



In the Council Chambers and Via Zoom at
525 San Anselmo Avenue, San Anselmo, CA 94960
11111 North 7th Street, Phoenix, AZ 85020

Town Council Agenda

Tuesday, October 22, 2024

7:00 PM

Meeting held in-Person and via Zoom:

<https://us02web.zoom.us/j/84979409352>

Or Telephone: +1 669 900 6833 | Webinar ID: 849 7940 9352

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 electronic device.

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.

Call to Order. 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.

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.

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 Meeting of Tuesday, October 8, 2024

[Staff Report \(DOC\)](#)

[Attachment 1- Draft Minutes of the Regular Meeting of Tuesday, October 8, 2024 \(DOC\)](#)

1.2 Revenue and Expenditure Reports, September 2024

[Staff Report \(DOCX\)](#)

[Attachment 1 Budget Comparison Report by Subcategory, September 2024 \(PDF\)](#)

[Attachment 2 Budget Comparison Report by Department, September 2024 \(PDF\)](#)

1.3 Receive the Recreation Fund Finance Report for the month of September 2024

[Staff Report \(DOC\)](#)

[Attachment 1 - Group Summary \(PDF\)](#)

[Attachment 2 - Capital Outlay \(PDF\)](#)

1.4 Receive Progress Report on 2023-25 Priorities Work Plan

[Staff Report \(DOC\)](#)

[Attachment - 1 - Work Plan Priorities 2023-25 Dept \(DOC\)](#)

[Attachment - 2 - Work Plan Priorities 2023-25 Category \(XLS\)](#)

[Attachment - 3 - Work Plan Progress Report 10.2024 \(DOC\)](#)

1.5 Consideration to Approve a Special Event Application – Holiday Tree Lighting Ceremony 2024

[Staff Report \(DOC\)](#)

[Attachment 1 - Event Application \(PDF\)](#)

1.6 Proclaim National Friends of the Library Week, October 20-26, 2024

[Staff Report \(DOC\)](#)

[Attachment 1- Proclamation 2024 \(DOC\)](#)

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** General Plan Update: Draft Vision Statement and Guiding Principles. This item is not a "project" under CEQA, as it does not involve activities with the potential for physical environmental changes, but the eventual adoption of the updated General Plan will require a Program Environmental Impact Report (EIR) to assess its impacts comprehensively.

[Staff Report \(PDF\)](#)

[Attachment 1 - Draft Vision Statement and Guiding Principles \(PDF\)](#)

2.2

Authorize Staff to Award the Firehouse 20 Renovation. The Town finds this project 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 the maintenance and minor alteration of an existing facility with negligible or no expansion of use.

[Staff Report \(DOC\)](#)

[Fire Station 20 Draft Plans \(PDF\)](#)

Adjourn

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 November 12, 2024.

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

Town Council
Eileen Burke, Mayor
Tarrell Kullaway, Vice Mayor

Brian Colbert, Councilmember
Alexis Fineman, Councilmember
Steve Burdo, 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
Mattie O'Grady, Interim Community Services Director
Mike Norton, Chief of Police
Dan Mahoney, 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.



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.1

MEETING DATE: October 22, 2024

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of the October 8, 2024

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Draft Minutes of the Regular Town Council meeting of October 8, 2024

ATTACHMENT:

Attachment 1- September 24, 2024, Draft Minutes

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, October 8, 2024

Call to Order: Optional Pledge of Allegiance

COUNCILMEMBERS PRESENT:

Steve Burdo
Eileen Burke, Mayor
Brian Colbert
Alexis Fineman
Tarrell Kullaway

STAFF MEMBERS PRESENT:

Dave Donery, Town Manager
Linda Kenton, Assistant Town Manager
Serge Avila, Town Clerk
Megan Acevedo, Town Attorney
Sean Condry, Public Works Director
Matthew Ferrer, Assistant Engineer
Mattie O'Grady, Interim Parks and Rec. Director

Open Time for Public Expression

Ross discussed public trust and public input and the potential impact to the Redwood trees in Creek Park from the proposed demolition of the plaza.

Mr. Art Wasserman, Hooper Lane, discussed how bicyclists and ebike riders do not stop at stop signs on Landsdale Avenue. He would like speed bumps installed along that street.

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

Councilmember Colbert reported he attended the MCCMC meeting; "Walk and Roll" Day; the Marin Transit Board meeting; an evening of "Remembrance and Hope" at Osher Marin JCC.

Councilmember Burdo reported the Fire Board meeting will be held tomorrow night; kudos to staff for the very successful "Live on the Avenue" Events; attended the MCCMC meeting; discussed the recent IJ article about the need to support the Jewish community; participated in the recent Fairfax Evacuation Drill; attended the Ross Valley JEPA/Yellow Bus meeting.

Vice Mayor Kullaway reported she did not have any committee updates; has been receiving a lot of email about off-leash enforcement at the Town parks and would like another discussion. Town Manager Donery stated this should start at the Parks and Recreation Commission level.

Councilmember Fineman reported she did not have any committee reports; had a request that the Council take a look at the Tree Ordinance; gave an update on the Global Climate Leadership Summit meeting at the Vatican and the upcoming conference at UCLA (Go Bruins!) in February. She wished everyone Shanah tovah u'metukah.

Mayor Burke reported she, along with the other Councilmembers, attended the MCCMC meeting; was interviewed for the "Run TMC" Podcast regarding Marin County Basketball;

attended the last “Live on the Avenue” Event; a Buckelew presentation about crisis and suicide intervention; played in the Ross Recreation Pickleball Tournament; the community wide Clean Up Day Event will be held on October 12th.

Public Works Director Condry reported the Town recently received a 75 Pavement Condition Index (PCI), one of the highest levels the Town has been in thirty years.

Town Manager Donery introduced Climate Action Coordinator Bridget Wippler. The Council welcomed her to San Anselmo.

Special Presentation

There are no Special Presentations.

1. Consent Agenda

- 1.1 Approved the Draft Minutes of the Town Council Meeting- September 24, 2024
- 1.2 Accepted the 2024 Slurry Seal Project and Authorized Staff to File a Notice of Completion
- 1.3 Accepted the 2024 Street Resurfacing Project and Authorized Staff to File a Notice of Completion
- 1.4 Adopted Resolution No. 2024-4561 Reducing the Membership Size of the Town of San Anselmo Historic Commission
- 1.5 Consideration of Special Event Application- 2024 Dia de los Muertos
- 1.6 Received the Report of Checks Issued, September 2024

Mayor Burke opened the meeting to public comments.

There were no comments.

Mayor Burke closed the meeting to public comments.

M/s, Colbert/Kullaway, Motion to approve the Consent Calendar.

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

2. Council Business

- 2.1 Provide an Update to Council for Consideration Regarding Solar Photovoltaic System and Battery Energy Storage System, and Microgrid for Town Hall Resilience Hub.

Assistant Engineer Ferrer presented a staff report and a PowerPoint presentation. Staff answered questions from the Council regarding whether story poles would be installed in both proposed sites; who identifies the rebates/tax credits; the proposed Budget increase for electric vehicles; if the goal to have a fully electric fleet by 2030 is dependent upon this project; if the Town’s fleet would be moved to the Magnolia Lot if this location were chosen; the net energy metering; if the fact that a street is located between the grid, the battery, and Town Hall would pose any issues; how expensive it is to do the trenching and wiring; if using the higher KVA rating of wiring would allow them to go from Level 2 to Level 3 in the future; the height of the flood wall/gate; if it would make sense to go higher than the one-foot base flood elevation (BFE); the opportunity to use the battery on an on-going basis to off-set any added load; the height of

the solar panels; impacts to the battery if it were flooded; if there is a way to fire protect the battery; possible expansion of the Town Hall or Library buildings.

Mayor Burke opened the meeting to public comments.

Ms. Sue Saunders applauded the staff for this great job. She discussed the differences in NEM 2 vs. NEM 3.

Mayor Burke closed the meeting to public comments.

Councilmember Burdo recommended the Magnolia Lot but would love to do both. Story poles should be installed at both locations.

Councilmember Colbert supported the Magnolia Lot location and asked staff to be mindful of the neighbors during construction.

Vice Mayor Kullaway agreed but thought story poles in both locations would be confusing.

Councilmember Fineman stated there is nothing redeeming about the Town Hall site. She would like staff to move “full steam ahead” with the Magnolia site.

Mayor Burke stated it is clear that the Magnolia site is the way to go. She supported installing story poles at both site to give the community a chance to weigh in.

Town Manager Donery stated staff would return with answers to the Council’s questions at the next meeting. He agreed that “time is of the essence”.

2.2 Award of the Construction Contract for the Sir Francis Drake Boulevard and Sierra Avenue/ Broadmoor Avenue Traffic Signal Improvement Project

Public Works Director Condry presented a staff report. There were no questions from the Council.

Mayor Burke opened the meeting to public comments.

There were no comments.

Mayor Burke closed the meeting to public comments.

M/s, Burdo/Kullaway, Motion to Award the Construction Contract for the Sir Francis Drake Boulevard and Sierra Avenue/Broadmoor Avenue Traffic Signal Improvement Project.

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

2.3 Award of the Construction Contract for the Pedestrian Hybrid Beacon Project at Sir Francis Drake Boulevard and Saunders Avenue

Public Works Director Condry presented a staff report. There were no questions from the Council.

Mayor Burke opened the meeting to public comments.

There were no comments.

Mayor Burke closed the meeting to public comments.

**M/s, Kullaway/Colbert, Motion to Award the Construction Contract for the Pedestrian Hybrid Beacon Project at Sir Francis Drake Boulevard and Saunders Avenue.
AYES: Burdo, Colbert, Fineman, Vice Mayor Kullaway, Mayor Burke**

M/s, Burdo/Colbert, Motion to adjourn the meeting at 8:13 p.m.
AYES: Burdo, Colbert, Fineman, Vice Mayor Kullaway, Mayor Burke

Respectfully submitted,

Toni DeFrancis,
Recording Secretary



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.2

MEETING DATE: October 22, 2024

AGENDA TITLE: Revenue and Expenditure Reports, September 2024

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That Town Council consider approving the monthly year-to-date Revenue and Expenditure Reports and corresponding activity for the period ending through September 30, 2024.

SUMMARY

Every reporting period end, the Town of San Anselmo presents to the Town Council its operations as shown on the Revenue and Expenditure reports for discussion and approval.

BACKGROUND

The Revenue and Expenditure reports are year-to-date summaries of revenues and expenditures from the Town's financial system ('Tyler Incode') for both the current as well as the prior corresponding fiscal year. These reports include the General Fund's operations given most of the Town-level operational activities are processed through the General Fund either directly or indirectly. This approval is to be obtained once a month within the fiscal year.

DISCUSSION/ANALYSIS

The revenue and expenditure data through September 30, 2024, is a compilation of all operating activity that is year-to-date for the current and prior fiscal year. These reports are sourced directly from the Town's financial system, of which a corresponding analysis has been performed identifying the key trends the Town Council should take note of.

Revenues

Overall, through the September 2024 reporting period end, the Town's General Fund revenue has increased its base relative to the prior year by \$0.049M. The figures for August 2024 are still preliminary year-end numbers as we close the books and prepare for the Town's financial audit. A majority of the Town's revenue is collected at specific times.

Category	SEP YTD FY25	SEP YTD FY24	\$ Change	% Change
Property Tax	426.50	26,327.96	(25,901.46)	-98.38%
Sales Tax	106,775.10	124,719.49	(17,944.39)	0.00%
Property Transfer Tax	-	-	-	0.00%
Franchise Taxes	121,750.08	112,486.66	9,263.42	8.24%
Licenses & Permits	370,796.05	250,525.99	120,270.06	48.01%
Fines	6,759.82	18,520.47	(11,760.65)	-63.50%
Cash & Investment Interest	18,359.81	14,448.93	3,910.88	0.00%
Intergovernmental	4,549.70	34,537.30	(29,987.60)	-86.83%
Other Fees	98,724.32	101,176.62	(2,452.30)	-2.42%
Transfers In	69,208.00	65,731.57	3,476.43	0.00%
Total	797,349.38	748,474.99	48,874.39	6.53%

As shown above, the Town's overall revenue base increased by \$0.049M as its

- The Town receives property tax disbursements from the County of Marin in December, April, and June. The variance from the prior year is due to collections for property transfer tax.
- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2024-25 will begin in September.
- Revenue from Licenses & Permits increased by \$0.120M compared to the previous period, due to construction activity in the Town and the timing of business license collections.
- Intergovernmental revenue decreased by \$0.029 compared to the previous period due to the timing of collections for Prop 172's 0.5% sales tax.
- Other fees increased by \$0.020M compared to the previous period, due to activity related to Planning Fees and Resale inspections.

As far as the other revenue streams, these changes either decreased or remained flat year-over-year resulting in an immaterial change.

Expenditures

Overall, through the September 2024 reporting period end, the Town's General Fund expenditures have increased by \$0.277M compared to the prior year. This is primarily from increases in retirement, outside services, and debt service. All other activity is either flat year-over-year or nets correspondingly to an immaterial change—all of which are within management's expectations.

Category	SEP YTD FY25	SEP YTD FY24	\$ Change	% Change
Compensation	1,120,884.11	1,051,424.92	69,459.19	6.61%
Retirement	172,095.54	74,754.85	97,340.69	130.21%
Training	3,905.79	9,156.41	(5,250.62)	-57.34%
Outside Services	3,251,209.79	3,177,487.58	73,722.21	2.32%
Maintenance	38,520.49	39,698.65	(1,178.16)	-2.97%
Utilities	39,041.38	29,887.15	9,154.23	30.63%
Supplies	35,724.19	67,251.62	(31,527.43)	-46.88%
Debt Service	552,599.61	498,268.81	54,330.80	10.90%
Other Expenditure	936,332.86	925,130.68	11,202.18	1.21%
Transfers Out	-	-	-	0.00%
Total	6,150,313.76	5,873,060.67	277,253.09	4.72%

As shown above, the Town's expenditures base overall increased by \$0.277M of which is driven by retirement, outside services, and debt service:

- Compensation (Salaries & Wages and Benefits) increased by \$0.069M compared to the prior fiscal year primarily due to the 3.0% cost of living adjustment effective July 1, 2024, step adjustments, staffed positions, and increase in health insurance premiums.
- Retirement increased by \$0.097M compared to the prior period due to the Town's CalPERS unfunded liability payment.
- Outside Services increased by \$0.073M compared to the previous fiscal year due to payments for Public Safety JPA's, Central Marin Police Authority, and Ross Valley Fire Department.
- Debt Service increased by \$0.054M compared to the previous fiscal year due to the repayment of the 2021 Pension Obligation Bonds noted above. The bond payments are due in August and February.

As far as the other expenditure streams, these changes either slightly changed or remained flat year-over-year resulting in an immaterial change. All other changes are taken together overall immaterial for further discussion and are expected given the Town's operations.

