



In the Council Chambers at 525 San Anselmo Avenue, San Anselmo, CA 94960

Town Council Agenda

Tuesday, October 10, 2023

6:30 PM

Meeting held In-Person and via Zoom:

<https://us02web.zoom.us/j/87204641498>

Or Telephone: +1 669 900 6833 | Webinar ID: 872 0464 1498

How to Submit Comments Before the Meeting: Members of the public are encouraged to submit email correspondence to towncouncil@townofsananselmo.org before the meeting begins.

How to Participate During the Meeting: Members of the public will have the option to speak during the meeting through the Zoom application by using their phone or an electronic device. For PC, Mac, or smart phone, Use Raise hand function when public comment for an item is requested. It is a button that is located at the top or bottom of your screen, based on your computer

For landline phones, raise hand to be recognized with *9

Please be advised those participating in the meeting remotely via Zoom do so at their own risk. The Town Council regular meeting will not be cancelled if any technical problems occur during the meeting.

A. Call to Order in the Council Chambers at Town Hall- 525 San Anselmo Avenue, San Anselmo CA 94960- 6:30 PM

B. Mayor Burdo announces that item B.1 will be discussed in Closed Session.

B.1. Closed session pursuant to California Government Code § 54956.8 - Conference with Real Property Negotiators Property: APN 005-011-60 Agency negotiator: Town Manager David Donery Negotiating parties: Marin Open Space Trust; Mary Conversano Under negotiation: Price and Terms of Payment

C. PUBLIC COMMENT on Closed Session Items.

D. Council Adjourns to Closed Session.

Council Reconvenes in the Council Chambers. Optional Pledge of Allegiance: The Mayor or a designated Council member will recite the Pledge of Allegiance for members of the Council and the public who wish to join in the recitation - 7:00 PM

Open time for public expression.

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

Written Public Comment

[Public Comment- Friedman.pdf](#)

[Public Comment- Chabad of West Marin.pdf](#)

Council requests for future agenda items.

Council committee liaison reports, questions and comments to staff; staff miscellaneous items.

Special Presentation- There are No Special Presentations.

1. Consent Agenda:

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

- 1.1 Approval of the Draft Minutes of the Regular Town Council Meeting of September 26, 2023.
[Staff Report.doc](#)
[Attachment 1- Draft Minutes of the September 26, 2023 Meeting.doc](#)
- 1.2 Report of Checks Issued, September 2023
[Staff Report \(DOCX\)](#)
[Attachment 1 - Check Report - September 2023 \(PDF\)](#)
- 1.3 Approve the Second Reading and Adoption of Murals Ordinance
[Staff Report](#)
[Attachment 1 - Ordinance](#)
- 1.4 Holiday Tree Lighting Ceremony 2023 - Event Application
[Staff Report.doc](#)
[Attachment 1 - Event Application.pdf](#)
- 1.5 Consider to Approve the Hub Beautification Public Art Project
[Staff Report.doc](#)
[Attachment 1 - Project Proposal.pdf](#)

1.6 Adopt a Proclamation to Welcome and Recognize Youth Commissioners for the Current FY 2023/24

[Staff Report.doc](#)

[Attachment 1- Youth Commissioners Proclamation.docx](#)

2. Council Business Items:

In general, the following procedural order applies to items of business:

- Presentation
- Town Council questions
- PUBLIC COMMENT – limited to 3 minutes/person
- Town Council discussion/action

2.1 For Council to Discuss Title 4, Chapter 13, Private Tree Ordinance. Discussing the Town’s tree ordinance is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

[Staff Report](#)

[Attachment 1](#)

[Attachment 2](#)

[Attachment 3](#)

[Attachment 4](#)

[Attachment 5](#)

2.2 Presentation of the Downtown Parking Study and Consideration of Recommendations. The Town finds this project (changes to parking time limits and installation of paid parking) to be categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 Class 1, because it involves maintenance of existing streets (striping and signage), will not create additional automobile lanes and involves negligible or no expansion of use.

[Staff Report](#)

[Attachment 1](#)

[Public Comment - Gabriel 1.pdf](#)

[Public Comment - Gabriel 2.pdf](#)

[Public Comment - Hart.pdf](#)

[Public Comment - Wade.pdf](#)

[Public Comment - Snyder.pdf](#)

[Public Comment- Moller.pdf](#)

[Public Comment- Gundry.pdf](#)

2.3 Consideration of Consultant Contact for the Downtown San Anselmo Active Transportation Safety Study. This safety study project is exempt from the California Environmental Quality Act (CEQA) under a Class 6 categorical exemption, because the scope of work consists of data gathering, analysis and preparation of a study and recommendations for future projects.

[Staff Report](#)

[Attachment 1](#)

- 2.4** Adopt a Resolution Establishing Rules of Decorum for Town Public Meetings. Adoption of the Rules of Decorum for Town Public Meetings is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

[Staff Report.docx](#)

[Attachment 1- Draft Resolution.doc](#)

Adjourn Meeting in Memory of Former Town Councilmember Kay Coleman.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Town Staff at email savila@townofsananselmo.org. Notification at least 48 hours prior to the meeting will enable the Town to make reasonable accommodation to help insure accessibility to this meeting.

Any writings or documents provided to a majority of the Town Council regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at the public counter at Town Hall located at 525 San Anselmo Avenue.

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the date of the Council’s decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting is October 24, 2023.

Administration Department
Town Hall, main floor
525 San Anselmo Avenue
San Anselmo, CA 94960
(415) 258-4691

Town Council
Steve Burdo, Mayor
Eileen Burke, Vice Mayor
Brian Colbert, Councilmember
Alexis Fineman, Councilmember
Tarrell Kullaway, Councilmember

Staff
David Donery, Town Manager
Linda Kenton, Assistant Town Manager / Town Librarian
Jeff Zuba, Finance and Admin Services Director
Megan Holt Acevedo, Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Planning Director
Sean Condry, Public Works Director
Dannielle Mauk, Community Services Director
Mike Norton, Chief of Police
Dan Mahoney, Interim Fire Chief

DECLARATION OF POSTING

This Notice is posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the Town of San Anselmo website. Under penalty of perjury, this Agenda was posted to the public at least 72 hours prior to the meeting.

From: [Kim Friedman](#)
To: [Town Council](#)
Cc: [Dave Friedman](#)
Subject: Re: Holidays in San Anselmo
Date: Monday, October 9, 2023 10:46:48 PM

CAUTION: External Sender

Hello Mayor Burdo/Town Council Members,
First, I wanted to thank everyone for their response to my email below- it was/is much appreciated. Second, I understand there will be discussion tomorrow eve about the holidays and related events/activities/decorations etc. and I look forward to learning more.

As you likely know, this is a dark time for Jewish people, and a feeling of inclusion feels all the more needed. Your efforts and inclusive spirit makes me feel proud to be a resident.

Warmly,

Kim Friedman

On Mon, Jan 9, 2023 at 9:55 AM Kim Friedman <kwallins@gmail.com> wrote:

Hello Mayor Burdo/Town Council members,

Happy New Year to everyone. As some of you may know, my family has been living in San Anselmo for 5 years and we feel grateful to call this town our home. With the holiday season in the rearview, I was hoping to take a moment to see if we could explore the idea of representing other religions/faiths during future holiday seasons. My family is Jewish and would love for our children (6 & 5) (and us as adults :) to feel a part of the community in this way.

I'm happy to share ideas, etc, and for now was hoping to see if we could begin a conversation if one wasn't already in the works.

Many thanks for all you do.

Kim Friedman
415.205.7703

From: [Chabad of West Marin](#)
To: [Town Council](#)
Subject: Tomorrow Evening - Uniting for Israel
Date: Tuesday, October 10, 2023 7:42:22 PM

CAUTION: External Sender

Dear Mayor and Town Council Members,

The San Anselmo and Fairfax Jewish community is still reeling from the news of the horrific attack in Israel.

We know that our friends and neighbors would like to show up for Israel and the grieving Jewish community and we are organizing an evening of solidarity under the banner "Fairfax & San Anselmo Unite for Israel." We will be gathering **tomorrow, 6pm** outside San Anselmo Town Hall to comfort and uplift one another.

We'd be grateful for your presence or solidarity message.

Please let me know if you have any questions or concerns.

Signing off with prayers for peace,

Rabbi Moshe & Hadassa Berkowitz
Chabad of West Marin
415.910.8186

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JewishWestMarin.org
Facebook.com/ChabadWestMarin



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.1

MEETING DATE: October 10, 2023

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of September 26, 2023

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Draft Minutes of the Regular Town Council meeting of September 26, 2023.

ATTACHMENT:

Attachment 1- September 26, 2023 Draft Minutes

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via teleconference
Tuesday, September 26, 2023

Interviews for the Open Space Committee, Climate Action Commission, and Racial Equity Committee- 6:20 p.m.

The Council interviewed three candidates, Soo Haylet for the Climate Action Committee, Christiana Conser for the Open Space Committee, and Hayes Handler for the Racial Equity Committee.

Call to Order: Optional Pledge of Allegiance

COUNCILMEMBERS PRESENT: Steve Burdo, Mayor
Eileen Burke, Vice Mayor
Brian Colbert
Alexis Fineman

COUNCILMEMBERS ABSENT Tarrell Kullaway

STAFF MEMBERS PRESENT: Dave Donery, Town Manager
Megan Acevedo, Town Attorney
Serge Avila, Town Clerk
Sean Condry, Public Works Director
Heidi Scoble, Planning Director
Lindsey Klein, Senior Planner

Open Time for Public Expression

Mr. Gene Ng, representative to the Commission on Aging, gave an update on Commission activities and future events.

Carol stated the 2018 EIR is different from the current daylighting project and talked about how the Redwoods would get the brunt of fast-moving water. She was concerned that months of demolition and reconstruction would be stressful to the trees. She asked the Council to not abandon common sense.

Ms. Rosanne DelBello discussed how to protect the Redwoods. She stated there is a metal tank under Building Bridge 2 and asked the Town to investigate for possible contamination. It could be related to the former gas station at that location.

Mr. Guy Meyer provided some historical comments about San Anselmo. He stated liberty and responsibility go hand in hand and was concerned they are being taken away from communities.

Sue reported on recent activities of the Climate Action Commission including receipt of a \$1,000 Clean Air Grant.

Council requests for future agenda items; Committee liaison reports; questions and comments

to staff; miscellaneous items

Vice Mayor Burke reported she attended the September 14th rental discussion; the September 17th Porch Fest in San Rafael; heard the “three big beeps” coming from the Emergency Services Announcement Study.

Councilmember Fineman reported she attended the Marin Clean Energy (MCE) meeting; the Marin Wildfire Prevention Authority (MWPA) meeting; next Wednesday is “Walk and Roll to School Day”; attended a mural dedication in the Mission District.

Councilmember Colbert thanked Gene Ng for representing San Anselmo on the Commission on Aging; gave a talk to the Marin Conservation League regarding transportation issues; attended the Ross Valley Fire Board meeting; met with the Economic Development Co-Chairs this morning; met with the San Anselmo Chamber of Commerce regarding the December 2nd Tree Lighting Event, the December 12th Menorah Lighting Event, the merchant holiday events on December 14th and 21st; attended the Marin County Fire Chiefs Open House.

Mayor Burdo reported he attended the Ross Valley Fire Board meeting; the Tenant’s Forum on September 14th; the Landlord’s Forum will be held on October 5th; the last “Live on the Avenue” Event will be held this coming weekend- Kudos to the Recreation Department staff; went to a panel on upcoming housing laws, the RHNA process, the economic forecast for California; he would like the Council to discuss how to promote civility during public comment. The Council supported this request.

Special Presentation

Mayor’s Proclamation Recognizing Roy Petri and Luigi Serchia on the 50th Anniversary of San Anselmo Youth Soccer

Mayor Burdo read the Proclamation and thanked Mr. Petri and Mr. Serchia.

Mayor’s Proclamation Recognizing Frank Gomez for his volunteer service to the community.

Mayor Burdo read the Proclamation and the Council thanked Mr. Gomez.

Mayor Burdo read Item 1.5 a Proclamation Declaring September to be National Service Dog Month.

Aria thanked the Council for their support.

The Council provided comments.

1. Consent Agenda

1.1 Approve the Draft Minutes of the Town Council Meeting- September 12, 2023

1.2 Report of Checks Issued, August 2023

1.3 Revenue and Expenditure Reports, August 2023

1.4 Consider the Approval of the Special Event Application- Annual Dia de los Muertos Event

1.5 Adopt a Resolution Declaring September to be National Service Dog Month

- 1.6 Adopt a Resolution Establishing Job Description and Pay Range for Senior Building Inspector Position
- 1.7 Accept the 2023 Slurry Seal Project and Authorize Staff to File a Notice of Completion
- 1.8 Approval of Resolution for Deed Restriction at Memorial Park

Mayor Burdo opened the meeting to public comments

There were no comments.

Mayor Burdo closed the meeting to public comments.

M/s, Burke/Fineman, Motion to approve the Consent Calendar items #1.1 through #1.4 and #1.6 through #1.8

AYES: Burke, Colbert, Fineman, Mayor Burdo

ABSENT: Kullaway

M/s, Burke/Fineman, Motion to move the final item of the agenda, Appointments to Boards, Committees and Commission ahead of #2.1.

AYES: Burke, Colbert, Fineman, Mayor Burdo

ABSENT: Kullaway

Appointments to Boards, Committees and Commissions

Town Clerk Avila presented a staff report.

Mayor Burdo opened the meeting to public comments.

There were no comments.

Mayor Burdo closed the meeting to public comments.

Vice Mayor Burke stated she did not attend some of the interviews and would abstain from voting on the appointments to the Climate Action Commission and Racial Equity Committee.

The Council took a straw poll on the appointments.

M/s, Fineman/Colbert, Motion to appoint Bridget Clark and Nuria Montalvo to the Climate Action Commission.

AYES: Colbert, Fineman, Mayor Burdo

ABSTAIN: Burke

ABSENT: Kullaway

M/s, Colbert/Fineman, Motion to appoint Oriana Bleacher Snyder and Christina Conser to the Open Space Committee.

AYES: Burke, Colbert, Fineman, Mayor Burdo

ABSENT: Kullaway

M/s, Colbert/Fineman, Motion to appoint Robin Beers and Hayes Handler to the Racial Equity Committee.

AYES: Colbert, Fineman, Mayor Burdo

ABSTAIN: Burke

ABSENT: Kullaway

2. Council Business Items

2.1 Receive and File an Update on the Reimagine Creek Park Project 60% Design Review

Public Works Director Condry presented the staff report. Staff answered questions from the Council regarding if the Town or the County has allocated funds to the project or if it would be privately funded; if there is an estimate for the project; if there is a plan for the lawn area given the intensity of use; if there is an opportunity to do terracing or use a fescue grass; the unique characteristics of Redwood roots and how they plan to minimize impacts; the use of wood for the decking and the FSC certification; the nature of the Community Meeting feedback about the 60% design; if there are plans for another Community Meeting prior to the 90% design; the timeline in relation to the SAFRR Project; what would happen if the County work is delayed; who would pay for removal of the baffle.

Karen, representing RHAA Landscape Architects, discussed the project.

Manuel, Town Arborist, discussed the current condition of the Redwood grove and the maintenance plan.

Mayor Burdo opened the meeting to public comments.

Carol had questions about the design including whether bulkheads that would be used to support the bridge; impacts to surface drainage pipes; the decking details including the surface treatment; what can be done about the rodents that would seek food under the decking.

Ann asked about the timeline, whether the County has done any downstream mitigation, if there has been FEMA approval on the baffle, and if the plaza is being removed.

Mr. Guy Meyer stated the park was originally design with incredible ecological consciousness. He was opposed to the expansion of concrete in the park.

Ms. Carrie McQueen, Chair of the Reimagine Creek Park Community Advisory Committee (CAC), stated she is thrilled by the 60% design.

Ms. Fran Farmer, San Anselmo, asked if the project would be started before the \$5 million is in hand. She would like details regarding the environmental impacts from demolition and construction. She does not like the current plan- it is not in alignment with the character of San Anselmo.

Mayor Burdo closed the meeting to public comments.

Public Works Condry responded to the questions from the public.

Councilmember Fineman stated they do not know if or when the County will start the SAFRR project. The plan represents a modest and tasteful iteration of the park and she supports the direction it is going.

Councilmember Colbert stated they should not confuse the conversation with issues such as downstream flooding and baffles. This has been a four-year project with a lot of transparency and community meetings. He wants to keep moving.

Vice Mayor Burke stated she has concerns about how this project would move forward in relation to the SAFRR Project- the two projects are integrated. There are things that can be done with this design no matter what happens with the SAFRR Project. She likes the amphitheater, the kids play area, and the natural plantings.

Mayor Burdo stated there has been a lot of public participation regarding this project. He discussed the link between the SAFRR Project and this project. He looked forward to more discussion about the project.

The Council took a 10-minute break at 9:13 p.m.

The Council reconvene in the Council Chambers at 9:23 p.m.

Mayor Burdo suggested that Public Hearing item #2.4 be heard next.

M/s, Colbert/Fineman, Motion to hear the Public Hearing Item 2.4 next.

AYES: Burke, Colbert, Fineman, Mayor Burdo

ABSENT: Kullaway

Public Hearing

2.4 32 Fern Lane, Project No. PRO2022-0063. Appeal by applicant Ken Mayer of the Planning Commission decision to deny the application for the Conditional Use Permit to allow for the after-the-fact approval of a two-story Accessory Dwelling Unit (ADU) and related structures.

Planning Director Scoble provided some introductory comments.

Senior Planner Klein gave a PowerPoint presentation. Staff answered questions regarding whether or not there is a remedy- if what exists could be maintained if it were attached; the original September 2021 Stop Work Order and the level of completion of the structure; subsequent Stop Work Orders; the Creek Setback; the 18' vs. 25' height limits; the ministerial permit process; options available to get the project approved; if a covered walkway would suffice as an "attachment"; distance between the main residence and the ADU.

Mayor Burdo opened the Public Hearing.

Mr. Ken Mayer stated he was not sure this is the correct forum. He discussed the history of the project. He would like to get into the court system so he could have a fair trial and a fair say on what he is able to do.

Ms. Gwen Mayer stated Ken has over 45 year of experience working in the trades. They made a mistake and have been trying to fix it for two years. They are not located in the Flood Zone or building in the creek. They came up with alternative designs that were turned down by staff.

Mayor Burdo asked Mr. Mayer why he built a structure without permits. Mr. Mayer stated this was two-fold and had to do with money and family.

A resident stated the permit process in San Anselmo is quite easy and building without a permit is never a good idea. Neighbors need to communicate and be willing to compromise.

Tomaso stated he supported the project with the condition that it was acceptable to the appellant's adjacent neighbors. It was not acceptable to the majority of the adjacent neighbors. The solution is simple- reduce the height by seven feet.

Mr. Sean Murphy stated his family lives next door to the project and the problem with the ADU is simply the height. It impacts his family's enjoyment of their back yard.

Mr. Mayer gave a rebuttal and stated they have put forth three separate plans that were approved and then denied. They are trying to solve the problem. Staff has been to the property numerous times and no work has been done in the last two years.

Mayor Burdo closed the Public Hearing.

Vice Mayor Burke stated it is in the Town's best interest to approve ADUs. She understood his motivation for building the structure without a permit but it is the Town's job to make sure structures are safe. Codes and permits are not meant to be protective and not restrictive of the entire community. There is a way to move forward and she urged the appellant to work with staff. She will vote to uphold the decision of the Planning Commission.

Councilmember Fineman stated Vice Mayor Burke outlined the options. The appellant could take advantage of the current liberal construction of "attached" or wait for a clearer definition.

Councilmember Colbert stated there were multiple pathways to move this investment from unpermitted to permitted. He would vote to uphold the decision of the Planning Commission.

Mayor Burdo urged the appellant to work with staff- they will get you where you want to go. He agreed with the comments made by the other Councilmembers.

M/s, Burke/Fineman, Motion to adopt the Resolution upholding the decision of the Planning Commission regarding 32 Fern Lane, Project No. PRO2022-0063.

AYES: Burke, Colbert, Fineman, Mayor Burdo

ABSENT: Kullaway

M/s, Colbert/Fineman, Motion to continue agenda item #2.2 to the next meeting and item #2.3 to a date uncertain.

AYES: Burke, Colbert, Fineman, Mayor Burdo

ABSENT: Kullaway

2.2 Consideration of Consulting Contract for the Downtown San Anselmo Active Transportation Safety Study

This item was continued to the next Council meeting.

2.3 Receive and File an Update on Public Engagement Process for Proposed Sorich Park Multi-Use Trail

This item was continued to a date uncertain.

M/s, Fineman/Colbert, Motion to adjourn the meeting at 10:30 p.m.

AYES: Colbert, Fineman, Vice Mayor Burke, Mayor Burdo

ABSENT: Kullaway

Respectfully submitted,

Toni DeFrancis,
Recording Secretary



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.2

MEETING DATE: October 10, 2023

AGENDA TITLE: Report of Checks Issued, September 2023

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That Council acknowledges, and files warrant numbers 96539 to 96657 issued during the month of September 2023 and bank draft numbers DFT04611, DFT04619, DFT04645, and DFT04654 in a total amount of \$1,164,778.65.

BACKGROUND

This report is an itemization of payments made to vendors during the month just ended. It also includes wires to Bank of America for September 2023 payrolls, including payments for retirement and health benefits. The Bank of America account is used for payroll-related items.

The following warrants were voided or canceled: 96599

ATTACHMENTS

Attachment #1: Check Report – September 2023



Town of San Anselmo

Check Report

By Check Number

Date Range: 09/01/2023 - 09/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - OPERATING POOL						
02972	Amir Kia	09/07/2023	Regular	0.00	1,500.00	96539
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R13784	Invoice	09/07/2023	08.31.2023 - 45 ROSS AVE - ROAD BOND	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
03299	Answer MTI	09/07/2023	Regular	0.00	347.36	96540
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
000030-159-381	Invoice	09/06/2023	09.01.2023 - CALL CENTER SERVICE	0.00	347.36	
	01.41.61150		OUTSIDE SERVICES-OTHE		347.36	
00001	AT&T Calnet	09/07/2023	Regular	0.00	442.76	96541
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
000020414631	Invoice	09/07/2023	634 - TRAFFIC SIGNAL - 07.20.2023 - 08.1	0.00	417.79	
	41.41.61701		UTILITIES		417.79	
000020428606	Invoice	09/07/2023	582 - DPW FAX - 07.25.2023-8.24.2023	0.00	24.97	
	41.41.61701		UTILITIES		24.97	
02542	Avril Angevine	09/07/2023	Regular	0.00	100.00	96542
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010713	Invoice	09/06/2023	09.12.2023 - HONORARIUM - ART TALK T	0.00	100.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		100.00	
00388	Baker & Taylor	09/07/2023	Regular	0.00	484.84	96543
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5018483141	Invoice	09/07/2023	08.15.2023 - CHILDRENS BOOKS	0.00	14.14	
	27.71.62302		CHILDRENS BOOKS		14.14	
5018484827	Invoice	09/07/2023	08.15.2023 - CHILDRENS BOOKS	0.00	33.05	
	27.71.62302		CHILDRENS BOOKS		33.05	
5018484939	Invoice	09/07/2023	08.17.2023 - CHILDRENS BOOKS	0.00	8.14	
	27.71.62302		CHILDRENS BOOKS		8.14	
5018484940	Invoice	09/07/2023	08.17.2023 - CHILDRENS BOOKS	0.00	9.47	
	27.71.62302		CHILDRENS BOOKS		9.47	
5018490364	Invoice	09/07/2023	08.16.2023 - ADULT BOOKS	0.00	21.80	
	27.71.62301		ADULT BOOKS		21.80	
5018490365	Invoice	09/07/2023	08.16.2023 - ADULT BOOKS	0.00	334.96	
	27.71.62301		ADULT BOOKS		334.96	
5018490366	Invoice	09/07/2023	08.16.2023 - ADULT BOOKS	0.00	44.94	
	27.71.62301		ADULT BOOKS		44.94	
H65890650	Invoice	09/07/2023	08.14.2023 - VIDEOS	0.00	18.34	
	01.71.62307		VIDEOS		18.34	
00007	Bay Cities Joint Power Insurance Authority	09/07/2023	Regular	0.00	6,998.44	96544

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
BCJPIA-2024-004	Invoice	09/07/2023	08.28.2023 - GEN LIABILITY CLAIMS / WO	0.00	6,998.44	
	40.21.61906		LIABILITY INSURANCE CLA		6,561.37	
	40.21.61907		WORKERS COMPENSATIO		437.07	
00276	BK Krill Corp	09/07/2023	Regular	0.00	630.00	96545
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1609	Invoice	09/07/2023	08.21.2023 - UPDATE EBIKE / MEASURE J	0.00	630.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		290.00	
	15.41.63107		PAVING		340.00	
02192	BPXpress	09/07/2023	Regular	0.00	421.65	96546
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
RICH-39083	Invoice	09/07/2023	08.14.2023 - MEMORIAL PARK PARKING L	0.00	104.50	
	12.81.63100		CONSTRUCTION		104.50	
RICH-39924	Invoice	09/06/2023	09.01.2023 - TOWN HALL HVAC	0.00	317.15	
	45.41.61150		OUTSIDE SERVICES-OTHE		317.15	
00032	BRADY INDUSTRIES	09/07/2023	Regular	0.00	3,280.67	96547
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
190898	Invoice	09/07/2023	07.28.2023 - MULTIFOLD TOWELS	0.00	405.87	
	01.41.61501		BLDG. MAINT-JANITORIAL		405.87	
190903	Invoice	09/07/2023	07.28.2023 - OPTIMA EMBOSSED TP	0.00	531.79	
	31.41.61501		BLDG. MAINT-JANITORIAL		531.79	
190915	Invoice	09/07/2023	07.28.2023 - OPTIMA EMBOSSED TP	0.00	716.71	
	01.41.61501		BLDG. MAINT-JANITORIAL		716.71	
190916	Invoice	09/07/2023	07.28.2023 - MSM HEAVELY KITCHEN TO	0.00	554.22	
	31.41.61501		BLDG. MAINT-JANITORIAL		554.22	
190917	Invoice	09/07/2023	07.28.2023 - OPTIMA EMBOSSED TP	0.00	402.26	
	34.41.61501		BLDG. MAINT-JANITORIAL		402.26	
190918	Invoice	09/07/2023	07.28.2023 - MSM TP, MULTIFOLD TOWEL	0.00	669.82	
	01.81.61501		BLDG. MAINT-JANITORIAL		669.82	
03555	Brian Nettz, CGCS	09/07/2023	Regular	0.00	1,125.00	96548
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
102	Invoice	09/07/2023	08.02.2023 - CONSULTING VISIT, TOWN C	0.00	1,125.00	
	01.81.61101		OUTSIDE SERVICES-PROF		1,125.00	
03447	Christopher Bock	09/07/2023	Regular	0.00	10,235.00	96549
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SI-59	Invoice	09/07/2023	08.16.2023 - SAND/FINISH 237 CRESCENT	0.00	9,135.00	
	21.65.63100		CAPITAL OUTLAY - CONST		9,135.00	
SI-60	Invoice	09/07/2023	08.23.2023 - SAND/FINISH UPSTAIRS 237	0.00	1,100.00	
	21.65.63100		CAPITAL OUTLAY - CONST		1,100.00	
02524	Code Source	09/07/2023	Regular	0.00	6,596.50	96550
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11434	Invoice	09/06/2023	07.29.2023 - PLAN CHECK SERVICES	0.00	456.50	
	01.41.61157		PLAN CHECKING		456.50	
11437	Invoice	09/06/2023	08.03.2023 - PLAN CHECK SERVICES	0.00	893.00	
	01.41.61157		PLAN CHECKING		893.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11438	Invoice	09/06/2023	08.02.2023 - PLAN CHECK SERVICES	0.00	1,970.00	
	01.41.61157		PLAN CHECKING		1,970.00	
11459	Invoice	09/06/2023	08.10.2023 - PLAN CHECK SERVICES	0.00	1,590.00	
	01.41.61157		PLAN CHECKING		1,590.00	
11471	Invoice	09/06/2023	08.23.2023 - PLAN CHECK SERVICES	0.00	1,687.00	
	01.41.61157		PLAN CHECKING		1,687.00	
00072	Comcast	09/07/2023	Regular	0.00	590.21	96551
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
04908222023	Invoice	09/07/2023	049 - TH CABLE TV - 08.27.2023 - 09.26.2	0.00	170.81	
	42.21.63003		COMPUTER HARDWARE/ 049 - TH CABLE TV - 08.27.2023		170.81	
58308162023	Invoice	09/07/2023	583 - CORP YARD INTERNET - 08.21.2023 -	0.00	255.70	
	42.21.63003		COMPUTER HARDWARE/ 583 - CORP YARD INTERNET - 08		255.70	
758-08192023	Invoice	09/07/2023	758 - TH INTERNET - 08.24.2023-09.23.20	0.00	163.70	
	41.41.61701		UTILITIES 758 - TH INTERNET - 08.24.2023		163.70	
03567	DARRY BELL	09/07/2023	Regular	0.00	110.41	96552
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0010596	Invoice	09/07/2023	08.24.2023 - SNACK SHACK REIMBUSEME	0.00	110.41	
	01.00.42250		Snack Shack 08.24.2023 - SNACK SHACK REI		110.41	
01320	DC Electric Group Inc	09/07/2023	Regular	0.00	3,815.02	96553
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
470735	Invoice	09/07/2023	07.31.2023 - STREETLIGHT MAINT	0.00	669.45	
	01.42.61131		OUTSIDE SVCS-STREET LI 07.31.2023 - STREETLIGHT MAI		669.45	
470803	Invoice	09/07/2023	07.31.2023 - TRAFFIC SIGNAL PREV MAIN	0.00	2,281.44	
	01.42.61707		UTILITIES-SIGNALS 07.31.2023 - TRAFFIC SIGNAL PR		2,281.44	
470804	Invoice	09/07/2023	07.31.2023 - TRAFFIC SIGNAL REPAIRS	0.00	864.13	
	01.42.61707		UTILITIES-SIGNALS 07.31.2023 - TRAFFIC SIGNAL RE		864.13	
00035	Demco Inc	09/07/2023	Regular	0.00	435.99	96554
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
7351013	Invoice	09/07/2023	08.21.2023 - STANDARD ECONOMY BOOK	0.00	435.99	
	01.71.62200		DEPARTMENTAL SUPPLIE 08.21.2023 - STANDARD ECONO		435.99	
02732	Diesel Direct West	09/07/2023	Regular	0.00	132.37	96555
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
84646515	Invoice	09/07/2023	07.18.2023 - 24.6 GALLONS GASOLINE UN	0.00	132.37	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES 07.18.2023 - 24.6 GALLONS GAS		132.37	
00266	Ed Gurka	09/07/2023	Regular	0.00	4,045.00	96556
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
22-2023	Invoice	09/07/2023	08.15.2023 - CREEK PARK TREE PROTECTI	0.00	3,696.25	
	70.81.61150		OUTSIDE SERVICES-OTHE 08.15.2023 - CREEK PARK TREE		3,696.25	
25-2023	Invoice	09/07/2023	08.14.2023 - 75 JONES LANDSCAPE PLAN	0.00	348.75	
	01.42.61105		OUTSIDE SERVICES-TREES 08.14.2023 - 75 JONES LANDSC		348.75	
00087	Elite Tree Service	09/07/2023	Regular	0.00	16,180.00	96557
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2023-08-10	Invoice	09/07/2023	08.18.2023 - LANDSDAL TO SAUNDERS SO	0.00	2,880.00	
	35.41.61150		OUTSIDE SERVICES-OTHE 08.18.2023 - LANDSDAL TO SAU		2,880.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2023-08-11	Invoice	09/07/2023	08.18.2023 - LANDSDALE TO SAUNDERS S	0.00	2,150.00	
	35.41.61150		OUTSIDE SERVICES-OTHE 08.18.2023 - LANDSDALE TO SA		2,150.00	
2023-08-12	Invoice	09/07/2023	08.18.2023 - FUEL SURCHARGE	0.00	120.00	
	35.41.61150		OUTSIDE SERVICES-OTHE 08.18.2023 - FUEL SURCHARGE		120.00	
2023-08-13	Invoice	09/07/2023	08.18.2023-08.21.2023 - 515 SCENIC	0.00	2,800.00	
	01.42.61105		OUTSIDE SERVICES-TREES 08.18.2023-08.21.2023 - 515 SC		2,800.00	
2023-08-14	Invoice	09/07/2023	08.25.2023 - 200 CRESCENT	0.00	2,550.00	
	01.42.61105		OUTSIDE SERVICES-TREES 08.25.2023 - 200 CRESCENT		2,550.00	
2023-08-8	Invoice	09/07/2023	08.14.2023 - SAUNDERS TO LANDSDALE N	0.00	2,880.00	
	35.41.61150		OUTSIDE SERVICES-OTHE 08.14.2023 - SAUNDERS TO LAN		2,880.00	
2023-08-9	Invoice	09/07/2023	08.18.2023 - LANDSDLA TO FAIRFAX NORT	0.00	2,800.00	
	35.41.61150		OUTSIDE SERVICES-OTHE 08.18.2023 - LANDSDLA TO FAIR		2,800.00	
02622	Epstein Holtzaple Christo LLP	09/07/2023	Regular	0.00	17,765.00	96558
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
6909	Invoice	09/06/2023	06.01.2023 - GENERAL	0.00	12,512.50	
	01.16.61138		GENERAL COUNSEL LEGA 06.01.2023 - GENERAL		12,512.50	
6910	Invoice	09/06/2023	06.13.2023 - PLANNING	0.00	4,895.00	
	01.16.61138		GENERAL COUNSEL LEGA 06.13.2023 - PLANNING		4,895.00	
6911	Invoice	09/07/2023	07.11.2023 - 07.27.2023 - LITIGATION	0.00	357.50	
	01.16.61138		GENERAL COUNSEL LEGA 07.11.2023 - 07.27.2023 - LITIG		357.50	
00017	Fairfax Building Supply Co. Inc.	09/07/2023	Regular	0.00	1,733.86	96559
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
269266	Invoice	09/07/2023	08.15.2023 - 6X14 POWER CURVE METAL	0.00	113.72	
	01.81.62200		DEPARTMENTAL SUPPLIE 08.15.2023 - 6X14 POWER CUR		113.72	
269278	Invoice	09/07/2023	08.15.2023 - DEADBOLT / COMBO PACK	0.00	56.88	
	01.41.61506		BLDG. MAINT-OTHER 08.15.2023 - DEADBOLT / COMB		56.88	
269322	Invoice	09/07/2023	08.16.2023 - 6X8X8 PT ACQ LANDSCAPE T	0.00	1,404.39	
	01.81.62200		DEPARTMENTAL SUPPLIE 08.16.2023 - 6X8X8 PT ACQ LAN		1,404.39	
269379	Invoice	09/07/2023	08.17.2023 - CABLE 1/8" CLRVNYL	0.00	44.66	
	34.41.62200		DEPARTMENTAL SUPPLIE 08.17.2023 - CABLE 1/8" CLRVN		44.66	
269682	Invoice	09/07/2023	08.23.2023 - SGS GLASS SCRAPER	0.00	51.34	
	01.42.62200		DEPARTMENTAL SUPPLIE 08.23.2023 - SGS GLASS SCRAPE		51.34	
269725	Invoice	09/07/2023	08.24.2026 - KEY STEM 4WAY	0.00	16.84	
	01.42.62200		DEPARTMENTAL SUPPLIE 08.24.2026 - KEY STEM 4WAY		16.84	
269899	Invoice	09/07/2023	08.28.2023 - PLASTIC PAIL / TOP SOIL	0.00	38.19	
	01.81.62200		DEPARTMENTAL SUPPLIE 08.28.2023 - PLASTIC PAIL / TOP		38.19	
269946	Invoice	09/07/2023	08.29.2023 - TEST PLUG	0.00	7.84	
	01.41.61506		BLDG. MAINT-OTHER 08.29.2023 - TEST PLUG		7.84	
03546	Folger Graphics, Inc	09/07/2023	Regular	0.00	3,785.61	96560
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
136843	Invoice	09/07/2023	08.24.2023 - LANDLORD NOTICE POSTCAR	0.00	3,785.61	
	01.12.61150		OUTSIDE SERVICES-OTHE 08.24.2023 - LANDLORD NOTICE		3,785.61	
03566	FOSTER & FOSTER, INC	09/07/2023	Regular	0.00	1,600.00	96561
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
28051	Invoice	09/07/2023	08.18.2023 - JUNE 30, 2023 GASB 68 REP	0.00	1,600.00	
	01.12.61150		OUTSIDE SERVICES-OTHE 08.18.2023 - JUNE 30, 2023 GAS		1,600.00	
02278	Gardeners' Guild	09/07/2023	Regular	0.00	1,090.00	96562

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
113867	Invoice	09/07/2023	08.17.2023 - IMAGINATION PARK, TH PAR	0.00	1,090.00	
01.81.61104			OUTSIDE SERVICES-GROU		545.00	
14.81.61150			OUTSIDE SERVICES-OTHE		545.00	
00021	Good & Clean Company Inc	09/07/2023	Regular	0.00	16,349.00	96563
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
68040	Invoice	09/06/2023	08.01.2023 - GENERAL CLEANING	0.00	2,096.00	
31.41.61501			BLDG. MAINT-JANITORIAL		607.84	
34.41.61501			BLDG. MAINT-JANITORIAL		461.12	
41.41.61701			UTILITIES		1,027.04	
68486	Invoice	09/06/2023	09.04.2023 - GENERAL CLEANING	0.00	14,253.00	
31.41.61501			BLDG. MAINT-JANITORIAL		4,133.37	
34.41.61501			BLDG. MAINT-JANITORIAL		3,135.66	
41.41.61701			UTILITIES		6,983.97	
00104	Grier Argall Plumbing Inc	09/07/2023	Regular	0.00	277.50	96564
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
16601	Invoice	09/07/2023	08.15.2023 - SNAKE BATHROOM DRAIN	0.00	277.50	
01.41.61506			BLDG. MAINT-OTHER		277.50	
00020	Hannibal's Inc Electrical Construction	09/07/2023	Regular	0.00	1,018.05	96565
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
25045	Invoice	09/07/2023	08.21.2023 - REMOVE STRING LIGHTS / R	0.00	777.45	
60.14.62903			LIVE ON THE AVENUE		777.45	
25047	Invoice	09/07/2023	08.21.2023 - FRONT IRRIGATION SYST CHE	0.00	240.60	
01.41.61506			BLDG. MAINT-OTHER		240.60	
02586	HdL Software LLC	09/07/2023	Regular	0.00	437.40	96566
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SIN030824	Invoice	09/07/2023	07.31.2023 - NEW ACCOUNTS PROCESSED	0.00	437.40	
01.12.61150			OUTSIDE SERVICES-OTHE		437.40	
02236	HooplaDigital	09/07/2023	Regular	0.00	759.93	96567
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
504294063	Invoice	09/06/2023	08.31.2023 - DIGITAL ACCOUNT	0.00	759.93	
27.71.62309			E BOOKS		759.93	
03290	Houseal Lavigne Associates	09/07/2023	Regular	0.00	2,570.00	96568
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
6457	Invoice	09/07/2023	08.14.2023 - HOUSING ELEMENT UPDATE	0.00	2,570.00	
01.18.61150			OUTSIDE SERVICES-OTHE		2,570.00	
03281	Jaime E. Valle	09/07/2023	Regular	0.00	4,180.00	96569
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SA-090123	Invoice	09/07/2023	08.21.2023 - 09.01.2023 - PLAN CHECKIN	0.00	4,180.00	
01.41.61157			PLAN CHECKING		4,180.00	
03322	Juan Landaverde	09/07/2023	Regular	0.00	1,710.00	96570

