Housing Element update.

For the ND/MND scenario, notices will include:

• SB 18 and AB 52 letters to Native American tribes

• Notice of Intent (NOI) to adopt an ND/MND

• Notice of Completion (NOC) form that will accompany the State Clearinghouse (SCH) submittal

• Notice of Determination (NOD)

7g. For the EIR scenario, notices will include:

SB and AB 52 letters to Native American tribes

• Notice of Preparation (NOP) of a Draft EIR

• Notice of Availability (NOA) of a Draft EIR

• NOC form that will accompany the SCH submittals for the NOP and Draft EI

• NOD

For the EIR scenario, we will also prepare materials for, attend, and present at an EIR scoping meeting. The HLA team will file notices with the SCH and County Clerk as appropriate, but we assume that the City will handle any additional noticing (including, as appropriate, newspaper publication of the NOI, NOP, and NOA) and will pay applicable filing fees.

Deliverables:

• One (1) hard copy and one (1) electronic copy of each notice in both PDF and Microsoft

Word Format, scoping meeting materials for the EIR scenario

7h. Adoption/Certification

As needed for the EIR scenario, the HLA team will prepare final findings of fact and a statement of overriding considerations, consistent with sections 15091 and 15093 of the CEQA Guidelines. A draft version will be provided to the city for review prior to distribution. Upon receipt of City comments on the draft version we will prepare the final findings and overriding considerations. As noted above, CH Planning will file the NOD with the SCH and/or County. We assume that the city will pay applicable NOD filing fees. The CEQA project manager will also attend two public hearings on either the MND or EIR.

Deliverables:

• One (1) hard copy and one (1) electronic copy of the findings and overriding considerations in both PDF and Microsoft Word Format; PowerPoint for hearing(s), if requested.

Task 8: Safety Element Update

Atlas Planning will complete amendments to the town's Safety Element in compliance with State law and to achieve consistency with other elements in the General Plan, included the updated Housing Element. Atlas Planning will use the State's Office of Planning & Research 2017 General Plan Guidelines to update the Safety Element to ensure consistency with the State's latest requirements and guidance, including: SB 379, Vulnerability and Adaptation; SB 1241, Fire Risks; and SB 1030, Safety Element Update Requirements. The Safety Element update will focus on ensuring alignment with and/or integration of other City plans such as the Local Hazard Mitigation Plan Update (in accordance with AB 2140). As necessary, Safety Element maps will be revised and/or added and provided in GIS format.

The following step will be performed by the Atlas Planning Solutions (APS) team supporting the Town of San Anselmo Safety Element Update. The following tasks are proposed to support this update:

8a. Staff coordination meeting

APS will participate in a project initiation conference call and work with the project team to identify the data needs and existing documentation for review as part of the Safety Element Update. This task will establish the project schedule, identifying protocols for communication and coordination with state agencies (Cal FIRE, California Geological Survey, etc.).

8b. Background review and analysis

APS will conduct a background review of the existing General Plan Safety Element, which was initially updated in 2005. This review will identify the applicable hazards that affect the Town and emerging issues of concern in the future. A key component of this analysis is reviewing the existing goals and policies to determine what portions of the element will be kept, modified, or deleted. This review will rely on data provided by Town staff, the current General Plan Safety Element, recently completed San Mateo County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP), and relevant portions of the San Mateo County General Plan Safety Element.

8c. Climate adaptation assessment

In accordance with SB 379, the Town of San Anselmo General Plan Safety Element needs to be reviewed and updated as necessary to address climate adaptation and resiliency strategies. To meet this objective, we recommend development of a Climate Adaptation Assessment.

The proposed Climate Adaptation Assessment consists of two elements: the climate vulnerability assessment and corresponding climate adaptation measures (or strategies). The climate vulnerability assessment, and development of adaptation measures, follows a two-step approach consistent with climate adaptation frameworks recommended by the California Governor's Office of Emergency Services' (CalOES) 2020 California Adaptation Planning Guide (APG) and meet the requirements of SB 379.

Step one is development of a climate vulnerability assessment to identify the Town and community assets and populations that may be affected by climate hazards. The second step is the identification and prioritization of corresponding climate adaptation measures intended to reduce the impact to vulnerable communities or assets as identified in the vulnerability assessment. Both steps are informed by a regulatory framework and guided by national and statewide climate assessments, plans, and relevant efforts, including, but not limited to:

• California Governor's Office of Emergency Services' 2020 California Adaptation Planning Guide

• State of California's Principles for Aligned State Action (2021)

• California Governor's Office of Planning and Research Integrated Climate Adaptation and Resiliency Program

• Center for Disease Control's Building Resilience Against Climate Effects (BRACE) framework

• United States Climate Resilience Toolkit

• State of California's Sea-Level Rise Guidance (2018)

• California Coastal Commission's Sea Level Rise Policy Guidance (2018)

• National Integrated Heat Health Information System

The regulatory framework and current guidance will be documented within this effort. Both the vulnerability assessment and adaptation measures will also make use of the existing information available in the Town, the region, and state level to create an assessment that focuses on climate resiliency in Encinitas.

A: Perform Climate Vulnerability Assessment

The purpose of the climate vulnerability assessment is to identify the Town's exposure to the effects and impacts of climate change. More specifically, the primary effects caused by the initial impacts of increased GHG emissions (e.g., average temperature and annual precipitation amounts) and the secondary effects (e.g., drought, heat waves, flooding) that result from the primary effects). To perform the climate vulnerability assessment, the Project team will characterize the climate hazards and other climate effects that are anticipated to affect the Town.

The climate vulnerability assessment methodology is consistent with the APG framework and takes into consideration the Town's existing safety, hazard, and emergency planning policies, plans, and programs. The three analytical phases we recommend are:

• Exposure. The purpose of this phase is to understand existing hazards in the community and how they may change up until the year 2045. The Project team will use Cal-Adapt and other related, readily available state-wide tools to describe how climate hazards and other climate-change related effects are projected to change. Consistent with a APG guidance, the Project team will describe historical events and map climate change-related effects in GIS, where possible.

• Sensitivity and Potential Impacts. This phase compiles a list of population groups and community assets that are sensitive to localized climate change effects. The analysis will address any disproportional impacts that climate change may have on vulnerable communities across the Town (e.g., seniors, children, low-income, persons with disabilities, etc.). Using vulnerable communities data, the Project team will fill in data gaps with research from regional and state reports on climate impacts, and input from stakeholders.

• Adaptive Capacity. The intent of this phase is to evaluate the Town's current ability to cope with climate impacts. The ability to adapt is determined through two methods: First, a review of existing plans (specifically the LHMP and General Plan Safety Element) policies, and programs relevant to climate, hazards, emergency operations, or public safety.

The output of the climate vulnerability assessment is intended to inform the Town and community about which climate vulnerabilities are of the greatest concern and inform the development of adaptation measures and implementation mechanisms.

B: Identify Climate Adaptation Measures

The adaptation planning process aims to identify measures for preparing the community for the potential impacts of climate change through 2045 consistent with the outcome of the climate vulnerability assessment. The Project team will identify adaptation measures for each hazard risk based on level of severity (low-risk, medium-risk, and high-risk). The Project team intends to identify climate adaptation measures for the general community as well as those for San Anselmo government operations.

Develop Goals for Adaptation

In collaboration with the Town staff and stakeholders, adaptation goals will be developed that provide direction for achieving resilience and act as guideposts throughout the planning process and implementation. Establishing resilience goals builds transparency into the process, clarifies shared outcomes, provides the foundation for future project decisions, and informs development of tracking and evaluation metrics.

Prepare Adaptation Measures

In collaboration with Town staff and stakeholders, adaptation measures will be prepared after the review of vulnerabilities and confirmation of the Town's vision and goals for adaptation and resilience. We will develop

the adaptation measures consistent with the Town's existing or proposed policy framework (i.e., General Plan, MJHMP) so the adaptation measures are aligned with the expected outcomes and the terminology is consistent. Each goal drafted above should have a set of measures to support its achievement.

Adaptation measures may be general statements of policy preference or desired direction, and others are highly detailed and contain specific implementation direction. The Project team recommends categorizing strategies to provide direction for implementation. Examples include:

• Programmatic. Measures to expand or create new programs, activities, and initiatives.

• Plans, regulations, and policy development. Measures to develop or revise policies, plans, regulations, and guidelines

Proposed Cost

Houseal Lavigne proposes an estimated fee of **$246,453** for the Town of San Anselmo Housing, Safety, and Land Use Elements including all professional fees and project expenses related to the projects. If the Town favors our basic approach, we are willing to work with the Town staff to amend our scope of work as necessary to meet any budgetary constraints.

Task	Cost
Task 1: Project Initiation and Coordination	$ 8,751
Task 2: Background Review	$ 8,751
Task 3: Outreach and Facilitation	$ 27,987
Task 4: RHNA Housing Assessment and Analysis	$ 39,705
Task 5: Rezoning	$ 9,900
Task 6: Prepare and Finalize Housing Element	$ 45,010
Subtotal Housing Element Tasks	**$140,104**
Task 7: CEQA Documentation	$ 45,000
Task 8: Safety Element Update	$ 45,000
Contingency Budget	$ 37,000
Direct Expenses	
Houseal Lavigne	$ 11,856
CHPlanning	$ 1,978
Atlas Planning	$ 1,740
Kimley-Horn	$ 775
Estimated Total Not-to-Exceed	**$283,453**

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Planning Commission **Meeting of** 1/25/2022

FROM:
Elise Semonian, Planning Director

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

RECOMMENDATION

Receive report and provide direction to staff.

BACKGROUND

Every eight years, every city, town and county must update the Housing Element of their General Plan and have it certified by the California Department of Housing and Community Development (HCD). This staff report is an introduction to the upcoming 6th Cycle 2023-2031 Housing Element Update for San Anselmo. The memo provides background information on state requirements as well as a proposed local process and timeline.

The Housing Element update is an opportunity for a community conversation about how to address local housing challenges and find solutions. The Housing Element addresses a range of housing issues such as affordability, design, housing types, density and location, and establishes goals, policies and programs to address existing and projected housing needs. The Housing Element must be internally consistent with other parts of the General Plan and is critical to having a legally adequate General Plan.

State law does not require that jurisdictions *build* or *finance* new housing, but they must *plan* for it. It is in the community's Housing Element that local governments make decisions about where safe, accessible, and diverse housing could be developed to offer a mix of housing opportunities for a variety of household incomes. The Housing Element must identify how the town will meet its share of the region's housing need, called the Regional Housing Needs Allocation, or RHNA.

Key Components of a Housing Element

State law outlines specific requirements for a Housing Element. All Housing Elements include:

1. **Housing Needs Assessment**: Examine demographic, employment and housing trends and conditions and identify existing and projected housing needs of the community, with attention paid to special housing needs (e.g., large families, persons with disabilities).
2. **Evaluation of Past Performance**: Review the prior Housing Element to measure progress in implementing policies and programs (See Attachment 1 to Agenda item 20).

3. **Housing Sites Inventory**: Identify locations of available sites for housing development or redevelopment to ensure there is enough land zoned for housing to meet the future need at all income levels.
4. **Community Engagement**: Implement a robust community engagement program, reaching out to all economic segments of the community plus traditionally underrepresented groups.
5. **Constraints Analysis**: Analyze and recommend remedies for existing and potential governmental and nongovernmental barriers to housing development.
6. **Policies and Programs**: Establish policies and programs to be carried out during the 2023-2031 planning period to fulfill the identified housing needs.

Penalties for Noncompliance

There are many consequences for not having a certified Housing Element. The town can be sued by individuals, developers, third parties or the State. The town may be fined. A court may limit local land use decision-making authority until the town brings its Housing Element into compliance. The town may lose the right to deny certain projects. The town would be ineligible for numerous sources of funding, such as Infill Infrastructure Grants and Regional Transportation Funds such as OneBayArea Grants.

Regional Housing Needs Allocation (RHNA) Process

Every city in California receives a target number of homes to plan for at various income levels. This is called the Regional Housing Needs Allocation (RHNA). RHNA starts with the Regional Housing Needs Determination (RHND) provided by HCD, which is the total number of housing units the San Francisco Bay Area needs over the eight-year period, by income group. The Association of Bay Area Governments (ABAG) develops the methodology to allocate a portion of housing needs to each city, town, and county in the region. ABAG adopted the Final Regional Housing Needs Allocation (RHNA) Plan: San Francisco Bay Area, 2023-2031 <https://abag.ca.gov/sites/default/files/documents/2021-12/Final_RHNA_Allocation_Report_2023-2031-approved_0.pdf> on December 16, 2021.

The RHNA allocation for San Anselmo increased from 106 units in the 2015-2023 cycle to 833 units in the 2023 -2031 cycle. The Town's RHNA allocations:

Income Category	Income Range	2023-2031 6th Cycle RHNA
Extremely Low Income (0-30% of Area Median Income)	1 person household $0-$38,400 4-person household $0-$54,800	127
Very Low Income (30%-50% of Area Median Income)	1 person household $38,401-$63,950 4-person household $54,801-$91,350	126
Low Income (50-80% of Area Median Income)	1 person household $63,951-$102,450 4-person household $91,351-$146,350	145
Moderate Income (80-120% of Area Median Income)	1 person household $102,451-$125,650 4-person household $146,351-$179,500	121

Above Moderate Income (>120% of Area Median Income)	1 person household $125,651 or more 4-person household $179,501 or more	314
	Total	**833**

New Requirements for this Housing Element Update

Recent legislation resulted in the following key changes for this 6th cycle of RHNA and Housing Element updates:

- **Higher allocations -** There is a higher total regional housing need. HCD's identification of the region's total housing needs has changed to account for unmet existing need, rather than only projected housing need. HCD now must consider overcrowded households, cost burdened households (those paying more than 30% of their income for housing), and a target vacancy rate for a healthy housing market (with a minimum of 5%).
- **Affirmatively Furthering Fair Housing (AFFH) -** Local Housing Elements must affirmatively further fair housing. According to HCD, achieving this objective includes preventing segregation and poverty concentration as well as increasing access to areas of opportunity. HCD maps Opportunity Areas <https://www.treasurer.ca.gov/ctcac/opportunity.asp> and has developed guidance <https://www.hcd.ca.gov/community-development/affh/index.shtml> for jurisdictions about how to address affirmatively furthering fair housing in Housing Elements. ABAG's RHNA methodology allocated a higher share of low-income units to the Town based on its location in a High Resource Area and high housing costs.
- **Limits on Sites -** Identifying Housing Element sites for affordable units will be more challenging. The Town cannot reuse the sites identified to accommodate affordable housing in the last housing element unless the housing element has a program to allow residential use by-right (it may be an overlay zone). HCD now requires the Town to consider realistic development potential such as the extent existing uses may constitute an impediment to additional residential development (like existing leases), past experience converting existing uses to higher density residential development, and availability of incentives for development (like fee waivers or deferrals).
- **Safety Element -** State law requires that the Safety Element of the General Plan be updated concurrently with the Housing Element. The Safety Element must address new wildfire, evacuation routes, and climate adaptation and resilience requirements in an integrated manner. The town must adopt a Safety Element to meet this requirement.

DISCUSSION

New Resources Available This Cycle

The State of California Office of Planning and Research has updated State General Plan Guidelines for the preparation and content of general plans and has a "how to" resource for drafting a general plan, including the required Safety Element. HCD created Building Blocks: A Comprehensive Housing-Element Guide <https://www.hcd.ca.gov/community-development/building-blocks/> to assist jurisdictions in updating housing elements. HCD also provides a Housing Element Completeness Checklist <https://www.hcd.ca.gov/community-development/housing-element/docs/housing%20element%20completeness%20checklist.pdf> that outlines what HCD will be looking for to certify the housing element.

HCD also makes all housing element review letters <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.hcd.ca.gov%2Fcommunity-development%2Fhousing-element%2Fdocs%2Fheweb_list.xlsx&wdOrigin=BROWSELINK> available online so that staff may avoid issues by reviewing how other jurisdiction housing elements have been found inadequate.

The Association of Bay Area Governments (ABAG) received a $24 million state grant and now offers a Regional Housing Technical Assistance <https://abag.ca.gov/our-work/housing/housing-technical-assistance-program> program that includes: data package for Town that meets HCD requirements; model staff reports, presentations and social media posts; staff training webinars; interpretation services; and public engagement tools. More materials will be coming out in 2022, such as guidance for Affirmatively Furthering Fair Housing (AFFH) through a partnership between ABAG and UC Merced.

Locally, staff is meeting monthly with planning directors in Marin to collaborate on housing work and share resources, such as meeting notices in Spanish and shared feedback from surveys and focus groups.

Draft Housing Element Timeline

The Town is required to have an HCD-approved Housing Element by January 31, 2023. Staff recommends completing any ordinance changes (such as adoption of Objective Design and Development Standards for multifamily housing, any rezoning, and eliminating conditional use permit requirement for housing in commercial districts) concurrent with the Housing Element update. This will assist with the indicating the redevelopment potential of sites.

The attached timeline lays out the process for updating San Anselmo's Housing Element.

Next Steps

Staff will seek contract staff to begin public outreach work. A proposed schedule and public engagement plan are attached (Attachments 1 and 2). Staff has no funding or time scheduled for an Environmental Impact Report, which we hope is not required. Concurrently, staff will be working on bringing the Objective Design and Development Standards and Inclusionary Housing Ordinance to the Planning Commission and Town Council.

FISCAL IMPACT

The Town Council has included update of the Housing Element, Safety Element and Circulation Element and Vehicle Miles Travelled (VMT) policy as two-year Council goals and has budgeted $250,000 for the work to date. Staff has secured $85,000 LEAP/REAP grants. Proposals received to date for these projects total $734,000. Since the department lost one staff member in February 2021 that has not been replaced, staff is seeking a mid year budget adjustment to transfer unspent salary costs to the consultant budget for this project. Since the planning director cannot update the Circulation Element or prepare a Vehicle Miles Travelled policy in house, those projects are a priority for funding with the limited budget. Assistance with documenting the realistic development potential of individual housing element sites is a place where outside assistance would be very helpful.

All other Marin County jurisdictions have retained, or are in the process of retaining, firms to prepare their housing elements and have varied budgets:

Corte Madera	$420,000 for Housing and Safety elements
Mill Valley	$140,000 (recently comprehensively updated General Plan)
Marin County	$1,627,784 for Housing and Safety elements
Fairfax	$250,000 up to $413,000 if EIR required
Belvedere	$450,000
Tiburon	cost unknown, has consultant for General Plan/Housing Element update
Sausalito	$860,000 (recently comprehensively updated General Plan)
Ross	Requesting proposals until January 28, 2022
Novato	$928,225 (including EIR)
San Rafael	$174,745 in consultants ($250,000 est., recently updated General Plan)
Larkspur	$425,000 with a spending authority up to $660,000

GENERAL PLAN CONSISTENCY

The project is intended to bring elements of the General Plan into conformance with State law.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Unknown at this time.

CONCLUSION

Provide staff with feedback on public engagement strategy and timeline.

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council 5/10/2022 **Item #:** 4.

FROM:
Sean Condry, P.E., CBO - Public Works and Building Director

SUBJECT:
Emergency Sinkhole Response at Center Boulevard Bridge

RECOMMENDATION

That the Council acknowledge the emergency repairs required by the undermining of Center Boulevard Bridge at Sycamore Avenue.

BACKGROUND AND DISCUSSION

On Monday, April 11, 2022, a business owner in San Anselmo notified Central Marin Police Authority (CMPA) about a sinkhole 3'-4' wide on the southwest corner of the Center Boulevard Bridge. Ross Valley Fire Department responded quickly by shutting down the Center Boulevard Bridge with the assistance of CMPA. Utilities were notified along with Public Works at approximately 3:30 pm and Public Works staff and crew responded immediately.

Upon inspection by Town staff, it was determined that the sinkhole was significantly larger underground and had undermined about two-thirds of the Center Boulevard Bridge abutment foundation on the west side of the bridge. The undermining appeared to be caused by a failed corrugated metal storm drainpipe (CMP) from Sycamore Avenue along with erosion on the creek side of the abutment. Ross Valley Sanitary District assisted by videoing the failed storm drain for the Town.

The bridge, street, and adjacent private parking lot were immediately barricaded off by Public Works crew while staff proceeded to move forward with design and repair options. Center Boulevard and the bridge serve over 10,000 vehicles per day. Center Boulevard is a main arterial roadway in San Anselmo and its repair was a high priority for the Town. On the morning of Tuesday, April 12 Van Midde Concrete began repair work of the undermined abutment foundation by excavating earth and installing rebar for a new below-grade retaining wall that sistered and underpinned the existing abutment.

On Wednesday, April 13 the sistered abutment and underpinning concrete were completed while the parking lot sinkhole and undermined street were excavated. Marin Sanitary took the soil off-haul free of charge. On Thursday, April 14 Miksis Services repaired the end of the failed storm drain and the sinkholes were backfilled.

On Thursday, April 14, Nerviana Paving began grinding the road to prepare for paving. Paving plants were anticipated to be closed on Friday, due to pending rain but with the help of Nerviana Paving and Dutra

Materials, paving was supplied and installed. Paving was completed midday on Friday and Fine Line Striping completed striping of the street, which allowed the bridge to reopen by approximately 3:30 pm on Friday, April 15.

FISCAL IMPACT

The cost for the emergency repairs is estimated to be about $175,000 to $200,000 in total. Funding for the emergency bridge and road repairs will come from the Emergency Fund.

CEQA

The Town finds this project to be statutorily exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15269 (Emergency Projects). Specifically, the emergency repair was undertaken by the Town to repair and restore an existing road damaged by land subsidence. (14 CCR §15269(d)). Additionally, the repair would be categorically exempt under the CEQA Class 1 exemption, 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(c)).

CONCLUSION

Center Boulevard Bridge serves over 10,000 vehicles per day and is a main arterial road through San Anselmo and the Ross Valley. Caltrans inspects the bridges in Town on an annual basis. The bridge is approved for replacement by Caltrans and is structurally deficient. However, funding is delayed so it may be some time before a design is complete and the bridge is replaced. The Town inspects and has repaired other bridges; however, considering the issues associated with the undermining of this bridge by erosion and a failed storm pipe, the Public Works Department will do additional annual inspections of all bridges immediately following winter rains or large storms.

Staff believes that the undermining of this bridge may have occurred with the big storms in October during the flood event that occurred and by subsequent rains this past winter. Based on this, it is imperative that additional inspections occur beyond the routine annual inspection by Caltrans. In addition, staff has wanted to create a Storm Drain Master Plan (SDMP) which would look at all storm drains throughout Town but focused on CMP which are known to fail due to age and type of material. To create an SDMP the Town would need to allocate funding from existing funds or look at creating a drainage impact fee or parcel tax like other jurisdictions.