FISCAL IMPACT

None

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's discussion and approval of this report 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: Budget Comparison Report by Subcategory, September 2024

Attachment #2: Budget Comparison Report by Department, September 2024

Town of San Anselmo 2024-2025 Rev & Exp Report as of 09/30/2024 Fund: 01 - GENERAL FUND	2023-2024 Revised Budget	2023-2024 Audited Actuals	2023-2024 YTD Actuals	% of Audited Actuals	2024-2025 Adopted Budget	2024-2025 Revised Budget	2024-2025 YTD Actuals	% of Actual / Budget
Revenue								
400 - PROPERTY TAX GENERAL	9,609,527.00	9,721,536.77	4,306.86	0.04 %	10,030,351.00	10,030,351.00	848.32	0.01 %
401 - PENSION	2,756,290.00	2,920,096.50	71.71	0.00 %	3,020,000.00	3,020,000.00	-343.82	-0.01 %
402 - PROPERTY TAX OTHER	4,097,971.00	4,029,898.65	21,949.39	0.54 %	3,998,058.00	3,998,058.00	-78.00	0.00 %
410 - OTHER TAXES	1,503,000.00	1,542,571.04	124,719.49	8.09 %	1,559,106.00	1,559,106.00	106,775.10	6.85 %
411 - FRANCHISE TAXES	848,000.00	933,022.37	112,486.66	12.06 %	936,500.00	936,500.00	121,750.08	13.00 %
420 - BUSINESS LICENSE	290,000.00	277,534.46	12,402.91	4.47 %	290,000.00	290,000.00	15,628.34	5.39 %
421 - PARKING	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
422 - CONSTRUCTION	1,141,000.00	1,034,013.52	238,123.08	23.03 %	983,500.00	983,500.00	355,167.71	36.11 %
430 - VEHICLE CODE	10,000.00	4,354.86	1,105.52	25.39 %	15,000.00	15,000.00	531.23	3.54 %
431 - LIBRARY	1,250.00	2,512.30	532.13	21.18 %	1,500.00	1,500.00	341.46	22.76 %
432 - PARKING	115,000.00	109,148.12	16,882.82	15.47 %	117,990.00	117,990.00	5,887.13	4.99 %
440 - USE OF MONEY AND PROPERTY	100,000.00	272,839.47	14,448.93	5.30 %	100,000.00	100,000.00	18,359.81	18.36 %
450 - STATE REVENUE	297,500.00	313,861.71	34,537.30	11.00 %	170,500.00	170,500.00	4,549.70	2.67 %
460 - FEDERAL REVENUE	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
470 - LOCAL AGENCY REVENUE	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
480 - FEES FOR SERVICES	178,250.00	186,017.66	46,934.83	25.23 %	231,000.00	231,000.00	65,791.28	28.48 %
490 - MISCELLANEOUS REVENUE	102,772.00	183,646.36	54,241.79	29.54 %	115,555.00	115,555.00	32,933.04	28.50 %
519 - TRANSFERS IN	384,030.00	386,731.87	65,731.57	17.00 %	403,318.00	403,318.00	0.00	0.00 %
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
Total Revenue:	21,434,590.00	21,917,785.66	748,474.99	3.41 %	21,972,378.00	21,972,378.00	728,141.38	3.31 %
Expense								
600 - SALARIES AND WAGES	3,336,127.00	3,286,881.51	812,742.36	24.73 %	3,552,174.00	3,552,174.00	891,509.87	25.10 %
601 - RETIREMENT	561,590.00	293,531.19	74,754.85	25.47 %	428,706.00	428,706.00	172,095.54	40.14 %
602 - EMPLOYEE BENEFITS	890,116.00	737,406.43	215,789.38	29.26 %	872,566.00	872,566.00	207,860.62	23.82 %
604 - RETIREE BENEFITS	164,779.00	164,779.00	22,893.18	13.89 %	180,796.00	180,796.00	21,513.62	11.90 %
610 - TRAINING	55,750.00	38,490.19	9,156.41	23.79 %	68,750.00	68,750.00	3,905.79	5.68 %
611 - OUTSIDE SERVICES	13,506,864.00	13,108,601.04	3,177,487.58	24.24 %	13,633,637.00	13,633,637.00	3,251,209.79	23.85 %
613 - PUBLICATION / DUES	25,272.00	17,472.68	2,251.00	12.88 %	27,522.00	27,522.00	1,895.33	6.89 %
614 - MAINTENANCE	119,135.00	102,103.92	24,391.36	23.89 %	123,485.00	123,485.00	12,378.93	10.02 %
615 - BUILDING MAINTENANCE	50,000.00	146,978.67	14,347.61	9.76 %	60,000.00	60,000.00	8,168.22	13.61 %
616 - VEHICLE MAINTENANCE	2,000.00	25,231.23	959.68	3.80 %	76,050.00	76,050.00	17,973.34	23.63 %
617 - UTILITIES	0.00	100,123.67	29,887.15	29.85 %	0.00	0.00	39,041.38	0.00 %
618 - HIRING	1,000.00	3,168.83	1,501.73	47.39 %	1,000.00	1,000.00	11,779.09	1,177.91 %
619 - MISCELLANEOUS	50,000.00	50,285.97	0.00	0.00 %	25,000.00	25,000.00	3,225.00	12.90 %
620 - OFFICE SUPPLIES	0.00	21,326.13	4,859.15	22.78 %	32,754.00	32,754.00	10,270.97	31.36 %
622 - DEPARTMENT SUPPLIES	202,450.00	195,104.18	57,273.28	29.36 %	133,197.00	133,197.00	18,904.40	14.19 %
623 - BOOKS / MAGAZINES / VIDEOS	27,500.00	31,521.44	5,119.19	16.24 %	29,000.00	29,000.00	6,548.82	22.58 %
629 - MISCELLANEOUS	1,371,875.00	1,378,895.26	921,377.95	66.82 %	1,483,312.00	1,483,312.00	919,433.44	61.99 %
630 - EQUIPMENT	500.00	343.37	0.00	0.00 %	500.00	500.00	0.00	0.00 %
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
640 - PRINCIPAL	410,000.00	410,000.00	410,000.00	100.00 %	465,000.00	465,000.00	465,000.00	100.00 %
641 - INTEREST	176,067.00	175,985.33	88,268.81	50.16 %	173,929.00	173,929.00	87,599.61	50.37 %
670 - TRANSFERS OUT	2,464,500.00	2,464,895.72	0.00	0.00 %	605,000.00	605,000.00	0.00	0.00 %
Total Expense:	23,415,525.00	22,753,125.76	5,873,060.67	25.81 %	21,972,378.00	21,972,378.00	6,150,313.76	27.99 %
Total Fund: 01 - GENERAL FUND:	-1,980,935.00	-835,340.10	-5,124,585.68		0.00	0.00	-5,422,172.38	
Report Total:	-1,980,935.00	-835,340.10	-5,124,585.68		0.00	0.00	-5,422,172.38	

Town of San Anselmo	2023-2024	2023-2024		% of	2024-2025	2024-2025		% of
2024-2025 Rev & Exp Report	Revised	Audited	2023-2024	Audited	Adopted	Revised	2024-2025	Actual /
as of 09/30/2024	Budget	Actuals	YTD Actuals	Actuals	Budget	Budget	YTD Actuals	Budget
Fund: 01 - GENERAL FUND								
Expense								
00 - UNDESIGNATED	2,464,500.00	2,464,895.72	0.00	0.00 %	605,000.00	605,000.00	0.00	0.00 %
11 - TOWN COUNCIL	63,255.00	54,954.93	6,509.67	11.85 %	71,446.00	71,446.00	8,437.80	11.81 %
12 - ADMINISTRATION	1,565,944.00	1,556,047.47	405,237.56	26.04 %	1,669,529.00	1,669,529.00	364,270.14	21.82 %
16 - LEGAL SERVICES	425,000.00	259,765.00	37,702.50	14.51 %	330,000.00	330,000.00	23,418.00	7.10 %
18 - PLANNING	1,050,401.00	1,005,737.96	129,262.02	12.85 %	1,169,800.00	1,169,800.00	203,017.37	17.35 %
21 - NON-DEPARTMENTAL	2,120,808.00	1,775,454.55	914,579.20	51.51 %	1,488,431.00	1,488,431.00	1,032,312.33	69.36 %
30 - POLICE	5,184,636.00	5,204,393.04	1,301,098.26	25.00 %	5,474,469.00	5,474,469.00	1,368,617.25	25.00 %
32 - ROSS VALLEY FIRE SERVICE	5,088,722.00	5,090,465.78	1,263,531.58	24.82 %	5,559,703.00	5,559,703.00	1,382,255.16	24.86 %
40 - DEBT SERVICE	587,567.00	587,285.33	498,268.81	84.84 %	640,429.00	640,429.00	552,599.61	86.29 %
41 - ENGINEERING AND INSPECTION	1,809,804.00	1,654,497.28	401,126.79	24.24 %	1,699,695.00	1,699,695.00	380,813.40	22.40 %
42 - STREETS	1,185,909.00	1,220,177.31	361,953.00	29.66 %	1,278,642.00	1,278,642.00	250,790.56	19.61 %
71 - LIBRARY	847,839.00	860,956.50	277,827.14	32.27 %	899,716.00	899,716.00	291,400.29	32.39 %
81 - PARKS	694,458.00	721,450.02	201,967.56	27.99 %	768,688.00	768,688.00	185,565.83	24.14 %
82 - RECREATION/GENERAL FUND	326,682.00	297,044.87	73,996.58	24.91 %	316,830.00	316,830.00	106,816.02	33.71 %
Total Expense:	23,415,525.00	22,753,125.76	5,873,060.67	25.81 %	21,972,378.00	21,972,378.00	6,150,313.76	27.99 %
Total Fund: 01 - GENERAL FUND:	23,415,525.00	22,753,125.76	5,873,060.67	25.81 %	21,972,378.00	21,972,378.00	6,150,313.76	27.99 %
Report Total:	23,415,525.00	22,753,125.76	5,873,060.67	25.81 %	21,972,378.00	21,972,378.00	6,150,313.76	27.99 %



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.3

MEETING DATE: 10/22/24

AGENDA TITLE: Financial Report on Recreation Fund

FROM: Mattie O'Grady – Interim Director of Community Services

RECOMMENDATION: That the Town Council review the Recreation Fund revenue and expenditure report for the period ending September 30, 2024.

BACKGROUND

The Recreation Department offers a wide variety of fee-based programs throughout the fiscal year including sports programs and leagues, youth, and adult classes, childcare and camps. Additional revenue is generated through facility rentals and administrative fees.

DISCUSSION/ANALYSIS

The September report marks the beginning of the new 2024/25 fiscal year. As of September 30, 2024, 25% of the fiscal year has elapsed and the Recreation Fund is listed at 33% of projected revenues and 24% of projected expenditures.

In past years, revenue was deposited when customers registered. Our Civic Rec software automatically defers the revenue deposit until the date of service. As a result, this is the first year we have an September report. We will continue to build on the table below in the coming years.

Enrollment for recreation programs is strong. Families are enjoying our programs, and we have added additional programs and staff positions for the new fiscal year.

You will also find attached the capital outlay budget for the department, in addition to the Recreation Fund revenue and expenditure report.

For future historical comparison purposes, staff has developed the following table:

FY	Revenue			Expenditures			Rev Over/(Under) Exp	
	Budget	Actual	%	Budget	Actual	%	\$	%
2024-25	2,210,355	733,908	35%	2,210,355	520,671	24%	213,237	10%

Attachment 1 - Revenue & Expenditure Report FY 2024-25: Recreation Fund as of 9/30/2024.

Item #: 1.3

Attachment 2 – Capital Outlay Report FY 24-25 as of 9/30/24



Town of San Anselmo

Budget Report Group Summary

For Fiscal: 2024-2025 Period Ending: 09/30/2024

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 00 - UNDESIGNATED						
670 - TRANSFERS OUT	33,899.00	33,899.00	0.00	0.00	33,899.00	100.00 %
Department: 00 - UNDESIGNATED Total:	33,899.00	33,899.00	0.00	0.00	33,899.00	100.00 %
Department: 61 - SPORTS						
480 - FEES FOR SERVICES	568,375.00	568,375.00	98,194.00	125,045.00	-443,330.00	78.00 %
600 - SALARIES AND WAGES	30,000.00	30,000.00	2,000.00	2,000.00	28,000.00	93.33 %
602 - EMPLOYEE BENEFITS	2,295.00	2,295.00	153.00	153.00	2,142.00	93.33 %
611 - OUTSIDE SERVICES	222,650.00	222,650.00	0.00	56,062.96	166,587.04	74.82 %
629 - MISCELLANEOUS	54,500.00	54,500.00	2,682.50	2,445.32	52,054.68	95.51 %
Department: 61 - SPORTS Surplus (Deficit):	258,930.00	258,930.00	93,358.50	64,383.72	-194,546.28	75.13 %
Department: 62 - CULTURE						
480 - FEES FOR SERVICES	177,860.00	177,860.00	53,993.00	56,051.00	-121,809.00	68.49 %
611 - OUTSIDE SERVICES	124,300.00	124,300.00	8,778.45	9,140.40	115,159.60	92.65 %
629 - MISCELLANEOUS	3,500.00	3,500.00	0.00	279.72	3,220.28	92.01 %
Department: 62 - CULTURE Surplus (Deficit):	50,060.00	50,060.00	45,214.55	46,630.88	-3,429.12	6.85 %
Department: 63 - CHILD CARE						
480 - FEES FOR SERVICES	1,408,120.00	1,408,120.00	168,836.60	536,072.39	-872,047.61	61.93 %
600 - SALARIES AND WAGES	521,439.76	521,439.76	47,092.13	168,343.68	353,096.08	67.72 %
601 - RETIREMENT	28,941.04	28,941.04	2,314.47	6,489.79	22,451.25	77.58 %
602 - EMPLOYEE BENEFITS	117,494.32	117,494.32	8,852.04	28,597.27	88,897.05	75.66 %
611 - OUTSIDE SERVICES	426,200.00	426,200.00	4,947.73	92,321.79	333,878.21	78.34 %
622 - DEPARTMENT SUPPLIES	4,500.00	4,500.00	0.00	1,136.30	3,363.70	74.75 %
629 - MISCELLANEOUS	37,600.00	37,600.00	1,330.86	9,357.26	28,242.74	75.11 %
Department: 63 - CHILD CARE Surplus (Deficit):	271,944.88	271,944.88	104,299.37	229,826.30	-42,118.58	15.49 %
Department: 64 - EVENTS AND OTHER						
480 - FEES FOR SERVICES	29,000.00	29,000.00	5,975.00	11,890.50	-17,109.50	59.00 %
611 - OUTSIDE SERVICES	15,000.00	15,000.00	0.00	327.70	14,672.30	97.82 %
Department: 64 - EVENTS AND OTHER Surplus (Deficit):	14,000.00	14,000.00	5,975.00	11,562.80	-2,437.20	17.41 %
Department: 65 - PROGRAM ADMINISTRATION						
480 - FEES FOR SERVICES	27,000.00	27,000.00	2,658.00	4,850.00	-22,150.00	82.04 %
600 - SALARIES AND WAGES	320,106.91	320,106.91	27,388.00	80,745.51	239,361.40	74.78 %
601 - RETIREMENT	34,948.82	34,948.82	2,833.11	8,357.43	26,591.39	76.09 %
602 - EMPLOYEE BENEFITS	62,562.69	62,562.69	7,723.96	22,938.06	39,624.63	63.34 %
610 - TRAINING	8,000.00	8,000.00	0.00	439.22	7,560.78	94.51 %
611 - OUTSIDE SERVICES	114,500.00	114,500.00	4,646.82	17,868.57	96,631.43	84.39 %
613 - PUBLICATION / DUES	1,200.00	1,200.00	0.00	5.95	1,194.05	99.50 %
614 - MAINTENANCE	900.00	900.00	0.00	0.00	900.00	100.00 %
615 - BUILDING MAINTENANCE	200.00	200.00	0.00	50.00	150.00	75.00 %
617 - UTILITIES	13,000.00	13,000.00	1,198.21	2,313.57	10,686.43	82.20 %
618 - HIRING	800.00	800.00	116.00	1,171.46	-371.46	-46.43 %
619 - MISCELLANEOUS	817.46	817.46	0.00	1,361.88	-544.42	-66.60 %
620 - OFFICE SUPPLIES	25,000.00	25,000.00	0.00	7,680.32	17,319.68	69.28 %
622 - DEPARTMENT SUPPLIES	6,000.00	6,000.00	45.97	1,084.06	4,915.94	81.93 %
Department: 65 - PROGRAM ADMINISTRATION Surplus (Deficit):	-561,035.88	-561,035.88	-41,294.07	-139,166.03	421,869.85	75.19 %
Report Surplus (Deficit):	0.00	0.00	207,553.35	213,237.67	213,237.67	0.00 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
21 - RECREATION	0.00	0.00	207,553.35	213,237.67	213,237.67
Report Surplus (Deficit):	0.00	0.00	207,553.35	213,237.67	213,237.67



Budget Report Account Summary

For Fiscal: 2024-2025 Period Ending: 09/30/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION						
Expense						
SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION						
21.65.63100 CAPITAL OUTLAY - CONSTRUCTION	450,000.00	450,000.00	1,911.07	41,516.25	408,483.75	90.77 %
SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION Total:	450,000.00	450,000.00	1,911.07	41,516.25	408,483.75	90.77 %
Expense Total:	450,000.00	450,000.00	1,911.07	41,516.25	408,483.75	90.77 %
Fund: 21 - RECREATION Total:	450,000.00	450,000.00	1,911.07	41,516.25	408,483.75	90.77 %
Report Total:	450,000.00	450,000.00	1,911.07	41,516.25	408,483.75	90.77 %

Group Summary

SubCategory		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION							
Expense							
631 - CAPITAL OUTLAY - CONSTRUCTION		450,000.00	450,000.00	1,911.07	41,516.25	408,483.75	90.77 %
Expense Total:		450,000.00	450,000.00	1,911.07	41,516.25	408,483.75	90.77 %
Fund: 21 - RECREATION Total:		450,000.00	450,000.00	1,911.07	41,516.25	408,483.75	90.77 %
Report Total:		450,000.00	450,000.00	1,911.07	41,516.25	408,483.75	90.77 %

Fund Summary

Fund		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Remaining
						Favorable (Unfavorable)	
21 - RECREATION		450,000.00	450,000.00	1,911.07	41,516.25	408,483.75	90.77 %
	Report Total:	450,000.00	450,000.00	1,911.07	41,516.25	408,483.75	90.77 %



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:

MEETING DATE:

October 22, 2024

AGENDA TITLE:

Work Plan Priorities Progress Report

FROM:

Administration

RECOMMENDATION: Receive progress report on 2023-25 priorities work plan.

SUMMARY

Town Council adopted the 2023-25 final work plan priorities at their June 27, 2023, meeting. Council historically requested regular progress reports to assist in staying informed about work plan priorities. Council expressed the desire to continue receiving said regular updates.

