



In the Council Chambers and Via Zoom at 525 San Anselmo Avenue, San Anselmo, CA 94960
Vice Mayor Walker: 209 Magazine St New Orleans, LA USA

Town Council Agenda

Tuesday, June 9, 2026

7:00 PM

Meeting held In-Person and via Zoom:

<https://us02web.zoom.us/j/88514386092>

Or Telephone: +1 669 900 6833 | Webinar ID: 885 1438 6092

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.

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 May 26, 2026

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

[Attachment 1- Draft Minutes of the May 26, 2026 Regular Town Council Meeting \(DOC\)](#)

1.2 Adopt a Resolution Calling an Election to fill two seats on the San Anselmo Town Council, one seat for Town Clerk, and one seat for Town Treasurer to be Held and Consolidated with the General Municipal Election scheduled for November 3, 2026, and requesting that the Marin County Registrar of Voters Conduct the Election

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

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

1.3

Adopt Resolutions Establishing Town of San Anselmo 2026-2027 Tax Rates for Municipal Services Tax, Pension Override Tax, Measure G Debt Service Tax, Special Library Services Tax, and Ross Valley Paramedic Tax; and finding the Council's actions exempt from the California Environmental Quality Act

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

[Attachment 1 2026-2027 Municipal Services Tax Resolution \(DOC\)](#)

[Attachment 2 2026-2027 Pension Override Resolution \(DOC\)](#)

[Attachment 3 2026-2027 Measure G Resolution \(DOC\)](#)

[Attachment 4 2026-2027 Library Tax Resolution \(DOC\)](#)

[Attachment 5 2026-2027 RVPA Resolution \(DOCX\)](#)

1.4 Receive and File the Community Development Department FY 2025–26 Q3 Report (January-March). Receiving 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)

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

1.5 Approve the Professional Services Agreement for Town's Provision of Financial and Treasurer Services to the Marin Wildfire Prevention Authority

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

[Attachment 1 Professional Services Agreement for Financial Services with MWPA \(DOCX\)](#)

- 1.6** Accept the Library Roof/HVAC and Interior Refresh Project and Authorize Staff to File a Notice of Completion

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

- 1.7** Receive and File Report of Checks Issued, May 2026

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

[Attachment 1 Check Report May 2026 \(PDF\)](#)

2. Council Business Items:

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

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

- 2.1** Adopt Resolution Calling and Giving Notice of the Holding of an Election to be Held on November 3, 2026 and Requesting the Board of Supervisors of the County of Marin to Consolidate said Election; and authorize the Town Clerk or their duly authorized officers and agency to carry out all the necessary procedures for said election submitting to the voters the question regarding the Ross Valley Paramedic Authority Four-Year Special Parcel Tax for the Tax Cycle 2027-2031.

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

[Attachment 1 - San Anselmo Draft Resolution RVPA Tax and Exhibit \(PDF\)](#)

[Presentation \(PDF\)](#)

- 2.2** Receive the Proposed Draft Fiscal Year 2026-2027 Town Budget and Workplan and Provide Feedback on the Proposed Draft FY 2026-27 Budget. The Council's discussion and acceptance of this item is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

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

[Attachment 1 Proposed 2026-2027 Budget and Workplan \(PDF\)](#)

[Attachment 2 Five-Year General Fund Financial Forecast \(PDF\)](#)

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

[Public Comment- Saunders 2 \(PDF\)](#)

[Public Comment- Saunders 3 \(PDF\)](#)

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

- 2.3** Receive an Introduction of the Proposed General Fund Reserve Policy and Provide Direction on the Proposed General Fund Reserve Policy. The Council's discussion of the General Fund Reserve Policy is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

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

[Attachment 1 Resolution 4474 \(PDF\)](#)

[Attachment 2 Proposed General Fund Reserve Policy \(DOCX\)](#)

- 2.4** Receive Introduction of Artificial Intelligence (AI) Acceptable Use Policy and Provide Direction on the Proposed AI Acceptable Use Policy. The Council’s discussion of the AI Use Policy is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

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

[Attachment 1 Draft Artificial Intelligence \(AI\) Use Policy \(DOCX\)](#)

Public Hearing:

2.5

Accept and File the Annual Report on Staff Vacancies, Recruitment and Retention Efforts as Required Under AB 2561. 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).

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

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 June 23, 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.



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.1

MEETING DATE: June 9, 2026

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of May 26, 2026

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Regular Town Council meeting Draft Minutes of May 26, 2026.

ATTACHMENT:

Attachment 1- May 26, 2026 Draft Minutes

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, May 26, 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
Linda Kenton, Assistant Town Manager
Megan Acevedo, Town Attorney
Serge Avila, Town Clerk
Dan Mahoney, Ross Valley Fire Chief
Scott Schneider, Assistant Public Works Director
Ivy Tzur, Contract DPW Project Manager

Open Time for Public Expression

Mr. Gene Ng stated he decided not to return as the San Anselmo representative to the Commission on Aging. It has been a great experience.

Mr. Brian Sundborn, Ms. Emily Frishman, Meredith, Ms. Vivian Walsh, Eva and Riley Moore, Maggie McKenna, Riley, Caitlin, Elliott, Mr. Vladamir Vakalenko, Charlotte, Mr. Paymon Parcia, and Isla urged everyone to vote "Yes" on Measure H.

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

Vice Mayor Walker reported she attended the Ross Valley Fire Authority meeting; the County of Marin Priority Setting meeting; she would like a quarterly update from the Age Friendly and Disability Friendly Committee.

Councilmember Burke reported she attended the Marin Emergency Radio Authority (MERA) meeting on-line; the Ross Valley Fire Authority Board meeting.

Councilmember Schlesinger stated he attended the Chamber of Commerce Board of Directors meeting; the Central Marin Police Authority (CMPA) meeting; the Marin Wildfire Prevention Authority (MWPA) Board meeting; today is the anniversary of the 1967 release of Sgt. Pepper's Lonely Hearts Club Band which some believe to be one of the greatest albums of all time (behind Pet Sounds by the Beach Boys).

Councilmember Kullaway stated she had no reports.

Mayor Burdo reported he attended the Marin Clean Energy (MCE) meeting; the Marin County Survivors Celebration hosted by the Ross Valley Paramedic Authority (RVPA).

Town Manager Donery stated the approval of the financial services contract with the MWPA will be on the June 9th Council agenda.

Special Presentation

There were no Special Presentations.

1. Consent Agenda

- 1.1 Approved the Draft Minutes of the Regular Meeting of May 12, 2026
- 1.2 Received and Filed the Revenue and Expenditure Reports for April 2026
- 1.3 Adopt a Proclamation Declaring the First Friday in June to be National Gun Violence Awareness Day
- 1.4 Approve an Amendment to the San Anselmo Age and Disability Friendly Committee Operational Guidelines to Establish Regulations on Employment, Contract or Professional Engagement
- 1.5 Adopt a Resolution Declaring June 2026 LGBTQ Pride Month and Directing Staff to Fly the Rainbow Flag Through the Month of June at Town Hall
- 1.6 Award of Isabel Cook Community Center (IIC) Paint Project
- 1.7 Authorized the Town Manager to execute a Professional Services Agreement with PermiTech Solutions Corporation to provide contract technical consulting services for wireless telecommunications facility applications

Mayor Burdo wanted to pull items #1.3 and #1.5 for discussion.

Vice Mayor Walker wanted to pull item #1.3 and #1.6.

Councilmember Schlesinger wanted to pull item #1.4.

**M/s, Burke/Schlesinger, Motion to approve Consent Calendar items #1.1, #1.2, and #1.7.
AYES: Burke, Kullaway, Schlesinger, Vice Mayor Walker, Mayor Burdo**

- 1.3 Adopt a Proclamation Declaring the First Friday in June to be National Gun Violence Awareness Day

The Council discussed its support of this item

Mayor Burdo opened the item to public comments.

Ms. Janet Rizzi, representing Moms Demand Action, spoke in support of this item and discussed the epidemic of gun violence in this country.

Mayor Burdo closed the item to public comments.

**M/s, Schlesinger/Walker, Motion to adopt a Proclamation Declaring the First Friday in June to be National Gun Violence Awareness Day, Consent Calendar item #1.3.
AYES: Burke, Kullaway, Schlesinger, Vice Mayor Walker, Mayor Burdo**

1.4 Approve an Amendment to the San Anselmo Age and Disability Friendly Committee Operational Guidelines to Establish Regulations on Employment, Contract or Professional Engagement

Councilmember Schlesinger stated the amendment is a categorical prohibition which feels counter-intuitive. A disclosure and recusal framework would be more appropriate.

Councilmember Burke asked why this committee is appointed by the Parks and Recreation Commission and not the Council. Town Manager Donery stated they are a Steering Committee under the auspices of the Recreation Department along with the Skate Park Committee and the Dog Park Committee.

The Council requested staff to bring this item back with the recommendation made by Councilmember Schlesinger.

1.5 Adopt a Resolution Declaring June 2026 LGBTQ Pride Month and Directing Staff to Fly the Rainbow Flag Through the Month of June at Town Hall

Mayor Burdo stated he wanted to raise awareness.

M/s, Burke/Walker, Motion to approve Resolution No. 2026-4620 Consent Calendar item #1.5 and to raise the flag every June in perpetuity.

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

Councilmember Burke stated the Council should discuss creating a policy with respect to flying the flag at half-staff.

1.6 Award of Isabel Cook Community Center (IIC) Paint Project

Vice Mayor Walker noted the bid came in low and she asked staff if they had concerns about the quality of work. She asked about tenant notification and the high contingency.

Assistant Public Works Director Schneider stated there are specifications that ensure the quality of the work along with inspections. Outreach would start in July and the contingency is appropriate given the possibility of changes.

M/s, Walker/Burke, Motion to approve Consent Calendar items #1.6.

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

Council Business Items

2.1 Ross Valley Paramedic Authority Amended and Restated Joint Powers Agreement

Ross Valley Fire Chief Mahoney presented the staff report and a PowerPoint presentation including: 1) Amended and Restated Joint Powers Agreement (JPA); 2) Background and Introduction; 3) Governance and Administration; 4) Fiscal Structure, Funding, Return of Net Operating Surplus; 5) Membership (JPA); 6) Legal Protections; 7) Input from Member Agencies; 8) Recommendation. Chief Mahoney and staff answered questions from the Council regarding the status of this kind of vote in other jurisdictions; what would happen if two member agencies failed to pass the tax twice; comparison between agencies with respect to the 1,000 square foot provision.

Mayor Burdo opened the meeting to public comments.

There were no comments.

Mayor Burdo closed the meeting to public comments.

M/s, Burke/Walker, Motion to adopt Resolution No. 2026-4621 to approve the Ross Valley Paramedic Authority Amended and Restated Joint Powers Agreement.

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

2.2 Receive and File the Resilience Hub Update

Interim Public Works Director Schneider presented the staff report. Staff answered questions regarding outreach; if there is anything more analog that can be done; how will reimbursements and credits work; when the ribbon cutting will occur.

Mayor Burdo opened the meeting to public comments.

An individual asked the Council to decode some of the acronyms.

Mayor Burdo closed the meeting to public comments.

2.3 Receive and File an Update of the Library Roof/HVAC and Interior Refresh Project

Public Works Project Manager Tzur presented the staff report. There were no questions from the Council.

Mayor Burdo opened the meeting to public comments.

There were no comments.

Mayor Burdo closed the meeting to public comments.

The Council thanked staff for the great work on this project!

M/s, Burke/Kullaway, Motion to adjourn the meeting at 8:46 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: June 9, 2026

AGENDA TITLE: Adopt a Resolution Calling an Election to fill two seats on the San Anselmo Town Council one seat for Town Clerk and one seat for Town Treasurer to be Held and Consolidated with the General Municipal Election scheduled for November 3, 2026, and requesting that the Marin County Registrar of Voters Conduct the Election

FROM: Serge Avila, Town Clerk
Megan H. Acevedo, Town Attorney

RECOMMENDATION: Staff recommends that the Council approve the attached resolution calling an election on November 3, 2026; requesting the Marin County Board of Supervisors to consolidate the Town's general municipal election with any other election conducted on said date; requesting election services by the County Registrar of Voters; and providing rules for candidates' statement of qualifications and filing fee.

BACKGROUND

The following seats will expire in 2026:

Town Councilmember	Two (2) seats	4 Year Term \$ 950 Per/Month Stipend ¹
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Steve Burdo
Tarrell Kullaway

Town Clerk	One (1) seat	4 Year Term \$0 Per/Month Stipend
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Cecily Wilson

Town Treasurer	One (1) seat	4 Year Term \$0 Per/Month Stipend
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John Mahl

The 4-year terms for each of these Town Officers are consistent with San Anselmo Municipal Code section 2-9.01(c)c. The attached proposed resolution requests the Marin County Board of Supervisors to consolidate the Town's general municipal

¹ The Town Council adopted Ordinance No. 2025-1197, which increased Town Council members' stipends from \$300/month to \$950/month effective December 2026.

election with any other election conducted on November 3, 2026, requesting election services by the County Registrar of Voters; and providing Candidates' Statement of qualifications and filing fee.

Timing for Candidates

Pursuant to California Elections Code 10407, the following deadlines apply to the general municipal election:

July 13 – August 7	Filing period for candidates
August 12	Extended filing period deadline for non-incumbent candidates (if no incumbent files for candidacy by August 7)
November 3	Election

Staff will require candidates to make appointments with the Town Clerk to receive and submit nomination papers. Appointments can be made by emailing:

townclerk@sananselmo.gov.

The deadline for submitting paperwork is 5 PM on August 7, 2026 (or August 12, if no incumbent files for candidacy).

Rules for Candidate Statements

Pursuant to California Elections Code section 13307, the following rules pertain to the material prepared by any candidate for the General Municipal Election:

- a) Statement shall not exceed 200 words;
- b) The actual pro-rated costs of printing, handling and translating said statements shall be levied against each candidate availing of such service;
- c) The candidate shall be required to pay in advance, at the time of filing, for the prorated share of the estimated total cost of printing, handling, translating, and mailing of said statement as a condition of having the statement included in the sample ballot;
- d) The estimate is just an approximation of the actual cost that varies from one election to another election it may be significantly more or less than the estimate, depending on the actual number of candidates filing statements.
- e) No additional materials shall be prepared to be sent on behalf of the candidate with the Marin County Ballot/Voters Pamphlet; and
- f) The taxpayers of the town of San Anselmo should not be responsible for costs of individual candidate statements.

Note that the Town Council may authorize an increase in the limitation on words for the statement from 200 to 400 words. The attached resolution reflects a 200-word limit, but can be amended prior to adoption.

FISCAL IMPACT

Election costs are influenced by the number of jurisdictions sharing the ballot and by the number of contests and measures that a jurisdiction has on the ballot. The County estimates costs to cities, towns, schools and special districts for general elections to be between \$1.75 - \$3.00 per register voter. The estimated cost for the Town will range from \$17,000 to \$29,000.

GENERAL PLAN CONSISTENCY

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Calling for an election to fill two seats on the Town of San Anselmo Town Council, along with the Town Clerk and Town Treasurer positions is not a “project” under the California Environmental Quality Act within the meaning of Public Resources Code section 21065, and CEQA Guidelines sections 15060(c)(2), 15060(c)(3), or 15378 because there is no potential that it will cause a reasonably foreseeable direct or indirect physical change in the environment.

This action does not impact the Climate Action Plan.

ATTACHMENT

Attachment 1- Draft Resolution

**TOWN OF SAN ANSELMO
RESOLUTION NO. 2026-XXXX**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO CALLING
A GENERAL MUNICIPAL ELECTION IN ITS JURISDICTION ON NOVEMBER 3, 2025;
REQUESTING THE MARIN COUNTY BOARD OF SUPERVISORS TO CONSOLIDATE THE
GENERAL MUNICIPAL ELECTION WITH ANY OTHER ELECTION CONDUCTED ON
SAID DATE; REQUESTING ELECTION SERVICES BY THE COUNTY REGISTRAR OF
VOTERS; AND PROVIDING RULES FOR CANDIDATES' STATEMENT OF
QUALIFICATIONS AND FILING FEE**

WHEREAS, San Anselmo Municipal Code Title 2, Chapter 9, requires that a general municipal election for the election of Town Council members held on November 3, 2026; and

WHEREAS, a statewide election is scheduled to be held on November 3, 2026; and

WHEREAS, under California Elections Code section 10400 et seq, an election may be consolidated with other elections held on the same date.

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

SECTION 1. Environmental Review

The Town Council finds that this resolution is not a “project” within the meaning of Public Resources Code section 21065 and section 15378 of the California Environmental Quality Act (CEQA) Guidelines and therefore, not subject to CEQA review.

SECTION 2. Recitals.

The Town Council hereby finds and determines that the foregoing recitals are true and correct and are incorporated herein and by this reference are made an operative part hereof.

SECTION 3. Call of General Municipal Election.

A General Municipal Election is called for the Town of San Anselmo to be held on the 3rd day of November 2026, at which election the issue to be presented to the voters shall be an election of:

Candidates for the Town Council:

Regular Term, 4 years: Two (2) seats

Candidate for the Town Clerk:

Regular Term, 4 years: One (1) seat

Candidate for the Town Treasurer:

Regular Term, 4 years: One (1)seat

SECTION 4. Request for Consolidation and Election Procedures.

The Town Council of the Town of San Anselmo hereby requests that the Board of Supervisors of the County of Marin:

- (1) Consolidate the Town's General Municipal Election with any other applicable election conducted on November 3, 2026.
- (2) Pursuant to Elections Code section 10002, authorize and direct the County Registrar of Voters, at Town expense, to provide all necessary election services and to canvass the results of said election. The services shall be of the type normally performed by the Registrar of Voters in assisting the clerks of municipalities in the conduct of elections, including but not limited to checking registrations, mailing ballots, hiring election officers and arranging for polling places, receiving absentee voter ballot applications, mailing and receiving absentee voter ballots and opening and counting same, providing and distributing election supplies, and furnishing voting machines.
- (3) The Town Clerk of the Town of San Anselmo shall receive the canvass from the County as it pertains to the General Municipal Election and shall certify the results to the Town Council, as required by law.

SECTION 5. Statement of Qualifications.

- (1) Consistent with California Elections Code section 13307, the Town Council hereby adopts the following rules pertaining to the material prepared by any candidate for the General Municipal Election:
 - a. Said statement shall not exceed 200 words.
 - b. The actual pro-rated costs of printing, handling, and translating said statements shall be levied against each candidate availing himself or herself of such service.
 - c. The candidate shall be required to pay in advance, at the time of filing, his or her prorated share of the estimated total cost of printing, handling, translating, and mailing of said statement as a condition of having his or her statement included in the sample ballot.
 - d. The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements.
 - e. No additional materials shall be prepared to be sent on behalf of the candidate with the Marin County Ballot/Voter Pamphlet
 - f. The taxpayers of the Town of San Anselmo should not be responsible for the costs of individual candidate statements.

- (2) Each candidate shall pay a filing fee of \$25.00.

SECTION 7. Transmittal of Resolution.

The Town Clerk shall submit a certified copy of this Resolution to the Board of Supervisors for the County of Marin.

SECTION 8. Severability.

If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Town Council hereby declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion thereof.

SECTION 9. Effective Date of Resolution.

This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS 9th day of June, 2026 by the following vote:

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

Steve Burdo, Mayor

ATTEST:

Serge Avila, Town Clerk

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.3

MEETING DATE: June 9, 2026

AGENDA TITLE: Resolutions Establishing Town of San Anselmo 2026-2027 Tax Rates for Municipal Services Tax, Pension Override Tax, Measure G Debt Service Tax, Special Library Services Tax, and Ross Valley Paramedic Tax; and finding the Council's actions exempt from the California Environmental Quality Act (Cal. Pub. Res. Code § 21080(b)(8))

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council adopt the attached resolutions and find that establishing these tax rates is exempt from the California Environmental Quality Act (CEQA) under California Public Resources Code § 21080(b)(8) and CEQA Guidelines section 15273.

1. The Municipal Services Tax for 2026-2027 fiscal year at the rate of \$78.00 per living unit and per 1,500 square feet of non-residential structure (Attachment 1); and
 2. The Pension Override Tax for the 2026-2027 fiscal year at the rate of 5.9 cents per \$100 of assessed valuation (Attachment 2); and
 3. The Measure G Debt Service Tax rates for 2026-2027 fiscal year at 0.4 cents per \$100 of assessed valuation for the Series 2020 Measure G bonds (Attachment 3); and
 4. The Special Library Services Tax for the 2026-2027 fiscal year at the rate of \$74.70 per real estate parcel (Attachment 4); and
 5. The Ross Valley Paramedic Tax for the 2026-2027 fiscal year at a rate of \$103.50 per taxable living unit or per 1,500 square feet of structure developed parcel in non-residential use (Attachment 5).
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BACKGROUND

The Municipal Services and Pension Override taxes have been levied at the rates reflected in the attached resolutions since the 1987-88 fiscal year. These taxes are

necessary to provide for the level of municipal services currently provided by the Town and to meet the Town's obligation to the Public Employees' Retirement System.

The Measure G levy is necessary to pay the debt service on the general obligation bonds sold by the Town to pay for improvements to streets, drainage, and the library, as authorized by the San Anselmo voters on June 6, 1995. The levy includes debt service from the 2020 bond series, which is the result of refinancing the 2003 bond series in July 2020. In addition to the bonds referenced in the resolution, the 2011 bonds matured in August 2025 and the debt from those bonds has been paid in full; accordingly, the 2020 bonds are accounted for in this year's tax rate. The Measure G tax levy is 0.4 cents per \$100 of assessed valuation.

The Special Library Services Tax was approved by voters in November 2022 for the purpose of enhancing library services. The attached resolution reflects the 3% cost of living increase approved as part of the measure, which results in an increase of \$2.16 from the 2026-2027 rate.

The Ross Valley Paramedic Tax was approved by the voters in June 2022 for paramedic services. The rate for 2026-2027 is \$103.50 per taxable living unit or per 1,500 square feet of structure-developed parcels with non-residential uses.

These resolutions must be sent to the County Tax Assessor annually for placement on the property tax bills.

FISCAL IMPACT

The funds that will be raised by the above taxes are projected to be:

Municipal Services Tax	\$ 448,117
Pension Override Tax	\$3,289,650
Measure G Debt Service, Series 2020	\$ 198,127
Special Library Services Tax	\$ 334,445

There is no fiscal impact to the Town with respect to the Ross Valley Paramedic Tax because the tax proceeds go directly to the Ross Valley Paramedic Authority.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adoption of the attached resolutions establishing tax rates for fiscal year 2026-27 are exempt from the California Environmental Quality Act (CEQA), because CEQA does not apply to the establishment, modification, or approval of rates or other charges by the Town which the Town finds are for the purpose of meeting operating expenses, meeting financial reserve needs, or obtaining funds for capital projects. (Cal. Pub. Res. Code § 21080(b)(8); see also 14 Cal. Code Regs. § 15273).

ATTACHMENTS

Attachment 1 – 2026-2027 Municipal Services Tax Resolution

Attachment 2 – 2026-2027 Pension Override Tax Resolution

Attachment 3 – 2026-2027 Measure G Tax Resolution

Attachment 4 – 2026-2027 Library Tax Resolution

Attachment 5 – 2026-2027 RVPA Tax Resolution

RESOLUTION NO. XXXX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ESTABLISHING THE AMOUNT OF THE MUNICIPAL SERVICES TAX RATE FOR THE 2026-2027 FISCAL YEAR

WHEREAS, Ordinance No. 845 of the Town of San Anselmo was adopted in 1983 and authorizes the Town Council by resolution to establish the amount of municipal services tax to be imposed and levied during each ensuing fiscal year; and

WHEREAS, the Town Council has determined that for the fiscal year commencing on July 1, 2026, the cost of maintaining municipal services will exceed the amount of funds and revenues generated from all other sources of income.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. California Environmental Quality Act

The Town Council hereby finds that establishing this annual tax rate is exempt from the California Environmental Quality Act (CEQA), because CEQA does not apply to the establishment, modification, or approval of rates or other charges by the Town which the Town finds are for the purpose of meeting operating expenses, meeting financial reserve needs, or obtaining funds for capital projects. (14 Cal. Code Regs. § 15273; see also Cal. Pub. Res. Code § 21080(b)(8)). The Municipal Services Tax allows the Town to meet its operating expenses for municipal services.

Section 2. Tax Rate

The Town Council of the Town of San Anselmo does hereby confirm and levy a tax on all improved real property at the flat rate of \$78 per year per living unit and per 1,500 square feet of structure of non-residential use, except that the tax derived from a non-residential structure seventy-five percent (75%) or more occupied by a single enterprise or institution shall not exceed \$1,000.

RESOLUTION PASSED AND ADOPTED, at a regular meeting of the San Anselmo Town Council held on the 9th day of June 2026, by the following vote:

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

STEVE BURDO
MAYOR

ATTEST:

SERGE AVILA
TOWN CLERK

RESOLUTION NO. XXXX

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
SAN ANSELMO ESTABLISHING THE AMOUNT OF THE
PENSION OVERRIDE TAX RATE
FOR THE 2026-2027 FISCAL YEAR**

NOW, THEREFORE, THE TOWN COUNCIL HEREBY RESOLVES:

Section 1. California Environmental Quality Act

The Town Council hereby finds that establishing this annual tax rate is exempt from the California Environmental Quality Act (CEQA), because CEQA does not apply to the establishment, modification, or approval of rates or other charges by the Town which the Town finds are for the purpose of meeting operating expenses, meeting financial reserve needs, or obtaining funds for capital projects. (14 Cal. Code Regs. § 15273; see also Cal. Pub. Res. Code § 21080(b)(8)). The Pension Override tax allows the Town to meet its operating expenses by fulfilling the Town's obligation to the Public Employees' Retirement System.

Section 2. Tax Rate

That the Town Council of the Town of San Anselmo does hereby confirm that the tax rate for the Town's Pension Override on property tax for the fiscal year 2026-2027 necessary to meet the Town's obligation to the Public Employees' Retirement System is hereby fixed at 5.9 cents per \$100 of assessed valuation.

RESOLUTION PASSED AND ADOPTED, at a regular meeting thereof held on the 9th day of June 2026, by the following vote:

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

STEVE BURDO
MAYOR

ATTEST:

SERGE AVILA
TOWN CLERK

RESOLUTION NO. XXXX

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO SETTING
THE 2026-2027 TAX REQUIREMENT FOR GENERAL OBLIGATION BONDS, SERIES 2020**

WHEREAS, on June 6, 1995, the voters of San Anselmo approved Ordinance No. 964 authorizing the issue of general obligation bonds in the principal amount of \$10.8 million to finance improvements to streets, storm drains, and the library building; and

WHEREAS, the Town of San Anselmo has sold the general obligation bonds, the Series 2003 bonds of \$2.565 million; and

WHEREAS, on July 23, 2020 the Town of San Anselmo refinanced the Series 2003 Bonds in the amount of \$1.320 million; and

WHEREAS, the partial repayment of the Series 2020 bonds took place in the 2024-2025 fiscal year.

NOW, THEREFORE, THE TOWN COUNCIL HEREBY RESOLVES:

Section 1. California Environmental Quality Act

The Town Council hereby finds that establishing this annual tax rate is exempt from the California Environmental Quality Act (CEQA), because CEQA does not apply to the establishment, modification, or approval of rates or other charges by the Town which the Town finds are for the purpose of meeting operating expenses, meeting financial reserve needs, or obtaining funds for capital projects. (14 Cal. Code Regs. § 15273; see also Cal. Pub. Res. Code § 21080(b)(8)). The General Obligation Bonds allow the Town to fund capital projects for improvements to streets, drainage, and the library.

Section 2. Tax Rate

That the tax rate for the general obligation bonds Series 2020 shall be 0.4 cents per \$100 of assessed valuation during the 2026-2027 fiscal year.

RESOLUTION PASSED AND ADOPTED, at a regular meeting thereof held on the 9th day of June 2026, by the following vote:

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

STEVE BURDO
MAYOR

ATTEST:

SERGE AVILA
TOWN CLERK

RESOLUTION NO. XXXX

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
ESTABLISHING THE SPECIAL LIBRARY SERVICES TAX RATE
FOR THE 2026-2027 FISCAL YEAR**

WHEREAS, on November 8, 2022, the voters of San Anselmo approved Measure H, Town Ordinance No. 1171, authorizing the Special Library Services Tax effective July 1, 2024; and

WHEREAS, as specified in Ordinance No. 1171, the proceeds of the Special Library Services Tax will be spent for the purpose of improving children's librarian services, hiring a children's librarian and enhancing general library services.

NOW, THEREFORE, THE TOWN COUNCIL HEREBY RESOLVES:

Section 1. California Environmental Quality Act

The Town Council hereby finds that establishing this annual tax rate is exempt from the California Environmental Quality Act (CEQA), because CEQA does not apply to the establishment, modification, or approval of rates or other charges by the Town which the Town finds are for the purpose of meeting operating expenses, meeting financial reserve needs, or obtaining funds for capital projects. (14 Cal. Code Regs. § 15273; see also Cal. Pub. Res. Code § 21080(b)(8)). The Library Services Tax allows the Town to meet its operating expenses for library services.

Section 2. Tax Rate

The Town Council of the Town of San Anselmo does hereby confirm and levy a tax in the amount of \$74.70 per year per real estate parcel located in the Town of San Anselmo in the 2026-2027 fiscal year, which includes an annual 3% cost of living increase. The tax is being levied for the second of nine years approved by Ordinance No. 1171 and the proceeds will be used to augment the money from the Town of San Anselmo's General Fund currently used to fund library services.

RESOLUTION PASSED AND ADOPTED, at a regular meeting thereof held on the 9th day of June 2026 by the following vote:

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

STEVE BURDO
MAYOR

ATTEST:

SERGE AVILA
TOWN CLERK

RESOLUTION NO. XXXX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO IN SUPPORT OF THE ROSS VALLEY PARAMEDIC TAX RATE FOR FISCAL YEAR 2026-2027

WHEREAS, the voters in the Town of San Anselmo and the Ross Valley have approved the Paramedic Tax extensions and increases since 1982; and

WHEREAS, prior to July 1st, the Board of Directors of the Ross Valley Paramedic Authority will approve and adopt a status quo operating budget for the 2026-27 fiscal year; and

WHEREAS, the San Anselmo Town Council supports the continuation of the existing tax at the new rate structure approved by the voters on June 7, 2022, for paramedic services for an additional four years beginning at \$94.50 in the first year and raising the tax \$3 annually to a maximum amount of \$103.50 per taxable living unit in the fourth year, or \$94.50 per 1,500 square feet of structure developed parcel in non-residential use in the first year and raising the tax \$3 annually to a maximum of \$103.50 in the fourth year.

NOW, THEREFORE, THE TOWN COUNCIL HEREBY RESOLVES:

Section 1. California Environmental Quality Act

The Town Council hereby finds that establishing this annual tax rate is exempt from the California Environmental Quality Act (CEQA), because CEQA does not apply to the establishment, modification, or approval of rates or other charges by the Town which the Town finds are for the purpose of meeting operating expenses, meeting financial reserve needs, or obtaining funds for capital projects. (14 Cal. Code Regs. § 15273; see also Cal. Pub. Res. Code § 21080(b)(8)). The Ross Valley Paramedic Authority provides paramedic services to the Town and the tax provides funding to meet the RVPA's operating expenses.

Section 2. Tax Rate

That the Town Council of the Town of San Anselmo does hereby confirm and levy a tax of \$103.50 per taxable living unit or per 1,500 square feet of structure developed parcel in non-residential use for Ross Valley Paramedic Authority services during the fiscal year 2026-2027.

RESOLUTION PASSED AND ADOPTED, at a regular meeting of the San Anselmo Town Council held on the 9th day of June 2026 by the following vote:

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

STEVE BURDO
MAYOR

ATTEST:

SERGE AVILA
TOWN CLERK



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.4

MEETING DATE: June 9, 2026

AGENDA TITLE: Community Development Department FY 2025–26 Q3 Report (January-March)

FROM: Community Development Department

RECOMMENDATION: That the Council receive and file the FY 2025–26 Third Quarter Report.

SUMMARY

The purpose of this staff report is to provide the Fiscal Year (FY) 2025–26 Third Quarter (January–March 2026) update on activities, performance metrics, and key initiatives undertaken by the Community Development Department and Department of Public Works.

During the third quarter:

- The Planning Division received 17 discretionary permit applications, approved 14 discretionary permits, completed 75 zoning compliance reviews associated with building permits, reviewed 27 business license applications for zoning compliance, collected approximately \$35,358 in planning fees, and responded to 295 public inquiries.
- The Planning Division provided staff support for 10 Board, Committee, and Commission meetings and continued advancing several long-range planning initiatives, including the General Plan Update, Climate Action Plan Update, Hillside Development Ordinance, and implementation of Housing Element programs.
- The Town issued building permits for six new housing units, including one single-family residence, one attached accessory dwelling unit (ADU), and four detached ADUs. Three ADUs also received final inspection approval and were ready for occupancy.
- The Building Division received 208 permit applications, completed 125 in-house plan check reviews and 83 third-party plan check reviews, issued 251 permits with a total valuation of approximately \$8.56 million, collected approximately \$507,584 in permit fees retained by the Town, conducted 1,125 inspections, and responded to 1,758 public inquiries.

- Twenty-five permits were issued for projects supporting the Town's Climate Action Plan goals, including heat pump installations, solar energy systems, battery storage systems, and electric vehicle charging infrastructure.
- Code Enforcement received 148 new complaints and resolved or made substantial progress toward resolving 130 cases while continuing efforts to reduce the Town's overall caseload.
- The Department of Public Works received 139 permit applications, issued 116 permits, collected approximately \$61,431 in permit fees, processed projects with a total valuation of approximately \$744,842, and continued providing permitting assistance and engineering-related customer service to the public.

Overall, permit activity remained strong during the quarter, while staff continued advancing key policy initiatives, improving operational efficiency, supporting customer service functions, and implementing Town Council priorities.

REPORT ORGANIZATION

The FY 2025–26 First Quarter Report included a detailed overview of the Community Development Department and Department of Public Works responsibilities. This report focuses on third-quarter performance metrics, permitting activity, workload indicators, and progress on key initiatives.

PLANNING DIVISION UPDATES AND QUARTER 3 RELATED STATISTICS AND INFORMATION

The Planning Division processes both discretionary (judgment-based) and ministerial (objective, rule-based) planning permits for private development projects. It also manages long-range planning efforts, including updates to plans and ordinances. Additionally, the Division provides staff support to the Town Council, Planning Commission, General Plan Advisory Committee, Economic Development Committee, Open Space Committee, and Climate Action Commission.

The Planning Division's responsibilities are as follows:

- Current Planning
- Advanced Planning
- Climate Action and Sustainability Planning, Implementation, and Compliance
- Public Information

Current Planning

San Anselmo's Current Planning reviews and processes applications for development projects and permits, including Design Review, Conditional Use, Variances, Sign Permits, and zoning compliance. Staff also assess environmental review requirements, provide guidance to applicants, and support the Community Development Director and

Planning Commission in evaluating discretionary and ministerial projects to ensure consistency with the Town's regulations and policies.

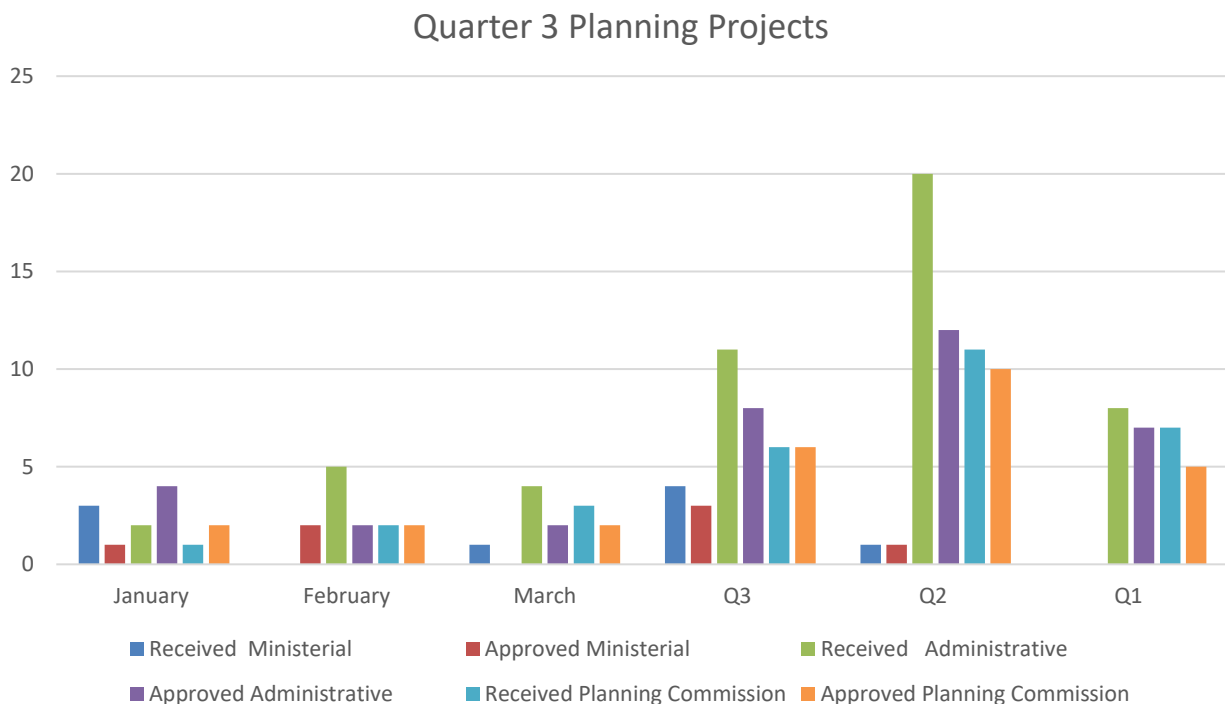
A list of current planning applications can be found at: [Pending Projects | San Anselmo, CA - Official Website](#).

Planning Projects. During the period from January through March 2026 (see **Figure 1**), the Planning Division received 17 discretionary permit applications, including 11 Administrative permits and six Planning Commission permits. During the same period, the Division approved 14 discretionary permits, consisting of eight Administrative permits and six Planning Commission permits.

Additionally, four ministerial planning applications were submitted, including applications such as Address Changes, Pre-Application Meetings, Sign Permits, Parcel Mergers, and SB-9 applications, and three ministerial projects were approved.

Compared to the previous quarter, the Division received five fewer discretionary applications and approved eight fewer discretionary permits overall. However, ministerial activity increased, with three additional ministerial applications received and two additional ministerial projects approved.

Figure 1

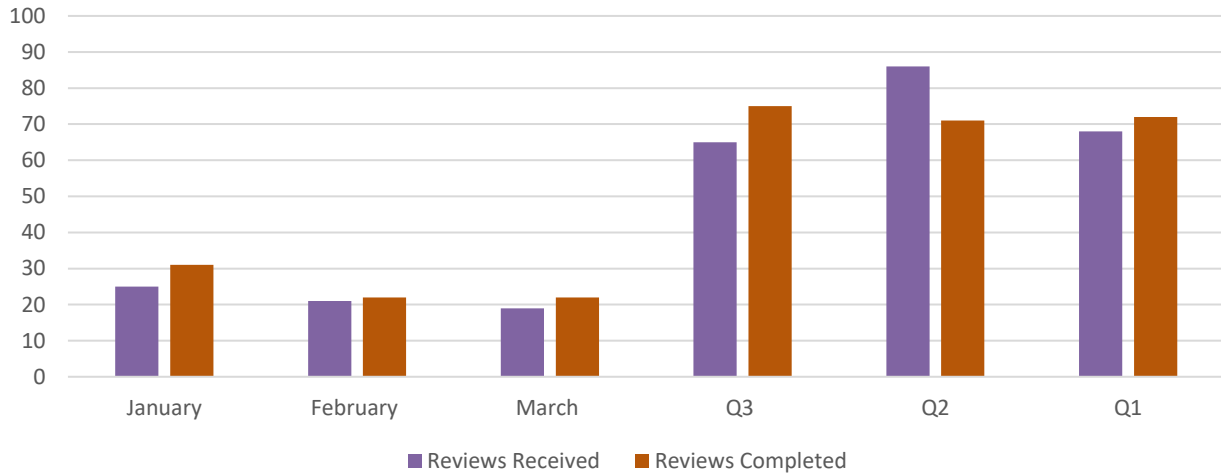


Ministerial Building Permits and Zoning Reviews. During the reporting period (see **Figure 2**), 65 building permit applications were routed to the Planning Division for zoning compliance review, and staff completed review of 75 permits.

Compared to the previous quarter, the number of permits routed for zoning review decreased by 20 permits, while completed zoning reviews increased by four permits.

Figure 2

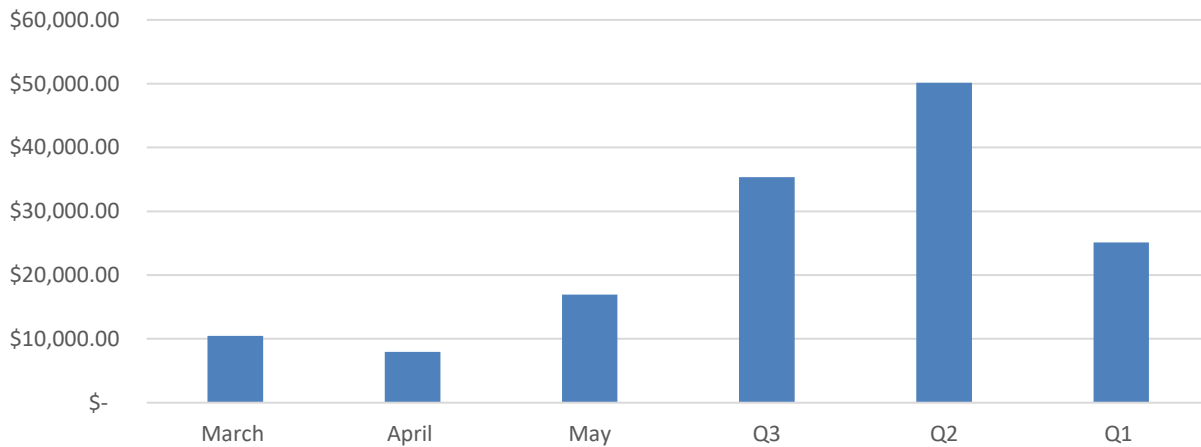
Quarter 3 Zoning Clearance
Reviews Received and Reviews Completed
(Ministerial Building Permits)



Total Planning Permit Fees. **Figure 3** shows the total amount of Planning Permit fees collected. During this period, the Planning Division collected \$35,358 in fees, which is \$14,787 less than the previous quarter.

Figure 3

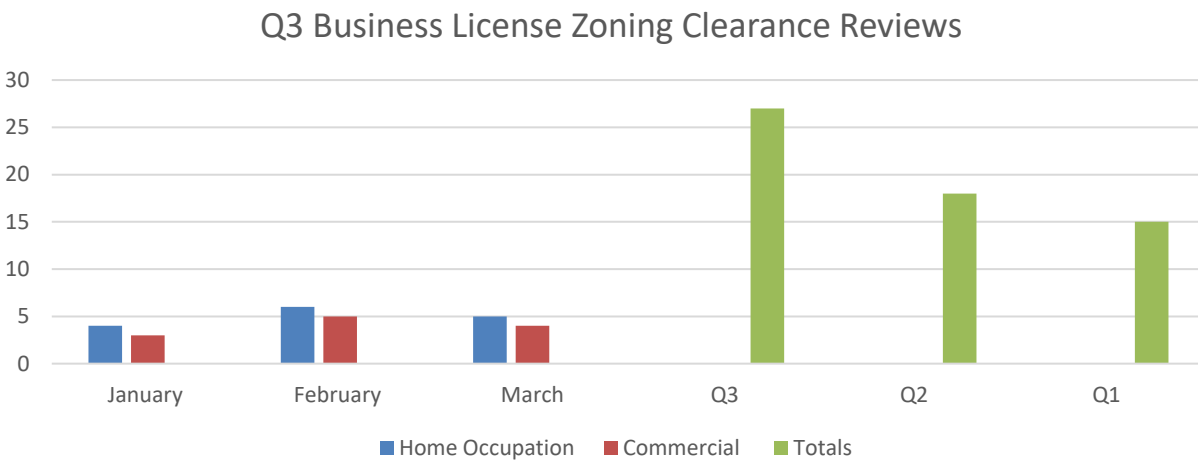
Quarter 3 Planning Fees Collected



Business License Zoning Clearance Review. Figure 4 shows the number of business license applications received and approved by the Planning Division. During this reporting period, 27 business license applications were received and approved, including 15 Home Occupation Permits and 12 commercial business licenses.

