

**TOWN OF SAN ANSELMO
STAFF REPORT
January 16, 2002**

For the Meeting of January 22, 2002

TO: Town Council

FROM: Janet Pendoley, Fiscal & Administrative Services Director

SUBJECT: Quarterly Treasurer's Investment Report and Revenue and Expenditure Report, December 2001

RECOMMENDATION

That Council acknowledge and file the Treasurer's Investment Report for the quarter ending December, 2001 and the Revenue and Expenditure Report for the period ending December 31, 2001.

BACKGROUND

The Treasurer's Investment Report is a quarterly itemization of the market value of Town investments. The Revenue and Expenditure report is a year-to-date summary report of revenues and expenditures that is presented to the Town Council on a monthly basis. Funds included in the report are the General Fund and Gasoline Tax Fund, the Recreation Fund and the Isabel Cook Community Center Fund. The purpose of these reports is to present financial information for review and discussion.

ANALYSIS

Treasurer's Investment Portfolio Report: The attached report itemizes the Town's investments and states the market value of each investment as of December, 2001. The Wells Fargo Money Market account is the Town's primary checking account used for the deposit and expenditure of operating funds.

The Town maintains 2 Local Agency Investment Fund accounts (LAIF) for the purpose of maximizing interest income on funds not needed for immediate expenditure. One is for investment of general operating funds; the other LAIF account is for the series 2000 Measure G bond proceeds, required by law to be maintained in a segregated account. With the expenditure of all 1995/1997 bond proceeds, the third LAIF account was closed in May 2001. The Tax Revenue Anticipation Note (TRAN) is a tax-free bond that is issued on a one-year basis specifically for the purpose of improving cash flow to public entities heavily reliant on sporadic property tax distributions. Projected annual earnings from the reinvestment of these funds, if not actually needed for cash flow purposes, are

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currently estimated at \$7,598. The General Electric and FHLMC (FREDDIE MAC) notes were medium term notes. The FREDDIE MAC note matured on July 25, 2001. The General Electric note matured on May 11, 2001. The investment proceeds were deposited into the Town's Wells Fargo Money Market account.

Revenue and Expenditure Report: As noted in the report, the revenue and expenditure data as of December 31, 2001 reflects financial activity transacted during 50.0% of the budget year. Revenue received, at 47%, reflects receipt of the first distribution of property taxes. Annual business license fees are collected in large part in the early months of the calendar year. This source of revenue should be increasing significantly during the next few months. Sales tax revenue, at \$422,678, includes payments made for the first 5 months of the fiscal year. Therefore, at 41% of budget, it lags the anticipated amount by less than 1%.

Expenditures, at 42%, appear to be at a stable level with only a few exceptions. Non-departmental expenses, at 70%, are at a higher proportion of budget because one-time payments were made for services to Marin County Animal Control, Congestion Management, Marin Telecommunications Agency, and LAFCO. Police Department expenditures, at 52%, are elevated due to overtime pay. The Council's expenditures, at 32%, reflect the funds budgeted but as yet unspent for the Quality of Life Commission activities.

Budget Revisions: The following budget revision was made during the month of December 2001:

1. \$1,000 increase in the SAVE General Fund expenditure budget with an offsetting decrease in the contingency budget to share the cost with SAVE of a computer consultant to establish a universal database of donors, volunteers, neighborhood coordinators, community, business and school contacts, approved by the Town Council at their regular meeting of December 11, 2001. This revision has no impact on the fund reserve.

Respectfully submitted,



Janet Pendoley
Fiscal and Administrative Services Director

Attachments: Revenue and Expenditure Report, December 2001
Quarterly Treasurer's Investment Portfolio Report, December 2001

TOWN OF SAN ANSELMO

TREASURER'S INVESTMENT REPORT

for the quarter ending December 31, 2001

INSTITUTION	TYPE OF INVESTMENT	MATURITY DATE	EFFECTIVE YIELD	MARKET VALUE OF AMOUNT ON DEPOSIT	NOTES	
					BOOK VALUE	UNREALIZED GAIN
Wells Fargo Bank	Money Market	None	1.18%	272,179		
LAI (Local Agency Investment Fund) Operating Account	State Treasurer's Pool	None	3.53%	4,037,744		
LAI (Local Agency Investment Fund) Measure G Account	State Treasurer's Pool (Measure G)	None	3.53%	958,584		
Trinity Funding Company (TRAN)	Guaranteed Investment Contract	6/28/02		7,598		
General Electric	Corp Medium Term Note	5/11/01		-		
FHLMC(FREDDIE MAC)	Federal Agency Note	7/25/01		-		
Total Investment Portfolio:				<u>5,276,105</u>		

I hereby verify that this report is in conformity with the Town of San Anselmo Investment Policy and there are sufficient funds to meet the Town of San Anselmo's expenditure requirements for the next six months.

Donna Cohen

Donna Cohen, Treasurer

Jane Pendoley

Jane Pendoley, Fiscal & Admin Serv Director

January 11, 2002

Date

Town of San Anselmo
Revenue and Expenditure Report
for the period ending December 31, 2001 (50.00% of fiscal year)

