



## AGENDA

SAN RAFAEL CITY COUNCIL - MONDAY, FEBRUARY 5, 2024

REGULAR MEETING AT 6:00 P.M.  
San Rafael City Council Chambers  
1400 Fifth Avenue, San Rafael, CA 94901

### Watch Online:

Watch on Zoom Webinar: <http://tinyurl.com/cc-2024-02-05>

Watch on YouTube: [www.youtube.com/cityofsanrafael](http://www.youtube.com/cityofsanrafael)

Listen by phone: (669) 444-9171

ID: 844-3204-9611#

One Tap Mobile: +16694449171,,84432049611#

This meeting will be held in-person. This meeting is being streamed to YouTube at [www.youtube.com/cityofsanrafael](http://www.youtube.com/cityofsanrafael).

How to participate in the meeting:

- You are welcome to come to the meeting and provide public comment in person. Each speaker will have 2-minutes to provide public comment.
- Submit your comments by email to [city.clerk@cityofsanrafael.org](mailto:city.clerk@cityofsanrafael.org) by 4:00 p.m. the day of the meeting.

If you experience technical difficulties during the meeting, please contact [city.clerk@cityofsanrafael.org](mailto:city.clerk@cityofsanrafael.org).

### **OPEN SESSION - THIRD FLOOR CONFERENCE ROOM - 5:00 PM**

1. Mayor Kate to announce Closed Session items.

### **CLOSED SESSION - THIRD FLOOR CONFERENCE ROOM - 5:00 PM**

2. Closed Session:
  - a. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
Initiation of litigation (Paragraph (4) of subdivision (d) of Government Code Section 54956.9): 1 potential case
  - b. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION  
Paragraph (1) of subdivision (d) of Government Code Section 54956.9: 1 case  
Shaleeta Boyd, et al. v. City of San Rafael, et al. (U.S. District Court, N.D. Cal., Case No. 23-cv-04085-EMC)

### **CITY MANAGER AND COUNCILMEMBER REPORTS:**

(including AB 1234 Reports on Meetings and Conferences Attended at City Expense)

3. City Manager and Councilmember Reports:

### **CONSENT CALENDAR:**

The opportunity for public comment on consent calendar items will occur prior to the City Council's vote on the Consent Calendar. The City Council may approve the entire consent calendar with one action. In the alternative, items on the Consent Calendar may be removed by any City Council or staff member, for separate discussion and vote.

4. Consent Calendar Items:

a. **Approval of Minutes**

Approve Minutes of the Special and Regular City Council Meetings of January 16, 2024 (CC)  
*Recommended Action - Approve minutes as submitted*

b. **San Rafael Residential Parking Permit Program**

Authorize the City Manager to Negotiate and Enter into a Professional Services Agreement with Dixon Resources Unlimited for the Development of a Residential Parking Permit Program in the Amount Not to Exceed \$150,000 with the Authority to Amend this Agreement up to an Additional \$75,000 for Additional Phases of Work and Appropriate \$225,000 to the Parking Division's Fiscal Year 2023-24 Contractual Services Budget (CM)  
*Recommended Action - Authorize City Manager to execute agreement, with the authority to amend this agreement up to an additional \$75,000 for additional phases of work and appropriate \$225,000 to the Parking Division's Fiscal Year 2023-24 Contractual Services Budget*

c. **Downtown San Rafael Business Improvement District Advisory Board Appointments**

Resolution Appointing Downtown Business Improvement District Advisory Board Members (ED)  
*Recommended Action - Adopt Resolution*

d. **City Quarterly Investment Report**

Acceptance of City of San Rafael Quarterly Investment Report for the Quarter Ending December 31, 2023 (Fin)  
*Recommended Action - Accept report*

e. **California Department of Fish and Wildlife Oil Response Trailer Grant**

Resolution Authorizing the City Manager to Enter into a Funding Agreement with the California Department of Fish and Wildlife (CDFW) and Designating a Representative for the Oil Response Trailer Project and Appropriating Funding for the Project (FD)  
*Recommended Action - Adopt Resolution*

f. **Report On Calendar Year (CY) 2023 Fire Prevention Inspections of Certain Occupancies**

Resolution Acknowledging Receipt of a Report Made by the Fire Chief Regarding the 2023 Annual Fire Prevention Inspection of Certain Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code (FD)  
*Recommended Action - Adopt Resolution*

g. **Replacement of Structural Firefighting Turnouts**

Authorize the City Manager to Purchase Twenty-Six Sets of Structural Firefighting Turnouts from Allstar Fire Equipment Inc., in an Amount Not to Exceed \$123,511 (FD)  
*Recommended Action - Authorize the City Manager to purchase twenty-six sets of structural firefighting turnouts from Allstar Fire Equipment Inc., in an amount not to exceed \$123,511*

h. **Crosswalk Funding Agreements**

Resolutions Related to the Metropolitan Transportation Commission (MTC) Funding Agreements (PW)

- i. Resolution Accepting and Authorizing the City Manager to Enter into a Funding Agreement with MTC for \$38,000 in TDA Funds for the Crosswalk Safety Improvement Project

*Recommended Action - Adopt Resolution*

- ii. Resolution Approving and Authorizing the City Manager to Enter into a Funding Agreement with MTC for \$25,000 in TDA Funds for the Francisco Boulevard East Mid-Block Crossing Enhancement Project  
*Recommended Action - Adopt Resolution*

### **SPECIAL PRESENTATIONS**

#### 5. Special Presentations:

- a. **Proclamation Supporting Black History Month (HR)**

### **PUBLIC HEARINGS**

#### 6. Public Hearings:

- a. **Gender-Neutral Language Amendments to Municipal Code**

Introduction of an Ordinance Amending the San Rafael Municipal Code in its Entirety to Replace Gender-Specific Language with Gender-Neutral Language (CC)

*Recommended Action - Introduce an Ordinance amending the San Rafael Municipal Code in its entirety to replace gender-specific language with gender-neutral language, waive further reading of the ordinance, and refer to it by title only.*

### **OTHER AGENDA ITEMS:**

#### 7. Other Agenda Items:

- a. **Police Advisory and Accountability Committee Bylaws**

Resolution Establishing the Bylaws for the Police Advisory and Accountability Committee (PD)

*Recommended Action - Adopt Resolution*

### **OPEN TIME FOR PUBLIC EXPRESSION**

The public is welcome to address the City Council at this time on matters not on the agenda that are within its jurisdiction. Please be advised that pursuant to Government Code Section 54954.2, the City Council is not permitted to discuss or take action on any matter not on the agenda unless it determines that an emergency exists, or that there is a need to take immediate action which arose following posting of the agenda. Comments may be no longer than two minutes and should be respectful to the community.

### **SAN RAFAEL SUCCESSOR AGENCY:**

#### 1. Consent Calendar:

- a. **Successor Agency Quarterly Investment Report**

Acceptance of Successor Agency Quarterly Investment Report for the Quarter Ending December 31, 2023 (Fin)

*Recommended Action - Accept report*

### **ADJOURNMENT:**

*Any records relating to an agenda item, received by a majority or more of the Council less than 72 hours before the meeting, shall be available for inspection online and at City Hall, 1400 Fifth Avenue, and placed with other agenda-related materials on the table in front of the Council Chamber prior to the meeting. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing [city.clerk@cityofsanrafael.org](mailto:city.clerk@cityofsanrafael.org) or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request. To request Spanish language interpretation, please submit an online form at <https://www.cityofsanrafael.org/request-for-interpretation/>.*



**Minutes subject to approval at the February 5, 2024 meeting**

**MINUTES**

**SAN RAFAEL CITY COUNCIL SPECIAL MEETING**

**TUESDAY, JANUARY 16, 2024 AT 4:45 P.M.**

**In-Person:**

**San Rafael City Hall  
Third Floor Conference Room  
1400 Fifth Avenue, San Rafael, CA 94901**

**Watch online:**

**Watch on Zoom Webinar: <http://tinyurl.com/ccsm-2024-01-16>**

**Listen by phone: (669) 900-9128**

**ID: 876-7981-4058#**

**One Tap Mobile: +16699009128,,87679814058#**

**Present:** Councilmember Bushey  
Vice Mayor Hill  
Councilmember Kertz  
Councilmember Llorens Gulati  
Mayor Kate

**Absent:** None

**Also Present:** City Clerk Lindsay Lara

Mayor Kate called the meeting to order at 4:52 p.m. and requested City Clerk Lindsay Lara call the roll. All members of the City Council were present.

Mayor Kate invited public comment; however, there was none.

**1. ADA Access Advisory Committee Interviews**

Interview Applicants and Make an Appointment to Fill One Unexpired Four-Year Term to the End of April 2027 on the ADA Access Advisory Committee Due to the Resignation of Raed Al-Zaher (CC)

*Recommended Action - Appoint an applicant*

The City Council interviewed Skye Salama. Gerrod Herndon did not appear.

**2. Voter Approved Tax Oversight Committee Interviews**

Interview Applicants and Make an Appointment to Fill One Unexpired Four-Year Term to the End of April 2025 on the Voter Approved Tax Oversight Committee Due to the Resignation of Sierra Bloyd (CC)

*Recommended Action - Appoint an applicant*

The City Council interviewed Carsten Andersen. Gerrod Herndon did not appear.

After discussion, there was City Council consensus to appoint Skye Salama to fill one unexpired four-year term to the end of April 2027 on the ADA Access Advisory Committee and Carsten Andersen to fill one unexpired four-year term to the end of April 2025 on the Voter Approved Tax Oversight Committee.

**ADJOURNMENT:**

Mayor Kate adjourned the meeting at 5:15 p.m.

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LINDSAY LARA, City Clerk

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024

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KATE COLIN, Mayor

DRAFT



## Minutes

SAN RAFAEL CITY COUNCIL - TUESDAY, JANUARY 16, 2024

REGULAR MEETING AT 6:00 P.M.  
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1400 Fifth Avenue, San Rafael, CA 94901

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1. Mayor Kate to announce Closed Session items.

### **CLOSED SESSION - THIRD FLOOR CONFERENCE ROOM - 5:00 P.M.**

2. Closed Session:

- a. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

Paragraph (1) of subdivision (d) of Government Code Section 54956.9: 1 case

Shaleeta Boyd, et al. v. City of San Rafael, et al. (U.S. District Court, N.D. Cal., Case No. 23-cv-04085-EMC)

Present: Councilmember Bushey  
Vice Mayor Hill  
Councilmember Kertz  
Councilmember Llorens Gulati  
Mayor Kate

Absent: None

Also Present: City Manager Cristine Alilovich  
City Attorney Robert Epstein  
City Clerk Lindsay Lara

Mayor Kate called the meeting to order at 6:01 p.m. and invited City Clerk Lindsay Lara to call the roll. All members of the City Council were present.

City Attorney Rob Epstein announced there was no reportable action in the Closed Session held prior to the regular meeting.

Mayor Kate provided opening remarks, which included wishing everyone a happy new year, the new 6 p.m. City Council meeting start time, gratitude to City staff, as well as, a land acknowledgment.

City Clerk Lindsay Lara informed the community that the in-person meeting would also be recorded and streamed live to YouTube and through Zoom. She noted the two-minute timer for public comment and closed captioning on Zoom.

### **CITY MANAGER AND COUNCILMEMBER REPORTS:**

**(including AB 1234 Reports on Meetings and Conferences Attended at City Expense)**

#### **3. City Manager and Councilmember Reports:**

City Manager Cristine Alilovich announced:

- Northgate Mall Redevelopment Update: The Draft Environmental Impact Report is available online.
- Second Police Advisory and Accountability Committee meeting to be held January 17, at 6:00 p.m. at the Public Safety Center
- Climate Action Community Forum, co-hosted by Councilmember Maika Llorens Gulati and Marin Academy, to be held January 18, at 4 p.m. at Marin Academy
- COVID-19 numbers are up in Marin and Public Health Officer encourages community members to follow CDC COVID-19 guidelines.

City Councilmember Reports:

- Vice Mayor Hill reported on the completion event for the Third Street Rehabilitation Project and expressed appreciation to Public Works Director April Miller and DPW staff.
- Councilmember Kertz reported on a Marin Wildfire Prevention Authority meeting, a meeting with the new Kaiser executives, the Heart of Marin event and the San Rafael Fire Foundation crab feed.
- Councilmember Bushey reported on a Marin Transit Board meeting, a Central Marin Sanitation Agency Board meeting and provided copies of the Popular Annual Financial Report, and the San Rafael Public Library Foundation and a potential ballot measure to fund a new combined library and community center.
- Councilmember Llorens Gulati reported on a meeting with the 400 Canal Street residents, a Spinnaker and Baypoint meeting regarding parking and speeding, the City Carpets reopening ribbon-cutting, an upcoming Climate Action Community Forum, and the loss of longtime community member Olivia Beltran and announced the memorial service to be held Saturday at 8 a.m. at Stafford Lake.
- Mayor Kate reported on the City Carpets ribbon-cutting, the Third Street Rehabilitation Project completion event and expressed thanks to staff and agencies, and the Heart of Marin event.

Mayor Kate invited public comment; however, there was none.

### **CONSENT CALENDAR:**

Mayor Kate invited public comment.

**Speaker:** Al Vetere

Staff responded to the question from the community.

Councilmember Kertz moved and Vice Mayor Hill seconded to approve the Consent Calendar.

4. Consent Calendar Items:

a. **Approval of Minutes**

**Approve Minutes of the Regular City Council Meeting of December 18, 2023 and the Special City Council Meeting of December 20, 2023 (CC)**

*Approved minutes as submitted*

b. **Sea Level Rise Planning Services Agreement**

**Resolution Authorizing the City Manager to Negotiate and Enter into a Professional Services Agreement with Moffat and Nichol for Sea Level Rise Planning Services in an Amount Not to Exceed \$520,000 (CM)**

*Resolution 15268 - Resolution Authorizing the City Manager to Negotiate and Enter into a Professional Services Agreement with Moffat and Nichol for Sea Level Rise Planning Services in an Amount Not to Exceed \$520,000*

c. **Permit Management System Replacement**

**Resolution Authorizing the City Manager to Execute a General Services Agreement with OpenGov, Inc., for Permit Management Software Implementation Support, Professional Services, and Annual Fees from February 1, 2024 Through January 31, 2027 in an Amount Not to Exceed \$558,902.30 (DS)**

*Resolution 15269 - Resolution Authorizing the City Manager to Execute a General Services Agreement with OpenGov, Inc., for Permit Management Software Implementation Support, Professional Services, and Annual Fees from February 1, 2024 Through January 31, 2027 in an Amount Not to Exceed \$558,902.30*

d. **Job Classification and Compensation for a Risk Manager Position**

**Resolution Approving the New Classification and Compensation of Risk Manager; and Deleting an Existing 1.0 Full-Time Equivalent (FTE) Advanced Professional Temporary Position to a 1.0 FTE Risk Manager Position (HR)**

*Resolution 15270 - Resolution Approving the New Classification and Compensation of Risk Manager; and Deleting an Existing 1.0 Full-Time Equivalent (FTE) Advanced Professional Temporary Position to a 1.0 FTE Risk Manager Position*

e. **North San Rafael Pavement Maintenance Project**

**Accept Completion of the North San Rafael Pavement Maintenance Project and Authorize the City Clerk to File the Notice of Completion (PW)**

*Accepted Completion and Authorized City Clerk to File Notice of Completion*

f. **San Quentin Pump Station Reconstruction**

**Amendments to Professional Service Agreements with AlphaCM, Inc., CSW/St-Stroeh Engineering Group, and Authorization of Supplemental Budget Appropriation (PW)**

*Authorized the City Manager to Execute Amendments to Professional Service Agreements with AlphaCM, Inc., CSW/St-Stroeh Engineering Group, and Authorize Supplemental Budget Appropriation*

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate  
NOES: Councilmembers: None  
ABSENT: Councilmembers: None



**SPECIAL PRESENTATIONS**

5. Special Presentations:

a. Age Friendly San Rafael Community Partnership Update

Craig Veramay, Assistant Library & Recreation Director introduced Suzie Pollak and Diana López, Age Friendly San Rafael, who gave a presentation.

Age Friendly San Rafael responded to questions from the City Council.

Mayor Kate invited public comment; however, there were none.

Councilmembers provided comments.

**OPEN TIME FOR PUBLIC EXPRESSION**

- Salamah Locks addressed the City Council commenting that attendees from last year’s Age Friendly Celebration event ranged from 90 years old to 103 years old.
- Beth Milwid addressed the City Council regarding car break-ins and safety concerns at a City parking garage.

**SAN RAFAEL SUCCESSOR AGENCY:**

1. Consent Calendar: - None.

**ADJOURNMENT:**

Mayor Kate adjourned the meeting at 6:52 p.m. in memory of Olivia Beltran Pacheco.

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LINDSAY LARA, City Clerk

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024

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KATE COLIN, Mayor



**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

Department: City Manager's Office

Prepared by: Bernadette Sullivan, Senior  
Management Analyst

City Manager Approval:  \_\_\_\_\_

**TOPIC: SAN RAFAEL RESIDENTIAL PARKING PERMIT PROGRAM**

**SUBJECT: AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH DIXON RESOURCES UNLIMITED FOR THE DEVELOPMENT OF A RESIDENTIAL PARKING PERMIT PROGRAM IN THE AMOUNT NOT TO EXCEED \$150,000 WITH THE AUTHORITY TO AMEND THIS AGREEMENT UP TO AN ADDITIONAL \$75,000 FOR ADDITIONAL PHASES OF WORK AND APPROPRIATE \$225,000 TO THE PARKING DIVISION'S FISCAL YEAR 2023-24 CONTRACTUAL SERVICES BUDGET.**

**RECOMMENDATION:**

1. Authorize the City Manager to negotiate and enter into a Professional Services Agreement with Dixon Resources Unlimited for the development of a residential parking permit program, in the amount not to exceed \$150,000, with the authority to amend this agreement up to an additional \$75,000 for additional phases of work.
2. Appropriate \$225,000 to the Parking Division's Fiscal Year 2023-24 Contractual Services budget.

**BACKGROUND:**

The City of San Rafael's current residential parking permit policy has not been widely utilized due for several reasons, including its thresholds to establish a permit program. For example, initiating the residential parking permit program requires a request to the City's Traffic Coordinating Committee as well as petition of no less than 1,500 residences, with at least 67% of those residences voting in favor to establish the parking permit. Then, an initial city-funded parking study assesses on-street parking utilization, verifying at least 75% occupancy. Upon study validation and approval from the City Council, enforcement measures would be established, and a one-time fee would be charged to the program participants covering the start-up costs. Finally, a majority of the district's occupants must purchase the permits, which would be reissued annually, with guest permits also available. The City's current residential parking permit policy is available [here](#).

Increasing population, growing housing density, and evolving transportation needs have led to parking issues in many San Rafael neighborhoods. Recognizing the necessity for a new and adaptable parking

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

permit program to address these challenges, City staff propose the creation of an updated program that will be developed in phases, with the first phase focusing on East San Rafael (ESR) due to its urgent parking issues and longstanding requests from the community, followed by a subsequent phases that would extend to other areas of San Rafael. Each phase focusing on the unique issues and needs of each neighborhood while ensuring that the citywide program and policy is equitable.

Specifically in response to ongoing concerns in East San Rafael (ESR), the City has conducted discussions, studies, regulatory adjustments, and implementation of potential solutions to alleviate the parking problems and optimize existing conditions. The City Council initiated a comprehensive 6-month study in 2017, focusing on assessing existing parking conditions in ESR and developing sustainable and actionable parking solutions. The insights gained in the [East San Rafael Parking Study](#) played a crucial role in shaping regulatory reforms, aimed at both residential and commercial zones. Information on current projects, previous actions taken, and a timeline of events surrounding parking in ESR is available [here](#).

Despite these studies and regulatory reforms, parking remains a challenge in ESR. Given this, the City Council, through their Fiscal Years 2023-2024 and 2024-25 Goals and Objectives, directed staff to assess the feasibility and revise the City's current residential parking permit program to address overcrowding of neighborhood parking in a cost-neutral and equitable manner.

**ANALYSIS:**

To identify potential consultants to develop a residential parking permit program, the City Manager's office in coordination with the Parking Services division issued a Request for Proposal (RFP) from qualified mobility, traffic, and parking consulting firms on November 2, 2023. As a result, the City received three proposals. Proposals were evaluated by staff based on the criteria specified in the RFP, including but not limited to project understanding, commitment to stakeholder and community engagement, creative program development, timeline and approach, previous experience, and price. A staff panel interviewed all three proposers and recommends awarding the contract to Dixon Resources Unlimited (Dixon). Dixon's proposed scope of work is attached as Exhibit A

Dixon is a nationally recognized firm known for their development of unique, forward-thinking, and award-winning parking management solutions. Most notably, their experience includes developing parking programs for other cities in California with similar community and neighborhood dynamics to San Rafael. Their proposed scope of work details Dixon's emphasis on the value of balancing equity and accessibility when designing new permit programs, policies, and fee structures, as well as Dixon's strong commitment to increased community engagement aligned with the City's objective creating an equitable program and of involving residents in shaping parking solutions. In addition to their innovative ideas and expertise, references for Dixon provided positive feedback that solidified their reputation for excellence in the field.

**Dixon's Technical Approach:**

Dixon's approach includes beginning the project by conducting a comprehensive review of relevant project documents and conducting an on-site assessment to establish a detailed site context. The team will then prepare a comparable cities analysis of parking permit codes and policies, incorporating community and City staff feedback. Following this, additional data collection will be carried out in the East San Rafael area, including an inventory of available parking and License Plate Recognition-based data collection to measure parking utilization throughout the day and night. The collected data will be analyzed using the DIXON Rapid LPR Tool to inform data-driven policy adjustments. Stakeholder engagement, community meetings, and public input campaigns will be conducted to gather feedback and build

consensus. The project will culminate in the development of a Parking Action Plan with residential parking permit program recommendations that can be adapted to fit the needs of all San Rafael neighborhoods, including policy development, enforcement strategies, and key performance indicators, which will be presented to the City Council following the completion of the first phase of work.

**COMMUNITY OUTREACH:**

The City has engaged the community and key stakeholders to discuss neighborhood parking issues over the last several years, including meetings with the East San Rafael Parking Taskforce, East San Rafael Working Group, and others.

For this project, the City shared the RFP on platforms such as the International Parking & Mobility Institute (IPMI) and California Mobility and Parking Association (CMPA) webpages, as well as the City's official website and social media pages. Additionally, the project gained visibility through a [feature](#) in the Marin Independent Journal, which highlighted the projects goals and potential impact.

This project will include a robust community engagement program, which will include Dixon coordinating at least fourteen stakeholder meetings.

**FISCAL IMPACT:**

The recommendation included in this report would authorize a contract expenditure of up to \$225,000. Funding to support this cost is available within the Parking Fund (501) fund balance. Staff is also recommending appropriating funds to amend the Parking Services Division's Fiscal Year 2023-24 budget for contractual services.

**OPTIONS:**

The City Council has the following options to consider on this matter:

1. Authorize the City Manager to enter into the agreement as recommended.
2. Do not authorize the City Manager to enter into the agreement and provide further direction to staff.

**RECOMMENDED ACTION:**

1. Authorize the City Manager to negotiate and enter into a Professional Services Agreement with Dixon Resources Unlimited for the development of a residential parking permit program, in the amount not to exceed \$150,000, with the authority to amend this agreement up to an additional \$75,000 for additional phases of work.
2. Appropriate \$225,000 to the Parking Division's Fiscal Year 2023-24 Contractual Services budget.

**ATTACHMENT:**

1. Exhibit A- Scope of Work

# Proposal

# Residential Parking Permit Program Development (Revised)

City of San Rafael  
January 10, 2024

## Section 1. Transmittal Letter

January 10, 2024

Bernadette Sullivan, Senior Management Analyst  
City of San Rafael  
1400 5<sup>th</sup> Avenue  
San Rafael, CA 94901

Dear Ms. Sullivan,

Dixon Resources Unlimited (DIXON) is pleased to submit this revised proposal to the City of San Rafael (City) to provide parking consultant support services to assist in modernizing the City's residential parking permit policies and aid in the development of an equitable Resident Permit Parking (RPP) Program.

We have been responsible for developing, optimizing, and implementing residential permit programs and related policies all over California. We will leverage that unique expertise to conduct a thorough review of the City's current program, review related municipal codes, prepare a comparable cities analysis, and collect parking inventory and utilization information for the existing supply of on-street parking spaces. We will use this information to develop a distinctive program for the City that initially focuses on the vibrant and diverse East San Rafael (ESR) area, but may be applied citywide.

We value the importance of balancing equity and accessibility when designing new permit programs, policies, and fee structures, and our team members are experts at navigating these important concepts. Our clients will tell you that community engagement and consensus is a critical step when identifying the solution that will work for the City, and our team will work closely with the City and stakeholder groups to develop code language and policy recommendations that work for San Rafael.

We have a thorough understanding of the challenges faced by the City, especially the impacts on residential parking supply due to high-density developments, housing shortages, inadequate parking minimums, population growth, and overall economic development. DIXON has provided for cities throughout California, including the cities of Tustin (CA), Santa Ana (CA), Newport Beach (CA), and Pasadena (CA). Most recently, we supported the City of Sausalito (CA) in integrating their residential permit processing and fulfillment services with their existing Citation Management System (CMS) provider, to transition the City away from in-house permit management to an easy and convenient online solution. We have developed program recommendations for municipalities around the nation. This has provided us with an advantage over other consulting firms and allowed us to develop a wealth of best practices, policy language, implementation strategies, and tools to draw from to support the City in this process.

Our experience speaks for itself, as we are currently supporting the City of Costa Mesa (CA) to re-launch its RPP program. Costa Mesa adopted a unique approach to

reimagine their RPP program from the ground up, including policies and eligibility criteria developed through robust community engagement efforts that included exhaustive public outreach, even during the height of the pandemic. The City of Costa Mesa's efforts and imaginative RPP program design was recently recognized as the **2023 California Parking Program of the Year** by the California Mobility & Parking Association (CMPA).

DIXON has regional parking experience and has provided support for many cities around the Bay Area, including Alameda (CA), Berkeley (CA), San Leandro (CA), Palo Alto (CA), and Napa (CA), just to name a few. Additionally, DIXON has what other firms lack: direct, hands-on implementation support experience. We know what it takes to get the program off the ground and how to proactively engage with the communities we work in to build data-driven policy improvements and maintain a program that will last.

Lastly, our team has supported some of the largest parking programs in the US, including Los Angeles (CA), San Francisco (CA), and Denver (CO). Whether big or small, each community has its own charm and distinctive features, and at DIXON, we pride ourselves in our ability to work directly with community stakeholders to capture their specific needs and wants. Our team has the exact resources and experience the City of San Rafael needs to future-proof and re-establish its RPP Program.

DIXON is a California-certified Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), and Women-owned Business Enterprise (WBE) consulting firm. We are available to begin work immediately upon notice to proceed from the City.

I, Julie Dixon, am the Principal Consultant and will serve as the designated contact for this proposal, with the legal authority to bind the company.

Sincerely,



Julie Dixon, President  
[julie@dixonresourcesunlimited.com](mailto:julie@dixonresourcesunlimited.com)  
(213) 716-6933

Dixon Resources Unlimited  
3639 Midway Drive Suite B345  
San Diego, CA 92110

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## Section 3. Company Overview

### Firm Description and Qualifications

Dixon Resources Unlimited is a California-based parking consulting firm that was incorporated in 2012. We have extensive knowledge and hands-on experience with the solicitation, development, deployment, operation, and maintenance of solutions ranging from municipal parking programs to automated enforcement systems. Over the past 11 years, DIXON has been responsible for establishing policies, defining objectives, and delivering initiatives for municipalities of all sizes. With over 30 years of parking and transportation management experience, Julie Dixon founded DIXON with the direct goal of supporting municipal parking programs. We consider ourselves to be “Parking Coaches” because we offer best-in-class municipal parking solutions across a broad spectrum, including:

Policies and Planning	Parking Data	Operations
Operational Audits	Data Collection	Permit Management
Municipal Code Updates	Parking Studies	Staffing Assessments
Community Outreach	Data Analysis	Citation Management
Implementation Plans	Heat Maps	Revenue Reconciliation
Council Presentations	Financial Reporting	RFP Specifications
Financial Projections	Integrations	Procurement Support

Based on industry awareness and familiarity with parking policies and current developments, DIXON has been sought for feedback and direction from parking programs both nationally and globally. Our knowledge of parking processes, policy, technology, and service solutions provides a measurable benefit to our customers.

### Industry Recognitions

DIXON was recently recognized as a **2023 Organization of the Year** by the International Parking & Mobility Institute (IPMI) for our extensive contributions to the parking and mobility industry and the exemplary service we provide to our clients. In the past few years, DIXON has helped transform many projects into award-winning parking programs, including:

California Mobility & Parking Association

2018 Parking Program of the Year:

**City of San Leandro**

2019 Parking Program of the Year:

**City of Laguna Beach**

2022 Parking Program of the Year:

**City of Paso Robles**

2023 Parking Program of the Year:

**City of Costa Mesa**

Parking Today

2019 Innovative Use of Technology:

**City of Seal Beach**

2020 Excellence in Technology and Innovation for On-Street Parking:

**City of Paso Robles**

## Municipal Track Record

DIXON has acquired an impressive client list and the table below highlights some of our notable projects and regional experience:

AK	Juneau	CA	Paso Robles	MI	Birmingham
AR	Little Rock	CA	San Francisco (SFMTA)	MT	Whitefish
AZ	Tempe	CA	San Leandro	NE	La Vista
CA	Alameda	CA	Santa Ana	NJ	Atlantic City
CA	Berkeley	CA	Sausalito	NJ	Princeton
CA	Beverly Hills	CA	Seal Beach	NM	Albuquerque
CA	Costa Mesa	CO	Boulder	NV	Las Vegas
CA	Laguna Beach	CO	Denver	OH	Columbus
CA	Los Angeles (LADOT)	CT	New Haven	OR	Beaverton
CA	Monterey	CT	Stamford	OR	Portland
CA	Mountain View	FL	Fort Lauderdale	TX	Dallas
CA	Napa	FL	Tallahassee	TX	McKinney
CA	Newport Beach	HI	Maui	UT	Park City
CA	Norwalk	ID	Boise	UT	Springdale
CA	Oceanside	ID	Ketchum	WA	Spokane
CA	Palo Alto	IL	Oak Park	WA	Vancouver
CA	Pasadena	MI	Ann Arbor	WI	Milwaukee

The number of projects that we have and continue to support demonstrates the scale of the impact that we have made. DIXON stays engaged with all its clients, and we continue to provide guidance and direction to City staff when needed—an additional level of personalization that makes a significant difference to our customers.

Due to our wide range of clientele and breadth of parking experience, we are exceptionally knowledgeable about industry best practices related to on- and off-street parking operations, policies, codes, management, staffing, training plans, compliance, enforcement, permit and citation management systems, technical specifications, emerging parking technology and current solutions, long-term strategic planning.

## Firm Contact Information

<b>Firm Name:</b>	Dixon Resources Unlimited
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## **Section 4. Project Understanding and Approach**

### **Project Understanding**

DIXON has assessed, designed, built, and operated many successful parking programs around the country and our experience and operational understanding of the details involved provides a unique perspective unlike any other consulting firm. We have worked closely with municipalities throughout California experiencing similar challenges with designing equitable and accessible permit parking programs, and developing right-sized policy adjustments is what we do best.

We are proud to have supported the City of Costa Mesa (CA) as it navigated a complete overhaul of their Residential Parking Permit (RPP) Program, which resulted in a state-of-the-art, award-winning system that addressed equity concerns, including those related to California Attorney General opinion (#14-304) regarding residential parking permits, and the implementation of a seamless permit processing and fulfillment process fully integrated with the City's Citation Management System (CMS) provider.

The program that Costa Mesa developed was designed to empower their residents to make informed decisions about RPP Program eligibility and participation, and our team can leverage those efforts to assist the City of San Rafael in developing a modern, scalable RPP Program that incorporates the effective use of technology and provides inclusiveness across a broad range of community stakeholders and residents.

### **Technical Approach**

For this project, we will begin with a comprehensive review of relevant project documents and conduct an on-site assessment to develop a detailed site context. We will prepare and circulate a comparable cities analysis of applicable parking permit codes, policies, and best practices for City staff to review. Based on staff input and feedback, we will outline initial findings and begin to draft municipal code update recommendations.

DIXON will then develop a data collection plan to survey residential parking conditions within the East San Rafael (ESR) area. Our data collection will include an inventory of available parking and perform two days of data collection utilizing a License Plate Recognition (LPR) -based approach that will generate parking utilization and occupancy measurements. This utilization data can then be analyzed through the DIXON *Rapid LPR Tool*, which provides metrics and visualizations that will aid us and the City in developing data-driven policy adjustments. DIXON's expert data analysts can prepare and circulate detailed maps with results from the data collection analysis.

We are excellent at facilitating stakeholder engagement, community meetings, and public input campaigns, and we routinely receive positive feedback from our clients about our inclusiveness and accommodation for all stakeholder groups. We will coordinate with the City to develop a plan to engage with community stakeholders and residents throughout the project. Multiple bilingual public meetings and an online

survey will be used to gather public opinion, community feedback, evaluate draft policy and code recommendations, and begin to build consensus in the community.

Throughout the process, DIXON will work closely with the City staff, elected officials, and identified key stakeholders to develop a Parking Action Plan with RPP Program recommendations, including policy and program development criteria, permit processing and fulfillment strategies, enforcement strategies and associated cost estimates, as well as a plan for RPP Program implementation. The recommendations contained within our Parking Action Plan will incorporate lessons learned in other California cities, industry best practices, strategies to mitigate parking equity and accessibility issues, a rubric for permit program adoption and expansion, and key performance indicators (KPIs) that will provide the City a framework for periodic policy review and assessment that can scale with the City's RPP Program over time.

Finally, we are prepared to support City staff with presentations of a draft Parking Action Plan at public meetings to gather feedback and comments from San Rafael City Council Subcommittee members. As needed, our team will assist City staff in developing detailed Staff Reports and presentation materials. We will then revise a final Parking Action Plan and RPP Program policy and code language recommendations and present that to the San Rafael City Council for final review and adoption.

### **Scope of Work (Revised)**

The following workplan details the revised technical approach, methodology, specific tasks, and associated deliverables that our team will perform, inclusive of the City's request for more robust community engagement and an extended timeline for implementation.

### **Task 1. Project Management (Revised)**

Our team will work closely with designated City staff to support a collaborative project management approach. Our team will schedule a virtual project kickoff meeting and bi-weekly calls with the designated City staff to provide project updates, collaborate, and address challenges. Additional meetings may be scheduled, as required.

**Task 1.1 Kick-off Meeting.** The initial virtual project kick-off meeting will allow our team to refine and confirm the scope of work, present an outline of the proposal for the Study, prioritize objectives and tasks, finalize the schedule and timeline for milestone deliverables, and introduce key internal stakeholders to our team.

**Task 1.2 Project Management and Bi-weekly Calls. (Expanded)** The City has requested an extended timeline to support more thorough planning, additional community meetings, and implementation. We will conduct bi-weekly project management calls with designated City staff for the duration of the project to accommodate the extended timeline (a revised project duration of nine (9) months). Our team will provide meeting agendas addressing the project schedule and budget status, highlighting complications and corrective measures, and the project's next steps.

**Task 1.3 Document Sharing and Coordination.** During the kick-off meeting, our team will request project-relevant documents. To facilitate document sharing, our team will establish a shared project folder (such as Dropbox, Google Drive, SharePoint, or similar) so that City staff can provide relevant documentation for our review. We will maintain this folder throughout the project to keep all files organized and accessible.

**Task 1 Deliverables:**

- DIXON will coordinate a virtual Kickoff Meeting.
- DIXON will conduct bi-weekly calls, including meeting agendas/minutes.

**Task 2. Existing Conditions Assessment**

We have played a key role in evaluating and supporting all aspects of parking and mobility programs, including on-street and off-street parking operations, permit parking strategies, curb management, and parking demand and occupancy studies.

**Task 2.1 Background Materials and Document Review.** Our team will review relevant municipal codes, policies, and previous studies, including the 2017 East San Rafael Parking Study. We will research and assess relevant case law, including existing statutes, current and pending California Assembly Bills, the 2016 California Attorney General opinion (#14-304), and recent court decisions that may have an impact on the City's RPP Program. We will request and review available parking inventory databases and maps of the City's current permit parking zones with associated restrictions, time limits, and utilization data, to be provided by the City.

**Task 2.2 On-site Existing Conditions Assessment.** We will coordinate an on-site visit to assess the current conditions of existing parking areas within the identified ESR zones and tour other residential neighborhoods that are of interest for future program expansion and implementation. While on-site, we will document, and review observed parking congestion and utilization rates and existing parking signage. We plan to meet with City staff to review relevant codes, policies, and programs and assess the timeline for current and planned Capital Improvement Projects as well as future commercial and residential developments that may impact the residential parking supply.

**Task 2.3 Comparable Cities Analysis.** We will research and assess up to three (3) comparable cities to prepare an analysis of comparable municipal codes, policies, regulations, and associated permit types, rates, fee structures, and third-party services providers, if available. We will circulate a copy to City staff for review and comments.

**Task 2.4 Outline Initial Results and Muni Code Recommendations.** During our on-site visit we will begin to document and outline initial results and recommendations for municipal code and policy updates. Our team will begin to research potential program enforcement and implementation costs associated with preliminary recommendations.

**Task 2 Deliverables:**

- DIXON will review project-relevant background materials.
- DIXON will perform an on-site assessment, including meetings with City staff.

- DIXON will prepare a comparable cities analysis of up to three (3) cities.

### **Task 3. Parking Utilization Pilot**

Our Data Team collects and analyzes parking utilization and inventory data for a variety of projects. We have found that a reliable and accurate data set is essential for the success of modern parking programs, and our cost-effective license plate recognition (LPR)-based approach to data collection will deliver quality results.

**Task 3.1 Confirm Study Area.** We will work with the City to identify a project Study Area for parking utilization data collection. Our proposed Study Area aligns with previous work completed in the 2017 East San Rafael Parking Study (W-Trans), to provide the best value for comparison, including approximately 238 block faces of on-street public parking locations.

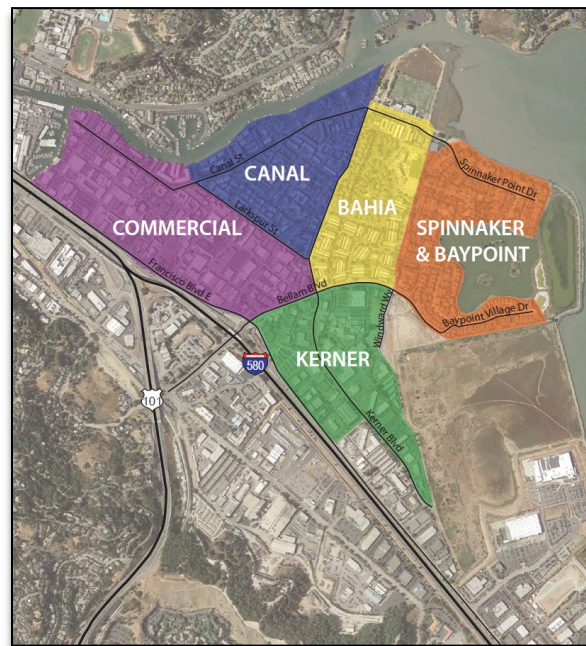
**Task 3.2 Inventory Collection.** We will collect available parking inventory counts within the defined Study Area. If available, we may incorporate existing City-provided files, databases, and assets, including GIS-enabled maps and inventory lists in a DIXON-approved format.

#### **Task 3.3 Parking Utilization Pilot.**

DIXON will coordinate with the City to develop a data collection plan that leverages mobile license plate recognition (LPR) equipment to collect parking occupancy and utilization data within the defined Study Area.

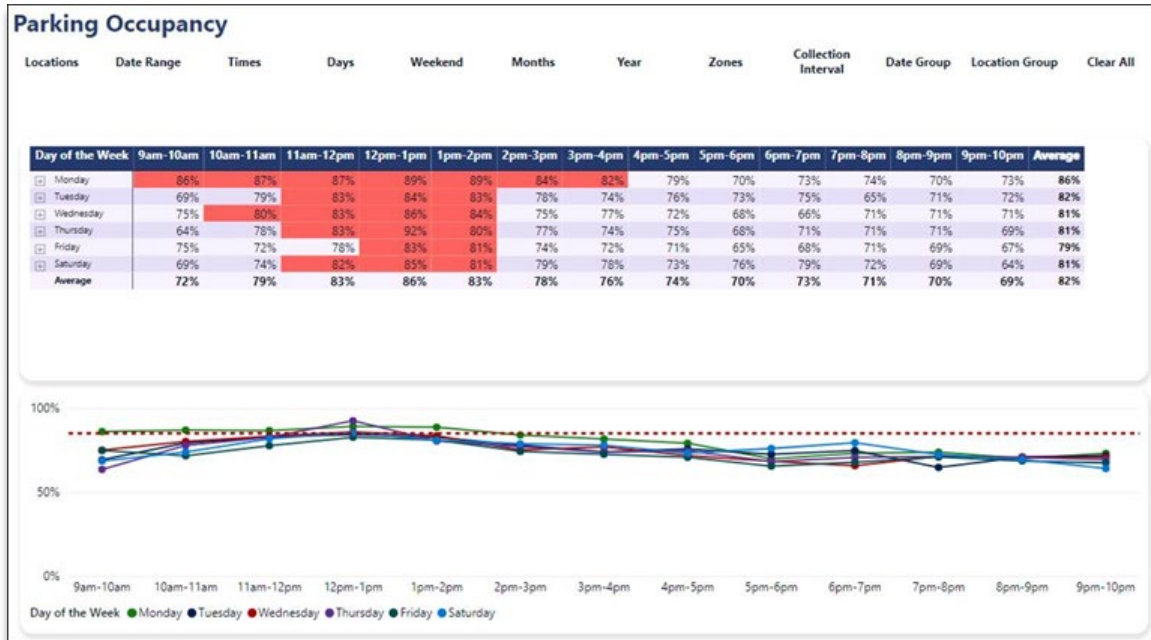
We are proposing two (2) days of collection, including a weekday and weekend day, with data collection intervals coinciding with early morning, mid-morning, afternoon, and evening hours, to record parking utilization rates each day. This is our recommended approach to evaluating occupancy and turnover rates within residential areas, and it will be useful to demonstrate fluctuations in occupancy throughout the day and average length of stay. However, we are flexible, and we will work with the City to establish an agreed-upon format for collection including desired days and times.

**Task 3.4 Parking Utilization Analysis.** We will analyze collected parking data using the DIXON *Rapid LPR Tool* to complete parking occupancy and turnover analysis for locations within the defined project Study Area, including maps, charts, and tables summarizing the parking supply and demand patterns, occupancy, peak usage, turnover, and length of stay metrics for the on-street areas surveyed.



*Proposed Study Area*

**Task 3.5 Data Report - Detailed Utilization Maps.** Our expert data analysts will prepare static maps that incorporate GIS layers corresponding to parking inventory information and occupancy information. We will provide these maps to City staff for review.



Example of Rapid LPR Tool Occupancy Dashboard

**Task 3 Deliverables:**

- DIXON will confirm the project Study Area
- DIXON will collect available parking inventory within the Study Area.
- DIXON will perform parking utilization data collection within the Study Area on two (2) days, including one (1) weekday and one (1) weekend day, with a minimum of four (4) data collection times each day.
- DIXON will upload parking utilization data to the *Rapid LPR Tool* for analysis and visualization of data collected within the Study Area.
- DIXON will prepare a Data Report consisting of static maps with GIS layers corresponding to parking inventory and utilization information.

**Task 4. Public Engagement and Stakeholder Input (Revised)**

Stakeholder engagement and public input are two of DIXON’s specialties and our team excels in achieving open, consistent, and invaluable public discourse. Our team knows that the road to consensus for implementing a smart residential permit parking program is a long one, and we believe community buy-in during program development is critical to the initial and long-term success of the program. Our experiences demonstrate that the inclusion of a broad range of stakeholders is integral to the process. We have coordinated customized public input campaigns employing personalized engagement strategies, including door-to-door canvassing, knock-and-

talk surveys, and targeted, online surveys accessible by a wide range of community members. We routinely receive excellent feedback from our clients and City Councils who are impressed with our incredibly high level of engagement, investment, and involvement with stakeholder groups. Our heavy presence in California will allow our team to easily accommodate a variety of bilingual public input opportunities to build consensus within the community, including in-person public meetings, forums, town halls, and surveys.



Julie Dixon moderating a discussion with parking stakeholders.

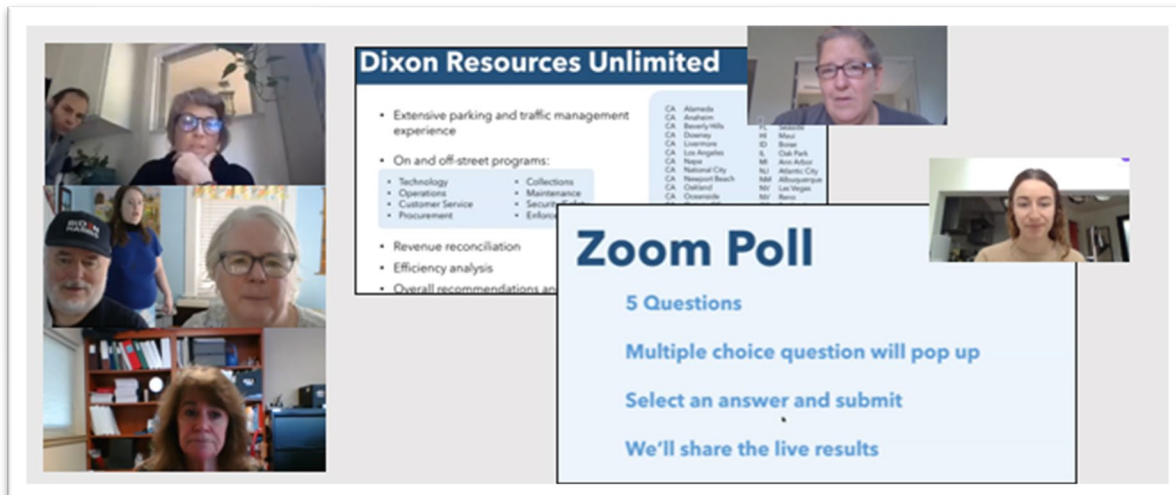
**Task 4.1 Develop Public Engagement Plan.** Our team will collaborate with the City to develop a Public Engagement Plan that provides transparency and inclusion with a broad range of stakeholders and provides support for Spanish-speaking residents. Stakeholder groups may include City staff, administration, elected officials, residents, neighborhood groups, business community members, and others who have a stake in the future of the RPP Program.

**Task 4.2 Community Meetings. (Expanded)** Our team will work with stakeholder groups to identify their unique challenges, needs, and goals. DIXON will coordinate a phased community outreach approach with an expanded series of in-person and virtual meetings as described below. Spanish-language translation services will be coordinated as necessary for each Phase of community outreach to ensure effective communication and inclusion among the community's various stakeholder groups.

- Phase 1: An initial round of community meetings and smaller focus group meetings will occur towards the beginning of the project during and around the time of the on-site existing conditions assessment. These meetings will be a chance to gather initial public input and feedback on existing conditions, review preliminary observations, and educate stakeholders about related parking management best practices.
  - *In-person* meetings during this phase will occur during our visit for the on-site existing conditions assessment:
    - One (1) in-person community meeting
    - One (1) in-person meeting with the East San Rafael Parking Task Force
    - One (1) additional in-person meeting with another community group, such as neighborhood association representatives.
    - One (1) in-person City Council presentation or workshop to present "Parking 101" concepts about parking management best practices, industry trends, key considerations, and project updates, and to solicit initial feedback from council members.



- *Virtual* meetings will be coordinated shortly after our site visit to give community members several more time options to choose from to maximize participation. These will include:
  - One (1) virtual community meeting
  - Two (2) smaller virtual meetings to support any follow-up conversations required or reach groups that were unable to meet in person during our initial visit.
  - DIXON will record the virtual meetings and share a copy of the recordings with the City afterward in case there is a desire to post the videos to the City's website.
- DIXON will work in collaboration with the City to identify the appropriate stakeholder groups and confirm the meeting schedule. We will be adaptative to meet the City's needs. DIXON will coach the City on how to promote the meetings and can mock-up flyers or social media content as needed. We will also establish a project email address so that community members may reach out at any time with additional comments.



*Example of virtual public engagement meeting*

- Phase 2: The next phase of community outreach will occur following the completion of the parking data analysis and the online public input survey as an opportunity to share the findings, discuss key takeaways, and present preliminary parking management concepts for feedback.
  - *In-person* meetings will occur during a second site visit, which will include:
    - One (1) in-person community meeting
    - One (1) smaller in-person key stakeholder group meeting
    - One (1) in-person City Council update presentation
  - *Virtual* meetings will occur shortly before or after the second site visit:
    - One (1) virtual community meeting
    - One (1) smaller virtual key stakeholder group meeting

- DIXON will record the virtual meetings and share a copy of the recordings with the City afterward in case there is a desire to post the videos to the City's website.
- Phase 3: DIXON will incorporate the feedback from phase 2 as we draft our Parking Action Plan recommendations. The third phase of community outreach will occur once the report recommendations are outlined, and DIXON will return to summarize the community input received to date and present the preliminary draft recommendations for feedback.
  - *In-person* meetings will occur during a third site visit, which will include:
    - One (1) in-person community meeting
    - One (1) smaller in-person key stakeholder group meeting
    - One (1) in-person City Council presentation
  - *Virtual* meetings will occur shortly before or after the third site visit:
    - One (1) virtual community meeting
    - One (1) smaller virtual key stakeholder group meeting
    - DIXON will record the virtual meetings and share a copy of the recordings with the City afterward in case there is a desire to post the videos to the City's website.

**Task 4.3 Online Public Input Survey.** DIXON will coordinate with the City to support an online, bilingual public input survey. The online survey may be designed to gauge public opinion and overall satisfaction with the current parking conditions, collect suggestions for improvements and individual stakeholder requirements, gather public input and feedback on draft RPP Program recommendations, and seek consensus from the community. The City's website, newsletters, social media, and other communication tools will be used to advertise this public engagement opportunity.

#### **Task 4 Deliverables:**

- DIXON will develop a Public Engagement Plan in coordination with the City.
- DIXON will coordinate fourteen (14) stakeholder meetings, including seven (7) in-person meetings and seven (7) virtual meetings, plus three (3) additional Council meetings.
- DIXON will facilitate a bilingual, online public input survey.

#### **Task 5. Parking Action Plan**

DIXON will consolidate results from our previous tasks to develop a comprehensive Parking Action Plan (Plan) for the Residential Parking Permit (RPP) Program as the final deliverable for this project. The Plan will summarize key findings and results from previous Tasks. The Plan will identify and provide the analysis behind a series of strategic recommendations and implementation plan strategies for the City's RPP Program needs, in both near-term and long-term planning horizons.

**Task 5.1 Municipal Code Update Recommendations.** DIXON will begin by working with City staff to conduct a thorough municipal ordinance review to determine adjustments/red-line edits that will “future-proof” code language to prepare the City for the implementation and management of a revamped permit program. Our extensive experience working with California cities will allow us to identify issues and address gaps in the existing code. Drawing from our experience in the Cities of Seal Beach and Costa Mesa and other municipalities, we will compile all relevant code sections and provide a revised version for consideration. This will include instances where the City may be able to simplify municipal language to improve program efficiency. We will also evaluate parking policies related to the management of multi-family and commercial developments located adjacent to single-family residences.

**Task 5.2 Draft Parking Action Plan.** In developing our draft Plan recommendations, we will utilize industry best practices and leverage our experiences with clients in California and around the country. Our recommendations will incorporate public input gathered during public engagement opportunities, and will include, but are not limited to, the following areas:

- Municipal code language updates that are consistent with California law and the Attorney General’s opinion (#14-304).
- Streamline existing residential permit parking policies, including number of permits, program participation, and residence eligibility.
- Revised and updated RPP processes, including, but not limited to, determining procedures to address challenges in areas where single-family and multi-family neighborhoods are co-located, determining permit limits for vehicles per household, evaluating permit parking options by time of day, and addressing the effects of paid parking in adjacent commercial corridors.
- Permit management, administration, issuance and renewal strategies, permit types, approximate fees, and evaluation of associated costs.
- Evaluation of RPP Program enforcement strategies, including pros and cons, cost recovery, fines, towing, administration, and associated costs.
- Financial analysis of the City’s existing and proposed residential permit parking program and recommendations for applicable permit fees; and,
- Associated implementation strategies, including estimated timeframes, costs, and responsible parties, potential funding mechanisms, and strategies to transition locations with existing permit restrictions.

The Plan will include recommended step-by-step policy changes specifically designed to address the criteria for establishing residential permit parking programs in neighborhoods throughout the city and the development of a methodology for permit disbursement. Each recommendation will include a narrative description of benefits and justifications for proposed policy adoption or adjustment. Where possible, our recommendations will include an assessment of turn-key solutions that can improve overall residential permit parking program performance, including emerging technology and integrations.

The final component of the Plan will establish a framework for public communications and information sharing regarding policies, regulations, initiatives, and the overall goals of the Parking Action Plan. Recommendations will include anticipated needs for marketing, public meetings, and web-based informational bulletins.

**Task 5.3 Draft Plan Presentation.** We will circulate draft Plan recommendations to City staff and stakeholders to gather input and incorporate that feedback into an updated Plan. We will assist the City in developing comprehensive Staff Reports and are prepared to present the draft Parking Action Plan at two (2) San Rafael City Council subcommittee meetings, including one (1) in-person presentation and one (1) virtual presentation, to gather feedback and comments from subcommittee members.

**Task 5.4 Final Action Plan.** DIXON will incorporate subcommittee member feedback into a revised, final Residential Parking Permit (RPP) Program Parking Action Plan to City staff and stakeholders and incorporate feedback into a revised, final Parking Action Plan. We are prepared to present the final Plan at one (1) in-person San Rafael City Council meeting for review and adoption.