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
8	Invoice	09/07/2023	09.07.2023 - POWER WASH HUB / SHELTE	0.00	1,710.00	
	01.42.61506		BLDG. MAINT-OTHER		1,710.00	
00113	Juan Olsen Sanchez	09/07/2023	Regular	0.00	4,484.07	96571
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SUMMER6	Invoice	09/07/2023	08.29.2023 - PAYMENT #6 - SUMMER 202	0.00	4,484.07	
	21.61.61167		TUMBLING SERVICES		4,484.07	
02558	Kanopy	09/07/2023	Regular	0.00	629.00	96572
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
364436-PPU	Invoice	09/06/2023	08.31.2023 - VIDEOS	0.00	629.00	
	27.71.62307		VIDEOS		629.00	
00029	Marin IT	09/07/2023	Regular	0.00	15,886.04	96573
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2023-121227	Invoice	09/07/2023	08.23.2023 - AGREEMENT MANAGED OFF	0.00	1,274.38	
	42.21.63003		COMPUTER HARDWARE/		1,274.38	
2023-121228	Invoice	09/07/2023	08.23.20233 - AGREEMENT ONSITE SUPP	0.00	5,720.00	
	42.21.63003		COMPUTER HARDWARE/		5,720.00	
2023-121229	Invoice	09/07/2023	08.23.2023 - AGREEMENT AUTOMATE RE	0.00	2,117.50	
	42.21.63003		COMPUTER HARDWARE/		2,117.50	
2023-121230	Invoice	09/07/2023	08.23.2023 - AGREEMENT IT MGMT SUPP	0.00	5,026.67	
	42.21.63003		COMPUTER HARDWARE/		5,026.67	
2023-121265	Invoice	09/06/2023	08.30.2023 - BILLING QUOTE FOR 2023-0	0.00	1,229.48	
	42.21.63003		COMPUTER HARDWARE/		1,229.48	
2023-25257	Invoice	09/06/2023	08.30.2023 - DELL OPTIPLEX 7040	0.00	502.01	
	42.21.63003		COMPUTER HARDWARE/		502.01	
2023-25261	Invoice	09/06/2023	09.05.2023 - DEEP FREEZE RENEWAL	0.00	16.00	
	42.21.63003		COMPUTER HARDWARE/		16.00	
00142	Marin Municipal Water District	09/07/2023	Regular	0.00	109.16	96574
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
307-07132023	Invoice	06/30/2023	307 - 237 CRESCENT AVE - 07.13.2023	0.00	109.16	
	01.81.61703		UTILITIES-WATER		109.16	
00132	Marin Sanitary Service	09/07/2023	Regular	0.00	50.00	96575
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
149027	Invoice	09/06/2023	08.25.2023 - SHREDDING CART DISPOSAL	0.00	50.00	
	01.12.62200		DEPARTMENTAL SUPPLIE		16.66	
	01.18.62200		DEPARTMENTAL SUPPLIE		16.67	
	01.41.62200		DEPARTMENTAL SUPPLIE		16.67	
03343	Marina Landscape, Inc	09/07/2023	Regular	0.00	15,644.09	96576
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
452205-005	Invoice	06/30/2023	08.21.2023 - MEMORIAL FIELD - PAYMEN	0.00	15,644.09	
	70.81.61150		OUTSIDE SERVICES-OTHE		15,644.09	
01256	Miksis Services Inc	09/07/2023	Regular	0.00	19,902.00	96577

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
110492	Invoice	09/07/2023	08.09.2023 - CLEAN, GROUT JOINTS. STOR	0.00	19,902.00	
	15.41.63113		UNPROGRAMMED DRAIN		19,902.00	
03211	ODP Business Solutions LLC	09/07/2023	Regular	0.00	101.59	96578
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
327718424001	Invoice	09/07/2023	08.24.2023 - PAPER, ENVELOPES	0.00	82.48	
	01.12.62000		OFFICE SUPPLIES		82.48	
327720433001	Invoice	09/06/2023	08.24.2023 - PENS	0.00	19.11	
	01.12.62000		OFFICE SUPPLIES		19.11	
01856	PAVEMENT ENGINEERING INC.	09/07/2023	Regular	0.00	8,760.00	96579
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2307-065	Invoice	09/07/2023	08.14.2023 - INSPECTION QA 2023 SLURR	0.00	8,760.00	
	15.41.63200		SLURRY RESURFACING CO		8,760.00	
00893	Perfect Timing Personnel Services, Inc.	09/07/2023	Regular	0.00	5,152.47	96580
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
52391	Invoice	09/07/2023	08.20.2023 - ADMINISTRATIVE SUPPORT	0.00	1,894.29	
	01.41.60010		TEMPORARY HELP		1,894.29	
52417	Invoice	09/07/2023	08.27.2023 - ADMINISTRATIVE SUPPORT	0.00	1,869.03	
	01.41.60010		TEMPORARY HELP		1,869.03	
52444	Invoice	09/06/2023	09.03.2023 - ADMIN SUPPORT	0.00	1,389.15	
	01.41.60010		TEMPORARY HELP		1,389.15	
02839	Quadient Finance USA, Inc	09/07/2023	Regular	0.00	1,000.00	96581
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
274-08212023	Invoice	09/07/2023	274 - TOWN HALL POSTAGE - 08.21.2023	0.00	1,000.00	
	42.21.63003		COMPUTER HARDWARE/		1,000.00	
			274 - TOWN HALL POSTAGE - 08			
00038	Rafael Lumber	09/07/2023	Regular	0.00	214.12	96582
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
14080	Invoice	09/07/2023	08.01.2023 - DF PLY 4X8	0.00	214.12	
	01.42.62200		DEPARTMENTAL SUPPLIE		214.12	
00184	Safeway Inc	09/07/2023	Regular	0.00	8.98	96583
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
664782-080123-1	Invoice	09/06/2023	08.01.2023 - PARKSIDE SUPPLIES	0.00	8.98	
	21.63.62979		PARKSIDE SUPPLIES		8.98	
03455	SiteOne Landscape Supply Holding, LLC	09/07/2023	Regular	0.00	12,436.21	96584
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
130511477-001	Invoice	09/07/2023	08.03.2023 MAKITA SAW CHAIN	0.00	11,669.06	
	01.81.62200		DEPARTMENTAL SUPPLIE		11,669.06	
130511477-002	Invoice	09/07/2023	08.04.2023 - MAKITA LXT BRUSHLESS TLE	0.00	767.15	
	01.81.62200		DEPARTMENTAL SUPPLIE		767.15	
03568	SUSAN FLANDERMEYER	09/07/2023	Regular	0.00	1,336.02	96585

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010597	Invoice	09/07/2023	08.24.2023 - SNACK SHACK REIMBUSEME	0.00	1,336.02	
	01.00.42250		Snack Shack		1,336.02	
02474	T2 SYSTEMS CANADA INC.	09/07/2023	Regular	0.00	4.00	96586
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INVEBP00000085	Invoice	09/07/2023	08.18.2023 - EXTEND BY PHONE USAGE	0.00	4.00	
	13.42.61114		OUTSIDE SRV: PARKING		4.00	
02087	Telecom Law Firm PC	09/07/2023	Regular	0.00	3,113.00	96587
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
15941	Invoice	09/07/2023	08.18.2023 - DRAFTING DOCUMENTS	0.00	2,420.00	
	01.00.20371		PLANNING COSTS TO BE		2,420.00	
15950	Invoice	09/06/2023	08.29.2023 - 32 RED HILL AVE	0.00	693.00	
	01.00.20371		PLANNING COSTS TO BE		693.00	
03207	Toni DeFrancis	09/07/2023	Regular	0.00	400.00	96588
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2023-PC821	Invoice	09/06/2023	08.21.2023 - PLANNING COMMISSION M	0.00	200.00	
	01.18.61150		OUTSIDE SERVICES-OTHE		200.00	
2023-TC822	Invoice	09/06/2023	08.22.2023 - TOWN COUNCIL MEETING	0.00	200.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		200.00	
00215	Transbay Lock	09/07/2023	Regular	0.00	150.00	96589
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
88326	Invoice	09/07/2023	08.16.2023 - REPAIR / REINSTALL LIBRARY	0.00	150.00	
	01.41.61506		BLDG. MAINT-OTHER		150.00	
00384	Van Midde & Son Concrete	09/07/2023	Regular	0.00	31,660.00	96590
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
14580	Invoice	09/07/2023	08.11.2023 - 107-180 CRESCENT	0.00	31,660.00	
	01.00.20304		CONCRETE CONTRACT		16,465.00	
	19.41.63109		UNPROGRAMMED RESUR		15,195.00	
00391	Verizon Wireless	09/07/2023	Regular	0.00	856.99	96591
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
9941912795	Invoice	09/06/2023	07.13.2023-08.12.2023 - WIRELESS	0.00	856.99	
	01.12.61705		UTILITIES-TELEPHONE		51.51	
	01.18.61705		UTILITIES-TELEPHONE		38.01	
	01.41.61705		UTILITIES-TELEPHONE		400.09	
	01.42.61705		UTILITIES-TELEPHONE		263.06	
	21.63.61179		PARKSIDE SERVICES		52.16	
	21.63.61187		ROBSON AFTER SCHOOL		52.16	
03454	Willdan Engineering	09/07/2023	Regular	0.00	1,755.00	96592
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
002-29639	Invoice	09/06/2023	08.23.2023 - BUILDING / SAFETY PLAN CH	0.00	1,755.00	
	01.41.61157		PLAN CHECKING		1,755.00	
00048	Alhambra & Sierra Springs	09/18/2023	Regular	0.00	57.97	96593

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
12161581 08302	Invoice	08/30/2023	08.30.2023 - CORP YARD WATER	0.00	57.97	
	01.81.62200		DEPARTMENTAL SUPPLIE		57.97	
00004	Alpine Awards Inc.	09/18/2023	Regular	0.00	2,424.26	96594
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010751	Invoice	09/12/2023	09.12.2023 SOCCER TROPHIES & MEDALS	0.00	2,424.26	
	21.61.62964		SOCCER SUPPLIES		2,424.26	
02920	Amazon Business	09/18/2023	Regular	0.00	29.49	96595
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
114Y-W6PK-9PH7	Invoice	09/01/2023	09.01.2023 - ZIP BOOKS	0.00	29.49	
	01.71.62310		Library Zip Grant		29.49	
03299	Answer MTI	09/18/2023	Regular	0.00	343.83	96596
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
000029-748-241	Invoice	08/01/2023	07.01.2023-07.31.2023 - CALL CENTER SE	0.00	343.83	
	01.41.61150		OUTSIDE SERVICES-OTHE		343.83	
02806	AQUASCAPE POOL SERVICE	09/18/2023	Regular	0.00	224.00	96597
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
23859	Invoice	08/31/2023	08.31.2023 - AUGUST POOL SERVICE	0.00	224.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		224.00	
00388	Baker & Taylor	09/18/2023	Regular	0.00	820.33	96598
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5018502117	Invoice	08/24/2023	08.24.2023 - ADULT BOOKS	0.00	65.44	
	27.71.62301		ADULT BOOKS		65.44	
5018502118	Invoice	08/24/2023	08.24.2023 - ADULT BOOKS	0.00	43.60	
	27.71.62301		ADULT BOOKS		43.60	
5018502119	Invoice	08/24/2023	08.24.2023 - ADULT BOOKS	0.00	35.31	
	27.71.62301		ADULT BOOKS		35.31	
5018502120	Invoice	08/24/2023	08.24.2023 - ADULT BOOKS	0.00	44.27	
	27.71.62301		ADULT BOOKS		44.27	
5018502121	Invoice	08/24/2023	08.24.2023 - ADULT BOOKS	0.00	44.28	
	27.71.62301		ADULT BOOKS		44.28	
5018502122	Invoice	08/24/2023	08.24.2023 - ADULT BOOKS	0.00	20.44	
	27.71.62301		ADULT BOOKS		20.44	
5018502123	Invoice	08/24/2023	08.24.2023 - ADULT BOOKS	0.00	16.15	
	27.71.62301		ADULT BOOKS		16.15	
5018502124	Invoice	08/24/2023	08.24.2023 - ADULT BOOKS	0.00	15.75	
	27.71.62301		ADULT BOOKS		15.75	
5018502125	Invoice	08/24/2023	08.24.2023 - ADULT BOOKS	0.00	17.80	
	27.71.62301		ADULT BOOKS		17.80	
5018502126	Invoice	08/24/2023	08.24.2023 - ADULT BOOKS	0.00	21.15	
	27.71.62301		ADULT BOOKS		21.15	
5018505571	Invoice	08/29/2023	08.29.2023 - CHILDRENS BOOKS	0.00	12.62	
	27.71.62302		CHILDRENS BOOKS		12.62	
5018505572	Invoice	08/29/2023	08.29.2023 - CHILDRENS BOOKS	0.00	14.57	
	27.71.62302		CHILDRENS BOOKS		14.57	
5018505573	Invoice	08/29/2023	08.29.2023 - CHILDRENS BOOKS	0.00	20.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	27.71.62302	CHILDRENS BOOKS	08.29.2023 - CHILDRENS BOOKS		20.00	
5018505685	Invoice	08/28/2023	08.28.2023 - CHILDRENS BOOKS	0.00	28.37	
	27.71.62302	CHILDRENS BOOKS	08.28.2023 - CHILDRENS BOOKS		28.37	
5018519604	Invoice	09/05/2023	09.05.2023 - ADULT BOOKS	0.00	106.05	
	27.71.62301	ADULT BOOKS	09.05.2023 - ADULT BOOKS		106.05	
5018519605	Invoice	09/05/2023	09.05.2023 - ADULT BOOKS	0.00	70.27	
	27.71.62301	ADULT BOOKS	09.05.2023 - ADULT BOOKS		70.27	
5018519606	Invoice	09/05/2023	09.05.2023 - ADULT BOOKS	0.00	28.54	
	27.71.62301	ADULT BOOKS	09.05.2023 - ADULT BOOKS		28.54	
5018519607	Invoice	09/05/2023	09.05.2023 - ADULT BOOKS	0.00	20.79	
	27.71.62301	ADULT BOOKS	09.05.2023 - ADULT BOOKS		20.79	
5018519608	Invoice	09/05/2023	09.05.2023 - ADULT BOOKS	0.00	34.43	
	27.71.62301	ADULT BOOKS	09.05.2023 - ADULT BOOKS		34.43	
5018519609	Invoice	09/05/2023	09.05.2023 - ADULT BOOKS	0.00	21.15	
	27.71.62301	ADULT BOOKS	09.05.2023 - ADULT BOOKS		21.15	
5018519610	Invoice	09/05/2023	09.05.2023 - ADULT BOOKS	0.00	73.27	
	27.71.62301	ADULT BOOKS	09.05.2023 - ADULT BOOKS		73.27	
5018519611	Invoice	09/05/2023	09.05.2023 - ADULT BOOKS	0.00	66.08	
	27.71.62301	ADULT BOOKS	09.05.2023 - ADULT BOOKS		66.08	
	Void	09/18/2023	Regular	0.00	0.00	96599
00032	BRADY INDUSTRIES	09/18/2023	Regular	0.00	908.39	96600
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
8279333	Invoice	08/31/2023	08.31.2023 - TOWLE WHITE M-FOLD	0.00	908.39	
	01.81.61501	BLDG. MAINT-JANITORIAL	08.31.2023 - TOWLE WHITE M-F		908.39	
		09/18/2023	Regular	0.00	167.30	96601
01631	Caine Starelli	09/18/2023	Regular	0.00	167.30	96601
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
09112023	Invoice	09/12/2023	09.12.2023 - MAH JONGG DROP IN SUM	0.00	167.30	
	21.62.61170	ADULT ART & CULTURE SE	09.12.2023 - MAH JONGG DROP		167.30	
		09/18/2023	Regular	0.00	170.97	96602
03570	CHASE ACE HARDWARE	09/18/2023	Regular	0.00	170.97	96602
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
33384	Invoice	06/30/2023	06.28.2023 - FLAG USA	0.00	132.66	
	60.14.62903	LIVE ON THE AVENUE	06.28.2023 - FLAG USA		132.66	
34291	Invoice	09/01/2023	09.01.2023 - LUGGAGE LOCK	0.00	38.31	
	60.14.62903	LIVE ON THE AVENUE	09.01.2023 - LUGGAGE LOCK		38.31	
		09/18/2023	Regular	0.00	567.00	96603
02163	City of Foster City	09/18/2023	Regular	0.00	567.00	96603
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
15626	Invoice	09/05/2023	09.05.2023 - ASST CIVIL ENGINEER POSTI	0.00	567.00	
	01.41.61806	MISC HIRING EXPENSES	09.05.2023 - ASST CIVIL ENGINE		567.00	
		09/18/2023	Regular	0.00	220.00	96604
00309	City of Sausalito	09/18/2023	Regular	0.00	220.00	96604
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010754	Invoice	06/30/2023	06.28.2023 - MCCMC X4	0.00	220.00	
	01.11.61000	TRAINING	06.28.2023 - MCCMC X4		220.00	
		09/18/2023	Regular	0.00	16,020.00	96605
02315	Coastland Civil Engineering Inc.	09/18/2023	Regular	0.00	16,020.00	96605

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
57373	Invoice	08/31/2023	08.31.2023 - BUILDING DEPT SERVICES	0.00	16,020.00	
	01.41.61157		PLAN CHECKING		16,020.00	
00589	County of Marin/MCSTOPPP	09/18/2023	Regular	0.00	36,176.54	96606
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
MC2024-BPC	Invoice	09/01/2023	09.01.2023 - STORMWATER POLLUTION P	0.00	36,176.54	
	01.42.61121		OUTSIDE SVCS-CLEAN WA		36,176.54	
00533	Davis Sign Company	09/18/2023	Regular	0.00	6,725.43	96607
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
36905	Invoice	07/28/2023	07.28.2023 - PARKING SIGNS	0.00	6,397.68	
	01.42.62200		DEPARTMENTAL SUPPLIE		6,397.68	
36908	Invoice	07/28/2023	07.28.2023 - MEMORIAL PARK E BIKES	0.00	327.75	
	01.81.62200		DEPARTMENTAL SUPPLIE		327.75	
02732	Diesel Direct West	09/18/2023	Regular	0.00	1,198.62	96608
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
85353085	Invoice	08/31/2023	08.31.2023 - 210.8 GALLONS GASOLINE U	0.00	1,198.62	
	01.81.62988		VEHICLE-FUEL/OIL/TIRES		1,198.62	
03520	DM Brent & Associates, Inc.	09/18/2023	Regular	0.00	5,120.00	96609
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
TOSACP05	Invoice	07/31/2023	06.25.2023-07.29.2023 - CREEK PARK	0.00	2,535.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		2,535.00	
TOSAFS2005	Invoice	07/31/2023	07.31.2023 - FIRE STATION 20	0.00	635.00	
	45.41.61150		OUTSIDE SERVICES-OTHE		635.00	
TOSALIB05	Invoice	07/31/2023	07.31.2023 -LIBRARY	0.00	100.00	
	45.41.61150		OUTSIDE SERVICES-OTHE		100.00	
TOSAMP02	Invoice	07/31/2023	06.25.2023-07.29.2023 - MEMORIAL PAR	0.00	72.50	
	01.41.61150		OUTSIDE SERVICES-OTHE		72.50	
TOSATH05	Invoice	07/31/2023	07.31.2023 - TOWN HALL	0.00	1,777.50	
	45.41.61150		OUTSIDE SERVICES-OTHE		1,777.50	
00266	Ed Gurka	09/18/2023	Regular	0.00	120.00	96610
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
28-2023	Invoice	08/21/2023	08.18.2023 - CANYON & SCENIC AVE	0.00	120.00	
	01.42.61105		OUTSIDE SERVICES-TREES		120.00	
00087	Elite Tree Service	09/18/2023	Regular	0.00	19,300.00	96611
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2023-08.1	Invoice	08/11/2023	08.07.2023 - SA AVE TO FAIRFAX BORDER	0.00	2,880.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		2,880.00	
2023-08-6	Invoice	08/11/2023	08.07.2023 - SA TO FAIRFAX BORDER	0.00	2,880.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		2,880.00	
2023-08-7	Invoice	08/11/2023	08.08.2023 - SA TO FAIRFAX BORDER	0.00	2,880.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		2,880.00	
2023-09-01	Invoice	09/01/2023	09.01.2023 - GREENFIELD STRIP	0.00	2,880.00	
	01.42.61144		Medians		2,880.00	
2023-09-02	Invoice	09/01/2023	09.01.2023 CREEK RD ADJ LANSDALE PAR	0.00	2,880.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.81.61105	OUTSIDE SERVICES-TREES	09.01.2023 CREEK RD ADJ LANS	2,880.00		
2023-2-13	Invoice	06/30/2023	02.23.2023 - #29 LANSDALE	0.00	2,100.00	
	35.41.61150	OUTSIDE SERVICES-OTHE	02.23.2023 - #29 LANSDALE	2,100.00		
2023-3-2	Invoice	06/30/2023	03.02.2023 - SYCAMORE/CENTER/SA AVE	0.00	2,800.00	
	35.41.61150	OUTSIDE SERVICES-OTHE	03.02.2023 - SYCAMORE/CENTE	2,800.00		
02777	Elizabeth Flanagan	09/18/2023	Regular	0.00	136.50	96612
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
1	Invoice	09/14/2023	09.14.2023 - JULY 2023 PAINTING WORKS	0.00	136.50	
	21.62.61170	ADULT ART & CULTURE SE	09.14.2023 - JULY 2023 PAINTIN	136.50		
00092	Ewing Irrigation Products	09/18/2023	Regular	0.00	6.19	96613
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
20420097	Invoice	08/24/2023	08.24.2023 - MEMORIAL PARK	0.00	6.19	
	01.81.62200	DEPARTMENTAL SUPPLIE	08.24.2023 - MEMORIAL PARK	6.19		
00017	Fairfax Building Supply Co. Inc.	09/18/2023	Regular	0.00	1,531.60	96614
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
270089	Invoice	08/31/2023	08.31.2023 - PIPE GALV TBE	0.00	1,396.29	
	01.81.62200	DEPARTMENTAL SUPPLIE	08.31.2023 - PIPE GALV TBE	1,396.29		
270277	Invoice	09/05/2023	09.05.2023 - SPRYPNT 2X GLS BLACK	0.00	26.16	
	01.42.62200	DEPARTMENTAL SUPPLIE	09.05.2023 - SPRYPNT 2X GLS B	26.16		
270346	Invoice	09/06/2023	09.06.2023 - FAMOWOOD ORG	0.00	78.01	
	01.42.61506	BLDG. MAINT-OTHER	09.06.2023	78.01		
270424	Invoice	09/07/2023	09.07.2023 - WEATHRD WOOD ACCEL QT	0.00	19.61	
	01.42.62200	DEPARTMENTAL SUPPLIE	09.07.2023 - WEATHRD WOOD	19.61		
K70448	Invoice	09/07/2023	09.07.2023 - NIPPLE CLOSE RDBRS	0.00	11.53	
	01.81.62200	DEPARTMENTAL SUPPLIE	09.07.2023 - TREE LIGHTS / STRI	11.53		
02803	FISHMAN SUPPLY COMPANY	09/18/2023	Regular	0.00	1,023.82	96615
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
1415989	Invoice	09/01/2023	09.01.2023 - JANITORIAL SUPPLIES	0.00	1,023.82	
	01.81.61501	BLDG. MAINT-JANITORIAL	09.01.2023 - JANITORIAL SUPPLI	1,023.82		
03546	Folger Graphics, Inc	09/18/2023	Regular	0.00	206.93	96616
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
136958	Invoice	08/31/2023	08.31.2023 - LANDLORD NOTICE POSTCAR	0.00	206.93	
	01.12.61150	OUTSIDE SERVICES-OTHE	08.31.2023 - LANDLORD NOTICE	206.93		
02278	Gardeners' Guild	09/18/2023	Regular	0.00	5,092.00	96617
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
114082	Invoice	09/01/2023	09.01.2023 - SFD MEDIAN	0.00	1,047.00	
	01.42.61144	Medians	09.01.2023 - SFD MEDIAN	1,047.00		
114128	Invoice	09/01/2023	09.01.2023 - RED HILL MEDIAN	0.00	2,074.00	
	01.42.61144	Medians	09.01.2023 - RED HILL MEDIAN	2,074.00		
114129	Invoice	09/01/2023	09.01.2023 - IMAGINATION PARK, TH PAR	0.00	1,971.00	
	01.81.61104	OUTSIDE SERVICES-GROU	09.01.2023 - IMAGINATION PAR	985.50		
	14.81.61150	OUTSIDE SERVICES-OTHE	09.01.2023 - IMAGINATION PAR	985.50		
00104	Grier Argall Plumbing Inc	09/18/2023	Regular	0.00	3,771.77	96618

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
16140	Invoice	06/30/2023	05.17.2023 - 249 SIR FRANCIS DRAKE	0.00	1,821.84	
01.81.61506			BLDG. MAINT-OTHER		1,821.84	
16170	Invoice	06/30/2023	05.17.2023 - ROBSON BACKFLOW	0.00	470.00	
34.41.61506			BLDG. MAINT-OTHER		470.00	
16637	Invoice	08/23/2023	08.23.2023 - ROBSON HARRINGTON HOU	0.00	1,242.50	
34.41.61506			BLDG. MAINT-OTHER		1,242.50	
16680	Invoice	09/07/2023	09.07.2023 - CORP YARD	0.00	237.43	
01.42.61506			BLDG. MAINT-OTHER		237.43	
00020	Hannibal's Inc Electrical Construction	09/18/2023	Regular	0.00	1,109.22	96619
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
25061	Invoice	09/07/2023	Repair Tree Light Imagination Park	0.00	1,109.22	
14.81.61150			OUTSIDE SERVICES-OTHE		1,109.22	
03290	Houseal Lavigne Associates	09/18/2023	Regular	0.00	2,492.50	96620
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
6523	Invoice	08/31/2023	07.01.2023 - 07.31.2023 - HOUSING / PU	0.00	2,492.50	
01.18.61150			OUTSIDE SERVICES-OTHE		2,492.50	
00022	Jackson's Hardware Inc.	09/18/2023	Regular	0.00	1,292.84	96621
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
135898	Invoice	08/07/2023	08.07.2023 - SPRYPNT 2X GLS BLACK	0.00	101.47	
01.42.62200			DEPARTMENTAL SUPPLIE		101.47	
136097	Invoice	08/09/2023	08.09.2023 - CUTOFF WHEEL	0.00	397.40	
01.42.62200			DEPARTMENTAL SUPPLIE		397.40	
136591	Invoice	08/16/2023	08.16.2023 - SEYMORE INVERTED BLACK	0.00	293.39	
01.42.62200			DEPARTMENTAL SUPPLIE		293.39	
137038	Invoice	08/23/2023	08.23.2023 - HILLMAN KIT	0.00	500.58	
31.41.61506			BLDG. MAINT-OTHER		500.58	
03359	Jordan Weill	09/18/2023	Regular	0.00	1,918.45	96622
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1013	Invoice	08/10/2023	08.10.2023 - HILLDALE PARK REIMB	0.00	1,918.45	
01.81.62200			DEPARTMENTAL SUPPLIE		1,918.45	
03322	Juan Landaverde	09/18/2023	Regular	0.00	2,600.22	96623
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1109	Invoice	09/18/2023	09.18.2023 - TOWN HALL PRIME / PAINT	0.00	2,600.22	
45.41.61150			OUTSIDE SERVICES-OTHE		2,600.22	
00377	Luis Quezada	09/18/2023	Regular	0.00	65,359.00	96624
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010752	Invoice	09/12/2023	09.12.2023 LUIS QUEZADA SOCCER CAMP	0.00	65,359.00	
21.63.61183			CAMP SPORTS SERVICES		65,359.00	
00121	Marin I J - 2072661 AD	09/18/2023	Regular	0.00	70.91	96625
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0006771649	Invoice	08/10/2023	08.10.2023 - PLANNING COMMISSION NOT	0.00	70.91	
01.81.61150			OUTSIDE SERVICES-OTHE		70.91	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00029	Marin IT	09/18/2023	Regular	0.00	1,809.70	96626
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2023-121301	Invoice	09/06/2023	09.06.2023 - QUALYS VIRTUAL SCANNER	0.00	749.70	
42.21.63003	COMPUTER HARDWARE/	09.06.2023 - QUALYS VIRTUAL S	749.70			
2023-121320	Invoice	09/07/2023	09.07.2023 - AGREEMENT HOSTED BACK	0.00	1,000.00	
42.21.63003	COMPUTER HARDWARE/	09.07.2023 - AGREEMENT HOST	1,000.00			
2023-25275	Invoice	09/15/2023	09.07.2023 - STREAMLINE IT	0.00	60.00	
42.21.63003	COMPUTER HARDWARE/	0	60.00			
00332	MERA	09/18/2023	Regular	0.00	17,555.00	96627
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2023-19	Invoice	07/27/2023	07.01.2023 - OPERATING FUND - ANNUAL	0.00	17,555.00	
01.21.61113	OUTSIDE SRVS-MERA AD	07.01.2023 - OPERATING FUND	17,555.00			
01256	Miksiz Services Inc	09/18/2023	Regular	0.00	22,134.00	96628
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
907816	Invoice	08/17/2023	08.17.2023 - CLEAN, GROUT JOINTS	0.00	22,134.00	
15.41.63113	UNPROGRAMMED DRAIN	08.17.2023 - CLEAN, GROUT JOI	22,134.00			
00118	North Bay Lighting & Electrical Supply	09/18/2023	Regular	0.00	327.75	96629
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
76586	Invoice	08/31/2023	08.31.2023 - CHARGE H TRACK LED	0.00	327.75	
01.41.61506	BLDG. MAINT-OTHER	08.31.2023 - CHARGE H TRACK L	327.75			
03524	Northwest Cascade, Inc.	09/18/2023	Regular	0.00	3,114.41	96630
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0553691175	Invoice	08/29/2023	08.29.2023-09.25.2023 - ADA COMPLIAN	0.00	3,114.41	
01.81.61150	OUTSIDE SERVICES-OTHE	08.29.2023-09.25.2023 - ADA C	1,038.41			
60.14.62903	LIVE ON THE AVENUE	08.29.2023-09.25.2023 - ADA C	2,076.00			
03211	ODP Business Solutions LLC	09/18/2023	Regular	0.00	269.04	96631
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
323214577001	Invoice	07/25/2023	07.25.2023 - PAPER	0.00	108.14	
01.41.62200	DEPARTMENTAL SUPPLIE	07.25.2023 - PAPER	108.14			
324144677001	Invoice	07/24/2023	07.24.2023 - PAPER	0.00	160.90	
01.41.62200	DEPARTMENTAL SUPPLIE	07.24.2023 - PAPER	160.90			
02554	Parkmobile LLC	09/18/2023	Regular	0.00	332.40	96632
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV35042	Invoice	08/31/2023	08.31.2023 - END USER FEES AUGUST	0.00	332.40	
13.42.61114	OUTSIDE SRV: PARKING	08.31.2023 - END USER FEES AU	332.40			
03397	Patrick O' Neill	09/18/2023	Regular	0.00	1,265.00	96633
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
6031	Invoice	08/01/2023	08.01.2023 - SFD ELECTRICAL TRENCH	0.00	1,265.00	
01.42.61150	OUTSIDE SERVICES-OTHE	08.01.2023 - SFD ELECTRICAL TRE	1,265.00			
00893	Perfect Timing Personnel Services, Inc.	09/18/2023	Regular	0.00	1,515.43	96634

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
52470	Invoice	09/11/2023	09.10.2023 - ADMINISTRATIVE SUPPORT	0.00	1,515.43	
01.41.60010			TEMPORARY HELP		1,515.43	
03321	Ready Refresh	09/18/2023	Regular	0.00	20.00	96635
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
03H5900300343	Invoice	08/31/2023	08.31.2023 - LATE FEE	0.00	20.00	
21.65.62000			OFFICE SUPPLIES		20.00	
02870	RHAA	09/18/2023	Regular	0.00	127,385.55	96636
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0024801	Invoice	06/30/2023	12.01.2022 - 05.31.2022 - SA REIMAGINE	0.00	34,441.42	
0025030	Invoice	06/30/2023	06.01.2022 - 06.30.2022 - SA REIMAGINE	0.00	15,427.25	
0025100	Invoice	08/24/2023	San Anselmo Creek Park Reimagine	0.00	77,516.88	
71.41.63100			CONSTRUCTION		77,516.88	
00181	Ross Valley Fire Department	09/18/2023	Regular	0.00	3,449.73	96637
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010755	Invoice	09/18/2023	RVFD FEES COLLECTED FOR AUGUST 2023	0.00	3,449.73	
01.00.20354			DUE TO ROSS VALLEY FIR		3,449.73	
03346	Sage Energy Consulting - NV5 Inc.	09/18/2023	Regular	0.00	13,657.50	96638
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
000000344076	Invoice	08/04/2023	07.07.2023 - 07.29.2023 - MUNI RESILIEN	0.00	13,657.50	
90.41.61100			OUTSIDE SERVICES		13,657.50	
01359	Siegfried Engineering Inc	09/18/2023	Regular	0.00	1,064.00	96639
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
45962	Invoice	08/15/2023	08.15.2023 - ENGINEERING SERV THRU JU	0.00	1,064.00	
15.41.63108			CAPITAL OUTLAY - DESIG		1,064.00	
03571	SIERRA PACIFIC TURF SUPPLY, INC	09/18/2023	Regular	0.00	3,388.39	96640
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0649961-IN	Invoice	09/01/2023	09.01.2023 - REPLENISH #50	0.00	3,388.39	
01.81.62200			DEPARTMENTAL SUPPLIE		3,388.39	
03455	SiteOne Landscape Supply Holding, LLC	09/18/2023	Regular	0.00	1,137.50	96641
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
130511477-003	Invoice	08/29/2023	08.29.2023 - MAKITA BRUSHLESS CORDLE	0.00	1,137.50	
01.81.62200			DEPARTMENTAL SUPPLIE		1,137.50	
00048	Alhambra & Sierra Springs	09/20/2023	Regular	0.00	341.80	96642
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
23551470 09142	Invoice	09/14/2023	09.14.2023 - RECREATION WATER DELIVE	0.00	341.80	
21.63.62979			PARKSIDE SUPPLIES		51.97	
21.63.62987			ROBSON AFTER SCHOOL		249.86	
21.65.62000			OFFICE SUPPLIES		39.97	
00408	Astro Jump of Northbay	09/20/2023	Regular	0.00	1,646.45	96643

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010756	Invoice	09/19/2023	09.19.2023 - SUMMER CAMP BOUNCE H	0.00	1,646.45	
	21.63.61179		PARKSIDE SERVICES		409.00	
	21.63.61179		PARKSIDE SERVICES		419.45	
	21.63.61184		CAMP KIDMARIN MIGHT		409.00	
	21.63.61184		CAMP KIDMARIN MIGHT		409.00	
03281	Jaime E. Valle	09/20/2023	Regular	0.00	1,705.00	96644
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SA-091523 - 2	Invoice	09/16/2023	09.04.2023 - 09.15.2023 - PLAN CHECKIN	0.00	1,705.00	
	01.41.61157		PLAN CHECKING		1,705.00	
03281	Jaime E. Valle	09/20/2023	Regular	0.00	1,705.00	96645
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SA-091523-1	Invoice	09/16/2023	09.04.2023 - 09.15.2023 - PLAN CHECKIN	0.00	1,705.00	
	01.41.61157		PLAN CHECKING		1,705.00	
01388	NCSI	09/20/2023	Regular	0.00	1,942.50	96646
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
37352	Invoice	09/01/2023	09.01.2023 - BACKGROUND SCREENING	0.00	1,942.50	
	21.65.61137		FINGERPRINTING		1,942.50	
00893	Perfect Timing Personnel Services, Inc.	09/20/2023	Regular	0.00	782.98	96647
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
52492	Invoice	09/18/2023	09.17.2023 - ADMINISTRATIVE SUPPORT	0.00	782.98	
	01.41.61103		OUTSIDE SVCS - HUMAN		782.98	
03574	RASHID KHALIL	09/20/2023	Regular	0.00	1,621.00	96648
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010774	Invoice	06/30/2023	06.19.2023 - BASEBALL CAMPS	0.00	1,621.00	
	21.63.61183		CAMP SPORTS SERVICES		1,621.00	
03574	RASHID KHALIL	09/20/2023	Regular	0.00	1,621.00	96649
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010775	Invoice	06/30/2023	06.26.2023 - BASEBALL CAMPS	0.00	1,621.00	
	21.63.61183		CAMP SPORTS SERVICES		1,621.00	
03321	Ready Refresh	09/20/2023	Regular	0.00	53.68	96650
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
03H5900300343-	Invoice	08/31/2023	08.31.2023 - REPLACE RETURNED CREDIT	0.00	53.68	
	21.65.62000		OFFICE SUPPLIES		53.68	
03535	Sean Conroy	09/20/2023	Regular	0.00	7,650.00	96651
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R14116	Invoice	06/30/2023	01.23.2023 - 640 SFD BLVD- CONSULTANT	0.00	7,650.00	
	01.00.20371		PLANNING COSTS TO BE		7,650.00	
02411	23 ELEPHANTS THEATRE COMPANY	09/21/2023	Regular	0.00	1,625.00	96652