Town staff would like to thank Van Midde Concrete, Nerviana Paving, Miksis Services, Fine Line Striping, Marin Sanitary Services, Dutra Materials, Maggiora & Ghilotti, and Miller Pacific Engineering for their immediate response and assistance to the Town. Without this community response by local contractors, consultants, and Town staff and crew, the repair of the road in such an expeditious fashion would not have been possible.

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council 5/10/2022 **Item #:** 5.

FROM:
Sean Condry, P.E., CBO - Public Works and Building Director

SUBJECT:
Water Conservation Efforts Town Wide and Memorial Park Field Renovation Project

RECOMMENDATION

a. That Council receive an update on Town water conservation efforts related to the drought and provide direction on future water conservation efforts; and
b. That Council provide direction to staff on the Memorial Park field replacement project, and associated water conservation efforts.

BACKGROUND AND DISCUSSION

Water Conservation Efforts

With the low rainfall in the winter of 2020/21 Marin County and (most of California) was in the middle of a severe drought. Marin Municipal Water District (MMWD) as of February 2021 declared initial stages of drought and stated this is the worst drought in over 140 years. On June 8, 2021, the state declared a drought emergency in Marin County. In 2021 MMWD had been requiring that water be reduced district-wide by 40%, with drip irrigation limited to two days per week and spray irrigation to one day per week. However, with the rains in October and December MMWD reservoirs filled up so there has been an incremental approach to modify or reduce some restrictions.

Public Works has been working to reduce the Town's irrigation water usage at Town medians and parks, both through a reduction in spray irrigation, as well as reestablishing wells in Creek Park and Memorial Park that had not been in use since about 2005. The Creek Park well which was only connected to Creek Park is now connected to Town Hall, Imagination Park and Red Hill Median irrigation systems.

Linking Town Hall, Imagination Park and the Red Hill Median to the Creek Park well required installing new pipes and reconnecting older lines that were out of commission. The two wells at Memorial Park were thoroughly cleaned along with upgrades to the pumping, piping, and control system to improve the amount of water production and backup for domestic use during times of drought. These efforts have resulted in a reduction of MMWD domestic water use by about approximately 80% during the peak of the drought and over 30% for the entire year including non-drought months, see Attachment 1.

Memorial Park

Historically, Memorial Park used approximately 50% of the total domestic water used by the Town in any given year due to the water needs of the 3.2 acres of grass fields, which is similar to water usage for homes with lawns. In the summer months Memorial Park uses 13,000-15,000 gallons a day, seven days a week, which is equivalent to over 400,000 gallons per month. Last summer the fields and picnic area lawns had gone dormant due to the water use reduction to once a week watering while the Town was working on increasing well production. This had been a big concern due to its impact on

summer recreation programs including soccer, which has over 750 players enrolled. However, based on feedback from Council and with the use of well and domestic water, the Town was able to water the fields 2-3 times each week.

The Memorial Park fields drainage and irrigation have not been upgraded in approximately 50 years. The fields are undulating with holes and mounds of dirt throughout. The drainage system has needed repair for ages along with a complete replacement of the irrigation system and fields. Last year the Town received a low bid of $454,360 from Marina Landscaping which the Town was prepared to move forward with; however, a drought was declared, and the project was delayed. Town Council directed staff to look at water conservation for the field replacement project to continue.

The Town hired Tamalpais Environmental Consultants (TEC)'s Aaron O'Brien, landscape architect Peter Arnold, and Siegfried Engineering's Adam Merrill to study and come up with preliminary water savings and costs for various options. Over the past 6 months TEC and the other consultants has investigated various options to reduce overall water usage along with a reduction of domestic water usage. In Attachment 2, the options examined by TEC include:

1. Installing a new irrigation system that would cut total water usage by about 25% (100,000 gallons during summer months) with a cost including new grass fields and drainage of $750,000.
2. Using recycled water from Las Gallinas Valley Sanitary District which could meet all the needs of Memorial Park coming through the Mt. Tamalpais Cemetery with a cost of $5 to $10 million.
3. Recycled water delivery by trucking which could be used during drought in the summer months and would only meet about 50% or 200,000 gallons per month of the demand at a cost of $40,000/month or approximately $120,000 for 3 months of water.
4. Local greywater recycling which currently would only provide about 5,000 gallons a month for a cost of about $50,000.
5. The use of the 2 existing irrigation groundwater wells along with the addition of an existing monitoring well that combined could supply about 90,000 gallons/month for a total cost of about $55,000.
6. Rainwater Harvesting which could include installing a 20,000 gallons tank up to a 100,000 gallon tank under field one or the lower set of the tennis courts at a cost of $175,000 to $300,000, respectively.

The report in Attachment 2 gives a more in-depth overview of the above options. Staff along with the support of the consultants has come up with the recommended combination of options at the end of this report and the approximate water savings. All of the options include new grass fields, grading and irrigation. The options show overall water savings for in gallons and percent and the cost of the option. New irrigation is by far the largest actual water savings over any of the other options (except artificial turf) with an approximate 25% decrease in overall water usage.

The existing wells (Attachment 3) also significantly reduce domestic water use and if all three water wells were used the total domestic water use reduction would be approximately 23%. However, this intensity of use would also deplete the groundwater table. While the groundwater could be replenished if there were sufficient rain there could be a major impact to the groundwater table if a drought was over multiple years. Therefore, if groundwater wells are used staff would recommend using existing and new groundwater monitoring wells to track the depth to groundwater monthly and annually to monitor the impact to the groundwater table.

One of the biggest water savings would be the use of artificial turf which is recommended in Option 3 for field 1, Attachment 4. The option for artificial turf was initially rejected by the community during the Memorial Park rehabilitation planning stages but this was before the drought. New artificial turf could reduce overall water usage by up to 25%. However, it could still require some watering to keep it clean and maybe reduce its heat during hot days. Another great advantage of artificial turf is the ability to use the field year-round for recreation. The transition at the playing surface between the real grass and the artificial turf may not be ideal and a fence may also be required to keep dogs off the area. While soccer fields could still be provided it would be for U-10 size soccer fields.

Also included in the options are rainwater/stormwater harvesting. The actual water savings using stormwater or rainwater will vary widely based on the size of the tank and when it's raining. If a smaller size 20,000 gallon below ground tank is used, it would be able to help in between rains in the fall through winter months but not much in the summer. A larger

100,000-gallon tank could also be installed at almost double the cost, but it too would only be about one weeks' worth of water in the summer. The larger tank could help significantly in a dry winter/spring season collecting water from a big storm and then using the water for one to two months of irrigation during the transitional months of late Spring when there is the possibility of no rain.

The potential locations for the below-ground tanks are shown on Attachment 3. The 20,000 gallon tank has more versatility due to its size and potential locations could be out of the main field area allowing for the fields to be done first followed by the below-ground tank work. Suitable locations for the 20,000 gallon tank are adjacent to the tennis courts and below the Sunnyhills apartment complex which has numerous downspouts draining directly into the park. The two best locations for the 100,000 gallon below-ground tank would be field one or below the dilapidated tennis courts closer to Sunnyhills Drive. The tennis court needs resurfacing so putting the tank here could also be done in conjunction with resurfacing.

Attachment 5 shows the proposed 100,000 gallon tank below field 1. While this is a great option and has a major storm drain going adjacent to it which could fill the tank, the design time would most likely push the field renovation project into next fall.

In options 2 and 3 greywater systems are also included which are not in option 1 but the above ground 8,000 gallon tank in option 1 could be used for recycled water or greywater. While the water savings from the existing available grey water is minimal at 5,000 gallons per month or 1% of water needed in summer months staff recommends installing a system of piping that is grey water and recycled water ready. This recommendation is based on the potential for future development or remodel of existing multi-unit housing that could incorporate a grey water piping network that could be connected to the Memorial irrigation system in the future. A new above-ground tank and recycled water hookup would also allow for the use of trucked in water from the Las Gallinas Valley Sanitary District during the peak summer months, but this would be an expensive option and not very green.

Summary

While all of the below options are viable, the costs to include below-ground tanks and artificial turf is fairly significant. The below-ground water storage tank options add on 15-30% in cost for the 20,000 gallon tank and 100,000 gallon tank, respectively. The artificial turf option for only field 1 doubles the cost of installing grass, irrigation, and drainage for all three fields but technically has a 10 year payback. Option 1 which includes irrigation replacement, drainage and new fields along with using the existing wells and adding a new storage tank is the least expensive option but is also comparable to option 2 in cost to benefit ratio and it has a below-ground storage tank. All of the various items in these options may be mixed and matched.

Option 1 could be completed this fall with modifications to the existing design and specifications from last year. Option 2 could be completed in phases with the fields being done first along with the drainage, irrigation, and other piping for future rainwater and grey water collection. The 20,000 gallon below-ground tank could be designed and installed following the work in the fields sometime in the following year once the design is complete if authorized by Council. Option 3 incorporating the artificial turf could be designed and completed this fall without the 100,000 gallon tank below field 1. However, the 100,000 gallon tank could be installed below the lower tennis courts as a phase 2 which would allow more time for design.

The Memorial Park fields and the park itself are highly used recreationally, leisurely and for community events by residents and visitors year-round. Public parks fill an important role for a community gathering space for residents and people who don't have access to private outdoor space. Providing a public field with natural grass is a greener approach to having lawns as opposed to private lawns for residences. A NASA led study in 2005 found that grass lawns in the US cover 63,000 square miles and typically use 50-75% of the domestic water supply. With droughts becoming more frequent and the availability of clean drinking water limited, one way to conserve water would be to not allow grass lawns for private residences but provide shared community outdoor space with grass fields and other amenities.

Memorial Park Domestic Water Reduction

Option 1

Replacement of Existing Field with New Irrigation System and above ground storage tank

	Summer Gal/m	Percent reduction	Cost	Cost per gal/red. Summer	Average Annual use	Cost per gal/red. Annual
Description/Summer Peak	400,000				2,749,897	
New grass fields, grading, irrigation	-100,000	-25%	$750,000	$7.50	-687,474	$1.09
Existing Rehabilitated Wells	-60,000	-15%	$20,000	$0.33	-412,485	$0.05
Add existing Well MW-2B	-30,000	-8%	$35,000	$1.17	-206,242	$0.17
Small 8,000 gallon above ground storage tank with new controls (no stormwater or greywater)			$120,000			
Total MMWD Water Reduction	**-190,000**	**-48%**	**$925,000**	**$4.87**	**-1,306,201**	**-$0.71**

Option 2

Replacement of Existing Grass with New Wells and Small Graywater/Stormwater System

	Summer Gal/m	Percent reduction	Cost	Cost per gal/red. Summer	Average Annual use	Cost per gal/red. Annual
Description/Summer Peak	400,000				2,749,897	
New grass fields, grading, irrigation	-100,000	-25%	$750,000	$7.50	-687,474	$1.09
Existing Rehabilitated Wells	-60,000	-15%	$20,000	$0.33	-412,485	$0.05
Add existing Well MW-2B	-30,000	-8%	$35,000	$1.17	-206,242	$0.17
Small stormwater and greywater systems	-5,000	-1%	$50,000	$10.00	8,593	-$5.82
Larger 20,000 gallon below ground storage tank with new controls			$175,000			
Total MMWD Water Reduction	**-195,000**	**-49%**	**$1,030,000**	**$5.28**	**-1,297,608**	**-$0.79**

Option 3

Replacing 2/3 of the Existing Grass Area and adding 40,000 sq. ft of artificial turf.

	Summer Gal/m	Percent reduction	Cost	Cost per gal/red. Summer	Average Annual use	Cost per gal/red. Annual
Description/Summer Peak	400,000				2,749,897	
New grass fields, grading, irrigation	-100,000	-25%	$750,000	$7.50	-687,474	$1.09
New Artificial Turf	-100,000	-25%	$800,000	$8.00	-687,474	$1.16
Existing Rehabilitated Wells	-60,000	-15%	$20,000	$0.33	-412,485	$0.05
Add existing Well MW-2B	-30,000	-8%	$35,000	$1.17	-206,242	$0.17
Larger stormwater and greywater collection systems	-20,000	-5%	$125,000	$6.25	-137,495	$0.91
Install very large 100,000 gallon below ground storage tank with pumps and controls.			$300,000			
Total MMWD Water Reduction	**-310,000**	**-78%**	**$2,030,000**	**$6.55**	**-2,131,170**	**-$0.95**

FISCAL IMPACT

If Council chooses to proceed with one of the above options, the fiscal impact will be approximately as shown in the

Cost column above. However, the selected option will be brought back to Council for ultimate approval and the engineers estimate will be included at that time. Funding for the above options will come from Measure A, Parks which has approximately $700,000 but any funding above this amount will need to be allocated from the general fund, Measure D or American Rescue Plan Act funds. Staff would like direction from Council on where funds should come from if over existing funds in Measure A, Parks.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Town finds that discussing possible approaches to reducing water consumption in Town at Memorial Park is a preliminary discussion and does not constitute approval of a project. Therefore, conducting a CEQA analysis before the Council chooses a conservation option is premature. (CEQA Guidelines § 15002(e)). If such a discussion of water conservation options is considered a project, it is categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) Guidelines Section 15301 Class 1, because it involves maintenance of existing public facilities involving negligible or no expansion of use. (14 Cal. Code Regs. § 15301). None of the exceptions listed in CEQA Guidelines section 15300.2 apply in this instance.

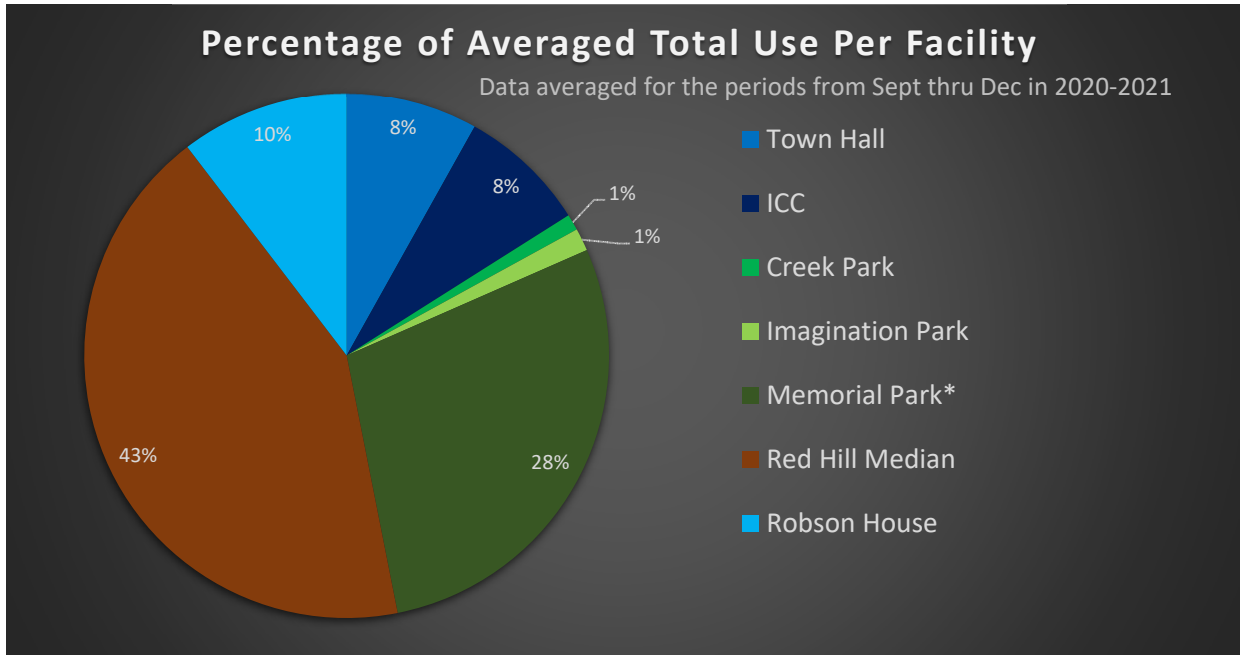
The modification of irrigation schedules will address San Anselmo's Climate Action Plan (CAP) 2030, specifically CAP Measure C-2, replace inefficient irrigation systems by reducing overall domestic water usage.

Sept.-Dec. Water Consuption Comparison 2020 vs. 2021

Facility	Percent of Total Water Use Averaged Over 2020-2021	Water Use 2020	Water Use 2021	% change
Town Hall	8%	142,868	71,060	-50%
ICC	8%	35,156	173,536	394%
Creek Park	1%	26,180	0	-100%
Imagination Park	1%	35,904	748	-98%
Memorial Park*	28%	750,493	0	-100%
Red Hill Median	43%	1,095,072	31,416	-97%
Robson House	10%	163,812	109,956	-33%
Total	**100%**	**2,249,485**	**386,716**	**-83%**

***Adjusted Memorial Park consumption due to a broken meter in 2020.**
A historical average from September through December of 2014 to 2016 was used instead.

Gallons saved **1,862,769**
Water use reduced by **-83%**



Sean Condry
Town Of San Anselmo
525 San Anselmo Ave.
San Anselmo, CA 94960

Subject: Evaluation of Irrigation Water Options for Grass Playing Fields at Memorial Park, San Anselmo, California.

This summary has been prepared by Tamalpais Environmental Consultants (TEC) and Edd Clark & Associates (ECA) to provide the Town of San Anselmo with an evaluation of water supply options for the playing fields at Memorial Park in the Town of San Anselmo (Town). The objective of this evaluation is to provide the Town with additional information related to the available irrigation water options in order to make an informed decision regarding the replacement of the grass at the playing fields. A summary of options and cost estimates are provided separately.

The playing fields at Memorial Park include over 3 acres of grass that require significant amounts of water to maintain. A figure showing the park and associated features is included in Figure 1. The Marin Municipal Water District (MMWD) provides potable water for the fields and a new connection to their pipeline was completed in 2021. A variety of water sources can be used in the event that water is not available from the MMWD. Additional potential sources of water include recycled water (both long-term and short-term options), groundwater from existing and new wells, greywater, and rainwater harvesting. Each of these options is discussed in more detail in this report.

The existing fields and irrigation system are in relatively poor condition. The installation of a new irrigation system alone is estimated to use about 25% less water than the existing irrigation system for the same amount of grass. This would be a very significant savings over the current system and TEC recommends the installation of new irrigation and control systems at a minimum to use water as efficiently as possible. The current system uses over 100,000 gallons of water per week in the summer and water use can be higher than that in some conditions. The utilization of alternative water options can reduce the amount of water necessary from the MMWD by approximately 50% or more depending on the options chosen.

We have collected or reviewed information from the following sources:

- the installation of the two existing irrigation wells in the 1970s,
- additional wells and groundwater pumping tests conducted in 2012 and 2013,
- well drilling contractors,
- well maintenance and system installation contractors,
- Marin Municipal Water District (MMWD) personnel related to potable and recycled water options,

- local and state agencies related to groundwater use,
- recycled water delivery contractors,
- local greywater options,
- rainwater harvesting, and
- historical aerial photographs, topographic maps, and other records.

Recycled Water Options

High quality recycled water is now produced at the Las Gallinas Valley Sanitary District. The water is treated and distributed by the MMWD through a network of pipelines. During periods of restricted potable water use, the MMWD set up connections for local customers to collect recycled water in tanks or trucks at the Marin Civic Center. MMWD indicated that the system currently has a capacity in excess of one million gallons per day and could easily meet the water requirements for the park with a drought-resistant source if it was connected by a pipeline. The recycled water pipeline currently extends from the treatment facility to a hydrant near Terra Linda High School, the closest point to San Anselmo. This water source would provide an ideal long-term water source for this type of project in the future.

The MMWD did a study over 10 years ago to connect the Mt. Tamalpais Cemetery to this recycled water source in Terra Linda, but that project wasn't completed due to limited necessity at the time and costs. The cemetery is located about $^3/_4$ of a mile to the northeast of the park. The MMWD representative indicated that this project could be re-evaluated with a new cost estimate to provide San Anselmo and the Ross Valley with a reliable recycled water source. The distance could be as little as 2 miles depending on the route selected, but would include some challenging terrain. However, this route could largely avoid the utility congestion and pavement requirements around city streets. The project would be constructed and operated by MMWD and could provide recycled water to Memorial Park, the Mt. Tamalpais cemetery, and a variety of other irrigation and construction uses in the Ross Valley. This project would likely take several years to fund and was ballparked by the MMWD representative to be between $5 million and $10 million.

The MMWD indicated that they would likely be willing to complete a new budget estimate for this work and that a letter from the Town Council requesting that a new cost estimate for this project would be helpful. While this course of action would be a great long-term solution, it does not address the water needs of the playing fields for the next several years.

The Central Marin Sanitation Agency in San Rafael, which treats wastewater from the Ross Valley, does not currently produce recycled water at the quality necessary for reuse on playing fields. There is no definitive timeline for the necessary upgrades at the facility and associated pipelines to San Anselmo. The estimate for the upgrades to the facility alone is likely in the tens of millions of dollars.

Recycled Water Deliveries by Truck

Recycled water can be brought to the parks in water trucks from the civic center. During the water restrictions in place during the summer of 2021, a contractor provided a water truck with a 1,600-gallon capacity to transport water to meet local landscape and construction water needs. Additional recycled water contractors have expressed their intent to provide recycled water with larger trucks, which could provide up to 3,600 gallons per load of recycled water with a cost of about $800 per load. Lower costs might be achieved with longer-term contracts or additional contractors.

In the event of low water availability from MMWD and groundwater options, the water truck option could provide two loads of recycled water a day to meet about 50% of the water needs of the playing fields for about $10,000 a week. This option would require at least one additional tank at Memorial Park to provide separation between the recycled water and the groundwater wells and a new connection that would allow a truck to unload from the street to the tank relatively quickly and stay out of the traffic corridors.

Local Greywater Recycling

Recycled water may also be available from local sources through greywater capture and treatment systems. Water Champions reviewed potential greywater sources to evaluate whether the existing town buildings adjacent to the park may be retrofitted to collect greywater from the sinks. The water would then be filtered and either drained directly into an underground tank or pumped into a new aboveground tank. Water Champions estimated that this water source could provide about 1,000 gallons per week consistently during the year. The scope and cost estimates provided by Water Champions and Argall Plumbing are included in Attachment 1. Additional engineering and piping costs would still be required. The restrooms at the playground are also a potential source of greywater that could be utilized in a stand alone system in that location or connected to the primary greywater source south of the playing fields.