**Task 5 Deliverables:**

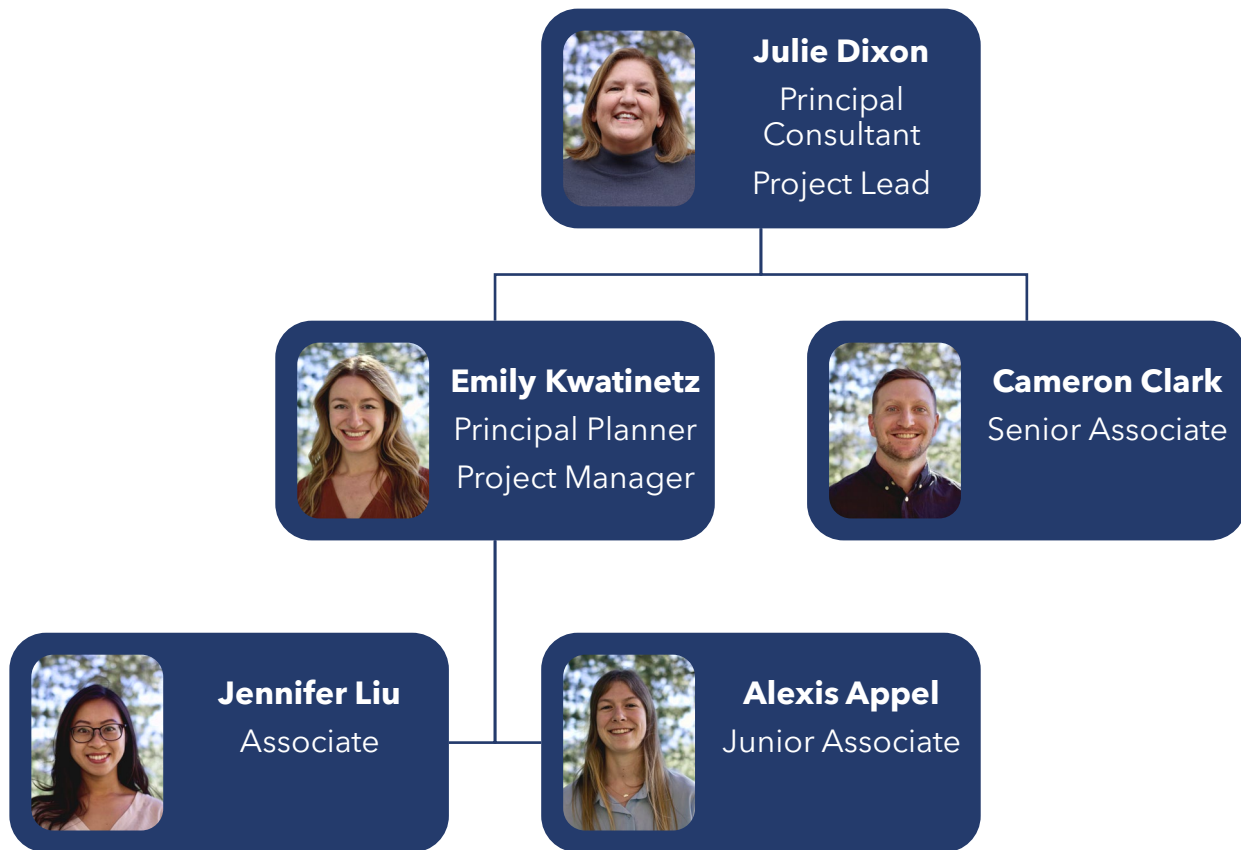
- DIXON will review and revise relevant San Rafael Municipal Code language.
- DIXON will prepare and circulate a draft Parking Action Plan to City staff.
- DIXON will attend and present at two (2) subcommittee meetings, including one (1) in-person and one (1) remote.
- DIXON will incorporate feedback into a revised, final Parking Action Plan.
- DIXON will present the final Plan at one (1) in-person City Council meeting for final review and adoption.

## Section 5. Team Composition and Qualifications

### Team Organization and Key Members

DIXON will customize our approach and tailor our team configuration to best support the City and all project deliverables. Our organization structure is provided here, with our firm’s Principal Consultant, Julie Dixon as the Project Lead. Julie will oversee high-level communication with City staff and elected officials, will provide a final review of all project deliverables, and will coordinate community engagements and presentation materials.

The remaining work will be supported by our Project Team. Principal Planner, Emily Kwatinetz, will be the Project Manager. Emily will be responsible for day-to-day communications with City staff and will direct task-based work assignments for the Project Team, which will include support from Senior Associate, Cameron Clark, who is responsible for leading the DIXON Data Team, Associate, Jennifer Liu, who is based in San Francisco and is responsible for supporting many of DIXON’s Bay Area clients, and Junior Associate, Alexis Appel, who will assist the team in conducting research, review, report writing, and revision, depending on the task. We will not hesitate to dedicate the required staff to achieve the City’s objectives for this project.



**Julie Dixon - Principal Consultant, Project Lead**



Julie Dixon is the President and Founder of Dixon Resources Unlimited, a woman-owned business, focused on providing parking consulting services to municipalities. With over 30 years of experience in parking and transportation management, Julie built her firm to provide “best in class” municipal parking solutions across a broad spectrum of areas, including operations management, customer service, enforcement, citation processing, field maintenance, financial reporting, procurement, and integrated solutions.

Julie began her career as the first parking enforcement officer for the Santa Barbara County Sheriff’s Department assigned to Isla Vista while completing her bachelor’s degree at the University of California, Santa Barbara. As her career path evolved, Julie directed and managed all aspects of various complex transportation programs. Her resume is extensive, and she recently completed her Master of Business Administration degree at Point Loma Nazarene University. Julie has been responsible for establishing policies, defining objectives, and delivering on initiatives for municipalities of all sizes, working at all levels within the administration, enforcement, and adjudication processes, and has been solicited to present at a variety of parking industry events regarding her project experiences. She has extensive knowledge and hands-on experience with the solicitation, development, deployment, operation, and maintenance of solutions ranging from municipal parking programs to automated enforcement systems.

Julie was directly involved with the San Francisco Municipal Transportation Agency (SFMTA) for the internationally recognized *SFpark* program. *SFpark* was the first federally funded project in the United States to evaluate both on-street and off-street parking technology and policies and their direct impact on congestion mitigation in the City. Using real-time information to determine parking availability, *SFpark* successfully implemented a demand-responsive pricing model that continues to be evaluated and debated throughout the parking industry. She was directly responsible for the development of specifications, solicitations, contract negotiations, technology integration, and implementation oversight.

One of DIXON’s primary business objectives is to define and recommend parking policies for its customers. Since founding DIXON in 2012, Julie has been focused on coaching municipalities through operational and technology assessments and implementation and procurement processes. Julie is responsible for the overall management of each project for the DIXON team and prides herself on being labeled as the “Parking Coach.” For her outstanding contributions to the parking industry, Julie received Parking Today’s 2020 Parking Person of the Year. This Award recognizes Julie’s exceptional dedication to improving the customer experience and image of parking across the entire industry.

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**Emily Kwatinetz - Principal Planner, Project Manager**



Emily Kwatinetz has been with DIXON for seven years, managing projects ranging from parking and mobility studies to detailed implementation plans. Through parking studies, data analysis, operational audits, stakeholder outreach, and the development of strategic recommendations, she has a track record of comprehensive support for a variety of municipalities.

Emily earned a B.A. in Urban Studies and Planning from the University of California, San Diego. Emily was inducted into the National Parking Association's 40 Under 40 Class of 2018. She also is an elected board member of the Pacific Intermountain Parking & Transportation Association (PIPTA). Emily was recently awarded the 2022 Emerging Leader of the Year Award by the Southwest Parking and Transportation Association (SWPTA).

Emily has gained extensive experience with DIXON supporting numerous parking and mobility projects during her tenure, including leading the development of a comprehensive Parking Action Plan for the City of Monterey that provided step-by-step recommendations and strategies to optimize the City's parking operation. The Parking Action Plan incorporated results from a detailed comparable city analysis, a complete parking Revenue Modeling Workbook, and an on-site Operational Audit that examined the City's parking policies, programs, rates, data, and management practices. Emily has also been integral in developing a Parking Action Plan for the City of Paso Robles which included a thorough Implementation Strategy, and Emily created a complete Parking Roadmap for the Town of Los Gatos that included recommendations for parking demand management, residential area parking, enforcement, wayfinding and parking guidance, and transportation demand management, with phased implementation steps and strategies.

A summary of Emily's notable projects is provided below:

- *City of Santa Ana (CA) Citywide Parking Study (2022-23)*
- *Isla Vista Community Services District (CA) Parking Consultant Services (2023)*
- *City of Modesto (CA) Parking Infrastructure Implementation Plan (2022-23)*
- *City of Beaverton (OR) Downtown Parking Study and Action Plan (2020-23)*
- *City of Alameda (CA) On-Call Parking Consultant Support Services (2020-23)*
- *City of Downey (CA) Annual Parking Study (2019-23)*
- *City of Monterey (CA) Parking Operations Analysis (2018-23)*
- *City of Paso Robles (CA) Downtown Parking Action Plan & Implementation (2018-23)*
- *County of Maui (HI) Parking Action Plan and Park Maui Program Implementation (2017-23)*
- *Port of Seattle (WA) Shilshole Bay Marina Parking Study (2021-22)*
- *Pierce College (CA) Operational Needs Assessment (2019-20)*
- *City of Alameda (CA) Alameda Point Parking Management Plan (2019-20)*
- *Bay Area Rapid Transit (BART) Parking Modernization Program (2019-20)*

(206) 499-8183, [emily@dixonresourcesunlimited.com](mailto:emily@dixonresourcesunlimited.com)

## **Cameron Clark - Senior Associate**



Cameron Clark is a Senior Associate for DIXON, and he has spent over seven years in the parking industry demonstrating his expertise in parking curb management, data collection, analysis, and algorithmic modeling. Previously, Cameron served as Parking Operations Manager for a private data acquisition and analysis company, where he led all parking data projects, including SDOT's Annual Parking Study for four years. Cameron was inducted into the National Parking Association's "40 Under 40" class of 2022 and he also serves on the International Parking and Mobility Institute ("IPMI") Technology Committee which provides education on cutting-edge technology, how to implement that technology, and best practices on leveraging multiple technologies as the industry advances and evolves. Cameron earned a B.S. in Environmental Science and a Minor in Computer Science from the University of Redlands.

Cameron has conducted hundreds of parking and mobility studies, and he deeply understands the challenges in collecting, analyzing, and modeling accurate data across different facilities. His experience includes collection methods such as managing large teams of field data collectors to manually gather parking inventory, occupancy, and turnover data using map-based collection apps, mobile and static LPR, dash-cam video collection, static video collection, drone collection, and transaction data. Cameron was integral to the SDOT Annual Parking Study Program from 2016 - 2020 where he managed all data collection, quality control, and analysis. Cameron supported the development of the mobile collection application deployed for manual data collection efforts, and he was directly involved in supporting Turnstone's algorithmic model and methodology.

Since joining DIXON, Cameron has managed all data related projects as well as the development of the Dixon Data Suite, including the *Rapid LPR Tool*, which uses mobile LPR data to produce parking occupancy, turnover, and enforcement analysis. In San Francisco, Cameron evaluated the accuracy of the SFMTA's mobile LPR technologies and proved the ability to utilize this data for high-quality occupancy and turnover analysis. The success of this project has led to SFMTA's use of DIXON's *Rapid LPR Tool* to replace their current data acquisition efforts for their meter rate adjustment program.

A summary of Cameron's notable projects:

- *City of Portland (OR) Downtown Meter District Parking Study (2023)*
- *City of San Francisco (CA) Rapid LPR Tool (2022-23)*
- *City of Beverly Hills (CA) Rapid LPR Tool (2022-23)*
- *City of Pasadena (CA) Rapid LPR Tool (2022-23)*
- *City of Napa (CA) Citywide Parking Data Analysis (2021-23)*
- *City of Seal Beach (CA) Ongoing Parking Occupancy Evaluation (2021-23)*
- *Port of Seattle (WA) Shilshole Bay Marina Parking Study (2021-22)*
- *City of Costa Mesa (CA) Residential Parking Study (2020-22)*

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## Jennifer Liu - Associate



Jennifer Liu is an Associate at DIXON, with a Bachelor of Business Administration and Communication Studies joint major degree from Simon Fraser University, Canada. She also holds a certificate from UC Berkeley's College of Environmental Design after completing the Summer Institute in City Planning.

Jennifer's background is in the Electric Vehicle Supply Equipment (EVSE) industry, where she led global product marketing and program management initiatives for commercial, residential, and public charging solutions. Jennifer's skillset is directly translatable to parking consulting, and since joining DIXON, she now supports parking programs across the country with market research, stakeholder engagement, municipal code reviews, and strategic planning.

For the Town of Los Gatos, Jennifer worked with staff to refresh their parking roadmap, perform financial modeling, and develop a comprehensive staffing plan. These efforts supported a request to the Town Council for additional funding and direction, which then enabled the Town to hire a dedicated parking staff member and make improvements to their parking program. Jennifer has also supported cities like Modesto (CA) and Napa (CA) with similar services, focusing in the areas of community engagement, policy and code reviews, and program planning initiatives.

Jennifer's unique background combining communications, project management, and urban planning provides great benefits to DIXON's clients, especially those in the implementation phases of their projects. Jennifer has supported large-scale programs and initiatives, including working closely with the City of Beverly Hills' Public Works Department and the City's vendor to coordinate technology upgrades in 17 City parking garages. Additionally, Jennifer managed the City's parking operator solicitation process, which involved extensive stakeholder management, contract negotiation, and a deep technical understanding of the technologies involved.

A summary of Jennifer's notable projects:

- *Town of Los Gatos (CA) Parking Roadmap Update (2023)*
- *City of Santa Ana (CA) Citywide Parking Study (2023)*
- *Isla Vista Community Services District (CA) Parking Consultant Services (2023)*
- *City of Paso Robles (CA) Implementation Support Services (2023)*
- *City of Ketchum (ID) Parking Consulting Services (2023)*
- *City of Modesto (CA) Parking Infrastructure Implementation Plan (2022-23)*
- *City of Napa (CA) Implementation Support Services (2022-23)*
- *City of San Leandro (CA) Parking Management Consulting Services (2022-23)*
- *City of Beverly Hills (CA) Off-Street Parking Projects & RFP Management (2022-23)*

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## Alexis Appel - Junior Associate



Alexis Appel is a Junior Associate at DIXON with a Bachelor of Arts degree in Urban Studies and Planning from the University of California, San Diego. With an educational emphasis on Sustainability and Resilience, she takes a comprehensive approach to projects that considers both environmental and human impacts. Alexis previously worked in the stormwater management industry and assisted in the research and writing of Storm Water Pollution Prevention Plans for new and existing developments. Since joining the DIXON team, she has contributed to various projects, including researching alternative parking methods, conducting stakeholder outreach for community engagement, working with municipalities to enhance residential parking, and engaging with the California Coastal Commission to improve beach parking accessibility.

For the City of Seal Beach, Alexis is responsible for researching and supporting the City in preparing to submit a Coastal Development Permit application to the California Coastal Commission. She was responsible for the review and compilation of historical documents to convey the City's extensive parking history, as well as preparing a comparable cities analysis highlighting opportunities for the City to adjust parking rates and fees while maximizing accessibility and equity. Alexis is currently assisting both the cities of Seal Beach and Monterey in applying for Local Coastal Program certification, which will help both cities streamline the process of new development applications within their respective coastal zones. Alexis approaches projects involving the California Coastal Commission through the lens of equity and inclusion and values the opportunity to improve coastal access for visitors of all socio-economic backgrounds.

Alexis' distinctive background in urban planning has been a key element in serving DIXON clients in various ways. For the City of Santa Ana, Alexis is managing stakeholder outreach, which has included attendance at community events and town hall meetings, as well as identifying creative solutions such as parking lift implementation. Alexis has also completed comparable analyses for the City of Sausalito, San Diego State University, and the City of Seal Beach in order to identify the ways in which each project can enhance their unique parking programs.

A summary of Alexis' notable projects:

- *City of Seal Beach (CA) Parking Management Support Services (2022-23)*
- *City of Monterey (CA) Coastal Zone Parking Operation Study (2022-23)*
- *City of Norwalk (CA) One-Ways Neighborhood Support Services (2023-24)*
- *City of Santa Ana (CA) Citywide Parking Study (2023-24)*
- *Isla Vista Community Services District (CA) Parking Study (2021-23)*
- *City of Sausalito (CA) Downtown Parking Study (2023)*

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## Section 6. Project Timeline

### Proposed Schedule (Revised)

The following timeline describes the estimated time required to complete each task, including the additional community meetings and extended implementation, and an approximate date for the completion of each milestone deliverable:

Task	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Project Kickoff Meeting	█								
Bi-Weekly Meetings	█	█	█	█	█	█	█	█	█
Background Document Review	█								
On-site Assessment		█							
Outline Initial Results / Recommendations		█							
Review Existing Muni Code / Preliminary Redlines		█							
Prepare Menu of Comparable Codes / City Review		█	█						
Parking Utilization Pilot Setup	█	█							
Parking Inventory Collection		█	█						
Data Collection and Analysis			█						
Develop Data Report / Map			█	█					
Develop Public Engagement Plan	█	█							
Stakeholder Meetings: Phase 1		█							
Public Input Survey		█	█	█	█				
Stakeholder Meetings: Phase 2				█					
Finalize Muni Code Recommendations				█	█				
Stakeholder Meetings: Phase 3					█				
Prepare Draft RPP Recommendations/PAP					█	█	█		
City Review of Draft RPP Recommendations/PAP						█	█	█	
Subcommittee Meetings / Presentations							█	█	█
Revise Final RPP Recommendations/PAP								█	█
Council Presentation & Adoption									█

## Section 7. Budget and Pricing

This cost proposal is based on a Time & Materials (T&M) approach. We are adaptive to the City's needs and will customize our solution to focus on what the City needs to achieve its objectives and to ensure that all deliverables are completed within the agreed-upon budget and timing to suit the City's evolving priorities.

The following table provides the hourly rates for all DIXON classification groups, which are based upon GSA standards and will be billed per City requirements.

### Hourly Rates

Classification	Labor Rate Per Hour
Principal Consultant	\$245
Principal Planner	\$225
Senior Associate	\$175
Associate / Data Analyst	\$155
Junior Associate	\$115
Data Collector	\$65

### Cost Estimate (Revised)

The revised total estimated not to exceed costs per Task are detailed below:

Cost Estimate: DIXON Time & Materials Fee		
Task	Description	Estimated Cost (NTE)
	<b>Project Management (Revised)</b>	
1	<ul style="list-style-type: none"> <li>Virtual project kickoff and bi-weekly calls</li> <li>Extended project management and coordination (assumes three (3) additional months)</li> </ul>	<b>\$9,340</b>
	<b>Operational Needs Assessment</b>	
2	<ul style="list-style-type: none"> <li>Review project-relevant background materials.</li> <li>On-site assessment, including meetings with City staff</li> <li>Comparable cities analysis of up to three (3) cities</li> </ul>	<b>\$15,305</b>
	<b>Parking Utilization Pilot</b>	
3	<ul style="list-style-type: none"> <li>Confirm the project Study Area and collect available parking inventory</li> <li>Collect parking utilization data within the Study Area on two (2) days, including one (1) weekday and one (1) weekend day, with four (4) data collection times per day</li> <li>Includes analysis and visualization of data collected within the Study Area in the <i>Rapid LPR Tool</i></li> <li>Prepare a Data Report consisting of static maps with GIS layers corresponding to parking inventory and utilization information</li> </ul>	<b>\$27,780</b>

**Stakeholder Engagement and Public Input (Revised)**

- Develop a Public Engagement Plan
- Coordinate several stakeholder meetings:
  - **Phase 1:** Six (6) stakeholder meetings, including three (3) in-person meetings, three (3) virtual meetings, and one (1) Council meeting
  - 4 ○ **Phase 2:** Four (4) stakeholder meetings, including two (2) in-person meetings, two (2) virtual meetings, and one (1) Council meeting **\$45,640**
  - **Phase 3:** Four (4) stakeholder meetings, including two (2) in-person meetings and two (2) virtual meetings, and one (1) Council meeting
- Facilitate a bilingual, online public input survey

**Parking Action Plan**

- Review and revise municipal code language
- Prepare and circulate a draft Plan to City staff
- 5 • Attend and present at two (2) subcommittee meetings, including one (1) in-person and one (1) remote. **\$29,875**
- Incorporate feedback into a final Parking Action Plan
- Present the final Plan at one (1) in-person City Council meeting for final review and adoption

**Total Cost \$127,940**

## Section 8. References



### California, Costa Mesa

- Residential Parking Study, Solicitation & Implementation Support
- March 2020 - Present
- Project Lead: Julie Dixon

In the spring of 2020, DIXON was retained by the City of Costa Mesa to conduct a comprehensive Citywide Residential Parking Study, which included data collection, community outreach, and on-site assessments. After the resulting Residential Parking Action Plan was adopted by Council, DIXON supported several parking technology solicitations, a municipal code review, and the design and ongoing implementation of a new citywide Residential Parking Permit (RPP) Program.

A priority goal of the Plan is to align the RPP Program with the 2016 California Attorney General's opinion (#14-304) and ensure equitable access to public on-street parking and residential permits. The previous program did not fully address parking impacts from multi-unit dwellings, commercial areas, and spillover effects of permitted streets onto non-permitted ones. After rewriting the RPPP and procuring the required technology, the City and DIXON are executing a phased, year-long rollout of the new program. The unique program design and implementation strategy have earned it the recognition as the California Mobility and Parking Association's 2023 Public Parking Program of the Year.

Some notable deliverables and services provided include:

- An in-depth Residential Parking Study including site visits, documentation review, and stakeholder interviews.
- On-street data collection and analysis on parking impacts over 10,531 spaces.
- Community outreach and education to gather insights for the parking study and throughout the implementation of the new RPP Program, including numerous virtual community meetings and an online residential parking survey.
- Development of a Residential Parking Action Plan, which outlines the key implementation steps needed to realign the residential parking strategy.
- Municipal code review to enable the implementation and enforcement of updated residential parking policies.
- Solicitation support for a Permit Management System vendor and LPR technology.
- Transition support into a virtual permit system and enforcement by license plate.
- Implementation support for the new RPP Program rollout with vendor communication and management, project management, program design, and stakeholder engagement.

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Remembering what connects us.

## **California, Tustin**

- Citywide Permit Parking Program on Public Streets Project
- October 2019 - October 2023
- Project Lead: Julie Dixon

DIXON was retained by the City of Tustin (City) in October 2019 to conduct a citywide residential parking study. The study included a review of existing conditions, current parking policies, and community outreach which was used to develop a Residential Parking Action Plan (Plan). The project paused in 2020 due to a shift in City priorities during the pandemic and was eventually placed back on track in 2021. DIXON completed additional stakeholder engagement and delivered the Plan, which City Council adopted in 2023. This Plan has shaped the design of the new permit program, which is targeted for launch in 2024.

A key goal of this project was to increase the accessibility and effectiveness of the City's residential parking policies, especially regarding permit parking. The final Plan encouraged the City to expand permit eligibility by no longer differentiating between single-family and multi-family dwellings for establishing new districts, in alignment with the Attorney General's opinion No. 14-304. The Plan also redefined the permit application procedure and the petitioning process for new permit areas, while introducing a rule limiting one permit per eligible resident as well as an escalating rate structure. Additionally, the Plan recommended boosting compliance by increasing enforcement staff and leveraging mobile license plate recognition for parking enforcement and ongoing data collection.

Some notable deliverables and services provided include:

- On-site assessment that included in-person stakeholder meetings with Public Works and the Police Department as well as a ride-along with enforcement staff.
- Comparable cities analysis to evaluate and highlight peer city permit programs.
- Extensive community outreach and stakeholder engagement, including:
  - A residential parking survey which received 1,127 responses.
  - Three community meetings (held virtually during the pandemic) to increase awareness of the project, gather feedback, and share outcomes of the Plan.
- Evaluation of the parking permit program for accessibility and inclusivity, including all program rules and processes.
- Recommendations for end-to-end permit parking program improvement, including the definition of permit rates, enforcement staffing, technology, and associated costs.
- Preparation for and execution of presentation(s) to City Council, including relevant materials.

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## **California, Santa Ana**

- Citywide Parking Study Consulting Services
- September 2022 - Present
- Project Lead: Emily Kwatinetz

The City of Santa Ana (City) began engaging with DIXON in 2022 to conduct an extensive review and analysis of its overall residential permit parking program strategy. DIXON conducted two site visits and continues to facilitate stakeholder interviews to learn about the realities of residential parking in the City and form customized recommendations for Santa Ana. At this time, DIXON continues to perform parking analyses and support data collection efforts while developing the Parking Action and Implementation Plan requested by the City.

Santa Ana currently has an extensive permit parking program that offers permits with four different sets of operating hours across 27 permit districts. The City is interested in consolidating its permit program such that management and operation can be simplified. Additionally, the City is looking to increase the effectiveness of the program, minimize spillover effects, and increase inclusivity. With the support of DIXON's prior experience in improving residential permit parking programs, the City is making great strides to developing data-backed decisions to make such improvements.

Some notable deliverables and services delivered and in progress include:

- Public Participation Plan outlining an extensive public outreach and stakeholder engagement strategy.
- Coordination of up to 60 public meetings and 20 advisory committee meetings, including the preparation of materials for each of these.
- Parking survey distributed online and in-person to solicit feedback from the public on parking challenges and needs.
- Parking analysis of existing conditions that includes a review of relevant data, processes, and operating methods; on-site operational assessments and stakeholder interviews; ride-alongs to observe the current parking environment and districts; and evaluations of technology, policy, staffing, and maintenance to identify opportunities for improvement.
- Facilitation of ongoing data collection using a License Plate Recognition (LPR) technology pilot, including the provision of data collection routes for each district and the creation of parking space inventory for up to 1500 block faces.
- Occupancy and parking utilization analysis of LPR-collected data in the DIXON Data Suite dashboard.
- Parking Action and Implementation Plan that incorporates a Citywide Permit Parking Program to balance the parking needs of various user groups.

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## **California, Seal Beach**

- Parking Consulting & Ongoing Parking Project Management
- May 2017 - Present
- Project Lead: Julie Dixon

The City of Seal Beach hired DIXON in 2017 to provide ongoing consulting and project management for the City's parking program. Seal Beach staff recognized the need for an overhaul of its parking operation, including community outreach, technology refresh, and parking policy assessment, and lacked the dedicated parking management staff to manage these projects. DIXON acts as the City's interim Parking Manager to manage the ongoing optimization of the parking program, including technology, permit management, policy, and community engagement/education.

A key part of DIXON's role is to facilitate the implementation of new technology. This includes the development and management of several technology procurements and pilot demonstrations over the years. With knowledge of the City's needs and the technical capabilities of vendors in the market, DIXON supported the City in achieving a first-of-its-kind end-to-end integration of vendors, which gained the City Parking Today's 2019 "Innovative Use of Technology" Award.

Some notable deliverables and services provided include:

- Acting as the City's Parking Manager, reporting to the Police Department.
- Ongoing community outreach and stakeholder engagement, including public meetings, a community survey, and City Council meeting presentations.
- Optimization of the parking enforcement staffing, which enabled the closure of the city jail and transitioned existing personnel to parking enforcement.
- Support the transition of parking management to the Police Department.
- Introduction and implementation of a virtual parking permit program.
- Installation of a turnkey license plate-based integrated parking management system as part of a technology refresh.
- Ongoing data reporting and analysis leveraging LPR data through the DIXON Data Suite to monitor occupancy trends, parking utilization, and turnover data.
- Development of data-driven parking policy strategies.
- Monthly reporting on enforcement performance and financials.
- Support for a California Coastal Development Permit application to update beach parking lot rates and operating hours through comparable rates research, expanded parking occupancy monitoring, and other supporting information.
- Signage enhancement plan for the City's downtown and beachfront lots to simplify wayfinding and lot regulations.
- Support for the Parking Ad Hoc Committee on whether to expand paid parking.

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## **California, Napa**

- Parking Management Services & Implementation Support
- October 2015 - Present
- Project Lead: Emily Kwatinetz

DIXON has a strong history working with the City of Napa through various parking consultant support services. In 2015, the City selected DIXON through a competitive solicitation process for support in the consideration of implementing paid parking, including the coordination of stakeholder outreach and the solicitation of a parking technology pilot. The scope was expanded in 2016 to address both on-street and garage parking technology, and again in 2018 to develop a Comprehensive Strategies Report (CSR) to optimize the City's parking operation.

The City of Napa's community parking needs are evolving with increasing development in Downtown Napa and the Oxbow District. At peak times, parking concentrates along main corridors, leaving outlying parking garages underutilized. There also exists an employee parking problem, while minimal staffing and technology resources have led to inconsistent enforcement of existing time limits. DIXON continues to support the City of Napa as it reviews and implements recommended parking program improvements and develops data-driven parking management policy enhancements.

Some notable deliverables and services provided include:

- Extensive stakeholder outreach, parking surveys, and community meetings.
- Solicitation support for a competitive parking technology pilot.
- Comprehensive strategies for parking technology, including electronic wayfinding, parking guidance systems, and license plate recognition (LPR) technology.
- Financial modeling to support the City with revenue forecasts and projections that included hardware costs and technology expenses.
- Development of a Comprehensive Strategies Report on wayfinding and parking guidance, enforcement technology, parking program management, special event management, permit parking, accessibility, safety, and mobility. Successful transition of the parking enforcement program to the Community Development Department, along with the establishment of performance metrics to achieve the goals of increased turnover and consistent parking compliance.
- On-street parking occupancy and turnover analysis through DIXON's proprietary analytical tool, the Rapid LPR Tool, which leverages data gathered through the city's LPR technology.
- Administrative reports, including an employee permit parking plan and enforcement staffing recommendations.

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### **California, Sausalito**

- Parking Operations Support & On-Call Parking Consulting
- July 2014 - Present
- Project Lead: Julie Dixon

In July 2014, the City retained DIXON to provide an initial assessment of the Sausalito parking technology solution followed by the development of a Request for Information to solicit alternative parking technology solutions for the City. The City of Sausalito is a very popular California tourist destination right across the Golden Gate Bridge from San Francisco. Parking availability and traffic congestion are impacted throughout the City's downtown and residential parking areas. The City quickly recognized DIXON's expertise as a direct benefit to their parking program, and DIXON was engaged to begin work with key City staff to prioritize project objectives, tasks and goals.

One of DIXON specialties is a comprehensive understanding of available vendor solutions. With that, DIXON was able to immediately begin vendor outreach, coordinate vendor site visits, and in early Fall 2014, DIXON drafted and issued a Request for Information (RFI) on behalf of the City which resulted in a head-to-head evaluation of parking pay station technology in the heart of Downtown Sausalito. The technology pilot concluded at the end of March 2015 and resulted in a City-wide infrastructure replacement, along with the expansion of services for their Citation Management System, including enforcement handheld upgrades. Beginning in January 2023, the City retained DIXON to provide ongoing oversight and on-call parking management support for the City's parking programs, to provide relief for the departure of the City's Parking Manager.

Some notable deliverables and services provided include:

- On-site stakeholder visits and a thorough field walkthrough included going to each parking asset to develop a list of priorities that influenced overall project goals.
- The competitive technology pilot involved five off-street pay station solutions and two on-street meter providers, stakeholder/community feedback, vendor performance monitoring, weekly status reports, and City Council presentations.
- The City experiences serious seasonal impacts due to tourism and its geography and waterfront location, adjacent to the San Francisco Bay, presents unique technology challenges that were identified during the vendor technology demos.
- DIXON completed a high-level Parking Study in October 2023 that evaluated each facet of the City's parking operations, including recommendations on RPP policy development, paid parking expansion, contracted services, and use of technology.
- The City is currently in the process of finalizing a transition away from in-house permit processing to an integrated Permit and Citation Management Provider.

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**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

Department: Economic Development and Innovation

Prepared by: Micah Hinkle,  
Economic Development Director

City Manager Approval: 

**TOPIC: DOWNTOWN SAN RAFAEL BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD APPOINTMENTS**

**SUBJECT: RESOLUTION APPOINTING DOWNTOWN BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD MEMBERS**

**RECOMMENDATION:**

Adopt the Resolution Appointing Downtown Business Improvement District Advisory Board Members

**EXECUTIVE SUMMARY:**

Since 1979, the Downtown San Rafael Downtown Business Improvement District (BID) has operated to support economic vitality in the City’s core. On May 1, 2023, City Council approved transition of the BID administration from the BID Corporation to the San Rafael Chamber of Commerce and appointed the 2023 BID Advisory Board. For the 2024 tax levy year, eleven people are recommended for appointment to the BID Advisory Board by the City Council.

**BACKGROUND:**

Section 36500 of the California Streets and Highways Code allows for the creation of a business improvement district (BID) within a municipality, whereby businesses within the district self-assess an annual fee to pay for improvements and activities which benefit the overall business district. The intent of the state law is to provide a funding mechanism for business districts to promote economic vitality.

Business Improvement District funds are collected through the City’s annual business license process and are utilized to support business improvement programming and projects within the assessment district. Funds have been spent on program administration, marketing, physical improvements, and special events. Historically, special events have been the core program focus of collected assessment funds.

The City Council appoints a BID Advisory Board, pursuant to San Rafael Municipal Code section 10.09.080, typically on an annual basis. The BID Advisory Board consists of a volunteer board of directors, primarily small business owners or business representatives within the BID boundaries. The

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

**SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2**

BID Advisory Board is supported by the Chamber of Commerce, which employs a part-time BID Executive Director with administrative support by the Chamber of Commerce staff, via contract with the City of San Rafael.

**ANALYSIS:**

The majority of the 2023 BID Advisory Board members requested to be re-appointed for 2024, however two advisory board seats were open. A call for nominations was advertised by the BID staff for interested volunteer board members and listed below are the recommended BID Advisory Board members. Two individuals applied for the open seats and staff recommends reappointing the current BID Advisory Board of Directors and appointing the two new members (see Table below). All recommended BID Advisory Board Members represent businesses within the BID boundaries and are eligible for appointment.

The recommended BID Advisory Board Members for 2024 are:

Name	Business
Terrance Thornton	San Rafael Martial Arts
Adam Dawson	Mike's Bikes
Erika Bowker	Pleasures of the Heart
Jeff Brusati	T & B Sports
Amy & Bishlam Bullock	Salon B Style Lab (1 Vote)
Joe McCallum	Newmark
Valon Grajcevci *	Tam Commons
Tobi Lessem	Bodywise Massage
Kelly Phu	Vin Antico
Morgan Schauffler	Youth in Arts
Jay Yinger *	Yinger Studios

\* New Appointment

The BID Advisory Board appointment schedule is recommended to be adjusted from December 31, 2024, to January 31, 2025, to account for the end of the year holidays and potential Advisory Board meeting cancelations.

**FISCAL IMPACT:**

There is no fiscal impact associated with appointing the BID Advisory Board.

**OPTIONS:**

The City Council has the following options to consider on this matter:

1. Adopt the resolution.
2. Adopt the resolution with modifications.
3. Direct staff to return with more information.

**RECOMMENDED ACTION:**

Adopt the Resolution Appointing Downtown Business Improvement District Advisory Board Members

**ATTACHMENTS:**

1. Resolution Appointing BID Advisory Board

## RESOLUTION NO.

### RESOLUTION OF THE SAN RAFAEL CITY COUNCIL APPOINTING DOWNTOWN BUSINESS IMPROVEMENT DISTRICT (BID) ADVISORY BOARD MEMBERS

**WHEREAS**, the Parking and Business Improvement Area Law of 1989, Cal. Strs. & Hwys. Code § 36500 *et seq.* (“1989 Act”), authorizes cities to establish parking and business improvement areas for the purpose of promoting economic revitalization and physical maintenance of business districts in order to create jobs, attract new businesses and prevent erosion of business districts; and

**WHEREAS**, pursuant to the 1989 Act, in June 2013 the City Council of San Rafael adopted Ordinance No. 1912 (“Ordinance”), codified in the San Rafael Municipal Code (“SRMC”) Chapter 10.09, establishing the Downtown San Rafael Business Improvement District (“District”) to replace a former Parking and Business Improvements Area Business Improvement District established in 1979; and

**WHEREAS**, the Ordinance provides for the City’s collection of assessments on approximately 700 businesses that operate within the District’s boundaries; and

**WHEREAS**, the revenues derived from the assessments (further defined herein as “District Funds”) are used for the general promotion of business activities, public events, and other activities that provide a specific benefit to the assessed businesses; and the acquisition, construction, installation and maintenance of tangible property that provide a specific benefit to the assessed businesses; and

**WHEREAS**, pursuant to section 36530 of the 1989 Act and SRMC Section 10.09.080, the Council appoints a District Advisory Board consisting of members that own or represent a business in the District or voluntary members; and

**WHEREAS**, the District Advisory Board administers the affairs of the District and prepares an annual report each year describing which assessments are to be levied and files the report with the City Clerk; and

**WHEREAS**, the District Advisory Board is subject to the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part I of Division 2 of Title 5 of the Government Code) at all times when matters within the subject matter of the District are heard, and the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title I of the Government Code), for all records relating to activities of the District; and

**WHEREAS**, the City Council wishes to update its appointed members to the BID Advisory Board; and

**NOW, THEREFORE, BE IT RESOLVED** that the following persons shall be appointed to the BID Advisory Board effective immediately with terms expiring on January 31, 2025:

Terrence Thornton	San Rafael Martial Arts
Erika Bowker	Pleasures of the Heart
Adam Dawson	Mike's Bikes
Valon Grajqevci	Tam Commons
Tobi Lessem	Bodywise Massage
Jeff Brusati	T&B Sports
Amy & Bishlam Bullock (1 vote)	Salon B Style Lab
Morgan Schauffler	Youth in Arts
Jay Yinger	Yinger Studios
Kelly Phu	Vin Antico
Joe McCallum	Newmark

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of San Rafael, held on Monday, the 5<sup>th</sup> day of February 2024, by the following vote, to wit:

**AYES:**           **Councilmembers:**  
**NOES:**           **Councilmembers:**  
**ABSENT:**       **Councilmembers:**

**Lindsay Lara, City Clerk**



**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

Department: Finance

Prepared by: Paul Navazio, Finance Director

City Manager Approval: \_\_\_\_\_

A handwritten signature in blue ink, appearing to be 'CA', written over a horizontal line.

**TOPIC: CITY QUARTERLY INVESTMENT REPORT**

**SUBJECT: ACCEPTANCE OF CITY OF SAN RAFAEL QUARTERLY INVESTMENT REPORT FOR THE QUARTER ENDING DECEMBER 31, 2023**

**RECOMMENDATION:**

Accept investment report for the quarter ending December 31, 2023, as presented.

**BACKGROUND:**

Pursuant to the State of California Government Code Section 53601 and the City's investment policy, last approved by the City Council on [June 21, 2022](#), staff provides the City Council with a quarterly report on the City's investment activities and liquidity. Included in the report are the cost of each investment, the interest rates (yield), maturity dates, and market value. Separate reports are prepared for the City and the Successor Agency to San Rafael Redevelopment Agency.

The City invests a portion of its pooled funds in the [Local Agency Investment Fund \(LAIF\)](#), a State-run investment pool. Beginning in March 2014, the City incorporated an investment strategy that added purchases of securities outside of LAIF with the assistance of an investment advisor. The City's current investment advisor is Chandler Asset Management.

**ANALYSIS:**

As of December 31, 2023, the City's Treasury consisted of investments with a total market value of \$100,479,195 consisting of \$53,749,175 in the City's primary Local Agency Investment Fund (LAIF) account, and \$46,730,020 in externally managed investments (which includes \$986,700 of Pt. San Pedro Assessment District bonds). An additional \$17,819,427 represents cash balances in the City's various operating bank accounts, including Westamerica Bank (\$16,953,726), Bank of the Marin (\$501,982) and Bank of Montreal (formerly Bank of the West - \$363,719).

The overall return on the total portfolio for the quarter ending December 31, 2023, was 3.72%, with a weighted average maturity of 0.98 years. The yield on the portfolio results from an effective yield of 3.95% for the City's investments in the Local Agency Investment Fund and a yield of 3.45% for the externally managed investments. While the performance of the overall portfolio continues to improve in each of the

---

**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**



last several quarters, the performance falls short of the established benchmark (1-year Treasury Bill) yield of 4.79%. This unfavorable variance is typical of a rising interest environment and the performance of the portfolio is expected to continue to improve in the near-term as holdings mature and are reinvested at higher rates of return.

The City's investment portfolio continues to maintain strong diversification and is experiencing growth of interest income as a result of higher market rates. All investments continue to comply with the City's investment policy and California Government Code.

*Economic Outlook:*

At their December meeting, the Federal Open Market Committee voted to maintain the target Federal rate in the range of 5.25 - 5.50%. The Fed's Summary of Economic Projections (SEP) also revealed expectations of continued economic growth and inflation reaching the target 2% level in the medium-term, without a significant increase in unemployment.

The City will continue to monitor market trends and refine its investment strategy, as appropriate, to improve the performance of the investment portfolio while ensuring its primary goals of preservation of principal, liquidity and yield.

Exhibit A is composed of three parts: (1) Quarterly Investment Portfolio Report; (2) Historical Activity by Quarter summarizing the City's investments; and (3) the City's Investment Report from Chandler Asset Management for the period ending December 31, 2023, which includes a listing of all holdings as well as transaction activity details for the reporting period.

**FISCAL IMPACT:**

No financial impact occurs by adopting the report. The City continues to meet the priority principles of investing - safety, liquidity, yield, and diversification. The portfolio remains conservatively invested and sufficient liquidity exists to meet daily operating and capital project requirements for the next six months. Operating funds, as defined for this report, exclude cash held with fiscal agents for the payment of bond principal and interest.

**RECOMMENDATION:**

Accept investment report for the quarter ending December 31, 2023, as presented.

**ATTACHMENTS:**

Exhibit A:

1. Quarterly Investment Portfolio Report
2. Historical Activity by Quarter Report
3. Chandler Asset Management – Investment Report: Period Ending December 31, 2023

I CERTIFY THAT ALL INVESTMENTS MADE ARE IN CONFORMANCE WITH THE CITY'S APPROVED INVESTMENT POLICY AND STATE INVESTMENT REGULATIONS. THE CITY HAS SUFFICIENT LIQUIDITY TO MEET ALL OF THE OBLIGATIONS REQUIRED DURING THE NEXT SIX-MONTH PERIOD.

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Paul Navazio  
Finance Director

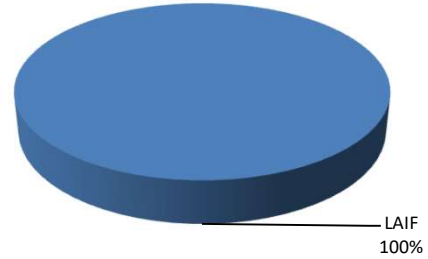
# City of San Rafael

## Quarterly Investment Portfolio Report

### December 31, 2023

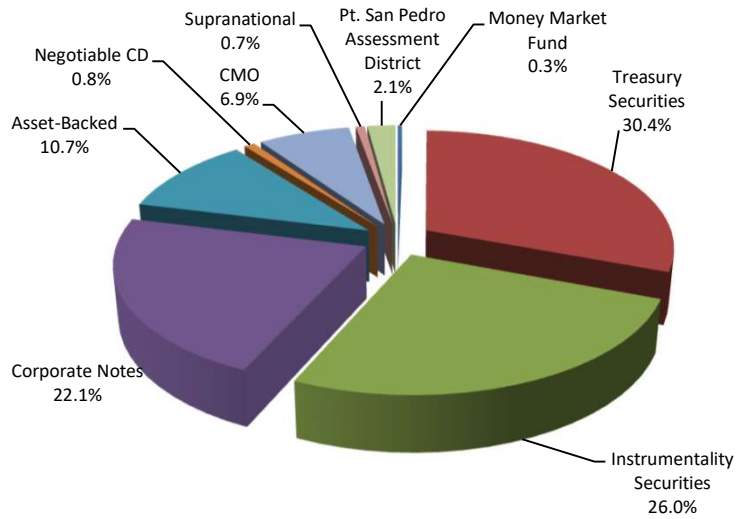
Internally Managed Assets			%	Yield
LAIF	\$ 53,749,175	100.0%	3.95%	
<b>Total Internally Managed</b>	<b>\$ 53,749,175</b>	<b>53.5%</b>		

<b>Weighted Average Yield</b>	<b>3.95%</b>
	Days
Effective Average Duration - Internal	1
Weighted Average Maturity - Internal	1



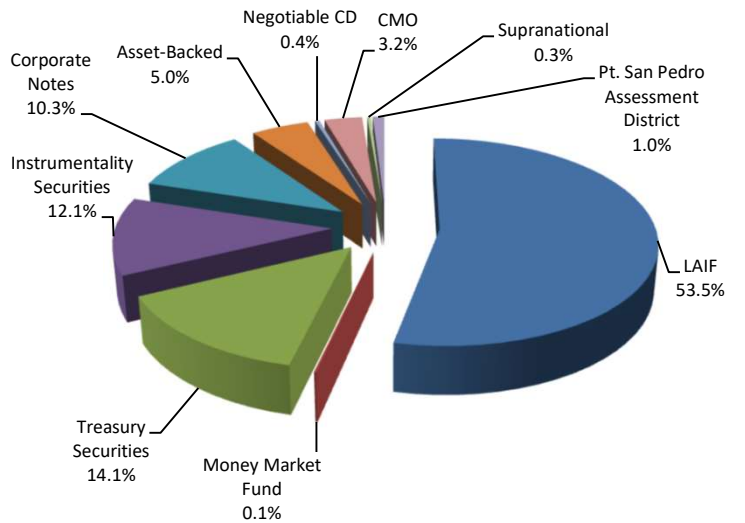
Externally Managed Assets			%	Yield
Money Market Fund	\$ 144,864	0.3%	4.95%	
Treasury Securities	\$ 14,202,153	30.4%	2.62%	
Instrumentality Securities	\$ 12,158,514	26.0%	2.92%	
Corporate Notes	\$ 10,338,726	22.1%	3.79%	
Asset-Backed	\$ 4,980,172	10.7%	5.03%	
Negotiable CD	\$ 374,910	0.8%	5.34%	
CMO	\$ 3,232,602	6.9%	4.57%	
Supranational	\$ 311,379	0.7%	4.53%	
Pt. San Pedro Assessment District	\$ 986,700	2.1%	5.25%	
<b>Total Externally Managed</b>	<b>\$ 46,730,020</b>	<b>46.5%</b>		

<b>Weighted Average Yield</b>	<b>3.45%</b>
	Years
Effective Average Duration - External	1.71
Weighted Average Maturity - External	2.13



Total Portfolio Assets			%	Yield
LAIF	\$ 53,749,175	53.5%	3.95%	
Money Market Fund	\$ 144,864	0.1%	4.95%	
Treasury Securities	\$ 14,202,153	14.1%	2.62%	
Instrumentality Securities	\$ 12,158,514	12.1%	2.92%	
Corporate Notes	\$ 10,338,726	10.3%	3.79%	
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CMO	\$ 3,232,602	3.2%	4.57%	
Supranational	\$ 311,379	0.3%	4.53%	
Pt. San Pedro Assessment District	\$ 986,700	1.0%	5.25%	
<b>Total Portfolio Assets</b>	<b>\$ 100,479,195</b>	<b>100.0%</b>		

<b>Weighted Average Yield</b>	<b>3.72%</b>
	Years
Effective Average Duration - Total	0.79
Weighted Average Maturity - Total	0.98



Based on Market Values

## Historical Activity-By Quarter

	December 31, 2023			September 30, 2023			June 30, 2023			March 31, 2023		
Internally Managed Assets		%	Return		%	Return		%	Return		%	Return
LAIF	\$ 53,749,175	100.0%	3.95%	\$ 51,292,954	100.0%	3.61%	\$ 50,929,996	100.0%	3.26%	\$ 36,644,876	100.0%	2.87%
LAIF - Housing		0.0%	0.00%	\$ -	0.0%	0.00%	\$ -	0.0%	0.00%	\$ -	0.0%	0.00%
<b>Total Internally Managed</b>	<b>\$ 53,749,175</b>	<b>53.5%</b>		<b>\$ 51,292,954</b>	<b>52.9%</b>		<b>\$ 50,929,996</b>	<b>52.9%</b>		<b>\$ 36,644,876</b>	<b>44.6%</b>	
<b>Weighted Average Yield</b>			<b>3.95%</b>			<b>3.61%</b>			<b>3.26%</b>			<b>2.87%</b>
Externally Managed Assets		%	Return		%	Return		%	Return		%	Return
Cash	\$ 144,864	0.3%	4.95%	\$ 74,981	0.2%	4.95%	\$ 844,916	1.9%	4.72%	\$ 2,967,302	6.5%	4.40%
Treasury Securities	\$ 14,202,153	31.1%	2.62%	\$ 14,031,449	30.8%	2.14%	\$ 15,306,595	33.7%	1.75%	\$ 17,159,389	37.8%	1.64%
Instrumentality Securities	\$ 12,158,514	26.7%	2.92%	\$ 11,497,923	25.2%	2.86%	\$ 11,496,767	25.3%	2.72%	\$ 10,748,119	23.7%	2.36%
Corporate Notes	\$ 10,338,726	22.7%	3.79%	\$ 11,108,352	24.3%	3.48%	\$ 10,100,915	22.2%	2.41%	\$ 11,251,043	24.8%	1.46%
Asset Backed	\$ 4,980,172	10.9%	5.03%	\$ 4,112,279	9.0%	4.97%	\$ 3,048,660	6.7%	4.86%	\$ 1,862,018	4.1%	5.02%
Negotiable CD	\$ 374,910	0.8%	5.34%	\$ 374,472	0.8%	5.34%	\$ 373,787	0.8%	5.34%	\$ 375,224	0.8%	5.34%
Collateralized Mortgage Obligations (CMO)	\$ 3,232,602	7.1%	4.57%	\$ 3,135,264	6.9%	4.57%	\$ 3,185,252	7.0%	4.57%	\$ -	0.0%	0.00%
Supranational	\$ 311,379	0.7%	4.53%	\$ 301,398	0.7%	4.53%						
Municipal/Assessment District	\$ 986,700	2.2%	5.25%	\$ 986,700	2.2%	5.25%	\$ 1,075,200	2.4%	5.25%	\$ 1,075,200	2.4%	5.25%
<b>Total Externally Managed</b>	<b>\$ 46,730,020</b>	<b>46.5%</b>		<b>\$ 45,622,818</b>	<b>47.1%</b>		<b>\$ 45,432,092</b>	<b>47.1%</b>		<b>\$ 45,438,295</b>	<b>55.4%</b>	
<b>Weighted Average Yield</b>						<b>3.15%</b>			<b>2.72%</b>			<b>2.16%</b>
Effective Average Duration - External						Years 1.63			Years 1.63			Years 1.56
Weighted Average Maturity - External						1.92			1.92			1.72
Total Portfolio Assets		%	Return		%	Return		%	Return		%	Return
LAIF	\$ 53,749,175	53.5%	3.95%	\$ 51,292,954	52.9%	3.61%	\$ 50,929,996	52.9%	3.26%	\$ 36,644,876	44.6%	2.87%
Cash	\$ 144,864	0.1%	4.95%	\$ 74,981	0.1%	4.95%	\$ 844,916	0.9%	4.72%	\$ 2,967,302	3.6%	4.40%
Treasury Securities	\$ 14,202,153	14.1%	2.62%	\$ 14,031,449	14.5%	2.14%	\$ 15,306,595	15.9%	1.75%	\$ 17,159,389	20.9%	1.64%
Instrumentality Securities	\$ 12,158,514	12.1%	2.92%	\$ 11,497,923	11.9%	2.86%	\$ 11,496,767	11.9%	2.72%	\$ 10,748,119	13.1%	2.36%
Corporate Notes	\$ 10,338,726	10.3%	3.79%	\$ 11,108,352	11.5%	3.48%	\$ 10,100,915	10.5%	2.41%	\$ 11,251,043	13.7%	1.46%
Asset Backed	\$ 4,980,172	5.0%	5.03%	\$ 4,112,279	4.2%	4.97%	\$ 3,048,660	3.2%	4.86%	\$ 1,862,018	2.3%	5.02%
Negotiable CD	\$ 374,910	0.4%	5.34%	\$ 374,472	0.4%	5.34%	\$ 373,787	0.4%	5.34%	\$ 375,224	0.5%	5.34%
Collateralized Mortgage Obligations (CMO)	\$ 3,232,602	3.2%	4.57%	\$ 3,135,264	3.2%	4.57%	\$ 3,185,252	3.3%	4.57%	\$ -	0.0%	0.00%
Supranational	\$ 311,379	0.3%	4.53%	\$ 301,398	0.3%	4.53%						
Municipal/Assessment District	\$ 986,700	1.0%	5.25%	\$ 986,700	1.0%	5.25%	\$ 1,075,200	1.1%	5.25%	\$ 1,075,200	1.3%	5.25%
<b>Total Portfolio Assets</b>	<b>\$ 100,479,195</b>	<b>100.0%</b>		<b>\$ 96,915,772</b>	<b>100%</b>		<b>\$ 96,362,087</b>	<b>100%</b>		<b>\$ 82,083,170</b>	<b>100%</b>	
<b>Weighted Average Yield</b>			<b>3.72%</b>			<b>3.40%</b>			<b>3.00%</b>			<b>2.47%</b>
Effective Average Duration - Total			Years 0.79			Years 0.81			Years 0.76			Years 0.80
Weighted Average Maturity - Total			0.10			0.99			0.89			0.71

### Performance Recap

- The weighted average quarterly portfolio yield increased from 3.00% to 3.40% during the past quarter. Yields are rising as the Federal Reserve increases interest rates to combat inflation.
- The effective average duration decreased, from 0.80 to 0.76 years since last quarter, this is a result of the decrease in effective average duration of the City's externally managed portfolio.
- The total portfolio assets increased by approximately \$0.55 million during the quarter. This is reflective of improved yields across most categories of holdings throughout the portfolio.