REVENUE

		2001-2002 Adpt Budget	2001-2002 Rev Budget	2001-2002 Act To Date	To Date % of Budget
TOWN TAXES:	Property Taxes (Current)	2,921,630	2,921,630	1,627,535	56%
	Property Taxes (Supplemental)	163,119	163,119	395	0%
	Property Taxes (Pension)	848,500	848,500	435,440	51%
	Municipal Services Tax	469,656	469,656	256,715	55%
	ERAF (County)	154,242	154,242	-	0%
	Sales Tax	1,021,065	1,021,065	422,678	41%
	Property Transfer Tax	61,833	61,833	23,769	38%
	Franchise Taxes (Refuse, Cable, Utility)	363,678	363,678	110,100	30%
	SUBTOTAL	6,003,723	6,003,723	2,876,632	48%
PERMITS:	Business License	258,455	258,455	25,860	10%
	Parking Permits (Residential)	8,391	8,391	2,597	31%
	Parking (Merchant Permits) Reserve	2,439	2,439	1,770	73%
	Construction	419,319	419,319	207,994	50%
	SUBTOTAL	688,604	688,604	238,221	35%
FINES:	Vehicle Code	144,893	144,893	56,974	39%
	Parking	68,804	68,804	24,198	35%
	Library	19,191	19,191	10,397	54%
	SUBTOTAL	232,888	232,888	91,569	39%
USE OF MONEY & PROPERTY:	Interest	150,000	150,000	80,268	54%
	Royalties (Payphone Commission)	1,344	1,344	479	36%
	SUBTOTAL	151,344	151,344	80,747	53%
OTHER AGENCY REVENUE:	Proposition 172 Sales Tax	114,936	114,936	52,188	45%
	Abandoned Vehicle Program	6,656	6,656	-	0%
	Motor Vehicle License	657,969	657,969	334,297	51%
	Homeowners Exemption	36,191	36,191	134	0%
	State Mandate Reimbursements	20,000	20,000	4,562	23%
	State Library Aid	24,452	25,002	3,574	14%
	Friends of the Library	4,800	4,800	4,800	100%
	Marin Cty Police Newsletter Grant	2,000	2,000	2,000	100%
	Safety Program	5,000	5,000	5,000	100%
	SUBTOTAL	872,004	872,554	406,555	47%
FEES FOR SERVICES:	Banner Fees	1,324	1,324	1,050	79%
	Fire - Sleepy Hollow F.P.D.	464,000	464,000	236,692	51%
	Police Serv/Booking Fee Reimburse	20,272	20,272	19,870	98%
	Street Maint. Svs./Reimb.	3,768	3,768	-	0%
	Planning Fees	72,287	72,287	15,878	22%
	Resale Inspections	31,676	31,676	12,609	40%
	In Lieu Taxes	24,621	24,621	-	0%
	SUBTOTAL	617,948	617,948	286,099	46%
MISCELLANEOUS:	Surplus Property Sales	3,550	3,550	9,391	265%
	Other	5,253	5,253	3,451	66%
	SUBTOTAL	8,803	8,803	12,842	146%
INTERFUND TRANSFERS IN:	Recreation	-	-	-	

Town of San Anselmo

Revenue and Expenditure Report

for the period ending December 31, 2001 (50.00% of fiscal year)

REVENUE continued

	2001-2002 Adpt Budget	2001-2002 Rev Budget	2001-2002 Act To Date	To Date % of Budget
Supplemental Law Enforcement	9,000	9,000	-	0%
State Gasoline Tax	249,368	249,368	133,053	53%
SUBTOTAL	258,368	258,368	133,053	51%
GEN FUND REV & TFRS TOTAL:	8,833,682	8,834,232	4,125,718	47%
OTHER FUNDS				
Isabel Cook Complex	125,540	125,540	53,536	43%
Recreation Fund	779,799	779,799	492,919	63%
OTHER FUNDS REVENUE TOTAL:	905,339	905,339	444,253	49%
ALL FUNDS REVENUE TOTAL:	9,739,021	9,739,571	4,569,971	47%

EXPENDITURES

	2001-2002 Adpt Budget	2001-2002 Rev Budget	2001-2002 Act To Date	To Date % of Budget
GENERAL FUND DEPTS:				
Council	14,865	14,865	4,808	32%
Administration and Finance	573,097	573,097	283,825	50%
Contingency	435,653	329,178	-	0%
Reserve: Pension	244,128	244,128	-	0%
San Anselmo Volunteer Effort	72,345	73,345	34,783	47%
Legal Services	106,700	106,700	45,377	43%
Planning	243,879	243,879	96,645	40%
Non-Departmental	231,403	233,053	163,239	70%
Police	2,282,041	2,384,159	1,232,941	52%
Fire	2,274,658	2,274,658	1,134,429	50%
Engineering and Inspection	469,441	469,441	221,719	47%
Street Maintenance	666,279	666,279	280,277	42%
Library	443,327	443,877	213,699	48%
Parks	394,137	394,137	183,260	46%
Recreation - General Fund Support	90,024	90,024	44,547	49%
SUBTOTAL	8,541,977	8,540,820	3,939,549	46%
Year End Excess Rev Distrib: Cap Fund	168,152	168,152	-	0%
Year End Excess Rev Distrib: Eq Fund	203,152	203,152	-	0%
Transfer to Rec Fund (Robson Stop-By)	13,000	13,000	-	0%
Transfer to Isabel Cook Complex Fund	15,000	15,000	-	0%
Transfer to Insurance Fund	359,217	360,924	-	0%
SUBTOTAL	758,521	760,228	-	0%
GEN FUND EXP & TFRS TOTAL:	9,300,498	9,301,048	3,939,549	42%
OTHER FUNDS:				
Isabel Cook Complex	113,158	113,158	43,493	38%
Recreation Fund	783,205	783,205	375,449	48%
OTHER FUNDS EXP TOTAL:	896,363	896,363	418,942	47%
ALL FUNDS EXPENDITURE TOTAL:	10,196,861	10,197,411	4,358,491	43%

**TOWN OF SAN ANSELMO
STAFF REPORT
January 16, 2002**

For the Meeting of January 22, 2002

TO: Town Council
FROM: Janet Pendoley, Fiscal & Administrative Services Director
SUBJECT: Report of Warrants Issued, December 2001

RECOMMENDATION

That Council acknowledge and file warrant numbers 40592 to 40783 issued during the month of December 2001 in the amount of \$944,668.21. The following warrant numbers were voided: 38151, 40535, 40722, 40729.

