



FAIRFAX TOWN COUNCIL MEETING

STAFF REPORT

MEETING DATE February 5, 2025

PREPARED FOR Mayor and Town Council

PREPARED BY Heather Abrams, Town Manager and Janet Coleson, Town Attorney

SUBJECT Interview and Consider Appointments for the Town Clerk and Town Treasurer Positions

RECOMMENDATION

1. Interview the applicants for the Town Clerk and Town Treasurer positions.
2. Consider appointing individuals to fill the vacant positions for the remainder of the current terms, which expire in December 2026.

BACKGROUND

The elected positions of Town Clerk and Town Treasurer became vacant in December 2024 following the resignations of Michele Gardner (Clerk) and Janet Garvin (Treasurer). As required by [California Government Code Section 36512](#), the Town Council has 60 days to fill these vacancies through appointment or by calling a special election.

At the January 9, 2025 meeting, the Council voted to appoint qualified residents to these positions to fill out the remaining two years of the current terms. Staff published information about the vacancies on the Town's website and prepared an online application for each position.

DISCUSSION

Four applications have been received for the Town Clerk position and three for the Town Treasurer position. Both roles are ceremonial, with Treasurer having limited statutory responsibilities, including simple periodic financial reporting. There is no adopted job description for the elected Town Clerk.

The Council will interview applicants during the February 5, 2025, meeting and may appoint replacements immediately following the interviews, or if no appointments are made, the Council shall direct staff to make the appropriate preparations for a special election in November 2025.

Applicants will be interviewed in the order in which their applications were received.

Town Clerk Applicants	Town Treasurer Applicants
1. Deborah Benson	1. Deborah Benson
2. Linda Kenton	2. Robyn Clifford
3. Michael Mackintosh	3. Talia Friedman
4. Richard Hamer	

As a reminder, the only available date in 2025 is **November 4, 2025**. Given Fairfax's **5,910 registered voters**, estimated costs are between **\$53,190 to \$59,100** (5,910 x \$9.00-\$10.00 per voter).

State law does not permit the Council to appoint an interim elected Clerk or Treasurer if the Special election option is selected.

COMMUNITY OUTREACH

The vacancies were publicized via the Town's website, social media, and the Town newsletter which hosts 1,932 subscribers. As of Friday, January 31, 2025, the information on the "[Apply to Serve as the Town Clerk or Town Treasurer](#)" page garnered 855 views.

FISCAL IMPACT

- **Appointment:** No significant fiscal impact aside from nominal administrative costs.
- **Special Election:** Estimated costs between **\$53,190 to \$59,100**.

ATTACHMENTS

- A. Applications – Presented in the order received.
- B. Resolution for Town Clerk Appointment
- C. Resolution for Town Treasurer Appointment

Appointed Town Clerk : Entry # 6448

Date

01/25/2025

Name

Deborah Benson

Are you a registered voter in the Town of Fairfax, CA?

Yes

Address

370 Cascade Drive
Fairfax, California 94930
United States
[Map It](#)

Phone

[REDACTED]

Email

debbens@comcast.net

Questions

What interests you about the role of Town Clerk, and why do you want to volunteer for this position?

I am interested in policies and procedures and have qualities of good attention to detail, versatility, experience with local election processes and forms and excellent written and oral communication skills. I would like to serve my Town.

What kind of experience do you have that you believe would be useful in this role?

Have been self-employed in a variety of businesses for 50 years which gives me versatility in dealing with a plethora of situations. Have been responsible in local elections for preparing campaign finance forms and participating in one election as a candidate.- so know the drill.
Am very good at research and compiling presentations.

The Town Clerk may attend Town Council meetings, but does not vote with the Council. Do you anticipate attending these meetings?

Yes

Do you have any conflicts of interest that could impact your ability to serve as Town Clerk?

No

Is there anything else you would like the Town Council to know about your skills, experience, or interest in the Town Clerk position?

I would attend classes available through the City Clerks Association.