# San Rafael Consolidated - Account #11047

## MONTHLY ACCOUNT STATEMENT

DECEMBER 1, 2023 THROUGH DECEMBER 31, 2023

### Chandler Team:

For questions about your account, please call (800) 317-4747,  
or contact [operations@chandlerasset.com](mailto:operations@chandlerasset.com)

### Custodian

US Bank  
Alexander Bazan  
(503) 402-5305

**CHANDLER ASSET MANAGEMENT**  
chandlerasset.com

*Information contained herein is confidential. We urge you to compare this statement to the one you receive from your qualified custodian. Please see Important Disclosures.*



**PORTFOLIO CHARACTERISTICS**

Average Modified Duration	0.79
Average Coupon	3.58%
Average Purchase YTM	3.70%
Average Market YTM	4.29%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	0.98 yrs
Average Life	0.85 yrs

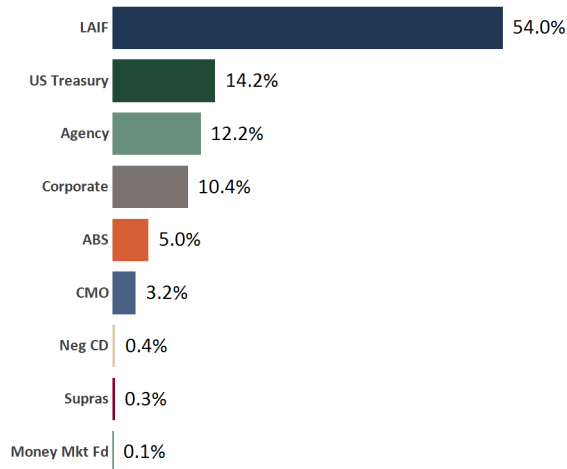
**ACCOUNT SUMMARY**

	Beg. Values as of 11/30/23	End Values as of 12/31/23
Market Value	79,975,944	99,492,495
Accrued Interest	584,878	703,575
<b>Total Market Value</b>	<b>80,560,822</b>	<b>100,196,070</b>
Income Earned	246,833	244,309
Cont/WD		
Par	81,006,154	100,106,039
Book Value	80,561,758	99,683,686
Cost Value	80,620,512	99,737,589

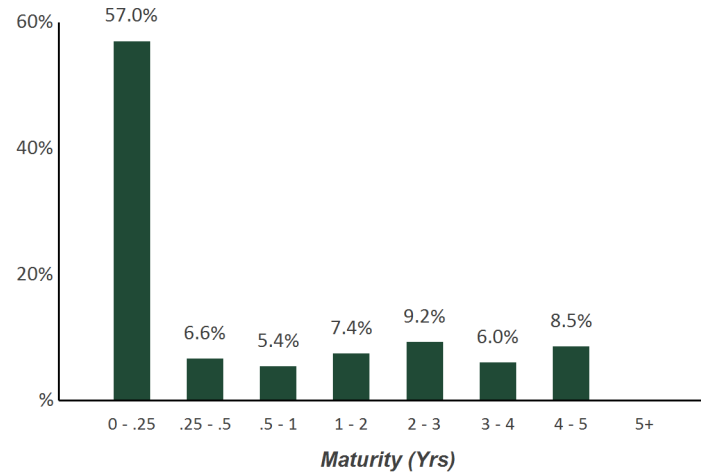
**TOP ISSUERS**

Local Agency Investment Fund	54.0%
Government of United States	14.2%
Federal Home Loan Bank	6.7%
Federal Farm Credit Bank	3.6%
Federal Home Loan Mortgage Corp	3.2%
Federal National Mortgage Assoc	1.9%
American Express ABS	1.1%
PNC Financial Services Group	0.9%
<b>Total</b>	<b>85.7%</b>

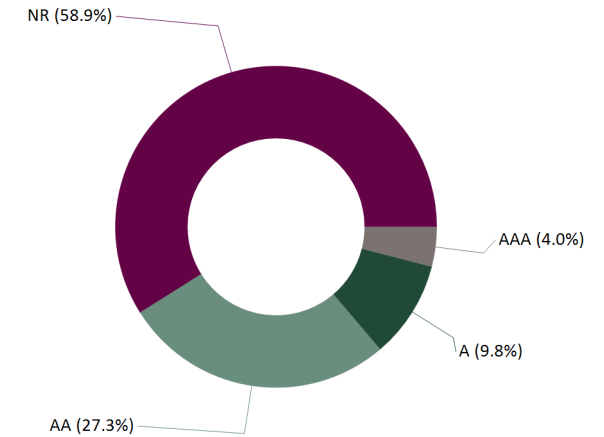
**SECTOR ALLOCATION**



**MATURITY DISTRIBUTION**



**CREDIT QUALITY (S&P)**



# Statement of Compliance

As of December 31, 2023



## San Rafael Consolidated

This portfolio is a consolidation of assets managed by Chandler Asset Management and assets managed internally by Client. Chandler relies on Client to provide accurate information for reporting assets and producing this compliance statement.

Category	Standard	Comment
U.S. Treasuries	No limit; 5 years max maturity	Complies
Federal Agencies	No limit; 5 years max maturity; Federal Agency securities and Federal instrumentality (government sponsored enterprises)	Complies
Supranational Obligations	"AA" rated or higher by a NRSRO; 15% max; 5 years max maturity; USD denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by IBRD, IFC, or IADB	Complies
Municipal Securities	Special Assessment District Obligations issued by the City of San Rafael as Limited Obligation Improvement Bonds related to special assessment districts and special tax districts; Investments in such obligations requires the approval of the City Council and maturities may extend to 30 years	Complies
Corporate Medium Term Notes	"A" rated or higher by a NRSRO; 30% max; 5% max per issuer; 5 years max maturity; Issued by corporations organized and operating within the U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S.	Complies
Asset-Backed, Mortgage-Backed, Mortgage Pass-Through Securities, and Collateralized Mortgage Obligations	"AA" rating category or better by a NRSRO; "A" issuer rated or better by a NRSRO; 20% max (combined); 5 years max maturity	Complies
Negotiable Certificates of Deposit (NCD)	A-1 rated or equivalent; 30% max (aggregate CDs); 5% max per issuer; 5 years max maturity	Complies
Certificate of Deposit Placement Service (CDARS)	30% max (aggregate CDs); 5% max per private sector entity	Complies
Time Deposits (Non-negotiable CD/TD)	30% max (aggregate CDs); 5% max per issuer; 5 years max maturity; FDIC insured/ Collateralized	Complies
Banker's Acceptances	A-1 short-term debt rated or better by a NRSRO; or A rated or better by a NRSRO, if issuers have senior debt outstanding; 40% max; \$2 million max per commercial bank; 180 days max maturity; Issued by FDIC insured commercial banks	Complies
Commercial Paper	25% max; 5% max per issuer; 270 days maturity; 10% max of the outstanding commercial paper of any single issuer; Issued by an entity that meets all of the following conditions in either (a) or (b): a. (i) organized and operating in the U.S. as general corporation; (ii) have total assets > \$500 million; (iii) "A" rating or better by a NRSRO, if issuer has debt; b. (i) organized within the U.S. as a special purpose corporation, trust, or limited liability company; (ii) have program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or a surety bond; (iii) rated "A-1" or better by a NRSRO	Complies
Money Market Mutual Funds	10% max; Registered under Investment Company Act of 1940 that: 1) are "No load"; 2) have constant daily NAV per share of \$1.00; 3) invest only in US Treasuries, US Agency securities and Federal Instrumentalities; and 4) AAA rating or better by two NRSROs	Complies
Local Agency Investment Fund (LAIF)	Pursuant to California Government Code; Not used by investment adviser	Complies
Repurchase Agreements	1 year max maturity; 102% Collateralized by U.S. Treasuries, Federal Agency securities, or Federal Instrumentality securities; Not used by investment adviser	Complies
Client Directive on Fossil Fuels	Refrain from making direct investments in issuers whose primary business revenue is derived from the exploration, extraction, and processing of fossil fuels (per Client Directive)	Complies *
Maximum Maturity	5 years max maturity, unless the City Council has by resolution granted authority to make such an investment at least three (3) months prior to the date of investment	Complies

Inherited security; Chevron (166764BW9)

# Holdings Report

As of December 31, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>ABS</b>									
05593AAC3	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	435,000.00	Various 5.11%	435,745.64 435,435.37	99.87 5.37%	434,450.60 374.10	0.43% (984.77)	Aaa / AAA NR	1.90 0.80
43815JAC7	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	120,000.00	02/16/2023 5.10%	119,977.70 119,983.72	100.13 5.01%	120,150.00 168.00	0.12% 166.28	Aaa / NR AAA	3.31 1.53
02582JIT8	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	600,000.00	04/17/2023 4.65%	585,632.81 590,510.44	97.95 4.99%	587,723.40 904.00	0.59% (2,787.04)	NR / AAA AAA	3.38 1.30
58768PAC8	Mercedes-Benz Auto Receivables 2022- 1 A3 5.21% Due 8/16/2027	260,000.00	02/15/2023 5.02%	261,340.63 260,980.26	100.14 5.15%	260,358.80 602.04	0.26% (621.46)	Aaa / AAA NR	3.63 1.18
89239HAD0	Toyota Auto Receivables Owner 2022- D A3 5.3% Due 9/15/2027	350,000.00	02/10/2023 4.82%	354,128.91 353,011.39	100.51 5.03%	351,787.45 824.44	0.35% (1,223.94)	Aaa / NR AAA	3.71 1.56
47800CAC0	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	880,000.00	Various 4.95%	882,243.24 881,893.41	100.19 4.95%	881,665.94 1,959.46	0.88% (227.47)	Aaa / NR AAA	3.88 1.66
891941AD8	Toyota Auto Receivables Owner 2023-B A3 4.71% Due 2/15/2028	300,000.00	10/03/2023 5.74%	294,058.59 294,518.44	99.85 4.84%	299,539.80 628.00	0.30% 5,021.36	Aaa / NR AAA	4.13 1.88
05592XAD2	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 2/25/2028	90,000.00	07/11/2023 5.54%	89,984.05 89,986.22	101.04 4.95%	90,935.64 82.05	0.09% 949.42	NR / AAA AAA	4.16 1.78
05522RDF2	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	440,000.00	04/18/2023 4.59%	444,812.50 443,501.86	100.58 4.72%	442,538.80 977.78	0.44% (963.06)	Aaa / AAA NR	4.29 1.74
438123AC5	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	500,000.00	12/07/2023 5.09%	507,480.47 507,358.51	102.09 3.84%	510,447.51 787.50	0.51% 3,089.00	Aaa / NR AAA	4.48 1.09
161571HT4	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	495,000.00	09/07/2023 5.23%	494,862.79 494,876.31	101.55 4.59%	502,655.67 1,135.20	0.50% 7,779.36	NR / AAA AAA	4.71 2.46
02582JKD1	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	490,000.00	09/12/2023 5.29%	489,978.10 489,980.19	101.62 4.64%	497,918.40 1,138.98	0.50% 7,938.21	NR / AAA AAA	4.71 2.46
<b>Total ABS</b>		<b>4,960,000.00</b>	<b>5.03%</b>	<b>4,960,245.43</b> <b>4,962,036.12</b>	<b>4.80%</b>	<b>4,980,172.01</b> <b>9,581.55</b>	<b>4.98%</b> <b>18,135.89</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>3.89</b> <b>1.63</b>



# Holdings Report

As of December 31, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>AGENCY</b>									
3133EMWV0	FFCB Note 0.35% Due 4/22/2024	1,000,000.00	05/03/2021 0.35%	1,000,000.00 1,000,000.00	98.52 5.21%	985,243.00 670.83	0.98% (14,757.00)	Aaa / AA+ AA+	0.31 0.30
3130AMQQ8	FHLB Callable Note Qtrly 12/23/2021 0.35% Due 4/23/2024	1,000,000.00	06/23/2021 0.35%	1,000,000.00 1,000,000.00	98.45 5.38%	984,535.00 77.78	0.98% (15,465.00)	Aaa / AA+ NR	0.31 0.31
3136G46B4	FNMA Callable Note Qtrly 01/26/2024 0.35% Due 4/26/2024	1,200,000.00	10/30/2020 0.36%	1,199,700.00 1,199,972.68	98.42 5.38%	1,181,023.20 758.33	1.18% (18,949.48)	Aaa / AA+ AA+	0.32 0.31
3133EMYR7	FFCB Callable Note Cont 5/6/2022 0.375% Due 5/6/2024	1,000,000.00	05/06/2021 0.38%	1,000,000.00 1,000,000.00	98.33 5.27%	983,291.00 572.92	0.98% (16,709.00)	Aaa / AA+ AA+	0.35 0.34
3135G0V75	FNMA Note 1.75% Due 7/2/2024	750,000.00	11/05/2019 1.65%	753,426.75 750,368.66	98.33 5.15%	737,490.75 6,526.04	0.74% (12,877.91)	Aaa / AA+ AA+	0.50 0.49
3133EPBF1	FFCB Note 4.875% Due 8/21/2024	1,000,000.00	02/15/2023 4.98%	998,490.00 999,356.80	99.88 5.06%	998,760.00 17,604.17	1.01% (596.80)	Aaa / AA+ AA+	0.64 0.61
3130AV7L0	FHLB Note 5% Due 2/28/2025	1,100,000.00	03/02/2023 5.07%	1,098,548.00 1,099,154.33	100.37 4.67%	1,104,037.00 18,791.67	1.12% 4,882.67	Aaa / AA+ NR	1.16 1.10
3130AWER7	FHLB Note 4.625% Due 6/6/2025	775,000.00	06/09/2023 4.67%	774,356.75 774,536.86	100.56 4.22%	779,324.50 2,489.15	0.78% 4,787.64	Aaa / AA+ NR	1.43 1.37
3130ATH7	FHLB Note 4.375% Due 9/12/2025	1,300,000.00	10/06/2022 4.29%	1,303,159.00 1,301,827.03	99.84 4.47%	1,297,961.60 17,220.49	1.31% (3,865.43)	Aaa / AA+ NR	1.70 1.60
3130ATUC9	FHLB Note 4.5% Due 12/12/2025	1,000,000.00	02/13/2023 4.32%	1,004,720.00 1,003,251.86	100.23 4.37%	1,002,347.00 2,375.00	1.00% (904.86)	Aaa / AA+ NR	1.95 1.84
3130AWGR5	FHLB Note 4.375% Due 6/12/2026	525,000.00	06/28/2023 4.43%	524,165.25 524,309.15	100.49 4.16%	527,585.10 1,212.24	0.53% 3,275.95	Aaa / AA+ NR	2.45 2.30
3133EPSW6	FFCB Note 4.5% Due 8/14/2026	560,000.00	08/09/2023 4.58%	558,712.00 558,876.53	100.84 4.16%	564,710.16 9,590.00	0.57% 5,833.63	Aaa / AA+ AA+	2.62 2.41
3130AXU63	Federal Home Loan Banks Note 4.625% Due 11/17/2026	500,000.00	12/18/2023 4.23%	505,325.00 505,259.94	101.41 4.10%	507,059.50 2,826.39	0.51% 1,799.56	Aaa / AA+ NR	2.88 2.66
3130ATUS4	FHLB Note 4.25% Due 12/10/2027	500,000.00	05/15/2023 3.66%	512,310.00 510,613.59	101.03 3.96%	505,146.00 1,239.58	0.51% (5,467.59)	Aaa / AA+ NR	3.95 3.59
<b>Total Agency</b>		<b>12,210,000.00</b>	<b>2.92%</b>	<b>12,232,912.75</b> <b>12,227,527.43</b>	<b>4.78%</b>	<b>12,158,513.81</b> <b>81,954.59</b>	<b>12.22%</b> <b>(69,013.62)</b>	<b>Aaa / AA+</b> <b>AA+</b>	<b>1.25</b> <b>1.17</b>

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<b>CMO</b>									
3137BVZ82	FHLMC K063 3.43% Due 1/25/2027	700,000.00	06/07/2023 4.55%	674,542.97 678,449.08	97.17 4.42%	680,210.30 2,000.83	0.68% 1,761.22	NR / NR AAA	3.07 2.72
3137F1G44	FHLMC K065 A2 3.243% Due 4/25/2027	450,000.00	06/08/2023 4.42%	431,736.33 434,349.12	96.45 4.40%	434,015.55 1,216.13	0.43% (333.57)	NR / NR AAA	3.32 3.00
3137FBBX3	FHLMC K068 A2 3.244% Due 8/25/2027	240,000.00	06/08/2023 4.38%	229,940.63 231,286.32	96.15 4.39%	230,752.08 648.80	0.23% (534.24)	Aaa / NR NR	3.65 3.31
3137FBU79	FHLMC K069 A2 3.187% Due 9/25/2027	500,000.00	06/09/2023 4.98%	476,601.56 479,608.65	95.94 4.38%	479,702.00 1,327.92	0.48% 93.35	NR / AAA NR	3.74 3.33
3137FETN0	FHLMC K073 A2 3.35% Due 1/25/2028	670,000.00	05/24/2023 4.34%	643,932.81 647,242.93	96.17 4.38%	644,352.40 374.08	0.64% (2,890.53)	NR / NR AAA	4.07 3.64
3137FG6X8	FHLMC K077 A2 3.85% Due 5/25/2028	780,000.00	05/24/2023 4.65%	765,679.69 767,377.38	97.89 4.36%	763,569.30 500.50	0.76% (3,808.08)	NR / NR AAA	4.40 3.89
<b>Total CMO</b>		<b>3,340,000.00</b>	<b>4.57%</b>	<b>3,222,433.99</b> <b>3,238,313.48</b>	<b>4.39%</b>	<b>3,232,601.63</b> <b>6,068.26</b>	<b>3.23%</b> <b>(5,711.85)</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>3.76</b> <b>3.35</b>
<b>CORPORATE</b>									
89236THU2	Toyota Motor Credit Corp Note 0.45% Due 1/11/2024	480,000.00	09/27/2021 0.51%	479,342.40 479,992.13	99.88 4.60%	479,446.08 1,020.00	0.48% (546.05)	A1 / A+ A+	0.03 0.03
693475AV7	PNC Financial Services Callable Note Cont 12/23/2023 3.5% Due 1/23/2024	900,000.00	07/29/2019 1.99%	957,939.00 900,777.70	99.85 5.81%	898,687.80 13,825.00	0.91% (2,089.90)	A3 / A- A	0.06 0.06
17325FAS7	Citibank Callable Note Cont 12/23/2023 3.65% Due 1/23/2024	500,000.00	05/19/2021 0.53%	541,470.00 500,931.91	99.89 5.40%	499,441.50 8,009.72	0.51% (1,490.41)	Aa3 / A+ A+	0.06 0.06
713448CM8	Pepsico Inc. Callable Note Cont 12/01/2023 3.6% Due 3/1/2024	500,000.00	06/23/2021 0.78%	537,465.00 502,289.10	99.69 5.43%	498,438.00 6,000.00	0.50% (3,851.10)	A1 / A+ NR	0.17 0.17
717081DM2	Pfizer Inc. Note 3.4% Due 5/15/2024	500,000.00	09/27/2021 0.55%	537,160.00 505,220.19	99.28 5.36%	496,376.00 2,172.22	0.50% (8,844.19)	A2 / A A	0.37 0.36
166764BW9	Chevron Corp Callable Note Cont 4/11/2025 1.554% Due 5/11/2025	700,000.00	05/12/2022 3.20%	667,380.00 685,224.18	95.89 4.71%	671,201.30 1,510.83	0.67% (14,022.88)	Aa2 / AA- NR	1.36 1.32
78016FZT4	Royal Bank of Canada Note 4.875% Due 1/12/2026	550,000.00	07/19/2023 5.34%	544,197.50 545,247.84	100.25 4.75%	551,350.25 12,586.98	0.56% 6,102.41	A1 / A AA-	2.04 1.87

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<b>CORPORATE</b>									
46647PBH8	JP Morgan Chase & Co Callable Note Mthly 3/13/2025 2.005% Due 3/13/2026	600,000.00	04/05/2022 4.26%	577,518.00 587,461.36	96.07 5.41%	576,444.60 3,609.00	0.58% (11,016.76)	A1 / A- AA-	2.20 1.16
69371RS49	Paccar Financial Corp Note 4.45% Due 3/30/2026	600,000.00	03/28/2023 4.47%	599,634.00 599,726.50	99.82 4.53%	598,903.80 6,749.17	0.60% (822.70)	A1 / A+ NR	2.25 2.10
00440EAV9	Chubb INA Holdings Inc Callable Note Cont 2/3/2026 3.35% Due 5/3/2026	500,000.00	03/09/2023 5.09%	475,060.00 481,452.64	97.29 4.58%	486,425.00 2,698.61	0.49% 4,972.36	A3 / A A	2.34 2.21
341081GR2	Florida Power and Light Callable Note Cont 4/15/2026 4.45% Due 5/15/2026	550,000.00	05/18/2023 4.65%	547,030.00 547,640.91	100.09 4.40%	550,473.55 3,127.36	0.55% 2,832.64	A1 / A A+	2.37 2.15
24422EWX3	John Deere Capital Corp Note 4.75% Due 6/8/2026	500,000.00	06/05/2023 4.72%	500,470.00 500,381.23	100.67 4.45%	503,355.50 1,517.36	0.50% 2,974.27	A2 / A A+	2.44 2.27
06406RBQ9	Bank of NY Mellon Corp Callable Note Cont 4/26/2026 4.947% Due 4/26/2027	350,000.00	04/19/2023 5.27%	350,497.00 350,411.96	100.03 4.92%	350,104.30 3,126.23	0.35% (307.66)	A1 / A AA-	3.32 2.15
74456QBS4	Public Service EI & Gas Callable Note Cont 2/15/2027 3% Due 5/15/2027	337,000.00	04/18/2023 4.48%	318,673.94 321,831.05	95.13 4.57%	320,586.41 1,291.83	0.32% (1,244.64)	A1 / A NR	3.37 3.14
89115A2M3	Toronto-Dominion Bank Note 5.156% Due 1/10/2028	575,000.00	07/12/2023 5.29%	571,929.50 572,249.46	101.51 4.74%	583,672.73 14,082.33	0.60% 11,423.27	A1 / A AA-	4.03 3.52
756109AU8	Realty Income Corp Callable Note Cont 10/15/2027 3.65% Due 1/15/2028	500,000.00	04/10/2023 4.87%	474,240.00 478,150.66	95.88 4.78%	479,408.50 8,415.28	0.49% 1,257.84	A3 / A- NR	4.04 3.63
06051GGF0	Bank of America Corp Callable Note 1/20/2027 3.824% Due 1/20/2028	600,000.00	07/12/2023 5.89%	567,738.00 571,079.49	96.08 5.22%	576,469.20 10,261.07	0.59% 5,389.71	A1 / A- AA-	4.06 2.79
06368LGV2	Bank of Montreal Callable Note Cont 1/1/2028 5.203% Due 2/1/2028	600,000.00	09/05/2023 5.48%	593,520.00 593,987.46	101.87 4.68%	611,190.60 13,007.50	0.62% 17,203.14	A2 / A- AA-	4.09 3.51
58933YBH7	Merck & Co Callable Note Cont 4/17/2028 4.05% Due 5/17/2028	130,000.00	05/08/2023 4.07%	129,894.70 129,907.90	99.56 4.16%	129,428.65 643.50	0.13% (479.25)	A1 / A+ NR	4.38 3.89



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<b>CORPORATE</b>									
61744YAK4	Morgan Stanley Callable Note 1X 7/22/2027 3.591% Due 7/22/2028	500,000.00	08/10/2023 5.87%	465,070.00 467,780.75	95.46 4.99%	477,322.00 7,930.13	0.48% 9,541.25	A1 / A- A+	4.56 3.23
<b>Total Corporate</b>		<b>10,472,000.00</b>	<b>3.79%</b>	<b>10,436,229.04</b> <b>10,321,744.42</b>	<b>4.94%</b>	<b>10,338,725.77</b> <b>121,584.12</b>	<b>10.44%</b> <b>16,981.35</b>	<b>A1 / A</b> <b>A+</b>	<b>2.21</b> <b>1.84</b>
<b>LAIF</b>									
90LAIF\$00	Local Agency Investment Fund State Pool	53,749,175.38	Various 3.95%	53,749,175.38 53,749,175.38	1.00 3.95%	53,749,175.38 387,102.98	54.03% 0.00	NR / NR NR	0.00 0.00
<b>Total LAIF</b>		<b>53,749,175.38</b>	<b>3.95%</b>	<b>53,749,175.38</b> <b>53,749,175.38</b>	<b>3.95%</b>	<b>53,749,175.38</b> <b>387,102.98</b>	<b>54.03%</b> <b>0.00</b>	<b>NR / NR</b> <b>NR</b>	<b>0.00</b> <b>0.00</b>
<b>MONEY MARKET FUND</b>									
31846V807	First American Treasury MMF Class Y	144,863.71	Various 4.95%	144,863.71 144,863.71	1.00 4.95%	144,863.71 0.00	0.14% 0.00	Aaa / AA+ AAA	0.00 0.00
<b>Total Money Market Fund</b>		<b>144,863.71</b>	<b>4.95%</b>	<b>144,863.71</b> <b>144,863.71</b>	<b>4.95%</b>	<b>144,863.71</b> <b>0.00</b>	<b>0.14%</b> <b>0.00</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>0.00</b> <b>0.00</b>
<b>NEGOTIABLE CD</b>									
96130ASC3	Westpac Banking Corp NY Yankee CD 5.38% Due 2/16/2024	375,000.00	02/16/2023 5.34%	375,141.03 375,017.82	99.98 5.31%	374,910.38 17,877.29	0.39% (107.44)	P-1 / A-1+ F-1	0.13 0.13
<b>Total Negotiable CD</b>		<b>375,000.00</b>	<b>5.34%</b>	<b>375,141.03</b> <b>375,017.82</b>	<b>5.31%</b>	<b>374,910.38</b> <b>17,877.29</b>	<b>0.39%</b> <b>(107.44)</b>	<b>Aaa / AAA</b> <b>AA</b>	<b>0.13</b> <b>0.13</b>
<b>SUPRANATIONAL</b>									
45950KDD9	International Finance Corp Note 4.5% Due 7/13/2028	305,000.00	07/06/2023 4.53%	304,661.45 304,693.32	102.09 3.99%	311,379.08 6,405.00	0.32% 6,685.76	Aaa / AAA NR	4.54 3.99
<b>Total Supranational</b>		<b>305,000.00</b>	<b>4.53%</b>	<b>304,661.45</b> <b>304,693.32</b>	<b>3.99%</b>	<b>311,379.08</b> <b>6,405.00</b>	<b>0.32%</b> <b>6,685.76</b>	<b>Aaa / AAA</b> <b>NR</b>	<b>4.54</b> <b>3.99</b>

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<b>US TREASURY</b>									
91282CBV2	US Treasury Note 0.375% Due 4/15/2024	1,000,000.00	05/03/2021 0.33%	1,001,175.22 1,000,114.47	98.63 5.19%	986,250.00 799.18	0.99% (13,864.47)	Aaa / AA+ AA+	0.29 0.29
91282CCC3	US Treasury Note 0.25% Due 5/15/2024	1,000,000.00	05/17/2021 0.35%	996,878.35 999,614.79	98.20 5.15%	982,031.00 322.80	0.98% (17,583.79)	Aaa / AA+ AA+	0.37 0.37
912828D56	US Treasury Note 2.375% Due 8/15/2024	1,000,000.00	12/28/2021 0.91%	1,038,011.16 1,008,978.70	98.37 5.06%	983,672.00 8,970.79	0.99% (25,306.70)	Aaa / AA+ AA+	0.62 0.60
9128282Y5	US Treasury Note 2.125% Due 9/30/2024	1,000,000.00	08/25/2021 0.44%	1,051,800.23 1,012,492.46	97.95 4.94%	979,492.00 5,399.59	0.98% (33,000.46)	Aaa / AA+ AA+	0.75 0.73
912828YM6	US Treasury Note 1.5% Due 10/31/2024	1,000,000.00	12/28/2021 0.97%	1,014,925.23 1,004,371.17	97.29 4.86%	972,891.00 2,554.95	0.97% (31,480.17)	Aaa / AA+ AA+	0.84 0.81
912828YV6	US Treasury Note 1.5% Due 11/30/2024	700,000.00	09/10/2021 0.48%	722,889.06 706,495.28	96.99 4.90%	678,945.40 918.03	0.68% (27,549.88)	Aaa / AA+ AA+	0.92 0.89
91282CAJ0	US Treasury Note 0.25% Due 8/31/2025	1,200,000.00	06/30/2022 3.15%	1,095,937.50 1,145,362.69	93.36 4.43%	1,120,266.00 1,013.74	1.12% (25,096.69)	Aaa / AA+ AA+	1.67 1.62
91282CAM3	US Treasury Note 0.25% Due 9/30/2025	500,000.00	07/15/2022 3.12%	456,445.31 476,310.41	93.13 4.38%	465,625.00 317.62	0.47% (10,685.41)	Aaa / AA+ AA+	1.75 1.71
9128285N6	US Treasury Note 2.875% Due 11/30/2025	500,000.00	07/15/2022 3.11%	496,212.61 497,854.63	97.41 4.29%	487,070.50 1,256.83	0.49% (10,784.13)	Aaa / AA+ AA+	1.92 1.83
91282CGE5	US Treasury Note 3.875% Due 1/15/2026	1,000,000.00	02/06/2023 4.13%	992,929.69 995,090.98	99.24 4.27%	992,383.00 17,900.82	1.01% (2,707.98)	Aaa / AA+ AA+	2.04 1.91
91282CBQ3	US Treasury Note 0.5% Due 2/28/2026	500,000.00	07/15/2022 3.09%	455,839.84 473,684.01	92.41 4.20%	462,051.00 844.78	0.46% (11,633.01)	Aaa / AA+ AA+	2.16 2.11
91282CBW0	US Treasury Note 0.75% Due 4/30/2026	500,000.00	09/30/2022 4.17%	443,595.43 463,345.65	92.52 4.15%	462,578.00 638.74	0.46% (767.65)	Aaa / AA+ AA+	2.33 2.27
9128286X3	US Treasury Note 2.125% Due 5/31/2026	500,000.00	09/30/2022 4.14%	465,958.71 477,602.41	95.47 4.11%	477,363.50 928.96	0.48% (238.91)	Aaa / AA+ AA+	2.42 2.31
91282CCJ8	US Treasury Note 0.875% Due 6/30/2026	500,000.00	09/30/2022 4.15%	443,595.43 462,465.62	92.47 4.07%	462,363.50 12.02	0.46% (102.12)	Aaa / AA+ AA+	2.50 2.43
91282CHY0	US Treasury Note 4.625% Due 9/15/2026	900,000.00	09/25/2023 4.81%	895,429.69 895,838.28	101.39 4.07%	912,550.50 12,350.27	0.92% 16,712.22	Aaa / AA+ AA+	2.71 2.49
91282CJC6	US Treasury Note 4.625% Due 10/15/2026	500,000.00	10/19/2023 5.05%	494,218.75 494,605.58	101.48 4.05%	507,422.00 4,928.28	0.51% 12,816.42	Aaa / AA+ AA+	2.79 2.57

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<b>US TREASURY</b>									
91282CFM8	US Treasury Note 4.125% Due 9/30/2027	750,000.00	12/18/2023 4.06%	751,669.92 751,654.20	100.63 3.94%	754,746.00 7,861.17	0.76% 3,091.80	Aaa / AA+ AA+	3.75 3.41
91282CGC9	US Treasury Note 3.875% Due 12/31/2027	1,000,000.00	02/06/2023 3.84%	1,001,445.31 1,001,180.17	99.84 3.92%	998,359.00 106.46	1.00% (2,821.17)	Aaa / AA+ AA+	4.00 3.67
91282CJA0	US Treasury Note 4.625% Due 9/30/2028	500,000.00	10/19/2023 4.95%	492,968.75 493,252.80	103.22 3.88%	516,094.00 5,876.02	0.52% 22,841.20	Aaa / AA+ AA+	4.75 4.20
<b>Total US Treasury</b>		<b>14,550,000.00</b>	<b>2.62%</b>	<b>14,311,926.19</b> <b>14,360,314.30</b>	<b>4.49%</b>	<b>14,202,153.40</b> <b>73,001.05</b>	<b>14.25%</b> <b>(158,160.90)</b>	<b>Aaa / AA+</b> <b>AA+</b>	<b>1.88</b> <b>1.76</b>
<b>TOTAL PORTFOLIO</b>		<b>100,106,039.09</b>	<b>3.70%</b>	<b>99,737,588.97</b> <b>99,683,685.98</b>	<b>4.29%</b>	<b>99,492,495.17</b> <b>703,574.84</b>	<b>100.00%</b> <b>(191,190.81)</b>	<b>Aa1 / AA</b> <b>AA+</b>	<b>0.98</b> <b>0.79</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>100,196,070.01</b>			



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	12/01/2023	31846V807	1,482.03	First American Treasury MMF Class Y	1.000	4.95%	1,482.03	0.00	1,482.03	0.00
Purchase	12/06/2023	31846V807	17,324.48	First American Treasury MMF Class Y	1.000	4.95%	17,324.48	0.00	17,324.48	0.00
Purchase	12/08/2023	31846V807	11,875.00	First American Treasury MMF Class Y	1.000	4.95%	11,875.00	0.00	11,875.00	0.00
Purchase	12/10/2023	31846V807	10,625.00	First American Treasury MMF Class Y	1.000	4.95%	10,625.00	0.00	10,625.00	0.00
Purchase	12/11/2023	438123AC5	500,000.00	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	101.496	5.09%	507,480.47	2,598.75	510,079.22	0.00
Purchase	12/12/2023	31846V807	33,410.16	First American Treasury MMF Class Y	1.000	4.95%	33,410.16	0.00	33,410.16	0.00
Purchase	12/15/2023	31846V807	375.00	First American Treasury MMF Class Y	1.000	4.95%	375.00	0.00	375.00	0.00
Purchase	12/15/2023	31846V807	600,000.00	First American Treasury MMF Class Y	1.000	4.95%	600,000.00	0.00	600,000.00	0.00
Purchase	12/15/2023	31846V807	1,695.00	First American Treasury MMF Class Y	1.000	4.95%	1,695.00	0.00	1,695.00	0.00
Purchase	12/15/2023	31846V807	2,135.58	First American Treasury MMF Class Y	1.000	4.95%	2,135.58	0.00	2,135.58	0.00
Purchase	12/15/2023	31846V807	1,833.33	First American Treasury MMF Class Y	1.000	4.95%	1,833.33	0.00	1,833.33	0.00
Purchase	12/15/2023	31846V807	2,128.50	First American Treasury MMF Class Y	1.000	4.95%	2,128.50	0.00	2,128.50	0.00
Purchase	12/15/2023	31846V807	3,674.00	First American Treasury MMF Class Y	1.000	4.95%	3,674.00	0.00	3,674.00	0.00
Purchase	12/15/2023	31846V807	1,128.83	First American Treasury MMF Class Y	1.000	4.95%	1,128.83	0.00	1,128.83	0.00
Purchase	12/15/2023	31846V807	1,545.83	First American Treasury MMF Class Y	1.000	4.95%	1,545.83	0.00	1,545.83	0.00
Purchase	12/15/2023	31846V807	1,177.50	First American Treasury MMF Class Y	1.000	4.95%	1,177.50	0.00	1,177.50	0.00
Purchase	12/19/2023	3130AXU63	500,000.00	Federal Home Loan Banks Note 4.625% Due 11/17/2026	101.065	4.23%	505,325.00	2,055.56	507,380.56	0.00
Purchase	12/19/2023	91282CFM8	750,000.00	US Treasury Note 4.125% Due 9/30/2027	100.223	4.06%	751,669.92	6,762.30	758,432.22	0.00
Purchase	12/21/2023	31846V807	504.00	First American Treasury MMF Class Y	1.000	4.95%	504.00	0.00	504.00	0.00
Purchase	12/21/2023	31846V807	3,386.25	First American Treasury MMF Class Y	1.000	4.95%	3,386.25	0.00	3,386.25	0.00
Purchase	12/23/2023	31846V807	1,750.00	First American Treasury MMF Class Y	1.000	4.95%	1,750.00	0.00	1,750.00	0.00
Purchase	12/26/2023	31846V807	410.25	First American Treasury MMF Class Y	1.000	4.95%	410.25	0.00	410.25	0.00
Purchase	12/26/2023	31846V807	2,502.50	First American Treasury MMF Class Y	1.000	4.95%	2,502.50	0.00	2,502.50	0.00
Purchase	12/26/2023	31846V807	1,870.42	First American Treasury MMF Class Y	1.000	4.95%	1,870.42	0.00	1,870.42	0.00
Purchase	12/26/2023	31846V807	1,327.92	First American Treasury MMF Class Y	1.000	4.95%	1,327.92	0.00	1,327.92	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	12/26/2023	31846V807	648.80	First American Treasury MMF Class Y	1.000	4.95%	648.80	0.00	648.80	0.00
Purchase	12/26/2023	31846V807	1,216.13	First American Treasury MMF Class Y	1.000	4.95%	1,216.13	0.00	1,216.13	0.00
Purchase	12/26/2023	31846V807	2,000.83	First American Treasury MMF Class Y	1.000	4.95%	2,000.83	0.00	2,000.83	0.00
Purchase	12/26/2023	31846V807	1,870.50	First American Treasury MMF Class Y	1.000	4.95%	1,870.50	0.00	1,870.50	0.00
Purchase	12/31/2023	31846V807	21,562.50	First American Treasury MMF Class Y	1.000	4.95%	21,562.50	0.00	21,562.50	0.00
Purchase	12/31/2023	90LAIF\$00	19,000,000.00	Local Agency Investment Fund State Pool	1.000	3.95%	19,000,000.00	0.00	19,000,000.00	0.00
<b>Subtotal</b>			<b>21,479,460.34</b>				<b>21,493,935.73</b>	<b>11,416.61</b>	<b>21,505,352.34</b>	<b>0.00</b>
Security Contribution	12/21/2023	31846V807	0.11	First American Treasury MMF Class Y	1.000		0.11	0.00	0.11	0.00
<b>Subtotal</b>			<b>0.11</b>				<b>0.11</b>	<b>0.00</b>	<b>0.11</b>	<b>0.00</b>
<b>TOTAL ACQUISITIONS</b>			<b>21,479,460.45</b>				<b>21,493,935.84</b>	<b>11,416.61</b>	<b>21,505,352.45</b>	<b>0.00</b>
<b>DISPOSITIONS</b>										
Sale	12/11/2023	31846V807	510,079.22	First American Treasury MMF Class Y	1.000	4.95%	510,079.22	0.00	510,079.22	0.00
Sale	12/19/2023	31846V807	1,265,812.78	First American Treasury MMF Class Y	1.000	4.95%	1,265,812.78	0.00	1,265,812.78	0.00
<b>Subtotal</b>			<b>1,775,892.00</b>				<b>1,775,892.00</b>	<b>0.00</b>	<b>1,775,892.00</b>	<b>0.00</b>
Paydown	12/15/2023	02582JJT8	0.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	100.000		0.00	1,695.00	1,695.00	0.00
Paydown	12/15/2023	02582JKD1	0.00	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	100.000		0.00	2,135.58	2,135.58	0.00
Paydown	12/15/2023	05522RDF2	0.00	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	100.000		0.00	1,833.33	1,833.33	0.00
Paydown	12/15/2023	161571HT4	0.00	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	100.000		0.00	2,128.50	2,128.50	0.00
Paydown	12/15/2023	47800CAC0	0.00	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	100.000		0.00	3,674.00	3,674.00	0.00





Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>DISPOSITIONS</b>										
Paydown	12/15/2023	58768PAC8	0.00	Mercedes-Benz Auto Receivables 2022-1 A3 5.21% Due 8/16/2027	100.000		0.00	1,128.83	1,128.83	0.00
Paydown	12/15/2023	891941AD8	0.00	Toyota Auto Receivables Owner 2023-B A3 4.71% Due 2/15/2028	100.000		0.00	1,177.50	1,177.50	0.00
Paydown	12/15/2023	89239HAD0	0.00	Toyota Auto Receivables Owner 2022-D A3 5.3% Due 9/15/2027	100.000		0.00	1,545.83	1,545.83	0.00
Paydown	12/21/2023	438123AC5	0.00	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	100.000		0.00	3,386.25	3,386.25	0.00
Paydown	12/21/2023	43815JAC7	0.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	100.000		0.00	504.00	504.00	0.00
Paydown	12/26/2023	05592XAD2	0.00	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 2/25/2028	100.000		0.00	410.25	410.25	0.00
Paydown	12/26/2023	05593AAC3	0.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	100.000		0.00	1,870.50	1,870.50	0.00
Paydown	12/26/2023	3137BVZ82	0.00	FHLMC K063 3.43% Due 1/25/2027	100.000		0.00	2,000.83	2,000.83	0.00
Paydown	12/26/2023	3137F1G44	0.00	FHLMC K065 A2 3.243% Due 4/25/2027	100.000		0.00	1,216.13	1,216.13	0.00
Paydown	12/26/2023	3137FBBX3	0.00	FHLMC K068 A2 3.244% Due 8/25/2027	100.000		0.00	648.80	648.80	0.00
Paydown	12/26/2023	3137FBU79	0.00	FHLMC K069 A2 3.187% Due 9/25/2027	100.000		0.00	1,327.92	1,327.92	0.00
Paydown	12/26/2023	3137FETN0	0.00	FHLMC K073 A2 3.35% Due 1/25/2028	100.000		0.00	1,870.42	1,870.42	0.00
Paydown	12/26/2023	3137FG6X8	0.00	FHLMC K077 A2 3.85% Due 5/25/2028	100.000		0.00	2,502.50	2,502.50	0.00
<b>Subtotal</b>			<b>0.00</b>				<b>0.00</b>	<b>31,056.17</b>	<b>31,056.17</b>	<b>0.00</b>

# Transaction Ledger

As of December 31, 2023



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>DISPOSITIONS</b>										
Maturity	12/15/2023	91282CBA8	600,000.00	US Treasury Note 0.125% Due 12/15/2023	100.000		600,000.00	0.00	600,000.00	0.00
<b>Subtotal</b>			<b>600,000.00</b>				<b>600,000.00</b>	<b>0.00</b>	<b>600,000.00</b>	<b>0.00</b>
Security Withdrawal	12/06/2023	31846V807	3,433.78	First American Treasury MMF Class Y	1.000		3,433.78	0.00	3,433.78	0.00
Security Withdrawal	12/26/2023	31846V807	250.00	First American Treasury MMF Class Y	1.000		250.00	0.00	250.00	0.00
<b>Subtotal</b>			<b>3,683.78</b>				<b>3,683.78</b>	<b>0.00</b>	<b>3,683.78</b>	<b>0.00</b>
<b>TOTAL DISPOSITIONS</b>			<b>2,379,575.78</b>				<b>2,379,575.78</b>	<b>31,056.17</b>	<b>2,410,631.95</b>	<b>0.00</b>

<b>OTHER TRANSACTIONS</b>										
Interest	12/06/2023	3130AWER7	775,000.00	FHLB Note 4.625% Due 6/6/2025	0.000		17,324.48	0.00	17,324.48	0.00
Interest	12/08/2023	24422EWX3	500,000.00	John Deere Capital Corp Note 4.75% Due 6/8/2026	0.000		11,875.00	0.00	11,875.00	0.00
Interest	12/10/2023	3130ATUS4	500,000.00	FHLB Note 4.25% Due 12/10/2027	0.000		10,625.00	0.00	10,625.00	0.00
Interest	12/12/2023	3130ATUC9	1,000,000.00	FHLB Note 4.5% Due 12/12/2025	0.000		22,500.00	0.00	22,500.00	0.00
Interest	12/12/2023	3130AWGR5	525,000.00	FHLB Note 4.375% Due 6/12/2026	0.000		10,910.16	0.00	10,910.16	0.00
Interest	12/15/2023	91282CBA8	600,000.00	US Treasury Note 0.125% Due 12/15/2023	0.000		375.00	0.00	375.00	0.00
Interest	12/23/2023	3130AMQQ8	1,000,000.00	FHLB Callable Note Qtrly 12/23/2021 0.35% Due 4/23/2024	0.000		1,750.00	0.00	1,750.00	0.00
Interest	12/31/2023	91282CCJ8	500,000.00	US Treasury Note 0.875% Due 6/30/2026	0.000		2,187.50	0.00	2,187.50	0.00

# Transaction Ledger

As of December 31, 2023



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>OTHER TRANSACTIONS</b>										
Interest	12/31/2023	91282CGC9	1,000,000.00	US Treasury Note 3.875% Due 12/31/2027	0.000		19,375.00	0.00	19,375.00	0.00
<b>Subtotal</b>			<b>6,400,000.00</b>				<b>96,922.14</b>	<b>0.00</b>	<b>96,922.14</b>	<b>0.00</b>
Dividend	12/01/2023	31846V807	1,194,979.04	First American Treasury MMF Class Y	0.000		1,482.03	0.00	1,482.03	0.00
<b>Subtotal</b>			<b>1,194,979.04</b>				<b>1,482.03</b>	<b>0.00</b>	<b>1,482.03</b>	<b>0.00</b>
<b>TOTAL OTHER TRANSACTIONS</b>			<b>7,594,979.04</b>				<b>98,404.17</b>	<b>0.00</b>	<b>98,404.17</b>	<b>0.00</b>

## Income Earned

As of December 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
<b>FIXED INCOME</b>						
00440EAV9	Chubb INA Holdings Inc Callable Note Cont 2/3/2026 3.35% Due 05/03/2026	03/09/2023 03/13/2023 500,000.00	480,778.59 0.00 0.00 481,452.64	1,302.78 0.00 2,698.61 1,395.83	674.05 0.00 674.05 2,069.88	2,069.88
02582JIT8	American Express Credit Trust 2022-2 A 3.39% Due 05/17/2027	04/17/2023 04/19/2023 600,000.00	589,922.09 0.00 0.00 590,510.44	904.00 1,695.00 904.00 1,695.00	588.35 0.00 588.35 2,283.35	2,283.35
02582JKD1	American Express Credit Trust 2023-3 A 5.23% Due 09/15/2028	09/12/2023 09/19/2023 490,000.00	489,979.56 0.00 0.00 489,980.19	1,138.98 2,135.58 1,138.98 2,135.58	0.63 0.00 0.63 2,136.21	2,136.21
05522RDF2	Bank of America Credit Card Tr 2022-A2 A2 5% Due 04/15/2028	04/18/2023 04/20/2023 440,000.00	443,660.57 0.00 0.00 443,501.86	977.78 1,833.33 977.78 1,833.33	0.00 158.71 (158.71) 1,674.62	1,674.62
05592XAD2	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 02/25/2028	07/11/2023 07/18/2023 90,000.00	89,985.82 0.00 0.00 89,986.22	82.05 410.25 82.05 410.25	0.40 0.00 0.40 410.65	410.65
05593AAC3	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	Various 02/15/2023 435,000.00	435,465.42 0.00 0.00 435,435.37	374.10 1,870.50 374.10 1,870.50	0.06 30.11 (30.05) 1,840.45	1,840.45
06051GGF0	Bank of America Corp Callable Note 1/20/2027 3.824% Due 01/20/2028	07/12/2023 07/14/2023 600,000.00	570,473.72 0.00 0.00 571,079.49	8,349.07 0.00 10,261.07 1,912.00	605.77 0.00 605.77 2,517.77	2,517.77
06368LGV2	Bank of Montreal Callable Note Cont 1/1/2028 5.203% Due 02/01/2028	09/05/2023 09/07/2023 600,000.00	593,862.54 0.00 0.00 593,987.46	10,406.00 0.00 13,007.50 2,601.50	124.92 0.00 124.92 2,726.42	2,726.42
06406RBQ9	Bank of NY Mellon Corp Callable Note Cont 4/26/2026 4.947% Due 04/26/2027	04/19/2023 04/26/2023 350,000.00	350,422.50 0.00 0.00 350,411.96	1,683.35 0.00 3,126.23 1,442.88	0.00 10.54 (10.54) 1,432.34	1,432.34

Income Earned

As of December 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
161571HT4	Chase Issuance Trust 23-A1 A 5.16% Due 09/15/2028	09/07/2023 09/15/2023 495,000.00	494,872.43 0.00 0.00 494,876.31	1,135.20 2,128.50 1,135.20 2,128.50	3.88 0.00 3.88 2,132.38	2,132.38
166764BW9	Chevron Corp Callable Note Cont 4/11/2025 1.554% Due 05/11/2025	05/12/2022 05/12/2022 700,000.00	684,300.69 0.00 0.00 685,224.18	604.33 0.00 1,510.83 906.50	923.49 0.00 923.49 1,829.99	1,829.99
17325FAS7	Citibank Callable Note Cont 12/23/2023 3.65% Due 01/23/2024	05/19/2021 05/19/2021 500,000.00	502,245.06 0.00 0.00 500,931.91	6,488.89 0.00 8,009.72 1,520.83	0.00 1,313.15 (1,313.15) 207.68	207.68
24422EWX3	John Deere Capital Corp Note 4.75% Due 06/08/2026	06/05/2023 06/08/2023 500,000.00	500,394.53 0.00 0.00 500,381.23	11,413.19 11,875.00 1,517.36 1,979.17	0.00 13.30 (13.30) 1,965.87	1,965.87
3130AMQ8	FHLB Callable Note Qtrly 12/23/2021 0.35% Due 04/23/2024	06/23/2021 06/23/2021 1,000,000.00	1,000,000.00 0.00 0.00 1,000,000.00	1,536.11 1,750.00 77.78 291.67	0.00 0.00 0.00 291.67	291.67
3130ATH7	FHLB Note 4.375% Due 09/12/2025	10/06/2022 10/06/2022 1,300,000.00	1,301,918.39 0.00 0.00 1,301,827.03	12,480.90 0.00 17,220.49 4,739.59	0.00 91.36 (91.36) 4,648.23	4,648.23
3130ATUC9	FHLB Note 4.5% Due 12/12/2025	02/13/2023 02/14/2023 1,000,000.00	1,003,393.64 0.00 0.00 1,003,251.86	21,125.00 22,500.00 2,375.00 3,750.00	0.00 141.78 (141.78) 3,608.22	3,608.22
3130ATUS4	FHLB Note 4.25% Due 12/10/2027	05/15/2023 05/16/2023 500,000.00	510,842.24 0.00 0.00 510,613.59	10,093.75 10,625.00 1,239.58 1,770.83	0.00 228.65 (228.65) 1,542.18	1,542.18
3130AV7L0	FHLB Note 5% Due 02/28/2025	03/02/2023 03/03/2023 1,100,000.00	1,099,092.50 0.00 0.00 1,099,154.33	14,208.33 0.00 18,791.67 4,583.34	61.83 0.00 61.83 4,645.17	4,645.17

Income Earned

As of December 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
3130AWER7	FHLB Note 4.625% Due 06/06/2025	06/09/2023 06/12/2023 775,000.00	774,509.36 0.00 0.00 774,536.86	16,826.65 17,324.48 2,489.15 2,986.98	27.50 0.00 27.50 3,014.48	3,014.48
3130AWGR5	FHLB Note 4.375% Due 06/12/2026	06/28/2023 06/29/2023 525,000.00	524,285.16 0.00 0.00 524,309.15	10,208.33 10,910.16 1,212.24 1,914.07	23.99 0.00 23.99 1,938.06	1,938.06
3130AXU63	Federal Home Loan Banks Note 4.625% Due 11/17/2026	12/18/2023 12/19/2023 500,000.00	0.00 505,325.00 0.00 505,259.94	0.00 (2,055.56) 2,826.39 770.83	0.00 65.06 (65.06) 705.77	705.77
3133EMWV0	FFCB Note 0.35% Due 04/22/2024	05/03/2021 05/03/2021 1,000,000.00	1,000,000.00 0.00 0.00 1,000,000.00	379.17 0.00 670.83 291.66	0.00 0.00 0.00 291.66	291.66
3133EMYR7	FFCB Callable Note Cont 5/6/2022 0.375% Due 05/06/2024	05/06/2021 05/06/2021 1,000,000.00	1,000,000.00 0.00 0.00 1,000,000.00	260.42 0.00 572.92 312.50	0.00 0.00 0.00 312.50	312.50
3133EPBF1	FFCB Note 4.875% Due 08/21/2024	02/15/2023 02/21/2023 1,000,000.00	999,271.22 0.00 0.00 999,356.80	13,541.67 0.00 17,604.17 4,062.50	85.58 0.00 85.58 4,148.08	4,148.08
3133EPSW6	FFCB Note 4.5% Due 08/14/2026	08/09/2023 08/14/2023 560,000.00	558,840.09 0.00 0.00 558,876.53	7,490.00 0.00 9,590.00 2,100.00	36.44 0.00 36.44 2,136.44	2,136.44
3135G0V75	FNMA Note 1.75% Due 07/02/2024	11/05/2019 11/05/2019 750,000.00	750,431.11 0.00 0.00 750,368.66	5,432.29 0.00 6,526.04 1,093.75	0.00 62.45 (62.45) 1,031.30	1,031.30
3136G46B4	FNMA Callable Note Qtrly 01/26/2024 0.35% Due 04/26/2024	10/30/2020 10/30/2020 1,200,000.00	1,199,965.38 0.00 0.00 1,199,972.68	408.33 0.00 758.33 350.00	7.30 0.00 7.30 357.30	357.30

Income Earned

As of December 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
3137BVZ82	FHLMC K063 3.43% Due 01/25/2027	06/07/2023 06/12/2023 700,000.00	677,852.58 0.00 0.00 678,449.08	2,000.83 2,000.83 2,000.83 2,000.83	596.50 0.00 596.50 2,597.33	2,597.33
3137F1G44	FHLMC K065 A2 3.243% Due 04/25/2027	06/08/2023 06/13/2023 450,000.00	433,948.15 0.00 0.00 434,349.12	1,216.13 1,216.13 1,216.13 1,216.13	400.97 0.00 400.97 1,617.10	1,617.10
3137FBBX3	FHLMC K068 A2 3.244% Due 08/25/2027	06/08/2023 06/13/2023 240,000.00	231,079.80 0.00 0.00 231,286.32	648.80 648.80 648.80 648.80	206.52 0.00 206.52 855.32	855.32
3137FBU79	FHLMC K069 A2 3.187% Due 09/25/2027	06/09/2023 06/14/2023 500,000.00	479,144.87 0.00 0.00 479,608.65	1,327.92 1,327.92 1,327.92 1,327.92	463.78 0.00 463.78 1,791.70	1,791.70
3137FETN0	FHLMC K073 A2 3.35% Due 01/25/2028	05/24/2023 05/30/2023 670,000.00	646,767.87 0.00 0.00 647,242.93	374.08 1,870.42 374.08 1,870.42	475.06 0.00 475.06 2,345.48	2,345.48
3137FG6X8	FHLMC K077 A2 3.85% Due 05/25/2028	05/24/2023 05/30/2023 780,000.00	767,133.73 0.00 0.00 767,377.38	500.50 2,502.50 500.50 2,502.50	243.65 0.00 243.65 2,746.15	2,746.15
341081GR2	Florida Power and Light Callable Note Cont 4/15/2026 4.45% Due 05/15/2026	05/18/2023 05/22/2023 550,000.00	547,556.36 0.00 0.00 547,640.91	1,087.78 0.00 3,127.36 2,039.58	84.55 0.00 84.55 2,124.13	2,124.13
438123AC5	Honda Auto Receivables OT 2023-4 A3 5.67% Due 06/21/2028	12/07/2023 12/11/2023 500,000.00	0.00 507,480.47 0.00 507,358.51	0.00 787.50 787.50 1,575.00	0.00 121.96 (121.96) 1,453.04	1,453.04
43815JAC7	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 04/21/2027	02/16/2023 02/24/2023 120,000.00	119,983.12 0.00 0.00 119,983.72	168.00 504.00 168.00 504.00	0.60 0.00 0.60 504.60	504.60

