

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting
Monday, September 21, 2020, 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

This meeting will be held remotely via Zoom. The meeting can be accessed beginning at 6pm at the following address:

<https://us02web.zoom.us/j/81017429591?pwd=YVhUNjU0FwYWgyNiVldUpUdFA0UT09>

Meeting ID: 810 1742 9591 Password: 798611

CALL TO ORDER/ROLL CALL

OPEN FORUM

This is an opportunity for any citizen to briefly address the Board of Trustees on any matter that does not appear on this agenda. Upon being recognized by the Chair, please state your name, address, and limit your oral statement to no more than three minutes. Matters that appear to warrant a lengthier presentation or Board consideration may be placed on the agenda for further discussion at a later meeting.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report – William Smith, Agency Chair (2 minutes)
2. Library Director's Report, including COVID-19 Update - Deborah Mazzolini, Library Director (5 minutes)
3. Expansion Update – Glenn Isaacson, Project Manager (5 minutes)
4. Belvedere Tiburon Library Foundation Report (5 minutes)
5. Agency Financial Statements August 2020 (5 minutes)
6. Committee Reports (5 minutes)

CONSENT CALENDAR – 2 MINUTES

The purpose of the Consent Calendar is to group items together which generally do not require discussion and which will probably be approved by one motion unless separate action is required on a particular item. Any member of the Agency may request removal of an item for discussion.

7. Approval of Agency Minutes of August 3, 2020
8. Approval of Agency Warrants dated July and August 2020

TRUSTEE CONSIDERATIONS

The purpose of Trustee Considerations is to list items for discussion and potential action.

9. Consideration of Conflict of Interest Policy update
10. Consideration of Response to Marin Grand Jury Website Transparency update

COMMUNICATIONS & ANNOUNCEMENTS

11. Schedule of 2020 Meeting Dates

NOTICE

AMERICANS WITH DISABILITIES ACT

The following accommodations will be provided, upon request, to persons with a disability: agendas and/or agenda packet materials in alternate formats; special assistance needed to attend or participate in this meeting. Please make your request at the office of the Administrative Assistant or by calling (415) 789-2660. Whenever possible, please make your request three days in advance.

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September 15, 2020

To: Bill Smith Chair, Library Agency Members and Debbie Mazzolini,
Library Director
From: Glenn Isaacson, Project Manager
Subject: Expansion Project Activity Report No. 8

Activities Accomplished:

The "new" building and the "old" building are connected at both the roof and floor levels with only a temporary wall separating the Nave from the new construction. Demolition and interior framing are also occurring in the space in the old building, which was vacated by staff.

The main entry to the building is being changed to route through the Founders Room so that the current entry foyer can be extended and become part of the new Teen Library. The staff has been greatly cooperative in accommodating this change.

Site work for the areas to be developed with the new North Parking Lot and Zelinsky Park is on hold to focus intently on completing the "new" building by January 2021.

The palette of interior finishes selected, which adheres to the current much appreciated classic Craftsman style, has met with almost universal approval from Agency members and visitors.

Looking ahead the following activities will occur in the next several weeks:

While the last two months has featured framing the activities now turn to the sub-trades: electric and data, plumbing, sprinklers, roofers and HVAC, which are now all active in the building doing their rough-outs in the walls and ceiling spaces.

Longer term activities include:

Installing insulation in the roof over the entire new and old structures, installing a new roof, gutters and downspouts over the entire new and old buildings, installing windows and doors, insulating walls and installing dry wall to the interior and wood shingles to the exterior.

Commencement of off-site improvements in Tiburon Blvd, for the elongation of the left turn lane from Tiburon Blvd. into Mar West Street, the restoration of the median

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when the current curb cuts for entry into the existing parking lot are removed and the installation of a new fire service line with hydrant on Tiburon Blvd.

Overview:

The Total Development Cost Budget of \$17,000,000 continues to hold and the delivery date for a completed project remains as summer of 2021.

END

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Belvedere-Tiburon Library Agency
Statement of Revenues
Period Ending August 31, 2020

	FY 2020-21			FY 2019-20		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
GENERAL FUND						
Basic Library Tax	\$ 2,067,703	\$ 105,470	5.1%	\$ 1,967,372	\$ 24	0.0%
Parcel Tax	\$ 275,000	\$ 14,192	5.2%	\$ 275,000	\$ -	0.0%
ERAF	\$ 400,000	\$ -	0.0%	\$ 400,000	\$ -	0.0%
Grants	\$ 62,820	\$ 1,291	2.1%	\$ 202,194	\$ -	0.0%
Desk Revenue Sales & Fines	\$ 6,929	\$ 2,904	41.9%	\$ 20,739	\$ 2,714	13.1%
Interest Income	\$ 31,329	\$ 336	0.0%	\$ 54,300	\$ 539	1.0%
Misc. Other Revenue	\$ 2,931	\$ -	0.0%	\$ 4,264	\$ 717	0.0%
TOTAL GENERAL FUND	\$ 2,846,712	124,194	4.4%	\$ 2,923,869	\$ 3,994	0.1%
DEBT SERVICE						
Principal Repayment	\$ (80,000)	\$ -	0.0%	\$ (75,000)	\$ -	0.0%
Bond Interest	\$ (37,500)	\$ -	0.0%	\$ (42,150)	\$ -	0.0%
Fiscal Agent Fees	\$ (12,500)	\$ -	0.0%	\$ (11,000)	\$ -	0.0%
TOTAL DEBT SERVICE	\$ (130,000)	\$ -	0.0%	\$ (128,150)	\$ -	0.0%
TOTAL REVENUE AFTER DEBT SERVICE	\$ 2,716,712	124,194	4.6%	\$ 2,795,719	\$ 3,994	0.1%

Percent of Year Complete	16.7%
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- (1) Basic and Parcel Tax Revenue 55% of tax revenue is received in December
45% of tax revenue is received in April
- (2) ERAF 54% of ERAF revenue is received in January
46% of ERAF revenue is received in June
- (3) BTLF Grants Endowment grant is received in September
Corner Books and Annual Appeal grants are received in June

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Belvedere-Tiburon Library Agency
Statement of Expenditures
Period Ending August 31, 2020

	FY 2020-21			FY 2019-20		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
GENERAL FUND						
Personnel	\$ 1,964,336	\$ 388,196	19.8%	\$ 1,926,704	\$ 362,832	18.8%
Books, Services & Supplies	\$ 289,670	\$ 139,577	48.2%	\$ 286,029	\$ 131,895	46.1%
Technology Services (4)	\$ 111,300	\$ 15,487	13.9%	\$ 113,922	\$ 11,080	9.7%
Services & Supplies (6)	\$ 105,500	\$ 14,061	13.3%	\$ 103,300	\$ 15,798	15.3%
Building Expenses (5)	\$ 158,909	\$ 34,074	21.4%	\$ 148,330	\$ 28,478	19.2%
Agency Administration	\$ 61,420	\$ 2,198	3.6%	\$ 55,164	\$ 2,893	5.2%
TOTAL GENERAL FUND	\$ 2,691,135	593,592	22.1%	\$ 2,633,449	\$ 552,976	21.0%
ADDITIONS & IMPROVEMENTS						
Technology & Equipment	\$ 8,000	\$ -	0.0%	\$ 8,000	\$ -	0.0%
Building Furniture & Fixtures	\$ 10,000	\$ 5,299	53.0%	\$ 20,000	\$ -	0.0%
TOTAL ADDITIONS & IMPROVE	\$ 18,000	\$ 5,299	29.4%	\$ 28,000	\$ -	0.0%
TOTAL OPERATING EXPENDITURE	\$ 2,709,135	\$ 598,891	22.1%	\$ 2,661,449	\$ 552,976	20.8%
NON-OPERATING EXPENSES						
Transfer to Bldg Maintenance Res	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Use Building Reserve	\$ -	\$ -		\$ -	\$ -	
TOTAL NON-OPERATING EXP	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
EXPANSION ACTIVITY						
Expansion Funds Income (7)	\$ 13,000,000	\$ 1,225,000	9.4%	\$ 7,000,000	\$ 800,025	11.4%
Less: Expansion Expenditures (7)	\$ 13,000,000	\$ 1,206,693	9.3%	\$ 7,000,000	\$ 860,789	12.3%
NET EXPANSION ACTIVITY	\$ -	\$ 18,307		\$ -	\$ (60,764)	

Percent of Year Complete	16.7%
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- (4) Technology Services Annual MARINet charge is paid in the Fall. There are other small MARINet expenses paid throughout the year
- (5) Building Expenses Building and Liability insurance is paid in September
- (6) Public Relations and Postage Three to Four newsletters are done annually: Fall, Winter, Spring, and Special Issue (if appropriate). Costs in the Public Relations and Postage line items show an increase at those times
- (7) Expansion Activity Transfer of Funds from Foundation can be a slight timing difference across fiscal year from the timing of related expenditures.

**Special meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
August 3, 2020**

Roll Call, Present: Chair William Smith, Vice Chair Niran Amir, Treasurer Jeff Slavitz, Thomas Cromwell, Maureen Johnson, Ken Weil

Members Absent: None

Also Present: Glenn Isaacson, Deborah Mazzolini, Rachael Ong, Nancy Kemnitzer, Peter Spoerl, Deirdre McCrohan, Kristin Johnson

CALL TO ORDER: Chair Smith called the meeting to order at 6:20 pm

1. Chair's Report

Chair Smith said that tours of the new Library construction have begun, and that he was impressed with the volume of the new Children's, Corner Books, Meeting, and Technology areas.

Tonight's agenda includes Election of Officers, an Agency Bylaw update, and Resolutions regarding the Gann Limit and Insurance Reserve Funding.

Two Tiburon residents have applied for the open Agency position.

2. Election of Officers for Fiscal Year 2021.

Chair Smith called for nominations for Agency Chair. **Motion to nominate Trustee Smith made by Trustee Amir and seconded by Trustee Johnson. There were no other nominations. Roll call vote: Ayes by Trustees Amir, Johnson, Cromwell, Slavitz, Weil, and Smith, all in favor, no Noes. Chair Smith elected for a second term as Chair.**

Chair Smith called for nominations for Agency Vice Chair. **Motion to nominate Trustee Amir made by Trustee Johnson and seconded by Trustee Cromwell. There were no other nominations. Roll call vote: Ayes by Trustees Amir, Johnson, Cromwell, Slavitz, Weil, and Smith, all in favor, no Noes. Vice Chair Amir elected for a second term as Vice Chair.**

Chair Smith called for nominations for Agency Treasurer. **Motion to nominate Trustee Slavitz made by Trustee Weil and seconded by Trustee Johnson. There were no other nominations. Roll call vote: Ayes by Trustees Amir, Johnson, Cromwell, Slavitz, Weil, and Smith, all in favor, no Noes. Treasurer Slavitz elected for a second term as Treasurer.**

OPEN Forum:

Chair Smith opened the floor for discussion or questions about any item not on the agenda. There were no comments or questions.