The available water volume for this strategy is relatively low compared to the water needs for the park, but this could provide a source that lasts throughout the summer time. If additional developments are constructed or redeveloped in the area, it may be possible to capture more significant amounts of greywater in the future and the knowledge gained from this relatively low volume approach now could allow the more efficient utilization of other sources in the future. Piping for greywater could be installed concurrently with the well and irrigation piping to minimize the overall costs for expansion in the future.

Groundwater

Groundwater can be a significant resource and meet a substantial portion of the water needs for the playing fields. Groundwater can be used sustainably when there is a balance between extraction and recharge from the surface over the long-term. Groundwater in this area is

relatively shallow with the depth to water measured at about 10 feet in monitoring wells during August 2021 and less than 7 feet in some locations in February 2022.

A geological consultation was undertaken in the 1970s and the Town subsequently installed two irrigation wells (IR-1 and IR-2) around the playing fields. These wells have been inactive in recent years since water has generally been available from the MMWD. The well locations are shown on the Site Plan. The wells are completed to a depth of about 35-45 feet below the ground surface (bgs). The well logs show mostly low permeability clays with sand and gravel lenses that likely provide the water produced. Two cross-sections prepared by ECA showing the geological information are included in Attachment 2. While bedrock was not directly indicated on most of the boring logs, the indications are that bedrock underlies the whole area at a depth of about 50 feet bgs.

A pump test was previously completed on the irrigation wells in 2013 that confirmed the potential for the irrigation wells to average about 4 gallons per minute (gpm) in the short-term. This rate was estimated over 24 hours during the winter and the wells are unlikely to produce this average flow rate for a long duration due to the relatively limited depth of the aquifer that is providing the water. There is significant uncertainty about how much water these wells can supply and what extraction rates could be maintained during the dry season, particularly following periods of lower rainfall. Each of the two existing irrigation wells have been producing over 10,000 gallons of water per week to accommodate early season watering and replanting conducted by the Town in early 2022.

The irrigation wells were refurbished with a new well pump and controls by Forster Pump & Well in August 2021 during the drought to minimize the use of MMWD water. A new MMWD interconnection was also installed to allow the combined use of groundwater with MMWD water. The existing irrigation wells IR-1 and IR-2 were inspected with a video camera in January 2022 and found to have accumulated silt and the steel casings were corroded and clogged. The wells were subsequently cleaned by air jetting and recirculation of an environmentally-friendly well cleaning compound in January and February 2022 to maximize the well yields. The wells were purged and reconnected to the system in early February 2022.

Unfortunately, the water yield from the two existing wells will not be sufficient to meet all the watering needs, but there are several options to increase the amount of groundwater produced. In order to provide additional information about the subsurface and the likelihood of water yields, TEC contracted with Western Groundwater Surveyors (WGS) to provide an electro-seismic evaluation to assess the potential water yield from additional well locations. This is a geophysical technique that can provide an estimate of permeability and potential water yield in an aquifer.

The WGS survey was conducted along a transect of 6 points extending from the northern edge of the batting cage across the meadows picnic area toward the restrooms. An additional calibration location was completed next to IR-1. A complete description of the technology and the results are included in the WGS report provided in Attachment 2. WGS indicates that the best location in this area for another water production well is likely at Sounding 5, which may be where the

historical creek channel was located. Unfortunately, this area is also near the sewer line, limiting the potential for a new production well at this location. A new test well could be installed 50 feet from the sewer line and another potential location is near the northern end of the park in the elder garden area.

The WGS survey also indicated that the shallow alluvial aquifer would likely be a better water-producing zone than the deeper franciscan complex bedrock zones, but that additional technical surveys could be completed to assess the deeper zones.

Connection of Existing Well MW-2B

During the pump tests conducted in 2012, Well MW-2B was installed in the playing field and tested for water production. The location of this well is shown in the Site Plan and is about 130 feet south of the restrooms and about 60 feet east of the pathway on the western edge of the fields. This well is a 4-inch diameter PVC well and produced about 4 gpm during the testing conducted in 2012. This flow rate is similar to what was produced by the larger 8-inch diameter steel irrigation wells IR-1 and IR-2. Well MW-2B was recently located during a utility survey using a metal detector.

This well can be connected to the existing irrigation system without any additional permitting with the County. The installation will require a vault at the surface that can be accessed by personnel periodically and sometimes an equipment truck will be necessary to service the well pump. The location in the middle of the field does provide a number of limitations for access, but could be accommodated in the new park plans. The cost to connect Well MW-2B to the existing system could be minimized by including the necessary trenching and piping requirements with the new irrigation system.

Installation of Additional Wells

Additional wells may be installed to monitor the aquifer and to potentially find additional locations for irrigation supply wells. The installation of one or two additional groundwater wells could be used in conjunction with existing wells MW-1 and MW-3 for assessing groundwater elevations during active pumping of the irrigation wells. Each shallow well could be installed for about $10k with permitting, contractor, and oversight costs.

The historical investigations indicate that the shallow groundwater aquifer is underlain by bedrock. It is possible that there is a deeper water source if a well is drilled into the rock and a fracture is encountered. The potential yield from this type of well could meet all of the watering needs, but the costs for installation are relatively high (cost could exceed $200k to $300k) and there is a risk of not encountering a good water source. Drilling into bedrock also requires a much larger drilling rig for a longer period of time.

TEC and ECA have also investigated the use of a horizontal extraction well to tap into the more permeable zones with much longer well screens. This technology has a number of limitations, including the need for additional soil borings before the project commences, clearance from sewer lines, a relatively high cost, and uncertain water production.

Rainwater Harvesting

A significant volume of water could be collected during heavy rainfall events and stored for later use. Stormwater could be collected from several sources, including runoff from nearby rooftops, the tennis courts, playground parking lot, and storm drain system. The water would be filtered prior to being stored in a storage tank.

One of the challenges for this strategy is the storage volume relative to the anticipated water use during the dry season. Very large storage volumes, potentially in excess of 100,000 gallons would be necessary to make a significant contribution to the summer time watering needs for the playing fields. Multiple tank options might be considered and cost estimates are currently being prepared to further evaluate these options.

These are large tanks and there are several options available to meet different project requirements. A 20,000 gallon tank could be installed initially with greywater and stormwater collection options to provide testing of these water use strategies prior to the installation of more tanks. Two potential tank location options are shown in Figure 1. This tank could receive water from a variety of water sources in the wet season, provide storage for recycled water, and reduce the need for an additional aboveground tank. These underground tanks could be placed adjacent to the tennis courts, under the infield area of the adjacent baseball field, east of the pathway along the eastern side of the playing fields, or within the infields or playing fields.

Water Storage and Control System

A concrete water storage tank with a reported capacity of about 8,000 gallons of water is located on the southern edge of the playing fields adjacent to the tennis courts. The two existing irrigation wells are connected to this tank and an electrical control panel with breakers and pump control boxes is located next to the tank. The control panel and tank appear to date back to the original installation in the 1970s. The control panel needs to be upgraded and replaced. TEC has not inspected the interior of the concrete tank, but this tank appears to be usable for the immediate future.

The existing storage volume is low compared to the average daily use of 13,000 to 15,000 gallons during the summer. This volume should be increased to allow more water use options in the future. It is anticipated that an additional tank would have a capacity of 8,000 to 20,000 gallons. The existing tank location is shown on the Site Plan. There are a variety of aboveground tank options that might be considered for this location with a wide range in cost.

A new underground pipe connection would be needed for a recycled water truck to easily and quickly pump water from the asphalt area off of Sunny Hills Dr.

Options to Consider

This report has summarized a variety of available water options and each option can have a number of advantages and disadvantages. TEC is working with the Town to create and update different combinations of options to find the right balance of water conservation and use of the park. There is no guarantee that any of these options would be able to provide a sufficient source of water to meet all of the water needs of the existing playing fields.

The installation of artificial turf would be one way to achieve a significant reduction in water usage. Preliminary estimates for the installation of artificial turf for Field #1 would reduce the water necessary by over 30%. One of the limitations of having a hybrid approach with artificial turf and natural grass is the necessity for a solid transition between the field types, which reduces the flexibility of the current layout.

In order to maximize the production of the existing wells and include the option for deliveries of recycled water, TEC recommends the connection of MW-2B to the irrigation system, the installation of a new control panel and water storage tank, and recycled water connection to Sunny Hills Dr.. The additional installation of any of the well options, greywater, and rainwater harvesting options could also significantly reduce the need for MMWD water. The projects could be completed in phases with some trenching and piping completed prior to the grass planting to avoid the disruption of the grass in the future.

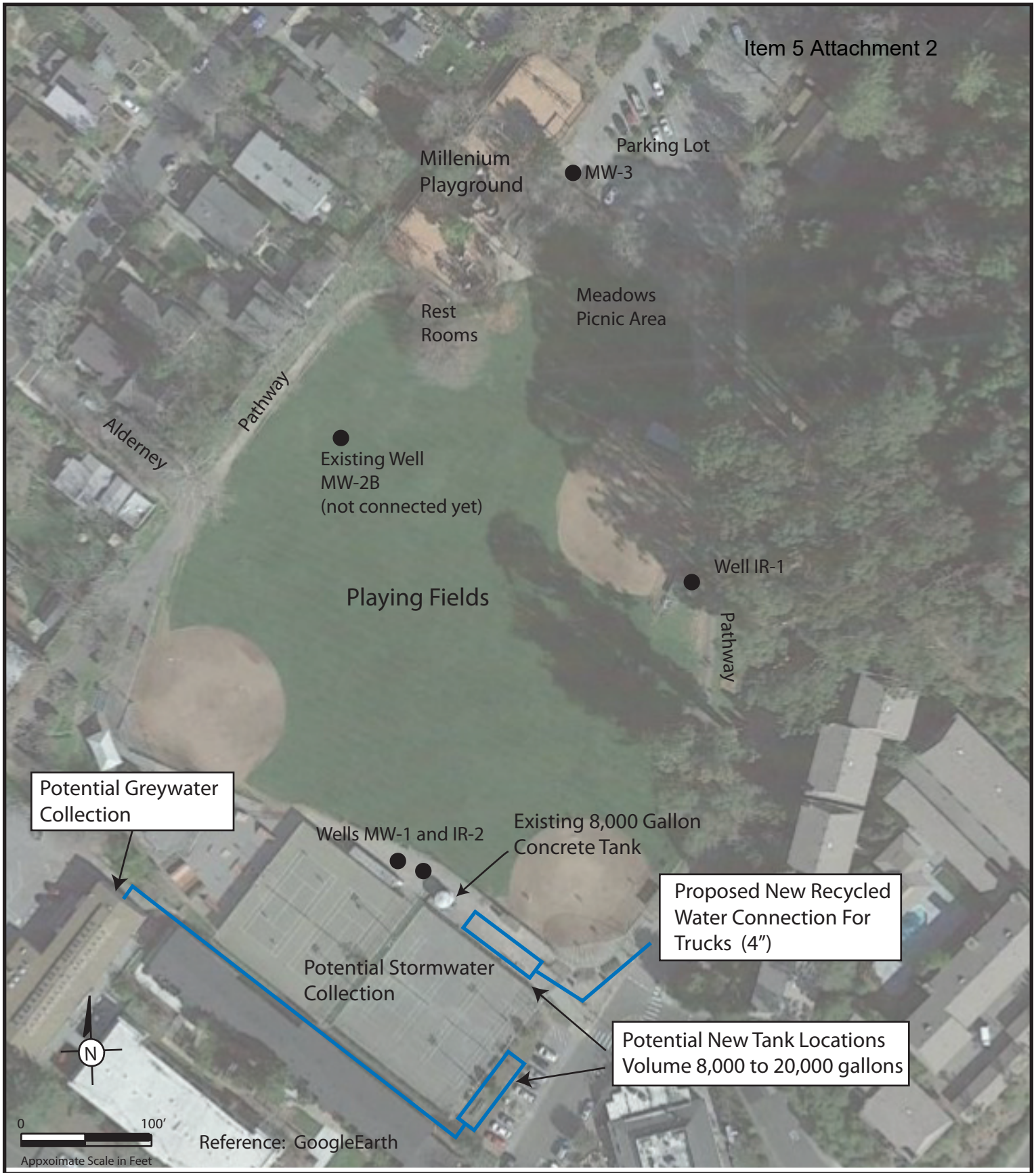
We appreciate the opportunity to provide this summary to the Town. Please let us know if you have any questions or would like additional information.

Sincerely,

Aaron O'Brien, PE
President
Tamalpais Environmental Consultants

Attachments: Figure 1: Site Plan

Attachment 1: Water Champions and Argall Plumbing Cost Estimates
Attachment 2: Geological Cross-Sections
Attachment 3: Western Groundwater Surveyors Report



Tamalpais
Environmental
Consultants

Site Plan

Memorial Park
San Anselmo, California

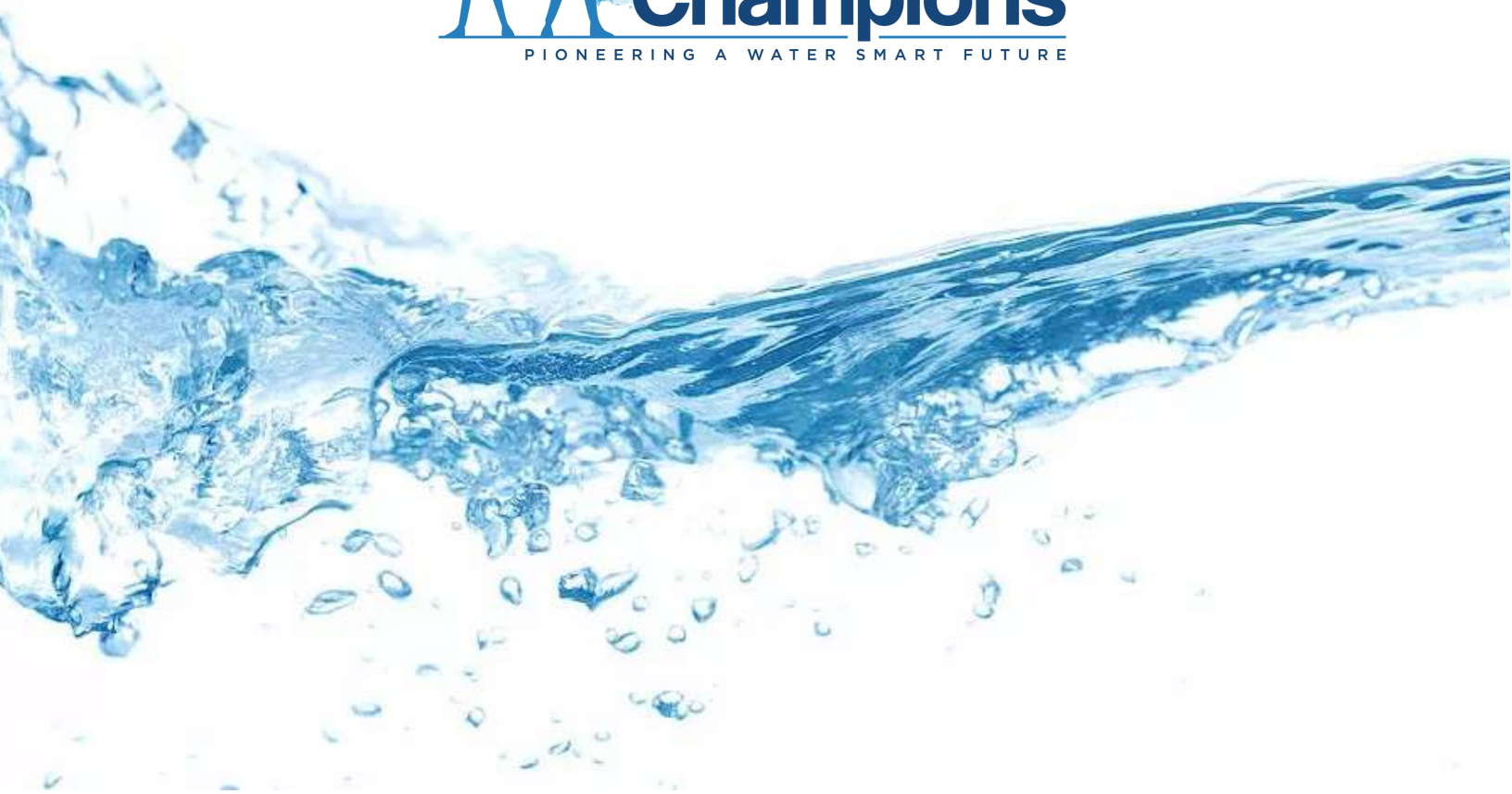
Figure

1

Attachment 1 - Water Champions and Argall Plumbing Cost Estimates

Water Champions

PIONEERING A WATER SMART FUTURE



WATER CONSERVATION SYSTEM INSTALLATION PROPOSAL

Created by:

Paul Mann, Water Champions
Paul@TheWaterChampions.com
510-708-4065 or 833-3WATERS

Prepared for:

Aaron O'Brien
32 Hill Avenue
Fairfax, CA 94930

SUMMARY

Dear Aaron, 2/21/2022

Thank you for contracting Water Champions to conduct an analysis and provide a proposal for methods of capturing and reusing water for irrigating the Memorial Park ballfield in San Anselmo.

As we are now in uncertain times of climate change, it appears that higher temperatures, drought, water scarcity, and rising municipal water prices will be among the new normal. We will need to engage new solutions to make our water go farther and create water security.

Capturing and recycling greywater and rainwater for the ballfield are great alternatives to using potable water, and will conserve a substantial amount of potable water in the long run. With our solutions, the San Anselmo Parks and Recreation Department will better be able to maintain the beauty of the ballfield with the water that would otherwise go down the drain, and enjoy a more sustainable way of keeping the grass green year-round.

We at Water Champions are pleased to provide the design for the installation of the ballpark's water conservation system. We specialize in implementing innovative solutions that capture, recycle, conserve and make water go farther. We pride ourselves in custom-designing and installing just the right solution for our customers and providing ongoing monitoring and support to ensure each system runs smoothly for years to come.

On the following pages, I have outlined the current situation, opportunity, proposed solution, and primary system component options with approximate prices for your review.

Should you have any questions, comments, or concerns regarding this proposal, please feel free to contact me directly at 510-708-4065 or at Paul@TheWaterChampions.com.

We look forward to the hopeful installation of our solutions to help ensure long-term water sustainability, security and green abundance at the Memorial Park baseball field!

Regards,

PaulMann

WATER CAPTURE EVALUATION

Current Situation

The San Anselmo Memorial Park ballfield is upgrading their irrigation system. In that process, their is discussion of redoing the three grass ballfields, either with natural grass or with turf.

The existing ballfield will typically consume approximately 100,000 gallons of water per week for irrigating the three ballfields in the peak summer months. Currently, this water is provided through two wells on site, one 7,500 gallon above-ground concrete water tank, and potable water from the Marin Municipal Water District (MMWD). Alternate water sources, such as recycled water delivery by truck or pipe have also been evaluated or used.

With the apparent ongoing drought, limited reservoir storage capacity in Marin, and possible restrictions and penalties that are or could be imposed by MMWD, a decision must be made whether to keep irrigating the grass currently on the ballpark, switch to artificial turf, or make a different decision altogether that ensures long-term sustainability against ongoing drought.

Opportunity

The San Anselmo Memorial Park ballfield has a series of storm water runoff pipes that run through the ballfield, as well as along the perimeter of the park. While the exact volume of water could not be identified for this report, those familiar with the field suggest that a high volume of water runs through them during the Winter months.

The Parkside pre-school and day care and gymnasium building rooftop is also a source of water. The rooftop measures approximately 8,392 square feet and, as such, produces approximately

5,035 gallons of water per inch of rain. The downspouts on the west side of the building feed into a 12" storm water runoff pipe runs on the south side behind the tennis courts. Based on last year's 20 inches of rainfall, this would produce 100,700 gallons annually. This number could double to triple based on previous years and normal rain flow averages.

The San Anselmo Parks & Recreation Department also has water coming off its neighboring administrative building that houses the San Anselmo Parks & Recreation Department staff and various artists. The rooftop measures approximately 11,684 square feet and, as such, produces approximately 7,010 gallons of water per inch of rain. The majority of this rainwater feeds into a storm water runoff pipe that runs under the subsidized housing project, and the rest exits onto the surface concrete or asphalt. Based on last year's 20 inches of rainfall, this would produce 140,200 gallons annually. This number could double to triple based on previous years and normal rain flow averages.

Lastly, the pre-school has approximately 35 pre-schoolers and 5 teachers who wash their hands approximately 5 times daily throughout the year. The gymnasium has approximately 50 students who wash their hands approximately 2 times per day 5 days per week. Lastly, the San Anselmo Parks & Recreation Department has approximately 15 people who wash their hands 2 times per day 4 days a week. This produces, in total, approximately 4,050 gallons of greywater per month, as detailed in the graph below. As these facilities are open almost all year round, there is a potential annual production of approximately 48,600 gallons of greywater produced annually and predominantly on an even basis each month, even in the dry weather months, that could be recycled on-site into 100% germ-free, clear water for reuse on the ballfield or back into the building's toilets for flushing.

Recycled Water Production Potential

	Fixture Flow Rate in Gallons/Minute	# People Using Sink	# Days/Week Sink Is Used	# Sink Uses/Day Per Person	Minutes/Sink Use	Total Gallons/Week	Total Gallons/Month
Preschool Sink 1	1.5	35	5	5	0.25	328.125	1312.5
Preschool Sink 2	1.5	35	5	5	0.25	328.125	1312.5
Preschool Sink 3	1.5	5	5	4	0.33	49.5	198
Gymnastics Sink 4	1.5	50	5	2	0.33	247.5	990
SAP&RD Sink 5	1.5	15	4	2	0.33	59.4	237.6
Total						1012.65	4050.6

Proposed Solution

Per the schematic image below, we recommend a multi-tier approach to capturing and storing water for the ballfield as follows:

1. Intercept the 12" storm water runoff pipe that runs between the skateboard park and the pre-school (as indicated below with a red line) and use a 280 micron vortex filter to spin off the clean water for storage. This pipe also contains the rainwater collected from the rooftop of the pre-school/gymnasium.
2. Capture the greywater from the two bathroom sinks and one cleanup sink in the pre-school

and run it into a Hydraloop water recycling system to process it to 100% germ-free, clear water. Output the clean water into the 12" storm water runoff pipe via a wye, just after the vortex filter and behind the south side of the tennis courts, for storage (as indicated below with a purple line). Note that the Hydraloop system also has pressurized ports that could be retrofit to the toilets in the Parkside pre-school, daycare and gymnasium for flushing if desired.