BACKGROUND

This report is an itemization of payments made to vendors during the month just ended. It also includes warrants written to Bank of America for the month's two regular payrolls as well as reimbursements to employees for work-related approved expenditures.

Respectfully submitted,



Janet Pendoley
Fiscal and Administrative Services Director

C: Donna Cohen, Town Treasurer

Attachment 1 - Warrant Registers, December 2001

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Warrant Register

TOWN OF SAN ANSELMO
GL050S-V06.29 COVERPAGE
GL334R

Report Selection:

RUN GROUP... DEC 5 COMMENT... DECEMBER 5 BILLS

DATA-JE-ID DATA COMMENT

D-12052001-156
D-12052001-175
M-12052001-176

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Date Issued	Warrant	In Favor of	Check Amount	Description
CHEK				
12/05/2001	40592	ICMA RETIREMENT TRUST 457	6,124.58	NOVEMBER 30 CONTRIBUTION
12/05/2001	40593	AARP INSURANCE PROGRAM	3,375.00	MEDIGAP JAN-MAR 02
12/05/2001	40594	ACS	336.86	SOFTWARE SUPPORT
12/05/2001	40595	AFLAC	262.28	SUPPLEMENTAL INSURANCE
12/05/2001	40596	AMY LEON	51.00	RECREATION REFUND
12/05/2001	40597	ARAMARK UNIFORM SERVICES	243.53	UNIFORM LAUNDRY SERVICE
12/05/2001	40598	BARBARA CHAMBERS	52.30	MILEAGE REIMBURSEMENT
12/05/2001	40599	BAUMAN LANDSCAPE INC.	179,382.64	BUTTERFIELD/SFD INTERSEC
12/05/2001	40600	BLACK MOUNTAIN SPRING WATER	24.77	REC WATER COOLER
12/05/2001	40601	BOOKSMITH INC.	149.81	BOOKS
12/05/2001	40602	BRODART	2,911.85	BOOKS
12/05/2001	40603	C.D. & M. INC.	81.95	COMMEMORATIVE SHIELD
12/05/2001	40604	CALIFORNIA DEPT. OF JUSTICE	162.00	REC - FINGERPRINTING
12/05/2001	40605	CALIFORNIA PEACE	25.00	MEMBERSHIP DUES 2002
			22.00	SUBSC. 2001-2002
			47.00	
TOTAL **	40605		566.36	DEC VISION PLAN
12/05/2001	40606	CALIFORNIA VISION SERVICE	206.25	PITCHING CLINIC
12/05/2001	40607	CARSON HILDRETH	24.69	BOOKS
12/05/2001	40608	CENTER POINT PUBLISHING	54.69	HVAC EQUIPMENT
12/05/2001	40609	COMMAIR MECHANICAL SERVICES	68.70	PD PHONE
12/05/2001	40610	COOK PAGING	110.37	LIBRARY SUPPLIES
12/05/2001	40611	DEMCO SUPPLY CO.	83.00	RECREATION REFUND
12/05/2001	40612	DOUG FRAZIER	438.60	ASHPHALT/CONCRETE
12/05/2001	40613	DUTRA MATERIALS	46.38	PD ELECTRONIC SUPPLIES
12/05/2001	40614	ELECTRONICS PLUS	206.40	LANDSCAPE SUPPLIES
12/05/2001	40615	EWING IRRIGATION PRODUCTS	129.96	CHAINSAW CHAIN
12/05/2001	40616	EXPRESS TOOLS REPAIR	322.54	MISC. SUPPLIES
12/05/2001	40617	FAIRFAX LUMBER	265.42	REIMB. STOP-BY SUPPLIES
12/05/2001	40618	GAIL MERZ	59.92	TEAK CLEANER
12/05/2001	40619	GARDENSIDE LTD.	750.34	OLLIVER SHIRTS
12/05/2001	40620	GRAPHIC FACTS	512.52	CLEANING/RESTROOM SUPPLY
12/05/2001	40621	HAGEL SUPPLY	150.00	2002 MEMBERSHIP DUES
12/05/2001	40622	IAPMO	1,527.04	MISC. SUPPLIES
12/05/2001	40623	JACKSON'S HARDWARE	320.00	DECEMBER LIFE INSURANCE
12/05/2001	40624	JEFFERSON PILOT FINANCIAL INS.	43.01	OCT SUPPLIES
12/05/2001	40625	JOHN STUCKEY	5,748.00	WOODWORKING INSTRUCTION
12/05/2001	40626	LONGS DRUG STORES	12,512.40	HALPERN SLIDE REPAIR
12/05/2001	40627	MAGGIORA & CHILOTTI CONSTR.	18,260.40	HUB & TUNSTEAD ENTRY
			23,796.54	BOOKING FEES
			26,311.54	MAJOR CRIMES FY 01-02
TOTAL **	40627	MARIN CO. SHERIFFS DEPT.	2,475.00	FINGERPRINTING PROCESS
12/05/2001	40628		16.50	RADIO SHOP SERVICES
			52.02	PRINT SHOP SERVICES
			727.77	BLOOD ALCOHOL
			125.00	DEC 01 RETIREE HEALTH
TOTAL **	40629	MARIN COUNTY TAX COLLECTOR	26,311.54	
12/05/2001	40630	MARION MADSEN	659.25	
			16.50	
			52.02	
			727.77	
			125.00	