Compared to the previous quarter, the Division conducted nine additional business license zoning clearance reviews, consisting of two more commercial business license applications and seven more Home Occupation Permit applications.

Figure 4



Advanced Planning

Advanced planning in San Anselmo involves long-range and policy-focused work to guide the Town's growth and development. This includes updating the General Plan and specific plans, preparing zoning and ordinance amendments, and developing programs that address sustainability, housing, and community needs. Advanced planning also supports boards, commissions, and committees by providing research, analysis, and recommendations on broader planning and policy issues.

Advanced Planning highlights for this quarter include the following:

- Town Council adoption of Ordinance No. 2026-1198 establishing time restrictions on entertainment activities associated with restaurants.
- Continued Planning Commission and Town Council review of the draft General Plan Update.
- Continued preparation of a draft Hillside Development Ordinance in coordination with the Hillside Development Ordinance Subcommittee.
- Continued work on the Climate Action Plan Update.

Housing Element Implementation

As summarized in the Community Development Department FY 2025–26 Q1 Report (July– September) dated October 28, 2025, the Housing Element is a required component of San Anselmo's General Plan that outlines how the Town will plan for, accommodate,

and support housing across all income levels over an eight-year cycle, while meeting State housing requirements and maintaining eligibility for housing and infrastructure funding. For the 2023–2031 cycle, the Town is required to plan for 833 new housing units plus a 20 percent contingency, and the Housing Element was certified by the California Department of Housing and Community Development on March 28, 2024.

To date, the Town has initiated or completed all Housing Element implementation programs identified in the certified Housing Element, with the exception of Action 8.2c, which calls for consideration of participation in the Firewise USA Community program recognized by the National Fire Protection Association (NFPA). The Planning Division anticipates presenting this item to the Town Council during the first quarter of Fiscal Year 2026–2027 for consideration.

A copy of the San Anselmo Housing Element and the status of implementation can be accessed at the following link on the Town’s website: [Housing Element Implementation | San Anselmo, CA - Official Website](#).

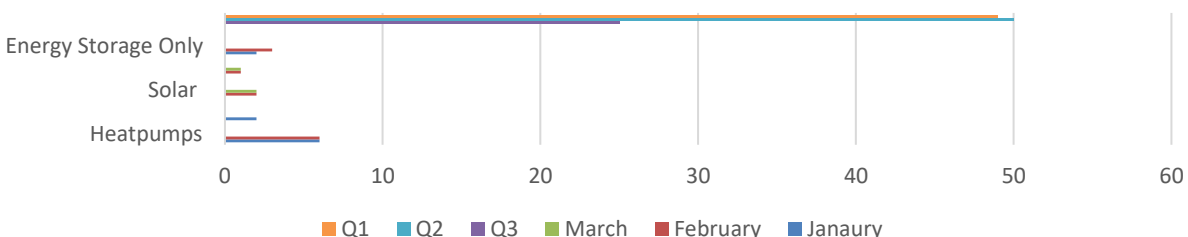
During this quarter, the Town issued building permits for six new housing units, including one single-family residence, one attached accessory dwelling unit (ADU), and four detached ADUs. In addition, three ADUs received final inspection approval and were ready for occupancy.

Climate Action and Sustainability Planning, Implementation, and Compliance

The San Anselmo Climate Action Coordinator, shared half-time with the Town of Fairfax, supports the Town’s sustainability and climate goals by developing and implementing the Town’s CAP, coordinating with staff, committees, commissions, and the community on strategies to reduce municipal and community-wide carbon emissions.

Additionally, **Figure 5** shows the types and number of building permits issued for projects that support the Town’s Climate Action Plan goals, including heat pumps, solar installations, solar-plus-battery or energy storage systems, and EV chargers. During this quarter, 25 permits supporting Climate Action Plan implementation were issued during the quarter, a decrease of 25 permits compared to the previous reporting period.

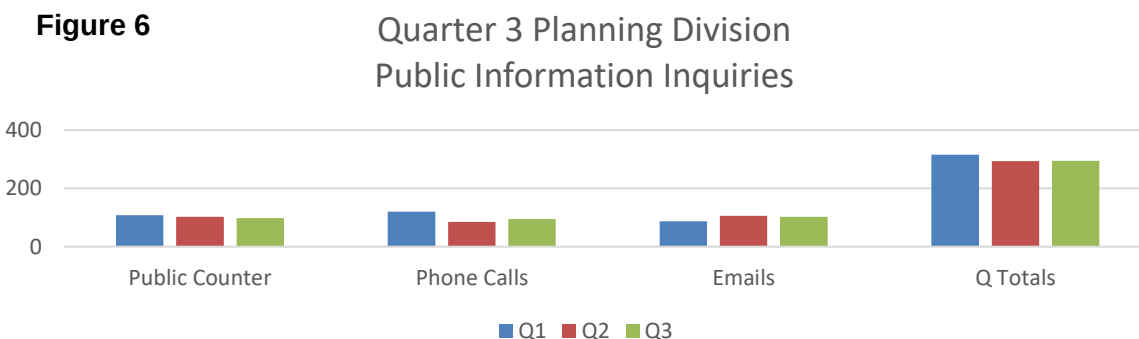
Figure 5 Quarter 3 Permits Supporting the Town's Climate Action Goals



Planning Division Public Information

The Planning Division provides public information services by responding to inquiries from residents, developers, and businesses, offering guidance on permit requirements, zoning regulations, and development standards, and making plans, ordinances, and project information readily accessible. Staff also facilitate transparency and engagement by providing materials for meetings, hearings, and community outreach efforts.

Planning Division Public Information. Figure 6 shows the types and volume of public inquiries handled by the Planning Division. This data includes only emails sent to the general planning@sananselmo.gov address and does not capture emails sent directly to individual staff members. During the reporting period, the Planning Division responded to a total of 295 public inquiries, consisting of 98 counter inquiries, 95 phone calls, and 102 emails. This represents an increase of two inquiries compared to the previous quarter.



BOARD, COMMITTEE, AND COMMISSION SUPPORT

The Planning Division provides staff support to the Planning Commission (PC), the Economic Development Committee (EDC), the Open Space Committee (OSC), the Climate Action Commission (CAC), and the General Plan Advisory Committee (GPAC). During the quarter, the Planning Division provided staff support for 10 Board, Committee, and Commission meetings, including three Planning Commission meetings, one General Plan Advisory Committee meeting, three Open Space Committee meetings, and three Climate Action Commission meetings. No Economic Development Committee meetings were held during the reporting period.

BUILDING DIVISION UPDATES AND STATISTICS

The Building Division ensures that all private and public construction projects comply with the California Building Codes and the Town's local amendments. Staff advise the Town Council on periodic updates to these codes, accept building permit applications, provide guidance to the public, and conduct inspections Monday through Thursday.

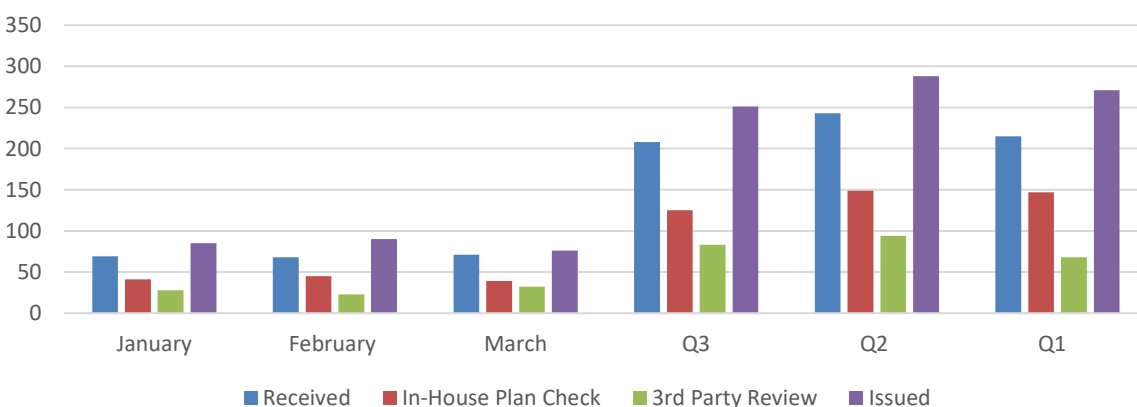
Key Responsibilities:

- **Plan Check:** Review construction plans to ensure compliance with California Building Codes and local amendments. Complex projects may involve coordination with the Planning Division, Engineering Division, Ross Valley Fire Department, and third-party plan check consultants.
- **Building Permit Issuance:** Calculate permit fees, issue permits following plan approval and verify compliance with all requirements before final inspection.
- **Building Inspection:** Conduct inspections to ensure construction meets approved plans and code requirements.
- **Public Information:** Provide guidance and support to residents, contractors, and developers regarding building regulations and processes.

Permit Plan Check. Figure 7 shows the number of building permits received, reviewed, and issued by the Building Division during the reporting period. A total of 208 permits were received, with 125 reviewed in-house and 83 reviewed by third-party plan check consultants. During the same period, 251 permits were issued. Compared to the previous quarter, the third quarter experienced decreases across all categories, including 35 fewer permit applications received, 24 fewer in-house plan check reviews, 11 fewer third-party consultant reviews, and 37 fewer permits issued.

Since implementing permit processing time standards, the Town has generally met its established review timelines. During this reporting period, all but four permits were processed within the applicable timeframes. The delays associated with these permits were attributable to administrative tracking and oversight issues that have since been identified and addressed through process improvements intended to strengthen permit monitoring and ensure continued compliance with adopted review timelines.

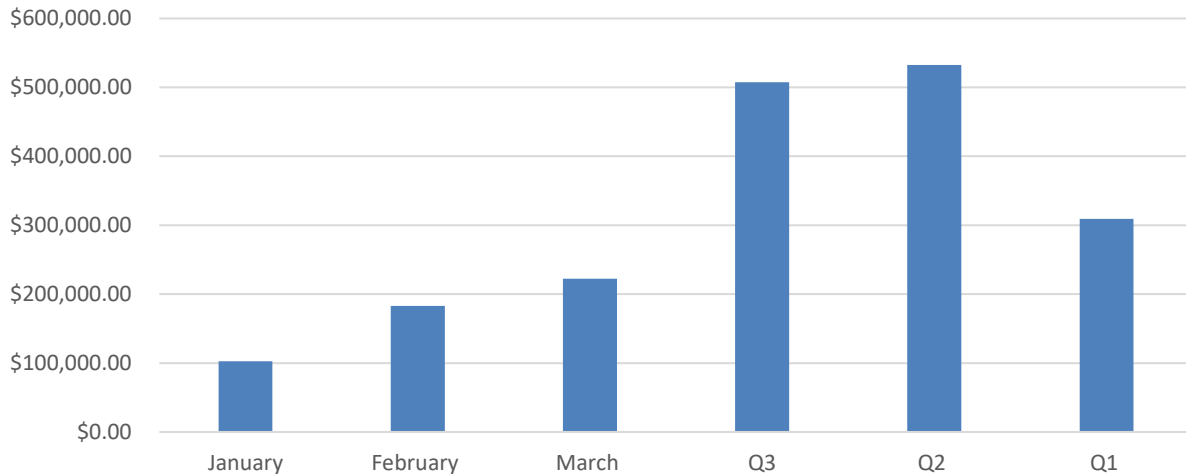
Figure 7 Quarter 3 Permits Received, Reviewed and Issued



Permit Fees Collected. Figure 8 summarizes Building Division revenue for the third quarter, totaling \$507,584 in fees retained by the Town to support permitting and inspection services. This total excludes passthrough fees, such as State-mandated seismic and Green Building fees, which are collected by the Town and remitted to the State. Compared to the prior quarter, third quarter fee revenue decreased by \$25,202, primarily due to a lower number of permit applications received and permits issued during the reporting period.

Figure 8

Quarter 3 Permit Fees Collected

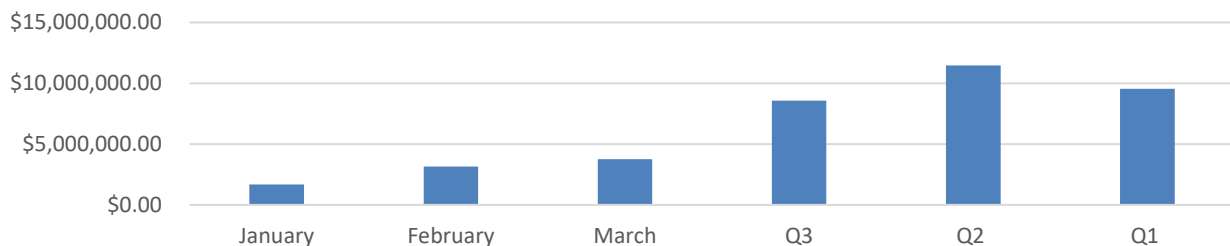


Permit Valuation. The total valuation of building permits issued during the third quarter was approximately \$8.56 million. Permit valuation is an important indicator of construction activity and economic investment within the community and contributes to the Town's property tax base.

Figure 9 shows that compared to the previous quarter, permit valuation decreased by approximately \$2.89 million. This decrease is primarily attributable to fewer permits being issued and a decline in higher-value construction projects during the reporting period. Additionally, permit activity during the previous quarter may have been elevated due to applicants submitting projects ahead of the January 1, 2026, Building Code cycle update implementation.

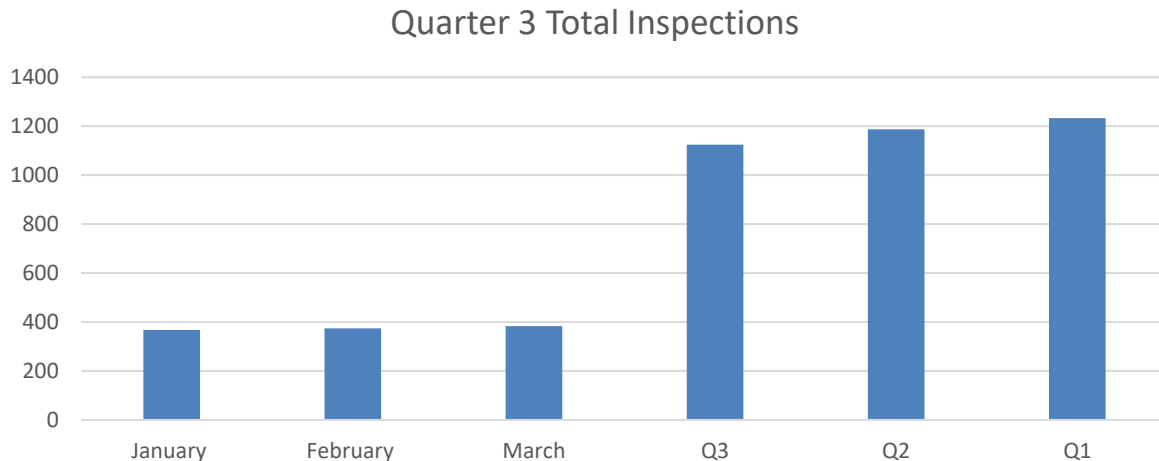
Figure 9

Quarter 3 Permit Valuation



Permit Inspections. Figure 10 shows the number of inspections conducted during the third quarter. During this period, a total of 1,125 permit inspections were conducted. Compared to the prior quarter, this represents 62 fewer inspections conducted.

Figure 10



Building Division Public Information

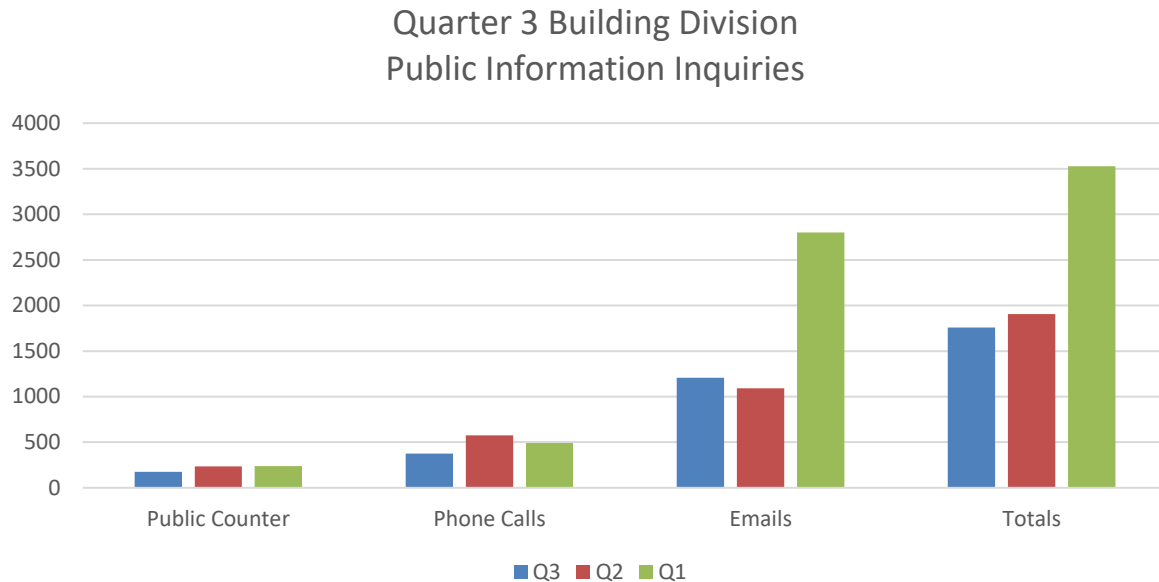
The Building Division provides public information and guidance to residents, property owners, and business owners regarding building permits, inspections, and construction records for all parcels within the Town. Staff assist the public in understanding permit requirements, code compliance, and the permit process. Additionally, the Community Development Department's administrative staff manage the Residential Building Report program, providing property-specific information to support real estate transactions.

These services help ensure transparent public access to building information and support informed decision-making related to construction, property sales, and development.

Building Division Public Information. Figure 11 summarizes the types and volume of public inquiries handled by the Building Division. This data includes only emails sent to the general permits@sananselmo.gov address and does not include emails sent directly to individual staff members. During the reporting period, the Building Division handled a total of 1,758 public inquiries, including 174 counter inquiries, 376 phone calls, and 1,208 emails.

Compared to the previous quarter, there were 62 fewer counter inquiries, 201 fewer phone calls, and 147 fewer emails.

Figure 11



Notable Highlights

- Town Council adopted [Town Council Ordinance No. 2026-1199](#), repealing in its entirety Title 9 “Building Regulations”, Chapter 23 “Sales of Residential Property: Reports of residential Building Records,” thereby eliminating the Residential Resale Report requirement for residential real estate transactions.
- Continue evaluating permit processing procedures to improve efficiency and response times and update the Town’s website as needed.

CODE ENFORCEMENT

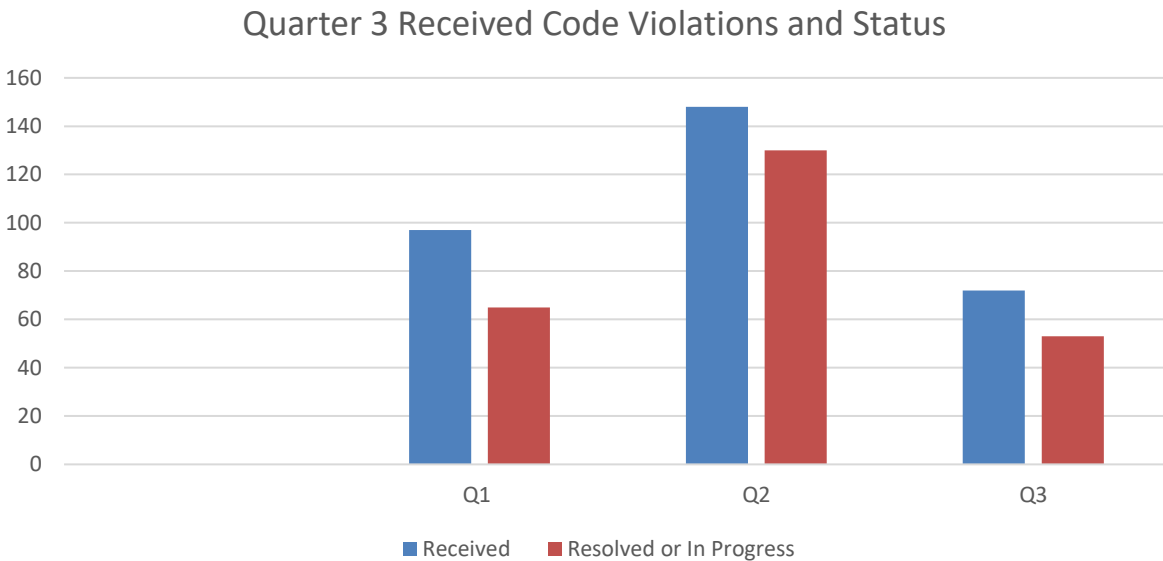
The Town of San Anselmo’s Code Enforcement staff provide public information and guidance by responding to resident inquiries, explaining applicable health, safety, and zoning codes, and advising property owners on compliance requirements. Staff help the public understand enforcement procedures, available remedies, and options for voluntary compliance, and issue citations or abate violations when necessary. These efforts promote transparency, community safety, and adherence to Town standards.

The Town continues to receive new complaints through its online “**Report a Concern**” form, accessible via the Town’s website: [Form Center • Report a Concern](#).

Code Enforcement. Figure 12 summarizes the number and status of code violation complaints received during the third quarter of Fiscal Year 2025–2026. During this period, 72 additional complaints were received, representing a decrease from the 148 complaints received during the previous quarter. A total of 53 complaints were resolved or are in the process of being resolved during the quarter,

compared to 130 complaints resolved during the previous quarter. As of March 31, 2026, there were 589 active complaints that remain under investigation or are in the process of being resolved.

Figure 12



The Code Enforcement Division continues to reduce its caseload by prioritizing cases based on severity and public safety risk, batching similar violations, auditing older inactive cases, and increasing the use of administrative enforcement tools. Additional strategies under consideration include enhanced interdepartmental coordination, expanded technology use, public education and outreach, temporary staffing support, and potential policy updates intended to improve efficiency, reduce resolution times, and strengthen public confidence in the Town's code enforcement program.

DEPARTMENT OF PUBLIC WORKS STATISTICS

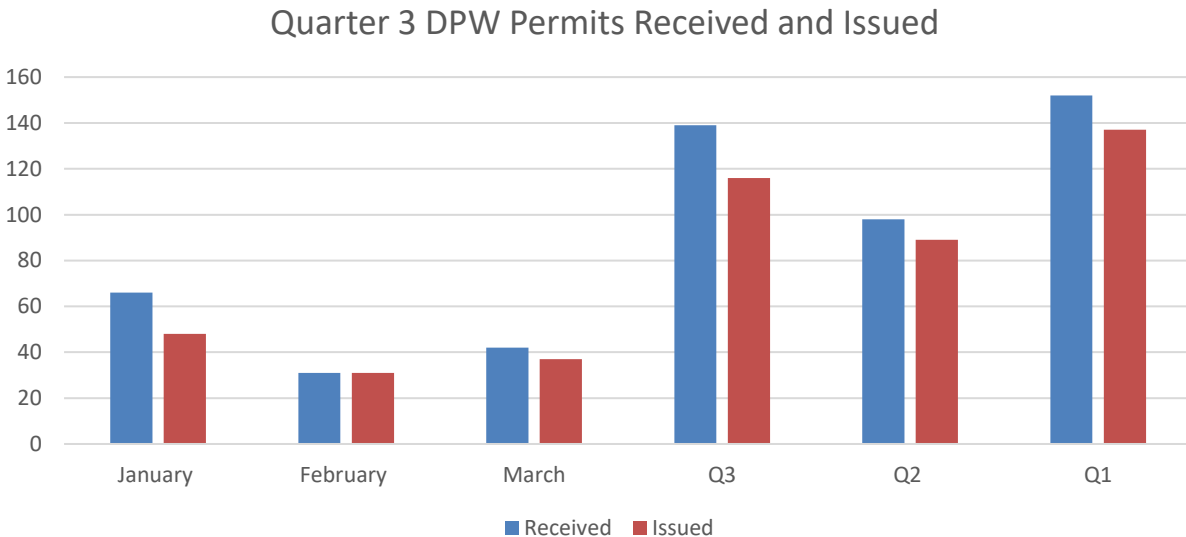
In response to Town Council direction, the following section summarizes Department of Public Works permitting activity and public information statistics for the reporting period. The DPW is responsible for permitting related to the following:

- Fence Permit
- Grading and Hauling, Bio-Retention, and Stormwater Management
- Encroachment Permits
- Tree Permits
- Parklet Permits
- Memorial Bench Permit

DPW Permits Received and Issued. Figure 13 illustrates the number of permits received and issued by the Department of Public Works during the reporting period. A total of 139 permits were received and 116 permits were issued.

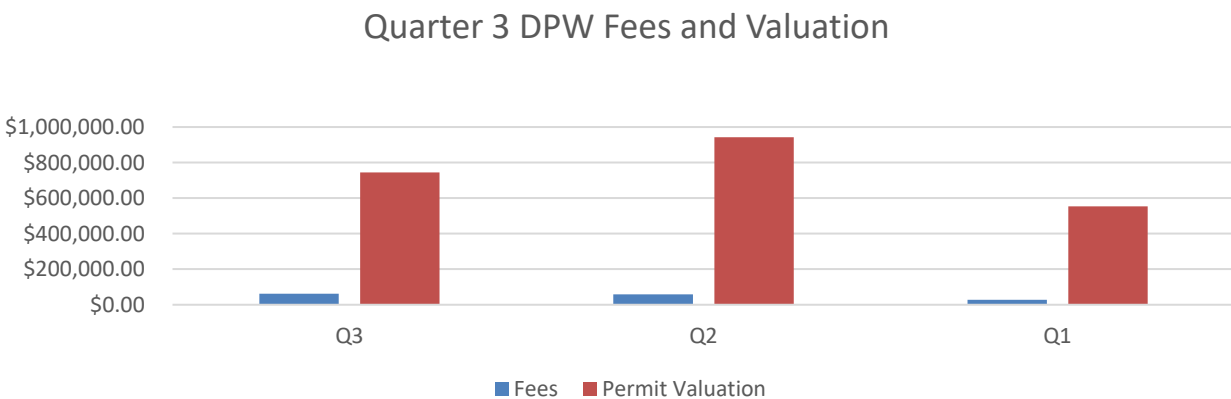
Compared to the previous quarter, the third quarter saw an increase of 41 permit applications received and an increase of 27 permits issued.

Figure 13



DPW Permit Fees and Valuation. Figure 14 shows that DPW collected \$61,431 in permit fees during the third quarter, representing a total project valuation of \$744,842. Compared to the previous quarter, permit fee revenue increased by \$3,259, while total project valuation decreased by \$197,466. The increase in permit fees, despite the decrease in valuation, reflects a higher volume of lower-valued DPW permits issued during the quarter.

Figure 14



DPW Public Information

The DPW provides public information and guidance to residents, property owners, and business owners regarding DPW permits as previously described and related inspections. Staff also assists the public in understanding permit requirements, code compliance, and the related permit process.

DPW Public Information. Figure 15 shows the types and number of public inquiries handled by the Department of Public Works. During this period, DPW handled 36 counter inquiries. Because DPW public information inquiries were not tracked during the first quarter, the second quarter serves as the baseline for comparison purposes.

Figure 15



CONCLUSION

The third quarter reflects continued strong development activity, significant customer service demand, and steady progress on key Town priorities. Staff continued advancing major policy initiatives, including the General Plan Update, Climate Action Plan Update, Housing Element implementation, and code enforcement improvements, while maintaining responsive permitting, inspection, and public information services. Staff will continue monitoring trends, identifying opportunities to improve efficiency and customer service, and reporting progress to the Town Council through future quarterly reports.

ATTACHMENT

None

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.5

MEETING DATE: June 9, 2026

AGENDA TITLE: Approve the Professional Services Agreement for Town's Provision of Financial and Treasurer Services to the Marin Wildfire Prevention Authority

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council authorize the Town Manager to execute a Professional Services Agreement with Marin Wildfire Prevention Authority ("MWPA") for the Town to provide certain financial and payroll services for MWPA and serve as MWPA's Treasurer.

BACKGROUND

Since its inception, MWPA has contracted with the Southern Marin Fire District to provide financial services and to serve as the MWPA Treasurer. The partnership has been beneficial for both agencies.

During Fiscal Year 2025-26, the Southern Marin Fire District experienced a personnel change that disrupted workflow continuity. This created challenges for the closing of FY 2024-25, ongoing management of FY 2025-26 financial needs, and the development of the FY 2026-27 annual budget. The disruptions also caused delays in MWPA's financial audits for FY 2023-24 and FY 2024-25.

The Amended and Restated Marin Wildfire Joint Exercise of Powers Agreement provides that the Treasurer of a Member Agency and/or a certified public accountant shall serve as Treasurer for MWPA (JPA Agreement §12). In light of these ongoing challenges with Southern Marin Fire District, MWPA staff reached out to the Town of San Anselmo to determine whether the Town had the capacity to assume the financial services and Treasurer role.

DISCUSSION

The Town of San Anselmo's Finance Department is well-positioned to provide MWPA's financial services. Due to the larger size of the Town's finance team relative to the Southern Marin Fire District, the Town can provide more comprehensive service

delivery. The Town also utilizes a more robust accounting enterprise software system, which should improve MWPA's accounting capabilities, efficiencies, and accuracy.

The attached Professional Services Agreement outlines the scope of services to be provided by the Town at a cost of \$104,080 for FY2026/27, with an annual 3% cost-of-living adjustment.

Staffing Adjustments

Two staffing adjustments are proposed in connection with this agreement:

1. **Pay Scale Adjustment:** Similar to the existing agreement with the Ross Valley Fire Department, a proposed adjustment to the Finance team's pay scale is tied to the services provided to MWPA. This adjustment is in addition to employees' base pay and is effective only during the term of the MWPA agreement. Should the agreement terminate, the pay adjustment would also terminate.
2. **Part-Time Temporary Position:** The Finance Department proposes to hire one part-time temporary employee to assist with Accounts Payable and Accounts Receivable duties across all entities. This would return the Department to its 2021 staffing levels. This position is also contingent on the MWPA agreement and would terminate if the agreement ends.

Both the agreement and the associated staffing adjustments have been incorporated into the proposed FY 2026-27 Town Budget.

If the Town Council approves this agreement, staff will return at the next meeting with updates to the Management and Confidential Employee Resolutions.

FISCAL IMPACT

If approved, the financial services agreement with MWPA is anticipated to generate revenue sufficient to offset associated staffing costs, including a pay scale adjustment and a part-time temporary position, as well as software, supplies, and incidental time from the Town Manager and other staff. The proposed fee structure was developed after a detailed review of costs currently incurred through the Town's agreement with Ross Valley Fire Department, with an administrative overhead factor built in order to ensure full cost recovery. On balance, the agreement is expected to produce a modest net fiscal benefit to the General Fund.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Approval of the attached professional services agreement for financial services 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 – Professional Services Agreement with MWPA

PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN THE MARIN WILDFIRE PREVENTION AUTHORITY AND THE TOWN OF SAN ANSELMO

This Professional and Financial Services Agreement ("Agreement") dated [REDACTED] ("Effective Date") is entered into by and between the Marin Wildfire Prevention Authority, a California Joint Powers Authority ("MWPA") and Town of San Anselmo, a California Municipal Corporation ("Town", collectively the "Parties") with respect to the following:

RECITALS

WHEREAS, the MWPA is a consolidated fire prevention Joint Powers Authority established pursuant to the California Joint Exercise of Powers Act (Government Code Sections 6500 *et seq.*, the "Act") whose member agencies are the cities of San Rafael, Mill Valley, and Larkspur ("Cities"); the towns of San Anselmo, Corte Madera, Fairfax, and Ross ("Towns"); the County of Marin (including Service Areas 13, 19 and 31 collectively referred to as "County"); the Fire Protection Districts of Southern Marin, Novato, Kentfield, Stinson Beach, Bolinas, and Sleepy Hollow, the Marinwood Community Services District, the Inverness Public Utility District, and Muir Beach Community Services District ("Districts"); and

WHEREAS, pursuant to the Act and Section 12 of the MWPA Amended and Restated Joint Exercise of Powers Agreement (JPA Agreement), the MWPA Board of Directors shall elect a Treasurer from one of the MWPA Member Agencies and/or a certified and establish terms with the MWPA Member Agency that is selected as Treasurer; and

WHEREAS, the JPA Agreement specifies that the Treasurer shall serve as the depository and have custody of all MWPA funds and establish and maintain such books, records, funds, and accounts as may be required by generally accepted accounting practice, shall cause an independent annual audit of the accounts and records and comply with all requirements of Government Code Sections 6505, 6505.1, 6505.5 and 6505.6; and

WHEREAS, the Act allows member agencies to enter into contracts with each other; and

WHEREAS, the Town and MWPA wish to enter into a contract for financial services, whereby the Parties agree that the Town would provide certain financial and payroll services for MWPA and serve as MWPA's Treasurer; and

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, the Parties hereby agree as follows:

AGREEMENT

- 1) **TERM OF AGREEMENT.** This Agreement shall commence on the Effective Date stated above and shall continue in full force and effect for an indefinite term until terminated as set forth in this Agreement.

- 2) SERVICES. Subject to the terms and conditions set forth in this Agreement, the Town shall provide to the MWPA the services described in Exhibits "B" pursuant to the General Provisions in Exhibit "A."
- 3) PAYMENT. MWPA shall pay the Town for services rendered pursuant to this Agreement at the times and in the manner set forth in Exhibit "C." The payments specified in Exhibit "C" shall be the only payments to be made to the Town for services rendered pursuant to this Agreement. The Town shall submit all billings for said services to the MWPA in the manner specified in Exhibit "C."
- 4) FACILITIES AND EQUIPMENT. The Town shall, at its sole cost and expense, furnish all facilities and equipment which may be required for furnishing services pursuant to this Agreement. MWPA agrees to guarantee access and make provisions for the Town to enter MWPA property to do its work and make available all pertinent data and records for review.
- 5) GENERAL PROVISIONS. The general provisions set forth in Exhibit "A" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the provisions set forth in Exhibit "A" shall control.
- 6) INSURANCE REQUIREMENTS. The insurance requirements set forth in Exhibit "D" are part of this Agreement. In the event of any inconsistency between these provisions and any other terms or conditions of this Agreement, the requirements set forth in Exhibit "D" shall control.
- 7) EXHIBITS. All exhibits referred to herein are attached hereto and are by this reference incorporated herein.
- 8) ANTI-DISCRIMINATION AND ANTI-HARASSMENT. The Town and/or any subcontractor of the Town shall not unlawfully discriminate against or harass any individual, including, but not limited to, any employee or volunteer of the MWPA based on race, color, religion, nationality, sex, sexual orientation, age, or condition of disability in the provision of Services under this Agreement. The Town and/or any subcontractor understands and agrees that the Town and/or any subcontractor is bound by and will comply with the anti-discrimination and anti-harassment mandates of all Federal, State, and local statutes, regulations, and ordinances, including, but not limited to, MWPA Personnel Management Regulation, which shall be provided to the Town.
- 9) CONFIDENTIALITY/DATA SECURITY. During performance of this Agreement, the Town may gain access to and use MWPA information, including but not limited to confidential Human Resources and Financial information, data, and other vital information (hereafter collectively referred to as "MWPA Data"). The Town agrees to protect and hold in strict confidence all MWPA Data and treat it as strictly confidential, and further agrees that the Town shall not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any MWPA Data to a third party without the prior written consent of MWPA. In addition, the

Town shall comply with any MWPA policies governing the use of MWPA's network and technology systems, which policies shall be provided to the Town. A violation by the Town of this section shall be a material violation of this Agreement.

"Work" is the data, information, databases, applications, programs, tools, documents and materials prepared by the Town in connection with the performance of Services under this Agreement. Work shall be the sole property of MWPA. MWPA may use Work for any purpose, including projects not contemplated by this Agreement.

In addition, as between MWPA and Town, (a) all MWPA Data is the property of MWPA, and (b) MWPA retains all rights, title and interest in and to the MWPA Data, including all copies, modifications, extensions and derivative works thereof. Town may also obtain data used for Work from other sources besides MWPA ("Other Data").

Town shall comply with MWPA instructions regarding return or deletion of MWPA Data at the conclusion or termination of this Agreement. Town shall also cooperate with MWPA regarding preservation of MWPA Data or Work to comply with any court order, subpoena, public records act request, or litigation hold received by MWPA.

a. Limitation on Use and Confidentiality.

MWPA Data and Work shall not be used by Town for any other purpose than performing Services under this Agreement. This includes, but is not limited to, prohibiting Town from using MWPA Data or Work for marketing, internal product development, or research and development. Town shall keep MWPA Data and Work confidential and shall not disclose, share, or allow access to MWPA Data or Work except to MWPA and MWPA member agencies, agents, consultants, or other public entities if any, with whom MWPA instructs Town in writing to share MWPA Data or Work. Town may share specified MWPA Data or Work with the public only if MWPA directs, in writing, that Town create and share public facing information. This provision shall survive termination of the Agreement.

b. Access Limits.

Only Town's employees and subcontractors who require access to MWPA Data and Work to perform Services under this Agreement shall be permitted to access MWPA Data and Work.

c. Security.

Town shall implement and maintain industry standard physical, administrative, and technical safeguards that keep up with evolving threats to protect MWPA Data and Work from unauthorized access, disclosure, or use.

d. Other Data.

Should Town obtain Other Data for use in provision of the Services or Work which are subject to any regulations, laws, or contractual terms that are more strict than the terms contained herein or differ materially in any way from the terms herein, Town warrants and represents that it shall obey and abide by these regulations, laws, or contractual terms that apply to Other Data and shall notify MWPA in writing of the regulations, laws, or contractual terms which apply to Other Data. If no regulations, laws, or contractual terms that are more strict

than the terms contained herein apply to Other Data, Other Data shall be treated by Town like MWPA Data.

- 10) RECORDS MANAGEMENT AND RETENTION: The Town shall follow MWPA's record retention schedule for the maintenance and destruction of documents related to the work performed under this contract, which record retention schedule shall be provided to the Town, but in no event shall be less than two (2) years.
- 11) FINANCIAL INTEGRITY: If any act or omission under this Agreement by the Town and its staff presents a reasonable perceived or potential risk to the public funds/monies being handled or controlled by the Town on MWPA's behalf, MWPA shall notify the Town of the concern by email, telephone and in writing. If the Town fails to correct the concern within thirty (30) days after receipt of written notice, MWPA may suspend this Agreement until such time as this concern has been corrected. The decision of MWPA as to the existence of such a risk or concern and its resolution shall be final, but the Town shall be permitted to present its response to the MWPA Board of Directors either in writing or orally or both before any such final decision is rendered. Should the MWPA Board of Directors determine that there is no reasonable risk and/or the concerns have been addressed by the Town, then no action shall be taken and the Agreement shall remain in effect.
- 12) AMENDMENTS. This Agreement may only be amended in writing by mutual consent of both Parties.
- 13) JURISDICTION AND VENUE. This Agreement shall be construed under the laws of the State of California. Venue shall be the Marin County Superior Court or the United States District Court of Northern California.
- 14) NOTICE. This Agreement shall be managed by the individuals listed below unless otherwise changed in writing by either party:

For MWPA:

Mark Brown, Executive Director, or designee
Marin Wildfire Prevention Authority
1600 Los Gatos Drive, Suite 345
San Rafael, CA 94903

(415) 246-0280

mbrown@marinfire.org

For the Town:

David Donery, Town Manager
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960

(415) 258-4652

ddonery@sananselmo.gov

- 15) **SEVERABILITY**. If any part, term or provision of this Agreement is held to be illegal, in conflict with any law or otherwise invalid, the remaining portion or portions shall be considered severable and not be affected by such determination, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term or provisions held to be illegal or invalid.
- 16) **COUNTERPARTS AND ELECTRONIC SIGNATURES**. This Agreement may be executed by each party in one or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one binding document. Both parties may execute this agreement via electronic signature and deliver via electronic means.
- 17) **ENTIRE AGREEMENT**. This Agreement, including any other documents incorporated herein by specific reference, represents the entire and integrated agreement between MWPA and the Town. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be modified or amended, nor any provision or breach waived, except in a writing signed by both parties which expressly refers to this Agreement.
- 18) **EXHIBITS**. The following Exhibits are attached and incorporated to this agreement (Both parties to initial all that apply):

_____	_____	Exhibit A – General Provisions
_____	_____	Exhibit B – Services Provided - Financial
_____	_____	Exhibit C – Payments and Fees
_____	_____	Exhibit D – Insurance Requirements

EXECUTED as of the day first above-stated.

Marin Wildfire Prevention Authority By: _____

Executive Director

Town Of San Anselmo

By: _____

San Anselmo Town Manager

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EXHIBIT A

General Provisions

- 1) **INDEPENDENT CONTRACTOR.** At all times during the term of this Agreement, the Town shall be an independent contractor and shall not be an employee of MWPA. MWPA shall have the right to control the Town only insofar as the results of the Town's services rendered pursuant to this Agreement; however, MWPA shall not have the right to control the means by which the Town accomplishes services rendered pursuant to this Agreement.
- 2) **RELATIONSHIP BETWEEN THE PARTIES:** It is expressly understood that in the performance of the services herein, the Town, and the agents and employees thereof, shall act in an independent capacity and as an independent not as officers, employees or agents of the MWPA. The Town shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.
- 3) **LICENSES; PERMITS; ETC.** The Town represents and warrants to MWPA that the Town has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for the Town to practice the services required under this Agreement. The Town represents and warrants to MWPA that the Town shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for the provision of services under this Agreement.
- 4) **STANDARD ACCOUNTING & FISCAL PRACTICES:** Standard and sound public entity accounting and fiscal procedures and practices shall guide all the Town personnel performing financial services under this Agreement. MWPA and the Town shall have the opportunity to review and provide input during the formulation and identification of all such accounting and fiscal procedures and practices applicable to the Town's performance hereunder. MWPA reserves the right to modify financial practices and standards to conform with any changes required by law. The Town will have 30 days from the time of notification in writing to institute changes unless a different time period is agreed upon in writing by the Parties.
- 5) **TIME.** The Town shall devote such services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of the Town's obligations pursuant to this Agreement.
- 6) **CONTRACTOR NOT AN AGENT.** Except as MWPA may specify in writing, the Town shall have no authority, express or implied, to act on behalf of MWPA in any capacity whatsoever as an agent. The Town shall have no authority, express or implied, pursuant to this Agreement, to bind MWPA to any obligation whatsoever.
- 7) **ASSIGNMENT PROHIBITED.** No party to this Agreement may assign any right or obligation pursuant to this Agreement. The rights, responsibilities and duties under this Agreement are personal to the Town and may not be transferred or assigned without the express prior written consent of MWPA, which consent shall not be unreasonably withheld. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

- 8) PERSONNEL. The Town shall assign only competent personnel to perform services pursuant to this Agreement. In the event that MWPA, in its reasonable discretion, at any time during the term of this Agreement, desires the removal of any person or persons assigned by the Town to perform services pursuant to this Agreement, the Town shall remove any such person from the performance of services under this Agreement immediately upon receiving written notice from MWPA of the desire of MWPA for the removal of such person or persons.
- 9) STANDARD OF PERFORMANCE. The Town shall perform all services required pursuant to this Agreement. Services shall be performed in the manner and according to the standards observed by a competent practitioner of the profession in which the Town is engaged in the geographical area in which the Town practices the profession.
- 10) TERMINATION.
- a) Without Cause. Either Party may terminate this Agreement without cause upon thirty (30) days' written notice delivered by registered mail.
 - b) Cause. Either Party may terminate this agreement for cause upon fifteen (15) days' written notice delivered by registered mail, and the notified Party's failure to cure or correct the cause of termination to the reasonable satisfaction of the party giving such notice within said fifteen (15) day period.
 - c) Effect of Termination. Upon receipt of a notice of termination, neither Party shall incur additional obligations under any provision of this Agreement without prior written agreement.
 - d) Return of Documents. Upon termination, any and all MWPA documents and/or materials provided to the Town, and any and all of the Town's documents and/or materials prepared in relation to the performance of its duties under this Agreement, shall be delivered no later than thirty (30) days after termination.
 - e) Compensation for Work Performed. In the event this Agreement is terminated pursuant to this Section, MWPA shall pay the Town the actual value of the work performed up to the time of termination. Upon termination, the Town will submit an invoice to MWPA of outstanding work performed.
- 11) PRODUCTS OF CONSULTING. All work product of the Town created under this Agreement shall be the property of the MWPA. MWPA shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.
- 12) INDEMNIFY AND HOLD HARMLESS. The Town and MWPA each agree to defend, indemnify, and hold harmless than other, and the other's officers, agents, and employees, against any and all liabilities, injuries, or damages caused by the intentional or negligent acts, errors, or omissions of their own respective employees, agents, or representatives in connection with this Agreement. The duty to indemnify and hold harmless shall include the duty to defend as set forth in Section 2778 of the California Civil Code. In the event of concurrent negligence or liability of the Parties, liability shall be apportioned between the Town and MWPA under the doctrine of comparative fault as established in California law.