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010780	Invoice	09/21/2023	09.21.2023 - FALL 2023 PAYMENT NUMBE	0.00	1,625.00	
	21.62.61175		KIDS CULTURE SERVICES 09.21.2023 - FALL 2023 PAYMEN		1,625.00	
02411	23 ELEPHANTS THEATRE COMPANY	09/21/2023	Regular	0.00	1,625.00	96653
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010778	Invoice	09/21/2023	09.21.2023 - FALL 2023 PAYMENT NUMBE	0.00	1,625.00	
	21.62.61175		KIDS CULTURE SERVICES 09.21.2023 - FALL 2023 PAYMEN		1,625.00	
02411	23 ELEPHANTS THEATRE COMPANY	09/21/2023	Regular	0.00	1,625.00	96654
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010779	Invoice	09/21/2023	09.21.2023 - FALL 2023 PAYMENT NUMBE	0.00	1,625.00	
	21.62.61175		KIDS CULTURE SERVICES 09.21.2023 - FALL 2023 PAYMEN		1,625.00	
02411	23 ELEPHANTS THEATRE COMPANY	09/21/2023	Regular	0.00	1,625.00	96655
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010777	Invoice	09/21/2023	09.21.2023 - FALL 2023 PAYMENT NUMBE	0.00	1,625.00	
	21.62.61175		KIDS CULTURE SERVICES 09.21.2023 - FALL 2023 PAYMEN		1,625.00	
02902	Fratello Marionettes	09/26/2023	Regular	0.00	425.00	96656
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010782	Invoice	09/15/2023	10.03.2023 - SPOOKTACKULAR PERFORM	0.00	425.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM 10.03.2023 - SPOOKTACKULAR P		425.00	
03578	SUE SAUNDERS	09/26/2023	Regular	0.00	1,000.00	96657
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010781	Invoice	09/26/2023	09.26.2023 - COALITION FOR CLEAN AIR R	0.00	1,000.00	
	90.41.61100		OUTSIDE SERVICES 09.26.2023 - COALITION FOR CL		1,000.00	
01662	CalPERS	09/06/2023	Bank Draft	0.00	1,750.00	DFT04611
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010591	Invoice	09/06/2023	09.05.2023 - GASB 68 Reporting Service F	0.00	1,750.00	
	01.12.61107		OUTSIDE SVCS-ACCOUNTI 09.05.2023 - GASB 68 Reporting		1,750.00	
01662	CalPERS	09/10/2023	Bank Draft	0.00	7,627.63	DFT04619
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010712	Invoice	09/10/2023	September 2023 CalPERS Retiree Health	0.00	7,627.63	
	01.21.60401		RETIREE HEALTH BENEFIT September 2023 CalPERS Retire		7,425.00	
	01.21.60401		RETIREE HEALTH BENEFIT September 2023 CalPERS Retire		155.23	
	01.21.60401		RETIREE HEALTH BENEFIT September 2023 CalPERS Retire		47.40	
00362	Town of San Anselmo	09/15/2023	Bank Draft	0.00	287,755.96	DFT04645

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010745	Invoice	09/15/2023	09.15.2023 - TSA To Fund Payroll	0.00	287,755.96	
	01.00.20299		PAYROLL PAYABLE		205,360.27	
	01.00.20299		PAYROLL PAYABLE		3,813.82	
	01.00.20299		PAYROLL PAYABLE		-1,010.42	
	15.00.20299		PAYROLL PAYABLE		18,081.09	
	15.00.20299		PAYROLL PAYABLE		-82.50	
	19.00.20299		PAYROLL PAYABLE		9,837.97	
	21.00.20299		PAYROLL PAYABLE		38,972.40	
	21.00.20299		PAYROLL PAYABLE		-238.33	
	27.00.20299		PAYROLL PAYABLE		13,021.66	
00402	US Bank	09/05/2023	Bank Draft	0.00	18,385.95	DFT04654
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0010598	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - CAMP SU	0.00	17.43	
	21.63.62979		PARKSIDE SUPPLIES		17.43	
INV0010599	Invoice	09/01/2023	08.22.2023 - JONES - CVS - CAMP SUPPLIE	0.00	11.95	
	21.63.62979		PARKSIDE SUPPLIES		11.95	
INV0010600	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - CAMP SU	0.00	13.10	
	21.63.62979		PARKSIDE SUPPLIES		13.10	
INV0010601	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - CAMP SU	0.00	62.22	
	21.63.62979		PARKSIDE SUPPLIES		62.22	
INV0010602	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - CAMP SU	0.00	23.59	
	21.63.62979		PARKSIDE SUPPLIES		23.59	
INV0010603	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - CAMP SU	0.00	43.69	
	21.63.62979		PARKSIDE SUPPLIES		43.69	
INV0010604	Invoice	09/01/2023	08.22.2023 - JONES - DANTE/MAGICIAN	0.00	350.00	
	21.63.61179		PARKSIDE SERVICES		175.00	
	21.63.61184		CAMP KIDMARIN MIGHT		175.00	
INV0010605	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - CAMP SU	0.00	24.88	
	21.63.62979		PARKSIDE SUPPLIES		24.88	
INV0010606	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - CAMP SU	0.00	20.75	
	21.63.62979		PARKSIDE SUPPLIES		20.75	
INV0010607	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - PRESCHO	0.00	21.82	
	21.63.62979		PARKSIDE SUPPLIES		21.82	
INV0010608	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - PRESCHO	0.00	30.24	
	21.63.62979		PARKSIDE SUPPLIES		30.24	
INV0010609	Invoice	09/01/2023	08.22.2023 - JONES - MOUNTAIN MIKES -	0.00	167.76	
	21.63.62979		PARKSIDE SUPPLIES		167.76	
INV0010610	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - PRESCHO	0.00	10.90	
	21.63.62979		PARKSIDE SUPPLIES		10.90	
INV0010611	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - PRESCHO	0.00	27.84	
	21.63.62979		PARKSIDE SUPPLIES		27.84	
INV0010612	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - PRESCHO	0.00	26.61	
	21.63.62979		PARKSIDE SUPPLIES		26.61	
INV0010613	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - PRESCHO	0.00	7.64	
	21.63.62979		PARKSIDE SUPPLIES		7.64	
INV0010614	Invoice	09/01/2023	08.22.2023 - JONES - PARTY CITY	0.00	232.70	
	21.63.61179		PARKSIDE SERVICES		116.35	
	21.63.61184		CAMP KIDMARIN MIGHT		116.35	
INV0010615	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - PRESCHO	0.00	11.99	
	21.63.62979		PARKSIDE SUPPLIES		11.99	
INV0010616	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - PRESCHO	0.00	24.95	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	21.63.62979		PARKSIDE SUPPLIES		24.95	
INV0010617	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - PRESCHO	0.00	36.03	
	21.63.62979		PARKSIDE SUPPLIES		36.03	
INV0010618	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - PRESCHO	0.00	15.22	
	21.63.62979		PARKSIDE SUPPLIES		15.22	
INV0010619	Invoice	09/01/2023	08.22.2023 - JONES - TARGET - PRESCHOO	0.00	17.08	
	21.63.62979		PARKSIDE SUPPLIES		17.08	
INV0010620	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - PRESCHO	0.00	71.20	
	21.63.62979		PARKSIDE SUPPLIES		71.20	
INV0010621	Invoice	09/01/2023	08.22.2023 - JONES - MICHAELS - PRESCH	0.00	3.69	
	21.63.62979		PARKSIDE SUPPLIES		3.69	
INV0010622	Invoice	09/01/2023	08.22.2023 - JONES - AMAZON - PRESCHO	0.00	43.56	
	21.63.62979		PARKSIDE SUPPLIES		43.56	
INV0010623	Invoice	09/01/2023	08.22.2023 - DOBRONYI - AMAZON - LAPT	0.00	65.54	
	01.41.62000		OFFICE SUPPLIES		65.54	
INV0010624	Invoice	09/01/2023	08.22.2023 - DOBRONYI - AMAZON - BATT	0.00	107.15	
	01.41.62000		OFFICE SUPPLIES		107.15	
INV0010625	Invoice	09/01/2023	08.22.2023 - DOBRONYI - UPCODES SUBS	0.00	447.53	
	42.21.63003		COMPUTER HARDWARE/		447.53	
INV0010626	Invoice	09/01/2023	08.22.2023 - DOBRONYI - MATT&JEFFS CA	0.00	49.99	
	01.42.62988		VEHICLE-FUEL/OIL/TIRES		49.99	
INV0010627	Invoice	09/01/2023	08.22.2023 - DOBRONYI - ANDRONICOS -	0.00	19.98	
	01.21.62202		EMPLOYEE RECOG SUPPLI		19.98	
INV0010628	Invoice	09/01/2023	08.22.2023 - O'GRADY - SAFEWAY - CAMP	0.00	14.18	
	21.63.62984		CAMP KIDMARIN MIGHT		14.18	
INV0010629	Invoice	09/01/2023	08.22.2023 - O'GRADY - DOLLAR TREE - C	0.00	95.89	
	21.63.62984		CAMP KIDMARIN MIGHT		95.89	
INV0010630	Invoice	09/01/2023	08.22.2023 - O'GRADY - SAFEWAY - CAMP	0.00	8.98	
	21.63.62984		CAMP KIDMARIN MIGHT		8.98	
INV0010631	Invoice	09/01/2023	08.22.2023 - O'GRADY - SAFEWAY - CAMP	0.00	11.97	
	21.63.62984		CAMP KIDMARIN MIGHT		11.97	
INV0010632	Invoice	09/01/2023	08.22.2023 - O'GRADY - BARTONS - CAMP	0.00	36.75	
	21.63.62984		CAMP KIDMARIN MIGHT		36.75	
INV0010633	Invoice	09/01/2023	08.22.2023 - O'GRADY - COMCAST - ROBS	0.00	93.75	
	21.63.61187		ROBSON AFTER SCHOOL		93.75	
INV0010634	Invoice	09/01/2023	08.22.2023 - O'GRADY - AMAZON - CAMP	0.00	110.00	
	21.63.62984		CAMP KIDMARIN MIGHT		110.00	
INV0010635	Invoice	09/01/2023	08.22.2023 - O'GRADY - SAFEWAY - CAMP	0.00	134.52	
	21.63.62984		CAMP KIDMARIN MIGHT		134.52	
INV0010636	Invoice	09/01/2023	08.22.2023 - O'GRADY - OT - CAMP SUPP	0.00	456.15	
	21.63.62984		CAMP KIDMARIN MIGHT		456.15	
INV0010637	Invoice	09/01/2023	08.22.2023 - O'GRADY - SAFEWAY - CAMP	0.00	110.89	
	21.63.62984		CAMP KIDMARIN MIGHT		110.89	
INV0010638	Invoice	09/01/2023	08.22.2023 - O'GRADY - SAFEWAY - CAMP	0.00	19.72	
	21.63.62984		CAMP KIDMARIN MIGHT		19.72	
INV0010639	Invoice	09/01/2023	08.22.2023 - O'GRADY - ASIAN MRKT - CA	0.00	40.44	
	21.63.62984		CAMP KIDMARIN MIGHT		40.44	
INV0010640	Invoice	09/01/2023	08.22.2023 - O'GRADY - SAFEWAY - CAMP	0.00	16.06	
	21.63.62984		CAMP KIDMARIN MIGHT		16.06	
INV0010641	Invoice	09/01/2023	08.22.2023 - O'GRADY - SAFEWAY - CAMP	0.00	4.29	
	21.63.62984		CAMP KIDMARIN MIGHT		4.29	
INV0010642	Invoice	09/01/2023	08.22.2023 - O'GRADY - AMAZON - ROBS	0.00	678.85	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	21.63.62987	ROBSON AFTER SCHOOL	08.22.2023 - O'GRADY - AMAZO		678.85	
INV0010643	Invoice	09/01/2023	08.22.2023 - O'GRADY - SAFEWAY - CAMP	0.00	115.68	
	21.63.62984	CAMP KIDMARIN MIGHT	08.22.2023 - O'GRADY - SAFEWA		115.68	
INV0010644	Invoice	09/01/2023	08.22.2023 - O'GRADY - SAFEWAY - CAMP	0.00	36.55	
	21.63.62984	CAMP KIDMARIN MIGHT	08.22.2023 - O'GRADY - SAFEWA		36.55	
INV0010645	Invoice	09/01/2023	08.22.2023 - O'GRADY - MNTN MIKES - C	0.00	283.27	
	21.63.62984	CAMP KIDMARIN MIGHT	08.22.2023 - O'GRADY - MNTN		283.27	
INV0010646	Invoice	09/01/2023	08.22.2023 - O'GRADY - CVS - CAMP SUPP	0.00	20.36	
	21.63.62984	CAMP KIDMARIN MIGHT	08.22.2023 - O'GRADY - CVS - C		20.36	
INV0010647	Invoice	09/01/2023	08.22.2023 - O'GRADY - CVS - CAMP SUPP	0.00	8.18	
	21.63.62984	CAMP KIDMARIN MIGHT	08.22.2023 - O'GRADY - CVS - C		8.18	
INV0010648	Invoice	09/01/2023	08.22.2023 - O'GRADY - SAFEWAY - CAMP	0.00	84.73	
	21.63.62984	CAMP KIDMARIN MIGHT	08.22.2023 - O'GRADY - SAFEWA		84.73	
INV0010649	Invoice	09/01/2023	08.22.2023 - O'GRADY - ANDRONICOS - C	0.00	5.58	
	21.63.62984	CAMP KIDMARIN MIGHT	08.22.2023 - O'GRADY - ANDRO		5.58	
INV0010650	Invoice	09/01/2023	08.22.2023 - O'GRADY - SAFEWAY - CAMP	0.00	15.27	
	21.63.62984	CAMP KIDMARIN MIGHT	08.22.2023 - O'GRADY - SAFEWA		15.27	
INV0010651	Invoice	09/01/2023	08.22.2023 - O'GRADY - QUIK&EASY - CA	0.00	18.59	
	21.63.62984	CAMP KIDMARIN MIGHT	08.22.2023 - O'GRADY - QUIK&E		18.59	
INV0010652	Invoice	09/01/2023	08.22.2023 - O'GRADY - S&S - ROBSON	0.00	15.28	
	21.63.62987	ROBSON AFTER SCHOOL	08.22.2023 - O'GRADY - S&S - R		15.28	
INV0010653	Invoice	09/01/2023	08.22.2023 - O'GRADY - AMAZON - ROBS	0.00	207.52	
	21.63.62987	ROBSON AFTER SCHOOL	08.22.2023 - O'GRADY - AMAZO		207.52	
INV0010654	Invoice	09/01/2023	08.22.2023 - SHAW - L&M - TENNIS NET	0.00	371.45	
	01.81.62200	DEPARTMENTAL SUPPLIE	08.22.2023 - SHAW - L&M - TEN		371.45	
INV0010655	Invoice	09/01/2023	08.22.2023 - SHAW - STAPLES - OFFICE SU	0.00	487.17	
	01.42.62906	SUPPLIES-OTHER	08.22.2023 - SHAW - STAPLES -		487.17	
INV0010656	Invoice	09/01/2023	08.22.2023 - SHAW - TAPCO - SIGN HARD	0.00	1,498.76	
	01.42.62909	SUPPLIES-TRAFFIC CONTR	08.22.2023 - SHAW - TAPCO - SI		1,498.76	
INV0010657	Invoice	09/01/2023	08.22.2023 - SHAW - AMAZON - CAT-6 CA	0.00	254.54	
	01.81.62200	DEPARTMENTAL SUPPLIE	08.22.2023 - SHAW - AMAZON -		254.54	
INV0010658	Invoice	09/01/2023	08.22.2023 - SHAW - AMAZON - ZIP TIES	0.00	57.16	
	01.81.62200	DEPARTMENTAL SUPPLIE	08.22.2023 - SHAW - AMAZON -		57.16	
INV0010659	Invoice	09/01/2023	08.22.2023 - SHAW - DANNER - BOOTS	0.00	360.53	
	01.42.62920	WORK CLOTHING	08.22.2023 - SHAW - DANNER -		360.53	
INV0010660	Invoice	09/01/2023	08.22.2023 - SHAW - DULUTH - PANTS	0.00	244.17	
	01.42.62920	WORK CLOTHING	08.22.2023 - SHAW - DULUTH -		244.17	
INV0010661	Invoice	09/01/2023	08.22.2023 - SHAW - AMAZON - BOOTS	0.00	183.97	
	01.42.62920	WORK CLOTHING	08.22.2023 - SHAW - AMAZON -		183.97	
INV0010662	Invoice	09/01/2023	08.22.2023 - SHAW - AMAZON - FENCE PA	0.00	17.81	
	01.81.62200	DEPARTMENTAL SUPPLIE	08.22.2023 - SHAW - AMAZON -		17.81	
INV0010663	Invoice	09/01/2023	08.22.2023 - SHAW - AMAZON - CHAIN LI	0.00	217.39	
	01.81.62200	DEPARTMENTAL SUPPLIE	08.22.2023 - SHAW - AMAZON -		217.39	
INV0010664	Invoice	09/01/2023	08.22.2023 - SHAW - AMAZON - PUMP	0.00	100.66	
	01.42.62908	SUPPLIES-STREET MAINT	08.22.2023 - SHAW - AMAZON -		100.66	
INV0010665	Invoice	09/01/2023	08.22.2023 - SHAW - AMAZON - SIGN POS	0.00	909.12	
	01.42.62909	SUPPLIES-TRAFFIC CONTR	08.22.2023 - SHAW - AMAZON -		909.12	
INV0010666	Invoice	09/01/2023	08.22.2023 - MIHAN - AMAZON - LOCK	0.00	18.99	
	21.61.62964	SOCCER SUPPLIES	08.22.2023 - MIHAN - AMAZON		18.99	
INV0010667	Invoice	09/01/2023	08.22.2023 - MIHAN - KWIKGOL - NETS	0.00	276.00	
	21.61.62964	SOCCER SUPPLIES	08.22.2023 - MIHAN - KWIKGOL		276.00	
INV0010668	Invoice	09/01/2023	08.22.2023 - AVILA - COMFORTS - TOWN	0.00	49.50	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.11.62200	DEPARTMENTAL SUPPLIE	08.22.2023 - AVILA - COMFORTS		49.50	
INV0010669	Invoice	09/01/2023	08.22.2023 - AVILA - COMFORTS - TOWN	0.00	29.60	
	01.11.62200	DEPARTMENTAL SUPPLIE	08.22.2023 - AVILA - COMFORTS		29.60	
INV0010670	Invoice	09/01/2023	08.22.2023 - LEYLAND - DG CAFE - RAFFLE	0.00	25.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM	08.22.2023 - LEYLAND - DG CAF		25.00	
INV0010671	Invoice	09/01/2023	08.22.2023 - LEYLAND - KIENTZ HALL - RA	0.00	25.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM	08.22.2023 - LEYLAND - KIENTZ		25.00	
INV0010672	Invoice	09/01/2023	08.22.2023 - LEYLAND - CREEKSIDE - RAFF	0.00	25.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM	08.22.2023 - LEYLAND - CREEKSI		25.00	
INV0010673	Invoice	09/01/2023	08.22.2023 - LEYLAND - TACO JANES - RAF	0.00	25.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM	08.22.2023 - LEYLAND - TACO JA		25.00	
INV0010674	Invoice	09/01/2023	08.22.2023 - LEYLAND - COMFORTS - RAF	0.00	25.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM	08.22.2023 - LEYLAND - COMFO		25.00	
INV0010675	Invoice	09/01/2023	08.22.2023 - WASKEY - SAFEWAY - BOBA T	0.00	40.14	
	01.71.61132	OUTSIDE SVCS-PROGRAM	08.22.2023 - WASKEY - SAFEWA		40.14	
INV0010676	Invoice	09/01/2023	08.22.2023 - WASKEY - ASIAN MKT - BOB	0.00	6.22	
	01.71.61132	OUTSIDE SVCS-PROGRAM	08.22.2023 - WASKEY - ASIAN M		6.22	
INV0010677	Invoice	09/01/2023	08.22.2023 - WASKEY - TARGET - BOBA TE	0.00	222.47	
	01.71.61132	OUTSIDE SVCS-PROGRAM	08.22.2023 - WASKEY - TARGET -		222.47	
INV0010678	Invoice	09/01/2023	08.22.2023 - MAUK - AMAZON - SUPPLIES	0.00	24.02	
	21.65.62000	OFFICE SUPPLIES	08.22.2023 - MAUK - AMAZON -		24.02	
INV0010679	Invoice	09/01/2023	08.22.2023 - MAUK - OFFICE DEPOT - SUP	0.00	19.48	
	21.65.62000	OFFICE SUPPLIES	08.22.2023 - MAUK - OFFICE DE		19.48	
INV0010680	Invoice	09/01/2023	08.22.2023 - MAUK - ADOBE - SUBSCRIPTI	0.00	9.99	
	21.65.61905	PROMOTION/MARKETIN	08.22.2023 - MAUK - ADOBE - S		9.99	
INV0010681	Invoice	09/01/2023	08.22.2023 - MAUK - CUCINA - INTERVIE	0.00	152.58	
	21.65.62000	OFFICE SUPPLIES	08.22.2023 - MAUK - CUCINA - I		152.58	
INV0010682	Invoice	09/01/2023	08.22.2023 - MAUK - CPRS - CONFERENCE	0.00	199.00	
	21.65.62000	OFFICE SUPPLIES	08.22.2023 - MAUK - CPRS - CO		199.00	
INV0010683	Invoice	09/01/2023	08.22.2023 - MAUK - AMAZON - SUPPLIES	0.00	16.38	
	21.65.62000	OFFICE SUPPLIES	08.22.2023 - MAUK - AMAZON -		16.38	
INV0010684	Invoice	09/01/2023	08.22.2023 - MAUK - OFFICE DEPOT - SUP	0.00	149.35	
	21.65.62000	OFFICE SUPPLIES	08.22.2023 - MAUK - OFFICE DE		149.35	
INV0010685	Invoice	09/01/2023	08.22.2023 - MAUK - AMAZON - SUPPLIES	0.00	13.10	
	21.65.62000	OFFICE SUPPLIES	08.22.2023 - MAUK - AMAZON -		13.10	
INV0010686	Invoice	09/01/2023	08.22.2023 - MAUK - AMAZON - SUPPLIES	0.00	126.72	
	21.65.62000	OFFICE SUPPLIES	08.22.2023 - MAUK - AMAZON -		126.72	
INV0010687	Invoice	09/01/2023	08.22.2023 - MAUK - AMAZON - SUPPLIES	0.00	21.73	
	21.65.62000	OFFICE SUPPLIES	08.22.2023 - MAUK - AMAZON -		21.73	
INV0010688	Invoice	09/01/2023	08.22.2023 - MAUK - AMAZON - SUPPLIES	0.00	39.30	
	21.65.62000	OFFICE SUPPLIES	08.22.2023 - MAUK - AMAZON -		39.30	
INV0010689	Invoice	09/01/2023	08.22.2023 - MAUK - AMAZON - SUPPLIES	0.00	18.67	
	21.65.62000	OFFICE SUPPLIES	08.22.2023 - MAUK - AMAZON -		18.67	
INV0010690	Invoice	09/01/2023	08.22.2023 - MAUK - AMAZON - SUPPLIES	0.00	51.83	
	21.65.61414	IFF EQUIP MAINT	08.22.2023 - MAUK - AMAZON -		51.83	
INV0010691	Invoice	09/01/2023	08.22.2023 - CLIFFORD - AMAZON - BIND	0.00	16.25	
	01.12.62000	OFFICE SUPPLIES	08.22.2023 - CLIFFORD - AMAZ		16.25	
INV0010692	Invoice	09/01/2023	08.22.2023 - CLIFFORD - RUSTIC - INTERVI	0.00	23.15	
	21.65.61806	MISC HIRING EXPENSES	08.22.2023 - CLIFFORD - RUSTIC		23.15	
INV0010693	Invoice	09/01/2023	08.22.2023 - CLIFFORD - MARIN IJ - SUBS	0.00	14.00	
	01.12.61302	DUES	08.22.2023 - CLIFFORD - MARIN		14.00	
INV0010694	Invoice	09/01/2023	08.22.2023 - CLIFFORD - PETER LEVI - EM	0.00	2,119.00	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	15.41.63109	UNPROGRAMMED RESUR	08.22.2023 - CLIFFORD - PETER		2,119.00	
INV0010695	Invoice	09/01/2023	08.22.2023 - CLIFFORD - NEO GOV - JOB P	0.00	629.00	
	01.12.61806	MISC HIRING EXPENSES	08.22.2023 - CLIFFORD - NEO G		503.20	
	01.41.61806	MISC HIRING EXPENSES	08.22.2023 - CLIFFORD - NEO G		125.80	
INV0010696	Invoice	09/01/2023	08.22.2023 - CLIFFORD - ADOBE - SUBSCR	0.00	516.82	
	42.21.63003	COMPUTER HARDWARE/	08.22.2023 - CLIFFORD - ADOBE		516.82	
INV0010697	Invoice	09/01/2023	08.22.2023 - CLIFFORD - MHBB - INTERVIE	0.00	116.93	
	01.18.61806	MISC HIRING EXPENSES	08.22.2023 - CLIFFORD - MHBB -		116.93	
INV0010698	Invoice	09/01/2023	08.22.2023 - CLIFFORD - AMAZON - ANTE	0.00	118.96	
	01.21.62200	DEPARTMENTAL SUPPLIE	08.22.2023 - CLIFFORD - AMAZ		118.96	
INV0010699	Invoice	09/01/2023	08.22.2023 - CLIFFORD - OFFICE DEPOT -	0.00	677.32	
	01.21.62200	DEPARTMENTAL SUPPLIE	08.22.2023 - CLIFFORD - OFFICE		677.32	
INV0010700	Invoice	09/01/2023	08.22.2023 - CLIFFORD - AMAZON - LOCO	0.00	611.70	
	01.21.62200	DEPARTMENTAL SUPPLIE	08.22.2023 - CLIFFORD - AMAZ		611.70	
INV0010701	Invoice	09/01/2023	08.22.2023 - CLIFFORD - AMAZON - ETHE	0.00	73.98	
	01.21.62200	DEPARTMENTAL SUPPLIE	08.22.2023 - CLIFFORD - AMAZ		73.98	
INV0010702	Invoice	09/01/2023	08.22.2023 - STEVENSON - NORTH BAY TO	0.00	260.00	
	01.81.62988	VEHICLE-FUEL/OIL/TIRES	08.22.2023 - STEVENSON - NOR		260.00	
INV0010703	Invoice	09/01/2023	08.22.2023 - STEVENSON - ARIENSCO - HI	0.00	66.03	
	01.81.62988	VEHICLE-FUEL/OIL/TIRES	08.22.2023 - STEVENSON - ARIE		66.03	
INV0010704	Invoice	09/01/2023	08.22.2023 - HEALY - CARTELLIGENT - BRO	0.00	495.00	
	01.42.62988	VEHICLE-FUEL/OIL/TIRES	08.22.2023 - HEALY - CARTELLIG		495.00	
INV0010705	Invoice	09/01/2023	08.22.2023 - HEALY - HOME DEPOT - TILE	0.00	143.83	
	34.41.61506	BLDG. MAINT-OTHER	08.22.2023 - HEALY - HOME DEP		143.83	
INV0010706	Invoice	09/01/2023	08.22.2023 - HEALY - HOME DEPOT - TILE	0.00	63.39	
	34.41.61506	BLDG. MAINT-OTHER	08.22.2023 - HEALY - HOME DEP		63.39	
INV0010707	Invoice	09/01/2023	08.22.2023 - HEALY - EBAY - DRAIN BOX	0.00	465.58	
	01.81.62200	DEPARTMENTAL SUPPLIE	08.22.2023 - HEALY - EBAY - DRA		465.58	
INV0010708	Invoice	09/01/2023	08.22.2023 - HEALY - R&R PRODUCTS - TI	0.00	923.16	
	01.81.61413	EQUIPMENT MAINT-OTH	08.22.2023 - HEALY - R&R PROD		923.16	
INV0010709	Invoice	09/01/2023	08.22.2023 - DONERY - IOTUM.COM - CO	0.00	9.99	
	01.12.61150	OUTSIDE SERVICES-OTHE	08.22.2023 - DONERY - IOTUM.C		9.99	
INV0010710	Invoice	09/01/2023	08.22.2023 - DONERY - GODADDY - DOM	0.00	22.34	
	01.11.61000	TRAINING	08.22.2023 - DONERY - GODAD		22.34	
INV0010711	Invoice	09/01/2023	08.22.2023 - DONERY - HILDAS - MAYOR	0.00	56.24	
	01.11.61000	TRAINING	08.22.2023 - DONERY - HILDAS -		56.24	
00128	Pacific Gas & Electric	09/12/2023	Bank Draft	0.00	20.55	DFT04655
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
71709062023	Invoice	09/12/2023	717 - CORP YARD GAD - 08.05.2023-09.05	0.00	20.55	
	41.41.61701	UTILITIES	717 - CORP YARD GAD - 08.05.2		20.55	
01281	Payroll Resources Group	09/08/2023	Bank Draft	0.00	85.00	DFT04656
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
15543	Invoice	09/08/2023	09.08.2023 - \$125 & \$132 PROCESSING FE	0.00	85.00	
	01.12.61107	OUTSIDE SVCS-ACCOUNTI	09.08.2023 - \$125		85.00	
00362	Town of San Anselmo	09/20/2023	Bank Draft	0.00	212,127.36	DFT04673

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0010773	Invoice	09/20/2023	09.30.2023 TSA To Fund Payroll	0.00	212,127.36	
01.00.20299	PAYROLL PAYABLE	09.30.2023 TSA To Fund Payroll		152,074.30		
01.00.20299	PAYROLL PAYABLE	09.30.2023 TSA To Fund Payroll		3,813.83		
01.00.20299	PAYROLL PAYABLE	09.30.2023 TSA To Fund Payroll		-994.80		
15.00.20299	PAYROLL PAYABLE	09.30.2023 TSA To Fund Payroll		3,071.05		
15.00.20299	PAYROLL PAYABLE	09.30.2023 TSA To Fund Payroll		-35.63		
19.00.20299	PAYROLL PAYABLE	09.30.2023 TSA To Fund Payroll		8,944.41		
21.00.20299	PAYROLL PAYABLE	09.30.2023 TSA To Fund Payroll		36,336.82		
21.00.20299	PAYROLL PAYABLE	09.30.2023 TSA To Fund Payroll		-238.33		
27.00.20299	PAYROLL PAYABLE	09.30.2023 TSA To Fund Payroll		9,155.71		

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	221	118	0.00	637,026.20
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	120	7	0.00	527,752.45
EFT's	0	0	0.00	0.00
	341	126	0.00	1,164,778.65

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	221	118	0.00	637,026.20
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	120	7	0.00	527,752.45
EFT's	0	0	0.00	0.00
	341	126	0.00	1,164,778.65

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	9/2023	1,164,778.65
			1,164,778.65

STAFF REPORT

TOWN OF SAN ANSELMO

#1.3

MEETING DATE: 10/10/23

AGENDA TITLE: Adopt Ordinance of the Town of San Anselmo Amending Title 10 “Planning and Zoning”, Chapter 9 “Signs” to Allow Murals; Adding New Chapter 21 “Murals” to Title 10 “Planning and Zoning” Governing Private and Public Murals; and Making Associated CEQA Exemption Findings.

FROM: Emily Longfellow – Assistant Town Attorney
Mattie O’Grady – Recreation Manager
Dannielle Mauk – Director of Community Services
Heidi Scoble – Planning Director

RECOMMENDATION

Adopt attached Ordinance of the Town of San Anselmo Amending Title 10 “Planning and Zoning”, Chapter 9 “Signs” to Allow Murals; Adding New Chapter 21 “Murals” to Title 10 “Planning and Zoning” Governing Private and Public Murals; and Making Associated CEQA Exemption Findings (*Attachment 1.*)

BACKGROUND/DISCUSSION

On September 12, 2023, at a regularly scheduled Town Council meeting, the Council held a public hearing to consider adoption of amendments to the Municipal Code, Title 10 “Planning and Zoning” allowing and governing public and private murals, and a Resolution establishing administrative guidelines for public murals. The Town Council unanimously voted to conduct the first reading of the Ordinance Amendment and waive the second reading in its entirety. Staff is now returning the Ordinance to the Town Council for final adoption.

FISCAL IMPACT

Costs fall largely in two categories. Regarding private murals, Planning Commission staff time will be required to review and process mural permit applications. Staff will return to the Town Council for approval of a Mural Permit Fee to cover staff costs. There will be additional demands on both Recreation and Planning staff.

Regarding public murals, Recreation staff time will be required to assist the Arts Commission with the process, including drafting, issuing, and evaluating responses to Requests for Proposals. Legal work will be required to draft necessary agreements. Fees cannot be used to recover costs of public art murals. There will be additional demands on staff time.

GENERAL PLAN CONSISTENCY

The Ordinance Amendment is consistent with the General Plan. Public and private murals will enhance the aesthetic value and the small-town character of the community, consistent with the land use goals in the 2015-2023 General Plan, Land Use Element.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Ordinance Amendment is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) because it is not a "project" under CEQA; CEQA Guidelines section 15061(b)(3), the "common sense exemption", because the Ordinance Amendment will not have a significant environmental effect; and CEQA Guidelines section 15307 and 15308 as an action taken by a regulatory agency to protect the environment. The Ordinance Amendment and implementing regulations are consistent with the Town's Climate Action Plan because murals do not impact the environment.

ATTACHMENTS

Attachment 1 - Ordinance

**TOWN OF SAN ANSELMO
ORDINANCE NO. 2023-XX**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AMENDING TITLE 10
“PLANNING AND ZONING”, CHAPTER 9 “SIGNS” TO ALLOW MURALS; ADDING NEW CHAPTER
21 “MURALS” TO TITLE 10 “PLANNING AND ZONING” GOVERNING PRIVATE AND PUBLIC
MURALS; AND MAKING ASSOCIATED CEQA EXEMPTION FINDINGS**

WHEREAS, on April 26, 2023, the Town Council held a public meeting and directed staff to return with an Ordinance Amendment and implementing regulations to allow and regulate murals installed by private property owners on commercial buildings (private murals), and murals installed in response to a request for proposals on either Town-owned property or private commercial property (public murals); and

WHEREAS, the Town Council desires to allow the installation of both private murals on private commercial property, and public murals on public and private commercial property; and

WHEREAS, the proposed Ordinance Amendment amends the Zoning Code to allow murals, includes content-neutral mural requirements for private murals, and allows for a requests for proposals (RFP) process for public murals; and

WHEREAS, the Town of San Anselmo Arts Commission (Arts Commission) is an advisory body to the Town Council whose objectives include promoting art in the community, and has developed proposed Public Mural Program Guidelines (Guidelines) that set forth guidelines and procedures regarding public murals that will be installed pursuant to an RFP process; and

WHEREAS, on August 21, 2023 the Planning Commission of the Town of San Anselmo held a duly noticed public hearing and recommended Town Council adoption of the proposed Ordinance Amendment and Guidelines; and

WHEREAS, the Town Clerk caused notice of this public hearing and proposed Ordinance Amendment in the Marin Independent journal newspaper on September 1, 2023; and

WHEREAS, the Town Council held a public hearing on September 12, 2023 to consider adoption of the Ordinance Amendment; and

WHEREAS, the Ordinance Amendment is exempt from review under the California Environmental Quality Act (CEQA) because it is not a “project” under CEQA Guidelines section 15378 because it will not result in either a direct physical change in the environment, or a reasonably foreseeable indirect physical changes in the environment; and pursuant to the “common sense” exemption, CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance Amendment will have a significant effect on the environment; there will be no changes to land uses, development intensities, or the rate at which development is expected to occur, and will therefore have no significant environmental effect; and

WHEREAS, the Ordinance Amendment is consistent with the Town’s General Plan Land Use Element, because public and private murals will enhance the aesthetic value and small town character of the community consistent with land use goals; and

WHEREAS, the Ordinance Amendment is consistent with the Town’s Climate Action Plan because murals do not impact the environment.

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

SECTION 1. Environmental Review. Ordinance Amendment is exempt from review under the California Environmental Quality Act (CEQA) because it is not a “project” under CEQA Guidelines section 15378 because it will not result in either a direct physical change in the environment, or a reasonably foreseeable indirect physical changes in the environment; and pursuant to the “common sense” exemption, CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance Amendment will have a significant effect on the environment; there will be no changes to land uses, development intensities, or the rate at which development is expected to occur, and will therefore have no significant environmental effect.

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

SECTION 3. Town Council of the Town of San Anselmo does hereby find that the Ordinance Amendment is consistent with the General Plan goals, policies and objectives. The Ordinance Amendment is consistent with the Town’s General Plan Land Use Element, because public and private murals will enhance the aesthetic value and small town character of the community consistent with land use goals.

SECTION 4: Ordinance Amendment. The following changes and amendments are made to Town of San Anselmo Municipal Code Title 10 “Planning and Zoning”, Chapter 9 “Signs” as follows below. New language in underline, deleted language in ~~strikeout~~.

Article 3. – Definitions

10-9.302 – Definitions.

“Sign” means any device, structure, fixture, or placard displaying graphics, symbols, and/or written copy for the primary purpose of communicating with the public, when such image is visible from any public right-of-way. “Sign” shall include any moving part, lighting, sound equipment, framework, background material, structural support, or other part thereof. A display, device, of thing need not contain any lettering to be a sign. Notwithstanding the generality of the foregoing, the following are not within this definition.

...

(4) Art Murals as defined in Chapter 10-21 of the San Anselm Municipal Code

SECTION 5: Ordinance Amendment. Chapter 21 “Murals” is hereby added to Title 10 “Planning and Zoning” of the San Anselmo Municipal Code as follows:

10-21-010 Purpose and Intent

The purpose of this Chapter is to permit and encourage original mural artwork on a content-neutral basis on private commercial properties in the Town subject to certain terms and requirements. This Chapter also allows for the installation of Town-initiated public murals on both Town-owned property and private commercial property with the cooperation and agreement of the private property owner. Art murals are distinct from signs and confer different benefits, which include improved community aesthetics, forums for original artistic expression, and public access to original works of art in the community. Art murals can increase community identity and create a sense of place for residents and visitors alike.