Date Issued	Warrant	In Favor of	Check Amount	Description
12/05/2001	40631	MARSHA NYGAARD	917.50	ART CLASS
12/05/2001	40632	METS	492.30	LEVEL 5 EXAM
12/05/2001	40633	MICHAEL MANNHEIMER	191.82	PHOTOGRAPHY INSTRUCTION
12/05/2001	40634	MSM INC	350.17	MAINTENANCE SUPPLIES
12/05/2001	40635	MYERS STEVENS	1,437.49	PD BENEFITS
12/05/2001	40636	NOLO.COM	64.63	PUBLICATIONS
12/05/2001	40637	NORTRAX WEST	37.53	MUFFLER
12/05/2001	40638	OCLC	9.09	SERVICE CHARGES
12/05/2001	40639	OFFICE DEPOT BUSINESS SERVICES	182.75	LIBRARY SUPPLIES
TOTAL **			178.58	SUPPLIES FOR PD
12/05/2001	40640	P E R S	767.78	OFFICE SUPPLIES
12/05/2001	40641	PACIFIC BELL	472.80	SUPPLIES FOR RECREATION
TOTAL **			8.81	OFFICE SUPPLIES
12/05/2001	40642	PACIFIC GAS AND ELECTRIC	1,610.72	DECEMBER HEALTH INSURANC
12/05/2001	40643	PATRICK JOHNSON	24,484.06	PW FAX LINE
12/05/2001	40644	PIERCE-HART INC.	17.55	TRAFFIC SIGNAL DATA LINE
12/05/2001	40645	PRAXAIR DISTRIBUTION INC	425.42	NOV UTILITIES
TOTAL **			443.97	TAI CHI INSTRUCTION
12/05/2001	40646	PROVIDENT LIFE INSURANCE CO.	9,739.71	DAYCARE SUPPLIES
12/05/2001	40647	RAMON FRUITT	1,533.35	OXYGEN CYLINDERS
12/05/2001	40648	RECORDED BOOKS INC	1,160.83	GAS CYLINDER
TOTAL **			59.75	DEC LONG-TERM DISABILITY
12/05/2001	40649	REDWOOD EMPIRE - ICBO	78.86	KICK BOXING/KARATE
12/05/2001	40650	REEVES	1,182.36	BOOKS ON TAPE
12/05/2001	40651	REPUBLIC ELECTRIC	1,474.40	TAPES
TOTAL **			6.37	RECORDED BOOKS
12/05/2001	40652	ROBSON HOUSE ASSOCIATION	6.37	REGISTRATION 12/11 MTG
12/05/2001	40653	ROSS VALLEY FIRE SERVICE	487.14	ENGRAVED AWARDS
12/05/2001	40654	ROYS SEWER SERVICE INC	40.00	SERVICE @ 1506 SFD BLVD
12/05/2001	40655	SANDY YEN	18.55	SFD/BANK SIGNAL REPLCMNT
12/05/2001	40656	SCHWAAB INC	85.90	MEM. PK RECEP/TACLE CHNG
12/05/2001	40657	SEQUOIA SAFETY SUPPLY CO	2,552.00	NOV. MTNCE/REPAIRS
12/05/2001	40658	SHAMROCK MATERIALS INC	149.85	DEC. RENTAL
TOTAL **			1,797.32	DEC 01 SHARE OF BUDGET
12/05/2001	40659	SIGNAL MAINTENANCE	4,586.07	STORM DRAIN CLEARING
12/05/2001	40658		300.00	MUSIKIDS CLASS
12/05/2001	40659		188,238.16	RUBBER STAMPS/INK
12/05/2001	40658		4,125.00	PW SAFETY SUPPLIES
12/05/2001	40659		1,142.40	TOPSOIL
12/05/2001	40658		1,79.85	ROAD OIL
TOTAL **			116.53	TIMER SERVICE SFD/BTTFLD
12/05/2001	40658		133.18	REPAIR SVC SFD/BTTFLD
12/05/2001	40659		224.25	REPAIR SVC SFD/SUFFIELD
12/05/2001	40658		122.68	NOV MAINTENANCE
12/05/2001	40659		127.62	
TOTAL **			1,053.72	

Date Issued	Warrant In Favor of	Check Amount	Description
TOTAL **		122.68	TIMER SVC SFD/BTIFLD
12/05/2001		60.74	TIMER SVD SFD/BELLA VIST
12/05/2001		246.54	RELOCATE POLES SFD/BTIFL
		60.74	TIMER SVD SFD/BANK
		1,917.40	SFD BRIDGE RESEARCH
		20.13	THINNER
		6,055.67	LINE STRIPPER
		6,075.80	
TOTAL **		95.50	WELDING
12/05/2001		96.84	ENGRAVING
12/05/2001		1,277.84	PLANTINGS
12/05/2001		17.00	REFUND FOR FOUND BOOK
12/05/2001		3,224.98	INTEL CPU & PERIPHERALS
12/05/2001		932.66	NOVEMBER CLAIMS
12/05/2001		106.00	UNDERGROUND MARKING
12/05/2001		431.96	FUEL
12/05/2001		1,491.97	GASOLINE
TOTAL **		1,923.93	
12/05/2001		24.25	PAGERS
12/05/2001		96.56	BLDG. SUPPLIES
12/05/2001		17.38	AUTO PARTS
12/05/2001		362.20	MISC. SUPPLIES
CHEK		501,234.83	

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Warrant Register

TOWN OF SAN ANSELMO
GL334R-V06.29 PAGE 4

TOTAL NUMBER OF RECORDS PRINTED

241

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Warrant Register

TOWN OF SAN ANSELMO
GL060S-V06.29 RECAPPAG
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FUND RECAP:

FUND DESCRIPTION

01 GENERAL FUND
10 CAPITAL RECONSTRUCTION
17 MEASURE G 2000 BOND PROCEEDS
21 RECREATION
31 ISABEL COOK COMMUNITY CENTER
50 EQUIPMENT REPLACEMENT
99 DOWNTOWN REVITALIZATION

TOTAL ALL FUNDS

DISBURSEMENTS

283,508.08
5,897.85
179,382.64
8,490.57
2,835.62
8,607.67
12,512.40

501,234.83

BANK RECAP:

BANK NAME

CHEK GENERAL CHECKING

TOTAL ALL BANKS

DISBURSEMENTS

501,234.83
501,234.83

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TOWN OF SAN ANSELMO
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Warrant Register

