



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

Town Council Agenda

Tuesday, January 27, 2026

7:00 PM

Meeting held In-Person and via Zoom:

<https://us02web.zoom.us/j/87338247179>

Or Telephone: +1 669 900 6833 | Webinar ID: 873 3824 7179

How to Submit Comments Before the Meeting: Members of the public are encouraged to submit email correspondence to towncouncil@sananselmo.gov or eComments on the Agendas and Meeting webpage 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 the 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 that those participating in the meeting remotely via Zoom do so at their own risk. The Town Council's 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.

Written Public Comment

[Public Comment- Asselstine \(PDF\)](#)

Council requests for future agenda items.

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

Special Presentation. There are no Special Presentations.

1. Consent Agenda:

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

1.1 Approve the Draft Minutes of the Regular Meeting of January 13, 2026

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

[Attachment 1- Draft Minutes of the January 13, 2026 Regular Town Council Meeting \(DOC\)](#)

1.2 Receive and File Revenue and Expenditure Reports, December 2025

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

[Attachment 1 Budget Comparison Report by Subcategory, December 2025 \(PDF\)](#)

[Attachment 2 Budget Comparison Report by Department, December 2025 \(PDF\)](#)

[Attachment 3 Budget Comparison Report by Subcategory Measure J, December 2025 \(PDF\)](#)

[Attachment 4 Budget Comparison Report by Department Measure J, December 2025 \(PDF\)](#)

1.3 Authorize the Director of Public Works to Sign a Funding Agreement for a Library Decarbonization Grant

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

1.4 Receive and File the Financial Report on Recreation Fund ending December 31, 2025

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

[Attachment 1 - December 2025 Budget Report \(PDF\)](#)

[Attachment 2 - December 2025 Recreation Capital Outlay \(PDF\)](#)

2. Public Hearing:

In general, the following procedural order applies to public hearing items:

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

2.1 Introduction and First Reading of an Ordinance Amendment to Title 10 “Planning and Zoning”, Section 10-3.302 “Land Use Regulation Table” and Section 10-3.1702 “Definitions” to Limit Live Entertainment in Restaurants to 10:00 p.m. and Require a Conditional Use Permit for Live Entertainment After 10:00 p.m. The Ordinance Amendment is exempt from

the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guideline section 15061(b)(3) (the “common sense” exemption).

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

[Attachment 1- Draft Ordinance \(DOC\)](#)

[Attachment 2- Planning Commission Resolution No. 2026-02 \(PDF\)](#)

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

2.2 Review Town Council Committee Assignments and Make Appointments for 2026.

Appointing Council members to serve on committees 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).

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

[Attachment 1- Current Town Council Appointments and Vacancies \(PDF\)](#)

[Attachment 2- Resolution No 2025-4574 Establishing a Rotation Process for Town Council Assignments \(PDF\)](#)

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@sananselmo.gov. Notification at least 48 hours prior to the meeting will enable the Town to make reasonable accommodations to help ensure 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 February 10, 2026.

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

Town Council
Steve Burdo, Mayor
Chantel Walker, Vice Mayor

Yoav Schlesinger, Councilmember
Eileen Burke, Councilmember
Tarrell Kullaway, Councilmember

Staff

David Donery, Town Manager
Linda Kenton, Assistant Town Manager / Town Librarian
Jeff Zuba, Finance and Admin Services Director
Megan Holt Acevedo, Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Community Development Director
Sean Condry, Public Works Director
Mattie O'Grady, 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.

**TOWN OF SAN ANSELMO
PROCLAMATION FU/26**

**A PROCLAMATION OF THE CITY COUNCIL OF THE TOWN OF SAN ANSELMO
ADOPTING A POLICY FOR THE USE OF REVENUES GENERATED BY THE 2007 ROSS VALLEY
FLOOD ZONE 9 FEE AND 1965 AD VALOREM TAXES, ESTABLISHING MAINTENCE AND
INCREASED HEIGHT OF LEVEES IN THE TIDAL ZONE AS THE HIGHEST PRIORITY USE OF FUNDS**

WHEREAS, on the first few days of 2026, the lower reaches of the Corte Madera Creek experienced extensive flooding, damage, emergency services delays, drastic traffic delays and at times complete closure of Highway 101 and damned if we didn't make national news due to the high tides; we all got calls from friends all over the country asking how could this ever happen; and;

WHEREAS, the Town of San Anselmo voted overwhelmingly to Withdraw from the Flood Control District, Zone 9 in 2024, and is still obligated to continue to pay flood fees until the end of the term in 2027 that will likely be wasted on a bad project: BB2; and

WHEREAS, the remaining 2007 Flood Fee funds and future 1965 Flood Tax income are not sufficient to maintain the 1965 works nor work proposed at BB2 nor recent 2007 flood fee work completed, it appears to most people with calculators and two fingers understand that the current projects if implemented, will result in the liabilities and obligations exceeding and significantly greater than the fee and tax income; Yep, a financial disaster of own making; and;

WHEREAS, a report from 2019 suggests that near future tidal flooding could be two and a half feet higher than we experienced this last January; Yep, TWO AND A HALF FEET y'all, by 2050 and;

WHEREAS, this council advises the Flood District to "Just stop BB2,... really, send the money downstream" as the best use of all funds is likely the considerable effort to start designs to maintain and increase the height of the levees in the tidal reaches of the Corte Madera Creek as it creates a future that will be more economically sound community as well as improving public safety and other essential services ; and

**NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO DOES PROCLAIM,
DECLARE, DETERMINE, AND ORDER AS FOLLOWS:**

It shall be the policy of the San Anselmo Town Council to encourage, cajole, beg, use reasonably civil but really f-ing clear language with the Flood District and Board of Supervisors to: immediately prioritize all flood fee and ad valorem taxes to the tidal reaches of Corte Madera Creek as it is in the interests of every citizen up and down the Ross Valley. Simply... because it makes a hell of lot more sense than where the Flood District is taking us now.

IT IS HEREBY CERTIFIED that the Town Council of the Town of San Anslemo introduced and regularly adopted the foregoing Proclamation at a regular meeting held on January 27 2026, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.1

MEETING DATE: January 27, 2026

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of January 13, 2026

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Regular Town Council meeting of January 13, 2026.

ATTACHMENT:

Attachment 1- January 13, 2026 Draft Minutes

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, January 13, 2026

Call to Order: Optional Pledge of Allegiance

COUNCILMEMBERS PRESENT:

Steve Burdo (Mayor)
Chantel Walker (Vice Mayor)
Eileen Burke
Tarrell Kullaway
Yoav Schlesinger

STAFF MEMBERS PRESENT:

Dave Donery, Town Manager
Megan Acevedo, Town Attorney
Serge Avila, Town Clerk
Mattie O'Grady, Community Services Director
Hamid Khalili, CMPA Captain
Kelly Warner, Community Engagement Coordinator

Open Time for Public Expression

Mr. Ross Asselstine stated he would like the Town to form a Citizens' Tree Committee. He asked the County Board of Supervisors to discuss Flood Zone 9. He discussed recent tidal action that could have had dire consequences.

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

Councilmember Burke reported the Town of Ross is talking about potentially rebuilding their Fire Station; she will be announcing the Archie Williams Girls' Varsity Basketball home games (Go Falcons!).

Councilmember Kullaway reported she was honored to light the Menorah; she will be participating in workshops hosted by the Climate Action Team of Marin County.

Councilmember Schlesinger reported he attended the Winter Walk; the Menorah Lighting; the Marin Wildfire Prevention Authority (MWPA) Board meeting; the Central Marin Police Authority (CMPA) Board meeting.

Vice Mayor Walker stated she attended the North Bay Cal Cities League of California Cities meeting; today's housing roundtable hosted by the League of Cities; the Climate Action Committee meeting; the Menorah Lighting.

Mayor Burdo reported he attended the Menorah Lighting; the Ross Town Council meeting; gave a "Shout Out" to the Public Works Department staff for a recent assessment about some trees that are on the creek on Beverly Way; today is National Rubber Ducky Day!

Special Presentation

There were no Special Presentations.

1. Consent Agenda

- 1.1 Approved the Draft Minutes of the Regular Town Council Meeting of December 9, 2025
- 1.2 Approved Resolution No. 2026-4607 Repealing and Replacing Resolution 2024-4559 and Establishing the Corrected 2024/25 Appropriations Limit
- 1.3 Received and Filed Report of Checks Issued, December 2025
- 1.4 Approved the Town Council Meeting Calendar for 2026, Canceling the July 14, August 11, November 24, and December 22, 2026 Meetings
- 1.5 Approved Resolution No. 2026-4606 to Accept Funding for the Pedestrian Hybrid Beacon Project at Sir Francis Drake Boulevard and Madrone Avenue

**M/s, Burke/Kullaway, Motion to approve Consent Calendar items #1.1 through #1.5.
AYES: Burke, Kullaway, Schlesinger, Vice Mayor Walker, Mayor Burdo**

Council Business Items

- 2.1 Review and Approve the Special Event Application- Live on the Avenue 2026

Director O'Grady and CMPA Captain Kahlili presented the staff report and gave a PowerPoint presentation. Staff answered questions from the Council regarding the purpose of mobile barriers; the closing of Tunstead Avenue; what time the two-hour street closure would begin; the number of cars towed last year; how much it would cost to put a "boot" on a car; if vehicle owners have to be notified that his or her car is being towed; if it would be more efficient to eliminate the phone notification before a tow is done; enforcement for pedestrians using the street; if the event could go later such as 10:00 p.m.; what the \$116,000 staff time represents; if the staff time would increase if there were more nights; if mobile barriers would be placed only in the street; the use of natural barriers.

Mayor Burdo opened the Public Hearing.

Mr. Greg Larriman loves the event and supported the road closure.

Ms. Barbara Nazari, business owner, would like the street opened later- 4:00 p.m. or 4:30 p.m. is too early. She asked for help with the parking in the neighborhoods.

Elizabeth supports Option B. The event has an overwhelmingly positive impact to the community. She was not in favor of starting later.

Ms. Megan Tuggle supports Option B. Kudos to the Recreation Department for its great work and creativity.

Steven loves the event- it represents the values that are often talked about. He is impressed with the budget- this event is a great deal!

Daniel supports Option B and this cool event.

Ms. Laura Allen stated Option A would be tough for kids and could create a safety issue. A car that is parked longer than two hours should be towed.

Kyle stated this event is awesome and he loves the volunteer opportunities for the youth. He supports Option B.

Mohammad is from Sacramento and stated San Anselmo is beautiful. He suggested the Town organize a Community Photographic Contest.

Alex stated she wants her kids to be more “free range” and the event is perfect for them. There should be consistency between what is done on Friday and Saturday.

Mr. Jeff Grenkie supports Option B and the idea of a Photo Contest. The event builds friendships and helps the businesses.

Mr. Pat Townsley was concerned about public safety and stated something can go wrong. He suggested parking Public Works trucks on both ends of the street.

Adam, a new business owner, supports Option B.

Mr. Kat Alexander, Chair of the Parks and Recreation Commission, thanked the Council for continuing this discussion. The Commission received comments in support of continuing the event as it currently operates.

Stefan, one of the producers of the event, supports Option B.

Ms. Ryan LaFrenz, member of the Parks and Recreation Commission, strongly supported continuing the event in its current format and Option B.

Mayor Burdo closed the Public Hearing.

Councilmember Burke supports Option B. In the future she would like to consider holding the event at a different location, such as Memorial Park, on one of the nights. Three cars being towed is not much. She liked the idea of parking trucks at the end of the street instead of using the mobile barriers which are expensive. She supported better parking enforcement on the side streets and the budget. She could go either way on the idea of a parade.