Income Earned

As of December 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
45950KDD9	International Finance Corp Note 4.5% Due 07/13/2028	07/06/2023 07/13/2023 305,000.00	304,687.58 0.00 0.00 304,693.32	5,261.25 0.00 6,405.00 1,143.75	5.74 0.00 5.74 1,149.49	1,149.49
46647PBH8	JP Morgan Chase & Co Callable Note Mthly 3/13/2025 2.005% Due 03/13/2026	04/05/2022 04/05/2022 600,000.00	586,976.70 0.00 0.00 587,461.36	2,606.50 0.00 3,609.00 1,002.50	484.66 0.00 484.66 1,487.16	1,487.16
47800CAC0	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	02/23/2023 03/02/2023 880,000.00	881,934.91 0.00 0.00 881,893.41	1,959.46 3,674.00 1,959.46 3,674.00	0.76 42.26 (41.50) 3,632.50	3,632.50
58768PAC8	Mercedes-Benz Auto Receivables 2022-1 A3 5.21% Due 08/16/2027	02/15/2023 02/17/2023 260,000.00	261,015.39 0.00 0.00 260,980.26	602.04 1,128.83 602.04 1,128.83	0.00 35.13 (35.13) 1,093.70	1,093.70
58933YBH7	Merck & Co Callable Note Cont 4/17/2028 4.05% Due 05/17/2028	05/08/2023 05/17/2023 130,000.00	129,906.11 0.00 0.00 129,907.90	204.75 0.00 643.50 438.75	1.79 0.00 1.79 440.54	440.54
61744YAK4	Morgan Stanley Callable Note 1X 7/22/2027 3.591% Due 07/22/2028	08/10/2023 08/14/2023 500,000.00	467,180.52 0.00 0.00 467,780.75	6,433.88 0.00 7,930.13 1,496.25	600.23 0.00 600.23 2,096.48	2,096.48
693475AV7	PNC Financial Services Callable Note Cont 12/23/2023 3.5% Due 01/23/2024	07/29/2019 07/29/2019 900,000.00	901,873.56 0.00 0.00 900,777.70	11,200.00 0.00 13,825.00 2,625.00	0.00 1,095.86 (1,095.86) 1,529.14	1,529.14
69371RS49	Paccar Financial Corp Note 4.45% Due 03/30/2026	03/28/2023 03/30/2023 600,000.00	599,716.15 0.00 0.00 599,726.50	4,524.17 0.00 6,749.17 2,225.00	10.35 0.00 10.35 2,235.35	2,235.35
713448CM8	Pepsico Inc. Callable Note Cont 12/01/2023 3.6% Due 03/01/2024	06/23/2021 06/23/2021 500,000.00	503,471.81 0.00 0.00 502,289.10	4,500.00 0.00 6,000.00 1,500.00	0.00 1,182.71 (1,182.71) 317.29	317.29



## Income Earned

As of December 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
717081DM2	Pfizer Inc. Note 3.4% Due 05/15/2024	09/27/2021 09/27/2021 500,000.00	506,418.90 0.00 0.00 505,220.19	755.56 0.00 2,172.22 1,416.66	0.00 1,198.71 (1,198.71) 217.95	217.95
74456QBS4	Public Service EI & Gas Callable Note Cont 2/15/2027 3% Due 05/15/2027	04/18/2023 04/20/2023 337,000.00	321,448.75 0.00 0.00 321,831.05	449.33 0.00 1,291.83 842.50	382.30 0.00 382.30 1,224.80	1,224.80
756109AU8	Realty Income Corp Callable Note Cont 10/15/2027 3.65% Due 01/15/2028	04/10/2023 04/12/2023 500,000.00	477,691.45 0.00 0.00 478,150.66	6,894.44 0.00 8,415.28 1,520.84	459.21 0.00 459.21 1,980.05	1,980.05
78016FZT4	Royal Bank of Canada Note 4.875% Due 01/12/2026	07/19/2023 07/21/2023 550,000.00	545,049.30 0.00 0.00 545,247.84	10,352.60 0.00 12,586.98 2,234.38	198.54 0.00 198.54 2,432.92	2,432.92
89115A2M3	Toronto-Dominion Bank Note 5.156% Due 01/10/2028	07/12/2023 07/14/2023 575,000.00	572,191.46 0.00 0.00 572,249.46	11,611.74 0.00 14,082.33 2,470.59	58.00 0.00 58.00 2,528.59	2,528.59
891941AD8	Toyota Auto Receivables Owner 2023-B A3 4.71% Due 02/15/2028	10/03/2023 10/05/2023 300,000.00	294,356.44 0.00 0.00 294,518.44	628.00 1,177.50 628.00 1,177.50	162.00 0.00 162.00 1,339.50	1,339.50
89236THU2	Toyota Motor Credit Corp Note 0.45% Due 01/11/2024	09/27/2021 09/27/2021 480,000.00	479,967.75 0.00 0.00 479,992.13	840.00 0.00 1,020.00 180.00	24.38 0.00 24.38 204.38	204.38
89239HAD0	Toyota Auto Receivables Owner 20222-D A3 5.3% Due 09/15/2027	02/10/2023 02/14/2023 350,000.00	353,119.31 0.00 0.00 353,011.39	824.44 1,545.83 824.44 1,545.83	0.00 107.92 (107.92) 1,437.91	1,437.91
9128282Y5	US Treasury Note 2.125% Due 09/30/2024	08/25/2021 08/25/2021 1,000,000.00	1,013,911.02 0.00 0.00 1,012,492.46	3,599.73 0.00 5,399.59 1,799.86	0.00 1,418.56 (1,418.56) 381.30	381.30

Income Earned

As of December 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
9128285N6	US Treasury Note 2.875% Due 11/30/2025	07/15/2022 07/15/2022 500,000.00	497,759.49 0.00 0.00 497,854.63	39.28 0.00 1,256.83 1,217.55	95.14 0.00 95.14 1,312.69	1,312.69
9128286X3	US Treasury Note 2.125% Due 05/31/2026	09/30/2022 09/30/2022 500,000.00	476,814.30 0.00 0.00 477,602.41	29.03 0.00 928.96 899.93	788.11 0.00 788.11 1,688.04	1,688.04
912828D56	US Treasury Note 2.375% Due 08/15/2024	12/28/2021 12/28/2021 1,000,000.00	1,010,204.87 0.00 0.00 1,008,978.70	6,970.11 0.00 8,970.79 2,000.68	0.00 1,226.17 (1,226.17) 774.51	774.51
912828YM6	US Treasury Note 1.5% Due 10/31/2024	12/28/2021 12/28/2021 1,000,000.00	1,004,816.91 0.00 0.00 1,004,371.17	1,277.47 0.00 2,554.95 1,277.48	0.00 445.74 (445.74) 831.74	831.74
912828YV6	US Treasury Note 1.5% Due 11/30/2024	09/10/2021 09/10/2021 700,000.00	707,098.14 0.00 0.00 706,495.28	28.69 0.00 918.03 889.34	0.00 602.86 (602.86) 286.48	286.48
91282CAJ0	US Treasury Note 0.25% Due 08/31/2025	06/30/2022 06/30/2022 1,200,000.00	1,142,576.91 0.00 0.00 1,145,362.69	758.24 0.00 1,013.74 255.50	2,785.78 0.00 2,785.78 3,041.28	3,041.28
91282CAM3	US Treasury Note 0.25% Due 09/30/2025	07/15/2022 07/15/2022 500,000.00	475,159.35 0.00 0.00 476,310.41	211.75 0.00 317.62 105.87	1,151.06 0.00 1,151.06 1,256.93	1,256.93
91282CBA8	US Treasury Note Due 12/15/2023	10/07/2021 10/07/2021 0.00	599,952.40 0.00 600,000.00 0.00	346.31 375.00 0.00 28.69	47.60 0.00 47.60 76.29	76.29
91282CBQ3	US Treasury Note 0.5% Due 02/28/2026	07/15/2022 07/15/2022 500,000.00	472,650.05 0.00 0.00 473,684.01	631.87 0.00 844.78 212.91	1,033.96 0.00 1,033.96 1,246.87	1,246.87

Income Earned

As of December 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
91282CBV2	US Treasury Note 0.375% Due 04/15/2024	05/03/2021 05/03/2021 1,000,000.00	1,000,148.27 0.00 0.00 1,000,114.47	481.56 0.00 799.18 317.62	0.00 33.80 (33.80) 283.82	283.82
91282CBW0	US Treasury Note 0.75% Due 04/30/2026	09/30/2022 09/30/2022 500,000.00	462,008.85 0.00 0.00 463,345.65	319.37 0.00 638.74 319.37	1,336.80 0.00 1,336.80 1,656.17	1,656.17
91282CCC3	US Treasury Note 0.25% Due 05/15/2024	05/17/2021 05/17/2021 1,000,000.00	999,526.33 0.00 0.00 999,614.79	109.89 0.00 322.80 212.91	88.46 0.00 88.46 301.37	301.37
91282CCJ8	US Treasury Note 0.875% Due 06/30/2026	09/30/2022 09/30/2022 500,000.00	461,188.38 0.00 0.00 462,465.62	1,830.84 2,187.50 12.02 368.68	1,277.24 0.00 1,277.24 1,645.92	1,645.92
91282CFM8	US Treasury Note 4.125% Due 09/30/2027	12/18/2023 12/19/2023 750,000.00	0.00 751,669.92 0.00 751,654.20	0.00 (6,762.30) 7,861.17 1,098.87	0.00 15.72 (15.72) 1,083.15	1,083.15
91282CGC9	US Treasury Note 3.875% Due 12/31/2027	02/06/2023 02/07/2023 1,000,000.00	1,001,205.23 0.00 0.00 1,001,180.17	16,216.03 19,375.00 106.46 3,265.43	0.00 25.06 (25.06) 3,240.37	3,240.37
91282CGE5	US Treasury Note 3.875% Due 01/15/2026	02/06/2023 02/07/2023 1,000,000.00	994,886.71 0.00 0.00 995,090.98	14,636.55 0.00 17,900.82 3,264.27	204.27 0.00 204.27 3,468.54	3,468.54
91282CHY0	US Treasury Note 4.625% Due 09/15/2026	09/25/2023 09/26/2023 900,000.00	895,707.70 0.00 0.00 895,838.28	8,805.29 0.00 12,350.27 3,544.98	130.58 0.00 130.58 3,675.56	3,675.56
91282CJA0	US Treasury Note 4.625% Due 09/30/2028	10/19/2023 10/20/2023 500,000.00	493,132.18 0.00 0.00 493,252.80	3,917.35 0.00 5,876.02 1,958.67	120.62 0.00 120.62 2,079.29	2,079.29

## Income Earned

As of December 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
91282CJC6	US Treasury Note 4.625% Due 10/15/2026	10/19/2023 10/20/2023 500,000.00	494,441.31 0.00 0.00 494,605.58	2,969.60 0.00 4,928.28 1,958.68	164.27 0.00 164.27 2,122.95	2,122.95
			<b>44,242,573.58</b>	<b>299,001.83</b>	<b>17,247.67</b>	
			<b>1,764,475.39</b>	<b>116,561.70</b>	<b>9,667.57</b>	
			<b>600,000.00</b>	<b>298,594.57</b>	<b>7,580.10</b>	
<b>Total Fixed Income</b>		<b>45,837,000.00</b>	<b>45,414,629.07</b>	<b>116,154.44</b>	<b>123,734.54</b>	<b>123,734.54</b>
<b>CASH &amp; EQUIVALENT</b>						
31846V807	First American Treasury MMF Class Y	08/25/2023 08/25/2023 144,863.71	1,194,979.04 729,460.45 1,779,575.78 144,863.71	0.00 1,482.03 0.00 1,482.03	0.00 0.00 0.00 1,482.03	1,482.03
96130ASC3	Westpac Banking Corp NY Yankee CD 5.38% Due 02/16/2024	02/16/2023 02/17/2023 375,000.00	375,029.83 0.00 0.00 375,017.82	16,140.00 0.00 17,877.29 1,737.29	0.00 12.01 (12.01) 1,725.28	1,725.28
			<b>1,570,008.87</b>	<b>16,140.00</b>	<b>0.00</b>	
			<b>729,460.45</b>	<b>1,482.03</b>	<b>12.01</b>	
			<b>1,779,575.78</b>	<b>17,877.29</b>	<b>(12.01)</b>	
<b>Total Cash &amp; Equivalent</b>		<b>519,863.71</b>	<b>519,881.53</b>	<b>3,219.32</b>	<b>3,207.31</b>	<b>3,207.31</b>

**Income Earned**

As of December 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
<b>LOCAL AGENCY INVESTMENT FUND</b>						
90LAIF\$00	Local Agency Investment Fund State Pool	Various Various 53,749,175.38	34,749,175.38 19,000,000.00 0.00 53,749,175.38	269,735.90 0.00 387,102.98 117,367.08	0.00 0.00 0.00 117,367.08	117,367.08
<b>Total Local Agency Investment Fund</b>			<b>53,749,175.38</b>	<b>117,367.08</b>	<b>117,367.08</b>	<b>117,367.08</b>
<b>TOTAL PORTFOLIO</b>			<b>100,106,039.09</b>	<b>236,740.84</b>	<b>244,308.93</b>	<b>244,308.93</b>

# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/02/2024	Interest	3135G0V75	750,000.00	FNMA Note 1.75% Due 7/2/2024	0.00	6,562.50	6,562.50
01/10/2024	Interest	89115A2M3	575,000.00	Toronto-Dominion Bank Note 5.156% Due 1/10/2028	0.00	14,823.50	14,823.50
01/11/2024	Maturity	89236THU2	480,000.00	Toyota Motor Credit Corp Note 0.45% Due 1/11/2024	480,000.00	1,080.00	481,080.00
01/12/2024	Interest	78016FZT4	550,000.00	Royal Bank of Canada Note 4.875% Due 1/12/2026	0.00	13,406.25	13,406.25
01/13/2024	Interest	45950KDD9	305,000.00	International Finance Corp Note 4.5% Due 7/13/2028	0.00	6,862.50	6,862.50
01/15/2024	Dividend	90LAIF\$00	3,727,080,813.81	Local Agency Investment Fund State Pool	0.00	386,790.60	386,790.60
01/15/2024	Interest	756109AU8	500,000.00	Realty Income Corp Callable Note Cont 10/15/2027 3.65% Due 1/15/2028	0.00	9,125.00	9,125.00
01/15/2024	Interest	91282CGE5	1,000,000.00	US Treasury Note 3.875% Due 1/15/2026	0.00	19,375.00	19,375.00
01/15/2024	Paydown	47800CAC0	880,000.00	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	16,985.37	3,674.00	20,659.37
01/15/2024	Paydown	89239HAD0	350,000.00	Toyota Auto Receivables Owner 20222-D A3 5.3% Due 9/15/2027	0.00	1,545.83	1,545.83
01/15/2024	Paydown	02582JIT8	600,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	1,695.00	1,695.00
01/15/2024	Paydown	05522RDF2	440,000.00	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	0.00	1,833.33	1,833.33
01/15/2024	Paydown	161571HT4	495,000.00	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	0.00	2,128.50	2,128.50
01/15/2024	Paydown	58768PAC8	260,000.00	Mercedes-Benz Auto Receivables 2022-1 A3 5.21% Due 8/16/2027	0.00	1,128.83	1,128.83
01/15/2024	Paydown	891941AD8	300,000.00	Toyota Auto Receivables Owner 2023-B A3 4.71% Due 2/15/2028	0.00	1,177.50	1,177.50
01/15/2024	Paydown	02582JKD1	490,000.00	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	0.00	2,135.58	2,135.58
01/20/2024	Interest	06051GGF0	600,000.00	Bank of America Corp Callable Note 1/20/2027 3.824% Due 1/20/2028	0.00	11,472.00	11,472.00

# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/20/2024	Paydown	3137BVZ82	0.00	FHLMC K063 3.43% Due 1/25/2027	0.00	2,000.83	2,000.83
01/20/2024	Paydown	3137F1G44	0.00	FHLMC K065 A2 3.243% Due 4/25/2027	0.00	1,216.13	1,216.13
01/20/2024	Paydown	3137FBBX3	0.00	FHLMC K068 A2 3.244% Due 8/25/2027	0.00	648.80	648.80
01/20/2024	Paydown	3137FBU79	0.00	FHLMC K069 A2 3.187% Due 9/25/2027	0.00	1,327.92	1,327.92
01/21/2024	Paydown	438123AC5	500,000.00	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	0.00	2,362.50	2,362.50
01/21/2024	Paydown	43815JAC7	120,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	504.00	504.00
01/22/2024	Interest	61744YAK4	500,000.00	Morgan Stanley Callable Note 1X 7/22/2027 3.591% Due 7/22/2028	0.00	8,977.50	8,977.50
01/23/2024	Maturity	693475AV7	900,000.00	PNC Financial Services Callable Note Cont 12/23/2023 3.5% Due 1/23/2024	900,000.00	15,750.00	915,750.00
01/23/2024	Maturity	17325FAS7	500,000.00	Citibank Callable Note Cont 12/23/2023 3.65% Due 1/23/2024	500,000.00	9,125.00	509,125.00
01/25/2024	Paydown	3137BVZ82	700,000.00	FHLMC K063 3.43% Due 1/25/2027	0.00	2,000.83	2,000.83
01/25/2024	Paydown	3137FETN0	670,000.00	FHLMC K073 A2 3.35% Due 1/25/2028	0.00	1,870.42	1,870.42
01/25/2024	Paydown	3137F1G44	450,000.00	FHLMC K065 A2 3.243% Due 4/25/2027	0.00	1,216.13	1,216.13
01/25/2024	Paydown	05592XAD2	90,000.00	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 2/25/2028	0.00	410.25	410.25
01/25/2024	Paydown	05593AAC3	435,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	1,870.50	1,870.50
01/25/2024	Paydown	3137FBBX3	240,000.00	FHLMC K068 A2 3.244% Due 8/25/2027	0.00	648.80	648.80
01/25/2024	Paydown	3137FBU79	500,000.00	FHLMC K069 A2 3.187% Due 9/25/2027	0.00	1,327.92	1,327.92

# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/25/2024	Paydown	3137FG6X8	780,000.00	FHLMC K077 A2 3.85% Due 5/25/2028	13,360.15	2,502.50	15,862.65
<b>JAN 2024</b>					<b>1,910,345.52</b>	<b>538,575.95</b>	<b>2,448,921.47</b>
02/01/2024	Interest	06368LGV2	600,000.00	Bank of Montreal Callable Note Cont 1/1/2028 5.203% Due 2/1/2028	0.00	15,609.00	15,609.00
02/14/2024	Interest	3133EPSW6	560,000.00	FFCB Note 4.5% Due 8/14/2026	0.00	12,600.00	12,600.00
02/15/2024	Interest	912828D56	1,000,000.00	US Treasury Note 2.375% Due 8/15/2024	0.00	11,875.00	11,875.00
02/15/2024	Paydown	02582JIT8	600,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	1,695.00	1,695.00
02/15/2024	Paydown	161571HT4	495,000.00	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	0.00	2,128.50	2,128.50
02/15/2024	Paydown	05522RDF2	440,000.00	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	0.00	1,833.33	1,833.33
02/15/2024	Paydown	58768PAC8	260,000.00	Mercedes-Benz Auto Receivables 2022-1 A3 5.21% Due 8/16/2027	0.00	1,128.83	1,128.83
02/15/2024	Paydown	02582JKD1	490,000.00	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	0.00	2,135.58	2,135.58
02/15/2024	Paydown	47800CAC0	880,000.00	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	17,056.28	3,603.09	20,659.37
02/15/2024	Paydown	891941AD8	300,000.00	Toyota Auto Receivables Owner 2023-B A3 4.71% Due 2/15/2028	0.00	1,177.50	1,177.50
02/15/2024	Paydown	89239HAD0	350,000.00	Toyota Auto Receivables Owner 20222-D A3 5.3% Due 9/15/2027	0.00	1,545.83	1,545.83
02/16/2024	Maturity	96130ASC3	375,000.00	Westpac Banking Corp NY Yankee CD 5.38% Due 2/16/2024	375,000.00	20,455.21	395,455.21
02/21/2024	Interest	3133EPBF1	1,000,000.00	FFCB Note 4.875% Due 8/21/2024	0.00	24,375.00	24,375.00
02/21/2024	Paydown	438123AC5	500,000.00	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	0.00	2,362.50	2,362.50
02/21/2024	Paydown	43815JAC7	120,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	504.00	504.00



# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
02/25/2024	Paydown	05592XAD2	90,000.00	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 2/25/2028	0.00	410.25	410.25
02/25/2024	Paydown	3137FG6X8	780,000.00	FHLMC K077 A2 3.85% Due 5/25/2028	13,409.13	2,459.64	15,868.77
02/25/2024	Paydown	3137FETN0	670,000.00	FHLMC K073 A2 3.35% Due 1/25/2028	0.00	1,870.42	1,870.42
02/25/2024	Paydown	05593AAC3	435,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	1,870.50	1,870.50
02/25/2024	Paydown	3137BVZ82	700,000.00	FHLMC K063 3.43% Due 1/25/2027	0.00	2,000.83	2,000.83
02/25/2024	Paydown	3137F1G44	450,000.00	FHLMC K065 A2 3.243% Due 4/25/2027	0.00	1,216.13	1,216.13
02/25/2024	Paydown	3137FBBX3	240,000.00	FHLMC K068 A2 3.244% Due 8/25/2027	0.00	648.80	648.80
02/25/2024	Paydown	3137FBU79	500,000.00	FHLMC K069 A2 3.187% Due 9/25/2027	0.00	1,327.92	1,327.92
02/28/2024	Interest	3130AV7L0	1,100,000.00	FHLB Note 5% Due 2/28/2025	0.00	27,500.00	27,500.00
02/29/2024	Interest	91282CAJ0	1,200,000.00	US Treasury Note 0.25% Due 8/31/2025	0.00	1,500.00	1,500.00
02/29/2024	Interest	91282CBQ3	500,000.00	US Treasury Note 0.5% Due 2/28/2026	0.00	1,250.00	1,250.00
<b>FEB 2024</b>					<b>405,465.41</b>	<b>145,082.86</b>	<b>550,548.27</b>
03/01/2024	Maturity	713448CM8	500,000.00	Pepsico Inc. Callable Note Cont 12/01/2023 3.6% Due 3/1/2024	500,000.00	9,000.00	509,000.00
03/12/2024	Interest	3130ATH7	1,300,000.00	FHLB Note 4.375% Due 9/12/2025	0.00	28,437.50	28,437.50
03/13/2024	Interest	46647PBH8	600,000.00	JP Morgan Chase & Co Callable Note Mthly 3/13/2025 2.005% Due 3/13/2026	0.00	6,015.00	6,015.00
03/15/2024	Interest	91282CHY0	900,000.00	US Treasury Note 4.625% Due 9/15/2026	0.00	20,812.50	20,812.50
03/15/2024	Paydown	05522RDF2	440,000.00	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	0.00	1,833.33	1,833.33

# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/15/2024	Paydown	161571HT4	495,000.00	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	0.00	2,128.50	2,128.50
03/15/2024	Paydown	58768PAC8	260,000.00	Mercedes-Benz Auto Receivables 2022-1 A3 5.21% Due 8/16/2027	0.00	1,128.83	1,128.83
03/15/2024	Paydown	02582JKD1	490,000.00	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	0.00	2,135.58	2,135.58
03/15/2024	Paydown	47800CAC0	880,000.00	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	17,127.50	3,531.87	20,659.37
03/15/2024	Paydown	891941AD8	300,000.00	Toyota Auto Receivables Owner 2023-B A3 4.71% Due 2/15/2028	0.00	1,177.50	1,177.50
03/15/2024	Paydown	89239HAD0	350,000.00	Toyota Auto Receivables Owner 2022-D A3 5.3% Due 9/15/2027	0.00	1,545.83	1,545.83
03/15/2024	Paydown	02582JIT8	600,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	1,695.00	1,695.00
03/21/2024	Paydown	438123AC5	500,000.00	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	0.00	2,362.50	2,362.50
03/21/2024	Paydown	43815JAC7	120,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	504.00	504.00
03/25/2024	Paydown	3137F1G44	450,000.00	FHLMC K065 A2 3.243% Due 4/25/2027	0.00	1,216.13	1,216.13
03/25/2024	Paydown	3137FETN0	670,000.00	FHLMC K073 A2 3.35% Due 1/25/2028	0.00	1,870.42	1,870.42
03/25/2024	Paydown	3137FG6X8	780,000.00	FHLMC K077 A2 3.85% Due 5/25/2028	13,458.30	2,416.62	15,874.92
03/25/2024	Paydown	05592XAD2	90,000.00	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 2/25/2028	0.00	410.25	410.25
03/25/2024	Paydown	05593AAC3	435,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	1,870.50	1,870.50
03/25/2024	Paydown	3137BVZ82	700,000.00	FHLMC K063 3.43% Due 1/25/2027	0.00	2,000.83	2,000.83
03/25/2024	Paydown	3137FBBX3	240,000.00	FHLMC K068 A2 3.244% Due 8/25/2027	0.00	648.80	648.80
03/25/2024	Paydown	3137FBU79	500,000.00	FHLMC K069 A2 3.187% Due 9/25/2027	0.00	1,327.92	1,327.92

# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/30/2024	Interest	69371RS49	600,000.00	Paccar Financial Corp Note 4.45% Due 3/30/2026	0.00	13,350.00	13,350.00
03/31/2024	Interest	9128282Y5	1,000,000.00	US Treasury Note 2.125% Due 9/30/2024	0.00	10,625.00	10,625.00
03/31/2024	Interest	91282CAM3	500,000.00	US Treasury Note 0.25% Due 9/30/2025	0.00	625.00	625.00
03/31/2024	Interest	91282CJA0	500,000.00	US Treasury Note 4.625% Due 9/30/2028	0.00	11,562.50	11,562.50
03/31/2024	Interest	91282CFM8	750,000.00	US Treasury Note 4.125% Due 9/30/2027	0.00	15,468.75	15,468.75
<b>MAR 2024</b>					<b>530,585.80</b>	<b>145,700.66</b>	<b>676,286.46</b>
04/15/2024	Interest	91282CJC6	500,000.00	US Treasury Note 4.625% Due 10/15/2026	0.00	11,562.50	11,562.50
04/15/2024	Maturity	91282CBV2	1,000,000.00	US Treasury Note 0.375% Due 4/15/2024	1,000,000.00	1,875.00	1,001,875.00
04/15/2024	Paydown	161571HT4	495,000.00	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	0.00	2,128.50	2,128.50
04/15/2024	Paydown	47800CAC0	880,000.00	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	17,199.00	3,460.37	20,659.37
04/15/2024	Paydown	89239HAD0	350,000.00	Toyota Auto Receivables Owner 2022-D A3 5.3% Due 9/15/2027	0.00	1,545.83	1,545.83
04/15/2024	Paydown	05522RDF2	440,000.00	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	0.00	1,833.33	1,833.33
04/15/2024	Paydown	58768PAC8	260,000.00	Mercedes-Benz Auto Receivables 2022-1 A3 5.21% Due 8/16/2027	0.00	1,128.83	1,128.83
04/15/2024	Paydown	02582JIT8	600,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	1,695.00	1,695.00
04/15/2024	Paydown	02582JKD1	490,000.00	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	0.00	2,135.58	2,135.58
04/15/2024	Paydown	891941AD8	300,000.00	Toyota Auto Receivables Owner 2023-B A3 4.71% Due 2/15/2028	0.00	1,177.50	1,177.50
04/21/2024	Paydown	438123AC5	500,000.00	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	0.00	2,362.50	2,362.50

# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
04/21/2024	Paydown	43815JAC7	120,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	504.00	504.00
04/22/2024	Maturity	3133EMWV0	1,000,000.00	FFCB Note 0.35% Due 4/22/2024	1,000,000.00	1,750.00	1,001,750.00
04/23/2024	Maturity	3130AMQQ8	1,000,000.00	FHLB Callable Note Qtrly 12/23/2021 0.35% Due 4/23/2024	1,000,000.00	1,166.67	1,001,166.67
04/25/2024	Paydown	3137FETN0	670,000.00	FHLMC K073 A2 3.35% Due 1/25/2028	0.00	1,870.42	1,870.42
04/25/2024	Paydown	3137BVZ82	700,000.00	FHLMC K063 3.43% Due 1/25/2027	0.00	2,000.83	2,000.83
04/25/2024	Paydown	3137F1G44	450,000.00	FHLMC K065 A2 3.243% Due 4/25/2027	0.00	1,216.13	1,216.13
04/25/2024	Paydown	05592XAD2	90,000.00	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 2/25/2028	0.00	410.25	410.25
04/25/2024	Paydown	05593AAC3	435,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	1,870.50	1,870.50
04/25/2024	Paydown	3137FBBX3	240,000.00	FHLMC K068 A2 3.244% Due 8/25/2027	0.00	648.80	648.80
04/25/2024	Paydown	3137FBU79	500,000.00	FHLMC K069 A2 3.187% Due 9/25/2027	0.00	1,327.92	1,327.92
04/25/2024	Paydown	3137FG6X8	780,000.00	FHLMC K077 A2 3.85% Due 5/25/2028	13,507.65	2,373.44	15,881.09
04/26/2024	Interest	06406RBQ9	350,000.00	Bank of NY Mellon Corp Callable Note Cont 4/26/2026 4.947% Due 4/26/2027	0.00	8,657.25	8,657.25
04/26/2024	Maturity	3136G46B4	1,200,000.00	FNMA Callable Note Qtrly 01/26/2024 0.35% Due 4/26/2024	1,200,000.00	2,100.00	1,202,100.00
04/30/2024	Interest	91282CBW0	500,000.00	US Treasury Note 0.75% Due 4/30/2026	0.00	1,875.00	1,875.00
04/30/2024	Interest	912828YM6	1,000,000.00	US Treasury Note 1.5% Due 10/31/2024	0.00	7,500.00	7,500.00
<b>APR 2024</b>					<b>4,230,706.65</b>	<b>66,176.15</b>	<b>4,296,882.80</b>
05/03/2024	Interest	00440EAV9	500,000.00	Chubb INA Holdings Inc Callable Note Cont 2/3/2026 3.35% Due 5/3/2026	0.00	8,375.00	8,375.00

# Cash Flow Report

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
05/06/2024	Maturity	3133EMR7	1,000,000.00	FFCB Callable Note Cont 5/6/2022 0.375% Due 5/6/2024	1,000,000.00	1,875.00	1,001,875.00
05/11/2024	Interest	166764BW9	700,000.00	Chevron Corp Callable Note Cont 4/11/2025 1.554% Due 5/11/2025	0.00	5,439.00	5,439.00
05/15/2024	Interest	341081GR2	550,000.00	Florida Power and Light Callable Note Cont 4/15/2026 4.45% Due 5/15/2026	0.00	12,237.50	12,237.50
05/15/2024	Interest	74456QBS4	337,000.00	Public Service El & Gas Callable Note Cont 2/15/2027 3% Due 5/15/2027	0.00	5,055.00	5,055.00
05/15/2024	Maturity	717081DM2	500,000.00	Pfizer Inc. Note 3.4% Due 5/15/2024	500,000.00	8,500.00	508,500.00
05/15/2024	Maturity	91282CCC3	1,000,000.00	US Treasury Note 0.25% Due 5/15/2024	1,000,000.00	1,250.00	1,001,250.00
05/15/2024	Paydown	891941AD8	300,000.00	Toyota Auto Receivables Owner 2023-B A3 4.71% Due 2/15/2028	0.00	1,177.50	1,177.50
05/15/2024	Paydown	02582JKD1	490,000.00	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	0.00	2,135.58	2,135.58
05/15/2024	Paydown	89239HAD0	350,000.00	Toyota Auto Receivables Owner 20222-D A3 5.3% Due 9/15/2027	0.00	1,545.83	1,545.83
05/15/2024	Paydown	47800CAC0	880,000.00	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	17,270.80	3,388.57	20,659.37
05/15/2024	Paydown	02582JIT8	600,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	1,695.00	1,695.00
05/15/2024	Paydown	05522RDF2	440,000.00	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	0.00	1,833.33	1,833.33
05/15/2024	Paydown	161571HT4	495,000.00	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	0.00	2,128.50	2,128.50
05/15/2024	Paydown	58768PAC8	260,000.00	Mercedes-Benz Auto Receivables 2022-1 A3 5.21% Due 8/16/2027	0.00	1,128.83	1,128.83
05/17/2024	Interest	58933YBH7	130,000.00	Merck & Co Callable Note Cont 4/17/2028 4.05% Due 5/17/2028	0.00	2,632.50	2,632.50
05/17/2024	Interest	3130AXU63	500,000.00	Federal Home Loan Banks Note 4.625% Due 11/17/2026	0.00	11,562.50	11,562.50

# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
05/21/2024	Paydown	438123AC5	500,000.00	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	0.00	2,362.50	2,362.50
05/21/2024	Paydown	43815JAC7	120,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	504.00	504.00
05/25/2024	Paydown	05593AAC3	435,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	1,870.50	1,870.50
05/25/2024	Paydown	3137FBBX3	240,000.00	FHLMC K068 A2 3.244% Due 8/25/2027	0.00	648.80	648.80
05/25/2024	Paydown	3137FBU79	500,000.00	FHLMC K069 A2 3.187% Due 9/25/2027	0.00	1,327.92	1,327.92
05/25/2024	Paydown	05592XAD2	90,000.00	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 2/25/2028	0.00	410.25	410.25
05/25/2024	Paydown	3137F1G44	450,000.00	FHLMC K065 A2 3.243% Due 4/25/2027	0.00	1,216.13	1,216.13
05/25/2024	Paydown	3137BVZ82	700,000.00	FHLMC K063 3.43% Due 1/25/2027	0.00	2,000.83	2,000.83
05/25/2024	Paydown	3137FETN0	670,000.00	FHLMC K073 A2 3.35% Due 1/25/2028	0.00	1,870.42	1,870.42
05/25/2024	Paydown	3137FG6X8	780,000.00	FHLMC K077 A2 3.85% Due 5/25/2028	13,557.18	2,330.10	15,887.28
05/31/2024	Interest	9128286X3	500,000.00	US Treasury Note 2.125% Due 5/31/2026	0.00	5,312.50	5,312.50
05/31/2024	Interest	9128285N6	500,000.00	US Treasury Note 2.875% Due 11/30/2025	0.00	7,187.50	7,187.50
05/31/2024	Interest	912828YV6	700,000.00	US Treasury Note 1.5% Due 11/30/2024	0.00	5,250.00	5,250.00
<b>MAY 2024</b>					<b>2,530,827.98</b>	<b>104,251.09</b>	<b>2,635,079.07</b>
06/06/2024	Interest	3130AWER7	775,000.00	FHLB Note 4.625% Due 6/6/2025	0.00	17,921.88	17,921.88
06/08/2024	Interest	24422EWX3	500,000.00	John Deere Capital Corp Note 4.75% Due 6/8/2026	0.00	11,875.00	11,875.00
06/10/2024	Interest	3130ATUS4	500,000.00	FHLB Note 4.25% Due 12/10/2027	0.00	10,625.00	10,625.00

# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/12/2024	Interest	3130ATUC9	1,000,000.00	FHLB Note 4.5% Due 12/12/2025	0.00	22,500.00	22,500.00
06/12/2024	Interest	3130AWGR5	525,000.00	FHLB Note 4.375% Due 6/12/2026	0.00	11,484.38	11,484.38
06/15/2024	Paydown	02582JKD1	490,000.00	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	0.00	2,135.58	2,135.58
06/15/2024	Paydown	47800CAC0	880,000.00	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	17,342.91	3,316.46	20,659.37
06/15/2024	Paydown	891941AD8	300,000.00	Toyota Auto Receivables Owner 2023-B A3 4.71% Due 2/15/2028	0.00	1,177.50	1,177.50
06/15/2024	Paydown	89239HAD0	350,000.00	Toyota Auto Receivables Owner 2022-D A3 5.3% Due 9/15/2027	0.00	1,545.83	1,545.83
06/15/2024	Paydown	05522RDF2	440,000.00	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	0.00	1,833.33	1,833.33
06/15/2024	Paydown	58768PAC8	260,000.00	Mercedes-Benz Auto Receivables 2022-1 A3 5.21% Due 8/16/2027	10,297.20	1,128.83	11,426.03
06/15/2024	Paydown	02582JIT8	600,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	1,695.00	1,695.00
06/15/2024	Paydown	161571HT4	495,000.00	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	0.00	2,128.50	2,128.50
06/21/2024	Paydown	438123AC5	500,000.00	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	0.00	2,362.50	2,362.50
06/21/2024	Paydown	43815JAC7	120,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	504.00	504.00
06/25/2024	Paydown	05592XAD2	90,000.00	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 2/25/2028	0.00	410.25	410.25
06/25/2024	Paydown	05593AAC3	435,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	42,754.72	1,870.50	44,625.22
06/25/2024	Paydown	3137BVZ82	700,000.00	FHLMC K063 3.43% Due 1/25/2027	0.00	2,000.83	2,000.83
06/25/2024	Paydown	3137F1G44	450,000.00	FHLMC K065 A2 3.243% Due 4/25/2027	0.00	1,216.13	1,216.13
06/25/2024	Paydown	3137FBBX3	240,000.00	FHLMC K068 A2 3.244% Due 8/25/2027	0.00	648.80	648.80

# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/25/2024	Paydown	3137FBU79	500,000.00	FHLMC K069 A2 3.187% Due 9/25/2027	0.00	1,327.92	1,327.92
06/25/2024	Paydown	3137FETN0	670,000.00	FHLMC K073 A2 3.35% Due 1/25/2028	0.00	1,870.42	1,870.42
06/25/2024	Paydown	3137FG6X8	780,000.00	FHLMC K077 A2 3.85% Due 5/25/2028	13,606.89	2,286.60	15,893.49
06/30/2024	Interest	91282CCJ8	500,000.00	US Treasury Note 0.875% Due 6/30/2026	0.00	2,187.50	2,187.50
06/30/2024	Interest	91282CGC9	1,000,000.00	US Treasury Note 3.875% Due 12/31/2027	0.00	19,375.00	19,375.00
<b>JUN 2024</b>					<b>84,001.72</b>	<b>125,427.74</b>	<b>209,429.46</b>
07/02/2024	Maturity	3135G0V75	750,000.00	FNMA Note 1.75% Due 7/2/2024	750,000.00	6,562.50	756,562.50
07/10/2024	Interest	89115A2M3	575,000.00	Toronto-Dominion Bank Note 5.156% Due 1/10/2028	0.00	14,823.50	14,823.50
07/12/2024	Interest	78016FZT4	550,000.00	Royal Bank of Canada Note 4.875% Due 1/12/2026	0.00	13,406.25	13,406.25
07/13/2024	Interest	45950KDD9	305,000.00	International Finance Corp Note 4.5% Due 7/13/2028	0.00	6,862.50	6,862.50
07/15/2024	Interest	756109AU8	500,000.00	Realty Income Corp Callable Note Cont 10/15/2027 3.65% Due 1/15/2028	0.00	9,125.00	9,125.00
07/15/2024	Interest	91282CGE5	1,000,000.00	US Treasury Note 3.875% Due 1/15/2026	0.00	19,375.00	19,375.00
07/15/2024	Paydown	02582JKD1	490,000.00	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	0.00	2,135.58	2,135.58
07/15/2024	Paydown	47800CAC0	880,000.00	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	17,415.32	3,244.05	20,659.37
07/15/2024	Paydown	891941AD8	300,000.00	Toyota Auto Receivables Owner 2023-B A3 4.71% Due 2/15/2028	0.00	1,177.50	1,177.50
07/15/2024	Paydown	89239HAD0	350,000.00	Toyota Auto Receivables Owner 20222-D A3 5.3% Due 9/15/2027	0.00	1,545.83	1,545.83
07/15/2024	Paydown	05522RDF2	440,000.00	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	0.00	1,833.33	1,833.33



# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/15/2024	Paydown	161571HT4	495,000.00	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	0.00	2,128.50	2,128.50
07/15/2024	Paydown	58768PAC8	260,000.00	Mercedes-Benz Auto Receivables 2022-1 A3 5.21% Due 8/16/2027	10,342.33	1,084.13	11,426.46
07/15/2024	Paydown	02582JIT8	600,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	1,695.00	1,695.00
07/20/2024	Interest	06051GGF0	600,000.00	Bank of America Corp Callable Note 1/20/2027 3.824% Due 1/20/2028	0.00	11,472.00	11,472.00
07/21/2024	Paydown	438123AC5	500,000.00	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	0.00	2,362.50	2,362.50
07/21/2024	Paydown	43815JAC7	120,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	504.00	504.00
07/22/2024	Interest	61744YAK4	500,000.00	Morgan Stanley Callable Note 1X 7/22/2027 3.591% Due 7/22/2028	0.00	8,977.50	8,977.50
07/25/2024	Paydown	05593AAC3	435,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	42,918.66	1,686.65	44,605.31
07/25/2024	Paydown	3137BVZ82	700,000.00	FHLMC K063 3.43% Due 1/25/2027	0.00	2,000.83	2,000.83
07/25/2024	Paydown	3137FBBX3	240,000.00	FHLMC K068 A2 3.244% Due 8/25/2027	0.00	648.80	648.80
07/25/2024	Paydown	3137FBU79	500,000.00	FHLMC K069 A2 3.187% Due 9/25/2027	0.00	1,327.92	1,327.92
07/25/2024	Paydown	3137FG6X8	780,000.00	FHLMC K077 A2 3.85% Due 5/25/2028	13,656.78	2,242.95	15,899.73
07/25/2024	Paydown	05592XAD2	90,000.00	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 2/25/2028	0.00	410.25	410.25
07/25/2024	Paydown	3137F1G44	450,000.00	FHLMC K065 A2 3.243% Due 4/25/2027	0.00	1,216.13	1,216.13
07/25/2024	Paydown	3137FETN0	670,000.00	FHLMC K073 A2 3.35% Due 1/25/2028	0.00	1,870.42	1,870.42
<b>JUL 2024</b>					<b>834,333.09</b>	<b>119,718.62</b>	<b>954,051.71</b>
08/01/2024	Interest	06368LGV2	600,000.00	Bank of Montreal Callable Note Cont 1/1/2028 5.203% Due 2/1/2028	0.00	15,609.00	15,609.00

# Cash Flow Report

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
08/14/2024	Interest	3133EPSW6	560,000.00	FFCB Note 4.5% Due 8/14/2026	0.00	12,600.00	12,600.00
08/15/2024	Maturity	912828D56	1,000,000.00	US Treasury Note 2.375% Due 8/15/2024	1,000,000.00	11,875.00	1,011,875.00
08/15/2024	Paydown	161571HT4	495,000.00	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	0.00	2,128.50	2,128.50
08/15/2024	Paydown	47800CAC0	880,000.00	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	17,488.03	3,171.34	20,659.37
08/15/2024	Paydown	58768PAC8	260,000.00	Mercedes-Benz Auto Receivables 2022-1 A3 5.21% Due 8/16/2027	10,387.67	1,039.22	11,426.89
08/15/2024	Paydown	89239HAD0	350,000.00	Toyota Auto Receivables Owner 20222-D A3 5.3% Due 9/15/2027	15,386.53	1,545.83	16,932.36
08/15/2024	Paydown	05522RDF2	440,000.00	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	0.00	1,833.33	1,833.33
08/15/2024	Paydown	02582JIT8	600,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	1,695.00	1,695.00
08/15/2024	Paydown	02582JKD1	490,000.00	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	0.00	2,135.58	2,135.58
08/15/2024	Paydown	891941AD8	300,000.00	Toyota Auto Receivables Owner 2023-B A3 4.71% Due 2/15/2028	0.00	1,177.50	1,177.50
08/21/2024	Maturity	3133EPBF1	1,000,000.00	FFCB Note 4.875% Due 8/21/2024	1,000,000.00	24,375.00	1,024,375.00
08/21/2024	Paydown	43815JAC7	120,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	504.00	504.00
08/21/2024	Paydown	438123AC5	500,000.00	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	0.00	2,362.50	2,362.50
08/25/2024	Paydown	3137FETN0	670,000.00	FHLMC K073 A2 3.35% Due 1/25/2028	0.00	1,870.42	1,870.42
08/25/2024	Paydown	3137BVZ82	700,000.00	FHLMC K063 3.43% Due 1/25/2027	0.00	2,000.83	2,000.83
08/25/2024	Paydown	3137F1G44	450,000.00	FHLMC K065 A2 3.243% Due 4/25/2027	0.00	1,216.13	1,216.13
08/25/2024	Paydown	3137FG6X8	780,000.00	FHLMC K077 A2 3.85% Due 5/25/2028	13,706.86	2,199.13	15,905.99

# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
08/25/2024	Paydown	05592XAD2	90,000.00	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 2/25/2028	0.00	410.25	410.25
08/25/2024	Paydown	05593AAC3	435,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	43,083.21	1,502.11	44,585.32
08/25/2024	Paydown	3137FBBX3	240,000.00	FHLMC K068 A2 3.244% Due 8/25/2027	0.00	648.80	648.80
08/25/2024	Paydown	3137FBU79	500,000.00	FHLMC K069 A2 3.187% Due 9/25/2027	12,372.38	1,327.92	13,700.30
08/28/2024	Interest	3130AV7L0	1,100,000.00	FHLB Note 5% Due 2/28/2025	0.00	27,500.00	27,500.00
08/31/2024	Interest	91282CAJ0	1,200,000.00	US Treasury Note 0.25% Due 8/31/2025	0.00	1,500.00	1,500.00
08/31/2024	Interest	91282CBQ3	500,000.00	US Treasury Note 0.5% Due 2/28/2026	0.00	1,250.00	1,250.00
<b>AUG 2024</b>					<b>2,112,424.68</b>	<b>123,477.39</b>	<b>2,235,902.07</b>
09/12/2024	Interest	3130ATH7	1,300,000.00	FHLB Note 4.375% Due 9/12/2025	0.00	28,437.50	28,437.50
09/13/2024	Interest	46647PBH8	600,000.00	JP Morgan Chase & Co Callable Note Mthly 3/13/2025 2.005% Due 3/13/2026	0.00	6,015.00	6,015.00
09/15/2024	Interest	91282CHY0	900,000.00	US Treasury Note 4.625% Due 9/15/2026	0.00	20,812.50	20,812.50
09/15/2024	Paydown	02582JIT8	600,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	1,695.00	1,695.00
09/15/2024	Paydown	05522RDF2	440,000.00	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	0.00	1,833.33	1,833.33
09/15/2024	Paydown	161571HT4	495,000.00	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	0.00	2,128.50	2,128.50
09/15/2024	Paydown	58768PAC8	260,000.00	Mercedes-Benz Auto Receivables 2022-1 A3 5.21% Due 8/16/2027	10,433.20	994.12	11,427.32
09/15/2024	Paydown	47800CAC0	880,000.00	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	17,561.04	3,098.33	20,659.37
09/15/2024	Paydown	89239HAD0	350,000.00	Toyota Auto Receivables Owner 20222-D A3 5.3% Due 9/15/2027	15,435.24	1,477.88	16,913.12

# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
09/15/2024	Paydown	02582JKD1	490,000.00	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	0.00	2,135.58	2,135.58
09/15/2024	Paydown	891941AD8	300,000.00	Toyota Auto Receivables Owner 2023-B A3 4.71% Due 2/15/2028	0.00	1,177.50	1,177.50
09/21/2024	Paydown	438123AC5	500,000.00	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	0.00	2,362.50	2,362.50
09/21/2024	Paydown	43815JAC7	120,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	504.00	504.00
09/25/2024	Paydown	05593AAC3	435,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	43,248.41	1,316.84	44,565.25
09/25/2024	Paydown	3137FBBX3	240,000.00	FHLMC K068 A2 3.244% Due 8/25/2027	0.00	648.80	648.80
09/25/2024	Paydown	3137FBU79	500,000.00	FHLMC K069 A2 3.187% Due 9/25/2027	12,413.18	1,295.06	13,708.24
09/25/2024	Paydown	05592XAD2	90,000.00	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 2/25/2028	0.00	410.25	410.25
09/25/2024	Paydown	3137F1G44	450,000.00	FHLMC K065 A2 3.243% Due 4/25/2027	0.00	1,216.13	1,216.13
09/25/2024	Paydown	3137BVZ82	700,000.00	FHLMC K063 3.43% Due 1/25/2027	0.00	2,000.83	2,000.83
09/25/2024	Paydown	3137FETN0	670,000.00	FHLMC K073 A2 3.35% Due 1/25/2028	0.00	1,870.42	1,870.42
09/25/2024	Paydown	3137FG6X8	780,000.00	FHLMC K077 A2 3.85% Due 5/25/2028	13,757.11	2,155.16	15,912.27
09/30/2024	Interest	69371RS49	600,000.00	Paccar Financial Corp Note 4.45% Due 3/30/2026	0.00	13,350.00	13,350.00
09/30/2024	Interest	91282CFM8	750,000.00	US Treasury Note 4.125% Due 9/30/2027	0.00	15,468.75	15,468.75
09/30/2024	Interest	91282CJA0	500,000.00	US Treasury Note 4.625% Due 9/30/2028	0.00	11,562.50	11,562.50
09/30/2024	Interest	91282CAM3	500,000.00	US Treasury Note 0.25% Due 9/30/2025	0.00	625.00	625.00
09/30/2024	Maturity	9128282Y5	1,000,000.00	US Treasury Note 2.125% Due 9/30/2024	1,000,000.00	10,625.00	1,010,625.00

# Cash Flow Report

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
<b>SEP 2024</b>					<b>1,112,848.18</b>	<b>135,216.48</b>	<b>1,248,064.66</b>
10/15/2024	Interest	91282CJC6	500,000.00	US Treasury Note 4.625% Due 10/15/2026	0.00	11,562.50	11,562.50
10/15/2024	Paydown	05522RDF2	440,000.00	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	0.00	1,833.33	1,833.33
10/15/2024	Paydown	02582JKD1	490,000.00	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	0.00	2,135.58	2,135.58
10/15/2024	Paydown	47800CAC0	880,000.00	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	17,634.36	3,025.01	20,659.37
10/15/2024	Paydown	891941AD8	300,000.00	Toyota Auto Receivables Owner 2023-B A3 4.71% Due 2/15/2028	0.00	1,177.50	1,177.50
10/15/2024	Paydown	89239HAD0	350,000.00	Toyota Auto Receivables Owner 2022-D A3 5.3% Due 9/15/2027	15,484.13	1,409.70	16,893.83
10/15/2024	Paydown	02582JIT8	600,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	1,695.00	1,695.00
10/15/2024	Paydown	161571HT4	495,000.00	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	0.00	2,128.50	2,128.50
10/15/2024	Paydown	58768PAC8	260,000.00	Mercedes-Benz Auto Receivables 2022-1 A3 5.21% Due 8/16/2027	10,478.92	948.83	11,427.75
10/21/2024	Paydown	438123AC5	500,000.00	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	0.00	2,362.50	2,362.50
10/21/2024	Paydown	43815JAC7	120,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	6,100.63	504.00	6,604.63
10/25/2024	Paydown	05593AAC3	435,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	43,414.22	1,130.88	44,545.10
10/25/2024	Paydown	3137FBBX3	240,000.00	FHLMC K068 A2 3.244% Due 8/25/2027	0.00	648.80	648.80
10/25/2024	Paydown	3137FETN0	670,000.00	FHLMC K073 A2 3.35% Due 1/25/2028	0.00	1,870.42	1,870.42
10/25/2024	Paydown	3137FG6X8	780,000.00	FHLMC K077 A2 3.85% Due 5/25/2028	13,807.55	2,111.02	15,918.57
10/25/2024	Paydown	05592XAD2	90,000.00	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 2/25/2028	0.00	410.25	410.25

# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
10/25/2024	Paydown	3137BVZ82	700,000.00	FHLMC K063 3.43% Due 1/25/2027	0.00	2,000.83	2,000.83
10/25/2024	Paydown	3137F1G44	450,000.00	FHLMC K065 A2 3.243% Due 4/25/2027	0.00	1,216.13	1,216.13
10/25/2024	Paydown	3137FBU79	500,000.00	FHLMC K069 A2 3.187% Due 9/25/2027	12,454.12	1,262.09	13,716.21
10/26/2024	Interest	06406RBQ9	350,000.00	Bank of NY Mellon Corp Callable Note Cont 4/26/2026 4.947% Due 4/26/2027	0.00	8,657.25	8,657.25
10/31/2024	Interest	91282CBW0	500,000.00	US Treasury Note 0.75% Due 4/30/2026	0.00	1,875.00	1,875.00
10/31/2024	Maturity	912828YM6	1,000,000.00	US Treasury Note 1.5% Due 10/31/2024	1,000,000.00	7,500.00	1,007,500.00
<b>OCT 2024</b>					<b>1,119,373.93</b>	<b>57,465.12</b>	<b>1,176,839.05</b>
11/03/2024	Interest	00440EAV9	500,000.00	Chubb INA Holdings Inc Callable Note Cont 2/3/2026 3.35% Due 5/3/2026	0.00	8,375.00	8,375.00
11/11/2024	Interest	166764BW9	700,000.00	Chevron Corp Callable Note Cont 4/11/2025 1.554% Due 5/11/2025	0.00	5,439.00	5,439.00
11/15/2024	Interest	74456QBS4	337,000.00	Public Service El & Gas Callable Note Cont 2/15/2027 3% Due 5/15/2027	0.00	5,055.00	5,055.00
11/15/2024	Interest	341081GR2	550,000.00	Florida Power and Light Callable Note Cont 4/15/2026 4.45% Due 5/15/2026	0.00	12,237.50	12,237.50
11/15/2024	Paydown	47800CAC0	880,000.00	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	17,707.98	2,951.39	20,659.37
11/15/2024	Paydown	891941AD8	300,000.00	Toyota Auto Receivables Owner 2023-B A3 4.71% Due 2/15/2028	0.00	1,177.50	1,177.50
11/15/2024	Paydown	89239HAD0	350,000.00	Toyota Auto Receivables Owner 2022-D A3 5.3% Due 9/15/2027	15,533.16	1,341.32	16,874.48
11/15/2024	Paydown	05522RDF2	440,000.00	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	0.00	1,833.33	1,833.33
11/15/2024	Paydown	161571HT4	495,000.00	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	0.00	2,128.50	2,128.50

# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/15/2024	Paydown	58768PAC8	260,000.00	Mercedes-Benz Auto Receivables 2022-1 A3 5.21% Due 8/16/2027	10,524.86	903.33	11,428.19
11/15/2024	Paydown	02582JKD1	490,000.00	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	0.00	2,135.58	2,135.58
11/15/2024	Paydown	02582JIT8	600,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	1,695.00	1,695.00
11/17/2024	Interest	58933YBH7	130,000.00	Merck & Co Callable Note Cont 4/17/2028 4.05% Due 5/17/2028	0.00	2,632.50	2,632.50
11/17/2024	Interest	3130AXU63	500,000.00	Federal Home Loan Banks Note 4.625% Due 11/17/2026	0.00	11,562.50	11,562.50
11/21/2024	Paydown	438123AC5	500,000.00	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	0.00	2,362.50	2,362.50
11/21/2024	Paydown	43815JAC7	120,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	6,124.02	478.38	6,602.40
11/25/2024	Paydown	3137F1G44	450,000.00	FHLMC K065 A2 3.243% Due 4/25/2027	0.00	1,216.13	1,216.13
11/25/2024	Paydown	3137FETN0	670,000.00	FHLMC K073 A2 3.35% Due 1/25/2028	0.00	1,870.42	1,870.42
11/25/2024	Paydown	05593AAC3	435,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	43,580.69	944.19	44,524.88
11/25/2024	Paydown	3137BVZ82	700,000.00	FHLMC K063 3.43% Due 1/25/2027	0.00	2,000.83	2,000.83
11/25/2024	Paydown	05592XAD2	90,000.00	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 2/25/2028	0.00	410.25	410.25
11/25/2024	Paydown	3137FBBX3	240,000.00	FHLMC K068 A2 3.244% Due 8/25/2027	0.00	648.80	648.80
11/25/2024	Paydown	3137FBU79	500,000.00	FHLMC K069 A2 3.187% Due 9/25/2027	12,495.19	1,229.01	13,724.20
11/25/2024	Paydown	3137FG6X8	780,000.00	FHLMC K077 A2 3.85% Due 5/25/2028	13,858.18	2,066.72	15,924.90
11/30/2024	Interest	9128285N6	500,000.00	US Treasury Note 2.875% Due 11/30/2025	0.00	7,187.50	7,187.50
11/30/2024	Interest	9128286X3	500,000.00	US Treasury Note 2.125% Due 5/31/2026	0.00	5,312.50	5,312.50

# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/30/2024	Maturity	912828YV6	700,000.00	US Treasury Note 1.5% Due 11/30/2024	700,000.00	5,250.00	705,250.00
<b>NOV 2024</b>					<b>819,824.08</b>	<b>90,444.68</b>	<b>910,268.76</b>
12/06/2024	Interest	3130AWER7	775,000.00	FHLB Note 4.625% Due 6/6/2025	0.00	17,921.88	17,921.88
12/08/2024	Interest	24422EWX3	500,000.00	John Deere Capital Corp Note 4.75% Due 6/8/2026	0.00	11,875.00	11,875.00
12/10/2024	Interest	3130ATUS4	500,000.00	FHLB Note 4.25% Due 12/10/2027	0.00	10,625.00	10,625.00
12/12/2024	Interest	3130AWGR5	525,000.00	FHLB Note 4.375% Due 6/12/2026	0.00	11,484.38	11,484.38
12/12/2024	Interest	3130ATUC9	1,000,000.00	FHLB Note 4.5% Due 12/12/2025	0.00	22,500.00	22,500.00
12/15/2024	Paydown	05522RDF2	440,000.00	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	0.00	1,833.33	1,833.33
12/15/2024	Paydown	161571HT4	495,000.00	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	0.00	2,128.50	2,128.50
12/15/2024	Paydown	47800CAC0	880,000.00	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	17,781.91	2,877.46	20,659.37
12/15/2024	Paydown	58768PAC8	260,000.00	Mercedes-Benz Auto Receivables 2022-1 A3 5.21% Due 8/16/2027	10,571.00	857.63	11,428.63
12/15/2024	Paydown	89239HAD0	350,000.00	Toyota Auto Receivables Owner 20222-D A3 5.3% Due 9/15/2027	15,582.35	1,272.71	16,855.06
12/15/2024	Paydown	02582JIT8	600,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	1,695.00	1,695.00
12/15/2024	Paydown	02582JKD1	490,000.00	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	0.00	2,135.58	2,135.58
12/15/2024	Paydown	891941AD8	300,000.00	Toyota Auto Receivables Owner 2023-B A3 4.71% Due 2/15/2028	0.00	1,177.50	1,177.50
12/21/2024	Paydown	438123AC5	500,000.00	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	0.00	2,362.50	2,362.50
12/21/2024	Paydown	43815JAC7	120,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	6,147.50	452.66	6,600.16



# Cash Flow Report

As of December 31, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
12/25/2024	Paydown	05593AAC3	435,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	43,747.77	756.80	44,504.57
12/25/2024	Paydown	3137FG6X8	780,000.00	FHLMC K077 A2 3.85% Due 5/25/2028	13,908.99	2,022.26	15,931.25
12/25/2024	Paydown	05592XAD2	90,000.00	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 2/25/2028	0.00	410.25	410.25
12/25/2024	Paydown	3137FBU79	500,000.00	FHLMC K069 A2 3.187% Due 9/25/2027	12,536.39	1,195.83	13,732.22
12/25/2024	Paydown	3137BVZ82	700,000.00	FHLMC K063 3.43% Due 1/25/2027	0.00	2,000.83	2,000.83
12/25/2024	Paydown	3137F1G44	450,000.00	FHLMC K065 A2 3.243% Due 4/25/2027	0.00	1,216.13	1,216.13
12/25/2024	Paydown	3137FBBX3	240,000.00	FHLMC K068 A2 3.244% Due 8/25/2027	0.00	648.80	648.80
12/25/2024	Paydown	3137FETN0	670,000.00	FHLMC K073 A2 3.35% Due 1/25/2028	0.00	1,870.42	1,870.42
<b>DEC 2024</b>					<b>120,275.91</b>	<b>101,320.45</b>	<b>221,596.36</b>
<b>TOTAL</b>					<b>15,811,012.95</b>	<b>1,752,857.19</b>	<b>17,563,870.14</b>



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**Custody:** Your qualified custodian bank maintains control of all assets reflected in this statement and we urge you to compare this statement to the one you receive from your qualified custodian. Chandler does not have any authority to withdraw or deposit funds from/to the custodian account.