Report Selection:

RUN GROUP... DEC13 COMMENT... DECEMBER 13 CHECKS

DATA-JE-ID DATA COMMENT

D-12132001-189
D-12132001-191
M-12132001-192

Run Instructions:

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Date Issued	Warrant In Favor of	Check Amount	Description
12/13/2001	40535 ICBO	195.00	CANCEL CHECK 40535
12/13/2001	40574 TOWN OF SAN ANSELMO	155,570.69	DECEMBER 15 PAYROLL
12/13/2001	40575 ALL STAR RENTS	166.28	STUMP GRINDER
12/13/2001	40576 AMERICAN SOIL PRODUCTS	489.52	PUBLIC WORKS SUPPLIES
12/13/2001	40577 AT & T WIRELESS SERVICES	32.74	WIRELESS SERVICE
12/13/2001	40578 BETTY JEAN EVANS	29.95	REFUND LOST CASSETTE
12/13/2001	40579 BILL JACOBSON	2,062.50	INTRANET ACTION REPORT
12/13/2001	40680 BROWN VENUE AND ASSOCIATES	9,392.75	GARBAGE SERVICES RFP
12/13/2001	40681 CALIFORNIA DEPT. OF JUSTICE	138.00	FINGERPRINTS
12/13/2001	40682 DEANS KEPPEL	300.00	RED TAIL FOX INSTRUCTION
12/13/2001	40683 DEBBIE STUTSMAN	113.80	REIMB. SEMINAR EXPENSES
12/13/2001	40684 EASY READER VOTER GUIDE	5.00	EASY READING VOTER GUIDE
12/13/2001	40685 ETEMADFAR, J. & S.	1,201.98	GEN. PURPOSE TAX REFUND
12/13/2001	40686 FRED FRAUNS	210.00	TREE LIGHT/OLIVER SIGN
12/13/2001	40687 GOLDEN GATE PETROLEUM	678.29	FUEL
12/13/2001	40688 GRECO'S MERRY JOY	1,077.45	SCREENPRINTING
12/13/2001	40689 HOME DEPOT	145.26	MISC. SUPPLIES/TOOLS
12/13/2001	40690 ICMA RETIREMENT TRUST 457	5,935.03	DECEMBER 15 CONTRIBUTION
12/13/2001	40691 JOANNE BENTLEY	685.10	YOGA INSTRUCTION
12/13/2001	40692 JUAN OLSEN SANCHEZ	4,000.00	W02 PAYMENT 1 TUMBLING
12/13/2001	40693 LAURIE SHARE	100.00	REFUND TREE DEPOSIT
12/13/2001	40694 LOU DANDELET	50.00	COUNCIL PHOTO
12/13/2001	40695 M. A. P. E.	759.16	DECEMBER DUES
12/13/2001	40696 MARIN COUNTY F. C. U.	2,793.50	DECEMBER 15 DEDUCTIONS
12/13/2001	40697 MICHAEL MANNHEIMER	135.00	DIGITAL PHOT INSTRUCTION
12/13/2001	40698 NORTH BAY ELECTRICAL SUPPLY	166.18	LIGHTING SUPPLIES/PARTS
12/13/2001	40699 NORTH BAY SERVICES	30.00	REFUND DUPL B/L PAYMENT
12/13/2001	40700 P. E. R. S.	22,997.98	NOVEMBER RETIREMENT
12/13/2001	40701 PACIFIC BELL	15.07	TRAFFIC LIGHT
12/13/2001	40702 PREFERRED BENEFIT INSURANCE	3,061.60	DECEMBER DENTAL INS
12/13/2001	40703 R. J. RICCIARDI	1,800.00	STATE CONTROLLER REPORT
12/13/2001	40704 REPUBLIC ELECTRIC	299.16	1542 SED DAMAGE REPAIR
12/13/2001	40705 SAPOA	1,053.72	DECEMBER DUES
12/13/2001	40706 SIGNAL MAINTENANCE	162.50	AUGUST MAINTENANCE
12/13/2001	40707 STEVE MURCH	500.00	PLANNING REFUND
12/13/2001	40708 SWIFT TREE CARE	615.00	EMERGENCY TREE REMOVAL
12/13/2001	40709 THE PHILLIPS GROUP	231.00	PROF. SERVICES
12/13/2001	40710 THOMAS AGER	637.82	PLANNING REFUND
12/13/2001	40711 TOWN OF SAN ANSELMO	3,000.00	TO COVER PAYROLL CHECK
12/13/2001	40712 U.S. POSTAL SERVICE	476.67	REPLENISH POSTAGE METER
12/13/2001	40713 UNOCAL	327.84	FUEL
12/13/2001	40714 W. W. GRAINGER INC	222,471.54	AIR FILTERS: TOWN HALL
	CHEK		

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12/13/2001 18:51:23

Warrant Register

TOWN OF SAN ANSELMO
GL334R-V06.29 PAGE 2

TOTAL NUMBER OF RECORDS PRINTED

84

ACS FINANCIAL SYSTEM
12/13/2001 18:51:23

Warrant Register

TOWN OF SAN ANSELMO
GL060S-V06.29 RECAPPAGE
GL334R

FUND RECAP:

FUND DESCRIPTION	DISBURSEMENTS
01 GENERAL FUND	203,689.59
21 RECREATION	16,275.23
31 ISABEL COOK COMMUNITY CENTER	2,506.72
TOTAL ALL FUNDS	222,471.54

BANK RECAP:

BANK NAME	DISBURSEMENTS
CHEK GENERAL CHECKING	222,471.54
TOTAL ALL BANKS	222,471.54

OR 17-18.01

ACS FINANCIAL SYSTEM
12/19/2001 19:26:05

Warrant Register

TOWN OF SAN ANSELMO
GLOSOS-V06.29 COVERPAGE
GL334R

Report Selection:

RUN GROUP... DEC 19 COMMENT... DECEMBER 19 CHECKS

DATA-JE-ID DATA COMMENT

D-12192001-201
D-12192001-203
D-12192001-207
M-12192001-204

Run Instructions:

Jobq Banner Copies Form Printer Hold Space LPI Lines CPI
L 01 P2 N S 6 066 10

Date Issued	Warrant	In Favor of	Check Amount	Description
12/19/2001	40715	JOHN PINEDO	262.48	UNIFORM ALLOWANCE
12/19/2001	40716	AERRO HEATING	56.80	BLDG. PERMIT REFUND
12/19/2001	40717	ABIDING WAY CHURCH	1,100.00	GYM RENTAL NOV AND DEC
12/19/2001	40718	ADRIANE FINK	73.00	RECREATION REFUND
12/19/2001	40719	AFSHIN NAZARIZADEH	80.00	REC REFUND
12/19/2001	40720	AMITY PRESS	421.85	PRINTING CHARGES
12/19/2001	40721	AT & T	130.65	PD PHONE
12/19/2001	40722	AT & T WIRELESS SERVICES	130.98	CELLULAR
12/19/2001	40723	BAY COMPUTER SYSTEMS	2,818.42	TWO PENTIUM COMPUTERS
12/19/2001	40724	BILL O'CALAHAN	227.25	PLANNING REFUND
12/19/2001	40725	BRENDA JO SMITH	22.00	REIM. TRAINING EXPENSE
12/19/2001	40726	BRYN DAVIES	96.00	REC REFUND
12/19/2001	40727	BUZZ HALSING	1,000.00	OLIVER DIRECTION
12/19/2001	40728	CALIFORNIA CARTRIDGE COMPANY	199.98	COMPUTER PARTS/WTNC
12/19/2001	40729	CALIFORNIA DEPT. OF JUSTICE	100.00	FINGERPRINTS
12/19/2001	40730	CARA DERHAM	154.79	REIMB OLIVER SET SUPPLIE
12/19/2001	40731	CHEVRON	202.55	FUEL
12/19/2001	40732	CHRISTA COLARDO	220.00	REC REFUND
12/19/2001	40733	COMFORTS	726.43	CHRISTMAS HOLIDAY PARTY
12/19/2001	40734	CORPORATE MEDIA SYSTEMS	250.00	TELEVISION
12/19/2001	40735	DAN KAUFFMAN	29.60	REFUND GRADING PERMIT
12/19/2001	40736	DEPT OF JUSTICE	32.00	FINGERPRINTS
12/19/2001	40737	ELECTRONICS PLUS	234.38	COMPUTER SUPPLIES
12/19/2001	40738	EMBLEM ENTERPRISES INC.	254.21	PD DEPT. SUPPLIES
12/19/2001	40739	G & B KAWASAKI	320.52	MOTORCYCLE REPAIR
12/19/2001	40740	GARDEN ARCHITECTURE	3,180.40	TOWN HALL ENTRY DESIGN
12/19/2001	40741	HEALTHTECH MOBILE SERVICES	2,408.75	PD VACINES/TESTING
12/19/2001	40742	IMPAC GOVERNMENT SERVICES	5,844.37	TRAINING/SUPPLIES
12/19/2001	40743	JAYNE MCDONACH	301.60	GINGERBREAD HOUSE CLASS
12/19/2001	40744	JENNIFER DOORES	42.83	REIMB SUPPLIES
12/19/2001	40745	JUDY DESURVILLE	25.00	RECREATION REFUND
12/19/2001	40746	KAPPE + DU	6,205.97	CORP YARD RENOVATION
12/19/2001	40747	KRISTINA THUMA	29.00	RECREATION REFUND
12/19/2001	40748	LONGS DRUG STORES	137.37	PD MISC. SUPPLIES
TOTAL **	40748		176.40	PARK/REC MISC. SUPPLIES
12/19/2001	40749	MARCUS HARTLEY	313.77	REIMB. TRAINING EXPENSE
12/19/2001	40750	MARIN CO. SHERIFFS DEPT.	28.26	PD NOVEMBER BOOKINGS
12/19/2001	40751	MARIN SCOPE	1,155.00	HOLIDAY PAGE AD
12/19/2001	40752	MARK COLLINS	74.00	DRUMMING INSTRUCTION
12/19/2001	40753	MARK McDONALD	600.00	REIMB. TRAINING EXPENSES
12/19/2001	40754	MARSHA NYGAARD	369.40	PAINTING AND DRAWING
12/19/2001	40755	MCI TELECOMMUNICATIONS	917.50	LONG DISTANCE CHARGES
TOTAL **	40755		2.86	NOV. LONG DISTANCE CHGS
12/19/2001	40756	MELISSA SERFLING	79.12	ADVERTISING SALES
12/19/2001	40757	PACIFIC BELL	81.98	PD PHONE CHARGES
			940.50	ADMIN FAX LINE
			17.33	PHONE CHARGES
			16.06	
			18.19	