Acceptance of insurance certificates and endorsements required under this Agreement does not relieve either Party from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not such insurance policies are determined to be applicable to any such damages or claims for damages.

- 13) COMPLIANCE WITH APPLICABLE LAWS. The Town shall comply with all Federal, State and local laws, rules, regulations, ordinances and resolutions.
- 14) PROHIBITED INTERESTS. No employee of the MWPA shall have any direct financial interest in this Agreement. This Agreement shall be voidable at the option of the MWPA if this provision is violated.
- 15) CONFLICT OF INTEREST. The Town covenants and declares that other than this Agreement, it has no holdings or interests within the MWPA, nor business holdings, contracts or agreements with any official, employee, or other representative of MWPA. The Town further covenants that it shall not enter into any agreement or otherwise acquire any holdings or interests that would hinder the Town's performance of services under this Agreement.

Exhibit B

Finance Functions

The following functions are all such services rendered by the Town to MWPA.

Budgeting

Preparing, analyzing, and administering the budget. Collaborate with the Executive Director to prepare, analyze, and administer the budget, ensuring effective financial management and resource allocation.

Accounting

Manage accounts payable and receivable, general ledger, and financial reporting. Oversee the management of accounts payable and receivable, ensuring timely processing of payments and collections to maintain accurate financial records. Maintain the general ledger, reconciling accounts, and tracking financial transactions to ensure accuracy and compliance. Prepare and analyze financial reports to support strategic decision-making and ensure transparency in financial operations.

Payroll

Calculate wages, withholding taxes, distributing paychecks or direct deposits, ensuring compliance with local, state, and federal regulations, and generating tax documents such as W-2s and 1099's, maintaining payroll records and assisting with employee onboarding and offboarding. Ensure that all employee paychecks are accurate based on current agreements (Memorandum of Understanding or Resolutions).

Financial Reporting

Prepare and publish financial reports.

Auditing

Coordinate internal and external audits to ensure compliance. Coordinate internal and external audits to uphold compliance with financial regulations and policies, maintaining transparency and accountability in all financial operations

Treasurer/Controller

Pursuant to Section 12 of the MWPA Amended and Restated Joint Exercise of Powers Agreement, the Town shall function as the Treasurer and Controller of MWPA.

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EXHIBIT C

Payments and Fees

1) Pricing shall be as follows:

- The total contract price for services rendered by the Town under this Agreement shall not exceed \$104,080 annually for the first year, billed in equal quarterly installments.
- Subsequent years shall include a 3% increase, effective starting July 1, 2027.

2) The payments shall constitute all compensation to the Town for all costs of services, including but not limited to, direct costs of labor of employees engaged by the Town, phone charges, copying charges, software licenses, data requests, etc.

3) Any additional meetings or work required beyond that set forth in **Exhibit "B"** shall be mutually agreed to in writing by the MWPA and the Town, and shall be billed on a time and materials basis to MWPA and shall be considered an amendment to this Agreement.

EXHIBIT D

Insurance Requirements

The Town shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Town, its agents, representatives, or employees.

1) MINIMUM SCOPE AND LIMITS OF INSURANCE

a) Commercial General Liability coverage with minimum limits of two million dollars (\$2,000,000) per occurrence/four million dollars (\$4,000,000) aggregate for bodily injury, personal injury, products and completed operations, and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

b) Automobile Liability coverage with minimum limits of \$1,000,000 per accident for bodily injury and property damage.

c) Workers' Compensation insurance as required by the State of California and Employers' Liability insurance, each in the amount of \$1,000,000 per accident for bodily injury or disease.

d) Professional Liability Insurance / Errors and Omissions Liability in the minimum amount of \$1,000,000 per occurrence.

2) OTHER INSURANCE REQUIREMENTS

a) Except for professional liability insurance or worker's compensation insurance, the insurance policies shall be specifically endorsed to include the MWPA, its officers, agents, employees, and volunteers, as additional insureds (for both ongoing and completed operations) under the policies.

b) The additional insured coverage under Town's insurance policies shall be "primary and noncontributory" with respect to any insurance or coverage maintained by MWPA and shall not call upon MWPA's insurance or self-insurance coverage for any contribution. The "primary and noncontributory" coverage in Town's policies shall be at least as broad as ISO form CG20 01 04 13.

c) Except for professional liability insurance or worker's compensation insurance, the insurance policies shall include, in their text or by endorsement, coverage for contractual liability and personal injury.

d) By execution of this Agreement, Town hereby grants to MWPA a waiver of any right to subrogation which any insurer of Town may acquire against MWPA by virtue of the payment of any loss under such insurance. Town agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not MWPA has received a waiver of subrogation endorsement from the insurer.

e) If the insurance is written on a Claims Made Form, then, following termination of this

Agreement, said insurance coverage shall survive for a period of not less than five years.

f) The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement.

g) The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of MWPA (if agreed to in a written contract or agreement) before MWPA'S own insurance or self-insurance shall be called upon to protect it as a named insured.

h) It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to MWPA or any other additional insured party. Furthermore, the requirements for coverage and limits shall be: (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater. No representation is made that the minimum Insurance requirements of this agreement are sufficient to cover the obligations of the Town under this agreement.

i) Deductibles and SIR's. Any deductibles or self-insured retentions in Town's insurance policies must be declared to and approved by the Project Manager and General Counsel and shall not reduce the limits of liability. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or MWPA or other additional insured party. At MWPA's option, the deductibles or self-insured retentions with respect to MWPA shall be reduced or eliminated to MWPA's satisfaction, or Town shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

j) Proof of Insurance. Town shall provide to the Project Manager or MWPA'S General Counsel all of the following: (1) Certificates of Insurance evidencing the insurance coverage required in this Agreement; (2) a copy of the policy declaration page and/or endorsement page listing all policy endorsements for the commercial general liability policy, and (3) excerpts of policy language or specific endorsements evidencing the other insurance requirements set forth in this Agreement. MWPA reserves the right to obtain a full certified copy of any insurance policy and endorsements from Town. Failure to exercise this right shall not constitute a waiver of the right to exercise it later. The insurance shall be approved as to form and sufficiency by Project Manager and the General Counsel.

k) Subcontractors. Town shall require all subcontractors to procure and maintain insurance policies subject to the requirements of Exhibit D. Failure of the Town to verify existence of subcontractor's insurance shall not relieve the Town from any claim arising from subcontractor's work on behalf of the Town.



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.6

MEETING DATE: June 9, 2026

AGENDA TITLE: Accept the Library Roof/HVAC and Interior Refresh Project and Authorize Staff to File a Notice of Completion

FROM: Department of Public Works

RECOMMENDATION: That the Town Council accepts the Library Roof/HVAC and Interior Refresh Project and authorizes staff to file a Notice of Completion.

The San Anselmo Public Library first opened its doors in February 1915. The flat roof addition (known as the Reading Room) added much needed space in 1961, but the roof itself had not been updated or replaced since its initial installation and a significant amount of patchwork was required to mitigate leaks. The heating system was an inefficient hot water boiler that dated back to the library's original opening.

The library was also in need of an interior space refresh to optimize the library patron experience and expand the children's area. Over the last 10 years, the library has seen a steady increase in families using the Children's Room and circulation of children's materials is the highest of all the library's collections combined, but the space dedicated to serving youth occupied the smallest footprint in the building.

DISCUSSION/ANALYSIS

The Main Carnegie Library closed to patrons on October 20, 2025, and reopened on March 23, 2026. During this 5-month closure, the Mini Library provided temporary services in the former police station lobby and all scheduled programs in the Historical Museum, Town council Chambers, and on the Library Lawn were able to continue as planned.

The flat roof has now been replaced, and a new HVAC system has been installed. The interior refresh expanded seating in the children's area, added tables for homework or craft programs, and increased the floor space. Additionally, two windows were daylighted and the reference and circulation desks were combined to provide one point of service for patrons to streamline and improve customer experience. With additional funds provided by the Friends of the Library, the interior refresh scope was able to

expand. These funds allowed for the refinishing of the Main Library floors, as well as the library's interior and exterior entryways.

A well-attended grand opening celebration took place on April 18th.

FISCAL IMPACT

The final contract amount for the Library Roof/HVAC and Interior Refresh Project is \$763,509.00 (2.48% above base contract) which has been funded through the Town's Building Maintenance Fund, combined with \$100,000 from a BayRen Decarbonization grant for the HVAC. Approximately \$150,000 has been provided by Friends of the Library for the interior refresh.

GENERAL PLAN CONSISTENCY

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

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Town finds this project to be categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 Class 1, because it involves the maintenance and minor alteration of an existing facility with negligible or no expansion of use.

This project aligns with the San Anselmo Climate Action Plan 2030 by reducing greenhouse gas emissions through energy efficiency upgrades and meets the following measures.

- E-3 Cool Pavement and Roofs with the installation of a cool roof.
- R-3 Building and Appliance Electrification through the installation of electric heating and air conditioning with a new HVAC system.



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.7

MEETING DATE: June 9, 2026

AGENDA TITLE: Report of Checks Issued, May 2026

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council acknowledges, and files warrant numbers 101703 to 101852 issued during the month of May and bank draft numbers DFT06872, DFT06875, DFT06878-DFT06880, DFT06907, DFT06936-DFT06939, DFT06965, in a total amount of \$2,000,855.74.

BACKGROUND

This report is an itemization of payments made to vendors during the months of May 2026. It also includes wires to Bank of America for May 2026 payrolls, including payments for retirement and health benefits. The Bank of America account is used for payroll-related items.

The following warrants were voided or canceled in May 2026: 101706, 101707, 101788, and 101789.

ATTACHMENTS

Attachment #1: Check Report May 2026



Town of San Anselmo

Check Report

By Check Number

Date Range: 05/01/2026 - 05/31/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - OPERATING POOL						
02411	23 ELEPHANTS THEATRE COMPANY	05/13/2026	Regular	0.00	7,378.00	101703
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
SPRING 2026-3	Invoice	05/12/2026	THEATRE PROGRAM - SPRING 2026 - PMT	0.00	7,378.00	
	21.62.621175		KIDS CULTURE SERVICES		7,378.00	
01028	A & S Landscape Materials	05/13/2026	Regular	0.00	665.33	101704
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
A51898	Invoice	04/23/2026	ROBSON - LANDSCAPING SUPPLIES	0.00	665.33	
	01.81.62200		DEPARTMENTAL SUPPLIE		665.33	
02920	Amazon Business	05/13/2026	Regular	0.00	4,818.38	101705
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
11GH-WTL3-97D	Invoice	05/06/2026	LIB - KENTON - ADULT BOOKS	0.00	17.64	
	01.71.62301		ADULT BOOKS		17.64	
11JF-V3FT-9YDM	Invoice	04/26/2026	LIB - KENTON - ADULT BOOKS	0.00	21.03	
	01.71.62301		ADULT BOOKS		21.03	
11T9-NM1K-HXG	Invoice	04/23/2026	CDD - SCOBLE - DEPT SUPPLIES	0.00	74.82	
	01.19.62200		DEPARTMENTAL SUPPLIE		37.41	
	01.41.62200		DEPARTMENTAL SUPPLIE		37.41	
134D-PHCT-9GPC	Invoice	04/27/2026	LIB - ZIPBOOKS - HALE	0.00	17.22	
	01.71.62310		Library Zip Grant		17.22	
13KJ-WKRW-6WY	Invoice	05/12/2026	REC - HILLARD - TODDLER ENRICHMENT	0.00	479.07	
	21.63.61178		TODDLER ENRICHMENT S		479.07	
13NQ-TKMQ-DQ	Invoice	03/23/2026	CDD - BORTIS - OFFICE SUPPLIES	0.00	197.57	
	01.41.62200		DEPARTMENTAL SUPPLIE		197.57	
169R-449F-JLDP	Invoice	05/12/2026	REC - FEE - OFFICE SUPPLIES	0.00	31.26	
	21.65.62000		OFFICE SUPPLIES		31.26	
16CP-1P9Y-FFVY	Invoice	05/04/2026	REC - LIN - ADULT ART/CULTURE	0.00	119.06	
	21.62.62971		ADULT ART & CULTURE S		119.06	
16XV-W4HM-7RH	Invoice	05/11/2026	REC - JONES - PARKSIDE SUPPLIES	0.00	107.59	
	21.63.62979		PARKSIDE SUPPLIES		107.59	
16YC-CMKP-6RM	Invoice	04/19/2026	LIB - KENTON - ADULT BOOKS	0.00	71.93	
	01.71.62301		ADULT BOOKS		71.93	
171F-9YRF-MHW	Invoice	04/29/2026	LIB - KENTON - ADULT BOOKS	0.00	102.93	
	01.71.62301		ADULT BOOKS		102.93	
17FL-4X9Y-9XXY	Invoice	04/24/2026	LIB - KENTON - ADULT BOOKS	0.00	21.85	
	01.71.62301		ADULT BOOKS		21.85	
19DR-XNW6-79C	Invoice	05/07/2026	LIB - ZIPBOOKS - ALAMANO	0.00	21.78	
	01.71.62310		Library Zip Grant		21.78	
19FD-Y4V3-MD6	Invoice	04/29/2026	REC - JONES - PARKSIDE SUPPLIES	0.00	97.28	
	21.63.62979		PARKSIDE SUPPLIES		97.28	
1CJ9-DKTN-LDV7	Invoice	03/10/2026	LIB - KENTON - ADULT BOOKS	0.00	50.40	
	01.71.62301		ADULT BOOKS		50.40	
1DK6-J6XG-JF3X	Invoice	05/07/2026	REC - JONES - PARKSIDE SUPPLIES	0.00	106.49	
	21.63.62979		PARKSIDE SUPPLIES		106.49	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1DR3-TTHW-TXN	Invoice	05/04/2026	LIB - KENTON - ADULT BOOKS	0.00	60.30	
	01.71.62301		ADULT BOOKS		60.30	
1F94-QC4V-HLC	Invoice	03/11/2026	LIB - KENTON - ADULT BOOKS	0.00	20.98	
	01.71.62301		ADULT BOOKS		20.98	
1FVC-TFNT-LH6W	Invoice	05/05/2026	REC - LIN - DEPT SUPPLIES	0.00	19.46	
	21.65.62200		DEPARTMENTAL SUPPLIE		19.46	
1FVT-NKGX-6VJQ	Invoice	05/12/2026	REC - FEE - OFFICE SUPPLIES	0.00	44.46	
	21.65.62000		OFFICE SUPPLIES		44.46	
1HTQ-FHNV-GMT	Invoice	04/26/2026	ST&PK - SHAW - SNACK SHACK	0.00	226.22	
	01.81.62206		Snack Shack		226.22	
1JK9-117J-LR1N	Invoice	05/05/2026	LIB - KENTON - VIDEOS	0.00	26.71	
	01.71.62307		VIDEOS		26.71	
1JYJ-KQNF-MY6F	Invoice	05/08/2026	REC - JONES - CAMPKIDMARIN MINI	0.00	487.61	
	21.63.62985		CAMP KIDMARIN MINI S		487.61	
1K7H-7TQG-DKL	Invoice	04/28/2026	LIB - KENTON - ADULT BOOKS	0.00	294.93	
	01.71.62301		ADULT BOOKS		294.93	
1KQN-PFH4-GGF	Invoice	04/28/2026	REC - LIN - ADULT ART/CULTURE	0.00	53.66	
	21.62.62971		ADULT ART & CULTURE S		53.66	
1L74-CX63-Q13T	Invoice	04/25/2026	LIB - KENTON - ADULT BOOKS	0.00	21.03	
	01.71.62301		ADULT BOOKS		21.03	
1LTD-RTH4-XMM	Invoice	04/19/2026	LIB - KENTON - VIDEOS	0.00	22.93	
	01.71.62307		VIDEOS		22.93	
1M74-H7D9-WN	Invoice	04/18/2026	ST&PK - SHAW - OFFICE SUPPLIES PARKS	0.00	70.57	
	01.81.62000		OFFICE SUPPLIES		70.57	
1MQX-6LCK-9KW	Invoice	05/06/2026	LIB - KENTON - DEPT SUPPLIES	0.00	14.19	
	01.71.62200		DEPARTMENTAL SUPPLIE		14.19	
1PYL-NPHT-FV6K	Invoice	05/07/2026	LIB - KENTON - ADULT BOOKS	0.00	20.75	
	01.71.62301		ADULT BOOKS		20.75	
1QGJ-46FG-HPWJ	Invoice	04/28/2026	REC - HILLARD - CAMP KID MARIN MIGHT	0.00	426.53	
	21.63.62984		CAMP KIDMARIN MIGHT		426.53	
1QX7-LRKJ-TW66	Invoice	05/04/2026	LIB - KENTON - DEPT SUPPLIES	0.00	40.66	
	01.71.62200		DEPARTMENTAL SUPPLIE		40.66	
1RKD-N6TN-H7H	Invoice	04/28/2026	REC - HILLARD - CAMP KIDMARIN MIGHTY	0.00	449.04	
	21.63.62984		CAMP KIDMARIN MIGHT		449.04	
1RPK-WCC7-N9M	Invoice	05/04/2026	REC - HILLARD - CAMPKIDMARIN MIGHTY	0.00	15.28	
	21.63.62984		CAMP KIDMARIN MIGHT		15.28	
1TJ7-NXCJ-9JWD	Invoice	05/06/2026	LIB - ZIPBOOKS - HAMILTON	0.00	50.03	
	01.71.62310		Library Zip Grant		50.03	
1TN1-T3H9-G6YG	Invoice	04/24/2026	ST&PK - HEALY - BLDG MAINTENANCE SU	0.00	110.27	
	31.41.61506		BLDG. MAINT-OTHER		110.27	
1VMQ-MYPG-N	Invoice	04/29/2026	ST&PK - SHAW - DEPT SUPPLIES	0.00	91.92	
	01.42.62200		DEPARTMENTAL SUPPLIE		91.92	
1XMG-W1FV-HK7	Invoice	04/28/2026	REC - FEE - OFFICE SUPPLIES	0.00	37.97	
	21.65.62000		OFFICE SUPPLIES		37.97	
1XX9-6XF9-3QD	Invoice	05/06/2026	REC - JONES - CAMPKIDMARIN MINI	0.00	258.23	
	21.63.62985		CAMP KIDMARIN MINI S		258.23	
1YDY-NFGL-JPH7	Invoice	04/29/2026	CDD - SCOBLE - OFFICE SUPPLIES	0.00	220.29	
	01.18.62000		OFFICE SUPPLIES		73.42	
	01.19.62200		DEPARTMENTAL SUPPLIE		73.42	
	01.41.62000		OFFICE SUPPLIES		73.45	
1YKX-KDYV-KV9P	Invoice	03/16/2026	LIB - KENTON - ADULT BOOKS	0.00	37.86	
	01.71.62301		ADULT BOOKS		37.86	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1YN7-NPLL-K7JV	Invoice	04/22/2026	LIB - KENTON - ADULT BOOKS	0.00	158.58	
	01.71.62301		ADULT BOOKS		158.58	
	Void	05/13/2026	Regular	0.00	0.00	101706
	Void	05/13/2026	Regular	0.00	0.00	101707
03299	Answer MTI	05/13/2026	Regular	0.00	146.62	101708
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
000040-025-391	Invoice	05/01/2026	CALL CENTER SERVICE - APR 2026	0.00	146.62	
	01.41.61150		OUTSIDE SERVICES-OTHE		146.62	
03354	Arlette Castellanos	05/13/2026	Regular	0.00	920.00	101709
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
28	Invoice	04/05/2026	BILINGUAL STORYTIME - MAR/APR 2026	0.00	920.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		920.00	
00001	AT&T Calnet	05/13/2026	Regular	0.00	63.82	101710
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
000025152733	Invoice	04/27/2026	576 - TH CHAMBERS - 03.27.2026-04.26.2	0.00	63.82	
	41.41.61701		UTILITIES		63.82	
03921	AXL Brand LLC	05/13/2026	Regular	0.00	1,352.35	101711
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
261023-1-SA-SIG	Invoice	05/01/2026	GRAPHIC SVCS - SIP&STROLL/FLOWER BS	0.00	1,352.35	
	19.41.63123		CAPITAL OUTLAY - SIGNAL		834.55	
	95.41.61150		OUTSIDE SERVICES-OTHE		517.80	
00007	Bay Cities Joint Power Insurance Authority	05/13/2026	Regular	0.00	621.74	101712
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
BCJPIA-0213-202	Invoice	05/01/2026	WORKER'S COMP/GENERAL LIABILITY CLA	0.00	621.74	
	40.21.61906		LIABILITY INSURANCE CLA		321.00	
	40.21.61907		WORKERS COMPENSATIO		300.74	
02823	Boucher Law, PC	05/13/2026	Regular	0.00	3,295.50	101713
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
3061	Invoice	03/13/2026	LABOR AND EMPLOYMENT LAW MATTERS	0.00	960.00	
	01.16.61196		PERSONNEL LEGAL SERVI		960.00	
3300	Invoice	05/08/2026	LABOR AND EMPLOYMENT LAW MATTERS	0.00	2,335.50	
	01.16.61196		PERSONNEL LEGAL SERVI		2,335.50	
04157	Breeze Studios LLC	05/13/2026	Regular	0.00	273.59	101714
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
1003	Invoice	03/03/2026	SOFTBALL HATS	0.00	273.59	
	01.82.62206		Snack Shack		273.59	
00933	Central Marin Sanitation Agency	05/13/2026	Regular	0.00	600.67	101715
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
INV02657	Invoice	04/27/2026	SAMPLING - ESA LAB ANALYSIS	0.00	600.67	
	01.81.61150		OUTSIDE SERVICES-OTHE		600.67	
03135	CentralSquare Technologies	05/13/2026	Regular	0.00	6,581.53	101716

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
463503	Invoice	05/01/2026	FY2026-2027 HORIZON CLOUD TRAKIT SU	0.00	6,581.53	
	42.00.16000		PREPAID EXPENSE		6,581.53	
04155	Christie Trimmer	05/13/2026	Regular	0.00	293.43	101717
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
REIMB-20260512	Invoice	05/12/2026	REIMB - SOFTBALL/SNACK SHACK SUPPLIE	0.00	293.43	
	01.82.62206		Snack Shack		42.00	
	21.61.62965		SOFTBALL SUPPLIES		251.43	
02163	City of Foster City	05/13/2026	Regular	0.00	582.00	101718
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
16949	Invoice	05/05/2026	CALOPPS - ADMIN/PERMIT SVCS TECH	0.00	582.00	
	01.18.61806		MISC HIRING EXPENSES		582.00	
00308	CivicPlus	05/13/2026	Regular	0.00	20,674.23	101719
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
371120	Invoice	06/30/2026	ANNUAL RENEWAL FEE FY2026-2027	0.00	20,674.23	
	01.00.16000		PREPAID EXPENSE		16,541.78	
	21.00.16000		PREPAID EXPENSE		4,132.45	
04158	Claudine Soumoy	05/13/2026	Regular	0.00	600.00	101720
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
REF-RB-B2021-06	Invoice	05/04/2026	REFUND - ROAD BOND - 3 RAY COURT	0.00	600.00	
	01.00.20314		ROAD BOND		600.00	
00025	Coatings & Sundries inc/CSI Paint	05/13/2026	Regular	0.00	3,595.98	101721
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
N0147416	Invoice	03/12/2026	TRAFFIC PAINT	0.00	3,595.98	
	01.42.62200		DEPARTMENTAL SUPPLIE		3,595.98	
02581	CSG Consultants	05/13/2026	Regular	0.00	9,396.00	101722
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
B260638	Invoice	05/01/2026	BUILDING PLAN REVIEW SVCS - APR 2026	0.00	9,396.00	
	01.19.61157		PLAN CHECKING		9,396.00	
00041	CSW Stuber-Stroeh Engineering Group Inc	05/13/2026	Regular	0.00	16,964.50	101723
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2604087	Invoice	04/30/2026	BROOKSIDE SIDEWALK GAP CLOSURE PHA	0.00	16,964.50	
	14.41.63122		BIKE AND PEDESTRIAL CO		16,964.50	
04103	CWS CONSTRUCTION GROUP, INC	05/13/2026	Regular	0.00	16,858.65	101724
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
03232026-5	Invoice	03/23/2026	LIBRARY ROOF/HVAC/INTERIOR REFRESH	0.00	16,858.65	
	41.41.63117		CONSTRUCTION - BUILDI		16,858.65	
03853	Dana V. Beck	05/13/2026	Regular	0.00	5,550.00	101725
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
RVFH20-INVOICE	Invoice	03/13/2026	FH20 - ONSITE PROJECT MGMT THRU 03.	0.00	1,050.00	
	15.32.63100		CONSTRUCTION		1,050.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
RVFH20-INVOICE	Invoice	03/27/2026	FH20 - INSITE PROJECT MGMT THRU 03.2	0.00	1,950.00	
	15.32.63100		CONSTRUCTION		1,950.00	
RVFH20-INVOICE	Invoice	04/10/2026	FH20 - ONSITE PROJECT MGMT THRU 04.	0.00	2,550.00	
	15.32.63100		CONSTRUCTION		2,550.00	
00533	Davis Sign Company	05/13/2026	Regular	0.00	966.31	101726
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
41524	Invoice	05/11/2026	2026 PARKING PERMIT DECALS	0.00	367.75	
	01.12.61150		OUTSIDE SERVICES-OTHE		367.75	
41525	Invoice	05/11/2026	LOTA - VALET FACE STICKERS SIGNS	0.00	598.56	
	60.14.62903		LIVE ON THE AVENUE		598.56	
01320	DC Electric Group Inc	05/13/2026	Regular	0.00	1,480.00	101727
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
479563	Invoice	04/28/2026	TS POLE DAMAGE - SFD & BUTTERFIELD	0.00	1,480.00	
	01.42.61130		OUTSIDE SVCS-SIGNALS		1,480.00	
00035	Demco Inc	05/13/2026	Regular	0.00	258.88	101728
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
7795113	Invoice	04/20/2026	LIBRARY - DEPT SUPPLIES	0.00	258.88	
	01.71.62200		DEPARTMENTAL SUPPLIE		258.88	
00082	Department of Industrial Relations	05/13/2026	Regular	0.00	675.00	101729
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
S 2275606 SA	Invoice	04/16/2026	CONVEYANCE #154519 - NON-COMPLIAN	0.00	675.00	
	01.32.61506		BLDG. MAINT-OTHER		675.00	
00087	Elite Tree Service	05/13/2026	Regular	0.00	6,017.00	101730
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2026-05-2	Invoice	05/02/2026	PARKS - MEMORIAL FIELD	0.00	3,117.00	
	01.81.61104		OUTSIDE SERVICES-GROU		3,117.00	
2026-05-3	Invoice	05/02/2026	MEMORIAL PARKS - MAR 2026	0.00	2,900.00	
	01.81.61104		OUTSIDE SERVICES-GROU		2,900.00	
03396	Emily B. Stucky	05/13/2026	Regular	0.00	600.00	101731
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
0426	Invoice	05/05/2026	SING AND STOMP - APR 2026	0.00	600.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		600.00	
00092	Ewing Irrigation Products	05/13/2026	Regular	0.00	271.14	101732
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
29926884	Invoice	04/20/2026	ROBSON - IRRIGATION SUPPLIES	0.00	271.14	
	01.81.62200		DEPARTMENTAL SUPPLIE		271.14	
00017	Fairfax Building Supply Co. Inc.	05/13/2026	Regular	0.00	211.35	101733
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
310629	Invoice	04/20/2026	STUDIO 6 - LEVER HANDLE	0.00	18.81	
	31.41.61506		BLDG. MAINT-OTHER		18.81	
310663	Invoice	04/21/2026	PARKS - DEPT SUPPLIES	0.00	108.88	
	01.81.62200		DEPARTMENTAL SUPPLIE		187.36	
	01.81.62200		DEPARTMENTAL SUPPLIE		-78.48	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
310667	Invoice	04/21/2026	ICC - BATHROOM REPAIR SUPPLIES	0.00	40.08	
	31.41.61506		BLDG. MAINT-OTHER		40.08	
311132	Invoice	05/04/2026	FLOWER BASKETS - GARDEN HOSES	0.00	43.58	
	95.41.61150		OUTSIDE SERVICES-OTHE		43.58	
01273	FasTrak	05/13/2026	Regular	0.00	8.50	101734
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
I712644003828	Invoice	04/27/2026	TOLL - RSR 04/27 - KIA L#1737767	0.00	8.50	
	01.41.61150		OUTSIDE SERVICES-OTHE		8.50	
02278	Gardeners' Guild	05/13/2026	Regular	0.00	8,002.00	101735
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
125201	Invoice	04/22/2026	IMAGINATION PARK/MAGNOLIA LOT - SE	0.00	1,018.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		1,018.00	
125322	Invoice	05/01/2026	SFD MEDIANS - MAY 2026	0.00	1,200.00	
	01.42.61144		Outside Services Medians		1,200.00	
125358	Invoice	05/01/2026	RED HILL MEDIANS - MAY 2026	0.00	2,584.00	
	01.42.61144		Outside Services Medians		2,584.00	
125359	Invoice	05/01/2026	IMAGINATION PK/MAGNOLIA LOT - MAY	0.00	2,450.00	
	01.81.61104		OUTSIDE SERVICES-GROU		1,225.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		1,225.00	
125420	Invoice	05/01/2026	ICC MAINTENANCE - MAY 2026	0.00	277.00	
	21.65.61507		ICC LANDSCAPING MAINT		277.00	
125466	Invoice	04/30/2026	RED HILL MEDIANS - APR 2026	0.00	269.00	
	01.42.61144		Outside Services Medians		269.00	
125467	Invoice	04/30/2026	IMAGINATION PK/MAG LOT - APR 2026	0.00	204.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		204.00	
00206	George Zahorsky	05/13/2026	Regular	0.00	15,984.41	101736
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2026-1	Invoice	05/05/2026	SPRING 2026 - JUNIOR/ADULT TENNIS	0.00	15,984.41	
	21.61.61166		TENNIS SERVICES		15,984.41	
04159	Glendy Rodas	05/13/2026	Regular	0.00	3,575.20	101737
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
REF-RB-B2024-03	Invoice	04/21/2026	REFUND - ROAD BOND - 20 WOODLAND A	0.00	3,575.20	
	01.00.20314		ROAD BOND		3,575.20	
00021	Good & Clean Company Inc	05/13/2026	Regular	0.00	19,255.00	101738
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
76600	Invoice	05/01/2026	CLEANING - LOWER TOWN HALL - APR 20	0.00	1,320.00	
	41.41.61501		BLDG. MAINT-JANITORIAL		1,320.00	
76601	Invoice	05/01/2026	CLEANING SERVICES - APR 2026	0.00	11,305.00	
	31.41.61501		BLDG. MAINT-JANITORIAL		2,825.00	
	34.41.61501		BLDG. MAINT-JANITORIAL		1,775.00	
	41.41.61501		BLDG. MAINT-JANITORIAL		6,705.00	
76602	Invoice	05/02/2026	ADDITIONAL CLEANING TOWN HALL - APR	0.00	6,630.00	
	01.42.61150		OUTSIDE SERVICES-OTHE		3,315.00	
	41.41.61150		OUTSIDE SERVICES-OTHE		3,315.00	
00104	Grier Argall Plumbing Inc	05/13/2026	Regular	0.00	1,849.28	101739

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
20262	Invoice	04/21/2026	ICC - DRINKING FOUNTAIN REPAIR	0.00	462.50	
31.41.61506			BLDG. MAINT-OTHER		462.50	
20264	Invoice	04/23/2026	BACKFLOW TEST - TOWN HALL	0.00	98.00	
41.41.61150			OUTSIDE SERVICES-OTHE		98.00	
20307	Invoice	05/01/2026	ICC - DRINKING FOUNTAIN REPAIR	0.00	1,288.78	
41.41.61150			OUTSIDE SERVICES-OTHE		1,288.78	
00020	Hannibal's Inc Electrical Construction	05/13/2026	Regular	0.00	9,063.69	101740
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
25493	Invoice	04/15/2026	PINE STREET LOT - EV PEDESTAL PG&E PR	0.00	7,107.44	
14.41.63100			CAPITAL OUTLAY - CONST		7,107.44	
25496	Invoice	04/22/2026	PINE STREET LOT - EV PEDESTAL MOUNTI	0.00	689.05	
14.41.63100			CAPITAL OUTLAY - CONST		689.05	
25497	Invoice	04/22/2026	FLOOD HORN REPAIR	0.00	1,267.20	
41.41.61150			OUTSIDE SERVICES-OTHE		1,267.20	
01850	Hardiman Construction	05/13/2026	Regular	0.00	52,750.00	101741
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2026-0327	Invoice	04/30/2026	DRAINAGE PIPE RPLCEMNT - SFD-BENNIT	0.00	52,750.00	
19.41.63109			UNPROGRAMMED DRAIN		52,750.00	
02586	HdL Software LLC	05/13/2026	Regular	0.00	499.77	101742
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SIN062163	Invoice	03/31/2026	NEW ACCOUNTS/COLLECTION - MAR 202	0.00	499.77	
01.12.61150			OUTSIDE SERVICES-OTHE		499.77	
02236	HooplaDigital	05/13/2026	Regular	0.00	786.08	101743
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
508799731	Invoice	04/30/2026	LIBRARY - DIGITAL ACCOUNT - APR 2026	0.00	786.08	
27.71.62307			VIDEOS		786.08	
03124	ID Cards, Inc	05/13/2026	Regular	0.00	15.00	101744
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
558175	Invoice	05/08/2026	PVC ID CARDS	0.00	15.00	
01.71.62200			DEPARTMENTAL SUPPLIE		15.00	
03913	Independent Distribution Collective LLC	05/13/2026	Regular	0.00	1,500.00	101745
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
LOTA-TP-2026-05	Invoice	05/01/2026	LOTA - TECHNICAL PRODUCTION - MAY 20	0.00	1,500.00	
60.14.62903			LIVE ON THE AVENUE		1,500.00	
03837	Ivy Tzur	05/13/2026	Regular	0.00	16,562.50	101746
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
20	Invoice	05/04/2026	PROJECT MGMT - APR 2026	0.00	16,562.50	
01.41.61150			OUTSIDE SERVICES-OTHE		8,281.25	
15.32.63100			CONSTRUCTION		1,656.25	
17.81.61150			OUTSIDE SERVICES-OTHE		1,656.25	
41.41.63117			CONSTRUCTION - BUILDI		4,968.75	
00022	Jackson's Hardware Inc.	05/13/2026	Regular	0.00	4,524.25	101747

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
199482	Invoice	04/22/2026	VOLUNTEER DAY - SUPPLIES	0.00	403.34	
	01.81.62200		DEPARTMENTAL SUPPLIE		403.34	
199530	Invoice	04/23/2026	ROBSON - DEPT SUPPLIES	0.00	97.17	
	01.81.62200		DEPARTMENTAL SUPPLIE		97.17	
199554	Invoice	04/23/2026	ROBSON - VOLUNTEER DAY SUPPLIES	0.00	93.79	
	01.81.62200		DEPARTMENTAL SUPPLIE		93.79	
199744	Invoice	04/27/2026	LIBRARY - BLDG MAINTENANCE SUPPLIES	0.00	71.11	
	31.41.61506		BLDG. MAINT-OTHER		71.11	
199987	Invoice	04/30/2026	ICC - LOCK ENTRY	0.00	78.64	
	31.41.61506		BLDG. MAINT-OTHER		78.64	
D93451	Invoice	04/29/2026	DEPT SUPPLIES - SWEEPER	0.00	3,780.20	
	01.42.63000		EQUIPMENT		3,780.20	
00113	Juan Olsen Sanchez	05/13/2026	Regular	0.00	8,000.00	101748
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2026-4	Invoice	05/11/2026	GYMNASTICS - SPRING 2026 - PMT 4 OF 6	0.00	8,000.00	
	21.61.61167		TUMBLING SERVICES		8,000.00	
02558	Kanopy	05/13/2026	Regular	0.00	316.00	101749
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
504223	Invoice	04/30/2026	LIBRARY - VIDEOS - APR 2026	0.00	316.00	
	27.71.62301		ADULT BOOKS		316.00	
00115	Kone Inc	05/13/2026	Regular	0.00	1,007.09	101750
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1159127767	Invoice	04/20/2026	TOWN HALL - ELEVATOR DIAGNOSTIC	0.00	1,007.09	
	01.32.61506		BLDG. MAINT-OTHER		1,007.09	
04006	Kyocera Document Solutions Northern Californ	05/13/2026	Regular	0.00	65.55	101751
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
55E1873530	Invoice	04/28/2026	KCIM STARTER PLAN - MAY 2026	0.00	65.55	
	42.21.61150		OUTSIDE SERVICES-OTHE		65.55	
00739	Marin Girls Softball	05/13/2026	Regular	0.00	424.00	101752
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
109	Invoice	05/08/2026	2026 SOFTBALL - PAYMENT 2	0.00	424.00	
	21.61.61165		SOFTBALL SERVICES		424.00	
00029	Marin IT	05/13/2026	Regular	0.00	16,072.19	101753
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2026-131243	Invoice	05/08/2026	11:11 CLOUD BACKUPS - APR 2026	0.00	144.57	
	42.21.61150		OUTSIDE SERVICES-OTHE		144.57	
2026-131267	Invoice	05/01/2026	UPS BATTERY REPLACEMENT	0.00	669.02	
	42.21.62200		DEPARTMENTAL SUPPLIE		669.02	
2026-131328	Invoice	05/07/2026	DUO SUBSCRIPTIONS - MAR-MAY 2026	0.00	624.00	
	42.21.61150		OUTSIDE SERVICES-OTHE		624.00	
2026-131365	Invoice	05/12/2026	HOSTED BACKUPS - APR 2026	0.00	1,000.00	
	42.21.61150		OUTSIDE SERVICES-OTHE		1,000.00	
2026-131374	Invoice	05/12/2026	MANAGED OFFICE 365 - APR 2026	0.00	1,843.99	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	42.21.61150	OUTSIDE SERVICES-OTHE	MANAGED OFFICE 365 - APR 20		1,843.99	
2026-131419	Invoice	05/08/2026	MONTHLY SOC SERVICES - MAY 2026	0.00	1,676.86	
	01.12.61150	OUTSIDE SERVICES-OTHE	MONTHLY SOC SERVICES - MAY		838.43	
	42.21.61150	OUTSIDE SERVICES-OTHE	MONTHLY SOC SERVICES - MAY		838.43	
2026-131465	Invoice	05/12/2026	KNOWBE4 SUPPORT - APR 2026	0.00	362.50	
	42.21.61150	OUTSIDE SERVICES-OTHE	KNOWBE4 SUPPORT - APR 2026		362.50	
2026-131467	Invoice	05/13/2026	IT SUPPORT - APR 2026	0.00	9,751.25	
	42.21.61150	OUTSIDE SERVICES-OTHE	IT SUPPORT - APR 2026		9,751.25	
01036	Matrix HG Inc	05/13/2026	Regular	0.00	4,199.38	101754
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
191088	Invoice	12/15/2025	QTRTRY MAINTENANCE - CORPYARD - DEC	0.00	225.00	
	41.41.61150	OUTSIDE SERVICES-OTHE	QTRTRY MAINTENANCE - CORPY		225.00	
191120	Invoice	12/15/2025	ICC BOILER REPAIR - RESET LWCO PROBE	0.00	1,657.88	
	31.41.61506	BLDG. MAINT-OTHER	ICC BOILER REPAIR - RESET LWC		1,657.88	
193874	Invoice	04/10/2026	FOUR SPLIT SYSTEM ASSESSMENT - 777 S	0.00	1,192.50	
	01.32.61506	BLDG. MAINT-OTHER	FOUR SPLIT SYSTEM ASSESSME		1,192.50	
194126	Invoice	04/20/2026	SEMI-ANNUAL MAINT - 1000 SFD BLVD -	0.00	1,124.00	
	31.41.61506	BLDG. MAINT-OTHER	SEMI-ANNUAL MAINT - 1000 SF		1,124.00	
00592	MCCMC	05/13/2026	Regular	0.00	25.00	101755
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
MCCMC-2026-04	Invoice	04/30/2026	MCCMC MONTHLY MEETING - APR 2026	0.00	25.00	
	01.11.61000	TRAINING	MCCMC MONTHLY MEETING - A		25.00	
04161	Michae Legault	05/13/2026	Regular	0.00	1,050.00	101756
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
REIMB-20260513	Invoice	05/13/2026	REIMB - BUILDING PLANS EXAMINER SEM	0.00	1,050.00	
	01.19.61000	TRAINING	REIMB - BUILDING PLANS EXAM		1,050.00	
00609	Midwest Tape	05/13/2026	Regular	0.00	85.75	101757
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
508780706	Invoice	04/28/2026	LIBRARY - VIDEOS - DVDS - APR 2026	0.00	85.75	
	01.71.62307	VIDEOS	LIBRARY - VIDEOS - DVDS - APR		85.75	
04162	Miguel Velasquez	05/13/2026	Regular	0.00	1,500.00	101758
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
REF-RB-B2025-03	Invoice	05/13/2026	REFUND - ROAD BOND - 5 THE ALAMEDA	0.00	1,500.00	
	01.00.20314	ROAD BOND	REFUND - ROAD BOND - 5 THE A		1,500.00	
04107	Mill Valley Sewing	05/13/2026	Regular	0.00	336.00	101759
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
04282026-1	Invoice	04/28/2026	LEARN TO HAND SEW A STUFFY - MAR-M	0.00	336.00	
	21.62.61175	KIDS CULTURE SERVICES	LEARN TO HAND SEW A STUFFY		336.00	
00372	Miller Pacific	05/13/2026	Regular	0.00	4,800.00	101760
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
39851	Invoice	05/05/2026	GEOTECH SVCS - IDELWOOD - FEB-APR 20	0.00	4,800.00	
	19.41.63109	UNPROGRAMMED DRAIN	GEOTECH SVCS - IDELWOOD - FE		4,800.00	
03368	Munselle Civil Engineering	05/13/2026	Regular	0.00	400.00	101761

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
46192	Invoice	03/31/2026	THIRD PARTY PLAN REVIEW - SEQUOIA - PERMIT DEPOSITS	0.00	400.00	
	01.00.20340		THIRD PARTY PLAN REVIEW - SE		400.00	
01388	National Center for Safety Initiatives	05/13/2026	Regular	0.00	37.00	101762
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
68996	Invoice	05/01/2026	REC DEPT - BACKGROUND CHECKS - APR 2 FINGERPRINTING	0.00	37.00	
	21.65.61137		REC DEPT - BACKGROUND CHEC		37.00	
01346	Nerviani Paving Inc	05/13/2026	Regular	0.00	33,685.00	101763
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
7855	Invoice	04/06/2026	PAVING/TRAFFIC CONTROL - CENTER RD - UNPROGRAMMED DRAIN	0.00	12,720.00	
	19.41.63109		PAVING/TRAFFIC CONTROL - CE		12,720.00	
7857	Invoice	04/08/2026	PAVING/TRAFFIC CONTROL - SFD BLVD - 1 UNPROGRAMMED DRAIN	0.00	5,440.00	
	19.41.63109		PAVING/TRAFFIC CONTROL - SF		5,440.00	
7861	Invoice	04/07/2026	PAVING/TRAFFIC CONTROL - SFD BLVD UNPROGRAMMED DRAIN	0.00	15,525.00	
	19.41.63109		PAVING/TRAFFIC CONTROL - SF		15,525.00	
00892	Office of the State Controller	05/13/2026	Regular	0.00	69.11	101764
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
FTB-00009243	Invoice	05/06/2026	2025 FTB OFFSETS - ADMINISTRATIVE FEE OUTSIDE SERVICES-OTHE	0.00	69.11	
	01.12.61150		2025 FTB OFFSETS - ADMINISTR		69.11	
00128	Pacific Gas & Electric	05/13/2026	Regular	0.00	455.40	101765
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
722-05052026	Invoice	05/05/2026	722 - MEMORIAL PARK EV - 03.31.2026-0 OUTSIDE SRV: PARKING	0.00	455.40	
	13.42.61114		722 - MEMORIAL PARK EV - 03.3		455.40	
00165	Pacific Telemanagement Services - PTS	05/13/2026	Regular	0.00	93.00	101766
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2153400	Invoice	04/23/2026	TOWN HALL PAYPHONE - MAY 2026 UTILITIES-TELEPHONE	0.00	93.00	
	01.42.61705		TOWN HALL PAYPHONE - MAY 2		93.00	
03823	Pamela Miller	05/13/2026	Regular	0.00	4,951.83	101767
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2026-0430-03	Invoice	04/30/2026	MARIN-SONOMA LEADERSHIP ACADEMY ADMINISTRATIVE EXP - M	0.00	4,951.83	
	97.00.62001		MARIN-SONOMA LEADERSHIP A		1,250.00	
	97.00.62006		INSTRUCTION - MSLA		3,701.83	
03523	Parametrix, Inc	05/13/2026	Regular	0.00	2,412.50	101768
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
78274	Invoice	04/29/2026	SAN ANSELMO ON-CALL SVCS - APR 2026 OUTSIDE SERVICES-OTHE	0.00	2,412.50	
	01.41.61150		SAN ANSELMO ON-CALL SVCS -		2,412.50	
02554	Parkmobile LLC	05/13/2026	Regular	0.00	1,143.20	101769
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV-US032-2026-	Invoice	04/30/2026	END USER FEES - APR 2026 OUTSIDE SRV: PARKING	0.00	1,143.20	
	13.42.61114		END USER FEES - APR 2026		1,143.20	
01139	Phillips Seabrook Associates	05/13/2026	Regular	0.00	2,060.00	101770