References

Appointed Town Clerk : Entry # 6448

Name

Patricia Chin

Relationship

business colleague

Phone

[REDACTED]

Email

patchin@tongfongcpas.com

Name

Marlena Weinstein

Relationship

business colleague

Phone

[REDACTED]

Email

tax@weinsteinassoc.com

Name

John Steslo

Relationship

business colleague

Phone

[REDACTED]

Email

taxnethi@cs.com

Electronic signature policy



Signature

By checking this box and clicking 'Submit' below, you are electronically signing this document and agree that your digital signature has the same effect as a handwritten signature.

Name

Appointed Town Clerk : Entry # 6448

Deborah Benson

Appointed Town Clerk : Entry # 6454

Date

01/26/2025

Name

Linda Kenton

Are you a registered voter in the Town of Fairfax, CA?

Yes

Address

364 Cascade Drive
Fairfax, California 94930
United States
[Map It](#)

Phone

[REDACTED]

Email

osnoopy@hotmail.com

Questions

What interests you about the role of Town Clerk, and why do you want to volunteer for this position?

I believe in the democratic process which to me means doing the work of the people in front of the people. The Fairfax Town Clerk position, while ceremonial, signals to the community that we value and support the principles of democracy.

I have had the privilege to work in local government as a Librarian and as an Assistant Town Manager in several municipalities in California for 35 years. I love the process of governance, and I have complete faith in the goodness and dedication of local government.

I have wanted to volunteer on a Fairfax board or committee, but unfortunately, there have been meeting time conflicts due to my own night meeting schedules for my work. This position affords me the honor to serve in a meaningful and flexible way.

What kind of experience do you have that you believe would be useful in this role?

I thoroughly understand the public process and engage with it daily. I am the Town of San Anselmo staff liaison for the following public meetings: Library Advisory Board, Library Tax Oversight Committee, Historical Commission, and the Racial Equity Committee. Each of these require that I provide proper Brown Act noticing, posting of agendas, running compliant meetings, and managing minutes. Furthermore, I regularly attend and give staff reports at San Anselmo Town Council meetings and work closely with the Town Clerk who graciously answers my questions and offers insight into what is required of the Town Clerk.

The Town Clerk may attend Town Council meetings, but does not vote with the Council. Do you anticipate attending these meetings?

Yes

Do you have any conflicts of interest that could impact your ability to serve as Town Clerk?

Appointed Town Clerk : Entry # 6454

No

Is there anything else you would like the Town Council to know about your skills, experience, or interest in the Town Clerk position?

I understand the role and I value the opportunity to serve Fairfax as the Town Clerk. I am dependable, diligent and love our Town. As a 25-year resident, I am grateful for the opportunity to apply for this important post and would be honored to serve.

References

Name

David Donery

Relationship

Manager

Phone

[REDACTED]

Email

ddonery@townofsananselmo.org

Name

Robyn Clifford

Relationship

Friend and Colleague

Phone

[REDACTED]

Email

rclifford@townofsananselmo.org

Name

Serge Avila

Relationship

Friend and Colleague

Phone

[REDACTED]

Email

Appointed Town Clerk : Entry # 6454

savila@townofsananselmo.org

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Name

Linda Kenton

Appointed Town Clerk : Entry # 6460

Date

01/27/2025

Name

Michael Mackintosh

Are you a registered voter in the Town of Fairfax, CA?

Yes

Address

60 Pastori Ave, #10
Fairfax, California 94930
United States
[Map It](#)

Phone

[REDACTED]

Email

mtcc@classactionlocator.com

Questions

What interests you about the role of Town Clerk, and why do you want to volunteer for this position?

Thank you

I have an extensive back ground in many fields of law. I would like to assist the Town in providing an open transparent interface as they interact with the public. A transparent Town interface will rebuild confidence with the citizens of Fairfax.

What kind of experience do you have that you believe would be useful in this role?

Please see attached resume.

This includes working for the DOJ, AG, CalAG, FTC, PBGC, EEOC, CTFC, and many Law Firms.

Making input into the GLB act of 1999. Congressman Jim Leach invited me to sit down in Iowa do discuss implementation of GLB Act, and privacy concerns.