3. Library Director's Report

Director Mazzolini reported that the Library Staff are very active with curbside service. COVID procedures are in effect. Returned books are quarantined for 4 days. Hundreds of books are returned and 400 to 500 books are picked up daily by patrons. The curbside hours remain 10am to 2pm on Monday, Wednesday, Thursday, and Friday, and 2pm to 7pm on Tuesday. The Staff have resumed book ordering at a normal pace. Library patrons have been very pleased to have access to newer bestsellers. The Library website is regularly updated with new books, numerous children's story hours, teen online book talks, teen summer reading program and a possible teen poetry jam. Reference staff continue to support patrons with research and technology issues. The Library Staff and patrons feel very connected through this support and through the online programs. More adult programs such as art talks are in the works under the Zoom format.

Trustee Amir reported that she, Director Mazzolini, and Expansion Project Manager Glenn Isaacson appeared before the Reed Union School District's Board at a June meeting. The trio reported on the Library's COVID protocols and curbside service, online programs and newsletters, and the status of the Expansion. The Board members were receptive and reiterated their appreciation of maintaining a strong partnership between the Library and the District schools. Trustee Cromwell suggested that the School Board members be given a tour of the Library construction site. Trustee Amir added that September or October would be a good time for this, after classes are organized for the coming school year.

4. Expansion Update

Project Manager Glenn Isaacson reported that the framing of the new building area is approximately 90% completed. The construction team is now ready to join the new building to the old at roof level, having recently joined the two at floor level. This joining is a Project milestone, after which all electrical and data lines can be run by subcontractors. This activity won't be as visibly dramatic as the framing, but it is vitally important. The team will also now begin to apply finishes to the new building exterior.

The Project is on track within the \$17,000,000 budget and on schedule for a grand opening next summer.

Trustee Cromwell asked what might cause any budget pressures. Mr. Isaacson said that any late delivery of key elements, i.e., supply chain issues could cause budget changes. The most sensitive items would be the custom made windows and doors. So far, all supplies have arrived in good keeping with the construction schedule.

Other budget issues could arise related to earthwork behind the Library when the grading for parking lot is started. The team is still exploring options to balance the site, i.e., to move as little soil as possible onto and off of the site.

Trustee Weil asked what percentage of the Project's Contingency Budget has been used. Mr. Isaacson said that the Contingency is currently larger (at \$800,000) than the original amount authorized (\$600,000). The growth in Contingency is due to savings on roof shingles as discussed at previous Agency meeting. There will continue to be both savings and cost increases as the project continues.

5. Foundation Report

Foundation President Rachael Ong reported that the Foundation team is collaborating with Mr. Isaacson for construction site tours to reinvigorate the Capital Campaign. The Foundation has also recently sent out e-blasts and a newsletter to re-engage with the general public, with good response. A visual thermometer illustration is in the works to publicly illustrate progress and funds needed. Active solicitations with capable donors are underway. The season's first digital fundraising event, the annual Petrocelli Luncheon, will be held online in November.

6. Agency Financial Statements and Quarterly Treasurer's Report

Clerk Johnson reported that the preliminary June numbers show income over budget by approximately \$13,000 and expenses under budget by approximately \$92,000. Despite the Covid closure and the foundation's shift of funds to the expansion, the Library remains in good shape with a projected bottom line of about \$240,000. Operating Cash Reserves at year-end are about \$3,100,000.

7. Committee Reports

Director Mazzolini said that ideas are in the works for online art shows, online monthly art docent presentations, and other online programs. The Program and Art Committees are very actively generating ideas and planning for the Library opening and for the proper hanging of art in the new skylit gallery!

CONSENT CALENDAR

- 8/9. Motion to approve the Minutes of June 15 and June 29, 2020, and the Warrants dated June, 2020, made by Treasurer Slavitz, seconded by Trustee Cromwell, all present in favor, passed.**

TRUSTEE CONSIDERATIONS:

- 10. Motion to adopt Resolution No. 260-2020 Adopting the 2020/2021 Gann Appropriations Limit for the Belvedere Tiburon Library Agency made by Trustee Johnson, seconded by Treasurer Slavitz. Roll call Vote: Ayes by Trustees, Weil, Slavitz, Cromwell, Amir, Johnson, and Smith. Noes: none. Motion passed.**
- 11. Motion to adopt Resolution No. 261-2020 Adopting the 2020/2021 Gann Appropriations Limit for the Belvedere Tiburon Library Agency Community Facilities District #1995-1 made by Trustee Johnson, seconded by Trustee Cromwell. Roll call vote: Ayes by Trustees Amir, Johnson, Cromwell, Slavitz, Weil, Smith. Noes: none. Motion passed.**

12. Consideration of Adoption of Resolution No. 262-2020

Trustee Cromwell said that, given the Library is in a flood plain, increasing the insurance reserve to cover a \$250,000 deductible is a good idea. Director Mazzolini added that the deductible had been discussed at the previous meeting when the new insurance was approved.

Motion to adopt Resolution No. 262-2020 Expending and Funding Reserves made by Trustee Weil, seconded by Trustee Amir. Roll call vote: Ayes by Trustees Weil, Slavitz, Cromwell, Johnson, Amir, Smith. Noes: none. Motion passed.

13. Consideration of Adoption of Resolution No. 263-2020

Deirdre McCrohan, Ark Reporter, asked whether the Agency or the Foundation was responsible for the loan. Director Mazzolini said that the loan funds will be borrowed and repaid by the Agency, while the Foundation is the guarantor of the loan. This resolution updates those authorized to borrow as Agency positions, rather than particular persons (the persons previously authorized are no longer on the Agency Board).

Motion to adopt Resolution No. 263-2020 Amending Resolution No. 237-2018 Authorizing Execution of Loan documents and Finalizing an Agreement to Borrow Funds from Mechanics Bank to Both Supplement the Ongoing Library Foundation Capital Building Campaign Efforts and to Accelerate Construction of the Library Expansion Project made by Trustee Slavitz, seconded by Trustee Weil. Roll call vote: Ayes by Trustees Cromwell, Slavitz, Weil, Amir, Johnson, and Smith. Noes: none. Motion passed.

14. Consideration of adopting updated Agency Bylaws.

Chair Smith said that he and Trustee Weil had developed some ideas about modernizing the Agency bylaws and discussed the proposed changes with Library legal counsel Peter Spoerl. The recommended changes are shown in the packet document and include identifying and specifying a parliamentarian who is appointed by the Library Director, and an emphasis on Trustee responsibility to vote, including a requirement for a specific reason to abstain from voting. Trustee Slavitz added that these changes bring the bylaws to current standards, having these practices stated rather than implied.

Motion to adopt the updated Agency Bylaws as presented made by Trustee Slavitz, seconded by Trustee Cromwell. Roll call vote: Ayes by Trustees Weil, Slavitz, Cromwell, Amir, Johnson, and Smith. Noes: none. Motion passed.

COMMUNICATIONS & ANNOUNCEMENTS**13. Schedule of 2020 Meeting Dates**

The next meeting is scheduled for Monday, September 21, 2020.

Also, this coming Wednesday night, the Tiburon Town Council will appoint one of the two applicants for the Tiburon Agency Trustee vacancy.

Chair Smith adjourned the meeting at 7:13 pm

Respectfully Submitted,

Kristin M. Johnson, Clerk of the Belvedere-Tiburon Library Agency Board

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Check/Voucher Date	Check/Voucher Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total		
OPERATING - HAND CHECKS									
7/14/2020	000291	Nub Games, Inc.	100	8020	Online Services	\$ 365.00	\$ 365.00		
6/30/2020	000292	Cascada de Flores	100	8250	Children's Program Supplies	\$ 300.00	\$ 300.00	Fiscal Year 20	(but not A/I)
7/16/2020	000293	Vantagepoint TRF AGT 457	100	2040	Deferred Compensation Contrib	\$ 3,670.87	\$ 3,670.87		
						\$ -	\$ -		
OPERATING - PRINTED									
7/15/2020	100772	BUSINESS CARD	100	8020	Online Services	\$ 5,727.90		Fiscal Year 20	
7/15/2020	100772	BUSINESS CARD	100	8230	Office Supplies	\$ 389.63		Fiscal Year 20	
7/15/2020	100772	BUSINESS CARD	100	8250	Children's Program Supplies	\$ 237.50		Fiscal Year 20	
7/15/2020	100772	BUSINESS CARD	100	8251	Young Adult Programs	\$ 123.31		Fiscal Year 20	
7/15/2020	100772	BUSINESS CARD	100	8430	Building Maintenance	\$ 696.00		Fiscal Year 20	
7/15/2020	100772	BUSINESS CARD	100	8815	Credit Card Fees	\$ 1.00	\$ 7,175.34	Fiscal Year 20	
7/15/2020	100773	CCH INCORPORATED	100	7601	Books and other Materials	\$ 209.69	\$ 209.69		
7/15/2020	100774	CENGAGE GALE	100	7601	Books and other Materials	\$ 25.98	\$ 25.98		
7/15/2020	100775	EMILIA HAGERMAN	100	8250	Children's Program Supplies	\$ 180.00	\$ 180.00	Fiscal Year 20	
7/15/2020	100776	ENCYCLOPAEDIA BRITANNICA	100	7606	Digital Resources & Content	\$ 675.00	\$ 675.00		
7/15/2020	100777	ENVISIONWARE, INC.	100	8070	Software	\$ 696.45	\$ 696.45		
7/15/2020	100778	HAGEL SUPPLY COMPANY	100	8460	Custodial Supplies	\$ 118.38	\$ 118.38		
7/15/2020	100779	INGRAM LIBRARY SERVICES	100	7601	Books and other Materials	\$ 11,786.80		Fiscal Year 20	
7/15/2020	100779	INGRAM LIBRARY SERVICES	100	7602	Vendor Processing Costs	\$ 802.78	\$ 12,589.58	Fiscal Year 20	
7/15/2020	100780	LINCOLN NATIONAL LIFE INS	100	7110	PERS Insurance Benefits	\$ 455.13	\$ 455.13		
7/15/2020	100781	MARIN IT, INC.	100	8020	Online Services	\$ 400.00			
7/15/2020	100781	MARIN IT, INC.	100	8070	Online Services	\$ 323.00		Fiscal Year 20	
7/15/2020	100781	MARIN IT, INC.	100	8040	Technical Support	\$ 1,468.75	\$ 2,191.75	Fiscal Year 20	
7/15/2020	100782	MATT SANDBANK	100	8250	Children's Program Supplies	\$ 200.00	\$ 200.00		
7/15/2020	100783	MILL VALLEY REFUSE	100	8480	Trash	\$ 259.60	\$ 259.60		
7/15/2020	100784	MUSICAL ROBOT	100	8250	Children's Program Supplies	\$ 225.00	\$ 225.00		
7/15/2020	100785	OCLC, INC.	100	8020	Online Services	\$ 1,809.82	\$ 1,809.82		
7/15/2020	100786	OVERDRIVE, INC.	100	7606	Digital Resources & Content	\$ 1,353.84		Fiscal Year 20	
7/15/2020	100786	OVERDRIVE, INC.	100	7606	Digital Resources & Content	\$ 319.82	\$ 1,673.66		
7/15/2020	100787	PACIFIC GAS & ELECTRIC	100	8490	Electricity & Gas	\$ 1,958.04	\$ 1,958.04	Fiscal Year 20	
7/15/2020	100788	REDWOOD SECURITY SYSTEMS,	100	8492	Maintenance Contracts	\$ 285.00	\$ 285.00		
7/15/2020	100789	RICKY ROO AND FRIENDS	100	8250	Children's Program Supplies	\$ 300.00	\$ 300.00		
7/15/2020	100790	SIDECAR PUBLICATIONS LLC	100	7606	Digital Resources & Content	\$ 348.00	\$ 348.00		
7/15/2020	100791	TERMINIX PROCESSING CENTE	100	8492	Maintenance Contracts	\$ 87.00	\$ 87.00	Fiscal Year 20	
7/15/2020	100792	TPX COMMUNICATIONS	100	8260	Telephone	\$ 955.53	\$ 955.53		
7/15/2020	100793	URSULA COUSIN	100	8090	Technology Training	\$ 150.00	\$ 150.00	Fiscal Year 20	
					Total	\$36,904.82	\$ 36,904.82		