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
260161	Invoice	05/08/2026	STRUCTURAL REVIEW - B2026-0146 47 TA	0.00	2,060.00	
	01.19.61157		PLAN CHECKING		2,060.00	
03832	Pickleball Organized LLC	05/13/2026	Regular	0.00	5,371.63	101771
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2026-1	Invoice	05/05/2026	PICKLEBALL - SPRING 2026	0.00	5,371.63	
	21.61.61166		TENNIS SERVICES		5,371.63	
00038	Rafael Lumber	05/13/2026	Regular	0.00	45.33	101772
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
135055	Invoice	04/21/2026	ICC BATHROOM - INSULATION/SUPPLIES	0.00	45.33	
	31.41.61506		BLDG. MAINT-OTHER		45.33	
01359	Siegfried Engineering Inc	05/13/2026	Regular	0.00	13,109.75	101773
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
51916	Invoice	05/05/2026	2026 TSA STREET REHAB - APR 2026	0.00	13,109.75	
	15.41.63108		CAPITAL OUTLAY - DESIG		13,109.75	
02936	Smith's GTS Inc	05/13/2026	Regular	0.00	1,384.00	101774
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
393747	Invoice	04/21/2026	CREEK PARK - INITIAL - APR 2026	0.00	725.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		725.00	
394369	Invoice	04/27/2026	MEMORIAL PARK - PEST CONTROL - APR 2	0.00	350.00	
	01.81.61105		OUTSIDE SERVICES-TREES		350.00	
394608	Invoice	04/28/2026	IMAGINATION PARK - PEST CONTROL - AP	0.00	309.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		309.00	
00652	Stephen Flatland Land Surveying	05/13/2026	Regular	0.00	1,300.00	101775
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SORICH-MAY202	Invoice	05/07/2026	SORICH PARK - BOUNDARY/EASEMENT SV	0.00	1,300.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		1,300.00	
00024	T & B Sports Inc	05/13/2026	Regular	0.00	6,670.92	101776
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0000240194	Invoice	03/16/2026	2026 SOFTBALL UNIFORMS - 6US/8US	0.00	2,878.74	
	21.61.62965		SOFTBALL SUPPLIES		2,878.74	
0000244087	Invoice	05/11/2026	2026 SOFTBALL UNIFORMS - 10U	0.00	769.70	
	21.61.62965		SOFTBALL SUPPLIES		769.70	
0000244089	Invoice	05/11/2026	2026 SOFTBALL UNIFORMS - 15US	0.00	753.32	
	21.61.62965		SOFTBALL SUPPLIES		753.32	
0000244090	Invoice	05/11/2026	2026 SOFTBALL UNIFORMS - 12U	0.00	753.32	
	21.61.62965		SOFTBALL SUPPLIES		753.32	
0000331068	Invoice	03/30/2026	VOLUNTEER DAY T-SHIRTS	0.00	1,515.84	
	21.64.61185		SPECIAL EVENT EXPENSE		1,515.84	
03557	Tamalpais Environmental Consultants	05/13/2026	Regular	0.00	1,645.00	101777
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
978	Invoice	12/02/2025	GROUNDWATER CONSULTING - DEC 2025	0.00	1,645.00	
	15.41.63100		CONSTRUCTION		1,645.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
04160	The Justice Collective, LLC	05/13/2026	Regular	0.00	17,000.00	101778
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1404	Invoice	05/01/2026	DEIB POLICY AUDIT - DRAFT GENERAL PLA	0.00	17,000.00	
	01.18.61150		OUTSIDE SERVICES-OTHE		17,000.00	
03207	Toni Christine DeFrancis	05/13/2026	Regular	0.00	160.00	101779
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2026-TC428	Invoice	05/03/2026	TRANSCRIPTION - TOWN COUNCIL 04/28	0.00	160.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		160.00	
00215	Transbay Lock	05/13/2026	Regular	0.00	58.00	101780
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
96249	Invoice	04/30/2026	PUBLIC WORKS - REKEYS	0.00	58.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		58.00	
03878	Wandzia Rose	05/13/2026	Regular	0.00	250.00	101781
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2615	Invoice	05/07/2026	2025-2026 MSLA - COACHES DEBRIEF	0.00	250.00	
	97.00.62001		ADMINISTRATIVE EXP - M		250.00	
03421	West End Nursery	05/13/2026	Regular	0.00	163.78	101782
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
11512	Invoice	04/27/2026	PLANTS TREES - WATERING CAN	0.00	163.78	
	01.42.62200		DEPARTMENTAL SUPPLIE		163.78	
00283	1on1 Premier Sports Academy	05/28/2026	Regular	0.00	3,155.75	101783
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SPRING2026-1	Invoice	03/17/2026	SPRING 2026 - ONE-ON-ONE CLASSES	0.00	3,155.75	
	21.63.61180		AFTER SCHOOL ENRICHM		3,155.75	
04170	Alliant Insurance Services, Inc.	05/28/2026	Regular	0.00	1,186.00	101784
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
3542355	Invoice	05/21/2026	FY26-27 SPECIAL EVENT LIABILITY INSURA	0.00	1,186.00	
	40.21.61153		LIABILITY INSURANCE PRE		1,186.00	
00004	Alpine Awards Inc.	05/28/2026	Regular	0.00	38.74	101785
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
6115782	Invoice	05/14/2026	EXTRA PLACARDS - 2026 SOFTBALL TROP	0.00	38.74	
	21.61.62965		SOFTBALL SUPPLIES		38.74	
02030	Alvin S. Bailey	05/28/2026	Regular	0.00	378.00	101786
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SPRING2026-1	Invoice	05/20/2026	SPRING 2026 - UKELELE CLASSES - 03/24-	0.00	378.00	
	21.62.61171		ADULT CULTURE SERVICE		378.00	
02920	Amazon Business	05/28/2026	Regular	0.00	4,355.74	101787
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
111T-K1F3-NPW	Invoice	05/05/2026	ST&PK - SHAW - DEPT SUPPLIES STREETS	0.00	96.40	
	01.42.62200		DEPARTMENTAL SUPPLIE		96.40	
137G-GFVX-QKH	Invoice	05/12/2026	LIB - KENTON - ADULT BOOKS	0.00	19.23	

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Date Range: 05/01/2026 - 05/31/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.71.62301	ADULT BOOKS	LIB - KENTON - ADULT BOOKS		19.23	
13FT-T7FF-GNFP	Invoice	05/16/2026	REC - JONES - PARKSIDE SUPPLIES	0.00	99.28	
	21.63.62979	PARKSIDE SUPPLIES	REC - JONES - PARKSIDE SUPPLIE		99.28	
13WC-6116-7XPX	Invoice	05/14/2026	LIB - ZIPBOOKS - EMANUEL	0.00	10.37	
	01.71.62310	Library Zip Grant	LIB - ZIPBOOKS - EMANUEL		10.37	
141Q-W4X6-MW	Invoice	05/18/2026	REC - FEE - OFFICE SUPPLIES	0.00	31.34	
	21.65.62000	OFFICE SUPPLIES	REC - FEE - OFFICE SUPPLIES		31.34	
169R-449F-M4W	Invoice	05/12/2026	REC - HILLARD - ROBSON SUPPLIES	0.00	481.69	
	21.63.61187	ROBSON AFTER SCHOOL	REC - HILLARD - ROBSON SUPPLI		481.69	
1937-HQ9K-JHML	Invoice	05/18/2026	REC - JONES - PARKSIDE SUPPLIES	0.00	7.25	
	21.63.62979	PARKSIDE SUPPLIES	REC - JONES - PARKSIDE SUPPLIE		7.25	
196P-TLM6-CCW	Invoice	04/24/2026	LIB - KENTON - PROGRAMMING SUPPLIES	0.00	43.65	
	01.71.61132	OUTSIDE SVCS-PROGRAM	LIB - KENTON - PROGRAMMING		43.65	
19QP-FVYM-4QD	Invoice	03/15/2026	LIB - KENTON - CHILDREN'S BOOKS	0.00	19.32	
	27.71.62302	CHILDRENS BOOKS	LIB - KENTON - CHILDREN'S BOO		19.32	
1C7J-TY3C-RYYM	Invoice	05/08/2026	LIB - KENTON - ADULT BOOKS	0.00	27.52	
	01.71.62301	ADULT BOOKS	LIB - KENTON - ADULT BOOKS		27.52	
1C7K-7L4D-JQCI	Invoice	05/17/2026	LIB - KENTON - ADULT BOOKS	0.00	51.67	
	01.71.62301	ADULT BOOKS	LIB - KENTON - ADULT BOOKS		51.67	
1DC9-JRNT-7CC7	Invoice	05/14/2026	LIB - KENTON - CHILDREN'S BOOKS	0.00	76.05	
	27.71.62302	CHILDRENS BOOKS	LIB - KENTON - CHILDREN'S BOO		76.05	
1DJM-696V-DN3	Invoice	05/19/2026	REC - JONES - PARKSIDE SUPPLIES	0.00	76.44	
	21.63.61179	PARKSIDE SERVICES	REC - JONES - PARKSIDE SUPPLIE		76.44	
1G3C-LQRL-TW9J	Invoice	05/15/2026	LIB - KENTON - CHILDREN'S BOOKS	0.00	88.40	
	27.71.62302	CHILDRENS BOOKS	LIB - KENTON - CHILDREN'S BOO		88.40	
1JW1-KRPK-1R64	Invoice	05/19/2026	REC - JONES - PARKSIDE SUPPLIES	0.00	118.92	
	21.63.62979	PARKSIDE SUPPLIES	REC - JONES - PARKSIDE SUPPLIE		118.92	
1K4Q-CNGJ-NF1P	Invoice	05/13/2026	DPW - FERRER - OFFICE SUPPLIES	0.00	77.49	
	01.41.62000	OFFICE SUPPLIES	DPW - FERRER - OFFICE SUPPLIE		77.49	
1K6J-XF1X-M79W	Invoice	05/11/2026	LIB - KENTON - CHILDREN'S BOOKS	0.00	239.49	
	27.71.62302	CHILDRENS BOOKS	LIB - KENTON - CHILDREN'S BOO		239.49	
1KXD-MYLQ-LJ4	Invoice	05/13/2026	LIB - KENTON - ADULT BOOKS	0.00	16.21	
	27.71.62302	CHILDRENS BOOKS	LIB - KENTON - ADULT BOOKS		16.21	
1L3W-4CNH-6XFL	Invoice	05/21/2026	REC - HILLARD - ROBSON SUPPLIES	0.00	75.68	
	21.63.61187	ROBSON AFTER SCHOOL	REC - HILLARD - ROBSON SUPPLI		75.68	
1L49-9W9Q-KDT	Invoice	05/17/2026	LIB - KENTON - ADULT BOOKS	0.00	37.26	
	01.71.62301	ADULT BOOKS	LIB - KENTON - ADULT BOOKS		37.26	
1LPV-LNLG-LQCP	Invoice	05/07/2026	LIB - ZIPBOOKS - FADDEN	0.00	20.64	
	01.71.62310	Library Zip Grant	LIB - ZIPBOOKS - FADDEN		20.64	
1LPV-LNLG-XC6N	Invoice	05/09/2026	LIB - ZIPBOOKS - LEYLAND	0.00	24.02	
	01.71.62310	Library Zip Grant	LIB - ZIPBOOKS - LEYLAND		24.02	
1M4C-6QLV-7GKF	Invoice	05/14/2026	LIB - KENTON - CHILDREN'S BOOKS	0.00	260.38	
	27.71.62302	CHILDRENS BOOKS	LIB - KENTON - CHILDREN'S BOO		260.38	
1N66-Q1GK-M9F	Invoice	05/13/2026	LIB - KENTON - ADULT BOOKS	0.00	73.31	
	01.71.62301	ADULT BOOKS	LIB - KENTON - ADULT BOOKS		73.31	
1NM3-L3XD-GVD	Invoice	05/21/2026	REC - JONES - PARKSIDE SUPPLIES	0.00	347.34	
	21.63.61179	PARKSIDE SERVICES	REC - JONES - PARKSIDE SUPPLIE		347.34	
1NM3-L3XD-LXV3	Invoice	05/21/2026	REC - HILLARD - OFFICE SUPPLIES	0.00	382.60	
	21.65.62000	OFFICE SUPPLIES	REC - HILLARD - OFFICE SUPPLIE		382.60	
1PQN-3W61-F6X	Invoice	05/20/2026	REC - JONES - PARKSIDE SUPPLIES	0.00	120.21	
	21.63.61179	PARKSIDE SERVICES	REC - JONES - PARKSIDE SUPPLIE		120.21	
1PTL-YX94-WTNX	Invoice	05/09/2026	LIB - KENTON - ADULT BOOKS	0.00	83.73	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.71.62301	ADULT BOOKS	LIB - KENTON - ADULT BOOKS		83.73	
1RHY-QLQJ-RG4J	Invoice	05/17/2026	LIB - KENTON - ADULT BOOKS	0.00	36.06	
	01.71.62301	ADULT BOOKS	LIB - KENTON - ADULT BOOKS		36.06	
1RP1-9PLW-H7PH	Invoice	05/19/2026	REC - JONES - CAMPKIDMARIN MINI SUPP	0.00	93.40	
	21.63.62985	CAMP KIDMARIN MINI S	REC - JONES - CAMPKIDMARIN		93.40	
1RYW-PQNK-GTD	Invoice	05/16/2026	REC - HILLARD - ROBSON SUPPLIES	0.00	361.96	
	21.63.61187	ROBSON AFTER SCHOOL	REC - HILLARD - ROBSON SUPPLI		361.96	
1T6F-QTHT-DDKV	Invoice	05/18/2026	REC - FEE - DEPT SUPPLIES	0.00	5.87	
	21.65.62200	DEPARTMENTAL SUPPLIE	REC - FEE - DEPT SUPPLIES		5.87	
1TCH-RPLL-LK9G	Invoice	05/13/2026	LIB - KENTON - ADULT BOOKS	0.00	71.90	
	01.71.62301	ADULT BOOKS	LIB - KENTON - ADULT BOOKS		71.90	
1TNK-33QH-NQN	Invoice	04/28/2026	LIB - ZIPBOOKS - EMANUAL	0.00	6.98	
	01.71.62302	CHILDRENS BOOKS	LIB - ZIPBOOKS - EMANUAL		6.98	
1WJH-WXLN-LM9	Invoice	05/07/2026	ST&PK - SHAW - FLOWER BASKETS	0.00	37.06	
	95.41.61150	OUTSIDE SERVICES-OTHE	ST&PK - SHAW - FLOWER BASKE		37.06	
1WJH-WXLN-X1T	Invoice	05/09/2026	LIB - KENTON - ADULT BOOKS	0.00	35.46	
	01.71.62301	ADULT BOOKS	LIB - KENTON - ADULT BOOKS		35.46	
1WJH-WXLN-X1	Invoice	05/09/2026	LIB - KENTON - ADULT BOOKS	0.00	701.16	
	01.71.62301	ADULT BOOKS	LIB - KENTON - ADULT BOOKS		701.16	
	Void	05/28/2026	Regular	0.00	0.00	101788
	Void	05/28/2026	Regular	0.00	0.00	101789
02806	AQUASCAPE POOL SERVICE	05/28/2026	Regular	0.00	209.00	101790
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
39405	Invoice	04/30/2026	MONTHLY POOL SERVICE - APR 2026	0.00	209.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		209.00	
03903	Argo Construction, Inc.	05/28/2026	Regular	0.00	103,254.50	101791
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
G702-FH20-15	Invoice	05/18/2026	FH20 CONSTRUCTION - APR 2026	0.00	103,254.50	
	14.32.63100		CONSTRUCTION		103,254.50	
03354	Arlette Castellanos	05/28/2026	Regular	0.00	1,577.80	101792
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
SPRING2026-2	Invoice	05/20/2026	SPRING 2026 ASE - SPANISH CLASSES - WT	0.00	1,577.80	
	21.63.61180		AFTER SCHOOL ENRICHM		1,577.80	
03921	AXL Brand LLC	05/28/2026	Regular	0.00	3,063.37	101793
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
261031-1-KIDMA	Invoice	05/22/2026	UNIFORM/CAMP SHIRTS - CAMP KIDMARI	0.00	3,063.37	
	21.63.61184		CAMP KIDMARIN MIGHT		3,063.37	
00633	Bay Area Air Quality Mgmt Dist.	05/28/2026	Regular	0.00	566.00	101794
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
T205431	Invoice	05/02/2026	FY26-27 ANNUAL AIR QUALITY PERMIT FE	0.00	566.00	
	41.41.61150		OUTSIDE SERVICES-OTHE		566.00	
02192	BPXpress	05/28/2026	Regular	0.00	278.75	101795
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
RICH-78622	Invoice	05/13/2026	PLAN ROOM - ICC PAINTING 2026	0.00	278.75	
	15.41.63117		CONSTRUCTION - BUILDI		278.75	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00482	California Park & Recreation Society	05/28/2026	Regular	0.00	910.00	101796
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
14944816273	Invoice	05/21/2026	2026 SURF N TURF CAMP TRAINING - 22	0.00	770.00	
21.63.61184			CAMP KIDMARIN MIGHT		770.00	
14978330933	Invoice	05/21/2026	2026 SURF N TURF CAMP TRAINING - 4 M	0.00	140.00	
21.63.61207			CAMP KIDMARIN MINI SE		140.00	
03923	Checkmate Academy Group LLC	05/28/2026	Regular	0.00	1,723.89	101797
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SPRING2026-2	Invoice	05/20/2026	ASE SPRING 2026 - CHESS CLASSES - PMT	0.00	1,723.89	
21.63.61180			AFTER SCHOOL ENRICHM		1,723.89	
04155	Christie Trimmer	05/28/2026	Regular	0.00	292.43	101798
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
REIMB-20260527	Invoice	05/26/2026	REIMB - SOFTBALL SUPPLIES & SNACK SH	0.00	292.43	
01.82.62206			Snack Shack		41.24	
01.82.62206			Snack Shack		-122.26	
21.61.62965			SOFTBALL SUPPLIES		373.45	
01534	Christine O'Rourke	05/28/2026	Regular	0.00	83,626.25	101799
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1036	Invoice	05/15/2026	GENERAL PLAN UPDATE/ENV ANALYSIS -	0.00	83,626.25	
01.18.61150			OUTSIDE SERVICES-OTHE		83,626.25	
04106	CODEADVANTAGE LLC	05/28/2026	Regular	0.00	2,865.00	101800
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SPRING2026-1	Invoice	05/20/2026	SPRING 2026 - MINECRAFT CODE WORLD	0.00	2,865.00	
21.63.61180			AFTER SCHOOL ENRICHM		2,865.00	
00410	COFAM	05/28/2026	Regular	0.00	250.00	101801
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0016618	Invoice	05/27/2026	ART TALK TUESDAY - FAMSF - JUN 9	0.00	250.00	
01.71.61132			OUTSIDE SVCS-PROGRAM		250.00	
02581	CSG Consultants	05/28/2026	Regular	0.00	7,115.25	101802
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
66216	Invoice	05/11/2026	ON-CALL PLANNING - APR 2026	0.00	7,115.25	
01.18.61150			OUTSIDE SERVICES-OTHE		7,115.25	
03567	DARCY BELL	05/28/2026	Regular	0.00	294.81	101803
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
REIMB-20260513	Invoice	05/13/2026	REIMB - SOFTBALLS	0.00	294.81	
21.61.62965			SOFTBALL SUPPLIES		294.81	
01320	DC Electric Group Inc	05/28/2026	Regular	0.00	10,570.00	101804
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
479616	Invoice	04/30/2026	SFD BLVD & ASPEN/AWHS - 2 APS INSTALL	0.00	3,970.00	
01.42.61130			OUTSIDE SVCS-SIGNALS		3,970.00	
479707	Invoice	05/12/2026	ADAPTIVE TS CONTROL - 11 LOCS - FINAL	0.00	6,600.00	
14.41.63123			CAPITAL OUTLAY - SIGNAL		6,600.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
04120	Dinna Davis	05/28/2026	Regular	0.00	112.00	101805
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INTROCM-MAY20	Invoice	05/20/2026	INTRO TO CHINESE MAHJONG - MAY 2026	0.00	112.00	
	21.62.61171		ADULT CULTURE SERVICE INTRO TO CHINESE MAHJONG -		112.00	
00237	Discount Magazine Service	05/28/2026	Regular	0.00	1,660.29	101806
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6214007	Invoice	05/19/2026	2026 ANNUAL MAGAZINE SUBSCRIPTION	0.00	1,660.29	
	01.71.62305		MAGAZINES AND NEWSP 2026 ANNUAL MAGAZINE SUBS		1,660.29	
00712	Donna Simonsen	05/28/2026	Regular	0.00	180.00	101807
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
LW-MAY2026	Invoice	05/20/2026	LEISURE WALKS - MAY 2026	0.00	180.00	
	21.62.61171		ADULT CULTURE SERVICE LEISURE WALKS - MAY 2026		180.00	
00266	Edwin P Gurka, Jr	05/28/2026	Regular	0.00	1,273.75	101808
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
7-2026	Invoice	04/29/2026	ARBORIST SVCS - SITE VISITS 03/26/2026-	0.00	1,273.75	
	01.42.61150		OUTSIDE SERVICES-OTHE ARBORIST SVCS - SITE VISITS 03/		1,273.75	
03854	Electivity LLC	05/28/2026	Regular	0.00	2,735.60	101809
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING2026-1	Invoice	05/20/2026	ASE SPRING 2026 - CARTOONING - WT/H	0.00	2,735.60	
	21.63.61180		AFTER SCHOOL ENRICHM ASE SPRING 2026 - CARTOONIN		2,735.60	
00087	Elite Tree Service	05/28/2026	Regular	0.00	4,908.05	101810
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2026-04-9	Invoice	04/18/2026	TREE TRIMMING - 13 BAYTREE LN	0.00	2,880.00	
	01.81.61105		OUTSIDE SERVICES-TREES TREE TRIMMING - 13 BAYTREE L		2,880.00	
2026-05-4	Invoice	05/08/2026	TREE TRIMMING/REMOVAL - TOWN HALL	0.00	2,028.05	
	01.42.61105		OUTSIDE SERVICES-TREES TREE TRIMMING/REMOVAL - TO		2,028.05	
02777	Elizabeth Flanagan	05/28/2026	Regular	0.00	142.80	101811
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
PAINTING-MAY20	Invoice	05/20/2026	PAINTING WORKSHOPS - MAY 2026	0.00	142.80	
	21.62.61171		ADULT CULTURE SERVICE PAINTING WORKSHOPS - MAY 2		142.80	
00060	Elizabeth Touchette	05/28/2026	Regular	0.00	2,866.50	101812
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING2026-1	Invoice	05/20/2026	ASE SPRING 2026 - SCIENCE CLASSES	0.00	2,866.50	
	21.63.61180		AFTER SCHOOL ENRICHM ASE SPRING 2026 - SCIENCE CLA		2,866.50	
03193	Enbridgement, Inc.	05/28/2026	Regular	0.00	6,154.40	101813
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING2026-1	Invoice	05/26/2026	ASE SPRING 2026 - HV	0.00	6,154.40	
	21.63.61180		AFTER SCHOOL ENRICHM ASE SPRING 2026 - HV		6,154.40	
00017	Fairfax Building Supply Co. Inc.	05/28/2026	Regular	0.00	246.12	101814

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
311269	Invoice	05/07/2026	DEPT SUPPLIES - WOOD CHISELS	0.00	22.55	
41.41.61150			OUTSIDE SERVICES-OTHE		22.55	
311436	Invoice	05/12/2026	TRAFFIC SIGNAL - CABLE TIES	0.00	200.06	
01.42.62200			DEPARTMENTAL SUPPLIE		200.06	
311452	Invoice	05/12/2026	ROBSON - MINI BARK	0.00	23.51	
01.81.62200			DEPARTMENTAL SUPPLIE		23.51	
00104	Grier Argall Plumbing Inc	05/28/2026	Regular	0.00	253.29	101815
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
20339	Invoice	05/06/2026	ICC - TOILET LEAK REPAIR	0.00	253.29	
31.41.61506			BLDG. MAINT-OTHER		253.29	
02606	Halleh Besharati	05/28/2026	Regular	0.00	2,915.50	101816
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SPRING2026-1	Invoice	05/21/2026	ASE SPRING 2026 - CLAY & PLAY - MNR	0.00	2,915.50	
21.63.61180			AFTER SCHOOL ENRICHM		2,915.50	
00020	Hannibal's Inc Electrical Construction	05/28/2026	Regular	0.00	2,100.00	101817
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
25498	Invoice	05/06/2026	TOWN HALL - GRIDScape COMMISSIONIN	0.00	2,100.00	
15.90.63100			CONSTRUCTION		2,100.00	
04169	Hans Christian Lind	05/28/2026	Regular	0.00	1,500.00	101818
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
REF-RB-B2023-01	Invoice	05/21/2026	REFUND - ROAD BOND - 34 SIR FRANCIS D	0.00	1,500.00	
01.00.20314			ROAD BOND		1,500.00	
04165	Helena Litwack	05/28/2026	Regular	0.00	36.95	101819
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
REIMB-20260527	Invoice	05/27/2026	REIMB - CPR/FIRST AID CLASS	0.00	36.95	
21.63.61184			CAMP KIDMARIN MIGHT		36.95	
03913	Independent Distribution Collective LLC	05/28/2026	Regular	0.00	1,000.00	101820
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
BOTB-2026-SE	Invoice	05/13/2026	BATTLE OF THE BANDS 2026 - SOUND EN	0.00	1,000.00	
60.14.62916			TEENS BATTLE OF THE BA		1,000.00	
00113	Juan Olsen Sanchez	05/28/2026	Regular	0.00	9,000.00	101821
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SPRING2026-5	Invoice	05/27/2026	GYMNASTICS - SPRING 2026 - PMT 5 OF 6	0.00	9,000.00	
21.61.61167			TUMBLING SERVICES		9,000.00	
03412	Juliana M Kohl	05/28/2026	Regular	0.00	3,864.00	101822
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
PML-MAY-JUN20	Invoice	05/20/2026	PRIVATE MUSIC LESSONS - MAY/JUNE 202	0.00	3,864.00	
21.62.61175			KIDS CULTURE SERVICES		3,864.00	
04116	Katite Gumucio	05/28/2026	Regular	0.00	450.00	101823

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
FAYC-MAY2026	Invoice	05/20/2026	FOREVER ACTIVE YOGA CLASS - MAY 2026	0.00	450.00	
	21.64.61200		OLDER ADULT PROGRAM FOREVER ACTIVE YOGA CLASS -		450.00	
00115	Kone Inc	05/28/2026	Regular	0.00	3,660.75	101824
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
872013722	Invoice	05/01/2026	TOWN HALL/LIBRARY MAINTENANCE - M	0.00	3,660.75	
	41.41.61150		OUTSIDE SERVICES-OTHE TOWN HALL/LIBRARY MAINTEN		3,660.75	
04006	Kyocera Document Solutions Northern Californ	05/28/2026	Regular	0.00	468.00	101825
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
55E1875096	Invoice	05/12/2026	FY26-27 CONTRACT BASE RATE - EGOLDFA	0.00	468.00	
	42.21.63003		COMPUTER HARDWARE/ FY26-27 CONTRACT BASE RATE -		468.00	
00377	Luis Quezada	05/28/2026	Regular	0.00	8,568.21	101826
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2026-2	Invoice	05/14/2026	SOCCER ACADEMY - SPRING 2026 - PMT 2	0.00	8,568.21	
	21.61.61162		KIDS SPORTS SERVICES SOCCER ACADEMY - SPRING 202		8,568.21	
00739	Marin Girls Softball	05/28/2026	Regular	0.00	3,160.00	101827
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
110	Invoice	05/23/2026	ALL STAR TEAM REGISTRATION - 4 TEAMS	0.00	3,160.00	
	21.61.61165		SOFTBALL SERVICES ALL STAR TEAM REGISTRATION -		3,160.00	
00121	Marin I J - 2072661 AD	05/28/2026	Regular	0.00	279.52	101828
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0001474024	Invoice	04/30/2026	COLUMN - LEGAL NOTICES - APR 2026	0.00	279.52	
	01.12.61151		LEGAL NOTICES COLUMN - LEGAL NOTICES - APR		279.52	
00029	Marin IT	05/28/2026	Regular	0.00	11,240.81	101829
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2026-131460	Invoice	05/13/2026	RESILIENCE HUB COMMISSIONING - SYST	0.00	1,595.00	
	15.90.63100		CONSTRUCTION RESILIENCE HUB COMMISSIONI		1,595.00	
2026-131536	Invoice	05/15/2026	11:11 CLOUD BACKUPS - MAY 2026	0.00	942.50	
	42.21.61150		OUTSIDE SERVICES-OTHE 11:11 CLOUD BACKUPS - MAY 2		942.50	
2026-131571	Invoice	05/19/2026	IT MGMT SUPPORT - APR 2026	0.00	5,026.67	
	42.21.61150		OUTSIDE SERVICES-OTHE IT MGMT SUPPORT - APR 2026		5,026.67	
2026-131587	Invoice	05/19/2026	AUTOMATE & DEFENDER - APR 2026	0.00	2,429.50	
	42.21.61150		OUTSIDE SERVICES-OTHE AUTOMATE & DEFENDER - APR		2,429.50	
2026-131588	Invoice	05/20/2026	QUALYS QUARTERLY - MAR-MAY 2026	0.00	1,247.14	
	42.21.61150		OUTSIDE SERVICES-OTHE QUALYS QUARTERLY - MAR-MAY		1,247.14	
01036	Matrix HG Inc	05/28/2026	Regular	0.00	5,157.00	101830
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
35043	Invoice	05/11/2026	FH19 - BRYANT AC 1 & 3 - CONDENSER RE	0.00	5,157.00	
	01.32.61506		BLDG. MAINT-OTHER FH19 - BRYANT AC 1 & 3 - COND		5,157.00	
00609	Midwest Tape	05/28/2026	Regular	0.00	79.30	101831

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
508814133	Invoice	05/04/2026	LIBRARY - DVDS - CHRISTY/PRIVATE LIFE	0.00	51.79	
01.71.62307	VIDEOS		LIBRARY - DVDS - CHRISTY/PRIV		51.79	
508847370	Invoice	05/11/2026	LIBRARY - DVDS - SENTIMENTAL VALUE	0.00	27.51	
01.71.62307	VIDEOS		LIBRARY - DVDS - SENTIMENTAL		27.51	
03524	Northwest Cascade, Inc.	05/28/2026	Regular	0.00	1,354.24	101832
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0555527975	Invoice	05/05/2026	UNIT RENTALS 05.05.2026-06.01.2026	0.00	1,354.24	
01.81.61150	OUTSIDE SERVICES-OTHE		UNIT RENTALS 05.05.2026-06.0		1,354.24	
03523	Parametrix, Inc	05/28/2026	Regular	0.00	3,782.50	101833
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
78759	Invoice	05/15/2026	CREEK PARK BIKE LANE - MAY 2026	0.00	3,782.50	
14.41.63100	CAPITAL OUTLAY - CONST		CREEK PARK BIKE LANE - MAY 20		3,782.50	
03397	Patrick O' Neill	05/28/2026	Regular	0.00	10,701.00	101834
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
224	Invoice	03/20/2026	ROBSON CHILDREN'S GARDEN FENCE INS	0.00	10,701.00	
21.65.63100	CAPITAL OUTLAY - CONST		ROBSON CHILDREN'S GARDEN F		10,701.00	
03832	Pickleball Organized LLC	05/28/2026	Regular	0.00	5,482.87	101835
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SPRING2026-2	Invoice	05/05/2026	ASE SPRING 2026 - PICKLEBALL	0.00	5,482.87	
21.61.61166	TENNIS SERVICES		ASE SPRING 2026 - PICKLEBALL		5,482.87	
00181	Ross Valley Fire Department	05/28/2026	Regular	0.00	12,271.85	101836
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
RVFD-FEES-2026-	Invoice	05/15/2026	RVFD FEES COLLECTED - APR 2026	0.00	12,271.85	
01.00.20354	DUE TO ROSS VALLEY FIR		RVFD FEES COLLECTED - APR 20		12,271.85	
04064	Roundabout Technologies, Inc	05/28/2026	Regular	0.00	106,000.00	101837
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1003	Invoice	05/16/2026	ANNUAL LICENSE/CABINET HARDWARE/L	0.00	96,000.00	
14.41.63123	CAPITAL OUTLAY - SIGNAL		ANNUAL LICENSE/CABINET HAR		96,000.00	
1004	Invoice	05/16/2026	ANNUAL LICENSE/CABINET HARDWARE	0.00	10,000.00	
15.41.63123	CAPITAL OUTLAY - SIGNAL		ANNUAL LICENSE/CABINET HAR		10,000.00	
04163	Satsuki Ina	05/28/2026	Regular	0.00	300.00	101838
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0016610	Invoice	05/20/2026	AUTHOR EVENT - ONE BOOK ONE COAST	0.00	300.00	
01.71.61132	OUTSIDE SVCS-PROGRAM		AUTHOR EVENT - ONE BOOK ON		300.00	
01563	SCA	05/28/2026	Regular	0.00	7,202.90	101839
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
CA0942769	Invoice	04/30/2026	RESIDENTIAL STREET SWEEPER - APR 202	0.00	7,202.90	
01.42.61135	OUTSIDE SERVICES STREE		RESIDENTIAL STREET SWEEPER -		7,202.90	
00651	Sean Condry	05/28/2026	Regular	0.00	606.34	101840

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
REIMB-20260526	Invoice	05/27/2026	REIMB - ANNUAL EMERGENCY PREP MTG	0.00	606.34	
	01.41.61000		TRAINING		606.34	
03602	Serge Ndjemba	05/28/2026	Regular	0.00	2,549.95	101841
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
FC-MAR-MAY202	Invoice	05/20/2026	FRENCH CONVERSATION - 03/24-05/19	0.00	780.00	
	21.62.61171		ADULT CULTURE SERVICE		780.00	
SPRING2026-1	Invoice	05/20/2026	ASE SPRING 2026 - FRENCH CLASSES - WT	0.00	1,769.95	
	21.63.61180		AFTER SCHOOL ENRICHM		1,769.95	
01359	Siegfried Engineering Inc	05/28/2026	Regular	0.00	10,921.17	101842
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
51961	Invoice	05/11/2026	SEQUOIA PARK SR2S - APR 2026	0.00	10,921.17	
	14.41.63127		SAFE ROUTES		10,921.17	
02477	Star Creek Land Stewards, Inc.	05/28/2026	Regular	0.00	18,400.00	101843
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1530	Invoice	05/15/2026	SORICH PARK GRAZING - MAY 2026 - 05/0	0.00	11,200.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		11,200.00	
1531	Invoice	05/18/2026	SORICH PARK GRAZING - MAY 2026 - 05/0	0.00	7,200.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		7,200.00	
03212	Steven Anthony Teijeiro Jr	05/28/2026	Regular	0.00	7,299.60	101844
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING2026-01	Invoice	05/05/2026	SPRING 2026 - BAMBINO BASEBALL	0.00	7,299.60	
	21.61.61162		KIDS SPORTS SERVICES		7,299.60	
03590	The Marin Dojo, Inc.	05/28/2026	Regular	0.00	281.25	101845
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
TAICHI-MAY2026	Invoice	05/20/2026	TAI CHI - MAY 2026	0.00	281.25	
	21.62.61171		ADULT CULTURE SERVICE		281.25	
04126	Thornton Leo Smith	05/28/2026	Regular	0.00	6,421.00	101846
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2129	Invoice	05/14/2026	SA LIBRARY - SASH/INTERIOR STOPS - 50%	0.00	6,421.00	
	01.00.16000		PREPAID EXPENSE		6,421.00	
03207	Toni Christine DeFrancis	05/28/2026	Regular	0.00	60.00	101847
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2026-TC512	Invoice	05/15/2026	TRANSCRIPTION - TOWN COUNCIL 05/12/	0.00	60.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		60.00	
04166	Tot Industries	05/28/2026	Regular	0.00	1,200.00	101848
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1454	Invoice	05/26/2026	TEEN BATTLE OF THE BAND 2026 - VIDEO	0.00	1,200.00	
	60.14.62916		TEENS BATTLE OF THE BA		1,200.00	
00696	Town of Fairfax	05/28/2026	Regular	0.00	17,291.70	101849

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2-2026-0331	Invoice	05/15/2026	REIMB - CLIMATE ACTION COORDINATOR	0.00	17,291.70	
	90.41.61100		OUTSIDE SERVICES		17,291.70	
01752	Urban Forestry Associates Inc.	05/28/2026	Regular	0.00	600.00	101850
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1502	Invoice	04/28/2026	FAUDE PARK - SITE INSPECTION/CONSULTI	0.00	600.00	
	01.81.61105		OUTSIDE SERVICES-TREES		600.00	
04164	Valerie Wolfe	05/28/2026	Regular	0.00	17.00	101851
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
REF-LIB-2026050	Invoice	05/07/2026	REFUND - LIBRARY FEES - LOST BOOK RET	0.00	17.00	
	01.71.62302		CHILDRENS BOOKS		17.00	
03421	West End Nursery	05/28/2026	Regular	0.00	317.67	101852
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
13044	Invoice	04/21/2026	ROBSON - PLANTS/TREES - 1 GAL/SUCCUL	0.00	317.67	
	01.81.62200		DEPARTMENTAL SUPPLIE		317.67	
00391	Verizon Wireless	05/01/2026	Bank Draft	0.00	755.40	DFT06872
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6140941287	Invoice	04/12/2026	CELLULAR - 03.13.2026 - 04.12.2026	0.00	755.40	
	01.12.61705		UTILITIES-TELEPHONE		40.04	
	01.41.61705		UTILITIES-TELEPHONE		348.53	
	01.42.61705		UTILITIES-TELEPHONE		96.72	
	01.81.62206		Snack Shack		40.01	
	13.30.61150		OUTSIDE SERVICES-OTHE		115.05	
	21.63.61179		PARKSIDE SERVICES		76.70	
	21.63.61187		ROBSON AFTER SCHOOL		38.35	
00128	Pacific Gas & Electric	05/01/2026	Bank Draft	0.00	168.23	DFT06875
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
216-04142026	Invoice	04/14/2026	216 - IMAGINATION PARK - 03.09.2026-04	0.00	168.23	
	14.81.61701		UTILITIES-ELECTRICITY		168.23	
00089	Employment Development Department	05/04/2026	Bank Draft	0.00	47.90	DFT06878
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
L0596780592	Invoice	05/01/2026	EMPLOYMENT TAX - FY25-26 Q3 - OUTSTA	0.00	47.90	
	40.21.61908		STATE UNEMPLOYMENT I		47.90	
01102	Central Marin Police Authority	05/01/2026	Bank Draft	0.00	492,186.58	DFT06879
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
CMPA-MC-2026-	Invoice	05/01/2026	CMPA MEMBER CONTRIBUTION - MAY 20	0.00	492,186.58	
	01.30.61199		POLICE SERVICES CONTR		484,557.91	
	13.30.61199		POLICE SERVICES CONTR		7,628.67	
04144	CPS Holdco, Inc	05/08/2026	Bank Draft	0.00	105.00	DFT06880
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
APR26-TSA	Invoice	04/30/2026	FSA FEE - APR 2026	0.00	105.00	
	01.12.61107		OUTSIDE SVCS-ACCOUNTI		105.00	
00362	Town of San Anselmo	05/07/2026	Bank Draft	0.00	347,945.66	DFT06907

Check Report

Date Range: 05/01/2026 - 05/31/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0016572	Invoice	05/07/2026	5-15-2026 TSA To Fund Payroll	0.00	347,945.66	
	01.00.20299		PAYROLL PAYABLE		243,788.15	
	01.00.20299		PAYROLL PAYABLE		3,522.58	
	01.00.20299		PAYROLL PAYABLE		372.81	
	01.00.20299		PAYROLL PAYABLE		-951.21	
	13.00.20299		PAYROLL PAYABLE		741.00	
	13.00.20299		PAYROLL PAYABLE		-1.42	
	15.00.20299		PAYROLL PAYABLE		11,976.66	
	15.00.20299		PAYROLL PAYABLE		14,162.60	
	21.00.20299		PAYROLL PAYABLE		59,248.30	
	27.00.20299		PAYROLL PAYABLE		11,234.16	
	31.00.20299		PAYROLL PAYABLE		385.70	
	34.00.20299		PAYROLL PAYABLE		385.70	
	41.00.20299		PAYROLL PAYABLE		385.74	
	42.00.20299		PAYROLL PAYABLE		715.82	
	60.00.20299		PAYROLL PAYABLE		41.37	
	95.00.20299		PAYROLL PAYABLE		1,937.70	
03344	CSG Forte Payments Inc.	05/10/2026	Bank Draft	0.00	3,311.90	DFT06936
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
0015564051	Invoice	04/30/2026	REC DEPT - CREDIT CARD PROCESSING - A	0.00	3,311.90	
	21.65.61177		PROCESSING FEES		3,311.90	
03344	CSG Forte Payments Inc.	05/10/2026	Bank Draft	0.00	1,875.71	DFT06937
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
0015563721	Invoice	04/30/2026	REC DEPT - CREDIT CARD PROCESSING - A	0.00	1,875.71	
	21.65.61177		PROCESSING FEES		1,875.71	
00128	Pacific Gas & Electric	05/12/2026	Bank Draft	0.00	75.61	DFT06938
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
717-05062026	Invoice	05/06/2026	717 - CORPYARD UTILITIES - 04.06.2026-0	0.00	75.61	
	41.41.61701		UTILITIES		75.61	
00072	Comcast	05/04/2026	Bank Draft	0.00	235.39	DFT06939
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
426-04092026	Invoice	04/09/2026	426 - CREEK CAMERA - 04.14.2026-05.13.	0.00	235.39	
	42.21.61150		OUTSIDE SERVICES-OTHE		235.39	
00362	Town of San Anselmo	05/19/2026	Bank Draft	0.00	264,929.11	DFT06965

Check Report

Date Range: 05/01/2026 - 05/31/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0016608	Invoice	05/19/2026	5-31-2026 TSA To Fund Payroll	0.00	264,929.11	
	01.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		183,114.39	
	01.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		3,523.61	
	01.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		369.82	
	01.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		-951.21	
	01.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		-99.12	
	13.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		563.41	
	13.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		-1.42	
	15.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		9,558.56	
	19.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		11,886.74	
	21.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		46,410.07	
	27.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		7,365.04	
	31.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		221.62	
	34.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		221.62	
	41.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		221.62	
	42.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		586.66	
	95.00.20299	PAYROLL PAYABLE	5-31-2026 TSA To Fund Payroll		1,937.70	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	279	146	0.00	889,219.25
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	0.00
Bank Drafts	11	11	0.00	1,111,636.49
EFT's	0	0	0.00	0.00
	290	161	0.00	2,000,855.74

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	279	146	0.00	889,219.25
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	0.00
Bank Drafts	11	11	0.00	1,111,636.49
EFT's	0	0	0.00	0.00
	290	161	0.00	2,000,855.74

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	5/2026	2,000,855.74
			2,000,855.74



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.1

MEETING DATE: June 9, 2026

AGENDA TITLE: Resolution Calling an Election for Voters to Consider Approval of a Measure Authorizing the Continuation of a Special Parcel Tax for Ross Valley Paramedic Authority's Four-Year Special Parcel Tax for the Tax Cycle 2027-2031

FROM: Serge Avila, Town Clerk
Dan Mahoney, Fire Chief

RECOMMENDATION: Staff recommends that the Town Council consider adopting the attached Resolution calling an election for voters to consider approval of a measure authorizing the continuation of a special parcel tax for Ross Valley Paramedic Authority's Four-Year Special Parcel Tax for the Tax Cycle 2027-2031 (Attachment 1).