Councilmember Kullaway stated she liked the Photo Contest idea, Option B, the budget, the idea of trucks used as barriers, and was ambivalent about a parade. She recommended paying the musicians more.

Vice Mayor Walker supported Option B and would leave the idea of a parade to staff. She would like to have a 3-Year Plan.

Councilmember Schlesinger stated he would like to keep the event exactly as it is. He supports the 4:30 p.m. closure.

Mayor Burdo stated Option B was the right choice. He discussed some of the ideas for improving traffic/parking on the arterial roads.

M/s, Walker/Burke Motion to accept the Parks and Recreation Commission and staff's recommendation around Option B, Continuation of current framework. Fridays and Saturdays from June 20, 2026 through September 12, 2026. Full street closure and Music at Town Hall and Creek Park. Full programming on the Avenue. Street Closures Fridays

and Saturdays 4:30 pm to 9:30 pm, music sets 6 to 8:30 pm. Vendors and activities on the Avenue are allowed only once cars are cleared.

AYES: Burke, Kullaway, Schlesinger, Vice Mayor Walker, Mayor Burdo

M/s, Burke/Walker, Motion to adjourn the meeting at 8:39 p.m.

AYES: Burke, Kullaway Schlesinger, Vice Mayor Walker, Mayor Burdo

Respectfully submitted,

Toni DeFrancis,
Recording Secretary



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.2

MEETING DATE: January 27, 2026

AGENDA TITLE: Revenue and Expenditure Reports, December 2025

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 December 31, 2025.

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 that 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 December 31, 2025, 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 carried out by identifying the key trends the Town Council should take note of.

Revenues

Overall, through the December 2025 reporting period, the Town's general fund revenue increased its base relative to the prior year by \$0.316M. A majority of the Town's revenue is collected at specific times.

Category	DEC YTD FY26	DEC YTD FY25	\$ Change	% Change
Property Tax	9,400,992.56	9,041,112.72	359,879.84	3.98%
Sales Tax	473,351.38	478,566.79	(5,215.41)	-1.09%
Property Transfer Tax	8,791.74	14,781.80	(5,990.06)	-40.52%
Franchise Taxes	314,970.87	307,671.34	7,299.53	2.37%
Licenses & Permits	671,618.74	604,985.63	66,633.11	11.01%
Fines	16,118.03	29,320.84	(13,202.81)	-45.03%
Cash & Investment Interest	-	-	-	-
Intergovernmental	83,572.11	147,174.18	(63,602.07)	-43.22%
Other Fees	234,225.16	165,777.65	68,447.51	41.29%
Transfers In	199,170.69	201,577.57	(2,406.88)	-1.19%
Total	11,402,811.28	10,990,968.52	411,842.76	3.75%

As shown above, the Town's overall revenue base increased by \$0.316M due to the following:

- The Town receives property tax disbursements from the County of Marin in December (55%), April (40%), and June (5%). Property Tax revenue increased by \$0.360M. The Town budgeted a 3.78% increase in property taxes in fiscal year 2025-2026 and is right on track.
- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2025-26 have been comparable to the prior year and remain on track with the budgeted amount.
- Revenue from Licenses & Permits increased by \$0.067M compared to the previous period, due to a reduction in construction activity in the Town from the cost of goods and services, economy, or just the normal slowdown during the fall/winter season. There is also a slight decrease in business license collections for fiscal year 2025-2026 compared to FY2024-2025.
- Intergovernmental revenues decreased by \$0.063M compared to the previous period due to receiving \$0.065M Leap grant for the Housing Element from the State in FY24-25 and no similar grant in FY25-26.
- Other Fees have increased by \$0.068M compared to the previous period due to an increase in resale inspections and planning fees.

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 December 2025 reporting period end, the Town's General Fund expenditures have increased by \$0.523M compared to the prior year. This is primarily from increases in compensation, retirement, outside services, and debt service. All other activity is either flat year-over-year or nets to an immaterial change, all of which are within management's expectations.

Category	DEC YTD FY26	DEC YTD FY25	\$ Change	% Change
Compensation	2,515,573.42	2,187,599.09	327,974.33	14.99%
Retirement	377,977.69	245,356.93	132,620.76	54.05%
Training	25,458.52	20,914.69	4,543.83	21.73%
Outside Services	1,056,460.24	1,151,335.16	(94,874.92)	-8.24%
Outside Services - Public Safety	5,856,447.38	5,485,752.08	370,695.30	6.76%
Maintenance	65,954.64	61,417.10	4,537.54	7.39%
Utilities	14,397.82	11,502.66	2,895.16	25.17%
Supplies	64,624.73	85,425.47	(20,800.74)	-24.35%
Debt Service - Pension Bond	596,120.07	638,811.71	(42,691.64)	-6.68%
Other Expenditure	95,306.54	116,709.39	(21,402.85)	-18.34%
Internal Service Charge	1,003,546.96	1,093,905.90	(90,358.94)	-8.26%
Transfers Out	555,000.00	605,000.00	(50,000.00)	0.00%
Total	12,226,868.01	11,703,730.18	523,137.83	4.47%

As shown above, the Town's expenditures base overall increased by \$0.523M, which is driven by compensation, retirement, outside services – public safety, and debt service:

- Compensation (Salaries & Wages and Benefits) increased by \$0.327M compared to the prior fiscal year, primarily due to the 6.0% cost of living adjustment effective July 1, 2025, step adjustments, one-time payment upon the signing of the Memorandum of Understanding (MOU) 2025-2028, vacation cashout and sick time roll overs per the MOU and health insurance premiums.
- Retirement increased by \$0.132M compared to the prior period due to the Town's CalPERS unfunded liability payment, cost of living, step adjustments, and fully staffed positions.
- Outside Services decreased by \$0.094M compared to the previous period due to lower allocated costs for Animal Control Services with the County and Library Marinette Membership, no contracted building inspector, and fewer plan check fees for third party consultants.
- Outside Services – Public Safety increased by \$0.370M compared to the previous fiscal year due to payments for Public Safety JPA's, Central Marin Police Authority, and Ross Valley Fire Department. These increases are in line with the budgeted amounts set by the Police Council and Fire Board.
- Debt Service increased by \$0.043M compared to the previous fiscal year due to the repayment of the 2021 Pension Obligation Bonds. The bond payments are due in August and February.
- Internal Service Fund Charge decreased by \$0.090M compared to the previous period due to decreased payment to the Internal Service Funds for Insurance and vehicle replacement, offset by increases for Building Maintenance and Information Technology.
- Transfers Out decreased by \$0.050M compared to the previous period due to no budgeted transfers to the Parks Capital Improvement Fund in fiscal year 2025-2026 because of budget constraints.

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 immaterial for further discussion and are expected given the Town's operations.

Overall, the General Fund is in good financial standing for 6 months through fiscal year 2025-2026. We remain on track with our projections and only see a couple of items that will be discussed at our mid-year budget review meeting.

MEASURE J

Revenues

Overall, through the December 2025 reporting period, the Town's Measure J Fund revenue increased its base relative to the prior year by \$162.

Category	DEC YTD FY26	DEC YTD FY25	\$ Change	% Change
Sales Tax	812,681.44	814,909.94	(2,228.50)	-0.27%
Cash & Investment Interest	-	-	-	-
Reimbursement	2,390.87	-	2,390.87	(2,390.87)
Total	815,072.31	814,909.94	162.37	0.02%

- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2025-26 have been comparable to the prior year and remain on track with the budgeted amount.

Expenditures

Overall, through the December 2025 reporting period end, the Town's Measure J expenditures have increased by \$0.948M compared to the prior year. This is primarily from increases in compensation, retirement, outside services, and construction. 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	DEC YTD FY26	DEC YTD FY25	\$ Change	% Change
Compensation	121,683.31	105,494.74	16,188.57	15.35%
Retirement	9,295.98	8,319.26	976.72	11.74%
Training	-	-	-	-
Outside Services	150,189.02	137,899.69	12,289.33	8.91%
Construction	1,971,618.85	1,052,917.47	918,701.38	87.25%
Transfers Out	-	-	-	-
Total	2,252,787.16	1,304,631.16	948,156.00	72.68%

- Outside Services increased by \$0.012M compared to the prior period due to Ross Valley Fire Department staffing costs, including a 3% COLA, 3% equity adjustment, and continued step increases for Firefighter/Paramedic personnel.
- Construction increased by \$0.918M compared to the previous period due to the Fire Station 20 Project and Isabel Cook Community Center Roof Project. In the prior period through September, the Town had completed some bridge design work, repairs on concrete roads, wrapped up of Town Hall roof & HVAC project,

minor work at Memorial Park, and slurry seal project. There is no slurry seal project scheduled for FY25 due to major ongoing projects at Fire Station 20 and the Resilience Hub. The Town anticipates a slurry seal project in fiscal year 2026-2027.

- The Fire Station 20 project is still on target to be completed on time. The project has had about 18% change orders on the original contract amount.