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 BELVEDERE TIBURON LIBRARY AGENCY
 OPERATING WARRANTS
 JULY 31, 2020

Check/Voucher Date	Check/Voucher Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING - HAND CHECKS							
7/24/2020	000294	GLENN ISAACSON	360	9850	Art Committee Expenses	2,840.00	2,840.00
7/31/2020	000295	MARINET	100	7607	MARINet	86,715.87	86,715.87
7/31/2020	000296	SPECIAL DISTRICT MANAGEMENT AUTHORITY	100	2720	Reserved for Insurance	24,540.00	
7/31/2020	000296	SPECIAL DISTRICT MANAGEMENT AUTHORITY	100	7120	Workers Comp Insurance	6,496.00	
7/31/2020	000296	SPECIAL DISTRICT MANAGEMENT AUTHORITY	100	7125	Insurance	2,234.46	
7/31/2020	000296	SPECIAL DISTRICT MANAGEMENT AUTHORITY	100	8410	Building & Contents Insurance	20,000.00	53,270.46
OPERATING - PRINTED							
7/31/2020	100794	AMERICAN EXPRESS	100	7601	Books and other Materials	12.98	
7/31/2020	100794	AMERICAN EXPRESS	100	7606	Digital Resources & Content	123.24	
7/31/2020	100794	AMERICAN EXPRESS	100	8020	Online Services	389.90	
7/31/2020	100794	AMERICAN EXPRESS	100	8071	Website Maintenance	125.00	
7/31/2020	100794	AMERICAN EXPRESS	100	8230	Office Supplies	148.06	
7/31/2020	100794	AMERICAN EXPRESS	100	8251	Young Adult Programs	200.40	999.58
7/31/2020	100795	BRODART CO.	100	7601	Books and other Materials	451.32	
7/31/2020	100795	BRODART CO.	100	7602	Vendor Processing Costs	67.00	518.32
7/31/2020	100796	CENGAGE GALE	100	7601	Books and other Materials	132.46	132.46
7/31/2020	100797	DELTA DENTAL OF CALIFORNI	100	7110	PERS Insurance Benefits	1,215.40	1,215.40
7/31/2020	100798	IRELAND-ROBINSON & HADLEY	100	8430	Building Maintenance	1,091.60	1,091.60
7/31/2020	100799	LINCOLN NATIONAL LIFE INS	100	7110	PERS Insurance Benefits	234.88	234.88
7/31/2020	100800	VOID				-	-
7/31/2020	100801	MARIN IT, INC.	100	8040	Technical Support	31.25	
7/31/2020	100801	MARIN IT, INC.	100	8070	Software	323.00	354.25
7/31/2020	100802	MSI LITHO	100	8220	Postage Freight	1,697.05	
7/31/2020	100802	MSI LITHO	100	8225	Public Relations	3,368.87	5,065.92
7/31/2020	100803	OCLC, INC.	100	8020	Online Services	1,125.00	1,125.00
7/31/2020	100804	OVERDRIVE, INC.	100	7606	Digital Resources & Content	863.23	863.23
7/31/2020	100805	PACIFIC GAS & ELECTRIC	100	8490	Electricity & Gas	1,703.18	1,703.18
7/31/2020	100806	PUPPET ART THEATER	100	8250	Children's Program Supplies	300.00	300.00
7/31/2020	100807	VOID				-	-
7/31/2020	100808	VANTAGEPOINT TRF AGT-457	100	2040	Deferred Comp Deductions	3,670.86	3,670.86
7/31/2020	100809	ZEE MEDICAL COMPANY	100	8230	Office Supplies	149.80	149.80
					Total	\$160,250.81	\$160,250.81

BELVEDERE TIBURON LIBRARY AGENCY
OPERATIONING WARRANTS
AUGUST 15, 2020

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Check/Voucher Date	Check/Voucher Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING - HAND CHECKS							
8/6/2020	000297	LINCOLN NATIONAL LIFE INS	100	7110	PERS Insurance Benefits	\$ 455.13	\$ 455.13
8/6/2020	000298	Employment Development Department	100	7140	Unemployment	\$ 793.90	\$ 793.90
8/14/2020	000299	REPUBLIC INDEMNITY CO OF	100	7120	Workers Comp Insurance	\$ 272.00	\$ 272.00
OPERATING - PRINTED							
8/14/2020	100810	ASKART.COM INC.	361	9852	Art Books	\$ 425.00	\$ 425.00
8/14/2020	100811	BARTEL ASSOCIATES, LLC	100	8835	Auditing	\$ 272.50	\$ 272.50
8/14/2020	100812	BLACKSTONE PUBLISHING	100	7601	Books and other Materials	\$ 1,141.93	\$ 1,141.93
8/14/2020	100813	BUSINESS CARD	100	8020	Online Services	\$ 69.98	
8/14/2020	100813	BUSINESS CARD	100	8230	Office Supplies	\$ 293.81	
8/14/2020	100813	BUSINESS CARD	100	8430	Building Maintenance	\$ 1,254.00	\$ 1,617.79
8/14/2020	100814	HAGEL SUPPLY COMPANY	100	8460	Custodial Supplies	\$ 438.85	\$ 438.85
8/14/2020	100815	INGRAM LIBRARY SERVICES	100	7601	Books and other Materials	\$ 10,103.69	
8/14/2020	100815	INGRAM LIBRARY SERVICES	100	7602	Vendor Processing Costs	\$ 731.37	\$ 10,835.06
8/14/2020	100816	KYOCERA DOCUMENT SOLUTIONS NORTH	100	8210	Copier Expense	\$ 31.81	\$ 31.81
8/14/2020	100817	LIBRARY IDEAS LLC	100	7606	Digital Resources & Content	\$ 26.50	\$ 26.50
8/14/2020	100818	MARIN IT, INC.	100	8020	Online Services	\$ 400.00	
8/14/2020	100818	MARIN IT, INC.	100	8040	Technical Support	\$ 93.75	\$ 493.75
8/14/2020	100819	MILL VALLEY REFUSE	100	8480	Trash	\$ 259.60	\$ 259.60
8/14/2020	100820	OCLC, INC.	100	8020	Online Services	\$ 1,809.82	\$ 1,809.82
8/14/2020	100821	OVERDRIVE, INC.	100	7606	Digital Resources & Content	\$ 902.28	\$ 902.28
8/14/2020	100822	SANITARY DISTRICT NO. 5 OF MARIN COU	100	8500	Water	\$ 3,908.52	\$ 3,908.52
8/14/2020	100823	TPX COMMUNICATIONS	100	8260	Telephone	\$ 943.45	\$ 943.45
8/14/2020	100824	VANTAGEPOINT TRF AGT-457	100	2040	Deferred Comp Deductions	\$ 3,670.86	\$ 3,670.86
					Total Operating Warrants	\$ 28,298.75	\$ 28,298.75

8-4
 BELVEDERE TIBURON LIBRARY AGENCY
 OPERATING WARRANTS
 AUGUST 31, 2020

Check/Voucher Date	Check/Voucher Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING - HAND CHECKS							
8/24/2020	000300	CITY OF BELVEDERE	100	2080	Suspense	\$ 2,699.73	\$ 2,699.73
OPERATING - PRINTED							
8/31/2020	100825	AMERICAN EXPRESS	100	7606	Digital Resources & Content	\$ 108.25	
8/31/2020	100825	AMERICAN EXPRESS	100	8071	Website Maintenance	\$ 125.00	
8/31/2020	100825	AMERICAN EXPRESS	100	8230	Office Supplies	\$ 1,719.14	
8/31/2020	100825	AMERICAN EXPRESS	100	8251	Young Adult Programs	\$ 116.76	
8/31/2020	100825	AMERICAN EXPRESS	100	8460	Custodial Supplies	\$ 404.42	
8/31/2020	100825	AMERICAN EXPRESS	100	8815	Credit Card Fees	\$ 75.00	\$ 2,548.57
8/31/2020	100826	BLACKSTONE PUBLISHING	100	7601	Books and other Materials	\$ 275.74	\$ 275.74
8/31/2020	100827	CENGAGE GALE	100	7601	Books and other Materials	\$ 332.74	\$ 332.74
8/31/2020	100828	DELTA DENTAL OF CALIFORNI	100	7110	PERS Insurance Benefits	\$ 1,215.40	\$ 1,215.40
8/31/2020	100829	DIEGO GONZALES	100	8440	Grounds Maintenance	\$ 1,000.00	\$ 1,000.00
8/31/2020	100830	FARONICS TECHNOLOGIES USA	100	8020	Online Services	\$ 1,489.50	\$ 1,489.50
8/31/2020	100831	FIRE SAFETY SUPPLY, INC	100	8492	Maintenance Contracts	\$ 84.00	\$ 84.00
8/31/2020	100832	LINCOLN NATIONAL LIFE INS	100	7110	PERS Insurance Benefits	\$ 234.88	\$ 234.88
8/31/2020	100833	MARIN IT, INC.	100	8040	Technical Support	\$ 62.50	\$ 62.50
8/31/2020	100834	MARIN MUNICIPAL WATER	100	8500	Water	\$ 574.32	\$ 574.32
8/31/2020	100835	MILL VALLEY MUSIC	100	7601	Books and other Materials	\$ 476.62	\$ 476.62
8/31/2020	100836	OVERDRIVE, INC.	100	7606	Digital Resources & Content	\$ 278.36	\$ 278.36
8/31/2020	100837	PHILADELPHIA INSURANCE COMPANIES	100	7125	Insurance	\$ 3,439.00	\$ 3,439.00
8/31/2020	100838	RILEY F. HURD III	100	8840	Legal Services	\$ 3,037.50	\$ 3,037.50
8/31/2020	100839	VANTAGEPOINT TRF AGT-457	100	2040	Deferred Comp Deductions	\$ 3,670.86	\$ 3,670.86
					TOTAL	\$ 21,419.72	\$ 21,419.72