BACKGROUND

Department Heads gathered at a retreat in January 2023, to begin crafting the work plan priorities for 2023-25. The draft work plan was introduced to Town Council at their March 28 meeting. Feedback, including potential additions to the proposed work plan was requested at the following Council meetings (April 11 and April 25). Council reviewed and discussed the work plan priorities at their May 5, 2023, retreat. Council members presented eight additional submissions which were considered for inclusion in the plan. Council accepted two for integration. The final work plan priorities were organized by department in Attachment 1 and by category in Attachment 2.

DISCUSSION/ANALYSIS

Staff designed a reporting mechanism organized by Department to track progress for each priority. A percent figure is assigned to most priorities to introduce a certain measure of objectivity. A detailed narrative may follow. Reporting will occur at approximately 6-month intervals over the course of the two-year work plan. Attachment 3 is the current progress report for the 2023-25 work plan priorities.

Item #:

FISCAL IMPACT

Impact varies by department and project.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's discussion of this item 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- Work Plan Priorities by Department – FY 2023-2025

Attachment 2- Work Plan Priorities by Category – FY2023-2025

Attachment 3- Work plan priorities progress report, October 2024

Staff Report

DRAFT—2023-25 Priorities Work Plan

Finance/Admin Services Workplan

- 1) Category: Investing in People
Priority: Town-wide compensation study
Description: Conduct a Town-wide compensation study. The goal in reviewing employee compensation is to benchmark the Town's salaries with the goal of providing competitive compensation to comparable local municipalities to assist in recruitment and retention of talented employees. Become Employer of Choice.
Staff Impact: Moderate
Fiscal Impact: TBD
- 2) Category: Excelling in Town Services
Priority: Update Town's Investment Policy
Description: Update the existing Investment Policy (1997) to reflect best practices and to ensure compliance with federal, state, and applicable laws and regulations.
Staff Impact: Low
Fiscal Impact: None
- 3) Category: Investing in People
Priority: Implement Ready Set Audit Results for Human Resources
Description: An audit of the Town's rules, policies, ordinances, and other areas was conducted by Ready Set to assure that they are fair, equitable and completely bias free. As part of that audit, HR wants to implement new recruiting strategies to be sure that we are reaching all potential candidates.
Staff Impact: Moderate
Fiscal Impact: Low
- 4) Category: Investing in People
Priority: Employee Trainings (Lunch & Learn)
Description: Develop a Lunch and Learn program, a joint lunch for their employees to encourage learning, foster building strong relationships, and enhancing professional development. Lunch and Learn events offer opportunities for coworkers to share ideas and discuss issues in a relaxed atmosphere.
Staff Impact: Low
Fiscal Impact: Low
- 5) Category: Excelling in Town Services
Priority: Update Fee Study
Description: A review of the fee study is needed to ensure that the Town's fees are updated to reflect the latest cost information. The study will identify the full costs of providing each service, including direct, indirect, and overhead costs. Identifying the full

cost of a services will assist in determining the appropriate fee for each service and prevent the subsidization of individual services with taxpayer dollars.

Staff Impact: Low

Fiscal Impact: Low

6) Category: Connecting with the Community

Priority: Town telephone system

Description: Update the current Town phone system from an analog system to allow for increased efficiency and usability. Voicemails can be integrated into the email system to allow for better response capabilities and customer service.

Staff Impact: Low

Fiscal Impact: Moderate

7) Category: Excelling in Town Services

Priority: Update Finance/Payroll/HR Systems

Description: Review the options for a change in Town's software to a cloud-based system more suited for a smaller local municipality.

Staff Impact: Moderate

Fiscal Impact: Moderate

8) Category: Connecting with the Community

Priority: Implement Online Records Management Program

Description: Through an RFP process, retain services of an online records retention service for the purposes of providing efficient access to Town records for both staff and the public.

Staff Impact: Moderate/High

Fiscal Impact: Moderate

Library – Department Work Plan Priorities

1) Category: Quality Facilities

Priority: Improved shelving for special collections

Description: Instead of holding special collections such as Take and Make Kits, memory kits out of public view, providing shelving in public area for better marketing and access.

Employee Impact: Moderate

Fiscal Impact: Depends on the plan and shelving found to meet needs of collections.

2) Category: Livability and Quality of Life, Connecting with the Community

Priority: Reimagine the Take and Make Kits collection

Description: This popular collection has expanded beyond the limits of "take and make" and needs to be reevaluated and rebranded for expansion.

Employee Impact: Moderate
Fiscal Impact: Low

- 3) Category: Quality Facilities
Priority: Study the organization of physical public space
Description: Enlist the services of a consultant to help redesign the public library space.
Employee Impact: High
Fiscal Impact: High
- 4) Category: Quality Facilities
Priority: Implement plan designed by consultant to redesign public library space
Description: Hire contractors, identify equipment/furniture, and execute plan
Employee Impact: High
Fiscal Impact: High
- 5) Category: Quality Facilities
Priority: Study the organization of physical staff workspace on lower level and implement recommendations.
Description: Enlist the services of a consultant to help redesign the public library staff workroom space.
Employee Impact: High
Fiscal Impact: High
- 6) Category: Excelling in Town Services
Priority: Complete implementation of RFID project
Description: Items have been tagged and staff has been using RFID pads and other equipment. Next steps in roll-out include peripherals to support the use of the technology and training patrons to use RFID enabled tools for checking out materials.
Employee Impact: High
Fiscal Impact: Moderate-High
- 7) Category: Livability and Quality of Life
Priority: Establish Zip Books program
Description: Organize and deploy zip books program, grant funded by the CA state library, to deliver books, unavailable in the local library system, to residents' homes via Amazon
Employee Impact: Moderate-High
Fiscal Impact: Low

Interdepartmental—Library and Public Works

- 8) Category: Quality Facilities
Priority: Repaint/Repair internal building, museum, and Council Chamber lobby areas
Description: There are many areas in need of repair where chunks of wall have eroded or chipped away. There are innumerable scuffs and scratches throughout the building which need to be cleaned up and walls improved with fresh paint.
Employee Impact: Moderate
Fiscal Impact: High

Planning—Department Work Plan Priorities

- 1) Category: Investing in people
Priority: Onboard new Planner
Description: Hire and train a new planner to provide current planning activities such processing land use permits, assisting the public over the phone, via email, and at the counter
Employee Impact: Moderate
Fiscal Impact: High.
- 2) Category: Planning for the Future
Priority: Comprehensive General Plan Update, including the Circulation Update
Description: Begin the comprehensive General Plan Update of the 1988 current General Plan. Will update all elements of the General Plan (exception of the Housing Element and Safety Element) and include new optional element, such as Environmental Justice and Economic Development.
Employee Impact: Moderate to High
Fiscal Impact: High. Aspects of update can be offset by staff, but CEQA Analysis and technical aspects of the General Plan Update will need to be prepared by a consultant.
- 3) Category: Planning for the Future
Priority: Housing Element Implementation
Description: Implement at least 22 Housing Policy Action Items as required by the Housing Element
Employee Impact: Low to Moderate
Fiscal Impact: Low
- 4) Category:
Priority: Continue to Enhance the Planning Departments levels of service.
Description: Enhance levels of service by improving and updating the Planning Department's web presence to make it easy for users to navigate and find information

and resources, continue to improve processing timelines, improve, and maintain response times, and proactive shepherding of projects through the Town's discretionary processes.

Employee Impact: Low to Moderate

Fiscal Impact: Low

5) Category: Sustainable, Natural and Built Environment

Priority: Continue to grow Economic Development in Town

Description: Enhance and grow the Planning Department's Economic Development and Housing initiatives by providing more structure (policies and implementation of actions) to what we would like and need to accomplish.

Employee Impact: Low to Moderate

Fiscal Impact: Low

6) Category: Investing in People

Priority: Develop a training program for Planning Department staff

Description: Create a cohesive team where there is training to keep informed with up-to-date information, cross training of duties and responsibilities (where possible given job descriptions constraints by union and job descriptions), experiences to help grow staff.

Employee Impact: Low to Moderate

Fiscal Impact: Low

7) Category: Excelling in Town Services

Priority: Enhanced and consistent record keeping where information is accessible and easy to find.

Description: Digitize remaining Planning paper files, create any necessary databases, convert microfiche to digital pdf plans (soft file) and provide a comprehensive digital data file storage service, such as Docuware, Laserfiche, etc.

Employee Impact: Low to High depending on whether outside resources or internal staff will be used.

Fiscal Impact: Low to Moderate

8) Category: Planning for the Future, Sustainable, Natural and Built Environment

Priority: Develop Gas Ban Ordinance

Description: Finalize Ordinance for Town Council consideration of a Gas Ban Ordinance. Requires the preparation of a study to support the ban.

Employee Impact: Low to Moderate

Fiscal Impact: Low

9) Category: Planning for the Future, Sustainable, Natural and Built Environment

Priority: Update Downtown and other Commercial Land Uses

Description: Consider Zoning Code amendments to the Land Use Regulations Table 3A (Title 10, Chapter 3, Article 3, Section 10-3.302) to the Downtown and other commercial land uses that will attract businesses to the Town.

Employee Impact: Senior Planner and Planning Director staff time over 6 months.

Fiscal Impact: Approximately \$12,000 (+/- 10% of staffs time over 6 months)

Police – Department Work Plan Priorities

1) Category: Investing in People

Priority: Address Staffing Issues: Retention and Recruiting

Description: The Central Marin Police is currently facing a significant staffing issue wherein; it is losing people faster than it can replace them. In addition, applicant numbers are dwindling at an alarming rate. This especially important work plan priority is to work closely with the Town and City Managers over the next two years to improve entry level recruitment and current employee retention.

Staff Impact: Moderate

Fiscal Impact: Impact to budget should “top-step” salaries be increased, or employees are brought in at a higher “step” than is currently allowed.

2) Category: Investing in People

Priority: Increase Training for all Staff

Description: Increase training for all staff to include new mandates and expectations from communities.

Staff Impact: Moderate

Fiscal Impact: Increase to training budget to pay for increase in training (e.g., tuition, travel costs, etc.)

3) Category: Connecting with the Community

Priority: Initiate complete overhaul and redesign of the website

Description: Currently, the website is over ten years old and is outdated and works poorly on smart phones. Conduct a complete overhaul and redesign of the website to bring it up to acceptable current day standards.

Staff Impact: High

Fiscal Impact: Cost of outside vendor for website design and staff time.

4) Category: Investing in People

Priority: Improve and evolve the organizational mental and physical wellness of staff

Description: Continue to improve and evolve the organizational mental and physical wellness of staff.

Staff Impact: Moderate

Fiscal Impact: Minimal cost since most will be covered by year two of a federal grant.

- 5) Category: Sustainable, Natural and Built Environment
Priority: Continue to convert the fleet of vehicles to electric & hybrid
Description: Continue to convert the fleet of vehicles away from sole combustion engines to fully electric and/or hybrid models. This will include patrol vehicles, CSO/Cadet vehicles, unmarked vehicles, and motorcycles.
Staff Impact: Minimal
Fiscal Impact: No increase to yearly budget. Cost will be about the same as purchasing combustion vehicles. Will only replace when a vehicle is at its end of life.
- 6) Category: Investing in People
Priority: Implement new SB2 legislation and mandates
Description: Implement new SB2 legislation and mandates regarding the certification and de-certification of police officers.
Staff Impact: Moderate
Fiscal Impact: Minimal.

Public Works – Department Work Plan Priorities

- 1) Category: Excelling in Town Services
Priority: Develop 5-year Capital Improvement Plan that includes a regular update and communication schedule for all capital improvement projects.
Description: Creation of a framework for Council to receive consistent updates of all Capital Improvement projects (CIP). Quarterly reports on CIP expenditures (budget status report from DPW). In addition, staff will be bringing forward a new 5 Year Capital Improvement Plan. Public Works typically reports twice a year to the Capital Program Monitoring Committee and the Financial Advisory Committee and will create a new format to provide an update to the Council on CIP projects.
Staff Impact: Moderate
Fiscal Impact: Low
- 2) Category: Excelling in Town Services
Priority: Improve pavement condition index and repair streets
Description: Continue to program paving, crack sealing and slurry sealing projects to improve road conditions and reduce reconstruction and maintenance costs by improving the Pavement Condition Index (PCI).
Staff Impact: Moderate
Fiscal Impact: High

3) Category: Excelling in Town Services

Priority: Coordinate with County on Flood Control. Finalize Bridge designs.

Description: Continue working towards 25-Year level (4% recurrence interval) flood protection with the removal and replacement of bridges and working with the County on the SAFRR project to remove Building Bridge 2.

Staff Impact: Moderate

Fiscal Impact: Moderate

4) Category: Sustainable, Natural and Built Environment

Priority: Rehabilitate Town Parks and Medians

Description: Work on improving general maintenance and rehabilitation of parks and medians.

Staff Impact: Moderate

Fiscal Impact: Moderate

5) Category: Quality Facilities

Priority: Develop an annual plan to address maintenance for all Town-maintained buildings and facilities

Description: Program funds to address painting, rot repair, heating/ventilation/air-conditioning (HVAC), and other building maintenance issues for all Town-maintained buildings and facilities.

Staff Impact: Moderate

Fiscal Impact: High

6) Category: Planning for the Future, Sustainable, Natural and Built Environment

Priority: Implementation of the Bicycle and Pedestrian Master Plan

Description: Town Staff will continue to prioritize the Bicycle and Pedestrian Master Plan as adopted in the Complete Streets Resolution by the integration of the Bicycle and Pedestrian Master Plan elements into public works projects.

Staff Impact: Moderate

Fiscal Impact: Moderate

7) Category: Planning for the Future, Sustainable, Natural and Built Environment

Priority: Evaluate and develop a Water Conservation plan for Town buildings, parks, and medians

Description: Due to the drought the Town has been working diligently on reducing domestic water usage throughout parks, medians, and buildings.

Staff Impact: Moderate

Fiscal Impact: Moderate

8) Category: Sustainable, Natural, and Built Environment

Priority: Design and seek funding for the development of the Resilient Hub project

Description: This project would install solar panels with battery storage on Town Hall or Library Buildings to create community-serving space equipped with an emergency power center that provides clean energy resilience for both town services and residents, equipped for extreme weather, providing power, broadband, cooling, water, social services, and older adult assistance in an emergency situation.

Staff Impact: High

Fiscal Impact: High

Public Works—Building

1) Category: Excelling in Town Services

Priority: Develop and implement residential Seismic Program.

Description: Provide homeowners with information on earthquake strengthening for existing one- and two-family dwellings, develop a soft-story program for existing structures, and an automatic gas shutoff valve program.

Staff Impact: High

Fiscal Impact: Low

2) Category: Excelling in Town Services

Priority: Develop and implement program with Ross Valley Fire Department (RVFD) to aid in fire resistance “hardening” of dwellings in the Wildland Urban Interface (WUI).

Description: The Building Department is interested in the possible allocation of fire abatement funding to help homeowners in the WUI to add WUI compliant vents and siding to reduce the potential of fires or the spread of fire within San Anselmo and Marin County.

Staff Impact: High

Fiscal Impact: Low

3) Category: Excelling in Town Services

Priority: Develop online permitting for solar systems-SB 379 compliance

Description: SB 379 requires local jurisdictions to adopt an online permitting system for residential solar energy systems. This bill would require every city, county, or city and county to implement an online, automated permitting platform that verifies code compliance and issues permits in real time or allows the city, county, or city and county to issue permits in real time for a residential solar energy system, as defined, that is no larger than 38.4 kilowatts alternating current nameplate rating and a residential energy storage system, as defined, paired with a residential solar energy system that is no larger than 38.4 kilowatts alternating current nameplate rating.

Staff Impact: High

Fiscal Impact: Moderate

4) Category: Excelling in Town Services

Priority: Implement expedited permitting program per AB 2234 requirements

Description: New bill will regulate response time for permit applications. If an application for a post entitlement phase permit is incomplete, the Town must provide applicants with list of incomplete items and description of how to make application complete within 15 business days of submission of application. If an application for a post entitlement phase permit is noncompliant, the Town must provide the applicant a full set of written comments with a comprehensive request for revisions within 30 business day (projects with 25 units or fewer) or 60 business days (projects with more than 25 units).

Staff Impact: High

Fiscal Impact: Moderate

5) Category: Excelling in Town Services, Sustainable, Natural and Built Environment

Priority: Update Green Building code

Description: The Sustainability Committee has raised the question of banning gas in residential new construction. If the Town bans the use of gas, the Building Department will update the Green Building Code to fulfill the new requirement.