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, December 2025

Attachment #2: Budget Comparison Report by Department, December 2025

Attachment #3: Budget Comparison Report by Subcategory Measure J, December 2025

Attachment #4: Budget Comparison Report by Department Measure J, December 2025

Town of San Anselmo 2025-2026 Rev & Exp Report as of 12/31/2025 Fund: 01 - GENERAL FUND	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Revenue								
400 - PROPERTY TAX GENERAL	10,030,351.00	10,050,213.98	5,501,458.67	54.74%	10,487,401.00	10,487,401.00	5,729,629.34	54.63%
401 - PENSION	3,020,000.00	3,171,137.39	1,513,566.80	47.73%	3,097,000.00	3,097,000.00	1,586,461.56	51.23%
402 - PROPERTY TAX OTHER	3,998,058.00	4,062,920.53	2,040,869.05	50.23%	4,109,847.00	4,109,847.00	2,093,693.40	50.94%
410 - OTHER TAXES	1,530,000.00	1,454,484.46	478,566.79	32.90%	1,471,120.00	1,471,120.00	473,351.38	32.18%
411 - FRANCHISE TAXES	936,500.00	939,820.99	307,671.34	32.74%	976,000.00	976,000.00	314,970.87	32.27%
420 - BUSINESS LICENSE	290,000.00	325,689.18	43,673.43	13.41%	298,000.00	298,000.00	55,274.70	18.55%
421 - PARKING	0.00	192.54	0.00	0.00%	0.00	0.00	2,880.34	0.00%
422 - CONSTRUCTION	1,091,000.00	1,167,221.10	561,312.20	48.09%	1,105,000.00	1,105,000.00	613,463.70	55.52%
430 - VEHICLE CODE	15,000.00	13,101.62	5,096.76	38.90%	0.00	0.00	4,420.56	0.00%
431 - LIBRARY	1,500.00	2,351.93	715.54	30.42%	2,500.00	2,500.00	758.55	30.34%
432 - PARKING	117,990.00	82,449.77	23,508.54	28.51%	10,000.00	10,000.00	10,938.92	109.39%
440 - USE OF MONEY AND PROPERTY	100,000.00	420,448.71	0.00	9.29%	135,000.00	135,000.00	0.00	0.00
450 - STATE REVENUE	235,500.00	256,356.88	147,174.18	57.41%	171,000.00	171,000.00	83,572.11	48.87%
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	198,500.00	214,551.93	105,581.14	49.21%	215,500.00	215,500.00	152,521.29	70.78%
490 - MISCELLANEOUS REVENUE	115,555.00	279,866.05	60,196.51	21.51%	157,500.00	157,500.00	81,703.87	51.88%
519 - TRANSFERS IN	403,318.00	398,987.58	201,577.57	50.52%	413,185.00	413,185.00	199,170.69	48.20%
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Revenue:	22,083,272.00	22,839,794.64	10,990,968.52	48.12%	22,649,053.00	22,649,053.00	11,402,811.28	50.35%
Expense								
600 - SALARIES AND WAGES	3,552,174.00	3,493,701.89	1,738,667.97	49.77%	3,922,641.00	3,922,641.00	2,067,628.74	52.71%
601 - RETIREMENT	428,706.00	407,334.57	245,356.93	60.23%	568,476.00	568,476.00	377,977.69	66.49%
602 - EMPLOYEE BENEFITS	872,566.00	832,705.82	405,952.71	48.75%	953,970.00	953,970.00	405,587.06	42.52%
604 - RETIREE BENEFITS	180,796.00	180,796.00	42,978.41	23.77%	190,028.00	190,028.00	42,357.62	22.29%
610 - TRAINING	68,750.00	51,805.43	20,914.69	40.37%	69,750.00	69,750.00	25,458.52	36.50%
611 - OUTSIDE SERVICES	2,734,465.00	2,525,643.13	1,151,335.16	45.59%	2,112,045.00	2,112,045.00	1,056,460.24	50.02%
612 - OUTSIDE SERVICES - POLICE (CMPA) & FIRE (RVFD)	10,974,172.00	10,971,504.08	5,485,752.08	50.00%	11,732,115.00	11,732,115.00	5,856,447.38	49.92%
613 - PUBLICATION / DUES	27,522.00	19,719.73	5,893.56	29.89%	28,645.00	28,645.00	6,499.51	22.69%
614 - MAINTENANCE	123,485.00	80,460.09	43,415.43	53.96%	105,750.00	105,750.00	39,327.34	37.19%
615 - BUILDING MAINTENANCE	60,000.00	48,951.16	12,108.11	24.74%	42,500.00	42,500.00	20,127.79	47.36%
616 - VEHICLE MAINTENANCE	16,050.00	19,072.48	11,502.66	60.31%	16,050.00	16,050.00	14,397.82	89.71%
617 - UTILITIES	0.00	119,494.51	66,236.86	55.43%	0.00	0.00	26,277.32	0.00%
618 - HIRING	1,000.00	13,318.46	12,687.10	95.26%	1,000.00	1,000.00	852.00	85.20%
619 - MISCELLANEOUS	25,000.00	4,562.64	3,225.00	70.68%	15,500.00	15,500.00	0.00	0.00%
620 - OFFICE SUPPLIES	32,754.00	33,760.59	22,916.71	67.88%	800.00	800.00	11,269.82	1,408.73%
622 - DEPARTMENT SUPPLIES	133,197.00	192,875.10	59,283.76	30.74%	132,950.00	132,950.00	53,354.91	40.13%
623 - BOOKS / MAGAZINES / VIDEOS	29,000.00	32,201.33	11,982.04	37.21%	30,750.00	30,750.00	7,690.91	25.01%
628 - Internal Service Charge	1,437,812.00	1,437,811.80	1,093,905.90	76.08%	1,307,094.00	1,307,094.00	1,003,546.96	76.78%
629 - MISCELLANEOUS	105,500.00	67,845.10	25,803.39	38.03%	183,800.00	183,800.00	60,486.31	32.91%
630 - EQUIPMENT	500.00	12,740.74	0.00	0.00%	0.00	0.00	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	465,000.00	465,000.00	465,000.00	100.00%	510,000.00	510,000.00	510,000.00	100.00%
641 - INTEREST	173,929.00	173,811.71	173,811.71	100.00%	170,189.00	170,189.00	86,120.07	50.60%
670 - TRANSFERS OUT	640,000.00	640,000.00	605,000.00	94.53%	555,000.00	555,000.00	555,000.00	100.00%
Total Expense:	22,082,378.00	21,825,116.36	11,703,730.18	53.63%	22,649,053.00	22,649,053.00	12,226,868.01	53.98%
Total Fund: 01 - GENERAL FUND:	894.00	1,014,678.28	-712,761.66		0.00	0.00	-824,056.73	

Report Total:	894.00	1,014,678.28	-712,761.66	0.00	0.00	-824,056.73
---------------	--------	--------------	-------------	------	------	-------------

Town of San Anselmo 2025-2026 Rev & Exp Report as of 12/31/2025 Fund: 01 - GENERAL FUND Expense	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
00 - UNDESIGNATED	640,000.00	640,000.00	605,000.00	94.53%	555,000.00	555,000.00	555,000.00	100.00%
11 - TOWN COUNCIL	71,446.00	72,327.28	24,687.75	34.13%	64,260.00	64,260.00	21,271.63	33.10%
12 - ADMINISTRATION	1,669,529.00	1,671,278.59	787,371.37	47.11%	1,712,209.00	1,712,209.00	871,113.99	50.88%
16 - LEGAL SERVICES	330,000.00	220,398.50	74,259.00	33.69%	280,000.00	280,000.00	89,348.00	31.91%
18 - PLANNING	1,169,800.00	1,050,424.51	418,052.92	39.80%	916,720.00	916,720.00	492,623.47	53.74%
19 - Building & Inspections	0.00	0.00	0.00	0.00%	1,134,173.00	1,134,173.00	557,314.78	49.14%
21 - NON-DEPARTMENTAL	1,488,431.00	1,472,164.52	1,127,629.94	76.60%	1,494,217.00	1,494,217.00	1,185,276.86	79.32%
30 - POLICE	5,474,469.00	5,476,919.00	2,739,684.50	50.02%	5,814,695.00	5,814,695.00	2,907,347.48	50.00%
32 - ROSS VALLEY FIRE SERVICE	5,559,703.00	5,531,890.03	2,756,127.53	49.82%	5,959,920.00	5,959,920.00	2,955,682.57	49.59%
40 - DEBT SERVICE	640,429.00	640,111.71	640,111.71	100.00%	681,689.00	681,689.00	597,720.07	87.68%
41 - ENGINEERING AND INSPECTION	1,774,695.00	1,760,842.33	861,239.69	48.91%	669,661.00	669,661.00	339,719.54	50.73%
42 - STREETS	1,278,642.00	1,251,926.33	637,633.92	50.93%	1,302,235.00	1,302,235.00	619,198.92	47.55%
71 - LIBRARY	899,716.00	958,206.51	487,563.84	50.88%	952,892.00	952,892.00	513,563.06	53.90%
81 - PARKS	768,688.00	763,422.31	372,699.12	48.82%	752,314.00	752,314.00	347,923.20	46.25%
82 - RECREATION/GENERAL FUND	316,830.00	315,204.74	171,668.89	54.46%	359,068.00	359,068.00	173,764.44	48.39%
Total Expense:	22,082,378.00	21,825,116.36	11,703,730.18	53.63%	22,649,053.00	22,649,053.00	12,226,868.01	53.98%
Total Fund: 01 - GENERAL FUND:	22,082,378.00	21,825,116.36	11,703,730.18	53.63%	22,649,053.00	22,649,053.00	12,226,868.01	53.98%
Report Total:	22,082,378.00	21,825,116.36	11,703,730.18	53.63%	22,649,053.00	22,649,053.00	12,226,868.01	53.98%

Town of San Anselmo 2025-2026 Rev & Exp Report as of 12/31/2025 Fund: 15 - SALES TAX - MEASURE J	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Revenue								
410 - OTHER TAXES	2,539,700.00	2,479,818.93	814,909.94	32.86%	2,493,023.00	2,493,023.00	812,681.44	32.60%
440 - USE OF MONEY AND PROPERTY	0.00	43,562.13	0.00	0.00%	20,000.00	20,000.00	0.00	0.00%
490 - MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00%	363,005.00	363,005.00	2,390.87	0.66%
Total Revenue:	2,539,700.00	2,523,381.06	814,909.94	32.29%	2,876,028.00	2,876,028.00	815,072.31	28.34%
Expense								
600 - SALARIES AND WAGES	184,552.82	178,688.70	88,015.37	49.26%	194,877.00	194,877.00	103,938.77	53.34%
601 - RETIREMENT	17,403.96	16,871.90	8,319.26	49.31%	18,606.00	18,606.00	9,295.98	49.96%
602 - EMPLOYEE BENEFITS	43,971.10	37,283.51	17,479.37	46.88%	41,874.00	41,874.00	17,744.54	42.38%
611 - OUTSIDE SERVICES	261,716.00	268,757.71	137,899.69	51.31%	332,653.00	332,653.00	150,189.02	45.15%
631 - CAPITAL OUTLAY - CONSTRUCTION	2,807,857.00	1,859,183.28	675,168.77	36.32%	2,245,912.00	2,245,912.00	1,971,618.85	87.79%
632 - SLURRY	200,000.00	377,748.70	377,748.70	100.00%	0.00	0.00	0.00	0.00%
670 - TRANSFERS OUT	0.00	0.00	0.00	0.00%	124,651.00	124,651.00	0.00	0.00%
Total Expense:	3,515,500.88	2,738,533.80	1,304,631.16	47.64%	2,958,573.00	2,958,573.00	2,252,787.16	76.14%
Total Fund: 15 - SALES TAX - MEASURE J:	-975,800.88	-215,152.74	-489,721.22		-82,545.00	-82,545.00	-1,437,714.85	
Report Total:	-975,800.88	-215,152.74	-489,721.22		-82,545.00	-82,545.00	-1,437,714.85	

Town of San Anselmo 2025-2026 Rev & Exp Report as of 12/31/2025 Fund: 15 - SALES TAX - MEASURE J Expense	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
00 - UNDESIGNATED	0.00	0.00	0.00	0.00%	124,651.00	124,651.00	0.00	0.00%
32 - ROSS VALLEY FIRE SERVICE	261,716.00	565,658.44	130,858.02	23.13%	1,282,653.00	1,282,653.00	1,202,163.16	93.72%
41 - ENGINEERING AND INSPECTION	2,725,427.88	1,544,573.13	1,004,826.68	65.06%	1,020,269.00	1,020,269.00	815,334.53	79.91%
71 - LIBRARY	0.00	0.00	0.00	0.00%	100,000.00	100,000.00	0.00	0.00%
81 - PARKS	175,000.00	66,735.47	59,282.47	88.83%	375,000.00	375,000.00	180.26	0.05%
90 - Climate Action	353,357.00	561,566.76	109,663.99	19.53%	56,000.00	56,000.00	235,109.21	419.84%
Total Expense:	3,515,500.88	2,738,533.80	1,304,631.16	47.64%	2,958,573.00	2,958,573.00	2,252,787.16	76.14%
Total Fund: 15 - SALES TAX - MEASURE J:	3,515,500.88	2,738,533.80	1,304,631.16	47.64%	2,958,573.00	2,958,573.00	2,252,787.16	76.14%
Report Total:	3,515,500.88	2,738,533.80	1,304,631.16	47.64%	2,958,573.00	2,958,573.00	2,252,787.16	76.14%



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.3

MEETING DATE: January 27, 2026

AGENDA TITLE: Authorize the Director of Public Works to sign a funding agreement for the Library decarbonization grant and find the action exempt from CEQA under CEQA Guidelines Sections 15301 and 15303

FROM: Bridget Wipfler, Climate Action Coordinator

RECOMMENDATION: For the Town Council to authorize the Director of Public Works to sign the funding agreement for the BayREN Decarbonization Showcase grant for the Library HVAC electrification.