BACKGROUND/DISCUSSION

The Ross Valley Paramedic Authority (RVPA) has provided paramedic and pre-hospital emergency medical care to the community for over 40 years. One of the oldest regional partnerships in Marin County, RVPA is a Joint Powers Authority formed in 1982 among the Cities/Towns of Corte Madera, Larkspur, Fairfax, Ross, and San Anselmo; the Kentfield Fire Protection District; the Sleepy Hollow Fire Protection District; and the County of Marin ("Member Agencies") to provide paramedic services in and across the Member Agencies' jurisdictions through a single public agency.

RVPA is funded primarily through special parcel tax revenues. Every four years the voters within each Member Agency's jurisdiction vote to fund the parcel tax for another four-year period. Voters have consistently approved the RVPA tax. The current tax expires on June 30, 2027. To maintain funding, each Member Agency must place the parcel tax on the ballot as a local ballot measure, which must be approved by two-thirds of the voters.

Under the proposed tax, each taxable residential unit is taxed at a rate of up to \$107.50, and every 1,000 square feet of developed nonresidential property, and is adjusted up to \$4 per year. The current approved tax rate applies to residential units and every 1500 square feet for nonresidential uses through the end of fiscal year 2027. The proposed tax would apply to developed, nonresidential uses at every 1000 square feet. Additionally, the current adjustment rate would change from \$3 to up to \$4 per year.

Item #: 2.1

During the period of the tax, the governing body of each Member Agency annually confirms the tax by adoption of a Resolution. RVPA recommends the annual increase in the tax within the limit every year based on the financial need of RVPA to maintain its service. The tax is not automatically increased by \$4 per year, but rather may be up to that amount depending on the financial condition of RVPA.

Below are the potential tax rates:

- FY 26-27 (current) \$103.50
- FY 27-28 Up to: \$107.50
- FY 28-29 Up to: \$111.00
- FY 29-30 Up to: \$114.50
- FY 30-31 Up to: \$118.00

The proposed ballot language is as follows:

To maintain rapid 9-1-1 emergency response times and preserve the number of on-duty paramedics ready to respond to accidents/medical emergencies, shall the Ross Valley Paramedic Authority measure be adopted continuing for four years the paramedic services special tax of up to \$107.50/ residential living unit or 1,000 square feet of developed nonresidential property, adjusted up to \$4/ year, generating approximately \$688,000 annually, with annual audits, public spending disclosure and all funds for local paramedic services?

Upon passage of the RVPA tax measure by two-thirds of voters, the parcel tax becomes effective ten days after it is declared by the San Anselmo Town Council for the term of the next tax cycle. The Resolution also requests that the Marin County Board of Supervisors consolidate the local election with the Statewide General Election on November 3, 2026.

Staff recommends that the Council adopt the attached resolution calling for an election for passage of the Ross Valley Paramedic Authority ("RVPA") four-year special parcel tax for 2027-2031 and requesting the Marin County Board of Supervisors consolidate the election with the Statewide General Election.

FISCAL IMPACT

It is estimated that holding an election during the November General Election will cost between \$17,000 and \$29,000. The Town has budgeted enough funds in the general fund to cover the cost of this election.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adoption of the attached ordinance is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a

direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

Attachment #1: Draft Resolution and Exhibit A

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF SAN ANSELMO CALLING FOR A MUNICIPAL ELECTION TO BE HELD IN ITS JURISDICTION ON NOVEMBER 3, 2026 FOR THE PURPOSE OF SUBMITTING TO THE VOTERS A MEASURE AUTHORIZING THE CONTINUATION OF A SPECIAL PARCEL TAX FOR PARAMEDIC SERVICES AND REQUESTING THE MARIN COUNTY BOARD OF SUPERVISORS TO CONSOLIDATE SAID ELECTION WITH THE GENERAL ELECTION CONDUCTED ON THAT DATE

WHEREAS, the Ross Valley Paramedic Authority (“RVPA”) is an eight member California Joint Powers Authority formed by agreement in 1982 pursuant to the California Joint Exercise of Powers Act, Gov. Code, §§ 6500 *et seq.*, by and among the Cities/Towns of Corte Madera, Larkspur, Fairfax, Ross, and San Anselmo; the Kentfield Fire Protection District; the Sleepy Hollow Fire Protection District; and the County of Marin (“Member Agencies”) for the purpose of providing paramedic and pre-hospital emergency medical services throughout and across the Member Agencies’ jurisdictional boundaries by a single, consolidated agency; and

WHEREAS, the Town of San Anselmo has been a Member Agency of RVPA since its inception over 40 years ago; and

WHEREAS, the community has consistently received responsive, high-quality paramedic and pre-hospital emergency medical care from RVPA and the Town Council wishes to maintain and ensure this service into the future; and

WHEREAS, RVPA is funded largely with tax revenues from its Member Agencies; and

WHEREAS, a statewide election will be held on November 3, 2026 (“General Election”); and

WHEREAS, California Government Code section 53722 allows the Town Council to submit to the voters a proposition for the imposition of a special tax to be approved by a two-thirds vote of the voters voting in an election on the issue; and

WHEREAS, the voters of the Town of San Anselmo have consistently voted in favor of the RVPA special tax for paramedic services and last approved such a tax in 2022; and

WHEREAS, the monies from the RVPA special tax are used exclusively for paramedic and pre-hospital emergency care services; and

WHEREAS, through the adoption of this Resolution, the Town Council of the Town of San Anselmo desires to propose to its voters the renewal of an additional four years of the special tax in the amounts specified in the Resolution at the November 3, 2026 election; and

WHEREAS, pursuant to California Elections Code sections 10403 *et seq.*, the Town Council may request consolidation of the election with any and all other elections to be held on November 3, 2026, and may request that the Marin County Registrar of Voters perform certain election services; and

WHEREAS, the Town Council desires that the election on the special tax measure be consolidated with the Statewide General Election to be held on November 3, 2026; and

NOW, THEREFORE, BE IT RESOLVED as follows:

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

SECTION 2. ELECTION CALLED. There is hereby called and ordered to be held in the Town of San Anselmo, California on Tuesday, November 3, 2026, a General Municipal Election to submit to the voters the Ordinance, continuing a special parcel tax for the provision of paramedic and pre-hospital emergency medical services. The Ordinance is attached hereto as Exhibit “A” and incorporated herein by reference.

SECTION 3. BALLOT QUESTION. The special parcel tax measure shall be submitted to the voters on the ballot in the form of the following question:

<i>To maintain rapid 9-1-1 emergency response times and preserve the number of on-duty paramedics ready to respond to accidents/medical emergencies, shall the Ross Valley Paramedic Authority measure be adopted continuing for four years the paramedic services special tax of up to \$107.50/residential living unit or 1,000 square feet of developed nonresidential property, adjusted up to \$4/ year, generating approximately \$688,000 annually, with annual audits, public spending disclosure and all funds for local paramedic services?</i>	Yes
	No

SECTION 4. APPROVAL OF ORDINANCE. The Town Council of the Town of San Anselmo hereby approves the Ordinance, the form thereof, and its submission to the voters at the November 3, 2026 election, as attached hereto as Exhibit “A” incorporated herein by reference. The measure shall not take effect unless and until approved by a vote of at least two-thirds of the voters voting on the question at the election.

SECTION 5. IMPARTIAL ANALYSIS. The Town Attorney is hereby directed to prepare an impartial analysis of the ballot measure showing the effect of the measure on the existing law and operation of the measure.

SECTION 6. BALLOT ARGUMENT. Pursuant to Article 4, Chapter 3, Division 9 of the Elections Code, an argument in favor of the ballot measure shall be submitted on behalf of the Town. The deadline to file arguments for or against the measure is August 17, 2026. Arguments shall be submitted to the Town Clerk and shall not exceed 300 words in length. The Town Clerk upon receipt of arguments, and after the filing deadline, shall immediately transmit copies to any known opposing parties who may then submit rebuttals. If one or more arguments are submitted in favor or against the measure, arguments shall be selected pursuant to Elections Code section 9287, and if more than one argument shares the same priority, random selection shall be used.

SECTION 7. REBUTTAL ARGUMENT. The last day for filing rebuttal arguments shall be August 24, 2026 with the Town Clerk and shall not exceed 250 words in length. Pursuant to Elections Code section 9285(a), when the arguments for and against the measure have been selected, the Town Clerk shall send a copy of the argument in favor of the measure to the authors of the argument against the measure, and a copy of an argument against the measure to the authors of the argument in favor of the measure.

SECTION 8. BALLOT FORMAT. The ballots to be used at the election shall be in the form and content as required by law.

SECTION 9. HOURS OF POLLING. The polls for the election shall be opened at 7:00 a.m. on the day of the election, and shall remain open continuously until 8:00 p.m. of the same day at such time when the polls shall be closed.

SECTION 10. REQUESTING CONSOLIDATION OF ELECTIONS. Pursuant to Elections Code section 10403, the Board of Supervisors of the County of Marin is hereby requested to consolidate the general municipal election on Tuesday, November 3, 2026 with the statewide General Election to be held on the same date, provide all services necessary for this election, and print ballots including the ballot measure set forth herein. The election shall be conducted in all respects as if one election, and one form of ballot shall be used.

SECTION 11. NOTICE TO COUNTY OF MARIN. The Town Clerk is hereby authorized and directed to file a certified copy of this Resolution with the Marin County Board of Supervisors and the Registrar of the County of Marin, pursuant to Elections Code section 10403.

SECTION 12. NOTICE OF ELECTION. The Town Clerk is hereby authorized and directed to give notice of the election as required by law.

SECTION 13. CERTIFICATION. The Town Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

SECTION 14. EXECUTION. The Town Manager is hereby authorized and directed to do any and all things necessary to execute and deliver any and all documents necessary or advisable in order to complete the process for placing the measure on the November 3, 2026 ballot.

SECTION 15. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court, such decision shall not affect the validity of the remaining portions of this Resolution. The Town Council hereby declares that it would have adopted this Resolution and each section, subsection, sentence, clause, and phrase irrespective of the fact that any one or more of same be declared invalid and unconstitutional.

RESOLUTION PASSED AND ADOPTED, at a meeting of the Town Council of the Town of San Anselmo on the 9th day of June, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSED:

APPROVED: _____
Steve Burdo, Mayor

ATTEST:

Serge Avila, Town Clerk

AN ORDINANCE OF THE TOWN OF SAN ANSELMO ADDING CHAPTER 9 "PARAMEDIC SERVICES TAX" TO TITLE 8 "FINANCE, REVENUE, AND TAXATION" TO CONTINUE THE LEVY OF A SPECIAL TAX TO FINANCE PARAMEDIC SERVICES

The people of the Town of San Anselmo do hereby ordain as follows:

Chapter 9 "Paramedic Services Tax" is hereby added to Title 8 "Finance, Revenue, and Taxation" as follows:

8-9.01 – Title. This chapter shall be known as the "Paramedic Services Tax" and is adopted pursuant to Article XIII A, Section 4, and Article XIII C of the California Constitution and all other applicable provisions of law.

8-9.02 – Special Tax Imposed. A special tax for the purpose of paramedic and pre-hospital emergency services ("Paramedic Tax") shall be imposed on all developed parcels of real property within the Town of San Anselmo for each fiscal year commencing with fiscal year 2027-2028 as follows:

- (1) Residential Uses: A tax of \$107.50 per residential unit, as defined in Section 10-3.1702 of the San Anselmo Municipal Code, on a parcel shall be imposed for fiscal year 2027-2028. Beginning with fiscal year 2028-2029, the Town Council may approve an annual increase to said amount of up to \$4.00 annually to a maximum of up to \$118.00 for fiscal year 2030-2031.
- (2) Non-Residential Uses: A tax of \$107.50 per 1,000 square feet of structure on the parcel shall be imposed for fiscal year 2027-2028. Beginning with fiscal year 2028-2029, the Town Council may approve an annual increase to said amount not to exceed \$4.00 annually to a maximum of up to \$118.00 for fiscal year 2030-2031.

The records of the Marin County Assessor as of March 1st of each year shall determine the use and improvement of each parcel for calculation of the Paramedic Tax applicable to that parcel in the following fiscal year.

For purposes of this Ordinance, the term "parcel" shall mean a parcel of real property having a separate assessor's parcel number as shown on the last equalized assessment roll for the County of Marin.

8-9.03 – Annual Report and Approval of Tax Levy. The Town Council shall receive an annual report regarding the Paramedic Tax pursuant to California Government Code section 50075.3. In addition, the Town Council shall annually approve a resolution establishing the amount of the

special tax levy, in an amount that does not exceed the maximum amount specified in this Ordinance. The special tax shall not be measured by value of the property.

8-9.04 – Special Account. Pursuant to California Government Code section 50075.1, the proceeds of the Paramedic Tax shall be placed in a special fund to be used solely for the purpose of providing paramedic and pre-hospital emergency services.

8-9.05 – Collection. The Paramedic Tax shall be collected in the same manner, on the same dates, and shall be subject to the same penalties and interest as other charges and taxes fixed and collected by the County of Marin on behalf of the Town of San Anselmo. Said special tax, together with all penalties and interest thereon, shall constitute a lien upon the parcel upon which it is levied until it has been paid, and said special tax, together with all penalties and interest thereon, shall, until paid, constitute a personal obligation to the Town of San Anselmo by the persons who own the parcel on the date the tax is due.

8-9.06 – Exemptions. The Paramedic Tax shall not be imposed upon any parcel that is exempt from the special tax pursuant to any provision of the Constitution or any applicable law.

8-9.07 – Termination of Provisions. This Ordinance shall be null and void as of twelve o'clock midnight, June 30, 2031, and shall have no force and effect whatsoever after said time and date. Notwithstanding the previous sentence, Section 8-9.05 relating to the collection and enforcement of liens or obligations for the Paramedic Tax previously levied hereunder, shall continue in effect until such time as the collection and enforcement procedures have been completed.

8-9.08 – Accountability Measures. The Town Finance Director shall annually file a special tax accountability report with the Town Council. The annual report shall contain both of the following: (a) the amount of funds collected and expended for the Paramedic Tax and (b) the status of any project required or authorized to be funded by such special tax, as required by California Government Code section 50075.3, as such law is amended from time to time.

8-9.09 – Appropriations Limit. The Appropriations Limit of the Town of San Anselmo established under California Constitution Article XIII B, section 6, shall be increased by the proceeds received from the Paramedic Tax.

8-9.10 – Severability. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect any other provision or application, and to this end the provisions of this Ordinance are declared to be severable. The Town Council, and the electorate by referendum, do hereby declare that they would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or part or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, parts or portions thereof be declared invalid or unconstitutional.

8-9-.11 – Effective Date. This Ordinance shall be adopted and become effective only if approved by two-thirds of the voters voting thereon at an election to be held on November 3, 2026.

8-9.12 – Authorization. The Mayor is hereby authorized to attest to the adoption of this Ordinance by signing below.

I hereby certify that the foregoing Ordinance was passed, approved, and adopted by the people of the Town of San Anselmo voting on the 3rd day of November, 2026.

By:

Steve Burdo, Mayor

Attest:

Serge Avila, Town Clerk

Renewal of the Parcel Tax Measures

Ross Valley Paramedic Authority

Next Tax Cycle & Timeline



ROSS VALLEY
Paramedic Authority

- The parcel tax funds about 50% of RVPA's operations (the other half is funded through transport revenues)
- The next tax cycle spans July 1st, 2027 to June 30, 2031 across all member agencies
- To guarantee funding, member agencies must seek voters' approval to renew their parcel tax measures at the November 2026 elections
- Cities and Towns need **Council approval** to work with the Elections Department's timeline for November ballot submission

Tax Rates



- Tax rates are established based on today's projections of a 4-year budget for Fiscal Years 27-31
- Uncertainties include:
 - *Changes to Medicare and MediCal (potential decrease in transport revenues which represents a portion of total revenues)*
 - *Changes in the structure / cost of service provision (Labor agreements, etc)*
 - *Inflation and other typical cost pressure*
- For these reasons:
 - *If cost projections change, tax rates can be lowered ("up to" language used) in any one year of the 4-year tax cycle, upon recommendation from the Board, while maintaining the equalization pattern*
 - *Staff does not recommend moving to a longer tax cycle at this time*
- Separately, the goal is to equalize the tax rates across all member agencies, which receive the same level of service
- This means equalizing the rates and the applicable square footage for nonresidential uses across the service area

Equal Service = Equal Tax

Tax cycle	FY	Corte Madera tax rate (\$) *	\$ increase	% budget increase net of Assessor's fee	Rest of RVPA tax rate (\$) **	\$ increase	% budget increase net of Assessor's fee	Difference Corte Madera - RVPA (\$)
Remaining current tax cycle	26-27	87	\$ 3.00	2.98%	103.5	\$ 3.00	2.49%	16.5
Next tax cycle	27-28	Up to \$94.50	\$ 7.50	8.33%	Up to \$107.50	\$ 4.00	2.90%	13.00
	28-29	Up to \$102.25	\$ 7.75	7.67%	Up to \$111.00	\$ 3.50	2.79%	8.75
	29-30	Up to \$110.00	\$ 7.75	7.09%	Up to \$114.50	\$ 3.50	2.70%	4.50
	30-31	Up to \$117.75	\$ 7.75	6.59%	Up to \$118.00	\$ 3.50	2.62%	0.25

Table shows per residential parcel and 1,000 sq ft of nonresidential floor area

Tax Rates

- Equalizing the threshold for square footage of nonresidential floor area from 1,500 sq ft to 1,000 sq ft to match Corte Madera's current threshold would result in an increase in revenue of approximately 4% (\$90,000 at the current FY 26-27 tax rate of \$103.50)
- Example of nonresidential tax:
 - 10,000 sq ft at today's rate of \$100.50, using 1,500 sq ft threshold = \$670 in tax
 - Same 10,000 sq ft at today's rate of \$100.50, using 1,000 sq ft = \$1,005 in tax
- Difference:
 - Increase in tax revenue to RVPA of \$335 for the same floor area at the same rate

Recommendation

Staff recommends that the Town Council considering adopting the attached Resolution calling an election for voters to consider approval of a measure authorizing the continuation of a special parcel tax for Ross Valley Paramedic Authority (“RVPA”) Four-Year Special Parcel Tax for the Tax Cycle 2027-2031.



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:2.2

MEETING DATE: June 9, 2026

AGENDA TITLE: Proposed 2026-2027 Town Budget and Workplan

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council review and provide feedback on staff's proposed fiscal year 2026-2027 budget.

BACKGROUND

Each year, Town staff bring the Council a proposed budget for the fiscal year ahead, a document that reflects not just numbers, but also the Town's 2025-2027 Work Plan, which outlines the specific goals and priorities each department is pursuing above and beyond day-to-day operations. This year's budget covers July 1, 2026, through June 30, 2027, and it arrives in a position of fiscal strength, with an opportunity to look clearly at both near-term decisions and long-term pressures.

DISCUSSION/ANALYSIS

Current Year Close — FY 2025-26

The Town expects to close FY 2025-26 with an operating deficit of approximately \$365,000, significantly better than the \$1,116,338 deficit that was budgeted. The deficit reflects planned one-time draws for capital projects and transfers, not a shortfall in day-to-day operations. The General Fund operating picture is stronger than projected going into the year.

On the revenue side, three areas came in better than budgeted. Property tax and sales tax are both tracking slightly above their original estimates, by \$70,000 and \$54,869 respectively. Permit revenue has increased meaningfully as a result of the fee study completed earlier this year, which incorporated fully burdened costs into each permit type, a change that better reflects the actual cost of service. A donation from the Friends of the Library toward the Library Refresh project also contributed to the improved revenue picture, though those funds are restricted to that purpose.

On the expenditure side, salaries and benefits came in under budget primarily due to unplanned vacancies in the Planning and Building Departments, and seasonal Public Works hiring did not materialize as planned. Two outside service contracts also came in lower than expected, legal services and Planning Department consulting. The General Plan update remains on track for completion in winter 2026, though a schedule shift will push some expenditures into FY 2026-27 that had been anticipated this year.

Staff will continue to monitor the final numbers through June 30. If the results hold as expected, no action is needed. The General Fund reserve balance heading into FY 2026-27 is estimated at \$6,352,167, or 26.7% of expenditures, and above the Town's 20% policy floor established by Resolution 4474.

Looking Ahead — FY 2026-27 Budget

The attached documents indicate that a balanced budget is anticipated in the General Fund for the 2026-2027 fiscal year.

The Town's General Fund revenue reflects continued modest growth heading into FY2026-27. Both property tax and sales tax are projecting positive but moderate increases, consistent with a normalizing market environment. The outlook carries real uncertainty given an uncertain federal economic environment and rising prices for goods and services. Staff has budgeted conservatively and will return to Council with any material revenue adjustments at the mid-year budget review.

The following are the major changes to the FY 2026-27 General Fund budget as compared with FY 2025-26:

Property Tax: Property tax remains the cornerstone of San Anselmo's General Fund, comprising approximately three-quarters of the Town's total revenue base when including property-related revenues. For FY2026-27, the Assessor projects base property tax growth of approximately 4%, a moderation from the 7.5% and 6.2% growth realized in FY2022-23 and FY2023-24. That earlier growth was driven by an unusually active real estate market in which San Anselmo saw significant property turnover at higher assessed values. As that activity has normalized, growth has settled into a more predictable range. San Anselmo's desirable quality of life and continued demand for housing in the community support an expectation of ongoing positive growth, though the exceptional years of the pandemic era are unlikely to return given higher mortgage rates and slower turnover in the current market. Based on year-to-date collections from the Marin County Department of Finance and the Town's property tax consultants, total property tax revenue is projected to increase by approximately \$616,910 or 3.46% to \$18,436,158, compared to the FY2025-26 budget of \$17,819,248, net of the administrative fee paid to the County of Marin.

General Fund Sales Tax and Prop 172 Sales Tax: Sales tax is projected to increase \$49,585 or 3.08% to \$1,660,205 from \$1,610,620. While the projection shows modest growth, the outlook carries real uncertainty given an uncertain federal economic

environment and rising prices for goods and services. Staff have budgeted conservatively given that environment. The situation bears watching through the year as federal policy and consumer behavior continue to evolve.

Other Revenue Sources: Staff are budgeting modest to nominal increases in most other revenue streams, with a few notable exceptions. The Garbage Franchise Fee is expected to increase as the Town has shifted from a percentage-based model to a cost of service and use of property model with Marin Sanitary, better aligning the fee with actual costs. Cable franchise fee revenue has been reduced to reflect FY 2025-26 actual collections, which came in lower than originally anticipated. On the permit side, application volume appears to be softening, however revenue remains stable as a result of the fee study completed earlier this year and the implementation of fully burdened permit costs. Finally, the Town is in discussions to provide Finance and Payroll services to the Marin Wildfire Prevention Authority, which if finalized, would generate new revenue while leveraging existing Town staff capacity.

The overall increase in revenue and transfers-in as compared to the adopted fiscal year 2025-2026 budget is \$1,145,025 or 5.1%.

Expenditures

On the expenditure side, the budget reflects continued growth in pension obligations and public safety costs, areas where cost increases have consistently outpaced revenue growth in recent years. Annual payments toward CalPERS unfunded accrued liability, combined with recently negotiated labor contracts for police, fire, and Town staff, are the primary drivers of this trend. The labor negotiations were necessary to bring employee compensation in line with the median among comparable agencies, a deliberate investment in the Town's ability to retain and attract the qualified staff San Anselmo depends on to deliver essential services to the community.

This budget proposes funding 31 full-time equivalent positions in the General Fund.

Administration 6 positions	Community Development 7 positions	Public Works 8 positions	Recreation 7 positions	Library 4 positions
Town Manager	Community Development Director	Public Works Director (.7)	Community Services Director	Town Librarian / Asst. Town Manager
Town Clerk	Associate Planner	Assistant Public Works Director (.45)	Admin Assistant II (.1)	Librarian II
Community Engagement Coordinator (.8)	Assistant Planner	Assistant Civil Engineer (.5)	Recreation Senior Supervisor (2)	Lead Library Asst. / Circulation Supervisor (.8)
Finance & Admin Services Director	Permit Technician / Admin Assistant (2)	Public Works Manager	Recreation Supervisor	Library Assistant
Management Analyst	Building Official	Maintenance Supervisor	Recreation Coordinator III	
Senior Accountant / Finance Supervisor	Building Inspector	Senior Maintenance Worker (1.85)	Recreation Coordinator I	
	Code Enforcement Officer	Maintenance Worker II	Recreation Program Leader (2)	
		Maintenance Worker I (2)		

Numbers in parentheses indicate either a fractional FTE allocation or multiple positions with the same title. In addition to the General Fund, several other Town funds support staff positions — including the Parking, Building, Measure J, Road Maintenance, Recreation, Library Tax, and Technology Funds. (This total budget proposes funding 42 full-time equivalent positions)

Most of the increase in expenditure is a result of contractually agreed upon increases in employee compensation and the fees and contributions associated with participation in several joint powers authorities (JPA). Department-level expenditures outside of salaries and benefits have been held to FY25-26 levels as much as possible.

- The overall increase in salaries and benefits to the General Fund in FY 2026-27 is \$206,412. The majority of this increase is attributable to the 5.5% cost of living adjustment included in the Memorandum of Understanding with SEIU Local 1021 and the non-represented employee resolutions, as well as adjustments to employee healthcare selections under the new MOU structure. Partially offsetting these increases are staffing changes within two departments. Following the departure of the Town's Principal Planner, the position was backfilled with an Associate Planner at a lower cost. Additionally, the Town recently lost a part-time Senior Building Inspector and has elected not to fill that vacancy at this time given current permit volumes. Together, these structural changes helped moderate the overall salary and benefits impact on the General Fund.
- The Town issued Pension Obligation Bonds in September 2021 to address the Town's unfunded pension liability with CalPERS, taking advantage of a favorable interest rate environment. The bonds mature in 2041 and the bond structure continues to generate savings compared to the standard CalPERS amortization schedule. However, subsequent negative investment returns by CalPERS have generated a new unfunded liability for the Town. The FY 2026-27 debt payment of \$716,618 represents the fourth annual payment on the bonds, an increase from the prior year bond payment of \$681,689. The unfunded liability payment of \$275,128 also reflects an increase from approximately \$199,000 in FY 2025-26, attributable to CalPERS' negative investment returns.
- Effective July 1, 2025, the Town transitioned from a cafeteria plan model to a defined contribution approach for employee health benefits, covering the full cost of the Kaiser medical plan premium based on each employee's elected coverage level. Employees who select a plan exceeding the Kaiser rate for their tier are responsible for the difference in premiums. For budgeting purposes, staff has estimated a 7% increase in premium rates beginning January 1, 2027, consistent with recent trends. Premium increases over the last four fiscal years have been 5.8%, 7%, 12%, and 9%.
- The Central Marin Police Authority Council approved its FY2026-27 budget at its May 14, 2026, meeting. The total CMPA operating budget for FY2026-27 is \$18,036,528, an increase of \$780,379 or 4.5% over the prior year. San Anselmo's total contribution is \$6,138,241, an increase of \$232,002 or 3.9% over the prior year. Of this amount, \$94,970 associated with Community Service Officer enforcement costs has been aligned to the Parking Fund, reflecting the Town's ongoing effort to match costs to the appropriate funding source. The net impact to the General Fund is an increase of \$228,576 or 3.9% over the FY2025-26 budget. The primary cost drivers include a 3.5% cost of living adjustment for sworn personnel, increased CalPERS unfunded accrued liability payments, higher general liability and workers' compensation contributions, and a one-time technology investment for integrated public safety software upgrades, partially

offset by an applied vacancy factor of 2.5 full-time police officer positions and contract services savings. The CMPA budget can be found here: [CMPA 2026-2027 Budget](#)

- The Town's direct member contribution to the Ross Valley Fire Department (RVFD) for FY 2026-27 is estimated at \$6,498,000, an increase of \$298,761, or approximately 4.7%, over the prior year budget of \$6,199,239. Of this amount, \$291,133 is charged to the Measure J Fund to support the three-person engine company staffing that began July 1, 2024. The net impact to the General Fund is an increase of \$289,447 over the FY 2025-26 budget of \$5,917,420. The budget reflects MOU and Resolution wage adjustments bringing all positions to median compensation among comparable agencies, partially offset by a significant workers' compensation refund resulting from actual payroll coming in substantially below budgeted figures for the 2024-25 program year. This budget anticipates that the Department will bring a revised budget to the Fire Board following finalization of the Third and Fourth Amendments to the Joint Powers Agreement, which will adjust the funding formula among member agencies and require approval by each member agency. The RVFD Board of Directors received the proposed budget at its May 13, 2026, meeting. (Information can be found here: [RVFD 2026-27 Budget](#))
- The FY2026-27 budget reflects an increase of approximately \$135,000 in the Internal Service Insurance charge to the General Fund, driven by higher contribution rates to the Bay Cities Joint Powers Insurance Authority across the Town's existing lines of coverage including general liability, property, cyber, and workers' compensation. Contribution rates are calculated based on calendar year payroll data and building valuations, both of which have been increasing and are reflected in the higher assessment for this fiscal year. Bay Cities has also introduced a new earthquake coverage line for FY2026-27. Unlike traditional earthquake insurance, this coverage is based on ground shaking intensity as measured by USGS sensors and g-force readings rather than the Richter scale, with the Town eligible to receive a payout based on its share of a \$4,000,000 policy limit. As this is pooled coverage across all 21 BCJPIA member agencies with an aggregate limit of approximately \$43,000,000, a seismic event impacting multiple members simultaneously would trigger a calculation to determine each agency's proportionate share of the available limit.
- The Town collects a General Plan Maintenance Fee on each permit issued, the proceeds of which are held in the assigned fund balance and designated for General Plan update work. These funds are not included in the FY 2026-27 operating budget at this time, as appropriating reserved funds would cause the budget to appear in a deficit, even though the expenditure would be fully offset by the designated reserves. Staff anticipate returning to the Town Council at the mid-year budget presentation to request authorization to appropriate these reserves and complete the remaining General Plan update work.

- The total increase in expenditures and transfers is \$1,145,025 or 5.1% as compared to the 2025-2026 budget.

The reserves of the General Fund are estimated to be 26.7%, above the 20% Town Council policy set by Resolution 4474. Reserves held in the General Fund above the policy threshold serve as a financial buffer to address one-time needs, unforeseen emergencies, or strategic investments that support long-term fiscal sustainability. Staff recommend that these excess reserves not be used to fund ongoing operational costs, as doing so can create structural imbalances. Instead, they are best suited for capital projects, paying down liabilities, or seeding initiatives that improve efficiency or service delivery without creating recurring budget pressures.

In addition to the General Fund, the following funds reflect the Town's broader fiscal picture for FY2026-27.

PARKING FUND - The Parking Fund accounts for revenue and expenditures associated with the Town's parking program, including paid parking lots and parking citations collected under Ordinance 1039. Parking enforcement costs through Community Service Officers from the Central Marin Police Authority and operational costs for the parking pay stations are also included in the fund. For FY 2026-27, revenue is estimated at \$185,000 against expenditures of \$180,979. However, the estimated fund balance on June 30, 2027, is a deficit of \$41,312, reflecting the one-time cost of purchasing the parking pay stations when the paid parking program was launched. The fund is expected to recover over time as parking revenue accumulates, but it will take a few years to return to a positive balance.

GRANTS FUND - The Grants Fund tracks outside funding secured by the Town for capital improvement projects. For FY 2026-27, the Town anticipates \$2,054,142 in grant funding across four projects. The Madrone HAWK Beacon project will upgrade the pedestrian crossing signal at Sir Francis Drake Boulevard and Madrone Avenue to a high-compliance activated crosswalk system, funded through a Transportation Development Act Article 3 grant from the Transportation Authority of Marin and the Metropolitan Transportation Commission. The Sequoia Safe Routes project will address pedestrian safety gaps in the Sequoia Park neighborhood through infrastructure improvements at two locations, funded by a generous anonymous private donor. The Safe Paths project will close missing sidewalk segments at several locations across Town, improving pedestrian connectivity and accessibility for all residents.

MEASURE J SALES TAX FUND - The Measure J Fund heads into FY 2026-27 with an anticipated balance of \$297,345. Revenue for FY 2026-27 is budgeted at \$3,008,768, bringing total available funds to \$3,306,113. The FY 2026-27 budget proposes total expenditures of \$2,854,933, leaving an estimated year-end balance of \$301,719. Measure J continues to fund a mix of ongoing operational and one-time capital needs. On the operational side, the budget sustains staffing of the three-person engine company at Ross Valley Fire Department. Capital projects this year include the Slurry Seal Project, Isabel Cook Community Center exterior painting, ICC TAM Room and

Gym HVAC replacement, Red Hill Well Water Line, Memorial Park multi-use courts, and street design work for the FY 2027-28 paving cycle, ensuring the paving program is ready to execute in the following fiscal year. This balanced approach reflects the Town's commitment to maintaining both day-to-day services and long-term infrastructure investment.

ACTIVE TRANSPORTATION FUND - The Active Transportation Fund was established by Council resolution in June 2023 to support infrastructure and hardscape improvements that create physical safety, traffic calming, and enhanced accessibility for pedestrians and cyclists. The fund is financed through an annual allocation of 5% of Measure J revenue, with FY 2026-27 revenue estimated at \$127,371 and total expenditures budgeted at \$205,000, with an estimated year-end balance of \$41,461.

Projects planned for FY 2026-27 include the Sequoia Park Area #2 sidewalk improvement on Hilddale Drive, which will close a pedestrian gap between the new Hilddale Pocket Park and the United Markets shopping area by constructing a new sidewalk, a gateway treatment to slow traffic, and intersection safety improvements at Hilddale Drive and Jordan Avenue. The budget also includes the Sir Francis Drake/Sais/Sunnyhills Traffic Signal Design project, continuation of the Traffic Calming Program, and additional bike racks and lockers across Town.

PARK CAPITAL IMPROVEMENT FUND - The Park Improvement Fund supports the development, enhancement, and maintenance of public parks and recreational facilities, funded through General Fund surplus transfers and grant opportunities. For FY 2026-27, the budget is \$505,000 across two projects: Hilddale Park Phase 2, which will install creative play features and accessibility improvements following extensive community outreach, and the Memorial Park multi-use courts project, which will replace the deteriorating tennis courts at the Town's primary community park off Sunny Hills Drive. Looking ahead, the Capital Improvement Plan includes \$250,000 in FY 2027-28 to begin design work for the Robson Carriage House. The fund is expected to close FY 2026-27 with a balance of \$428,758.

ROAD MAINTENANCE FUND - The Road Maintenance Fund supports the Town's ongoing commitment to maintaining and improving its street network. The fund draws from four revenue sources: a \$534,000 transfer from the General Fund reflecting the updated franchise agreement with Marin Sanitary Service, Road Impact Fees estimated at \$450,000, Measure AA funds of \$571,318 from the Transportation Authority of Marin, and SB1 Gas Tax revenue of \$359,722, bringing total estimated revenue to \$1,937,540.

The expenditure budget for FY 2026-27 is \$1,928,300, which includes \$1,150,000 for the annual paving project, \$150,000 in unprogrammed paving and drainage funding, \$230,000 for the slurry seal, \$50,000 for traffic signal control box upgrades, and staff time. The fund is expected to close FY 2026-27 with a balance of \$525,303. Streets scheduled for paving this year include Valley Road, Suffield Avenue, Rutherford Avenue, Camino de Herrera, Skyline Road, Bennit Avenue, Oakwood Court, Sunnyside Avenue, Spring Grove Avenue, and Longwood Drive, selected based on Pavement

Condition Index scores ranging from critically deteriorated to fair condition. Hillcrest Avenue between Olive and Laurel was originally included but has been deferred pending an upcoming MMWD water pipeline replacement on that street and will be incorporated into a future paving cycle once that work is complete.

RECREATION FUND - The Recreation Department continues to excel in delivering a broad range of programs and services to the community including toddler and youth programs, adult programs, sports leagues, tumbling and gymnastics, community events, and much more. The Department closed FY2025-26 with an estimated reserve balance of approximately \$1.1 million, consistent with the prior fiscal year. The proposed FY2026-27 budget draws on approximately \$150,000 in reserves to fund facility investments including ICC exterior painting and additional capital needs. These one-time expenditures reflect the Department's ongoing commitment to maintaining quality facilities while preserving operational reserves for future needs.

LIBRARY TAX FUND -The Library Parcel Tax rate adjusts annually by 3% as established in the original ballot measure approved by San Anselmo voters, which authorized a base rate of \$70 per parcel generating approximately \$320,000 annually through 2033, with mandatory audits, independent citizens' oversight, and all funds locally controlled. For FY 2026-27, the rate increases from \$72.54 to \$74.70 per parcel. Across San Anselmo's 4,680 parcels, the Library Tax is projected to generate approximately \$334,445 in total revenue, net of approximately \$3,500 returned annually to qualified applicants through the San Anselmo Tax Rebate program. These funds support the services voters approved: maintaining library operating hours, expanding book and eBook collections, sustaining programs for children, families, seniors, and people with disabilities, and preserving free internet access and public computers.

MEASURE A PARK TAX FUND - In June 2022, County voters approved the re-implementation of Parks Measure A, a quarter-cent sales tax supporting parks and open space, sustainable agriculture, and recreation in cities and towns through 2031. For FY 2026-27, the Town expects to receive \$123,916 in Measure A funding. The Town Council has directed that revenue be split 70% to Memorial Park and 30% to Open Space, resulting in allocations of \$86,741 and \$37,175 respectively. Memorial Park funds are being held in reserve and may be directed toward the Memorial Park multi-use courts project depending on final project costs and timing. The estimated fund balances on June 30, 2027, are \$295,993 for Memorial Park and \$133,578 for Open Space.

CLIMATE ACTION FUND – For FY 2026-27, the General Fund transfer to the Climate Action Fund has been reduced to \$80,000, a \$25,000 reduction from prior year levels reflecting the budgetary constraints currently facing the General Fund.

On the expenditure side, the outside services budget has been adjusted to \$110,000 based on actual spending history. While the budget was set at \$150,000 in each of the prior two fiscal years, actual expenditures have averaged approximately \$105,000 annually. The revised budget more accurately reflects anticipated activity.

Funding priorities supported by the Climate Action Fund are determined through a collaborative process involving Town staff, the Climate Action Coordinator, and the Climate Action Commission (CAC). The CAC plays an important advisory role in identifying initiatives aligned with the Town's climate goals. Project selection and budget allocations are ultimately guided by the Town's adopted work plan, staff capacity, and Town Council approval. The fund supports a broad, staff-coordinated climate action program in which the CAC is a valued partner.

INTERNAL SERVICES FUNDS – BUILDING MAINTENANCE, TECHNOLOGY REPLACEMENT, AND VEHICLE REPLACEMENT FUNDS – The purpose of these funds is to account for the cost of operating and maintaining the Town's building, network system, and vehicle program; to accumulate funding and build up reserves to fund future needs.

WORK PLAN GOALS

Staff continue to progress through the 2025-2027 work plan priorities. These priorities will be reflected on the corresponding department pages or in the narrative of the corresponding fund. The Town Council receives periodic updates on the status of the work plan priorities.

Five-Year General Fund Financial Forecast

The Five-Year Financial Forecast for FY2027-28 through FY2031-32 (Attachment 2) represents an analytical effort to evaluate the Town's long-term fiscal condition based upon a reasonable set of economic and operational assumptions. It serves as an important management tool for both the Town Council and Town Management in identifying fiscal trends and emerging issues that must be addressed to ensure the Town's continued financial stability.

It is important to note that this forecast is not a prediction of what will occur, but rather a snapshot in time reflecting what could occur if the underlying assumptions are realized. As with any long-range financial projection, assumptions and estimates carry greater certainty in the near-term years than in years further into the forecast period. The Town will continue to closely monitor economic conditions at the local, state, and national level and update assumptions accordingly as new information becomes available.

Revenues

The Town's two primary General Fund revenue sources, property tax and sales tax, reflect a return to stable but more modest growth following the pandemic years. Property tax is projected to grow at approximately four percent annually over the five-year forecast period, down from growth rates exceeding six and seven percent during that period driven by an active real estate market. Although the local market continues to see high-value home sales, the volume of turnover has slowed, which moderates the

overall growth trajectory. Four percent annual growth represents a stable and reasonable baseline for long-range planning purposes.

Sales tax revenue experienced similar volatility during the pandemic period, though driven by a dynamic surge in consumer spending that has since returned to more normalized levels. Sales tax peaked at approximately \$1.64 million in FY2021-22, representing a 33 percent increase over the prior year. Since that time, Bradley-Burns sales tax receipts have returned to more normalized activity levels. For FY2026-27, staff estimate Bradley-Burns sales tax receipts of approximately \$1.5 million, with Prop 172 Public Safety Sales Tax projected separately. Combined, total sales tax revenue is budgeted at \$1,660,205, reflecting a return to the more normalized activity levels seen prior to the pandemic spike.

Staff are also monitoring permit revenue closely. While recent fee adjustments have helped stabilize revenue by incorporating fully burdened costs into each permit type, application volume has slowed compared to prior years. Staff will continue to watch development activity throughout the forecast period as permit revenue has the potential to influence the overall fiscal picture.

Expenditures

On the expenditure side, the forecast reflects several structural cost pressures that warrant ongoing attention. Public safety costs represent the most significant area of pressure. The recently negotiated Memorandum of Understanding for the Ross Valley Fire Department Firefighters Association, together with the Memorandum of Understanding with SEIU 1021 and the Unrepresented Employees Resolution, brought compensation to regional median, a necessary and appropriate outcome for each, but the cumulative step-up in cost is structurally more difficult to absorb for a property tax dependent municipality with revenues growing at a modest and predictable rate. Looking ahead, the Town will continue to monitor labor costs across all agreements, including the Central Marin Police Authority which enters its next negotiation cycle at the end of FY2026-27.

The Town also carries an ongoing obligation related to its CalPERS unfunded liability. In 2021, the Town issued pension obligation bonds to pay down its unfunded liability at favorable conditions. Subsequent to that action, FY2022-23 and FY2023-24 produced among the weakest investment returns in CalPERS history, generating a new layer of unfunded liability concurrent with the existing bond debt service obligations. Bond payments are projected to peak in FY2031-32 before declining through the remainder of the bond term ending in FY2040-41. While this obligation is known and bounded, it represents a meaningful constraint on General Fund flexibility during the forecast period.

Overall Fiscal Position

Taken together, the five-year forecast reflects a General Fund that is stable but operating in a tighter fiscal environment than in recent years. Revenue growth is healthy but modest, and the cost structure includes several fixed or semi-fixed pressures that do

not adjust proportionally with changes in activity or demand. The forecast period includes a projected operating deficit in the near term, which staff intends to address through a sequenced set of measures including targeted use of internal fund reserves, review of discretionary expenditures, and evaluation of outside contract services. The Town enters this period with reserves built during stronger revenue years, and staff are committed to managing through the near-term gap in a deliberate and fiscally responsible manner.