Appointed in lieu of US Marshall. We were authorized to direct local Police and Sheriff to procure infringed copywrite material. Integrity.

The Town Clerk may attend Town Council meetings, but does not vote with the Council. Do you anticipate attending these meetings?

Yes

Do you have any conflicts of interest that could impact your ability to serve as Town Clerk?

No

Is there anything else you would like the Town Council to know about your skills, experience, or interest in the Town Clerk position?

Appointed Town Clerk : Entry # 6460

Please review Resume tailored for this position illustrating, history with Fairfax and local area;
working in the legal field for decades;
extensive volunteering;
negotiating;
upholding confidentiality orders;
integrity.

OPTIONAL: Upload a document (i.e. cover letter)

- [MackintoshResume.250127.pdf](#)

References

Relationship

Citizens of Fairfax

Relationship

Reserve right to later submit references

Electronic signature policy



Signature

By checking this box and clicking 'Submit' below, you are electronically signing this document and agree that your digital signature has the same effect as a handwritten signature.

Name

Michael Mackintosh

MARIN TOWN & COUNTRY CLUB

P.O. BOX 150870

SAN RAFAEL, CA 94915

mtcc@classactionlocator.com

Qualifications for Fairfax Town Clerk position: The attached illustrates community participation, integrity, and working knowledge of tort & municipal law, Ralph M. Brown Act, eminent domain, and inverse condemnation.

January 27, 2025

History with Fairfax:

- (1979:) Married at Deer Park Villa, Fairfax
- (2002-Pres:) Purchased and operate the Marin Town & Country Club
Probably produced the most correct FOIA/Sunshine requests
- (2002-Pres:) Actively participated with almost all Council meetings (275+)
- (2002-Pres:) Civically involved and help many people
- (2002-Pres:) Continue to live on and off at 60 Pastori Ave

Employment:

- (1981:) Marin Municipal Water District: (flood cleanup)
Assessed and cleaned reservoirs via Empire Helicopter
After helicopter crashed, dove for the body, gave statements to NTSB, FAA, and others. Had the pilot's body cremated and personally returned to family.
- (1981-Pres:) Michael Mackintosh Investigations:
Maxxam Pacific Lumber; Negotiated with Michael Milken to assure his appearance
Nucorp Energy; Procured \$120,000,000.00 settlement from my sole declaration
Microsoft & IBM; Appointed in lieu of United States Marshall to direct Police/Sheriff to assist in the procurement of counterfeit early computer operating systems.
Stringfellow Acid Pits; Largest Superfund Cleanup site in California. Interviewed and represented 5,500 plaintiffs and moved them from a California Superior Court venue to a Federal Court venue
Team Ghilotti; Negotiated with Rohnert Park, San Rafael, MMWD, Waste Management, etc. and procured payment for outstanding Team Ghilotti contracts
- (1982-1984) Instant Clarity: Online Technical Startup
- (1988-Pres:) Class Action Locator Service:
We successfully identified and located millions of beneficiaries and distributed 100s of millions of dollars. We were entrusted by the courts to maintain confidential records (SSN, DOB, Bank accounts, Address, etc.) on millions of people until such time to dispose. We developed our own algorithms to process incomplete and concatenated information. Our clients include;

Page: two

United States Attorney General: Worked with civil and patent infringement.

California Attorney General (Consumer Fraud Division): We had the sole open contract for years to provide all their search work and financial distribution verifications for large civil actions.

AOL: We searched, updated address and returned 5.5million people in two weeks

FTC: (Federal Trade Commission) When consumers were defrauded by institutions and corporations we were asked to identify and locate beneficiaries

CFTC: (Commodity Futures Trading Commission), DOJ, EEOC,

PBGC: (Pension Benefit Guaranty Corporation) created by the ERISA act of 1974. We were requested to clean up pension beneficiaries from 100s of corporations. This project took years.

Harbor Lawn/Neptune/Santa Clara, etc.: These were multiple cremation cases where we had to search historical records to look for surviving next of kin and respectfully advise families of their rights. Distributed financial settlements.