BACKGROUND

In April 2025, San Anselmo was awarded a \$100,000 grant from the Bay Area Regional Energy Network (BayREN) through its pilot Building Decarbonization Showcase program. The grant funds will be used to cover the installation of a heat pump HVAC unit at the Library to demonstrate building decarbonization strategies and educate residents.

DISCUSSION/ANALYSIS

To accept the grant funds and proceed with the project, the Town must execute a funding agreement with BayREN. The agreement outlines the grant terms, project deliverables, timeline, and compliance requirements.

Council authorization is required to designate the Director of Public Works, Sean Condry, as the authorized signatory on behalf of the Town for this funding agreement. Approval of this action will allow staff to move forward with the project and satisfy BayREN's administrative requirements.

FISCAL IMPACT

The grant provides up to \$100,000 in funding, reducing the Town's funds allocated toward this project from \$745,000 to \$645,000.

GENERAL PLAN CONSISTENCY

The project is consistent with the General Plan under the action:
M1: Air, water, and noise pollution shall be prevented or minimized.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

This project is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (Existing Facilities), as the project involves negligible or no expansion of the existing use of the existing public facility. The project is also exempt under CEQA Guidelines Section 15303 (New Construction or Conversion of Small Structures).

This project aligns with the following language in the Climate Action Plan:

E-7: Municipal Energy Efficiency Audit and Retrofits: Work with the Marin Energy Management Team to identify and implement energy efficiency projects in municipal buildings and facilities and electrification of existing building systems and equipment that use natural gas.

ATTACHMENT

N/A



STAFF REPORT

TOWN OF SAN ANSELMO

Item 1.4

MEETING DATE: 1/27/26

AGENDA TITLE: Financial Report on Recreation Fund

FROM: Mattie O’Grady – Director of Community Services

RECOMMENDATION: That Town Council review the Recreation Fund revenue and expenditure report for the period ending December 31, 2025.

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, and childcare and camps. Additional revenue is generated through facility rentals and administrative fees.

DISCUSSION/ANALYSIS

As of December 31st, 2025, 50% of the fiscal year has elapsed and the Recreation Fund is listed at 54% of projected revenues and 50% of projected expenditures.

Attached are the department’s capital outlay budget and the Recreation Fund revenue and expenditure report. For this fiscal year, the Recreation Department has allocated funds to support special events and older adult programming that are not expected to be cost-recoverable.

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

FY	Revenue			Expenditures			Rev Over/(Under) Exp	
	Budget	Actual	%	Budget	Actual	%	\$	%
2025-26	2,362,320	1,285,380	54%	2,362,320	1,188,300	50%	97,080	4%
2024-25	2,210,355	1,283,985	58%	2,210,355	1,057,079	48%	\$226,906	10%
2023-24	1,984,971	1,165,353	59%	2,284,971	1,016,660	44%	148,674	7%
2022-23	1,875,414	1,254,191	67%	1,848,926	926,582	50%	327,608	17%
2021-22	1,348,625	1,149,575	85%	1,460,003	807,680	55%	341,895	25%
2020-21	1,408,125	453,172	32%	1,550,947	598,115	39%	(144,943)	(10%)
2019-20	1,627,269	1,019,123	63%	1,669,863	936,738	56%	82,386	5%

Attachment 1 - Revenue & Expenditure Report FY 2025-26: Recreation Fund as of 12/31/2025
Attachment 2 – Capital Outlay Report FY 2025-26 as of 12/31/2025



Budget Report Group Summary

For Fiscal: 2025-2026 Period Ending: 12/31/2025

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 00 - UNDESIGNATED						
670 - TRANSFERS OUT	38,815.00	38,815.00	0.00	0.00	38,815.00	100.00%
Department: 00 - UNDESIGNATED Total:	38,815.00	38,815.00	0.00	0.00	38,815.00	100.00%
Department: 61 - SPORTS						
480 - FEES FOR SERVICES	669,000.00	669,000.00	100,007.76	435,102.04	-233,897.96	34.96%
600 - SALARIES AND WAGES	30,120.00	30,120.00	0.00	26,622.74	3,497.26	11.61%
602 - EMPLOYEE BENEFITS	2,304.00	2,304.00	0.00	342.04	1,961.96	85.15%
611 - OUTSIDE SERVICES	305,000.00	305,000.00	19,311.39	111,161.95	193,838.05	63.55%
629 - MISCELLANEOUS	44,990.00	44,990.00	8,092.03	32,997.69	11,992.31	26.66%
Department: 61 - SPORTS Surplus (Deficit):	286,586.00	286,586.00	72,604.34	263,977.62	-22,608.38	7.89%
Department: 62 - CULTURE						
480 - FEES FOR SERVICES	181,000.00	181,000.00	3,108.00	70,092.00	-110,908.00	61.28%
611 - OUTSIDE SERVICES	110,800.00	110,800.00	4,681.20	47,141.80	63,658.20	57.45%
629 - MISCELLANEOUS	1,500.00	1,500.00	0.00	483.97	1,016.03	67.74%
Department: 62 - CULTURE Surplus (Deficit):	68,700.00	68,700.00	-1,573.20	22,466.23	-46,233.77	67.30%
Department: 63 - CHILD CARE						
480 - FEES FOR SERVICES	1,461,000.00	1,461,000.00	74,437.00	751,047.46	-709,952.54	48.59%
600 - SALARIES AND WAGES	615,904.00	615,904.00	51,559.02	395,209.64	220,694.36	35.83%
601 - RETIREMENT	33,755.00	33,755.00	3,048.01	18,063.36	15,691.64	46.49%
602 - EMPLOYEE BENEFITS	127,125.00	127,125.00	5,463.86	53,127.77	73,997.23	58.21%
611 - OUTSIDE SERVICES	336,200.00	336,200.00	50,810.81	197,292.49	138,907.51	41.32%
622 - DEPARTMENT SUPPLIES	7,000.00	7,000.00	0.00	2,389.58	4,610.42	65.86%
629 - MISCELLANEOUS	42,600.00	42,600.00	411.16	17,369.62	25,230.38	59.23%
Department: 63 - CHILD CARE Surplus (Deficit):	298,416.00	298,416.00	-36,855.86	67,595.00	-230,821.00	77.35%
Department: 64 - EVENTS AND OTHER						
480 - FEES FOR SERVICES	31,020.00	31,020.00	192.00	21,463.00	-9,557.00	30.81%
611 - OUTSIDE SERVICES	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%
Department: 64 - EVENTS AND OTHER Surplus (Deficit):	11,020.00	11,020.00	192.00	21,463.00	10,443.00	-94.76%
Department: 65 - PROGRAM ADMINISTRATION						
480 - FEES FOR SERVICES	20,300.00	20,300.00	557.00	7,675.45	-12,624.55	62.19%
600 - SALARIES AND WAGES	313,039.00	313,039.00	27,773.74	170,399.09	142,639.91	45.57%
601 - RETIREMENT	29,741.00	29,741.00	2,498.79	14,992.69	14,748.31	49.59%
602 - EMPLOYEE BENEFITS	104,879.00	104,879.00	6,120.16	42,543.75	62,335.25	59.44%
610 - TRAINING	7,500.00	7,500.00	0.00	3,346.33	4,153.67	55.38%
611 - OUTSIDE SERVICES	114,748.00	114,748.00	3,988.06	31,874.86	82,873.14	72.22%
613 - PUBLICATION / DUES	1,000.00	1,000.00	0.00	46.71	953.29	95.33%
614 - MAINTENANCE	850.00	850.00	0.00	0.00	850.00	100.00%
615 - BUILDING MAINTENANCE	11,000.00	11,000.00	277.00	1,414.99	9,585.01	87.14%
617 - UTILITIES	14,450.00	14,450.00	0.00	4,388.95	10,061.05	69.63%
618 - HIRING	4,000.00	4,000.00	0.00	834.87	3,165.13	79.13%
620 - OFFICE SUPPLIES	33,500.00	33,500.00	26.28	13,163.54	20,336.46	60.71%
622 - DEPARTMENT SUPPLIES	11,500.00	11,500.00	94.03	3,091.77	8,408.23	73.12%
Department: 65 - PROGRAM ADMINISTRATION Surplus (Deficit):	-625,907.00	-625,907.00	-40,221.06	-278,422.10	347,484.90	55.52%
Report Surplus (Deficit):	0.00	0.00	-5,853.78	97,079.75	97,079.75	0.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
21 - RECREATION	0.00	0.00	-5,853.78	97,079.75	97,079.75
Report Surplus (Deficit):	0.00	0.00	-5,853.78	97,079.75	97,079.75



Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION						
Expense						
SubCategory: 619 - MISCELLANEOUS						
21.64.61185 SPECIAL EVENT EXPENSE	10,000.00	10,000.00	550.90	2,487.48	7,512.52	75.13 %
21.64.61200 OLDER ADULT PROGRAMMING	15,000.00	15,000.00	0.00	1,848.79	13,151.21	87.67 %
SubCategory: 619 - MISCELLANEOUS Total:	25,000.00	25,000.00	550.90	4,336.27	20,663.73	82.65%
SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION						
21.65.63100 CAPITAL OUTLAY - CONSTRUCTION	300,000.00	300,000.00	262.50	60,812.62	239,187.38	79.73 %
SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION Total:	300,000.00	300,000.00	262.50	60,812.62	239,187.38	79.73%
Expense Total:	325,000.00	325,000.00	813.40	65,148.89	259,851.11	79.95%
Fund: 21 - RECREATION Total:	325,000.00	325,000.00	813.40	65,148.89	259,851.11	79.95%
Report Total:	325,000.00	325,000.00	813.40	65,148.89	259,851.11	79.95%

Group Summary

SubCategory		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION							
Expense							
619 - MISCELLANEOUS		25,000.00	25,000.00	550.90	4,336.27	20,663.73	82.65%
631 - CAPITAL OUTLAY - CONSTRUCTION		300,000.00	300,000.00	262.50	60,812.62	239,187.38	79.73%
Expense Total:		325,000.00	325,000.00	813.40	65,148.89	259,851.11	79.95%
Fund: 21 - RECREATION Total:		325,000.00	325,000.00	813.40	65,148.89	259,851.11	79.95%
Report Total:		325,000.00	325,000.00	813.40	65,148.89	259,851.11	79.95%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
21 - RECREATION	325,000.00	325,000.00	813.40	65,148.89	259,851.11	79.95%
Report Total:	325,000.00	325,000.00	813.40	65,148.89	259,851.11	79.95%

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.1

MEETING DATE: January 27, 2026

AGENDA TITLE: Introduction and First Reading of an Ordinance Amendment to Title 10 “Planning and Zoning”, Section 10-3.302 “Land Use Regulation Table” and Section 10-3.1702 “Definitions” to Limit Live Entertainment in Restaurants to 10:00 p.m. and Require a Conditional Use Permit for Live Entertainment After 10:00 p.m; and make associated CEQA Exemption Finding.

FROM: Community Development Department

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

1. Hold a public hearing on the Ordinance Amendments.
 2. Make a motion to read the Ordinance Amendments by title only. Staff shall read the full title of the Ordinance Amendments.
 3. Make a motion to pass the first reading of the Ordinance Amendments and waive the second reading. If passed, the Ordinance Amendments will return for a second reading and adoption at the next regular Town Council meeting. (Attachment 1.)
-

BACKGROUND AND DISCUSSION

The purpose of this item is to consider targeted amendments to the Zoning Code that would establish a clear time-based framework for live entertainment associated with restaurant uses.

As currently drafted, there is no time limit for such entertainment use, and staff is proposing to establish a time-based distinction between by-right entertainment and entertainment requiring a Conditional Use Permit.