The Infrastructure and Fiscal Monitoring Committee met on June 1, 2026, to review and provide feedback on the proposed 2026-2027 budget. After our discussion, the Committee unanimously voted to recommend the proposed budget to the Town Council.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

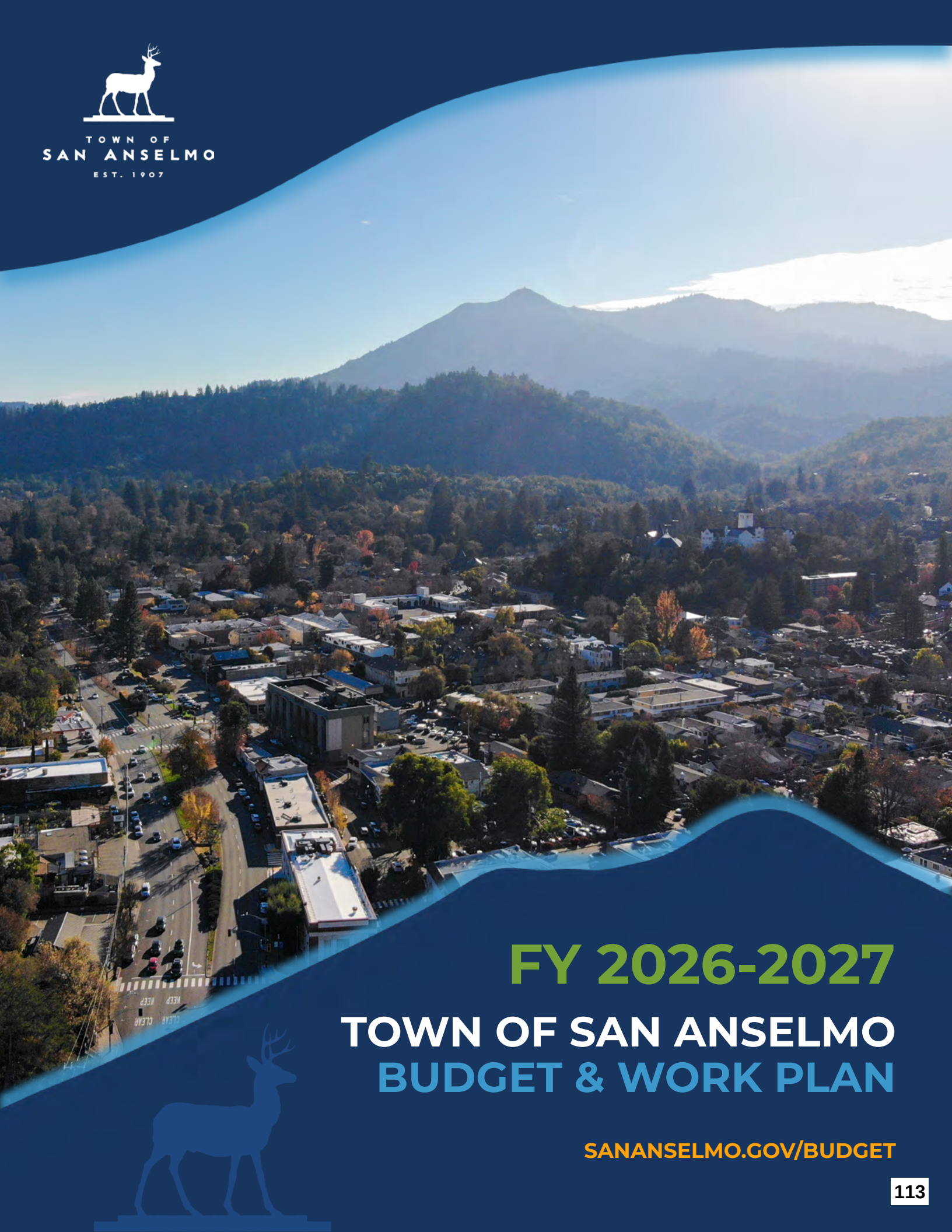
The Council's discussion and acceptance of this item is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENT

Attachment 1 – Draft Proposed 2026-2027 Budget and Workplan
Attachment 2 – Five-Year General Fund Financial Forecast



TOWN OF
SAN ANSELMO
EST. 1907



FY 2026-2027

TOWN OF SAN ANSELMO BUDGET & WORK PLAN

[SANANSELMO.GOV/BUDGET](https://sananselmo.gov/budget)





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TOWN MANAGER'S MESSAGE



June 9, 2026

Honorable Mayor Burdo, Town Council, and San Anselmo Residents,

I am pleased to present the Town's Fiscal Year 2026-2027 Proposed Annual Budget and Work Plan, the annual roadmap for operations in the Town of San Anselmo. This extensive, detailed, and balanced budget continues the Town Council's priorities to protect General Fund reserves while providing a Capital Improvement Program (CIP) of one-time expenses towards improving Town assets and infrastructure.

This budget is the result of a collaborative effort across Town departments to align resources with the priorities of the Town Council and the community, while maintaining fiscal responsibility. In implementing the Council's budget, our team remains committed to our organizational values of teamwork, customer service, innovation, adaptability, and professional development. I want to express my sincere appreciation to all Town employees for their dedication to improving the community we serve. It is a privilege to work alongside such a talented and community-focused team of professionals.

Despite inflationary pressures, this balanced budget funds key Town priorities—public safety, quality of life, and infrastructure—while preserving years of progress, managing rising costs, and maintaining the flexibility to meet evolving service demands.

This document reflects our continued commitment to prudent fiscal management, effective service delivery, and an affordable quality of life for San Anselmo residents. Upon adoption by the Council, the budget establishes the framework for all Town programs and services for the coming fiscal year—representing the shared direction of Council guidance and staff recommendations to best achieve Council goals and address the community's highest priorities.

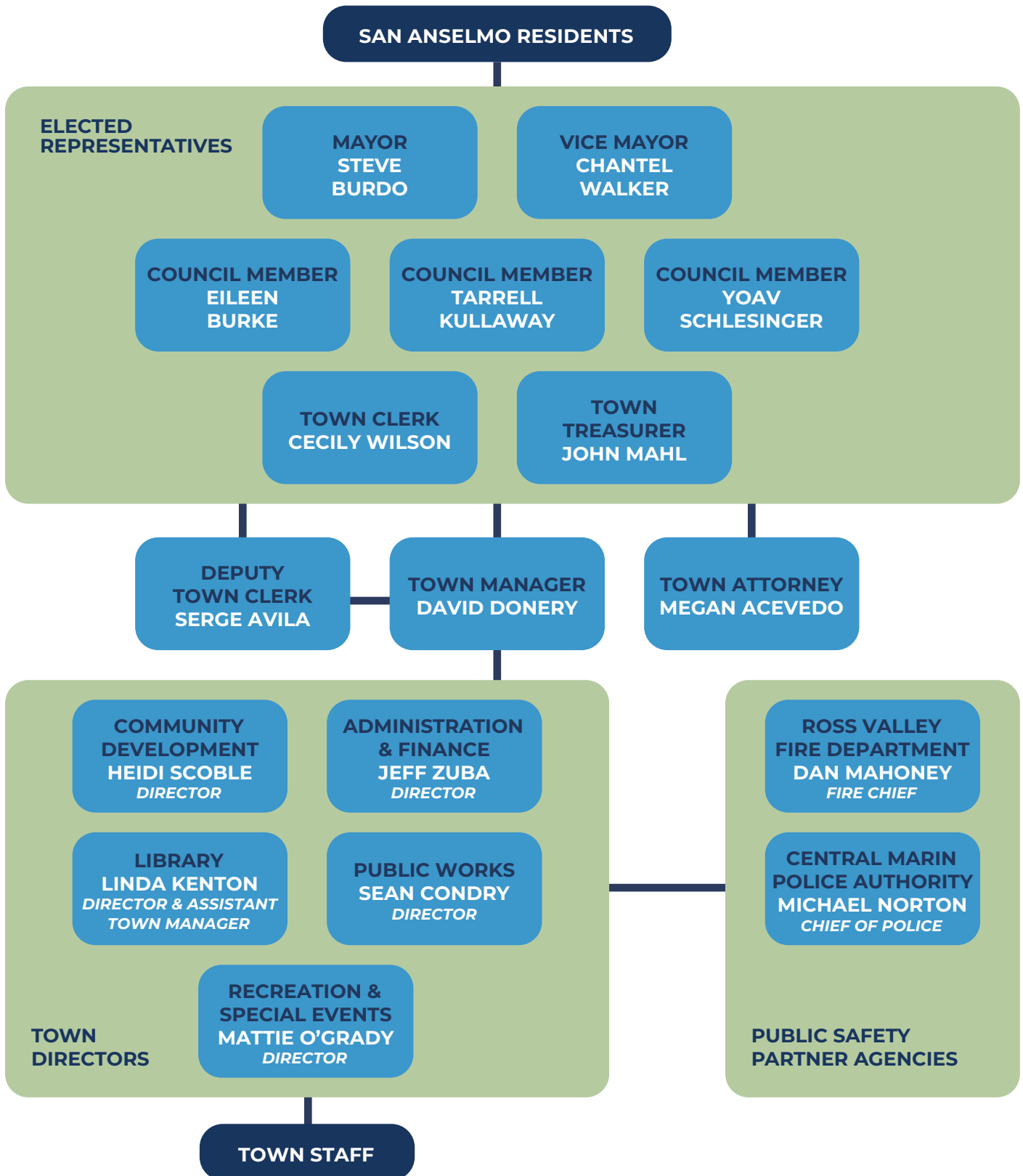
TOWN ORGANIZATIONAL STRUCTURE

The Town Council serves as the legislative body representing the public—receiving community input, developing and adopting policy, and resolving public issues through motions, resolutions, and ordinances. Town staff, led by the Town Manager and Department Heads, carries out the day-to-day operations of the organization across the following departments: Administration and Finance, Fire, Library, Planning, Police, Public Works, and Recreation..



TOWN MANAGER'S MESSAGE

TOWN ORGANIZATIONAL STRUCTURE (CONTINUED)



TOWN MANAGER'S MESSAGE



FISCAL SUMMARY & ECONOMIC OUTLOOK

After several years of strong property tax revenues and better-than-expected sales tax returns, growth is projected to moderate—with property tax revenue returning to a more typical range of 3–4% annually and sales tax remaining flat. Against this backdrop, the proposed FY 2026-2027 budget was developed with the continuing objective of delivering high-quality services in an effective, efficient, and fiscally responsible manner. Department-level Work Plan Priorities have been incorporated into each budget section to guide operations throughout the fiscal year and beyond.

The FY 2026-2027 Proposed Budget reflects a balancing strategy that prioritizes essential services, proactively funds long-term obligations, and sustains investments in the Town's most critical infrastructure.

5-YEAR CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan (CIP) is a multi-year planning document that identifies and prioritizes the Town's infrastructure and facility needs, establishes project schedules, and aligns projects with funding sources. The Town Council approved the five-year CIP for FY 2024-2025 through FY 2028-2029 on June 11, 2024.

This CIP represents the Town's fourth comprehensive plan in the past 15 years and continues a strong track record of improving infrastructure and quality of life for residents. At its February 2026 meeting, the Infrastructure and Financial Monitoring Committee (IFMC) recommended that staff prepare a rolling five-year CIP with detailed project information for each proposed project. This draft FY 2027–FY 2031 CIP is prepared in response to that direction.

Over the past 15 years, the Town's Capital Improvement Plans have served as a roadmap for projects, funding, and staffing to improve roads, buildings, parks, and other infrastructure. Notable achievements include:

- Increasing the Pavement Condition Index from the low-to-mid 50s to 73
- Improving sidewalks around many of the Town's schools
- Renovating parks throughout the community
- Addressing long-deferred maintenance on Town buildings

With the passage of Measure J in 2023—which extended and doubled the previous Measure D half-cent sales tax to a full one-cent sales tax—the Town is well-positioned to continue major improvements to roads, buildings, and parks, while also advancing active transportation, green and energy-saving infrastructure, and community resilience projects.

ROAD MAINTENANCE

Staff plans for approximately \$1,750,000 in paving, crack and slurry seal projects each year to improve the Town's Pavement Condition Index (PCI). Also included are annual funding for traffic signal improvements, and unprogrammed paving and concrete street repair

ACTIVE TRANSPORTATION

Improvements for non-motorized forms of transportation (walking and bicycling) is an important component of the CIP. Staff actively seeks grant funds for larger projects.

Projects in the 5-Year CIP include traffic signal improvements, Safe Routes to Schools projects, sidewalk gap closures, ADA improvements, trail projects, traffic calming programs, and other improvements.



TOWN MANAGER'S MESSAGE

PARKS

Over the last several years, the Town has invested in improving the Memorial Park Athletic fields, the parking lot, Millenium Playground and is working on updating the athletic court facilities at the south end of the park. With the cancellation of the County Flood Control project downtown, staff is working with the County to reopen the Creek Park Plaza as well as making additional park improvements to the popular Creek Park.

BUILDINGS

Following the roof and HVAC work completed at Town Hall, the Library building recently reopened after a renovation that included a new roof, new HVAC and an interior refresh of the Children's area, which was funded in part by a donation from the Friends of the San Anselmo Library. In addition, the full renovation of Fire Station 20 is all but complete, pending the installation of a fire-safe demonstration garden in the front of the station.

BRIDGES

The Town has 20 bridges, some almost 100 years old. Many of the bridges are inspected by Caltrans every other year, and depending on the condition, may qualify for repair or replacement funds from the federal Highway Bridge Program. The federal process has turned out to be quite slow, sometimes taking over a decade. As the programmed bridge projects progress, some require an 11% local match, which will likely come from Measure J, and will become significant for the construction projects in the latter years of the 5-Year CIP.

DROUGHT, CLIMATE, AND SOLAR

The Town has prioritized projects to improve wells at Memorial Park and Creek Park, and has been successful in obtaining grants to offset costs for Electric Vehicle (EV) charging stations at parking lots and parks. A Resilience Hub was completed in the spring of 2026 which provides solar energy to Town Hall with battery back up for use in the evenings.

REGIONAL FLOOD MITIGATION

In addition to local storm water and flood control efforts listed above, the County of Marin's Department of Public Works, in its capacity as the Flood Control and Water Conservation District, works on flood control on a regional basis. San Anselmo is located in Flood Zone 9 of the district.

During the fall of 2023, a group of San Anselmo residents gathered the required signatures to place an item on the March 2024 ballot asking voters whether an initiative measure should be adopted to withdraw the Town of San Anselmo from the Marin County Flood Control and Water Conservation District. This measure passed and as a result, the Town is no longer a member of the District and does not have representation on the Flood Zone 9 Advisory Committee.

As part of the San Anselmo Flood Risk Reduction program (SAFFR), which was designed to mitigate local flooding, the District completed the installation of the flood diversion and storage basin in western Fairfax, and had plans to move forward with the removal of the foundations at Building Bridge 2 in downtown San Anselmo which restricted the flow of water the creek channel. In May of 2026, the County's Flood Control and Water Conservation District made the decision to not move forward with the project due to multiple factors.

TOWN MANAGER'S MESSAGE



BUDGET FORMAT

The Town's operations are budgeted primarily through the General Fund. Significant maintenance projects and capital improvements are contained in the Capital Reconstruction Fund, while road and drainage projects are funded through the Road Maintenance Fund and the Grants Fund. The Recreation Fund accounts for revenue and expenditures related to recreation programs, the Library Tax Fund tracks expenditures associated with the special Library services tax, and the Measure J Sales Tax Fund tracks capital project activity funded through those revenues. A complete list of all Town funds, including descriptions and revenue and expenditure summaries, is provided in the Overview of Funds section at the beginning of this document.

CONCLUSION

The proposed FY 2026-2027 budget responsibly addresses the Town's capital and equipment needs while sustaining a staffing structure capable of meeting the expectations of San Anselmo residents. Town staff remains steadfast in its commitment to delivering excellent services to the community.

ACKNOWLEDGMENTS

A document of this complexity requires significant collaboration and effort. I would like to express my sincere gratitude to all staff who contributed, with special recognition to the Town's exceptional Administration and Finance Team—Robyn Clifford, Maraby Tanguay, and Jeff Zuba.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'David P. Donery'.

David P. Donery
Town Manager



OVERVIEW OF FUNDS

TOWN OF SAN ANSELMO Overview of Funds Changes in Fund Balance 2026-2027							
DESCRIPTION	EST. FUND BALANCE JUNE 30, 2026	REVENUE	TRANSFERS IN	TOTAL RESOURCES AVAILABLE	EXPENDITURES	TRANSFERS OUT	EST. FUND BAL & RES JUNE 30, 2027
GENERAL FUND	8,504,833	23,415,420	415,658	32,289,115	23,217,078	614,000	8,506,833
SPECIAL REVENUE FUNDS							
Community Services Master Plan Fund	5,444	-	-	5,444	4,000	-	1,444
Road Maintenance Fund	516,063	1,043,818	893,722	2,453,603	1,928,300	-	525,303
State Gasoline Tax Fund	-	739,279	-	739,279	-	739,279	-
Measure J Sales Tax Fund	142,885	3,013,768	-	3,156,653	2,854,933	-	301,719
Emergency Reserve Fund	167,836	-	-	167,836	-	-	167,836
Downtown Revitalization Fund	17,376	23,640	-	41,016	32,640	-	8,376
Parking Fund	(45,333)	185,000	-	139,667	181,139	-	(41,472)
Grants Fund	130,597	2,054,142	-	2,184,739	2,054,142	-	130,597
Recreation Fund	1,130,831	2,608,050	-	3,738,881	2,733,115	46,835	958,931
Library Tax Fund	13,812	334,945	-	348,757	347,645	-	1,113
Robson House Fund	(109,559)	20,400	-	(89,159)	45,208	-	(134,367)
Special Events Fund	20,546	12,600	-	33,146	82,882	-	(49,736)
Measure A Parks Tax Fund	305,655	123,916	-	429,571	429,571	-	-
Isabel Cook Center (ICC) Fund	16,378	122,524	-	138,902	121,198	-	17,704
Measure C Wildfire Tax Fund	331,491	410,000	-	741,491	410,000	-	331,491
Climate Action Fund	104,039	1,000	80,000	185,039	110,000	-	75,039
Creekside Commons Fund	(70,068)	-	-	(70,068)	-	-	(70,068)
SUBTOTAL – SPECIAL REVENUE FUNDS	2,677,992	10,693,082	973,722	14,344,796	11,334,773	786,114	2,223,910
CAPITAL PROJECT FUNDS							
Active Transportation Fund	119,590	129,438	-	249,028	205,000	-	44,028
Capital Reconstruction Fund	630	-	-	630	-	-	630
Park Improvement Fund	932,258	1,500	-	933,758	505,000	-	428,758
SUBTOTAL – CAPITAL PROJECT FUNDS	1,052,478	130,938	-	1,183,416	710,000	-	473,416
DEBT SERVICE FUNDS							
Measure G Debt Service Fund	220,966	200,127	-	421,093	200,200	-	220,893
SUBTOTAL – DEBT SERVICE FUNDS	220,966	200,127	-	421,093	200,200	-	220,893
INTERNAL SERVICE FUND							
Insurance Fund	569,517	855,000	-	1,424,517	968,511	-	456,006
Building Maintenance Fund	383,988	410,173	-	794,161	467,698	-	326,463
Technologies Replacement Fund	47,333	415,417	-	462,750	414,256	-	48,494
Vehicle Replacement Fund	348,540	-	-	348,540	100,000	-	248,540
SUBTOTAL – INTERNAL SERVICE FUNDS	1,349,378	1,680,590	-	3,029,968	1,950,465	-	1,079,503
GRAND TOTAL	13,805,648	36,120,157	1,389,380	51,268,389	37,412,516	1,400,114	12,504,555



GENERAL FUND REVENUE

Understanding municipal finance takes a lot of effort and willingness to read and interpret a large volume and wide variety of information. The Town strives to make all communications, including financial information, as approachable and understandable as possible.

In this section, we are presenting information about how the Town receives its funding and how it gets spent. We are presenting it in a format that has been developed to lay out the basic structures of the income and outflow of tax dollars and other funds the Town receives and spends.

The Town of San Anselmo receives funding to operate through a variety of sources. Many are well-known, such as property tax and sales tax. These two sources make up most of the Town funding. As you will see in this budget document, the Town's operations are accounted for in the General Fund.

PROPERTY TAXES

Property taxes are the Town's primary source of revenue. The basic property tax is 1% of a property's assessed value, of which the Town receives less than one-quarter. In FY 2026-2027, the assessed valuation of San Anselmo properties is expected to increase by 3.73%, an indication that property sales remain strong.

SECURED PROPERTY TAX

The Town's share of 1% of the Town's assessed valuation is billed by the County of Marin. A property assessment may not exceed a 2% increase in any year unless the property has been sold or improvements have been constructed.

UNSECURED PROPERTY TAX

Tax on property such as business office equipment and possessory interest tax.

UNITARY TAX

State collected and distributed tax on utility-owned properties. In Marin County, PG&E property accounts for approximately 25% of unitary tax collections.

SUPPLEMENTAL

Taxes assessed on property sales and new construction outside the regular tax bills.

HOMEOWNERS' PROPERTY TAX RELIEF (HOPTR)

Reimbursement for the property tax lost on the \$7,000 homeowners' property tax exemption.

PENSION OVERRIDE TAX

The Town's pension tax is used to pay for the cost of the employee pension program. The rate is \$0.059 per \$100 of a property's assessed value.

MUNICIPAL SERVICES TAX

The Town's Municipal Services Tax is used to pay for general Town services. It is assessed annually at \$78 per residential living unit or \$0.052 per square foot for commercial space.

EDUCATIONAL REVENUE AUGMENTATION FUND (ERAF) PROPERTY TAX

In FY 1992-1993, the State began diverting property taxes from local governments into the Educational Revenue Augmentation Fund (ERAF) to boost revenues. Marin County is one of five counties that generates excess ERAF taxes, meaning more revenue is deposited than local schools require. As a result, the ERAF formula allows the local governments to keep a portion of the diverted ERAF taxes.



PROPERTY TAXES (CONTINUED)

VEHICLE LICENSE FEE ADJUSTMENT AMOUNT (VLFAA)

VLFAA, or Property Tax in Lieu of VLF, replaces former vehicle license fee revenue with property tax revenue. It is budgeted, accounted for, and reported as property tax revenue rather than VLF revenue.

OTHER TAXES

SALES TAX

The Town receives 1% of the 9.25% in sales tax on retail sales transactions taking place in the Town. San Anselmo has relatively low sales tax revenue compared to its neighboring cities due to its physical location away from the freeway.

PROPERTY TRANSFER

The Town and County of Marin each receive \$0.55 per \$1,000 of the sales price of property sold in San Anselmo.

FRANCHISE TAXES

ELECTRICITY & GAS FRANCHISE

The Town receives 0.5% of electrical service revenue and 1% of gas service revenue from PG&E in San Anselmo.

GARBAGE FRANCHISE

The Town receives a Cost-of-Service Fee, Franchise Fee and other fees, as determined by the Parties or the Town Council, to compensate the Town for its solid waste-related costs, the impacts to Town property, and the value of the Company's use of Town property for solid waste related services

CABLE TV FRANCHISE

The Town receives 5% of the revenue generated by Comcast and AT&T from San Anselmo cable subscribers. Under current legislation, franchise fees do not apply to high-speed internet access charges collected by cable providers.

PERMITS & LICENSES

BUSINESS LICENSE TAX

Each business in San Anselmo is required to have a business license. Most license fees are based on the gross receipts of the business with a minimum fee of \$15. An administrative fee is no longer charged.

CONSTRUCTION

Building, electrical, plumbing, heating, air, and mechanical permits and plan check fees Revenues have steadily increased over the past few years due to strong building activity and turnover in real estate.



FINES

VEHICLE CODE

The Town, County, and State each receive a share of the fines collected for vehicle code citations issued in San Anselmo. The State and County are the first to collect their share on the fines imposed by the courts.

USE OF MONEY & PROPERTY

INTEREST

The Town invests its idle funds in accordance with investments authorized under State law. Because the Town pools its cash, each fund receives a proportionate share of interest earnings based on its average quarterly cash balance.

STATE REVENUE

ABANDONED VEHICLE PROGRAM

Cities and towns are eligible to receive reimbursement for their costs in enforcing State abandoned vehicle laws. This revenue is turned over to Central Marin Police Authority.

STATE MANDATED REIMBURSEMENT

Legislation known as SB 90 previously required the State to reimburse local governments for the cost of implementing state mandates, such as domestic violence calls and Open Meeting Act laws. No reimbursement is expected this year from the State.

MOTOR VEHICLE LICENSE FEE

The California Department of Motor Vehicles collects a property tax on the depreciated value of motor vehicles, and the State distributes the funds to local governments on a per capita basis.

PROPOSITION 172 SALES TAX

Allocation of 0.5% of sales tax approved by California voters to fund public safety costs.

FEES FOR SERVICE

GENERAL PLAN MAINTENANCE FEE

Fees collected from Planning applicants for General Plan maintenance.

PLANNING FEES

Cost recovery for labor to process planning permit applications, such as variances, use permits, design review, and subdivisions.

TRANSFERS IN

FROM STATE GASOLINE TAX FUND

Municipalities receive a share of State gas tax revenues, distributed on a per capita basis, for costs associated with street maintenance. This revenue is received into the Gas Tax Fund, a special revenue fund. Transfers are made to the General Fund to support street maintenance activities as appropriate.

FROM RECREATION FUND

Recreation Fund transfers its share of annual unfunded pension liability payment to the General Fund.

MISCELLANEOUS REVENUE

OTHER

Miscellaneous Town revenues, such as copy machine revenue, reimbursement of water costs by the Robson Community Garden, donations by Friends of the Library, etc.

DONATIONS

Donations from community groups or residents.



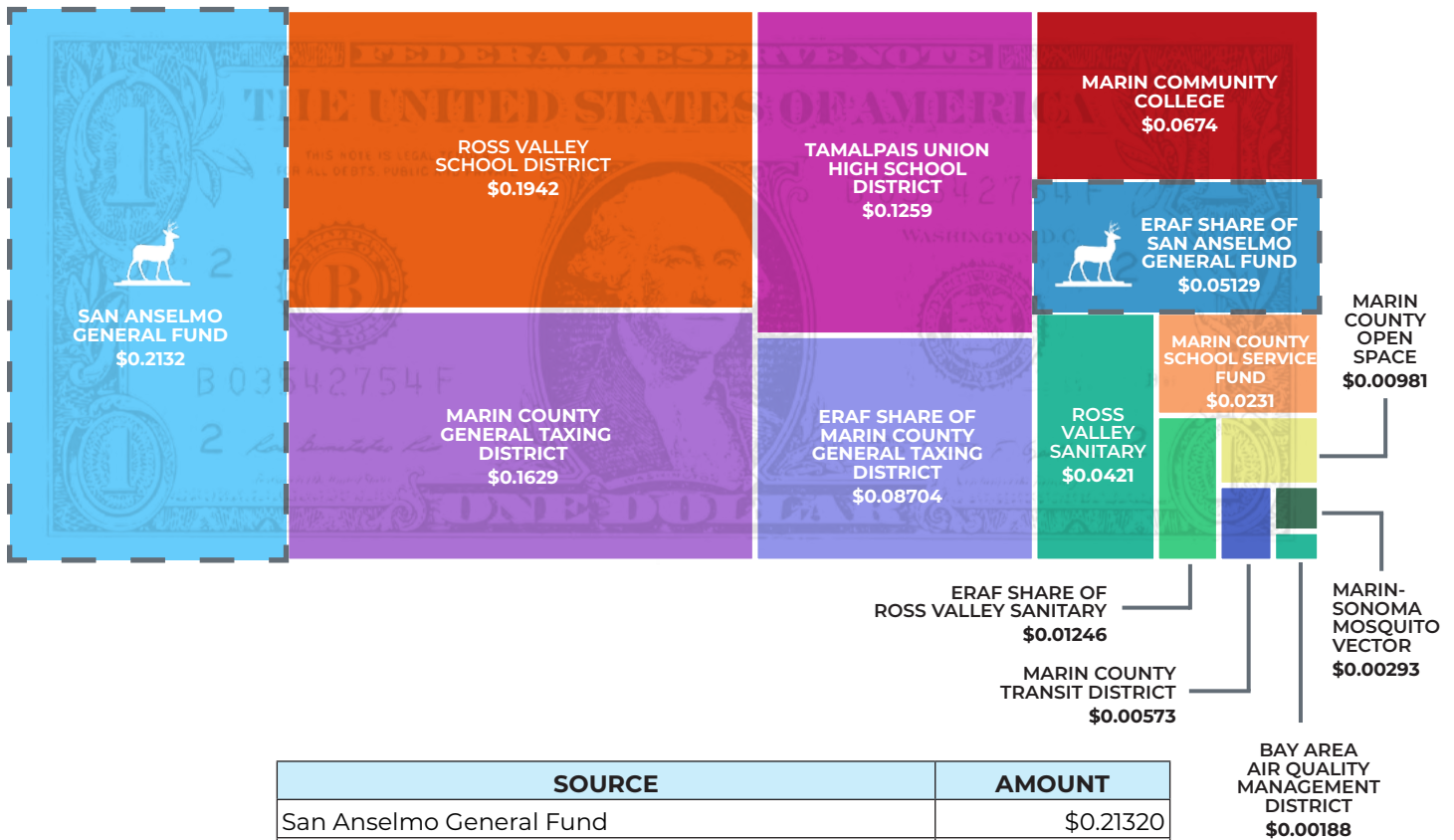
GENERAL FUND

FUND 1

PROPERTY TAX ALLOCATION

Property taxes in San Anselmo provide over 78% of the Town's operating revenue for FY 2025-2026. For every \$1.00 of property tax paid by San Anselmo property owners, the Town receives approximately \$0.26. The illustration below demonstrates how each dollar of property taxes is allocated:

ALLOCATION OF EACH PROPERTY TAX DOLLAR BY TAXING AGENCY FY 2026-2027



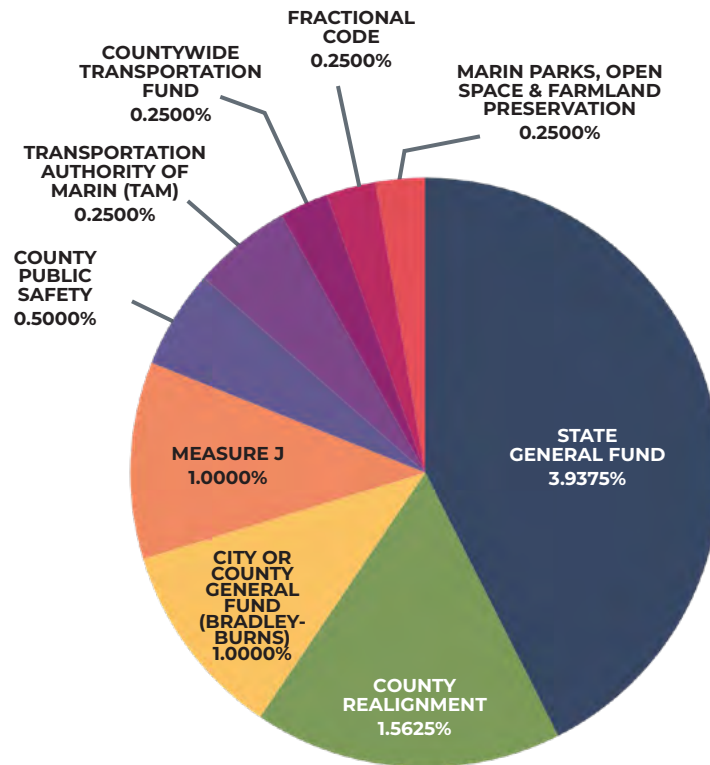
SOURCE	AMOUNT
San Anselmo General Fund	\$0.21320
Ross Valley School District	\$0.19420
Marin County General Taxing District	\$0.16290
Tamalpais High School District	\$0.12590
ERAF Share of Marin County Taxing District	\$0.08704
Marin Community College	\$0.06740
ERAF Shares of San Anselmo General Fund	\$0.05129
Ross Valley Sanitary	\$0.04210
Marin County School Service Fund	\$0.02310
Marin County Open Space	\$0.00981
ERAF Share of Ross Valley Sanitary	\$0.01246
Marin County Transit District	\$0.00573
Marin-Sonoma Mosquito Vector District	\$0.00293
Bay Area Air Quality Management District	\$0.00188
Total	\$1.00000



SALES & USE TAX ALLOCATION

Sales tax in San Anselmo is currently assessed at 9.25%. Of this amount, the Town receives 1% as per State Law, and an additional 1.0% from Measure J which is allocated towards road and infrastructure repairs and upgrades. The chart below shows a breakdown of how your local sales taxes are used:

**DISTRIBUTION OF THE 9.25% LOCAL SALES
TAX RATE BY RECIPIENT
FY 2026-2027**



SOURCE	AMOUNT
State General Fund	3.9375%
County Realignment – Mental Health, Welfare & Public Safety	1.5625%
City or County General Fund (Bradley-Burns)	1.0000%
Measure J – San Anselmo Transaction & Use Tax	1.0000%
County Public Safety	0.5000%
Transportation Authority of Marin (TAM)	0.5000%
Countywide Transportation Fund	0.2500%
Fractional Code – SMRT in Marin County	0.2500%
Marin Parks, Open Space & Farmland Preservation – Transactions & Use Tax	0.2500%
Total	9.2500%



GENERAL FUND EXPENDITURES

LABOR COSTS

SALARIES

Salaries and salary-related costs are the largest single expenditure for the Town, approximately 77% of the Town's expenditures, including Fire and Police Department contract cost.

FINAL SALARY & LEAVE BUYOUT

Employees may opt to cash out one week of vacation per year. Upon separation from the Town, an employee's accrued vacation time payout costs and any other monies due are paid from this category.

PAYROLL TAXES

The Town participates in Social Security at a rate of 6.2% of total salary up to a limit of \$184,500 in 2026 and in Medicare at a rate of 1.45% of total salary without limit.

RETIREMENT

The Town is a member of the Public Employees Retirement System (PERS). The various plans are described in terms of a percentage of annual salary at a certain retirement age. For example, the 2% @ 55 plan allows an employee to retire at age 55 with 2% of their annual salary for each year of service. The Town had one retirement plan for Miscellaneous employees (2.7% @ 55) until February 2007, when a second-tier retirement plan (2% @ 55) was enacted in order to reduce retirement costs.

The current configuration of retirement plans and their rates (expressed as a percentage of payroll) are:

GROUP	TIER	FORMULA	RATES	
			2025-2026	2026-2027
Miscellaneous	Tier 1 <i>Effective prior to Feb 2007</i>	2.7% @ 55	16.09%	16.07%
	Tier 2 <i>Effective Feb 2007 to Jan 2013</i>	2.0% @ 55	12.58%	12.56%
	PEPRA <i>Effective Jan 2013</i>	2.0% @ 62	7.96%	7.93%

Currently, part of the pension rate is expressed as a percentage of monthly salary. Employees pay the employee share, which is 8% for Miscellaneous in Tier 1 and 7% for Tier 2.

**LABOR COSTS (CONTINUED)**

In 2012-13 the Town's PERS rate was reduced to reflect the sale of Pension Obligation Bonds to pay the Town's Employer Side Fund liability of \$3,521,184. In 2003, CalPERS combined agencies with less than 100 members into risk pools based on plan type. The Employer Side Fund was created to account for the difference between the funded status of the pool and the funded status of individual plans. The repayment of the Pension Obligation Bonds is reflected in the Expenditure Summary under General Fund Departments, Debt Service (Pension Obligation Bonds). Overall, the refinancing of the side fund is saving the Town approximately \$60,000 per year.

In January 2013 the State Public Employees' Pension Reform Act (PEPRA) went into effect. Any person who becomes a new member of the retirement system on or after January 1, 2013 may only be offered the new pension benefit plan specified in the Reform Act. All non-safety new hires are subject to a formula providing 2% of compensation for each year of service for an individual retiring at age 62, increasing to 2.5% for an individual retiring at age 67. PEPRA employees must pay 50% of the cost of the pension, 7.75% effective July 1, 2023.

In May 2014, the CalPERS Board adopted changes to the existing pooling structure policies and a new policy for allocating the pools' unfunded accrued liability, effective for the 2015-16 employer contribution rates. Due to unintended consequences resulting from the PEPRA changes and existing PERS policies on risk pools, changes were necessary to ensure the proper funding of the pools. In order to address the problem, CalPERS combined twelve risk pools into two, one for Safety and one for Miscellaneous. Employer contributions toward the unfunded liability for plans in a risk pool are collected as dollar amounts instead of contribution rates expressed as a percentage of payroll for an estimated 30 years.

In September 2021, the Town issued Pension Obligation Bonds to pay the Town's Employer side unfunded liability of \$9,070,378. Due to the favorable interest rate environment at the time of issuance, the projected savings over the life of the bond is estimated to be \$5,351,965. The savings between the CALPERS amortization schedule and bond repayment schedule will be paid to the Pension Trust each year to alleviate any future unfunded liability concerns. For the Town, year 3 savings estimated to be paid to the Pension Trust is \$47,000.

With the consolidation of Police services into the Central Marin Police Authority and Fire services into the Ross Valley Fire Department, the Safety pension costs are included in their respective budgets.



SERVICES & SUPPLIES

LEGAL ADVERTISING

Legally required advertising for noticing public meetings, bidding, ordinances, and General Plan amendments.

VEHICLE OPERATIONS

Preventive and repair maintenance for the Town fleet of cars and trucks.

EQUIPMENT MAINTENANCE

Town equipment, including office equipment, copy machines, postage machines, fax machines, and mowers.

PUBLICATIONS & DUES

Professional and technical publications and membership dues in professional organizations.

OUTSIDE SERVICES

Outside audits, technical consulting assistance, and Joint Powers Agreements for county-wide services.

TRAINING

Workshops, seminars, and conferences to keep staff current.

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

Janitorial, heating and air conditioning, and minor repairs. Telephone, gas, electricity, water and sewer.

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

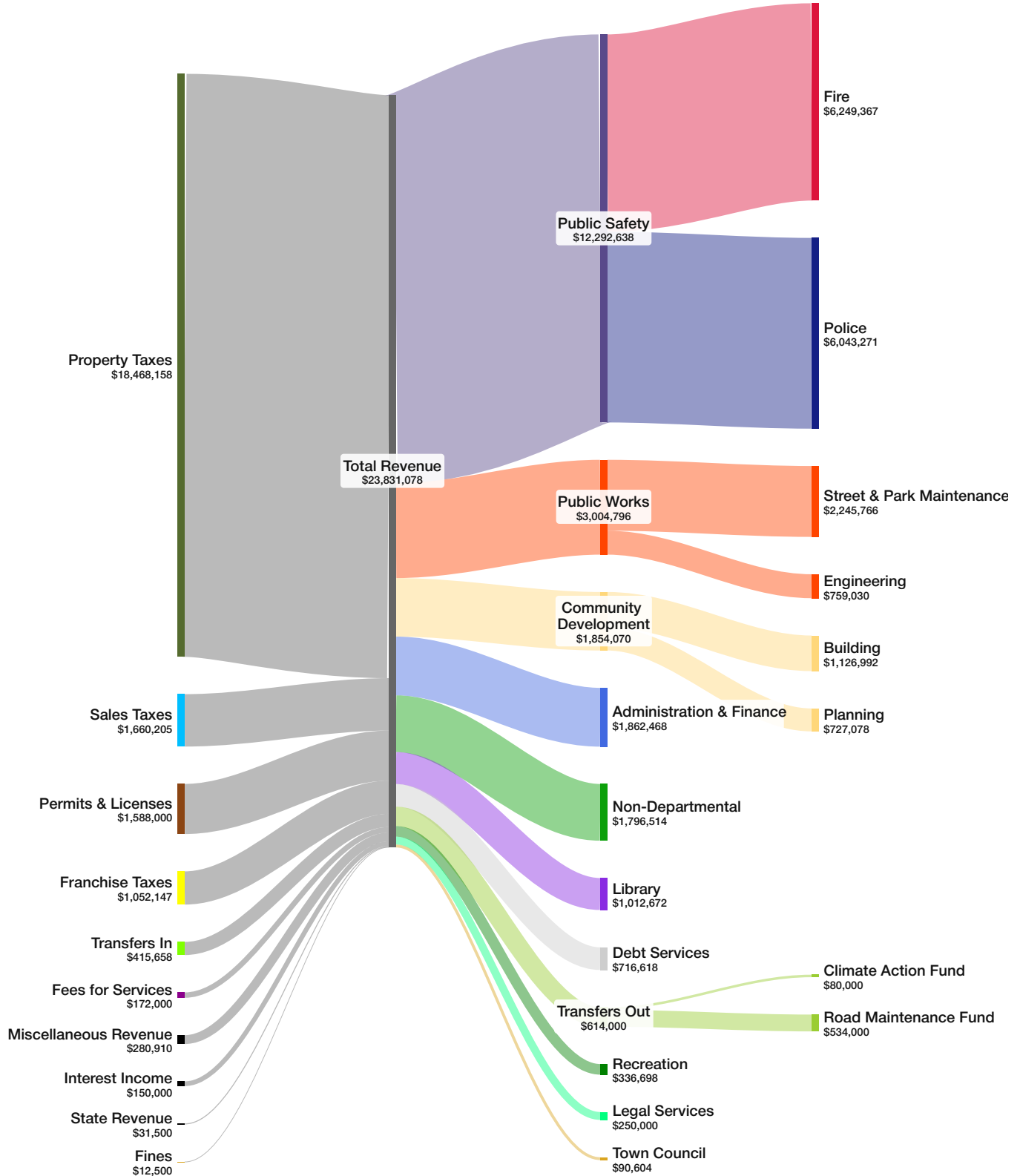
Technology support for departments.

SUPPLIES

Postage, copy paper, and miscellaneous supplies; costs associated with employee costs that are reimbursable, such as mileage allowance, uniforms, boots, and protective clothing tools; supplies and services related to the technical functions of each department.