BELVEDERE TIBURON LIBRARY AGENCY
EXPANSION WARRANTS
JULY 2020

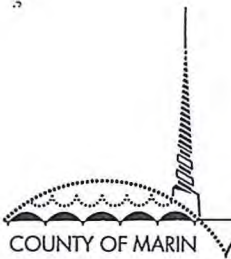
8-5

Check/Voucher Date	Check/Voucher Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
7/27/2020	000179	ALTEN CONSTRUCTION	200	9045	Site Work	737,721.08	737,721.08
7/27/2020	000180	ALTEN CONSTRUCTION	200	9051	Escrow	38,827.43	38,827.43
7/27/2020	000181	BROWN REYNOLDS WATFORD ARCHITECTS INC	200	9041	Architect	34,709.29	34,709.29
7/27/2020	000182	EBA ENGINEERING	200	9045	Site Work	16,709.43	16,709.43
7/27/2020	000183	MILLER PACIFIC ENGINEERING GROUP	200	9045	Site Work	4,341.00	4,341.00
7/27/2020	000184	Consolidated Engineering	200	9045	Site Work	363.80	363.80
7/27/2020	000185	CONVERSION MANAGEMENT ASSOCIATES	200	9048	Project Management	422.50	422.50
					Total	\$ 833,094.53	\$ 833,094.53

8-6
 BELVEDERE TIBURON LIBRARY AGENCY
 EXPANSION WARRANTS
 AUGUST, 2020

Check/Voucher Date	Check/Voucher Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
8/10/2020	000186	CONSOLIDATED ENGINEERING	200	9045	Site Work	1,091.40	1,091.40
8/10/2020	000187	SONOMA STATE UNIVERSITY	200	9045	Site Work	3,284.06	3,284.06
8/24/2020	000188	ALTEN CONSTRUCTION	200	9045	Site Work	316,924.65	316,924.65
8/24/2020	000189	ALTEN CONSTRUCTION	200	9051	Escrow	16,680.25	16,680.25
8/24/2020	000190	BROWN REYNOLDS WATFORD ARCHITECTS INC	200	9041	Architect	22,188.20	22,188.20
8/24/2020	000191	CONVERSION MANAGEMENT ASSOCIATES	200	9048	Project Management	390.00	390.00
8/24/2020	000192	EBA ENGINEERING	200	9045	Site Work	11,401.44	11,401.44
8/24/2020	000193	TIBURON FIRE PROTECTION D	200	9045	Site Work	1,638.00	1,638.00
							-
					Total	\$ 373,598.00	\$ 373,598.00

9-1



BOARD OF SUPERVISORS

PRESIDENT
Katie Rice
2ND DISTRICT

VICE PRESIDENT
Dennis Rodoni
4TH DISTRICT

2ND VICE PRESIDENT
Judy Arnold
5TH DISTRICT

Damon Connolly
1ST DISTRICT

Kathrin Sears
3RD DISTRICT

Matthew H. Hymel
COUNTY ADMINISTRATOR
CLERK OF THE BOARD

Diane Patterson
ASSISTANT CLERK OF THE BOARD

Marin County Civic Center
3501 Civic Center Drive
Suite 329
San Rafael, CA 94903
415 473 7331 T
415 473 3645 F
415 473 6172 TTY
www.marincounty.org/bos

DATE: June 17, 2020

TO: All Special Districts, Boards, Commissions and School Districts for which the Marin County Board of Supervisors is the Code Reviewing Body

FROM: Office of the Clerk of the Marin County Board of Supervisors

RE: 2020 Biennial Notice - Conflict of Interest Code

As you may recall, the State Political Reform Act requires all public agencies to adopt a Conflict of Interest Code. A code designates positions required to file Statements of Economic Interests (Form 700) and assigns disclosure categories specifying the types of interests to be reported. Every local government agency is required to review its Conflict of Interest Code every two years. The County Board of Supervisors, as the Code reviewing body for your agency, is charged with the responsibility of approving any changes to your Conflict of Interest Code.

No later than **October 1, 2020**, your agency must submit to the County Board of Supervisors the enclosed 2020 Local Agency Biennial Notice indicating whether an amendment to your Conflict of Interest Code is necessary. Even if your Code needs no changes, State law requires that you submit the enclosed notice stating that no changes to your Code are necessary.

Therefore, please review the attached. If amendments to your agency's Conflict of Interest Code are necessary, the amended Code must be forwarded to the Board of Supervisors within 90 days of filing the biennial notice. For example, if your agency files its notice on October 1, 2020 indicating that an amendment is necessary, the amendment is due to the Board of Supervisors by December 30, 2020. An agency's amended Code is not effective until it has been approved by the Board of Supervisors.

If you need any assistance with reviewing your Code or completing the Notice, the Fair Political Practices Commission may be contacted toll-free at 1-866-275-3772. (Forms and other information may be obtained from www.fppc.ca.gov.)

Thank you in advance for your attention to this matter.

Sincerely,

Shelagh Stewart-Chung
Deputy Clerk of the Board

Enclosures

9-2

FAIR POLITICAL PRACTICES COMMISSION

2020 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By July 1, 2020: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By October 1, 2020: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2020 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).

2020 Local Agency Biennial Notice

Name of Agency: Belvedere Tiburon Library Agency
 Mailing Address: 1501 Tiburon Boulevard, Tiburon, CA 94920
 Contact Person: Deborah Mazzolini Phone No. (415) 789-2656
 Email: dmazzolini@beltiblibrary.org Alternate Email: kjohnson@beltiblibrary.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☒ An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) _____

☐ The code is currently under review by the code reviewing body.

☐ No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

9-4



Belvedere
Tiburon
Library

RESOLUTION NO. 249-2018

RESOLUTION OF THE BOARD OF TRUSTEES OF THE
BELVEDERE-TIBURON LIBRARY AGENCY
REPEALING RESOLUTION NO. 207-2014
AND AMENDING THE LIBRARY'S CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act of 1974, Government Code Sections 81000, et seq., requires every state or local government agency to adopt and promulgate a conflict of interest code; and

WHEREAS, in 2006 the Belvedere-Tiburon Library Agency adopted Resolution No. 167-2006 which incorporated by reference the Fair Political Practices Commission's ("FPPC") model Conflict of Interest Code ("Code") under Title 2, Division 6, Section 18730 of the California Code of Regulations, and approved a list of designated employees and disclosure categories; and

WHEREAS, Section 87302 of the California Government Code requires the Belvedere-Tiburon Library Agency to designate other positions within its Agency that are required to file disclosure statements; and

WHEREAS, pursuant to the 2018 Biennial Review of the Belvedere-Tiburon Library Agency's Conflict of interest Code it is appropriate to amend the Conflict of Interest Code to update its designated positions.

NOW, THEREFORE, the Belvedere-Tiburon Library Agency RESOLVES as follows:

1. Resolution No. 207-2014 is hereby repealed;
2. The FPPC's Model Conflict of Interest Code as set forth in Section 18730 and any amendments thereto duly adopted by the FPPC, shall be incorporated by reference as the Belvedere-Tiburon Library Agency's Conflict of Interest Code;
3. Appendix A attached to this resolution, in which officers and employees are designated and disclosure categories are set forth, is hereby incorporated into the Belvedere-Tiburon Library Agency's Conflict of Interest Code;
4. Pursuant to Section 18753(d) of the Code all individuals in positions identified as managing public investments on behalf of the Belvedere - Tiburon Library Agency shall file their statements with the Clerk of the Board of Directors of the Belvedere-Tiburon Library Agency, who shall make and retain a copy and forward the original to the FPPC, which shall be the filing officer.

APPENDIX A

Designated Positions

Disclosure Category

Legal Counsel

1 and 2

Consultants*

1 and 2

} Don't Forward

DISCLOSURE CATEGORIES

Category 1: All investments and business positions in, and sources of income from, business entities (a) located within the jurisdiction of the agency, and (b) of the type which, within the past two years, have contracted with the agency to provide services, supplies, materials, machinery, or equipment.

Category 2: All interests in real property located within the jurisdiction of the agency.

* Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Board may determine in writing that a particular consultant, although a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements as set forth above. Such written determination shall include a description of consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements. The Board's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code § 81008.)

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the position(s) listed below manage public investments and will file a Statement of Economic Interest pursuant to Government Code Section 87200. An individual holding one of the positions listed below may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

7 { Library Director
Trustee
Board Member
Treasurer } → Forward (8)



9-6

BOARD OF SUPERVISORS

PRESIDENT
Damon Connolly
1ST DISTRICT

November 20, 2018

VICE PRESIDENT
Kathrin Sears
3RD DISTRICT

Ms. Kristin Johnson
Belvedere Tiburon Library
1501 Tiburon Boulevard
Tiburon, CA 94920

2ND VICE PRESIDENT
Katie Rice
2ND DISTRICT

Dear Ms. Johnson:

Dennis Rodoni
4TH DISTRICT

Enclosed please find a copy of Resolution No. 2018-125 adopted by the Marin County Board of Supervisors on November 13, 2018. This Resolution ratifies the modifications your agency made to your Conflict of Interest Code. A copy of this Resolution has also been provided to the County Clerk for filing.

Judy Arnold
5TH DISTRICT

Please call me if you have any questions (415-473-7355.)

Matthew H. Hymel
COUNTY ADMINISTRATOR
CLERK OF THE BOARD

Sincerely,

Diane Patterson
Assistant Clerk of the Board

Marin County Civic Center
3501 Civic Center Drive
Suite 329
San Rafael, CA 94903
415 473 7331 T
415 473 3645 F
415 473 6172 TTY
www.marincounty.org/bos

Enclosure

cc: Dan Miller, Marin County Elections Department

9-7



BOARD OF SUPERVISORS

November 13, 2018

PRESIDENT
Damon Connolly
1ST DISTRICT

Board of Supervisors
3501 Civic Center Drive
Room 329
San Rafael, CA 94903



VICE PRESIDENT
Kathrin Sears
3RD DISTRICT

SUBJECT: Resolution Ratifying Revisions to Local Agencies' Conflict of Interest Codes

2ND VICE PRESIDENT
Katie Rice
2ND DISTRICT

RECOMMENDATION: Adopt Resolution.

Dennis Rodoni
4TH DISTRICT

SUMMARY: The Political Reform Act requires every local government agency to review its Conflict of Interest Code every two years. The Board of Supervisors is the Code reviewing body for agencies whose jurisdiction is solely within the County. Your Board is charged with ratifying the proposed changes to the Conflict of Interest Codes of these local agencies.

Judy Arnold
5TH DISTRICT

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body. In response to the 2018 Biennial Notice, the Clerk of the Board recently received revised Conflict of Interest Codes for the following local agencies: Central Marin Sanitation Agency, Las Gallinas Valley Sanitary District, Novato Sanitary District, San Rafael Sanitation District, Sanitary District No. 2, Ross Valley Fire Department, Muir Beach Community Services District, Marin Municipal Water District, Bolinas Community Public Utility District, Belvedere-Tiburon Library Agency, and the Marin Healthcare District.