Apple/most Fortune 500: When corporations fraudulently pumped their stock and later the stock dropped or when corporations overcharged consumers or engaged in malfeasance; we would identify plaintiffs, defendants, and beneficiaries for financial distributions and injunctive relief.

Wall Street Brokerage Firms Glass Ceiling and Boom Boom Room litigation: These cases were held under title of the brokerage firms. Women were discriminated against. We were (at the time) the only TPA appointed by the courts to hold all female employee name, DOB, SSN, compensation amount, so we could call them and qualify them for financial settlement distribution.

(2003-2005:) Atlas Elevators (CEO & President): San Francisco; worked and negotiated with Local 8 Union, bid and managed projects. Competently read and modified schematics. During this time increased service accounts by 25% and doubled value of company before selling.

Volunteering

(1994-96) Marin History Museum Treasurer.

(2015) Marin History Museum: Located and purchased back looted MHM artifacts. Worked with California Attorney General, charitable trust division, to stop the selling of artifacts. Negotiated a deal approved by Cal AG where I would buy the Museum and collections and then donate them back to the public domain.

(1995-08) California Youth Soccer local board member. Coach, Trainer, Field Marshal. Successfully coached approximately 49 Youth Sports Teams.

(1999-02) Classic Car Club of America Northern California Board. Helped organized 50th year show, tour of collections, and celebration.

(2008-12) Marin Sonoma Concours d'Elegance : Founding Board Member. Responsible for special exhibits on North field. Solicited major Donors. Vetted cars and procedures. Wrote original 501c (3) incorporation papers. Collectively raised over \$500k for Hospice.

Page: three

(2012-Pres) Shifting Gears. Founding Board Member. Successfully raised \$200k+ each for Beyond Differences, Hospice, Myotonic Dystrophy, Roots of Peace, CAPP.

(2019-Pres:) CAPP (Car Appreciation & Preservation Program); Successfully raised funds to support an education program taught through the MCBOE. Open to all high school students. We fund the instruction and benefits, provide all tools, engines, transmissions, etc.. Worked with Senator McGuire to have the classes certified with college credit.

Law:

(1983-1986) Worked with wrongful death, personal injury

(1984-2008) Worked with Copy Right and Trademark Infringement

(1984-2008) Worked with Securities litigation, Bankruptcies, Class Actions

(2002-Pres:) Worked with Inverse Condemnation, Eminent Domain, Municipal Law, FOIA & Ralph M Brown Act, some Constitutional Law.

Provided information about California Tax Code #7 and delinquent property tax, to Pacific Legal Foundation. This information was added to the information used to win the unanimous United States Supreme Court decision in Tyler vs. Hennepin County.

Appointed Town Clerk : Entry # 6469

Date

01/29/2025

Name

Richard Hamer

Are you a registered voter in the Town of Fairfax, CA?

Yes

Address

5 Bridge Court
Fairfax, California 94930
United States
[Map It](#)

Phone

[REDACTED]

Email

hamer2010@live.com

Questions

What interests you about the role of Town Clerk, and why do you want to volunteer for this position?

This is not my first application for service to our town. I have had a desire to embark in public local government service for a number of years. Last week our former Town Clerk was on her walk, saw me and asked me if I was applying for town clerk. She encouraged me to apply for the interim town clerk appointment. That conversation is what made me decide to move forward with this application.

What kind of experience do you have that you believe would be useful in this role?

I worked pushing paper and organizing code compliance, best practices, validation, permits, a comprehensive ISO (International Organization of Standardization) quality system and protocols for the major players regulated by the government agencies and state boards. I am adept at handling the paperwork and submissions required where there are high stakes. Included was preparation and defense of documentation in scores of jurisdictions. Many town officials may know I have been tuned into Fairfax's town governance and affairs, participating in the same for almost ten years, attending or watching essentially every public meeting by the town council over said period.

I spent years being a neutral intermediary to ensure transparency between private sector operators some of whom expressed a critical reaction with code compliance and government entities of all shapes and sizes guided by code compliance.

The Town Clerk may attend Town Council meetings, but does not vote with the Council. Do you anticipate attending these meetings?