SUMMARY OF GENERAL FUND
REVENUES & EXPENDITURES

FY 2026-2027





GENERAL FUND

FUND 1

TOWN OF SAN ANSELMO General Fund Income Statement FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
BEGINNING BALANCE	7,820,867	8,835,398	8,835,398	8,470,220	
REVENUE					
Property Taxes	17,284,274	17,819,248	17,899,158	18,468,158	77.5%
Franchise Taxes	939,821	976,000	991,402	1,052,147	4.4%
Sales Taxes	1,591,241	1,610,620	1,665,489	1,660,205	7.0%
Licenses, Permits, Fees & Fines	1,591,010	1,555,500	1,637,865	1,600,500	6.7%
Use of Money & Property	420,304	185,000	215,000	150,000	0.6%
Other Agency Revenue	118,599	31,500	27,684	31,500	0.1%
Fees for Services & Miscellaneous	495,417	473,000	616,748	452,910	1.9%
SUBTOTAL – REVENUE	22,440,666	22,650,868	23,053,346	23,415,420	98.3%
TRANSFERS IN	398,988	413,185	409,626	415,658	1.7%
TOTAL REVENUE & TRANSFERS IN	22,839,654	23,064,053	23,462,972	23,831,078	100.0%
TOTAL RESOURCES	30,660,521	31,899,451	32,298,370	32,301,298	
EXPENDITURES					
Salaries	3,506,188	4,025,158	3,968,437	4,138,576	17.4%
Retirement	407,335	760,773	753,665	875,268	3.7%
Other Benefits	1,001,019	959,222	941,949	1,046,827	4.4%
Office, Department Supplies & Library Materials	286,251	228,900	233,260	233,280	1.0%
Training, Publications & Dues	71,582	99,397	73,898	88,647	0.4%
Outside Services – Other	2,827,315	2,879,443	2,648,336	2,218,235	9.3%
Outside Services – Ross Valley Fire Department	5,531,890	5,959,920	5,942,420	6,249,367	26.2%
Outside Services – Central Marin Police Authority	5,476,919	5,814,695	5,814,695	6,043,271	25.4%
Internal Charge – Information Technology	252,975	302,901	302,901	373,417	1.6%
Internal Charge – Building Maintenance	374,837	388,493	388,493	400,173	1.7%
Internal Charge – Insurance	750,000	700,000	700,000	835,000	3.5%
Internal Charge – Vehicle Replacement	60,000	–	–	–	0.0%
Debt Service – Principal	465,000	510,000	510,000	550,000	2.3%
Debt Service – Interest	173,812	170,189	170,096	165,018	0.7%
Capital Outlay	–	–	–	–	0.0%
SUBTOTAL – EXPENDITURES	21,185,123	22,799,091	22,448,150	23,217,078	97.4%
TRANSFERS OUT	640,000	1,380,000	1,380,000	614,000	2.6%
TOTAL EXPENDITURES & TRANSFERS OUT	21,825,123	24,179,091	23,828,150	23,831,078	100.0%
NET INCREASE/(DECREASE)	1,014,531	(1,115,038)	(365,178)	–	–
ENDING BALANCE	8,835,398	7,720,361	8,470,220	8,470,220	
Committed	3,253,827	3,253,827	3,351,442	3,351,442	14.1%
Reserves	6,739,732	5,924,695	6,374,554	6,374,554	26.7%
TOTAL BUDGET	30,660,521	31,899,451	32,298,370	32,301,298	



TOWN OF SAN ANSELMO General Fund Revenue Summary FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
PROPERTY TAXES					
Secured	9,599,091	10,041,000	10,041,000	10,457,000	43.88%
Unitary	87,839	87,856	107,809	107,809	0.45%
Unsecured	171,828	196,213	190,657	203,751	0.85%
Supplemental	158,951	130,000	140,000	130,000	0.55%
HOPTR	32,506	32,332	33,083	33,083	0.14%
Pension Override	3,171,139	3,222,000	3,250,000	3,289,650	13.80%
Municipal Services	448,001	448,117	448,001	448,117	1.88%
ERAF (County)	1,555,619	1,575,000	1,602,288	1,625,000	6.82%
Property Tax in Lieu of MVLF	1,907,344	1,981,730	1,994,320	2,068,748	8.68%
Property Transfer Tax	151,956	105,000	92,000	105,000	0.44%
SUBTOTAL – PROPERTY TAXES	17,284,274	17,819,248	17,899,158	18,468,158	77.50%
SALES TAXES					
Sales Tax – State 1%	1,454,484	1,471,120	1,527,989	1,518,580	6.37%
Prop 172 Sales Tax	136,757	139,500	137,500	141,625	0.59%
SUBTOTAL – SALES TAXES	1,591,241	1,610,620	1,665,489	1,660,205	6.97%
FRANCHISE TAXES					
Garbage Franchise	595,695	605,000	659,055	715,000	3.00%
Cable Franchise	180,180	206,000	160,000	164,800	0.69%
PG&E Franchise	163,946	165,000	172,347	172,347	0.72%
SUBTOTAL – FRANCHISE TAXES	939,821	976,000	991,402	1,052,147	4.42%
PERMITS & LICENSES					
Business License Tax	325,689	298,000	300,615	298,000	1.25%
Meter Parking	-	-	-	-	0.00%
Merchant & Residential Parking Permits	193	-	22,000	20,000	0.08%
Construction Permits	1,167,224	1,230,000	1,300,000	1,270,000	5.33%
SUBTOTAL – PERMITS & LICENSES	1,493,106	1,528,000	1,622,615	1,588,000	6.67%
FINES					
Vehicle Code	13,102	10,000	13,000	10,000	0.04%
Library	2,352	2,500	2,250	2,500	0.01%
Parking	82,450	15,000	-	-	0.00%
SUBTOTAL – FINES	97,904	27,500	15,250	12,500	0.05%
USE OF MONEY & PROPERTY					
Interest	420,304	185,000	215,000	150,000	0.63%
SUBTOTAL – USE OF MONEY & PROPERTY	420,304	185,000	215,000	150,000	0.63%

Continued on next page



GENERAL FUND

FUND 1*Continued from previous page*

TOWN OF SAN ANSELMO General Fund Revenue Summary FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
STATE REVENUE					
State Library Aid	22,000	6,500	2,684	6,500	0.03%
State Mandated Reimbursements	11,441	-	-	-	0.00%
Other State Revenue	85,158	25,000	25,000	25,000	0.10%
SUBTOTAL – STATE REVENUE	118,599	31,500	27,684	31,500	0.13%
FEES FOR SERVICES					
General Plan Maintenance Fee	37,552	24,000	50,000	45,000	0.19%
Resale Inspections	47,651	55,000	59,023	-	0.00%
Planning Fees	94,543	111,500	120,000	105,000	0.44%
Other Fees	34,806	25,000	20,000	22,000	0.09%
SUBTOTAL – FEES FOR SERVICES	214,552	215,500	249,023	172,000	0.72%
MISCELLANEOUS REVENUE					
Friends of Library Donation	150,509	100,000	191,725	-	0.00%
Library Fundraising	-	-	-	-	0.00%
Sleepy Hollow – Fire Station 20 Maintenance	-	-	-	5,000	0.02%
Town of Ross – Fire Station 19 Maintenance	-	-	2,000	6,750	0.03%
Marin Wildfire Prevention Authority	-	-	-	104,080	0.44%
Ross Valley Fire Department	104,555	136,000	136,000	140,080	0.59%
Other Miscellaneous Revenue	25,801	21,500	38,000	25,000	0.10%
SUBTOTAL – MISCELLANEOUS REVENUE	280,865	257,500	367,725	280,910	1.18%
GENERAL FUND OPERATING REVENUE	22,440,666	22,650,868	23,053,346	23,415,420	98.26%
TRANSFERS IN	398,988	413,185	409,626	415,658	1.74%
TOTAL REVENUE & TRANSFERS IN	22,839,654	23,064,053	23,462,972	23,831,078	100.00%



TOWN OF SAN ANSELMO GENERAL FUND EXPENDITURES SUMMARY FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
GENERAL FUND EXPENDITURES BY DEPARTMENT					
TOWN COUNCIL	72,327	64,260	45,363	90,604	0.38%
ADMINISTRATION & FINANCE	1,671,279	1,748,945	1,736,112	1,862,468	7.82%
LEGAL SERVICES	220,410	280,000	211,500	250,000	1.05%
LIBRARY	958,209	1,163,864	1,192,641	1,012,672	4.25%
COMMUNITY DEVELOPMENT					
Planning	1,050,425	1,226,409	1,011,381	727,078	3.05%
Building	–	1,198,550	1,161,741	1,126,992	4.73%
PUBLIC SAFETY					
Fire	5,531,890	5,959,920	5,942,420	6,249,367	26.23%
Police	5,476,919	5,814,695	5,814,695	6,043,271	25.37%
PUBLIC WORKS					
Engineering	1,760,844	674,990	723,368	759,030	3.19%
Street & Park Maintenance	2,015,340	2,076,671	2,080,945	2,245,766	9.43%
RECREATION	315,205	364,881	336,073	336,698	1.41%
DEBT SERVICE – PENSION OBLIGATION BONDS	640,112	681,689	681,696	716,618	3.01%
NON-DEPARTMENTAL	1,472,164	1,544,217	1,509,465	1,796,514	7.51%
SUBTOTAL – GENERAL FUND EXPENDITURES BY DEPARTMENT	21,185,124	22,799,091	22,447,400	23,217,078	97.42%
GENERAL FUND TRANSFERS OUT					
to Building Maintenance Fund	–	200,000	200,000	–	0.00%
to Climate Action Fund	105,000	105,000	105,000	80,000	0.34%
to Special Events Fund	35,000	50,000	50,000	–	0.00%
to Park Capital Improvement Fund	50,000	500,000	500,000	–	0.00%
to Road Maintenance Fund	450,000	450,000	450,000	534,000	2.24%
to Technology Replacement Fund	–	75,000	75,000	–	0.00%
SUBTOTAL – GENERAL FUND TRANSFERS OUT	640,000	1,380,000	1,380,000	614,000	2.58%
TOTAL EXPENDITURES & TRANSFERS OUT	21,825,124	24,179,091	23,827,400	23,831,078	100.00%



GENERAL FUND

FUND 1

11

TOWN COUNCIL

The five-member Town Council is the legislative body of the Town. The elected representatives enact ordinances, determine policy, hear appeals, adopt the annual budget, fix salaries, appoint the Town Manager and the members of the Town's boards, commissions, and committees, and through the Town Manager, monitor the activities of Town staff. Regular meetings of the Council are held on the second and fourth Tuesdays of every month. Councilmembers also serve on regional and local boards and on Council ad-hoc committees.

LABOR COSTS

COMPENSATION

Compensation for each Councilmember is \$300 per month. Beginning in December 2026, compensation for each Councilmember increases to \$950 per month.

SERVICES & SUPPLIES

TRAINING

Attendance at meetings of the Marin County Council of Mayors and Councilmembers (MCCMC), the League of California Cities (CalCities), and other meetings and conferences (\$18,000)

OUTSIDE SERVICES – OTHER

Election (\$20,000)

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

Heat/air, and minor repairs (\$2,600)

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

All utilities and internet connection (\$2,839)

DEPARTMENT SUPPLIES

Frames and certificates for Council commendations and ceremonies, and Council meeting supplies (\$6,150)



TOWN OF SAN ANSELMO General Fund Town Council FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
LABOR COSTS					
Salaries	18,600	18,600	18,600	38,100	42.05%
Payroll Taxes	1,423	1,430	1,423	2,915	3.22%
SUBTOTAL – LABOR COSTS	20,023	20,030	20,023	41,015	45.27%
SERVICES & SUPPLIES					
Training	21,950	18,000	14,000	18,000	19.87%
Outside Services	18,737	15,000	-	20,000	22.07%
Internal Service – Building Maintenance	2,215	2,500	2,500	2,600	2.87%
Internal Service – Information Technology	2,650	2,730	2,730	2,839	3.13%
Departmental Supplies	6,752	6,000	6,110	6,150	6.79%
SUBTOTAL – SERVICES & SUPPLIES	52,304	44,230	25,340	49,589	54.73%
TOTAL BUDGET	72,327	64,260	45,363	90,604	100.00%



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ADMINISTRATION & FINANCE

The Administration & Finance Department implements the legislative actions of the Town Council and provides for the Town's administrative, fiscal, personnel, property management, public information, and record-keeping functions. In addition, its staff manages labor relations and staff support, inter-governmental relations, business license administration, risk management, and insurance administration, the Town's franchise agreements for cable television and solid waste collection, and state and federal mandates such as the Americans with Disabilities Act. The Department provides administration and coordination for various town policies, programs, and procedures.

2025-2026 ACCOMPLISHMENTS

- Continued employee lunch & learn trainings
- Implemented a security operations center for cybersecurity
- Launched eComment
- Completed tabletop exercise for Disaster Recovery & Incident Response Plans
- Implemented document management software

2026-2027 GOALS & WORK PLAN

PRIORITY

1

IMPLEMENT TOWN-WIDE COMPENSATION STUDY RESULTS

Category: Investing in People

Description: Conducted a Town-wide compensation study. The goal of reviewing employee compensation is to benchmark the town's salaries to provide competitive compensation to comparable local municipalities and assist in the recruitment and retention of talented employees. Become an employer of choice.



STAFF IMPACT

HIGH



FISCAL IMPACT

HIGH

PRIORITY

2

INVEST IN HUMAN RESOURCE MANAGEMENT SOFTWARE (NEOGOV)

Category: Investing in People

Description: NEOGOV is a software tailored specifically for public sector organizations that will offer several key benefits such as streamlined recruitment and onboarding, improved compliance, enhanced employee management, and analytics and reporting. Removes manual tasks like data entry, paper filings, and communication follow-ups. It will allow HR to modernize operations and improve employee and candidate experience.



STAFF IMPACT

HIGH



FISCAL IMPACT

HIGH

PRIORITY

3

UPDATE FINANCE, PAYROLL & HR SYSTEMS

Category: Excelling in Town Services

Description: Review the options for a change in Town's software to a cloud-based system more suited for a smaller local municipality. This will also allow for critical work to continue such as processing payroll or paying vendors in the event of an emergency.



STAFF IMPACT

HIGH



FISCAL IMPACT

MODERATE



2026-2027 GOALS & WORK PLAN (CONTINUED)

PRIORITY

4

ENHANCE TECHNOLOGY INFRASTRUCTURE & CYBERSECURITY

Category: Investing in People, Excelling in Town Services

Description: Modernize and maintain the Town's IT infrastructure to ensure reliable, efficient, and secure systems that support all departments and community needs. Implement advanced cybersecurity measures to protect sensitive data and safeguard against emerging threats. Prioritize sustainable and energy-efficient technologies while exploring innovative solutions to improve accessibility, user experience, and operational efficiency across digital platforms. Collaborate with departments to identify and deploy tools that enhance service delivery and communication with the community.



STAFF IMPACT

MODERATE



FISCAL IMPACT

MODERATE

PRIORITY

5

EVALUATE AND IMPLEMENT AI AND ROBOTIC PROCESS AUTOMATION (RPA) OPPORTUNITIES ACROSS ALL TOWN DEPARTMENTS

Category: Excelling in Town Services

Description: Robotic Process Automation (RPA), which our team had the opportunity to see in action at the California Society of Municipal Finance Officers (CSMFO) conference in San Jose last year. Based on what we saw, we believe RPA could significantly benefit our operations, particularly by automating recurring journal entries, running financial reports, and streamlining other repetitive tasks for both the Town and Ross Valley Fire Department.



STAFF IMPACT

HIGH



FISCAL IMPACT

MODERATE

PRIORITY

6

IMPLEMENT A BI-ANNUAL TOWN STAFF SATISFACTION SURVEY

Category: Excelling in Town Services

Description: Solicit feedback from Town staff on a regular basis about job satisfaction, growth opportunities, suggestions for service improvements and identify trends for employee retention.



STAFF IMPACT

HIGH



FISCAL IMPACT

LOW

PRIORITY

7

IMPLEMENT ONLINE RECORDS MANAGEMENT PROGRAM

Category: Connecting with the Community

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



STAFF IMPACT

MODERATE TO HIGH



FISCAL IMPACT

MODERATE



GENERAL FUND

FUND 1

LABOR COSTS

POSITION	2024-2025	2025-2026	2026-2027
Town Manager	1.00	1.00	1.00
Finance & Administrative Services Director	1.00	1.00	1.00
Deputy Town Clerk	1.00	1.00	1.00
Senior Accountant/Financial Supervisor	1.00	1.00	1.00
Community Engagement Coordinator	0.80	0.80	0.80
Management Analyst	1.00	1.00	1.00
Total	5.80	5.80	5.80

SERVICES & SUPPLIES

TRAINING

Staff attendance at training, seminars, and meetings of the League of California Cities and California Municipal Finance Officers Association

OUTSIDE SERVICES

Annual audits (\$33,500), financial reports and bank charges (\$25,000), Solid Waste Compliance consultation services (\$15,000), Sales Taxes and Property Taxes management (\$20,000); Business Licensing services (\$40,000), Record Management Software (\$10,000), Website (\$22,000), Human Resource Software (\$20,000), Agenda Software (\$23,000)

PUBLICATIONS & DUES

Membership in the Marin Managers Association and California Society of Municipal Finance Officers

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

Janitorial, heat/air, and minor repairs: Electricity, gas, telephone, water, and sewer (\$53,045)

EQUIPMENT MAINTENANCE

Computers, copy machines, telephone, postage machine, and other.

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

Technology support for the department (\$70,000), and accounting software (\$32,000)

OFFICE & DEPARTMENT SUPPLIES

Postage, copy paper, ink cartridges, miscellaneous supplies, updates of the Municipal Code



TOWN OF SAN ANSELMO General Fund Administration & Finance FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
LABOR COSTS					
Salaries	950,470	1,060,510	1,078,357	1,146,478	61.56%
Temporary Help	-	-	715	-	0.00%
Overtime	267	-	1,400	-	0.00%
Retirement	75,649	86,963	81,768	92,774	4.98%
Benefits	109,650	112,713	113,290	136,607	7.33%
Payroll Taxes	62,728	73,044	71,017	79,015	4.24%
SUBTOTAL – LABOR COSTS	1,198,764	1,333,230	1,346,547	1,454,874	78.12%
SERVICES & SUPPLIES					
Training	8,946	9,750	7,500	9,500	0.51%
Outside Services	297,896	237,500	220,000	230,000	12.35%
Publications & Dues	9,765	9,000	5,200	5,000	0.27%
Equipment Maintenance	-	600	-	-	0.00%
Internal Service – Building Maintenance	50,000	51,500	51,500	53,045	2.85%
Internal Service – Information Technology	95,500	98,365	98,365	102,300	5.49%
Supplies	10,408	9,000	7,000	7,750	0.42%
SUBTOTAL – SERVICES & SUPPLIES	472,515	415,715	389,565	407,595	21.88%
TOTAL BUDGET	1,671,279	1,748,945	1,736,112	1,862,468	100.00%



GENERAL FUND

FUND 1

16

LEGAL SERVICES

The Town Attorney is the legal official of the Town, responsible for providing legal advice to the Town Council and staff and for providing legal representation as needed to protect the Town's interests. The Town Attorney is accountable directly to the Town Council.

Litigation resulting from property damage and similar claims against the Town is managed and accounted for through the Town's self-insurance liability pool program, budgeted through the Insurance Fund.

2025-2026 HIGHLIGHTS

The Department budget for 2026-2027 reflects an hourly rate of \$275 for Town Attorney.

SERVICES & SUPPLIES

OUTSIDE SERVICES

The cost to provide legal services is separated into three categories:

- **Litigation:** Legal expenses related to litigation
- **General Legal Counsel:** General legal counsel includes day-to-day advised on matters such as land use, elections, nuisance abatement, open meeting laws, law enforcement, and the applicability of municipal ordinances, as well as state and federal laws
- **Personnel Legal Services:** Costs for specialized human resources legal counsel

TOWN OF SAN ANSELMO General Fund Legal Services FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
SERVICES & SUPPLIES					
Litigation	1,823	20,000	1,500	12,500	5.00%
General Legal Counsel	176,913	245,000	197,000	225,000	90.00%
Personnel Legal Services	41,674	15,000	13,000	12,500	5.00%
SUBTOTAL - SERVICES & SUPPLIES	220,410	280,000	211,500	250,000	100.00%
TOTAL BUDGET	220,410	280,000	211,500	250,000	100.00%



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LIBRARY

The San Anselmo Public Library is a hub of information, knowledge, culture, and inspiration in the heart of San Anselmo. The services provided by the Town Library staff are designed to meet the informational and recreational needs of residents and businesses in a timely and professional manner, to enrich the lives of library patrons and to foster a love of reading. The library welcomes over 69,000 patrons annually, circulates approximately 200,000 items, and provides over 300 programs attended by approximately 16,000 participants of all ages.

The library is open 46 hours during its six-day weekly schedule. It offers free Wi-Fi, a Chromebook, and three public Internet stations. Library staff assist patrons with library materials, research, and reader's advisory across public service desks. The San Anselmo Historical Museum, located on the first floor of the library building, houses the local history collection and is open select hours to the public. There are over 100,000 print and digital materials available and these support a community interested in life-long learning, professional growth, and self-discovery.

The library continues to see increased use of e-books, e-audiobooks, and streaming entertainment. Patrons have access to more than just traditional library materials. The Library of Things provides the opportunity for patrons to explore new hobbies and interests. Residents can learn a musical instrument, view the night sky through a telescope, play a new board game with friends, and much more.

Adult patrons attend Art Talks, Master Gardener presentations and author lectures throughout the year. Youth events include three weekly story times, monthly Crafternoons, a Bookworms Book Club, and Read to a Dog. The library strives to motivate readers of all ages in a welcoming environment. The Carnegie Reading Room has become the community living room, where patrons come to work quietly, read newspapers, and connect with neighbors.

2025-2026 HIGHLIGHTS

- Children's Area Remodel and HVAC/new roof project
- Designed, created and operated the San Anselmo Mini Library during construction closure
- Hosted San Anselmo's first two Repair Fairs, in partnership with the Reuse Alliance
- First Partner of California visited the grant-funded Storywalk installation and participated in storytime

2026-2027 GOALS & WORK PLAN

- Leverage emerging technologies to create learning opportunities for residents and streamline workflows for staff.
- Foster Community Connection and Sustainability
- Improve the organization of physical public space and implement plan to improve services
- Remodel Library public space



GENERAL FUND

FUND 1

LABOR COSTS

POSITION	2024-2025	2025-2026	2026-2027
Town Librarian	1.00	1.00	1.00
Librarian II	1.00	1.00	1.00
Senior Library Assistant	0.80	0.80	0.80
Library Assistant	1.00	1.00	1.00
Total	3.80	3.80	3.80

SERVICES & SUPPLIES

MARINET MEMBERSHIP

County-wide automated catalog, circulation system, delivery, eBooks, and databases (\$89,812)

PRINT BOOKS, DIGITAL BOOKS, DVDS & PERIODICALS

Adult books (\$14,500), children's books (\$6,730), magazines and newspapers (\$6,500), videos (\$750), and audiobooks (\$3,500)

OUTSIDE SERVICES

Outside programs, guest artists, performers, and lecturers (\$22,500)

PUBLICATIONS & DUES

Library organization dues and publications for staff to maintain expertise in library, catalog, and information services (\$1,250)

TRAINING

Conferences, workshops, and webinars to keep staff current on library trends (\$1,000)

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

Janitorial, elevator, heat/air, minor repairs, electricity, gas, water, sewer, telephone, and Internet (\$50,753)

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

Technology support for the department (\$19,496)

OFFICE & DEPARTMENT SUPPLIES

Postage, copy paper, miscellaneous supplies, cataloging, circulation, and materials repair supplies (\$11,500)



TOWN OF SAN ANSELMO General Fund Library FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
LABOR COSTS					
Salaries	408,885	455,274	458,069	472,124	46.62%
Temporary Help	74,457	95,000	85,183	95,000	9.38%
Overtime	-	-	750	-	0.00%
Retirement	47,380	51,430	51,891	54,452	5.38%
Benefits	98,564	115,258	118,519	121,270	11.98%
Payroll Taxes	35,049	40,687	40,280	41,535	4.10%
SUBTOTAL – LABOR COSTS	664,335	757,649	753,942	784,381	77.46%
SERVICES & SUPPLIES					
Training	863	1,000	750	1,000	0.10%
Outside Services	100,685	221,250	250,000	22,500	2.22%
MARINet Database	86,498	72,444	80,178	89,812	8.87%
Publications & Dues	195	1,250	750	1,250	0.12%
Internal Service – Building Maintenance	47,380	49,275	49,275	50,753	5.01%
Equipment Maintenance	-	-	250	-	0.00%
Internal Service – Information Technology	18,025	18,746	18,746	19,496	1.93%
Books, DVDs & Periodicals	29,653	30,750	30,750	31,980	3.16%
Supplies	10,575	11,500	8,000	11,500	1.14%
SUBTOTAL – SERVICES & SUPPLIES	293,874	406,215	438,699	228,291	22.54%
TOTAL BUDGET	958,209	1,163,864	1,192,641	1,012,672	100.00%



PLANNING

The Planning Department plays a central role in shaping the Town's physical, environmental, and economic future through both current and long-range planning activities. The Department reviews development applications, provides public information regarding land use and zoning regulations, and develops, implements, and updates major policy documents such as the General Plan, Housing Element, Climate Action Plan, and related implementation programs.

Current planning activities focus on reviewing land use permit applications for new homes, remodels, additions, accessory dwelling units (ADUs), commercial tenant improvements, and other development projects to ensure compliance with zoning regulations, design standards, environmental requirements, and state law. Staff also assist residents, businesses, and property owners with zoning inquiries and guide applicants through the development review and permitting process.

Long-range planning focuses on developing policies and programs that guide the Town's future character, growth, housing, sustainability, climate resilience, and public safety. Key initiatives include implementation of the General Plan and related policy documents, including the Housing Element and Safety Element, as well as updates to the Zoning Code to maintain compliance with evolving state requirements. Current efforts also include development of objective design standards and updates to accessory dwelling unit (ADU) regulations.

The Planning Department also provides staff support to several advisory bodies, including the Planning Commission, Open Space Committee, Economic Development Committee, Sustainability Commission, and General Plan Advisory Committee. Through these efforts, the Department helps ensure that community input and long-term policy goals are reflected in the Town's planning decisions.

2025-2026 HIGHLIGHTS

PLANNING COMMISSION REVIEW

- 35 public hearings

GENERAL PLAN ADVISORY COMMITTEE

- 4 public meetings

ANNUAL HOUSING PROGRESS REPORT & GENERAL PLAN IMPLEMENTATION UPDATE FOR 2025

PLANNING PROJECTS

Completed 55+ current planning projects, including:

Ministerial Permits:

- *Address Changes*
- *Chicken Permits*
- *Home Occupation Permits*
- *Parcel Mergers*
- *Sign Permits*
- *Section 6409 Wireless Telecommunication Permits*
- *SB9 Urban Development & Lot Splits*
- *Study Sessions*
- *Pre-Application Meetings*

Administration Discretionary Projects:

- *Design Review*
- *Minor Exceptions*
- *Temporary Use Permits*
- *Lot Line Adjustments*

Planning Commission Discretionary Projects:

- *Design Review*
- *Variance*
- *Conditional Use Permits*



2025-2026 HIGHLIGHTS (CONTINUED)

LONG RANGE (ADVANCED) PLANNING PROJECTS

- Continued work on the 2045 General Plan Update
- Initiated preparation of a Hillside Development Ordinance to support implementation of the General Plan Update
- Updated the Zoning Code to establish time restrictions for entertainment activities associated with restaurants
- Updated the Zoning Code to implement current state housing legislation, including Accessory Dwelling Unit (ADU) regulations and SB 450 requirements, as well as Housing Element programs and general code clean-up
- Facilitated Planning Commission policy discussions regarding interpretation of the 150-foot Mean Sea Level standard

2026-2027 GOALS & WORK PLAN

PRIORITY

1

COMPREHENSIVE GENERAL PLAN UPDATE, INCLUDING THE CIRCULATION UPDATE

Category: Planning for the Future

Description: Continue the comprehensive update of the Town's 1988 General Plan to ensure that long-range policies and implementation programs reflect current community priorities, state requirements, and emerging environmental and economic challenges. This effort includes updating all General Plan elements, excluding the recently updated Housing and Safety Elements, and incorporating new optional elements focused on Sustainability and Economic Development to support resilience, environmental stewardship, and long-term economic vitality. *Aspects of the update can be offset by staff, but CEQA analysis and technical aspects of the General Plan Update will need to be prepared by a consultant.*



STAFF IMPACT

MODERATE TO HIGH



FISCAL IMPACT

HIGH

PRIORITY

2

CONTINUE TO ADVANCE ECONOMIC DEVELOPMENT AND HOUSING ELEMENT IMPLEMENTATION

Category: Planning for the Future

Description: The Planning Division will continue to advance economic development and housing initiatives by refining policies and evaluating potential Zoning Code amendments to respond to evolving business, housing, and community needs. The Department will also implement targeted programs and action items designed to support the Town's long-term economic vitality, housing goals, and overall community sustainability.



STAFF IMPACT

MODERATE TO HIGH



FISCAL IMPACT

MODERATE



2026-2027 GOALS & WORK PLAN (CONTINUED)

PRIORITY

3

CONTINUE TO ENHANCE THE PLANNING DEPARTMENT'S LEVEL OF SERVICE

Category: Planning for the Future

Description: The Planning Division will continue to enhance customer service by improving website accessibility and navigation, streamlining review and processing timelines, ensuring timely responses to public inquiries, and proactively assisting applicants through discretionary review processes. Efforts will also include ongoing staff training, professional development opportunities, and cross-training, where feasible, to improve service delivery, operational efficiency, and organizational resilience.



STAFF IMPACT

MODERATE TO HIGH



FISCAL IMPACT

LOW

LABOR COSTS

POSITION	2024-2025	2025-2026	2026-2027
Community Development Director ^[1]	1.00	1.00 ^[1]	1.00 ^[1]
Principal Planner	0.00	1.00 ^[2]	0.00
Senior Planner	1.00	0.00	0.00
Associate Planner ^[2]	0.00	1.00 ^[2]	1.00
Assistant Planner ^[2]	1.00	1.00 ^[2]	1.00
Total	3.00	4.00	3.00

^[1] 50% of the Community Development Director's time is assigned to the Planning Department and 50% to the Building Department; however, this position is fully budgeted within the Planning Department.

^[2] In October 2025, the Principal Planner resigned, the Assistant Planner was promoted to Associate Planner to fill the resulting vacancy and Permit Services Technician (Administrative Services Assistant) was promoted to Assistant Planner.

SERVICES & SUPPLIES

TRAINING

Workshops, seminars, and conferences to keep planning staff current on planning procedures and law (\$7,000)

OUTSIDE SERVICES

Participation in countywide GIS digital mapping system; plan checking; Update to Town's General and planning projects requiring the use of consultants (\$50,000)

PUBLICATIONS & DUES

Planning organization dues and publications required for staff to maintain expertise in planning procedures and changes in land use law (\$4,000)

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

Janitorial, heat/air, and minor repairs. Electricity, gas, telephone, Internet/e-mail, water, and sewer (\$29,870)

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

Technology support for the department (\$34,320)

OFFICE & DEPARTMENT SUPPLIES

Set planning department share of Town Hall postage, copy paper, map paper, files, pens, and printer ink (\$6,000)



TOWN OF SAN ANSELMO General Fund Planning FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
LABOR COSTS					
Salaries	421,091	478,630	426,498	452,489	62.23%
Temporary Help	-	-	-	-	0.00%
Overtime	894	-	-	-	0.00%
Retirement	40,903	46,834	42,355	45,947	6.32%
Benefits	56,573	62,603	56,533	65,329	8.99%
Payroll Taxes	31,390	34,342	31,042	32,123	4.42%
SUBTOTAL – LABOR COSTS	550,851	622,409	556,428	595,888	81.96%
SERVICES & SUPPLIES					
Training	3,487	7,000	5,750	7,000	0.96%
Outside Services	432,683	525,000	378,203	50,000	6.88%
Publications & Dues	2,164	4,000	2,000	4,000	0.55%
Internal Service – Building Maintenance	26,500	29,000	29,000	29,870	4.11%
Internal Service – Information Technology	31,000	33,000	33,000	34,320	4.72%
Supplies	3,740	6,000	7,000	6,000	0.83%
SUBTOTAL – SERVICES & SUPPLIES	499,574	604,000	454,953	131,190	18.04%
TOTAL BUDGET	1,050,425	1,226,409	1,011,381	727,078	100.00%



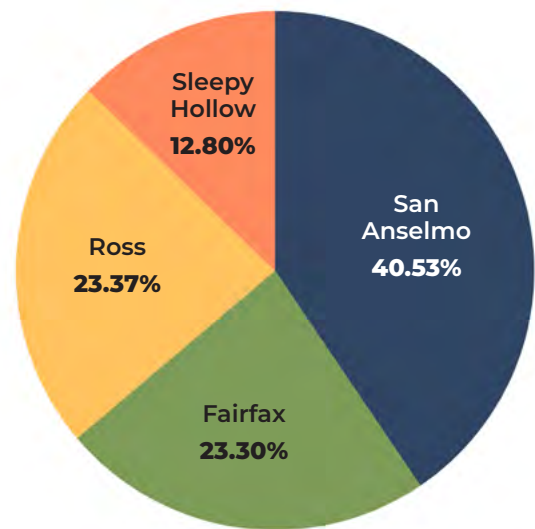
32 PUBLIC SAFETY – FIRE PROTECTION SERVICES

On July 1, 1982, the San Anselmo Fire Department merged with the Fairfax Fire Department to form the Ross Valley Fire Department (RVFD), administered under joint powers authority (JPA) to provide fire protection to San Anselmo, Fairfax, and the unincorporated county area known as Sleepy Hollow. Through June 30, 2010, the Department provided service to Sleepy Hollow through a contract for service with the Town of San Anselmo.

On July 1, 2010, Sleepy Hollow Fire Protection District became a full member of the joint power authority. As of July 1, 2012, the Town of Ross joined the Department as a full member. Today the JPA provides fire protection to San Anselmo, Fairfax, Ross, and the unincorporated county area known as Sleepy Hollow. The percentages of the Fire Department budget for the four members are San Anselmo 40.53%, Fairfax 23.30%, Ross 23.37%, and Sleepy Hollow 12.80%. The Department is governed by an eight-member Board of Directors, two from each agency.

An annual budget is adopted by the Ross Valley Fire Department Board of Directors and funded through assessments to the towns of San Anselmo, Fairfax and Ross, and the Sleepy Hollow Fire Protection District. The Department also receives outside revenues in the form of contracts for service provided to the County of Marin and the Ross Valley Paramedic Authority, as well as fees for services related to plan checks and inspections.

**ROSS VALLEY FIRE DEPARTMENT
BUDGET ALLOCATION BY
MEMBER AGENCY (%)**
FY 2026-2027



FY 2025-2026 ACCOMPLISHMENTS

- **FIRE STATION 20 REMODEL**
Project nearly complete in May 2026.
- **FIRE STATION 21 REMODEL**
Project was started on May 26, 2026.
- **CLOSURE OF FIRE STATION 18**
A Plan has been implemented to ensure a fiscally responsible approach.
- **BATTALION CHIEF (40 HOURS)**
Board approval (6/12/24) to create of a new Battalion Chief position working a 40-hour work week transitioning to a three-person engine company on July 1, 2025.



2026-2027 GOALS & WORK PLAN

PRIORITY

1

FIRE STATION 20 REMODEL

Description: Ensure project completion while remaining within budget.

PRIORITY

3

HIRE FOUR ADDITIONAL FIREFIGHTER PARAMEDICS

Description: Bring staffing level to full staffing with no vacant positions

PRIORITY

2

FIRE STATION 21 REMODEL

Description: Secure funding and create a set of construction plans.

PRIORITY

4

HUMAN RESOURCES SUPPORT FUNCTIONS

Description: Enter into a contract agreement with a vendor to support the Department in Human Resources functions.

OTHER COSTS

PROPERTY MAINTENANCE

Total \$42,500 is budgeted for property maintenance at Stations 19 and 20, which are in San Anselmo. Out of the total budget, \$15,000 for each station is budgeted as reimbursement to the Fire Department for handling routine repairs and minor improvements. Capital expenditures made at Station 20 (Butterfield Road) are matched by the Sleepy Hollow Fire Protection District, up to a maximum of \$10,000. Routine Maintenance made at Station 19 (San Anselmo Ave) are matched by the Town of Ross, up to a maximum of \$6,750.

FIRE EQUIPMENT

With the recent update to the Vehicle and Apparatus Replacement Schedule and Funding Plan, San Anselmo's FY 2026-2027 contribution for vehicle and apparatus replacement is \$169,690.

ROSS VALLEY FIRE DEPARTMENT BUDGET

The Ross Valley Fire Department FY 2026-2027 Approved Budget along with annual audits and other financial information can be found at:

ROSSVALLEYFIRE.ORG/ABOUT/FINANCIAL-INFORMATION



GENERAL FUND

FUND 1

TOWN OF SAN ANSELMO General Fund Public Safety – Fire Protection Services FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	APPROVED BUDGET	% OF TOTAL BUDGET
SERVICES & SUPPLIES					
RVFD – Fire Services	5,497,035	5,917,420	5,917,420	6,206,867	99.32%
Station 19 Maintenance	17,427	25,000	12,500	25,000	0.40%
Station 20 Maintenance	17,428	17,500	12,500	17,500	0.28%
RVFD – Disaster Coordinator	-	-	-	-	0.00%
Defensible Space Inspection	-	-	-	-	0.00%
SUBTOTAL – SERVICES & SUPPLIES	5,531,890	5,959,920	5,942,420	6,249,367	100.00%
TOTAL BUDGET	5,531,890	5,959,920	5,942,420	6,249,367	100.00%



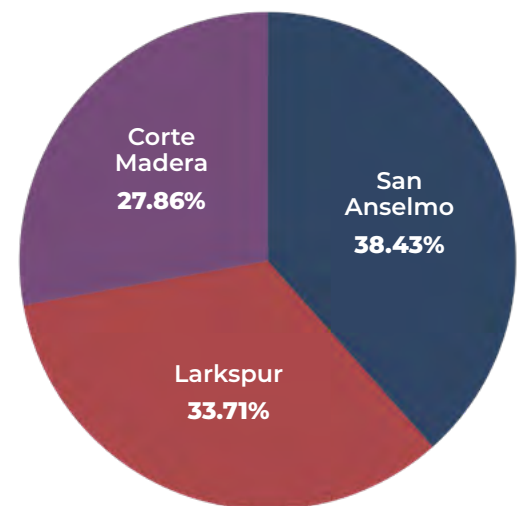
PUBLIC SAFETY – POLICE

On January 1, 2013, the San Anselmo Police Department joined the Twin Cities Police Authority, which included the City of Larkspur and the Town of Corte Madera. The new authority was named the Central Marin Police Authority (CMPA). CMPA is administered under a joint powers authority to provide police services to San Anselmo, Corte Madera, and Larkspur. The agency is governed by the Central Marin Police Authority Council, comprised of two members from each of the City/Town Councils of San Anselmo, Corte Madera, and Larkspur.

An annual budget is adopted by the Police Council and funded through assessments to the three members. The costs for administration, communications, and investigations are shared on an equal basis with each member paying one-third. The costs for Community Service Officers are shared on an equal basis between the Town of San Anselmo and the City of Larkspur, since they are the only jurisdictions using them. The costs for field operations, juvenile/school resource officer, and traffic are allocated according to a funding formula based upon the number of calls for service, total crimes, citations and accidents. This method of cost allocation ensures that if one member has additional patrol field needs, the costs are fairly allocated to the town or city receiving the services.

The percentages of the Police Authority budget for the three members are: San Anselmo at 38.43%, Larkspur at 33.71%, and Corte Madera at 27.86%.

**CENTRAL MARIN POLICE AUTHORITY
BUDGET ALLOCATION BY
MEMBER AGENCY (%)
FY 2026-2027**



FY 2025-2026 ACCOMPLISHMENTS

- Through continued recruitment efforts, staff interviewed over 200 candidates, hired 10 candidates, and successfully trained 7 police officers through the field training program
- Successfully implemented the ABEL AI-generated police report writing system using body worn camera footage, significantly reducing report writing time and freeing officer time to respond to calls for service and perform traffic safety enforcement
- In August 2025, successfully formed the Marin Regional Crisis Response Unit (CRU) in partnership with the San Rafael and Novato Police Departments, following a yearlong joint training and evaluation process
- The Homeless Outreach Police Evaluators (HOPE) team conducted several operations to locate encampments, enforce laws, and connect individuals with resources
- Continued the multi-year project to convert the fleet to electric vehicles, began construction and installation of EV charging infrastructure promoted and trained one Lieutenant, two Sergeants, and two Corporals
- Increased staffing in the traffic unit to two Officers and one Sergeant, and provided increased traffic enforcement and education throughout all three communities, including conducting 20-plus OTS-funded DUI saturation patrols
- Collected and analyzed 2025 RIPA (Racial and Identity Profiling Act) data and continued training in areas including Duty to Intercede, Crisis Intervention, De-escalation, Emotional Intelligence, First Aid/AED, Defensive Tactics, and Practical Decision-Making



GENERAL FUND

FUND 1

FY 2025-2026 CHANGES

The FY 2026-2027 Budget and Work Plan represents CMPA's commitment to fiscal responsibility and long-term sustainability, ensuring the continuation of providing the highest level of police services. This budget reflects an overall increase of \$232,002 (3.9%) in San Anselmo's share over the FY 2025-2026 adopted budget. The changes in the CMPA FY 2026-2027 budget are attributed to:

DESCRIPTION	2025-2026 ADOPTED BUDGET	2026-2027 PROPOSED BUDGET	\$ CHANGE	% CHANGE
Increase in salaries and benefits for full-time positions, primarily due to COLA of 3.5%, including an applied anticipated vacancy factor of 2.5 full-time Police Officer positions	\$9,621,293	\$9,890,795	+\$269,502	↑ 2.80%
Increase in CalPERS Unfunded Accrued Liability (UAL)	\$701,532	\$881,810	+\$180,278	↑ 25.70%
Increase in General Liability and Worker's Compensation contributions to Bay Cities Joint Powers Insurance Authority	\$683,009	\$807,553	+\$124,544	↑ 18.23%
Increase for CAD (police call records) and RMS (police report writing records) one-time equipment upgrades	-	\$108,485	+\$108,485	-
Increase to Dispatch Services contracted with Marin County Sheriff's Office	\$999,323	\$1,048,482	+\$49,159	↑ 4.92%
Increase in health benefits for retired full-time employees	\$883,179	\$920,462	+\$37,283	↑ 4.22%
Increase in cost to Pension Obligation Bond debt service	\$1,824,553	\$1,845,002	+\$20,449	↑ 1.12%
Decrease to Vehicle Replacement Fund	\$444,748	\$405,000	-\$39,748	↓ 9.81%
Decrease in Contract Services due to IT and marketing savings	\$660,345	\$631,956	-\$28,389	↓ 4.56%

FY 2026-2027 GOALS & WORK PLAN

- Work with the Management Committee to evaluate ways to address ongoing staffing issues related to the recruitment of new police officers and retaining current police officers, including forecasting anticipated vacancies and resuming marketing and advertising to attract qualified applicants
- Focus on increased traffic enforcement and additional traffic safety programs, including applying for the 2026-2027 California Office of Traffic Safety (OTS) grant for additional equipment and enforcement funding
- Focus on supervisory development to aid in proper supervision and assist with succession planning opportunities, including conducting a team-building event with all command staff and supervisors
- Conduct quarterly Homeless Outreach Police Evaluation (HOPE) team operations to locate encampments, enforce laws, and connect individuals with resources
- Continue the multi-year project to convert the fleet to electric vehicles, and complete construction and installation of new EV charging stations to support the future electrification of the fleet
- Continue to contract with The Six Foundation to provide physical and mental wellness services for all employees, and work with Bay Cities JPIA to improve risk and liability exposure through continued training
- Submit the 2025 annual RIPA (Racial and Identity Profiling Act) report to the CA Department of Justice and continue analyzing the data
- Work with the Marin County Sheriff's Office on full RiMS Records Management System integration following the one-time software implementation funded in this budget cycle



TOWN OF SAN ANSELMO General Fund Public Safety – Police Services FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% TOTAL
SERVICES & SUPPLIES					
Police Services Contract	5,474,469	5,814,695	5,814,695	6,043,271	100.00%
Building Maintenance	-	-	-	-	0.00%
Supplies	2,450	-	-	-	0.00%
SUBTOTAL – SERVICES & SUPPLIES	5,476,919	5,814,695	5,814,695	6,043,271	100.00%
TOTAL BUDGET	5,476,919	5,814,695	5,814,695	6,043,271	100.00%

CENTRAL MARIN POLICE AUTHORITY BUDGET

The Central Marin Police Authority FY 2026-2027 Budget can be found at the Central Marin Police Authority Transparency Portal:

CENTRALMARINPOLICE.ORG/227/REPORTS-AND-BUDGETS



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ENGINEERING

The Engineering staff is responsible for administering public works projects, natural disaster preparedness and response, providing cost-effective engineering management of Town infrastructure within budget limits, and providing assistance services to the public on questions of drainage, road conditions, traffic calming, red curbs, open space areas, parks, and related topics.

- 40 Lane Miles of roads
- 20 Bridges
- 5 Pedestrian Bridges
- 6 Buildings
- 6 Parks
- 3 Public Parking Lots
- 3 major medians
- 12 Traffic signals
- 3 Rapid Flash lighted crosswalks
- 600+ Street lights
- 21 Miles of Drainage

FY 2025-2026 ACCOMPLISHMENTS

- The Town has continued to improve the Pavement Condition Index over the past 8 years up to 75 by completing asset protection projects such as slurry seals and repaving streets throughout Town
- Completed Firehouse 20 project
- Completed Library Roof & HVAC project
- Completed Resilience Hub project

2026-2027 GOALS & WORK PLAN

The department includes the Public Works Director, Assistant Public Director, and Assistant Civil Engineers, position. Consultant Services will continue to be needed for road design, traffic engineering, flood control and other projects.

PRIORITY

1

IMPROVE ALL MODES OF TRANSPORTATION THROUGHOUT TOWN WITH AN EMPHASIS ON BICYCLING & WALKING

Category: Sustainable, Natural and Built Environment

Description: Through various paving projects, sidewalk improvements, safe routes to school, bike and pedestrian paths throughout Town and Open Space continue enhancing access to bikes and pedestrians.



STAFF IMPACT

MODERATE



FISCAL IMPACT

LOW

PRIORITY

2

IMPROVEMENTS & GREENING OF TOWN INFRASTRUCTURE TO PROMOTE RESILIENCE, BOTH FOR ENERGY REDUCTION & EMERGENCY PREPAREDNESS

Category: Planning for the Future

Description: Looking at ways to reduce energy use and water usage while improving infrastructure to adapt to climate change.



STAFF IMPACT

MODERATE



FISCAL IMPACT

MODERATE



2026-2027 GOALS & WORK PLAN (CONTINUED)

PRIORITY

3

IMPROVE PUBLIC PARKS, OPEN SPACE ACCESS & COMMUNITY BUILDINGS THROUGHOUT THE TOWN

Category: Sustainable, Natural and Built Environment

Description: Rebuilding playgrounds, public parking lots, renovation of park facilities, new trails in open space, building upgrades.



STAFF IMPACT

HIGH



\$ FISCAL IMPACT

HIGH

LABOR COSTS

POSITION	2024-2025	2025-2026	2026-2027
Public Works Director (Town Engineer) ^[1]	0.70	0.70	0.70
Assistant Public Works Director ^[2]	0.50	0.50	0.45
Assistant Civil Engineer ^[1]	0.50	0.50	0.50
Building Official ^[3]	1.00	0.00	0.00
Building Inspector ^[3]	1.00	0.00	0.00
Code Enforcement Official ^[3]	1.00	0.00	0.00
Permit Services Technician ^[3]	1.00	0.00	0.00
Administrative Services Assistant I/II ^[3]	1.00	0.00	0.00
Total	6.45	6.75	1.65

[1] 30% of the Public Works Director and 75% of the Assistant Engineers are assigned to capital project management, therefore, their corresponding salaries are reflected in Measure J Sales Tax and Road Maintenance Funds.

[2] The Assistant Public Works Director is assigned to road projects half time; thus, half the salary is reflected in the Road Maintenance fund.

[3] In April 2024, the operations of the Building Department transitioned to the Community Development Department, under the direction of the Community Development Director.