Matthew H. Hymel
COUNTY ADMINISTRATOR
CLERK OF THE BOARD

Marin County Civic Center
3501 Civic Center Drive
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San Rafael, CA 94903
415 473 7331 T
415 473 3645 F
415 473 6172 TTY
www.marincounty.org/bos

County Counsel has reviewed the language of the proposed resolution. However, they have not reviewed the revisions made by the local agencies. The legal counsel for the local agency is expected to provide any necessary review of the respective agency's Conflict of Interest Code.

FISCAL IMPACT: No fiscal impact.

REVIEWED BY:	<input type="checkbox"/> Auditor Controller	<input checked="" type="checkbox"/> N/A
	<input checked="" type="checkbox"/> County Counsel	<input type="checkbox"/> N/A
	<input type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> N/A

Respectfully submitted,

Diane Patterson, MPA, CCB
Assistant Clerk to the Board

CA-1d

RESOLUTION NO. 2018-125

**RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS,
AS CODE REVIEWING BODY, APPROVING REVISIONS TO CONFLICT OF INTEREST
CODES BY DESIGNATED AGENCIES PURSUANT TO BIENNIAL NOTICE**

THE BOARD OF SUPERVISORS OF THE COUNTY OF MARIN DOES HEREBY
RESOLVE AS FOLLOWS:

WHEREAS, Section 87306.5 of the Government Code requires that no later than July 1 of each even numbered year, this Board shall direct every local agency which has adopted a conflict of interest code to review its conflict of interest code, and if a change in its code is necessitated by changed circumstances, to submit an amended conflict of interest code in accordance with Subdivision (A) of §§ 87302 and 87303 of the Government Code; and

WHEREAS, the following local agencies, as represented in Exhibits 1 – 11, attached, have contacted the Clerk of the Board advising of necessary amendments to their Conflict of Interest Codes: Central Marin Sanitation Agency, Las Gallinas Valley Sanitary District, Novato Sanitary District, San Rafael Sanitation District, Sanitary District No. 2, Ross Valley Fire Department, Muir Beach Community Services District, Marin Municipal Water District, Bolinas Community Public Utility District, Belvedere-Tiburon Library Agency, and the Marin Healthcare District.

NOW, THEREFORE, BE IT RESOLVED that the proposed revisions to the Conflict of Interest Codes submitted by the above-designated agencies are hereby approved.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of the County of Marin held on this 13th day of November 2018, by the following vote:

AYES: SUPERVISORS Dennis Rodoni, Katie Rice, Judy Arnold, Kathrin Sears,
Damon Connolly

NOES: NONE

ABSENT: NONE

PRESIDENT; BOARD OF SUPERVISORS

ATTEST:

MAZOME

CLERK

9-9

LIST OF AGENCIES WITH AMENDMENTS TO CONFLICT OF INTEREST CODE

EXHIBIT	AGENCY	AMENDMENTS SUBMITTED PURSUANT TO:
Exhibit 1	Central Marin Sanitation Agency	Agency Resolution No. 329
Exhibit 2	Las Gallinas Valley Sanitary District	Agency Resolution No. 2018-2137
Exhibit 3	Novato Sanitary District	Agency Resolution No. 3119
Exhibit 4	San Rafael Sanitation District	Agency Resolution No. 18-1179
Exhibit 5	Sanitary District No.2	Agency Resolution No. 50/2018
Exhibit 6	Ross Valley Fire Department	Agency Resolution No. 18-08
Exhibit 7	Muir Beach Community Services District	Agency Resolution No. 2018-07-25
Exhibit 8	Marin Municipal Water District	Agency Resolution No. 8510
Exhibit 9	Bolinas Community Public Utility District	Agency Resolution No. 572
Exhibit 10	Belvedere-Tiburon Library Agency	Agency Resolution No. 249-2018
Exhibit 11	Marin Healthcare District	Agency Revised Code adopted October 2018

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PAGE



Belvedere
Tiburon
Library

10-1

September 21, 2020

Lucy Dilworth

Foreperson

Marin County Grand Jury

3501 Civic Center Drive

Room 275

San Rafael, California 94903

re: Response to Grand Jury Report: Follow-Up on Web Transparency of Agency
Compensation Practices

Dear Ms. Dilworth:

On behalf of the Trustees of the Belvedere Tiburon Library Agency (BTLA), I am writing to respond to the Findings and Recommendations contained in the above-referenced report. Per the requirements of the Ralph M. Brown Act, the BTLA Board of Trustees approved the district's response at a duly noticed public meeting on September 21, 2020. THE BTLA's response to this report was Item 10 on the meeting agenda.

Sincerely,

William Smith

Chair, Belvedere Tiburon Library Board of Trustees

BTLA Response to Marin County Civil Grand Jury Report: *Follow-Up Report on Web Transparency of Agency Compensation Practices.*

Recommendation 7: No later than 90 days after the date of this report, agencies not audited in this report should review their websites for compliance with the legal requirements and higher public transparency standards recommended in Recommendations R1-R6 of this report and ensure that their websites include links to the publicpay.ca.gov site as shown in Appendix A.

BTLA Response:

BTLA was not audited in this report, but staff reviewed the Agency's website for compliance with the legal requirements and higher public transparency standards recommended in Recommendations R1-R6 of the reports and noted that, although the Agency's website already had a link to the publicpay.ca.gov website, and had submitted the current information on a timely basis to the state for posting to the website, the state had not yet posted the current information due to COVID-related delays.

Kristin Johnson

From: Debbie Mazzolini
Sent: Friday, September 18, 2020 12:21 PM
To: Kristin Johnson
Subject: FW: Bel Tib Library form WEB Transparency of Agency Compensation Practices

From: Max Thelen [mailto:max.thelen@marincivilgrandjury.org]
Sent: Tuesday, August 11, 2020 1:12 PM
To: Debbie Mazzolini <dmazzolini@beltiblibrary.org>
Subject: Re: Bel Tib Library form WEB Transparency of Agency Compensation Practices

Thank you, Debbie. The response looks good. Unfortunately, the Penal Code requires that your response come from the "governing body" meaning that your Board of Trustees needs to approve it in a public meeting. We can certainly wait until your next meeting.

- Max

On Aug 11, 2020, at 12:01 PM, Debbie Mazzolini <dmazzolini@beltiblibrary.org> wrote:

Dear Mr. Thelen,

The Chair of the Library Agency has asked I send this to you. Please let me know if you need anything else. Sorry to be late. Thank you.

Deborah Mazzolini, Director
 Belvedere Tiburon Library
dmazzolini@beltiblibrary.org
 415.789.2656
 <Grand Jury 2019-2020 form.pdf>

Max Thelen
 2019-2020 Marin County Civil Grand Jury

PRIVILEGE AND CONFIDENTIALITY NOTICE - The information and any attachments contained in this email and any subsequent email string may be privileged, confidential, and protected from disclosure. If you are not the intended recipient, any dissemination or copying is strictly prohibited. If you think that you may have received this email message in error, please notify the sender at the email address above. If you have received this email in error, you are instructed to delete all copies and discard any printouts without reading the information contained within.



10-4
Belvedere
Tiburon
Library

August 10, 2020

Marin County Civil Grand Jury

Attached is the Belvedere Tiburon Library Agency Grand Jury Draft and Public Release report. We received a notice on Saturday, from Max Thelen that our response is past due. Please accept our apology. Not only are we closed for Covid19 we are also undergoing an expansion and there is some with our communications.

Attached is the Response to the Grand Jury Report Form signed on behalf of the Library Agency. Please let our Library Director know if any other information is needed.

Sincerely,
William Smith, Chair
Belvedere Tiburon Library Agency

RESPONSE TO GRAND JURY REPORT FORM

Report Title: Web Transparency of Agency Compensation Practices

Report Date: April 28, 2020

Response by: August 10, 2020

FINDINGS

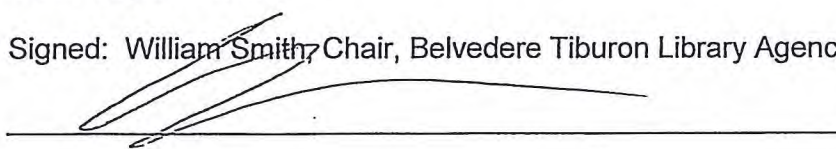
- I (we) agree with the findings numbered: R7
- I (we) disagree wholly or partially with the findings numbered _____
(Attach a statement specifying any portions of the findings that are disputed;
include an explanation of the reasons therefor.)

RECOMMENDATIONS

- Recommendations numbered R7 have been implemented.
A link to Public Pay website is on the Belvedere Tiburon Library website
<https://www.beltlibrary.org/about-us/governance>
Though when linking to the public pay link, our information is dated 2018 though the 2019 information was sent on February 25, 2020. Also the Government Compensation in CA website also has information dated 2018.
- Recommendations numbered _____ have not yet been implemented, but will be implemented in the future.
(Attach a timeframe for the implementation.)
- Recommendations numbered _____ require further analysis.
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)
- Recommendations numbered _____ will not be implemented because they are not warranted or are not reasonable.

Date: August 10, 2020

Signed: William Smith, Chair, Belvedere Tiburon Library Agency



10-6

Recommendations

R1. To comply with the intent of Government Code Section 53908, no later than 90 days after the date of this report, agencies should include on their websites a link to the publicpay.ca.gov site showing compensation of their elected officials, officers, and employees using the formatted URL examples that are shown in Appendix A.

R2. No later than 90 days after the date of this report, agencies should modify the location of their existing publicpay.ca.gov links to satisfy the requirement of Government Code Section 53908 that their link be "conspicuous." Conspicuous locations for agencies are suggested in Table 2.

R3. No later than 90 days after the date of this report, agencies should modify their existing publicpay.ca.gov links so that they provide a direct link to their current compensation data on the state site. To eliminate the need for annual updates, the URL used for the link should exclude any parameter specifying a year. Formatted URL examples are shown on Appendix A.

R4. No later than 90 days after the date of this report, in addition to any other compensation links, agencies should include a link on their board or council web pages that leads directly to their "Elected Officials" page on the publicpay.ca.gov site, conforming to the format suggested on Appendix A.

R5. No later than 120 days after the date of this report, agencies should include on their board or council web pages a comprehensive description of their policies regarding all compensation paid to elected officials specifying, at a minimum, salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.