Yes

Do you have any conflicts of interest that could impact your ability to serve as Town Clerk?

Appointed Town Clerk : Entry # 6469

No

Is there anything else you would like the Town Council to know about your skills, experience, or interest in the Town Clerk position?

Dear Council,

I would like to express my interest in serving as Fairfax Town Clerk for the remainder of Michele Gardner's term.

I am drawn to this opportunity for several reasons. I have been a resident of Fairfax for over 20 years and of San Anselmo for the 15 years prior to that. I have been closely following and participating in Fairfax town affairs for almost the entirety of Ms. Gardner's term. What I did not witness in real time over those years, was substantively scanned during my research on other town matters.

Being a member of the City Clerks Association of California, I raise my duty awareness for this role. Being a member of the Audio-Visual Immersive Experience Association enhances my skills at public presentation. I am licensed by the Department of Real Estate for awareness of the does and don'ts pertaining to real property. During the past two decades, I was the incorporator and charter president / chairperson of a California interpretive non-profit organization practicing Robert's Rules of Order at regular meetings. I have had numerous interactions with Fairfax town staff and bodies over the years.

My higher education spans over half a century and is as recent as this past scholastic year. I am a member of the Phi Theta Kappa honor society and have achieved a 4.0 GPA during my most recent years of study.

Fairness has always been my top priority. Grokking the needs of every stakeholder has been my objective while functioning in a professional capacity.

Thank you for your time and consideration. I am excited that I may be considered for this civil role.

Sincerely,
Richard Hamer

OPTIONAL: Upload a document (i.e. cover letter)

- [Richard Hamer ReferenceByKevinCurtis.pdf](#)

References

Name

Kevin Curtis

Relationship

Acquaintance - local citizen

Phone

[REDACTED]

Email

k.curtis@comcast.net

Name

Appointed Town Clerk : Entry # 6469

Bruce Ackerman

Relationship

Elected Representative - former Fairfax council member

Phone

[REDACTED]

Email

bruce@laughingcrows.net

Name

John Garland

Relationship

Coworker - theatrical head of department

Phone

[REDACTED]

Email

jgar7594@gmail.com

Electronic signature policy



Signature

By checking this box and clicking 'Submit' below, you are electronically signing this document and agree that your digital signature has the same effect as a handwritten signature.

Name

Richard Hamer

Kevin Curtis
San Anselmo, CA 94960
K.Curtis@Comcast.net

1/20/2025
Fairfax Town Council
Town of Fairfax
142 Bolinas Road
Fairfax, CA 94930

RE: Recommendation for Ric Hamer – Town Clerk Appointment

Dear Mayor Blash, Council Members, and Town Staff,

I am honored to write this letter in strong support of **Ric Hamer** for appointment as the next **Town Clerk of Fairfax**. Ric is not only a longtime resident of our town, but also a familiar, trusted, and beloved presence in our community. His deep roots in Fairfax, both as a **business owner** along Sir Francis Drake Blvd and a **resident in the heart of downtown on Bolinas Road**, make him uniquely suited for this role.

Throughout the **five years** I have known Ric, I have come to deeply appreciate his **thoughtful nature, honesty, and wise counsel**. He has a way of making those around him feel heard and valued, which is an essential quality for a Town Clerk—a role that, whether ceremonial or administrative, requires trust, accessibility, and community engagement. Ric genuinely **loves Fairfax** and embodies the very spirit of our town in a way few can.

His longstanding **connections with town leadership, staff, and local committees** further reinforce his qualifications. He has been actively engaged in town affairs, from his participation in the **Affordable Housing Committee** to his **relationships with planning commissioners and council members**, both past and present. He has expressed interest in serving the town in an official capacity before, which only underscores his commitment to Fairfax.

Beyond his civic involvement, Ric is a **lifelong learner and dedicated professional**. Recently, he returned to school, **earned straight A's**, and successfully **passed his real estate licensing exam on his first attempt**—a testament to his diligence, intelligence, and ability to take on new responsibilities with excellence.