3. Just after the wye, install a pump basin to pressurize the water and install a 3-way diverter that enables water to either be pumped into a below-ground cistern located at the east end of the tennis courts or diverted to pump up and into the existing above-ground concrete water tank, which would be daisy-chained to additional above-ground tanks for additional storage on the front northeast corner of the tennis courts.
4. The below ground cistern would have a pump with a line out (as indicated below with a green line) to replenish the concrete above-ground tank and daisy-chained above-ground tanks as needed to provide water to the ballpark irrigation system.

Because the majority of water that could be used for irrigation will collect during the winter months when water can be collected from the rooftop and ground runoff, it is recommended the larger capacity of water storage the better. During the warmer months when this water may be used up, it can be augmented through the recycled water from the pre-school and gymnasium.

If necessary, additional greywater can be recycled from the San Anselmo Parks & Recreation Department building as a separate future project. In addition, recycled water can be delivered by

truck through a 3rd party from the San Rafael recycled water filling station or from nearby natural streams, such as the Russian River. If necessary, additional storm water runoff pipes could be accessed (there is an 18" pipe that runs in front of the tennis courts, a 10" pipe that runs under the HUD, a 24" pipe that runs through the middle of the ballfield, and another 24" pipe that runs at the top of the ballfield). Lastly, additional greywater from the bathroom near the Millennium Playground can be captured and recycled to clear water that can also feed into the water storage tanks.

Primary System Component Options

Based on the recommended configuration above, here are the options and costs for consideration:

1. **Hydraloop H600 water recycling system** - this NSF350 certified unit will capture the greywater from the pre-school sinks (and other sources if desired) and take it through a 6-stage cleaning process to output 100% germ-free, clear water that can be stored for irrigation. Click here to see a video of how the H300 (residential model) works and click here for the specs on the H600 commercial model recommended for this project. Approximate cost: $8,995 plus tax.
2. **WISY Vortex Filter** - this filter will intercept the 12" storm water drain pipe or, more likely, a 6" artery pipe off the 12" pipe and will filter out clean water for storage. Click here to see a video of how it works. Approximate cost: $938 plus tax.
3. **Below-ground cistern** - in the grass on the east end of the tennis courts, the area is 75 feet long, and 15 feet wide on one end and 22 feet wide at the other end. As such, there is the capacity to install a variety of sizes of tanks, either in concrete or in plastic:
    1. Concrete cistern - By example, a 25,000 gallon concrete cistern would cost approximately $60,000 delivered, a 50,000 gallon concrete cistern would cost approximately $90,000 delivered, and a 119,000 gallon concrete cistern is the largest cistern we could fit and would cost approximately $180,000 delivered.
    2. Poly cistern - The largest poly tank we could fit would be a 20,000 gallon tank that

measures 55' long x 8.4' wide x 8.9' high and would cost approximately $57,200 plus $7,700 delivery. Theoretically, we may be able to get two of these tanks in side-by-side and daisy-chain them.

4. **Above-ground water tanks** - based on the current 7,500 gallon concrete tank that measures 15' in diameter x 10' high, and a remaining 50' to the left of the tank to the bench and an additional 25' to the water fountain, there exists two primary options (note that we were not able to find any manufacturers of concrete tanks):
   1. High-density polyethylene tanks - by example, there is enough room to daisy-chain up to seven 5,000 gallon tanks that are 129" in diameter x 96" high at a cost of approximately $4.584 each, or six 10,000 gallon tanks that are 144" in diameter x 161" high at a cost of approximately $15,360 each.
   2. Metal tanks - by example, there is enough room to daisy-chain up to five 7,500 gallon metal tanks that have the same 15' diameter x 10' tall dimension as the existing concrete tank and would cost approximately $36,000 each.

Once primary system components have been selected, more exact water capture and reuse calculations can be provided, as well as a final estimate that includes all parts, installation equipment, and labor will be assembled for your review.

WHY CHOOSE WATER CHAMPIONS?

At Water Champions, we're passionate about saving water and ensuring our customers are exuberant about the quality and workmanship of the solutions that we install for them. That's why we take the time to constantly research and test for the most innovative and long-lasting water capture, reuse and conservation solutions possible to bring to you.

Our team are not only trained and experienced experts in installing the solutions we provide, but we also pride ourselves in providing customized, full-service services for you, including system design, permitting, financing and annual system maintenance contracts.

When you work with Water Champions, you work with a team of environmentally-conscious individuals who are committed to enabling a future where water capture and recycling systems conserve huge amounts of water for every home and building in every community and help to create a green abundance to enjoy. Together, we are pioneering a water smart future we can all feel good about.

By purchasing our solutions, you too become a water champion and become part of the solution as we, together, reimagine water use and secure a more abundant, sustainable future. And, thinking on a global scale, 5% of our profits are donated to Water.org, a great charity that has empowered more than 38 million people with access to safe water or sanitation through affordable financing in water-stressed areas around the world. With Water Champions, by saving water locally, you are also making a difference globally!

GRIER ARGALL PLUMBING, INC.
P.O. Box 2723
San Anselmo, CA 94979
Phone (415) 457-0748 / Fax (415) 456-3929
Lic# 736901
grierargall@gmail.com

PROPOSAL

Date: February 22, 2022

WO#: 9959

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

Location: 1000 Sir Francis Drake Blvd
San Anselmo, CA. 94960
(Isabel Cook School Location)

Reference: Hand wash sink drain to a tank beyond upper walkway past vista room entry.

We propose to furnish labor and material to complete the following work:

Item #	Description	Cost
1	Install exposed drain along wall in kids bathrooms serving hand sink for grey	6,480.00
	water, run drain under building and expose itself	
2	Cut 1' slot in concrete from tank location 1' deep. Install one 3" gravity drain,	6,940.00
	one 1-1/2" PVC discharge and one 1" conduit to edge of retaining wall.	
	Includes removal, dump runs.	
3	Patch concrete.	1,130.00

Total Job $ 14,550.00

Permit: $TBD

QUALIFICATIONS: Materials to be used ABS DWV pipe and fittings copper and pex for water piping. Opening, patching, excavation and backfilling of floors, walls & or ceilings to be done by others.

We appreciate the opportunity to provide you with an estimate to complete this work. If the above meets with your approval, please sign and date the form below and return to our office.

Sincerely,

Grier Argall

Grier Argall
President

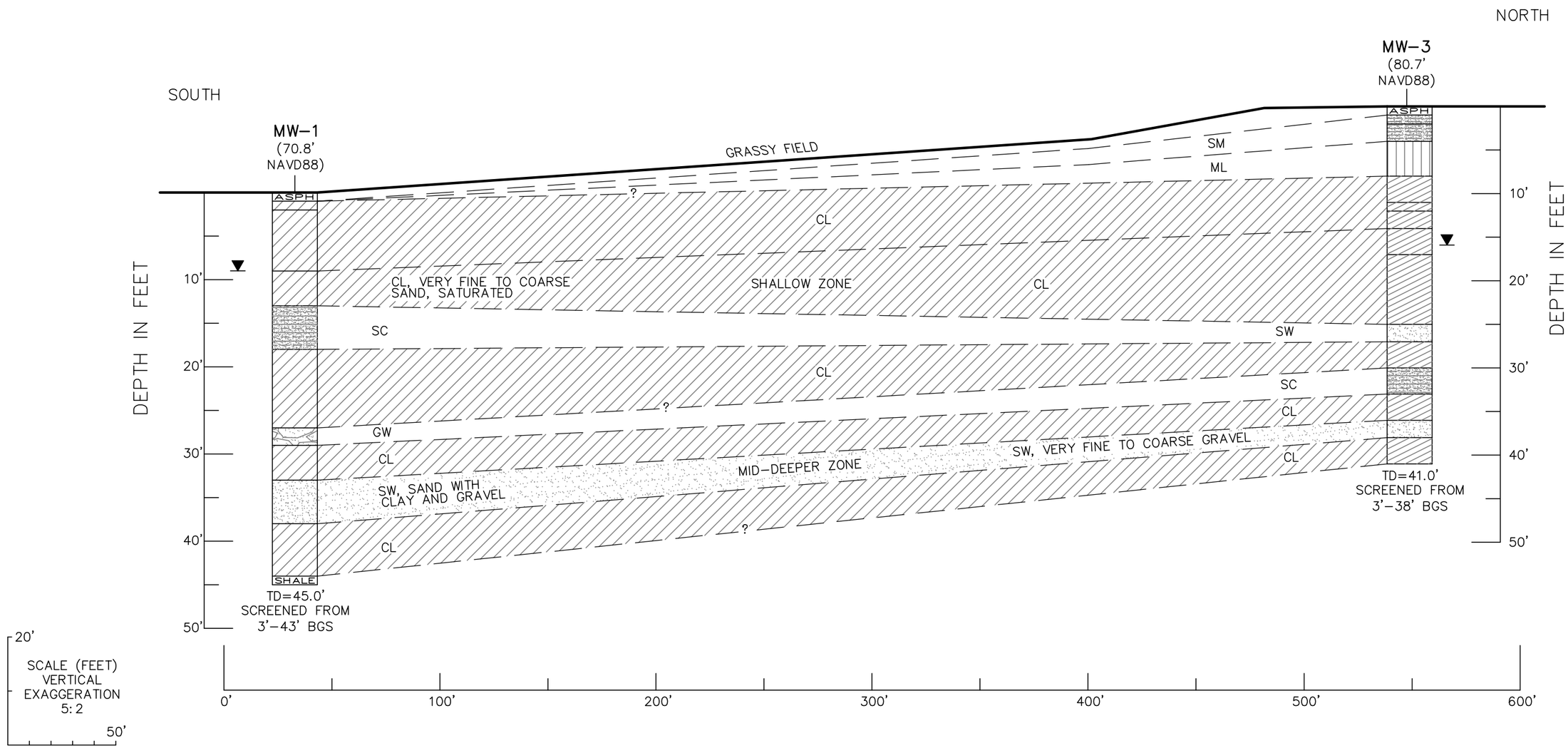
Approved by:_____ Date: _____

I hereby accept the above performed service or goods as being satisfactory and acknowledge that equipment has been left in good condition.
All complaints regarding workmanship or materials used must be reported within 3 days after completion of work done.

Attachment 2 – Geological Cross-Sections

DATA FOR MW–1: STATE OF CALIFORNIA WELL COMPLETION REPORT #E0165070

DATA FOR MW–3: STATE OF CALIFORNIA WELL COMPLETION REPORT #E0165077



EDD CLARK & ASSOCIATES, INC.
ENVIRONMENTAL CONSULTANTS

CROSS SECTION MW-1 TO MW-3

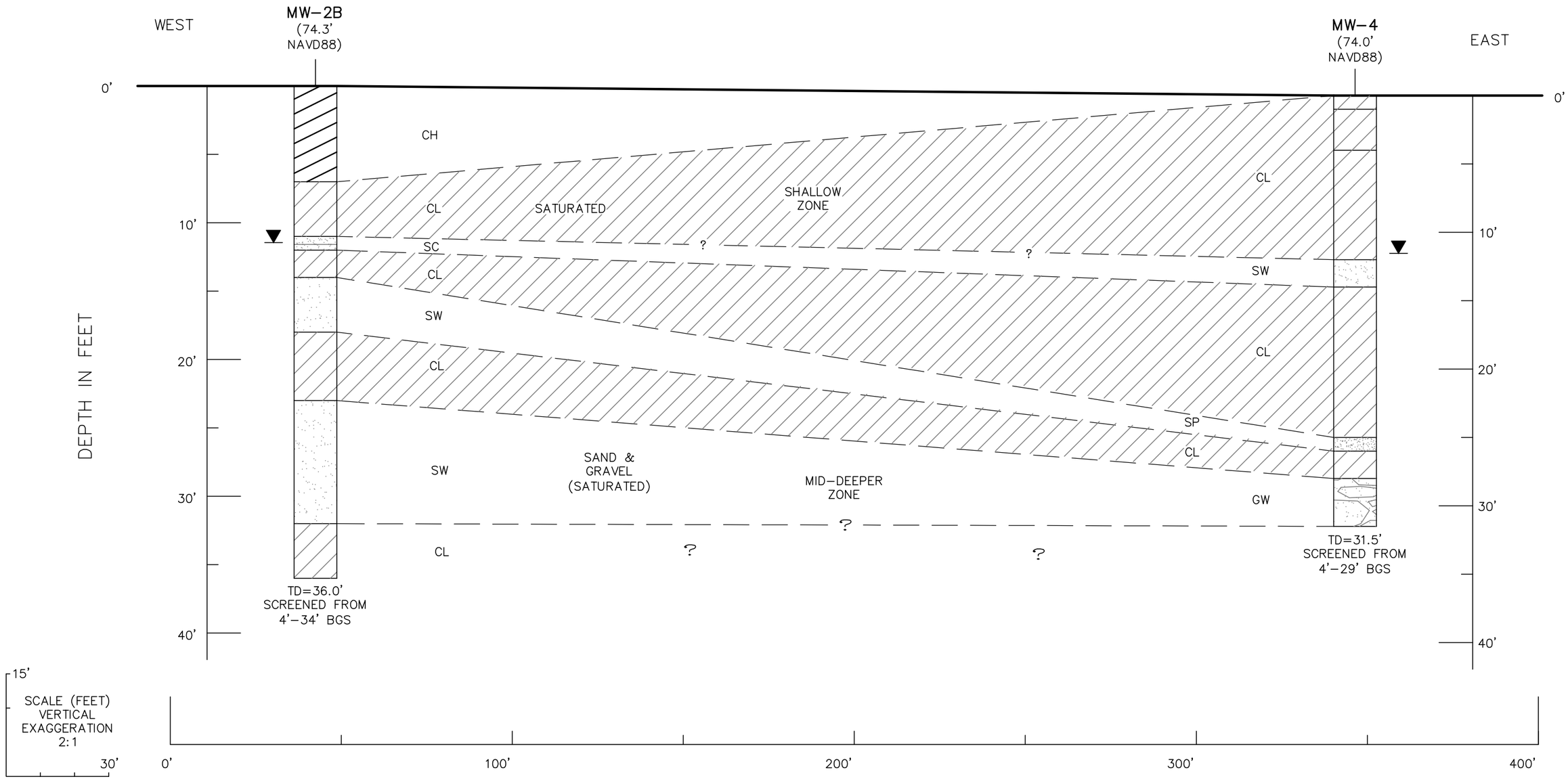
MEMORIAL PARK
1000 SIR FRANCIS DRAKE BLVD
SAN ANSELMO, CALIFORNIA 94960

FIGURE 1

JOB#	REVIEWED BY	DATE	REVISED DATE	PAGE OF
1002,001.21	EC&A, GRETCHEN WAMBACH	JANUARY 2022		1 1

DATA FOR MW-2B: STATE OF CALIFORNIA WELL COMPLETION REPORT #E0165073

DATA FOR MW-4: STATE OF CALIFORNIA WELL COMPLETION REPORT #E0165078



EDD CLARK & ASSOCIATES, INC.
ENVIRONMENTAL CONSULTANTS

CROSS SECTION MW-2B TO MW-4

MEMORIAL PARK
1000 SIR FRANCIS DRAKE BLVD
SAN ANSELMO, CALIFORNIA 94960

FIGURE
2

JOB#	REVIEWED BY	DATE	REVISED DATE	PAGE OF
1002,001.21	EC&A, GRETCHEN WAMBACH	JANUARY 2022		1 1

Attachment 3 – Western Groundwater Surveyors Report

GROUNDWATER SURVEY REPORT

LOCATION
1000 Sir Francis Drake Blvd.
San Anselmo, CA 94960

CLIENT
Tamalpais Environmental Consultants
Aaron O'Brien

WESTERN GROUNDWATER
SURVEYORS, INC.

8733 Lakewood Drive Suite B
Windsor, CA 95492
707.837.6247

March 15, 2022

Table of Contents

Figure 1. SITE LOCATION AND SEISMOELECTRIC SOUNDING LOCATIONS

SUMMARY

Table 1. GROUNDWATER SURVEY RESULTS

INTRODUCTION

GEOLOGY

DATA ACQUISTION AND PROCESSING

RESULTS AND INTERPRETATION

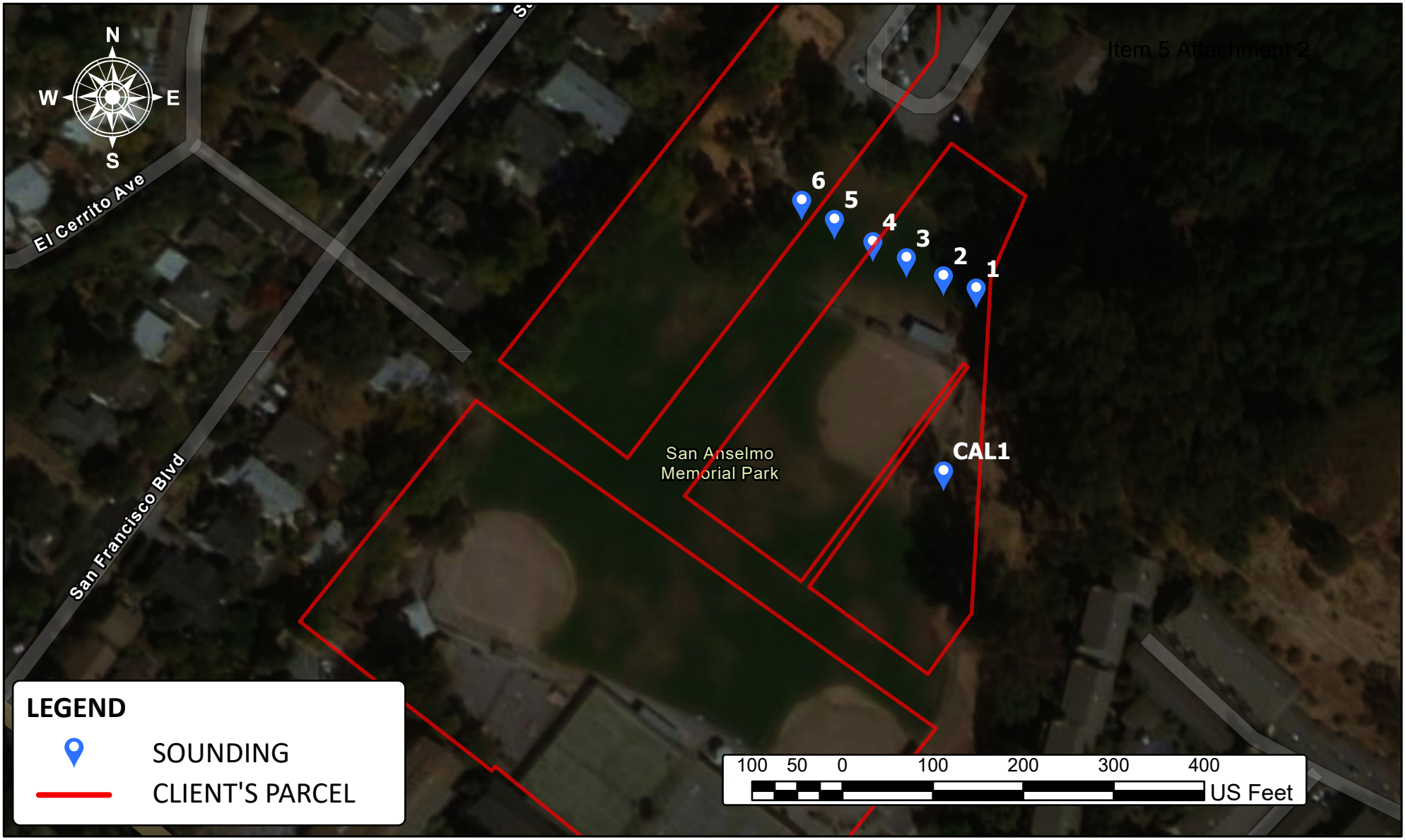
Table 3. INTERPRETED YIELD CATEGORIES

NEIGHBORING WELLS

Table 4. NEIGHBORING WELL LOG DATA

RECOMMENDATIONS

Appendix A. THE SEISMOELECTRIC SURVEY METHOD



WESTERN GROUNDWATER SURVEYORS, INC.
8733 Lakewood Drive, Suite B
Windsor, CA 95492

Aaron O'Brien
Figure 1
Sounding Location Map

Memorial Park, 1000 Sir Francis Drake Blvd., San Anselmo, CA 94960

CREDITS: JR BROWN
03/07/2022

SUMMARY

Western Groundwater Surveyors Inc. (WGS) performed a groundwater survey on February 25, 2022 at 1000 Sir Francis Drake Blvd., San Anselmo, CA. The purpose of the survey is to evaluate the underlying aquifer for development of an irrigation water well.

Six soundings were selected for subsurface geophysical data collection. The sounding locations were determined based on site specific geologic conditions and subsurface data from neighboring and onsite well completion reports. A calibration sounding near a productive well with a known depth and yield was available at the time of the survey. One calibration sounding was conducted near Irrigation Well 1 to improve the accuracy of our data.

The two existing irrigation wells on the property are drilled into an alluvial river deposit above the bedrock formation (Franciscan Mélange). Based on the results below and the fact that the Franciscan Mélange is typically a low yielding formation for water wells, the primary opportunity to develop the necessary groundwater for the project is likely within the alluvial deposit.

Based on the results below it is our recommendation to perform further geological and geophysical exploration of the property with the goal to identify subsurface features demonstrating higher hydraulic conductivity such as paleo-creek channels. Such features if identified would have a greater potential to provide the water needs of the property.

Table 1. A summary of the Groundwater Survey results

Soundings	Drilling Depth (feet)	Estimated Yield GPM
1	52	Category B (2-6 gpm)
2	56	Category B (2-6 gpm)
3	56	Category B (2-6 gpm)
4	66	Category B (2-6 gpm)
5	82	Category C (5-10 gpm)
6	77	Category B (2-6 gpm)

**WGS does not recommend drilling in an area with an interpreted yield of less than 5 gallons per minute (Category A & B) due to factors in the drilling process that can at times significantly and detrimentally, affect the final yield of a low yield aquifer. Non-recommended yields have the possibility of being as low as 0.0 gallons per minute. It should be noted that non- recommended well sites (category A & B) have been successfully drilled on other projects and produced the estimated yields. However, as stated above there is a greater risk of drilling a non-productive well for category A & B locations.*

PROFESSIONAL GEOLOGIST
Nathan T. Booth
PG 9930
EXP. 9/30/23
STATE OF CALIFORNIA

Nathan Booth

President
Western Groundwater Surveyors Inc.
707-837-6247

INTRODUCTION

The objective of the survey is to locate a source of groundwater, estimate (interpret) its depth, and (to the degree possible) estimate the permeability (yield) of the rock formation that contains the groundwater (aquifer). The groundwater, if found, will be produced by drilling a water well into the aquifer in order to serve the property.