**Valuation:** Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

**Performance:** Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

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**Ratings:** Ratings information have been provided by Moody's, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.



**SAN RAFAEL**  
THE CITY WITH A MISSION

Agenda Item No: 4.e

Meeting Date: February 5, 2024

## SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Fire

Prepared by: Abraham Roman, Acting Fire Chief

City Manager Approval:

Thomas Wong, Sr. Mgmt. Analyst

**TOPIC: CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE OIL RESPONSE TRAILER GRANT**

**SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A FUNDING AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE (CDFW) AND DESIGNATING A REPRESENTATIVE FOR THE OIL RESPONSE TRAILER PROJECT AND APPROPRIATING FUNDING FOR THE PROJECT**

### RECOMMENDATION:

Adopt a resolution authorizing the City Manager to enter into a funding agreement with the California Department of Fish and Wildlife (CDFW) and designating a representative for the oil response trailer project and appropriating funding for the project.

### BACKGROUND:

Each year the Fire Department responds to hundreds of critical incidents involving fuel spills. These incidents occur on surface streets, highways, and in various marinas and waterways. When spills occur, quick action is required to contain as much of the oil and chemicals as possible. Effective mitigation requires a rapid response and coordination by firefighters with proper equipment and training. Currently, the Fire Department carries a limited number of supplies to mitigate oil spills and relies on additional supplies from the Department of Public Works corporation yard and County Hazardous Material (Hazmat) Team. These additional resources can take valuable time to acquire, especially during evening hours.

Given this, in 2023, the Fire Department applied for a \$45,000 grant with CDFW to purchase an oil response trailer. On December 8, 2023, the City was notified by CDFW approved the City's grant request.

### ANALYSIS:

The oil response trailer will contain supplies for major oil spill disasters. The trailer can easily be moved to the location of the incident and would be available for other local agencies to use in larger emergencies within the San Francisco Bay Area. CDFW will also provide training on the use of the materials within the

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FOR CITY CLERK ONLY

Council Meeting:

Disposition:

**SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2**

trailer at no additional cost. CDFW has already specified the trailer and supplies requirements and worked with a vendor to ensure that the trailer both meets the needs required and will be within the budget of the \$45,000 grant.

CDFW requires that the City Council approve a resolution to both accept the award and to designate a representative. The resolution designates the representative as the City Manager or their designee. Once the City Council approves the resolution, the City will purchase the trailer, which will be reimbursed by CDFW.

**FISCAL IMPACT:**

The proposed cost of the trailer is within the \$45,000 grant amount and no additional funding is required. Appropriations of \$45,000 are required in the Fire Department Operations General Fund (001) which will be offset by the CDFW grant.

**OPTIONS:**

The City Council has the following options to consider on this matter:

1. Adopt the resolution.
2. Adopt a modified resolution.
3. Do not adopt the resolution.

**RECOMMENDED ACTION:**

Adopt a resolution authorizing the City Manager to enter into a funding agreement with the California Department of Fish and Wildlife (CDFW) and designating a representative for the oil response trailer project and appropriating funding for the project.

**ATTACHMENTS:**

1. Resolution

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL  
AUTHORIZING THE CITY MANAGER TO ENTER INTO A FUNDING  
AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF FISH AND  
WILDLIFE (CDFW) AND DESIGNATING A REPRESENTATIVE FOR  
THE OIL RESPONSE TRAILER PROJECT AND APPROPRIATING  
FUNDING FOR THE PROJECT**

**WHEREAS**, the City of San Rafael has submitted an application to the CDFW for funding for the Oil Response Trailer project (Project); and

**WHEREAS**, prior to the CDFW executing a funding agreement, the City of San Rafael is required to adopt a resolution authorizing an agent, or representative, to sign the funding agreement, amendments, and requests for disbursement on behalf of the City of San Rafael, and to carry out other necessary Project-related activities.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL RESOLVES** that it authorizes the acceptance and appropriation of \$45,000 in grant funds from the CDFW for the Project; and

**BE IT FURTHER RESOLVED**, that the City Manager is hereby authorized to sign the funding agreement, amendments thereto, and requests for disbursement on behalf of the City of San Rafael, and to carry out other necessary Project-related activities; and

**BE IT FURTHER RESOLVED**, that any and all actions, whether previously or subsequently taken by the City of San Rafael, which are consistent with the intent and purposes of the foregoing resolution, shall be, and hereby are, in all respects, ratified, approved, and confirmed.

**I, Lindsay Lara**, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City held on the 5<sup>th</sup> day of February by the following vote, to wit:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
**LINDSAY LARA, City Clerk**



**SAN RAFAEL**  
THE CITY WITH A MISSION

Agenda Item No: 4.f

Meeting Date: February 5, 2024

## SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Fire Department

Prepared by: Robert Sinnott, Deputy Fire  
Chief/Deputy Fire Marshall

City Manager Approval:  \_\_\_\_\_

**TOPIC: REPORT ON CALENDAR YEAR (CY) 2023 FIRE PREVENTION INSPECTIONS OF CERTAIN OCCUPANCIES**

**SUBJECT: RESOLUTION ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF REGARDING THE 2023 ANNUAL FIRE PREVENTION INSPECTION OF CERTAIN OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE**

**RECOMMENDATION:** Adopt a resolution acknowledging receipt of a report made by the Fire Chief regarding the Calendar Year (CY) 2023 annual fire prevention inspection of certain occupancies pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

**BACKGROUND:** On December 2, 2016, a fire broke out in a warehouse, known as the Ghost Ship, in Oakland, California. What became the deadliest fire in the history of the city took thirty-six lives that night. The deadliest fire since the Station Nightclub fire in 2003, it quickly caught the attention of media throughout California, and the United States. Several articles, editorials, and social media postings were published, specifically around the Bay Area.

Media attention put a spotlight on fire and safety laws and inspections in California. In response, lawmakers passed SB 1205, which was authored to assist in the prevention of tragedies of this nature and magnitude. On September 27, 2018, SB 1205 became effective, and added a new section to the California Health and Safety Code (CHSC) which affects every fire department or fire district in the State. This law requires every fire department or district to annually report to its administering authority their compliance with the annual inspection requirements of the California Health and Safety Code. The law also requires the administering authority to formally acknowledge receipt of the compliance report in a resolution or a similar formal document.

**ANALYSIS:** In addition to reporting requirements, SB 1205 requires every fire department or district providing fire protection services to annually inspect every building used as a public or private school. This same annual inspection requirement is applicable to hotels, motels, lodging houses, residential care facilities and apartment houses containing three or more living units. SB 1205 and its required reporting

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**FOR CITY CLERK ONLY**

Council Meeting: \_\_\_\_\_

Disposition: \_\_\_\_\_

provides an avenue for policy makers to understand the annual inspection process as well as any compliance shortcomings.

During CY 2023, the Fire Department was able to complete all required inspections. With the valuable assistance of our engine company firefighters, the Fire Department was able to meet with building site representatives, conducted fire and life safety inspections, answered questions and provided assistance to issues pertaining to fire safety, and followed up to ensure substantial compliance on any outstanding violations.

**FISCAL IMPACT:**

There is no additional impact to the City's General Fund. The inspection program is funded by existing Fire Department staffing resources.

**OPTIONS:**

The City Council has the following options to consider on this matter:

1. Adopt the resolution.
2. Adopt the resolution with modifications.
3. Direct staff to return with more information.
4. Take no action.

**RECOMMENDED ACTION:**

Adopt the resolution.

**ATTACHMENTS:**

1. Resolution acknowledging receipt of a report made by the Fire Chief regarding the CY 2023 annual fire prevention inspection of certain occupancies pursuant to sections 13146.2 and 13146.3 of the California Health and Safety Code

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL  
ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE  
CHIEF-FIRE MARSHAL REGARDING THE FIRE PREVENTION  
INSPECTIONS OF CERTAIN OCCUPANCIES PURSUANT TO  
SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND  
SAFETY CODE FOR CALENDAR YEAR 2023**

**WHEREAS**, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and,

**WHEREAS**, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the San Rafael Fire Department, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, and apartment house compliance with building standards, as provided and,

**WHEREAS**, California Health & Safety Code Section 13146.2 requires all fire departments, including the San Rafael Fire Department, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3 and,

**WHEREAS**, the City Council of the City of San Rafael intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the San Rafael Fire Department's compliance with California Health and Sections 13146.2 and 13146.3.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL RESOLVES** that it has received the annual inspection report required pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code during calendar year 2023, as follows:



**A. EDUCATIONAL GROUP E OCCUPANCIES:**

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade.

During calendar year 2023, the San Rafael Fire Department completed the annual inspections of Group E occupancies, buildings, structures and/or facilities.

**B. RESIDENTIAL GROUP R OCCUPANCIES:**

Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including several residential care facilities). These residential care facilities have a few different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden.

During calendar year 2023, the San Rafael Fire Department completed the annual inspections of the Group R occupancies, buildings, structures and/or facilities.

**I, Lindsay Lara**, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City held on the 5<sup>th</sup> day of February by the following vote, to wit:

AYES:  
NOES:  
ABSENT:

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**LINDSAY LARA, City Clerk**



**SAN RAFAEL**  
THE CITY WITH A MISSION

Agenda Item No: 4.g

Date: February 5, 2024

**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

Department: Fire

Prepared by: Abraham Roman, Acting Fire Chief  
Thomas Wong, Sr. Mgmt. Analyst

City Manager Approval: \_\_\_\_\_

**TOPIC: REPLACEMENT OF STRUCTURAL FIREFIGHTING TURNOUTS**

**SUBJECT: AUTHORIZE THE CITY MANAGER TO PURCHASE TWENTY-SIX SETS OF STRUCTURAL FIREFIGHTING TURNOUTS FROM ALLSTAR FIRE EQUIPMENT INC., IN AN AMOUNT NOT TO EXCEED \$123,511**

**RECOMMENDATION:** Authorize the City Manager to purchase twenty-six sets of structural firefighting turnout gear from AllStar Fire Equipment Inc. in an amount not to exceed \$123,511 and authorize the appropriation of available funding from the Fire Department Equipment Replacement Fund (Fund 602).

**BACKGROUND:**

Turnout gear is essential personal protective equipment for firefighters. A firefighter’s turnout gear must be tough and durable, while maintaining comfort and breathability to minimize fatigue and heat. Firefighters may be asked to respond to a number of different incidents in any given day; their turnout gear provides physical and thermal protection when at structure fires and other emergencies.

A set of turnouts consists of a coat and pair of pants. Turnouts are worn by on-duty fire personnel almost every day when responding to emergency incidents. All firefighters are assigned 2 sets of turnouts: one primary set (newest) and one backup set (older). The primary set is worn for day- to-day firefighting and rescue operations. The backup set is used if the primary set is damaged or contaminated. The backup set is also used when the primary turnouts are sent out for a twice- annual cleaning. The cleaning and repair work are done by an outside vendor, so the primary set is unavailable for several weeks during any given year.

The standards for Fire Fighter Protective Clothing are set by the National Fire Protection Association (NFPA). NFPA 1851, 2020 Edition states, “This revision continues to require the 10-year mandatory retirement rule for structural gear...” Currently, many of the backup are reaching their 10-year retirement mark and this purchase will ensure they are replaced before then.

At the moment, twenty-six of the Fire Department’s sixty-nine firefighter positions need new turnouts. Their current primary turnouts are less than 10 years old, so they can be moved to the backup position. This will satisfy the NFPA standards by ensuring that both sets of turnout gear are less than 10 years

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

## **SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2**

old. The Fire Department budgets for turnout replacement according to an established replacement schedule, providing enough funding to purchase replacement turnouts every five years. The Fire Department's last major purchase of turnout gear was in 2019.

### **ANALYSIS:**

The Fire Department has researched and physically examined turnout gear from several turnout manufacturers, recommending the LION V-Force model for purchase. The purchase of these turnouts will allow the Fire Department to be in compliance with the 2020 NFPA standards, as well as provide firefighters with the outer protective gear necessary to do their job safely.

This proposed purchase can be made through a cooperative purchasing program. AllStar Fire Equipment Inc. is a vendor in the Fire Rescue Group Purchasing Organization, a program of NPPGov, a national cooperative procurement organization that offers publicly solicited contracts to government entities. As a member of the Fire Rescue GPO, the City of San Rafael is able to "piggyback" onto an existing competitively awarded bid. The original contract is with LION and the Public Procurement Authority (PPA), a public entity in the State of Oregon. AllStar Fire Equipment Inc. is an authorized distributor of LION products and has been a longtime supplier to the San Rafael Fire Department.

### **FISCAL IMPACT:**

The anticipated cost of the turnouts is \$123,511. Appropriations of \$123,511 are requested for this purchase and there are adequate funds in the Fire Department Equipment Replacement Fund No. 602.

### **OPTIONS:**

The City Council has the following options to consider on this matter:

1. Authorize the City Manager the purchase of up to twenty-six sets of structural firefighting turnouts from AllStar Fire Equipment Inc. in an amount not to exceed \$123,511.
2. Do not approve the purchase agreement.

### **RECOMMENDED ACTION:**

Authorize the City Manager the purchase of up to twenty-six sets of structural firefighting turnouts from AllStar Fire Equipment Inc. in an amount not to exceed \$123,511.

### **ATTACHMENTS:**

1. Quote from AllStar Fire Equipment Inc.



12328 Lower Azusa Road  
 Arcadia, CA 91006  
 (626) 652-0900

2552 Barrington Court  
 Hayward, CA 94545  
 (510) 887-6295

**SALES QUOTE**

SRFD0129

Requested by  
 Adriana Cruz

Bill To: San Rafael Fire Department  
 1375 5th Avenue,  
 San Rafael, CA 94901

Ship To: San Rafael FD  
**Attn: Capt. R. Rojo**  
 52 Union Street,  
 San Rafael, CA 94901

Phone:

Email:

Date		Date Required	Cust. Order #	Tax Exempt #	Terms	F.O.B.	Salesperson	Ship Via
1/29/2024					Net 30	Destination	Bunker	Drop Ship
Quantity	U/M	Description				Price	Amount	
26	ea	Lion V-Force Turnout Coat with Bi-Swing, <b>Black</b> Armor AP, Stedair Clear Moisture Barrier, Per San Rafael Spec. <b>AS2Q2007</b>				2,497.25	64,928.50	
26	pr	Lion V-Force Turnout Pants, <b>Black</b> Armor AP with Stedair Clear Moisture Barrier, Per San Rafael Spec. <b>AS2Q2007</b>				1,850.95	48,124.70	
						Subtotal		\$113,053.20
						<b>This Quote is valid until 2/15/2024.</b>		
						Freight		\$0.00
						<b>Total</b>		\$123,510.62



**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: Public Works**

**Prepared by: Nhat Phan, Traffic Engineer  
April Miller, Public Works Director**

**City Manager Approval:** \_\_\_\_\_

A handwritten signature in blue ink, appearing to be 'AJ', is written over a horizontal line.

**TOPIC: CROSSWALK FUNDING AGREEMENTS**

**SUBJECT: RESOLUTIONS RELATED TO THE METROPOLITAN TRANSPORTATION COMMISSION (MTC) FUNDING AGREEMENTS**

**RECOMMENDATION:**

1. Adopt the resolution accepting and authorizing the City Manager to enter into a funding agreement with MTC for \$38,000 in TDA funds for the Crosswalk Safety Improvement Project.
2. Adopt the resolution approving and authorizing the City Manager to enter into a funding agreement with MTC for \$25,000 in TDA funds for the Francisco Boulevard East Mid-Block Crossing Enhancement Project.

**BACKGROUND:**

Article 3 of the Transportation Development Act (TDA), Public Utilities Code Section (PUC) Section 99200 et sequitur, authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists. The Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, Revised, which delineates procedures and criteria for submission of requests for the allocation of TDA Article 3 funds. Per MTC Resolution 4108, each agency is notified of available TDA funds and is required to submit project applications in a countywide coordinated effort. Eligible projects may include sidewalk improvements, pedestrian and bicycle crossing improvements, on-street or off-street bicycle facilities, and the development of bicycle safety education programs or plans. Each year, MTC allocates approximately \$600,000 in state TDA funds for project awards among the various agencies within Marin County. The City submitted two applications in 2023 to the Transportation Authority of Marin (TAM) for TDA funds. MTC requires a supporting Resolution from the City Council to be eligible for grant funds.

**ANALYSIS:**

The Capital Improvement Program currently budgets \$50,000 annually for specific crosswalk improvements. Typically, this only allows the City to add pedestrian-actuated rectangular rapid-flashing beacons (RRFBs) to crosswalks in two locations to enhance safety for pedestrians at uncontrolled and marked crosswalks. The City receives more requests from the community and Safer Routes to Schools than can be funded annually in this program. The City applied for additional funding through TAM for TDA and other funding sources to be able to install more RRFBs for fiscal year 2024-25. The fiscal year 2023-2024 Crosswalk Safety Improvement Project includes the installation of RRFBs at the following five crosswalk locations: 1) Fifth Avenue and Happy Lane, 2) Nova Albion Way and Don Timoteo Court, 3) Woodland Avenue and Seibel Avenue, 4) Las Pavadas and Arias Street, and 5) Mission Avenue and Wilkins Street. The City in conjunction with TAM are in the process of receiving additional funding to completely fund these five intersection projects.

The Francisco Boulevard East Mid-Block Crossing Enhancement project includes the installation of a midblock crossing with bulb-out and a pedestrian hybrid beacon where Francisco Blvd connects to Grand Avenue. The following installation would provide access for pedestrians and cyclists to and from the Canal neighborhood to 711 Grand Avenue, which will be home to the new Canal Alliance facilities in the summer of 2024. The City and Canal Alliance are working on a funding agreement and plan to return to the City Council at a future date to request appropriations for construction of the project.

**COMMUNITY OUTREACH:**

The City of San Rafael coordinates with the San Rafael School District, Safer Routes to Schools, and community residents to seek their input on safety improvements for pedestrians. The intersections selected for TDA funds are focused on crosswalks that surround San Rafael schools. The City is currently working on creating prioritization criteria for crosswalks and other bicycle and pedestrian projects, through a citywide equity lens. This will be included in the outreach process and documentation of the Bicycle and Pedestrian Master Plan update. Further discussions are anticipated regarding that master plan with the Bicycle and Pedestrian Advisory Committee and Safer Routes to Schools technical committee.

For the Francisco Blvd East mid-block crossing, the City has been coordinating with Canal Alliance on their future development and use of the building, and looking for ways to collaborate on securing additional funding for this project.

**FISCAL IMPACT:**

The fiscal impact of staff's recommendation to receive the grant funds is that the City will be able to utilize \$38,000 in TDA funds for the Crosswalk Safety Improvement Project and \$25,000 for the Francisco Boulevard East Mid-Block Crossing Enhancement Project.

**OPTIONS:**

The City Council has the following options to consider on this matter:

1. Adopt the resolution accepting and authorizing the City Manager to enter into a funding agreement with MTC for a total of \$38,000 of TDA funds for the Crosswalk Safety Improvement Project.
2. Adopt the resolution approving and authorizing the City Manager to enter into a funding agreement with MTC for a total of \$25,000 of TDA funds for the Francisco Boulevard East Mid-Block Crossing Enhancement Project.
3. Adopt both resolutions, accepting and authorizing the City Manager to enter into a funding agreement with MTC for a total of \$38,000 of TDA funds for the Crosswalk Safety Improvement Project and approving and authorizing the City Manager to enter into a funding agreement with MTC for a total of \$25,000 of TDA funds for the Francisco Boulevard East Mid-Block Crossing Enhancement Project
4. Do not adopt the resolutions, resulting in the City declining the opportunity to receive grant funds from MTC.

**RECOMMENDED ACTION:**

1. Adopt the resolution accepting and authorizing the City Manager to enter into a funding agreement with MTC for a total of \$38,000 of TDA funds for the Crosswalk Safety Improvement Project.
2. Adopt the resolution approving and authorizing the City Manager to enter into a funding agreement with MTC for a total of \$25,000 of TDA funds for the Francisco Boulevard East Mid-Block Crossing Enhancement Project.

**ATTACHMENTS:**

1. Resolution for the Crosswalk Safety Improvement Project
2. TDA Resolution Attachments for the Crosswalk Safety Improvement Project
3. Resolution for the Francisco Boulevard East Mid-Block Crossing Enhancement
4. TDA Resolution Attachments for the Francisco Boulevard East Mid-Block Crossing Enhancement

## RESOLUTION NO.

### RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AUTHORIZING THE CROSSWALK SAFETY IMPROVEMENT PROJECT FUNDING AGREEMENT

**WHEREAS**, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

**WHEREAS**, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, Revised, entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and

**WHEREAS**, MTC Resolution No. 4108, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

**WHEREAS**, the City of San Rafael desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists; now, therefore, be it

**WHEREAS**, MTC Resolution No. 4108, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

**RESOLVED**, that the City of San Rafael declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code, and furthermore, be it

**RESOLVED**, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the City of San Rafael to carry out the project; and furthermore, be it

**RESOLVED**, that the City of San Rafael attests to the accuracy of and approves the statements in Attachment A to this resolution; and furthermore, be it

**RESOLVED**, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county



association of governments, as the case may be, of Marin County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

**NOW, THEREFORE BE IT RESOLVED**, that the City Council hereby authorizes the acceptance and appropriation of \$38,000 in TDA grant funds for the Crosswalk Safety Improvements Project.

I, **LINDSAY LARA**, City Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council held on the 5<sup>th</sup> day of February 2024 by the following vote, to wit:

AYES:            COUNCILMEMBERS:

NOES:           COUNCILMEMBERS:

ABSENT:        COUNCILMEMBERS:

Lindsay Lara, City Clerk

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2023/2024 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

**Findings**

Page 1 of 1

1. That the City of San Rafael is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the City of San Rafael legally impeded from undertaking the project(s) described in “Attachment B” of this resolution.
2. That the City of San Rafael has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or final design and engineering or quick build project; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic and/or Class IV separated bikeway; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the City of San Rafael within the prior five fiscal years.
8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.) or responds to an immediate community need, such as a quick-build project.
9. That any project described in Attachment B bicycle project meets the mandatory minimum safety design criteria published in the California Highway Design Manual or is in a National Association of City and Transportation Officials (NACTO) guidance or similar best practices document.
10. That the project(s) described in Attachment B will be completed in the allocated time (fiscal year of allocation plus two additional fiscal years).
11. That the City of San Rafael agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

Attachment B**TDA Article 3 Project Application Form**

1. <b>Agency</b>	City of San Rafael		
2. <b>Primary Contact</b>	Nhat Phan		
3. <b>Mailing Address</b>	111 Morphew Street, San Rafael, CA 94901		
4. <b>Email Address</b>	Nhat.phan@cityofsanrafael.org	5. <b>Phone Number</b>	(415) 485-2641
6. <b>Secondary Contact</b> (in the event primary is not available)	Joanna Kwok		
7. <b>Mailing address</b> (if different) N/A <input type="checkbox"/>			
8. <b>Email Address</b>	Joanna.kwok@cityofsanrafael.org	9. <b>Phone Number</b>	(415) 720-4957
10. <b>Send allocation instructions to</b> (if different from above):			
11. <b>Project Title</b>	San Rafael School Crosswalk Safety Improvements Project		
12. <b>Amount requested</b>	\$38,000	13. <b>Fiscal Year of Claim</b>	FY 2023/2024

**14. Description of Overall Project:**

Implement School Crosswalk Safety Improvements Project in five locations in San Rafael.

**15. Project Scope Proposed for Funding:** (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)

Improve Safe Routes to School (SR2S) for students and pedestrians at uncontrolled and marked crosswalks through installation of pedestrian-actuated rectangular rapid-flashing beacons (RRFBs) at five crosswalk locations within the City of San Rafael.

**16. Project Location:** A map of the project location is attached or a link to a online map of the project location is provided below:

RRFBs would be installed at the following five locations: 1) Fifth Avenue and Happy Lane, 2) Nova Albion Way and Don Timoteo Court , 3) Woodland Avenue and Seibel Avenue, 4) Las Pavadas and Arias Street, and 5) Mission Avenue and Wilkins Street.

**Project Relation to Regional Policies** (for information only)

17. Is the project in an [Equity Priority Community](#)? Yes  No

18. Is this project in a [Priority Development Area](#) or a [Transit-Oriented Community](#)? Yes  No

**19. Project Budget and Schedule**

Project Phase	TDA 3	Other Funds	Total Cost	Estimated Completion (month/year)
Bike/Ped Plan				
ENV				
PA&ED				
PS&E				
ROW				
CON	\$38,000	TFCA	\$52,000	March 2024
Total Cost	\$38,000		\$52,000	

**Project Eligibility**

- A. Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee? Yes  No   
 If "YES," identify the date and provide a copy or link to the agenda.  
 If "NO," provide an explanation).
- B. Has the project been approved by the claimant's governing body? Yes  No   
 If "NO," provide expected date: \_\_\_\_\_
- C. Has this project previously received TDA Article 3 funding? Yes  No   
 (If "YES," provide an explanation on a separate page)
- D. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to [Chapter 1000 of the California Highway Design Manual](#)? Yes  No
- E. 1. Is the project categorically exempt from CEQA, pursuant to CCR Section 15301(c), Existing Facility? Yes  No   
 2. If "NO" above, is the project is exempt from CEQA for another reason? Yes  No   
 Cite the basis for the exemption. \_\_\_\_\_  
 If the project is not exempt, please check "NO," and provide environmental documentation, as appropriate.
- F. Estimated Completion Date of project (month and year): \_\_\_\_\_
- G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility, please identify below and provide the agreement. Yes  No
- H. Is a Complete Streets Checklist required for this project ? Yes  No   
 If the amount requested is over \$250,000 or if the total project phase or construction phase is over \$250,000, a Complete Streets checklist is likely required. Please attach the Complete Streets checklist or record of review, as applicable. More information and the form may be found here: <https://mtc.ca.gov/planning/transportation/complete-streets>

## RESOLUTION NO.

### RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AUTHORIZING THE FRANCISCO BOULEVARD EAST MID-BLOCK CROSSING ENHANCEMENT PROJECT FUNDING AGREEMENT

**WHEREAS**, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

**WHEREAS**, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, Revised, entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and

**WHEREAS**, MTC Resolution No. 4108, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

**WHEREAS**, the City of San Rafael desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists; now, therefore, be it

**WHEREAS**, MTC Resolution No. 4108, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

**RESOLVED**, that the City of San Rafael declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code, and furthermore, be it

**RESOLVED**, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the City of San Rafael to carry out the project; and furthermore, be it

**RESOLVED**, that the City of San Rafael attests to the accuracy of and approves the statements in Attachment A to this resolution; and furthermore, be it

**RESOLVED**, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county

association of governments, as the case may be, of Marin County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

**NOW, THEREFORE BE IT RESOLVED**, that the City Council hereby authorizes the acceptance and appropriation of \$25,000 in TDA grant funds for the Francisco Blvd East Mid-Block Crosswalk Enhancement Project.

I, **LINDSAY LARA**, City Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council held on the 5<sup>th</sup> day of February 2024 by the following vote, to wit:

AYES:            COUNCILMEMBERS:

NOES:            COUNCILMEMBERS:

ABSENT:        COUNCILMEMBERS:

Lindsay Lara, City Clerk

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2023/2024  
Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

**Findings**

Page 1 of 1

1. That the City of San Rafael is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the City of San Rafael legally impeded from undertaking the project(s) described in "Attachment B" of this resolution.
2. That the City of San Rafael has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or final design and engineering or quick build project; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic and/or Class IV separated bikeway; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the City of San Rafael within the prior five fiscal years.
8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.) or responds to an immediate community need, such as a quick-build project.
9. That any project described in Attachment B bicycle project meets the mandatory minimum safety design criteria published in the California Highway Design Manual or is in a National Association of City and Transportation Officials (NACTO) guidance or similar best practices document.
10. That the project(s) described in Attachment B will be completed in the allocated time (fiscal year of allocation plus two additional fiscal years).
11. That the City of San Rafael agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

Attachment B

**TDA Article 3 Project Application Form**

1. <b>Agency</b>	City of San Rafael		
2. <b>Primary Contact</b>	Nhat Phan		
3. <b>Mailing Address</b>	111 Morpew Street, San Rafael, CA 94901		
4. <b>Email Address</b>	Nhat.phan@cityofsanrafael.org	5. <b>Phone Number</b>	(415) 258-2641
6. <b>Secondary Contact</b> (in the event primary is not available)	Joanna Kwok		
7. <b>Mailing address</b> (if different) N/A <input type="checkbox"/>			
8. <b>Email Address</b>	Joanna.kwok@cityofsanrafael.org	9. <b>Phone Number</b>	(415) 720-4957
10. <b>Send allocation instructions to</b> (if different from above):			
11. <b>Project Title</b>	Francisco Blvd East Mid-Block Enhancement Project		
12. <b>Amount requested</b>	\$25,000	13. <b>Fiscal Year of Claim</b>	FY 2023/2024

**14. Description of Overall Project:**

Implement a Mid-Block Crossing Enhancement Project in San Rafael.

**15. Project Scope Proposed for Funding:** (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)

Installation of a Mid-Block Crossing with bulbout and pedestrian hybrid beacon.

**16. Project Location:** A map of the project location is attached or a link to a online map of the project location is provided below:

Francisco Blvd, where it connects near Grand Avenue.

**Project Relation to Regional Policies** (for information only)

17. Is the project in an [Equity Priority Community](#)? Yes  No
18. Is this project in a [Priority Development Area](#) or a [Transit-Oriented Community](#)? Yes  No



**19. Project Budget and Schedule**

Project Phase	TDA 3	Other Funds	Total Cost	Estimated Completion (month/year)
Bike/Ped Plan				
ENV				
PA&ED				
PS&E				
ROW				
CON	\$25,000	TAM	\$175,000	December 2024
Total Cost	\$25,000		\$175,000	

**Project Eligibility**

- A. Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee? Yes  No   
 If "YES," identify the date and provide a copy or link to the agenda.  
 If "NO," provide an explanation).
- B. Has the project been approved by the claimant's governing body? Yes  No   
 If "NO," provide expected date: \_\_\_\_\_
- C. Has this project previously received TDA Article 3 funding? Yes  No   
 (If "YES," provide an explanation on a separate page)
- D. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to [Chapter 1000 of the California Highway Design Manual](#)? Yes  No
- E. 1. Is the project categorically exempt from CEQA, pursuant to CCR Section 15301(c), Existing Facility? Yes  No   
 2. If "NO" above, is the project is exempt from CEQA for another reason? Yes  No   
 Cite the basis for the exemption. \_\_\_\_\_  
 If the project is not exempt, please check "NO," and provide environmental documentation, as appropriate.
- F. Estimated Completion Date of project (month and year): \_\_\_\_\_
- G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility, please identify below and provide the agreement. Yes  No
- H. Is a Complete Streets Checklist required for this project ? Yes  No   
 If the amount requested is over \$250,000 or if the total project phase or construction phase is over \$250,000, a Complete Streets checklist is likely required. Please attach the Complete Streets checklist or record of review, as applicable. More information and the form may be found here: <https://mtc.ca.gov/planning/transportation/complete-streets>

**City of San Rafael**  
**Proclamation in Recognition of**  
**BLACK HISTORY MONTH 2024**  
**February 1 - 29, 2024**

**WHEREAS,** In 1976, as part of the nation’s bicentennial, Black History Week was expanded and established as Black History Month, and people across the United States have dedicated the month of February to honor and uplift the often overlooked and under recognized accomplishments of Black Americans in every area of endeavor throughout our history; and

**WHEREAS,** The 2024 Black History Month theme is “African Americans and the Arts,” which seeks to further education, emphasis, and celebration to honor the historical significance and impacts that varied individuals from Africa, the Caribbean, and throughout the world have had on the arts, and to empower future generations to continue contributing their unique stories, talents, and gifts; and

**WHEREAS,** Western culture often denied, minimized, and/or thwarted the contributions of many black and African individuals; however, their resistance, passion for their work, and influence is seen across all areas of the arts, including music, spoken word, dance, painting, drawing, figurative works, fashion, folklore, writing, architecture, cooking, and artisan craftwork, from antiquity to the present day; and

**WHEREAS,** the City of San Rafael supports and encourages employees and community members to delve into the history of Black and African Americans in the arts, especially in genres of interest, and find the many connections and influences these works have across all artistic fields today; and

**WHEREAS,** The City Council of the City of San Rafael, is proud to recognize Black History Month, and urges everyone to join in celebrating the accomplishments of Black and African Americans and the artistic legacy they have carried and permeated into the cultural fibers of our nation.

**THEREFORE, BE IT RESOLVED** that the Mayor and City Council of the City of San Rafael hereby proclaim February 1 - 29, 2024, as Black History Month, and encourages all citizens to recognize the accomplishments and contributions of Black Americans throughout history and in the generations to come.



A handwritten signature in blue ink, appearing to read "Kate", is positioned above a horizontal line.

**Kate Colin**  
**Mayor**



**Agenda Item No: 6.a**  
**Meeting Date: February 5, 2024**

**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: City Clerk’s Office**

**Prepared by: Lindsay Lara,**  
**City Clerk**

**City Manager Approval:** 

**TOPIC: GENDER-NEUTRAL LANGUAGE AMENDMENTS TO MUNICIPAL CODE**

**SUBJECT: INTRODUCTION OF AN ORDINANCE AMENDING THE SAN RAFAEL MUNICIPAL CODE IN ITS ENTIRETY TO REPLACE GENDER-SPECIFIC LANGUAGE WITH GENDER-NEUTRAL LANGUAGE**

**RECOMMENDATION:**  
Introduce an ordinance amending the San Rafael Municipal Code in its entirety to replace gender-specific language with gender-neutral language, waive further reading of the ordinance, and refer to it by title only.

**BACKGROUND:**  
In 2017, in recognition of growing awareness, the California Legislature introduced and passed Senate Bill 179 Gender identity: female, male, or non-binary, which was signed into law and took effect in 2019. SB 179 provided for a third gender option on the state driver’s license, identification card, and birth certificates.

The League of California Cities also developed a [best practices guide](#) for city officials and city staff related to new state laws, policies, and practices that promote inclusive workplaces. Included in the list of recommendations is for municipalities to replace all gendered terms within their Municipal Code with gender-neutral terms.

In recent years, broadening societal awareness of transgender and gender-nonconforming identities has brought to light the importance of non-binary gender inclusivity. The City Council adopted the [2023-2025 Goals and Objectives](#), which included Diversity, Equity, Inclusion and Belonging as one of its key policy focus areas, and the recommended action to introduce this ordinance falls into that policy focus area.

The City Clerk’s Office is responsible for maintaining and managing the official version of the San Rafael Municipal Code and utilizes CivicPlus, Inc. for the codification of ordinances. According to CivicPlus, the San Rafael Municipal Code currently contains mostly masculine pronouns.

**ANALYSIS:**  
This report responds to the League of California Cities’ best practices guide recommendation for municipalities to replace all gendered terms within their Municipal Code with gender-neutral terms. The

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**FOR CITY CLERK ONLY**

**Council Meeting:** \_\_\_\_\_

**Disposition:** \_\_\_\_\_

City Clerk's Office drafted an ordinance (Attachment 1). If approved, the ordinance replaces gendered terms with gender-neutral terms by making changes such as the following:

1. Gendered subject (he, his, him, she, her, hers) be replaced by 'they, them, their'.
2. Gendered subject (fireman, policeman, chairman, councilmen) be replaced by its gender-neutral pronoun 'firefighter, police officer, chairperson, councilmember'.
3. Additional terms, such as: "workmanlike," "man-made," and "manhole" were found in review of the code. Where they were identified, amendments will be made as to language that would more reasonably confer gender neutrality. Examples:
  - a. Materialmen = laborers
  - b. Man-made = human-made
  - c. Manholes = maintenance holes
  - d. Workmanship = skilled work

Exhibit A to the ordinance indicates these changes to each section of the code where gender-specific language is currently used.

The ordinance also amends three sections of the code (Section 1.08.090 (Gender), Subsection 10.04.010(A) (Definitions) and Subsection 14.03.020(E) (Rules for construction of language) to specify how gender-neutral terms are to be interpreted under the code.

**FISCAL IMPACT:**

This update to the San Rafael Municipal Code is estimated to cost \$600 and will be paid from the City's existing codification contract with CivicPlus. Funds are allocated in the General Fund budget.

**OPTIONS:**

The City Council has the following options to consider on this matter:

1. Introduce the Ordinance, waive further reading and refer to it by title only.
2. Introduce the Ordinance, waive further reading and refer to it by title only with minor modifications.
3. Direct staff to return with more information.
4. Take no action.

**RECOMMENDED ACTION:**

Introduce an ordinance amending the San Rafael Municipal Code in its entirety to replace gender-specific language with gender-neutral language, waive further reading of the ordinance, and refer to it by title only.

**ATTACHMENTS:**

1. Ordinance with Exhibit A

## ORDINANCE

### AN ORDINANCE OF THE CITY OF SAN RAFAEL AMENDING THE SAN RAFAEL MUNICIPAL CODE IN ITS ENTIRETY TO REPLACE GENDER-SPECIFIC LANGUAGE WITH GENDER-NEUTRAL LANGUAGE

**WHEREAS**, the San Rafael Municipal Code contains mostly masculine pronouns;  
and

**WHEREAS**, all genders are created equal; and

**WHEREAS**, amending the San Rafael Municipal Code to include gender-neutral pronouns by eliminating any gender preference language within the San Rafael Municipal Code will promote equality.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** The City Council of the City of San Rafael finds that all Recitals are true and correct and incorporate them herein by this reference.

**SECTION 2.** Gender-specific language reflected throughout the entire San Rafael Municipal Code, not including the City Charter, is hereby replaced with gender neutral language as grammatically appropriate and in a manner that does not change the legal meaning of any provision of the code.

**SECTION 3.** Each specifically gendered term identified in Exhibit A, attached hereto and incorporated herein, and which is also found within the San Rafael Municipal Code, shall be replaced by a corresponding non-gendered term. Exhibit A is non-exhaustive and may be amended from time to time.

**SECTION 4.** Section 1.08.090 (Gender), Subsection 10.04.010(A) (Definitions) and Subsection 14.03.020(E) (Rules for construction of language) are hereby amended to read as follows. Additions are shown in underline, and deletions are shown in ~~strikethrough~~.

#### **1.08.090 – Gender neutrality.**

~~Any gender includes the other genders. Whenever a personal pronoun is used in the neutral gender, it shall be deemed to include the feminine and masculine also. “They/them” shall indicate a singular individual, unless the context indicates the contrary.~~

#### **10.04.010 - Definitions.**

A. In this chapter the singular number includes the plural and the plural the

singular, and the masculine gender includes the other genders. Whenever a personal pronoun is used in the neutral gender, it shall be deemed to include the feminine and masculine also. "They/them" shall indicate a singular individual, unless the context indicates the contrary.

**14.03.020 - Rules for construction of language.**

E. ~~References in the masculine and feminine genders are interchangeable.~~  
Whenever a personal pronoun is used in the neutral gender, it shall be deemed to include the feminine and masculine also. "They/them" shall indicate a singular individual, unless the context indicates the contrary.

**SECTION 5.** This Ordinance shall be published once, in full or in summary form, before its final passage, in a newspaper of general circulation, published, and circulated in the City of San Rafael, and shall be in full force and effect thirty (30) days after its final passage. If published in summary form, the summary shall also be published within fifteen (15) days after the adoption, together with the names of those Councilmembers voting for or against same, in a newspaper of general circulation published and circulated in the City of San Rafael, County of Marin, State of California.

THE FOREGOING ORDINANCE was first read and introduced at a regular meeting of the San Rafael City Council on the 5<sup>th</sup> day of February 2024, and was passed and adopted at a regular meeting of the San Rafael City Council on the 20<sup>th</sup> day of February 2024 by the following vote, to wit:

AYES:            Councilmembers:  
NOES:            Councilmembers:  
ABSENT:        Councilmembers:

KATE COLIN, Mayor

Attest:

LINDSAY LARA, City Clerk

## Exhibit A

### Gender Neutralization Report for the City of San Rafael Municipal Code

Changing the term "he" to "they;"  
 Changing the term "she" to "they;"  
 Changing the term "his" to "their;"  
 Changing the term "her" to "their;"  
 Changing the term "him" to "them;"  
 Changing the term "himself" to "themselves;"  
 Changing the term "herself" to "themselves;"  
 Changing the term "policeman" to "police officer;"  
 Changing the term "policewoman" to "police officer;"  
 Changing the term "policemen" to "police officers;"  
 Changing the term "policewomen" to "police officers;"  
 Changing the term "fireman" to "firefighter;"  
 Changing the term "firemen" to  
 "firefighters;" Changing the term "man or woman" to  
 "person;" Changing the term "men and women" to  
 "persons;" Changing the term "councilmen" to  
 "councilmembers;" Changing the term "chairman" to  
 "chair" or "chairperson;" and  
 Changing the term "vice chairman" to "vice chair."

Additional terms, such as: "workmanlike," "man-made," and "manhole" were found in review of the Code of Ordinances. Where they are identified, language will be used to more reasonably confer gender neutrality.

<i>Code Section</i>	<i>Text</i>	<i>Context Change (If Needed)</i>
1.08.020	"Code enforcement official" means the city manager, department directors, including the director of management services, the director of community development, the public works director/city engineer, the fire chief, the police chief, the director of community services, the redevelopment agency director, library director and any of their designated agents or representatives, including but not limited to code enforcement officers, police officers, fire department division chiefs, chief building official, building inspectors, the Central Marin sanitation agency officials designated by resolution, the storm water program manager, parking enforcement officers, the city health officer, and the county health officer and <b>his</b> or <b>her</b> designated registered environmental health specialists carrying out the duties of city health officer pursuant to agreement with the city.	