It is also worth considering the **importance of meaningful roles for our town's senior residents**. As Fairfax continues to foster inclusivity across all age groups, it is essential to ensure that experienced, engaged members of our community have opportunities to contribute in ways that reflect their wisdom and dedication. The Town Clerk position, particularly in its ceremonial aspects, offers a unique space for someone like Ric—who has **deep civic ties and a longstanding presence in our town**—to continue serving the place he calls home. Just as many seniors find purpose in **volunteering at polling places or local organizations**, Ric's appointment would exemplify how Fairfax values the voices and contributions of all generations.

For a town as special as Fairfax, the **Town Clerk** should be someone who not only understands the duties of the position but also carries the **faith and trust of the people**. Ric Hamer is that person. He is **kind, patient, intelligent, and deeply connected** to our town, its residents, and its leadership. I cannot think of a more fitting individual to serve in this role.

I wholeheartedly recommend Ric for appointment as **Town Clerk of Fairfax** and urge you to consider him for this important position.

Thank you for your time and thoughtful consideration.

Sincerely,

Kevin Curtis

Appointed Town Treasurer : Entry # 6449

Date

01/25/2025

Name

Deborah Benson

Are you a registered voter in the Town of Fairfax, CA?

Yes

Address

370 Cascade Drive
Fairfax, California 94930
United States
[Map It](#)

Phone

[REDACTED]

Email

debbens@comcast.net

Questions

What interests you about the role of Town Treasurer, and why do you want to volunteer for this position?

I have always kept an eye on the finances of the Town and would like to be further involved. I would be good at it.

Can you provide examples of your experience in financial reporting, financial forecasting, and auditing?

Have had fifty plus years of financial reporting for more than ninety small and medium sized businesses and consulted those businesses in financial forecasting
Have prepared for and attended more than twenty audits before the Internal Revenue Service, Franchise Tax Board and CDTFA.

Please describe your professional experience in financial management, accounting, or treasury operations. Include years of experience and key responsibilities.

Have had fifty plus years of accounting and financial reporting for more than ninety small and medium sized businesses and consulted those businesses in financial forecasting.
Have prepared for and attended more than twenty audits before the Internal Revenue Service, Franchise Tax Board and CDTFA.
Served as Treasurer for two years for the non-profit Friends of the Open Classroom. Duties were complete financial reporting and accounting and preparation of income tax returns.
Served as Treasurer for two election campaigns here in Fairfax.
Was responsible for maintaining and reconciling Attorney/Client Trust accounts.
For four years was Partner and managing Broker for a property management firm which managed 350 properties. Was responsible for managing the business, maintaining trust accounting and reporting for 350 owners as well as the business operational accounting and reporting.

The Town Treasurer produces quarterly reports and other reports as necessary, will you be available to dedicate the time it takes to complete this work?

Appointed Town Treasurer : Entry # 6449

Yes

Do you have any conflicts of interest that could impact your ability to serve as Town Treasurer?

No

Is there anything else you would like the Town Council to know about your skills, experience, or interest in the Town Treasurer position?

My skills are an excellent fit. I've served as a volunteer on the Fairfax Tree Committee for many years and based on my performance and involvement there it is apparent that when I take something on I give it my all.

References

Name

Patricia Chin

Relationship

business colleague

Phone

[REDACTED]

Email

patchin@tongfongcpas.com

Name

Marlena Weinstein

Relationship

business colleague

Phone

[REDACTED]

Email

tax@weinsteinassoc.com

Name

John Steslo

Relationship

business colleague

Phone

Appointed Town Treasurer : Entry # 6449



Email

taxnethi@cs.com

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☒ Signature

By checking this box and clicking 'Submit' below, you are electronically signing this document and agree that your digital signature has the same effect as a handwritten signature.

Name

Deborah Benson

Appointed Town Treasurer : Entry # 6464**Date**

01/28/2025

Name

Robyn Clifford

Are you a registered voter in the Town of Fairfax, CA?