Staff Impact: High

Fiscal Impact: Low

- 6) Category: Excelling in Town Services
Priority: Create Uniform Definition for “Substantial Remodels” throughout Town Code
Description: “Substantial remodels” are defined differently in different sections of the code. Standardizing language across the code will help streamline certain aspects of the building permitting process and.
Staff Impact: Moderate
Fiscal Impact: Low
- 7) Category: Excelling in Town Services
Priority: Evaluate Planning and Building Permit Processing
Description: Evaluate existing planning and building administrative processes including comparing requirements and fees to other local jurisdictions.
Staff Impact: Moderate
Fiscal Impact: Low

Recreation – Department Work Plan Priorities

- 1) Category: Quality Facilities
Priority: Upgrade and Improve the facilities located at the Robson Harrington House.
Description: Make improvements to the inside program space, home to our after-care programs. Improvements would include painting, replacing carpets, kitchen improvements and replacing blinds. Addition of an office space for staff to work and hold meetings with both parents and staff.
Employee Impact: Moderate
Fiscal Impact: The Department will use reserve funds which will be included in the FY 2023/24 Recreation Fund budget under capital outlay.
- 2) Category: Connecting with the Community
Priority: Age-Friendly Strategic Plan
Description: Age-Friendly San Anselmo will present a completed strategic plan to Town Council. To achieve the Vision of the strategic plan, the Town and the community will develop and reinforce a culture that allows for people to actively age with dignity, respect, and independence. Nurturing a commitment to an age-friendly future will be an essential factor in successfully implementing the strategies in the plan.
Employee Impact: High
Fiscal Impact: Minimal
- 3) Category: Connecting with the Community
Priority: Create a Volunteer Corps for Parks and Recreation Projects.

Description: The Parks and Recreation Commission will create a sub-committee to create a data base of past and future volunteers to work on parks and reaction projects. Projects would include earth day, tutoring, park clean-up projects and more. (Should I say something about coordinating with Kelley?)

Employee Impact: Moderate

Fiscal Impact: Minimal

4) Category: Livability and Quality of Life

Priority: Expand Toddler Enrichment Programs

Description: The new early childhood classes will be designed to build a community of caregivers and create an environment for toddlers to socialize play and learn. Teachers and caregivers will encourage early childhood development by guiding children to explore through stories, songs, sensory and art. Our goal is to have programs at both the Robson Harrington House and Memorial Park.

Employee Impact: High

Fiscal Impact: Minimal

5) Category: Connecting with the Community

Priority: Update and reorganize Recreation Department webpage.

Description: The new Recreation registration software, Civic Rec, pairs with the Town website, Civic Plus. The department will connect the two platforms to update and reorganize our website and registration process. This will create a better experience for our recreation community.

Employee Impact: High

Fiscal Impact: Minimal

6) Category: Excelling in Town Services

Priority: Re-format the Community Event Application and Process.

Description: The Town of San Anselmo is vibrant community. The Recreation department receives many requests for events throughout the year. Requests include everything from concerts to bake sales. Currently there is one application that goes to Town Council for approval. The department will develop a process and applications for larger events, smaller events and tables at existing events. The application process will include interdepartmental communications, insurance requirements and street closure and janitorial costs.

Employee Impact: High

Fiscal Impact: Minimal

Interdepartmental Projects - Recreation & Public Works

1) Category: Quality Facilities

Priority: Resurface Tennis Courts & Stripe Two for Pickle Ball

Description: Resurface tennis courts due to failing and cracked concrete

Employee Impact: High

Fiscal Impact: High

2) Category: Quality Facilities

Priority: improvements to Red Hill Dog Park

Description: This project would include improvements to drainage and ground covering.

Employee Impact: Moderate

Fiscal Impact: High

3) Category: Quality Facilities

Priority: Implement phase 3 of Millennium Playground restoration

Description: Phase three will involve enhancing the playground with new features placed in areas of the playground where former features existed. This will begin with a community engagement process to help determine the plan. The plan will go through a cost estimating process and a fundraising program will be launched. The improvements will be made once these goals are met.

Employee Impact: Moderate

Fiscal Impact: High

4) Category: Quality Facilities

Priority: Repair the walls within the Robson Harrington Community Gardens.

Description: The crumbling walls have become a safety issue.

Employee Impact: Moderate

Fiscal Impact: High

5) Category: Quality Facilities

Priority: Paint ICC Center

Description: The paint is peeling.

Employee Impact: High

Fiscal Impact: High

Ross Valley Fire – Department Work Plan Priorities

1) Category: Excelling in Town Services

Priority: Implement RVFD leadership reorganization

Description: The Ross Valley Fire Department is in leadership transition due to the expiration in June of the shared services agreement with County Fire. The member agencies and the Fire Board are exploring options including a potential shared services agreement with Central Marin Fire for Fire Chief and Chief Officer services.

Employee Impact: High
Fiscal Impact: Medium

2) Category: Quality Facilities

Priority: Perform needs assessment for living quarters at Station 20

Description: DPW staff to work with Fire Department staff to explore options to renovate the living quarters at Fire Station #20 with the goal of updating the space to accommodate a third member on each operational shift (scheduled for FY2025-26).

Employee Impact: High

Fiscal Impact: Low

3) Category: Quality Facilities

Priority: Renovate living quarters at Station 20

Description: Complete renovation construction on Fire Station #20.

Employee Impact: High

Fiscal Impact: High

Working Copy
Work Plan 2023-25

	C	D	E	F	G	H	I	J	K	L	M	N
1	Livability & Quality of Life		Quality Facilities		Connecting with the Community		Sustainable, Natural and Built Environment		Excelling in Town Services		Planning for the Future	
2												
3	Create opportunities for lifelong learning and diverse resources through innovative Recreation and Library activities and entertainment for residents of all ages.		Plan, maintain and improve Town facilities for residents and town staff.		Provide equitable community engagement that includes an outreach approach with intentional effort to engage a representation of the Town's diverse audiences.		Thoughtful planning and operations that ensure the long-term viability of the Town's infrastructure, facilities, and environment.		Provide excellent and sustainable delivery of services by making data driven investments & decisions. Support continuous improvement and cross departmental collaboration to improve service delivery to residents and provide for their public safety.		Utilize comprehensive planning to balance the community's character with its evolving needs	
4												
5	Implement Housing Element programs, policies and actions (PLAN)		Improve shelving for Library special collections (LIB)		Implement new Town telephone system (F/A)		Complete and implement Economic Development Plan (PLAN)		Update Town s Investment Policy (F/A)		Conduct comprehensive General Plan Update (PLAN)	
6												
7	Complete and implement Economic Development Plan (PLAN)		Study the organization of Library physical public space (LIB)		Implement Online Records Management Program (F/A)		Develop Gas Station Ban Ordinance (PLAN)		Update Fee Study (F/A)		Implement Housing Element programs, policies and actions (PLAN)	
8												
9	Implement the Bicycle and Pedestrian Master Plan (PW)		Implement Library reorg plan designed by consultant (LIB)		Reimagine the Library "Take and Make Kits" collection (LIB)		Continue to convert the fleet of vehicles to electric & hybrid (CMPA)		Update Finance/Payroll/HR Systems (F/A)		Develop Gas Station Ban Ordinance (PLAN)	
10												
11	Develop and implement Age-Friendly Strategic Plan (REC)		Study the organization of Library physical staff workspace on lower level (LIB)		Complete implementation of Library RFID project (LIB)		Develop an annual plan to address maintenance for all Town-maintained buildings and facilities (PW)		Complete implementation of Library RFID project (LIB)		Update downtown land uses (PLAN)	
12												
13	Expand Toddler Enrichment Programs (REC)		Repaint/Repair internal Library building, museum, and Council Chamber lobby areas (LIB)		Establish Zip Books program (LIB)		Design and seek funding for a Resilient Hub solar project for the Library roof (PW)		Invest in digital record keeping program (PLAN)		Develop and implement residential Seismic Program (PW-BLD)	
14												

Working Copy
Work Plan 2023-25

	C	D	E	F	G	H	I	J	K	L	M	N
1	Livability & Quality of Life		Quality Facilities		Connecting with the Community		Sustainable, Natural and Built Environment		Excelling in Town Services		Planning for the Future	
15	Implement phase 3 of Millennium Playground restoration (REC)		Develop an annual plan to address maintenance for all Town-maintained buildings and facilities (PW)		Update the Planning Department web pages (PLAN)		Evaluate and develop a Water Conservation Plan for Town buildings, Parks, and medians(PW)		Continue to convert the fleet of vehicles to electric & hybrid (CMPA)		Develop and implement program with Ross Valley Fire Department (RVFD) to aid in fire resistance hardening of dwellings in WUI (PW-BLD)	
16												
17			Upgrade and Improve the facilities at the Robson Harrington House (REC)		Initiate complete overhaul and redesign of the website (CMPA)		Develop 5-year Capital Improvement Plan, that includes a regular update and communication schedule for all capital improvement projects (PW)		Implement new SB2 legislation regarding certification of officers (CMPA)		Update Green Building code (PW-BLD)	
18												
19			Resurface Tennis Courts & Stripe Two for Pickle Ball (REC)		Develop and implement Age-Friendly Strategic Plan (REC)		Develop and implement program with Ross Valley Fire Department (RVFD) to aid in fire resistance hardening of dwellings in WUI (PW-BLD)		Initiate complete overhaul and redesign of the website (CMPA)			
20												
21			Research and develop plan for improvements to Red Hill Dog Park (REC)		Create a Volunteer Corps for Parks and Recreation Projects (REC)		Develop online permitting for solar systems - SB 379 Compliance (PW-BLD)		Develop 5-year Capital Improvement Plan, that includes a regular update and communication schedule for all capital improvement projects (PW)			
22												
23			Implement phase 3 of Millennium Playground restoration (REC)		Update and reorganize Recreation Department webpage (REC)		Update Green Building code (PW-BLD)		Develop an annual plan to address maintenance for all Town-maintained buildings and facilities (PW)			
24												

Working Copy
Work Plan 2023-25

	C	D	E	F	G	H	I	J	K	L	M	N
1	Livability & Quality of Life		Quality Facilities		Connecting with the Community		Sustainable, Natural and Built Environment		Excelling in Town Services		Planning for the Future	
25			Repair the walls within the Robson Harrington Community Gardens (REC)						Implement the Bicycle and Pedestrian Master Plan (PW)			
26												
27			Paint ICC Center (REC)						Evaluate and develop a Water Conservation Plan for Town buildings, Parks, and medians(PW)			
28												
29			Research and repurpose Carriage House area at Robson Harrington Park (REC)						Develop and implement residential Seismic Program (PW-BLD)			
30												
31			Rennovate living quarters at Fire Station 20 (RVFD)						Develop and implement program with Ross Valley Fire Department (RVFD) to aid in fire resistance hardening of dwellings in WUI (PW-BLD)			
32												
33			Perform needs assesment for living quarters at Station 19 (RVFD)						Develop online permitting for solar systems - SB 379 Compliance (PW-BLD)			
34												
35									Implement expedited permitting program - per AB 2234 requirements (PW-BLD)			
36												
37									Update Green Building code (PW-BLD)			
38												
39									Expand Toddler Enrichment Programs (REC)			
40												

Updated:10/14/2024

Working Copy
Work Plan 2023-25

	C	D	E	F	G	H	I	J	K	L	M	N
1	Livability & Quality of Life		Quality Facilities		Connecting with the Community		Sustainable, Natural and Built Environment		Excelling in Town Services		Planning for the Future	
41									Update and reorganize Recreation Department webpage (REC)			
42												
43									Re-format the Community Event Application and Process (REC)			
44												
45									Implement RVFD leadership reorganization (RVFD)			

	O
1	Investing in People
2	
3	Provide professional management and training that encourages a culture of innovation, collaboration, and transparency to deliver quality service through an exceptional workforce.
4	
5	Conduct Town Compensation Study (F/A)
6	
7	Implement Ready Set Audit Results (F/A)
8	
9	Institute Employee Trainings (Lunch & Learn) (F/A)
10	
11	Study the organization of Library physical staff workspace on lower level (LIB)
12	
13	Onboard new Planner (PLAN)
14	

Updated:10/14/2024

	O
1	Investing in People
15	Develop a training program for Planning Department staff (PLAN)
16	
17	Invest in digital record keeping program (PLAN)
18	
19	Address staffing issues: retention & recruiting (CMPA)
20	
21	Increase training for all staff (CMPA)
22	
23	Improve and evolve the organizational mental and physical wellness of staff (CMPA)
24	

Updated:10/14/2024

	O
1	Investing in People
25	Implement new SB2 legislation regarding certification of officers (CMPA)
26	
27	Implement RVFD leadership reorganization (RVFD)
28	
29	Rennovate living quarters at Fire Station 20 (RVFD)
30	
31	Perform needs assesment for living quarters at Station 19 (RVFD)
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Updated:10/14/2024

	O
1	Investing in People
41	
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45	

2023-2025 Work Plan Priorities Progress Report –October 2024

Administration and Finance

Work Plan Priority	Progress Report
1) Category: Investing in People Priority: Town-wide compensation study Description: Conduct a Town-wide compensation study. The goal in reviewing employee compensation is to benchmark the Town's salaries with the goal of providing competitive compensation to comparable local municipalities to assist in recruitment and retention of talented employees. Become Employer of Choice.	10% - Current MOU runs through June 30, 2025. Town issued an RFP for Compensation and Pay Equity Study. We have selected a vendor for this project with kick-off in October 2024 and anticipated completion of February 2025. This will put us in great shape for negotiations in Spring 2025.
2) Category: Excelling in Town Services Priority: Update Town's Investment Policy Description: Update the existing Investment Policy (1997) to reflect best practices and to ensure compliance with federal, state, and applicable laws and regulations.	Complete – Finance will continue to review and update annually.

2023-2025 Work Plan Priorities Progress Report –October 2024

Administration and Finance	
3) Category: Investing in People Priority: Implement Ready Set Audit Results for Human Resources Description: An audit of the Town's rules, policies, ordinances, and other areas was conducted by Ready Set to assure that they are fair, equitable and completely bias free. As part of that audit, HR wants to implement new recruiting strategies to be sure that we are reaching all potential candidates.	30% - In progress
4) Category: Investing in People Priority: Employee Trainings (Lunch & Learn) Description: Develop a Lunch and Learn program, a joint lunch for their employees to encourage learning, foster building strong relationships, and enhance professional development. Lunch and Learn events offer opportunities for coworkers to share ideas and discuss issues in a relaxed atmosphere.	0% - Not started yet.

2023-2025 Work Plan Priorities Progress Report –October 2024

5) Category: Excelling in Town Services Priority: Update Fee Study Description: A review of the fee study is needed to ensure that the Town's fees are updated to reflect the latest cost information. The study will identify the full costs of providing each service, including direct, indirect, and overhead costs. Identifying the full cost of a service will assist in determining the appropriate fee for each service and prevent the subsidization of individual services with taxpayer dollars.	10% - Town issued an RFP at the end of September and anticipate awarding the project in November 2024. This will allow the Town to implement the results into the fiscal year 2025-2026 fee study.
6) Category: Connecting with the Community Priority: Town telephone system Description: Update the current Town phone system from an analog system to allow for increased efficiency and usability. Voicemails can be integrated into the email system to allow for better response capabilities and customer service.	50% - The Town is moving forward with Microsoft Teams phones. We've purchased the equipment and are now working on porting phone numbers with the assistance of Marin IT. We will go live with the phones before December 31st.
7) Category: Excelling in Town Services Priority: Update Finance/Payroll/HR Systems Description: Review the options for a change in Town's software to a cloud-based system more suited for a smaller local municipality.	25% - Continue to gather a list of software providers to reach out too and demo to see if it would be a better fit for the Town.

2023-2025 Work Plan Priorities Progress Report –October 2024

8) Category: Connecting with the Community Priority: Implement Online Records Management Program Description: Through an RFP process, retain services of an online records retention service for the purposes of providing efficient access to Town records for both staff and the public.	20%- Have begun gathering proposals with detailed descriptions of services that would best fit the needs of the Town.

2023-2025 Work Plan Priorities Progress Report –October 2024

Central Marin Police Department

Work Plan Priority	Progress Report
1) Category: Investing in People Priority: Address Staffing Issues: Retention and Recruiting Description: The Central Marin Police is currently facing a significant staffing issue wherein; it is losing people faster than it can replace them. In addition, applicant numbers are dwindling at an alarming rate. This especially important work plan priority is to work closely with the Town and City Managers over the next two years to improve entry level recruitment and current employee retention.	0% While the Chief of Police, the Human Resources Manager, and the three City/Town Managers have been working on this issue and meeting about it monthly, there has been little to no improvement. Currently the Central Marin Police Authority is down 15 Officer positions. At full staffing, CMPA has 42 officers. There are currently 8 vacancies, 3 academy trainees, 2 officers on FTO, and 2 officers off work on worker's compensation. A new MOU was signed in July 2024, which appears to have somewhat helped with retention. In addition, we are in the process of using a marketing firm which has increased the number of applications we are receiving. In the meantime, 4 Traffic Officers, 3 Detectives, and 1 School Resource Officer have been reassigned to the patrol division to keep up with the routine calls for service. In addition, all patrol teams are down 1 to 2 officers as well.