Prior to field work WGS preformed a hydrogeologic assessment of the region including the property of interest. The hydrogeologic assessment included review of available geologic maps, topographic maps and well completion reports for nearby wells. Selection of the testing (soundings) locations on the site take into consideration the hydrogeologic assessment, accessibility of well drilling equipment, County required setbacks for wells, interference from electrical distribution lines and testing conditions (soil depth).

Subsurface data for this survey was supplemented using the Seismoelectric method, which has the potential to provide the approximate depth and yield of subsurface water-bearing formations. This method is sometimes referred to as the Electro-Kinetic Survey (ESI) method.

GEOLOGY

Franciscan Complex Mélange (fsr)

The site geology is the Franciscan Complex, undivided central and coastal belts of sandstone. Mostly massive, brown and orange weathering, green to gray feldspathic wacke. A tectonic mixture of variably sheared shale and sandstone containing hard tectonic inclusions largely of greenstone, chert, graywacke, and their metamorphosed equivalents, plus exotic high-grade metamorphic rocks and serpentinite.

Qa

Alluvial pebble gravel, sand and clay of valley areas.

All of the geologic information is taken from geologic maps provided by government agencies and well reports registered with the State of CA. This information is used to provide geologic information relevant to this survey.

DATA ACQUISTION AND PROCESSING

Subsurface geophysical data was acquired using an AquaLocate GF6 Seismoelectric Survey System. This method works because electrical signals are often produced when seismic compression waves encounter water-saturated rocks. More details of this system and the basic theory of the Seismoelectric method are provided in Appendix A. In order to record the electrical signals, four electrodes have to be inserted vertically into the ground and connected to the GF6 receiver. The electrodes are 1.0 meters long and constructed from steel with a copper sheath surrounding the steel core.

Table 2. Detailed locations of Seismoelectric soundings

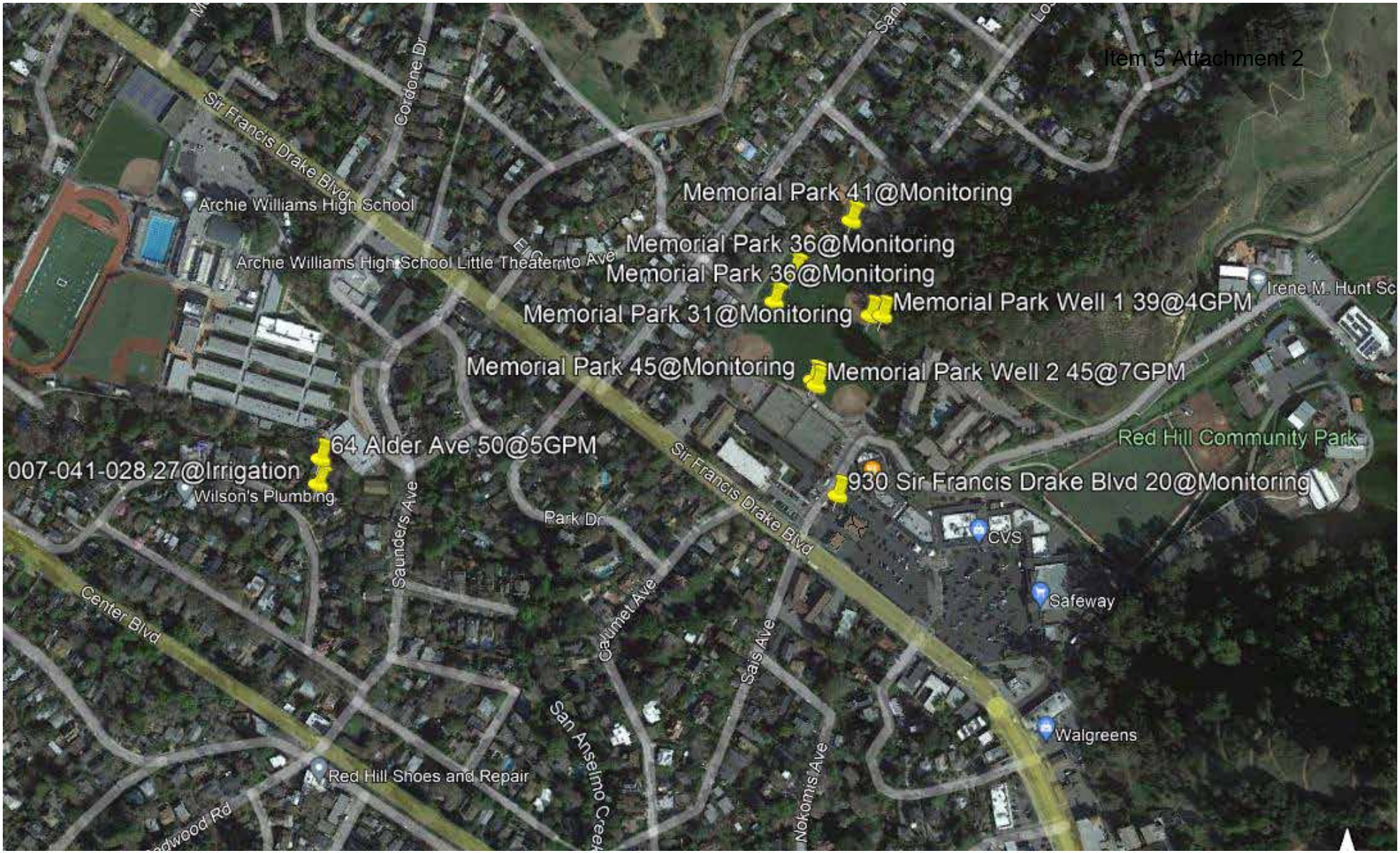
Latitude	Longitude	Sounding
37.98321°	-122.56577°	1
37.98329°	-122.56599°	2
37.98333°	-122.56611°	3
37.9834°	-122.56628°	4
37.98345°	-122.56636°	5
37.98341°	-122.56658°	6
37.98284°	-122.56605°	Well Calibration (IW-1)

Six seismoelectric soundings were recorded on the property. Locations are displayed in Figure 1 and detailed in Table 2. The locations of the sites were chosen by WGS and the Client. The data was processed using software that is proprietary to the GF6 Seismoelectric system.

RESULTS AND INTERPRETATION

Although it is possible to interpret the depth to the top of the aquifer, the interpreted depth to the bottom is the more critical value. This is because the interpreted yields assume that the full thickness of the aquifer is used to produce water and that presenting the depth to the top would not provide a realistic estimate of the actual drill depth required in order to obtain the interpreted yield. Another reason for presenting the depth to the bottom of an aquifer is that the depth to the top of an aquifer can vary depending on the time of year and longer-term weather conditions, as well as other wells drawing water from the same aquifer. Thus, because the depth to the top of an aquifer may change due to the conditions described above, a well that is drilled only a short distance into an aquifer may have a yield that is more susceptible to these changes. Additionally, a cone of depression may occur around a well as it is pumped, further reducing the yield of a well that is only drilled for a short distance into an aquifer. The cone of depression may be more pronounced for wells drilled into low permeability formations. However, if a sufficient yield is obtained before the interpreted bottom of the aquifer is reached then it may be reasonable to stop drilling before this depth is reached.

Interpreted Yield (gpm)	Category
0 – 3	A
2 – 6	B
5 – 10	C
8 – 15	D
12 – 25	E
18 – 35	F
25 – 50	G
35 – 65	H
50 – 95	I
70 – 130	J
100 – 180	K
140 – 250	L
200 – 350	M
300 – 550	N
450 – 850	O
> 850	P



WESTERN GROUNDWATER SURVEYORS, INC.
8733 Lakewood Drive, Suite B
Windsor, CA 95492

Aaron O'Brien

Neighboring Well Logs

Memorial Park, 1000 Sir Francis Drake Blvd., San Anselmo, CA 94960

CREDITS: JR BROWN
03/07/2022

Because many factors influence the interpreted yield, including the method used to drill a well, in order to present the interpreted yields with accuracy that is realistic, the yield interpretation for each sounding is presented as one of a range of yields and is assigned an alphabetic label (category), as defined in the Table 3 (right).

NEIGHBORING WELLS

Table 4. Data obtained from neighboring well logs.

Neighboring Well Locations	Drill Depth (feet)	Drillers Estimate (gpm)
Memorial Park	39	4
Memorial Park	45	7
Memorial Park	41	Monitoring
Memorial Park	36	Monitoring
Memorial Park	36	Monitoring
Memorial Park	45	Monitoring
Memorial Park	31	Monitoring
930 Sir Francis Drake Blvd	20	Monitoring
64 Alder Ave	50	5
APN: 007-041-028	27	Irrigation

To best interpret the well drillers estimated gallons per minute (gpm) in the above table two notes should be made. First, the estimated gpm was determined by the driller after a short 2-4 hours test (typical) and would be better defined as a maximum short term pumping rate. So, the above stated gpm values likely overstate the gpm the well would produce over a longer 12- or 24-hour pumping period. Secondly, the estimated gpm in the above table were taken at the time the well was completed and do not account for seasonal or long-term changes in the aquifer that may have a negative impact on a wells production.

RECOMMENDATIONS

Six soundings were selected for subsurface geophysical data collection. The sounding locations were determined based on site specific geologic conditions and subsurface data from neighboring and onsite well completion reports. A calibration sounding near a productive well with a known depth and yield was available at the time of the survey. One calibration sounding was conducted near Irrigation Well 1 to improve the accuracy of our data.

The two existing irrigation wells on the property are drilled into an alluvial river deposit above the bedrock formation (Franciscan Mélange). Based on the results below and the fact that the Franciscan Mélange is typically a low yielding formation for water wells, the primary opportunity to develop the necessary groundwater for the project is likely within the alluvial deposit.

Based on the results below it is our recommendation to perform further geological and geophysical exploration of the property with the goal to identify subsurface features demonstrating higher hydraulic conductivity such as paleo-creek channels. Such features if identified would have a greater potential to provide the water needs of the property.

Table 1. A summary of the Groundwater Survey results

Soundings	Drilling Depth (feet)	Estimated Yield GPM
1	52	Category B (2-6 gpm)
2	56	Category B (2-6 gpm)
3	56	Category B (2-6 gpm)
4	66	Category B (2-6 gpm)
5	82	Category C (5-10 gpm)
6	77	Category B (2-6 gpm)

**WGS does not recommend drilling in an area with an interpreted yield of less than 5 gallons per minute (Category A & B) due to factors in the drilling process that can at times significantly and detrimentally, affect the final yield of a low yield aquifer. Non-recommended yields have the possibility of being as low as 0.0 gallons per minute.*

It should be noted that non- recommended well sites (category A & B) have been successfully drilled on other projects and produced the estimated yields. However, as stated above there is a greater risk of drilling a non-productive well for category A & B locations.

Prior to drilling (if done) it should be ascertained that the drill operator has substantial experience with the drilling equipment and that he or she operates the equipment correctly. In addition, the property owner should be present during the drilling process. It should be noted that drilling always causes some damage to the aquifer local to the drill site and this should be considered prior to drilling to an aquifer that has an

interpreted low yield. This report should be used as a guide, along with the driller's experience with drilling in the area.

If it is decided to drill a well, part of its development should include a long flow test (often 4 to 12 hours in length) in an attempt to remove all of the sediment and air that may have been introduced into the surrounding rock formation (aquifer) by the drilling process, and that may restrict the flow of water into the well and therefore, the subsequent yield. The flow test may need to be longer for less productive water bearing zones. We consider well development part of the water well completion process.

As stated earlier in this report, the interpreted depths in this report should be generally used as a maximum depth to drill. If the interpreted yield is obtained at a shallower depth than that provided by the interpretation, drilling to greater depths is not necessarily recommended.

All of the data, analysis, interpretations and conclusions in this report have been prepared by persons who have had a rigorous training in the acquisition and analysis of Seismoelectric data.

APPENDIX A

The Seismoelectric Survey Method

INTRODUCTION

The Seismoelectric method, sometimes called the Electrokinetic Survey (ESI) or Electroseismic method, is a geophysical technique that attempts to provide the depth to groundwater and an estimate of the permeability, and hence yield, that might be expected from a well drilled into the aquifer. The physics of the method has been understood since the 1930's when Thompson (1936) and Ivanov (1939 and 1950) were the first to realize that a seismic compression wave (p-wave) impulse will provide sufficient oscillating pressure in rock pore fluids to produce a measurable oscillating electrical potential at the ground surface.

The Seismoelectric method is related to the commonly known phenomenon called streaming potential, where flowing subsurface water produces a voltage measurable on the ground surface. A more distant relative of the method, where rapidly rising air produces electrical charge separations, thus creating large potential differences, are thunderstorms.

Since the papers by Thompson and Ivanov were written, many investigations into the method have been completed and many papers have been published; the more significant of these are listed at the end of this document.

Until recently, the electrical signal from a seismic pulse impinging on subsurface groundwater was difficult to measure since electrical noise, especially powerline noise, contaminated the data. However, Groundflow Ltd., based in the United Kingdom, discovered a new detection method that is now patented both in the United Kingdom and the United States. This method uses electrically isolated lines from each electrode pair, referencing their potentials to a floating virtual earth, and positioning the electrode pairs close to the seismic source, thereby achieving a significant improvement in the signal to noise ratio.

A significant amount of research is now being done into this method with organizations such as the Massachusetts Institute of Technology (MIT) and the Exxon Production and Research Company. The Australian Nuclear Science and Technology Organization has also become involved.

BASIC THEORY OF THE METHOD

Seismoelectric effects are initiated by seismic waves, usually p-waves, passing through a porous rock and inducing relative motion between the rock matrix and the fluid within the rock pores. Motion of ionic fluid through capillaries in the rock occurs with cations preferentially adhering to the capillary walls, so that the applied pressure and resulting fluid flow relative to the rock matrix separates the cations and anions thus producing an electric dipole. This is called the Seismoelectric effect.

This is illustrated in Figure 1. A seismic source produces a seismic compression wave, which then propagates into the ground at a speed depending on the rocks through which it passes. Generally this speed varies from about 5000 ft/sec to over 10,000 ft/sec in sedimentary rocks, but can be faster in igneous and metamorphic rocks. The wave spreads out to form a hemisphere as illustrated in Figure 1. When the initial pressure pulse reaches the water table, or a rock saturated with water, electrical charges are separated as described above, and the electrical signal is transmitted back to the ground surface at approximately the speed of light. Conversely, when the wavefront emerges from the saturated zone (aquifer) at depth into a layer with little water, the signal decays to zero. The signal also usually decays to zero if the water in the aquifer becomes saline. Generally, the amplitude of the signal will also decay slowly with depth, as the spreading seismic wave loses its high frequency components and its amplitude decreases due to spherical divergence along with other factors. The fundamental relationships between the spreading seismic wave, the resulting electrical dipoles (charge separations) and the voltage at the ground surface are complex.

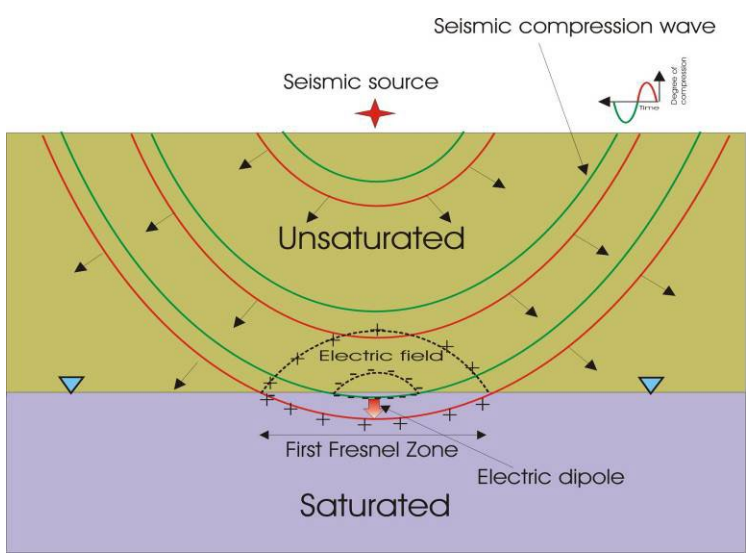


Figure 1. Schematic drawing illustrating the basic principles of the Electroseismic method at the top of an aquifer. This diagram should be rotated about its axis (seismic source) by 180° to image the hemispherical nature of the seismic wave.

The circular area (in plan view) encompassed by the leading edge of the pulse when the negative part the pulse just intersects the interface is called the first Fresnel Zone. As can be seen in Figure 2, the curvature of the wavefront and the Fresnel geometry ensures that the signal is focused back to the shot point.

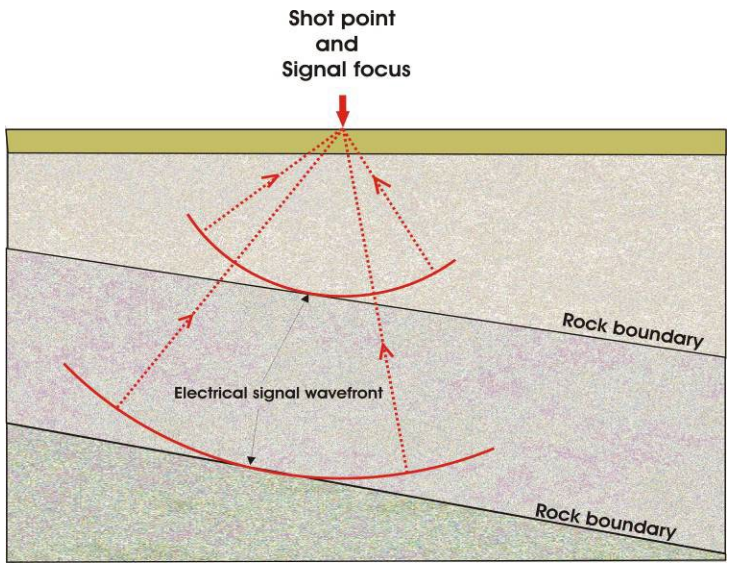


Figure 2. Schematic showing the focusing of the electrical signals back to the shot point.

MEASURING THE SEISMOELECTRIC EFFECT

The geometry of the seismic source and electrode array used to measure the Seismoelectric effect are illustrated in Figure 3. The electrodes in the array are spaced symmetrically about the seismic source at distances from the source of about 2.5 and 8 feet. The seismic wave is created and the instrument measures the resulting electrical signal.

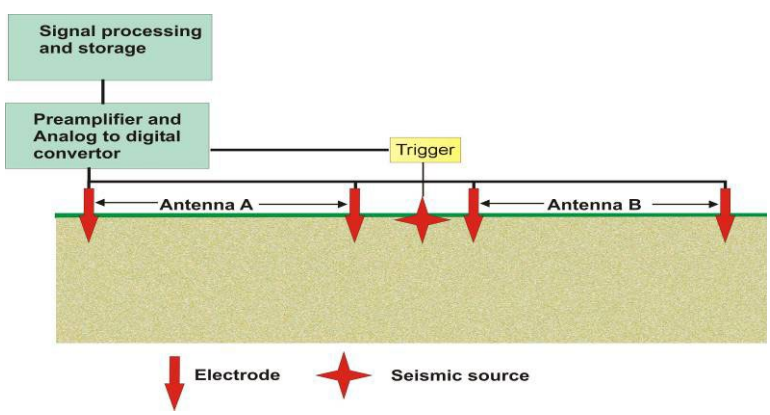


Figure 3. The geometry of the seismic source and electrodes used to measure the Seismoelectric effect.

One of the instruments used to measure the Seismoelectric effect is called the AquaLocate GF6. This instrument incorporates the floating electrode system described earlier in this text.

INTERPRETATION

Water can move within the pores of the rock easier in good aquifers (high permeability and porosity) than in poor ones and this provides the basis for assessing aquifer quality. If the water moves easily then it will move rapidly when under the influence of the seismic pulse. If the rock has a low permeability or hydraulic conductivity, then the water will move slowly. This causes the shape of the Seismoelectric signal to be different in these two cases. A good aquifer will produce a more rapid rise in the signal amplitude than a poor one, all else being equal. A steeper rise time implies that the signal contains higher frequencies than a slow rising signal and the signal is said to have a greater bandwidth. Water yield estimates can be obtained from the signal bandwidth and the calculations to do this are programmed into the GF2500 instrument. The depth to the top of the aquifer is found from the time taken for the seismic signal to travel to the aquifer, which can be found from the time to the first arrival of the Seismoelectric signal. Likewise, the depth to the bottom of the aquifer can be estimated from the time when the ESI signal decays to zero. In other words, the aquifer thickness can be found from the length of the Seismoelectric signal. The velocity of seismic waves in different rock types is generally well known from seismic surveys, although there can be significant variations in the velocity of rocks, depending on several factors.

LIMITATIONS OF THE METHOD

The main limitations of the Seismoelectric method relate to the depth of investigation and the depth resolution, the chemistry of the water, the geology of the aquifer and to the geometry of the signal generation array.

The depth of investigation depends on the strength of the seismic source and on the nature of the soil and subsoil. A soft soil and subsoil will attenuate the seismic signal and limit penetration depth. A hammer source can usually provide investigation depths to 250 or 300 feet. A buffalo source can investigate to depths of over 1500 feet.

Resolving the thickness of an aquifer depends on the length of the seismic pulse, which depends on the speed of seismic waves in the rocks. The higher the speed of the seismic pulse the longer is its wavelength and consequently, the lower is its resolution. In low speed rocks resolution may be 5 to 15 feet whereas in rocks with high velocities the resolution may be 15 to 45 feet, or even less.

Predicting the depth to an aquifer depends on knowing the seismic velocity of the rocks under the sounding site. Since the velocity of even well-defined rocks, for example sandstone, can vary widely from site to site, unless these velocities are measured, then

an estimate has to be used. If a local well is available where a sounding can be conducted, then this will provide a "calibration", and should make the interpreted depth more reliable.

If an aquifer contains saline water then the Seismoelectric signal is essentially "short circuited" and no signal is observed, hence Seismoelectric signals are only observed from freshwater aquifers.

The focusing effect of layered aquifers discussed earlier is advantageous when using the electrode array centered about the seismic source and works well for most layered, usually sedimentary, rocks. However, the method is not as effective in areas where the aquifer lies in cavities and large fractures although it can detect aquifers in fractured brittle rocks if they form layers. Limestone Karst terrain is an example of where the method is not usually successful.