Yes

Address

24 Chester Ave
Fairfax, California 94930
United States
[Map It](#)

Phone

[REDACTED]

Email

clifford.robyn@gmail.com

Questions**What interests you about the role of Town Treasurer, and why do you want to volunteer for this position?**

I have been a homeowner in Fairfax for the past 16 years and have spent the last five years working in the Finance Department of the neighboring town of San Anselmo. Through my work in San Anselmo, I have witnessed the vital importance of fostering strong relationships among staff, council members, and volunteers within a community. I see this as a valuable opportunity to contribute meaningfully to my own community.

Can you provide examples of your experience in financial reporting, financial forecasting, and auditing?

Over the past five years, I have worked closely with San Anselmo's Finance Directors, managing balance sheets, supporting all departments with budget monitoring, and projecting personnel costs for annual budget production. We also provide financial services for the Ross Valley Fire Department, so these responsibilities extend to both entities.

I have collaborated closely with auditing teams for both the Town of San Anselmo and the Ross Valley Fire Department during year-end audits for the past four years. Additionally, I audit all payroll-related journal entries produced by the Marin Wildfire Prevention Authority.

Please describe your professional experience in financial management, accounting, or treasury operations. Include years of experience and key responsibilities.

As part of my current responsibilities, I reconcile all cash and investment accounts for both the Town and the Ross Valley Fire Department each month, produce journal entries, assist in preparing the Town's annual budget, and manage payroll for both entities.

When I first joined the Town, my role primarily focused on managing Accounts Payable and Accounts Receivable. Over the years,

Appointed Town Treasurer : Entry # 6464

my responsibilities have expanded to include payroll and general accounting, and I now serve as the Senior Accountant, a role I have been in for the last two plus years.

The Town Treasurer produces quarterly reports and other reports as necessary, will you be available to dedicate the time it takes to complete this work?

Yes

Do you have any conflicts of interest that could impact your ability to serve as Town Treasurer?

No

References

Name

Jeff Zuba

Relationship

Current Director / Town of San Anselmo

Phone

[REDACTED]

Email

jzuba@sananselmo.gov

Name

Helen Yu-Scott

Relationship

Former Director / City of Burlingame

Phone

[REDACTED]

Email

hyscott@burlingame.org

Name

Serge Avila

Relationship

Co-Worker / San Anselmo Town Clerk

Phone

[REDACTED]

Appointed Town Treasurer : Entry # 6464

Email

savila@sananselmo.gov

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Signature

By checking this box and clicking 'Submit' below, you are electronically signing this document and agree that your digital signature has the same effect as a handwritten signature.

Name

Robyn Clifford

Appointed Town Treasurer : Entry # 6465

Date

01/28/2025

Name

Talia Friedman

Are you a registered voter in the Town of Fairfax, CA?

Yes

Address

10 Court Ln
Fairfax, California 94930
United States
[Map It](#)

Phone

[REDACTED]

Email

hellotalia@gmail.com

Questions

What interests you about the role of Town Treasurer, and why do you want to volunteer for this position?

I have a strong public service mindset and history of working with governmental and nonprofit organizations reflecting my commitment to community engagement. I have a strong background in financial management and project oversight making the role of Town Treasurer a natural fit.

Can you provide examples of your experience in financial reporting, financial forecasting, and auditing?

As Treasurer for the YES Foundation, you managed a \$1.1M+ annual budget, optimized resources, and improved funding processes, which required financial reporting and forecasting.
My role as Membership Committee Chair for the West Point Inn Association involved overseeing dues collection and financial operations, demonstrating attention to financial recordkeeping and reporting.
My experience in project management and survey research involved data analysis and reporting, showcasing your ability to interpret financial trends and provide insights.

Please describe your professional experience in financial management, accounting, or treasury operations. Include years of experience and key responsibilities.

Treasurer, YES Foundation (2015-2018): Managed a \$1.1M+ budget, collaborated with executive stakeholders, and produced regular financial reports for the Board and School District.
Membership Committee Chair, West Point Inn Association (2021-Present): Implemented CRM-based membership management, managed dues collection, and ensured smooth financial communications.
Client Success Manager, Primary.Health (2021-2023): While this role focused on project management, it required budget oversight and financial planning for service implementations.