10-21-020 Definitions

“Art Mural” means an original hand-painted, hand-tiled, or hand-installed work of visual art on the exterior wall of a building consisting of paint, tile, or other similarly appropriate exterior material. An Art Mural must be a non-commercial image, which is defined as an image that does not include any branded, registered, or trademarked words, icons, or logos and is not used to advertise a business, service, or product, or to create a revenue stream as a result of its visible placement to the public.

“Private Art Mural” is an art mural located on commercial property allowed by an art mural permit granted to a private property owner of commercial property.

“Public Art Mural” is an art mural initiated by the Town located on Town-owned property or on private commercial property with the agreement and cooperation of the private property owner.

10-21-030 Distinction from Signs

An art mural that conforms with the requirements of this Chapter shall not be considered a sign and is therefore not subject to San Anselmo Municipal Code Title 10, Chapter 9 “Signs” (Sign Ordinance). Any art mural that does not conform to the requirements of this Chapter shall be considered a sign and subject to the requirements of the Sign Ordinance.

10-21-040 Public Art Mural Program Guidelines

The Town Council may adopt Public Art Mural Program Guidelines which shall identify public art application procedures, program requirements, criteria for evaluating proposed murals, and funding mechanisms.

10-21-050 Private Art Mural Permit Required

It shall be unlawful to install, erect, construct, change, alter, or attach any private art mural in the Town without first obtaining a private art mural permit. A private mural permit is valid for a period of five (5) years from issuance. The property owner may apply for a renewal of the private mural permit which shall be reviewed pursuant to the provisions of this Chapter. The review of a renewal permit shall also include an evaluation of whether the mural has been maintained in a good condition. Each renewal permit term shall be a maximum of two (2) years. If a mural renewal permit is denied, the property owner must remove the mural and return the wall to its original condition. Private art murals are allowed only in Commercial Town Zoning districts on a structure that is wholly or partially used for commercial purposes.

10-21-060 Private Art Mural Permit Application and Review Procedures

- a. Authority to Adopt Administrative Rules. The Town Manager is authorized to adopt private art mural administrative rules implementing this Section.
- b. Application Requirements and Review. An application for a private art mural shall be submitted pursuant to an application submitted to the Planning Department with applicable fees, as established by Town Council Resolution. The application shall be ministerially reviewed for compliance with the requirements of this Chapter by the Planning Director or designee. There is no right of appeal and no neighbor notice is required for a private art mural permit.

10-21-070 Private Art Mural Requirements Private art murals must satisfy the following content-neutral requirements.

- a. Maximum number of murals. A maximum of one (1) mural per legal parcel, or one mural per building, whichever is more restrictive, is allowed.
- b. Mural Area. The mural area shall not exceed the area of the wall upon which it is installed.
- c. Maximum Height. The mural shall not exceed the height of the structure on which it is installed.
- d. Materials. Mural materials shall be paint, tile, or similarly appropriate exterior material that are weatherproof and resistant to wear and deterioration.
- e. No Structural Change of Building. No mural shall structurally alter a building, including but not limited to, architectural changes or the addition or removal of structural posts, or beams.
- f. No Obstruction. No mural shall obstruct the exterior surface of any building opening, including but not limited to, doors, windows, and vents.

- g. No Exterior Lighting. No mural shall include illumination or be illuminated by an exterior source.
- h. No Mechanical Components. No mural shall contain electrical, mechanical, or moving components.
- i. Term. The mural term shall be five (5) years. Upon the expiration of the term, the property owner may apply for renewal of the private art mural permit pursuant to this Chapter. The property owner may remove the mural prior to the expiration of the term.
- j. Agreement. The property owner and mural artist shall enter into an agreement with the Town which agreement shall be in a form approved by the Town Attorney.

10-21-080 Private Art Mural Maintenance Requirements

- a. Maintenance.
 - 1. The mural must be properly maintained in good condition at all times, ensure that material failure and excessive weathering is corrected, and graffiti and other vandalism are removed promptly.
 - 2. Failure to maintain the private art mural as provided herein is declared to be a public nuisance and may be summarily abated or repaired by the Town consistent with the Town of San Anselmo Municipal Code. The Town may pursue additional remedies to obtain compliance. All remedies are cumulative. After reasonable notice, the Town may perform all necessary repairs or maintenance, and all costs incurred shall be billed to the property owner. Should the property owner fail to pay the Town for said costs, the costs may become a lien against the property.

10-21-090 Prohibited Private Art Murals The following private art murals are prohibited.

- a. Murals on local, State, or Federally-designated historic structures.
- b. Murals may not include Constitutionally unprotected speech which includes any message or image that is outside the protection of the First Amendment of the U.S. Constitution and/or corollary provisions of the California Constitution, such as obscenity. Hate speech or imagery is prohibited.

10-21-100 Enforcement The Town Attorney is authorized to abate violations and to enforce the provisions of this Chapter and all implementing regulations pursuant to the Code Enforcement provisions of the San Anselmo Municipal Code, civil action, injunctive relief, and/or any other proceeding permitted by law. All remedies are cumulative.

SECTION 6: Severability. The Town Council hereby declares every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of this

Ordinance Amendment for any reason is found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 7: Effective Date. This Ordinance Amendment shall go into effect thirty (30) days from its adoption. Prior to the expiration of fifteen (15) days of adoption, this Ordinance Amendment or a summary thereof pursuant to Government Code section 36933, shall be published at least once in a newspaper of general circulation, along with the names of the members of the Town Council voting for and against its adoption.

INTRODUCED AT A PUBLIC HEARING during a regular meeting of the San Anselmo Town Council on September 12, 2023 and adopted at a regular meeting of the Town Council on October 10, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSED:

APPROVED: _____
Steve Burdo, Mayor

ATTEST: _____
Serge Avila, Town Clerk



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.4

MEETING DATE: 10/10/23

AGENDA TITLE: Consideration of Special Event Application – Holiday Tree Lighting Ceremony 2023

FROM: Mattie O’Grady – Recreation Manager

RECOMMENDATION: That Council approve the San Anselmo Chamber of Commerce’s application for the Annual Holiday Tree Lighting Ceremony event scheduled for Saturday, December 2, 2023, from 5:00 – 8:00 pm.

That Council approve closing San Anselmo Avenue between Tunstead Avenue and Tamalpais Avenue on Saturday, December 2nd, 2023 beginning with closing the street to incoming traffic at 3:00pm and closing San Anselmo to all vehicles from 4:00pm-8:00pm.

BACKGROUND

As in years past, the Holiday Lighting Ceremony has been scheduled for the first Saturday of December. This family-oriented event is sponsored by the San Anselmo Chamber of Commerce in partnership with the San Anselmo Recreation Department. For the third year in a row, the Chamber is requesting the closure of San Anselmo Avenue (from Tunstead to Tamalpais) from 4:00-8:00pm (with a soft closure beginning at 3:00pm). This event is very well attended so the early street closure is imperative to public safety. Both Ross Valley Fire and Central Marin Police Department will assist with delivering Santa safely.

DISCUSSION/ANALYSIS

Over the years and depending on weather conditions, the Holiday Lighting Ceremony has attracted between 400 and 800 people to see the whimsical lighting of a tree in Imagination Park.

This is a very magical evening in downtown San Anselmo where the holiday tree is lit and then Santa magically arrives on his chariot. Spectators will visit with Santa, listen to holiday music, and sip hot chocolate under the lights. For a second year in a row the Chamber is proposing an electric trackless train adorned with lights that will take children and families for rides up and down the Avenue.

Item #: 1.4

The attached application provides details of the event with comments and conditions from Town staff.

FISCAL IMPACT

There is no direct fiscal impact to the Town to approve this item.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The proposed project is exempt from the California Environmental Quality Act (CEQA), under the “common sense” exemption, because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (Cal. Code Regs. tit. 14, § 15061).

Attachment 1 – Event Application



TOWN OF SAN ANSELMO
 1000 Sir Francis Drake Blvd, Suite # 14
 San Anselmo, CA 94960
 415-258-4640

APPLICATION FOR COMMUNITY-BASED EVENTS

Please complete this application if you wish to conduct a community-based event (non-commercial) in San Anselmo on public property for more than 50 people or involving the closure of a downtown street for more than fifteen minutes. The application will be reviewed by staff and forwarded to the Town Council for approval.

EVENT INFORMATION

Name of event: ANNUAL HOLIDAY TREE LIGHTING CELEBRATION - 2023

Organization(s) presenting the event: San Anselmo Chamber of Commerce

Other event sponsor(s), if any: Town of San Anselmo -

Contact Person: Benedetto Cico **Phone Number:** 415 847 3816

Address: 339 San Anselmo Ave - S.A. **Email:** cico@usabound.com

Event Date(s): Dec 2nd, 2023

Start and end times: 4-8 pm **Number of attendees (estimate):** 500 +

Location: Imagination Park

Will alcohol be served or sold?

Yes ☐ No ☒

Brief Event Description:

This is a very magic evening in downtown SanAnselmo where the holiday tree is lit and the Santa magically arrives on his chariot. Spectators will visit with Santa,listen to holiday music,and sip hot chocolate under the lights.This family-oriented event is sponsored by the San Anselmo Chamber of Commerce in partnership with the San Anselmo Recreation Department.The Chamber is requesting the closure of San Anselmo Avenue(from Tunstead to Tamalpais) from 4:00-8:30pm for this event with a soft closure to in-bound traffic beginning at 3:pm. As last year, we will have an electric trackless train adorned with lights that will t ake children and families for free rides up and down the Avenue.If the event is canceled due to weather, an alternate date will be selected by theTown Manager.

Public space requested:

☐ Creek Park	☐ Creek Park Parking Lot
☐ Pine Street Parking Lot	☐ Magnolia Parking Lot
☐ Town Hall Lawn	☐ Council Chamber
☒ Imagination Park	☐ Memorial Park
☐ Other: _____	

☒	San Anselmo Avenue: from (cross streets) <u>Tunstead</u>	to <u>Tamalpais</u>
☐	Tunstead Avenue: from (cross streets) _____	to _____
☐	Other street(s): from (cross streets) _____	to _____
☐	Other space use (e.g. parking spaces) _____	
☐	Other Facilities: _____	

Additional Comments on the Public Space Requested:

To be qualified for consideration, applicants must fall into one of the following categories:

- ❖ Town-Sponsored Events
- ❖ Ross Valley* accredited or licensed schools (pre-kindergarten through 12th grade, (both public and private schools))
- ❖ Ross Valley* Youth Organized Sporting of Cultural Events
- ❖ Organizations located in the Ross Valley* which have received tax-exempt status pursuant to Internal Revenue Service Code Section 501c(3)
- ❖ Merchant associations located in incorporated San Anselmo and established as of 2006

*Ross Valley is defined as incorporated and unincorporated areas of San Anselmo, Fairfax, and Ross

Standards & Objectives

The Town Council, with input from downtown merchants, property owners, and local residents, has adopted the following criteria they will consider when reviewing applications for the closure of roadways or other public space in the downtown area.

Does the event:

- ✓ Attract local residents
- ✓ Attract people throughout the Bay Area
- ✓ Attract families
- ✓ Generate interest for people to return and spend money in local businesses
- ✓ Create a positive impact for real estate stimulation
- ✓ Provide a overall positive impact on business
- ✓ Provide an opportunity for downtown merchants to participate in the event
- ✓ Provide access to neighborhood streets during the event
- ✓ Avoid conflicting with a retail holiday
- ✓ Assure public safety
- ✓ Provide adequate parking
- ✓ Benefit the Town
- ✓ Provide access for persons with disabilities
- ✓ Provide for clean-up by event organizers
- ✓ Provide emergency vehicle access
- ✓ Assure that any booths or other structures are designed and placed so that storefronts have access and visibility
- ✓ Allow local businesses to exhibit merchandise on the sidewalk area in front of their stores, without charge, while maintaining wheelchair access

CONDITIONS OF APPROVAL

The following conditions apply to downtown events, unless waived or modified by the Town. Other conditions, as set by the Town Council and staff, may apply to particular events for public safety or other objectives of the Town.

- A. **Police:** Off-duty police officers may be required for the event, as determined by the Police Chief, depending on the number of people attending and the nature of the event. Off-duty police officers are required during events where alcohol is served or sold.
- B. **Emergency access:** An emergency access lane of at least 14 feet wide must be maintained at all times.
- C. **Insurance:** Proof of general liability insurance, naming the Town, its employees, and agents as additional insured, at limits no less than \$1,000,000.
- D. **Recycling and garbage:** Extra containers for recycling cans and bottles, and garbage cans must be placed throughout the area of the event. Containers and cans are to be emptied when full during the event, and picked up after the event.
- E. **Compostable/Disposable Foodware:** In accordance with the Town of San Anselmo's Ordinance 1136 all food vendors will provide takeout food in reusable foodware or compostable disposable foodware, or items composed entirely of aluminum. If a compostable disposable foodware item is not available, an alternative foodware item made of other materials, except polystyrene foam and polystyrene food ware, may be substituted.
- F. **Toilet facilities:** Events estimated to attract more than 100 people and lasting more than two hours must provide portable toilets, in the number and location as approved by the Parks superintendent, unless alternate arrangements for toilet facilities are otherwise required or arranged to the approval of the Parks Superintendent. Toilet facilities must be provided for disabled persons at each location where portable facilities are provided. Hand washing facilities must be provided where food is served.
- G. **Traffic control:** A traffic and parking control plan, including enforcement measures, must be approved by the Police Chief.
- H. **Noticing:** Events that include closure of the street will require advance written notice to businesses and residents on the street(s) that will be closed. These notices must be distributed a minimum of five days prior to the Town Council meeting date that the event application will be considered.
- I. **Sales tax:** Persons or businesses selling items as part of the event shall designate San Anselmo as the point of sale for sales tax purposes.
- J. **Alcoholic beverages:** A permit is required from the Police Chief and the State Department of Alcohol Beverage Control in order to serve or sell alcoholic beverages. Off-duty police officers are required if alcohol is served or sold.
- K. **Fire inspection:** A fire inspection is required of any and all appliances or devices that produce an open or enclosed flame and/or hot materials, including food.
- L. **Creek Park:** No more than three booths are allowed inside the turf areas of the park.
- M. **Signs and barricades:** Any "No parking signs" that are needed are to be provided by the event organizers, and posted according to the traffic control plan prior to the event. Barricades, detour signs, and other traffic control devices are to be provided by the event organizers.
- N. **Parking:** Temporary accessible parking must be provided if a street closure or other event condition renders permanent accessible parking unusable.
- O. **Cables:** Cables must be covered so as not to create a tripping hazard. When cable covers are used, they must not create a tripping hazard and must be navigable by wheelchair. The path of travel must be no more than 1:12.

On behalf of the organization applying for the permit to conduct the event, I have read and agree to follow the standards for events, as stated in this application, and have read and agree to follow the permit conditions as stated in this application and those which may be required of me as conditions of approval.

Name: Benedetto Cico

Date:

NAME OF EVENT:

DATE OF EVENT:

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE	Requires the street closure to start two hours prior to the event due to public safety concerns. Requests soft closure at 3:00pm and hard closure at 4:00pm	M. Norton & H. Khalili
FIRE		D. Mahoney
RECREATION	Requires compliance with all ADA regulations including providing ADA approved cord covers on all cords located in the public right of way. Must provide reusable or compostable foodware. Must provide COI for trackless train claiming The Town as additional insured.	D. Mauk
PUBLIC WORKS		S. Condry & J. Healy
ADMINISTRATION		D. Donery
TOWN COUNCIL		

STAFF REPORT

TOWN OF SAN ANSELMO

#1.5

MEETING DATE: 10/10/23

AGENDA TITLE: Receive and Issue Pre-approval for the Arts Commission's Hub Beautification Public Art Project.

FROM: Mattie O'Grady – Recreation Manager

RECOMMENDATION

That Council issues a pre-approval for the Arts Commission to move forward with the Hub Beautification Public Art Project outlined in the proposal (*Attachment 1.*)

BACKGROUND AND DISCUSSION

With the goal to bring art to unexpected places, the commission has selected The Hub transit area for a public art beautification project based on the unique opportunity to transform San Anselmo's civic entrance. The Arts Commission and staff plan to use best practices from the Paintbox/Utility Box project for implementation.

The Arts Commission has identified two elements at The Hub to include in the project – the blank concrete stanchions and concrete bus shelter benches. Regarding the concrete stanchions, the Arts Commission plans to work with the Historical Commission to select historic photographs of San Anselmo. The photographs will be printed on a durable metal material and secured to the stanchions. The second element is painting the concrete benches within the bus shelters with the goal of brightening the spaces. The commission has selected to move forward with incorporating the "San Anselmo Grey" color and iconic images and identifiers of the Town (i.e., silhouette of Mt. Tam, and Sugarfoot).

Public Works has also been involved in the beautification discussion and are in the process of cleaning, and repairing elements in bus shelters as an initial step and will also be working with the Arts Commission to ensure that this proposal will be acceptable to the Marin Transit Authority.

Applications for painting the benches will be open to Bay Area residents from the nine surrounding counties. The artwork must be original, appropriate, integrate well with the surrounding neighborhood, and not invade the rights of any person(s) living or dead.

A subcommittee within the arts commission will be created to evaluate and select the final entries. They will then present the chosen entry (along with an alternative) to the entire Arts Commission for review and approval, and then to Town Council. The target timeline is to start the call for entries in November 2023 and complete the project by June 2024.

The Recreation Department will oversee the completion of the program in conjunction with Public Works and will follow the process developing art projects:

- Once a project is pre-approved by Town Council it will undergo a staff review.
- All projects on public or private property will be reviewed by the Planning Director or Planning Commission to ensure compliance with the sign ordinance and other relevant Town regulations.
- The Arts Commission will work with Town staff and private property owners to establish designated guidelines for each project.
- A sub-committee of the Arts Commission will work with property owners and any specific stakeholders to identify a project theme, create an Open or Invitational Request for Proposals, review proposals, develop a short list, and select an artist.
- All neighbors within 300 feet of the proposed project location will be notified of the project at least ten (10) days before the Arts Commission considers approval of the project.
- The sub-committee of the Arts Commission will present the selection to the full Arts Commission for approval.
- The Town Council will review and approve the use of public property or review and approve the location on private property

This project was inspired by the community's want to increase public art around town combined with the commission's goal to bring art to unexpected public places and enhance the beauty and artistic vibrancy of San Anselmo.

FISCAL IMPACT

The projected cost estimate for this project is \$8,500 which will be fully funded by the Arts Commission.

GENERAL PLAN CONSISTENCY

The project proposal is consistent with the General Plan. Public art projects will enhance the aesthetic value and the small-town character of the community, consistent with the land use goals in the 2015-2023 General Plan, Land Use Element.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Ordinance Amendment is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) because it is not a "project" under CEQA; CEQA Guidelines section 15061(b)(3), the "common sense exemption", because the Ordinance Amendment will not have a significant environmental effect;

and CEQA Guidelines section 15307 and 15308 as an action taken by a regulatory agency to protect the environment. The Ordinance Amendment and implementing regulations are consistent with the Town's Climate Action Plan because murals do not impact the environment.

ATTACHMENTS

Attachment 1 – Hub Beautification Project Proposal

Welcome to
SAN ANSELMO

A CIVIC IDENTITY AND
BEAUTIFICATION INITIATIVE

PURPOSE AND VISION

Enhance the Beauty and Artistic Vibrancy of Our Town

This is accomplished by introducing art into unexpected public spaces, fostering awareness and offering a wide platform to showcase local art and artists.

Why The Hub?

- The Hub is often the first view of San Anselmo for people arriving by public transit.
- Existing Benches and Stanchions are easily accessible and cost effective canvases.
- The Hub offers a distinctive chance to showcase both art and civic identity

CONSIDERATIONS TAKEN

This a unique opportunity to immediately transform San Anselmo's entrance, illustrate our civic identity, and effectively demonstrate the significance we attribute to art within our community.

Unified Visual Experience

We will establish a cohesive visual experience by:

- Painting each of the stanchions in "San Anselmo Gray" creating consistent identity with the existing San Anselmo Hub sign.
- Mandate that all murals and public art in this location incorporate the same gray color as a unifying element and some kind of San Anselmo Iconography ie. Sugarfoot, our skyline.

Future Considerations

We will ensuring the long term viability of this project by:

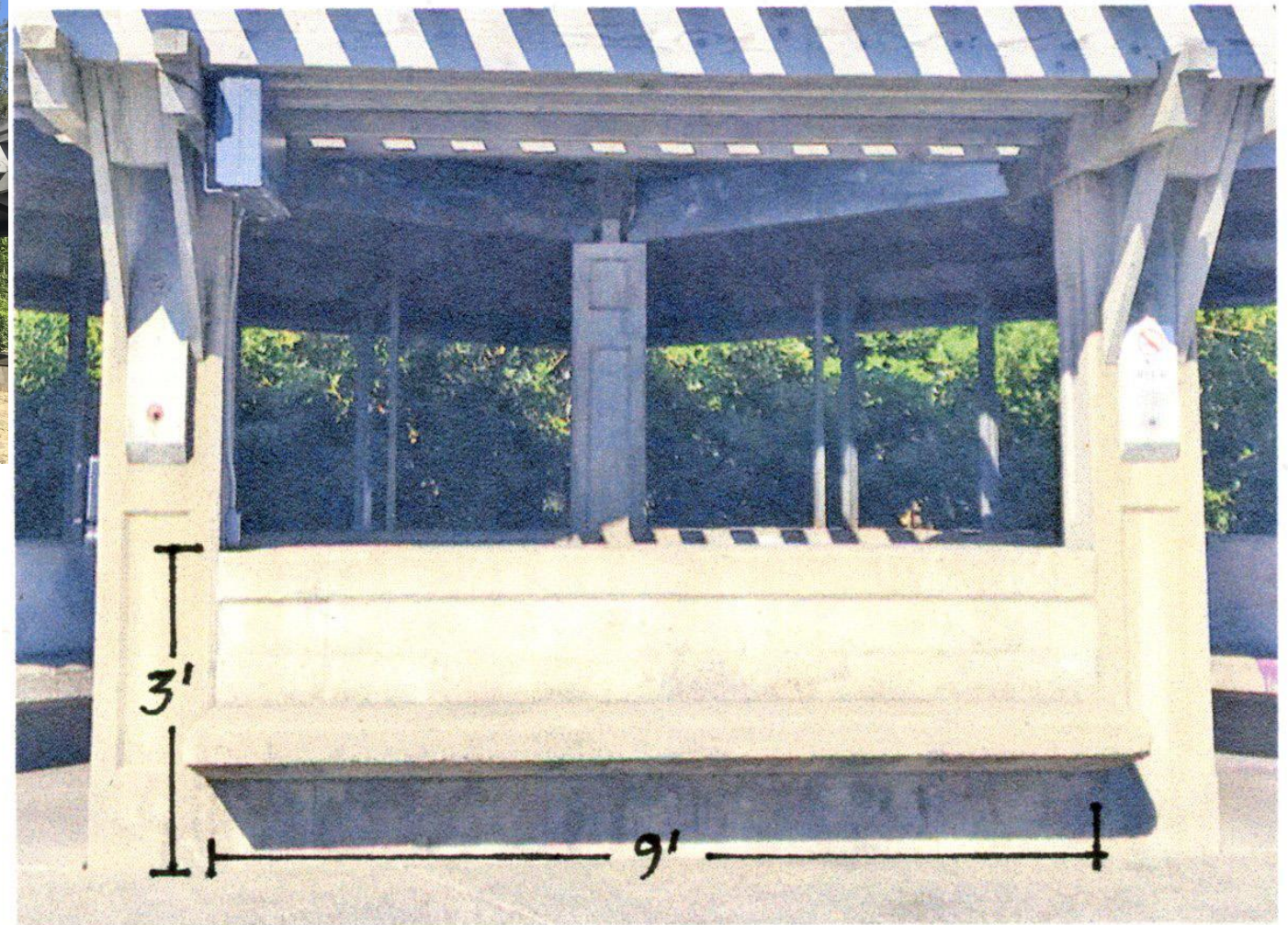
- Minimizing expenditures that may undergo changes in the future.
- Designing installations with flexibility when possible, allowing us to easily remove or relocate artwork.



HUB STOP 1 & 2 BENCHES



FRONT BENCH HUB STOP 2



HUB STOP 2 - FRONT BENCH 27 SQ FT

STANCHIONS

Item 1.5 - Attachment 1



HUB STOP STANCHIONS 15 SQ FT EACH (3 VISIBLE)

Proposal:

- Paint structures San Anselmo Gray
- Artwork or images to fit inside existing framework
- Possible Historical Society Collaboration like below-selections and format still under consideration



DESIGN GUIDELINES

- Applications will be open to Bay Area residents from the 9 counties.
- A Cohesive look and feel through repeated use of “San Anselmo Gray” on stanchions, existing San Anselmo Sign and as a required color with each bench painting.
- Utilization The San Anselmo Sign Ordinance Guidelines and best practices from the Paintbox/Utility Project for implementation.

PROPOSED TIMELINE



October 1st

Post Call for Entries



December 31st

Deadline for Entries



February 1st

Decision on artists ~
Present to Town Council
(February TC Mtg))



March/April

Artist Orientation



May 31st

Paintings Complete

Please note the above timeline was created based upon an September pre-approval. Timeline will shift accordingly.

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.6

MEETING DATE: October 10, 2023

AGENDA TITLE: Adopt Proclamation to Welcome and Recognize Youth Commissioners for the Current FY 2023/24

FROM: Administration

RECOMMENDATION: For Town Council to Consider Adopting a Proclamation Welcoming and Recognizing All Town Youth Commissioners

BACKGROUND

The Town of San Anselmo annually promotes the opportunity to become a Town of San Anselmo Youth Commissioner. Youth Commissioners serve as full voting members on a wide variety of Town Committees for one full year from July to June of the following year. During this time Youth Commissioners have the opportunity to serve their community, represent the school they're currently attending, learn about municipal government, and boost their college applications.

DISCUSSION/ANALYSIS

The following Youth Commissioners have been interviewed and appointed by and to the various boards, committees, and commissions:

Youth Commissioners for 2023/24	
Board, Committee, Commission	Youth Commissioner Name:
Arts Commission	Julia Wise
	Allegra Gabrielli di Capergna

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Bicycle and Pedestrian Advisory Committee	Alexandra Stein
Climate Action Commission	Morgan Zimmerman
	Ingrid Wahlstrom
Historical Commission	Shane Duisenberg
	Zayd Gbantous
Library Advisory Board	Kayla Saxon
Open Space	Claire Palmer
	Alexander Hamblet
Parks & Recreation Commission	Audrey Poster
Racial Equity Committee	Jade Alberti

The Town of San Anselmo would like to welcome all Youth Commissioners acknowledging their volunteer community service as an integral part of the operations of the Town of San Anselmo.

FISCAL IMPACT

None

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adopting a proclamation to recognize the 2023/24 Town Youth Commissioners is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENTS

Attachment 1- Proclamation

PROCLAMATION
The Town of San Anselmo is pleased to welcome and recognize
YOUTH COMMISSIONERS
FOR 2023-2024

WHEREAS; the Town of San Anselmo annually promotes the opportunity to become a Youth Commissioner; and

WHEREAS; Youth Commissioners serve as full voting members on a wide variety of Town Boards, Commissions, and Committees; and

WHEREAS; Youth Commissioners commit to a one-year term, starting on the month of July and ending in June of the following year; and

WHEREAS; Youth Commissioners have the opportunity to serve their community, represent the school they're currently attending, learn about municipal government, and to boost their college applications; and

WHEREAS; the Town of San Anselmo's Boards, Committees, and Commissions have interviewed and appointed more than ten Youth Commissioners for the current year;

NOW, THEREFORE, be it proclaimed, that the Town of San Anselmo, in appreciation of all Youth Commissioners' devotion and service to our Town, desires that there should be a public record of recognition for their community service.

IN WITNESS WHEREOF, I have hereunto set my hand this 10th day of October, two thousand twenty-three.

Steve Burdo, Mayor



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.1

MEETING DATE: October 10, 2023

AGENDA TITLE: Title 4, Chapter 13, Private Tree Ordinance Discussion

FROM: Sean Conrady, P.E., Public Works Director

RECOMMENDATION:

That the Town Council receive an update on Title 4, Chapter 13, Private Tree Ordinance and provide direction to staff.

BACKGROUND

The Town's existing private tree ordinance under Title 7, Chapter 13 has been around for almost 50 years with amendments in 2001. As stated in the adopted Town Code for private trees the intent of the ordinance is to protect trees and prevent the uncontrolled removal of trees such as oak, madrone and other heritage trees in Town. (Attachment 1). The uncontrolled removal of trees is detrimental to the Town's heritage, the environment, erosion, the local economy, and the desirability as a place to live, work, and visit.

Historically the Town had fewer trees and types of trees. There are now many types of trees throughout Town around our homes, businesses, parks, and open spaces. The private tree ordinance requires property owners to secure a permit before removing or destroying two categories of trees – trees on undeveloped lots and heritage trees. The Code also states that a tree cannot be removed or destroyed or cut or pruned or its roots cut in any way as to endanger or shorten its life. Specifically, permits are required in relation to the following:

- 1. Trees on undeveloped lots are any tree over 7" in diameter on an undeveloped property (no permitted structures) whether public or private. This is to prevent the wholesale clear cutting of trees on properties that are not yet developed. A permit to remove trees on an undeveloped lot is required from the Town.*

2. *Heritage trees as defined by Town Code are any tree over 22" inches in diameter (approximately 69 inches in circumference) except for nuisance trees.¹ The removal of heritage trees requires a permit from the Town.*

The permit requirements include the application, an arborist report from a 3rd party arborist, photos and any other supporting documentation. (Attachment 3).

In addition to the Private Tree Ordinance there is the Street Tree Ordinance adopted and codified under Title 4, Chapter 9 of the Municipal Code. Street trees are trees planted fronting a home in the public right of way typically in the "Parkway Space" as defined in Title 7, Chapter 5 of the Code as the space in the sidewalk area where plants are grown. Street trees cannot be removed or planted without a permit from the Town. This is to protect the trees and beauty of the Town as well as ensure that trees that may cause harm to Town infrastructure are not planted. Street trees are the responsibility of the adjacent property owner so their maintenance and any damage they may cause to the public right-of-way is the responsibility of the adjacent property owner.

Public Works has more discretion over street tree work to allow for work in the public right-of - way but much care is given to protect street trees especially when they are heritage trees. This has included meandering sidewalks and streets and requiring inspections by the consulting Town arborist during projects etc.

When an applicant applies for a permit for removal of a healthy tree on undeveloped property or a healthy heritage tree, there is a very specific process per Town Code that must be followed. An application must be submitted along with a 3rd party arborist report, photos and any other supporting documentation. If the application is found to be complete, the Public Works Department notifies in writing each property owner within 300 feet of the applicant's property of the pending application for tree removal. If anyone raises concerns or objections about the application, an administrative hearing is set a minimum of 10 days from the date of the hearing notice. (Attachment 4). Town Code states "At the administrative hearing, information and testimony regarding the permit application shall be reviewed and the disposition of the permit application will be made based on the following considerations:"

1. The condition of the trees or heritage trees with respect to disease, danger of falling, proximity to existing structures, and interference with utility services;
 2. The necessity of the contemplated work to allow the economic enjoyment of the property;
 3. The topography of the land and the effect of the contemplated work on erosion, soil retentions, and the diversion of increased flows of surface water;
 4. The general effect of the contemplated work on property values in the area;
- and

¹ Nuisance Trees are identified in Resolution 3552 as Plum, Privet, Monterey Pine, Acacia and Eucalyptus. (Attachment 2).

5. Good forestry practices. A permit shall be issued unless the Parks Department Arborist finds, after an inspection and the securing of such expert advice deemed necessary, and making the foregoing determinations, that the trees affected are of a size, type, condition, and location and in such surroundings that the contemplated work would significantly frustrate the purposes of this chapter. (SAMC § 4-13.06).

Following the administrative hearing, the Public Works Department makes a determination about the application. "Any decision made by the Parks Department Arborist or the Public Works Department may be appealed to the Town Council. Such appeal shall be processed by using the appeals procedure established for Planning Commission appeals in Title 10 of this Code." (SAMC § 4-13.07)

DISCUSSION

Over the past 15 years there have only been about a dozen hearings, so staff believes that the process is working well. If a tree is approved for removal, typically one or more replacement trees are required unless it is determined that the property is well-treed.

The permit fee for a street tree is \$129 and for trees on undeveloped parcels or heritage trees is \$256. Excessive pruning, destruction or removal of any tree without a permit has a penalty up to \$2,137 as determined by the Public Works Director. Over the past year there have been several fines related to excessive pruning or harm to trees and removal of heritage trees without a permit. The Town's current fee is low when compared to a few other jurisdictions in Marin.

Staff believes there is one loophole in the current ordinance which allows the clear cutting of trees on a developed parcel when all of the trees are under 22' in diameter. There have been a few cases over the years where a dozen or more trees, including Oak trees, have been topped or removed from a single parcel because they were not large enough to be considered heritage trees. One solution to this would be to require a permit for excessive pruning or removal of more than 3 trees (any tree over 7") on public or private property.

Enforcing the tree ordinance requires a lot of staff time from the permit process to site inspections and code enforcement of trees illegally removed or abatement of dangerous trees. Town staff diligently looks for dead, dying or dangerous trees on public and private property to protect public safety and minimize the number of trees that can fall during a windstorm, winter, or a drought. During the winter of 2016/17 over a hundred trees fell in the public right of way, in the creek and on private property. Town Code seeks to protect trees because they are a vital part of the Town. However, protecting trees while ensuring that they pose no harm to the public is a balancing act.

Trees get old, have a limited life cycle, can outgrow the area where they have been planted, contract diseases or get harmed by people and, therefore, must be managed proactively to protect them and the public. Many trees in Town such as Elm trees, Oak

trees and others develop diseases that wipe out the entire species eventually; recognizing this and providing biodiversity when replanting is very important. Over the years most of the Elm trees in Town have been wiped out by Dutch Elm Disease, Sudden Oak Death has decimated the Oak tree population, and the downtown Flowering Pears are susceptible to Fire Blight. As the Town replants trees, such as on the Red Hill Median, staff will look for trees that are disease resistant and provide biodiversity.

Subcommittee

Council Member Fineman was on a Tree Subcommittee with former Council Member John Wright to look at potential changes to our current tree ordinance. As part of this subcommittee, Council Member Fineman has come up with some suggestions or questions as well as some data related to fines from other jurisdictions. (Attachment 5). Some general questions in the attachment about the process are as follows:

- What are some of the GOALS of an effective tree ordinance?
- What kinds of protections does our current policy not provide?
- What are common community concerns around trees? (views, neighbor removal, utilities above + below ground, fire)
- What are some of the existing POLICY deficits of our tree ordinance?
- What are some of the existing IMPLEMENTATION issues with our tree ordinance? To what extent can better policy ameliorate these? What options exist in addition to/beyond policy revision?
- Staff bandwidth?
- Big question: better to amend what we have or start from scratch/use frameworks of another town's stronger ordinance.

Staff Recommendations

With approximately 15 years of experience overseeing trees in Town, I believe overall the current ordinance works well and isn't broken, though it could use some fine tuning. The issues that have come up in general include the following:

1. *Clear cutting of oaks or other trees on developed property when they are all under 22" in diameter so they are not considered heritage and therefore not protected. One property cut 17 oaks but there was no recourse that the Town could take to protect them. Setting a limit on the number or types of trees that can be removed on a developed property over 7" in diameter or larger could help limit clear cutting on developed properties.*
2. *The Town should have a better list of trees protected or not protected similar to those on Attachment 2 or 5.*
3. *Should there be higher fines for trees defined as heritage trees when cut without a permit?*

4. *Leaving dead trees in place as habitat in open space if they pose no threat to the public in terms of falling, fire, etc. This is something that the Town currently has as a policy and staff does not believe the ordinance needs to be changed to address this.*

With regards to some of the subcommittee questions staff does not believe there are any implementation issues in general but more a general staffing/policing issue. Residents do cut trees without permits but this will continue and unless we have more code enforcement officers this is not something that can be prevented in its entirety.

FISCAL IMPACT

Currently there is no fiscal impact, only staff time.

GENERAL PLAN CONSISTENCY

The Tree Ordinance is consistent with the Town's General Plan including the goals of the Conservation Element, page 48, section B-12 states "Tree cutting and other activity detrimental to trees that enhance the character of the town or neighborhood shall be avoided wherever possible."

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Discussing the Town's tree ordinance is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

The Town's Private Tree Ordinance is consistent with the Town's Climate Action Plan, Sequestration, including:

- *S-1 Urban Forests and Ecosystems*
- *S-2 Habitat Restoration and Soil Regeneration*

Sections:

4-13.01 - Purpose.

Many sections of the Town are covered by oak, madrone, and other trees which contribute greatly to the scenic beauty of the Town. A large proportion of residential property within the Town is on hillside and sloping terrain. The uncontrolled removal or destruction of trees destroys the scenic beauty, contributes to erosion, increases flood hazards, reduces property values, increases the costs of the construction and maintenance of drainage systems through the increased flow and diversion of surface waters, and adversely affects the local economy by reducing the attractiveness and desirability of the area as a place to live, work, and visit. In addition, the trees of the Town are an integral part of the Town's complex environmental system, the functioning of which does not depend on or conform to the arbitrary delineations of property.

Therefore, the Council finds it necessary, as a matter of public health, safety, and welfare, to enact the provisions of this chapter to control the removal or destruction of trees within the Town; to preserve trees that are a significant part of the Town's heritage; and at the same time to recognize the individual's right to use his land in a manner which will not be prejudicial to the public interest.

(§ 2, Ord. 709, eff. August 12, 1976, as amended by Ord. 1020, eff. May 10, 2001)

4-13.02 - Definitions.

For the purposes of this chapter, certain words and phrases used in this chapter are defined as follows:

- (a) "Tree" shall mean any woody perennial plant characterized by having one or more trunks, any one of which has a diameter at breast height (four and one-half (4.5') feet of seven (7") inches. In any case, the Parks Department Arborist shall have the right to determine whether any specific woody plant shall be considered a tree for the purposes of this chapter.
- (b) "Heritage tree" shall mean a tree which has a trunk with a diameter at breast height (four and one-half (4.5') feet of twenty-two inches (22"), or a tree which has special significance and is of a species and size designated in a resolution adopted by the Council, but "heritage tree" shall not mean an acacia tree or any other tree designated as a "nuisance" tree by resolution of the Council.
- (c) "Undeveloped parcel" shall mean any lot or parcel, or portion of a lot or parcel, which can be further subdivided or further developed under the provisions of Title 10 of this Code.