AQUIFERS

An aquifer is a water saturated permeable geologic layer, or fracture zone, that is able to transmit significant quantities of water. A geologic layer that cannot transmit significant quantities of water is usually referred to as an aquiclude. An aquitard is a rock unit that generally has a low permeability and hence will transmit only very limited quantities of water and are generally not suitable for production wells. The terms Aquifer or aquitards can be used to define most geologic strata. The most common aquifers include permeable sedimentary rocks such as sandstones, limestones, sand and gravel layers, and highly fractured volcanic and crystalline rocks. Common aquitards are unfractured shales, clays and dense (unfractured) crystalline rocks.

Sedimentary aquifers form layers and usually have a large lateral extent, whereas aquifers in fracture zones in igneous and crystalline rocks may have a very limited lateral extent. When searching for water using any geophysical method, including the Seismoelectric method, the type of aquifer that may be present should be considered, both when planning a survey and especially when considering drilling.

The Seismoelectric method responds to a subsurface circular area whose radius depends on the dimensions of the first Fresnel zone and for practical purposes is approximately equal to one third of the depth to the aquifer. If the survey is conducted in an area where the aquifers reside in fracture zones, it is possible that the Seismoelectric signals will predict the occurrence of an aquifer, which occurs within a fractured area whose lateral extent is limited, but the drill hole may not intersect the fracture zone that provides the Seismoelectric signal. Since the radius of the circle of influence for the Seismoelectric method increases with the depth of the investigation, the difficulty of intersecting the fracture zone with a drill becomes greater as the depth to the aquifer increases.

REFERENCES

The Massachusetts Institute of Technology (MIT) publications on this subject are listed on http://eaps.mit.edu/erl/research/papers.html. Of particular importance are papers by Stephen Pride, borehole experiments by Oleg Mikhailov and computer modeling by Matthew Haartsen.

The following lists some of the more significant references.

Beamish, D., Characteristics of near-surface Electroseismic coupling. 1999, Geophys. J. Int., 137, 231-242

Biot, M. A., 1956, Theory of propagation of elastic waves in a fluid saturated porous solid, I and II: J. Acoust. Soc. AM., 28, 168-191

Biot, M. A., 1962a, Mechanics of deformation and acoustic propagation in porous media: J. Appl. Phys., 33, 1482-1498

Biot, M. A., 1962b, Generalized theory of acoustic propagation in porous dissipative media: J. Acoust. Soc. Am., 34, 1254-1264

Butler, K. E., Russell, R. D., Kepic, A. W., and Maxwell, M., 1994, Mapping of a stratigraphic boundary by its seismoelectric response, SAGEEP Annual Meeting, 1994 Proceedings, 689-699

Clarke, R. H., and Millar, J. W. A., 1995, Fluid Detection Method, patent Application PCT/GB95/00844, Filed 13/4/95, based on UK 94 07649.4, filed 18/4/94.

Frenkel, J., 1944, On the theory of seismic and seismoelectric phenomenon in moist soil. J. Phys, 8, 230-241

Hankin, S., and Waring, Chris, 1999, ESI Geophysical Survey of Sites Near Kerang, Victoria, Australia. Australian Nuclear Science and Technology Organization, ANSTO/C601.

Ivanov, A. G., 1939 Effect of electization of earth layers by elastic waves passing through them (in Russian): Doklady Akademii Nauk. SSSR, 24, 42-45

Ivanov, A. G., 1950 Method for studying seismoelectric effects (In Russian): Izvestiya Akademii Nauk. SSSR ser. Geogr. I geofiz., 14,542-546

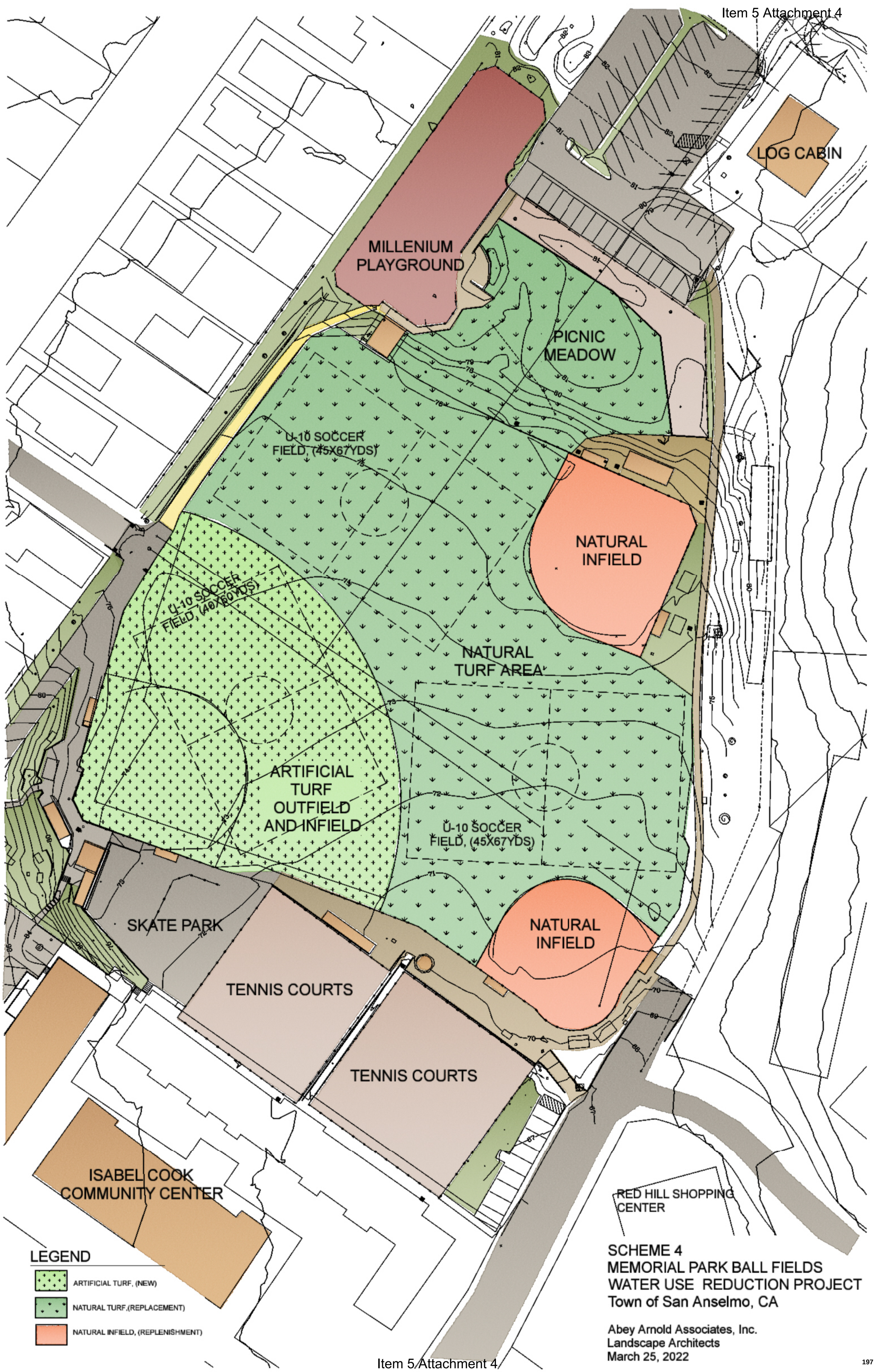
Martner, S. T. and Sparks, N. R., 1959, The Electroseismic effect: Geophysics, 24, 297-308

Tamalpais
Environmental
Consultants

Site Plan

Memorial Park
San Anselmo, California

Figure
1


LOG CABIN
MILLENIUM PLAYGROUND
PICNIC MEADOW
U-10 SOCCER FIELD, (45X67YDS)
NATURAL INFIELD
U-10 SOCCER FIELD, (40X60YDS)
NATURAL TURF AREA
ARTIFICIAL TURF OUTFIELD AND INFIELD
U-10 SOCCER FIELD, (45X67YDS)
SKATE PARK
NATURAL INFIELD
TENNIS COURTS
TENNIS COURTS
ISABEL COOK COMMUNITY CENTER
RED HILL SHOPPING CENTER
LEGEND
ARTIFICIAL TURF, (NEW)
NATURAL TURF,(REPLACEMENT)
NATURAL INFIELD, (REPLENISHMENT)
SCHEME 4
MEMORIAL PARK BALL FIELDS
WATER USE REDUCTION PROJECT
Town of San Anselmo, CA
Abey Arnold Associates, Inc.
Landscape Architects
March 25, 2022

PROJECT INFORMATION	
ENGINEERED PRODUCT MANAGER	
ADS SALES REP	
PROJECT NO.	

ADS™
Advanced Drainage Systems, Inc.

ADS SiteAssist™
FOR STORMTECH INSTALLATION INSTRUCTIONS VISIT OUR APP

RAINWATER HARVESTING

SAN ANSELMO, CA

MC-3500 STORMTECH CHAMBER SPECIFICATIONS

1. CHAMBERS SHALL BE STORMTECH MC-3500.
2. CHAMBERS SHALL BE ARCH-SHAPED AND SHALL BE MANUFACTURED FROM VIRGIN, IMPACT-MODIFIED POLYPROPYLENE COPOLYMERS.
3. CHAMBERS SHALL MEET THE REQUIREMENTS OF ASTM F2418, "STANDARD SPECIFICATION FOR POLYPROPYLENE (PP) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS" CHAMBER CLASSIFICATION 45x76 DESIGNATION SS.
4. CHAMBER ROWS SHALL PROVIDE CONTINUOUS, UNOBSTRUCTED INTERNAL SPACE WITH NO INTERNAL SUPPORTS THAT WOULD IMPEDE FLOW OR LIMIT ACCESS FOR INSPECTION.
5. THE STRUCTURAL DESIGN OF THE CHAMBERS, THE STRUCTURAL BACKFILL, AND THE INSTALLATION REQUIREMENTS SHALL ENSURE THAT THE LOAD FACTORS SPECIFIED IN THE AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS, SECTION 12.12, ARE MET FOR: 1) LONG-DURATION DEAD LOADS AND 2) SHORT-DURATION LIVE LOADS, BASED ON THE AASHTO DESIGN TRUCK WITH CONSIDERATION FOR IMPACT AND MULTIPLE VEHICLE PRESENCES.
6. CHAMBERS SHALL BE DESIGNED, TESTED AND ALLOWABLE LOAD CONFIGURATIONS DETERMINED IN ACCORDANCE WITH ASTM F2787, "STANDARD PRACTICE FOR STRUCTURAL DESIGN OF THERMOPLASTIC CORRUGATED WALL STORMWATER COLLECTION CHAMBERS". LOAD CONFIGURATIONS SHALL INCLUDE: 1) INSTANTANEOUS (<1 MIN) AASHTO DESIGN TRUCK LIVE LOAD ON MINIMUM COVER 2) MAXIMUM PERMANENT (75-YR) COVER LOAD AND 3) ALLOWABLE COVER WITH PARKED (1-WEEK) AASHTO DESIGN TRUCK.
7. REQUIREMENTS FOR HANDLING AND INSTALLATION:
   - TO MAINTAIN THE WIDTH OF CHAMBERS DURING SHIPPING AND HANDLING, CHAMBERS SHALL HAVE INTEGRAL, INTERLOCKING STACKING LUGS.
   - TO ENSURE A SECURE JOINT DURING INSTALLATION AND BACKFILL, THE HEIGHT OF THE CHAMBER JOINT SHALL NOT BE LESS THAN 3".
   - TO ENSURE THE INTEGRITY OF THE ARCH SHAPE DURING INSTALLATION, a) THE ARCH STIFFNESS CONSTANT AS DEFINED IN SECTION 6.2.8 OF ASTM F2418 SHALL BE GREATER THAN OR EQUAL TO 450 LBS/IN/IN. AND b) TO RESIST CHAMBER DEFORMATION DURING INSTALLATION AT ELEVATED TEMPERATURES (ABOVE 73° F / 23° C), CHAMBERS SHALL BE PRODUCED FROM REFLECTIVE GOLD OR YELLOW COLORS.
8. ONLY CHAMBERS THAT ARE APPROVED BY THE SITE DESIGN ENGINEER WILL BE ALLOWED. UPON REQUEST BY THE SITE DESIGN ENGINEER OR OWNER, THE CHAMBER MANUFACTURER SHALL SUBMIT A STRUCTURAL EVALUATION FOR APPROVAL BEFORE DELIVERING CHAMBERS TO THE PROJECT SITE AS FOLLOWS:
   - THE STRUCTURAL EVALUATION SHALL BE SEALED BY A REGISTERED PROFESSIONAL ENGINEER.
   - THE STRUCTURAL EVALUATION SHALL DEMONSTRATE THAT THE SAFETY FACTORS ARE GREATER THAN OR EQUAL TO 1.95 FOR DEAD LOAD AND 1.75 FOR LIVE LOAD, THE MINIMUM REQUIRED BY ASTM F2787 AND BY SECTIONS 3 AND 12.12 OF THE AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS FOR THERMOPLASTIC PIPE.
   - THE TEST DERIVED CREEP MODULUS AS SPECIFIED IN ASTM F2418 SHALL BE USED FOR PERMANENT DEAD LOAD DESIGN EXCEPT THAT IT SHALL BE THE 75-YEAR MODULUS USED FOR DESIGN.
9. CHAMBERS AND END CAPS SHALL BE PRODUCED AT AN ISO 9001 CERTIFIED MANUFACTURING FACILITY.

IMPORTANT - NOTES FOR THE BIDDING AND INSTALLATION OF MC-3500 CHAMBER SYSTEM

1. STORMTECH MC-3500 CHAMBERS SHALL NOT BE INSTALLED UNTIL THE MANUFACTURER'S REPRESENTATIVE HAS COMPLETED A PRE-CONSTRUCTION MEETING WITH THE INSTALLERS.
2. STORMTECH MC-3500 CHAMBERS SHALL BE INSTALLED IN ACCORDANCE WITH THE "STORMTECH MC-3500/MC-4500 CONSTRUCTION GUIDE".
3. CHAMBERS ARE NOT TO BE BACKFILLED WITH A DOZER OR AN EXCAVATOR SITUATED OVER THE CHAMBERS. STORMTECH RECOMMENDS 3 BACKFILL METHODS:
   - STONESHOOTER LOCATED OFF THE CHAMBER BED.
   - BACKFILL AS ROWS ARE BUILT USING AN EXCAVATOR ON THE FOUNDATION STONE OR SUBGRADE.
   - BACKFILL FROM OUTSIDE THE EXCAVATION USING A LONG BOOM HOE OR EXCAVATOR.
4. THE FOUNDATION STONE SHALL BE LEVELED AND COMPACTED PRIOR TO PLACING CHAMBERS.
5. JOINTS BETWEEN CHAMBERS SHALL BE PROPERLY SEATED PRIOR TO PLACING STONE.
6. MAINTAIN MINIMUM - 6" (150 mm) SPACING BETWEEN THE CHAMBER ROWS.
7. INLET AND OUTLET MANIFOLDS MUST BE INSERTED A MINIMUM OF 12" (300 mm) INTO CHAMBER END CAPS.
8. EMBEDMENT STONE SURROUNDING CHAMBERS MUST BE A CLEAN, CRUSHED, ANGULAR STONE MEETING THE AASHTO M43 DESIGNATION OF #3 OR #4.
9. STONE MUST BE PLACED ON THE TOP CENTER OF THE CHAMBER TO ANCHOR THE CHAMBERS IN PLACE AND PRESERVE ROW SPACING.
10. THE CONTRACTOR MUST REPORT ANY DISCREPANCIES WITH CHAMBER FOUNDATION MATERIALS BEARING CAPACITIES TO THE SITE DESIGN ENGINEER.
11. ADS RECOMMENDS THE USE OF "FLEXSTORM CATCH IT" INSERTS DURING CONSTRUCTION FOR ALL INLETS TO PROTECT THE SUBSURFACE STORMWATER MANAGEMENT SYSTEM FROM CONSTRUCTION SITE RUNOFF.

NOTES FOR CONSTRUCTION EQUIPMENT

1. STORMTECH MC-3500 CHAMBERS SHALL BE INSTALLED IN ACCORDANCE WITH THE "STORMTECH MC-3500/MC-4500 CONSTRUCTION GUIDE".
2. THE USE OF EQUIPMENT OVER MC-3500 CHAMBERS IS LIMITED:
   - NO EQUIPMENT IS ALLOWED ON BARE CHAMBERS.
   - NO RUBBER TIRED LOADER, DUMP TRUCK, OR EXCAVATORS ARE ALLOWED UNTIL PROPER FILL DEPTHS ARE REACHED IN ACCORDANCE WITH THE "STORMTECH MC-3500/MC-4500 CONSTRUCTION GUIDE".
   - WEIGHT LIMITS FOR CONSTRUCTION EQUIPMENT CAN BE FOUND IN THE "STORMTECH MC-3500/MC-4500 CONSTRUCTION GUIDE".
3. FULL 36" (900 mm) OF STABILIZED COVER MATERIALS OVER THE CHAMBERS IS REQUIRED FOR DUMP TRUCK TRAVEL OR DUMPING.

USE OF A DOZER TO PUSH EMBEDMENT STONE BETWEEN THE ROWS OF CHAMBERS MAY CAUSE DAMAGE TO CHAMBERS AND IS NOT AN ACCEPTABLE BACKFILL METHOD. ANY CHAMBERS DAMAGED BY USING THE "DUMP AND PUSH" METHOD ARE NOT COVERED UNDER THE STORMTECH STANDARD WARRANTY.

CONTACT STORMTECH AT 1-888-892-2694 WITH ANY QUESTIONS ON INSTALLATION REQUIREMENTS OR WEIGHT LIMITS FOR CONSTRUCTION EQUIPMENT.

©2022 ADS, INC.

PROPOSED LAYOUT

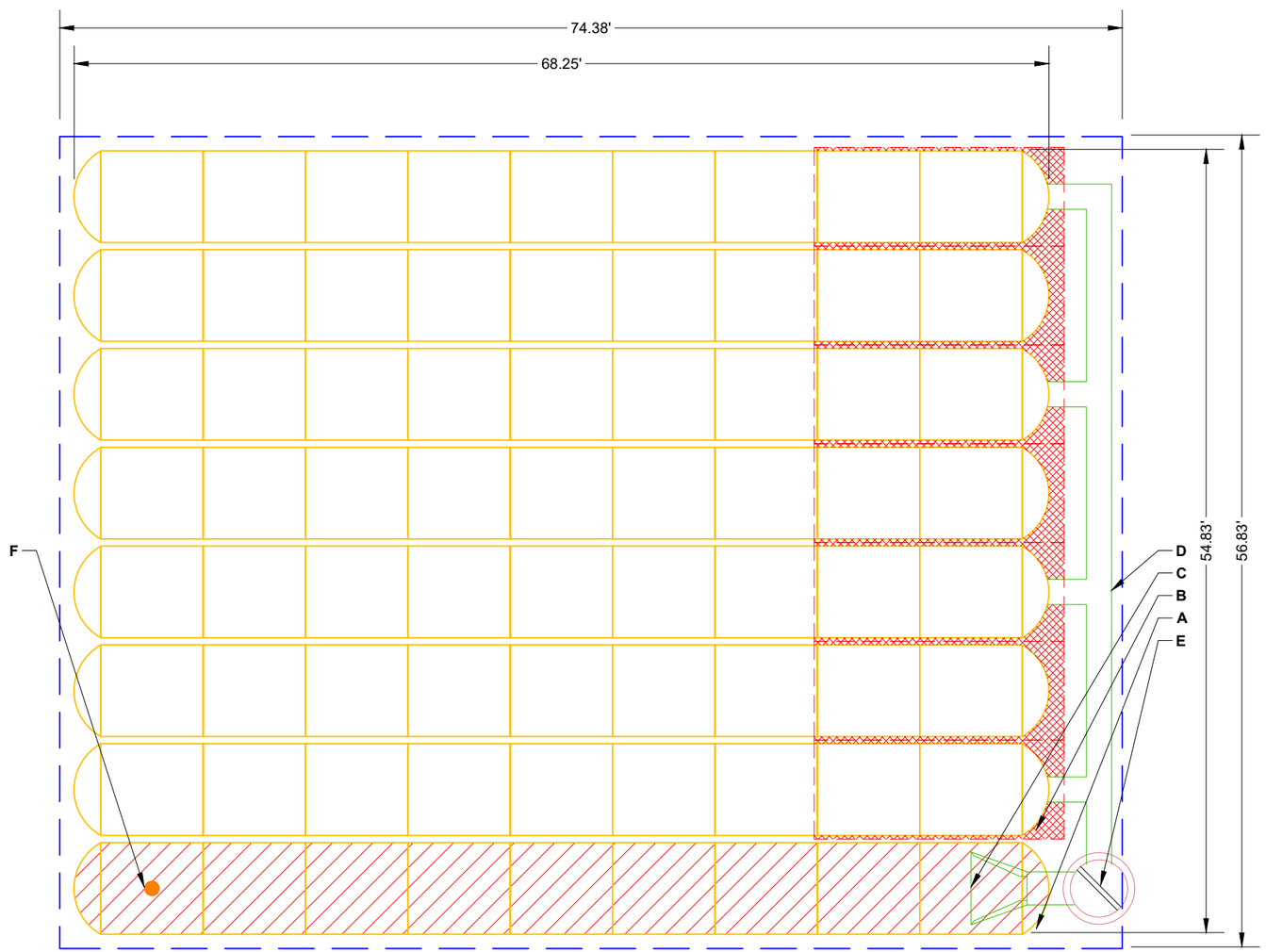
72	STORMTECH MC-3500 CHAMBERS
16	STORMTECH MC-3500 END CAPS
12	STONE ABOVE (in)
9	STONE BELOW (in)
40	STONE VOID
14194	INSTALLED SYSTEM VOLUME (CF) (PERIMETER STONE INCLUDED) (COVER STONE INCLUDED) (BASE STONE INCLUDED)
4227	SYSTEM AREA (SF)
262.4	SYSTEM PERIMETER (ft)

CONCEPTUAL ELEVATIONS

MAXIMUM ALLOWABLE GRADE (TOP OF PAVEMENT/UNPAVED):	12.50
MINIMUM ALLOWABLE GRADE (UNPAVED WITH TRAFFIC):	6.50
MINIMUM ALLOWABLE GRADE (UNPAVED NO TRAFFIC):	6.00
MINIMUM ALLOWABLE GRADE (TOP OF RIGID CONCRETE PAVEMENT):	6.00
MINIMUM ALLOWABLE GRADE (BASE OF FLEXIBLE PAVEMENT):	6.00
TOP OF STONE:	5.50
TOP OF MC-3500 CHAMBER:	4.50
24" ISOLATOR ROW PLUS INVERT:	0.92
18" x 18" BOTTOM MANIFOLD INVERT:	0.90
BOTTOM OF MC-3500 CHAMBER:	0.75
BOTTOM OF STONE:	0.00

*INVERT ABOVE BASE OF CHAMBER

PART TYPE	ITEM ON LAYOUT	DESCRIPTION	INVERT*	MAX FLOW
PREFABRICATED END CAP	A	24" BOTTOM CORED END CAP, PART#: MC3500IEPP24BC / TYP OF ALL 24" BOTTOM CONNECTIONS AND ISOLATOR PLUS ROWS	2.06"	
PREFABRICATED END CAP	B	18" BOTTOM CORED END CAP, PART#: MC3500IEPP18BC / TYP OF ALL 18" BOTTOM CONNECTIONS	1.77"	
FLAMP	C	INSTALL FLAMP ON 24" ACCESS PIPE / PART#: MC350024RAMP		
MANIFOLD	D	18" x 18" BOTTOM MANIFOLD, ADS N-12	1.77"	
CONCRETE STRUCTURE W/WEIR	E	(DESIGN BY ENGINEER / PROVIDED BY OTHERS)		20.9 CFS IN
INSPECTION PORT	F	4" SEE DETAIL		



ISOLATOR ROW PLUS (SEE DETAIL)

PLACE MINIMUM 17.50' OF ADSPLUS175 WOVEN GEOTEXTILE OVER BEDDING STONE AND UNDERNEATH CHAMBER FEET FOR SCOUR PROTECTION AT ALL CHAMBER INLET ROWS

BED LIMITS

NOTES

- MANIFOLD SIZE TO BE DETERMINED BY SITE DESIGN ENGINEER. SEE TECH NOTE #6.32 FOR MANIFOLD SIZING GUIDANCE.
- DUE TO THE ADAPTATION OF THIS CHAMBER SYSTEM TO SPECIFIC SITE AND DESIGN CONSTRAINTS, IT MAY BE NECESSARY TO CUT AND COUPLE ADDITIONAL PIPE TO STANDARD MANIFOLD COMPONENTS IN THE FIELD.
- THE SITE DESIGN ENGINEER MUST REVIEW ELEVATIONS AND IF NECESSARY ADJUST GRADING TO ENSURE THE CHAMBER COVER REQUIREMENTS ARE MET.
- THIS CHAMBER SYSTEM WAS DESIGNED WITHOUT SITE-SPECIFIC INFORMATION ON SOIL CONDITIONS OR BEARING CAPACITY. THE SITE DESIGN ENGINEER IS RESPONSIBLE FOR DETERMINING THE SUITABILITY OF THE SOIL AND PROVIDING THE BEARING CAPACITY OF THE INSITU SOILS. THE BASE STONE DEPTH MAY BE INCREASED OR DECREASED ONCE THIS INFORMATION IS PROVIDED.
- **NOT FOR CONSTRUCTION:** THIS DRAWING IS FOR DESIGN PURPOSES ONLY TO PROVE CONCEPT & THE REQUIRED STORAGE VOLUME CAN BE ACHIEVED ON SITE.