2023-2025 Work Plan Priorities Progress Report –October 2024

	The goal is to improve recruitment and retention and not have to cut back further on any police services.
2) Category: Investing in People Priority: Increase Training for all Staff Description: Increase training for all staff to include new mandates and expectations from communities.	75% Increased training has begun for perishable skills. CMPA has also added ABLE training to its rotation.
3) Category: Connecting with the Community Priority: Initiate complete overhaul and redesign of the website Description: Currently, the website is over ten years old and is outdated and works poorly on smart phones. Conduct a complete overhaul and redesign of the website to bring it up to acceptable current standards.	100% The website redesign was completed in March 2024. https://www.centralmarinpolice.org/
4) Category: Investing in People Priority: Improve and evolve the organizational mental and physical wellness of staff Description: Continue to improve and evolve the organizational mental and physical wellness of staff.	Created a Peer Support team, a wellness app for your phone, and a wellness room at the station. Positive feedback from all staff on the changes.

2023-2025 Work Plan Priorities Progress Report –October 2024

5) Category: Sustainable, Natural and Built Environment Priority: Continue to convert the fleet of vehicles to electric & hybrid Description: Continue to convert the fleet of vehicles away from sole combustion engines to fully electric and/or hybrid models. This will include patrol vehicles, CSO/Cadet vehicles, unmarked vehicles, and motorcycles.	50% Purchased 2 all-electric CSO vehicles for routine parking matters. Replaced 2 combustion vehicles with the purchase. Currently examining the feasibility of improving the charging infrastructure at the station. Currently examining purchasing our first 2 all-electric patrol vehicles, to replace 2 combustion vehicles.
6) Category: Investing in People Priority: Implement new SB2 legislation and mandates Description: Implement new SB2 legislation and mandates regarding the certification and de-certification of police officers.	100% Completed.

2023-2025 Work Plan Priorities Progress Report –October 2024

Library

Work Plan Priority	Progress Report
1) Category: Quality Facilities Priority: Improved shelving for special collections Description: Instead of holding special collections such as Take and Make Kits, memory kits out of public view, providing shelving in public area for better marketing and access.	25% A short-term solution is currently being employed to increase visibility. Staff continues to identify a good permanent solution.
2) Category: Livability and Quality of Life, Connecting with the Community Priority: Reimagine the Take and Make Kits collection Description: This popular collection has expanded beyond the limits of “take and make” and needs to be reevaluated and rebranded for expansion.	100% The collection has been rebranded as the “Library of Things.” An assortment of board games has been added. The “Library of Things” will continue to be an evolving part of the permanent collection.
3) Category: Quality Facilities Priority: Study the organization of physical public space	25% An architect has been hired to render drawings for a reimagined public space. The Friends of the Library are funding this project.

2023-2025 Work Plan Priorities Progress Report –October 2024

Description: Enlist the services of a consultant to help redesign the public library space.	
4) Category: Quality Facilities Priority: Implement plan designed by consultant to redesign public library space Description: Hire contractors, identify equipment/furniture, and execute plan	Not yet started. The project is in design phase.
5) Category: Quality Facilities Priority: Study the organization of physical staff workspace on lower level and implement recommendations. Description: Enlist the services of a consultant to help redesign the public library staff workroom space.	15% Staff have spent time analyzing the usage of space before enlisting outside assistance.
6) Category: Excelling in Town Services Priority: Complete implementation of RFID project Description: Items have been tagged and staff has been using RFID pads and other equipment. Next steps in roll-out include peripherals to support the use of the technology and training patrons to use RFID enabled tools for checking out materials.	100%
7) Category: Livability and Quality of Life	100%

2023-2025 Work Plan Priorities Progress Report –October 2024

Priority: Establish Zip Books program Description: Organize and deploy zip books program, grant funded by the CA state library, to deliver books, unavailable in the local library system, to residents' homes via Amazon	
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Interdepartmental—Library and Public Works

Work Plan Priority	Progress Report
Category: Quality Facilities Priority: Repaint/Repair internal building, museum, and Council Chamber lobby areas Description: There are many areas in need of repair where chunks of wall have eroded or chipped away. There are innumerable scuffs and scratches throughout the building which need to be cleaned up and walls improved with fresh paint.	50% Lobby and hallway areas completed.

2023-2025 Work Plan Priorities Progress Report –October 2024

Planning

Work Plan Priority	Progress Report
1) Category: Investing in people Priority: Onboard new Planner Description: Hire and train a new planner to provide current planning activities such processing land use permits, assisting the public over the phone, via email, and at the counter	100% Complete Assistant Planner Jackson Dobronyi started working for the Planning Department on October 1, 2023. Jackson has been successfully onboarded and is working at full capacity processing current planning land use projects, providing Zoning Code information to the public over the counter, via email, and over the phone, and conducting planning related reviews for building permits.
2) Category: Planning for the Future Priority: Comprehensive General Plan Update, including the Circulation Update Description: Begin the comprehensive General Plan Update of the 1988 current General Plan. Will update all elements of the General Plan (exception of the Housing Element and Safety Element) and include new optional element, such as Environmental Justice and Economic Development.	30% Complete On April 23, 2024, the Town Council executed a Professional Services Agreement with a planning consultant to support the General Plan Update (GPU). The first GPU phase, Visioning, kicked off in late spring and summer, and the Planning Department engaged the community at 21 events and through 642 survey responses to shape the long-term vision for San Anselmo. This phase produced the Vision Statement and Guiding Principles, which will anchor the General Plan. In fall 2024, the second phase — Gathering Information — began, and the Planning Department collected data on key topics like climate change and economic development. Thirteen

2023-2025 Work Plan Priorities Progress Report –October 2024

	community engagement events were held, with six more planned by May 2025, to culminate in the publication of 11 Existing Conditions Reports. The Planning Department aims to complete three of four phases by the end of 2025, with Town adoption of the updated General Plan expected in 2026.
3) Category: Planning for the Future Priority: Housing Element Implementation Description: Implement at least 22 Housing Policy Action Items as required by the Housing Element	100% Complete The Town Council adopted the Housing Element on December 12, 2023, completed all related General Plan, General Plan Map, Zoning Code, and Zoning Code Map amendments, and received certification from the State of California Department of Housing and Community Development on March 28, 2023.
4) Category: Priority: Continue to Enhance the Planning Departments levels of service. Description: Enhance levels of service by improving and updating the Planning Department's web presence to make it easy for users to navigate and find information and resources, continue to improve processing timelines, improve, and maintain response times, and proactive shepherding of projects through the Town's discretionary processes.	70% Complete Since January 2024, the Planning Department has conducted a comprehensive assessment of the existing Planning Department webpages and conduct a comprehensive overhaul. Many of the Planning Department webpages have been updated. The remaining pages to be updated are the following: 1. Climate Action and Sustainability 2. Economic Development and Business-related webpages The Planning Department expects to complete the updated webpages by the end of December 2024.
5) Category: Sustainable, Natural and Built Environment Priority: Continue to grow Economic Development in Town	75% During the 2023-2024 Fiscal Year, the Town Council adopted Zoning Code amendments to facilitate economic development

2023-2025 Work Plan Priorities Progress Report –October 2024

Description: Enhance and grow the Planning Department's Economic Development and Housing initiatives by providing more structure (policies and implementation of actions) to what we would like and need to accomplish.	by addressing optimal land uses in certain commercial zoning districts and the Housing Element to facilitate housing in all zoning districts. Additionally, as part of the General Plan Update, the new Economic Element will be incorporated into the General Plan that will establish a roadmap to address economic development over the next 10-20 years.
6) Category: Investing in People Priority: Develop a training program for Planning Department staff Description: Create a cohesive team where there is training to keep informed with up-to-date information, cross training of duties and responsibilities (where possible given job descriptions constraints by union and job descriptions), experiences to help grow staff.	75% The Planning Department is fully staffed with three full-time staff members (Planning Director, Senior Planner, Assistant Planner, and a part-time Climate Action Coordinator). The Planning Department currently has limited administrative support, and that support is limited to public notices and some support related to the Town's online permit tracking system. All Planning Department related staff have been successfully onboarded and continue to learn and grow into their respective roles. The following training and resource guides have been developed related to filing structure, Marinmap User Guide, staff onboarding checklist, project time tracker for cost recovery projects, CEQA, Historic Resource Evaluation requirements, How to prepare a public notice, How to Refund a Deposit Fee, Resolution Preparation Steps, Staff Report writing Tips and Tricks, How to Process Telecommunications Facilities Applications, How to coordinate with Telecom Law (consultant) to facilitate the review of Telecommunication Facilities

2023-2025 Work Plan Priorities Progress Report –October 2024

	Applications, How to upload agendas and minutes to Granicus (agenda management for website presence), How to upload videos to Granicus, How to Process Resale Inspections related to the Planning Department, How the Planning Department reviews EV Chargers, PEAK Agenda Publishing Checklist for the Planning Department, PEAK Agenda PEAK Agenda Preparation Steps, Planning Commission Day of Meeting Preparation Checklist, and created templates for all Planning Department related actions. The Planning Department also continues to keep up to date with current training opportunities to further enhance skills. Notably, Senior Planner Lindsey Klein successfully completed the Sonoma Marin Leadership Academy. The Sonoma Marin Leadership Academy is a program designed for emerging leaders. Planning Director Heidi Scoble recently completed as inaugural cohort for the Municipal Management Association of North California's UpNext program, a leadership community designed for city and county leadership roles. Both Klein and Scoble continue to maintain their continuing education credits related to their American Institute of Certified Planner (AICP) credential. Klein and Scoble also attended a training on, "Cultivating Lean Practices", which was focused on tools to identify process obstacles and process mapping to provide efficiencies and higher levels of customer service. Lastly, Klein and Jackson Dobronyi, Assistant Planner, attended the California Chapter of the American Planning Association's annual conference (September 28 through October 1). The theme was, "Cultivating our Future".
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2023-2025 Work Plan Priorities Progress Report –October 2024

7) Category: Excelling in Town Services Priority: Enhanced and consistent record keeping where information is accessible and easy to find. Description: Digitize remaining Planning paper files, create any necessary databases, convert microfiche to digital pdf plans (soft file) and provide a comprehensive digital data file storage service, such as Docuware, Laserfiche, etc. Employee Impact: Low to High depending on whether outside resources or internal staff will be used.	25% Complete The Planning Department continues discussion with the Town Clerk to integrate the Planning Department digital records into a new Townwide digital records data file storage service.
8) Category: Planning for the Future, Sustainable, Natural and Built Environment Priority: Develop Gas Ban Ordinance Description: Finalize Ordinance for Town Council consideration of a Gas Ban Ordinance. Requires the preparation of a study to support the ban. Employee Impact: Low to Moderate	100% Complete On December 12, 2023, the Town Council adopted Ordinance No. 1183 to prohibit the construction of new gas stations and the expansion of existing gas stations.
9) Category: Planning for the Future, Sustainable, Natural and Built Environment Priority: Update Downtown and other Commercial Land Uses	100% Complete On August 22, 2023, the Town Council adopted Ordinance No. 1179 to adopt amendments to Land Use Regulations Table 3A (Title 10, Chapter 3, Article 3, Section 10-3.302) to the

2023-2025 Work Plan Priorities Progress Report –October 2024

Description: Consider Zoning Code amendments to the Land Use Regulations Table 3A (Title 10, Chapter 3, Article 3, Section 10-3.302) to the Downtown and other commercial land uses that will attract businesses to the Town.	Downtown and other commercial land uses to facilitate and attract businesses to the Town.
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2023-2025 Work Plan Priorities Progress Report –October 2024

Public Works

Work Plan Priority	Progress Report
1) Category: Excelling in Town Services Priority: Develop 5-year Capital Improvement Plan that includes a regular update and communication schedule for all capital improvement projects. Description: Creation of a framework for Council to receive consistent updates of all Capital Improvement projects (CIP). Quarterly reports on CIP expenditures (budget status report from DPW). In addition, staff will be bringing forward a new 5 Year Capital Improvement Plan. Public Works typically reports twice a year to the Capital Program Monitoring Committee and the Financial Advisory Committee and will create a new format to provide an update to the Council on CIP projects.	The 5 Year CIP was approved by Town Council with over 70 projects and other daily work. Public Works and Building is currently working on implementing new project management software, Envisio, which can be used for both internal project management and public access to view all town projects including project description, schedule and budgets.
2) Category: Excelling in Town Services Priority: Improve pavement condition index and repair streets Description: Continue to program paving, crack sealing and slurry sealing projects to improve road conditions and reduce reconstruction and	This summer the Town's pavement condition index hit an all-time high for at least the last 20 plus years at 75 pci.

2023-2025 Work Plan Priorities Progress Report –October 2024

maintenance costs by improving the Pavement Condition Index (PCI).	
3) Category: Excelling in Town Services Priority: Coordinate with County on Flood Control. Finalize Bridge designs. Description: Continue working towards 25-Year level (4% recurrence interval) flood protection with the removal and replacement of bridges and working with the County on the SAFRR project to remove Building Bridge 2.	Ongoing. SAFRR- The County has submitted draft plans as part of the building permit application for the removal of Building Bridge 2. The County is still working on addressing FEMA questions etc. but is moving forward with the project. Bridges- Nokomis and Madrone bridges are still in the environmental stage but are finishing up and slated for construction 2026-2028. Center and Bridge Street Bridges are in the Caltrans queue for funding but have been approved.
4) Category: Sustainable, Natural and Built Environment Priority: Rehabilitate Town Parks and Medians Description: Work on improving general maintenance and rehabilitation of parks and medians.	Staff completed rehabilitation of Memorial Park parking lot and paved the west side path between Alderney Road and the restroom building. Other improvements to the playground are being worked on. New bollard lights have been added to the pathway from the Log Cabin down to Sunnyhills. Hilldale Phase 2 of the pocket park is underway including a climbing structure, potential swing and/or community gathering space.
5) Category: Quality Facilities Priority: Develop an annual plan to address maintenance for all Town-maintained buildings and facilities Description: Program funds to address painting, rot repair, heating/ventilation/air-conditioning	Construction Is almost completed on the Town Hall Roof and HVAC. Town Hall gutters were replaced as a separate project. Robson Harrington kitchen windows have been replaced. Robson Harrington House will be painted in 2025. The Resilience Hub is being designed and is scheduled for construction the spring/summer of 2025.

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(HVAC), and other building maintenance issues for all Town-maintained buildings and facilities.	Library roof and HVAC are in design pending construction in 2025. ICC Roof replacement is being worked on. Parkside Preschool play area is under construction and pending completion end of 2024. Town Hall, Library and ICC LED light replacement program was completed. Town Hall Carpet replacement end of 2024. Firehouse 20 design, which involves the coordination of ten distinct consultants, to be out to bid in October pending Council approval Construction slated for spring/summer 2025.
6) Category: Planning for the Future, Sustainable, Natural and Built Environment Priority: Implementation of the Bicycle and Pedestrian Master Plan Description: Town Staff will continue to prioritize the Bicycle and Pedestrian Master Plan as adopted in the Complete Streets Resolution by the integration of the Bicycle and Pedestrian Master Plan elements into public works projects.	Ongoing. Funding has been obtained from TAM and measure J to improve Bicycle and Pedestrian modes of transportation including a two-way bike lane in Creek Park. A downtown corridor study is also underway and near completion

2023-2025 Work Plan Priorities Progress Report –October 2024

7) Category: Planning for the Future, Sustainable, Natural and Built Environment Priority: Evaluate and develop a Water Conservation plan for Town buildings, parks, and medians Description: Due to the drought the Town has been working diligently on reducing domestic water usage throughout parks, medians, and buildings.	Water monitoring is ongoing but to date the use of groundwater has not had a long-term impact on the groundwater table. The Memorial Park wells can supply up to 100,000 gallons a month.
8) Category: Sustainable, Natural, and Built Environment Priority: Design and seek funding for the development of the Resilient Hub project Description: This project would install solar panels with battery storage on Town Hall or Library Buildings to create community-serving space equipped with an emergency power center that provides clean energy resilience for both town services and residents, equipped for extreme weather, providing power, broadband, cooling, water, social services, and older adult assistance in an emergency situation.	Resilient Hub is design is underway pending construction in 2025.