Prior to 2023, restaurants in the C-2 and C-3 Zoning Districts were required to obtain a Conditional Use Permit (CUP). With a CUP, the Town may approve a particular use if it can make findings that the use will not be detrimental to the public health, safety, or welfare of neighboring properties or the community at large. CUPs also allow the Town to impose conditions to mitigate potential impacts.

In 2023, at the recommendation of the Economic Development Committee, the Town Council adopted an ordinance amendment to allow restaurant uses with entertainment by right in the C-2 and C-3 Zoning Districts, with the understanding that should issues arise, staff could return to the Council for an update and consideration of possible amendments to the Zoning Code.

As a small community, many restaurants in San Anselmo are located immediately adjacent to residential areas. There have recently been concerns that the noise from live entertainment impairs the quiet enjoyment of residential neighbors' properties. At the same time, live entertainment is recognized as contributing to the economic viability, vibrancy, and sense of community within the Town.

To balance neighborhood compatibility with the Town's economic and social vibrancy, staff proposes allowing live entertainment associated with restaurant uses by right until 10:00 p.m., and requiring a CUP for live entertainment occurring after 10:00 p.m. This approach is consistent with the Town's Noise Ordinance, which applies more restrictive nighttime noise standards in commercial zones beginning at 10:00 p.m. (SAMC § 4-7.104, limiting noise to 55 dBA in C-zones after 10:00 p.m.).

The proposed Ordinance Amendments would modify the Land Use Regulations Table (Table 3A) and the corresponding definition in Section 10-3.1702, as set forth in Attachment 1 ("Draft Ordinance"). Staff suggest that a clear, by-right 10:00 p.m. time limit will be straightforward to administer and enforce, while still allowing flexibility through the CUP process to address site-specific circumstances and mitigate late-night noise impacts through tailored conditions.

Please note that the proposed Amendment would *not* apply to bars or other drinking establishments such as Matteucci's. Such businesses operate under CUPs.

At its January 12, 2026, regularly scheduled meeting, the Planning Commission voted 3–2 to recommend adoption of the Ordinance Amendments to the Town Council. Commissioners discussed the need to protect residential neighbors from late-night noise while maintaining flexibility for restaurants and live entertainment, with differing views on whether the proposed time limit was the appropriate tool.

FISCAL IMPACT

No new fiscal impacts.

CEQA, GENERAL PLAN, AND CLIMATE ACTION PLAN

The Ordinance Amendments are exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guideline section 15061(b)(3) (the "common sense" exemption) because it can be seen with certainty that there is no possibility that the Ordinance Amendments may have a significant effect on the environment, since the timing of entertainment activities does not affect the environment, and the Amendments do not authorize new development, expand existing uses, or increase the intensity of activity.

The proposed Ordinance Amendments are consistent with the General Plan Land Use Objectives because they maintain the economic viability of the Town while protecting the Town's residential and neighborhood environment. The Climate Action Plan is not implicated.

ATTACHMENTS

Attachment 1: Draft Ordinance

Attachment 2: Planning Commission Resolution No. 2026-02

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
AMENDING TITLE 10 “PLANNING AND ZONING”, SECTION 10-3.302 “LAND USE
REGULATION TABLE” AND SECTION 10-3.1702 “DEFINITIONS” TO LIMIT LIVE
ENTERTAINMENT IN RESTAURANTS TO 10:00 P.M. AND REQUIRE A
CONDITIONAL USE PERMIT FOR LIVE ENTERTAINMENT AFTER 10:00 P.M.; AND
MAKING ASSOCIATED CEQA EXEMPTION FINDINGS**

WHEREAS, as currently drafted, the Town Municipal Code allows live entertainment, including amplified music, in restaurants when the entertainment is subordinate to the restaurant use with no time limit; and

WHEREAS, many residences are located immediately adjacent to restaurants in San Anselmo, and late-night live entertainment noise impairs the neighbors’ quiet enjoyment of their properties; and

WHEREAS, live entertainment in restaurants is also important to the economic and social vibrancy of the Town; and

WHEREAS, the ordinance amendments would amend Section 10-3.302 “Land Use Regulation Table” and Section 10-3.1702 “Definitions” to limit live entertainment in restaurants to 10:00 p.m. and require entertainment after 10:00 p.m. to receive a Conditional Use Permit (“Ordinance Amendments”); and

WHEREAS, the Ordinance Amendments are consistent with the General Plan Land Use Objectives because they maintain the economic viability of the Town while protecting the Town’s residential and neighborhood environment; the Climate Action Plan is not implicated; and

WHEREAS, the adoption of the proposed Ordinance Amendments is in the public interest because they encourage the economic and social vibrancy of the Town while respecting the residential neighbors’ quiet enjoyment of their properties; and

WHEREAS, the Planning Commission is responsible for providing recommendations to the Town Council for proposed amendments to the Town’s Zoning Code pursuant to Government Code section 65853 *et seq.*; and

WHEREAS, on January 12, 2026, the Planning Commission held a duly noticed public hearing and voted to recommend Town Council adoption of the Ordinance Amendments; and

WHEREAS, the Ordinance Amendments are exempt from the California Environmental Quality Act (“CEQA” pursuant to CEQA Guideline section 15061(b)(3) (the “common sense” exemption) because it can be seen with certainty that there is no possibility that the Ordinance Amendments may have a significant effect on the environment, since the timing of entertainment activities to not affect the environment, and the Amendments to not authorize new development, expand existing uses, or increase the intensity of activity; and

WHEREAS, the Town Clerk caused notice of a public hearing regarding the Planning Commission's consideration of the Ordinance Amendments as required by State law; and

WHEREAS, the Town Council held a duly noticed public hearing to introduce the Ordinance Amendments on January 27, 2026, and a second reading held on February 10, 2026, and voted to adopt the Ordinance Amendments.

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

SECTION 1: The above recitals are true and correct and incorporated as findings herein.

SECTION 2: The Ordinance Amendments are exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guideline section 15061(b)(3) (the "common sense" exemption) because it can be seen with certainty that there is no possibility that the Ordinance Amendments may have a significant effect on the environment, since the timing of entertainment activities does not affect the environment, and the Amendments do not authorize new development, expand existing uses, or increase the intensity of activity.

SECTION 3: General Plan Consistency Finding. The Ordinance Amendments are consistent with the General Plan Land Use Objectives because they maintain the economic viability of the Town while protecting the Town's residential and neighborhood environment.

SECTION 4: Ordinance Amendments. The following are changes and amendments to the Town of San Anselmo Municipal Code Title 10 "Planning and Zoning", Section 10-3.302 "Land Use Regulation Table" and Section 10-3.1702 "Definitions". New language in underline, deleted language in ~~strikeout~~. Amendments shall be renumbered as appropriate if necessary. Language in the applicable Section not included here remains unchanged.

Section 10-3.302 Land Use Regulations Table.

The Land Use Regulations Table, referred to as Table 3A, lists uses of the land and indicates whether or not each use is permitted (P), conditionally permitted (C), or not permitted (-) in each Zoning District. Uses not specifically listed in the Land Use Regulations Table are specifically prohibited unless a Use Determination by the Planning Director is made which finds the use not specifically listed is similar to another use permitted or conditionally permitted within the District.

The Residential Housing Opportunities (R-HO), Public Facilities (PF), Open Space (OS), Preliminary Planned Development (PPD), and Specific Planned Development (SPD) Districts are not included on the Land Use Regulations Matrix. The R-HO, PPD, and SPD Districts are overlay Districts and generally allow for either higher residential densities or unique or special mixing of uses on one (1) site. The R-HO District is not yet designated on the zoning map and, therefore, is not currently regulated. The PPD and SPD Districts are regulated by Article 9 of this chapter of the San Anselmo Municipal Code, respectively. The PF District does not include any lands not currently developed with major public facilities. Any expansion of the PF District would be preceded by the Town's acquisition of the land for a specific use or purpose, a General

Plan Amendment, and a zone change. The OS District is limited to passive recreation uses. See also Title 11, Chapter 1 "Regulations for Parks and Playgrounds."

LAND USE REGULATIONS TABLE TABLE 3A											
"P" = Permitted Use "C" = Conditionally Permitted Use ³ "-" = Not Permitted											
LAND USES		DISTRICT									
		R-1-H	R-1-C	R-1	R-2	R-3	P	C-1	C-2	C-L	C-3
-	-	-	-	-	-	-	-	-	-	-	-
Restaurants, With Alcohol and/or Entertainment		-	-	-	-	-	-	C	P/C ⁽²⁰⁾	C	P/C ⁽²⁰⁾
Notes:											
<u>(20) Entertainment is allowed until 10:00PM; and entertainment after 10:00PM requires a Conditional Use Permit.</u>											

Section 10-3.1702 Definitions.

The following words and phrases, when used in the context of this chapter, shall have the following meanings:

"Restaurants" means establishments that prepare ing and sell ing food for consumption (either on- or off-site premises) consumption and may provide entertainment that is secondary and subordinate to the restaurant use such as live music (including amplified music), dancing, or other live performances. Entertainment is allowed until 10:00PM, and after 10:00PM only with a Conditional Use Permit. "Restaurants" under this definition includes sit-down restaurants with table service, restaurants with counter service and seating, and restaurants that offer take out so long as restaurant seating is also offered. These include establishments providing food services to patrons who order and are served while seated (i.e., waiter/waitress service) and pay after eating; establishments with a walk-up ordering counter; and a combination of either type of service that provides take-out services. This use includes catering services for on-site consumption ancillary to the primary restaurant use. This definition classification does not include fast food restaurants (see restaurant, fast food), drive-through services (see "drive-through services"), or establishments primarily serving alcohol alcohol consumption (see "restaurants, with alcohol and/or entertainment"). (NAICS codes: 722511, 722513, 722514, and 722515)

SECTION 5: Severability. The Town Council hereby declares every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of these Ordinance Amendments for any reason is found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 6: Effective Date. These Ordinance Amendments shall go into effect thirty (30) days from its adoption. Prior to the expiration of fifteen (15) days of adoption, these Ordinance Amendments or a summary thereof pursuant to Government Code section 36933, shall be published at least once in a newspaper of general circulation, along with the names of the members of the Town Council voting for and against its adoption.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the San Anselmo Town Council on January 27, 2026, and was adopted at a regular meeting of the San Anselmo Council on _____, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSED:

APPROVED: _____
Steve Burdo, Mayor

ATTEST: _____
Serge Avila, Town Clerk

**SAN ANSELMO PLANNING COMMISSION
RESOLUTION NO. 2026-02**

**RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF SAN
ANSELMO RECOMMENDING THE TOWN COUNCIL ADOPT ORDINANCE
AMENDMENTS TO TITLE 10 “PLANNING AND ZONING”, SECTION 10-3.302 “LAND
USE REGULATION TABLE” AND SECTION 10-3.1702 “DEFINITIONS” TO LIMIT
LIVE ENTERTAINMENT IN RESTAURANTS TO 10:00 P.M. AND REQUIRE A
CONDITIONAL USE PERMIT FOR LIVE ENTERTAINMENT AFTER 10:00 P.M.; AND
MAKING ASSOCIATED CEQA EXEMPTION FINDINGS**

WHEREAS, as currently drafted, the Town Municipal Code allows live entertainment, including amplified music, in restaurants when the entertainment is subordinate to the restaurant use with no time limit; and

WHEREAS, many residences are located immediately adjacent to restaurants in San Anselmo, and late-night live entertainment noise impairs the neighbors’ quiet enjoyment of their properties; and