Item 5 Attachment 5

RAINWATER HARVESTING
SAN ANSELMO, CA
DATE:
DRAWN: GK
PROJECT #:
CHECKED: N/A

DATE	DRW	CHK	DESCRIPTION

StormTech®
Chamber System
888-892-2694 | WWW.STORMTECH.COM

ADS
4640 TRUEMAN BLVD
HILLIARD, OH 43026
1-800-733-7473

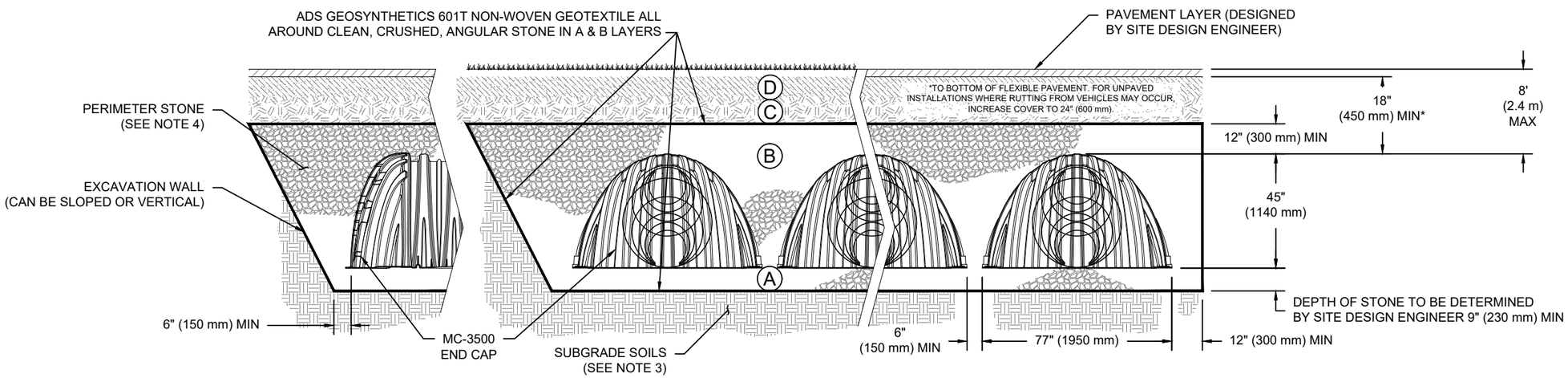
0 10' 20'

THIS DRAWING HAS BEEN PREPARED BASED ON INFORMATION PROVIDED TO ADS UNDER THE DIRECTION OF THE SITE DESIGN ENGINEER OR OTHER PROJECT REPRESENTATIVE. THE SITE DESIGN ENGINEER SHALL REVIEW THIS DRAWING PRIOR TO CONSTRUCTION. IT IS THE ULTIMATE RESPONSIBILITY OF THE SITE DESIGN ENGINEER TO ENSURE THAT THE PRODUCT(S) DEPICTED AND ALL ASSOCIATED DETAILS MEET ALL APPLICABLE LAWS, REGULATIONS, AND PROJECT REQUIREMENTS.

ACCEPTABLE FILL MATERIALS: STORMTECH MC-3500 CHAMBER SYSTEMS

MATERIAL LOCATION		DESCRIPTION	AASHTO MATERIAL CLASSIFICATIONS	COMPACTION / DENSITY REQUIREMENT
D	**FINAL FILL:** FILL MATERIAL FOR LAYER 'D' STARTS FROM THE TOP OF THE 'C' LAYER TO THE BOTTOM OF FLEXIBLE PAVEMENT OR UNPAVED FINISHED GRADE ABOVE. NOTE THAT PAVEMENT SUBBASE MAY BE PART OF THE 'D' LAYER	ANY SOIL/ROCK MATERIALS, NATIVE SOILS, OR PER ENGINEER'S PLANS. CHECK PLANS FOR PAVEMENT SUBGRADE REQUIREMENTS.	N/A	PREPARE PER SITE DESIGN ENGINEER'S PLANS. PAVED INSTALLATIONS MAY HAVE STRINGENT MATERIAL AND PREPARATION REQUIREMENTS.
C	**INITIAL FILL:** FILL MATERIAL FOR LAYER 'C' STARTS FROM THE TOP OF THE EMBEDMENT STONE ('B' LAYER) TO 24" (600 mm) ABOVE THE TOP OF THE CHAMBER. NOTE THAT PAVEMENT SUBBASE MAY BE A PART OF THE 'C' LAYER.	GRANULAR WELL-GRADED SOIL/AGGREGATE MIXTURES, <35% FINES OR PROCESSED AGGREGATE. MOST PAVEMENT SUBBASE MATERIALS CAN BE USED IN LIEU OF THIS LAYER.	AASHTO M145[1] A-1, A-2-4, A-3 OR AASHTO M43[1] 3, 357, 4, 467, 5, 56, 57, 6, 67, 68, 7, 78, 8, 89, 9, 10	BEGIN COMPACTIONS AFTER 24" (600 mm) OF MATERIAL OVER THE CHAMBERS IS REACHED. COMPACT ADDITIONAL LAYERS IN 12" (300 mm) MAX LIFTS TO A MIN. 95% PROCTOR DENSITY FOR WELL GRADED MATERIAL AND 95% RELATIVE DENSITY FOR PROCESSED AGGREGATE MATERIALS.
B	**EMBEDMENT STONE:** FILL SURROUNDING THE CHAMBERS FROM THE FOUNDATION STONE ('A' LAYER) TO THE 'C' LAYER ABOVE.	CLEAN, CRUSHED, ANGULAR STONE	AASHTO M43[1] 3, 4	NO COMPACTION REQUIRED.
A	**FOUNDATION STONE:** FILL BELOW CHAMBERS FROM THE SUBGRADE UP TO THE FOOT (BOTTOM) OF THE CHAMBER.	CLEAN, CRUSHED, ANGULAR STONE	AASHTO M43[1] 3, 4	PLATE COMPACT OR ROLL TO ACHIEVE A FLAT SURFACE.[2,3]

PLEASE NOTE:
1. THE LISTED AASHTO DESIGNATIONS ARE FOR GRADATIONS ONLY. THE STONE MUST ALSO BE CLEAN, CRUSHED, ANGULAR. FOR EXAMPLE, A SPECIFICATION FOR #4 STONE WOULD STATE: "CLEAN, CRUSHED, ANGULAR NO. 4 (AASHTO M43) STONE".
2. STORMTECH COMPACTION REQUIREMENTS ARE MET FOR 'A' LOCATION MATERIALS WHEN PLACED AND COMPACTED IN 9" (230 mm) (MAX) LIFTS USING TWO FULL COVERAGES WITH A VIBRATORY COMPACTOR.
3. WHERE INFILTRATION SURFACES MAY BE COMPROMISED BY COMPACTION, FOR STANDARD DESIGN LOAD CONDITIONS, A FLAT SURFACE MAY BE ACHIEVED BY RAKING OR DRAGGING WITHOUT COMPACTION EQUIPMENT. FOR SPECIAL LOAD DESIGNS, CONTACT STORMTECH FOR COMPACTION REQUIREMENTS.
4. ONCE LAYER 'C' IS PLACED, ANY SOIL/MATERIAL CAN BE PLACED IN LAYER 'D' UP TO THE FINISHED GRADE. MOST PAVEMENT SUBBASE SOILS CAN BE USED TO REPLACE THE MATERIAL REQUIREMENTS OF LAYER 'C' OR 'D' AT THE SITE DESIGN ENGINEER'S DISCRETION.



NOTES:

1. CHAMBERS SHALL MEET THE REQUIREMENTS OF ASTM F2418, "STANDARD SPECIFICATION FOR POLYPROPYLENE (PP) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS" CHAMBER CLASSIFICATION 45x76 DESIGNATION SS.
2. MC-3500 CHAMBERS SHALL BE DESIGNED IN ACCORDANCE WITH ASTM F2787 "STANDARD PRACTICE FOR STRUCTURAL DESIGN OF THERMOPLASTIC CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
3. THE SITE DESIGN ENGINEER IS RESPONSIBLE FOR ASSESSING THE BEARING RESISTANCE (ALLOWABLE BEARING CAPACITY) OF THE SUBGRADE SOILS AND THE DEPTH OF FOUNDATION STONE WITH CONSIDERATION FOR THE RANGE OF EXPECTED SOIL MOISTURE CONDITIONS.
4. PERIMETER STONE MUST BE EXTENDED HORIZONTALLY TO THE EXCAVATION WALL FOR BOTH VERTICAL AND SLOPED EXCAVATION WALLS.
5. REQUIREMENTS FOR HANDLING AND INSTALLATION:
   - TO MAINTAIN THE WIDTH OF CHAMBERS DURING SHIPPING AND HANDLING, CHAMBERS SHALL HAVE INTEGRAL, INTERLOCKING STACKING LUGS.
   - TO ENSURE A SECURE JOINT DURING INSTALLATION AND BACKFILL, THE HEIGHT OF THE CHAMBER JOINT SHALL NOT BE LESS THAN 3".
   - TO ENSURE THE INTEGRITY OF THE ARCH SHAPE DURING INSTALLATION, a) THE ARCH STIFFNESS CONSTANT AS DEFINED IN SECTION 6.2.8 OF ASTM F2418 SHALL BE GREATER THAN OR EQUAL TO 450 LBS/IN/IN. AND b) TO RESIST CHAMBER DEFORMATION DURING INSTALLATION AT ELEVATED TEMPERATURES (ABOVE 73° F / 23° C), CHAMBERS SHALL BE PRODUCED FROM REFLECTIVE GOLD OR YELLOW COLORS.

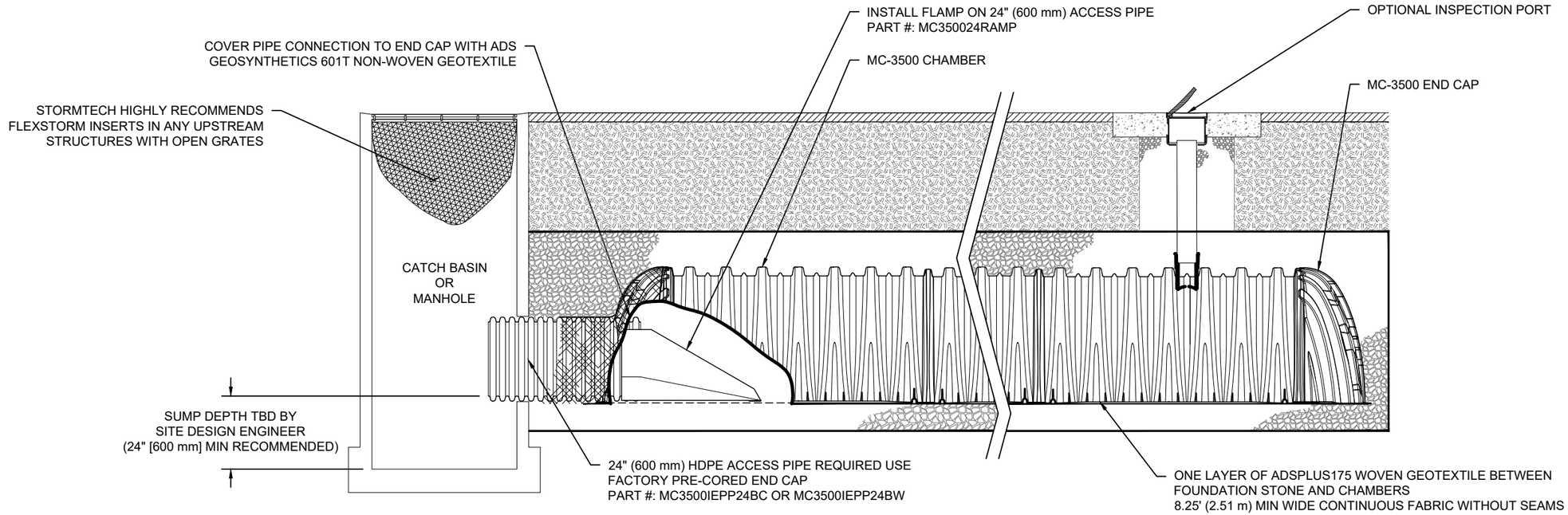
RAINWATER HARVESTING
SAN ANSELMO, CA
DATE: DRAWN: GK
PROJECT #: CHECKED: N/A

DATE	DRW	CHK	DESCRIPTION

ADS
4640 TRUEMAN BLVD
HILLIARD, OH 43026
1-800-733-7473

StormTech®
Chamber System
888-892-2694 | WWW.STORMTECH.COM

THIS DRAWING HAS BEEN PREPARED BASED ON INFORMATION PROVIDED TO ADS UNDER THE DIRECTION OF THE SITE DESIGN ENGINEER OR OTHER PROJECT REPRESENTATIVE. THE SITE DESIGN ENGINEER SHALL REVIEW THIS DRAWING PRIOR TO CONSTRUCTION. IT IS THE ULTIMATE RESPONSIBILITY OF THE SITE DESIGN ENGINEER TO ENSURE THAT THE PRODUCT(S) DEPICTED AND ALL ASSOCIATED DETAILS MEET ALL APPLICABLE LAWS, REGULATIONS, AND PROJECT REQUIREMENTS.



MC-3500 ISOLATOR ROW PLUS DETAIL
NTS

INSPECTION & MAINTENANCE

STEP 1) INSPECT ISOLATOR ROW PLUS FOR SEDIMENT
- A. INSPECTION PORTS (IF PRESENT)
  - A.1. REMOVE/OPEN LID ON NYLOPLAST INLINE DRAIN
  - A.2. REMOVE AND CLEAN FLEXSTORM FILTER IF INSTALLED
  - A.3. USING A FLASHLIGHT AND STADIA ROD, MEASURE DEPTH OF SEDIMENT AND RECORD ON MAINTENANCE LOG
  - A.4. LOWER A CAMERA INTO ISOLATOR ROW PLUS FOR VISUAL INSPECTION OF SEDIMENT LEVELS (OPTIONAL)
  - A.5. IF SEDIMENT IS AT, OR ABOVE, 3" (80 mm) PROCEED TO STEP 2. IF NOT, PROCEED TO STEP 3.
- B. ALL ISOLATOR PLUS ROWS
  - B.1. REMOVE COVER FROM STRUCTURE AT UPSTREAM END OF ISOLATOR ROW PLUS
  - B.2. USING A FLASHLIGHT, INSPECT DOWN THE ISOLATOR ROW PLUS THROUGH OUTLET PIPE
    - i) MIRRORS ON POLES OR CAMERAS MAY BE USED TO AVOID A CONFINED SPACE ENTRY
    - ii) FOLLOW OSHA REGULATIONS FOR CONFINED SPACE ENTRY IF ENTERING MANHOLE
  - B.3. IF SEDIMENT IS AT, OR ABOVE, 3" (80 mm) PROCEED TO STEP 2. IF NOT, PROCEED TO STEP 3.

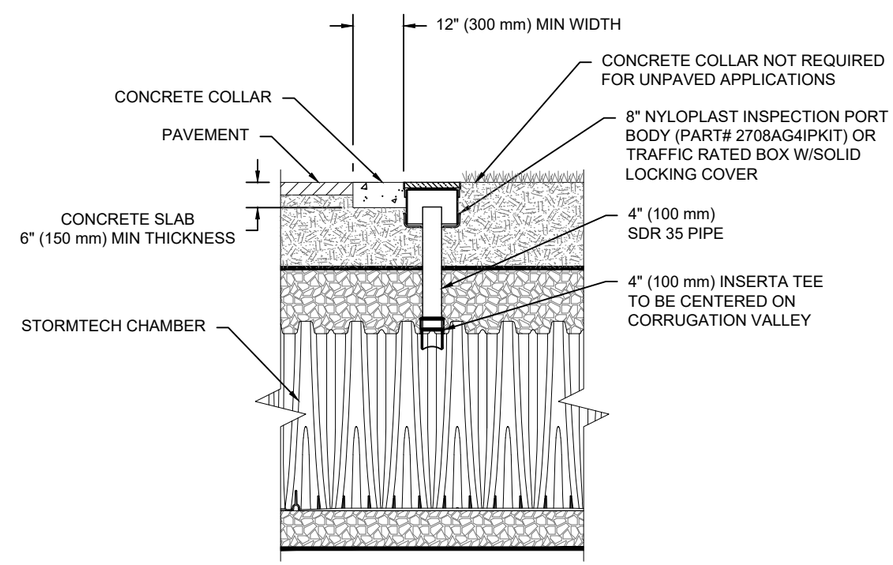
STEP 2) CLEAN OUT ISOLATOR ROW PLUS USING THE JETVAC PROCESS
- A. A FIXED CULVERT CLEANING NOZZLE WITH REAR FACING SPREAD OF 45" (1.1 m) OR MORE IS PREFERRED
- B. APPLY MULTIPLE PASSES OF JETVAC UNTIL BACKFLUSH WATER IS CLEAN
- C. VACUUM STRUCTURE SUMP AS REQUIRED

STEP 3) REPLACE ALL COVERS, GRATES, FILTERS, AND LIDS; RECORD OBSERVATIONS AND ACTIONS.

STEP 4) INSPECT AND CLEAN BASINS AND MANHOLES UPSTREAM OF THE STORMTECH SYSTEM.

NOTES

1. INSPECT EVERY 6 MONTHS DURING THE FIRST YEAR OF OPERATION. ADJUST THE INSPECTION INTERVAL BASED ON PREVIOUS OBSERVATIONS OF SEDIMENT ACCUMULATION AND HIGH WATER ELEVATIONS.
2. CONDUCT JETTING AND VACTORING ANNUALLY OR WHEN INSPECTION SHOWS THAT MAINTENANCE IS NECESSARY.



NOTE:
INSPECTION PORTS MAY BE CONNECTED THROUGH ANY CHAMBER CORRUGATION VALLEY.

4" PVC INSPECTION PORT DETAIL
(MC SERIES CHAMBER)
NTS

RAINWATER HARVESTING
SAN ANSELMO, CA
DATE:
DRAWN: GK
PROJECT #:
CHECKED: N/A

DATE	DRW	CHK	DESCRIPTION

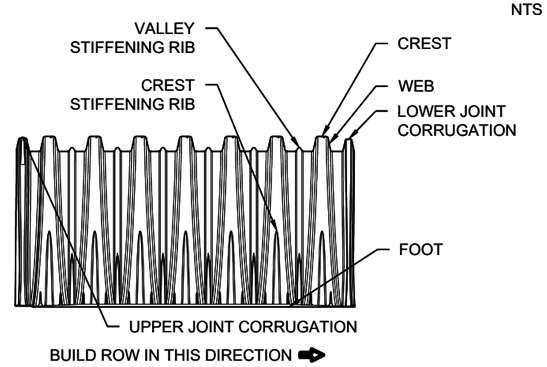
ADS
4640 TRUEMAN BLVD
HILLIARD, OH 43026
1-800-733-7473

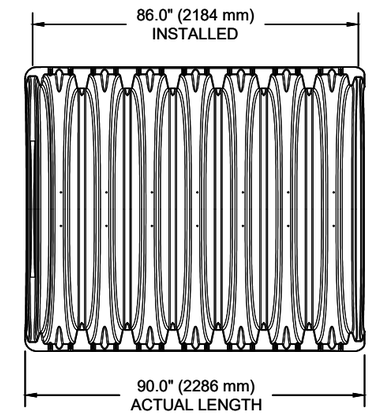
StormTech®
Chamber System
888-892-2694 | WWW.STORMTECH.COM

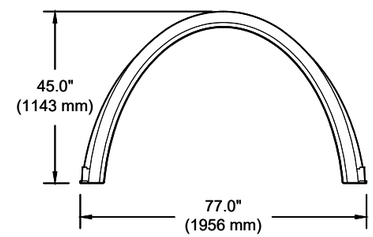
THIS DRAWING HAS BEEN PREPARED BASED ON INFORMATION PROVIDED TO ADS UNDER THE DIRECTION OF THE SITE DESIGN ENGINEER OR OTHER PROJECT REPRESENTATIVE. THE SITE DESIGN ENGINEER SHALL REVIEW THIS DRAWING PRIOR TO CONSTRUCTION. IT IS THE ULTIMATE RESPONSIBILITY OF THE SITE DESIGN ENGINEER TO ENSURE THAT THE PRODUCT(S) DEPICTED AND ALL ASSOCIATED DETAILS MEET ALL APPLICABLE LAWS, REGULATIONS, AND PROJECT REQUIREMENTS.