(§ 2, Ord. 709, eff. August 12, 1976, as amended by Ord. 1020, eff. May 10, 2001)

4-13.03 - Undeveloped parcels.

On any undeveloped parcel of property, public or private, it shall be unlawful, unless a permit has been issued pursuant to the provisions of Section 4-13.05 of this chapter, to remove or destroy any tree, or to cut or prune a tree or its roots in such a way as to endanger or shorten its life, or to raise the soil level around any tree.

(§ 2, Ord. 709, eff. August 12, 1976, as amended by Ord. 1020, eff. May 10, 2001)

4-13.04 - Developed parcels.

On any developed parcel of property, public or private, it shall be unlawful, unless a permit has been issued pursuant to the provisions of Section 4-13.05 of this chapter, to remove or destroy any heritage tree, or to cut or prune a heritage tree or its roots in such a way as to endanger or shorten its life, or to raise the soil level around any heritage tree.

(§ 2, Ord. 709, eff. August 12, 1976, as amended by Ord. 1020, eff. May 10, 2001)

4-13.05 - Diseased trees.

The spread of Dutch Elm Disease, Sudden Oak Death and other tree diseases has caused the removal of a large number of trees within the Town limits. The spread of disease is a continuing problem, causing further depletion of Town resources, finances, and causing considerable loss of urban amenities. Accordingly, it is necessary for the preservation and enjoyment of the public health and safety to restrict activities around diseased trees to those procedures that will help preserve them for the future. Current guidelines for the care and pruning of certain diseased trees are available at the Public Works Department.

(Ord. 889, eff. November 12, 1987, as amended by Ord. 1020, eff. May 10, 2001)

4-13.06 - Permits.

- (a) Application processing. An application for a permit shall be made in writing to the Department of Public Works and shall contain the number and locations of trees or heritage trees to be affected and a statement of the reasons for removal or reasons for other work desired, as well as such other pertinent information as the Public Works Department may require which may include a discussion of the need for the work by a qualified arborist. In the case of subdivisions, such information shall be part of the subdivision filing pursuant to subsection (c) of this section. No permit is required for the removal of nuisance trees.

Said application shall be accompanied by the appropriate fee, the amount of which shall be determined by resolution of the Town Council.

Once the Public Works Department has found the application to be complete, the department shall notify in writing each property owner within 300 feet, of the applicant property, that a tree permit is being considered for approval, indicating that an administrative hearing shall be held if objections are received. The date for the administrative hearing shall be set a minimum of ten (10) days from the date of the hearing notice. At the administrative hearing, information and testimony regarding the permit application shall be reviewed and the disposition of the permit application will be made based on the following considerations:

- (1) The condition of the trees or heritage trees with respect to disease, danger of falling, proximity to existing structures, and interference with utility services;
 - (2) The necessity of the contemplated work to allow the economic enjoyment of the property;
 - (3) The topography of the land and the effect of the contemplated work on erosion, soil retentions, and the diversion of increased flows of surface water;
 - (4) The general effect of the contemplated work on property values in the area; and
 - (5) Good forestry practices. A permit shall be issued unless the Parks Department Arborist finds, after an inspection and the securing of such expert advice deemed necessary, and making the foregoing determinations, that the trees affected are of a size, type, condition, and location and in such surroundings that the contemplated work would significantly frustrate the purposes of this chapter.
- (b) Emergency conditions. In the event of any emergency in which a particular tree or heritage tree causes an immediate hazard or dangerous condition, such tree may be removed or cut back by permission of the Public Works Director, the Chief of Police, or Chief of the Fire Department or their respective department representatives without following the above described permit procedure.
- (c) Subdivisions. All subdivision maps filed shall designate clearly the location, size, and type of any trees and heritage trees scheduled for removal. In addition, heritage trees shall be located on the tentative map, that is, submitted to the Planning Commission for approval. The approval of the improvement plans, as required by the subdivision provisions, of this Code and State law shall constitute a permit to cut, remove, or change the soil level around any tree so particularly designated on such plans.
- (d) Utilities and town departments. A public utility subject to the jurisdiction of the Public Utility Commission of the State and the Department of Public Works and the Parks Department of the Town may apply for a general permit to prune trees as may be necessary to maintain the safe operation of the utility business or, in the case of a Town Department, necessary to maintain traffic safety or the safe public use of public property. Such general permit shall not apply to any heritage tree or elm tree nor shall it allow the cutting, destruction, or removal of any tree, nor shall it allow changing the soil level around any tree. Such general permit shall require that

pruning be performed under the supervision of a licensed tree surgeon or a landscape architect named therein. Such permit may be good for an indefinite period of time and may be revoked at any time for cause by the Public Works Director.

- (e) Posting of permit. Work requiring a permit shall not be commenced until the permit holder or his agent shall have posted in a conspicuous place in the front of the premises a copy of the permit. This permit copy shall be maintained in such position by the permit holder until all permit work is complete and approval has been granted by the building official.

(Ord. 889, eff. November 12, 1987, as amended by Ord. 1020, eff. May 10, 2001)

4-13.07 - Appeals.

Any decision made by the Parks Department Arborist or the Public Works Department may be appealed to the Town Council. Such appeal shall be processed by using the appeals procedure established for Planning Commission appeals in Title 10 of this Code.

(Ord. 889, eff. November 12, 1987, as amended by Ord. 1020, eff. May 10, 2001)

4-13.08 - Penalty provisions.

Any person violating any of the provisions of this chapter shall be guilty either of an infraction or a misdemeanor shall be subject to the penalties prescribed by this Code.

(Ord. 889, eff. November 12, 1987, as amended by Ord. 1020, eff. May 10, 2001)

TOWN OF SAN ANSELMO

RESOLUTION NO. 3552

**RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL LISTING
“NUISANCE” TREES AS BEING EXEMPTED FROM THE “HERITAGE TREE”
DEFINITION CONTAINED IN SECTION 4 – 13.02 (b) OF THE SAN ANSELMO
MUNICIPAL CODE**

WHEREAS, Ordinance No. 709 provides control for cutting of trees on public and private property, within the Town of San Anselmo, and,

WHEREAS, Section 4 – 13.02 (b) provides that the Town Council may designate “Nuisance” trees as being exempted from said ordinance.

IT IS HEREBY RESOLVED by the Town Council that the following trees be considered as “Nuisance” trees, and thereby not subject to said ordinance provisions:

Acacia
Eucalyptus

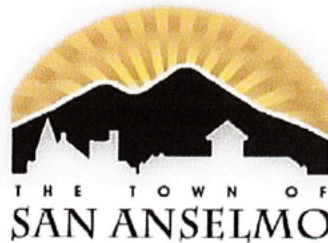
Plum
Privet
Monterey Pine

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Town Council of the Town of San Anselmo, Marin County, California at a regular meeting thereof, held on 27th day of March, 2001, by the following vote:

AYES: Breen, Chignell, Hodgens, Kilkus, Kroot
NOES: (None)
ABSENT: (None)

ATTEST:


Debra Stutsman, Town Clerk



SUPPLEMENTAL QUESTIONNAIRE FOR TREE WORK PERMIT

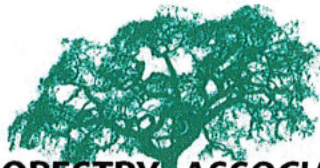
A permit is required to remove or significantly prune any heritage tree, any tree on undeveloped property and any street tree. A heritage tree is defined as a tree with a minimum diameter at breast height (DBH = 4.5 feet above grade) of 22 inches. A permit is required to remove any tree on undeveloped property with a DBH of 7 inches. Pruning is defined as, and limited to, removal of less than 25% of the tree's foliage. **An arborist's report and photograph of the tree(s) are required prior to an application being complete. Application must include at least one photo showing the context of the tree or application may be deemed incomplete.** NOTE: Acacia, Eucalyptus, Plum, Privet and Monterey Pine trees are considered nuisance trees and do not require a permit to remove. S.A.M.C. Sections 4-9 & 4-13

ANY PERSON VIOLATING THE PROVISIONS OF THIS CHAPTER SHALL BE GUILTY OF EITHER AN INFRACTION OR A MISDEMEANOR.

1. Value of work: \$3,500 (A licensed contractor Class D-49, C-60 or C-27) is required for work of \$300 or more.
2. Describe the type of tree work that is proposed including type of tree(s), number, remove, prune, etc.: Removal of 108' tall coast redwood.
3. Describe the reason for the work: Arborist's report re: moderate risk of whole tree failure over the next year with severe consequences for nearby homes.
4. Location of tree(s): ☒ Front Yard ☐ Side Yard ☐ Rear Yard
5. Is this proposed tree a: ☒ Heritage Tree ☐ Street Tree ☐ Undeveloped lot tree
6. What is the DBH? 41.6"
7. What is the health of the tree(s)? Sparse canopy, diseased around much of lower trunk.
8. How close is the tree to a major structure(s) i.e. the house? _____
9. Does the tree interfere with utility services? Not yet. It will when it falls.
10. Does the tree threaten or impede upon existing structures? ☒ Yes ☐ No If Yes, describe how 7 homes on [redacted] are threatened by tree potentially falling.
11. What is the topography of land in the vicinity of the tree? Will the proposed work cause increased soil erosion, soil instability, or will it cause the redirection of surface flow? No
12. What will the general effect of the tree work be on property values in the area? None that we are aware of.

Client:

San Anselmo, 94960



URBAN FORESTRY ASSOCIATES, INC.

8 Willow Street San Rafael, CA 94901
(415) 454-4212 info@urbanforestryassociates.com

ARBORIST REPORT

For

San Anselmo

PURPOSE

Urban Forestry Associates (UFA) was hired to examine a redwood tree. Zach Vought of UFA performed a site inspection to assess the tree on February 5, 2019.

SCOPE OF WORK AND LIMITATIONS

Urban Forestry Associates has no personal or monetary interest in the outcome of this investigation. All observations regarding trees in this report were made by UFA, independently, based on our education and experience. All determinations of health condition, structural condition, or hazard potential of a tree or trees at issue are based on our best professional judgment. The health and hazard assessments in this report are limited by the visual nature of the assessment. Defects may be obscured by soil, brush, vines, aerial foliage, branches, multiple trunks or other trees. Even structurally sound, healthy trees are wind thrown during severe storms or other weather events. Consequently, a conclusion that a tree does not require corrective surgery or removal is not a guarantee of no risk, hazard, or sound health.

OBSERVATIONS

- Tree 1 (Figures 1-4)
- Species *Sequoia sempervirens* (coast redwood)
- Size 41.6" DBH¹ qualifying as "Heritage" per San Anselmo municipal code.
- Location Eastern edge of the parcel near the intersection of [REDACTED]
- Condition The subject tree is mature, standing 108 feet tall (as measured with Forestry Pro Rangefinder). The canopy is somewhat sparse when compared to healthy specimens, perhaps in part due to a history of pruning., though no canopy dieback was observed.
- The lower main stem was examined visually via removal of bark with a hammer. Evidence of disease was apparent around much of the tree's lower trunk near grade, as bark was thin and easily removed uncovering dead water and nutrient conducting tissues and structural wood beneath. Live strips of tissue were observed on several roots; however, it appears the pathogen has been affecting the tree for some time now. Typically coast redwood is resistant to sapwood decay. Soft decayed supportive wood from the lower trunk were pulled from the dead areas. A probe did not suggest a hollow exists though the extent of decay (extending into the lower trunk) is unknown.
- Targets The tree targets at least four residential homes; Laurel Avenue and Madrone Avenue.
- Conclusion The extent of disease progression at the base of the tree is concerning as the wood tissue in the trunk and supportive roots are being affect. Based on level 2 risk assessment, the risk of whole tree failure and impact to a home with severe consequences over a timeframe of one-year

¹ Trunk diameter (in inches) measured across the long axis of the main stem at 4.5' above grade from the upslope side of the tree.

poses "moderate" risk.

There are significant limitations to visual assessment of large trees as the extent of defects can be obscured or hidden beneath the soil or within the tree, so it is difficult to quantify failure probability. As such advanced inspection of the lower trunk and roots is an option to obtain more information regarding the extent of decay in the lower trunk to then make informed risk management decisions. Two options for advanced inspection include:

1. Root collar excavation using compressed air (Airscape®). The tool dislodges soil around the lower trunk and roots allowing for more detailed analysis of decay advancement/ condition of structural roots. This treatment is carried out by a qualified tree company who possesses the necessary equipment and is versed in the process.
2. Resistance drilling via Resistograph®. The Resistograph is a probe with a long, 1/8", specialized steel bit that drills into the wood tissue. Variation in torque and feed resistance are translated into a graphical output that depicts the internal conditions encountered by the probe. It is used to detect internal decay, cavities and defects in tree trunks, branches and exposed roots. It extends a maximum of 19.5".

Mitigation Options

1. To abate the risk the entire tree could be removed.
2. To significantly reduce the risk of whole tree failure and impact to surrounding targets, the tree could be topped by at least 1/3rd. Unfortunately, this would greatly diminish the aesthetic condition of the tree and does not solve the disease problem but would reduce the overall risk rating.

Z. Vought

Zachary Vought, Urban Forester
ISA Certified Arborist & TRAQ
WE-9995A

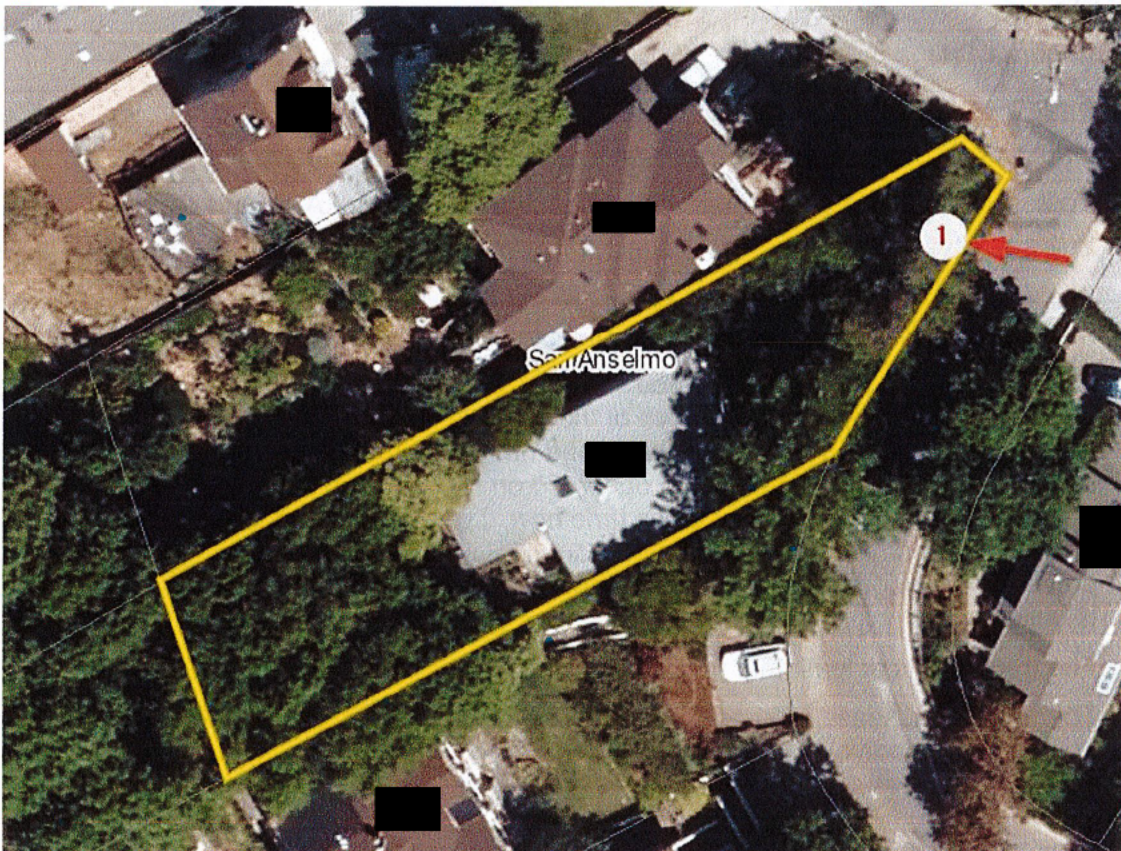


Figure 1. Tree Location Map. Aerial image and parcel line via MarinMap.org



Figure 2. Range of dead vascular tissue at southwest face of lower trunk.

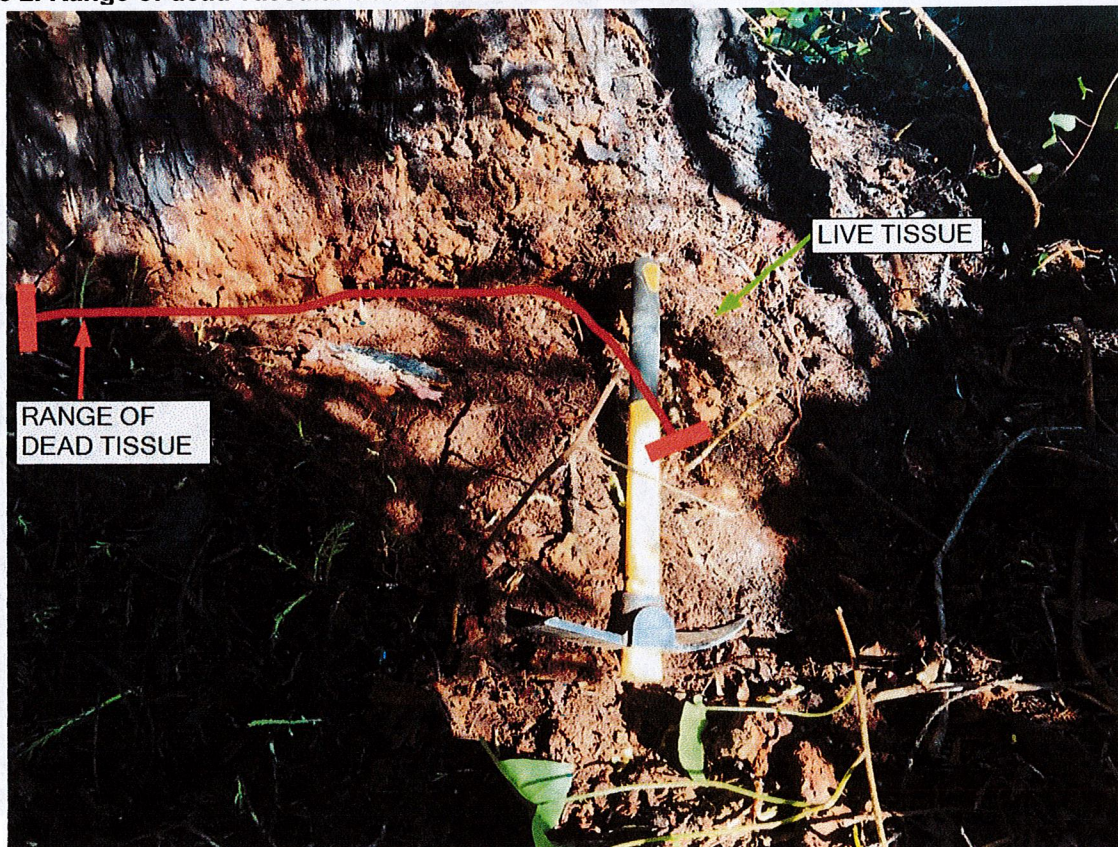


Figure 3. Eastern tree base.



Figure 4.



Public Works Department
Streets Division
Phone: (415) 258-4616

525 San Anselmo Avenue
San Anselmo, CA94960
Fax: (415) 454-4683

June 7, 2019

Parcel No. [REDACTED]

Property Address: [REDACTED]

NOTICE OF APPLICATION FOR TREE WORK

The property owner of the above mentioned address has requested a permit to remove one Coast Redwood (two stems) tree. To see the arborist reports and related photos please visit the Town website – www.townofsananselmo.org. You can access that report at the Public Works webpage under Current Notices (<https://www.townofsananselmo.org/1198/Current-Notices>). If you do not have access to a computer, you can use one of the computers at the library or the Town Hall lobby during office hours.

Per Title 4, Chapter 13.05, Ordinance No. 889 of the San Anselmo Municipal Code, property owners within 300 feet of the applicant's property are to be notified of this application.

If you have concerns or comments regarding the removal of this tree, please notify the Public Works Department, in writing within 20 days of the date of this notice or email permits@townofsananselmo.org

Thank you,

**Public Works Department
Town of San Anselmo**

See existing code online at:

https://library.municode.com/ca/san_anelmo/codes/code_of_ordinances?nodeId=TIT4PUWEMOCO_CH13PRTR

Framing Qs:

- What are some of the GOALS of an effective tree ordinance?
- What kinds of protections does our current policy not provide?
- What are common community concerns around trees? (views, neighbor removal, utilities above + below ground, fire)
- What are some of the existing POLICY deficits of our tree ordinance?
- What are some of the existing IMPLEMENTATION issues with our tree ordinance? To what extent can better policy ameliorate these? What options exist in addition to/beyond policy revision?
- Staff bandwidth?
- **BIG QUESTION: BETTER TO AMEND WHAT WE HAVE OR START FROM SCRATCH/USE FRAMEWORKS OF ANOTHER TOWN'S STRONGER ORDINANCE.**

Native trees: Should the Town include special protections for Native trees, kicking in at a lower threshold than the current size threshold for heritage trees?

Example:

- Santa Rosa: http://qcode.us/codes/santarosa/view.php?topic=17-17_24&showAll=1&frames=open
- County of Marin (last page): https://www.marincounty.org/-/media/files/departments/cd/planning/currentplanning/publications/factsheets/treeremoval_fs.pdf
- Fairfax: https://codelibrary.amlegal.com/codes/fairfax/latest/fairfax_ca/0-0-0-2858

Native riparian trees: Should the town give extra protections to riparian trees due to the importance of trees for creekbank stabilization, water temperature, erosion/sedimentation control, etc? **Example:**

- <https://www.lovelafayette.org/home/showdocument?id=794>

Scope - Collapse street tree regulations into tree ordinance? Clarify procedures/policy for trees in open space, parks, etc?

Defensible space: Do we include special requirements for trees within the defensible space and/or fire prone trees? Note that Larkspur waives fees associated with permits for removing fire-prone trees:

<https://www.ci.larkspur.ca.us/DocumentCenter/View/11071/Tree-Removal-Permit-Process-Handout-030220?bidId=>

Nuisance Trees: These are currently defined via resolution, but the resolution is hard to find. We should expand our list via resolution, but also include it in the ordinance (see Fairfax for reference). Should nuisance heritage or street trees be exempted from permitting requirements? Should we update nuisance tree list?

Heritage Tree Registry: Petaluma allows homeowners to apply to register their trees as heritage/landmark trees. Per their municipal code, registered trees become associated with the property deed and therefore protected from removal or alteration if the property transfers hands (with limitations).

- <https://cityofpetaluma.org/documents/letter-from-tree-advisory-committee/> and <https://cityofpetaluma.org/documents/heritage-or-landmark-tree-nomination-form/>
- <https://petaluma.municipal.codes/Code/8.28.070>

Seasonality: Should certain types of non-emergency tree permits be issued only seasonally (late summer-winter) to avoid spring nesting for birds? Or require a biological survey ahead of time if during nesting season?

Replacement tree requirements: These run the gamut. I think our ordinance should at least specify that replacements should be of the same genus/species (if native).

- See this exhaustive list of valley oak removal mitigation requirements: <https://www.cpuc.ca.gov/Environment/info/esa/lakeview/PEA/appB.pdf>
- Possibility of in-lieu fee (might be desirable in some situations—replacing one oak with 20 saplings is not feasible or desirable, ecologically)
- Require maintenance to establish? (Could plant, then die a year later...then what?)

Expanded protections in dripline area/root zone, especially for

Construction/Development: Most ordinances require protections for drip line/root zone during

constructions, and also define damage beyond just pruning or removing (so if you pour acid on a tree, it's illegal)

- Nice diagram in Ventura's code:
https://library.municode.com/ca/ventura_county/codes/code_of_ordinances?nodeId=DIV8PLDE_CH1.1ZOCO_ART8GEDESTCOESPR_8178-7.4.3DETRPRZO

Penalties -

- Larkspur's penalty for damaging or removing a heritage tree unlawfully is a fine equal to twice the appraised value of the tree, plus city costs!
<https://larkspur.municipal.codes/Code/12.16.080>
- Menlo Park has fines up to \$5,000
- Santa Clara County fines for unlawful heritage tree removal range from \$10,000-\$200,000 - granted, they have separate penalty categories for "protected" and "heritage" trees, and their definition of heritage is basically an extraordinary tree that has been included on their official registry, not any tree of a certain size (that would be "protected")

Carbon sequestration: Do we codify some consideration for the carbon sequestration potential? For example - removal of a heritage tree might include a requirement to estimate the carbon storage and the expected carbon storage over the reasonable remaining life of a tree, and compensate?

Example: Some ordinances to this to an extent by requiring a certain size and number of replacement trees, e.g., one 48" box tree must be planted for every 6" of diameter of the cut tree. If the spacing on the property isn't appropriate or conducive, an in lieu fee could go to a "tree fund" or "carbon sequestration fund"

Tree Advisory Committee or alternative appellate processes: Different jurisdictions leverage commissions/committees in different ways to protect trees. Dave has indicated that tree issues take up a lot of staff time. It may make sense to think about how to distribute the various responsibilities related to trees so that they don't all fall to Sean, both for his workload and so that the decision is made by a (qualified) group rather than falling to one person's judgment. This might also help with the timeline for tree considerations. Ours could include parks/rec, open space, planning, and sustainability appointees, plus an at large member or two. This is a long term/big picture restructure of the *process* - but it's something that's come up and may make sense for a number of reasons.

Examples:

- Petaluma - responsible for tree-related policies and also running the tree registry - 5 appointed members, 1 planning commissioner, 1 parks/rec commissioner
<https://cityofpetaluma.org/tree-advisory-committee/>
- Fairfax - responsible for evaluating applications for removal at their monthly meetings <https://www.townoffairfax.org/tree-committee/>
- Menlo Park - depending on the nature of a heritage tree permit appeal, appeals are directed to town staff, the environmental quality commission, and the planning commission BEFORE being appealed to the city council. Interesting!

- Parks + Rec commission hears appeals in San Mateo
<https://www.cityofsanmateo.org/650/Heritage-Tree-Ordinance>

Specific ordinances I liked:

Lafayette- <https://www.lovelafayette.org/home/showdocument?id=794>

- Has VERY specific definition for tree diameter that I think we should adopt to close the loophole that trees have irregular diameters. (For example - if a tree is 21" by one measure and 23" by another, our code doesn't account for whether it's a heritage tree or not...)
- Provides for multi-trunk trees in its protections (see "definitions") - closing another loophole.
- Has a "protected tree" category with special protections for various native trees and also for native riparian trees.
- Protected area and dripline area
- Interestingly - no mention of "economic enjoyment" of the property as a reason for removing a protected tree
- Teeth - if a protected tree is removed,
- Requires dripline of protected trees to be mapped out in planning documents for construction projects
- Has strong tree protections for construction through the "protected area" near the trunk of a tree - must be fenced properly etc.
- Has stronger replacement requirements - not just quantity/size of replacement trees, but the genus/species must match the removed tree or it requires special approval. Also, the replacement requirements are adjusted for the size of the tree removed (one replacement for every 6 inches of diameter of the tree removed)
- Penalties - if a protected tree is removed w/o permit, property is ineligible for a development permit for 5 years (may be waived if replacement rules are followed); also, arborist can monitor replacement plantings for 2 years and more per director discretion to ensure the replacement trees are healthy

Menlo Park - <https://www.menlopark.org/205/Heritage-tree-protections>

- Very recently updated - July 2020
- Sophisticated appeals process depending on the nature of the permit (why it's being sought) - different concerns appeal to different bodies. ANY resident of the town can appeal a tree decision.
- Has a tree protection zone - special area protected during construction, development, etc
- Protection thresholds are lower than ours across the board (smaller diameter)
- Includes measurement guidelines for multi-trunk trees over 12 ft in height
- Has thorough administrative guidelines to help with compliance/enforcement and interpretation of the ordinance - COOL
<https://www.menlopark.org/DocumentCenter/View/25577/Heritage-tree-ordinance-administrative-guidelines---final>

- Helpful landing page - <https://www.menlopark.org/205/Heritage-tree-protections>
- Still requires a permit for “nuisance” trees that meet heritage threshold (not a fan)
- Establishes a heritage tree fund that can help pay for planting new trees in the city etc - funded by in lieu replacement fees of appraised value of tree IF replacement plantings cannot be made

Links to reference or sift through at a later time:

<https://www.independent.co.uk/voices/planting-trees-climate-crisis-environment-a9207086.html>

<https://www.theguardian.com/environment/2019/nov/16/reforesting-the-uk-trees-are-the-ultimate-long-term-project>

<https://www.fs.usda.gov/ccrc/tools/ecosmart-landscapes>

<https://www.fs.usda.gov/ccrc/tools/tree-carbon-calculator-ctcc>

http://www.unm.edu/~jbrink/365/Documents/Calculating_tree_carbon.pdf

<https://www.sciencedaily.com/releases/2019/08/190812130843.htm>

[carbon sequestration per tree species](#)

<https://www.lovelafayette.org/home/showdocument?id=794>

<http://cityofpetaluma.net/pubworks/community-trees.html>

<https://www.srcity.org/583/Tree-Removal-Preservation>

<https://www.menlopark.org/205/Heritage-tree-protections>

<https://www.ci.larkspur.ca.us/DocumentCenter/View/8387/Tree---Heritage---Removal-Permit-Process-Handout>

<https://www.menlopark.org/1362/Heritage-tree-ordinance-update>

<https://www.cityofsanmateo.org/650/Heritage-Tree-Ordinance>

<https://www.cpuc.ca.gov/Environment/info/esa/lakeview/PEA/appB.pdf>

<https://www.glendaleca.gov/government/departments/public-works/indigenous-tree-program>

<https://www.codepublishing.com/CA/Sonoma/html/Sonoma12/Sonoma1209.html>

https://www.washingtonpost.com/opinions/local-opinions/we-dont-need-to-just-plant-trees-we-also-need-to-take-care-of-them/2020/01/30/8cc7af56-421d-11ea-b5fc-eefa848cde99_story.html?fbclid=IwAR2BZhWxyy3aaceb--_q-pkBKRgDmxUEX8RrzstAZTUDmHBjzxMYLMwSiOI

https://www.researchgate.net/publication/250076542_The_matrix_enhances_the_effectiveness_of_corridors_and_stepping_stones

SAN ANSELMO EXISTING TREE ORDINANCE w/ some comments or change by AF

4-13.01 - Purpose.

Many sections of the Town are covered by oak, madrone, and other trees which contribute greatly to the scenic beauty of the Town. A large proportion of residential property within the Town is on hillside and sloping terrain. The uncontrolled removal or destruction of trees destroys the scenic beauty, contributes to erosion, increases flood hazards, reduces property values, increases the costs of the construction and maintenance of drainage systems through the increased flow and diversion of surface waters, and adversely affects the local economy by reducing the attractiveness and desirability of the area as a place to live, work, and visit. In addition, the trees of the Town are an integral part of the Town's complex environmental system, the functioning of which does not depend on or conform to the arbitrary delineations of property.

Therefore, the Council finds it necessary, as a matter of public health, safety, and welfare, to enact the provisions of this chapter to control the removal or destruction of trees within the Town; to preserve trees that are a significant part of the Town's heritage; and at the same time to recognize the individual's right to use his land in a manner which will not be prejudicial to the public interest.

(§ 2, Ord. 709, eff. August 12, 1976, as amended by Ord. 1020, eff. May 10, 2001)

4-13.02 - Definitions.

For the purposes of this chapter, certain words and phrases used in this chapter are defined as follows:

- (a) "Tree" shall mean any woody perennial plant characterized by having one or more trunks, any one of which has a diameter at breast height (four and one-half (4.5') feet of seven (7") inches. In any case, the Parks Department Arborist shall have the right to determine whether any specific woody plant shall be considered a tree for the purposes of this chapter.
- (b) "Heritage tree" shall mean a tree which has a trunk with a diameter at breast height (four and one-half (4.5') feet of twenty-two inches (22"), or a tree which has special significance and is of a species and size designated in a resolution adopted by the Council, but "heritage tree" shall not mean an acacia tree or any other tree designated as a "nuisance" tree by resolution of the Council.
- (c) "Undeveloped parcel" shall mean any lot or parcel, or portion of a lot or parcel, which can be further subdivided or further developed under the provisions of [Title 10](#) of this Code.
- (d) "Protected tree" shall mean any of the following trees, native to the County, whether located on private or public property, which has a diameter or a circumference equal to or greater than that listed below:

Species/Common Name	Diameter	Circumference
1. Oak Family		
(a) <i>Quercus lobata</i> —valley oak	6"	19"
(b) <i>Q. agrifolia</i> —live oak	18	57
(c) <i>Q. kelloggii</i> —black oak	18	57
(d) <i>Q. garryana</i> —Oregon or white oak	18	57
(e) <i>Q. chrysolepis</i> —canyon oak	18	57
(f) <i>Q. douglasii</i> —blue oak	6	19
(g) <i>Q. wislizenii</i> —interior live oak	18	57
2. <i>Sequoia sempervirens</i> —redwood	24	75
3. <i>Umbellularia californica</i> —bay	24	75
4. <i>Arbutus menziesii</i> —madrone	12	38
5. <i>Aesculus californica</i> —buckeye	6	19
6. <i>Pseudotsuga menziesii</i> —douglas fir	24	75
7. <i>Alnus oregona</i> —red alder	18	57
8. <i>Alnus rhombifolia</i> —white alder	18	57
9. <i>Acer macrophyllum</i> —big leaf maple	24	75

(§ 2, Ord. 709, eff. August 12, 1976, as amended by Ord. 1020, eff. May 10, 2001)

4-13.03 - Undeveloped parcels.

On any undeveloped parcel of property, public or private, it shall be unlawful, unless a permit has been issued pursuant to the provisions of [Section 4-13.05](#) of this chapter, to remove or destroy any tree, or to cut or prune a tree or its roots in such a way as to endanger or shorten its life, or to raise the soil level around any tree.

(§ 2, Ord. 709, eff. August 12, 1976, as amended by Ord. 1020, eff. May 10, 2001)

4-13.04 - Developed parcels.

On any developed parcel of property, public or private, it shall be unlawful, unless a permit has been issued pursuant to the provisions of [Section 4-13.05](#) of this chapter, to remove or destroy any heritage tree, or to cut or prune a heritage tree or its roots in such a way as to endanger or shorten its life, or to raise the soil level around any heritage tree.

(§ 2, Ord. 709, eff. August 12, 1976, as amended by Ord. 1020, eff. May 10, 2001)

4-13.05 - Diseased trees.

The spread of Dutch Elm Disease, Sudden Oak Death and other tree diseases has caused the removal of a large number of trees within the Town limits. The spread of disease is a continuing problem, causing further depletion of Town resources, finances, and causing considerable loss of urban amenities. Accordingly, it is necessary for the preservation and enjoyment of the public health and safety to restrict activities around diseased trees to those procedures that will help preserve them for the future. Current guidelines for the care and pruning of certain diseased trees are available at the Public Works Department.

(Ord. 889, eff. November 12, 1987, as amended by Ord. 1020, eff. May 10, 2001)

4-13.06 - Permits.

- (a) Application processing. An application for a permit shall be made in writing to the Department of Public Works and shall contain the number and locations of trees or heritage trees to be affected and a statement of the reasons for removal or reasons for other work desired, as well as such other pertinent information as the Public Works Department may require which may include a discussion of the need for the work by a qualified arborist. In the case of subdivisions, such information shall be part of the subdivision filing pursuant to subsection (c) of this section. No permit is required for the removal of nuisance trees.

Said application shall be accompanied by the appropriate fee, the amount of which shall be determined by resolution of the Town Council.

Once the Public Works Department has found the application to be complete, the department shall notify in writing each property owner within 300 feet, of the applicant property, that a tree permit is being considered for approval, indicating that an administrative hearing shall be held if objections are received. The date for the administrative hearing shall be set a minimum of ten (10) days from the date of the hearing notice. At the administrative hearing, information and testimony regarding the permit application shall be reviewed and the disposition of the permit application will be made based on the following considerations:

- (1) The condition of the trees or heritage trees with respect to disease, danger of falling, proximity to existing structures, and interference with utility services;
- (2) The necessity of the contemplated work to allow the economic enjoyment of the property; *difficult/highly subjective + manipulable; not in Fairfax code.*
- (3) The topography of the land and the effect of the contemplated work on erosion, soil retentions, and the diversion of increased flows of surface water;
- (4) The general effect of the contemplated work on property values in the area; and
- (5) Good forestry practices. A permit ~~shall be issued unless~~ *shall not be issued if* the Parks Department Arborist finds, after an inspection and the securing of such expert advice deemed necessary, and making the foregoing determinations, that the trees affected are of a size, type, condition, and location and in such surroundings that the contemplated work would significantly frustrate the purposes of this chapter.

(b) Emergency conditions. In the event of any emergency in which a particular tree or heritage tree causes an immediate hazard or dangerous condition, such tree may be removed or cut back by permission of the Public Works Director, the Chief of Police, or Chief of the Fire Department or their respective department representatives without following the above described permit procedure.

(c) Subdivisions. All subdivision maps filed shall designate clearly the location, size, and type of any trees and heritage trees scheduled for removal. In addition, heritage trees shall be located on the tentative map, that is, submitted to the Planning Commission for approval. The approval of the improvement plans, as required by the subdivision provisions, of this Code and State law shall constitute a permit to cut, remove, or change the soil level around any tree so particularly designated on such plans.