Date Issued	Warrant In Favor of	Check Amount	Description
TOTAL **	40757	52.02	PAYPHONE 1000 SFD BLVD.
12/19/2001	40758	10.49	LIBRARY ELEVATOR PHONE
12/19/2001	40759	21.51	JOBLINE
12/19/2001	40760	1,536.71	TOWN HALL MAIN PHONE
12/19/2001	40761	466.15	PHONE
12/19/2001	40762	2,138.46	BASKETBALL INSTRUCTION
12/19/2001	40763	400.00	REIMB. 1ST AID MATERIALS
12/19/2001	40764	135.00	REC REFUND
12/19/2001	40765	92.00	PETTY CASH
12/19/2001	40766	81.23	PD ADVRTSMT JAN/FEB/MAR
12/19/2001	40767	765.00	MISC. SERVICES
12/19/2001	40768	13.10	PLANNING REFUND
12/19/2001	40769	164.25	RECREATION REFUND
12/19/2001	40770	70.00	WINDOW CLEANING
12/19/2001	40771	.65.00	JANITORIAL
12/19/2001	40772	1,519.00	PD VEHICLE MAINTENANCE
12/19/2001	40773	1,584.00	REC REFUND
12/19/2001	40774	390.00	FUEL TANK SERVICE/TEST
12/19/2001	40775	92.00	REIMB. HIST. COMM. EXPNS
12/19/2001	40776	727.59	PD MISC DEPT. SUPPLIES
12/19/2001	40777	76.52	TENNIS INSTRUCTORS
12/19/2001	40778	135.00	OLIVER PLAYHOUSE RENTAL
12/19/2001	40779	5,482.75	PLANNING REFUND
12/19/2001	40780	1,200.00	PROF. SERVICES
12/19/2001	40781	231.00	CELLULAR
12/19/2001	40782	300.00	RECREATION REFUND
12/19/2001	40783	39.44	PROGRAM KIT
12/19/2001	40784	56.00	FIBERGLASS CANOPY
12/19/2001	40785	100.00	RECREATION REFUND
12/19/2001	40786	515.74	MONTHLY MTNCE CHARGE
12/19/2001	40787	75.00	TONER
12/19/2001	40788	119.69	OLIVER MUSIC DIRECTOR
TOTAL **	40781	128.69	
12/19/2001	40782	750.00	
CHEK		47,405.09	

ACS FINANCIAL SYSTEM
12/19/2001 19:26:05

Warrant Register

TOWN OF SAN ANSELMO
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TOTAL NUMBER OF RECORDS PRINTED

ACS FINANCIAL SYSTEM
12/19/2001 19:26:06

Warrant Register

TOWN OF SAN ANSELMO
GL060S-V06.29 RECAPPAGE
GL334R

FUND RECAP:	
FUND DESCRIPTION	DISBURSEMENTS
01 GENERAL FUND	16,462.08
10 CAPITAL RECONSTRUCTION	6,933.66
21 RECREATION	15,294.58
31 ISABEL COOK COMMUNITY CENTER	646.51
50 EQUIPMENT REPLACEMENT	3,334.16
80 POST REIMBURSEMENT	1,553.70
99 DOWNTOWN REVITALIZATION	3,180.40
TOTAL ALL FUNDS	47,405.09

BANK RECAP:	
BANK NAME	DISBURSEMENTS
CHEK GENERAL CHECKING	47,405.09
TOTAL ALL BANKS	47,405.09

DR 12-20-01

ACS FINANCIAL SYSTEM
12/27/2001 20:12:21

TOWN OF SAN ANSELMO
GL050S-V06.29 COVERPAGE
GL334R

Warrant Register

Report Selection:

RUN GROUP... DEC 27 COMMENT... DEC 27 CHECKS

DATA-JE-ID DATA COMMENT

D-12272001-212
D-12272001-213
M-12272001-214

Run Instructions:

Jobq Banner Copies Form Printer Hold Space LPI Lines CPI
L P2 N S 6 066 10

Date Issued	Warrant In Favor of	Check Amount	Description
12/27/2001	38151	278.00	CANCEL CHECK 38151
12/27/2001	40722	130.98	CANCEL CHECK 40722
12/27/2001	40784	350.00	UNIFORM ALLOWANCE
12/27/2001	40785	165.00	PER DIEM FTO SCHOOL CELLULAR
12/27/2001	40786	65.49	UNIFORM ALLOWANCE
12/27/2001	40787	10.00	COMPUTER LUNCH-PRA
12/27/2001	40788	465.00	TRAINING-PROVIDENZA
12/27/2001	40789	350.00	UNIFORM ALLOWANCE
12/27/2001	40790	350.00	UNIFORM ALLOWANCE
12/27/2001	40791	350.00	UNIFORM ALLOWANCE
12/27/2001	40792	278.00	PLANNING REFUND
12/27/2001	40793	350.00	UNIFORM ALLOWANCE
12/27/2001	40794	1,005.50	UNIFORM ALLOWANCE
12/27/2001	40795	393.00	CALIF. CHIEF'S CONF.
12/27/2001	40796	5,304.25	12/31 CONTRIBUTIONS
12/27/2001	40797	87.49	UNIFORM ALLOWANCE
12/27/2001	40798	132.00	PER DIEM
12/27/2001	40799	350.00	UNIFORM ALLOWANCE
12/27/2001	40800	407.00	LODGING FTO SCHOOL
12/27/2001	40801	350.00	UNIFORM ALLOWANCE
12/27/2001	40802	42.78	KEYBOARDS
12/27/2001	40803	2,500.00	REFUND ROAD BOND
12/27/2001	40804	350.00	UNIFORM ALLOWANCE
12/27/2001	40805	2,793.50	12/31 CONTRIBUTIONS
12/27/2001	40806	320.81	UNIFORM ALLOWANCE
12/27/2001	40807	350.00	UNIFORM ALLOWANCE
12/27/2001	40808	350.00	UNIFORM ALLOWANCE
12/27/2001	40809	350.00	UNIFORM ALLOWANCE
12/27/2001	40810	85.00	COURSE FEES FTO SCHOOL
12/27/2001	40811	350.00	UNIFORM ALLOWANCE
12/27/2001	40812	350.00	UNIFORM ALLOWANCE
12/27/2001	40813	350.00	UNIFORM ALLOWANCE
12/27/2001	40814	350.00	UNIFORM ALLOWANCE
12/27/2001	40815	36.38	REIMB CELLULAR
12/27/2001	40816	153.85	SUPPLIES
12/27/2001	40817	350.00	UNIFORM ALLOWANCE
12/27/2001	40818	350.00	UNIFORM ALLOWANCE
12/27/2001	40819	350.00	UNIFORM ALLOWANCE
12/27/2001	40820	350.00	UNIFORM ALLOWANCE
12/27/2001	40821	350.00	UNIFORM ALLOWANCE
12/27/2001	40822	116.20	CELLULAR
CHEK		20,952.27	