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Public Works - Building

Work Plan Priority	Progress Report
1) Category: Excelling in Town Services Priority: Develop and implement residential Seismic Program. Description: Provide homeowners with information on earthquake strengthening for existing one- and two-family dwellings, develop a soft-story program for existing structures, and an automatic gas shutoff valve program.	5% San Anselmo Building Department met with Mill Valley Building Official to inquire about their soft-story program.
2) Category: Excelling in Town Services Priority: Develop and implement program with Ross Valley Fire Department (RVFD) to aid in fire	0%

2023-2025 Work Plan Priorities Progress Report –October 2024

resistance “hardening” of dwellings in the Wildland Urban Interface (WUI). Description: The Building Department is interested in the possible allocation of fire abatement funding to help homeowners in the WUI to add WUI compliant vents and siding to reduce the potential of fires or the spread of fire within San Anselmo and Marin County.	
3) Category: Excelling in Town Services Priority: Develop online permitting for solar systems-SB 379 compliance Description: SB 379 requires local jurisdictions to adopt an online permitting system for residential solar energy systems. This bill would require every city, county, or city and county to implement an online, automated permitting platform that verifies code compliance and issues permits in real time or allows the city, county, or city and county to issue permits in real time for a residential solar energy system, as defined, that is no larger than 38.4 kilowatts alternating current nameplate rating and a residential energy storage system, as defined, paired with a residential solar energy system that is no larger than 38.4 kilowatts alternating current nameplate rating.	100% San Anselmo applied for a received a grant (CalAPP Grant) to implement Solar APP to fulfill SB 379. After reviewing Solar APP and Symbium as options to fulfill SB 379, the Building Department saw the potential use of Symbium in expediting other over the counter permits. The Grant was amended for use with Symbium. Symbium has been implemented, along with a webpage, and eTrakit modifications to aid applicants applying for solar permits. https://www.townofsananselmo.org/1979/Symbium-Solar-Permits

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4) Category: Excelling in Town Services Priority: Implement expedited permitting program per AB 2234 requirements Description: New bill will regulate response time for permit applications. If an application for a post entitlement phase permit is incomplete, the Town must provide applicants with list of incomplete items and a description of how to make the application complete within 15 business days of submission of application. If an application for a post entitlement phase permit is noncompliant, the Town must provide the applicant a full set of written comments with a comprehensive request for revisions within 30 business day (projects with 25 units or fewer) or 60 business days (projects with more than 25 units).	100% Permitting staff currently uses a combination of eTrakit and excel to keep track of response timelines. It is inefficient to update excel, so the Building Department has contracted with Client First and meets regularly to discuss and implement changes to eTrakit to “track” permit response timeline. The goal in making these modifications is to reduce staff time on clerical work.
5) Category: Excelling in Town Services, Sustainable, Natural and Built Environment Priority: Update Green Building code Description: The Sustainability Committee has raised the question of banning gas in residential new construction. If the Town bans the use of gas, the Building Department will update the Green Building Code to fulfill the new requirement.	100% The San Anselmo Building Department was part of the Green Building Steering Committee (total of five people from Marin County) that began in January 2022 to begin developing the current Green Building Reach Code. It took nearly a year after the Council’s adoption for the state’s Energy Commission (one staff member available for the state to review applications) to give approval for implementation of the ordinance. The Building Department began requiring the new Green Building Reach Code but has provided a couple of months grace period at the beginning for applicants using the

2023-2025 Work Plan Priorities Progress Report –October 2024

	older code. Many times, drawing sets can take several months to produce and to help applicants with obtaining a building permit without delay, the Building Department felt a grace period for enforcement was necessary.
6) Category: Excelling in Town Services Priority: Create Uniform Definition for “Substantial Remodels” throughout Town Code Description: “Substantial remodels” are defined differently in different sections of the code. Standardizing language across the code will help streamline certain aspects of the building permitting process.	20% The use of substantial remodels was revised in the new Green Building Ordinance. The other instances are within the Planning code. Staff will discuss whether it makes sense to change to one definition.
7) Category: Excelling in Town Services Priority: Evaluate Planning and Building Permit Processing Description: Evaluate existing planning and building administrative processes including comparing requirements and fees to other local jurisdictions.	The Town has two permit techs now who are getting trained to provide a better completeness check for initial permit submission. This will help ensure that plans that are complete get checked quicker and those that are not complete will not be in the system until they are ready. In addition, the Town has visited other jurisdiction(s) to look at their permit process. The Town is looking at an over-the-counter day every other week to help with permit processing and questions for small to medium permits with Fire, Planning, Build. The Town is looking at Qless which is a queue management system to give permit counter visitors the opportunity to “get in line” before they arrive at Town Hall or grab a cup of coffee while they wait. An AI software that the Town would like to integrate is called Acata. Acata generates email responses with useful forms and information based on the questions asked within an email.

2023-2025 Work Plan Priorities Progress Report –October 2024

	Currently, the Town's two permit techs are at full capacity with the daily processing of permits and occasional mailer or department "ask". With using Acata, the Town hopes to free up more time. Lastly, the Town will get new internet phones. Currently, the Town's phones do not provide a call back number. Most weeks, permit staff receives 50 voicemails, Acata will transcribe voicemails and should free up staff time for more critical tasks.
8) Category: Sustainable, Natural and Built Environment Priority: Local Hazard Mitigation Description: Updating, adopting and implementing the new Local Hazard Mitigation Plan	100% Local Hazard Mitigation Plan completed by the Building Department. Town staff began the process with the Office of Emergency Management in October of 2021 with monthly meetings and tasks. The plan was adopted in August of 2024. San Anselmo is the first Marin jurisdiction to adopt the Multi-jurisdictional Mitigation Plan and make amendments to the Safety Element making San Anselmo AB2140 compliant.
9) Category: Sustainable, Natural and Built Environment Priority: Gate Ordinance Description: Providing guidelines and requirements for the permitting and periodic inspection of large gates	100% The Town was contacted by Mr. Quanbeck, who lost his son to a gate accident. The Building Department strives to keep its residents and visitors safe. When the Town was contacted by Mr. Quanbeck, staff began immediately talking to other jurisdictions and schools as well as researching how to best implement an ordinance and working policy that would prevent future accidents from large gates. The Ordinance was adopted in April of 2023 and there have been several large gates permitted under the new requirements since adoption.
10) Category: Priority: All-Electric Ordinance Suspension Description: New ordinance regulating gates.	100% The Town adopted an All-Electric for Residential new construction ordinance in May of 2022. As a result of The Energy Policy and Conservation Act's (EPCA's) preemption of

2023-2025 Work Plan Priorities Progress Report –October 2024

	building codes, the Town has suspended the All-Electric Ordinance.
11) Category: Excelling in Town Services, Sustainable, Natural and Built Environment Priority: AB 1332 Pre-approved ADU Plans Description: Pre-approved accessory dwelling unit (ADU) plans for construction to help expedite ADUs for those who want a simpler process to add an ADU to their property.	5% By January 1, 2025, the Town will have a process in place to approve ADU designs and “shelve” them for a pre-approved use. Additionally, the Town will have a process in place to allow applicants to choose a pre-approved ADU and gain approval for their site-specific project. Staff has begun meeting with Client First to develop the non-site-specific permit types for ADU designs and will possibly use Symbium which is already used for solar apps, as the platform to ease the application process.

2023-2025 Work Plan Priorities Progress Report –October 2024

Recreation

Work Plan Priority	Progress Report
1) Category: Quality Facilities Priority: Upgrade and improve the facilities located at the Robson Harrington House. Description: Make improvements to the inside program space, home to our after-care programs. Improvements would include painting, replacing carpets, kitchen improvements and replacing blinds. Addition of an office space for staff to work and hold meetings with both parents and staff. Employee Impact: Moderate	90% - We have repainted an interior room and the exterior porch. New carpets have been installed and new facility chairs purchased. Windows have been replaced and window treatments/blinds have arrived and will be installed soon. A new sink has been installed.
2) Category: Connecting with the Community Priority: Age-Friendly Strategic Plan Description: Age-Friendly San Anselmo will present a completed strategic plan to Town Council. To achieve the Vision of the strategic plan, the Town and the community will develop and reinforce a culture that allows for people to actively age with dignity, respect, and independence. Nurturing a commitment to an age-friendly future will be an essential factor in successfully implementing the strategies in the plan.	65% - Marin Age & Disability Institute (MADI) was awarded a grant and is partnering with the Town to create the first county Age & Disability Friendly platform. The Age and Disability Friendly 15-person advisory committee filmed interviews with community members about their experiences and conducted Ageism and Ableism trainings for both town staff and the community in January. In 2024 the committee launched a survey and is compiling the data that will be released this fall. The next step is to develop the strategic plan based on assessment results

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3) Category: Connecting with the Community Priority: Create a Volunteer Corps for Parks and Recreation Projects. Description: The Parks and Recreation Commission will create a sub-committee to create a database of past and future volunteers to work on parks and reaction projects. Projects would include earth day, tutoring, park clean-up projects and more.	90% - The Town Manager's office purchased a volunteer database platform and has conducted staff training. The Parks & Recreation Commission would implement this new program at their spring 2025 volunteer workday/project.
4) Category: Livability and Quality of Life Priority: Expand Toddler Enrichment Programs Description: The new early childhood classes will be designed to build a community of caregivers and create an environment for toddlers to socialize, play and learn. Teachers and caregivers will encourage early childhood development by guiding children to explore through stories, songs, sensory and art. Our goal is to have programs at both the Robson Harrington House and Memorial Park.	100% - We now have 3 sold out toddler enrichment classes: toddler phonics, art in the park and music.
5) Category: Connecting with the Community Priority: Update and reorganize the Recreation Department webpage.	100% - The department has completed webpage updates.

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Description: The new Recreation registration software, Civic Rec, pairs with the Town website, Civic Plus. The department will connect the two platforms to update and reorganize our website and registration process. This will create a better experience for our recreation community.	
6) Category: Excelling in Town Services Priority: Re-format the Community Event Application and Process. Description: The Town of San Anselmo is vibrant community. The Recreation department receives many requests for events throughout the year. Requests include everything from concerts to bake sales. Currently there is one application that goes to Town Council for approval. The department will develop a process and applications for larger events, smaller events, and tables at existing events. The application process will include interdepartmental communications, insurance requirements and street closure and janitorial costs.	Not started.

2023-2025 Work Plan Priorities Progress Report –October 2024

Interdepartmental Projects - Recreation & Public Works

Work Plan Priority	Progress Report
1) Category: Quality Facilities Priority: Resurface Tennis Courts & Stripe Two for Pickle Ball Description: Resurface tennis courts due to failing and cracked concrete	15% The Town held a one-month pickle ball pilot program during the month of April (2024) and due to the success of the program, striped pickleball courts will remain on court 4. On June 11,2024 the Town Council approved the amendment to the 2018 master plan which includes a vision for the western side of the park from Sunny Hills Drive to the Snack Shack. This include replacing the tennis courts, designing a new parking lot with a drop-off/pick-up area, updates to the snack shack, basketball court and skate park, as well as considering bathrooms and picnic areas. The Parks and Recreation Commission will next transition into the funding phase.
2) Category: Quality Facilities Priority: improvements to Red Hill Dog Park Description: This project would include improvements to the drainage and ground covering.	70% - The drainage continues to be an issue. The dog park steering committee approved additional funds to regrade a portion of the park before the rainy season.

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3) Category: Quality Facilities Priority: Implement phase 3 of Millennium Playground restoration Description: Phase three will involve enhancing the playground with new features placed in areas of the playground where former features existed. This will begin with a community engagement process to help determine the plan. The plan will go through a cost estimating process and a fundraising program will be launched. The improvements will be made once these goals are met.	10% - The Town Mager, Community Services Director and Public Works Director have met with the Scientific Art Studio to discuss phase 3 of Millennium playground.
4) Category: Quality Facilities Priority: Repair the walls within the Robson Harrington Community Gardens. Description: The crumbling walls have become a safety issue.	30% - One wall in the community gardens has been restored.
5) Category: Quality Facilities Priority: Paint ICC Center Description: The paint is peeling.	15% - The northern facing side of the building was recently painted in conjunction with the Parkside Preschool playground project.

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Ross Valley Fire Department

Work Plan Priority	Progress Report
1) Category: Excelling in Town Services Priority: Implement RVFD leadership reorganization Description: The Ross Valley Fire Department is in leadership transition due to the expiration in June of the shared services agreement with County Fire. The member agencies and the Fire Board are exploring options including a potential shared services agreement with Central Marin Fire for Fire Chief and Chief Officer services.	Completed The Department has hired a stand-alone Fire Chief. An additional Battalion Chief position was also added to the leadership team. Shared services discussion with Central Marin Fire have been placed on hold.
2) Category: Quality Facilities Priority: Perform needs assessment for living quarters at Station 20 Description: DPW staff to work with Fire Department staff to explore options to renovate the living quarters at Fire Station #20 with the goal of updating the space to accommodate a third member on each operational shift (scheduled for FY2025-26).	Completed The Department has worked with DPW and expects to have a decision on one of the two proposed conceptual drawings of fire Station 20 before July 2024.
3) Category: Quality Facilities	25%

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Priority: Renovate living quarters at Station 20 Description: Complete renovation construction on Fire Station #20.	This process is currently in the final stages of cost estimates. It is expected to go out to bid in October 2024. A contract is expected to be awarded the project before December 31, 2024.
*4) Category: Excelling in Town Services Priority: Increase fire engine staffing to three firefighters Description: The Ross Valley Fire Department is the only fire agency in Marin that still only has two firefighters on a fire engine. The Department's goal is to increase staffing to three firefighters per fire engine. <i>*This is an additional priority added to the RVFD work plan.</i>	Completed In November 2023 the Ross Valley Fire Department Board of Directors approved a funding plan to staff all fire engines with three firefighters by July 2025.
5) Category: Excelling in Town Services Priority: Filling Firefighter Vacancies Description: Complete: July 1, 2025	0% The Department is currently experiencing recruitment challenges. Current and expected open positions are forecast to be at 3-4 vacancies.

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STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.5

MEETING DATE: 10/22/24

AGENDA TITLE: Consideration of Special Event Application – Holiday Tree Lighting Ceremony 2024

FROM: Mattie O’Grady – Interim Director of Community Services

RECOMMENDATION: That Council approve the San Anselmo Chamber of Commerce’s application for the Annual Holiday Tree Lighting Ceremony event scheduled for Saturday, December 7, 2024, from 5:00 – 8:00 pm.

That Council approve closing San Anselmo Avenue between Tunstead Avenue and Tamalpais Avenue on Saturday, December 7th, 2024 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 fourth 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. Central Marin Police Department will assist with clearing the Avenue and Ross Valley Fire 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 third 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 #: 1.5

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: HOLIDAY TREE LIGHTING CEREMONY
Organization(s) presenting the event: SAN ANSELMO CHAMBER of COMMERCE
Other event sponsor(s), if any:
Contact Person: B. Cico Phone Number: (415) 847 3816
Address: Email: CICO@USABOUND.COM
Event Date(s): SATURDAY DEC 7th, 2024
Start and end times: Number of attendees (estimate):
Location: TAMALPAIS TO TUNSTEAD AVE CLOSURE -
Will alcohol be served or sold? IMAGINATION PARK
Yes ☐ No ☒

Brief Event Description:

TRADITIONAL TREE LIGHTING EVENT. FREE TRAIN RIDES FOR CHILDREN, SANTA PHOTO BOOTH, ET.

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: <u>AVENUE CLOSURE TO AN TRAFFIC</u> <u>Run TAMALPAIS TO TUNSTEAD</u>	

B.C.

☒	San Anselmo Avenue: from (cross streets) <u>TAMALPAIS</u> to <u>TUNSTEAD</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:

B.C.

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:

Brenda L. C.
BRENDA L. CICO
S.A. CHAIRMAN OF COMMISSION

Date:

9/23/24 *B.C.*

NAME OF EVENT:

DATE OF EVENT:

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE		M. Norton
FIRE		D. Mahoney
RECREATION	<i>Insurance required for Trackless Train</i>	M. O'Grady
PUBLIC WORKS		S. Condry & J. Healy
ADMINISTRATION		D. Donery
TOWN COUNCIL		



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.6

MEETING DATE: October 22, 2024

AGENDA TITLE: Proclamation for National Friends of the Library Week, October 20-26, 2024

FROM: Linda M. Kenton, Town Librarian

RECOMMENDATION: That Town Council proclaims National Friends of the Library week, October 20-26, 2024

BACKGROUND

Since 1975 a group of spirited and steadfast citizens have generously contributed countless hours not only fundraising but collecting, sorting and selling thousands of donated books to raise money to ensure that our historic Carnegie Library moved from good to great.

These funds provided the resources for programming, contributed to new and emerging technology, new materials, support for children's summer reading, and special events throughout the year.

When times got tough and money was short, the Friends generously agreed to contribute an astonishing grand total donation of \$500,000 over the course of those lean years. They continue to provide generous funding today.

But money isn't the only thing the Friends contributed—last year, over 40 members dedicated their time running Town Books, a bookstore in the heart of San Anselmo. In addition, the Friends have rallied countless times to advocate for adequate library funding.

DISCUSSION/ANALYSIS

Friends of Libraries groups have their own national week of celebration! United for Libraries coordinated the 19th annual National Friends of Libraries Week Oct. 20-26, 2024. The celebration offers a two-fold opportunity to celebrate Friends. This provides the time to creatively promote the Friends of the Library in the community, to raise awareness, and to promote membership. This is also an excellent opportunity for the

Town Council and Library Advisory Board to recognize the Friends for their help and support of the library. The work of the Friends highlights on an ongoing basis the fact that the San Anselmo Library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and community connection.