(d) Utilities and town departments. A public utility subject to the jurisdiction of the Public Utility Commission of the State and the Department of Public Works and the Parks Department of the Town may apply for a general permit to prune trees as may be necessary to maintain the safe operation of the utility business or, in the case of a Town Department, necessary to maintain traffic safety or the safe public use of public property. Such general permit shall not apply to any heritage tree or elm tree nor shall it allow the cutting, destruction, or removal of any tree, nor shall it allow changing the soil level around any tree. Such general permit shall require that pruning be performed under the supervision of a licensed tree surgeon or a landscape architect named therein. Such permit may be good for an indefinite period of time and may be revoked at any time for cause by the Public Works Director.

(e) Posting of permit. Work requiring a permit shall not be commenced until the permit holder or his agent shall have posted in a conspicuous place in the front of the premises a copy of the permit. This permit copy shall be maintained in such position by the permit holder until all permit work is complete and approval has been granted by the building official.

(Ord. 889, eff. November 12, 1987, as amended by Ord. 1020, eff. May 10, 2001)

4-13.07 - Appeals.

Any decision made by the Parks Department Arborist or the Public Works Department may be appealed to the Town Council. Such appeal shall be processed by using the appeals procedure established for Planning Commission appeals in [Title 10](#) of this Code.

(Ord. 889, eff. November 12, 1987, as amended by Ord. 1020, eff. May 10, 2001)

4-13.08 - Penalty provisions.

Any person violating any of the provisions of this chapter shall be guilty either of an infraction or a misdemeanor shall be subject to the penalties prescribed by this Code.

(Ord. 889, eff. November 12, 1987, as amended by Ord. 1020, eff. May 10, 2001)

Native trees: Should the Town include special protections for Native trees, kicking in at a lower threshold than the current size threshold for heritage trees?

Example:

- Santa Rosa:
http://qcode.us/codes/santarosa/view.php?topic=17-17_24&showAll=1&frames=on
- County of Marin (last page):
https://www.marincounty.org/-/media/files/departments/cd/planning/currentplanning/publications/factsheets/treeremoval_fs.pdf
- Fairfax: https://codelibrary.amlegal.com/codes/fairfax/latest/fairfax_ca/0-0-0-2858

Native riparian trees: Should the town give extra protections to riparian trees due to the importance of trees for creekbank stabilization, water temperature, erosion/sedimentation control, etc? **Example:**

- <https://www.lovelafayette.org/home/showdocument?id=794>

Scope - Collapse street tree regulations into tree ordinance? Clarify procedures/policy for trees in open space, parks, etc?

Defensible space: Do we include special requirements for trees within the defensible space and/or fire prone trees? Note that Larkspur waives fees associated with permits for removing fire-prone trees:

<https://www.ci.larkspur.ca.us/DocumentCenter/View/11071/Tree-Removal-Permit-Process-Handout-030220?bidId=>

Nuisance Trees: These are currently defined via resolution, but the resolution is hard to find. We should expand our list via resolution, but also include it in the ordinance (see Fairfax for reference). Should nuisance heritage or street trees be exempted from permitting requirements?

Heritage Tree Registry: Petaluma allows homeowners to apply to register their trees as heritage/landmark trees. Per their municipal code, registered trees become associated with the property deed and therefore protected from removal or alteration if the property transfers hands (with limitations).

- <https://cityofpetaluma.org/documents/letter-from-tree-advisory-committee/> and <https://cityofpetaluma.org/documents/heritage-or-landmark-tree-nomination-form/>
- <https://petaluma.municipal.codes/Code/8.28.070>

Seasonality: Should certain types of non-emergency tree permits be issued only seasonally (late summer-winter) to avoid spring nesting for birds?

Replacement tree requirements: These run the gamut. I think our ordinance should at least specify that replacements should be of the same genus/species (if native).

- See this exhaustive list of valley oak removal mitigation requirements:
<https://www.cpuc.ca.gov/Environment/info/esa/lakeview/PEA/appB.pdf>

Expanded protections in dripline area/root zone, especially for

Construction/Development: Most ordinances require protections for drip line/root zone during constructions, and also define damage beyond just pruning or removing (so if you pour acid on a tree, it's illegal)

- Nice diagram in Ventura's code:
https://library.municode.com/ca/ventura_county/codes/code_of_ordinances?nodeId=DIV8PLDE_CH1.1ZOCO_ART8GEDESTCOESPR_8178-7.4.3DETRPRZO

Penalties -

- Larkspur's penalty for damaging or removing a heritage tree unlawfully is a fine equal to twice the appraised value of the tree, plus city costs!
<https://larkspur.municipal.codes/Code/12.16.080>
- Menlo Park has fines up to \$5,000
- Santa Clara County fines for unlawful heritage tree removal range from \$10,000-\$200,000 - granted, they have separate penalty categories for "protected" and "heritage" trees, and their definition of heritage is basically an extraordinary tree that has been included on their official registry, not any tree of a certain size (that would be "protected")

Tree Advisory Committee or alternative appellate processes: Different jurisdictions leverage commissions/committees in different ways to protect trees. Dave has indicated that tree issues take up a lot of staff time. It may make sense to think about how to distribute the various responsibilities related to trees so that they don't all fall to Sean, both for his workload and so that the decision is made by a (qualified) group rather than falling to one person's judgment. This might also help with the timeline for tree considerations. Ours could include parks/rec, open space, planning, and sustainability appointees, plus an at large member or two. This is a long term/big picture restructure of the *process* - but it's something that's come up and may make sense for a number of reasons.

Examples:

- Petaluma - responsible for tree-related policies and also running the tree registry - 5 appointed members, 1 planning commissioner, 1 parks/rec commissioner
<https://cityofpetaluma.org/tree-advisory-committee/>
- Fairfax - responsible for evaluating applications for removal at their monthly meetings <https://www.townoffairfax.org/tree-committee/>
- Menlo Park - depending on the nature of a heritage tree permit appeal, appeals are directed to town staff, the environmental quality commission, and the planning commission BEFORE being appealed to the city council. Interesting!
- Parks + Rec commission hears appeals in San Mateo
<https://www.cityofsanmateo.org/650/Heritage-Tree-Ordinance>

Lafayette- <https://www.lovelafayette.org/home/showdocument?id=794>

- Has VERY specific definition for tree diameter that I think we should adopt to close the loophole that trees have irregular diameters. (For example - if a tree is 21" by one measure and 23" by another, our code doesn't account for whether it's a heritage tree or not...)
- Provides for multi-trunk trees in its protections (see "definitions") - closing another loophole.
- Has a "protected tree" category with special protections for various native trees and also for native riparian trees.
- Protected area and dripline area
- Interestingly - no mention of "economic enjoyment" of the property as a reason for removing a protected tree
- Teeth - if a protected tree is removed,
- Requires dripline of protected trees to be mapped out in planning documents for construction projects
- Has strong tree protections for construction through the "protected area" near the trunk of a tree - must be fenced properly etc.
- Has stronger replacement requirements - not just quantity/size of replacement trees, but the genus/species must match the removed tree or it requires special approval. Also, the replacement requirements are adjusted for the size of the tree removed (one replacement for every 6 inches of diameter of the tree removed)
- Penalties - if a protected tree is removed w/o permit, property is ineligible for a development permit for 5 years (may be waived if replacement rules are followed); also, arborist can monitor replacement plantings for 2 years and more per director discretion to ensure the replacement trees are healthy

Menlo Park - <https://www.menlopark.org/205/Heritage-tree-protections>

- Very recently updated - July 2020
- Sophisticated appeals process depending on the nature of the permit (why it's being sought) - different concerns appeal to different bodies. ANY resident of the town can appeal a tree decision.
- Has a tree protection zone - special area protected during construction, development, etc
- Protection thresholds are lower than ours across the board (smaller diameter)
- Includes measurement guidelines for multi-trunk trees over 12 ft in height
- Has thorough administrative guidelines to help with compliance/enforcement and interpretation of the ordinance - COOL
<https://www.menlopark.org/DocumentCenter/View/25577/Heritage-tree-ordinance-administrative-guidelines---final>
- Helpful landing page - <https://www.menlopark.org/205/Heritage-tree-protections>
- Still requires a permit for "nuisance" trees that meet heritage threshold (not a fan)

- Establishes a heritage tree fund that can help pay for planting new trees in the city etc - funded by in lieu replacement fees of appraised value of tree IF replacement plantings cannot be made

Links to reference or sift through at a later time:

<https://www.independent.co.uk/voices/planting-trees-climate-crisis-environment-a9207086.html>

<https://www.theguardian.com/environment/2019/nov/16/reforesting-the-uk-trees-are-the-ultimate-long-term-project>

<https://www.fs.usda.gov/ccrc/tools/ecosmart-landscapes>

<https://www.fs.usda.gov/ccrc/tools/tree-carbon-calculator-ctcc>

http://www.unm.edu/~jbrink/365/Documents/Calculating_tree_carbon.pdf

<https://www.sciencedaily.com/releases/2019/08/190812130843.htm>

[carbon sequestration per tree species](#)

<https://www.lovelafayette.org/home/showdocument?id=794>

<http://cityofpetaluma.net/pubworks/community-trees.html>

<https://www.srcity.org/583/Tree-Removal-Preservation>

<https://www.menlopark.org/205/Heritage-tree-protections>

<https://www.ci.larkspur.ca.us/DocumentCenter/View/8387/Tree---Heritage---Removal-Permit-Process-Handout>

<https://www.menlopark.org/1362/Heritage-tree-ordinance-update>

<https://www.cityofsanmateo.org/650/Heritage-Tree-Ordinance>

<https://www.cpuc.ca.gov/Environment/info/esa/lakeview/PEA/appB.pdf>

<https://www.glendaleca.gov/government/departments/public-works/indigenous-tree-program>

<https://www.codepublishing.com/CA/Sonoma/html/Sonoma12/Sonoma1209.html>

https://www.washingtonpost.com/opinions/local-opinions/we-dont-need-to-just-plant-trees-we-also-need-to-take-care-of-them/2020/01/30/8cc7af56-421d-11ea-b5fc-eefa848cde99_story.html?fbclid=IwAR2BZhWxyy3aaceb--_q-pkBKRgDmxUEX8RrzstAZTUDmHBjzxMYLMwSiOI



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.2

MEETING DATE: October 10, 2023

AGENDA TITLE: Presentation of the Downtown Parking Study and
Consideration of Recommendations

FROM: Scott Schneider, P.E., Assistant Public Works Director

RECOMMENDATION: Receive a presentation of the Downtown Parking Study and
Consider Recommendations to Improve Parking in the downtown corridor.

BACKGROUND

At the request of the Economic Development Committee (EDC) in 2019, the Public Works Department began a Downtown Parking Study to look at the existing parking capacity and usage patterns and recommend improvements. Many residents and business owners have raised concerns about a perceived scarcity and difficulty in finding available public parking in downtown San Anselmo. Concerns also include lack of enforcement of parking duration limits, use of prime spaces by merchant/restaurant employees, lack of signage to direct users to available parking, and overall lack of supply of public parking spaces.

Throughout fall 2019 and spring 2020, staff counted over 10,000 cars to understand how the existing parking was being utilized by merchants, customers, employees, visitors, contractors, and delivery personnel. Staff reported the initial draft findings to the EDC in May 2019 to gather their input prior to finalizing the study for presentation to the Town Council.

In March 2020, staff was preparing the Council presentation when the global pandemic shut down businesses and restaurants across the country. The Parking Study was put on hold, and following the opening of commerce on June 15, 2021, staff initiated a specialized parking counting company, NDS Services, to re-do the counts.

An updated presentation was given to the EDC on August 14, 2021, with both EDC members as well as members of the public providing input on the staff recommendations. A presentation was given to the Town Council on August 28, 2021. An updated presentation was given to the Planning Commission on October 2, 2023.

The attached Downtown Parking Study (Attachment 1) describes the current parking inventory, changes that have occurred over the past several years, parking behavior (usage and duration data), and recommendations to improve parking usage.

Key takeaways from Parking Study:

2-hour parking along San Anselmo Avenue between San Rafael Avenue and Ross Avenue has a high occupancy rate throughout most of the day

Northern downtown areas have about 138 available spaces in the peak hour (1 pm to 2 pm).

Options to reduce the occupancy rate include signage directing users to other parking areas (completed), converting 4-hour spaces to 2-hour spaces on side streets and in Creek Park, as well as installing paid parking on San Anselmo Avenue to charge for the most desirable parking spaces.

DISCUSSION/ANALYSIS

As detailed in the Downtown Parking Study, staff recommends implementation of the following recommendations:

General Recommendations:

- 1) *Improve signage and wayfinding to highlight available parking, both in surface lots as well as San Rafael Avenue and southern Sir Francis Drake Boulevard (completed).*
- 2) *Increase turnover of on-street parking through increased enforcement (ongoing).*
- 3) *Improve outreach to merchants and offices regarding the merchant permit program (ongoing).*
- 4) *Provide physical maps for merchants to provide to their customers showing available parking and duration limits (completed).*

Location Specific Recommendations:

Designation	Recommendation
G-1	Increase available 2-hour spaces by converting Magnolia Avenue between Library Place and Cedar Street from 4-hour parking to 2-hour parking. <i>Increase of 16 2-hour spaces.</i>
G-2	Increase available 2-hour spaces by converting southbound Sir Francis Drake between the Hub and Bank Street from 4-hour parking to 2-hour parking. <i>Increase of 10 2-hour spaces.</i>
G-3	To improve circulation and usage of the Magnolia Avenue Parking Lot, change Kientz Lane to two-way (completed).
G-4	If paid parking is instituted on San Anselmo Avenue, consider increasing price per hour at the other Town parking lots from \$0.60 to \$1.00/hour.
Creek Park Lot	
CP-1	Eliminate merchant parking, increasing the available public spaces by 19.
CP-2	Convert to 2-hour time limits. <i>Increase of 44 2-hour spaces.</i>
CP-3	Install two pay stations, one by the Hub shack, and one by Bank Street.
San Anselmo Avenue	
SA-1	Install paid parking on San Anselmo Avenue between San Rafael Avenue and Ross Avenue, with a recommended rate of \$1.50/hour from 7 am to 6 pm. Staff recommends installing ParkMobile signage and two additional pay stations on San Anselmo Avenue (one by Creek Park and one in front of Town Hall).
SA-2	Install paid parking on San Anselmo Avenue between San Rafael Avenue and Tunstead Avenue, with a recommended rate of \$1.50/hour from 7 am to 6 pm. Staff recommends installing ParkMobile signage and two additional pay stations on San Anselmo Avenue (one by Creek Park and one in front of Town Hall).

Signage changes for converting 4-hour zones to 2-hour zones can be done by the Public Works Director per the Municipal Code. Changes to parking fees would need to be approved by the Town Council through a Resolution at a future meeting.

FISCAL IMPACT

Many recommendations have modest costs for changing signage. The fiscal impact for replacing 4-hour signs with 2-hour signs would be under \$2,000.

Two new pay stations in Creek Park would be approximately \$50,000, and staff recommends they be installed following completion of the County Flood Control project and the Creekside Commons construction.

If paid parking on San Anselmo Avenue is approved, cost could be quite large. The installation of pay stations is generally \$15,000 per machine, however, shady conditions could require some machines to be hardwired, which can raise the installation costs considerably. Revenue projections can vary widely based on user behavior. ParkMobile, an app-based payment method, could be installed with minimal cost but requires users to have a smartphone app.

Two new pay stations on San Anselmo Avenue (one by Creek Park and one in front of Town Hall) would be approximately \$50,000.

On San Anselmo Avenue from San Rafael Avenue to Tunstead Avenue, from 10 am to 6 pm (8 hours), each on-street parking space has a measured occupancy rate of 89%. A conservative estimate would be an occupancy of 50%, yielding 4 hours of paid parking. If pay stations are installed, assume 8 stations at \$25,000 each = \$200,000

From San Rafael Avenue to Tunstead Avenue, there are 49 2-hour parking spaces, yielding (49 x 4 hrs/day = 196 hours of paid parking per day.) Similarly, there are 33 2-hour spaces between Tunstead Avenue and Ross Avenue (71% occupancy measured, assume 50% occupancy) – 31 spaces x 8 hours x 50% = 124 hours of paid parking per day. Assume 4 additional pay stations at \$25,000 each = \$100,000.

Revenue Projection Assumptions:

8 hours per day (10 am to 6 pm)

6 days per week

47 weeks per year = 2,256 hours per space per year

50% occupancy from San Rafael Avenue to Tunstead Avenue

50% occupancy from Tunstead Avenue to Ross Avenue

Location	\$1.50/hr	\$2.00/hr
San Anselmo Avenue – San Rafael Avenue to Tunstead Avenue (49 spaces)	\$82,908	\$110,544
San Anselmo Avenue – Tunstead Avenue to Ross Avenue (31 spaces)	\$52,452	\$69,936
Total yearly revenue	\$135,360	\$180,480

It is expected that the lower cost recommendations (signage changes) can be done quickly if approved. If Town Council requests, staff will analyze a larger project involving paid parking changes and will come back to the Council with more accurate cost estimates for construction and revenue projections.

GENERAL PLAN CONSISTENCY

The Parking Study is consistent with the Land Use Element of the General Plan, Future Planning Item 2 – Central Commercial Circulation and Parking Study.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Town finds this project (changes to parking time limits and installation of paid parking) to be categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 Class 1, because it involves maintenance of existing streets (striping and signage), will not create additional automobile lanes and involves negligible or no expansion of use. (14 Cal. Code Regs. § 15301). None of the exceptions to this Class 1 categorical exemption apply in this instance (14 Cal. Code Regs. § 15300.2). Specifically, successive projects of the same type in the same location will not cause significant cumulative impacts, as there are no successive projects planned at this time. There are no unusual circumstances presented by this project and the project will not result in damage to scenic resources within a designated state scenic highway. Finally, the project will not cause a substantial adverse change in the significance of a historical resource, as no historical resources will be impacted.

The Parking Study project may propose improvements to downtown parking that eases parking and allows for reducing minimum parking requirement for downtown businesses - San Anselmo's Climate Action Plan 2030, specifically CAP Measures T-7 (parking).

ATTACHMENTS

Attachment 1- Downtown Parking Study



DOWNTOWN PARKING STUDY

2019-2021

Updated October 2023

Administrative Draft

Town Council Meeting, October 10, 2023

Executive Summary:

Concerns about parking or the lack of parking have been ongoing in downtown San Anselmo for some time. Therefore, staff has completed a parking study to determine what the issues are, if any. Is there a lack of parking or does it need to be better managed and available parking made more apparent to downtown shoppers and residents alike?

Based on counts (in Fall 2019/Spring 2020 and Fall 2021), on-street vehicular parking along San Anselmo Avenue between San Rafael Avenue and Tunstead Avenue is at full capacity most of the day (10 A.M. to 8 P.M.), which is not surprising as it is the main artery through downtown and the easiest, thus the first, parking opportunities for visitors. The peak (highest occupancy rates) is around lunchtime. During this time (1 pm to 2 pm), the adjacent public lots and nearby streets are between 42 to 80 percent full, with 138 parking spaces available a short walk away from San Anselmo Avenue. There is a second peak around dinner-time, however, many retail shops close at 6 pm and offices close around 5 pm. After 5 pm on weekdays, there are an additional 12 spaces available in the Town Hall employee lot, with another 8 available after 7 pm. There are also several spaces available after 6 pm along eastbound Tunstead Avenue (yellow curbed loading zone).

Opportunities to free up parking spaces for customers/visitors closest to San Anselmo Avenue include increasing the level of parking enforcement to encourage turnover, converting the merchant spaces in Creek Park to 2-hour public parking, changing some 4-hour zones to 2-hour zones, thus relocating the static merchant parking farther out, including the underutilized zones on San Rafael Avenue and southern Sir Francis Drake Boulevard.

Long term opportunities to reduce the high occupancy rate include charging for parking on San Anselmo Avenue between San Rafael Avenue and Tunstead Avenue or Ross Avenue to reduce occupancy rates along the retail core and make parking easier for customers/visitors.

Overall staff recommends increasing the turnover of prime parking areas on the avenue by adding more 2-hour parking areas, removing merchant parking in the prime downtown area of Creek Park, and adding paid parking on San Anselmo Avenue (see Recommendations section).

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1. Introduction

San Anselmo has multiple commercial and economic districts including along San Anselmo Avenue near Lansdale Park, at Saunders/Redwood/Laurel, on Sir Francis Drake (SFD) Boulevard (e.g., at Red Hill Shopping Center), SFD near the Hub, along Red Hill Avenue and Greenfield Avenue, along SFD from the Hub to Barber Avenue, as well as 'Downtown' on San Anselmo Avenue and side streets.

This vehicular parking study centers on the publicly available parking spaces in the commercial district in the downtown area: The study area encompasses San Rafael Avenue to the north, Bolinas Avenue to the south, Cedar Street to the west, and SFD to the east (see Figure 1). The available parking consists of public parking along streets, three public parking lots, as well as 29 private parking lots. The parking users consist of employees of shops and offices, residents, customers, visitors, deliveries, and contractors whose use varies from a few minutes to several days.

Parking in the downtown core area is primarily used by customers/visitors and merchants/employees (San Anselmo Avenue and the three public parking lots), as well as residents (on the side streets off of San Anselmo Avenue). Private lots are used by employees of the business/offices, and some are available to customers of those specific businesses. The private lots are typically signed indicating that public parking is not allowed. Parking is also used by contractors (working both inside buildings and in the street), as well as landscapers and delivery vehicles.

As San Anselmo does not allow overnight parking on town streets; almost all residential parking is required to be on private property. (There are a number of residents with overnight parking passes that allows them to park on the street overnight). Merchants can purchase parking stickers to allow all-day parking in 4-hour zones, which creates a ring of static vehicles during the day, primarily from 10 am to 6 pm. Parking use varies from several minutes (delivery vehicles or a quick pickup of food or coffee) to all day (employees or merchants). Contractors may need to park in close proximity to their work location, while others can park and either walk or carpool.

The primary challenge in parking in downtown San Anselmo is that when no spaces are available on San Anselmo Avenue, drivers often "circle the block" to wait for an open space, however, this takes the driver towards Cedar Street and residential areas that may not be familiar to the driver, resulting in frustration. Many residents and business owners have raised concerns about a perceived scarcity and difficulty in finding available public parking in downtown San Anselmo. Concerns also include lack of enforcement of parking duration limits, use of prime spaces by merchant/restaurant employees, lack of signage to direct users to available parking, and overall lack of supply of public parking spaces.

This report outlines the existing parking inventory, occupancy survey and duration survey (both pre-COVID (Fall 2019 and Spring 2020) and September 2021) as well as recommended modifications and strategies to optimize parking in downtown San Anselmo.

2. Existing Downtown Parking Conditions

The following section summarizes the Town's existing inventory of on and off-street public parking.

2.1 Public Parking Supply

Vehicular parking in downtown San Anselmo is located in both commercial and residential areas. For the purposes of this parking study, staff has broken up downtown into two areas, North and South Downtown.

Downtown North: Bordered by San Rafael Avenue to the north, Myrtle Avenue/Cedar Street to the west, Ross Avenue to the south, and Sir Francis Drake Boulevard (SFD) to the east. There are 538 public parking spaces in this area, along with 20 private parking lots (218 spaces), for a total inventory of 756 public and private spaces. *Installation of parklets/streetlets in 2020/2021/2022 in response to restaurants being closed to indoor dining reduced the parking inventory by 10 spaces, along with an increase of 3 new public spaces in front of 634-636 San Anselmo Avenue (replacing 3 private spaces) for a net loss of 7 public parking spaces.*

Downtown South: Bordered by Ross Avenue to the north, Cedar Street/Richmond Road to the west, Bolinas Avenue to the south, and Sir Francis Drake Boulevard (SFD) to the east. There are 255 public parking spaces in this area, along with 9 private parking lots (156 spaces), for a total inventory of 411 public and private spaces. *Installation of parklets/streetlets reduced the parking inventory by 3 public parking spaces.*



Figure 1: Downtown Parking Study Area

2.2 Public Parking Zones

The parking supply is a mixture of 20-minute parking, 2-hour, 4-hour, unregulated, accessible parking (ADA), merchant, and school loading (white) and general loading (yellow).

All of the parking along San Anselmo Avenue is restricted to 2 hours, as is the Pine Street Parking Lot. The Magnolia Avenue Parking Lot and the Creek Park Parking Lot are both restricted to 4 hours, and Creek Park has an un-signed merchant-only parking area – free parking for 4 hours, or unlimited time with a “Shop San Anselmo” sticker available from the Central Marin Police Authority (CMPA). Many of the side streets coming off of San Anselmo Avenue have 2-hour zones about halfway down the street, then switch to 4-hour zones. Cedar Street is unregulated.

It is interesting to note that the Magnolia Avenue parking lot was set to 2-hour parking in 1955, changed to 4-hour parking in 1975, back to 2-hour parking in 2004, and then back again to the current 4-hour parking in 2010. Parking meters were installed in 2004 with the rate set at \$0.60 per hour, or a penny per minute. Similar duration changes took place at Creek Park, with 2-hour and 4-hour parking being changed multiple times over the last 45 years as the parking needs changed over time.



Figure 2: Downtown North Parking

- = 2-Hour
- = 4-Hour
- = unregulated
- = Merchant
- = 20 minutes
- = Loading
- = Private Lot



Figure 3: Downtown South Parking

- = 2-Hour
- = 4-Hour
- = unregulated
- = Merchant
- = 20 minutes
- = Loading
- = Private Lot

3. Existing Parking Behavior

The following section summarizes the existing vehicle parking occupancy and duration based on counts in September 2021.

3.1 Parking Counts:

Vehicle parking counts were undertaken in the study area between the hours of 8 am and 8 pm on two weekdays (Wednesday and Thursday) while school was in session in the first week of September 2021. (Earlier counts were taken by Town staff in fall 2019 and spring 2020, prior to the March 2020 shutdown, with similar results). Counts were done on two separate occasions at each location. The average of the two counts was used to determine the percent of spaces that held vehicles (occupancy rate). Based on these calculations, it was determined that the peak time for parking usage in downtown San Anselmo was between 1 pm and 2 pm, although similar occupancy rates were found between 11 am and 2 pm. The target maximum occupancy is typically considered to be 85% utilization, which provides for about one open space per block at any time (one open space out of 11 or 12 spaces). If occupancy rates are above 85%, then various strategies can be undertaken to bring the rate down below the target.

Weekend counts showed less vehicles parked than weekdays in all area, both Downtown North and South.

The occupancy rates for the types of parking (time limits), as well as the location, is shown in the tables below.

Table 1: Downtown North Peak Parking Occupancy by Time Restriction – 2021 counts

Time Restriction	# Spaces	Percent of Total Spaces	Occupancy at Peak Hour (1 pm-2 pm)
Unregulated	61	11%	67%
4-Hour	234	43%	73%
2-Hour	219	41%	80%
20-Minute	15	3%	63%
ADA	9	2%	44%
TOTAL	538	100%	74% Average

Source: NDS Services, 2021 – see Appendix

The 2-hour and 4-hour areas in the Downtown North area were observed having the highest parking occupancy, while the unregulated, 20-minute and ADA zones were lower. Overall, the Downtown North area has a peak parking occupancy below 75 percent, which means that there are about 130 available spaces during the peak hour (1 pm to 2 pm).

Table 2: Downtown North Peak Parking Occupancy by Location- 2021 counts

Location	# Spaces	Percent of Total Spaces	Avg. Occupancy (8 am-8 pm)	Occupancy at Peak Hour (1 pm -2 pm)
Magnolia Avenue Parking Lot	30	6%	65%	78%
Creek Park Lot	47	9%	87%	97%
Tamalpais Avenue	45	8%	80%	92%
Magnolia Avenue	16	3%	78%	75%
Tunstead Ave	42	8%	69%	71%
San Anselmo Avenue	95	18%	65%	88%
SFD Blvd.	51	9%	64%	67%
Cedar Avenue	49	9%	59%	62%
San Rafael Avenue	72	13%	37%	42%
Pine Street	26	5%	68%	77%
Pine Street Lot	28	5%	38%	70%
Woodland Avenue	15	3%	82%	87%
Ross Ave (north side)	22	4%	65%	75%
TOTAL	538	100%		74% Average

Source: NDS Services, 2021, See Appendix

The busiest parking areas in the Downtown North area include Creek Park parking lot, Tamalpais Avenue, Woodland Avenue and San Anselmo Avenue. Overall, the Downtown North area has a peak parking occupancy below 75 percent, which means that there are about 130 available spaces during the peak hour (1 pm to 2 pm).

Table 3: Downtown South Peak Parking Occupancy by Time Restriction – 2021 counts

Time Restriction	# Spaces	Percent of Total Spaces	Occupancy at Peak Hour
Unregulated	113	44%	39%
4-Hour	2	1%	100%
2-Hour	130	51%	60%
20-Minute	8	3%	56%
ADA	2	1%	51%
TOTAL	255	100%	51% Average

Source: NDS Services, 2021, see Appendix

Overall, the Downtown South area has a peak parking occupancy of 51 percent, the busiest parking zones being the 4-hour, 2-hour and 20-minute parking spaces.

Table 4: Downtown South Perak Parking Occupancy by Location – 2021 counts

Location	# Spaces	Percent of Total Spaces	Avg. Occ.	Occupancy at Peak Hour (1 pm - 2 pm)
Ross Ave (south side)	21	8%	58%	50%
Mariposa Ave	41	16%	46%	51%
Belle Ave	41	16%	53%	54%
San Anselmo Ave	86	34%	53%	54%
SFD	66	26%	34%	41%
TOTAL	255	100%		51% Average

Source: NDS Services, 2021, See Appendix

Within the Downtown South area, the streets with the highest parking demands throughout the day are San Anselmo Avenue and Belle Avenue. Sir Francis Drake Boulevard had an average occupancy below 50%.

When vehicular parking utilization rates are above 85%, it means that the most convenient spaces are in high demand, resulting in drivers circling to look for an available space. In Downtown San Anselmo, traffic circling is challenging due to the street layout, as there are not typical rectangular downtown blocks as found in larger cities and towns (for example, downtown San Rafael). Recommendations to reduce occupancy below 85% could include improvements in wayfinding, increase in shorter-duration spaces (2-hour spaces, for example), or charging for parking to incentivize some users to find less-convenient locations.

3.2 Parking Turnover

To analyze parking turnover, a duration study was done in 2019, which consisted of noting each vehicle in parking spaces every ten minutes for two to three hours during the peak lunch time between 10 am and 1 pm. Two duration studies were done on San Anselmo Avenue – once between San Rafael Avenue and Tunstead Avenue, and once between San Rafael Avenue and Ross Avenue. Both results were similar, with about half of vehicles parked for less than 30 minutes, 67-70% parked for less than one hour, and less than 10% parked longer than 2 hours.

Additional duration studies were done in July and September 2021 with similar results (see Table 5).

Increased enforcement may reduce or eliminate vehicles that stay over 2 hours.

Table 5: Downtown Parking Turnover

Date	Less than 30 min	Less than 1 hour	Less than 2 hours	Over 2 hours
5/2019	54%	70%	96%	4%
6/2019	49%	67%	90%	10%
8/2021	No data	75%	93%	7%
9/2021	No data	79%	93%	7%

Source: Town of San Anselmo 2019 data, NDS Services 2021 data, see Appendix

3.3 Findings

San Anselmo Avenue is at full capacity most of the day (10 A.M. to 8 P.M.), which is not surprising as it is the main artery through downtown and the easiest, thus the first, parking opportunities for visitors. The peak occupancy for Downtown North is during lunchtime (11 am to 2 pm, with the highest number of parked vehicles occurring from 1 pm to 2 pm). During this time (1 pm to 2 pm), the adjacent public lots and nearby streets are between 42 to 80 percent full, with 138 parking spaces available a short walk away from San Anselmo Avenue. Thus, Downtown North has sufficient number of available parking spaces, but directional signage could help users find spaces off San Anselmo Avenue.

About three-quarters of visitors to San Anselmo Avenue stay less than 1 hour, indicating a lot of turnover. Thus, the 2-hour designation seems appropriate. (Changing to 1-hour parking would drive 25% of vehicles into other areas (assuming drivers never overparked), and would require constant enforcement, thus it is not recommended to lower the 2-hour limits).

4. Existing Parking Management

The following section summarizes the Town’s existing parking policies and pricing.

4.1 Parking Pricing Policy, Supply and Collection Method

The Town has three locations where users pay to park: the Magnolia Avenue, Creek Park and Pine Street Parking Lots. Up until the Magnolia Lot was reconstructed in 2018, all three lots used mechanical parking meters, with the collections and maintenance performed by the City of San Rafael Parking Services for \$1,500 per month.

The mechanical meters are generally not repairable when they break. San Rafael staff attempted to repair them, if possible, otherwise they were covered with a canvas bag. A pay station was installed in the Magnolia Lot in 2018, and in the Pine Street Lot in 2021. In 2020 during the COVID-19 shutdown, the mechanical meters were removed at Creek Park and Pine Street Parking Lots, and the collection and maintenance agreement with the City of San Rafael was not renewed. It was anticipated that when the economy returned to ‘normal’, the pay lots would all be served by pay stations. With the County flood control project affecting Creek Park in summer 2024, followed by construction of improvements to the park, it may be prudent to hold off on installing pay stations in Creek Park until final designs are approved. In the meantime, 4-hour parking is free in the Creek Park Parking Lot.

Considering capital costs, pay stations are typically more cost-effective when they serve over 15 parking spaces, thus, they are typically selected for compact parking lots. In locations with paid street parking,

individual parking meters are typically used. For street parking areas, for example along San Anselmo Avenue, although the parking meters are less expensive to purchase and install, they tend to lead to sidewalk clutter, and take more staff time to perform collection operations. Another option is to use an app-based payment method through smartphones. The Magnolia Avenue and Pine Street lot allow users to pay through ParkMobile on their phones in addition to using the pay station.

Currently, the public parking lots at Magnolia Avenue and Pine Street have parking rate of \$0.60 per hour (a penny per minute), while the Creek Park lot is temporarily unmetered and free. Parking rates for other Marin cities are shown below:

Table 6: Marin County Parking Pricing

Location	Rate
San Rafael on-street parking	\$1.50/hour
San Rafael surface parking lots	\$0.75 per hour
San Rafael parking structures	\$1.00 per hour
Sausalito surface parking lots	
---Summer	\$2.00 to \$4.00/hour
---Winter	\$1.00 to \$3.00/hour
Mill Valley	\$1.00 per hour, discount for residents who purchase yearly pass

Source: Town of San Anselmo

The general principle is that higher rates are charged for the most desired parking spaces (often the most convenient), and lower rates for less-desirable locations. For downtown San Anselmo, the most desirable locations (based on the occupancy rates and proximity to stores/restaurants/offices) are along San Anselmo Avenue, while nearby surface lots charge fees. This incentivizes motorists to circle and hunt for free on-street parking rather than pay for parking that may be farther away from their destination.

4.2 Merchant Parking:

In 1989, the Town Council created the merchant parking program to “make parking spaces accessible to customers of business in the downtown area” by allowing employees of the downtown businesses to park all day in four-hour parking zones adjacent to the downtown area. In 2019, the Town raised approximately \$4,000 per year by selling “Shop San Anselmo” merchant parking stickers. In 2020 and 2021, sales of the merchant stickers dropped appreciably. The total number of merchant parking stickers sold was 152 in 2019, 79 in 2020, 43 in 2021, and 134 in 2022. In 2023 to date, 144 merchant stickers were sold.

In addition to the 4-hour street parking zones, there are also 19 merchant parking spaces in Creek Park Parking Lot (established in 1975), with the existing parking meters covered through 2020, when the meters were removed. This area is not currently signed, so vehicles without the merchant stickers are allowed to park there for free up to 4 hours. In pre-COVID surveys, typically 16 to 18 spaces (of the 19) were utilized by merchants, with only a few spaces used by the public.

The merchant parking program has been very successful in encouraging employees to park farther away from their shop, restaurant or office, and freeing up closer parking for customers or other visitors. Counts during a weekday afternoon in 2019 counted 56 merchant vehicles in the north downtown zone, approximately 27% of the vehicles parked in 4-hour or unregulated zones. (Counts were not made in 2021 due to the assumption that the data point would not be valid due to the low number of merchant stickers sold).

4.3 Electric Vehicle Parking:

Under current Town policy (established as a one-year pilot program in 2011), electric vehicles (EVs) may park without paying at the Magnolia Avenue, Creek Park and Pine Street Parking Lots. When the Magnolia Avenue Parking Lot was reconstructed in 2018, the Town established that EVs receive free electrical charging when paying for parking (making parking enforcement easier). The Sustainability Commission recommended that EVs pay for electric usage, and this policy was approved by the Town Council in spring 2020.

Strictly speaking, EV charging spaces are not considered ‘parking’, similar to spaces in front of the pumps at gasoline filling stations that are not considered parking. EVs charging at Level 2 EV charging stations, the current type installed at the Magnolia Avenue Parking Lot, typically charge for over two hours, which for all intents and purposes, uses the charging spaces as ‘parking’.

The southern section of the Creek Park parking lot was resurfaced in fall 2021 and conduit was added in August 2021 so that EV charging stations can be installed in the near future. Also in summer 2021, an additional ADA space was marked on the north aisle of the Pine Street Lot, which will allow easier installation of EV chargers in the future along that aisle, as at least one of the EV charging spaces needs to be ADA accessible.

Counts in 2021 at the Magnolia Avenue Lot show that the EV spaces are only used less than 50% of the day (30% of the day on weekends), indicating that as of now, the Town has sufficient EV spaces.

4.4 ADA Parking

The American with Disabilities Act of 1990 (ADA) requires that in parking lots, 4% of spaces be marked for accessible parking, with the first space having a van-accessible aisle 8 feet wide. Currently, there is no requirement that street parking have accessible spaces. The Town has installed several ADA spaces along San Anselmo Avenue that partially meet ADA requirements. Occupancy counts showed that the on-street ADA spaces were rarely used. Additional ADA spaces are not recommended at this time.

4.5 Bicycle Master Plan:

The Town’s Bicycle and Pedestrian Master Plan (BPMP) includes future improvements for bicycle connectivity across the Hub, which is adjacent to Downtown North and includes portions of Creek Park. One option to achieve better connectivity would be to install a contra-flow bike lane through Creek Park, from the intersection of Bridge and Center Avenues, through the parking lot to Bank Street. The existing diagonal spaces could be retained if the lot was widened slightly using short retaining walls along the mound between the lot and Sir Francis Drake Boulevard and Center Boulevard. It is expected that

reconfiguring the lot for the contra-flow bike lane would retain most, if not all, of the parking spaces. (The project is described in Section 5.2.1 of the BPMP, page 40). Staff recommends that any changes to the Creek Park parking lot (other than to the Merchant Parking) be coordinated with future park projects (see Section 3.7 below).