1.08.060	<p>Whenever a notice is required to be given under this code, unless different provisions herein are otherwise specifically made, such notice may be given either by personal delivery thereof to the person to be notified or by deposit in the United States mail, in a sealed envelope, postage prepaid, addressed to such person to be notified, at <b>his</b> last known business or residence address as the same appears in the public records of the city or other records pertaining to the matter to which such notice is directed. Service by mail shall be deemed to have been completed at the time of deposit in the United States mail.</p>	
1.12.010	<p>When the police department has in its possession any personal property, the ownership of which is unknown, the department shall retain the property in its possession for a minimum period of three (3) months from the date on which it came into possession of the department, during which time the members of the department shall make reasonable effort to ascertain the identity of the owner thereof, and, should the identity and address of such owner be ascertained, shall give notice to such owner by registered mail of the fact that the property is in the possession of the department, and that the owner, upon satisfactorily identifying <b>himself</b> and <b>his</b> ownership, will be entitled to receive the property. If, during the three-month period, the department is unable to ascertain the name and address of the owner of such property, and no person or persons make claims thereto and prove their ownership, the chief of police shall cause such property to be sold at public auction to the highest bidder for cash after having first given notice of the time</p>	



	and place of such sale for a minimum period of ten (10) days before the time fixed therefor by publication in the San Rafael Independent Journal, a newspaper of general circulation published in the county of Marin, state of California. Such notice shall generally describe each specific item of property to be sold. The cost of such publication shall be a proper charge against the city, and the proceeds from the sale shall be deposited by the chief of police with the city treasurer as a miscellaneous receipt.	
1.16.060	3. Within two (2) business days after receipt of a written request for hearing under this section, the city clerk, or <b>his</b> or <b>her</b> designee, shall mail to the accused violator and to the complainant(s), if any, a written notice of hearing setting forth the date and time of a hearing at which the accused violator and complainant(s) may present oral or written evidence concerning the alleged violation or the penalty proposed. Such hearing shall be set no earlier than five (5) business days after the date of the notice of hearing.	
1.16.060	D. In any case where the city clerk determines that <b>he</b> or <b>she</b> may have a conflict of interest in the enforcement of this ordinance, the city clerk may delegate such enforcement to independent counsel to be selected by the city clerk in consultation with the city attorney.	
1.40.040	In any case in which an arrest is made pursuant to this authority for a misdemeanor offense, the code enforcement official will, instead of taking the person arrested before a magistrate, follow the procedure prescribed by Chapter 5C (commencing with Section 853.6) of Title 3 of Part 2 of the California Penal Code, unless the arrested person demands to be taken before a magistrate; provided, that nothing herein shall prevent a peace officer from exercising <b>his</b> or <b>her</b> authority not to release an arrested person pursuant to the provisions of Penal Code Section 853.6(c) or any other provisions of law. The provisions of such Chapter 5C shall thereafter apply with reference to any proceeding based upon the issuance of a citation pursuant to this authority.	
1.40.060	There shall be no civil liability on the part of and no cause of action shall arise against any person acting pursuant to Section 1.40.020 and within the scope of <b>his</b> authority for false arrest or false imprisonment arising out of any arrest which is lawful or which the arresting officer at the time of such arrest had reasonable cause to believe was lawful. No such officer shall be deemed an aggressor or lose <b>his</b> right to self-defense by the use of reasonable force to effect the arrest or to prevent escape or to overcome resistance.	
1.44.050	A. Any recipient of an administrative citation may contest that there was a violation of this code, or that <b>he</b> or <b>she</b> is the responsible party, by completing a request for hearing form and returning it to the director of administrative services within thirty (30) days from the date of the administrative citation, together with an advance deposit of the fine, except where an advance deposit hardship waiver has been obtained in accordance with procedures adopted by the director of administrative services.	
2.02.040	B.(1) Beginning with the general municipal election in November 2020, councilmembers shall be elected in the electoral districts reflected on the map contained in Exhibit A hereto and as subsequently reapportioned as provided by State law. Elections shall take place on	

	<p>a by-district basis as that term is defined in California Government Code section 34871, meaning one member of the city council shall be elected from each district, by the voters of that district alone, except for the mayor, who shall be elected citywide. In accordance with the city charter, each councilmember and the mayor, shall serve a four-year term until <b>his</b> or <b>her</b> successor has qualified.</p> <p>(2) Except as provided in subdivision (B)(3) hereof, the councilmember elected to represent a district must reside in that district and be a registered voter in that district, and any candidate for city council must live in, and be a registered voter in, the district in which <b>he</b> or <b>she</b> seeks election at the time nomination papers are issued, pursuant to California Government Code section 34882 and Elections Code section 10227. Termination of residency in a district by a councilmember shall create an immediate vacancy for that council district unless a substitute residence within the district is established within thirty days after the termination of residency.</p> <p>(3) Notwithstanding any other provision of this section, each of the councilmembers in office at the time this chapter takes effect shall continue in office until the expiration of the full term to which <b>he</b> or she was elected and until <b>his</b> or <b>her</b> successor is qualified. Vacancies in councilmember offices elected at-large may be filled from the city at-large. At the end of the term of each councilmember, that member's successor shall be elected on a by-district basis in the districts established in subsection A and the map contained in Exhibit A hereto, as may subsequently reapportioned as provided by State law. A vacancy in a Councilmember office elected by-district shall be filled by a person qualified to hold the office, who is a resident of the district.</p>	
2.08.010	<p>The city manager shall be appointed by the city council solely on the basis of <b>his</b> executive and administrative qualifications. No person elected to membership on the city council of the city shall, subsequent to the election, be eligible for appointment as city manager until one year has elapsed after <b>he</b> has ceased to be a member of the council.</p>	
2.08.020	<p>The council shall appoint the city manager for an indefinite term and may remove <b>him</b> by a majority vote of its members. At least thirty days before the removal becomes effective, the council shall, by a majority vote of its members, adopt a preliminary resolution stating the reasons for <b>his</b> removal. The manager may reply in writing within ten days after receipt of notice of the preliminary resolution, and may request a public hearing which shall be held not earlier than twenty days nor later than thirty days after the filing of the request. After the public hearing, if one is requested, and after full consideration, the council by majority vote of its members, may adopt a final resolution of removal.</p> <p>By the preliminary resolution the council may suspend the manager from duty, but shall in any case cause to be paid to the manager forthwith any unpaid balance of <b>his</b> salary and <b>his</b> monthly salary shall continue to be paid for the next three calendar months following adoption of the preliminary resolution until <b>he</b> is reinstated. In the event of removal, the city council may appoint a new city manager within a reasonable time thereafter and must exercise due diligence in naming a successor.</p>	

2.08.030	The city manager shall be the administrative head of the city government under the direction and control of the city council, except as otherwise provided by the city charter or by ordinance. He shall be responsible to the city council for the efficient administration of all affairs of the city which are under his control. In addition to the city manager's general powers as administrative head, and not as a limitation thereon, it shall be his duty and he shall have the following power:	
2.08.030	(b) To recommend to the city council the employment, discipline, or removal of all heads of departments and appoint all subordinate officers and employees of the city; to recommend transfer of employees from one department to another, the consolidation or combination of offices, positions, departments, or units under his jurisdiction. The foregoing provisions shall not apply, however, to the positions of city attorney or city clerk, but shall apply to their subordinates, deputies, assistants, and employees in their respective offices and departments. Matters of supervision, discipline, and control of departmental subordinate officers and employees shall be governed by the city's personnel rules and regulations;	
2.08.030	(d) To attend all meetings of the council and its committees unless excused therefrom by the council or the committee and except when his removal is under consideration by the council; (e) To recommend to the council for adoption such measures and ordinances as he deems necessary or expedient;	
2.08.060	The city manager shall be the purchasing agent of the city. It shall be his duty to make all purchases for and in behalf of the city, provided that in those cases where the charter of the city of San Rafael requires that sealed proposals be called for the council, the city manager shall lay before the council such information as may assist the council in accepting or rejecting the proposals.	
2.08.190	He shall have the direct control, supervision and direction of and over the fire department of the city, its quarters, equipment and personnel; He shall be responsible for the enforcement of the rules and regulations of the department, fixed and adopted by the board of fire commissioners, and he shall have and exercise the power to suspend or remove from service any officer or member of the department for cause, in such manner as is or may be provided for in the civil service provisions of this code (Chapter 2.20), and in the Civil Service Rules and Regulations adopted and used in connection therewith. The chief of the fire department, or the officer acting in his stead, shall exercise supreme command over the fire department, its equipment and personnel at all fires or other emergencies involving the use of the fire department, its personnel and/or equipment.	
2.10.030	Each person holding a designated position, shall file a statement of economic interests disclosing his or her interest in investments, real property, and income designated as reportable under the categories to which the person's designated position is assigned. Each person required to file a statement of economic interests shall file the original of said statement with the city clerk within the time limits specified in Fair Political	

	Practices Commission regulation Section 18730(b)(5). All statements of economic interests shall be available for public review in the office of the city clerk.	
2.12.010	The police department of the city shall be <b>manned</b> by and shall consist of the chief of police, one captain of police, one lieutenant of police, one sergeant of police, and such additional officers or <b>patrolmen</b> as the council determines or confirms from time to time by resolution or ordinance.	Change “manned” to “staffed” change "officers or patrolmen" to "police officers"
2.12.020	The captain of police, lieutenant of police, sergeant of police and all other officers or <b>patrolmen</b> shall severally receive as compensation for their respective services, such salaries as the city council may determine from time to time by resolution. In the event of the employment of special officers and clerks in addition to those hereinabove provided for, the special officers and clerks shall be paid such sum as may be fixed by the council by resolution.	change "officers or patrolmen" to "police officers"
2.12.040	No officer of the police department, except the chief of police, shall be subject to the orders of the mayor or city council, except that the mayor shall have such powers as are conferred upon <b>him</b> by the city Charter, and except further that the city council may, by resolution or ordinance, prescribe general changes in the method of conducting the police department, may limit or fix the number of officers on each shift and prescribe their duties. It is the intention of this section to prohibit day-to-day assignments of work by the mayor or <b>councilmen</b> or single-instance interference with the duties of police officers, but to leave day-to-day supervision and direction in the hands of the chief of police, to leave the mayor <b>his</b> supervisory authority and to preserve to the council the right to establish general or uniform rules for the conduct of the department. Each officer of the department of police shall perform such duties as are assigned to <b>him</b> from time to time by the chief of police and other superior officers.	
2.12.060	The chief of police shall have complete authority, control and command, subject to the provisions of this chapter, over the auxiliary police force. <b>He</b> may provide for the training of candidates for membership, and for the further training of members.	
2.12.070	No person shall be deemed a member of the auxiliary police force until <b>he</b> has been registered as such in a roster to be kept by the chief of police and not until <b>he</b> has taken <b>his</b> oath that <b>he</b> will observe and obey the Constitution of the United States, the Constitution of this state, and the laws of this nation, this state and this city and that <b>he</b> will carry out the duties of a member of the auxiliary police force of this city to the best of <b>his</b> ability. Members may be nominated by the chief of police or by the mayor, but shall not be deemed qualified and active members of such auxiliary force until confirmed or approved by the council.	
2.12.080	An identification card and such other insignia or evidence of identity as may be prescribed by the chief of police shall be issued to each member, who must carry the card and other identification at all times while on duty, and <b>he</b> must surrender them upon the termination of <b>his</b> membership.	
2.12.090	The membership of any person may be terminated by the chief of police at any time, and	

	any member may resign from the auxiliary police force at any time, but it shall be <b>his</b> duty to notify the chief of <b>his</b> resignation.	
2.12.100	No member of the auxiliary police force shall, while on duty, carry or use any firearm except upon the completion of a course of instructions in the use of the same and having thereafter obtained a certificate signed by the chief of police and countersigned by the officer in charge of training said auxiliary <b>policemen</b> .	
2.12.110	It is unlawful for any person to wear, carry or display an auxiliary police force identification card or insignia or otherwise deceitfully represent <b>himself</b> to be connected with such force unless <b>he</b> is in fact a member thereof.	
2.12.140	The chief of the fire department shall have complete authority, control and command, subject to the provisions of this chapter, over the auxiliary fire force. <b>He</b> may provide for the training of candidates for membership, and for the further training of members.	
2.12.150	No person is a member of the auxiliary fire force until <b>he</b> has been registered as such in a roster to be kept by the chief of the fire department, and not until <b>he</b> has taken <b>his</b> oath that <b>he</b> will observe and obey the Constitution of the United States, the Constitution of this state, and the laws of this nation, this state and this city, and that <b>he</b> will carry out the duties of a member of the auxiliary fire force of this city to the best of <b>his</b> ability. Members may be nominated by the chief of the fire department or by the mayor, but shall not be deemed qualified and active members of such auxiliary force until confirmed or approved by the council.	
2.12.160	An identification card and such other insignia or evidence of identity as may be prescribed by the chief of the fire department shall be issued to each member, who must carry the card and other identification at all times while on duty, and must surrender them upon the termination of <b>his</b> membership.	
2.12.170	The membership of any person may be terminated by the chief of the fire department at any time, and any member may resign from the auxiliary fire force at any time, but it shall be <b>his</b> duty to notify the chief of <b>his</b> resignation.	
2.12.180	It shall be unlawful for any person to wear, carry or display an auxiliary fire force identification card or insignia or otherwise deceitfully represent <b>himself</b> to be connected with such force unless <b>he</b> is in fact a member thereof.	
2.18.050	(c) The building division shall maintain a current record of designated landmarks and historic districts. Upon receipt of an application for a permit to carry out any construction, alteration, removal or demolition of a structure on a landmark site or in a historic district, the city engineer or <b>his</b> designee shall, unless the structure or feature concerned has been declared unsafe or dangerous pursuant to Section 2.18.067 of this chapter, promptly forward such permit application to the commission.	
2.18.090	(a) Duty to Administer and Enforce. It shall be the duty of the city manager, or <b>his</b> or <b>her</b> designee, to administer and enforce the provisions of this chapter. Upon request, the chief building official shall assist the city manager in the performance of this duty. (b) Inspection of Premises. In the performance of their duties, the city manager, or <b>his</b> or	

	<p><b>her</b> designee, shall have the right to enter any building or premises for the purpose of investigation and inspection; provided, that such right of entry shall be exercised only at reasonable hours, and that in no case shall entry be made to any building in the absence of the owner or tenant thereof without the written order of a court of competent jurisdiction.</p>	
2.18.100	<p>A permittee shall have such vested rights if, prior to July 21, 1975, the date of the enactment of the ordinance codified in this chapter or its application, <b>he</b> has in good faith, and in reliance upon such permit, diligently commenced construction, alteration or demolition and performed substantial work on the development and incurred substantial liabilities for work and materials necessary therefor.</p>	
2.20.060	<p>The period of time during which an employee, subject to this chapter and to the rules and regulations promulgated hereunder, is required to be absent from <b>his</b> or <b>her</b> position by reason of an injury or disease for which <b>he</b> or <b>she</b> is entitled to receive compensation under the provisions of Division 4 of the Labor Code (commencing with Section 3201) is not a break in <b>his</b> or <b>her</b> continuous service for the purpose of <b>his</b> or <b>her</b> right to salary adjustments, sick leave, vacation or seniority.</p>	
2.22.010	<p>A. A background check is authorized to be conducted prior to any type of employment by the City of San Rafael, including for volunteer and independent contractor positions. No person shall be employed by the City of San Rafael if the applicant has been convicted of an offense that is substantially related to the qualifications, functions, or duties of the employment position, as determined by the police chief or <b>his/her</b> designee.</p>	
2.28.020	<p>All claims and demands against the city shall be filed with and audited by the director of administrative services, who shall then present them to the city manager for <b>his</b> approval or rejection.</p>	
2.28.060	<p>Upon allowing a demand or approving a register of audited demands, the mayor shall draw a warrant or warrants upon the city treasurer specifying the purpose for which drawn and the fund from which payment is to be made. The city manager shall countersign the warrant. In <b>his</b> absence, the assistant city manager shall countersign the warrant. The city council, by ordinance or resolution, may prescribe an alternate method of drawing warrants and checks; provided, however, that the method shall require the manual signature of at least one municipal officer who has executed an official bond to the city covering the faithful performance by such officer of the duties of <b>his</b> office.</p>	
2.32.051	<p>The relocation appeals board shall consist of five members appointed by the mayor and approved by the city council. The members of the relocation appeals board shall serve without compensation, but each of the members shall be reimbursed for <b>his</b> necessary expenses incurred in performance of <b>his</b> duties, as determined by the city council.</p>	
2.50.010	<p>Any property owner, or other person having possession and control thereof, who receives a summary of costs under this section shall have the right to a hearing before the director on <b>his</b> objections to the proposed costs in accordance with the procedures set forth herein.</p>	
2.50.040	<p>(1) Administration and Enforcement. The department of public works is responsible for administering and enforcing this title and providing an inspector to enforce this and other</p>	

	city and state building and safety laws. The code enforcement officer shall have the duty of educating the public in the use of codes, inspection, and enforcement and of each of the codes adopted by reference in the code above, the city zoning and enabling codes, including its amendments or revisions and all other state and city laws referring to building and materials and land use. He may obtain assistance from other city officials or employees when necessary to enforce these provisions, regulations or other city or state laws under his jurisdiction.	
2.55.020	G. "Purchasing agent" shall mean the city manager or his or her designee.	
2.55.030	G. Delegate his or her authority under this ordinance, except where expressly prohibited.	
2.55.050	The risk manager or the city attorney shall establish appropriate requirements for insurance and indemnification of the city by the contractor. Prior to approval by the city manager or city council, all contracts and agreements of which the city is to be a party shall be submitted to the risk manager or his or her designee, together with a certificate of insurance, endorsement and any other required documentation. Each agreement shall be attested to by the city clerk.	
2.55.070	All using departments shall submit to the purchasing agent, at such times and in such forms as he or she shall prescribe, reports showing all supplies, materials and equipment which are no longer used or which have become obsolete or worn out. The purchasing agent shall have authority to sell as surplus such supplies, materials and equipment which cannot be used by any department or which have become unsuitable for city use, or to exchange the same for, or trade in the same on new supplies, materials, and equipment. All sales of said property shall be based, whenever possible, on competitive bids as provided in this chapter.	
2.55.110	B. When the purchasing agent determines in writing that the use of competitive sealed bids is either not practical or not advantageous to the city, the city manager may authorize the purchasing agent or his or her designee to contract for or to purchase supplies, materials, equipment or services by use of competitive negotiation.	
2.55.130	When deemed necessary by the purchasing agent, bidders' security may be prescribed in the invitation to bid. Bids received without the prescribed security shall be considered nonresponsive, incomplete, and shall be deemed rejected. Bidders shall be entitled to return of bid security provided that a successful bidder shall forfeit his bid security upon refusal or failure to execute the purchase agreement within ten (10) days after the notice of award has been mailed, unless the city is responsible for the delay. If the successful award may be made to the next lowest responsible bidder, the amount of the lowest bidder's security shall be applied by the city to the difference between the lowest bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.	
2.55.140	When deemed necessary by the purchasing agent, a performance bond may be prescribed in such amount as he shall find reasonably necessary to protect the best interest of the city, and shall be described in the notice inviting bids. Failure to submit a performance bond in the time prescribed in the notice of award shall be just cause for annulment of	

	the award and forfeiture of the bidder's security.	
2.55.160	Sealed bids shall be submitted to the city clerk or <b>his</b> or <b>her</b> designee and shall be identified on the envelope as bids. 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 in the city clerk's office during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.	
3.08.040	Said assessor shall verify said list by <b>his</b> oath to be thereto attached and to be substantially in the following form:	
3.08.050	The assessor shall have the power to exact from every person a statement under oath, setting forth specifically all the real and personal property owned by such person, or in <b>his</b> possession, or under <b>his</b> control, at twelve (12:00) noon on the first Monday in March. Such statement shall be in writing and shall show separately:	
3.08.050	<p>5. All solvent credits due or owing to such person, or any firm of which <b>he</b> is a member, or due or owing to any corporation of which <b>he</b> is president, secretary, cashier, or managing agent, deducting from the sum of such credits such debts only, as may be owing by such person, firm or corporation to bona fide residents of this state. No debt shall be so deducted unless the statement shows the amount, in aggregate, of such debt as stated under oath. Whenever one member of a firm or one of the proper officers of a corporation, has made a statement showing the property of the firm or corporation, another member of the firm or corporation, or another officer need not include such property in the statement made by <b>him</b>; but <b>his</b> statement must show the name of the person or officer who made the statement in which such property is included.</p> <p>The assessor is hereby authorized to provide <b>his</b> office, at the expense of the city, with necessary blank forms for the statements herein mentioned and shall cause to be printed upon each such blank form an affidavit form, substantially as follows:</p>	
3.08.050	The assessor may fill out the statement at the time when <b>he</b> presents it, or <b>he</b> may deliver it to the person and require <b>him</b> , within a reasonable, specified time, to return it to <b>him</b> , properly filled out.	
3.08.060	The assessor shall have power to require any person found within the city of San Rafael to make and subscribe an affidavit, giving <b>his</b> name and place of residence, and <b>he</b> shall further have power to subpoena and examine any person in relation to any statement furnished to <b>him</b> or which discloses property which is assessable in the city of San Rafael. It shall be unlawful for any person to refuse to furnish the statement hereinbefore required, or to make and subscribe such an affidavit respecting <b>his</b> name and place of residence, or to appear and testify when requested to do so by the assessor, as above provided.	
3.08.080	As soon as completed, and on or before the first Monday in August of each year the assessor shall deliver <b>his</b> assessment list and statements to the city council to be equalized; and the city council shall forthwith give notice thereof, and of the time when the said council will meet to equalize assessments, by publication in some newspaper	



	published and circulated in the said city, and in the meantime the assessment list or book must remain open for inspection of all persons interested.	
3.08.090	The clerk of the city of San Rafael shall be ex officio the clerk of the board of equalization, and, as such, <b>he</b> shall keep a full, true record of all of the proceedings of the board of equalization in a book marked, "Records of the Board of Equalization," and in the said book <b>he</b> shall record all changes, corrections and orders made by the board; and during the sessions of the board, or as soon as possible after its adjournment, <b>he</b> shall enter upon the assessment list all changes and corrections made by the board, and, having completed the corrections in the assessment list, <b>he</b> must take and subscribe an oath to be attached thereto and to be substantially in the following form:	
3.08.190	On the first Monday in each month, the tax collector shall settle with the clerk for all moneys collected for the city, and shall pay the same to the treasurer; and on the same day, the tax collector shall file a statement under oath with the clerk, showing an account of all of <b>his</b> transactions and receipts as tax collector since <b>his</b> last settlement, and showing also that all money collected by <b>him</b> as tax collector has been paid to the treasurer.	
3.08.210	On the third Monday in December and on the third Monday in May of each year, the tax collector shall deliver to the clerk a complete delinquent list of all persons and property then owing taxes, in which list shall be set down in numerical or alphabetical order, all matters and things contained in the assessment roll relating to delinquent persons or property. The tax collector shall at the same time produce the assessment roll. The clerk shall carefully compare the delinquent list with the assessment roll, and, if satisfied that it contains a full and true statement of taxes due and unpaid, <b>he</b> shall foot up the total amount of taxes so remaining unpaid, credit the tax collector, who acted under it, therewith, and make a final settlement with <b>him</b> of all taxes charged against <b>him</b> on the assessment roll, and shall require of <b>him</b> the treasurer's receipt for any existing deficiency. After settlement with the tax collector as prescribed herein the clerk shall charge the tax collector with the amount of taxes due on the delinquent list including penalties, and within three (3) days thereafter shall deliver said list duly certified to the tax collector.	
3.08.230	The tax collector shall, as soon as <b>he</b> shall have made and completed the publication aforesaid, file with the county clerk of the county of Marin, and with the city clerk, respectively, a copy of the publication with an affidavit attached thereto, that it is a true copy of the same, and that the publication was made in a newspaper, stating its name and place of publication and the date of each appearance, such affidavit shall be primary evidence of all of the facts stated therein.	
3.08.270	The city assessor must collect the taxes on all personal property when, in <b>his</b> opinion, said taxes are not a lien upon real property sufficient to secure payment of the taxes.  The taxes on all assessments of possession of, claim to, or right to the possession of land, and the taxes upon taxable improvements located upon land exempt from taxation, shall be immediately due and payable upon assessment and shall be collected by the assessor unless, in said city, the owner or claimant of such possession of, claim to or right to the	

	possession of land, or of such improvements, shall also own taxable real property in fee, in which event the taxes due upon such possession of, claim to or right to the possession of land, or upon such improvements, are respectively a lien upon such taxable real property so owned in fee, which lien attaches as of the first Monday in March in each year, and such taxes need not be collected by the assessor if in <b>his</b> opinion such taxable real property so owned in fee is sufficient to secure the payment thereof.	
3.08.300	On the day and hour fixed for the sale, all the property delinquent, upon which the taxes of all kinds, penalties and costs have not been paid, shall, by operation of law and the declaration of the tax collector, be sold to the city of San Rafael, and the tax collector shall make an entry, "Sold to the City," on the delinquent assessment list, opposite the tax, and <b>he</b> shall be credited with the amount thereof in <b>his</b> settlement made with the clerk; provided, that on the day of sale the owner or person in possession of any property offered for sale for taxes due thereon, may pay the taxes, penalties and costs due.	
3.08.310	If the property is not redeemed within five (5) years from the date of the sale to the city, the tax collector, or <b>his</b> successor in office, shall make to the city, a deed of the property. Such deed shall be in substance, and may be in form, as follows:	
3.08.310, deed language	IN WITNESS WHEREOF, said first party has hereunto set <b>his</b> hand the day and year first above written.	
3.08.310	No other matters need be recited in the deed than those provided for in the above form. No charge shall be made by the tax collector for the making of any such deed. All such deeds shall be recorded in the office of the county recorder of the county of Marin, and the expense of acknowledging and recording the same shall be a charge against the city of San Rafael. All such deeds, after having been duly recorded as herein provided, shall be transmitted to the city clerk and by <b>him</b> filed in <b>his</b> office. Such deed, duly acknowledged or proved, is primary evidence that property was assessed as required by law; that the property was equalized as required by law; that the taxes were levied in accordance with law; that the taxes were not paid; that at a proper time and place the property was sold as prescribed by law, and by the proper officer; that the property was not redeemed, and that the person who executed the deed was the proper officer.	
3.08.520	In all cases where deeds have been executed by the tax collector to the city, as provided in Section 3.08.310, and the owner of the property redeems the same as provided in this chapter, the mayor and the city clerk are empowered and directed to make, execute and deliver, in the name of the city, to the person in whose name the property is assessed, or <b>his</b> assigns, or when assessed to unknown owners, to the owner of such real property, a deed in substance and in form as follows:	
3.08.530	In case the tax collector discovers before any sale that by reason of irregular assessment or any other error, any land ought not to be sold, <b>he</b> shall not offer it for sale, but the city council shall in such case cause the assessor to enter the uncollected taxes upon the assessment list of the next succeeding year, to be collected as other taxes entered thereon.	
3.08.540	When the tax collector discovers that any property has been assessed more than once for the same year, <b>he</b> shall collect only the tax justly due, and shall make return of the facts	

	to the clerk by an affidavit.	
3.16.050	(3) Mailed by the seller, pursuant to the contract of sale, to persons in the armed forces at points outside continental United States, notwithstanding the property is addressed in care of the Postmaster and forwarded by <b>him</b> to the addressee. When mail is addressed to Army Post Offices (APO's) in care of the Postmaster or to naval forces addressed in care of the Postmaster, it will be presumed that it is forwarded outside California. The seller must keep records showing the names and addresses as they appear on the mailed matter and should keep evidence that the mailing was done by <b>him</b> .	
3.16.050	(b) The sales tax does not apply to sales of airplanes, and parts and equipment for airplanes, transported to a point outside this city pursuant to the contract of sale when such property is delivered to the United States Army Corps or any other agency or instrumentality of the United States for transportation and delivery to the purchaser or someone designated by <b>him</b> at that point.	
3.16.070	Every person desiring to engage in or conduct business as a seller within the City of San Rafael shall file with the City Tax Collector an application for a permit for each place of business from which taxable sales will be made. Every application for a permit shall be made upon a form prescribed by the City Tax Collector and shall set forth the name under which the applicant transacts or intends to transact business, the location of <b>his</b> place or places of business, and such other information as the City Tax Collector may require. The application shall be signed by the owner, if a natural person; in the case of a corporation, by an executive officer or some person specifically authorized by the corporation to sign the application, to which shall be attached the written evidence of <b>his</b> authority.	
3.16.100	Whenever any person fails to comply with any of the provisions of this chapter or any rule or regulation adopted pursuant hereto, the City Tax Collector of the City of San Rafael, upon hearing, after giving the person ten days' notice in writing specifying the time and place of hearing and requiring <b>him</b> to show cause why <b>his</b> permit or permits should not be revoked, may revoke or suspend any one or more of the permits held by the person. The notice may be served personally or by mail in the manner prescribed for the service of notice of a deficiency determination under the "Sales and Use Tax Law." The City Tax Collector shall not issue a new permit after the revocation of a permit unless <b>he</b> is satisfied that the former holder of a permit will comply with the provisions of this chapter and the rules and regulations adopted pursuant hereto.	
3.16.170	The City Tax Collector may, at <b>his</b> option, accept a State of California Resale Certificate as evidence that any sale is not a sale at retail, or <b>he</b> may in <b>his</b> discretion require an affidavit from the seller setting forth such information respecting such sale as <b>he</b> deems necessary to determine the nature of such sale.	
3.17.070	Every retailer maintaining a place of business in this city shall apply to the City Tax Collector for authorization to collect the tax imposed by this chapter. Any retailer not maintaining a place of business in this city may apply to the City Tax Collector for authorization to collect the tax hereby imposed. Upon receipt of any application in such	

	form as required by <b>him</b> , the City Tax Collector, in the case of a retailer maintaining a place of business in the city, shall authorize, and in the case of a retailer not maintaining a place of business in the city, may authorize the applicant to make such collections and to forward the same to the City Tax Collector.	
3.17.090	Every retailer who is authorized by the City Tax Collector to collect the tax imposed by this chapter and who makes sales of tangible personal property for storage, use or other consumption in this city, not exempted under the provisions of this chapter, shall collect the tax from the purchaser at the time of making the sale, or, if the storage, use or other consumption of the tangible personal property is not then taxable hereunder, at the time the storage, use or other consumption becomes taxable. Upon collecting the tax the retailer, on demand, shall give to the purchaser a receipt therefor in the manner and form prescribed by the City Tax Collector. The tax so collected by the retailer shall be held in trust by <b>him</b> for the city and shall be paid to the city by the retailer in the manner and at the times elsewhere provided in this chapter.	
3.17.110	Except as otherwise specifically exempted, the tax hereby imposed applies to all tangible personal property located in this city and purchased from a retailer; provided, however, that if the retailer in good faith takes from the purchaser a certificate that the property was purchased prior to the effective date of this chapter or was not purchased for storage, use or consumption in this city and has not been nor will be so stored, used or consumed, <b>he</b> shall be relieved of liability to collect and pay the tax. The certificate shall be signed by and bear the name of the purchaser, shall indicate the address of the purchaser and the place where such tangible personal property will be stored, used or consumed, the date of purchase, and shall be substantially in such form as the City Tax Collector may prescribe.	
3.17.140	Each return filed by a retailer shall show the total sale price of property sold by <b>him</b> during the reporting period in respect of which <b>he</b> collected the tax hereby imposed. Each return filed by a purchaser shall show the total sale price of the property purchased by <b>him</b> during the reporting period, in respect of which a tax is due under this chapter. All returns shall show the amount of the taxes for the period covered by the return and such other information as the City Tax Collector deems necessary to the proper administration of this chapter.	
3.17.180	The City Tax Collector may at <b>his</b> option accept a State of California Resale Certificate as evidence that any sale is not a sale for storage, use or consumption in the City of San Rafael, or <b>he</b> may in <b>his</b> discretion require an affidavit from the seller setting forth such information respecting such sale as <b>he</b> deems necessary to determine the nature of such sale.	
3.18.070	For the purposes of this chapter, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or <b>his</b> agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination.	
3.19.060	For the purposes of this chapter, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or <b>his</b> agent	

	to an out-of-state destination or to a common carrier for delivery to an out-of-state destination.	
3.19.120	<p>2. Sales of property to be used outside the city which is shipped to a point outside the city, pursuant to the contract of sale, by delivery to such point by the retailer or <b>his</b> agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the city shall be satisfied:</p> <p>a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-city address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, <b>his</b> or <b>her</b> principal place of residence; and</p>	
3.19A.060	For the purposes of this chapter, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or <b>his</b> agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination.	
3.19A.120	<p>2. Sales of property to be used outside the city which is shipped to a point outside the city, pursuant to the contract of sale, by delivery to such point by the retailer or <b>his</b> agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the city shall be satisfied:</p> <p>a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-city address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, <b>his</b> or <b>her</b> principal place of residence; and</p>	
3.20.020	(f) "Operator" means the person who is the proprietor of the hotel, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee, or any other capacity. Where the operator performs <b>his</b> function through a managing agent of any type or character other than an employee, the managing agent shall also be deemed an operator for the purpose of this chapter and shall have the same duties and liabilities as <b>his</b> principal. Compliance with the provisions of this chapter by either the principal or the managing agent shall be considered to be compliance by both.	
3.20.070	The tax collector may establish shorter reporting periods for any certificate holder if <b>he</b> deems it necessary in order to insure collection of the tax and <b>he</b> may require further information in the return.	
3.20.090	If any operator shall fail or refuse to collect the tax and to make, within the time provided in this chapter, any report and remittance of the tax or any portion thereof required by this chapter, the tax collector shall proceed in such manner as <b>he</b> may deem best to obtain facts and information on which to base <b>his</b> estimate of the tax due. As soon as the tax collector shall procure such facts and information as <b>he</b> is able to obtain upon which to base the assessment	

	of any tax imposed by this chapter and payable by any operator who has failed or refused to collect the same and to make a report and remittance, <b>he</b> shall proceed to determine and assess against the operator the tax, interest and penalties provided for by this chapter. In case such determination is made, the tax collector shall give a notice of the amount so assessed by serving it personally or by depositing it in the United States mail, postage prepaid, addressed to the operator so assessed at <b>his</b> last known place of address.	
3.20.100	The city council shall fix a time and place for hearing the appeal, and the city clerk shall give notice in writing to the operator at <b>his</b> last known place of address.	
3.20.110	It shall be the duty of every operator liable for the collection and payment to the city of any tax imposed by this chapter to keep and preserve, for a period of three years, all records as may be necessary to determine the amount of the tax as <b>he</b> may have been liable for the collection of and payment to the city. The tax collector shall have the right to inspect the records at all reasonable times.	
3.22.140	The director of administrative services of the city or <b>his</b> designee (hereinafter in this chapter referred to as "tax collector") shall collect the tax imposed under this chapter and shall otherwise administer this chapter. <b>He</b> may make such rules and regulations, not inconsistent with the chapter, as <b>he</b> may deem reasonably necessary or desirable to administer this chapter.	
3.22.160	<p>The tax imposed by this chapter shall be paid to the tax collector by the persons referred to in Section 3.22.030. Payment shall be accompanied by a declaration of the amount of tax due signed by the person paying the tax or by <b>his</b> agent. The declaration shall include a statement that the value of the consideration on which the tax due was computed includes all indebtedness secured by liens, deed of trust, or other encumbrances remaining or placed on the property transferred at the time of transfer, and also includes all special assessments on the property which the purchaser or transferee agrees to pay or which remain a lien on the property at the time of transfer. The declaration shall identify the deed, instrument or writing effecting the transfer for which the tax is being paid. The tax collector may require delivery to him of a copy of such deed, instrument or writing whenever <b>he</b> deems such to be reasonably necessary to adequately identify such writing or to administer the provisions of this chapter. The tax collector may rely on the declaration as to the amount of the tax due, provided <b>he</b> has no reason to believe that the full amount of the tax due is not shown on the declaration.</p> <p>Whenever the tax collector has reason to believe that the full amount of tax due is not shown on the declaration or has not been paid, <b>he</b> may, by notice served upon any person liable for the tax, require him to furnish a true copy of <b>his</b> records relevant to the value of the consideration or fair market value of the property transferred. Such notice may be served at any time within three years after recordation of the deed, instrument or writing which transfers such property.</p>	
3.22.165	If on the basis of such information as <b>he</b> receives pursuant to the last paragraph of Section 3.22.170 and/or on the basis of such other relevant information that comes into <b>his</b> possession, <b>he</b> determines that the amount of tax due as set forth in the declaration, or as	

	<p>paid, is insufficient, the tax collector may recompute the tax due on the basis of such information.</p> <p>If the declaration required by Section 3.22.170 is not submitted, the tax collector may make an estimate of the value of the consideration for the property conveyed and determine the amount of tax to be paid on the basis of any information in <b>his</b> possession or that may come into <b>his</b> possession.</p>	
3.22.170	The tax collector shall give notice to a person liable for payment of the tax imposed under this article of <b>his</b> determination made under Section 3.22.165.	
3.22.200	If a petition for redetermination is filed within the sixty-day period, the tax collector shall reconsider the determination and, if the person has so requested in <b>his</b> petition, shall grant the person an oral hearing, and shall give him ten days' notice of the time and place of the hearing.	
3.22.210	The tax collector may make such refund if <b>he</b> is satisfied that the claimant is entitled to the refund under the provisions of this section. No refund shall be paid under the provisions of this section unless the claimant establishes <b>his</b> right thereto by written records showing entitlement thereto.	
3.28.080	A. Any taxpayer may, by June 15, file a written request the city manager to reduce or eliminate the Paramedic Service Special Tax for the forthcoming fiscal year. The city manager shall grant the request in full or part, to the extent that the taxpayer establishes to <b>his</b> or <b>her</b> reasonable satisfaction any of the following:	
3.36.070	C. Any owner of a single-family residential parcel, as defined herein, used solely for owner-occupied single-family residential purposes who has attained, or will have attained, the age of sixty-five (65) years or older prior to July 1 of the tax year, may obtain an exemption from the special library services parcel tax for that parcel upon approval of an application of such owner submitted to the library director or <b>his</b> or <b>her</b> designee. Any one (1) application from a qualified applicant will provide an exemption for the parcel for the remaining term of the tax so long as such applicant continues to own and use the parcel as <b>his</b> or <b>her</b> principal residence.	
3.40.040	I. "Collector" means the city's finance director or <b>his</b> or <b>her</b> designee.	
3.40.190	A. The collector shall have the power to audit and examine all books and records of any person engaged in cannabis business in the city, including both state and federal income tax returns, California sales tax returns, or other evidence documenting the gross receipts of persons engaged in cannabis business, and, where necessary, all equipment of any person engaged in cannabis business in the city, for the purpose of ascertaining the amount of cannabis industry tax, if any, required to be paid under this chapter, and for the purpose of verifying any statements or any item thereof when filed by any person pursuant to this chapter. If such person, after written demand by the collector, refuses to make available for audit, examination or verification of such books, records or equipment as the collector requests, the collector may, after full consideration of all information within <b>his</b> or <b>her</b> knowledge concerning the cannabis business and activities of the person	

	<p>so refusing, make an assessment against the cannabis business of the taxes estimated to be due under this chapter, following the procedures, rights and obligations set forth in Section 3.20.090 of the San Rafael City Code.</p> <p>B. It shall be the duty of every person liable for the collection and payment to the city of any tax imposed by this chapter to keep and preserve, for a period of at least three (3) years from when the tax was due and originally payable, all records as may be necessary to determine the amount of such tax as <b>he</b> or <b>she</b> may have been liable for the collection of and payment to the city, which records the collector shall have the right to inspect at all reasonable times.</p>	
3.40.220	<p>If the collector is not satisfied that any tax return or other statement filed as required under this chapter is correct, or that the amount of tax is correctly computed, <b>he</b> or <b>she</b> may compute and determine the amount to be paid and make a deficiency determination upon the facts contained in the tax return or statement or any information in <b>his</b> or <b>her</b> possession or that may come into <b>his</b> or <b>her</b> possession within three (3) years of the date the tax was originally due and payable, or such later date as allowable by law. Whenever a deficiency determination is made, a notice shall be given to the person concerned in the same manner as notices of assessment are given under Section 3.40.250.</p>	
3.40.240	<p>The notice of assessment shall be served upon the person liable for the tax under this chapter either by personal delivery, or by a deposit of the notice in the United States mail, postage prepaid thereon, addressed to the person at the address of the location of the business or to such other address as <b>he</b> or <b>she</b> shall register with the collector for the purpose of receiving notices provided under this chapter; or, should the person have no address registered with the collector for such purpose, then to such person's last known address. For the purposes of this section, a service by mail is complete at the time of deposit in the United States mail.</p>	
3.40.270	<p>Any person who violates any provision of this chapter or who other than by a sworn statement, knowingly or intentionally misrepresents to any officer or employee of the city any material fact herein required to be provided is guilty of a misdemeanor punishable as provided in Section 1.16.060 San Rafael Municipal Code. A person who on a sworn statement states as true a material fact that <b>he</b> or <b>she</b> knows to be false is guilty of perjury.</p>	
4.04.010	<p>Whenever necessary to make an inspection to enforce any of the provisions of this title, or whenever the fire chief, chief building official, or their authorized representatives has reasonable cause to believe that there exists in any building or premises any condition which makes such building or premises an immediate threat to health and safety, the fire chief, chief building official, or their authorized representatives may enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon the chief by this code; provided, that if such building or premises is occupied, <b>he</b> shall first present proper credentials and demand entry; and if such building or premises is unoccupied, <b>he</b> shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and demand entry.</p>	
4.08.040	<p>A. The fire chief has the authority to interpret, administer and enforce this code. The fire chief may delegate any or all of their authority under this code to such duly authorized</p>	



	subordinates in the fire department as <b>he</b> may designate and the actions of such duly authorized subordinates shall be construed as valid actions of the fire chief.	
4.12.020	"Fire chief" means the chief officer of the city's fire department, or <b>his</b> or <b>her</b> designated representative.	
4.12.032	B. A person seeking an exception to the obligations specified in Section 4.12.030 shall make a written request to the fire chief for a determination as to the application and scope of the aforementioned exception on property owned or controlled by such person. The person making such a request shall provide the fire chief or <b>his</b> or <b>her</b> designee with access to the person's property in order to conduct an investigation. The determination of the fire chief as to the application and scope of the exception shall be final.	
4.12.035	B. A person seeking an exception to the obligations specified in Section 4.12.030 shall make a written request to the fire chief for a determination as to the scope and application of the aforementioned exception on property owned or controlled by such person. The person making such a request shall provide the fire chief or <b>his</b> or <b>her</b> designee with access to the person's property in order to conduct an investigation. The determination of the fire chief as to the application and scope of the exception shall be final.	
4.12.060	The city manager or <b>his</b> or <b>her</b> designee shall hear the appeal, and the decision of the city manager shall be final.	
5.08.050	The office of city traffic engineer is established. The supervisor of public works shall serve as city traffic engineer in addition to <b>his</b> other functions, and shall exercise the powers and duties with respect to traffic as provided in this title.	
5.08.052	Whenever the term "traffic engineer" appears in this code, it shall be deemed to mean the traffic engineer of the city of San Rafael, or <b>his</b> designated and authorized representative. The designation, delegation, or authorization shall be made by the traffic engineer <b>himself</b> .	
5.08.070	There is established an advisory traffic committee to serve without compensation, consisting of the city traffic engineer, the chief of police, the city planner and such number of other city officials as may be determined and appointed by the mayor. The <b>chairman</b> of the committee shall be appointed by the mayor and may be removed by <b>him</b> .	
5.16.010	(c) The city traffic engineer may also place and maintain or cause to be placed and maintained such additional traffic control devices as <b>he</b> may deem necessary to regulate traffic or to guide or warn traffic, but <b>he</b> shall make such determination only upon the basis of traffic engineering principles and traffic investigations and in accordance with such standards, limitations and rules as may be set forth in this title or as may be determined by ordinance or resolution of the City Council.	
5.16.040	(b) The city traffic engineer shall ascertain and determine the locations where such signals are required by resort to field observation, traffic counts and other traffic information as may be pertinent and <b>his</b> determinations therefrom shall be made in accordance with those traffic engineering and safety standards and instructions set forth in the Planning Manual of Instructions, Part 8, "Traffic," issued by the Division of Highways of the State	

	Department of Public Works.  (c) Whenever the city traffic engineer installs and maintains an official traffic signal at any intersection, <b>he</b> shall likewise erect and maintain at such intersection street name signs visible to the principal flow of traffic unless such street name signs have previously been placed and are maintained at any said intersection.	
5.16.070	The city traffic engineer is hereby authorized to remove, relocate or discontinue the operation of any traffic control device not specifically required by state law or this title whenever <b>he</b> shall determine in any particular case that the conditions which warranted or required the installation no longer exist or obtain.	
5.32.020	Any person riding upon any bicycle, motorcycle, coaster, roller skates or any toy vehicle shall not attach the same or <b>himself</b> to any moving vehicle upon any roadway.	
5.40.070	(a) The city traffic engineer is hereby authorized to erect signs indicating no parking upon that side of any street adjacent to any school property when such parking would, in <b>his</b> opinion, interfere with traffic or create a hazardous situation.	
5.40.120	Whenever the chief of police determines that an emergency traffic congestion is likely to result from the holding of public or private assemblages, gatherings, or functions, or for other reasons, <b>he</b> shall have power and authority to order temporary signs to be erected or posted indicating that the operation, parking or standing of vehicles is prohibited on such streets and alleys as the chief of police directs during the time the temporary signs are in place. The signs shall remain in place only during the existence of the emergency, and the chief of police shall cause the signs to be removed promptly thereafter.	
5.40.140	3. After review, the director shall determine whether or not to issue the exception permit and, if granted, to impose any appropriate conditions upon the permit. The director shall notify, in writing, the applicant, all owners of property abutting the street for which the exception permit is sought, and the local homeowners association, of <b>his</b> decision. An exception permit shall not become final until thirty (30) days after the date this notice was deposited in the mail.	
5.40.145	2. "Resident" shall mean a person who customarily resides and maintains a place of abode or who owns land within the city. It shall not mean a person who maintains an address at a mailbox drop, or who rents a room which is not <b>his</b> or <b>her</b> primary place of abode, nor shall it mean a person who maintains only a post office box, unless that person also provides evidence of residence at a street address within the city.	
5.40.145	a. A resident with a temporary RV parking permit who parks, stops, or leaves standing <b>his/her</b> recreational vehicle on a public street or highway other than directly in front of (or the side of the property if it is a corner lot) <b>his/her</b> residence will be subject to citation, towing, or both.  b. An out-of-town visitor with a temporary RV parking permit who parks, stops, or leaves standing <b>his/her</b> recreational vehicle on a public street or highway other than directly in	

	front of (or the side of the property if it is a corner lot) the residence which the out-of-town visitor is visiting will be subject to citation, towing, or both.	
5.40.145	d. Other. The parking services manager, in <b>his</b> or <b>her</b> discretion, may issue temporary RV parking permits for such other purposes and time periods, and with such conditions, as <b>he</b> or <b>she</b> shall deem appropriate for the promotion of the public health, safety or general welfare.	
5.40.230	(a) The city traffic engineer is authorized to place signs adjacent to any intersection indicating that no person shall park or leave standing a vehicle which is six feet or more in height, within one hundred feet of said intersection, when in <b>his</b> opinion parking of such vehicles would so restrict sight distance as to cause a traffic hazard.	
5.60.050	It is unlawful for any person between the hours of eight a.m. (8:00 a.m.) and six p.m. (6:00 p.m.) of any day to cause or permit any vehicle registered in <b>his</b> name or operated by <b>him</b> to be parked continuously in any parking space equipped with parking revenue equipment within the downtown parking zone, for more than the maximum period of time indicated on said parking revenue equipment, or any time during which the parking revenue equipment indicates that the space is illegally in use, except during the time necessary to make payment at the parking revenue equipment, and excepting also during the time from six p.m. (6:00 p.m.) to eight a.m. (8:00 a.m.), and on Sundays and parking holidays.	
5.60.052	A. It is unlawful for any person to cause or permit any vehicle registered in <b>his</b> name or operated by <b>him</b> to be parked continuously in any fee parking space within any un-gated off-street parking facility operated by the city during the posted days and hours of operation of that facility without having paid parking fees as posted within said facility during posted days and hours of facility operation except for time necessary to make payment at the parking revenue equipment.	
5.60.052	C. It is unlawful for any person to cause or permit any vehicle registered in <b>his</b> name or operated by <b>him</b> to be removed from any gated off-street parking facility operated by the city until all fees, rates and charges have been paid and discharged, except as provided in subsections 1 and 2 below:	
5.60.053	A. It is unlawful for any person to cause or permit any vehicle registered in <b>his</b> name or operated by <b>him</b> to be parked in any parking space in an off-street parking facility operated by the city in excess of twenty-four (24) consecutive hours without that person having obtained from the parking services manager an overnight parking permit. In the event a vehicle is left parked or standing in a city parking facility for twenty-four (24) or more consecutive hours, any member of the police department of the city of San Rafael, or any city employee assigned to the enforcement of parking laws and regulations, may remove the vehicle from parking facility in the manner and subject to the requirements of the California Vehicle Code.  B. The parking services manager is authorized and directed to designate times when no	

	parking shall be allowed in off-street parking facilities operated by the city. It is unlawful for any person to cause or permit any vehicle registered in <b>his</b> name or operated by <b>him</b> to be parked in a parking space in an off-street parking facility operated by the city at times when no parking has been so designated for such facility.	
5.64.020	It is unlawful for any person to operate a motor vehicle, other than a publicly owned motor vehicle, on, over or across any fire trail, hiking trail, open space or park lands, without first securing a permit from the city manager or <b>his</b> authorized representative. A violation of this section is a misdemeanor and shall be punishable pursuant to the provisions of Section 1.12.010 of this code.	
5.64.030	In the event any person, group or organization desires in conjunction with approved use of any open space or park lands to take thereon a motor vehicle, they shall make application to, and be granted a permit by, the city manager or <b>his</b> authorized representative. The permit shall only be granted in conjunction with an authorized use of the open space and park lands owned by the city. Public utility companies may be granted a permit for the purpose of installing, maintaining or servicing their own equipment and/or facilities.	
5.64.040	Any person whose application for a permit is denied by the city manager or <b>his</b> authorized representative, may appeal such decision in writing to the city council within ten days after such denial. The city council shall thereupon conduct a hearing on the appeal at its next regular meeting. The city council's decision shall be final.	
7.08.010	(a) The mayor who shall be the <b>chairman</b> ; (b) The director of emergency services who shall be the vice <b>chairman</b> ;	
7.08.020	It shall be the duty of the city disaster council, and it is empowered, to develop and recommend for adoption by the city council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements within the city. The council shall meet upon the call of the <b>chairman</b> , or in <b>his</b> absence from the city or inability to call such meeting, upon the call of the vice <b>chairman</b> .	
7.12.020	3. Require emergency services of any city officer or employee, and in the event of the proclamation of a "state of emergency" in the city or the existence of a "state of war emergency," to command the aid of as many citizens of this community as <b>he</b> deems necessary in the execution of <b>his</b> duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;	
7.12.020	5. Execute all of <b>his</b> ordinary powers as city manager, all of the special powers conferred upon <b>him</b> by this chapter or by resolution or emergency plan pursuant hereto adopted by the city council, all powers conferred upon <b>him</b> by any statute, by any agreement approved by the city council, and by any other lawful authority.  (c) The director of emergency services shall designate the order of succession to that	

	office, to take effect in the event the director is unavailable to attend meetings and/or otherwise perform <b>his</b> duties during an emergency. Such order of succession shall be approved by the city council.	
7.16.040	(a) Wilfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon <b>him</b> by virtue of this chapter;	
8.04.020	It is unlawful for any person, either as principal, agent, employee or otherwise, knowingly to permit any house, room, apartment or place owned by <b>him</b> or under <b>his</b> charge or control, in the city, to be used in whole or in part for playing, conducting, dealing or carrying on therein any game not mentioned in Section 330 of the Penal Code of the state of California with cards, dice, billiard balls, pool balls, cues or other device, for money, checks, chips, credit or any other representative of value or for any merchandise or any other thing of value.	
8.06.030	No individual, corporation, partnership or other legal entity shall conduct a bingo game without first obtaining a license from the city manager or <b>his</b> designee.	
8.06.040	The issuing authority shall be the city manager and/or <b>his</b> designee.	
8.06.060	(6) That the applicant agrees to conduct bingo games in strict accordance with the provisions of Section 326.5 of the Penal Code and this chapter, as they may be amended from time to time, and agrees that the license to conduct bingo games may be revoked by the city manager and/or <b>his</b> designee upon violation of any of such provisions;	
8.06.060	(8) Statement of consent for city manager or <b>his</b> designee to inspect any bank accounts containing profits derived from bingo games;	
8.06.110	Upon being satisfied that the applicant is fully qualified, under the law, to conduct bingo games in the city, the city manager and/or <b>his</b> designee shall issue a license to said applicant, which shall contain the following information:	
8.06.120	<p>(1) The city manager, or <b>his</b> designee, may refuse to issue a license if it is determined that the operation of a bingo game would be injurious to the health, safety and morals of the people of the city; that the apparent mode of operation of the bingo game would not be in compliance with state or federal law, or with this code; that the apparent mode of operation of the bingo game would constitute fire and life safety, or health or sanitary hazard, or would not be in compliance with building or zoning regulations, requirements and ordinances; that any person to be operating or assisting in the operation of a bingo game has been convicted within the past five years of a crime involving, but not limited to, lotteries, gambling, larceny, perjury, bribery, extortion, fraud or similar crimes involving moral turpitude; that there has been a willful misstatement of fact in an application or report filed hereunder, or a negligent failure to file any report required hereunder; or that there has been any other violation of any provision of this chapter.</p> <p>(2) If the license is approved, the city manager, or <b>his</b> designee, may include restrictions and conditions in the license deemed reasonable and necessary under the circumstances</p>	

	to ensure compliance with the purposes and intent of this chapter.	
8.06.130	(1) Whenever the city manager and/or <b>his</b> designee determines that the licensee is conducting a bingo game in violation of any of the provisions of this chapter, the city manager and/or <b>his</b> designee shall have the authority to summarily suspend the license and order the licensee to immediately cease and desist any further operation of any bingo game.	
8.06.130	(3) The order issued under subsection (a) shall also notify the licensee that it shall have five days from the date of such order to request a hearing to determine whether such license shall be revoked. Failure to request, in writing, such hearing before the city manager and/or <b>his</b> designee within said five-day period, shall result in a revocation of the license.  (4) Upon such request by the licensee, whose license has been suspended under subsection (1) for a hearing to determine whether such license shall be revoked, the city manager and/or <b>his</b> designee shall provide such hearing within ten days after receipt of such request at which hearing the suspended licensee may appear before the city manager and/or <b>his</b> designee for the purpose of presenting evidence why the license should not be revoked. No license shall be revoked under this section unless notice of the time and place of such hearing shall have first been given at least five days before the hearing thereof by depositing in the United States mail a notice directed to said suspended licensee at the address given in the application. The notice shall set forth the specific facts advanced as the basis of the suspension and proposed revocation.	
8.06.140	Whenever it appears to the city manager and/or <b>his</b> designee that the licensee is conducting bingo games in violation of any of the provisions of this chapter, or that the license was obtained by fraudulent representation and no summary suspension is ordered, under Section 8.06.150, the license may be revoked; provided, however, the licensee may appear before the city manager and/or <b>his</b> designee at the time fixed by the city manager and/or <b>his</b> designee, for the purpose of presenting evidence why the license should not be revoked. No license shall be revoked under this section unless written notice shall have first been given at least five days before the hearing thereof by depositing in the United States mail a notice directed to said licensee at the address given in the application. The notice shall set forth a summary of the grounds advanced as the basis of the revocation.	
8.06.150	(1) Any holder of a license whose license is revoked under this chapter shall have the right, within ten days after receiving notice in writing of the revocation, to file a written appeal to the city council. Such appeal shall set forth the specific ground or grounds on which it is based. The city council shall hold a hearing on the appeal within thirty days after its receipt by the city, or at a time thereafter agreed upon, and shall cause the appellant to be given at least ten days' written notice of such hearing. At the hearing the appellant or its authorized representative shall have the right to present evidence and a written or oral argument, or both, in support of <b>his</b> appeal. The determination of the city council on the appeal shall be final.	