WHEREAS, live entertainment in restaurants is also important to the economic and social vibrancy of the Town; and

WHEREAS, the ordinance amendments would amend Section 10-3.302 “Land Use Regulation Table” and Section 10-3.1702 “Definitions” to limit live entertainment in restaurants to 10:00 p.m. and require entertainment after 10:00 p.m. to receive a Conditional Use Permit (“Ordinance Amendments”); and

WHEREAS, the Ordinance Amendments are consistent with the General Plan Land Use Objectives because they maintain the economic viability of the Town while protecting the Town’s residential and neighborhood environment; the Climate Action Plan is not implicated; and

WHEREAS, the adoption of the proposed Ordinance Amendments are the public interest because they encourage the economic and social vibrancy of the Town while respecting the residential neighbors’ quiet enjoyment of their properties; and

WHEREAS, the Planning Commission is responsible for providing recommendations to the Town Council for proposed amendments to the Town’s Zoning Code pursuant to Government Code section 65853 *et seq.*; and

WHEREAS, the Ordinance Amendments are exempt from the California Environmental Quality Act (“CEQA” pursuant to CEQA Guideline section 15061(b)(3) (the “common sense” exemption) because it can be seen with certainty that there is no possibility that the Ordinance Amendments may have a significant effect on the environment, since the timing of entertainment activities to not affect the environment, and the Amendments to not authorize new development, expand existing uses, or increase the intensity of activity; and

WHEREAS, the Town Clerk caused notice of a Town Council public hearing regarding the Town Council's adoption of the Ordinance Amendments in the Marin Independent Journal newspaper on as required by Government Code section 36933 and published the text of the Ordinance Amendments as required by State law; and

WHEREAS, the Planning Commission held a duly noticed public hearing on January 12, 2026, and voted to recommend that the Town Council adopt the Ordinance Amendments.

NOW, THEREFORE, BE IT RESOLVED that:

1. The above recitals are true and correct and incorporated as findings herein.
2. The Planning Commission of the Town of San Anselmo does hereby recommend that the Town Council adopt the proposed Ordinance Amendments as set forth in **Exhibit "A"** attached hereto.

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the San Anselmo Planning Commission on the 12 day of January 2026, by the following vote:

AYES: Asselstine, Pipkin, and Ticknor

NOES: Shemano, Strauss

ABSTAIN: None

ABSENT: Heiman, Thomas

RECUSED: None



Heidi Scoble, Community Development Director
Secretary to the Planning Commission

Exhibit “A”

Ordinance Amendments

The following are changes and amendments to the Town of San Anselmo Municipal Code Title 10 “Planning and Zoning”, Section 10-3.302 “Land Use Regulation Table” and Section 10-3.1702 “Definitions”. New language in underline, deleted language in ~~strikeout~~. Amendments shall be renumbered as appropriate if necessary. Language in the applicable Section not included here remains unchanged.

1. Section 10-3.302 Land Use Regulations Table.

The Land Use Regulations Table, referred to as Table 3A, lists uses of the land and indicates whether or not each use is permitted (P), conditionally permitted (C), or not permitted (-) in each Zoning District. Uses not specifically listed in the Land Use Regulations Table are specifically prohibited unless a Use Determination by the Planning Director is made which finds the use not specifically listed is similar to another use permitted or conditionally permitted within the District.

The Residential Housing Opportunities (R-HO), Public Facilities (PF), Open Space (OS), Preliminary Planned Development (PPD), and Specific Planned Development (SPD) Districts are not included on the Land Use Regulations Matrix. The R-HO, PPD, and SPD Districts are overlay Districts and generally allow for either higher residential densities or unique or special mixing of uses on one (1) site. The R-HO District is not yet designated on the zoning map and, therefore, is not currently regulated. The PPD and SPD Districts are regulated by Article 9 of this chapter of the San Anselmo Municipal Code, respectively. The PF District does not include any lands not currently developed with major public facilities. Any expansion of the PF District would be preceded by the Town's acquisition of the land for a specific use or purpose, a General Plan Amendment, and a zone change. The OS District is limited to passive recreation uses. See also Title 11, Chapter 1 "Regulations for Parks and Playgrounds."

LAND USE REGULATIONS TABLE TABLE 3A											
"P" = Permitted Use "C" = Conditionally Permitted Use ³ "-" = Not Permitted											
LAND USES	DISTRICT										
	R-1-H	R-1-C	R-1	R-2	R-3	P	C-1	C-2	C-L	C-3	
-	-	-	-	-	-	-	-	-	-	-	-
Restaurants, With Alcohol and/or Entertainment	-	-	-	-	-	-	C	P/C ⁽²⁰⁾	C	P/C ⁽²⁰⁾	P/C ⁽²⁰⁾
Notes:											
(20) Entertainment is allowed until 10:00PM; and entertainment after 10:00PM requires a Conditional Use Permit.											

2. Section 10-3.1702 Definitions.

The following words and phrases, when used in the context of this chapter, shall have the following meanings:

"Restaurants" means establishments that prepare ing and sell ing-food for consumption (either on- or off-site premises) consumption and may provide entertainment that is secondary and subordinate to the restaurant use such as live music (including amplified music), dancing, or other live performances. Entertainment is allowed until 10:00PM, and after 10:00PM only with a Conditional Use Permit. "Restaurants" under this definition includes sit-down restaurants with table service, restaurants with counter service and seating, and restaurants that offer take out so long as restaurant seating is also offered. ~~These include establishments providing food services to patrons who order and are served while seated (i.e., waiter/waitress service) and pay after eating; establishments with a walk-up ordering counter; and a combination of either type of service that provides take-out services. This use includes catering services for on-site consumption ancillary to the primary restaurant use. This definition classification does not include fast food restaurants (see restaurant, fast food), drive-through services (see "drive-through services"), or establishments primarily serving alcohol alcohol consumption (see "restaurants, with alcohol and/or entertainment"). (NAICS codes: 722511, 722513, 722514, and 722515)~~

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.2

MEETING DATE: January 27, 2026

AGENDA TITLE: Review The List of Town Council Committee Assignments and Make Appointments for 2026

FROM: Serge Avila, Town Clerk

RECOMMENDATION: Staff recommends that the Town Council review the list of Council committee assignments and make appointments for 2026 in conformance with the rotation process established by Resolution No. 2025-4574.

BACKGROUND

Town Councilmembers serve on a variety of boards, commissions and committees, some of which are internal to the Town and some of which are regional (collectively, “committees”). Each year the Council reviews the list of committee appointments and makes new appointments as desired or needed. In 2025, the Council adopted Resolution No. 2025-4574 (attachment 2), establishing a rotation process by which Town Council members can serve on committees.

The rotation process is based on seniority, which is determined by continuous number of years in office. As spelled out in the Resolution, if Town Council members were first elected in the same election or have served for the same period of time, the member with the higher percentage of votes in the most recent election will be designated the senior member for purposes of seniority. The current Councilmember seniority is as follows:

Councilmember Name	First Elected Year	Number of Years in Office	Vote Count (Elected in the Same Election)
Steve Burdo	2019 Re-elected 2022	7	
Eileen Burke	2020 Re-elected 2024	6	

Tarrell Kullaway	2022	3	
Chantel Walker	2024	1	3,453
Yoav Schlesinger	2024	1	3,389

Resolution 2025-4574 provides that the committee assignment process will be carried out as follows:

1. **First Round** - Council members will select the committees they desire based on seniority. The Council member with the most seniority will get first choice with the second most senior Council member choosing second, etc. (1-5). In this case, Mayor Burdo will select first and Council member Schlesinger will select last.
 - a. A Council member may not select the same committee for more than three years, unless:
 - i. The Council member has been appointed as an officer of the committee; or
 - ii. The Council member has an integral role in labor negotiations or another complex process on the committee.
 - b. After leaving a committee they've served on for three or more consecutive years, a Council member must remain off the committee for at least two years.
2. **Second Round** - Council members will select the committees they desire based on seniority. The Council member with the least seniority will get first choice with the fourth most senior Council member choosing second, etc. (5-1). In this case, Council member Schlesinger will select first and Mayor Burdo will select last.

The following Council members have served for three years or more on the following committees and must therefore, give up the committee assignment for two years, unless one of the exceptions listed in the Resolution applies.

Committee Name	Council Member Currently Appointed	Length of Service
Flood Committee	Burke	February 2022 – 4 Years
Flood Committee	Burdo	February 2022 – 4 Years
Racial Equity Committee	Burdo	January 2021 – 5 Years
Memorial Park Master Plan & Review Committee	Burke	January 2021 – 5 Years
Memorial Park Master Plan & Review Committee	Burdo	January 2021 – 5 Years
Central Marin Police Authority (CMPA)	Burdo	January 2023 – 3 Years
League of California Cities, North Bay	Burdo	January 2023 – 3 Years

MCCMC Climate Action Commission	Kullaway	January 2023 – 3 Years
Refuse & Recycling Subcommittee	Burdo	January 2021 – 5 Years
Refuse & Recycling Subcommittee	Burke	January 2023 – 3 Years
Ross Valley Fire Department (RVFD)	Burdo	February 2020 – 6 Years
Ross Valley Yellow Bus	Burdo	February 2023 – 3 Years

DISCUSSION/ANALYSIS

The following is a list of committee assignments and their vacancies for your review and appointments:

Committee Name	Meeting Schedule*	Frequency	Purpose	Appointee	Appointee	Alternate
INFRASTRUCTURE & FISCAL MONITORING COMMITTEE (IFMC)	3rd Thursday 6:30 PM	Quarterly - Jan, Apr, Sep, Nov	Ensure town finances are open and transparent	Walker	Kullaway	Burdo
CHAMBER OF COMMERCE	3rd Tuesday Mornings	Monthly	Promote economic growth of the community by connecting local business, sharing resources, and addressing economic challenges	Schlesinger	N/A	N/A
ECONOMIC DEVELOPMENT COMMITTEE (EDC)	2nd Tuesday 8:45 AM	Quarterly	Promotes and implements strategies to stimulate economic growth, create jobs, and improve the overall prosperity in San Anselmo	Schlesinger	Kullaway	N/A
FLOOD COMMITTEE	Typically Wednesday 6:30 PM	As needed	Ensure flooding issues in San Anselmo are addressed	Burke	Burdo	N/A
RACIAL EQUITY COMMITTEE	1st Tuesday 6:30 PM	Monthly	Address racial equity and social justice issues and ensure Town policies are equitably enforced	Burdo	Vacant	Kullaway
REIMAGINE CREEK PARK COMMUNITY ADVISORY COMMITTEE	TBD	As needed	Negotiate reopening of plaza and determine plans for future	Schlesinger	Burke	Burdo
CLIMATE ACTION COMMISSION (CAC)	4th Monday 7:00 PM	Quarterly -Mar, Jun, Sep, Dec	Support adaptation planning and promote strategies to cope with the impacts of climate change	Burdo		Walker
MEMORIAL PARK MASTER PLAN & REVIEW COMMITTEE	As Needed	As Needed	Promotes awareness and provides opportunities for the community to participate in the review process for Memorial Park through surveys and public meetings. Community engagement will help determine the desired existing and potential uses of the south side of the park.	Burke	Burdo	N/A

ABAG GENERAL	Friday, June	At least once per	Strengthen cooperation and	Walker	N/A	Kullaway
---------------------	--------------	-------------------	----------------------------	--------	-----	----------