4.6 Parklets:

In response to the COVID-19 pandemic in March 2020, the Town passed an urgency ordinance that allowed temporary use of public parking spaces to be used for outdoor dining or retail. In 2023, the Town Council approved the Parklet Program. The Town defines two types of parklets, public and private. Public parklets are open to everyone, and private parklets are areas that are reserved for patrons of restaurants or retailers. Over the last few years, several restaurants have installed private parklets – temporarily reducing the parking inventory by 8 spaces in Downtown North, and the Town constructed a public parklet in front of 634-636 San Anselmo Avenue, eliminating 3 street parking spaces that were previously gained when the driveway to the businesses there was removed as part of the County Flood Control project. In Downtown South, 2 spaces were taken up by a private parklet. With the overall average occupancy rate in Downtown North of about 75% at the peak hour, there appears to be sufficient parking capacity to allow additional parklets along San Anselmo Avenue and other areas downtown.

4.7 Reimagine Creek Park:

The County Flood Control District has a future flood reduction project (San Anselmo Flood Risk Reduction project (SAFRR)) that will affect San Anselmo Avenue and Creek Park. After the business in 634-636 San Anselmo Avenue were relocated by the County, Town staff oversaw the demolition of the vacant buildings and created a temporary park that has been very popular with the changing indoor dining restrictions. This project resulted in three private parking spaces on the deck being eliminated, and the creation of three public parking spaces on San Anselmo Avenue.

In 2023, the County required that the temporary park be closed to use due to structural integrity issues. The Town constructed a public parklet to replace the lost area, resulting in a loss of 3 on-street parking spaces.

The SAFRR project is expected to be constructed in summer 2024, which will include a plaza area, eliminating 2 additional parking spaces currently fronting the park along San Anselmo Avenue. It is not anticipated that the Creekside Commons project will affect parking in Creek Park. Any parking changes in conjunction with the park project will be considered by the Town Council as part of that project.

5. Parking Revenues and Expenses

Currently, all funds collected from the metered surface lots (Magnolia Avenue Lot and Pine Street Lot while the Creek Park Lot is temporarily free), is deposited into a dedicated parking fund.

The Town share of revenue from parking tickets (from all over San Anselmo) is deposited into the General Fund. Revenue from parking tickets partially offsets payments made to the Central Marin Police Authority for enforcement services. Parking ticket revenue is not included in projections below.

In 2020, The Town did not renew the contract with the City of San Rafael Parking Services for the maintenance and collection of the parking meters, which was paid from the General Fund. The new pay stations in the Magnolia Avenue and Pine Street lots result in less staff/contract time required for collections each week compared with the parking meters.

Prior to 2020:

Parking Meter Revenue (per year, 2019 data) – 3 lots	\$5,000/mo x 11 =	\$55,000/yr
Cost for San Rafael Parking Services	(\$1,500/mo x 11)	(\$16,500/yr)
Net generated		\$38,500/yr

FY 2021/2022:

Parking Meter Revenue (fall 2021 data) – 2 lots	\$2,590/mo x 11 =	\$28,500/yr
Cost for Staff time (estimated)	(\$325/mo x 11)	(\$3,575/yr)
Net generated		\$24,925/yr

FY 2022/2023:

Parking Meter Revenue (fall 2023 data) – 2 lots	\$2,790/mo x 11 =	\$30,700/yr
Cost for Staff time (estimated)	(\$325/mo x 11)	(\$3,575/yr)
Net generated		\$27,125

In addition, the Town had been raising three to four thousand dollars per year for merchant parking stickers, allowing vehicles to park all day in 4-hour zones. In 2020, the revenue fell to about \$2,000 and in 2021, to just over \$1,000 per year. The drop is assumed to be from the pandemic, as parking pressures have eased in the downtown core. The income from the merchant parking program has been reserved, with a current fund balance of approximately \$70,000. In summer 2021, approximately \$30,000 was used from the fund for paving improvements and the new pay station at the Pine Street Lot.

The pay stations in the Magnolia and Pine Street Lots are currently maintained by Town staff. Between collections, maintenance and responding to user issues, staff spends approximately 2-4 hours per month. It is anticipated that collections and maintenance at all three downtown lots would require 4 to 6 hours of staff time per month (assuming two pay stations in the Creek Park Lot).

6. Parking Policy Options

The following section provides potential options for modifying the vehicular parking policy to achieve the goals of this study, which are to address the perceived scarcity and difficulty in finding available public parking in downtown San Anselmo.

One option to reduce the high occupancy rates along San Anselmo Avenue in Downtown North would be to charge for on-street parking by installing signage for ParkMobile (an app based payment method) and/or physical pay stations. Paid parking would encourage turnover, reduce ‘overstaying’, and reduce

occupancy rates since a portion of the users would search for lower priced parking (in the Town lots), or search for free parking along side streets.

ParkMobile could be used as the primary payment method, with just a few additional pay stations installed for users who do not use a smartphone.

If pay stations were installed as the primary payment method, it is assumed that a dedicated employee would need to be hired to maintain the stations and perform weekly or biweekly collections. Staff time could be reduced to several hours a month if the pay stations were configured to accept only credit cards and smart phone app (ParkMobile) payments, as no collections would need to be performed. Pay stations would cost about \$15,000 each to purchase and install, assuming solar panels would collect enough sunlight. If stations needed to be hard-wired to the electric grid, it is assumed that installation would add about \$5,000 per machine (\$20,000 total per machine).

If pay stations were selected as the primary payment method, twelve pay stations would be required from San Rafael Avenue to Ross Avenue (80 spaces), and would cost about \$275,000 to \$300,000 to install (with signage and space numbering). For a smaller paid area along San Anselmo Avenue (San Rafael Avenue to Tunstead Avenue – 49 spaces), eight pay stations would be required at a cost of about \$175,000 to \$200,000.

If the pay stations were limited to credit card and smartphone application payment only, the staff time required would be significantly reduced, with no new staff positions required. If bills and coins were to be accepted, an additional staff person would be needed to perform collection duties.

The estimated yearly revenue is for paid parking is about \$135k (\$83k for the shorter section). Yearly staff costs are estimated to be \$45k (\$34 for the shorter section). The payback period would be about 2 to 3 years for either option.

Revenue assumptions: 80 spaces-average 50% utilized – 8 hours (10 am to 6 pm) – 6 days/wk – 47 wks/yr (49 spaces for shorter section) - \$1.50/hr = \$135,360 (\$82,908 for shorter section)

Staff time assumptions – 16 hrs/wk for 12 stations, 12 hrs/wk for 8 stations @ \$60/hr (much less staff time if only credit cards and ParkMobile are used – no cash or coins).

As previously noted, all funding collected from the three metered surface lots (Magnolia Avenue Lot, Pine Street Lot and Creek Park Lot) is deposited into a restricted parking fund, and income from parking tickets is deposited into the General Fund. Revenue from parking tickets partially offsets payments made to the CMPA for enforcement services.

The new pay stations in the Magnolia Avenue and Pine Street lots result in less staff/contract time required for collections each week compared with the parking meters serviced by San Rafael. Between collections, maintenance and responding to user issues, staff spends staff spends approximately 2-4 hours per month. It is anticipated that collections and maintenance at all three downtown lots would require 4 to 6 hours of staff time per month (assuming two pay stations in the Creek Park Lot).

In addition, the Town raises approximately \$1,000 to \$2,000 per year for merchant parking stickers, allowing vehicles to park all day in 4-hour zones. The income from the merchant parking program has been reserved, with a current fund balance of approximately \$70,000.

7. Recommendations and Options:

The northern section of Downtown San Anselmo has several areas where the vehicle parking occupancy during the peak lunch hour from 11 am to 2 pm is over 85%, which means at this time, it can be challenging to find parking in those areas. Just a block or two away from the busiest area lies San Rafael Avenue, which has a low occupancy throughout the day, including at the peak hour. Recommendations include directional signage to help with wayfinding, increasing the number of 2-hour spaces close to San Anselmo Avenue and in surface lots, and adding paid parking to San Anselmo Avenue thereby increasing parking turnover.

San Anselmo Avenue in the southern section of Downtown has an average occupancy of 56% at the peak hour (and 31% average for the day), which indicates that the supply of parking is sufficient for the current use patterns. No specific recommendations in the southern section are proposed at this time.

7.1 General Parking Recommendations:

The following list of recommendations apply to both the north and south areas of Downtown San Anselmo.

- 1) Improve signage and wayfinding to highlight available parking, both in surface lots as well as San Rafael Avenue and southern Sir Francis Drake Boulevard (completed).
- 2) Increase turnover of on-street parking through increased enforcement (ongoing).
- 3) Improve outreach to merchants and offices regarding the merchant permit program (ongoing).
- 4) Provide physical maps for merchants to provide to their customers showing available parking and duration limits (ongoing).

7.2 Location-Specific Recommendations:

Table 7 presents location-specific recommended changes to San Anselmo's Downtown parking policies.

Table 7: Location-Specific Parking Policy Recommendations

Designation	Recommendation
G-1	Increase available 2-hour spaces by converting Magnolia Avenue between Library Place and Cedar Street from 4-hour parking to 2-hour parking.
G-2	Increase available 2-hour spaces by converting southbound Sir Francis Drake between the Hub and Tunstead Avenue from 4-hour parking to 2-hour parking.
G-3	To improve circulation and usage of the Magnolia Avenue Parking Lot, change Kientz Lane to two-way (completed).
G-4	If paid parking is instituted on San Anselmo Avenue, consider increasing price per hour at the other Town parking lots from \$0.60 to \$1.00/hour.
Creek Park Lot	
CP-1	Eliminate merchant parking, increasing the available public spaces by 19.
CP-2	Convert to 2-hour time limits.

Designation	Recommendation
CP-3	Install two pay stations, one by the Hub shack, and one by Bank Street.
San Anselmo Avenue	
SA-1	Install paid parking on San Anselmo Avenue between San Rafael Avenue and Ross Avenue, with a rate of \$1.50/hour from 7 am to 6 pm. Staff recommends installing ParkMobile signage and two additional pay stations on San Anselmo Avenue (one by Creek Park and one in front of Town Hall).
SA-2	Install paid parking on San Anselmo Avenue between San Rafael Avenue and Tunstead Avenue, with a rate of \$1.50/hour from 7 am to 6 pm. Staff recommends installing ParkMobile signage and two additional pay stations on San Anselmo Ave (one by Creek Park and one in front of Town Hall).

8. Next Steps

Based on changes to the downtown parking areas that are approved by the Town Council, it is expected that parking behavior will be modified. It is recommended that parking counts be done every year or two to identify if the changes are working, or if other changes or modifications to improve parking are necessary.

If paid parking on San Anselmo Avenue is to be instituted, a detailed plan, cost estimate and revenue projection should be developed, funding identified, and the project added to the Capital Improvement Program.

Appendix: Parking Count Data

Town of San Anselmo - September 2021
Downtown Parking Study - NDS Counts - Weekdays

Weekdays - Tuesday/Wednesday/Thursday

Location		No. Spaces	Time Limit	8 am to 9 am	9 am to 10 am	10 am to 11 am	11 am to 12 pm	12 pm to 1 pm	1 pm to 2 pm	2 pm to 3 pm	3 pm to 4 pm	4 pm to 5 pm	5 pm to 6 pm	6 pm to 7 pm	7 pm to 8 pm													
Magnolia Lot -	E1	6	4 hr	1	1	2	2	3	2	2	4	3	4	3	2	3	2	2	2	2	3	4	4	4	4	3	Avg Occ	
	lot	22	4 hr	3	4	8	7	14	11	14	13	17	21	18	21	20	16	11	17	11	15	19	18	20	19	19	10am-8pm	
	ADA	2	n/a	1	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1	0	1	1	1		
	Total	30		5	5	10	9	16	14	16	15	21	25	22	25	22	20	14	19	13	17	21	23	22	25	24	23	
	Average and % Occupancy	30		5	17%	9.5	32%	15	50%	15.5	52%	23	77%	23.5	78%	21	70%	16.5	55%	15	50%	21	70%	22	73%	23.5	78%	65%
Pine Street Lot - metered		26	2 hr	1	2	2	2	9	6	14	13	22	17	14	22	14	13	16	8	8	9	1	4	4	1	0	0	
	ADA	2	n/a	0	0	0	0	1	0	2	1	2	1	2	1	1	2	2	1	0	0	0	0	0	1	0	1	
	Total	28		1	2	2	2	10	6	16	14	24	18	16	23	15	15	18	9	8	9	1	4	4	2	0	1	
	Average and % Occupancy	28		1.5	5%	2	7%	8	29%	15	54%	21	75%	19.5	70%	15	54%	13.5	48%	8.5	30%	1	4%	3	11%	0.5	2%	38%
Creek Park - free		whole lot	45	4 hr	19	12	27	21	39	39	41	45	45	42	45	44	45	38	39	36	37	38	40	40	41	39	41	36
	ADA	2	n/a	0	0	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	1	1	0	0	
	Total	47		19	12	28	22	39	39	41	45	45	42	46	45	45	38	39	36	37	38	40	40	42	40	41	36	
	Average and % Occupancy	47		15.5	33%	25	53%	39	83%	43	91%	43.5	93%	45.5	97%	41.5	88%	37.5	80%	37.5	80%	40	85%	41	87%	38.5	82%	87%
S.A. Avenue - Bridge to Tunstead																												
	east side - acorn bldg	3	2 hr	3	1	2	3	3	3	2	2	3	2	3	2	3	2	3	2	3	2	3	2	3	3	3	3	
	east side - Thai restaurant - 4+1 ADA	5	2 hr	4	0	3	4	4	5	5	4	5	4	5	4	4	4	4	4	5	4	3	5	5	2	5	5	
	west side Fire station	5	2 hr	4	2	4	4	5	5	5	5	5	5	5	5	5	3	4	4	5	5	4	5	5	4	5	4	
	Tamalpais at S.A. - intersection	1	20 m	0	0	0	0	0	0	0	1	1	0	0	0	0	1	1	0	0	0	0	1	0	0	0	1	
	west side - Tamalpais to crosswalk - 5 diag. + 7 parall	12	2 hr	6	6	7	9	12	12	12	10	12	12	12	12	11	12	11	10	12	10	12	11	11	9	12	11	
	2 hr																											
	west side - Magnolia to Tunstead - Town Hall	9	2 hr	5	4	8	6	8	5	8	7	9	8	9	9	9	6	9	9	8	8	6	9	9	8	8	9	
	east side - Tamalpais to Magnolia	11	2 hr	6	8	6	8	9	10	10	10	10	10	10	10	10	9	9	9	9	10	10	11	10	9	10	9	
	east side - Magnolia to Tunstead - diag.	11	2 hr	8	1	8	8	9	10	10	10	11	10	11	11	10	8	11	8	9	10	9	10	11	10	10	10	
	Total	57		36	22	38	42	50	50	52	51	54	51	54	54	51	46	51	47	50	50	46	55	53	45	53	52	
	Average and % Occupancy	57		29	51%	40	70%	50	88%	51.5	90%	52.5	92%	54	95%	48.5	85%	49	86%	50	88%	50.5	89%	49	86%	53	93%	89%
S.A. Ave - Tunstead to Bolinas -																												
	west side - Tunstead to Pine	7	2 hr	2	2	3	4	7	5	6	6	6	4	6	7	7	6	7	7	4	5	3	5	5	3	3	5	
	west side - Pine to Woodland 2 spaces parklet	5	2 hr	2	0	4	0	4	3	5	3	4	3	4	3	4	2	5	3	4	4	1	4	4	1	3	2	
	west side - Woodland to Ross	5	2 hr	2	2	2	2	3	5	1	5	4	3	3	4	5	5	4	4	2	3	2	1	2	1	0	1	
	west side - Woodland to Ross (ADA)	1	n/a	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	west side - ADA at Mariposa	1	2 hr	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	
	west side - Ross to Mariposa	13	2 hr	2	4	2	5	5	4	3	5	3	10	6	8	9	8	7	5	6	4	3	4	4	4	3	5	
	west side - Mariposa to Belle	6	20 m	2	3	4	6	3	4	4	2	4	2	5	3	6	2	0	3	3	3	0	1	1	2	0	3	
	west side - Mariposa to Belle	3	2 hr	2	2	2	0	2	2	2	2	2	2	2	2	2	2	1	1	0	0	1	0	2	0	1	0	
	west side - Belle to Bolinas	4	2 hr	0	4	0	4	1	2	0	1	2	3	3	3	4	3	1	2	1	3	2	2	2	1	2	1	
	east side - Little Tunstead to Little Pine	6	2 hr	2	0	3	4	6	5	6	5	6	6	6	6	5	6	6	6	4	6	3	3	5	4	1	3	
	east side - Little Pine to Ross - 3x20 min + 10 reg	13	2 hr	0	5	9	5	11	6	9	10	13	11	11	11	13	12	8	9	5	8	4	4	6	6	4	4	
	east side - ADA at Ross	1	2 hr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	east side diagonal - Ross to Bolinas	59	2 hr	9	9	19	13	26	19	28	27	29	37	24	41	21	23	6	9	4	6	1	3	0	1	1	1	
	Total - Tunstead to Ross	38		8	9	21	15	31	24	27	29	33	27	30	31	34	31	30	29	20	26	13	17	22	15	11	15	
	Average and % Occupancy - Tunstead to Ross	38		8.5	22%	18	47%	27.5	72%	28	74%	30	79%	30.5	80%	32.5	86%	29.5	78%	23	61%	15	39%	18.5	49%	13	34%	65%
	Total - Ross to Bolinas	86		15	22	27	28	37	31	37	37	40	54	40	57	43	38	16	20	14	16	7	10	9	8	7	10	
	Average and % Occupancy - Ross to Bolinas	86		18.5	22%	27.5	32%	34.0	40%	37.0	43%	47.0	55%	48.5	56%	40.5	47%	18.0	21%	15.0	17%	8.5	10%	8.5	10%	8.5	10%	31%
	TOTAL																											

Location	No. Spaces	Time Limit	8 am to 9 am	9 am to 10 am	10 am to 11 am	11 am to 12 pm	12 pm to 1 pm	1 pm to 2 pm	2 pm to 3 pm	3 pm to 4 pm	4 pm to 5 pm	5 pm to 6 pm	6 pm to 7 pm	7 pm to 8 pm		
Tamalpais Avenue																
north side - S.A. to Cedar	11	2 hr	6	7	6	10	9	11	10	11	9	11	10	8	10	Avg Occ
north side - S.A. to Cedar	13	4 hr	9	6	9	7	11	9	13	10	13	10	13	11	13	10am-8pm
south side - S.A. to Cedar	7	2 hr	3	4	3	4	5	7	7	7	6	6	6	5	6	
south side - S.A. to Cedar	14	4 hr	10	6	10	10	12	9	14	10	13	12	14	11	12	
Total	45		28	23	28	31	37	36	44	38	41	39	44	39	39	829
Average and % Occupancy	45		25.5	57%	29.5	66%	36.5	81%	41	91%	40	89%	41.5	92%	37.5	80%
Magnolia Avenue (one way)																
north side - S.A. to Cedar	16	4 hr	9	9	9	7	14	11	14	14	13	12	14	10	13	285
Average and % Occupancy	16		9	56%	8	50%	12.5	78%	14	88%	12.5	78%	12	75%	12	78%
Tunstead Avenue																
north side - S.A. to Cedar	5	20 m	2	2	2	1	3	2	4	4	3	5	4	4	4	
north side - S.A. to Cedar	8	2 hr	3	4	5	5	8	5	8	8	5	8	7	8	8	
north side - S.A. to Cedar	1	20 m	0	1	0	1	0	0	1	0	0	0	0	1	1	
north side - S.A. to Cedar	5	4 hr	1	4	5	3	4	2	3	3	3	4	4	3	5	
south side - S.A. to Cedar	15	2 hr	9	4	9	9	11	11	10	15	9	15	11	9	11	
south side - S.A. to Cedar	8	4 hr	1	6	7	4	6	4	7	7	8	4	7	4	6	
Tunstead Totals	42		16	21	28	23	32	24	33	37	27	40	29	31	35	669
Average and % Occupancy	42		18.5	44%	25.5	61%	28	67%	35	83%	33.5	80%	30	71%	30	69%
San Rafael Avenue																
north side - S.A. to Myrtle	21	4 hr	10	10	8	14	12	13	12	9	13	11	12	13	8	
Grove																
	13	4 hr	3	2	6	3	1	3	1	2	4	2	2	1	4	
south side - S.A. to Myrtle	38	4 hr	9	7	7	10	12	8	11	9	20	14	13	19	20	
San Rafael Total	72		22	19	21	27	25	24	24	20	37	27	27	33	32	620
Average and % Occupancy	72		20.5	28%	24	33%	24.5	34%	22	31%	32	44%	30	42%	33	37%
Cedar Avenue																
Tamalpais to Magnolia																
west side	5	none	3	3	4	4	3	5	4	4	4	4	4	4	3	
east side	6	none	3	4	2	5	2	6	2	5	4	6	5	5	3	
Magnolia to Tunstead																
west side	9	none	7	6	8	3	4	3	8	4	7	5	6	3	7	
east side	12	none	6	7	7	6	7	6	8	5	6	7	8	5	8	
Tunstead to Pine																
west side	0	none														
east side	6	none	4	4	4	3	3	3	6	3	4	3	3	4	5	
Pine to Woodland																
west side	6	none	4	5	4	5	5	4	4	3	4	3	4	5	2	
east side	0	none														
Woodland to Ross																
west side	5	none	5	4	5	3	2	4	3	3	3	3	2	3	3	
Cedar Total	49		32	33	34	29	26	31	35	27	32	31	32	29	33	710
Average and % Occupancy	49		32.5	66%	31.5	64%	28.5	58%	31	63%	31.5	64%	30.5	62%	32.5	59%

Location		No. Spaces	Time Limit	8 am to 9 am	9 am to 10 am	10 am to 11 am	11 am to 12 pm	12 pm to 1 pm	1 pm to 2 pm	2 pm to 3 pm	3 pm to 4 pm	4 pm to 5 pm	5 pm to 6 pm	6 pm to 7 pm	7 pm to 8 pm		
Pine Street	north side - S.A. to Cedar	3	20 m	2	0	0	3	0	1	3	3	2	3	1	3	1	Avg Occ
	north side - S.A. to Cedar	6	2 hr	4	3	5	4	5	5	4	6	6	5	4	6	4	10am-8pm
	south side - S.A. to Cedar	17	2 hr	10	14	10	10	11	10	14	9	14	13	13	13	14	
	Total	26		16	17	15	14	19	15	19	18	23	20	20	21	19	
	Average and % Occupancy	26		16.5	63%	14.5	56%	17	65%	18.5	71%	21.5	83%	20	77%	20	77%
Woodland Ave	north side - S.A. to Cedar	2	4 hr	1	2	1	1	2	1	2	1	1	2	2	2	2	
	north side - S.A. to Cedar	5	none	2	3	4	4	2	5	3	5	4	4	5	4	0	
	south side - S.A. to Cedar	8	4 hr	6	5	7	6	7	7	8	8	8	8	7	7	6	
	Total	15		9	10	12	11	10	14	12	15	13	13	13	15	11	
	Average and % Occupancy	15		9.5	63%	11.5	77%	12	80%	13.5	90%	13	87%	13	87%	12.5	83%
Ross Avenue	north side - S.A. to Cedar	22	2 hr	13	17	15	20	13	18	14	18	13	20	15	18	14	
	north side - S.A. to Cedar	0	none														
	south side - S.A. to Cedar	8	2 hr	5	5	4	1	5	4	3	2	4	2	5	4	2	
	south side - S.A. to Cedar	13	none	1	10	4	11	2	10	2	12	4	11	1	11	2	
	Total	43		19	32	23	32	20	32	19	32	21	33	21	33	18	
Mariposa Avenue	north side - S.A. to Richmond	18	2 hr	12	11	8	12	9	13	10	12	13	12	13	15	17	
	north - ADA	1	n/a	0	0	0	0	0	0	0	0	0	0	0	0	1	
	north side	0	none														
	south side - S.A. to Richmond	11	2 hr	6	5	8	6	3	3	5	3	5	2	7	6	11	
	white zone	11	n/a	0	1	0	0	0	0	2	1	2	5	0	1	1	
Belle Avenue	white zone	n/a															
	Total	41		18	17	16	18	12	16	17	16	20	19	20	22	30	
	Average and % Occupancy	41		17.5	43%	17	41%	14	34%	16.5	40%	19.5	48%	21	51%	24	
	north side - S.A. to Richmond	10	2 hr	8	5	10	9	9	7	10	10	9	10	8	7	8	
	white zone	13	n/a	2	0	0	3	2	2	2	3	4	2	2	6	2	
SFD -	south side - S.A. to Richmond	1	20 m	0	0	1	1	1	0	0	1	1	1	0	0	0	
	south side - S.A. to Richmond	4	2 hr	2	1	4	4	1	1	4	3	4	3	1	1	4	
	south side - S.A. to Richmond	13	none	10	10	12	8	11	12	13	12	10	9	11	12	12	
	Total	41		22	16	27	25	24	22	29	29	28	25	22	22	31	
	Average and % Occupancy	41		19	46%	26	63%	23	56%	29	71%	26.5	65%	22	54%	27.5	
SFD -	west side - Hub to Bank	10	4 hr	3	3	6	3	8	4	7	5	10	8	9	10	10	
	west side - Bank to Tunstead	1	20 m	0	0	1	0	0	1	1	0	1	0	0	1	1	
	west side - Bank to Tunstead	3	2 hr	0	0	2	1	0	0	1	2	1	2	1	3	2	
	west side - Tunstead to Pine	2	20 m	0	0	2	2	2	1	2	1	2	2	1	2	2	
	west side - Tunstead to Pine	2	2 hr	0	0	2	2	2	2	2	2	2	2	2	2	2	
SFD -	west side - Pine to Ross	7	none	1	0	2	1	2	5	7	6	7	7	7	6	7	
	west side - Ross to Bolinas	35	none	13	10	13	14	13	16	14	13	15	11	14	12	12	
	east side - Hub to Bank	5	2 hr	0	0	0	0	0	0	0	0	0	0	0	0	0	
	east side - Bank to Tunstead - 5 + 3 loading 6-noon	8	2 hr	3	0	0	2	2	3	1	5	3	5	3	5	4	
	east side - Tunstead to Barber	13	4 hr	6	4	6	6	9	5	7	7	7	7	9	10	10	
SFD -	east side - Barber to Bolinas	1	20 m	1	1	1	1	1	1	1	1	1	1	1	1	1	
	east side - Barber to Bolinas	2	4 hr	2	2	2	2	2	2	2	2	2	2	2	2	2	
	east side - Barber to Bolinas	28	none	7	2	4	3	7	4	9	7	7	8	14	9	11	
	Total Hub to Ross Ave	51		13	7	21	17	22	25	26	28	33	33	32	36	39	
	Average and % Occupancy	51		10	20%	19	37%	23.5	46%	27	53%	33	65%	34	67%	39	
SFD -	Total Ross Ave to Bolinas Ave	66		23	15	20	23	23	26	23	25	22	30	24	26	23	
	Average and % Occupancy	66		19	29%	20	30%	23	35%	24.5	37%	23.5	36%	27	41%	24.5	
	Total	793		311	291	380	372	447	437	487	488	530	531	512	547	542	
	North Downtown	538		227	206	282	269	344	331	373	369	409	398	394	407	408	
	South Downtown	255		84	85	98	103	103	106	114	119	121	133	118	140	134	
SFD -	Total	793		311	291	380	372	447	437	487	488	530	531	512	547	542	
	138 spaces avail DT North																
	126 spaces avail DT South																
	264 spaces avail overall																

At Peak Hour (1 pm to 2 pm)

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126 spaces avail

Town of San Anselmo - September 2021
Downtown Parking Study - NDS Counts - weekend

		Weekend - Saturday/Sunday																
Location		No. Spaces	Time Limit	8 am to 9 am	9 am to 10 am	10 am to 11 am	11 am to 12 pm	12 pm to 1 pm	1 pm to 2 pm	2 pm to 3 pm	3 pm to 4 pm	4 pm to 5 pm	5 pm to 6 pm	6 pm to 7 pm	7 pm to 8 pm			
Magnolia Lot	E	64 hr	1	1	2	2	2	1	2	1	2	2	2	2	3	2	3	
	lot	224 hr	2	5	2	9	5	13	14	12	18	12	16	14	15	11	10am-8pm	
	ADA	2 n/a	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	
	Total	30	3	6	4	11	7	14	16	14	20	13	17	16	15	13	25	
	Average and % Occupancy	30		4.5	15%	7.5	25%	10.5	35%	15	50%	16.5	55%	14	47%	14.5	48%	
Pine Street Lot -	whole lot	262 hr	1	3	2	6	4	10	14	12	20	15	12	12	6	11	5	
	ADA	2 n/a	0	0	1	1	0	1	0	2	1	0	0	0	0	1	1	
	Total	28	1	3	3	7	4	11	14	12	22	16	12	13	8	13	5	
	Average and % Occupancy	28	2	7%	3	11%	7.5	27%	13	46%	19	68%	12.5	45%	10.5	38%	39%	
Creek Park - free	all	454 hr	13	16	30	18	41	27	43	30	44	21	40	20	44	16	36	
	ADA	2 n/a	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	
	Total	47	13	16	30	18	41	27	43	31	44	21	40	21	44	16	36	
	Average and % Occupancy	47	14.5	31%	24	51%	34	72%	37	79%	32.5	69%	30.5	65%	30	64%	70%	
S.A. Avenue - Bridge to Tunstead																		
	east side - acorn bldg	32 hr	0	0	0	0	3	2	2	1	2	3	2	3	2	1	3	
	east side - Thai restaurant - 4+1 ADA	52 hr	4	2	4	1	5	4	4	5	4	5	4	3	5	5	5	
	west side Fire station	52 hr	2	1	3	4	4	4	5	5	3	4	3	5	5	4	5	
	Tamalpais at S.A. - intersection	120 m	1	0	0	0	0	0	0	0	0	1	1	1	0	0	0	
	west side - Tamalpais to crosswalk - 5 diag. + 7 parall	122 hr	3	4	11	10	6	11	11	12	12	11	10	11	12	12	9	
	west side - Magnolia to Tunstead - Town Hall	92 hr	1	5	3	4	8	5	8	8	9	3	9	5	9	5	8	
	east side - Tamalpais to Magnolia	112 hr	5	2	9	7	8	10	11	10	10	9	9	11	8	9	6	
	east side - Magnolia to Tunstead - diag.	112 hr	4	4	6	3	7	8	10	9	10	11	10	11	10	7	8	
	Total	57	20	18	36	29	41	44	51	50	52	46	49	48	52	42	43	
	Average and % Occupancy	57	19	33%	32.5	57%	42.5	75%	50.5	89%	49	86%	48.5	85%	47	82%	70%	
S.A. Ave - Tunstead to Bolinas -																		
	west side - Tunstead to Pine	72 hr	1	2	1	3	5	5	6	3	7	6	5	5	3	5	3	
	west side - Pine to Woodland	52 hr	4	2	4	5	4	4	5	3	5	2	4	5	4	3	4	
	west side - Woodland to Ross	52 hr	0	0	2	2	4	3	4	2	4	2	4	3	4	2	2	
	west side - Woodland to Ross (ADA)	1 n/a	0	0	0	0	1	1	0	0	1	0	0	1	0	0	1	
	west side - ADA at Mariposa	12 hr	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	
	west side - Ross to Mariposa	132 hr	1	1	0	1	3	4	2	4	6	4	1	5	2	2	1	
	west side - Mariposa to Belle	620 m	1	1	3	1	2	4	1	2	4	2	2	3	3	1	1	
	west side - Mariposa to Belle	32 hr	2	2	2	2	2	1	2	2	2	1	2	1	2	0	1	
	west side - Belle to Bolinas	42 hr	0	0	0	1	1	3	2	0	3	2	1	2	0	0	0	
	east side - Little Tunstead to Little Pine	62 hr	0	0	1	3	3	6	6	2	5	4	6	5	6	3	3	
	east side - Little Pine to Ross - 3x20 min + 10 reg	132 hr	3	2	5	10	10	13	10	11	8	8	11	9	8	2	6	
	east side - ADA at Ross	12 hr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	east side diagonal - Ross to Bolinas	592 hr	3	15	5	20	29	29	28	26	27	20	21	17	14	14	3	
	Total - Tunstead to Ross	38	8	6	13	23	27	29	34	20	33	22	27	29	27	23	13	
	Average and % Occupancy - Tunstead to Ross	38	7	18%	18	47%	28	74%	27	71%	27.5	72%	28	74%	25	66%	66%	
	Total - Ross to Bolinas	86	7	19	11	25	38	42	34	34	42	30	26	29	20	19	7	
	Average and % Occupancy - Ross to Bolinas	86	13.0	15%	18.0	21%	40.0	47%	34.0	40%	36.0	42%	27.5	32%	19.5	23%	24%	

Location		No. Spaces	Time Limit	8 am to 9 am	9 am to 10 am	10 am to 11 am	11 am to 12 pm	12 pm to 1 pm	1 pm to 2 pm	2 pm to 3 pm	3 pm to 4 pm	4 pm to 5 pm	5 pm to 6 pm	6 pm to 7 pm	7 pm to 8 pm	
Tamalpais Avenue																
	north side - S.A. to Cedar	11	2 hr	2	2	4	5	9	7	9	8	9	10	11	10	Avg Occ
	north side - S.A. to Cedar	13	4 hr	7	9	9	11	10	11	9	13	8	8	10	8	10am-8pm
	south side - S.A. to Cedar	7	2 hr	3	1	5	1	7	6	6	7	6	6	7	7	7
	south side - S.A. to Cedar	14	4 hr	7	9	8	7	9	7	8	8	12	7	10	6	9
	Total	45	19	21	26	24	35	31	32	36	35	30	37	30	35	
	Average and % Occupancy	45		20	44%	25	56%	33	73%	34	76%	32.5	72%	33.5	74%	79%
Magnolia Avenue (one way)																
	north side - S.A. to Cedar - was 18	16	4 hr	11	12	9	10	11	10	13	10	10	11	11	12	
	Average and % Occupancy	16		11.5	72%	9.5	59%	10.5	66%	11.5	72%	10.5	66%	11.5	72%	69%
Tunstead Avenue																
	north side - S.A. to Cedar	5	20 m	1	5	2	0	1	1	0	1	3	1	2	2	
	north side - S.A. to Cedar	8	2 hr	7	6	6	5	7	5	5	7	7	5	4	6	
	north side - S.A. to Cedar	1	20 m	0	0	1	0	1	0	0	0	0	0	0	1	
	north side - S.A. to Cedar	5	4 hr	1	1	1	3	2	4	2	2	2	2	4	4	
	south side - S.A. to Cedar	15	2 hr	3	3	5	3	11	6	10	4	10	3	7	6	
	south side - S.A. to Cedar	8	4 hr	3	5	4	5	6	4	7	2	2	2	3	5	
	Tunstead Totals	42		15	20	19	16	28	20	24	16	24	13	19	21	
	Average and % Occupancy	42		17.5	42%	17.5	42%	24	57%	20	48%	18.5	44%	20	48%	56%
San Rafael Avenue																
	north side - S.A. to Myrtle Grove	21	4 hr	5	4	7	5	7	9	6	8	8	7	8	7	
	north side grove to myrtle	13	4 hr	3	3	3	3	3	2	2	3	4	2	3	3	
	south side - S.A. to Myrtle	38	4 hr	6	5	9	11	7	10	10	9	11	8	11	9	
	San Rafael Total	72		14	12	19	19	17	21	18	20	23	17	23	19	
	Average and % Occupancy	72		13	18%	19	26%	19	26%	19	26%	20	28%	21	29%	28%
Cedar Avenue																
	Tamalpais to Magnolia															
	west side	5	none	3	2	2	2	2	2	2	1	2	2	2	1	
	east side	6	none	3	3	5	3	5	3	5	3	5	2	4	2	
	Magnolia to Tunstead															
	west side	9	none	4	4	6	4	4	4	4	4	5	4	3	4	
	east side	12	none	7	6	6	6	6	4	8	3	6	3	8	2	
	Tunstead to Pine															
	west side	0	none													
	east side	6	none	3	4	2	2	2	2	3	2	3	2	3	2	
	Pine to Woodland															
	west side	6	none	4	4	3	3	3	3	3	3	3	4	4	4	
	east side	0	none													
	Woodland to Ross															
	west side	5	none	4	5	4	5	4	5	3	2	2	2	3	2	
	Cedar Total	49		28	28	28	25	26	23	28	19	25	18	28	16	
	Average and % Occupancy	49		28	57%	26.5	54%	24.5	50%	23.5	48%	21.5	44%	22	45%	47%