8.08.010	It is unlawful for any minor under the age of eighteen years to remain or loiter in any public street, public square, park or any public place between the hours of eleven p.m. and daylight of the following day; provided, however, that the provisions of this section do not apply to a minor accompanied by <b>his</b> or <b>her</b> parent, guardian or other adult having the care and custody of the minor.	
8.08.030	Each owner, agent, manager, or keeper of a hotel, boardinghouse, lodginghouse, tenement house, apartment house or motor court shall immediately report to the chief of police the presence therein of any and all minors who <b>he</b> or <b>she</b> has reason to believe to be under the age of eighteen years; providing, however, that the provisions of this section do not apply when the minor or minors is or are accompanied by a parent, guardian, or other adult person having the care and custody of the minor or minors. In making the report to the office of the chief of police, the name, age, last known place of abode, the names and residences of the parents, guardians or other custodians of the minor or minors shall be stated, and shall include such other or further information as can be ascertained from the minor or minors or otherwise.	
8.08.040	It is unlawful within the city for any proprietor, keeper, clerk or any other person having charge or control of any cafe, tavern, restaurant, bar, eating place or public dance hall to permit any person under the age of eighteen years to remain in the public places enumerated in this section between the hours of eleven p.m. and daylight immediately following; provided, that the provisions of this section do not apply to a minor or minors accompanied by <b>his</b> or <b>her</b> parent, guardian, or other adult person having the care and custody of the minor.	
8.08.050	It is unlawful for any person under the age of eighteen years to operate a motor vehicle or ride in or on a motor vehicle about the public streets, alleys, avenues, parks, public squares, or any other public places between the hour of eleven p.m. and the time of sunrise of the following day when not accompanied by <b>his</b> or <b>her</b> parent or legal guardian having legal custody and control of the person, or other adult person having the care and custody of the person; provided, however, that the provisions of this section do not apply to any such person who shall be operating or riding in a motor vehicle engaged in gainful employment, or upon an emergency errand, or on legitimate business directed by <b>his</b> or <b>her</b> parent, guardian, or other adult person having the care and custody of the person. The chief of police is empowered and authorized to impound any motor vehicle which is being operated or used in violation of this chapter.	
8.12.053	(b) If the chief determines to grant the permit, <b>he</b> shall thereafter issue it only after the applicant has paid the permit fee specified in Section 8.12.051(a). (c) (1) If the chief, based upon the background investigation, makes one or more of the findings set forth in Section 8.12.053(a), <b>he</b> shall immediately notify the applicant in writing, of <b>his</b> finding(s). The chiefs notice will also advise the applicant that <b>he</b> or <b>she</b> may request a hearing before the city manager to refute the chiefs finding(s), by filing a written notice of a request for such hearing with the city manager within ten calendar days of the date of the chiefs notice. If the applicant fails to request such a hearing within	

	the requisite time period, the chief's findings shall be final and the application shall be denied based upon said findings. At the expiration of the time period for requesting such a hearing, the chief shall notify the applicant in writing, by registered or certified mail or by personal delivery, of the grounds for the denial of the permit.	
8.12.053	(3) The decision of the city manager to grant, deny or conditionally grant the permit shall be in writing and if adverse to the applicant, shall contain findings of fact and a determination of the issues presented. The city manager shall notify the applicant in writing of <b>his/her</b> decision by registered or certified mail or by personal delivery and shall serve the applicant with a copy of <b>his/her</b> decision.	
8.12.054	(e) The signature of the operator, along with a statement that <b>he</b> or <b>she</b> accepts the permit subject to its terms.	
8.12.058	<p>(b) Immediately notify the chief that the permittee is surrendering <b>his</b> or <b>her</b> permit and terminating business.</p> <p>Every permittee terminating business shall surrender <b>his</b> or <b>her</b> permit to the chief. The permit shall be held by the chief until expiration, or until the permittee reestablishes business in the city, whichever occurs first.</p> <p>It shall be a violation of this section to fail to surrender a permit as required.</p> <p>(c) Every permittee shall pay an annual business license fee as established in San Rafael Municipal Code Chapter 10.84.</p> <p>(d) Every permittee, at all times while operating under the permit issued pursuant to this chapter, shall have such permit in <b>his/her</b> immediate possession, and shall display such permit upon the demand of any customer or of any police officer of the city.</p>	
8.12.059	(4) The permittee hires or retains in <b>his</b> or <b>her</b> employment a person convicted of a felony, any offense involving the use of force or violence upon the person of another, or any offense involving theft by fraud, deceit, false pretenses or trick or device;	
8.12.180	It is unlawful for any person to make, use or have in <b>his</b> possession any slingshot or other instrument or device by which missiles of any kind or description are hurled or projected or to use the same in any manner to the danger or annoyance or injury to any property.	
8.13.050	For any construction project involving the construction of one or more new buildings or residences within the city, or when required by the planning commission or city council as part of their development review for the property, the property owner or occupant shall post a sign at all entrances to the construction site upon commencement of construction, for the purpose of informing all contractors and subcontractors, their employees, agents, <b>materialmen</b> and all other persons at the construction site, of the basic requirements of this chapter.	Change "materialmen" to "laborers"
8.13.060	A. In addition to the standard exceptions permitted pursuant to Section 8.13.050 of this	



	<p>chapter, the director of community development or <b>his</b> designee may grant a permit allowing an exception from any or all provisions of this chapter where the applicant can show that a diligent investigation of available noise abatement techniques indicates that immediate compliance with the requirements of this chapter would be impractical or unreasonable, or that no public detriment will result from the proposed exception. Any such permit shall be issued with appropriate conditions to minimize the public detriment caused by the permitted exceptions. Any such permit shall be of such duration, as approved by the director of community development or <b>his</b> designee, up to a maximum period of six (6) months, but shall be renewable upon a showing of good cause, and shall be conditioned by a schedule for compliance and details of methods therefor in appropriate cases. At the discretion of the director of community development or <b>his</b> designee, an exception permit may be issued and reissued for successive short periods of time in order to allow monitoring of the adverse noise impacts of the excepted activity, and additional conditions may be imposed upon reissuance of the permit, if the director of community development or <b>his</b> designee determines that such additional conditions are necessary to mitigate noise impacts from the excepted activity to a level <b>he</b> deems acceptable under all the circumstances.</p> <p>B. Any application for an exception permit under this section shall be accompanied by a fee to be set by resolution of the city council.</p> <p>C. Prior to granting any permit under this section, the director of community development or <b>his</b> designee shall provide at least ten (10) calendar days' written notice to all property owners within three hundred feet (300') of the property for which the application is made, and shall consider any objections to the granting of such permit received before issuance of the permit.</p> <p>D. Any person aggrieved with the decision of the director of community development or <b>his</b> designee may appeal to the city council, by writing filed with the city clerk within five (5) business days after the date of such decision; however, such decision shall not stay the effective date of the permit.</p>	
8.13.070	9. Emergency repair work performed by, or at the request of, a property owner on <b>his</b> or <b>her</b> private property, where the delay required to obtain an exception permit under this chapter would result in substantial damage, personal injuries, or property loss to the owner, provided that such emergency work shall be subject to such reasonable conditions as may be imposed by authorized city employees to mitigate the noise level of the activity.	
8.15.130	No person, business, or tobacco retailer shall locate, install, keep, maintain or use, or permit the location, installation, keeping, maintenance or use on <b>his, her or its</b> premises any vending machine for the purpose of selling or distributing any tobacco product.	Change "his, her or its" to "their"
8.15.250	2. A tobacco retailer's permit shall be suspended if the director of community development, or designee, finds, after not less than ten (10) days' notice and opportunity	

	to be heard, that the permittee or <b>his</b> or <b>her</b> agent or employee has violated any federal, state or local law governing the sale, promotion, advertisement or display of tobacco products.	
8.16.040	(a) Exposes <b>his</b> or <b>her</b> private parts or buttocks, or employs any device or covering which is intended to simulate the private parts or pubic hair of such person, while participating in any live act, demonstration, or exhibition in any public place, place open to the public, or place open to public view, or while serving food or drink or both to any customer, or as an owner or employee of an encounter studio; or  (b) Permits, procures or assists any person to so expose <b>himself</b> or <b>herself</b> , or to employ any such device.	
8.38.020	It is unlawful for any firearms dealer to sell, lease or transfer firearms without a permit issued by the police chief or <b>his</b> or <b>her</b> designee.	
8.38.040	Firearms dealers must comply with California Penal Code ;s; 12071(b)(14), which provides that at any time the licensee is not open for business, the licensee shall store all firearms kept in <b>his</b> or <b>her</b> licensed place of business using one of the following methods as to each particular firearm:	
8.38.050	(a) The police chief may issue a permit to the applicant if <b>he</b> or <b>she</b> finds that the applicant complies with all applicable federal, state and local laws including but not limited to, the state Penal Code, the city Building Code, the city Fire Code, and the city zoning ordinance.	
8.38.067	(c) The decision of the police chief shall be in writing within ten days of the hearing. An applicant may appeal the decision of the police chief to the city manager or <b>his</b> or <b>her</b> designee in the manner provided by the resolution adopted by the city council which addresses this appeal process.	
8.38.080	(b) Any person found to be in violation of the provisions of this chapter shall be subject to the revocation of <b>his</b> or <b>her</b> permit to sell, lease or transfer firearms.	
9.04.030	"Employee" means any person who is employed by any employer in consideration for direct or indirect monetary wages or profit, and any person who volunteers <b>his</b> or <b>her</b> services for an employer.	
9.04.090	8. Notwithstanding anything in this section to the contrary the city manager may in <b>his</b> or <b>her</b> discretion establish a designated smoking area in any publicly owned or operated public place in any appropriate location in or on a city owned or controlled public place.	
9.04.110	A. No person, landlord, or employer shall knowingly permit smoking in an area which is under <b>his</b> or <b>her</b> legal or de facto control and in which smoking is prohibited by this chapter, unless otherwise required by state or federal law.	
9.04.110	or purposes of this section, the city manager or <b>his/her</b> designee shall be responsible for the posting of signs required in facilities owned or leased in whole or in part by the city, in such locations as may be determined by and in the sole discretion of the city manager or <b>his/her</b> designee. Notwithstanding this provision, the presence or absence of signs shall	

	not be a defense to a charge of smoking in violation of any other provision of this chapter.	
9.06.010	C. "Health officer" as referred to in this chapter means the Health Officer of Marin County, or <b>his</b> authorized representative.	
9.06.020	It is unlawful for any person to operate any food establishment within the City of San Rafael without a valid certificate issued by the county health officer or <b>his</b> authorized representative. Such certificate shall bear the date of expiration and shall be displayed prominently in the place of business for which it is issued.	
9.06.060	After the issuance of any certificate hereunder, and during the full life of such certificate, no person shall be employed in such food establishment except those whom the Health Officer shall have cleared or approved at the time of such certification, or other personnel who shall have been certificated or approved by <b>him</b> thereafter, but prior to commencing work.	
9.08.030	After the issuance of any certificate hereunder, and during the full life of such certificate, no person shall be employed in such food establishment except those whom the Health Officer shall have cleared or approved at the time of such certification, or other personnel who shall have been certificated or approved by <b>him</b> thereafter, but prior to commencing work.	
9.08.050	Whenever the owner or person having the custody or possession of the animal shall observe or learn that such animal shows symptoms of rabies, or acts in a manner which would lead to a reasonable suspicion that it may have rabies, such owner or person having the custody or possession of such animal shall immediately notify the health officer or <b>his</b> representative to make an inspection or examination of such animal until it shall be established to the satisfaction of said official that such animal has or has not rabies.	
9.08.070	If it shall appear to the health officer or <b>his</b> representatives upon examination of the aforesaid or otherwise, that a dog or other animal has rabies, <b>he</b> shall kill and destroy such animal forthwith.	
9.08.080	Whenever any animal shall be bitten by another animal having rabies, the owner or person having the custody or possession of the animal so bitten shall, upon being informed thereof, either kill such animal or quarantine it, and keep it confined or tied up for a period of six months, and the health officer or <b>his</b> representative shall have power, in <b>his</b> discretion, to kill or quarantine the animal so bitten, in case the owner or persons having custody or possession thereof shall fail to do so immediately, or in case the owner or persons having the custody or possession thereof is not readily accessible.	
9.24.020	(g) "Health officer" means the public health officer of Marin County or <b>his</b> authorized representative.	
9.24.100	If, after investigation, the county health officer determines that the proposed well or water well is in accordance with the terms of this chapter, and it will not be injurious to the public health, <b>he</b> shall approve the application, and issue a permit therefor. Such permits may be made subject to such conditions as the county health officer deems necessary to insure compliance with this chapter and for the protection of public health.	

9.30.030	G. "Discharge of a Pollutant" means: (a) the addition of any pollutant or combination of pollutants to waters of the United States from any point source; or (b) any addition of any pollutant or combination of pollutants to the waters of the contiguous zone or the ocean from any point source other than a vessel or other floating craft which is being used as a means of transportation. The term includes additions of pollutants to waters of the United States from: surface runoff which is collected or channeled by <b>man</b> ; discharges through pipes, sewers, or other conveyances owned by a State, municipality, or other person which do not lead to a treatment works; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works.	Change "man" to "humans"
9.30.030	S. "Storm drains" includes but is not limited to those stormwater drainage conveyance facilities within the city by which stormwater may be conveyed to waters of the United States, including any roads with drainage systems, municipal streets, catch basins, curbs, gutters, culverts, ditches, <b>man-made</b> channels or storm drains, which are not part of a publicly owned treatment works (POTW) as defined at 40 Code of Federal Regulations (C.F.R) 122.2, or any successor regulation.	Change "man-made" to "human-made"
9.40.030	I. "Storm drainage system" includes but is not limited to those storm water drainage conveyance facilities within the city by which storm water may be conveyed to waters of the United States, including any roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, <b>man-made</b> channels or storm drains, which are not part of a publicly owned treatment works (POTW) as defined at 40 CFR 122.2. Storm drainage system also includes "storm drains" as defined in Section 9.30.030(B)(4).	Change "man-made" to "human-made"
10.04.010	G. Evidence of Doing Business. When any person shall by the use of signs, circulars, cards, telephone books or newspapers, advertise or hold out or represent that <b>he</b> is in business in the city, or when any person holds an active license or permit issued by a governmental agency indicating that <b>he</b> is in business in the city or when any person makes a sale, takes an order, renders a commercial service or performs any other similar act within the city, and such person fails to deny by a statement given under penalty of perjury to the administrator that <b>he</b> is not conducting a business in the city after being requested to do so by the administrator, then these facts shall be considered prima facie evidence that <b>he</b> is conducting a business in the city.	
10.04.010	O. "General contractor" or "subcontractor" means every person, firm or corporation conducting, managing or carrying on the business of contractor, subcontractor or builder; or engaging in the construction or repair of any buildings; or engaged in any engineering, construction, or operating whatever, or advertising as such, or representing <b>himself</b> as such, and regularly employing help for building construction, sewer construction, plumbing construction or general construction.	
10.04.010	9. As to a gasoline dealer, a portion of <b>his</b> receipts from the sale of motor vehicle fuels equal to the motor vehicle fuel license tax imposed by and previously paid under the provisions of Part 2 of Division 2 of the Revenue and Taxation Code of the state;  10. As to a retail gasoline dealer, the special motor fuel tax imposed by Section 4041 of	

	Title 26 of the United States Code if paid by the dealer or collected by <b>him</b> from the consumer or purchaser.	
10.04.020	E. Statements Not Conclusive. No statements shall be conclusive as to the matters set forth therein, nor shall the filing of the same preclude the city from collecting by appropriate action such sum as is actually due and payable hereunder. In the event that the administrator deems it necessary, <b>he</b> may require that a licensee or applicant for license submit a verification by as certified public accountant attesting to such financial information as may be necessary to ascertain the amount of license tax due, or at the option of the licensee or applicant, may authorize the administrator, <b>his</b> deputies, or authorized employees of the city to examine <b>his</b> records or business transactions in order that the proper license tax may be computed.	
10.04.020	4. The disclosure after the filing of a written request to that effect, to the taxpayer <b>himself</b> , or to <b>his</b> successors, receivers, trustees, executors, administrators, assignees and guarantors, if directly interested, of information as to the items included in the measure of any paid tax, an unpaid tax or amounts of tax required to be collected, interest and penalties; further provided, however, that the city attorney approves each such disclosure and that the administrator may refuse to make any disclosure referred to in this subdivision when in <b>his</b> opinion the public interest would suffer thereby;	
10.04.020	6. The disclosure by way of public meeting or otherwise of such information as may be necessary to the city council in order to permit it to be fully advised as to the facts when a taxpayer files a claim for refund of license taxes, or submits an offer of compromise with regard to a claim asserted against <b>him</b> by the city for license taxes, or when acting upon any other matter;	
10.04.020	2. Any licensee engaged in business, but not operating in a fixed place of business in the city, shall keep the license upon <b>his</b> person at all times while engaging in such business in the city.	
10.04.030	C. Claims for Exemptions. Any person desiring to claim exemption from the payment of a license fee and to have a free license issued to <b>him</b> shall make application therefor upon forms prescribed by the business license administrator and shall furnish such information and make such affidavits as may be required. Upon the determination being made that the applicant is entitled to exemption from the payment of license fees for any reason set forth in this chapter, the business license administrator, upon the applicant complying with the provisions of this chapter or any other ordinance of the city which may require a permit for the doing of the particular act proposed to be done, shall issue a free license to such person which shall show upon its face that the license fee is exempt.	
10.04.060	In addition to all other powers conferred upon <b>him</b> , the business license administrator shall have the power, for good cause shown, to extend the time for filing any required sworn statement for a period not exceeding thirty (30) days, and in such case, to waive any penalty that would otherwise have accrued; and shall have the further power, with the consent of the city manager, to compromise any claim as to amount of license fee due.	

	<p>The business license administrator shall also have the power to revoke the business license of any person, firm, corporation or business that wilfully fails to pay the license fees provided for in this chapter. In the event that any person, firm, corporation or business operates without a business license or after having had same revoked, the same constitutes a misdemeanor within the meaning of this chapter.</p>	
10.04.090	<p>It shall be the duty of the business license administrator and <b>he</b> is directed to enforce each and all provisions of this chapter, and the chief of police shall render such assistance in the enforcement hereof as may from time to time be required by the business license administrator and/or the city council.</p> <p>The business license administrator in the exercise of <b>his</b> duties and acting through <b>his</b> deputies or any duly authorized assistants shall examine or cause to be examined all places of business in the city to ascertain whether the provisions of this chapter have been complied with.</p> <p>The business license administrator and all of <b>his</b> assistants and any police officer shall have the authority to enter free of charge and at any reasonable time any place of business required to be licensed herein and demand an exhibition of its license certificate. Any person having such license in <b>his</b> possession or under <b>his</b> control who wilfully fails to exhibit the same on demand is guilty of a misdemeanor. It shall be the duty of the administrator and each of <b>his</b> assistants, to cause a complaint to be filed against any and all persons found to be violating any of said provisions.</p>	
10.04.095	<p>If any person fails to file any required statement within the time prescribed or if after demand therefor made by the administrator <b>he</b> fails to file a corrected statement, or if any person subject to the tax imposed by this title fails to apply for a license, the administrator may determine the amount of license tax due from such person by means of such information as <b>he</b> may be able to obtain and shall give written notice thereof to such person.</p>	
10.04.096	<p>Any person aggrieved by any decision of the administrator with respect to the issuance or refusal to issue such license may appeal to the council by filing a notice of appeal with the clerk of the council within fifteen days after receipt of written notice from the administrator. The council shall thereupon fix a time and place for hearing such appeal. The clerk of the council shall give notice to such person of the time and of hearing by serving it personally or by depositing it in the United States Post Office at San Rafael, California, postage prepaid, addressed to such person at <b>his</b> last known address. The council shall have authority to determine all questions raised on such appeal. No such determination shall conflict with any substantive provision of this title.</p>	
10.12.090	<p>The city manager may deny, approve, or approve conditionally any permit so requested, and in approving conditionally impose time limitations and any other conditions necessary to insure that such distribution will not impair or abrogate the intent and purpose of this chapter, and shall have the right to require as a condition of the issuance</p>	

	of any permit a cash or performance bond in an amount <b>he</b> deems adequate to insure compliance with the terms and conditions of said permit.	
10.16.020	Any person desiring to conduct or hold an auction sale shall make application to the tax collector as herein provided, and in such application shall state the time during each day, and the number of days, weeks or months <b>he</b> desires to hold or conduct such auction. Such applicant shall give <b>his</b> full name and the name of all persons interested in the conduct or holding of said auction, the name of the auctioneer, the residence of the applicant, place where said auction shall be held, the length of time for which said permit is desired, whether the applicant has been previously engaged in a like or similar business; if so, designating the places where <b>he</b> has previously conducted such auction sales with such information as the tax collector deems reasonable and necessary to establish the truth of each and all of such statements. There shall be attached to said application a complete inventory of all goods to be sold at said auction, and said inventory shall show whether or not said goods are owned by the applicant or are being sold by <b>him</b> on consignment, designating particularly the consigned goods. Such inventory shall give the trade, quality and kind, together with the cost price of each article. Attached to said application shall be an affidavit stating that all of the statements therein contained and in said inventory contained, are true and correct. If the applicant be a corporation, said affidavit may be made by the president, general manager, secretary or treasurer.	
10.16.040	The permittee shall not be permitted to have or sell at the auction any goods, wares or merchandise not listed or included in the inventory; provided, however, <b>he</b> may upon filing with the tax collector an additional inventory in the same form as the original inventory, be permitted to sell such additional goods, wares or merchandise as may be included therein. Additional inventories may, in the same manner and form, be filed by the permittee from time to time as desired by <b>him</b> .	
10.16.100	The tax collector, upon proof of conviction of the permittee, must revoke the license and permit under which the auction is being held, and it is thereafter unlawful for any such person whose license and permit is so revoked to hold or conduct any such auction sale unless <b>he</b> makes application and procures a new license and permit for such purpose.	
10.20.030	Every pawnbroker and secondhand dealer shall retain in <b>his</b> possession for a period of ten (10) days, all articles pawned, purchased, exchanged or otherwise taken into <b>his</b> possession. The ten-day holding period with respect to such property shall commence with the date the report of its acquisition was made to the chief of police as required by Section 10.20.050. The chief of police may for good cause, authorize prior disposition of any such property described in the report required by Section 10.20.050, or a pawnbroker or secondhand dealer, in lieu of holding the property for the prescribed ten-day period, may sell or dispose of the property; provided, <b>he</b> obtains the name, address, and description of the buyer and retains this information for a period of three (3) years as a matter of record which shall be made available for inspection by any law enforcement officer.	
10.20.060	It is unlawful for any person conducting the business of pawnbroker or secondhand	

	dealer, or any agent or employee thereof, to receive in pawn, purchase, exchange, or otherwise take into possession any property from any person who shall appear to be, or who is known to be, intoxicated, or from any minor under the age of twenty-one years; provided, however, that this prohibition shall not apply where the minor dealing with the person presents the written consent of <b>his</b> parent or guardian duly signed, authorizing the particular transaction had with the person; and provided, further, that the written consent shall be retained by the person and shall be exhibited upon demand to any peace officer requiring the same.	
10.24.020	It is unlawful for any person to erect, establish or maintain any dog kennel or pet shop as defined in this chapter without first obtaining a permit from the health officer. The granting of the permit shall be in the discretion of the health officer, who shall take into consideration the type of construction to be employed as it relates to sanitation and manner in which the animals, birds or fowl are to be housed, as well as the character of the person making application, and such zoning regulations as may be in effect. The health officer may appoint the poundkeeper as <b>his</b> agent and to act in <b>his</b> behalf in investigating applications for the permits.	
10.24.030	Upon the issuance of a pet shop or dog kennel permit by the health officer or <b>his</b> agent, the applicant shall pay to the poundkeeper an annual license fee of twenty dollars for the privilege of maintaining the dog kennel or pet shop. The annual license shall be for the fiscal year or any part thereof during which the dog kennel or pet shop shall be maintained, and shall be due and payable in advance on the first day of July of each year, and shall expire on the thirtieth day of June of the next year, provided the above mentioned permit has not been revoked.	
10.24.040	The permit for the maintenance and operation of a dog kennel or pet shop may be revoked at any time for cause when, in the opinion of the health officer or <b>his</b> agent, the dog kennel or pet shop is not being properly maintained or operated from the standpoint of sanitation of the premises or proper care of the animals, birds or fowl. Upon revocation of the permit the license issued by the poundkeeper for the then current fiscal year shall be null and void and the entire fee paid for the annual license shall be forfeit.	
10.36.010	(a) It is unlawful for any person to keep or maintain or permit to be kept or maintained in any building, place or premises owned, managed, supervised, possessed or controlled by <b>him</b> , any table or tables which are used by the public or offered for use by the public for the playing of cards, and for the use of which a fee or compensation is charged players, without first obtaining a permit from the city council so to do.	
10.36.020	A written application for permits under this chapter shall be filed with the city clerk upon forms to be provided by <b>him</b> and shall contain the following information:	
10.36.030	The council shall submit each application to the chief of police who shall inspect the tables and the premises in question and investigate the moral character of the applicant. The chief of police shall not approve any application unless <b>he</b> is satisfied that the applicant is of good moral character, and that the operation of the card room at the	



	premises proposed would not constitute a violation of any state law or ordinance of the city.	
10.36.130	6. Work Permits. No person shall be employed by the card room as an employee, nor serve as an independent agent for the card room, unless <b>he</b> or she has a valid work permit issued by the state of California. Copies of such work permits shall be available for inspection by the city's law enforcement officials during the card room's hours of operation.	
10.44.050	In the event that it appears from the certificate that the location has not been left in a neat, clean, healthy and sanitary condition, forthwith upon the filing of the certificate, the city clerk shall give written notice to the owner or management of the circus or carnival requiring <b>him</b> or it to render the location in a neat, clean, healthy and sanitary condition. The notice shall be given by depositing the same in the United States Post Office at San Rafael, California, with postage thereon prepaid and addressed to any one of the persons named in the application as owner, manager or applicant, and may be addressed to either the permanent or forwarding address given in the application or to both.	
10.48.010	G. "Solicitor," for purposes of this chapter, means any person who, for commercial purposes or causes, travels either by foot, motor vehicle, mobile unit or any other type of conveyance, from place to place taking or attempting to take orders for the sale of goods, wares, merchandise, foods, farm products, or provisions, or personal property of any nature whatsoever for future delivery, or for services to be furnished or performed in the future, or whose activities may, in any way, result in such sale or the furnishing of such services, whether or not such individual has, carries, or exposes for sale a sample of the subject of such sale or whether <b>he</b> is collecting advance payments on such sale or not.	
10.48.040	It shall be unlawful for a person to engage in the business or activities of peddler or itinerant merchant within the city except pursuant to and in strict compliance with a valid permit issued by the chief of police or <b>his</b> designee as provided in this chapter. It shall be unlawful for any peddler or itinerant merchant permittee to allow or tolerate any person who does not also have a peddler or itinerant merchant permit to work for or under the direction of, or on behalf of, or as an agent of the permittee. The requirements for a permit under this chapter shall be in addition to requirements of Chapter 10.04 of this code relating to business licenses.	
10.48.050	A. Permit--Application. Every application for a peddler or itinerant merchant permit under this chapter shall be made on a form provided by the chief of police or <b>his</b> designee, and shall contain the following information:	
10.48.050	8. The applicant's consent to a fingerprint check by the chief of police or <b>his</b> designee.	
10.48.060	The chief of police or <b>his</b> designee shall grant the peddler or itinerant merchant permit within ten (10) days after receiving the completed application if <b>he</b> or she finds that all of the following requirements have been met:	
10.48.070	If the chief of police or <b>his</b> designee finds that all the requirements of Section 10.48.060 have not been met, <b>he</b> or she shall deny the application for the peddler or itinerant	

	<p>merchant permit. Written notification of denial of the permit application, setting forth the grounds for denial, shall be served on the applicant by personal delivery or by first class and certified or registered mail, return receipt requested, addressed to the applicant at <b>his</b> or <b>her</b> mailing address as set forth in the permit application. Notice of denial of the application shall be deemed to have been served on the date it is personally served on the applicant or when deposited in the United States mail with postage prepaid and addressed to the applicant at <b>his</b> or <b>her</b> mailing address as set forth in the permit application, regardless whether the certified mail receipt is returned to the city signed or unsigned.</p>	
10.48.080	<p>D. Written notification of revocation of the permit, setting forth the grounds for the revocation, shall be served on the permittee by personal delivery or by first class and certified or registered mail, return receipt requested, addressed to the permittee at <b>his</b> or <b>her</b> mailing address as set forth in the permit application. Notice of revocation of the permit shall be deemed to have been served on the date it is personally served on the applicant or when deposited in the United States mail with postage prepaid and addressed to the applicant at <b>his</b> or <b>her</b> mailing address as set forth in the permit application, regardless whether the certified mail receipt is returned to the city signed or unsigned.</p>	
10.48.090	<p>Notwithstanding anything in this chapter to the contrary, the chief of police shall have the authority to require immediate cessation of peddling or itinerant merchant activities upon revocation of a permit under this section if <b>he</b> or she deems it reasonably necessary for the preservation of the public health, safety or welfare. Prior to an action to require the immediate cessation of any such business, or within twenty-four (24) hours following such action, the chief of police shall issue a written notice to the permittee setting forth in detail the basis for such action.</p>	
10.48.130	<p>A. Each peddler or itinerant merchant permit issued by the chief of police or <b>his</b> designee shall be subject to the terms and conditions set forth in this chapter, and any additional conditions deemed reasonably necessary by the chief of police for the protection of the public health, safety or welfare.</p> <p>B. The provisions of this chapter shall constitute operating regulations conditioning each and every permit hereunder. It shall be unlawful for any person to engage in a peddler or itinerant merchant business or activity in violation of these provisions.</p> <p>C. Notwithstanding anything in this chapter to the contrary, no peddler or itinerant merchant shall operate or conduct <b>his</b> or <b>her</b> business or activity in a place or manner which would unreasonably interfere with or obstruct the flow of pedestrian or motor vehicle traffic in or on any street, alley or sidewalk, or which would unreasonably obstruct vehicular sight distances.</p>	
10.48.150	<p>A. Each person who is engaged in a peddler or itinerant merchant business or activity shall, at all times while so engaged, wear in plain sight on <b>his</b> or <b>her</b> person an identification (ID) card, provided by the chief of police or <b>his</b> designee, containing such information, including a suitable photograph, as the chief of police or <b>his</b> designee may</p>	

	<p>require. The ID card shall be worn on the person's outermost garment, with the picture facing outward.</p> <p>B. Each person who is engaged in a peddler or itinerant merchant business or activity shall, at all times while so engaged, have affixed in a conspicuous place on each motor vehicle or mobile unit being used in such business or activity, an identifying placard or other identifying emblem, to be provided by the chief of police or <b>his</b> designee.</p>	
10.48.180	<p>1. Permit any motor vehicle or mobile unit from which <b>his</b> or <b>her</b> business is being conducted to remain standing or stopped, for purposes of conducting said business, at any place on a public street, sidewalk, parking lot, right-of-way, or other public place, or within five hundred feet (500') thereof, for a total period of time exceeding fifteen (15) minutes within any two (2) hour period.</p>	
10.48.180	<p>B. It shall be unlawful for any motor vehicle-based or mobile unit peddler or itinerant merchant to conduct <b>his</b> or <b>her</b> business or activity from any motor vehicle or mobile unit upon any public street except from or at the side of such motor vehicle which is nearest to the curb of such street.</p> <p>C. No motor vehicle-based or mobile unit peddler or itinerant merchant shall stop to conduct <b>his</b> or <b>her</b> business or activity from a motor vehicle or mobile unit within two hundred feet (200') of another motor vehicle-based or mobile unit peddler or itinerant merchant who has already stopped to conduct business.</p>	
10.48.190	<p>None of the fees provided for by this chapter shall be so applied as to occasion an undue burden upon interstate commerce. In any case where a fee is believed by a peddler or itinerant merchant to place an undue burden on interstate commerce, <b>he</b> or she may apply to the city manager, before or up to six (6) months following payment of the fee, for an adjustment of the fee so that it shall not be discriminatory, unreasonable, or unfair as to such commerce. The applicant shall, by affidavit and supporting evidence, show <b>his</b> or <b>her</b> method of business and the gross volume or estimated gross volume of business, and other information as required by the city manager to determine the extent of the burden on interstate commerce. The decision of the city manager may be appealed to the city council.</p>	
10.60.080	<p>A driver operating a taxicab in the city shall carry with <b>him</b> or <b>her</b> at all times proof of insurance covering that vehicle, with such policy limits and coverage as established by the JPA. Said proof of insurance must clearly identify that particular vehicle as covered.</p>	
10.60.110	<p>A. A driver shall only carry a passenger to <b>his</b> or <b>her</b> destination by the most direct and accessible route.</p>	
10.64.050	<p>All advertising displays which are placed or maintained or which exist in violation of the provisions of this chapter are public nuisances and may be removed by any authorized employee of the city of San Rafael after ten (10) days' written notice posted on said advertising display and a copy of said notice mailed to the owner thereof, if known, at <b>his</b></p>	

	last known address. Provided further however that such advertising displays as are temporary in nature because of the materials of which they are constructed or because of the nature of the copy thereon, and are placed or exist in violation of this chapter, may be summarily removed by such city employees without notice.	
10.68.030	Upon the filing of the application, the city tax collector shall make or cause to be made an examination, audit or investigation of the applicant and <b>his</b> affairs, in relation to the proposed sale.	
10.76.040	Any franchise granted pursuant to the provisions of this chapter shall authorize and permit the grantee to engage in the business of operating and providing a CATV system in the city, and for that purpose to erect, install, construct, repair, replace, reconstruct, maintain and retain in, on, over, under, upon, across and along any public street, such poles, wires, cable, conductors, ducts, conduit, vaults, <b>manholes</b> , amplifiers, appliances, attachments, and other property as may be necessary and appurtenant to the CATV system; and in addition, so to use, operate, and provide similar facilities or properties rented or leased from other persons, firms or corporations, including but not limited to any public utility or other grantee franchised or permitted to do business in the city.	Change “manholes” to “maintenance holes”
10.76.070	(e) Time shall be of the essence of the franchise granted hereunder. The grantee shall not be relieved of <b>his</b> obligation to comply promptly with any of the provisions of this chapter or by any failure of the city to prompt compliance.	
10.76.090	(d) Failure on the part of the grantee to commence and diligently pursue each of the foregoing requirements and to complete each of the matters set forth herein, shall be grounds for termination of the franchise, under and pursuant to the terms of Section 10.76.050 hereof; provided, however, that the council in its discretion may extend the time for the commencement and completion of construction and installation for additional periods in the event the grantee, acting in good faith, experiences delays by reason of circumstances beyond <b>his</b> control.	
10.76.100	(a) Any poles, wires, cable lines, conduits or other properties of the grantee to be constructed or installed in streets, shall be so constructed or installed only at such locations and in such manner as shall be approved by the city engineer acting in the exercise of <b>his</b> reasonable discretion. It shall be within the city engineer's discretion to require the installation of wires, cables, or conduits to be placed underground.	
10.76.130	Upon failure of the grantee to commence, pursue, or complete any work required by law or by the provisions of this chapter or by its franchise to be done in any street or other public place, within the time prescribed, and to the satisfaction of the city engineer, the city engineer may, at <b>his</b> option, cause such work to be done and the grantee shall pay to the city the cost thereof in the itemized amounts reported by the city engineer to the grantee within thirty days after receipt of the itemized report.	
10.76.200	(8) A financial statement prepared by a certified public accountant or person otherwise satisfactory to the council, showing applicant's financial status and <b>his</b> financial ability to complete the construction and installation of the proposed CATV system;	

10.76.220	<p>(b) Within thirty days after the effective date of the ordinance codified in this chapter awarding a franchise, or within such extended period of time as the council in its discretion may authorize, the grantee shall file with the city clerk <b>his</b> written acceptance, in form satisfactory to the city attorney, of the franchise, together with the bond and insurance policies required by Sections 10.76.140 and 10.76.150(a) and (b), respectively, and <b>his</b> agreement to be bound by and to comply with and to do all things required of <b>him</b> by the provisions of this chapter and the franchise. The acceptance and agreement shall be acknowledged by the grantee before a notary public, and shall in form and content be satisfactory to and approved by the city attorney.</p>	
10.76.230	<p>(d) It is unlawful for any person, firm or corporation to make or use any unauthorized connection, whether physically, electrically, acoustically, inductively or otherwise, with any part of a franchised CATV system within this city for the purpose of enabling <b>himself</b> or others to receive any television signal, radio signal, picture, program or sound, without payment to the owner of the system.</p>	
10.76.285	<p>In those areas and portions of the city where the transmission or distribution facilities of both the public utility providing telephone service and those of the utility providing electric service are underground or hereafter may be placed underground, the grantee, immediately upon written request by the director of public works, acting in concert with such utility or utilities, shall construct or reconstruct, operate, relocate and maintain all of its transmission and distribution facilities underground, except that for new structures the builder or developer will provide and install at <b>his</b> sole cost and expense to the licensee's current specifications trenches for underground distribution, service laterals, service drop trenches to the buildings' point of entry, and backfill and restoration of trench area, conduit, vaults and pedestals, and internal wiring. Grantee's amplifiers and essential connections thereto may be in appropriate housing above the surface of the ground as approved by the director of public works. The city shall not in any manner be responsible for any costs incurred by the licensee in placing this property underground.</p> <p>To insure that cable television service is available under these provisions, the builder or developer will provide the director of public works plans for inclusion of cable television service with <b>his</b> plans for utilities including telephone, electrical service and gas service when applying for a building permit. The builder or developer will also include proof that a contractual agreement exists between the builder or developer and the licensee which is consistent with the provision of this section.</p> <p>Provided the contractor or developer has fulfilled <b>his</b> contractual commitments to grantee, the grantee shall make cable television service available to such new structure or structures within six months from the date of occupancy.</p>	
10.80.010	<p>It is unlawful for any person, either for <b>himself</b> or for any other person, firm or corporation, to manage, conduct or carry on the business of a private patrol in the city without first having obtained a permit so to do as provided in this chapter.</p>	

10.80.030	<p>Upon receipt of an application, the chief of police shall conduct such investigation as <b>he</b> may deem necessary and proper as to the character and morals of the applicant and persons financially interested in the private patrol service for which a permit is sought, and as to the proposed territory of the city, or portion thereof, within which the private patrol service is proposed to be conducted. The chief of police shall then transfer the application to the city council together with <b>his</b> recommendations as to whether or not it should be granted.</p>	
10.80.050	<p>The city manager or the chief of police or any other designee of the city manager shall hear and pass upon the application at the time appointed for the hearing. The hearing officer may deny the application if <b>he</b> finds that the applicant or any person financially interested in the operation of the private patrol business is a person of bad moral character, and for this purpose the hearing officer may consider any facts or evidence bearing on the moral fitness and reputation of those who will be in charge of such private patrol, and any other facts or evidence tending to enlighten the hearing officer in this respect.</p> <p>If the city council grants the application, the chief of police shall, after registration by the applicant, issue to the applicant a permit to operate a private patrol business within the city, shall designate therein the portion or portions of the territory of the city within which such business may be carried on, and shall specify therein such other reasonable additional requirements imposed upon applicant as are necessary to meet local needs and are not inconsistent with the provisions of the Private Investigator and Adjuster Act; provided, however, that no such permit shall be issued to any person who is not licensed under the provisions of said act. The chief of police may also, from time to time, either enlarge or restrict the portion or portions of the territory of the city within which such business may be carried on to prevent a duplication of private patrol services, or to prevent interference with public police protection. Any applicant or permittee dissatisfied at any time with the decision of the chief of police with respect to the portion or portions of territory of the city designated by <b>him</b> for the carrying on of such private patrol business, or with any permit, may appeal to the city council in the same manner and receive a hearing thereon in accordance with the same procedure hereinafter prescribed in Sections 10.80.090 and 10.80.100.</p>	
10.80.080	<p>(2) Operations. No person shall in connection with the operation of a private patrol business represent <b>himself</b>, or falsely represent another to be a member of the police department of the city, or the sheriff's office of the county, or use any sign, word, language or device calculated to induce a false or mistaken belief that <b>he</b> is acting or purporting to act on behalf of the police department of the city, or the sheriff's office of the county within the scope of any real or purported duty thereof.</p> <p>(3) Collections. No person shall in connection with the operation of a private patrol business use any sign, badge, title or designation, or make any express or implied representation calculated to induce the belief that <b>he</b> is a member of the police department</p>	

	<p>of the city, or connected therewith in any way in connection with any activity directed toward the collection of any money or debt, or the repossession, recovering, or taking of anything of value, or for any purpose of private gain whatsoever.</p> <p>(4) Badges of Private Patrol Officers. All private patrol officers shall wear such badges and uniforms and shall carry such identification cards as shall be approved by the police officers of the city, which badges and uniforms shall in no way resemble those of regular or special police officers within the city, and the chief of police shall have the right in <b>his</b> discretion to have such private patrol officers deputized for the sole purpose of carrying firearms. The chief of police shall keep a register of all such private patrol officers, and shall make and enforce such rules and regulations regarding their conduct and operation as <b>he</b> may deem advisable.</p>	
10.80.090	<p>The chief of police shall revoke any permit issued according to the provisions of this chapter when in <b>his</b> opinion the permittee is violating any of the provisions of this chapter or of the Private Investigator and Adjuster Act. In the event that any such permit is revoked by the chief of police, an appeal may be taken to the city council within thirty days after the date of the denial or revocation. If such an appeal is taken, it shall be by written notice of appeal, filed with the city clerk and served upon the chief of police by the permittee. The clerk of the city shall set a day for hearing the appeal and shall designate the time and place where such hearing is to be held. A notice of the hearing shall be given the permittee by the city clerk by mailing the same to the last known address of the applicant or permittee not less than five days prior to the date set for the hearing.</p> <p>At any such hearing, the permittee shall be given the opportunity to be heard and/or defend <b>himself</b>, and may call witnesses and present evidence in <b>his</b> behalf. The chief of police or <b>his</b> representative shall attend the hearing. Upon conclusion of such hearing, the city council shall sustain or overrule by majority vote the decision of the chief of police.</p>	
10.84.050	<p>The chief of police shall issue a permit if <b>he</b> finds that the applicant and <b>his</b> principal officers and employees are of good moral character and have a history of good business practice in this kind of activity.</p>	
10.84.080	<p>The chief of police shall act upon an application for a permit within ten days after the filing thereof. If the chief of police disapproves the application <b>he</b> shall, within five days after such disapproval, notify the applicant by mail of <b>his</b> action, stating the reasons for <b>his</b> disapproval.</p>	
10.84.090	<p>Any person whose application is disapproved by the chief of police shall have the right to appeal from such disapproval to the city council. Such appeal shall be taken by filing with the city council a notice of such appeal no later than ten days after the mailing of the notice of disapproval by the chief of police. The appeal shall be heard by the city council within fifteen days from and after the filing of the notice of appeal. After the council has heard the appeal, it may either overrule or affirm the action taken by the chief of police.</p>	

	If it overrules the chief of police, <b>he</b> shall thereupon issue the permit to the applicant.	
10.85.060	E. A place for the signature of the contractor under the statement that <b>he</b> accepts the permit subject to all the terms and provisions of this municipal ordinance.	
10.85.130	Nothing in this chapter shall restrict or prohibit the owner or operator of a vehicle from calling and selecting a towing vehicle of <b>his/her</b> own choice.	
10.90.020	N. "Permit authority" means the chief of police or <b>his</b> or <b>her</b> designee charged with the administration of this chapter.	
10.90.090	2. No massage establishment operator, employee, or visitor shall, while on the premises of a massage establishment or while performing any outcall massage service, and while in the presence of any patron, customer, employee or visitor, expose <b>his</b> or <b>her</b> genitals, buttocks, or chest.	
10.90.090	E. Display of Permit and Certifications. Each person employed or retained by a massage establishment to perform massage therapy in or on the premises or through an outcall massage service shall display on <b>his</b> or <b>her</b> person the valid current photograph-bearing identification card issued to that employee by the California Massage Therapy Council pursuant to the Massage Therapy Act. A copy of each such identification card shall also be displayed in an open and conspicuous place visible from the main entry door and/or reception and waiting area of the massage establishment. The home address of any employee need not be displayed.	
10.90.150	A. Physicians, surgeons, chiropractors, osteopaths, podiatrists, physical therapists, nurses, or any other person licensed to practice any healing art under the provisions of Division 2 (commencing with Section 500) of the business and professions code when engaging in such practice within the scope of <b>his</b> or <b>her</b> license.	
10.94.100	A. The city manager and such code enforcement officials as <b>he</b> or she may designate shall be responsible for enforcement of this chapter. The city manager is authorized to promulgate regulations and to take any and all other actions reasonable and necessary to enforce this chapter, including, but not limited to, investigating violations, entering the premises of any store during business hours, and imposing penalties for violations.  B. For a first violation of this chapter, the city manager or <b>his</b> or <b>her</b> designee shall issue a written warning notice to the operator of a store or to the vendor at public event that a violation has occurred and the potential penalties that will apply for future violations.	
10.100.080	2. If the tenant is absent from <b>his</b> or <b>her</b> place of residence, and from <b>his</b> or <b>her</b> usual place of business, by leaving a copy with some person of suitable age and discretion at either place and sending a copy through the mail addressed to the tenant at <b>his</b> or <b>her</b> place of residence.	
10.105.040	4. Threat of Violent Crime. Any statement made by a tenant, or at <b>his</b> or <b>her</b> request, by <b>his</b> or <b>her</b> agent to any person who is on the property that includes the unit or to the landlord, or <b>his</b> or <b>her</b> agent, threatening the commission of a crime which will result in death or great bodily injury to another person, with the specific intent that the statement	



	is to be taken as a threat, even if there is no intent of actually carrying it out, when on its face and under the circumstances in which it is made, it is so unequivocal, immediate and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for <b>his</b> or <b>her</b> own safety or for <b>his</b> or <b>her</b> immediate family's safety;	
10.105.040	2. Landlord will Move in to Dwelling Unit. Landlord, or one (1) of landlord's family members, including parents, children, brothers, sisters, aunts, uncles, nieces, and/or nephews, intends to move into and reside in the dwelling unit as <b>his</b> , <b>her</b> , or their primary residence. The dwelling unit must be occupied as the primary residence within three (3) months of the tenant household vacating the dwelling unit, and the dwelling unit must continue to be occupied as the primary residence for at least one (1) year;	
11.04.020	E. "Major continuing encroachment" means an encroachment by a property owner into the public right-of-way adjacent to <b>his</b> or <b>her</b> property, which is intended and permitted to continue for an indefinite period of time, and which serves or provides a benefit to the city or the public generally, such as, for example, the provision of off-street parking in an area where such parking is inadequate, the provision or protection of a public accessway, or the promotion of the city's economic vitality or beautification. Major continuing encroachments may include, but shall not be limited to, the following:	
11.04.030.030	A. As a condition of issuance of a permit or license pursuant to this chapter, the applicant or the contractor who is to perform the work shall secure, at its expense, a policy of broad form commercial general liability insurance naming the city as an additional insured in an amount not less than one million dollars (\$1,000,000.00) and in a form as approved by the director. The director may increase, decrease or waive the insurance requirements and/or limits set forth above in cases in which <b>he</b> determines that special circumstances justify such an increase, decrease or waiver.	
11.04.030.130	A. Whenever the director finds that a suspension of an encroachment permit or license is necessary to protect the public health or safety from imminent danger, the director may immediately suspend any such permit or license pending a hearing for remedial action or revocation. The director shall, within three (3) working days of the emergency suspension of the permit or license, notify the permittee of such suspension by written notice, personally served upon the permittee, or mailed by first class mail, postage prepaid, to the last known address of the permittee. The permittee may, within fifteen (15) days after service of such a written notice of suspension, file with the city manager a request for hearing with regard to such emergency suspension. The city manager or <b>his</b> designee shall schedule a hearing on the suspension within five (5) working days of receipt of a request for hearing.  B. If the city manager or <b>his</b> designee, after the hearing, finds that the public health or safety requires correction or alteration of any condition caused by, or existing on the site of the encroachment, <b>he</b> shall issue one or more of the following:	
11.04.030.130	C. The city manager or <b>his</b> designee shall, within ten (10) days of the hearing, render a	

	written opinion, stating the findings upon which the decision is based, and the action taken. The decision of the city manager or <b>his</b> designee shall be final.	
11.04.040.030	5. Upon the request of any person who has contracted to perform work on a public right-of-way, the permittee shall provide accurate detailed information regarding the location of <b>his</b> existing and proposed structures in the public right-of-way.	
11.04.040.040	Any person aggrieved by the director's action on a minor encroachment permit application may appeal by submitting a written appeal to the city manager, along with any applicable appeal fee as provided in the city's master fee schedule, within fifteen (15) days of the date on which the permit was issued or on which the application was denied. The city manager, or <b>his</b> designee, shall hold a hearing on the appeal within thirty (30) days of receipt of the appeal, and shall give the applicant and the appellant at least ten (10) days' written notice of the time of the hearing. The decision by the city manager or <b>his</b> designee on the appeal shall be final.	
11.04.040.080	A. Any minor encroachment permit may be suspended or revoked by the director where <b>he</b> finds that:	
11.04.040.080	B. The director shall give the permittee at least ten (10) days' written notice of a hearing before the city manager or <b>his</b> designee on the suspension or revocation of a permit issued pursuant to this chapter, setting forth the grounds for such action. The hearing shall be held within thirty (30) days after service of written notice of the hearing or at such later time as may be agreed to by the permittee. The decision of the city manager or <b>his</b> designee shall be final.	
11.04.050.040	Any person aggrieved by the director's action on an application for a revocable license agreement may appeal by submitting a written appeal to the city manager, along with any applicable appeal fee as provided in the city's master fee schedule, within fifteen (15) days of the date on which the revocable license agreement was executed or on which the application was denied. The city manager, or <b>his</b> designee, shall hold a hearing on the appeal within thirty (30) days of receipt of the appeal, and shall give the applicant and the appellant at least ten (10) days' written notice of the time of the hearing. The decision by the city manager or <b>his</b> designee on the appeal shall be final.	
11.04.050.090	A. Any revocable license agreement may be suspended or revoked by the director where <b>he</b> finds that:	
11.04.050.090	B. The director shall give the permittee at least ten (10) days' written notice of a hearing before the city manager or <b>his</b> designee on the suspension or revocation of a permit issued pursuant to this chapter, setting forth the grounds for such action. The hearing shall be held within thirty (30) days after service of written notice of the hearing or at such later time as may be agreed to by the permittee. The decision of the city manager or <b>his</b> designee shall be final.	
11.04.070.010	E. Appeal: The applicant may appeal a decision of the director on a newspaper rack encroachment permit application to the city manager in writing within ten (10) calendar days following the director's action, stating the grounds with particularity. The city	

	<p>manager or <b>his</b> or <b>her</b> designee shall schedule a hearing upon not less than ten (10) calendar days' notice to the appellant. At the hearing, the appellant shall have the opportunity to present oral and written evidence and arguments in support of the appeal. Any decision of the director of public works shall be stayed pending final decision of the city manager or <b>his</b> or <b>her</b> designee, which shall be issued in writing within ten (10) calendar days after the conclusion of the hearing. The decision of the city manager or <b>his</b> or <b>her</b> designee shall be final.</p>	
11.04.070.020	<p>B. Annual availability. The director of public works shall conduct an annual review of availability of newspaper boxes within the zone, and <b>he</b> or <b>she</b> shall provide written notification of such availability to current permittees as well as any publishers that have requested notification. The notice shall describe the location of available spaces and offer priority application to current permittees. Current permittees shall be given thirty (30) calendar days to submit applications, at which point additional applications shall be considered on a first-come, first-served basis.</p>	
11.04.070.040	<p>1. Grounds. Any newspaper rack encroachment permit may be suspended or revoked by the director where <b>he</b> or <b>she</b> finds that:</p>	
11.12.080	<p>Every person having any electrical conductor running along or through a public street shall temporarily remove the conductor, or conductors, when it is necessary in order to take down or prune any tree located in, upon or along a public street, within twenty-four hours after the service upon the owner of an electrical conductor, or <b>his</b> or its agents, of a written notice from the public works department to remove the conductor, or conductors, or the electricity therefrom.</p>	
11.12.085	<p>The provisions of Sections 11.12.030 to 11.12.080, inclusive, shall not be applicable to any employee of the city who is acting within the scope of <b>his</b> employment by the city.</p>	
11.12.090	<p>No person shall prevent, delay or interfere in the planting, pruning, spraying or removing of any tree located in, upon or along a public street, sidewalk or walkway, or in the removal of stone, cement or other substance about the trunk of any such tree, whether the said work be performed by employees of the city or by any independent contractor, or <b>his</b> employees, engaged by the city to perform such work.</p>	
11.16.250	<p>Regardless of the general law under which any work and improvement may be carried out or done or acquired, the Superintendent of Streets or other person authorized to perform <b>his</b> functions shall record a notice of completion as provided in Section 7212 of the Street Improvement Act of 1913, and the date of recording said notice shall constitute completion of the work and improvement with the provisions of this chapter.</p>	
11.24.030	<p>Prior to circulating the petition or to obtaining any names thereto, the same shall be presented to the city engineer for <b>his</b> examination and approval.</p> <p>The city engineer shall make such changes or modifications therein or thereto as <b>he</b> deems proper and no such petition shall be circulated nor any names obtained thereon or thereto unless and until the petition has been approved in writing as a whole by the city engineer.</p>	

11.28.090	(a) Every person owning, operating, leasing, occupying or renting a building or structure within a district shall perform construction and provide that portion of the service connection on his property between the facilities referred to in Section 11.28.080 and the termination facility on or within the building or structure being served, all in accordance with applicable rules, regulations and tariffs of the respective utility or utilities on file with the commission.	
11.30.050	The failure to comply with any of the provisions of this section shall constitute a public nuisance which may be abated in accordance with Chapter 1.16 and the cost thereof assessed against the property. The director of public works and his authorized representatives may enter private property to abate the public nuisance.	
11.30.070	(c) Description of the work to be done, together with the materials to be used, and if the director of public works, or his representative, deems it necessary, plans prepared by a registered civil engineer;	
11.30.070	(f) Such other information, including but not limited to special tests, as the director of public works or his representative deems necessary.	
11.30.080	The applicant shall, at the time of filing his application, pay such fee as is set forth by resolution of the city council.	
11.30.090	If the director of public works, or his representative, determines after investigation that the work will not:	
11.30.090	(c) Complicate normal drainage maintenance; The director of public works shall issue a permit to do the proposed work in the manner specified in the application, or in such a manner as the director of public works may determine is required to carry out the purposes of this chapter. He may impose such terms and conditions as he may deem necessary to insure the proper maintenance of the property for flood control and drainage purposes. The permittee will assume all responsibility for the consequences of any work done or use permitted under the permit. The issuance of a permit by the director of public works shall not be construed as subjecting the city to any liability whatsoever for work done or uses permitted under the permit, nor shall the issuance of a permit be construed as relieving the permittee or owner of the property from any such liability to the extent that it may exist.	
11.30.100	Any permit required by Section 11.30.060 may be revoked by the director of public works, or his representative, if he determines the public interest and welfare require the revocation, or if there is a violation of this chapter or the terms and conditions of the permit.	
11.30.110	If it is determined by the director of public works, or his representative, that special tests, such as, but not limited to, soil tests, compaction tests, or material tests, are necessary for a proper determination to issue or deny the permit, the applicant shall furnish the city with such tests or pay to the city a sufficient amount of money to pay for the actual cost of such tests. If the applicant does not furnish the city with such tests or pay it the sum of money within ten days or such longer period of time as the director of public works	

	designates, the application shall be denied.	
11.30.130	Any person aggrieved by the action of any official of the city in the denial, suspension or revocation of any permit required by this chapter, shall have the right of appeal to the city council by filing a statement, in writing, setting forth fully the grounds of such appeal. The appeal shall be filed with the city clerk within five days after the decision of the city official to deny, suspend or revoke the permit. The council shall set a time and place for hearing the appeal and the city clerk shall promptly give notice of such hearing to the appellant and to the permittee if <b>he</b> is not the appellant. Such notice shall be in writing and shall be mailed to the appellant at the address indicated on the notice of appeal, or if no such address is indicated thereon, at <b>his</b> last known address at least five days prior to the date of the hearing. If the permittee is not the appellant, such notice shall also be mailed to the appellant at least five days prior to the date of the hearing addressed to the permittee at <b>his</b> last known address.	
11.34.010	(c) "Frontage improvements" means sidewalks, curbs, gutters, pavement, drainage facilities, driveways and utilities designed by an engineer licensed in the state and constructed in accordance with specifications on file in the office of the city engineer and approved by <b>his</b> office, the precise location of which shall be in accordance with the department of public works, as applicable to the parcel of land for which such permit is applied.	
11.34.020	(e) That the improvement requirement should be deferred due to extenuating circumstances. If the city engineer finds that improvements should be deferred, <b>he</b> shall require as a prerequisite to issuance of the permit that the owner agrees in writing to undertake the construction of the required improvements within ninety days after written notice to begin construction is mailed to the owner at the premises or such other address as <b>he</b> may from time to time furnish the city. Such agreement shall further provide that in the event of the owner's default in commencing and completing the improvements, the city may, at its option, (1) treat the agreement as a petition for installation of improvements under the provisions of Section 5870 and following of the California Streets and Highways Code, or (2) may cause the work to be done and the cost thereof assessed as a lien against the owner's property. Such agreement shall also run with the land and shall be recorded to constitute notice to prospective purchasers or encumbrancers.	
11.36.070	Where a valid building permit has not been issued, the posting of a cash or surety bond, as a condition of issuing a demolition permit may be required. The cash or surety bond shall be posted with the city clerk of San Rafael, by the applicant as principal, and the city as obligee and shall be in an amount to be determined by the city engineer of San Rafael, but shall not be less than one thousand dollars (\$1,000.00). The bond shall be conditioned that the principal will strictly comply with all requirements of this chapter and any ordinance hereafter in effect regulating the demolition of buildings or structures in the city; that the principal will pay for any and all damages to any fence, tree, pavement, street, sidewalk, sign or any other property belonging to the city, resulting from the	

	demolition by <b>him</b> ; and that the principal will indemnify and keep harmless the city against any and all damages, judgments, cost and expense which may, in any way, accrue against the city in consequence of the granting to <b>him</b> or exercise by <b>him</b> of any permit hereunder.	
11.38.050	Except as otherwise provided herein, the provisions of this chapter shall be administered and enforced by the code enforcement officer and/or any designated police department employee. In the enforcement of this chapter such officer and <b>his</b> deputies may enter upon private or public property to examine a vehicle or parts thereof, or obtain information as to the identity of a vehicle (and to remove or cause the removal of a vehicle or parts thereof) declared to be a nuisance pursuant to this chapter.	
11.38.100	<p>Upon request by the owner of the vehicle or owner of the land received by the code enforcement officer within ten days after the mailing of the notices of intention to abate and remove, a public hearing shall be held by the city manager, or <b>his</b> designated representative, on the question of abatement and removal of the vehicle, or parts thereof, as an abandoned, wrecked, dismantled or inoperative vehicle, and the assessment of the administrative costs and the cost of removal of the vehicle, or parts thereof, against the property on which it is located.</p> <p>If the owner of the land submits a sworn written statement denying responsibility for the presence of the vehicle on <b>his</b> land within such ten-day period, the statement shall be construed as a request for a hearing which does not require <b>his</b> presence. Notice of the hearing shall be mailed, by registered mail, at least ten days before the hearing to the owner of the land and to the owner of the vehicle, unless the vehicle is in such condition that identification numbers are not available to determine ownership. If such a request for hearing is not received within ten days after mailing of the notice of intention to abate and remove, the city shall have the authority to abate and remove the vehicle, or parts thereof, as a public nuisance without holding a public hearing.</p>	
11.38.110	<p>All hearings under this chapter shall be held before the city manager or <b>his</b> designated representative, who shall hear all facts and testimony <b>he</b> deems pertinent. The facts and testimony may include testimony on the condition of the vehicle, or parts thereof, and the circumstances concerning its location on the private property or public property. The city manager, or <b>his</b> designated representative shall not be limited by the technical rules of evidence. The owner of the land may appear in person at the hearing or present a sworn written statement in time for consideration at the hearing, and deny responsibility for the presence of the vehicle on the land, with <b>his</b> reasons for such denial.</p> <p>The city manager, or <b>his</b> designated representative, may impose such conditions and take such other action as <b>he</b> deems appropriate under the circumstances to carry out the purposes of this chapter. <b>He</b> may delay the time for removal of the vehicle, or parts thereof, if in <b>his</b> opinion the circumstances justify it. At the conclusion of the public hearing, the city manager or <b>his</b> designated representative may find that a vehicle, or parts</p>	

	<p>thereof, has been abandoned, wrecked, dismantled or is inoperable on private or public property and order the same removed from the property as a public nuisance, and disposed of as hereinafter provided and determine the administrative costs and the cost of removal to be charged against the owner of the land. The order requiring removal shall include identification number and license number of the vehicle, if available at the site.</p> <p>If it is determined at the hearing that the vehicle was placed on the land without the consent of the owner of the land and that <b>he</b> has not subsequently acquiesced in its presence, the city manager, or <b>his</b> designated representative, shall not assess the costs of administration or removal of the vehicle against the property upon which the vehicle is located or otherwise attempt to collect such costs from such owner of land.</p> <p>If the owner of the land submits a sworn written statement denying responsibility for the presence of the vehicle on <b>his</b> land but does not appear, or if an interested party makes a written presentation to the city manager, or <b>his</b> designated representative but does not appear, <b>he</b> shall be notified in writing of the decision.</p>	
11.38.120	Any interested party may appeal the decision of the city manager, or <b>his</b> designated representative by filing a written notice of appeal with the city manager, or <b>his</b> designated representative, within five (5) days after <b>his</b> decision.	
11.38.170	(B) An owner who has made a bona fide sale or transfer of a vehicle and has delivered possession of the vehicle to a purchaser may overcome the presumption prescribed in subsection (A) of this section by demonstrating that <b>he</b> or <b>she</b> has complied with Section 5900 of the Vehicle Code or providing other proof satisfactory to the court.	
11.40.120	Whenever necessary to make an inspection to enforce any of the provisions of this title, or whenever the director of public works or <b>his</b> authorized representative has reasonable cause to believe that there exists in any building or premises any condition which makes such building or premises an immediate threat to health and safety, the director of public works, or <b>his</b> authorized representative may enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon the director of public works by this code; provided, that if such building or premises be occupied <b>he</b> shall first present proper credentials and demand entry; and if such building or premises is unoccupied <b>he</b> shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and demand entry. If such entry is refused the director of public works, or <b>his</b> authorized representative, shall have recourse to the provisions of Section 1822.50 et seq. of the Code of Civil Procedure of the state of California.	
11.50.180	3. Guarantee. The contractor shall unconditionally guarantee all materials and <b>workmanship</b> for a period of one (1) year following the notice of completion.	Change "workmanship" to "skilled work"
11.60.010	A. "Director" shall mean the director of the department of public works or <b>his</b> or <b>her</b> designee.	