ASSEMBLY	20 8:00 AM	year	collaboration across local governments Budget (FY25-26): \$3,810,418 ^[1]			
CDBG UPPER ROSS VALLEY	Evenings on Zoom scheduled per poll	Approx. 4 times annually	Decide on Community Development Block Grant funding for local projects Budget (FY25-26): \$1,727,332 ^[2]	Walker	N/A	N/A
CENTRAL MARIN POLICE AUTHORITY (CMPA) POLICE COUNCIL <i>Form 700 Required**</i>	2nd Thursday 6:00 PM	Quarterly – Feb, May, Aug, Nov	Administration and oversight of the CMPA Budget (FY24-25): \$17,256,149 ^[3]	Schlesinger	Burdo	Walker
GENERAL PLAN ADVISORY COMMITTEE	2 ND Thursday 4:00 PM	Monthly	Advisory body responsible for facilitating, in concert with Town staff, consultants, and the public, the General Plan Update	Burke	Burdo	
LEAGUE OF CALIFORNIA CITIES, NORTH BAY	Mostly Social	Quarterly	Promote cooperative advocacy through exchange of ideas and information Budget: Not available	Burdo	N/A	Walker
MCCMC CLIMATE ACTION COMMISSION	As Needed	As Needed	Policy body to guide work done county-wide on climate change Budget (FY25-26): \$13,581 [MCCMC, Total] ^[5]	Kullaway	N/A	Vacant
MCCMC DISASTER PREPAREDNESS	As Needed	As Needed	Assess disaster preparedness activities and programs and coordinate best practices between jurisdictions. Budget (FY25-26): \$13,581 [MCCMC, Total] ^[5]	Burdo	N/A	Burke
MCCMC HOMELESS COMMITTEE	As Needed	As Needed	Reduce issues around homelessness. Budget (FY25-26): \$13,581 [MCCMC, Total] ^[5]	Kullaway	N/A	N/A
MCCMC LEGISLATIVE COMMITTEE	4th Monday 8:00 AM	At least 9 times annually	Discuss pending federal and state legislation affecting cities and make recommendations on actions to be taken Budget FY25-26): \$13,581 [MCCMC, Total] ^[5]	Kullaway	N/A	Burdo
MARIN CLEAN ENERGY (MCE) AUTHORITY <i>Form 700 Required**</i>	3rd Thursday 6:30 PM	Monthly	Promote an equitable, clean, affordable, and reliable energy economy Budget (FY25-26): \$831,238,000 Operating Revenue ^[6]	Kullaway	N/A	Burdo
MARIN EMERGENCY RADIO AUTHORITY (MERA) <i>Form 700 Required**</i>	GOVERNING BOARD 4th Wednesday (Except May: 2nd Wednesday) 3:30 PM EXECUTIVE BOARD 2nd Wednesday (Except May: 1st Wednesday) 3:30 PM	GOVERNING BOARD Monthly EXECUTIVE BOARD Jan, Mar, May, Jul, Sep, Nov	Oversight of the operation of the MERA radio system Budget (FY25-26): \$3,069,235 ^[7]	Burdo	N/A	1 ST : Condry 2 nd : Donery
MARIN WILDFIRE PREVENTION AUTHORITY	BOARD OF DIRECTORS 3rd Thursday	Monthly	Coordinate wildfire preparation and adaptation to limit loss of life and property damage, while protecting	Schlesinger	N/A	Burdo

(MWPA) Form 700 Required**	3:00 PM EXECUTIVE COMMITTEE 1st Thursday 10:00 AM		environmental diversity Budget (FY24-25): \$21,198,890 ¹⁸¹			
REFUSE & RECYCLING SUBCOMMITTEE	As Needed	As Needed	Negotiate refuse contract(s) with Marin Sanitary Service and address refuse/recycling issues Budget: Not available	Burdo	Burke	N/A
ROSS VALLEY FIRE DEPARTMENT (RVFD) BOARD OF DIRECTORS Form 700 Required**	2nd Wednesday 6:30 PM	Monthly	Oversee the management and operations of Ross Valley Fire Department Budget (FY25-26): \$15,412,254 ¹⁸¹	Walker	Burdo	1 st : Burke
ROSS VALLEY SCHOOL DISTRICT (RVSD) BOARD OF TRUSTEES	Wednesdays 7:00 PM	1-2 times per month	Oversee educational affairs and policies of Ross Valley schools Budget (FY25-26): \$29,774,385 ¹⁸⁰	Burdo (Liaison)	N/A	N/A
ROSS VALLEY YELLOW BUS JOINT EXERCISE POWERS OF AGREEMENT (JEPA)	Varied 5:30 PM	As Needed	Provide enhanced public oversight and transparency regarding school-related traffic relief in Ross Valley through policy guidance and advice to Marin Transit Budget (FY25-26): \$1,692,115 ¹⁸¹	Burdo	N/A	Kullaway Staff: Donery
SAFE ROUTES TO SCHOOL (SR2S) TASK FORCE, ROSS VALLEY	Friday, January 17 10:00 AM	Quarterly	Identify safety issues and develop plans to address issues, including infrastructure and enforcement strategies Budget: Not available	Burke	N/A	Schlesinger
TRANSPORTATION AUTHORITY OF MARIN (TAM) BOARD OF COMMISSIONERS Form 700 Required**	4th Thursday 6:00 PM	Monthly	Address Marin's transportation needs Budget (FY25-26): \$61,436,043 ¹⁸²	Burdo	N/A	Walker

FISCAL IMPACT

There will be no fiscal impact.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Appointing Council members to serve on committees 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).

ATTACHMENTS

Attachment 1- Town Council Current Appointments and Vacant Seats

Attachment 2- Resolution No. 2025-4574 Establishing a Rotation Process for Town
Council Assignments to Local and Regional Boards and Committees



Town of San Anselmo 2025 Town Council Committee Appointments & Vacant Seats

Town Committee/Entity Liaisons										
#	Committee Name	Meeting Schedule*	Frequency	Purpose	Appointee	Service Duration	Appointee	Service Duration	Alternate	Service Duration
1	INFRASTRUCTURE & FISCAL MONITORING COMMITTEE (IFMC)	3rd Thursday 6:30 PM	Quarterly - Jan, Apr, Sep, Nov	Ensure town finances are open and transparent	Walker	Jan 2025	Kullaway	Jan 2023	Burdo	Jan 2025
2	CHAMBER OF COMMERCE	3rd Tuesday Mornings	Monthly	Promote economic growth of the community by connecting local business, sharing resources, and addressing economic challenges	Schlesinger	Jan 2025	N/A	N/A	N/A	N/A
3	ECONOMIC DEVELOPMENT COMMITTEE (EDC)	2nd Tuesday 8:45 AM	Quarterly	Promotes and implements strategies to stimulate economic growth, create jobs, and improve the overall prosperity in San Anselmo	Schlesinger	Jan 2025	Kullaway	Jan 2023	N/A	N/A
4	FLOOD COMMITTEE	Typically Wednesday 6:30 PM	As needed	Ensure flooding issues in San Anselmo are addressed	Burke	Feb 2022	Burdo	Feb 2022	N/A	N/A
5	RACIAL EQUITY COMMITTEE	1st Tuesday 6:30 PM	Monthly	Address racial equity and social justice issues and ensure Town policies are equitably enforced	Burdo	Jan 2021	Vacant		Kullaway	Jan 2025
6	REIMAGINE CREEK PARK COMMUNITY ADVISORY COMMITTEE	TBD	As needed	Negotiate reopening of plaza and determine plans for future	Schlesinger	Jan 2025	Burke	Jan 2021	Burdo	Jan 2021
7	CLIMATE ACTION COMMISSION (CAC)	4th Monday 7:00 PM	Quarterly - Mar, Jun, Sep, Dec	Support adaptation planning and promote strategies to cope with the impacts of climate change	Burdo	Jan 2025			Walker	Jan 2025
8	MEMORIAL PARK MASTER PLAN & REVIEW COMMITTEE	As Needed	As Needed	Promotes awareness and provides opportunities for the community to participate in the review process for Memorial Park through surveys and public meetings. Community engagement will help determine the desired existing and potential uses of the south side of the park.	Burke	Jan 2021	Burdo	Jan 2021	N/A	N/A

***Meeting Schedule:** Meeting dates and times are provided as a general guide and may be subject to change or cancellation. For the most current information, please check with individual committees.

****Form 700 (Statement of Economic Interests):** Per California State law, some boards and commissions members must file Form 700 to disclose financial interests and potential conflicts of interest that may impact decision-making, ensuring transparency and accountability to help prevent corruption. Filings are required upon appointment, annually, and upon leaving office.

County/Regional Committees										
#	Committee Name	Meeting Schedule*	Frequency	Purpose & Budget	Appointee	Service Duration	Appointee	Service Duration	Alternate	Service Duration
9	ABAG GENERAL ASSEMBLY	Friday, June 20 8:00 AM	At least once per year	Strengthen cooperation and collaboration across local governments Budget (FY25-26): \$3,810,418 ^[1]	Walker	Jan 2025	N/A	N/A	Kullaway	Feb 2024
10	CDBG UPPER ROSS VALLEY	Evenings on Zoom scheduled per poll	Approx. 4 times annually	Decide on Community Development Block Grant funding for local projects Budget (FY25-26): \$1,727,332 ^[2]	Walker	Jan 2025	N/A	N/A	N/A	N/A
11	CENTRAL MARIN POLICE AUTHORITY (CMPA) POLICE COUNCIL Form 700 Required**	2nd Thursday 6:00 PM	Quarterly – Feb, May, Aug, Nov	Administration and oversight of the CMPA Budget (FY24-25): \$17,256,149 ^[3]	Schlesinger	Jan 2025	Burdo	Since 2023	Walker	Jan 2025
12	GENERAL PLAN ADVISORY COMMITTEE	2 ND Thursday 4:00 PM	Monthly	Advisory body responsible for facilitating, in concert with Town staff, consultants, and the public, the General Plan Update	Burke	April 2024	Burdo	April 2024		
13	LEAGUE OF CALIFORNIA CITIES, NORTH BAY	Mostly Social	Quarterly	Promote cooperative advocacy through exchange of ideas and information Budget: Not available	Burdo	Jan 2023	N/A	N/A	Walker	Jan 2025
14	MCCMC CLIMATE ACTION COMMISSION	As Needed	As Needed	Policy body to guide work done county-wide on climate change Budget (FY25-26): \$13,581 [MCCMC, Total] ^[5]	Kullaway	Jan 2023	N/A	N/A	Vacant	
15	MCCMC DISASTER PREPAREDNESS	As Needed	As Needed	Assess disaster preparedness activities and programs and coordinate best practices between jurisdictions. Budget (FY25-26): \$13,581 [MCCMC, Total] ^[5]	Burdo	Jan 2023	N/A	N/A	Burke	Jan 2025
16	MCCMC HOMELESS COMMITTEE	As Needed	As Needed	Reduce issues around homelessness. Budget (FY25-26): \$13,581 [MCCMC, Total] ^[5]	Kullaway	Jan 2025	N/A	N/A	N/A	N/A
17	MCCMC LEGISLATIVE COMMITTEE	4th Monday 8:00 AM	At least 9 times annually	Discuss pending federal and state legislation affecting cities and make recommendations on actions to be taken Budget FY25-26): \$13,581 [MCCMC, Total] ^[5]	Kullaway	Feb 2024	N/A	N/A	Burdo	Feb 2024
18	MARIN CLEAN ENERGY (MCE) AUTHORITY Form 700 Required**	3rd Thursday 6:30 PM	Monthly	Promote an equitable, clean, affordable, and reliable energy economy Budget (FY25-26): \$831,238,000 Operating Revenue ^[6]	Kullaway	Jan 2025	N/A	N/A	Burdo	Jan 2025
19	MARIN EMERGENCY RADIO AUTHORITY (MERA) Form 700 Required**	GOVERNING BOARD 4th Wednesday (Except May: 2nd Wednesday) 3:30 PM EXECUTIVE BOARD 2nd Wednesday (Except May: 1st Wednesday) 3:30 PM	GOVERNING BOARD Monthly EXECUTIVE BOARD Jan, Mar, May, Jul, Sep, Nov	Oversight of the operation of the MERA radio system Budget (FY25-26): \$3,069,235 ^[7]	Burdo	Feb 2024	N/A	N/A	1 ST : Condry 2 ND : Donery	Feb 2024

***Meeting Schedule:** Meeting dates and times are provided as a general guide and may be subject to change or cancellation. For the most current information, please check with individual committees.