The Friends always look for new members and volunteers. They have so much fun while working to make the community better. Visit <https://townofsananselmo.org/801/Friends-of-the-San-Anselmo-Library> to find out more about the Friends and to volunteer. Joining the Friends of the Library is a terrific way to make new friends of your own, give back to the community, and make the library even better.

The Friends' gift of their time and commitment to the Library sets an example to all for how volunteerism leads to positive civic engagement and the betterment of our community.

FISCAL IMPACT

n/a

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adopting a proclamation to recognize October 20-26 as National Friends of the Library is not a "project" under the California Environmental Quality Act, because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENT

Attachment – 1- Proclamation

Town of San Anselmo

National Friends of Libraries Week,

October 20-26, 2024

Proclamation

Whereas, Friends of the San Anselmo Public Library raise money that enables our library to move from good to great -- providing the resources for additional programming, much needed equipment, support for children's summer reading, and special events throughout the year;

Whereas, the work of the Friends highlights, on an on-going basis, the fact that our library is the cornerstone of the community, providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to present;

Whereas, the Friends support unique programs and resources such as for the innovative Library of Things which includes a telescope, rock tumbler, board games and musical instruments, supplies for craft and gardening programs and non-English language and movement storytimes;

Whereas, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

Whereas, the Friends' have operated Town Books at 411 San Anselmo Avenue, a gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that Eileen Burke, Mayor, proclaims October 20-26, 2024, as Friends of Libraries week in San Anselmo, California, and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

PROCLAMATION PASSED AND ADOPTED, at the regular meeting of the Town of San Anselmo on the 22nd day of October, 2024, by the following vote:

AYES: Councilmember:
NOES: Councilmember:
ABSENT: Councilmember:
ABSTAIN: Councilmember:

Mayor Eileen Burke

MAYOR

ATTEST:

SERGE AVILA
TOWN CLERK



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.1

MEETING DATE: October 22, 2024

AGENDA TITLE: General Plan Update: Draft Vision Statement and Guiding Principles

FROM: Lindsey Klein, Senior Planner, and O'Rourke and Associates

RECOMMENDATION: Review and provide feedback on the Draft Vision Statement and Guiding Principles for the General Plan Update (GPU) project (see **Attachment 1**).

SUMMARY

On November 14, 2023, the Town Council initiated the [General Plan Update](#) (GPU). The project team (Town staff and consultants) compiled a Draft Vision Statement and Guiding Principles based on community input collected over the summer of 2024. The Vision Statement and Guiding Principles will serve as the foundational statement for the GPU.

The Vision Statement and Guiding Principles, located at the start of the General Plan, should describe the future of San Anselmo as the community would like it to be in 20 years. Staff recommend the Town Council review and provide feedback on the Draft Vision Statement and Guiding Principles (see **Attachment 1**).

BACKGROUND

Existing General Plan

The General Plan is the Town's long-range policy document for growth, land use, sustainability, and resource and open space conservation. The Town's current [General Plan](#) was last comprehensively updated in 1975 and underwent substantial modifications in 1988.

General Plan Update Process

The GPU process is divided into four major phases. Each phase involves background research and community engagement before culminating in a work product for public review. The work product for the first phase is the Draft Vision Statement and Guiding Principles.

As part of the first phase, the project team hosted several outreach events and activities during the summer of 2024 to hear the community's ideas about their 20-year vision for San Anselmo. Community engagement included:

- Six stakeholder interviews;
- Seven Committee and Commission meetings;
- Three pop up events at Live on the Avenue;
- Ten economic development stakeholder interviews;
- Online Setting Priorities Survey (642 responses collected); and
- Two [General Plan Advisory Committee](#) (GPAC) meetings.¹

On September 8, 2024, the project team presented the Draft Vision Statement and Guiding Principles to the GPAC and solicited the GPAC's feedback. During the meeting, the GPAC appointed an ad hoc subcommittee, which worked with Town staff after the meeting to incorporate GPAC comments.

On October 7, 2024, the project team presented the Draft Vision Statement and Guiding Principles to the Planning Commission. The Planning Commission recommended minor modifications, which have been incorporated into the Draft Vision Statement and Guiding Principles.

On October 14, 2024, the Town met with the Federated Indians of Graton Rancheria (FIGR) pursuant to California Senate Bill 18 (SB 18) and Assembly Bill 52 (AB 52), which require the Town to engage in meaningful consultation with tribal governments during the GPU. The meeting resulted in minor additions to the Draft Vision Statement and Guiding Principles, which have been provided to the FIGR for review.

Vision Statement and Guiding Principles

A vision statement and guiding principles are important because they set the tone at the start of the General Plan and clearly identify the community's desired outcomes. The Draft Vision Statement and Guiding Principles are broad, high-level, and aspirational. Following the Draft Vision Statement and Guiding Principles, goals, policies, and actions, organized into elements of the general plan, tier off the vision. The goals, policies, and actions provide a more detailed and implementable framework for achieving the community's long-term aspirations. For example, a vision statement or guiding principles may broadly support sustainable multi-modal transportation options while policies and actions would support electric vehicles and bicycle infrastructure projects in the town.

¹ Summaries of all outreach are included in the October 7 Planning Commission Agenda Item 6.A posted online: https://granicus_production_attachments.s3.amazonaws.com/sananselmo-ca/6bb8eeef108c7347f3d057ba0cfe9fdb0.pdf.

The current General Plan does not include a vision statement or guiding principles. The Draft Vision Statement and Guiding Principles were developed based on feedback received through the community engagement process described above.

DISCUSSION/ANALYSIS

The purpose of this item is to gather Town Council feedback on the Draft Vision Statement and Guiding Principles. The feedback received from the Town Council will be incorporated into a final draft. The final draft will serve as the foundation for guiding future discussions throughout the GPU process. Before the General Plan is finalized, there will be an opportunity to make final adjustments or additions to the Vision Statement and Guiding Principles if new issues are identified through the community's contributions during the GPU.

FISCAL IMPACT

On April 23, 2024, the Town Council authorized a Professional Services Agreement with O'Rourke and Associates to prepare the GPU and related environmental review pursuant to CEQA for a total not-to exceed contract amount of \$1,022,805. The scope of work for the GPU includes the preparation of a vision statement and guiding principles.

The Town's 2024-2025 Adopted Budget allocates \$550,000 from the General Fund to support the GPU in Fiscal Year 2024-25, and an additional \$241,000 from the General Plan Maintenance Fee fund is reserved to fund the GPU. The remaining costs are anticipated to be budgeted in Fiscal Year 2025-2026.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Receipt of a presentation about the GPU and the ensuing discussion about the vision for the GPU is not a "project" under CEQA, 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 forthcoming adoption of the updated General Plan will be subject to CEQA review. It is expected that the GPU will require the preparation of a Program Environmental Impact Report (EIR). The EIR prepared as part of the GPU will thoroughly and adequately assess the impacts of the updated General Plan in compliance with CEQA. The EIR will address the following environmental factors consistent with the current CEQA Guidelines:

- Aesthetics
- Agriculture / Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Energy

- Geology/Soils
- Greenhouse Gas Emissions
- Hazards & Hazardous Materials
- Hydrology/Water Quality
- Land Use / Planning
- Mineral Resources
- Noise
- Population / Housing
- Public Services
- Recreation
- Transportation
- Tribal Cultural Resources
- Utilities / Service Systems
- Wildfire

In addition, the EIR shall include discussion of cumulative impacts and significant and unavoidable impacts on the environment, if any. A range of reasonable alternatives to the GPU shall be evaluated, including a “No Project” alternative.

The current Climate Action Plan (CAP) for the Town of San Anselmo does not specifically address the GPU. The Draft Vision Statement and Guiding Principles provide an opportunity to align future policies with the Town’s climate goals.

ATTACHMENT

Attachment 1 - Draft Vision Statement and Guiding Principles

SAN ANSELMO VISION AND GUIDING PRINCIPLES

Draft for October 22, 2024 Town Council Meeting

Vision Statement

The Town of San Anselmo envisions a future where natural beauty, community well-being, and sustainable progress harmoniously coexist. We respectfully acknowledge that San Anselmo resides on the ancestral lands of the Coast Miwok, and we honor their enduring connection to this land. Our town honors its heritage, scenic beauty, and sense of community and belonging while embracing innovation, inclusivity, climate action, sustainability, economic vitality, and fiscal responsibility. Together, we strive to create a safe, welcoming, and vibrant community for all people, where the values of social equity, environmental stewardship, and community connection are fundamental.

Guiding Principles

1. Environmental Stewardship: Protect and enhance our open spaces, wildlife habitats, and biological diversity through thoughtful land use, environmental policies, and responsible access to open space and scenic vistas.
2. Climate Action, Resilience, and Sustainability: Lead in eliminating greenhouse gas emissions, mitigating and adapting to climate change, and building a resilient community that can withstand environmental challenges, prioritizing support for our most vulnerable populations. Embrace sustainable practices in all aspects of town life.
3. Architectural and Scenic Beauty: Maintain and complement the diverse and historic qualities of the built environment, and preserve and enhance the scenic beauty of San Anselmo.
4. Economic Vitality: Support a thriving local economy that strengthens Town revenues by fostering a variety of businesses, encouraging sustainable economic practices, and ensuring that economic growth is inclusive, responsive to the changing needs of the community, and in alignment with our environmental and social goals. Encourage businesses in the town's commercial districts and downtown to foster vibrancy and contribute to attractive gateways to San Anselmo.

5. Housing: Promote a wide range of housing options that are affordable at all income levels, accessible, and sustainable while protecting the town's natural resources and respecting its charming architecture. Encourage housing that meets the needs of existing residents and welcomes a diverse spectrum of future residents.

6. A Community of Belonging: Foster an inclusive, welcoming, and socially connected community where people of all ages, backgrounds, and abilities have a sense of belonging, equitable access, and opportunities to thrive. Emphasize community engagement, connections, and volunteerism to enhance the social fabric of the town.

7. Social Equity and Diversity: Commit to social equity, respect, and understanding in all community interactions. Actively promote diversity and inclusiveness as fundamental values that strengthen the town, while honoring the history and enduring presence of the Coast Miwok.

8. Healthy Community: Offer and improve access to our parks, recreation programs, facilities, and events which provide affordable opportunities for active living, personal enrichment, education, and social connection to all members of the community.

9. Sustainable Transportation: Prioritize multi-modal transportation options and improvements that eliminate greenhouse gas emissions, such as zero-emission vehicles, public transit, cycling, and pedestrian-friendly infrastructure. Improve and promote safety, accessibility, and traffic flow.

10. Safety and Preparedness: Ensure the safety and well-being of all residents through high-quality public services, resilient infrastructure, improved safety and noise regulation, and robust emergency preparedness and response plans.

11. Excellence in Governance: Provide high-quality public facilities and fiscally responsible, innovative, transparent, and responsive local government services to ensure the health, safety, and welfare of the community. Communicate with and engage all members of the community to align leadership with the diverse needs and values of San Anselmo's residents.

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.2

MEETING DATE: October 22, 2024

AGENDA TITLE: Fire Station 20 Renovation

FROM: Department of Public Works

RECOMMENDATION: Staff recommends that the Town Council take the following actions:

1. Authorize staff to award the Fire Station 20 – Design, Repair, and Renovation Project (Project) to the lowest responsible bidder and authorize the Town Manager or their designee to execute the contract;
 2. Find the Project to be categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 Class 1, because it involves the maintenance and minor alteration of an existing facility with negligible or no expansion of use.
-

SUMMARY

On March 14, 2023, the Town Council provided direction to staff for the use of the American Rescue Plan Act State & Local Fiscal Relief Funds (ARPA). One of the projects authorized for funding was the Fire Station 20 Design, Repair, and Renovation Project.

BACKGROUND

Fire Station 20, located at the corner of Butterfield Rd and Arroyo Ave and situated over Sleepy Hollow Creek, began construction in 1959. The current fire station living area has two dormitory-style bedrooms, one dormitory-style bathroom, an entryway office, a kitchen, and a living room. The fire truck apparatus bay is adjacent to the living area, and part of the space is currently used as a workout area. With the closure of Station 18, Station 20 will support additional personnel. The building is nearly 65 years old and desperately needs repair to all the exterior materials (windows, siding, and roof). It also requires new interior space planning to accommodate additional personnel and a diverse workforce.

DISCUSSION/ANALYSIS

On January 1, 2022, the Town agreed to an amended Joint Powers Agreement (JPA) with Ross Valley Fire Department, which included improvements in accommodation for

emergency services personnel. In the fall of 2023, the Town hired the local architectural practice Fairchild Broms Design to begin concept design for the repair and renovation of Fire Station 20.

A unique aspect of Fire Station 20 is that it is in the AE Flood zone and built bridging over a creek. The Town's Municipal Code Chapter 11, Protection of Flood Hazard Areas, which adopts FEMA requirements for flood zones, requires residential structures that undergo a substantial improvement to be lifted one foot above the Base Flood Elevation (BFE) or for non-residential structures to be floodproofed. Fire Station 20 is an essential service building with an additional requirement to be lifted higher than one foot above the BFE. Fire Station 20's new living area will be raised two feet above the BFE.

The new fire station living area will be approximately 2,400 square feet (SF) (865 SF larger than the current living area), the apparatus bay will remain the same, 1,980 SF as it is currently, and the bid alternate Personal Protective Equipment (PPE) Room will be a 170 SF addition to the apparatus bay. The living area of the fire station will require most of the construction: lifting the floor and roof, reconfiguring the interior space to accommodate an additional bedroom and accessible bathroom, constructing a rear addition to allow for a gym within the living area, and larger kitchen, living and dining spaces. Some work is proposed for the apparatus bay, which includes fireproofing the demising wall between the living area and apparatus bay and a new (PPE) room.

The proposed design uses exterior materials that are Wildland Urban Interface (WUI) compliant, even though the parcel is not located in a WUI-designated area. Fire does not follow the boundaries on maps, and staff believe safeguarding essential service buildings from future fires is crucial.

This building type is more complex than other mixed-used buildings; therefore, the Town engaged a cost-estimating consultant throughout the design process, beginning with concept design and continuing through design development. A few aspects of the project, such as the generator, PPE Room, and rolling gate, were selected as additional alternate bid items.

The Town will advertise the project for bid in early November and award the lowest responsible bid in early December. Preparation for the temporary living facility will begin this fall. Work on Fire Station 20 that does not impact the creek can start after the bid is accepted, and all other work will begin June 15th, 2025.

FISCAL IMPACT

The current cost estimate for construction is \$3,168,000, the additional alternates (PPE room, generator, and rolling gate) are estimated at approximately \$190,000, and the temporary living facility is \$163,000 for 18 months. Funding for this project is from the following: Sleepy Hollow Fire Protection Authority will provide \$1,500,000 through a pending Station 20 Upgrades Contribution Agreement with the Town, American Rescue Plan Act State & Local Fiscal Relief Funds (ARPA) will provide \$1,650,000, and the

Town's Building Maintenance Fund will provide an additional \$250,000. ARPA funds must be obligated by December 31, 2024, and spent by December 31, 2026. The total current money available is \$3,400,000.