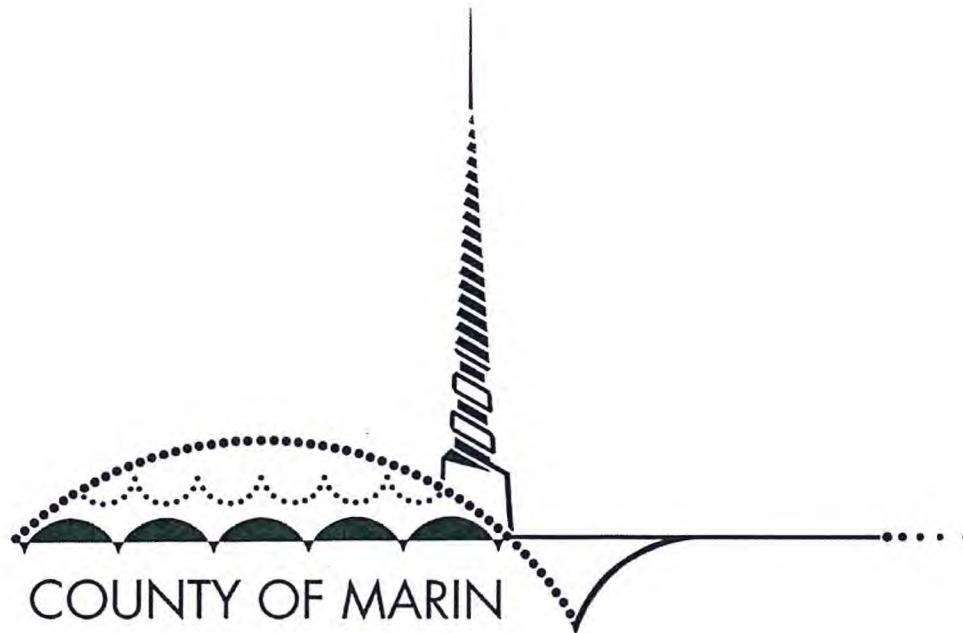
R6. No later than 120 days after the date of this report, agencies should adopt a practice to compile and publish each year an annual report detailing the compensation actually paid to their elected officials for the previous calendar year. Compensation disclosures should include, at a minimum, salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment. A link to this report should be posted on the agency's board or council web page. Follow-Up Report on Web Transparency of Agency Compensation Practices Marin County Civil Grand Jury Page 11 of 18

R7. No later than 90 days after the date of this report, agencies not audited in this report should review their websites for compliance with the legal requirements and higher public transparency standards recommended in Recommendations R1–R6 of this report and ensure that their websites include links to the publicpay.ca.gov site as shown in Appendix A.

2019–2020 MARIN COUNTY CIVIL GRAND JURY

Follow-Up Report on Web Transparency of Agency Compensation Practices

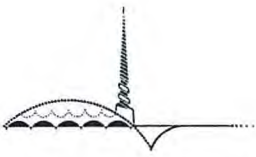
April 28, 2020



A Note about the Coronavirus Pandemic

The 2019–2020 Marin County Civil Grand Jury is issuing its reports during the unprecedented conditions of the COVID-19 pandemic. We are well aware that Marin County is in crisis and that critical public health concerns, operational difficulties, and financial challenges throughout the county have a greater claim to government attention right now than the important issues raised by this Grand Jury.

We are confident that, in due course, Marin will come through this crisis as strong as ever.



Follow-Up Report on Web Transparency of Agency Compensation Practices

Summary

Many Marin public agencies fail to make the compensation for their elected officials and employees fully transparent on their public websites, despite state legal requirements and past Grand Jury recommendations that they do so. The 2019–2020 Grand Jury examined the current status of 34 Marin public agency websites to determine if they are meeting transparency standards with respect to compensation disclosures.

California law requires most public agencies to report the annual compensation of their “elected officials, officers, and employees” to the state controller’s office, which posts this information on its Government Compensation in California website at *publicpay.ca.gov* (Public Pay).¹ Each local agency with a website also is legally required to post “in a conspicuous location . . . information on the annual compensation of its elected officials, officers and employees.”²

All of Marin’s cities, towns, and major agencies have websites, so each of them is required to post annual compensation data, and the public should be able to easily find this information.

Over and above these basic legal requirements, the public has an interest in understanding compensation policies with regard to elected officials, including information about wages, health and retirement benefits, and reimbursement policies. There is a wide variance in compensation policies and the total amounts and benefits paid to elected officials. The public should be able to access this information easily and quickly rather than having to dig through meeting minutes or policy manuals that may or may not be easy to find on a website.

The 34 agency websites audited included those of the County of Marin, Marin’s 11 cities and towns, 10 sanitary districts, 9 fire districts, and 3 water districts. The Grand Jury wanted to know if the legal disclosure requirements were met and if detailed information about compensation and benefits for elected officials was readily available.

This investigation revealed that a great majority of audited agency websites failed to comply fully with legal compensation disclosure requirements. Compensation information was often difficult to find and outdated. Information on actual compensation paid to elected officials was also missing, difficult to find, or insufficient. In many cases, it was difficult to find information about compensation policies for elected officials. In contrast, the Marin Municipal Water

¹ California Government Code § 53892, accessed March 30, 2020, https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=53892.

² California Government Code § 53908, accessed March 30, 2020, http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=53908.

District³ (MMWD) and the North Marin Water District⁴ each annually post a detailed report on the compensation of their elected officials.

This Grand Jury report makes specific recommendations for every agency to follow to ensure compliance with legal requirements and to go beyond compliance to achieve higher standards of public transparency.

Background

The transparency of public agencies and their compensation policies has been an ongoing topic of state and local concern. In recent years, the state legislature amended the California Government Code to require the posting of annual compensation data on agency websites.⁵ Local agencies are now required to report their compensation data to the state controller's office, which posts the data on the Public Pay site.⁶

Since 2014, the Marin County Civil Grand Jury has published four reports on web transparency:

- A 2013–2014 Grand Jury report, *What Are Special Districts and Why Do They Matter?*, recommended that the county post a complete list of all of Marin's special districts on its website to enable residents to understand the extent of local government.⁷ The county did not fulfill this recommended action.
- In March 2016, the 2015–2016 Grand Jury followed up with its *Web Transparency Report Card*, reiterating, among other things, that the master list of special districts should be completed.⁸ It also recommended that all agencies should update their websites "to include the annual compensation of . . . elected officials, officers and employees."⁹ These recommended actions were not completed.
- The 2016–2017 Grand Jury issued its *Web Transparency Report Card Update*, which noted a marked improvement in the quality of agency websites. This report card also noted additional room for improvement for many agencies.¹⁰

³ Marin Municipal Water District, *Annual Report on Board Compensation*, August 7, 2018, <http://marinwater.org/DocumentCenter/View/3602/Board-Compensation-Annual-Report?bidId=>.

⁴ North Marin Water District, 2018 Compensation Report, accessed March 30, 2020, <https://www.nmwd.com/pdfs/NMWDCompensationReportCY2018.pdf>.

⁵ California Government Code § 53908

⁶ Government Compensation in California, accessed March 30, 2020, <https://publicpay.ca.gov>.

⁷ Marin County Civil Grand Jury, *What Are Special Districts and Why Do They Matter?*, May 20, 2014, https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2013/spd_master_list_report.pdf.

⁸ Marin County Civil Grand Jury, *2015–2016 Web Transparency Report Card: Bringing Marin County's Local Governments to Light*, March 10, 2016, https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2015/responses/webtransparencyrptcard/2015_16-web-transparency-report-card.pdf.

⁹ Marin County Civil Grand Jury, *2015–2016 Web Transparency Report Card: Bringing Marin County's Local Governments to Light*, p. 10.

¹⁰ Marin County Civil Grand Jury, *2016–2017 Web Transparency Report Card Update*, June 8, 2017, <https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2017/web-transparency-update.pdf>.

- In a report entitled *Special Districts Transparency Update*, the 2018–2019 Grand Jury noted that the special districts list recommended by the 2013–2014 Grand Jury still had not been created.¹¹ The report reiterated this recommendation and suggested that the special district list include “complete compensation components and amounts (including salary, insurance, stipends, in kind goods, conference fees and other benefits, and reimbursements).”¹²

The Grand Jury has focused on these issues for more than six years, without satisfactory resolution. Perhaps with this follow-up report, agencies will come to understand the vital importance of public transparency and will be more forthcoming with this information and finally improve their websites. Public transparency regarding compensation of elected officials is essential because the public needs accurate information about its government agencies. Transparency helps to maintain trust in the government and gives information to the public that helps guide decisions on matters of self-governance. It makes responsive democracy work.

Approach

The Grand Jury reviewed the work of prior juries as published in the four previous reports and audited the websites of 34 of Marin’s public agencies, including the County of Marin, Marin’s 11 cities and towns, 10 sanitary districts, 9 fire districts, and 3 water districts (this report uses the term “agency” to refer to these diverse jurisdictions). Jurors reviewed these websites to determine if they met the legal requirements by providing easy access to accurate, current compensation data for public employees. Jurors also checked the board or council pages of these websites to determine if they included detail about annual compensation for elected officials.

The audit was conducted by having at least one juror review each agency’s website and compile a list of any deficiencies. This work was then reviewed by at least two other jurors. Those three jurors then reached a consensus for each agency. These agency website reviews were valid as of February 20, 2020.

Discussion

The Public Should Know the Compensation of Its Elected Officials

The taxpaying public has a right to know the compensation of its elected officials. Compensation may include the following:

- Monthly wages or a fixed stipend per meeting attended
- Additional compensation for sitting on affiliated boards, subcommittees, or commissions, or for attending extra meetings on behalf of their agency

¹¹ Marin County Civil Grand Jury, *Special Districts Transparency Update*, June 13, 2019, <https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2018-19/special-districts-transparency-update.pdf>.

¹² Marin County Civil Grand Jury, *Special Districts Transparency Update*, p. 5.

- Healthcare benefits
- Retirement benefits
- Reimbursement for travel, attending conferences, or industry events
- Reimbursement for cell phones, computers, or tablets (or free use of such equipment)

The public should be informed that there is a wide variance in compensation policies. Some agencies have adopted a policy not to compensate their elected officials. In addition, total compensation and benefits paid to elected officials for similar agencies varies. The high and low ranges for compensation at various types of agencies are summarized in Table 1. In some cases, elected officials waive their right to some or all compensation.

County Supervisors

Unlike elected officials in most cities, towns, and other agencies, Marin County supervisors are full-time employees and receive full-time salaries and benefits. Total 2018 annual compensation for members of the Marin County Board of Supervisors ranged from \$173,000 to \$186,000, plus benefits.

Table 1. Ranges of Elected Officials Annual Compensation in 2018

Agency Type	Low*	High
Cities/Towns	\$0	\$17,000
Fire Districts	0	2,800
Sanitation Districts	0	19,000
Water Districts	1,600	39,000

* Low does not reflect those who waive compensation in agencies that pay their elected officials.

City and Town Council Members

For town and city councilmembers, total annual compensation for 2018 ranged from zero in Belvedere, Ross, and Tiburon to about \$17,000 in San Rafael. Annual compensation was typically in the \$3,000 to \$5,000 range, and councilmembers in some municipalities, including San Rafael, elected to waive compensation.

Fire District Board Members

Total 2018 compensation for individual board members in Marin's nine audited fire districts ranged from zero to \$2,800. Board members in the Bolinas, Sleepy Hollow, Southern Marin, and Stinson Beach Fire Protection Districts do not receive compensation. In the Novato Fire Protection District, 2018 compensation for one board member was about \$2,800. The Central Marin Fire Authority was formed in 2018 and, as of February 1, 2020, had not yet filed its first compensation data with the state controller, but the agency is included in this report so that it will fulfill the requirement that it post its compensation data.