Appointed Town Treasurer : Entry # 6465

The Town Treasurer produces quarterly reports and other reports as necessary, will you be available to dedicate the time it takes to complete this work?

Yes

Do you have any conflicts of interest that could impact your ability to serve as Town Treasurer?

No

Is there anything else you would like the Town Council to know about your skills, experience, or interest in the Town Treasurer position?

I love Fairfax. As a 15 year resident I have served the Fairfax community in many volunteer roles: I served on site counsel and PTA as a parent at Manor and White Hill. I've slung beers and set up tents for the Fairfax Festival. On the occasional early Saturday morning, I bag groceries at the Food Pantry. This coupled with my diverse background in financial management, technical proficiency in Excel and financial tools, and experience managing nonprofit finances, ensures I have the analytical and organizational skills needed to handle the Town Treasurer's responsibilities effectively.

I find great satisfaction in this type of work and look forward to the opportunity to further my commitment to public-serving organization with financial stewardship.

OPTIONAL: Upload a document (i.e. cover letter)



References

Name

Don Keeley

Relationship

Executive Director of West Point Inn Association

Email

donkeeley1@gmail.com

Relationship

former manager at Primary.Health

Email

madisonbuckley315@gmail.com

Electronic signature policy



Signature

By checking this box and clicking 'Submit' below, you are electronically signing this document and agree that your digital signature has the same effect as a handwritten signature.

Name

Appointed Town Treasurer : Entry # 6465

Talia Friedman

RESOLUTION NO. 25 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX APPOINTING [NAME] TO FILL THE VACANCY IN THE OFFICE OF TOWN CLERK UNTIL DECEMBER 2026

WHEREAS, the elected position of Town Clerk became vacant in December 2024 following the resignation of Michele Gardner; and

WHEREAS, pursuant to California Government Code Section 36512, the Town Council has the authority to fill the vacancy by appointment within 60 days of the vacancy occurring; and

WHEREAS, at the January 9, 2025, meeting, the Town Council voted to appoint a qualified resident to serve the remainder of the current term, expiring in December 2026; and

WHEREAS, the Town publicly announced the vacancy and solicited applications from qualified candidates; and

WHEREAS, the Town Council interviewed applicants at its duly noticed meeting on February 5, 2025, and determined that [Name] possesses the qualifications and experience necessary to serve as Town Clerk;

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Fairfax that:

1. [Name] is hereby appointed as Town Clerk to serve the remainder of the current term, expiring in December 2026.
2. The Town Manager and staff are directed to take all necessary actions to facilitate the appointment and transition.

PASSED AND ADOPTED by the Town Council of the Town of Fairfax on this 5th day of February 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

LISEL BLASH
MAYOR

CHRISTINE FOSTER
DEPUTY TOWN CLERK

RESOLUTION NO. 25 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX APPOINTING [NAME] TO FILL THE VACANCY IN THE OFFICE OF TOWN TREASURER UNTIL DECEMBER 2026

WHEREAS, the elected position of Town Treasurer became vacant in December 2024 following the resignation of Janet Garvin; and

WHEREAS, pursuant to California Government Code Section 36512, the Town Council has the authority to fill the vacancy by appointment within 60 days of the vacancy occurring; and

WHEREAS, at the January 9, 2025, meeting, the Town Council voted to appoint a qualified resident to serve the remainder of the current term, expiring in December 2026; and

WHEREAS, the Town publicly announced the vacancy and solicited applications from qualified candidates; and

WHEREAS, the Town Council interviewed applicants at its duly noticed meeting on February 5, 2025, and determined that [Name] possesses the qualifications and experience necessary to serve as Town Treasurer;

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Fairfax that:

1. [Name] is hereby appointed as Town Treasurer to serve the remainder of the current term, expiring in December 2026.
2. The Town Manager and staff are directed to take all necessary actions to facilitate the appointment and transition.

PASSED AND ADOPTED by the Town Council of the Town of Fairfax on this 5th day of February 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

LISEL BLASH
MAYOR

CHRISTINE FOSTER
DEPUTY TOWN CLERK