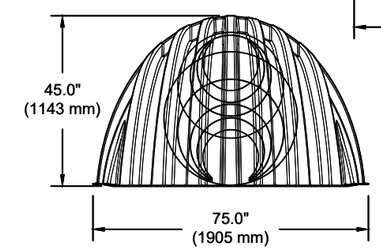
MC-3500 TECHNICAL SPECIFICATION

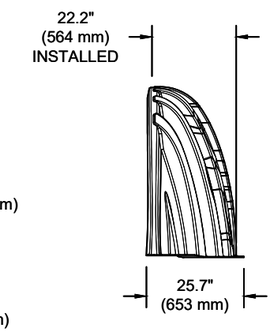
NTS











NOMINAL CHAMBER SPECIFICATIONS

SIZE (W X H X INSTALLED LENGTH)	77.0" X 45.0" X 86.0"	(1956 mm X 1143 mm X 2184 mm)
CHAMBER STORAGE	109.9 CUBIC FEET	(3.11 m³)
MINIMUM INSTALLED STORAGE*	175.0 CUBIC FEET	(4.96 m³)
WEIGHT	134 lbs.	(60.8 kg)

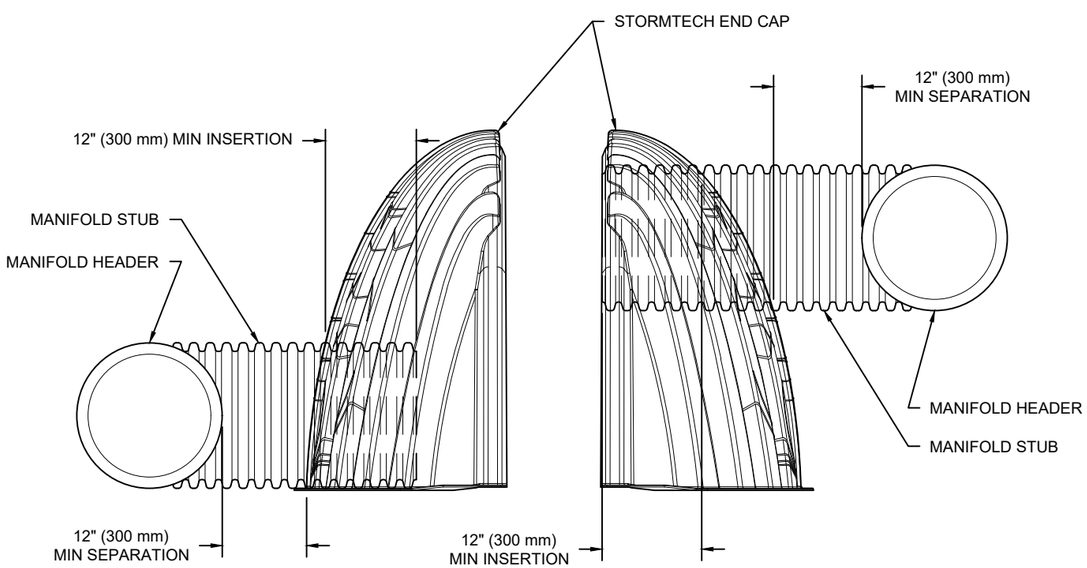
NOMINAL END CAP SPECIFICATIONS

SIZE (W X H X INSTALLED LENGTH)	75.0" X 45.0" X 22.2"	(1905 mm X 1143 mm X 564 mm)
END CAP STORAGE	14.9 CUBIC FEET	(0.42 m³)
MINIMUM INSTALLED STORAGE*	45.1 CUBIC FEET	(1.28 m³)
WEIGHT	49 lbs.	(22.2 kg)

*ASSUMES 12" (305 mm) STONE ABOVE, 9" (229 mm) STONE FOUNDATION, 6" SPACING BETWEEN CHAMBERS, 6" (152 mm) STONE PERIMETER IN FRONT OF END CAPS AND 40% STONE POROSITY

MC-SERIES END CAP INSERTION DETAIL

NTS

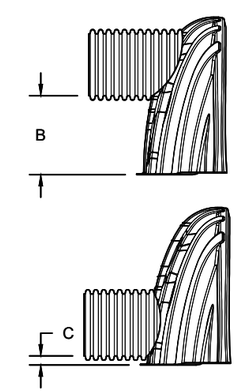


NOTE: MANIFOLD STUB MUST BE LAID HORIZONTAL FOR A PROPER FIT IN END CAP OPENING.

STUBS AT BOTTOM OF END CAP FOR PART NUMBERS ENDING WITH "B"
STUBS AT TOP OF END CAP FOR PART NUMBERS ENDING WITH "T"
END CAPS WITH A WELDED CROWN PLATE END WITH "C"
END CAPS WITH A PREFABRICATED WELDED STUB END WITH "W"

PART #	STUB	B	C
MC3500IEPP06T	6" (150 mm)	33.21" (844 mm)	---
MC3500IEPP06B		---	0.66" (17 mm)
MC3500IEPP08T	8" (200 mm)	31.16" (791 mm)	---
MC3500IEPP08B		---	0.81" (21 mm)
MC3500IEPP10T	10" (250 mm)	29.04" (738 mm)	---
MC3500IEPP10B		---	0.93" (24 mm)
MC3500IEPP12T	12" (300 mm)	26.36" (670 mm)	---
MC3500IEPP12B		---	1.35" (34 mm)
MC3500IEPP15T	15" (375 mm)	23.39" (594 mm)	---
MC3500IEPP15B		---	1.50" (38 mm)
MC3500IEPP18TC	18" (450 mm)	20.03" (509 mm)	---
MC3500IEPP18TW			
MC3500IEPP18BC		---	1.77" (45 mm)
MC3500IEPP18BW			
MC3500IEPP24TC	24" (600 mm)	14.48" (368 mm)	---
MC3500IEPP24TW			
MC3500IEPP24BC		---	2.06" (52 mm)
MC3500IEPP24BW			
MC3500IEPP30BC	30" (750 mm)	---	2.75" (70 mm)

NOTE: ALL DIMENSIONS ARE NOMINAL



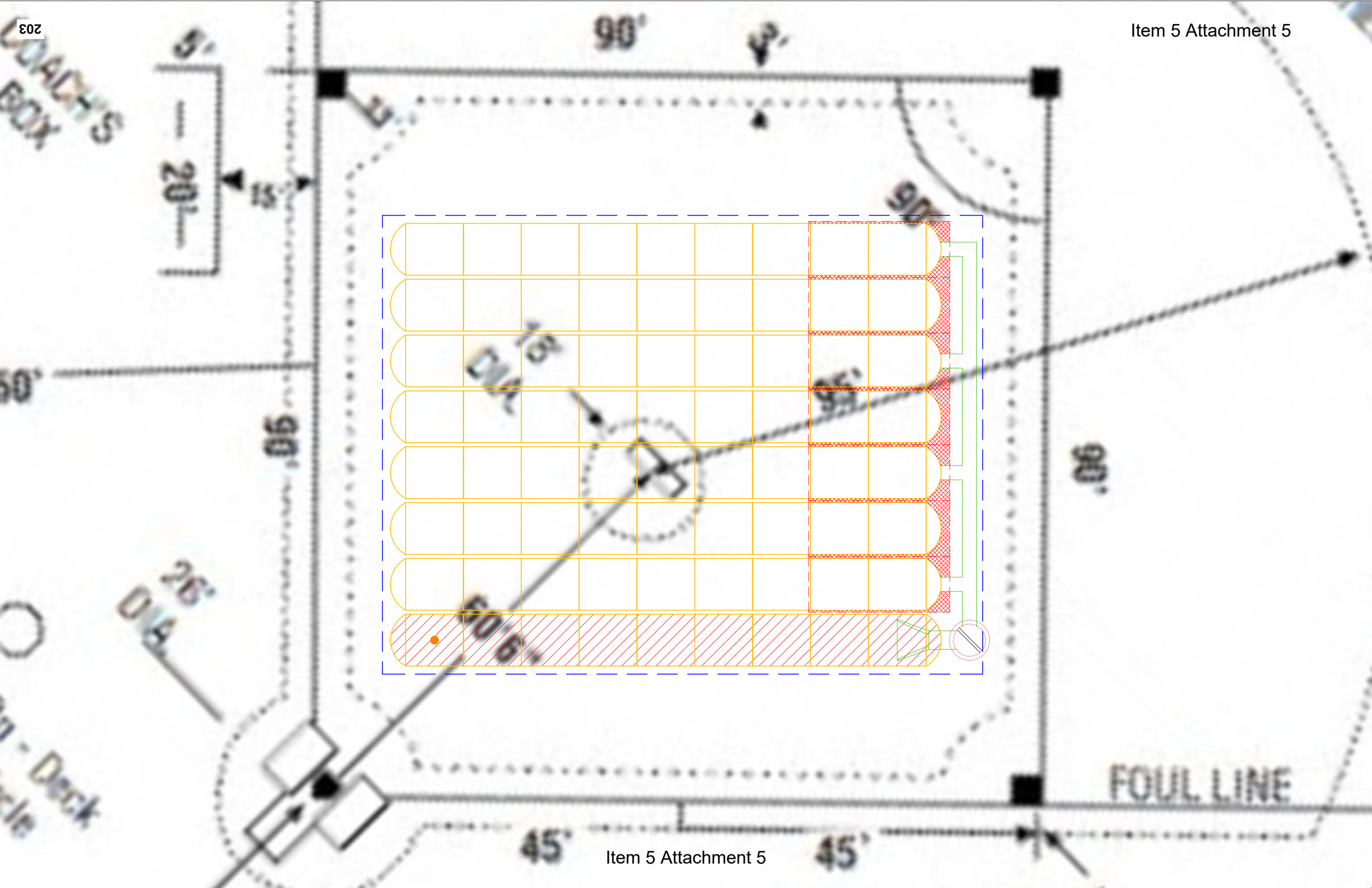
CUSTOM PRECORED INVERTS ARE AVAILABLE UPON REQUEST. INVENTORIED MANIFOLDS INCLUDE 12-24" (300-600 mm) SIZE ON SIZE AND 15-48" (375-1200 mm) ECCENTRIC MANIFOLDS. CUSTOM INVERT LOCATIONS ON THE MC-3500 END CAP CUT IN THE FIELD ARE NOT RECOMMENDED FOR PIPE SIZES GREATER THAN 10" (250 mm). THE INVERT LOCATION IN COLUMN 'B' ARE THE HIGHEST POSSIBLE FOR THE PIPE SIZE.

RAINWATER HARVESTING
SAN ANSELMO, CA
DATE:
DRAWN: GK
PROJECT #:
CHECKED: N/A

DATE	DRW	CHK	DESCRIPTION

ADS
4640 TRUEMAN BLVD
HILLIARD, OH 43026
1-800-733-7473
StormTech®
Chamber System
888-892-2694 | WWW.STORMTECH.COM

THIS DRAWING HAS BEEN PREPARED BASED ON INFORMATION PROVIDED TO ADS UNDER THE DIRECTION OF THE SITE DESIGN ENGINEER OR OTHER PROJECT REPRESENTATIVE. THE SITE DESIGN ENGINEER SHALL REVIEW THIS DRAWING PRIOR TO CONSTRUCTION. IT IS THE ULTIMATE RESPONSIBILITY OF THE SITE DESIGN ENGINEER TO ENSURE THAT THE PRODUCT(S) DEPICTED AND ALL ASSOCIATED DETAILS MEET ALL APPLICABLE LAWS, REGULATIONS, AND PROJECT REQUIREMENTS.


90'
3'
90'
90'
90'
50'
90'
15'
20'
5'
LOADER'S BOX
26' DIA
16' DIA
60'
55'
FOUL LINE
45'
45'

Carla Kacmar

From: Jan Springer <springer74@gmail.com>
Sent: Tuesday, April 12, 2022 9:43 AM
To: Steve Burdo; Carla Kacmar
Subject: Item No. 7 - Water Conservation/Memorial Park Reno Project

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

CAUTION: External Sender

To Town Councilmembers and Town Clerk,

I may be unable to attend the April 12 Town Council meeting, but I wish to be heard on item no. 7, Water Conservation and Memorial Park Renovation Project. I am a member of the San Anselmo Parks and Recreation Commission and a six year resident of the town. I support Options 1, 2 and 3 set forth in Sean Condry's staff report. The renovation of the Memorial Park fields is long overdue, and I urge the Town Council to move forward with the Memorial Park Renovation Project.

Respectfully submitted,

Jan Springer Wu

773-456-0178

Carla Kacmar

From: Jan Springer <springer74@gmail.com>
Sent: Tuesday, April 12, 2022 9:43 AM
To: Steve Burdo; Carla Kacmar
Subject: Item No. 7 - Water Conservation/Memorial Park Reno Project

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

CAUTION: External Sender

To Town Councilmembers and Town Clerk,

I may be unable to attend the April 12 Town Council meeting, but I wish to be heard on item no. 7, Water Conservation and Memorial Park Renovation Project. I am a member of the San Anselmo Parks and Recreation Commission and a six year resident of the town. I support Options 1, 2 and 3 set forth in Sean Condry's staff report. The renovation of the Memorial Park fields is long overdue, and I urge the Town Council to move forward with the Memorial Park Renovation Project.

Respectfully submitted,

Jan Springer Wu

773-456-0178

Carla Kacmar

From: Vance and Anna Frost <frost@liveinmarin.com>
Sent: Tuesday, April 12, 2022 2:54 PM
To: Carla Kacmar
Subject: Public Comment on Water Conservation and Memorial Park Renovation Project

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: External Sender

Dear Carla,

I may be unable to attend the April 12 Town Council meeting, but I wish to be heard on item no. 7, Water Conservation and Memorial Park Renovation Project. I am a member of the San Anselmo Parks and Recreation Commission and a 35 year resident of the town. I support Options 1 and 2 set forth in Sean Condry's staff report. The renovation of the Memorial Park fields is long overdue, and I urge the Town Council to move forward with the Memorial Park Renovation Project.

Yours Truly Vance Frost

Vance & Anna

Vance & Anna Frost
VANGUARD PROPERTIES
Larkspur, CA
FrosTTeam.com
415.847.4703 Anna c
415.847.4701 Vance c
DRE#'s 01207757 & 01357390
@FrostTeamHome
Senior Real Estate Specialist®
NAR GREEN DESIGNATED REALTOR®
We always appreciate your referrals!

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council 5/10/2022 **Item #:** 6.

FROM:
Carla Kacmar, Town Clerk

SUBJECT:
Town Council Committee Assignment Discussion

RECOMMENDATION

Discuss options for appointing Council members to serve on committees and provide direction to staff.

BACKGROUND

Town Council members 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. This is normally taken up at a meeting after the Council reorganization.

During the 2022 appointment discussion, Council member Burke requested a future agenda item to discuss whether to change the current practice for Council committee assignments. She specifically asked that the Council explore the option of rotating committee assignments to each Council member.

ANALYSIS

Staff surveyed the towns and cities in Marin to determine how committee assignments are handled in each jurisdiction. Fairfax, Belvedere, Tiburon, Larkspur, Novato and San Anselmo currently do not have a rotation policy in place. All of the aforementioned jurisdictions, except Fairfax, address committee assignments for Council consideration after the reorganization meeting. Fairfax only considers Council assignments when a new council member is sworn in.

In Ross, Corte Madera and Sausalito, the Mayor has more control over the appointment process. In Ross, the Mayor checks with each Council member to see if they want to change the committees they are on, makes any necessary changes and then brings it to a Council meeting for final approval. In Sausalito and Corte Madera, the Mayor makes appointments to committees after the annual reorganization, but normally does not change a committee assignment unless there is a vacancy.

Staff researched committee appointment policies from other cities in California and found that the available written policies are similar to Ross and Sausalito with the Mayor having more control over the selection process.

Municipality	Policy
Belvedere	Same as San Anselmo
Corte Madera	The mayor designates committee appointments after Council reorganization.
Fairfax	Only reshuffles committee assignments when a new Council Member is elected.
Larkspur	Same as San Anselmo
Novato	Same as San Anselmo.
Ross	The mayor designates committee appointments after Council reorganization.
Sausalito	The mayor designates committee appointments after Council reorganization.
Tiburon	Same as San Anselmo.

OTHER	Policy
Manhattan Beach	The mayor designates committee appointments.
Claremont	The mayor designates committee appointments.
Rohnert Park	The mayor designates committee appointments.
San Carlos	The mayor designates committee appointments.
Palo Alto	The mayor designates committee appointments.

DISCUSSION OF OPTIONS

While staff was not able to find an example of a rotation of assignments policy, Council could consider establishing a rotation among a subset of committees. The rotation would need to be divisible by five, so that each Council Member would have the opportunity to serve for one year on each committee. This rotation would be impacted by the timing of the policy's implementation and by the expiration of Council members' terms. For example, if two Council members have only two years left in their terms and they do not seek reelection, they would serve one year each on two of the five committees.

During the meeting, the committees that were named by Council Member Burke and Mayor Fineman as committees of interest are as follows:

Central Marin Police Authority (CMPA) (2 members, 1 alternate)
Ross Valley Fire Board (RVFD) (2 members, 1 alternate)
Marin Clean Energy (MCE) (1 member, 1 alternate)
Marin Wildfire Prevention Authority (MWPA) (1 member, 1 alternate)
Transportation Authority of Marin (TAM) (1 member, 1 alternate)

Please note, if the Council were to enact a rotation among these five committees, there is a chance that the committees could select chairs to their Boards based on seniority and not simply rotate through each jurisdiction. The Council may want to consider if those Board appointments would be accounted for in the rotation policy, so that someone with a Board position on a committee would remain in that position until the term of office on the Board expires.

The following options are available to the Council:

1. Keep the committee assignment process the same as has been past practice.
2. Create a policy that will allow for the mayor to appoint the committee assignments after the Council reorganization meeting.
3. Create a policy that will allow for rotation of all committee assignments every year or after every election. The committee assignments would need to be evenly dispersed among the Council members for a rotation list to work.
4. Create a policy that will allow for rotation of specific committee assignments every year or after every election. The specific committees will need to be identified by the Council and those committees would need to be evenly dispersed among the Council members for rotation.

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Discussing a potential committee assignment policy 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).

Attachment 1 - Sample resolution submitted by Councilmember Burke

The following document was submitted by Councilmember Eileen Burke for inclusion in Item 7 the May 10, 2022 Town Council meeting

RESOLUTION REGARDING ANNUAL TOWN COUNCIL COMMITTEE ASSIGNMENTS

Town Council members are elected to four-year terms and sit on a variety of town, JPA, and regional commissions, committees and boards (hereinafter "committees") that impact the interests of the Town, town residents, the greater region and the state. These committees address and govern a variety of issues including, but not limited to, housing, homelessness, sustainability, energy, recycling, regional planning, disaster preparedness, transportation, police and fire protection, and hiring and firing of employees.

Positions on these various committees provide Council Members the following individual benefits, which in turn, benefit the Town, residents and the larger region:

a) experience and knowledge;

b) the ability to impact and prioritize short and long term policy;

c) contacts in the greater community;

d) a position to advocate to the benefit of the Town and town residents;

e) control over budgetary decisions for essential services; and,

f) working relationships with upper levels of the various county, state, regional and town organizations.

Though individual council members may have personal interests and reasons for wanting to be on a particular committee, personal reasons should be secondary to the overall benefit and interests of the Town.

The Town benefits and best serves Town interests by promoting, among all five council members, equal institutional knowledge, education and experience on the full spectrum of issues that come before the Council.

Concentration of institutional knowledge and experience in only a few council members can lead to a loss of institutional knowledge and experience, as when

one or two council members who have remained on a committee for an extended period of time retire or are voted out of office.

Concentration of committee assignments in a few Council members and/or long term assignment of a single Council member to a particular committee, to the exclusion of other Council members, can also lead to an unequal sharing of control and decisions related to Town governance and an underutilization of the talents of all five Council members.

Committee attendance is a time commitment such that it is in the interest of fairness that all council members share the responsibility of sitting on the various committees equally.

In order to promote co-equality of council members with both depth and breadth of knowledge and experience, it is in the best interest of the Town to have Council members rotate committee assignments on a periodic basis. The benefits of rotation include:

1. Professional development of Council members;
2. Allowing Council members to utilize their individual skills in a variety of positions and committees;
3. Allowing more Council members the experience and knowledge necessary to fully evaluate issues pertaining to the Town;
4. Reducing the negative impact and lost institutional knowledge created by Council change through elections and retirement;
5. Reinvigoration of Council members and committees through rotation to new assignments and expanded networks;
6. Avoidance of any possible bias in favor of or against any particular Council member or committee;
7. Allowing sitting Council members who have left an assignment to mentor Council members new to an assignment thereby reinforcing knowledge continuity; and,
8. Allowing development of working relationships between all Council members and the long-term employees and agencies serving the Town and area.

THEREFORE:

To benefit the Town by ensuring both a depth and breadth of experience among Council members,

To reward seniority on the Council, and

To provide an equal opportunity for all Council members to serve on the various committees,

The following procedure will be implemented for annual assignment to committees:

Prior to annual assignments, the seated council will determine an order of seniority based on continuous number of years in office.

If Council members were first elected in the same election or have served for the same period of time, the member with more votes in the most recent election will be designated the senior member for purposes of seniority.

In order of seniority, reversed when the 5th member has made their selection, the Council members will select the committee they wish. Committee assignments will proceed in this manner (1-5, 5-1) until all assignments are selected.

Further, unless a particular committee has a designated shorter term limit, a member may not select the same committee for more than three consecutive years UNLESS no other member wishes to serve on said committee.

Council members who are appointed and assume the committee assignments of a departing councilmember shall not have the assumed assignments count toward the three consecutive years.

Alternates to committee assignments are not limited to number of years and do not count as a selection.

This procedure will begin with the assignment of committees in 2022 and, for the purpose of determining consecutive years, will incorporate the committee assignments for 2019, 2020 and 2021.