Sanitation District Board Members

In Marin's 10 sanitation districts, 2018 total annual board member compensation ranged from zero in the Tiburon and Central Marin Sanitation Districts to as high as \$19,000 in the Las Gallinas Valley Sanitary District. Typically, annual board member compensation in Marin's sanitation districts ranges from \$1,000 to \$4,000.

Water District Board Members

The 2018 annual board member compensation in Marin's three water districts ranged from \$1,600 in the Stinson Beach Water District to \$9,000 in the North Marin Water District to \$39,000 in the Marin Municipal Water District.

Legal Requirements Regarding Compensation Disclosures

There are two sections in the California Government Code requiring compensation disclosures. Section 53892 requires that most public agencies (school districts are excluded) report annually to the state controller the total compensation of all "elected officials, officers and employees."¹³ The state controller publishes this information for all agencies on the Public Pay website.

Section 53908 requires that if an agency has a website "it shall post, in a conspicuous location on its Internet Web site, information on the annual compensation of its elected officials, officers, and employees that is submitted to the controller." An agency could comply with this provision by posting a complete table on its website that includes all of the data actually filed with the state controller, and by updating that table each year. Section 53908 also allows an agency to comply with the transparency requirement by posting, "in a conspicuous location on its Internet Web site, a link to" the Public Pay site.¹⁴

The Grand Jury also notes that Section 53908 mentions *twice* that the Public Pay link must be "conspicuous," a term that is not defined in the code. For purposes of its investigation, the Grand Jury decided that a link could be deemed conspicuous if it satisfies *both* of the following criteria:

- The link is located on a page that is within three clicks of the website's home page (where a hover causing a menu to be revealed is equivalent to a click).
- The link can be found within five minutes of starting a search, whether by browsing menus or using a search box on the website.

This is a commonsense approach that, if anything, is generous to agencies, since internet users are unlikely to invest as much as five minutes in such a search.

The Grand Jury also determined that a Public Pay link that does not go directly to the agency's page on the Public Pay site for the most recently available year should not be considered compliant with the intent of the transparency requirements set forth in the law.

During its investigation, the Grand Jury discovered that some agencies were not reporting board member compensation to the state controller's office because they had been advised by the state controller's office that this was not required unless a W-2 form for the compensation was issued. Some elected officials are paid fees for which W-2 forms are not issued. State officials have now confirmed that the elected officials' compensation must be reported regardless of how they are paid.

¹³ California Government Code § 53892.

¹⁴ California Government Code § 53908.

Public Transparency of Compensation for Elected Officials

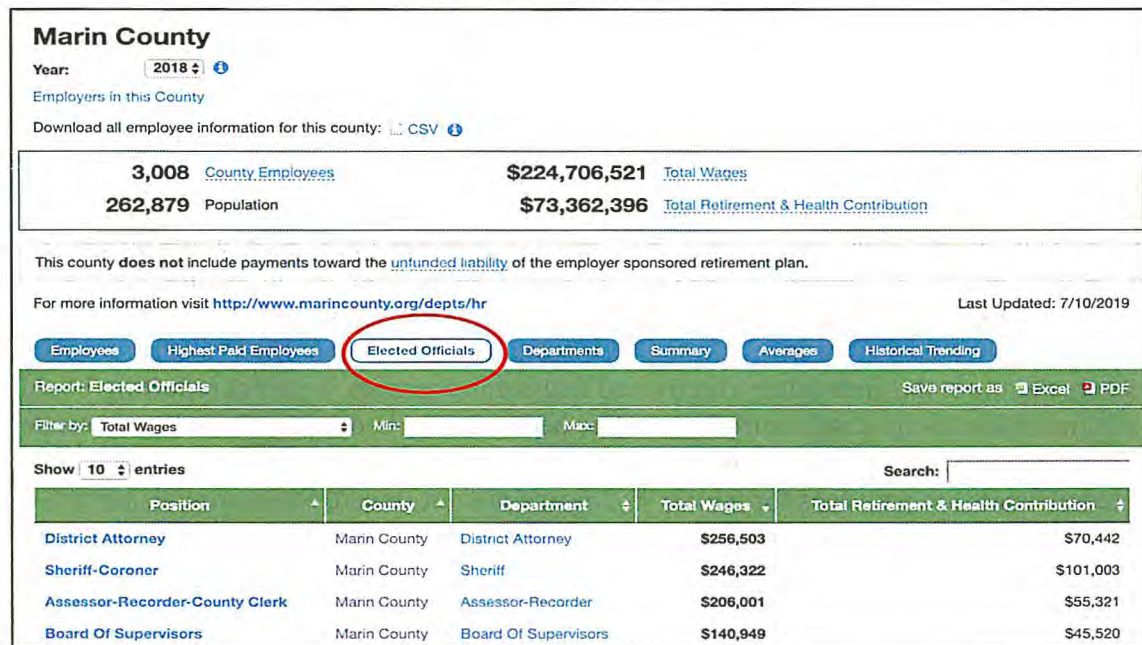
Beyond the basic legal requirements in California state law, public transparency goals would be better served by stronger disclosure of compensation policies and detailed compensation paid to elected officials. While total compensation paid to elected officials can be found by clicking an “Elected Officials” button on the agency’s page on the Public Pay site, as shown in Figure 1, most users would not necessarily see this link and might need to scroll through multiple pages of employees before finding the elected officials.

To make locating the information easier, a link can be included directly from the agency’s website to the elected officials data on the Public Pay site. This can be done by simply adding `&rpt=5` to the end of a regular Public Pay URL link.

The data on the Public Pay site for elected officials is limited to total wages and total retirement and health contributions. The site does not break out elements such as per-meeting stipends, reimbursements or payments for serving as an agency liaison to other advisory committees, councils, and forums. For better transparency on their websites, local agencies should disclose all elements of compensation for their elected officials and establish this higher standard as best practice for all of Marin County.

Both MMWD and the North Marin Water District have excellent practices with regard to transparency on compensation of their elected officials. The MMWD website’s board page provides a quick link to an annual compensation report detailing board compensation policies

Figure 1. Public Pay Elected Officials Page Example



Source: Government Compensation in California, accessed March 30, 2020,
<https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=21&year=2018&rpt=5>

and annual amounts paid to each member for regular board meetings, board committees, other special board meetings, and liaison assignments to advisory committees, councils, and forums. It also details total annual payments for conferences, training, and memberships, as well as medical and dental benefits and other benefits, including iPad data plans. North Marin Water District discloses several annual board compensation elements by a direct link to the financial report it files with the state controller's office, but it is not as detailed as the MMWD report.

Results of the Website Audit

The Grand Jury audit found that many website compensation links were missing or broken. In other cases, links were not easy to find. Policies and compensation for elected officials were not always posted. Thirty of the 34 audited agency websites failed to comply fully with legal disclosure requirements.

Missing or Inconspicuous Links

Fifteen of 34 of the audited agency websites failed to post a compensation report or a "conspicuous" link to their data on the Public Pay site. These agencies are shown in Table 2. The worst example of this was the County of Marin's website, where four jurors were each unable to locate a compensation link after searching for at least 15 minutes.

In the investigation, the Grand Jury observed that several agencies post a link to the Transparent California website rather than to the Public Pay website.¹⁵ Transparent California is not included in Government Code Section 53908, so this does not comply with the legal requirements.

The Grand Jury recommends that all the noncompliant agencies identified in Table 2 remedy these deficiencies by placing a Public Pay link on the web page listed in the table. Generally, the audit revealed that the best location for a Public Pay link is either the finance or human resources section of the agency's website.

Link Does Not Go Directly to the Agency's Most Recent Data

Many agencies include a Public Pay link on their website that is deficient because it connects the user to an outdated page or to the state's Public Pay home page rather than directly to the local agency data on the Public Pay site. The Grand Jury believes this is largely due to a technical oversight.

Appendix A contains the recommended Public Pay link for each audited agency, as well as links for 22 additional agencies that were not audited. A key feature of these links is that they include the ID number of the agency, but exclude any parameter specifying a year (an example of this parameter is *&year=2016*). By *excluding* the specific year parameter, the link will automatically lead a user to the most recent available data for that agency, and it will not become outdated over time. This will save the agency the work of updating the link on an annual basis while reducing the chance of errors in future postings.

¹⁵ Transparent California, accessed March 30, 2020, <https://transparentcalifornia.com>.

Table 2. Agency Websites with Missing or Inconspicuous Links to Compensation Data

Agency	Recommended Conspicuous Location for Link
City of Mill Valley	http://www.cityofmillvalley.org/gov/departments/finance/default.htm
City of Sausalito	https://www.sausalito.gov/departments/administration/finance/financial-documents
Town of Tiburon	http://townoftiburon.org/154/Administration-Finance
County of Marin	https://www.marincounty.org/depts/df
Bolinas Fire Protection District*	https://www.bolinasfire.org/board-members
Central Marin Fire Authority**	https://centralmarinfire.org/admin/finance
Kentfield Fire Protection District	https://www.kentfieldfire.org/administration/finance-a-budget
Sleepy Hollow Fire Protection District	https://shfpd.org/about-us/finances
Southern Marin Fire Protection District	https://www.southernmarinfire.org/admin
Stinson Beach Fire Protection District*	https://www.stinsonbeachfireprotectiondistrict.org/financials-budgets
Almonte Sanitary District	https://www.almontesd.org/governance.php
Central Marin Sanitation Agency	https://www.cmsa.us/finance/
Las Gallinas Valley Sanitation District	http://www.lgvsd.org/about-us/board-of-directors/
Ross Valley Sanitary District (Sanitary District No. 1)	https://www.rvsvd.org/31/Open-Government
Stinson Beach Water District	http://stinson-beach-cwd.dst.ca.us/index.html

* Existing link goes to Transparent California rather than Public Pay

** Formed in 2018 and not required to report for that year

Agency Websites Should Have a Link Directly to Elected Officials Data

Although it is simple to link directly to a page on the Public Pay website showing actual compensation paid to elected officials, none of the audited agencies currently do so. All Marin public agency websites should have a direct link from their board or council page to their “Elected Officials” page on the Public Pay site. All Marin agencies should adopt this higher standard of transparency.

A link to the “Elected Officials” page on the Public Pay site can be added simply by adding a new parameter to the end of the normal Public Pay link as is shown for all agencies in Appendix A. For instance, the City of San Rafael could include such a link by adding `&rpt=5` to

the end of its Public Pay link, resulting in the following:

<https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=256&rpt=5>.

Agencies Should Post Compensation Policies and Annual Compensation Details

The Grand Jury audit revealed that compensation policies for many agencies either were not posted or were scattered in a wide variety of hard-to-find locations. Eighteen of the 34 agencies did not post such information on the board or council pages of their websites. As described previously, public transparency is promoted by posting detailed information about the compensation policies for elected officials. All agencies should post this information on their board or council web pages. As an example, MMWD posts detailed information about the annual compensation of its elected officials. All Marin agencies should adopt this higher standard of transparency.