11.60.040	A. When any portion of a sidewalk is not in good repair and condition and the director has knowledge thereof, <b>he</b> or <b>she</b> will notify the adjacent and/or fronting property owner to repair it. Notice shall be written and given by mailing, either by letter or postal card, to the property owner's last known address as it appears on the last equalized assessment rolls of the City of San Rafael.	
11.70.050	D. Notwithstanding subsection A, above, streetaries shall not be permitted in parking spaces that (1) are ADA designated, (2) are adjacent to curbs designated for no parking (red curb), passenger loading zones (white curb), commercial loading zones (yellow curb), limited parking zones (green) and/or any other colored curb zones with restrictions, (3) would block or obstruct any fire hydrant, fire department sprinkler or standpipe hose, or other public safety infrastructure, (4) would obstruct utility access panels, <b>manhole</b> covers, storm drains, street valves, or any other type of utility assets, or (5) would obstruct any bicycle facility.	Change “manhole” to “maintenance hole”
11.70.060	F. Utilities. A minimum clearance of four feet (4') from either side of utility access panels, <b>manhole</b> covers, storm drains, street valves, or any other type of utility assets will be required to allow for maintenance access. Streetaries proposed under overhead utility lines shall meet the minimum vertical distance requirements as established by the California Public Utility Commission. Streetaries that block the outlet of a sidewalk underdrain shall ensure the outlet is functional and flowing. Permittees shall take a thorough inventory of utility access covers in the proposed streetary area by checking under parked cars. Permittees shall provide for access to any city or public utility company that may have underground conduits beneath the constructed streetary. Access to utilities may require that a permittee temporarily remove all or a portion of the constructed streetary. Permittees shall be responsible for the cost of removing, re-installing and restoring any damage to the streetary.	Change “manhole” to “maintenance hole”
12.100.040	Wherever the terms, "building official," "code official," "administrative authority," "chief building inspector," "chief electrical inspector," "building inspector," "authority having jurisdiction" and other similar terms that appear in the SRMC, or in those codes therein adopted by reference, they shall mean the "chief building official," or <b>his</b> designated representative.	
12.103.020	The building official shall be appointed by the city council upon recommendation of the city manager and shall serve at the pleasure of the council in the unclassified service of the city. The building official has such powers and shall perform such duties as are conferred upon <b>him</b> by the provisions of the California Code or as may be assigned by the city council.	
12.105.050	Exceptions: If the building official is satisfied with proof from the applicant of <b>his</b> active military service that prevented timely completion of the authorized work, the building official may grant a one-time extension for a reasonable period of time not to exceed 2 years at no cost to the applicant. If the authorized work is not completed within this extension of time, a renewal of the original permit, if possible hereunder, or a new permit will be required pursuant to the provisions of this code.	



12.110.060	Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or <b>his</b> or <b>her</b> agent wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official.	
12.300.040	It shall be the duty of the building official or <b>his</b> designee to decide on a number and assign addressing in conformance with this code and the recognized standards of the city. Whenever the building official has knowledge of any violation of this chapter, the building official may notify and direct the property owner to correct the violation within thirty (30) days. If the owner cannot be located, the agent or occupant of the premises where said violation occurs shall be notified. If after thirty (30) days the complaint has not been corrected, the building official may act to enforce this chapter.	
12.310.030	Every owner of an apartment or hotel located within the City of San Rafael shall permit the city's periodic inspection of the apartment and hotel, and the property on which such apartment or hotel is located, following notice from the city. The community development director, or <b>his</b> or <b>her</b> designee, shall cause each apartment and hotel to be inspected by the city's code enforcement officials once every five (5) years, or more frequently as needed, to ensure compliance with all applicable city ordinances or other laws relating to such housing, including the substandard housing provisions of this code.	
12.310.060	The community development director, or <b>his</b> or <b>her</b> designee, shall give a minimum of five (5) business days advance written notice of the date and time of the periodic inspection to the owner of the apartment or hotel and to the occupants thereof. Such notice shall provide the address and phone number where additional information concerning the inspection may be obtained. Notice to the owner of the apartment or hotel shall be mailed by first class mail to the owner's last known address as it appears in the records of the county assessor. Notice shall be given to the occupants of the apartment or hotel by posting an official notice of such inspection in a public area on the premises of such apartment or hotel.	
12.310.120	Prior to recording a lien for unpaid annual housing inspection fees against a property, the community development director, or <b>his</b> or <b>her</b> designee, shall prepare and file with the city clerk a report identifying the property, the owner, and the amount of a proposed housing inspection fee lien to cover such unpaid fees.	
12.320.060	<p>1. Upon receipt of a complete application that meets the requirements of the approved checklist and standard plan, the building official or <b>his</b> designee shall issue a building permit or other nondiscretionary permit the same day or the next day, for an application submitted over-the-counter, or within three (3) business days for applications that have been filed electronically.</p> <p>2. Review of the application shall be limited to review by the building official or <b>his</b></p>	

	designee to determine if the application: 1) meets all applicable state fire, structural, electrical, and other building codes as adopted or amended by the city, and all state and city health and safety standards; and 2) contains all information requested in the applicable standard plan and checklist.	
12.320.060	4. The building official may require an applicant to apply for an administrative use permit if <b>he/she</b> finds, based on substantial evidence, that the solar energy system could have a specific, adverse impact upon the public health and safety. Such decisions may be appealed to the city planning commission.	
12.320.060	6. If a use permit is required, the community development director or <b>his/her</b> designee may deny an application for the use permit if <b>he/she</b> makes written findings, based upon substantive evidence in the record that: 1) the proposed installation would have a specific, adverse impact upon public health or safety; and 2) there is no feasible method to satisfactorily mitigate or avoid the adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact. The community development director's decisions may be appealed to the city planning commission.	
12.325.050	Before a house mover's permit may be issued hereunder, the house mover shall have filed with the city clerk a bond approved by the city attorney in favor of the city in the sum of one thousand dollars (\$1,000.00), executed by a responsible surety company conditioned that the principal will strictly comply with all requirements of this chapter and any ordinance hereafter in effect regulating the moving of buildings or structures in said city; that the principal sum will pay for any and all damages to any fence, tree, pavement, street or sidewalk or any other property belonging to the city resulting from the moving of any house or structure by <b>him</b> , that the principal sum shall be forfeited to the city if the permittee fails to comply with all conditions and regulations of the granting of such permit by the building official and that the principal will indemnify and keep harmless said city against any and all damages, judgments, costs and expense which may in any wise accrue against the city in consequence of the granting to <b>him</b> or exercise by <b>him</b> of any permit hereunder; which bond shall operate as a continuing bond for the purpose of this chapter for a term of two (2) years from and after the date thereof.	
12.325.130.3	If a cash bond has been posted, notice of default as provided above shall be given to the principal and if compliance is not had within the time specified, the building department may proceed without further notice of proceedings whatever, to use the cash deposit to cause the required work to be done, by contractor or otherwise in the discretion of the department. The balance, if any of such cash deposit shall, upon the completion of the work be returned to the depositor or to <b>his</b> successors or assigns.	
12.325.130.4	The term of each bond posted pursuant to this section shall begin upon the date of the posting thereof and shall end upon the completion, to the satisfaction of the building official of the performance of all the terms and conditions of the relocation permit. Such completion shall be evidenced by a statement thereof, signed by the building official, a copy of which will be sent to any surety or principal upon request. When a cash bond has	

	been posted, the cash shall be returned to the depositor, or to <b>his</b> successors or assigns, upon the termination of the bond, except any portion thereof that may have been used or deducted as elsewhere in this section provided.	
12.325.130.5	The building official or other department of the city, the surety and the duly authorized representatives of either shall have access to the premises described in the relocation permit for the purpose of inspecting the progress of the work. In the event of any default in the performance of any term or condition of the relocation permit, the surety, or any person employed or engaged on its behalf, the building department, or any person employed or engaged on its behalf shall have the right to go upon the premises to complete the required work or to remove or demolish the building or structure. It is unlawful for the owner, or <b>his</b> representatives, successors or assigns, or any other person to interfere with or obstruct the ingress or egress to or from any such premises of any authorized representative or agent of any surety, or the city engaged in the work of completing, demolishing or removing any building or structure for which a relocation permit has been issued, after a default has occurred in the performance of the terms or conditions thereof.	
12.335.090	The report results and/or findings may be appealed to the community development director by the owner or <b>his</b> or <b>her</b> authorized representative. All appeals must be filed in writing with the community development department within five (5) working days of the date of issuance of the report and accompanied by an appeal fee as set forth and adopted in the city's master fee schedule. The community development director shall review and render a written determination on the appeal within ten (10) working days of the filing date of the appeal.	
12.340.020	The building official, or <b>his</b> authorized representative, shall create and maintain a list of the existing unreinforced masonry buildings in the city. This list shall be kept current and additions and deletions of buildings from this list shall be made at any time changes in building status are determined.	
12.340.050	Should a property owner wish to strengthen <b>his</b> building beyond the requirements of this section, such additional work shall comply with the requirements of subsection (d) of this section.	
13.20.050	(a) In case the applicant or any other person is not satisfied with the action of the Planning Commission <b>he</b> may within five days appeal in writing to the City Council.	
14.03.030	"Storm drainage system" includes but is not limited to those storm water drainage conveyance facilities within the city by which storm water may be conveyed to waters of the United States, including any roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, <b>man-made</b> channels or storm drains, which are not part of a publicly owned treatment works (POTW) as defined at 40 CFR 122.2. Storm drainage system also includes "storm drains" as defined in Section 9.30.030(B)(4).	human-made
14.03.030	"Supportive housing" means housing with no limit on length of stay, that is occupied by the target population (i.e., adults with low-income having one (1) or more disabilities	

	including mental illness, HIV or AIDS, substance abuse or other chronic health conditions, or individuals eligible for services provided under the Lanterman Development Disabilities Services Act Division 4.5, commencing with Section 4500 of the Welfare and Institutions Code and may include, among other populations, families with children, elderly persons, young adults aging out of the foster care system, individuals exiting institutional settings, veterans, or homeless people) and that is linked to on- or off-site services that assist the supportive housing residents in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.	
14.16.279	D. Relocation Payment to Tenant of Record. No later than thirty (30) days prior to the date the tenant of record is displaced, the property owner shall provide the following to each displaced tenant of record who demonstrates that his or her household qualifies as a low-income household:	
14.19.043	A. Community Development Director. The community development director or his or her designee has the authority to:	
14.19.048	A. Sign Permit, Administrative Approval. Following review of a sign permit application for compliance with the provisions of this chapter and other applicable approvals, the community development director, or his or her designee, shall render a decision on the application. A decision on a sign permit application may be rendered without notice to surrounding property owners.	
15.02.140	(3) A certificate by the registered civil engineer or licensed surveyor responsible for the survey and final map (engineer's certificate). The signature of such civil engineer or surveyor, unless accompanied by his/her seal, must be acknowledged and a certificate of acknowledgement affixed.	
15.02.140	(b) Prior to the filing of the final map with the city, the subdivider shall file with the Marin County clerk's office, a certificate from the official computing redemptions in Marin County and the city of San Rafael, showing that according to the records of his/her office, there are no liens against the subdivision or any part thereof for unpaid state, county, municipal, or local taxes or special assessments collected as taxes, except taxes or special assessments not yet payable. As to taxes or special assessments collected as taxes not yet payable, the subdivider shall file with the Marin County clerk's office, a certificate by the appropriate state or local official giving his/her estimate of the amount of taxes and assessments, which are a lien but which are not yet payable.	
15.04.030	(1) Whenever a subdivider files a vesting tentative map for a subdivision whose intended development is inconsistent with the Zoning Ordinance (Title 14) in existence at that time, that inconsistency shall be noted on the map. The city shall deny such a vesting tentative map or approve it conditioned on the subdivider, or his or her designee, obtaining the necessary change in the Zoning Ordinance to eliminate the inconsistency. If approved or conditionally approved, the vesting tentative map shall, notwithstanding Subsection (a)(1) of Section 15.04.030, confer the vested right to proceed with the	

	development in substantial compliance with the change in the Zoning Ordinance and the map, as approved.	
15.04.030	(e) Applications Inconsistent with Current Policies. Notwithstanding any provision of this chapter, a property owner or <b>his</b> or <b>her</b> designee, or subdivider may seek approvals or permits for development which depart from the ordinances, policies, and standards described in subsection (d)(1) of Section 15.04.030 and the city may grant these approvals or issue these permits to the extent that the departures are authorized under the applicable laws.	
15.09.080	If during the ensuing time between dedication of land for park purposes and commencement of first-stage development, circumstances arise which indicate that another site would be more suitable for local park or recreation purposes serving the subdivision and the neighborhood (such as receipt of a gift of additional park land or a change in school location), the land may be sold upon the approval of the city council, with the resultant funds being used for purchase of a more suitable park site. Should the city decide to dispose of the property, the subdivider or <b>his</b> successor shall have a right of first refusal to purchase the property at fair market value.	
15.11.100	(c) Improvement of Unimproved Streets. Whenever a proposed subdivision, or a proposed additional unit of an existing subdivision, or any part thereof, does, or will, front on a public street which has not been improved to the standards required by this title, the subdivider shall, at <b>his</b> own expense and to the standards required by this title, improve to its full width, or such part less than its full width as the planning commission determines, the portion of the street upon which the frontage does, or will exist, if the planning commission, from a consideration of the proposed subdivision, or the additional units, the present and future development of the general area, present and potential population factors affecting the subdivision or additional unit and the neighborhood generally, increased traffic, safety and other needs of the proposed subdivision or additional unit, and the welfare of the inhabitants thereof and in the general neighborhood, finds that the improvement of the portion of the street, in accordance herewith, as a condition precedent to the approval of any map required by this title of the subdivision, or additional unit, is reasonably required for the protection of the public health, safety and general welfare.	
15.12.050	(6) Each buyer shall sign an acknowledgement stating <b>he</b> or <b>she</b> has read the articles of incorporation, the bylaws of the property owners' association and the conditions, covenants and restrictions applying to the development.	
15.16.020	(a) Any deed of conveyance, sale or contract to sell real property which has been divided, or which has resulted from a division of land, in violation of the provisions of this title or the Subdivision Map Act, is voidable at the sole option of the grantee, buyer or person contracting to purchase, any heir, personal representative, or trustee in insolvency or bankruptcy within one year after the date of discovery of the violation. The deed of conveyance, sale or contract to sell is binding upon any successor in interest of the grantee, buyer or person contracting to purchase, other than those above enumerated, and	

	upon the grantor, vendor or person contracting to sell, or his/her assignee, heir or devisee.	
15.17.020	(d) Approval by the city engineer shall be in the form of his or her signature on the certificate of correction or on the face of the amended map. Upon approval, the city engineer shall have cause to file it with the Marin County recorder's office.	
17.10.020	(3) Any structure, fill or excavation which the director of public works or his designee ("director") finds to be minor or incidental, including repair or replacement in kind of an existing structure or structures not requiring any new fill or excavation;	
17.10.040	(a) If the application includes only a structure and/or if the proposed fill or excavation covers less than one (1) acre, the director of public works or his designee ("director"), shall approve, conditionally approve or deny the application within ninety (90) days after the date the application is deemed complete, unless a later date is agreed to by the applicant.	
17.10.040	(c) The director shall consider, in arriving at his decision, applicable regional and state plans for tidal waterways and the criteria, standards, and policies developed by agencies administering such regional and state plans, applicable CEQA requirements, and any written comments submitted by interested parties.	
17.10.040	(6) Expiration and Extension of Tidelands Permits. A tidelands permit shall expire one (1) year from the effective date of the approval, unless a different expiration date is stipulated at the time of approval. Prior to the expiration of such a permit, the applicant may apply to the department of public works for an extension. The director may make minor modifications of the permit at the time of extension if he finds that there had been a substantial change in the circumstances surrounding the original approval. Extensions may be granted for a period of no more than one (1) year from the time of expiration of the original permit. If a building permit or excavation permit was issued during the effective life of a tidelands permit the expiration date of the tidelands permit shall be automatically extended to concur with the expiration date of the building permit or excavation permit.	
17.40.050	(a) Any vessel owner, operator, or occupant who uses city waters for more than seven (7) days within any thirty (30) day period beginning on or after the effective date of this chapter shall obtain an inspection of his or her vessel by either the Coast Guard Auxiliary, the Marin Sail and Power Squadron, a marine surveyor, or other qualified marine expert, to certify that the vessel is in compliance with the provisions of this chapter and state and federal laws regarding marine sanitation devices, and that any through-hull overboard discharge valve is secured, unless the installed marine sanitation device is a "Type I" or "Type II" device approved for discharge through hull.	
18.20.010	"Development" means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.	human-made
18.20.010	"Levee" means a man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control or divert	human-made

	the flow of water so as to provide protection from temporary flooding.	
18.30.060	The degree of flood protection required by this title is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by <b>man-made</b> or natural causes. This title does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This title shall not create liability on the part of city, any officer or employee thereof, the state of California, or the Federal Insurance Administration, Federal Emergency Management Agency, for any flood damages that result from reliance on this title or any administrative decision lawfully made hereunder.	Change “man-made” to “human-made”
18.50.070	E. <b>Man-made</b> alteration of sand dunes which would increase potential flood damage is prohibited.	Change “man-made” to “human-made”
19.10.030	(1) The city manager or <b>his</b> designated representative shall be responsible for the administration and management of open space areas and facilities under the jurisdiction of the city.	
19.10.060	(22) Horseback Riding, Hiking. No person shall drive, ride, lead or keep a horse or other animal in or on open space property except on such roads or trails or other areas so designated. No horse or other animal shall be hitched, leashed or tied to any tree, shrub, or structure in any manner that might cause damage thereto. No person shall ride any animal in a manner that might endanger life or limb of any person or animal, and no person shall allow <b>his</b> animal to be left unattended or insecurely tied.	
19.20.080	E. Swimming and Boats. No person shall swim, wade, float, dive or otherwise enter any fountain, pond, lake, stream or other water feature, natural or <b>man-made</b> , in any park or building except in those areas so designated by city for such swimming, wading, floating or diving.	human-made
20.04.020	F. "Filing" means actual receipt of the item being filed by the person designated in this chapter to receive the item, or by <b>his</b> or <b>her</b> designee.	
20.08.030	After the calculations showing the amount of anticipated increase and how the increase was determined has been approved and reviewed by the city manager or <b>his</b> or <b>her</b> designee, said calculations and method determining the increase shall both be posted in the park office or office area where it can easily be seen by the homeowners and a declaration of posting shall be forwarded to the city manager's office within five (5) days thereafter.	
20.16.040	If any owner or operator demands, accepts, receives, or retains any payment of rent in excess of the maximum lawful lot rent, as determined under this title, the homeowners of such park affected by such violation, individually or by class action, may seek relief in a court of appropriate jurisdiction for injunctive relief and/or damages. In any such court proceeding, the prevailing party shall be awarded <b>his</b> reasonable attorney's fees and the court, in its discretion and in addition to any other relief granted or damages awarded, shall be empowered to award to each affected homeowner civil damages in the sum of	

	<p>not more than three (3) times the total monthly lot rent demanded by the operator from each such homeowner.</p> <p>If any owner demands, accepts, receives or retains any payment of rent in excess of the maximum lawful lot rent, as determined under this title, the operators of such park affected by such violation, individually or by class action, may seek relief in a court of appropriate jurisdiction for injunctive relief and/or damages. In any such court proceeding, the prevailing party shall be awarded his reasonable attorney's fees and the court, in its discretion and in addition to any other relief granted or damages awarded, shall be empowered to award to each affected operator civil damages in the sum of not more than three (3) times the total monthly lot rent demanded by the owner from each such operator.</p>	
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**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: City Manager's Office**

**Prepared by: Angela Robinson Piñon, Assistant City Manager**

**City Manager Approval: \_\_\_\_\_**

**TOPIC: POLICE ADVISORY AND ACCOUNTABILITY COMMITTEE BYLAWS**

**SUBJECT: RESOLUTION ESTABLISHING THE BYLAWS FOR THE POLICE ADVISORY AND ACCOUNTABILITY COMMITTEE**

**RECOMMENDATION:**

Adopt the resolution establishing the bylaws for the Police Advisory and Accountability Committee.

**BACKGROUND:**

On June 5, 2023, the San Rafael City Council adopted Resolution No. 15225 (Attachment 2) establishing the Police Advisory and Accountability Committee ("PAAC" or "Committee"). At that time, the City Council directed staff to work with the Committee to co-create its bylaws.

Staff prepared a draft bylaws document as a starting point for to be presented and discussed with the Committee at its first meeting. Staff developed the draft to align with the City Council resolution establishing the committee, feedback received from the community during 2022 and 2023 outreach, and for consistency with the City of San Rafael's Rules and Procedures for Boards, Commissions, and Committees (BCCs) ([English](#) / [Spanish](#)), adopted by the City Council on March 20, 2023.

At the PAAC meeting on December 20<sup>th</sup>, 2023, staff requested the Committee's feedback on the draft bylaws. At that meeting, the Committee decided to continue this item to their next meeting to allow more time for Committee members to review the draft bylaws and to consider what feedback, would be provided to staff. The staff report for that PAAC meeting is included as Attachment 3.

On January 17, 2024, staff returned to the Committee seeking their feedback. That staff report has is included as Attachment 4. The Committee discussed and considered suggested edits prepared by Alternate Committee member Salamah Locks which are included as Attachment 5.

**ANALYSIS:**

Staff prepared a revision to the initial draft based on the collective feedback from the Committee. Please refer to Attachment 6 for staff's recommended edits and a revised final version of the bylaws. The Committee was interested in incorporating some of Alternate Member Locks suggested edits,

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**FOR CITY CLERK ONLY**

**Council Meeting:** \_\_\_\_\_

**Disposition:** \_\_\_\_\_

**SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2**

which are reflected in Sections 1.2 “Purpose” and 1.3 “Committee Responsibility, in the revised final bylaw document included as Attachment 6.

The proposed bylaws include a provision that all members are eligible based on their income to receive a \$50 monthly stipend. During the recruitment for the PAAC, it was advertised that stipends would be available; therefore, the bylaws reference stipends. The procedures for the administration of the Stipend Pilot Program will be noted in the forthcoming staff report from the City Clerk.

The PAAC also considered a 4-month work plan at their January 17<sup>th</sup> meeting. In addition to training topics recommended by the San Rafael Police Department (SRPD), the PAAC was asked to prioritize topics of “community concern” for discussion at future meetings. The four topics identified were Recruitment and Selection, Law Enforcement Training, Mental Health/Alternative Response, and the SRPD response to Homelessness. The work is intended to support the PAAC’s role in advising the City Council on the training, hiring practices and accountability of the SRPD. The 4-month work plan is summarized in the table below.

<b>Month</b>	<b>Agenda Items</b>
February	1. Police Department Orientation, Structure, Policy & Command Staff Introduction 2. Recruitment and Selection
March	1. Peace Officer Procedural Bill of Rights 2. Professional Standards/ Internal Affairs
April	1. Military Equipment (AB 481 Overview) 2. Law Enforcement Training
May	1. Use of Force / Force Options 2. Mental Health and Alternative Response

In either April or May, the PAAC will consider additional topics for future meetings.

**FISCAL IMPACT:**

There is no fiscal impact associated with this action.

**OPTIONS:**

The City Council has the following options to consider on this matter:

1. Adopt the resolution.
2. Adopt a modified resolution.
3. Direct staff to return with more information.
4. Take no action.

**ATTACHMENTS:**

1. Resolution
2. Resolution No. 15225
3. December 20, 2023 PAAC Staff Report
4. January 17, 2024 PAAC Staff Report
5. Alternate Member Locks Suggested Edits Presented at the January 17, 2024 PAAC Meeting
6. Revised Final PAAC Bylaws

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL  
ESTABLISHING THE BYLAWS FOR THE POLICE ADVISORY AND ACCOUNTABILITY  
COMMITTEE**

**WHEREAS**, On June 5, 2023, the City Council did establish a Police Advisory and Accountability Committee; and

**WHEREAS**, the Police Advisory and Accountability Committee did meet on December 20, 2023 and January 17, 2024 to provide feedback on the draft bylaws; and

**WHEREAS**, the Police Advisory and Accountability Committee's bylaws in Exhibit A attached hereto incorporated feedback from the Police Advisory and Accountability Committee, and are recommended by staff; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby adopts the Police Advisory and Accountability Committee Bylaws as set forth in Exhibit A.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of San Rafael, held on Monday, the 5<sup>th</sup> day of February 2024, by the following vote, to wit:

AYES:            COUNCILMEMBERS:

NOES:            COUNCILMEMBERS:

ABSENT:        COUNCILMEMBERS:

\_\_\_\_\_  
LINDSAY LARA, City Clerk

EXHIBIT A: POLICE ADVISORY AND ACCOUNTABILITY COMMITTEE BYLAWS

# POLICE ADVISORY AND ACCOUNTABILITY COMMITTEE BYLAWS

## ARTICLE I. NAME AND PURPOSE

**Section 1.1. Name.** The name of this body shall be the City of San Rafael Police Advisory and Accountability Committee, hereinafter referred to as the “Committee.”

**Section 1.2. Purpose.** The purpose of the Committee is to provide input to improve public transparency and accountability with respect to the San Rafael Police Department and provide greater community participation in making recommendations on police department policies, practices, and procedures, including those related to community relations, hiring, and training best practices.

In addition to improving transparency and accountability, the Committee will build points of collaboration between the San Rafael Police Department and the community. Additionally, the Committee will review data and policies and facilitate authentic community engagement.

**Section 1.3. Committee Responsibility.** The Committee’s authority is advisory only. The Committee has no power to act on behalf of the City of San Rafael or any other entity. The Committee does not have power or authority to investigate, review or participate in specific police personnel matters or specific police-related incidents, receive or review complaints initiated against personnel of the San Rafael Police Department, or play any role in civil or criminal litigation.

It shall be the function and duty of the Committee to:

- Act as a sounding board for the Community, City Council, the City Manager, and the Police Department regarding community needs and concerns, as well as provide community feedback to proposed police programs and priorities.
- Make recommendations to the City Council regarding police policy, procedures, hiring practices, training, and best practices.
- Request data related to SRPD operations, which shall be presented and accessible during public meetings of the Committee to the extent permitted by law.
- Conduct ongoing community outreach and engagement efforts with all communities.
- Public reports detailing the engagement efforts and other work of the committee over the course of the year shall be produced annually at a

minimum and presented at a City Council meeting to inform the community of the work of the Committee.

- In an effort to foster relationships that promote accountability, transparency, and effectiveness in its work, the Committee will prioritize effective communication and collaboration with SRPD.
- Advise the City Council, the City Manager, the Committee members, and the Police Department on matters associated with the following:
  1. Improve the feeling of safety and security.
  2. Increase cultural competencies, empathy, and customer service skills.
  3. Build trust and improve relationships with the community.
  4. Increase diversity of the police department workforce.
  5. Improve transparency, communication, and accountability.
- Inform themselves on matters affecting the functions and duties of the Police Department and to that end, will participate in training as recommended by the City Council, the City Manager, or the Police Chief or the Committee members.
- Promote community interest and understanding of police operations, policy, priorities and community relations.
- Promote SRPD understanding of the priorities and requests of community members.
- The Committee shall adopt rules for the transaction of business and shall keep a record of its transactions, findings, and determinations, which records shall be a public record.

## **ARTICLE II. MEMBERSHIP**

**Section 2.1. Number of Members.** The Committee shall consist of a total of seven (7) regular voting members, at least one (1) shall be a youth member between the ages of 17-26, and two (2) alternates.

**Section 2.2. Eligibility.** The seven (7) voting Committee members, and any alternate, must be City of San Rafael residents who are at least 18 years old (except for one youth member between the ages of 17-26).

**Section 2.3. Term Limits.** Members of the Committee shall be limited to two (2) consecutive four-year terms. Additional terms may be served if there is a break between terms.

**Section 2.4. Absence and Removal.** An unexcused absence from two (2) consecutive Committee meetings without notification to the Staff Liaison, or six absences (whether excused or unexcused) in any term shall be considered a voluntary resignation from the Committee. Previously dismissed Committee members may be eligible for reappointment to the Committee.

**Section 2.5. Compensation.** Committee members shall be entitled to \$50 a month stipend.

### **ARTICLE III. MEETINGS**

**Section 3.1. Time and date of Regular Meeting.** Notification of meeting place, date, and time shall be rendered to the public through posting on the City of San Rafael website. The Committee shall meet every month, on a consistent day of the month, and shall be scheduled annually. Meetings may be cancelled as needed. The regular meeting schedule for the upcoming year will be set by December of the previous year.

**RESOLUTION NO. 15225**

**RESOLUTION ESTABLISHING THE CITY OF SAN RAFAEL POLICE ADVISORY AND ACCOUNTABILITY COMMITTEE**

**WHEREAS**, the City of San Rafael, hosted community meetings which resulted in the feedback on policing in San Rafael; and

**WHEREAS**, the City of San Rafael seeks to improve transparency, communication, trust, and accountability between the San Rafael Police Department and the community; and

**WHEREAS**, the creation of a Police Advisory and Accountability Committee will serve to improve public transparency and accountability and community relationships with the San Rafael Police Department and the City; and

**WHEREAS**, the creation of a Police Advisory and Accountability Committee will purposefully serve as a sounding board for the City Council, the City Manager and the Police Department regarding community needs and concerns.

**NOW, THEREFORE, BE IT RESOLVED**, by the San Rafael City Council as follows:

1. The City of San Rafael Police Advisory and Accountability Committee is hereby established as an advisory committee to the City Council to improve public transparency and accountability with respect to the San Rafael Police Department and provide greater community participation in making recommendations on police department policies, practices, and procedures.
2. The Committee will be comprised of seven members appointed by the City Council and may include alternate(s). Committee members must be City of San Rafael residents, who have pledged to be impartial, unbiased, and objective. The membership of the Committee should be inclusive and reflective of community members of diverse backgrounds including but not limited to race, ethnicity, age, gender identity, sexual orientation, economic status, and various communities of interest. Committee members must be City of San Rafael residents at least 18 years old (except for one designated seat for a youth member between ages of 17-26) Members are not required to have any specialty knowledge or particular skills to be eligible. The City Council will appoint the Chair and Vice-Chair for the initial first-year term of the Committee.
3. Each Committee member will serve a term of four (4) years, except for certain initial appointments which will be shorter to ensure that the terms are staggered, and not all of the appointments expire in the same year. Members will be limited to two consecutive four-year terms.
4. The City Clerk is hereby authorized to conduct an open, community-wide call for applications for Committee members.
5. The Police Advisory and Accountability Committee shall be governed by the City of San Rafael Boards, Commissions and Committees Rules and Procedures, adopted

by the City Council by resolution in March 2023 (Resolution 15196). Staff will propose Police Advisory and Accountability Committee bylaws for City Council adoption at a future date following further community engagement. The bylaws will include specific details regarding responsibilities and meeting frequencies of the Committee.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City held on Monday, the 5<sup>th</sup> day of June, 2023, by the following vote, to wit:

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate

NOES: Councilmembers: None

ABSENT: Councilmembers: None



Lindsay Lara, City Clerk





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**December 20, 2023  
Item #6**

**TITLE: CO-CREATION OF THE POLICE ADVISORY AND ACCOUNTABILITY  
COMMITTEE DRAFT BYLAWS**

**RECOMMENDATION:**

Provide feedback to staff on the draft bylaws.

**BACKGROUND:**

At its June 5, 2023 meeting, the [San Rafael City Council adopted Resolution No. 15225](#) that authorized the creation of the Committee. The Council also recommended that City staff work with the Committee to co-create its bylaws. Staff has prepared draft bylaws as a starting point for the co-creation of the bylaws with the Committee.

Please note that the Committee is making a recommendation to the Council; therefore, approval of the Committee's bylaws are at the discretion of the City Council. Staff will present the Committee's recommendation at a City Council meeting in 2024.

**DISCUSSION:**

City Staff have developed draft bylaws in accordance with the Council resolution. Please note that the bylaws must also be consistent with the City of San Rafael's Rules and Procedures for Boards, Commissions and Committees (BCCs) ([English](#) / [Spanish](#)), adopted by the City Council on March 20, 2023.

**FISCAL IMPACT:**

None

**ALTERNATIVE ACTION:**

Any other action as determined by the Committee.

Submitted by:

*Angela Robinson Piñon*

Angela Robinson Piñon  
Assistant City Manager

## POLICE ADVISORY AND ACCOUNTABILITY COMMITTEE BYLAWS

### ARTICLE I. NAME AND PURPOSE

**Section 1.1. Name.** The name of this body shall be the City of San Rafael Police Advisory and Accountability Committee, hereinafter referred to as the “Committee.”

**Section 1.2. Purpose.** The purpose of the Committee is to provide input to improve public transparency and accountability with respect to the San Rafael Police Department and provide greater community participation in making recommendations on police department policies, practices, and procedure.

**Section 1.3. Committee Responsibility.** The Committee’s authority is advisory only. The Committee has no power to act on behalf of the City of San Rafael or any other entity. The Committee does not have power or authority to investigate, review or participate in specific police personnel matters or specific police-related incidents, receive or review complaints initiated against personnel of the San Rafael Police Department, or play any role in civil or criminal litigation.

It shall be the function and duty of the Committee to:

- Act as a sounding board for the City Council, the City Manager, and the Police Department regarding community needs and concerns, as well as provide community feedback to proposed police programs and priorities.
- Make recommendations to the City Council regarding police policy, procedures, and best practices.
- Present a report at a City Council meeting regarding the activities of the committee.
- Advise the City Council, the City Manager, and the Police Department on matters associated with the following:
  1. Improve the feeling of safety and security;
  2. Increase cultural competencies, empathy, and customer service skills;
  3. Build trust and improve relationships with the community;
  4. Increase diversity of the police department workforce; and
  5. Improve transparency, communication, and accountability.
- Inform themselves on matters affecting the functions and duties of the Police Department and to that end, will participate in training as recommended by the City Council, the City Manager or the Police Chief.
- Promote public interest and understanding of police operations, policy, priorities and community relations. The Committee shall adopt rules for the transaction of business and shall keep a record of its transactions, findings, and determinations, which records shall be a public record.

## **ARTICLE II. MEMBERSHIP**

**Section 2.1. Number of Members.** The Committee shall consist of a total of seven (7) regular voting members, at least one (1) shall be a youth member age 17-26, and two (2) alternates.

**Section 2.2. Eligibility.** The seven (7) voting Committee members, and any alternate, must be City of San Rafael residents who are at least 18 years old (except for one youth member between the ages of 17-26).

**Section 2.3. Term Limits.** Members of the Committee shall be limited to two (2) consecutive four-year terms. Additional terms may be served if there is a break between terms.

**Section 2.4. Absence and Removal.** An unexcused absence from two (2) consecutive Committee meetings without notification to the Staff Liaison, or six absences (whether excused or unexcused) in any term shall be considered a voluntary resignation from the Committee. Previously dismissed Committee members may be eligible for reappointment to the Committee.

**Section 2.5. Compensation.** Committee members shall be entitled to \$50 a month stipend.

## **ARTICLE III. MEETINGS**

**Section 3.1. Time and date of Regular Meeting.** Notification of meeting place, date, and time shall be rendered to the public through posting on the City of San Rafael website. The Committee shall meet every month, on a consistent day of the month, and shall be scheduled annually. Meetings may be cancelled as needed. The schedule for the upcoming year will be set by December of the previous year.



**January 17, 2024  
Item #2A**

**TITLE: FEEDBACK ON DRAFT BYLAWS**

**RECOMMENDATION:**

Provide feedback to staff on the draft bylaws.

**BACKGROUND:**

At the December 20, 2023, meeting of the Police Advisory and Accountability Committee, the Committee decided to continue this item to the next meeting to allow more time for Committee members to review the draft bylaws and to consider what feedback, if any, would be provided to City staff.

Once the Committee makes its recommendation, City staff will prepare a report to the Council that will include staff and the Committee's recommendations. Final approval of the Board, Commission, and Committee bylaws is at the discretion of the City Council.

**DISCUSSION:**

City staff composed the draft bylaws based on the direction provided by the City Council in [Resolution No. 15225](#) and feedback received on public safety themes and concerns identified by the community. Information regarding those themes may be found here: <https://www.cityofsanrafael.org/community-feedback-on-policing-in-san-rafael/>. This feedback was organized into the following themes:

- Build trust and improve relationships with the community;
- Improve transparency, communication, and accountability;
- Increase diversity of the police department workforce;
- Increase cultural competencies, increase empathy, and customer service skills; and
- Improve the feeling of safety and security.

City staff recommends that should the Committee provide any feedback, it should align with public safety themes expressed by the community (documented in the web page linked above) and with the resolution adopted by the City Council that authorized the creation of the Committee.

In addition to providing feedback on the draft bylaws, the Committee will be asked to approve its 2024 work plan. The proposed work plan will narrow the focus of the Committee's work for the remainder of the 2024 calendar year. Outside of the foundational training presented to the Committee, there will be additional work product for the Committee to review based on public safety concerns gathered during the community outreach conducted in 2022 and 2023. This work plan will be presented to the City Council, City Manager, and Police Department for consideration.

**FISCAL IMPACT:**

None

**ALTERNATIVE ACTION:**

Any other action as determined by the Committee.

Submitted by:

*Angela Robinson Piñon*

Angela Robinson Piñon  
Assistant City Manager

# POLICE COMMUNITY ADVISORY AND ACCOUNTABILITY COMMITTEE BYLAWS

## ARTICLE I. NAME AND PURPOSE

**Section 1.1. Name.** The name of this body shall be the City of San Rafael Police Community Advisory and Accountability Committee, hereinafter referred to as the “Committee.”

**Section 1.2. Purpose.** The purpose of the Committee is to provide input to improve public transparency and accountability with respect to the San Rafael Police Department and provide greater community participation in making recommendations on police department policies, practices, and procedures. In addition to improving transparency and accountability within the SRPD, the Committee will work to humanize both the SRPD officers and the community in the eyes of one another, build points of collaboration, and improve services provided. This will be accomplished by receiving and reviewing the investigations of complaints, reviewing data and policies, facilitating authentic community engagement, conducting audits, and by making policy, procedure, hiring, and training recommendations that bring the community’s perspective into collective decision making.

**Section 1.3. Committee Responsibility.** The Committee’s authority is advisory only review and oversight. The Committee has no power to act on behalf of the City of San Rafael or any other entity. ~~The Committee does not have power or authority to investigate, review or participate in specific police personnel matters or specific police-related incidents, receive or review complaint initiated against personnel of the San Rafael Police Department, or play any role in civil or criminal litigation~~

It shall be the function and duty of the Committee to:

- Act as a sounding board for the Community, City Council, the City Manager, and the Police Department regarding community needs and concerns, as well as provide community feedback to proposed police programs and priorities.
- ~~Make recommendations to the City Council regarding police policy, procedures, and best practices.~~
- ~~Present a report at a City Council meeting regarding the activities of the committee.~~
- Receive and review completed investigations: Receive and review completed complaints, personnel misconduct, and use of force investigations by the Internal Affairs Unit of the SRPD and create public reports.
- Make Policy Recommendations: The Committee shall make recommendations regarding policies, procedures, hiring, and training practices of SRPD.
- Request Data Related to SRPD Operations: Data shall be presented and accessible during public meetings of the Committee to the extent permitted by law.
- Conduct Public Meetings: The Committee shall convene public meetings on RIPA data, use of military equipment, and any other public business related to the oversight of SRPD.

- Collaborate with SRPD: The Committee, when possible, shall collaborate with SRPD to develop community policing initiatives focused on building trust and relationships in marginalized communities, including but not limited to working to assess crime prevention strategies and develop alternatives.
  - Conduct Ongoing Community Outreach and Engagement Efforts: The Committee shall conduct ongoing community outreach and engagement with all communities, especially those disproportionately impacted by law enforcement.
  - Produce Annual Public Reports: In an effort to inform the community of the work of the Committee, public reports detailing the engagement efforts and other mandated work over the course of the year shall be produced annually at a minimum.
  - Foster a Collaborative Relationship with the SRPD: In an effort to foster relationships that promote accountability, transparency, and effectiveness in its work, the Committee will prioritize effective communication and collaboration with SRPD.
  - Officer-Involved Shootings and Use of Force Investigations: SRPD shall provide to the Committee updates and access to the body worn camera footage for review, to the extent legally permitted, of all officer-involved shootings or other use of force investigations. The Committee will Inform the public of the status of the investigations in a timely manner to the extent legally permitted.
  - Subpoena Authority: The Committee may compel the production of information, documentation, and testimony by issuing subpoenas when deemed necessary to the Committee's oversight function.
- Advise the City Council, the City Manager, **the Committee members**, and the Police Department on matters associated with the following:
    1. Improve the feeling of safety and security;
    2. Increase cultural competencies, empathy, and customer service skills;
    3. Build trust and improve relationships with the community;
    4. Increase diversity of the police department workforce; and
    5. Improve transparency, communication, and accountability.

- Inform themselves on matters affecting the functions and duties of the Police Department and to that end, will participate in training as recommended by the City Council, the City Manager, ~~or~~ the Police Chief **or the Committee members**.

- Promote public interest and understanding of police operations, policy, priorities and community relations. **Promote SRDD understanding of the priorities and requests of community members**. The Committee shall adopt rules for the transaction of business and shall keep a record of its transactions, findings, and determinations, which records shall be a public record.

## **ARTICLE II. MEMBERSHIP**

**Section 2.1. Number of Members.** The Committee shall consist of a total of ~~seven (7)~~ **nine (9)** regular voting members, **one each from District 1,2,3,4** at least one (1) shall be a youth member age 17-26, **at least one (1) shall have been incarcerated or experienced a**

negative interaction with law enforcement; one (1) law enforcement officer who has not worked as a sworn law enforcement officer within the last four (4) within the nine (9) Bay Area counties, and has certified that has never engaged in serious misconduct and/or been decertified per SB 2; two (2) At-large members; and two (2) alternates.

**Section 2.2. Eligibility.** The ~~seven (7)~~ **nine (9)** voting Committee members, and any alternate, must be City of San Rafael residents who are at least 18 years old (except for one youth member between the ages of 17-26).

**Section 2.3. Term Limits.** Members of the Committee shall be limited to two (2) consecutive four-year terms. Additional terms may be served if there is a break between terms.

**Section 2.4. Absence and Removal.** An unexcused absence from two (2) consecutive Committee meetings without notification to the Staff Liaison, or six absences (whether excused or unexcused) in any term shall be considered a voluntary resignation from the Committee. Previously dismissed Committee members may be eligible for reappointment to the Committee. **Vacancies of a designated member shall be filled by an alternate until that seat has been appointed.**

**Section 2.5. Compensation.** Committee members shall be entitled to \$50 a month stipend.

### **ARTICLE III. MEETINGS**

**Section 3.1. Time and date of Regular Meeting.** Notification of meeting place, date, and time shall be rendered to the public through posting on the City of San Rafael website. The Committee shall meet every month, on a consistent day of the month, and shall be scheduled annually. Meetings may be cancelled as needed. The schedule for the upcoming year will be set by December of the previous year.

### **ARTICLE IV. AMENDMENT OF BYLAWS**

**Section 4.1. Amendment.** Any member may propose amendments to these bylaws. Proposed amendments must be submitted in writing to the City staff for placing the proposal on the agenda for the next regular meeting, and presenting a recommendation to the members at that meeting. These bylaws shall be amended only with the concurrence of the majority of the members present and voting.

**Section 4.2. Effective Date.** Amendments shall become effective immediately upon their adoption by City Council.

### **ARTICLE V. PARLIAMENTARY PROCEDURES**

All meetings shall be conducted according to the latest edition of Robert's Rules of Order, Newly Revised (RONR).



# POLICE ADVISORY AND ACCOUNTABILITY COMMITTEE BYLAWS

## ARTICLE I. NAME AND PURPOSE

**Section 1.1. Name.** The name of this body shall be the City of San Rafael Police Advisory and Accountability Committee, hereinafter referred to as the “Committee.”

**Section 1.2. Purpose.** The purpose of the Committee is to provide input to improve public transparency and accountability with respect to the San Rafael Police Department and provide greater community participation in making recommendations on police department policies, practices, and procedures, **including those related to community relations, hiring, and training best practices.**

**In addition to improving transparency and accountability, the Committee will build points of collaboration between the San Rafael Police Department and the community. Additionally, the Committee will review data and policies and facilitate authentic community engagement.**

**Section 1.3. Committee Responsibility.** The Committee’s authority is advisory only. The Committee has no power to act on behalf of the City of San Rafael or any other entity. The Committee does not have power or authority to investigate, review or participate in specific police personnel matters or specific police-related incidents, receive or review complaints initiated against personnel of the San Rafael Police Department, or play any role in civil or criminal litigation.

It shall be the function and duty of the Committee to:

- Act as a sounding board for the Community, City Council, the City Manager, and the Police Department regarding community needs and concerns, as well as provide community feedback to proposed police programs and priorities.
- Make recommendations to the City Council regarding police policy, procedures, **hiring practices, training,** and best practices.
- **Request data related to SRPD operations, which shall be presented and accessible during public meetings of the Committee to the extent permitted by law.**
- **Conduct ongoing community outreach and engagement efforts with all communities.**
- **Public reports detailing the engagement efforts and other work of the committee over the course of the year shall be produced annually at a minimum and presented at a City Council meeting to inform the community of the work of the Committee.**

- In an effort to foster relationships that promote accountability, transparency, and effectiveness in its work, the Committee will prioritize effective communication and collaboration with SRPD.
- Advise the City Council, the City Manager, the Committee members, and the Police Department on matters associated with the following:
  1. Improve the feeling of safety and security.
  2. Increase cultural competencies, empathy, and customer service skills.
  3. Build trust and improve relationships with the community.
  4. Increase diversity of the police department workforce.
  5. Improve transparency, communication, and accountability.
- Inform themselves on matters affecting the functions and duties of the Police Department and to that end, will participate in training as recommended by the City Council, the City Manager, or the Police Chief or the Committee members.
- Promote community interest and understanding of police operations, policy, priorities and community relations.
- Promote SRPD understanding of the priorities and requests of community members.
- The Committee shall adopt rules for the transaction of business and shall keep a record of its transactions, findings, and determinations, which records shall be a public record.

## **ARTICLE II. MEMBERSHIP**

**Section 2.1. Number of Members.** The Committee shall consist of a total of seven (7) regular voting members, at least one (1) shall be a youth member between the ages of 17-26, and two (2) alternates.

**Section 2.2. Eligibility.** The seven (7) voting Committee members, and any alternate, must be City of San Rafael residents who are at least 18 years old (except for one youth member between the ages of 17-26).

**Section 2.3. Term Limits.** Members of the Committee shall be limited to two (2) consecutive four-year terms. Additional terms may be served if there is a break between terms.

**Section 2.4. Absence and Removal.** An unexcused absence from two (2) consecutive Committee meetings without notification to the Staff Liaison, or six absences (whether excused or unexcused) in any term shall be considered a voluntary resignation from the

Committee. Previously dismissed Committee members may be eligible for reappointment to the Committee.

**Section 2.5. Compensation.** Committee members shall be entitled to \$50 a month stipend.

### **ARTICLE III. MEETINGS**

**Section 3.1. Time and date of Regular Meeting.** Notification of meeting place, date, and time shall be rendered to the public through posting on the City of San Rafael website. The Committee shall meet every month, on a consistent day of the month, and shall be scheduled annually. Meetings may be cancelled as needed. The regular meeting schedule for the upcoming year will be set by December of the previous year.



**SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY  
AGENDA REPORT**

Department: Finance Department

Prepared by: Paul Navazio, Finance Director

City Manager Approval: 

**TOPIC: SUCCESSOR AGENCY QUARTERLY INVESTMENT REPORT**

**SUBJECT: ACCEPTANCE OF SUCCESSOR AGENCY QUARTERLY INVESTMENT REPORT FOR THE QUARTER ENDING DECEMBER 31, 2023**

**RECOMMENDATION:** Accept investment report for the quarter ending December 31, 2023, as presented.

**BACKGROUND:** Pursuant to the State of California Government Code Section 53601 and the City's investment policy, last approved by the City Council on [June 21, 2022](#), staff provides the governing body a quarterly report on the Successor Agency's investment activities and liquidity.

**ANALYSIS:** The Successor Agency checking account had a balance of \$148,342 as of the quarter ending December 31, 2023.

**FISCAL IMPACT:** No financial impact occurs by adopting the report.

**RECOMENDATION:** Accept investment report for the quarter ending December 31, 2023, as presented.

**ATTACHMENT:**

1. Successor Agency Cash & Investment Report October through December 31, 2023.

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FOR CITY CLERK ONLY

Council Meeting:

Disposition:

**TREASURER'S CERTIFICATION**

I CERTIFY THAT ALL INVESTMENTS MADE ARE IN CONFORMANCE WITH SUCCESSOR AGENCY'S APPROVED INVESTMENT POLICY AND STATE INVESTMENT REGULATIONS. THE SUCCESSOR AGENCY HAS SUFFICIENT LIQUIDITY TO MEET ALL OF THE OBLIGATIONS REQUIRED DURING THE NEXT SIX-MONTH PERIOD, SUBJECT TO OVERSIGHT BOARD APPROVAL OF OBLIGATIONS AND THE SUBSEQUENT TIMELY COUNTY DISBURSEMENT OF FUNDS.

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Paul Navazio  
Finance Director

# SUCCESSOR AGENCY TO SAN RAFAEL REDEVELOPMENT AGENCY

CASH and INVESTMENTS

QUARTER ENDED 12/31/2023

ISSUER	PURCHASE TYPE	PURCHASE DATE	MATURITY DATE	YIELD	PURCHASE PRICE	PAR VALUE	MARKET VALUE	Days to Maturity	% OF TOTAL	AS OF
<u>CASH ACCOUNTS:</u>										
WESTAMERICA	DD	N/A	N/A		\$ 253,496.76	\$ 253,496.76	\$ 253,496.76	1	100.00%	5/31/2023
WESTAMERICA	DD	N/A	N/A		\$ 123,234.31	\$ 123,234.31	\$ 123,234.31	1	100.00%	6/30/2023
WESTAMERICA	DD	N/A	N/A		\$ 123,234.31	\$ 123,234.31	\$ 123,234.31	1	100.00%	9/30/2023
WESTAMERICA	DD	N/A	N/A		\$ 148,342.31	\$ 148,342.31	\$ 148,342.31	1	100.00%	12/31/2023
<b>TOTAL INVESTMENTS</b>					<b>\$ 148,342.31</b>	<b>\$ 148,342.31</b>	<b>\$ 148,342.31</b>			
<b>TOTAL INVESTMENTS</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>TOTAL CASH &amp; INVESTMENTS - QUARTER-END BALANCE</b>					<b>\$ 148,342.31</b>	<b>\$ 148,342.31</b>	<b>\$ 148,342.31</b>		<b>100.00%</b>	

% Portfolio held 1 year or less

100%
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**TYPE:**

DD - Demand Deposit