GENERAL PLAN CONSISTENCY

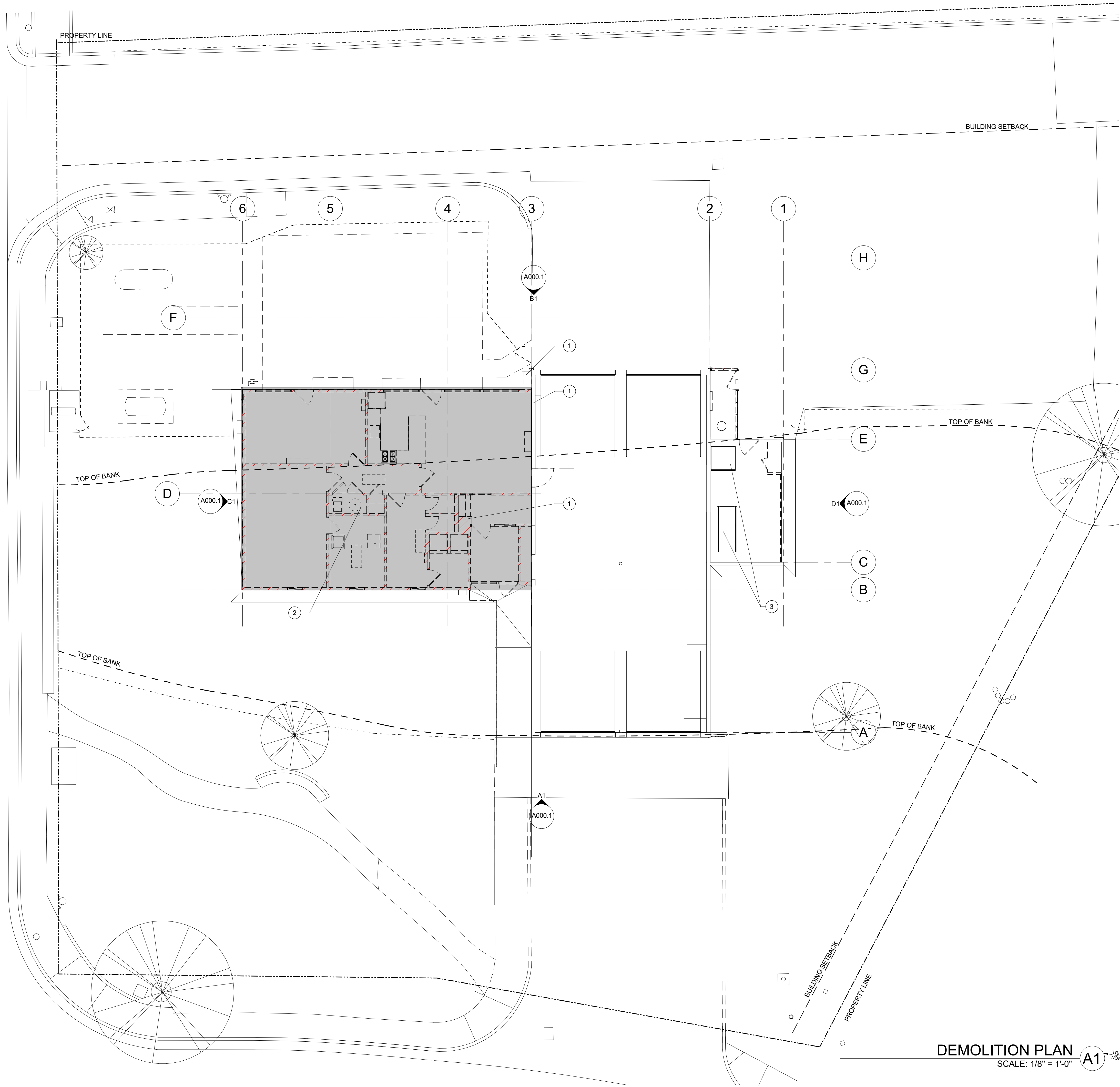
The Town finds this project consistent with the following General Plan elements:

- [Land Use Element](#) Objective 12: To maintain the current level of public services to the citizens of the Town and to continue to support improvements to public utilities as needed.
- [Safety Element](#) Policy S-1.5: Require public buildings are maintained to support their resilience in the face of natural disasters.
- [Safety Element](#) Action S-1.5a: Maintain the structural and operational integrity of essential public facilities during hazard events.
- [Safety Element](#) Policy S-1.17: Maintain a high level of emergency response capability.
- [Safety Element](#) Goal S-5: Prepare and ready the community to respond to fire hazards.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

- The Town finds this project 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 the maintenance and minor alteration of an existing facility with negligible or no expansion of use.
- This project aligns with the San Anselmo Climate Action Plan 2030 by reducing greenhouse gas emissions through energy efficiency upgrades and using all-electric appliances.

Attachment – Fire Station 20 Draft Plans



KEY NOTES

- 1 (E) RADIO EQUIPMENT TO BE RELOCATED - COORDINATE WITH OWNER
- 2 (E) WATER HEATER TO BE RETAINED AND REINSTALLED
- 3 (E) EQUIPMENT TO REMAIN IN PLACE - PROTECT DURING CONSTRUCTION

LEGEND

- EXISTING CONSTRUCTION TO REMAIN
- EXISTING CONSTRUCTION TO BE DEMOLISHED
- EXISTING CONSTRUCTION TO BE DEMOLISHED
REMOVE ENTIRE RESIDENTIAL PORTION OF THE STATION TO STRUTURAL SLAB, BEAMS AND COLUMNS TO REMAIN
ALL UTILITIES TO BE TERMINATED TO FUTURE POINTS OF CONNECTION - SEE MEP DRAWINGS.

DEMOLITION NOTES

1. REMOVE ALL INTERIOR PLUMBING FIXTURES, PIPING, APPLIANCES, MECHANICAL, AND ELECTRICAL EQUIPMENT NOT BEING REUSED IN NEW DESIGN, INCLUDING: DUCTWORK, LIGHTING, DEVICES, WIRING, ETC. COORDINATE WITH MEP, SPRINKLER, IT DRAWINGS
A. VERIFY EQUIPMENT SERVING OTHER AREAS AND COORDINATE IN THE FIELD.
B. SAVE AND PROTECT FIXTURES AND DEVICES WHERE NOTED.
2. REMOVE INTERIOR WOOD FRAMED PARTITIONS, INCLUDING ALL FINISHES AND TRIMS, AS REQUIRED FOR PROPOSED LAYOUT.
3. REMOVE ALL FLOOR FINISHES AND CEILING FINISHES AND SUPPORT FRAMING AS REQUIRED FOR PROPOSED LAYOUT.
4. REMOVE ALL INTERIOR CASEWORK, EQUIPMENT, AND FURNISHINGS. VERIFY FURNITURE OR EQUIPMENT TO BE SAVED AND REUSED WITH OWNER.
5. REMOVE (E) EXTERIOR WINDOWS AND DOORS AS NOTED
6. REMOVE (E) ROOFING AS REQUIRED FOR ROOFING REPLACEMENT.
7. REMOVE EXISTING WOOD SHED STRUCTURE ADJACENT TO APPARATUS BAY; REMOVE EXISTING CPMRESSOR AND OTHER EQUIPMENT IN SHED AND SAVE FOR REINSTALLATION AND REUSE.
8. REMOVE (E) EXTERIOR WOOD SHEATHING TYPICAL THROUGHOUT. STRUCTURE TO REMAIN WHERE WALLS ARE NOTED TO REMAIN
9. COORDINATE THE RELOCATION OF ALL RADIO AND IT EQUIPMENT WITH THE OWNER PRIOR TO THE START OF ANY DEMOLITION.
10. PROTECT IN PLACE ALL EQUIPMENT, FINISHES, ETC TO REMAIN

RVF Station #20

Town of San Anselmo
150 Butterfield Road
San Anselmo, CA 94960
APN - 005-111-68

Fairchild
Broms
Design

PO BOX 1528
SAN ANSELMO, CA 94960
415.459.8699

NOT FOR
CONSTRUCTION
- DRAFT

BID / PERMIT SUBMITTAL

ARCHITECT / ENGINEER STAMP

ISSUE / REVISION

Date	Description	No.
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PROJECT NO.

20006

DATE

09.30.2024

SCALE

As indicated

SHEET TITLE

DEMOLITION
PLAN

SHEET NO.

A000

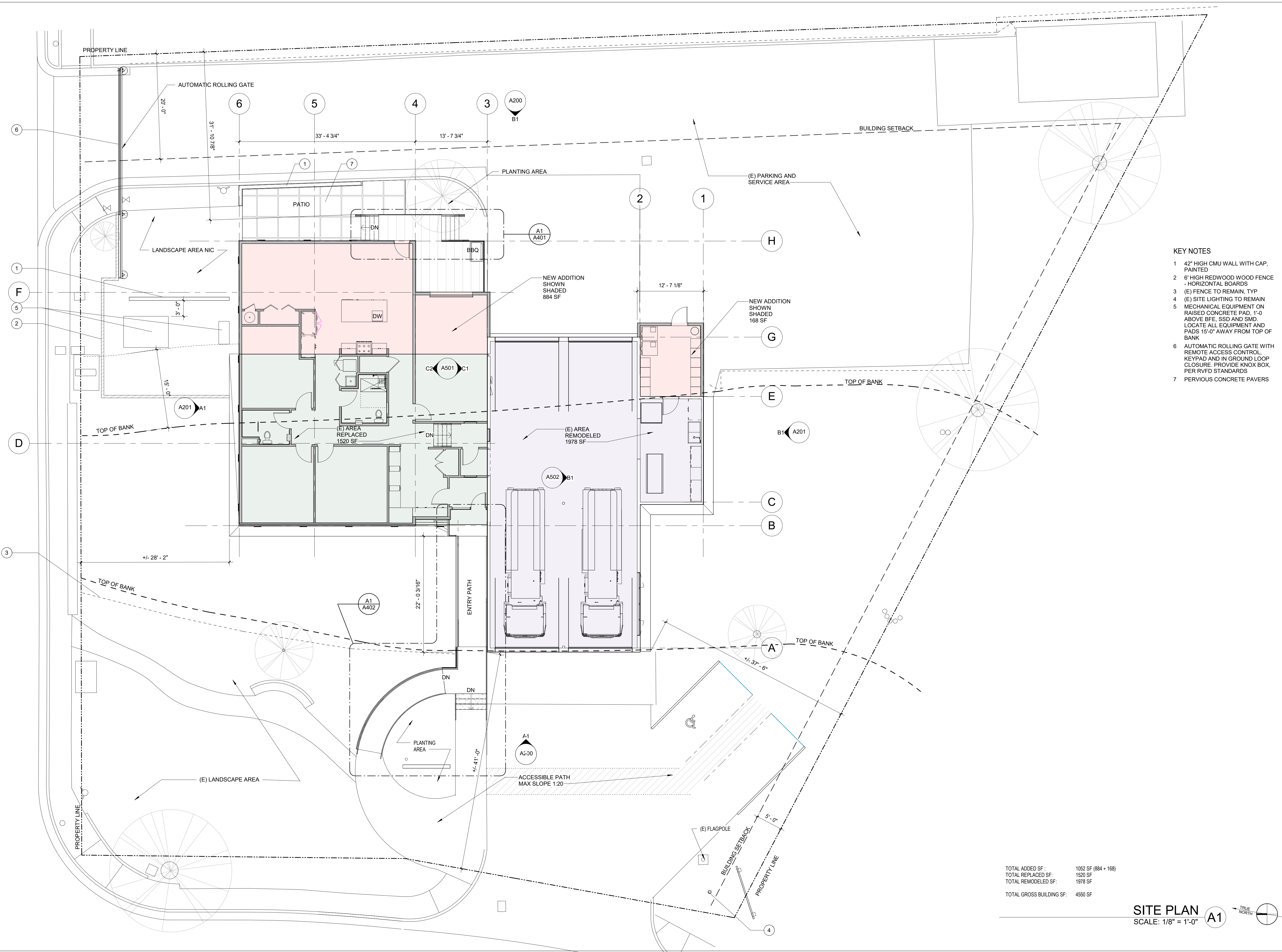
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DEMOLITION PLAN

SCALE: 1/8" = 1'-0"

A1

TRUE
NORTH



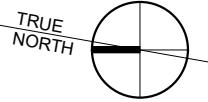
KEY NOTES

- 1 42" HIGH CMU WALL WITH CAP, PAINTED
- 2 6" HIGH REDWOOD WOOD FENCE - HORIZONTAL BOARDS
- 3 (E) FENCE TO REMAIN, TYP
- 4 (E) SITE LIGHTING TO REMAIN
- 5 MECHANICAL EQUIPMENT ON RAISED CONCRETE PAD, 1'-0" ABOVE BFE, SSD AND SMD. LOCATE ALL EQUIPMENT AND PADS 15'-0" AWAY FROM TOP OF BANK
- 6 AUTOMATIC ROLLING GATE WITH REMOTE ACCESS CONTROL, KEYPAD AND IN GROUND LOOP CLOSURE. PROVIDE KNOX BOX, PER RVFD STANDARDS
- 7 PERVIOUS CONCRETE PAVERS

TOTAL ADDED SF : 1052 SF (884 + 168)
TOTAL REPLACED SF: 1520 SF
TOTAL REMODELED SF: 1978 SF
TOTAL GROSS BUILDING SF: 4550 SF

SITE PLAN
SCALE: 1/8" = 1'-0"

A1



RVF Station #20

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ISSUE / REVISION
Date Description No.

PROJECT NO. 20006
DATE 09.30.2024
SCALE 1/8" = 1'-0"

SHEET TITLE

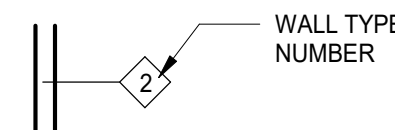
PROPOSED SITE
PLAN

SHEET NO.

A100

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WALL TYPE REFERENCE SYMBOL



WALL TYPES INDICATED ON THE PLANS CONTINUE TO ANY CORNERS OR INTERSECTION OF WALLS ON THE SIDE INDICATED. WALL TYPES ABOVE OR BELOW OPENING SHALL BE THE SAME AS EITHER SIDE OF THE OPENING.

ALIGN DIFFERENT WALL TYPES AS NECESSARY FOR A CONTINUOUS FINISH SURFACE.

REFER TO THE FINISH SCHEDULE AND INTERIOR ELEVATIONS FOR WALL FINISHES, WALL COVERINGS, PANELS, AND TRIM.

SEE DWG A8.0 FOR WALL TYPES. **ALL WALLS NOT NOTED TO BE TYPE 2**

--- (E) WALL TO BE REMOVED

--- (N) PARTITION, WOOD FRAMING

--- (E) WALL, PROVIDE BATT INSULATION WHERE WALL IS OPENED

--- TILE MAINSCOT LOCATION

--- FULL HEIGHT TILE LOCATION

SEE INTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION

--- 1 HR SEPARATION

- DOORS IN NEW OPENINGS TO BE LOCATED WITH HINGE SIDE JAMB 4" FROM PERPENDICULAR WALL VION.
- PROVIDE AND INSTALL 2x FLAT WOOD BLOCKING FOR ALL BATH ACCESSORIES, HANDRAILS, CABINETS, TOWEL BARS, WALL MOUNTED FIXTURES AND ANY OTHER ITEMS ATTACHED TO WALLS.
- ALL CHANGES IN FLOOR MATERIALS OCCUR AT CENTERLINE OF DOOR OR FRAMED OPENINGS UNLESS OTHERWISE INDICATED ON THE DRAWINGS.
- INSTALL ALL FIXTURES, EQUIPMENT, AND MATERIALS PER MANUFACTURERS RECOMMENDATIONS AND THE REQUIREMENTS OF THE CODES. ALL APPLIANCES, FIXTURES, AND EQUIPMENT ASSOCIATED WITH PLUMBING, ELECTRICAL, AND MECHANICAL SYSTEMS SHALL BE LISTED BY A NATIONALLY RECOGNIZED AND APPROVED AGENCY.
- VERIFY CLEARANCES FOR FLUES, VENTS, CHASES, SOFFITS, FIXTURES, ETC., BEFORE ANY CONSTRUCTION, ORDERING OF, OR INSTALLATION OF ANY ITEM OF WORK.
- PROVIDE DRAFT-STOPPING @ ALL CONCEALED DRAFT OPENINGS (VERTICAL & HORIZONTAL). AS PER 2022 CBC 718.3.4, DRAFT-STOPPS SHALL BE INSTALLED SO THE CONCEALED SPACE DOES NOT EXCEED 1,000 SQ. FT. AND IS DIVIDED IN APPROX. EQUAL AREAS.
- PROVIDE DRAFT-STOPPING @ ALL CONCEALED DRAFT OPENINGS (VERTICAL & HORIZONTAL). AS PER 2022 CBC 718.3.4, DRAFT-STOPPS SHALL BE INSTALLED SO THE CONCEALED SPACE DOES NOT EXCEED 1,000 SQ. FT. AND IS DIVIDED IN APPROX. EQUAL AREAS.
- PRESSURE TREATED LUMBER TO BE USED IF IN DIRECT CONTACT WITH CONCRETE OR CMU IF THERE IS NO PROVIDED AIRGAP.
- SEE DWGS TO 1 & 2 FOR APPLICABLE CODE INFORMATION.
- ALL DOORS NOT NOTED WITH A NUMBER ARE EXISTING TO REMAIN. VERIFY CONDITION AND REPLACE HARDWARE TO MATCH NEW DOORS.
- SEE DWG T1.3 FOR TOILET ACCESSORY TYPICAL LOCATIONS & MOUNTING HEIGHTS.
- ALL WINDOWS NOT NOTATED ARE EXISTING TO REMAIN.
- ALL CONFERENCE ROOM TABLES TO PROVIDE REQUIRED KNEE AND TOE CLEARANCES PER CBC. 27" HEIGHT, 19" DEEP.
- A FLOOR LANDING NOT MORE THAN 1/2" BELOW THE THRESHOLD IS REQUIRED ON EACH SIDE OF AN EGRESS DOOR.

KEY NOTES

- COMPRESSOR
- NEGATIVE PRESSURE THIS ROOM
- (E) CONCRETE SLAB AND BEAMS
- MERA RADIO AND COMMUNICATIONS BOX, WALL MOUNTED. COORDINATE WITH OWNERS CONSULTANTS AND CONTRACTORS
- COMMUNICATIONS CLOSET, COORDINATE REQUIREMENTS WITH IT AND STATION ALERTING SYSTEM

RVF Station #20

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ARCHITECT / ENGINEER STAMP

ISSUE / REVISION
Date Description No.

PROJECT NO. 20006

DATE 09.30.2024

SCALE 1/4" = 1'-0"

SHEET TITLE

SHEET NO.

FLOOR PLAN

A101

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NEW FLOOR PLAN

SCALE: 1/4" = 1'-0"

A1