ACS FINANCIAL SYSTEM
12/27/2001 20:12:22

TOTAL NUMBER OF RECORDS PRINTED

Warrant Register

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TOWN OF SAN ANSELMO
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ACS FINANCIAL SYSTEM
12/27/2001 20:12:22

TOWN OF SAN ANSELMO
GL060S-V06.29 RECAPFAG
GL334R

Warrant Register

FUND RECAP:

FUND DESCRIPTION -----
01 GENERAL FUND
21 RECREATION
50 EQUIPMENT REPLACEMENT
80 POST REIMBURSEMENT
TOTAL ALL FUNDS

DISBURSEMENTS
19,473.45
172.04
42.78
1,264.00
20,952.27

BANK RECAP:

BANK NAME -----
CHEK GENERAL CHECKING
TOTAL ALL BANKS

DISBURSEMENTS
20,952.27
20,952.27



ACS FINANCIAL SYSTEM
1/08/2002 18:48:48

TOWN OF SAN ANSELMO
GL334R-V06.29 PAGE 1

Warrant Register

Date Issued	Warrant In Favor of	Check Amount	Description
12/31/2001	40729 CALIFORNIA DEPT. OF JUSTICE	100.00-	CANCEL CHECK 40729
12/31/2001	40783 TOWN OF SAN ANSELMO	152,704.48	DECEMBER 31 PAYROLL

CHEK
CHEK

ACS FINANCIAL SYSTEM
01/08/2002 18:48:48

Warrant Register

TOWN OF SAN ANSELMO
GL050S-V06.29 COVERPAGE
GL334R

Report Selection:

RUN GROUP... DEC CK COMMENT... DECEMBER CHEKS

DATA-JE-ID DATA COMMENT

M-12312001-222

Run Instructions:

Jobq Banner Copies Form Printer Hold Space LPI Lines CPI
L P2 N S 6 066 10

ACS FINANCIAL SYSTEM
1/08/2002 18:48:48

TOTAL NUMBER OF RECORDS PRINTED

Warrant Register

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TOWN OF SAN ANSELMO 2
GL334R-V06.29 PAGE

ACS FINANCIAL SYSTEM
01/08/2002 18:48:48

Warrant Register

TOWN OF SAN ANSELM
GL060S-V06.29 RECAPPAG
GL334R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	141,645.64
17	MEASURE G 2000 BOND PROCEEDS	180.86
21	RECREATION	9,005.52
31	ISABEL COOK COMMUNITY CENTER	1,772.46
TOTAL ALL FUNDS		152,604.48

BANK RECAP:

BANK	NAME	DISBURSEMENTS
CHEK	GENERAL CHECKING	152,604.48
TOTAL ALL BANKS		152,604.48

R 1.3.02

TOWN OF SAN ANSELMO
Staff Report
January 17, 2002

For the meeting of January 22, 2002

TO: San Anselmo Town Council
FROM: Jim Wheeler, Recreation Director
SUBJECT: Banner Fee Waiver

RECOMMENDATION:

That the Town Council consider waiving the Hub Sign fee of \$50 for the "YES Foundation Gala" sign to be hung at the Hub the week of April 8-14, 2002 .

BACKGROUND:

Organizations are allowed to request a waiver of the fees for hanging a sign at the Hub.

ISSUES:

When the Council set fees for hanging banners over Sir Francis Drake Blvd and signs at the Hub, they also allowed for the consideration of the waiving of those fees upon request. Organizations are allowed to ask for a waiver of banner or sign fees by filling out the proper form and submitting it to the Town Council for approval. See form Attached.


ANALYSIS:

Banner and sign fees are a direct source of revenue for the Parks Department. The Parks Crew hangs the banners and signs for each organization and takes them down at the end of the week period. It takes two parks workers approximately 1 hour to hang and remove each banner, and 20 minutes to remove or hang the Hub sign..

FISCAL IMPACT:

A waiver means less revenue to the Parks Department.

Respectfully submitted,


Jim Wheeler
Recreation Director

1(d)

TO: DEBBIE STUTSMAN
459-2477

FROM: JIM WHEELER
455-8229

TOWN OF SAN ANSELMO

REQUEST FOR FEE WAIVER FOR BANNER AND/OR HUB SIGN

Name of Organization: YES - Pass Valley Schools Foundation

Contact Person: LISA CANIN, 457-1673

We are requesting a waiver for (circle one):

Banner (Sir Francis Drake Blvd.)
\$225

Sign (Hub intersection)
\$50

Event Name: GMA 2002 Date of Event: April 13, 2002

Brief description of the event: Major fundraiser - dinner, auctions, dancing

Total budget for the event: \$ 44,000 (Please attach a copy of the budget)

Total projected profit: \$ 53,000 (in RVSD schools)

Proceeds will be used for: Support of YES programs: art, music, library; technology programs, after school homework labs, band, after school sports, etc.

Please explain why full payment would be a hardship:

All labor to create the event is donated to save costs and insure that the greatest % possible gets to the kids -

How does this event benefit the Town? benefits all public school K-8

support programs

FIRST DRAFT 2002 BUDGET

INCOME	PROP 2002
Live Auction:	15.0K
Silent Auction:	25.0K
Bar:	0K
Donations:	0K
Dinner:	32.5K
Raffle:	19.0K
Sponsors:	6.0K
TOTAL INCOME	97.5K

EXPENSES	PROP 2002
Auction	3.0K
Band	5.5K
Bar	0K
Catering	22.5K
Decorations	3.5K
Invitation	2.0K
Raffle	2.5K
Rent	4.5K
Supplies & Postage	.6K
TOTAL EXPENSES	44.1K

Gala Net:	53.4
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