Conclusion

To make informed decisions on matters of self-governance, the public needs to understand the workings of their public agencies, including the compensation of elected officials. Public transparency helps to maintain trust in the government. It makes responsive democracy work.

By following the recommendations in this report, Marin's public agency websites can come into compliance with state legal requirements. Following these recommendations will reduce the chance of errors and minimize the time needed to keep websites current. These changes also will improve public access to important information while increasing the transparency that is essential to good government in a democratic society.

Findings

- F1. Many Marin public agencies fail to include on their websites either a link to the *publicpay.ca.gov* site showing compensation for their elected officials, officers, and employees, or a table showing such data. The Grand Jury determined that these agencies fail to comply with the requirements of Government Code Section 53908.
- F2. Any link to compensation data on an agency's website that takes more than five minutes or three clicks from the home page to locate, does not reasonably satisfy the intent of the Government Code that the information be easily located and "conspicuous" on the agency's website.
- F3. Any link to *publicpay.ca.gov* on an agency's website that fails to go directly to the agency's current compensation data on that website does not satisfy the intent of the Government Code that information be easily located.
- F4. Regarding compensation policies for elected officials, many public agencies do not provide the public with easy access to information regarding salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.

- F5. Regarding detailed disclosure of total compensation paid, most public agencies do not break out all components of compensation paid to their elected officials, including salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.
- F6. By comparison to other public agencies, Marin Municipal Water District annually publishes an exemplary report on its website of total compensation paid to its elected officials for salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees), councils and forums, reimbursements, health and retirement benefits, and other benefits such as equipment.

Recommendations

- R1. To comply with the intent of Government Code Section 53908, no later than 90 days after the date of this report, agencies should include on their websites a link to the publicpay.ca.gov site showing compensation of their elected officials, officers, and employees using the formatted URL examples that are shown in Appendix A.
- R2. No later than 90 days after the date of this report, agencies should modify the location of their existing publicpay.ca.gov links to satisfy the requirement of Government Code Section 53908 that their link be “conspicuous.” Conspicuous locations for agencies are suggested in Table 2.
- R3. No later than 90 days after the date of this report, agencies should modify their existing publicpay.ca.gov links so that they provide a direct link to their current compensation data on the state site. To eliminate the need for annual updates, the URL used for the link should exclude any parameter specifying a year. Formatted URL examples are shown on Appendix A.
- R4. No later than 90 days after the date of this report, in addition to any other compensation links, agencies should include a link on their board or council web pages that leads directly to their “Elected Officials” page on the publicpay.ca.gov site, conforming to the format suggested on Appendix A.
- R5. No later than 120 days after the date of this report, agencies should include on their board or council web pages a comprehensive description of their policies regarding all compensation paid to elected officials specifying, at a minimum, salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.
- R6. No later than 120 days after the date of this report, agencies should adopt a practice to compile and publish each year an annual report detailing the compensation actually paid to their elected officials for the previous calendar year. Compensation disclosures should include, at a minimum, salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment. A link to this report should be posted on the agency’s board or council web page.

R7. No later than 90 days after the date of this report, agencies not audited in this report should review their websites for compliance with the legal requirements and higher public transparency standards recommended in Recommendations R1–R6 of this report and ensure that their websites include links to the *publicpay.ca.gov* site as shown in Appendix A.

Request for Responses

According to the California Penal Code, agencies required to respond to Grand Jury reports generally have no more than 90 days to issue a response. It is not within the Grand Jury’s power to waive or extend these deadlines, and to the Grand Jury’s knowledge, the Judicial Council of California has not done so. But we recognize that the deadlines may be burdensome given current conditions caused by the COVID-19 pandemic.

Whether the deadlines are extended or not, it is our expectation that Marin's public agencies will eventually be able to return to normal operations and will respond to this report. In the meantime, however, public health and safety issues are of paramount importance and other matters might need to wait.

Pursuant to Penal Code Section 933.05, the Grand Jury requests responses from the following governing bodies:

Respondent	F1	F2	F3	F4	F5	R1	R2	R3	R4	R5	R6	R7
Audited Agencies												
County of Marin		X	X	X	X		X	X	X	X	X	
City of Belvedere			X		X			X	X		X	
City of Larkspur			X	X	X			X	X	X	X	
City of Mill Valley	X	X	X		X	X	X	X	X		X	
City of Novato			X		X			X	X		X	
City of San Rafael			X		X			X	X		X	
City of Sausalito		X			X		X		X		X	
Town of Corte Madera			X	X	X			X	X	X	X	
Town of Fairfax			X		X			X	X		X	
Town of Ross			X		X			X	X		X	
Town of San Anselmo			X		X			X	X		X	

Respondent	F1	F2	F3	F4	F5	R1	R2	R3	R4	R5	R6	R7
Town of Tiburon		X	X		X		X	X	X		X	
Bolinas Fire Protection District	X	X	X	X		X		X	X	X		
Central Marin Fire Authority	X	X				X						
Kentfield Fire Protection District		X	X		X		X	X	X		X	
Novato Fire Protection District			X	X	X			X	X	X	X	
Ross Valley Fire Department				X	X				X	X	X	
Sleepy Hollow Fire Protection District	X	X	X	X	X	X	X	X	X	X	X	
Southern Marin Fire Protection District		X			X		X		X		X	
Stinson Beach Fire Protection District	X	X	X			X		X	X			
Tiburon Fire Protection District			X	X	X			X	X	X	X	
Almonte Sanitary District	X	X	X	X	X	X	X	X	X	X	X	
Alto Sanitary District			X		X			X	X		X	
Central Marin Sanitation Agency		X	X		X		X	X	X		X	
Homestead Valley Sanitary District			X	X	X			X	X	X	X	
Las Gallinas Valley Sanitary District		X	X		X		X	X	X		X	
Novato Sanitary District			X	X	X			X	X	X	X	
Richardson Bay Sanitary District			X	X	X			X	X	X	X	
Ross Valley Sanitary District (Sanitary District No. 1)	X	X	X	X	X	X	X	X	X	X	X	
Sanitary District No. 5 – Tiburon-Belvedere				X	X				X	X	X	

Respondent	F1	F2	F3	F4	F5	R1	R2	R3	R4	R5	R6	R7
Sausalito-Marín City Sanitary District			X		X			X	X		X	
Marin Municipal Water District					X				X		X	
North Marin Water District					X				X		X	
Stinson Beach County Water District	X	X			X	X			X		X	
Agencies Not Audited												
Bel Marin Keys Community Services District												X
Belvedere-Tiburon Joint Recreation Committee District												X
Belvedere-Tiburon Library Agency												X
Bolinas Community Public Utility District												X
Central Marin Police Authority												X
Firehouse Community Park Agency												X
Inverness Public Utility District												X
Marin City Community Services District												X
Marin Clean Energy (MCE)												X
Marin County Resource Conservation District												X
Marin County Transit District												X
Marin General Services Authority (MGSA)												X
Marin Healthcare District												X

Respondent	F1	F2	F3	F4	F5	R1	R2	R3	R4	R5	R6	R7
Marin/Sonoma Mosquito and Vector Control District												X
Marinwood Community Services District												X
Muir Beach Community Services District												X
Sonoma-Marín Area Rail Transit District												X
Tamalpais Community Services District												X
Tomaes Village Community Services District												X
Transportation Authority of Marin												X

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted in accordance with Penal Code Section 933 (c) and subject to the notice, agenda, and open meeting requirements of the Brown Act.

Note: At the time this report was prepared, information was available at the websites listed.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury *not* contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Grand Jury investigations by protecting the privacy and confidentiality of those who participate in any Civil Grand Jury investigation.

Appendix A – Direct Public Pay Internet Links

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Note: Agencies listed here can create a link to their “Elected Officials” page by adding *&rpt=5* at the end of their Public Pay URL below.

Agency	Agency Public Pay URL
Audited Agencies	
City of Belvedere	https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=248
City of Larkspur	https://publicpay.ca.gov/Reports/cities/City.aspx?entityid=251
City of Mill Valley	https://publicpay.ca.gov/Reports/cities/city.aspx?entityid=252
City of Novato	https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=253
City of San Rafael	https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=256
City of Sausalito	https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=257
Town of Corte Madera	https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=249
Town of Fairfax	https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=250
Town of Ross	https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=254
Town of San Anselmo	https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=255
Town of Tiburon	https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=258
County of Marin	https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=21
Marinwood Community Services District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947

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Note: Agencies listed here can create a link to their “Elected Officials” page by adding `&rpt=5` at the end of their Public Pay URL below.

Agency	Agency Public Pay URL
Bolinas Fire Protection District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1237
Central Marin Fire Authority	Link not available at Public Pay as of February 20, 2020
Novato Fire Protection District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1239
Ross Valley Fire Department	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2827
Sleepy Hollow Fire Protection District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1240
Southern Marin Fire Protection District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1241
Stinson Beach Fire Protection District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1242
Tiburon Fire Protection District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1243
Almonte Sanitary District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1986
Alto Sanitary District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1987
Central Marin Sanitation Agency	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2814
Las Gallinas Valley Sanitary District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1989
Novato Sanitary District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1990
Ross Valley Sanitary District (Sanitary District No. 1)	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1992
Marin Municipal Water District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2529
North Marin Water District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2404

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Note: Agencies listed here can create a link to their “Elected Officials” page by adding *&rpt=5* at the end of their Public Pay URL below.

Agency	Agency Public Pay URL
Stinson Beach County Water District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2405
Agencies Not Audited	
Bel Marin Keys Community Services District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=945
Belvedere-Tiburon Joint Recreation Committee District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2813
Belvedere-Tiburon Library Agency	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1623
Bolinas Community Public Utility District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2198
Central Marin Police Authority	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2831
Firehouse Community Park Agency	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2818
Inverness Public Utility District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2199
Marin City Community Services District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=946
Marin Clean Energy (MCE)	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2821
Marin County Resource Conservation District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2108
Marin County Transit District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3399
Marin General Services Authority (MGSA)	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=2822
Marin Healthcare District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1552
Marin/Sonoma Mosquito and Vector Control District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1685

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Note: Agencies listed here can create a link to their “Elected Officials” page by adding `&rpt=5` at the end of their Public Pay URL below.

Agency	Agency Public Pay URL
Marinwood Community Services District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=947
Muir Beach Community Services District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=948
Sonoma-Marín Area Rail Transit District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3400
Strawberry Recreation District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1905
Tamalpais Community Services District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=949
Tomales Village Community Services District	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=950
Transportation Authority of Marin	https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3480

Belvedere-Tiburon Library Agency Future Meeting Dates

October 19, 2020

November 16, 2020

No December meeting unless deemed necessary (December 14 or 21, 2020)

January 11, 2021 (second Monday due to MLK Holiday)

February 8, 2021 (second Monday due to Presidents' Day Holiday)

March 15, 2021

All meetings are held at 6:15 pm remotely via Zoom
Unless otherwise noted