****Form 700 (Statement of Economic Interests):** Per California State law, some boards and commissions members must file Form 700 to disclose financial interests and potential conflicts of interest that may impact decision-making, ensuring transparency and accountability to help prevent corruption. Filings are required upon appointment, annually, and upon leaving office.

County/Regional Committees										
#	Committee Name	Meeting Schedule*	Frequency	Purpose & Budget	Appointee	Service Duration	Appointee	Service Duration	Alternate	Service Duration
20	MARIN WILDFIRE PREVENTION AUTHORITY (MWPA) <i>Form 700 Required**</i>	BOARD OF DIRECTORS 3rd Thursday 3:00 PM EXECUTIVE COMMITTEE 1st Thursday 10:00 AM	Monthly	Coordinate wildfire preparation and adaptation to limit loss of life and property damage, while protecting environmental diversity Budget (FY24-25): \$21,198,890 ^[8]	Schlesinger	Jan 2025	N/A	N/A	Burdo	Feb 2023
21	REFUSE & RECYCLING SUBCOMMITTEE	As Needed	As Needed	Negotiate refuse contract(s) with Marin Sanitary Service and address refuse/recycling issues Budget: Not available	Burdo	Jan 2021	Burke	Jan 2023	N/A	N/A
22	ROSS VALLEY FIRE DEPARTMENT (RVFD) BOARD OF DIRECTORS <i>Form 700 Required**</i>	2nd Wednesday 6:30 PM	Monthly	Oversee the management and operations of Ross Valley Fire Department Budget (FY25-26): \$15,412,254 ^[9]	Walker		Burdo	Feb 2020	1 st : Burke	Feb 2024
23	ROSS VALLEY SCHOOL DISTRICT (RVSD) BOARD OF TRUSTEES	Wednesdays 7:00 PM	1-2 times per month	Oversee educational affairs and policies of Ross Valley schools Budget (FY25-26): \$29,774,385 ^[10]	Burdo (Liaison)	Jan 2025	N/A	N/A	N/A	N/A
24	ROSS VALLEY YELLOW BUS JOINT EXERCISE POWERS OF AGREEMENT (JEPA)	Varied 5:30 PM	As Needed	Provide enhanced public oversight and transparency regarding school-related traffic relief in Ross Valley through policy guidance and advice to Marin Transit Budget (FY25-26): \$1,692,115 ^[11]	Burdo	Feb 2023	N/A	N/A	Kullaway Staff: Donery	Jan 2025 Jan 2023
25	SAFE ROUTES TO SCHOOL (SR2S) TASK FORCE, ROSS VALLEY	Friday, January 17 10:00 AM	Quarterly	Identify safety issues and develop plans to address issues, including infrastructure and enforcement strategies Budget: Not available	Burke	Feb 2024	N/A	N/A	Schlesinger	Jan 2025
26	TRANSPORTATION AUTHORITY OF MARIN (TAM) BOARD OF COMMISSIONERS <i>Form 700 Required**</i>	4th Thursday 6:00 PM	Monthly	Address Marin's transportation needs Budget (FY25-26): \$61,436,043 ^[12]	Burdo	Jan 2025	N/A	N/A	Walker	Jan 2025

***Meeting Schedule:** Meeting dates and times are provided as a general guide and may be subject to change or cancellation. For the most current information, please check with individual committees.

****Form 700 (Statement of Economic Interests):** Per California State law, some boards and commissions members must file Form 700 to disclose financial interests and potential conflicts of interest that may impact decision-making, ensuring transparency and accountability to help prevent corruption. Filings are required upon appointment, annually, and upon leaving office.

ABBREVIATION INDEX

ABAG	Association of Bay Area Governments	IFMC	Central Marin Police Authority	MWPA	Marin Wildfire Prevention Authority
CAC	Climate Action Commission	JEPA	Joint Exercise Power of Agreements	RVFD	Ross Valley Fire Department
CDBG	Community Development Block Grants	MERA	Marin Emergency Radio Authority	RVSD	Ross Valley School District
CMPA	Central Marin Police Authority	MCCMC	Marin County Council of Mayor & Councilmembers	SR2S	Safe Routes to School
EDC	Economic Development Committee	MCE	Marin Clean Energy	TAM	Transportation Authority of Marin

BUDGET SOURCES

- [1] Source: https://abag.ca.gov/sites/default/files/documents/2025-07/2025%20ABAG%20Budget%20and%20Work%20Plan_Approved_6-2025d.pdf?cb=5cf2d994
- [2] Source: <https://assets.marincounty.gov/marincounty-prod/public/2025-12/2026%20Budget%20Book%20-%20Not%20Remediated.pdf>
- [3] Source: <https://www.centralmarinpolice.org/DocumentCenter/View/1794/FY-25-26-CMPA-Budget-PDF?bidId=>
- [5] Source: <https://www.mccmc.org/wp-content/uploads/Agenda-Pkt-MCCMC-9.24.25-Mill-Valley.pdf>
- [6] Source: <https://mcecleanenergy.org/wp-content/uploads/2025/08/FY-25-26-Approved-Budget.pdf>
- [7] Source: https://cdn.prod.website-files.com/66addb9ed7cc778a70846961/66ae81000df919bf4a48401d_23-24-Operating-Budget_MERAonline.pdf
- [8] Source: https://cdn.prod.website-files.com/66addb9ed7cc778a70846961/6968115a02dabba0f3611aa5_FY25-26%20MERA%20Approved%20Budget%20and%20Member%20Contributions.pdf
- [9] Source: <https://rossvalleyfire.org/attachments/article/50509/Item%204d%20-%20Attachment%202%20-%20Resolution%2025-09.pdf>
- [10] Source: [https://go.boarddocs.com/ca/rova/Board.nsf/files/DHTTUC790996/\\$file/RVSD%20Budget%202025-26%20BtB%206.25.25.pdf](https://go.boarddocs.com/ca/rova/Board.nsf/files/DHTTUC790996/$file/RVSD%20Budget%202025-26%20BtB%206.25.25.pdf)
- [11] Source: <https://marintransit.org/sites/default/files/2025-06/Attachment%20A%20FY2026%20Final%20Budget.pdf>
- [12] Source: https://www.tam.ca.gov/wp-content/uploads/2025/07/FY2025-26-Adopted-Budget_June-2025-FINAL.pdf

***Meeting Schedule:** Meeting dates and times are provided as a general guide and may be subject to change or cancellation. For the most current information, please check with individual committees.

****Form 700 (Statement of Economic Interests):** Per California State law, some boards and commissions members must file Form 700 to disclose financial interests and potential conflicts of interest that may impact decision-making, ensuring transparency and accountability to help prevent corruption. Filings are required upon appointment, annually, and upon leaving office.

**TOWN OF SAN ANSELMO
RESOLUTION NO. 2025-4574**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO REPEALING
RESOLUTION NO. 3043 AND ESTABLISHING A ROTATION PROCESS FOR TOWN COUNCIL
ASSIGNMENTS TO LOCAL AND REGIONAL BOARDS AND COMMITTEES**

WHEREAS, the members of the Town Council of the Town of San Anselmo ("Town") are assigned to various boards and committees that serve regional and Town-specific purposes (collectively, "Committees"); and

WHEREAS, the Town Council has historically utilized an informal assignment process for these Committees; and

WHEREAS, in 1987 the Town Council adopted Resolution No. 3043 which carved out assignments to the Ross Valley Fire District Board of Directors as an exception to this informal process; and

WHEREAS, at its meeting of March 25, 2025, the Town Council discussed and reached consensus on a formal process for rotating Council members' assignments for all Committees and the Council requested that staff memorialize the process in a resolution; and

WHEREAS, the Committee assignment rotation process is intended to benefit the Town by ensuring both a depth and breadth of experience among Council members, to reward seniority on the Council, and to provide an equal opportunity for all Council members to serve on the various Committees.

NOW, THEREFORE, the Town Council of the Town of San Anselmo does hereby resolve as follows:

SECTION 1. Incorporation of Recitals and Environmental Review.

1. The Town Council hereby finds and determines that the above recitals are true and correct and are incorporated herein as findings of the Council in support of this Resolution.
2. The Council further finds that establishing a process by which Town Council members serve on Committees is not a "project" under the California Environmental Quality Act ("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).

SECTION 2. Repeal of Resolution No. 3043.

1. The Town Council hereby repeals Resolution No. 3043 in its entirety.

SECTION 3. Rotation Process for Town Council Committee Assignments.

1. **Council Member Seniority.** Prior to the Council meeting at which the process for annual Committee assignments will be carried out, Town staff will determine the order of Council member seniority based on continuous number of years in office.
 - a. If Town Council members were first elected in the same election or have served for the same period of time, the member with a higher percentage of votes in the most recent election will be designated the senior member for purposes of seniority.
2. **Committee Assignment Selection Process.** For the first round of Committee assignments, Town Council members will select the Committees they desire based on seniority. The Council member with the most seniority will get first choice with the second most senior Council member choosing second, etc. (1-5), until the round is complete. The second round will be carried out in reverse order, with the least senior member of the Council choosing first and the second least senior member choosing second, etc. (5-1), until the round is complete. Committee assignments will proceed in this manner (1-5, 5-1, etc.) until all assignments and alternate positions are selected.
 - a. **Committee Assignment Term Limits.** A Council member may not select the same Committee for more than three consecutive years unless:
 - i. No other member wishes to serve on the Committee; or
 - ii. With a majority vote of the Council, the Council may allow a member to extend their Committee assignment for a maximum of one additional year if either of the following circumstances exist:
 1. The Council member has been appointed as an officer (e.g., President, Vice President, Chair, Vice Chair) of the Committee.
 2. The Council member has an integral role in labor negotiations or another complex process on the Committee.
 - b. After leaving a Committee that they have served on for three or more consecutive years, a Council member must remain off the Committee for at least two years before selecting the Committee again.
 - c. Service as an alternate will not count toward the years of service on a Committee.
3. **Committee Assignment Vacancy.** If a Council member vacates a Committee assignment during the year, the Council will appoint, by majority vote of the Council, a new member to fill the vacant seat for the balance of the one-year term.
 - a. Council members who are appointed and assume the Committee assignment of a vacant seat at any time mid-year shall not have the assumed assignment count toward their three consecutive years.
4. The first annual Committee assignment process will take place at a Council meeting in January 2026 and terms limits will be based on Committee assignments beginning in 2023.

The foregoing Resolution was adopted at the regular meeting of the San Anselmo Town Council held on April 22, 2025, by the following vote:

AYES: Councilmember: Schlesinger, Walker, Burke, Burdo, Mayor Kullaway
NOES: Councilmember: None
ABSENT: Councilmember: None
ABSTAIN: Councilmember: None



Tarrell Kullaway, Mayor

ATTEST:



Serge Avila, Town Clerk