Location		No. Spaces	Time Limit	8 am to 9 am	9 am to 10 am	10 am to 11 am	11 am to 12 pm	12 pm to 1 pm	1 pm to 2 pm	2 pm to 3 pm	3 pm to 4 pm	4 pm to 5 pm	5 pm to 6 pm	6 pm to 7 pm	7 pm to 8 pm			
Pine Street	north side - S.A. to Cedar	3	20 m	0	0	0	1	1	3	0	3	0	2	0	2	Avg Occ		
	north side - S.A. to Cedar	6	2 hr	0	0	0	1	1	3	1	4	2	3	1	2	10am-8pm		
	south side - S.A. to Cedar	17	2 hr	11	9	11	11	10	11	9	9	10	11	8	11	11		
	Total	26		11	9	11	12	12	15	13	13	15	14	11	13	16		
	Average and % Occupancy	26		10	38%	11.5	44%	13.5	52%	13	50%	14.5	56%	12	46%	13.5	51%	
Woodland Ave	north side - S.A. to Cedar	2	2 hr	2	2	2	2	2	2	2	2	2	2	2	2			
	north side - S.A. to Cedar	5	4 hr	4	5	4	4	4	5	3	4	1	3	2	2			
	south side - S.A. to Cedar	8	4 hr	6	7	6	7	6	7	5	7	6	7	4	7			
	Total	15		12	14	12	13	12	13	14	10	13	9	12	11			
	Average and % Occupancy	15		13	87%	12.5	83%	12.5	83%	12	80%	11	73%	11.5	77%	10.5	76%	
Ross Avenue	north side - S.A. to Cedar	22	2 hr	20	13	21	16	22	15	21	14	21	13	18	14			
	none																	
	south side - S.A. to Cedar	8	2 hr	7	0	8	0	6	2	3	3	5	2	5	3			
	south side - S.A. to Cedar	13	none	6	11	6	12	7	11	10	11	10	11	11	10	12		
	Total	43		33	24	35	28	35	28	34	28	36	26	34	27	32		
Mariposa Avenue	Average and % Occupancy	43		28.5	66%	31.5	73%	31.5	73%	31	72%	31	72%	30.5	71%	27	58%	
	north side - S.A. to Richmond	18	2 hr	10	10	8	8	14	8	13	7	13	9	8	9	11		
	north - ADA	1	n/a	0	0	0	0	0	0	1	0	0	0	0	0	0		
	north side	0	none															
	south side - S.A. to Richmond	11	2 hr	4	3	5	5	4	5	5	7	6	6	6	5	6		
	white zone	11	n/a	0	2	0	1	1	1	2	1	3	1	1	1	1		
	n/a																	
	Total	41		14	15	13	14	19	14	21	15	22	16	15	15	18		
	Average and % Occupancy	41		14.5	35%	13.5	33%	16.5	40%	18	44%	19	46%	15	37%	16	40%	
	Belle Avenue	north side - S.A. to Richmond	10	2 hr	8	7	8	9	7	9	10	8	8	9	6	8	6	
white zone		13	n/a	4	7	6	6	8	5	9	8	8	9	3	7	3		
south side - S.A. to Richmond		1	20 m	0	0	0	0	0	1	0	0	1	0	0	0	0		
south side - S.A. to Richmond		4	2 hr	2	0	2	1	1	3	2	0	3	1	2	2	4		
south side - S.A. to Richmond		13	none	13	10	12	10	11	10	10	11	10	11	11	11	10		
	Total	41		27	24	28	26	27	28	31	28	30	30	22	28	23		
	Average and % Occupancy	41		25.5	62%	27	66%	27.5	67%	29.5	72%	30	73%	25	61%	22	55%	
	SFD -	west side - Hub to Bank	10	4 hr	0	1	3	1	8	2	7	1	9	2	9	2	10	
		west side - Bank to Tunstead	1	20 m	0	0	0	0	0	1	0	0	0	0	0	0	0	
		west side - Bank to Tunstead	3	2 hr	0	1	1	1	2	2	1	1	3	1	3	3	3	
west side - Tunstead to Pine		2	20 m	2	0	0	0	0	1	0	0	2	1	1	2	0		
west side - Tunstead to Pine		2	2 hr	0	0	1	0	1	1	1	0	2	1	1	1	0		
	west side - Pine to Ross	7	none	0	2	0	2	0	3	3	7	5	6	4	7	4		
	west side - Ross to Bolinas	35	none	7	4	13	6	15	8	15	9	15	9	10	9	9		
		east side - Hub to Bank	5	2 hr	0	0	0	0	0	0	0	0	0	0	0	1	0	
		east side - Bank to Tunstead - 5 + 3 loading 6-noon	8	2 hr	0	0	1	1	4	0	3	2	5	4	4	6	7	
		east side - Tunstead to Barber	13	4 hr	2	2	4	4	6	6	5	5	9	6	4	7	6	
east side - Barber to Bolinas		1	20 m	1	1	1	1	1	1	1	1	1	1	1	1	0		
east side - Barber to Bolinas		2	4 hr	2	2	2	2	2	2	2	2	2	2	2	0	1		
	east side - Barber to Bolinas	28	none	7	8	9	9	8	8	6	11	6	11	6	12	9		
	Total - Hub to Ross Ave	51		4	6	10	9	21	16	20	16	35	21	26	28	30		
	Average and % Occupancy	51		5	10%	9.5	19%	18.5	36%	18	35%	28	55%	27	53%	24		
	Total - Ross Ave to Bolinas Ave	66		17	15	25	18	26	19	24	23	24	23	19	24	21		
	Average and % Occupancy	66		16	24%	21.5	33%	22.5	34%	23.5	36%	23.5	36%	21.5	33%	19.5		
Total		793		257	268	332	327	427	405	464	395	505	376	428	400	416		

North Downtown	538	179	184	241	232	304	289	341	281	372	264	330	291	318	250	294	254	303	253	325	272	377	300	391	319
South Downtown	255	78	84	91	95	123	116	123	114	133	112	98	109	98	82	69	75	54	64	62	60	73	60	84	69
	793	257	268	332	327	427	405	464	395	505	376	428	400	416	332	363	329	357	317	387	332	450	360	475	388

288 spaces avail
166 spaces DT north
122 spaces DT South

Town of San Anselmo - September 2021
Downtown Parking Study - NDS Counts - weekend

At Peak Hour (1 pm to 2 pm)

Mag. Ave Lot	SR Ave	Tam. Ave	Mag. Ave	Tunstead Ave	SA Ave	Creek Park	SFD	Cedar Ave	Pine St	Pine St Lot	Woodland Ave	Ross Ave	Total Spaces	Occup
--------------	--------	----------	----------	--------------	--------	------------	-----	-----------	---------	-------------	--------------	----------	--------------	-------

30%

North	Inv	Count	Inv	Count	Inv	Count	Inv	Count	Inv	Count	Inv	Count	Inv	Count	Inv	Count	Inv	Count	Inv	Count	Inv	Count	Inv	Count	Inv	Count	Inv	Count	Total			
unreg																7	5.5	49	22							5	2.5			61	30	49.2%
4 hr	28	16.5	72	21	27	17	16	11.5	13	6.5				45	30	23	11								10	9			234	122.5	52.4%	
2 hr					18	16.5						23	11.5	89	73.5					23	11	26	12					22	16	219	149.5	68.3%
20 min										6	2	3	2			3	1.5					3	1							15	6.5	43.3%
ADA	2	0										3	1	2	0							2	0.5							9	1.5	16.7%
Total	30	16.5	72	21	45	33.5	16	11.5	42	20	95	76.5	47	30	51	27	49	22	26	12	28	12.5	15	11.5	22	16	538	310	57.6%			
Occup	16.5	55%	21	29%	33.5	74%	11.5	72%	20	48%	75.5	79%	31	65%	27	53%	22	45%	12	46%	12.5	45%	11.5	77%	16	75%	310					

South	Ross		Mari		Belle		SA		SFD		Tot. Spaces		Occupy		229 spaces avail
unreg	13	10.5	11	1	26	16			63	18.5	113		46	41%	
4 hr									2	2	2		2	100%	
2 hr	8	4	29	14	14	9	79	25			130		52	40%	
20 min					1	0	6	2.5	1	1	8		3.5	44%	
ADA			1	0			1	0			2		0	0%	
Total	21	14.5	41	15	41	25	86	27.5	66	21.5	255		103.5	41%	
Occup	14.5	69%	15	37%	25	61%	27.5	32%	21.5	33%			104	41%	
152 spaces avail															

229 spaces avail

152 spaces avail

Duration Study

Project: 21-080203
City: San Anselmo, CA

Date: 9/2/2021
Day: Thursday

Segment	Space Type	Space	Time					Duration				
			10:00AM	11:00AM	12:00PM	1:00PM	2:00 PM	0 - 1 HRS	1 - 2 HRS	2 - 3 HRS	3 - 4 HRS	4 - 5 HRS
10	2 Hr Parking 7am-6pm	1	S262			X374	B261	3				
10	2 Hr Parking 7am-6pm	2	N424	X	X	9K26	W012	2		1		
10	2 Hr Parking 7am-6pm	3	A158	X	X	X	X					1
11	2 Hr Parking 7am-6pm	1	X241	U616	H966	L723		4				
11	2 Hr Parking 7am-6pm	2	7238	X	X	X	U235	1			1	
11	2 Hr Parking 7am-6pm	3	G126	T436	C304	93M0	X693	5				
11	2 Hr Parking 7am-6pm	4	W240	X	A884	X			2			
11	2 Hr Parking 7am-6pm	5	1C55	X	R525	N926	5281	3	1			
12	Handicap Van Accessible	1	RJCJ				36TT	2				
12	2 Hr Parking 7am-6pm	1	B578	V366	F646	S710		4				
12	2 Hr Parking 7am-6pm	2	W249	X	X	X	X					1
12	2 Hr Parking 7am-6pm	3	C386	K917	S359	R872	A013	5				
12	2 Hr Parking 7am-6pm	4	P786	X	X	H731	PSTR	2		1		
13	2 Hr Parking 7am-6pm	1	L442	77A1	X	X	W552	2		1		
13	2 Hr Parking 7am-6pm	2	V272	2838	W706	R784	W153	5				
13	2 Hr Parking 7am-6pm	3	17RF	U716	N592	B317	X	3	1			
13	2 Hr Parking 7am-6pm	4	R082	M987	X	E035	YB8R	3	1			
13	2 Hr Parking 7am-6pm	5	K381	THLR	L426	K642	X	3	1			
13	2 Hr Parking 7am-6pm	6	W505	P532	0N49	X	X	2		1		
13	2 Hr Parking 7am-6pm	7	LICK	M547	Y539	J598	U099	5				
13	2 Hr Parking 7am-6pm	8	D047	X	W342	X	G596	1	2			
13	2 Hr Parking 7am-6pm	9	M089	X	X	Z109	J100	2		1		
13	2 Hr Parking 7am-6pm	10	S145	X	80X0	4B41	V048	3	1			
13	2 Hr Parking 7am-6pm	11	G006	1931	U841	X	X	2		1		
13	2 Hr Parking 7am-6pm	12	E570	G064	X	X	G659	2		1		
14	2 Hr Parking 7am-6pm	1	U327	X201	X	X	X	1			1	
14	2 Hr Parking 7am-6pm	2	Y368	4094	S611	X	F121	3	1			
14	2 Hr Parking 7am-6pm	3	Z778	1900	X	D047	H087	3	1			
14	2 Hr Parking 7am-6pm	4	Z109	X	X	X	H535	1			1	
14	2 Hr Parking 7am-6pm	5	G479	X	M457	M089	D047	3	1			
14	2 Hr Parking 7am-6pm	6	Occupied by outdoor dining									
14	2 Hr Parking 7am-6pm	7	Z880	Z019	X	K951	M079	3	1			
14	2 Hr Parking 7am-6pm	8	C143		P455	A9GC	Z212	4				
14	2 Hr Parking 7am-6pm	9	5883	F872	V048	C914	X	3	1			
14	2 Hr Parking 7am-6pm	10	K810	X	U716	N392		2	1			
14	2 Hr Parking 7am-6pm	11	S2WN	X	G697	2720	Z880	3	1			
14	2 Hr Parking 7am-6pm	12		Z260				1				
14	20 Min Parking 6am-6pm	1		D021			S224	2				
15	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	1		F266	60ED	F771	N162	4				
15	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	2		L824		R311	N821	3				
15	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	3	U372	S851	X	X		1		1		
15	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	4	25K2		THFU	5890	88X0	4				
15	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	5	W131		B450	1C55	X	2	1			
15	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	6	28A3	X	H713	D422	F185	3	1			
15	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	7		H696	X	Z774		1	1			
15	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	8		H156	X	P385	O276	2	1			
15	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	9	8703	X	X	X					1	
16	2 Hr Parking 7am-6pm / Compact Only	1	W529	X	X	E134	SUBT	2		1		
16	2 Hr Parking 7am-6pm / Compact Only	2	U832	J179	X	X	J370	2		1		
16	2 Hr Parking 7am-6pm / Compact Only	3	FD41	X		U567		1	1			
16	2 Hr Parking 7am-6pm / Compact Only	4	8982	X	R559	Y876		2	1			
16	2 Hr Parking 7am-6pm / Compact Only	5	4420	X	Z651	X	8037	1	2			
16	2 Hr Parking 7am-6pm / Compact Only	6	08UO	U634	X	5672	J856	3	1			
16	2 Hr Parking 7am-6pm / Compact Only	7	4770	X	X	T384		1		1		
16	2 Hr Parking 7am-6pm / Compact Only	8	J295	X	0PET	M836	H462	3	1			
16	2 Hr Parking 7am-6pm / Compact Only	9	N539	X	9752	A143	M193	3	1			
16	2 Hr Parking 7am-6pm / Compact Only	10	RD33	J631	F773	V795	T158	5				
16	2 Hr Parking 7am-6pm / Compact Only	11			3BUB	X	ED34	1	1			
17	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	1		J520	T264	Z238	57X0	4				
17	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	2	28A1	X	X	X	X					1
17	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	3			5001	F040	X	1	1			
17	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	4	B338	X		ZANN	X		2			
17	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	5	P780	X	U062	D826	X	1	2			
17	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	6	N517	L426		X435		3				
17	2 Hr Parking 7am-6pm Sundays and Holidays Exempt	7	D002	B947		6M14	Z376	4				
18	2 Hr Parking 7am-6pm	1	F119	X	X	X	X					1
18	2 Hr Parking 7am-6pm	2	B399	P897	D386	M733	X765	5				
18	2 Hr Parking 7am-6pm	3	B450		G186	6351	G601	4				
18	2 Hr Parking 7am-6pm	4	J830	X	X	G458	X		1	1		
18	2 Hr Parking 7am-6pm	5		V354	M021	X	X	1		1		
18	2 Hr Parking 7am-6pm	6	A074	G947	2914	F563	Y744	5				
19	2 Hr Parking 7am-6pm	1	X838	A631		6K45	P585	4				
19	2 Hr Parking 7am-6pm	2	MBRD	F122		D368	R555	4				
19	2 Hr Parking 7am-6pm	3	A923	B867	X	X	X	1			1	
19	2 Hr Parking 7am-6pm	4	W083	3350	E899	D917	N450	5				
19	2 Hr Parking 7am-6pm	5	H413	V764	X		W508	2	1			
20	20 Min Parking 7am-6pm Sundays and Holiday Exempt	1		N614	COXN	J686	76V0	4				
20	20 Min Parking 7am-6pm Sundays and Holiday Exempt	2		V764	G571		S838	3				
20	20 Min Parking 7am-6pm Sundays and Holiday Exempt	3		Z255	3121		G888	3				
20	2 Hr Parking 7am-6pm	1	J237	X125	G232	U645	X	3	1			
20	2 Hr Parking 7am-6pm	2			Z118	X	X			1		
20	2 Hr Parking 7am-6pm	3	1712	V719	F014	C835	X	3	1			
20	2 Hr Parking 7am-6pm	4	T487	E067	K580	S656	W628	5				
20	2 Hr Parking 7am-6pm	5	TESQ	T949	X	D576	IVEW	3	1			
20	2 Hr Parking 7am-6pm	6				H269		1				
20	2 Hr Parking 7am-6pm	7			75VH	42W2	C776	3				
20	2 Hr Parking 7am-6pm	8		S883	C863	T949	X	2	1			
20	2 Hr Parking 7am-6pm	9	R384	U791	P214	S722	X	3	1			
20	2 Hr Parking 7am-6pm	10	U677	J805		K384	4652	4				
21	Handicap Van Accessible	1										
21	2 Hr Parking 7am-6pm	1	D801			N770		2				
21	2 Hr Parking 7am-6pm	2	6012	D071	J137	P884		4				
21	2 Hr Parking 7am-6pm	3		M191		Z657		2				
21	2 Hr Parking 7am-6pm	4		E656	G524	P884		3				
21	2 Hr Parking 7am-6pm	5	0102		P215	63U2		3				

Duration Study

Project: 21-080203

City: San Anselmo, CA

Duration		0 - 1 HRS	1 - 2 HRS	2 - 3 HRS	3 - 4 HRS	4 - 5 HRS
Thursday	Number of Vehicles	232	40	14	5	4
	Percentage of total	78.6%	13.6%	4.7%	1.7%	1.4%

Scott Schneider

From: Gabriel, Nina J - MILL VALLE CA <nina_gabriel@ml.com>
Sent: Wednesday, October 4, 2023 1:03 PM
To: Scott Schneider
Subject: downtown parking study

CAUTION: External Sender

Scott,

I do not want Magnolia Avenue included in this draconian (😏) measure of changing parking zones and restricting merchant stickers.

We have owned our home and lived on Magnolia (#46) for more than 40 years. We do not have off street parking on our property.

At no time during the past 40 years were we ever able to buy something like resident parking permits (like they have in San Francisco).

So we are never, ever allowed to safely park in front of our house, day or night, without being subject to “harassment” by parking authorities.

This is so ridiculous and so unfair. I realize that many of the town council members do not face that situation. But we do. Please give us the option to either purchase a residential parking sticker (we are using merchant parking sticker for now) or just do away with this parking punishment entirely.

Please let me know what else we can do to not be subject to this terrible idea.

Niña J. Gabriel, CFP®
Gabriel & Associates
Senior Vice President
Wealth Management Advisor
NMLS 558345
CA Insurance Lic.#0A33784 ; Merrill Lynch Life Agency CA Lic. #0522776
Merrill Lynch Wealth Management

Merrill Lynch, Pierce, Fenner & Smith Inc.
CA4-814-01-00
Two Belvedere Place, Suite 100
Mill Valley, CA 94941
T 415 289 8816 M 800 861 9368 F 415 233 4901
nina_gabriel@ml.com
http://fc.ml.com/nina_gabriel

Client associate – Kristen Race 415-289-8878 kristen.race@ml.com

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Scott Schneider

From: Gabriel, Nina J - MILL VALLE CA <nina_gabriel@ml.com>
Sent: Thursday, October 5, 2023 7:04 AM
To: Scott Schneider
Subject: RE: downtown parking study

CAUTION: External Sender

I appreciate that, thank you. Did want to mention that we do have the night parking sticker (hardship sticker, I believe it is referred to). Would be a good work-around (?) if such a sticker is available for residents on Magnolia Avenue for day-time use (for those who do not have off-street parking).

Sincerely,
Nina

Niña J. Gabriel, CFP®
Gabriel & Associates
Senior Vice President
Wealth Management Advisor
NMLS 558345
CA Insurance Lic.#0A33784 ; Merrill Lynch Life Agency CA Lic. #0522776
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nina_gabriel@ml.com
http://fc.ml.com/nina_gabriel

Client associate – Kristen Race 415-289-8878 kristen.race@ml.com

From: Scott Schneider <:sschneider@townofsananselmo.org>
Sent: Wednesday, October 4, 2023 6:28 PM
To: Gabriel, Nina J - MILL VALLE CA <nina_gabriel@ml.com>
Subject: RE: downtown parking study

Hi Nina,
Thanks for your email.
I will bring up your opinion during the staff report presentation of the Parking Study at the Town Council meeting next Tuesday night.
Sincerely,

Scott

Scott Schneider, P.E.

*Assistant Public Works Director
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960
(415) 258-4653*

From: Gabriel, Nina J - MILL VALLE CA <nina_gabriel@ml.com>

Sent: Wednesday, October 4, 2023 1:03 PM

To: Scott Schneider <sschneider@townofsananselmo.org>

Subject: downtown parking study

CAUTION: External Sender

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Niña J. Gabriel, CFP®

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Scott Schneider

From: Stephen Hart <srhart1222@gmail.com>
Sent: Thursday, October 5, 2023 5:16 PM
To: Scott Schneider
Subject: Parking Letter Feedback

CAUTION: External Sender

Hi Mr. Schneider,

I wanted to email you in response to the letter we received in our mailboxes about the downtown parking study.

As someone who lives directly on the Avenue and both drives and walks the street every day, I think that paid parking is a terrible idea. Both before I moved to San Anselmo and even now when I need to find street parking, it is not that difficult to do so. Other than the event nights when there is a concert at Creek Park, it is not much of a problem. Therefore, I do not see a use for having paid parking. In fact, I think this will only deter folks from wanting to come to San Anselmo, which could have negative economic impacts. The policy is also regressive, impacting those who cannot afford it more compared to the wealthier members of our community who have no problem shelling out a few dollars for parking whenever they want to visit our downtown. It seems unfair for some folks to bear more of the burden while we currently allow spots to be occupied longer than they should and reduce the number of spots by still having parklets. Don't get me wrong, I like having the parklets very much, but it seems unfair to put the burden on consumers to solve supposed parking issues while we allow businesses to reap the benefits of reduced parking spaces.

Changing the time limits on spots is perfectly fine in my opinion as it will make sure that parking remains relatively easy to find as turnover will be quicker *as long as it is accurately enforced.* As someone who watches cars sit there for far longer than the allotted time that is there currently because it happens right in front of my house and across the street, I can tell you that we should be better about policing and ticketing these cars rather than charging people for space. Cars sit there and take up space for over half a day sometimes.

Thank you for allowing to share my few cents.

Stephen Hart

711 San Anselmo Ave

Scott Schneider

From: Ani Wade <ani@wade-design.com>
Sent: Friday, October 6, 2023 2:48 PM
To: Scott Schneider
Subject: Downtown Parking Study - feedback from a resident and business owner

CAUTION: External Sender

Hello Scott,

This email is to be read or forwarded to the Town Council regarding the Downtown Parking Study discussion on October 10th. Thank you in advance for making this feedback possible.

I am Ani Wade, owner of Wade Design Architects located on Magnolia Avenue, along with my partner Luke Wade. Luke and I are also residents of San Anselmo and are extremely proud to live and work in this beautiful town.

Wade Design Architects' offices are located in a commercial building, perhaps one of the only ones on Magnolia Avenue, at 29 Magnolia. We employ many architects and other staff. We have week day in person workers, hybrid workers who are not here every week day, and completely remote employees, as well.

Wade Design Architects pays significant business license fees to the Town every year to have our business in San Anselmo, and we pay a large sum in property taxes as we own the building that we occupy. We also purchase many yearly merchant parking stickers for our employees' use, to complement the small number of off-street parking spaces on our property. Generally speaking, we have 3-5 people everyday who make use of their merchant stickers to park on Magnolia Avenue. There is rarely an issue with finding enough spots on Magnolia, meaning there are enough spaces for us in the current scheme of things, and no one is driving around and around for long periods of time trying to find parking.

Our employees are customers for the Town. They eat lunch here, get groceries here, get their haircuts here. They are contributing to the Town's economy in a significant way.

Instead of making Magnolia Avenue all 2-hr parking, we would suggest doing that only for the half that is closest to San Anselmo Avenue and leaving the other half as it is now. The same could be done at San Rafael and Woodland Avenues so that visitors can use the half closest to downtown and workers can use the other half. This makes a lot more sense from a planning and ease of parking point of view.

We would also like to point out, that if the Town makes the Creek Park parking lot not open to merchant parking, this will cause a tremendous ripple effect for all workers and business and shop owners on The Avenue. The Town will be faced with a lot of workers driving around the town trying to find parking at the start of the work day or moving their cars all day long! This will cause all kinds of traffic problems, even possible traffic accidents, as everyone tries to find spots on fewer streets and in fewer lots. It does not seem that this parking study has analyzed the effects of the proposals that it is making, otherwise it would have considered – how will workers find a place to park?

We highly advise that the Town not approve the plan as it is, and that the Town stay mindful not only of the needs of the San Anselmo residents (who all are mostly required to have off street parking) and of the visitors to our town (who have more time on their hands when visiting than workers do when they are trying to get to work) but also of the needs of those who are here working everyday to make our shops, restaurants, and businesses the heart of this beautiful place we call our home and our workplace.

Thank you for your consideration of our feedback,

Ani Wade

WADE DESIGN ARCHITECTS

29 Magnolia Avenue, San Anselmo, CA 94960

<https://wade-design.com/>

Scott Schneider

From: Josh Bleecher Snyder <josharian@gmail.com>
Sent: Monday, October 9, 2023 9:32 AM
To: Scott Schneider
Subject: Downtown parking study comments

Categories: Red Category

CAUTION: External Sender

Hi,

We live on San Rafael Ave, so we will be directly affected by the proposed parking changes.

We support the proposed change.

We would in fact prefer even stronger steps towards increasing the effective cost of parking. (Free/cheap parking is an unfair direct subsidy to drivers. Given the many negative externalities of cars, this is exactly backwards.)

We would hope that any revenues generated go towards increasing pedestrian safety and/or climate goals.

Thanks,
Josh Bleecher Snyder
55 San Rafael Ave
503.830.9519

Serge Avila

From: David Moller <david@mollers.us>
Sent: Tuesday, October 10, 2023 3:55 PM
To: Town Council
Subject: Public Comment on Agenda Item 2.2 at Oct 10, 2023 San Anselmo Town Council Mtg

CAUTION: External Sender

Public Comment on Agenda Item 2.2: Presentation of the Downtown Parking Study and Consideration of Recommendations

Dear Councilmembers and Staff,

To the extent the Town Council decides to install paid parking in downtown San Anselmo, I'd like to recommend that the parking revenues be earmarked exclusively for use in implementing San Anselmo's ***Climate Action Plan 2030***. It seems only fitting that revenues from continued use of predominantly fossil-fueled vehicles, the cause of approximately 55 percent of San Anselmo's greenhouse gas emissions, be used to support actions to reduce those emissions.

Sincerely,

David Moller, P.E.
Larkspur

From: kgundry@verizon.net
To: [Town Council](#)
Subject: Comment on 10/10/23 Town Council Business Item 2.2 - Downtown Parking Study
Date: Tuesday, October 10, 2023 5:17:49 PM

CAUTION: External Sender

Councilmembers:

I support the recommendation of the staff report to install paid parking on San Anselmo Avenue as it would appear that the Town would recover the cost of installation in the first year, and then realize an additional revenue source in future years. By charging for parking, the Town can encourage people to walk or ride their bikes, and can also increase parking turnover rate, resulting in more parking for those who visit our Town to shop.

As our current system of free parking is a subsidy for those who are driving around our town (resulting in over half of our greenhouse gas emissions), instead of walking or biking, I think it would be appropriate to allocate all or part of any parking revenue to Town climate action. The current staff report includes comments from some downtown residents about the downtown parking study. It does not mention the expressions of public support for paid parking, and for its revenue allocation to a Climate Action Fund that were made at the Town Council meeting in September 2021.

I park my car in San Rafael (and other cities) and have no issues with paying for parking. I think that many Town residents would support paid parking on San Anselmo Avenue, to generate additional Town revenue, and to apply those funds to Town programs that will help reduce emissions and secure a healthy future for our children and grandchildren.

Thanks for your consideration.

Kathleen Gundry
70 Barber Avenue
(and Climate Action Commission member)



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.3

MEETING DATE: October 10, 2023

AGENDA TITLE: Consideration of Consultant Contract for the Downtown San Anselmo Active Transportation Safety Study

FROM: Scott Schneider, P.E., Assistant Public Works Director

RECOMMENDATION: Authorize the Town Manager to negotiate and enter into a professional service agreement with Parisi Transportation Consulting/Parametrix (Parisi) for the Downtown San Anselmo Active Transportation Safety Study.

BACKGROUND

At the February 14, 2023, Town Council meeting, Councilmember Colbert requested that the Council discuss bicycle and pedestrian safety in the downtown area and have staff come back with options for downtown circulation focusing on safety. The Council supported this request.

Councilmember Colbert requested the study area to include Cedar Street on the west, Tamalpais Avenue on the north, San Anselmo Avenue on the east, and Ross Avenue on the south.

Staff worked with Parisi to create a scope of work for the study. Parisi has an on-call contract with the Town for traffic engineering services, although this study falls outside of the on-call contract thus a new contract is required. Staff recommends enlisting Parisi on the basis of their demonstrated competence and their professional qualifications, which are necessary for the satisfactory performances of the required services. Parisi has a proven track record with the Town for completing traffic engineering studies.

Based on work that Parisi is doing on a County-wide traffic safety plan, they suggested that the study area be increased along San Anselmo Avenue to encompass the segment from San Rafael Avenue to Tamalpais Avenue, and from Ross Avenue to Bolinas Avenue as there have been several bike/ped accidents in these segments.

San Anselmo Avenue is a major bicycle route (Countywide Route 20) connecting Ross and Fairfax. Cedar Street is on the San Anselmo School Bike Spine. In the fall of 2020, the weekend daytime counts included more than 2,100 pedestrians and almost 1,700 bicyclists along San Anselmo Avenue at Tunstead Avenue.

DISCUSSION/ANALYSIS

The proposed scope (Attachment 1) covers the area inside the boundaries:

San Anselmo Avenue from San Rafael Avenue to Bolinas Avenue
Ross Avenue from San Anselmo Avenue to Cedar Street
Cedar Street from Woodland Avenue to Tamalpais Avenue
Tamalpais Avenue from Cedar Street to San Anselmo Avenue.

The study will look at collision data for the last five years, assess vehicle speeds and volumes, make site visits to assess bicycle and pedestrian facilities, and recommend short and long-term improvements to enhance active transportation (bicycle and pedestrian travel) safety in the area.

The study will also include a survey and a community meeting to gather feedback from residents.

Staff expects that a variety of safety enhancements may be proposed, including bulbouts, traffic calming measures to reduce vehicle speeds, additional red curb/no parking areas, sharrows, bike lanes, modifying circulation (one-way streets), additional crosswalks, pedestrian tables, etc.

FISCAL IMPACT

The proposed scope of work is estimated to cost approximately \$80,000. Funding is available from the Measure J Active Transportation Fund and is included in the 2023-2024 Town Budget and Work Plan. If the scope changes, the cost may increase or decrease; therefore, staff is seeking the Council's authorization to allow the Town Manager to negotiate and to enter into a professional services agreement for the project.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

This safety study project is exempt from the California Environmental Quality Act (CEQA) under a Class 6 categorical exemption, because the scope of work consists of data gathering, analysis and preparation of a study and recommendations for future projects. No construction or alteration will be undertaken. (14 Cal. Code Regs. § 15306). When any recommendations are approved for bidding and construction, a CEQA analysis will be undertaken at that time.

The safety study project may propose street and sidewalk improvements that will address San Anselmo's Climate Action Plan 2030, specifically CAP Measures T-2 (biking) and T-3 (walking).

ATTACHMENTS

Attachment 1- Proposed Scope of Work

PROPOSED SCOPE: DOWNTOWN SAN ANSELMO ACTIVE TRANSPORTATION SAFETY PROJECT

Study Area

- Study area: San Anselmo Ave. from San Rafael Avenue to Bolinas Ave; Ross Avenue from San Anselmo Avenue to Cedar St; Cedar St; Tamalpais Avenue from Cedar Street to San Anselmo Ave

Task 1: Collision Data Analysis

Goal: Understand collision trends in the study area.

Sub-Tasks:

- Analyze 2018-2022 SWITRS collision data to determine collision trends, particularly among collisions involving pedestrians and bicyclists
- Assess trends in mode, severity, primary collision factor, collision type, and other relevant attributes, as necessary

Task 2: Data Collection

Goal: Assess vehicle speeds and volumes within the study area.

Sub-Tasks:

- Conduct speed surveys of up to 50 vehicles each at up to three locations, including San Anselmo Avenue
- Conduct vehicle counts during the AM and PM peak hours at up to three intersections

Task 3: Site Visit

Goal: Assess existing conditions and inventory bicycle and pedestrian facilities within the study area.

Sub-Tasks:

- Conduct a site visit to the study area.
- Observe existing characteristic including parking, lighting, bicycle and pedestrian infrastructure, and active transportation issues

Task 4: Short- & Long-Term Recommendation Development

Goal: Based on the previous tasks, develop recommendations for short- and long-term active transportation safety improvements.

Sub-Tasks:

- Develop illustrative plan summarizing short-term recommendations
- Develop illustrative plan summarizing long-term recommendations

Task 5: Outreach

Goal: Gain insight into the public's issues and perceptions regarding walking and cycling conditions within the study area.

Sub-Tasks:

- Create a survey for distribution by the City to neighborhood residents asking about perceived issues walking and cycling within the study area
- Conduct one community meeting, advertised to the wider community, to gather feedback about issues and opportunities. Include a pre-meeting walk around the study area with participants to observe conditions in the field and solicit feedback

Task 6: Finalize Recommendations

Goal: Incorporate feedback from Task 5 to finalize short- and long-term recommendations

Sub-Tasks:

- Finalize illustrative plan summarizing short-term recommendations
- Finalize illustrative plan summarizing long-term recommendations

Deliverables

- Maps showing existing conditions in the study area. Maps may include collisions, vehicle speeds and volumes, and active transportation infrastructure and gaps/issues
- Illustrative plans summarizing short- and long-term recommendations
- Toolbox of potential treatments to improve active transportation safety within the study area



STAFF REPORT
TOWN OF SAN ANSELMO

Item #: 2.4

MEETING DATE: October 10, 2023

AGENDA TITLE: Rules of Decorum for Town Public Meetings

FROM: Megan H. Acevedo, Town Attorney
Dave Donery, Town Manager

RECOMMENDATION:

Review and adopt the attached Resolution Establishing Rules of Decorum for Town Public Meetings (Attachment 1).

BACKGROUND AND DISCUSSION

At its meeting of September 26, 2023, Mayor Burdo with the support of the Town Council, requested that staff prepare Rules of Decorum for public meetings. Staff drafted the attached proposed rules with the goal of clearly stating the Town's expectations for participants in public meetings and tools for Town officials to use in the event of disruptive behavior.

Town public meetings are considered a "limited public forum" and the Town may regulate the time, place and manner of speech permitted during these meetings if the regulations do not discriminate based on the viewpoint being expressed and are evenly applied. The Brown Act recognizes the Town Council's authority to adopt reasonable rules and to enforce those rules when a meeting attendee's behavior disturbs, disrupts, impedes or renders infeasible the orderly conduct of a public meeting. (Cal. Gov't Code §§ 54954.3, 54957.9 and 54957.95).

Under the Brown Act, Town Council-adopted regulations must preserve the public's opportunity to directly address the legislative body on any item of interest to the public that is within the subject matter jurisdiction of the legislative body. (Cal. Gov't Code § 54954.3(a), (b)(1)). A recent amendment to the Act allows the presiding officer to have a meeting participant removed, following a warning, based on disruptive behavior,

including failure to comply with the Council's reasonable and lawful rules. (Cal. Gov't Code § 54957.95).¹

The attached proposed resolution establishes Rules of Decorum that promote civility in Town public meetings and include an enforcement mechanism that is consistent with the Brown Act.

FISCAL IMPACT

There is no fiscal impact associated with adoption and implementation of the attached Resolution.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adoption of the Rules of Decorum for Town Public Meetings is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENT

Attachment 1- Draft Resolution

¹ Under the statute, "Disrupting" means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following:

(A) A failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law.

(B) Engaging in behavior that constitutes use of force or a true threat of force. (Cal. Gov't Code § 54957.95).

[Proposed] RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
ESTABLISHING RULES OF DECORUM FOR PUBLIC MEETINGS

WHEREAS, Town public meetings are considered a “limited public forum” and the Town may regulate the time, place and manner of speech permitted during these meetings if the regulations do not discriminate based on the viewpoint being expressed and are evenly enforced; and

WHEREAS, the Ralph M. Brown Act authorizes the Town to adopt reasonable regulations to ensure the opportunity for members of the public to directly address the legislative body on agenda items and topics within the Town’s subject matter jurisdiction, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker (Cal. Gov’t Code § 54954.3(b)(1); and

WHEREAS, the Town Council believes that adopting rules of decorum that apply to all Town public meetings will help ensure that civic engagement and local democracy continue to flourish in Town; and

WHEREAS, the Brown Act recognizes the Town Council’s ability to adopt reasonable rules and to enforce those rules when a meeting attendee’s behavior disturbs, disrupts, impedes or renders infeasible the orderly conduct of a public meeting (Cal. Gov’t Code §§ 54954.3; 54957.9 and 54957.95); and

WHEREAS, adoption of the Rules of Decorum for Town Public Meetings is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

Section 1. The above recitals are incorporated herein by reference as if set forth in full. Furthermore, the Town Council hereby adopts the Rules of Decorum for Town Public Meetings, which are attached hereto as Attachment 1 and incorporated herein by reference.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Steve Burdo, Mayor

ATTEST:

Serge Avila, Town Clerk

Attachment 1

Rules of Decorum for Town Public Meeting

A. General Provisions

The Town of San Anselmo (Town) has numerous public meetings, including Town Council meetings, Commission meetings, Board meetings, and Committee meetings (hereinafter “Public Meetings”). To safeguard participatory democracy in Town, all persons attending Town Public Meetings, whether in-person or remotely, are expected to adhere to the following standards of conduct at Public Meetings:

1. Treat everyone courteously;
2. Listen to Town Officials and other members of the public respectfully;
3. Exercise self-control and avoid loud, insulting, demeaning, offensive, and threatening communications;
4. Listen to all speakers with an open mind and without interrupting the speakers;
5. Focus on the issues and avoid personalizing debates.

B. Rules of Decorum

1. No person attending a Public Meeting, whether in-person or remotely, shall engage in disorderly or boisterous conduct—including but not limited to applause, whistling, stamping of feet, booing, or making any loud, threatening, profane, abusive, personal, or impertinent, utterance—that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting.
2. All remarks by members of the public shall be addressed to the Mayor or the Chair (hereinafter “Presiding Officer”) and not to any other member of the public or to any single member of the legislative body, unless in response to a question from that member.
3. Signs, placards, banners, or other similar items shall not be permitted in the audience during a Public Meeting if the presence of such item disturbs, disrupts or otherwise impedes the orderly conduct of the meeting.
4. All persons attending a Public Meeting in-person shall remain seated in the seats provided, unless addressing the body at the podium or entering or leaving the meeting.
5. All persons attending a Public Meeting shall obey any lawful order of the Presiding Officer to enforce the Rules of Decorum.
6. It is the responsibility of the Presiding Officer to keep comments on topic during Public Meetings. All persons making comments should comply with the Presiding Officer’s direction to stay on topic.

C. Enforcement of Rules of Decorum

1. The Presiding Officer shall be responsible for maintaining the decorum at the Public Meeting and reasonably and uniformly enforcing the Rules of Decorum.
2. Enforcement may be required in relation to in-person or remote attendee behavior.

3. If any person, whether in person or remotely, breaches the Rules of Decorum in a manner that disturbs, disrupts, impedes or renders infeasible the orderly conduct of the meeting, the Presiding Officer or their designee shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal.¹
4. If the individual(s) do not promptly cease their disruptive behavior, the Presiding Officer or their designee may then remove the individual from the meeting.
5. The Town Council, all Town Commissions, Boards and Committees and Town staff shall promote the use of and adherence to these guidelines for behavior at all Town public meetings.

¹ For purposes of these rules “removal” for remote meeting participants means that the participant will be muted and their video will be turned off.