SERVICES & SUPPLIES

TRAINING

Attendance at professional training seminars and conferences (\$12,500)

OUTSIDE SERVICES

Participation in countywide GIS digital mapping system (\$9,000); Engineering services for special projects including traffic safety, emergency response, and related (\$163,000)

PUBLICATIONS & DUES

Memberships in public works and engineering organizations and societies, professional registration fees (\$1,125)

VEHICLE MAINTENANCE

Maintenance of department vehicles (\$3,550)



GENERAL FUND

FUND 1

SERVICES & SUPPLIES (CONTINUED)

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

Janitorial, elevators, heat/air, other maintenance (\$14,935). Electricity and gas, water, telephone, Internet/e-mail, and sewer (\$14,935)

OFFICE & DEPARTMENT SUPPLIES

Postage, copy paper, ink cartridges, miscellaneous supplies, tools, and supplies for engineering, surveying, and drafting (\$8,000)

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

Technology support for the department and AI adaptive traffic signals (\$91,400)

TOWN OF SAN ANSELMO General Fund Public Works – Engineering FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	PROPOSED BUDGET	% TOTAL
LABOR COSTS					
Salaries	769,649	303,851	321,403	319,128	42.04%
Temporary Help	5,254	-	-	-	0.00%
Overtime	2,192	-	-	-	0.00%
Retirement	68,556	33,738	33,873	36,492	4.81%
Benefits	126,320	51,406	53,059	62,512	8.24%
Payroll Taxes	57,432	21,570	20,983	22,203	2.93%
SUBTOTAL – LABOR COSTS	1,029,403	410,565	429,318	440,335	58.01%
SERVICES & SUPPLIES					
Training	7,345	15,000	8,000	10,000	1.32%
Outside Services	579,629	170,000	205,000	172,000	22.66%
Workers Compensation Claims	-	-	-	-	0.00%
Publications & Dues	2,984	1,125	1,000	1,125	0.15%
Equipment Maintenance	-	2,750	-	2,750	0.36%
Internal Service – Building Maintenance	56,650	29,000	29,000	29,870	3.94%
Vehicle Maintenance	1,548	3,550	3,550	3,550	0.47%
Internal Service – Information Technology	61,800	35,000	35,000	91,400	12.04%
Supplies	21,485	8,000	12,500	8,000	1.05%
SUBTOTAL – SERVICES & SUPPLIES	731,441	264,425	294,050	318,695	41.99%
TOTAL BUDGET	1,760,844	674,990	723,368	759,030	100.00%



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STREET & PARK MAINTENANCE

The Street and Park Maintenance division of the Public Works Department is responsible for the ongoing maintenance of Town streets, median islands, parking lots, traffic and street signs, pavement markings, curb painting, storm drains, emergency response, and other Town maintenance projects as required. In addition, staff is responsible for maintaining the Town's parks and community gathering areas (Memorial Park, Creek Park, Sorich Park, Lansdale Station Park, Imagination Park, Robson-Harrington Park and Grounds and Faude Park) and for the maintenance and upkeep of the landscaped areas surrounding Town Hall and the Community Center.

Street and Park Maintenance are also responsible for the development of improvements for most of the Town's parks and community gathering areas to further serve public needs and enhance existing landscapes. This enhancement includes reduced fire fuel and improved accessibility for disabled persons in Town parks and public gathering areas.

2025-2026 ACCOMPLISHMENTS

- Focused on internal operations and continue to improve productivity and efficiency through teamwork, cross-training and accountability, and scheduling software implementation
- Continued to work proactively with residents, utilities, and contractors to abate traffic safety and other hazards in the public right of way
- Continued training and work on stormwater improvements as required by the State
- Looked for ways to improve maintenance on the medians and parks, along with ADA improvements in the parks and buildings.
- Inspected and clean all storm drain structures prior to the winter season
- Repainted all curb markings (Red, Green, Yellow) in the downtown business district
- Inspected and repainted all yellow pavement markings around school zones for pedestrian safety

2026-2027 GOALS & WORK PLAN

- Complete counts and condition assessment of town assets, to better understand the maintenance needs and cost for replacement
- Focus on roles and responsibilities for the staff and outside contractors, to efficiently proactively maintain and respond to Town failures
- Challenge the crew to take-on lite electrical, plumbing and Heating repairs, reducing the use of contract labor cost
- Continue to receive, track and respond to resident calls for deficiencies, related to Town and privately owned property
- Track each catch-basin and storm drain for Fall servicing, winter response and priority for upgrades
- Look for ways to reduce landfill bins by improving signage and adding user friendly recycling and compost bins
- Continue to refresh the street signage and curb paint to better inform the public on traffic and parking restrictions
- Add outside safety and educational training for practical daily activities, typical of Street and Park assets
- Focus on internal operations and continue to improve productivity and efficiency through teamwork, cross-training and accountability, and scheduling software implementation



GENERAL FUND

FUND 1

LABOR COSTS

TEMPORARY HIRES/OVERTIME

Summer hires to supplement regular crews for street painting and other projects at peak maintenance times, overtime during storms and part-time janitorial work

REIMBURSABLE COSTS

Safety and other work clothing provided

POSITION	2024-2025	2025-2026	2026-2027
Maintenance Supervisor	1.00	1.00	1.00
Senior Maintenance Worker	2.00	2.00	2.00
Maintenance Worker I/II	3.00	3.00	3.00
Public Works Manager	1.00	1.00	1.00
Total	7.00	7.00	7.00

SERVICES & SUPPLIES

TRAINING

Staff attendance at safety training seminars and CalOSHA current regulations (\$4,000)

OUTSIDE SERVICES

Routine and specialized maintenance and repair of Town streetlights (\$31,000), traffic signals (\$58,000), sidewalks and other concrete work (\$55,000); mandated storm water pollution control program and projects (\$52,500); street sweeping (\$118,000); contractor services to help maintain the Town's landscaped grounds and trees, poison oak and other brush/fire hazard removal (\$105,000); and medians (\$85,000)

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

Janitorial, heat/air, and minor repairs, and other facilities; water for landscaping, electricity, and sewer expenses (\$182,310)

EQUIPMENT MAINTENANCE

Maintenance of field radios, mowers and other equipment

VEHICLE MAINTENANCE

Fuel, oil, maintenance, and repair of maintenance vehicles (\$50,000)

EQUIPMENT RENTAL

Miscellaneous equipment rental (\$1,000)

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

Technology support for departments (\$20,550)

SUPPLIES

Materials and supplies for paving, street maintenance, traffic control, and other services; supplies needed to maintain parklands and open space areas, park furnishing, and removal of graffiti (\$138,400)



TOWN OF SAN ANSELMO General Fund Public Works – Street & Park Maintenance FY 2026-2027					
	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% TOTAL
LABOR COSTS					
Salaries	615,838	701,036	698,424	728,742	32.45%
Temporary Help	9,234	50,000	37,000	60,000	2.67%
Overtime	3,821	4,500	3,500	4,500	0.20%
Retirement	63,527	71,212	70,235	75,818	3.38%
Benefits	146,824	161,359	179,945	203,920	9.08%
Payroll Taxes	47,917	58,804	55,932	61,353	2.73%
SUBTOTAL – LABOR COSTS	887,161	1,046,911	1,045,036	1,134,333	50.51%
SERVICES & SUPPLIES					
Training	504	4,000	1,100	4,000	0.18%
Outside Services	680,834	644,600	627,008	708,673	31.56%
Workers Compensation Claim	-	-	-	-	0.00%
Equipment Maintenance	5,728	6,500	9,650	6,500	0.29%
Internal Service – Building Maintenance	171,492	177,000	177,000	182,310	8.12%
Vehicle Maintenance	48,161	42,000	49,000	50,000	2.23%
Internal Service – Information Technology	19,000	19,760	19,760	20,550	0.92%
Supplies	189,421	134,900	139,150	138,400	6.16%
Equipment Rental	13,039	1,000	13,241	1,000	0.04%
SUBTOTAL – SERVICES & SUPPLIES	1,128,179	1,029,760	1,035,909	1,111,433	49.49%
TOTAL BUDGET	2,015,340	2,076,671	2,080,945	2,245,766	100.00%



BUILDING

The Town of San Anselmo Building Department is responsible for ensuring that construction and development within the Town comply with adopted building codes, safety regulations, and applicable Planning and Zoning requirements. The Department plays a vital role in protecting public health, safety, and welfare through the administration and enforcement of state and local regulations related to structural safety, fire protection, energy efficiency, and accessibility.

The Department provides services to residents, property owners, contractors, and design professionals throughout all phases of construction and development. Core functions include permit intake and issuance, plan review, building inspections, and code enforcement for unpermitted or unsafe conditions. Staff also provide guidance and assistance to the public regarding permitting requirements, inspection procedures, code compliance, and development processes, with a commitment to delivering responsive, clear, and customer-focused service.

The Building Department works collaboratively with the Planning, Public Works, and Fire Departments to support coordinated development review, efficient permit processing, and consistent construction oversight throughout the community.

2025-2026 ACCOMPLISHMENTS

- Adopted and implemented the 2025 California Building Standards Codes to maintain compliance with updated state regulations and enhance public safety
- Eliminated the Town's Residential Resale Inspection Program to streamline processes and reduce regulatory burdens for property owners
- Expanded staff professional development with the Town's full-time Inspector completing ICC Building Inspector Certification training
- Successfully recruited and onboarded two new Permit Technicians, strengthening customer service and permit processing operations
- Continued improving permit processing efficiency and customer service within the newly integrated Planning and Building Department
- Enhanced departmental coordination and cross-training efforts following the merger of Planning and Building functions in 2025

2026-2027 GOALS & WORK PLAN

PRIORITY**1****IMPROVE BUILDING PERMIT PROCESSES****Category:** Excellence in Governance

Description: Streamline the building permit review process to improve efficiency, consistency, and turnaround times. Key initiatives include conducting comprehensive workflow analyses; implementing standardized internal checklists and review templates; updating third-party plan check contracts to establish reduced review timeframes; and expanding the number of in-house plan reviews for projects that do not require structural review. The Department will also evaluate digital plan review tools and enhance interdepartmental coordination and staff training. These efforts are intended to provide applicants with a more predictable, transparent, and efficient permitting experience while maintaining high standards for compliance and quality control.

**STAFF IMPACT****MODERATE TO HIGH****FISCAL IMPACT****MODERATE**



2026-2027 GOALS & WORK PLAN (CONTINUED)

PRIORITY

2

IMPROVE CUSTOMER SERVICE & ONLINE ACCESSIBILITY

Category: Excellence in Governance

Description: Enhance the Building Department's responsiveness and public interface through improved customer service practices and updated online resources. Key initiatives include developing customer feedback tools, updating permit guides and frequently asked questions, implementing digital appointment scheduling and callback request features, and training staff on customer service protocols and communication standards. A central component of this effort is establishing and maintaining a 24–48-hour response timeframe for public inquiries. These improvements are intended to create a more transparent, accessible, timely, and user-friendly permitting experience for residents, applicants, and contractors.



STAFF IMPACT

MODERATE TO HIGH



FISCAL IMPACT

LOW

PRIORITY

3

SUPPORT ECONOMIC DEVELOPMENT

Category: Economic Vitality, Excellence in Governance

Description: Simplify and expedite the tenant improvement permit process to support local businesses and encourage economic investment. Key initiatives include publishing a Tenant Improvement Permit Guide, establishing a fast-track review process for small-scale improvements, enhancing interdepartmental coordination, including collaboration with the Marin County Environmental Health Department, and continuing to offer no-cost pre-submittal meetings for applicants. The objective is to reduce barriers for businesses, improve predictability in the permitting process, and support downtown revitalization and local economic growth.



STAFF IMPACT

MODERATE



FISCAL IMPACT

LOW

PRIORITY

4

DEVELOP & IMPLEMENT RESIDENTIAL SEISMIC PROGRAM & FIRE HOME HARDENING

Category: Climate Action, Resilience, Sustainability, Safety & Preparedness, Housing

Description: Provide homeowners with information and resources related to earthquake strengthening for existing one- and two-family dwellings, development of a soft-story retrofit program for existing structures, and installation of automatic gas shutoff valves. The Building Department will also explore opportunities to allocate fire abatement funding to assist property owners within the Wildland Urban Interface (WUI) with installation of WUI-compliant vents, siding, and other fire-resistive improvements intended to reduce wildfire risk and limit the spread of fire within San Anselmo and throughout Marin County.



STAFF IMPACT

MODERATE



FISCAL IMPACT

LOW



GENERAL FUND

FUND 1

LABOR COSTS

Title	2024-2025	2025-2026	2026-2027
Public Works Director (Town Engineer) [1]	0.70	0.00	0.00
Community Development Director [2]	0.00	0.00	0.00
Building Official	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00
Code Enforcement Official	1.00	1.00	1.00
Permit Technician/Administrative Services Assistant	2.00	2.00	2.00
Total	5.70	5.00	5.00

[1] The Public Works Director previously allocated 70% of FTE to the Building Department and 30% to the Public Works Department.
[2] 50% of the Community Development Director's time is assigned to the Planning Department and 50% to the Building Department; however, this position is fully budgeted within the Planning Department.

SERVICES & SUPPLIES

- TRAINING**
Attendance at professional training seminars and conferences (\$7,500)
- OUTSIDE SERVICES**
Participation in countywide GIS digital mapping system; plan checking, inspection services, and special project support (\$205,000)
- PUBLICATIONS & DUES**
Building Organizational dues and professional registration fees (\$4,000)

- INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE**
Janitorial, elevators, heat/air, other maintenance. Electricity and gas, water, telephone, Internet/e-mail, and sewer (\$29,870)
- INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY**
Technology support for the department (\$55,120)
- OFFICE & DEPARTMENT SUPPLIES**
Set building department share of Town postage, copy paper, map paper, files, pens, and printer ink (\$6,500)



TOWN OF SAN ANSELMO General Fund Community Development – Building FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
LABOR COSTS					
Salaries	-	622,837	612,507	596,773	52.95%
Temporary Help	-	-	-	-	0.00%
Overtime	-	3,000	1,600	2,500	0.22%
Retirement	-	55,780	59,606	61,682	5.47%
Benefits	-	96,130	96,130	112,210	9.96%
Payroll Taxes	-	48,303	48,898	45,837	4.07%
SUBTOTAL – LABOR COSTS	-	826,050	818,741	819,002	72.67%
SERVICES & SUPPLIES					
Training	-	9,000	7,500	7,500	0.67%
Outside Services	-	270,000	243,000	205,000	18.19%
Publications & Dues	-	4,000	4,000	4,000	0.35%
Equipment Maintenance	-	-	-	-	0.00%
Internal Service – Building Maintenance	-	29,000	29,000	29,870	2.65%
Internal Service – Information Technology	-	53,000	53,000	55,120	4.89%
Supplies	-	7,500	6,500	6,500	0.58%
SUBTOTAL – SERVICES & SUPPLIES	-	372,500	343,000	307,990	27.33%
TOTAL BUDGET	-	1,198,550	1,161,741	1,126,992	100.00%



GENERAL FUND

FUND 1

82

RECREATION – GENERAL FUND

The General Fund support of the Recreation Department in past years has been equal to the total compensation of the Community Services Director and the Administrative Assistant (0.8 FTE), in addition to a number of general administrative costs.

2025-2026 CHANGES & HIGHLIGHTS

In 2026-2027, 100% of the Community Services Director's total compensation and the Administrative Assistant (0.4 FTE) is reflected in the General Fund, in addition to some Outside Services, including janitorial services and internet/email services.

Administrative overhead such as payroll, finance, personnel, legal, and insurance, are provided through other Town funds. The remainder of the Recreation Department's expenditures are reflected in the Recreation Fund, which is self-supported by recreation program fees.

SERVICES & SUPPLIES

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

Janitorial, Building Maintenance (\$21,855)

DEPARTMENTAL SUPPLIES

Postage, miscellaneous supplies (\$4,000)

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

Internet, e-mail (\$2,300)

LABOR COSTS

POSITION	2024-2025	2025-2026	2026-2027
Community Services Director	1.00	1.00	1.00
Administrative Services Assistant	0.80	0.80	0.40
Total	1.80	1.80	1.40



TOWN OF SAN ANSELMO General Fund Recreation FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% TOTAL
LABOR COSTS					
Salaries	175,116	231,920	224,431	222,742	66.15%
Temporary Help	50,420	-	-	-	0.00%
Retirement	17,552	25,620	25,226	25,712	7.64%
Benefits	33,298	63,831	37,775	42,850	12.73%
Payroll Taxes	13,055	17,742	17,123	17,147	5.09%
SUBTOTAL – LABOR COSTS	289,441	339,113	304,555	308,451	91.61%
SERVICES & SUPPLIES					
Internal Service – Building Maintenance	20,600	21,218	21,218	21,855	6.49%
Internal Service - Information Technology	-	2,300	2,300	2,392	0.71%
Supplies	5,164	2,250	8,000	4,000	1.19%
SUBTOTAL – SERVICES & SUPPLIES	25,764	25,768	31,518	28,247	8.39%
TOTAL BUDGET	315,205	364,881	336,073	336,698	100.00%



GENERAL FUND

FUND 1

DEBT SERVICE

FUND 1

In FY 2012-2013, the Town's PERS rate was reduced to reflect the sale of Pension Obligation Bonds to pay the Town's Employer Side Fund liability of \$3,521,183.91.

In 2003, CalPERS combined agencies with less than 100 members into risk pools based on plan type. The Employer Side Fund was created to account for the difference between the funded status of the pool and the funded status of individual plans.

The repayment of the Pension Obligation Bonds is reflected in the Expenditure Summary under General Fund Departments, Debt Service (Pension Obligation Bonds). Overall, the refinancing of the side fund is saving the Town approximately \$60,000 per year and \$600,000 over the ten-year term. The Bonds matured in FY 2021-2022.

The Town issued Pension Obligation Bonds to pay the employer side unfunded liability in September 2021. The fifth-year payment is reflected in the FY 2026-2027 budget. Overall, the issuance of the bonds is saving the Town approximately \$5 million over the life of the bonds.

TOWN OF SAN ANSELMO General Fund Debt Service FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% TOTAL
SERVICES					
Administration Fees	1,300	1,500	1,600	1,600	0.22%
Debt Service – Principal	465,000	510,000	510,000	550,000	76.75%
Debt Service – Interest	173,812	170,189	170,096	165,018	23.03%
SUBTOTAL – SERVICES	640,112	681,689	681,696	716,618	100.00%
TOTAL BUDGET	640,112	681,689	681,696	716,618	100.00%



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NON-DEPARTMENTAL SERVICES

This budget program represents services, participation in joint powers authorities (JPAs), and other expenditures that represent the Town's interest and are not attributable to a single department or program.

The California Public Employees Retirement System (CalPERS) has changed the way public entities are charged for pension costs to better reflect actual costs and to reduce unfunded liabilities. As such, members are now charged a flat fee in addition to a percentage of salary. The Town issued Pension Obligation Bonds in 2021 to pay the unfunded liability amount. The amount of savings between CalPERS amortization scheduled and bond repayment schedule will be deposited into the Pension Trust for any future unfunded liability. The amount of \$47,000 is what is estimated to be deposited into the trust in FY 2025-2026.

The Town participates in several Joint Powers Authority (JPA) agencies county-wide and the costs for participation are budgeted under Outside Services.

SERVICES & SUPPLIES

RETIREE BENEFITS

The Town provides \$225 per month for retiree health for the Town's retirees. The estimated payment needed to meet Actuarially Determined Contribution (ADC) is \$207,263.

TRAINING

Training and conference attendance by Council-appointed boards, commissioners, and general staff (\$6,000)

OUTSIDE SERVICES

Joint powers authorities, contracts, and memoranda of understanding with other agencies: Animal control services from the Marin Humane Society (\$171,000); Transportation Authority of Marin (\$27,955); MERA administrative fee and replacement fund (\$19,255), Marin Local Agency Formation Commission (\$12,744), Association of Bay Area Governments (\$5,209), Marin Climate and Energy Partnership (\$6,224)

INTERNAL SERVICE CHARGE – INSURANCE

Cyber, Earthquake, Workers Compensation, Liability and Property Insurance (\$835,000)

PROMOTION OF COMMERCE

Town Holiday lights; miscellaneous advertisement, Economic Development activities (\$10,000)

PUBLICATIONS & DUES

Town's membership in the League of California Cities, personnel consortium, PERSPAC, and for publications (\$10,272)

DEPARTMENT SUPPLIES

Employee recognition (\$4,000), County Office of Emergency Services assistance (\$6,000), volunteer recognition (\$2,000), and miscellaneous supplies (\$1,000)

SAFETY PROGRAM

Correction of unsafe conditions, health & safety training (\$6,500)



GENERAL FUND

FUND 1

COMMUNITY SERVICE INVESTMENTS

Investments in community service organizations that provide assistance to San Anselmo's citizens in need:

ORGANIZATION	2024-2025	2025-2026	2026-2027
Marin Abused Women's Services	\$5,000	\$5,000	\$5,000
Drake High School Safe & Sober	\$500	\$500	\$500
Marin Housing Below Market Rate (BMR) Program	\$2,250	\$2,250	\$2,250
Ross Valley School District Yellow Bus	\$37,500	\$38,400	\$39,936
ADU Marin	-	-	\$14,000
Community Homeless Fund	\$14,576	\$15,013	\$15,013
Ross Valley Healthy Communities	\$2,500	\$2,500	\$2,500
Total	\$62,326	\$63,663	\$79,199

TOWN OF SAN ANSELMO General Fund Non-Departmental FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% TOTAL
SERVICES					
Retirement	93,768	199,168	198,683	275,128	15.38%
Retiree Benefits	180,796	190,028	190,028	207,263	11.59%
Training	8,711	6,000	6,000	6,000	0.34%
Outside Services	335,668	364,249	351,156	383,351	21.00%
Publications & Dues	4,668	10,272	10,348	10,272	0.57%
Promotion of Commerce	4,500	15,000	5,000	15,000	0.84%
Safety Program	-	6,500	-	6,500	0.36%
Department Supplies	9,053	13,000	8,250	13,000	0.73%
Internal Service – Information Technology	25,000	40,000	40,000	45,000	2.52%
Internal Service – Insurance	750,000	700,000	700,000	835,000	46.68%
Internal Service – Vehicle Replacement	60,000	-	-	-	0.00%
Construction	-	-	-	-	0.00%
SUBTOTAL – SERVICES	1,472,164	1,544,217	1,509,465	1,796,514	100.00%
TOTAL BUDGET	1,472,164	1,544,217	1,509,465	1,796,514	100.00%



MEASURE D SALES TAX FUND

Revenue and expenditures associated with the Measure D one-half percent (0.5%) transactions and use tax measure passed in 2013, designed to repair potholes, repave roads, reduce traffic congestion, maintain and improve sidewalks/drainage/street medians, preserve public safety, and improve other general Town services, facilities, and infrastructure. Projects completed and funds spent are reviewed by the Capital Programs Monitoring Committee on an annual basis.

In 2022, Town residents passed Measure J, a successor sales and use tax measure to Measure D. Measure J continues and enhances ongoing funding for roads and infrastructure along with providing ongoing funding for enhanced staffing in the Ross Valley Fire Department, for park and building improvements, active transportation enhancements, and projects to help mitigate the effects of climate change

The Measure D Sales Tax expired on March 31, 2023. There are no reserves remaining in and no budget set for FY 2026-2027.

TOWN OF SAN ANSELMO Measure D Sales Tax Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	8,198	8,743	8,743	-
REVENUE				
Measure D Sales Tax	545	-	-	-
SUBTOTAL - REVENUE	545	-	-	-
TOTAL RESOURCES				
	8,743	8,743	8,743	-
EXPENDITURES				
TOTAL - EXPENDITURES	-	-	8,743	-
NET INCREASE/(DECREASE)	545	-	(8,743)	-
ENDING BALANCE	8,743	8,743	-	-
TOTAL BUDGET	8,743	8,743	8,743	-



MEASURE D SALES TAX FUND

FUND 12

TOWN OF SAN ANSELMO Measure D Sales Tax Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure D Sales Tax	-	-	-	-
Use of Money & Property	545	-	-	-
TOTAL REVENUE	545	-	-	-
EXPENDITURES				
Street Paving	-	-	8,743	-
TOTAL EXPENDITURES	-	-	8,743	-



EMERGENCY PROJECTS FUND

The Emergency Reserve Fund serves as a safety valve for unanticipated emergency needs. Prior to FY 2003-2004, the Town's policy was to maintain a fund balance of \$100,000 to ensure adequate cash flow in anticipation of emergency projects, disasters, or other unprogrammed demands. In FY 2003-2004, \$50,000 of this fund was transferred to the General Fund.

The fund was established for use during winter storms to respond to hazards on public and private property. Costs associated with private property are charged to the property owner, for reimbursement. When costs are incurred during emergencies that are declared to be federal and/or state disasters and are eligible for disaster assistance, a reimbursement claim is filed and funds that are received are returned to the Emergency Projects Fund.

The fund has been used to record the Town's expenses incurred in conjunction with the flood that occurred on December 31, 2005, and the April 2006 damage on Allyn Avenue. As of June 30, 2014, the Town spent a total of \$7.6 million in recovery costs and related improvements for the two emergency events and has received reimbursement from FEMA, OES, and flood insurance for \$4.7 million. Of the remaining \$2.9 million costs, the Town has funded \$1.7 million of fire station reconstruction with a municipal loan, leaving an unreimbursed balance of \$1.2 million that was absorbed by the General Fund. Construction costs for the firehouse remodel exceeded the \$1.7 million construction loan. The Town has transferred \$1.7 million in General Fund money into the Emergency Projects fund since 2005 to cover unreimbursed flood-related expenses. The Town returned \$21,729 in reimbursements to FEMA and OES that were subsequently disallowed.

The Town has been audited with respect to the reimbursements from FEMA and OES by the Office of the Inspector General for the flood

expenses. The result of that report was a finding that the Town's expenditures were generally within the guidelines set by the federal and state government.

When costs are incurred by the Town but are not eligible for reimbursement by property owners or other agencies, the annual carryover and/or a transfer from the General Fund is recommended to replenish the fund for future needs.

On March 16, 2020, the Town Manager issued a Proclamation of the Existence of a Local Emergency Related to COVID-19. The Town has been recording all the expenditures that are related to COVID-19 responses to a COVID-19 project and will submit for all qualified reimbursements to state and federal agencies.

The Town received \$157,512 Coronavirus Relief Fund direct allocation of CARES Act funding from the State to reimburse the costs incurred due to the COVID-19 pandemic during the FY 2020-2021.

On March 11, 2021, President Biden signed the American Rescue Plan Act which provided funding to state and local governments to facilitate recovery from the economic and public health effects of the Covid-19 Pandemic. The Town received \$2.984 million. The deadline to spend the funding is December 31, 2026 as long as the funds were obligated by December 31, 2024.

The Town used American Rescue Plan Act (ARPA) funds to complete the Town Hall roof and HVAC project. The remaining funds, along with Measure J sales tax revenue are now being used to remodel Fire Station 20.



EMERGENCY RESERVE FUND

FUND 45

TOWN OF SAN ANSELMO Emergency Projects Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	1,956,169	126,830	126,830	167,836
REVENUE				
Revenue	95,004	–	42,175	–
Transfers In	–	–	–	–
SUBTOTAL – REVENUE & TRANSFERS IN	95,004	–	42,175	–
TOTAL RESOURCES	2,051,173	126,830	169,005	167,836
EXPENDITURES				
TOTAL EXPENDITURES	1,924,343	–	1,169	–
NET INCREASE/(DECREASE)	(1,829,339)	–	41,006	–
ENDING BALANCE	126,830	126,830	167,836	167,836
TOTAL BUDGET	2,051,173	126,830	169,005	167,836

TOWN OF SAN ANSELMO Emergency Projects Fund Revenue & Expenditure Summary FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Other Miscellaneous Revenue	21,363	–	36,700	–
Use of Money & Property	73,641	–	5,475	–
Transfers In	–	–	–	–
TOTAL REVENUE & TRANSFERS IN	95,004	–	42,175	–
EXPENDITURES				
Department Supplies	–	–	–	–
Outside Services	1,924,343	–	1,169	–
Emergency Response	–	–	–	–
TOTAL EXPENDITURES	1,924,343	–	1,169.00	–



MEASURE J SALES TAX FUND

Revenue and expenditures associated with the Measure J one percent (1.0%) transactions and use tax measure passed in 2022, designed to repair potholes, repave roads, reduce traffic congestion, maintain and improve sidewalks/drainage/street medians, preserve public safety, and improve other general Town services, facilities, and infrastructure. Projects completed and funds spent are reviewed by the Infrastructure & Fiscal Monitoring Committee on an annual basis.

Revenue in this fund is anticipated to be approximately \$2,588,768. Expenditures are budgeted for the following:

PROJECT	COST (\$)
3-Person Engine Company – Ross Valley Fire Department	291,133
Active Transportation	129,438
Annual Crack Seal	30,000
Bridge Prevention Maintenance Program	40,000
Bridge Ave Bridge	12,000
Center Blvd Bridge	12,000
Concrete Street Repair	50,000
Creek Park	50,000
Creek Park Contraflow Bike Lane	90,000
Fire Station 20 Landscaping	75,000
Isabel Cook Community Center – TAM Room/Gym HVAC	180,000
Isabel Cook Community Center – Painting	295,600
Isabel Cook Community Center – Parking Lot Patching	40,000
Memorial Park Courts & Entrance	125,000
Memorial Park Snack Shack Water Line	40,000
Nokomis Ave Bridge	231,600
Project Design & Inspection	200,000
Red Hill Median Water Supply Line	175,000
Salary/Benefits for Engineers (1.05 FTE)	328,162
San Francisco Blvd Slurry	45,000
Sequoia Park Area #3	75,000
Sir Francis Drake/Sais/Sunnyhills Traffic Signals	20,000
Street Paving	50,000
Slurry, Crack Seal & Digouts	170,000
Unprogrammed Drainage & Resurfacing	100,000
Total Expenditures	\$2,854,933

Includes bridge preventive maintenance local match and bridge replacement local match.



MEASURE J SALES TAX FUND

FUND 15

LABOR COSTS

POSITION	2024-2025	2025-2026	2026-2027
Public Works Director (Town Engineer)	0.30	0.30	0.30
Assistant Engineer	1.13	1.13	1.13
Total	1.43	1.43	1.43

TOWN OF SAN ANSELMO Measure J Sales Tax Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	1,287,938	1,072,785	1,072,785	142,885
REVENUE				
Measure J Sales Tax	2,479,819	2,493,023	2,568,823	2,588,768
Reimbursement	–	–	–	400,000
Use of Money & Property	43,562	–	30,000	25,000
TOTAL REVENUE	2,523,381	2,493,023	2,598,823	3,013,768
TOTAL RESOURCES	3,811,319	3,565,808	3,671,608	3,156,653
EXPENDITURES				
TOTAL EXPENDITURES	2,738,534	3,608,573	3,528,723	2,854,933
NET INCREASE/(DECREASE)	(215,153)	(1,115,550)	(929,900)	158,835
ENDING BALANCE	1,072,785	(42,765)	142,885	301,719
TOTAL BUDGET	3,811,319	3,565,808	3,671,608	3,156,653



TOWN OF SAN ANSELMO
Measure J Sales Tax Fund
Revenue & Expenditure Summary
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure J Sales Tax	2,479,819	2,493,023	2,568,823	2,588,768
Reimbursement	–	363,005	–	400,000
Use of Property & Money Interest	43,562	20,000	30,000	25,000
TOTAL REVENUE	2,523,381	2,876,028	2,598,823	3,013,768
EXPENDITURES				
3-person Engine Company (RVFD)	–	282,653	282,653	291,133
Annual Crack Seal	–	50,000	25,000	30,000
Active Transportation	25,410	–	–	–
Bridge Ave Bridge	–	12,000	–	12,000
Bridge Preventative Maintenance Program	–	40,000	3,260	40,000
Center Boulevard Bridge	–	12,000	3,000	12,000
Concrete Street Repair	–	50,000	50,000	50,000
Creek Park	–	–	–	50,000
Creek Park Contraflow Bike Lane	–	–	–	90,000
EV Charging – Fire Station 19	11,500	–	–	–
EV Charging Memorial Park	–	–	900	–
EV Charging Creek Park	–	25,000	5,000	–
EV Charging Pine Street Parking Lot	–	25,000	5,000	–
EV Charging Corp Yard	–	6,000	9,921	–
Fire Station 20	350,000	1,650,000	1,605,000	–
Fire Station 20 Landscaping	–	–	–	75,000
Hub Transit Station Roof	–	30,000	–	–
Isabel Cook Center – Repainting	500,000	135,000	–	295,600
Isabel Cook Center – TAM Room/Gym HVAC	–	–	–	180,000
Isabel Cook Center – Parking Lot Patching	–	–	–	40,000
Isabel Cook Center – Parkside Preschool Playground	25,000	–	–	–
Isabel Cook Center – Roof Repair	800	200,000	212,823	–
Isabel Cook Center – Bathroom, TAM Room & Gym Windows	–	–	–	–
Library HVAC / Roof Replacement	(49)	100,000	100,000	–
Madrone Ave Bridge	5,291	12,000	2,437	–
Memorial Park – Parking Lot	130,385	–	–	–
Memorial Park – Renovations	55,228	–	–	–
Memorial Park – Snack Shack Water Line	–	–	–	40,000
Nokomis Ave Bridge	1,429	12,000	50,000	231,600
Project Design and Inspection	171,648	200,000	180,000	200,000
Project Management	190,132	305,356	267,543	328,162
Town Hall Resiliency Hub	189,016	–	375,000	–
SF BLVD - Slurry Seal	–	–	–	45,000
Red Hill Median Well Water Supply Line	–	–	–	175,000

Continued on next page



MEASURE J SALES TAX FUND

FUND 15

Continued from previous page

TOWN OF SAN ANSELMO Measure J Sales Tax Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
Robson House Interior Restroom	-	-	-	-
Robson House – Painting	-	-	23,999	-
Robson House – Windows	20,770	-	-	-
Sequoia Park Area #2	-	-	-	-
Sequoia Park Area # 3	-	-	-	75,000
SFD/Broadmoor/Sierra Traffic Signal	-	-	-	-
SFD/Sais/Sunnyhills Traffic Signal	-	161,913	21,283	20,000
Sidewalk Gap Closure Program (Active Transportation)	-	40,000	10,000	-
Street Paving	312,781	-	-	50,000
Slurry & Crack Seal, Digouts	487,020	-	-	170,000
Sorich Park Parking Lot	-	10,000	-	-
Memorial Park Courts & Entrance	-	-	-	125,000
Town Hall Doors	9,392	-	1,250	-
Traffic Signal Controller	24,930	25,000	77,256	-
Unprogrammed Drainage & Resurfacing	225,306	100,000	91,257	100,000
Water Well Development & Groundwater Monitoring	2,545	-	1,490	-
Transfers Out to Active Transportation	-	124,651	124,651	129,438
TOTAL EXPENDITURES	2,738,534	3,608,573	3,528,723	2,854,933



DOWNTOWN REVITALIZATION

DOWNTOWN REVITALIZATION STRATEGY MISSION STATEMENT

As a community of residents, business owners, and commercial property owners, enlisting the cooperation of the Town of San Anselmo, we endeavor to identify and define our downtown as a desirable destination, encourage businesses to meet the needs of our community and create a favorable center of increased social interaction and business.

In 1994, residents, businesspeople, and Town officials began to create a strategy for enhancing the appearance and vitality of downtown San Anselmo. The Town hired Urban Planning Consultant Michael Freedman to lead community workshops, which resulted in the adoption of the above mission statement, and a strategy and priorities for improving the downtown. Landscape architect George Girvin was hired by the Town to create a streetscape conceptual design, which was approved by the Council in September 1996.

The design plan consists of adding trees, old-fashioned streetlights, outside furniture such as benches, a plaza seating area, signs, and other improvements to the downtown. In May, 1997, the Town hired Greenwood & Associates to perform a study on the feasibility of raising the funds to build these downtown improvements.

In February 1998, the Town Council adopted a downtown revitalization plan to bring \$300,000 of streetscape improvements to the downtown. The Council authorized hiring George Girvin to design the improvements and coordinate the design with the undergrounding of utilities and Measure G street repaving project.

Between 1999 and 2000, a fundraising campaign was conducted to raise \$300,000 for the streetscape project. The total results of the fundraising campaign, including interest revenue were \$341,000.

The Downtown Revitalization Fund accounts for the revenues and expenses related to the Downtown Revitalization improvement project.

In Spring 1999, beating out stiff competition, San Anselmo was awarded a \$226,000 grant from the Metropolitan Transportation Commission's Livable Communities program to construct entry signs to San Anselmo and improvements to the Hub station bus shelters. A local match of 11%, or \$22,000 was required and these improvements were completed in conjunction with the San Anselmo 2000 Streetscape Improvements.

With the completion of the downtown paving, tree planting, bench placement, electrical conduit placement, sidewalk grates and the majority of the Town Hall Plaza work, the main project is completed. Benches continue to be placed as donors indicate a desire for a memorial bench. Still to be completed is the tree lighting. Funding is utilized for downtown tree replacement, flower baskets, and other miscellaneous services.



DOWNTOWN REVITALIZATION

FUND 95

TOWN OF SAN ANSELMO Downtown Revitalization Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	34,981	29,302	29,302	17,376
REVENUE				
Revenue	10,764	24,390	30,586	23,640
TOTAL REVENUE	10,764	24,390	30,586	23,640
TOTAL RESOURCES				
	45,745	53,692	59,888	41,016
EXPENDITURES				
TOTAL EXPENDITURES	16,443	32,390	42,512	32,640
NET INCREASE/(DECREASE)	(5,679)	(8,000)	(11,926)	(9,000)
ENDING BALANCE	29,302	21,302	17,376	8,376
TOTAL BUDGET	45,745	53,692	59,888	41,016

TOWN OF SAN ANSELMO Downtown Revitalization Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	1,320	–	975	–
Donation & Reimbursement	9,444	24,390	29,611	23,640
Transfers In	–	–	–	–
TOTAL REVENUE	10,764	24,390	30,586	23,640
EXPENDITURES				
LABOR COSTS				
Regular Salaries	5,640	21,960	22,920	21,960
Payroll Taxes	431	1,680	1,773	1,680
SUBTOTAL – LABOR COSTS	6,071	23,640	24,693	23,640
SERVICES & SUPPLIES				
Outside Services – Tree	1,500	1,500	4,578	1,500
Outside Services – Other	8,872	7,250	13,241	7,500
SUBTOTAL – SERVICES & SUPPLIES	10,372	8,750	17,819	9,000
TOTAL EXPENDITURES	16,443	32,390	42,512	32,640



GRANTS FUND

This fund was initially established to track the revenue and expenditures related to legally-restricted funds obtained through state grants for traffic congestion relief. The State has withheld traffic congestion funds since FY 2004-2005. The fund is currently utilized to track all grant funds associated with road resurfacing and other related capital improvement projects. It has been renamed "Grants Fund" to more accurately reflect its use.

Included in the fund in FY 2026-2027 are expenditures associated with the following grants:

Project	Cost (\$)
Butterfield Road Safe Routes Sidewalk	150,000
Creek Park Contraflow Bike Lane Design	166,142
CalRecycle Recycling Grant	5,000
Madrone Hawk	40,000
Safe Paths	193,000
Safe Routes	1,500,000
TOTAL	2,054,142

BUTTERFIELD ROAD SAFE ROUTES SIDEWALK

Phase 1 of the Brookside Elementary School Gap Closure Project was constructed in FY 2021-2022 using a grant from the Transportation Authority of Marin (TAM). CSW, located in Novato, CA, was selected to design the project after a Request for Proposal process. After surveying and preliminary design, the initial engineer's cost estimate determined that the available funding would only cover about one third of the original scope.

In December 2024, staff submitted grant applications for Phases 2 and 3 of the project to complete the original scope (Phase 2) and further extend the sidewalk to Carlson Avenue (Phase 3). The maximum grant amount for each project was limited to \$450,000, however, TAM funded both projects, and has agreed to have Phases 2 and 3 be completed as one project with funding of \$900,000.

CREEK PARK CONTRAFLOW BIKE LANE DESIGN

Preparation of plans, specifications, and estimates for a contraflow bicycle lane through Creek Park connecting San Rafael to downtown San Anselmo. Design work will establish lane geometry, signage, pavement markings, and any necessary drainage or grading improvements to accommodate two-directional bicycle travel. The completed design will position the project for construction.

CALRECYCLE RECYCLING GRANT

CalRecycle has awarded the Town a \$5,000 grant used to purchase and replace public recycling containers as well as clean up litter in parks, recreation areas, and roadways. The goal of CalRecycle's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California refund value beverage containers.



MADRONE HAWK BEACON

The Town has secured Transportation Development Act (TDA) Article 3 grant funding through the Transportation Authority of Marin (TAM) and the Metropolitan Transportation Commission (MTC). MTC requires the Town to adopt a Resolution to formalize the funding agreement. The grant will be used to install a Pedestrian Hybrid Beacon (PHB), also known as a HAWK beacon, replacing the existing Rectangular Rapid Flashing Beacon (RRFB) at Sir Francis Drake Boulevard and Madrone Avenue. HAWK (High Intensity Activated Crosswalk) beacons were first tested in Tucson, Arizona in 2000, and were adopted into the 2009 MUTCD. The system operates similarly to a standard traffic signal: when activated, it displays a sequence beginning with a yellow indication followed by a solid dual-red display. Studies show HAWK systems can achieve driver-stopping compliance rates of up to 97%.

SAFE PATHS

The Town is advancing several sidewalk gap closure projects to improve pedestrian safety and accessibility throughout the community. On Santa Cruz Avenue, between San Francisco Boulevard and Los Angeles Boulevard, the project will install new sidewalk, ADA-compliant ramps, and crosswalk striping. Along the south side of Woodland Avenue, between Cedar Street and Crescent Road, sidewalk gaps will be filled to create a continuous pedestrian path. On Brookmead Place, a new sidewalk segment and ADA-compliant ramp will close an existing gap directly adjacent to the entrance of Brookside Elementary School, improving safe access for students and families. Finally, sidewalk gaps along both Sycamore Avenue and Madrone Avenue will be addressed to provide safer and more connected walking routes. Together, these improvements reflect the Town's ongoing commitment to creating a more walkable, inclusive, and accessible pedestrian network.

SAFE ROUTES

The Sequoia Park neighborhood is located within half a mile of San Anselmo's central business district, and within one mile of several key community destinations, including schools, parks, places of worship, and trailheads. However, the Sequoia Park neighborhood lacks sidewalks, crosswalks, and pedestrian connectivity—issues that residents have raised as concerns over the years. Two Project areas in the neighborhood requiring infrastructure improvements will be funded through a generous contribution from an anonymous private donor. The attached Memorandum of Understanding (MOU) outlines the responsibilities of both the Town and the donor, and the Donation Agreement outlines a schedule of payments tied to specific project milestones. This partnership will allow for the timely advancement of critical improvements while reducing the financial burden on the Town. The two areas are:

- **Project Area #1 — Red Hill & Greenfield Avenues:** Constructing a new bulb-out and other features to increase pedestrian safety and connectivity
- **Project Area #3 — Intersection of Sequoia Drive & Ancho Vista Avenue:** Relocating road alignment to enhance visibility and safety



TOWN OF SAN ANSELMO Grants Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	111,267	138,494	138,494	296,739
REVENUE				
Revenue	454,279	505,142	2,347,860	2,054,142
TOTAL REVENUE	454,279	505,142	2,347,860	2,054,142
TOTAL RESOURCES	565,546	643,636	2,347,860	2,184,739
EXPENDITURES				
TOTAL EXPENDITURES	427,052	505,142	2,355,757	2,054,142
NET INCREASE/(DECREASE)	27,227	–	(7,897)	–
ENDING BALANCE	138,494	138,494	130,597	130,597
TOTAL BUDGET	565,546	643,636	2,486,354	2,184,739



GRANTS FUND

FUND 14

TOWN OF SAN ANSELMO
Grants Fund
Revenue & Expenditure Summary
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Adaptive AI Traffic Detection	-	-	250,000	-
Bridge Preventive Maintenance	25,095	-	-	-
Butterfield Road Safe Routes Sidewalk	-	-	-	150,000
Center Blvd Bridge	-	-	-	-
Creek Park Contraflow Bike Lines Design	-	166,142	-	166,142
EV Charging	13,000	13,000	-	-
EV Charging Memorial Park	-	32,500	-	-
EV Charging Creek Park	-	32,500	-	-
EV Charging Pine Street Parking Lot	-	39,000	26,594	-
EV Charging Corp Yard	-	13,000	-	-
Madrone Ave Bridge	11,405	-	-	-
Madrone Ave Hawk	-	-	-	40,000
Nokomis Ave Bridge	27,447	-	-	-
HAWK Pedestrian Signal at Saunders Ave/SFD	-	204,000	204,000	-
Other Revenue	82,185	-	1,794,020	-
Safe Paths	-	-	-	193,000
Safe Routes	-	-	73,246	1,500,000
State Recycling Grant	-	5,000	-	5,000
Street Paving – Measure AA	290,658	-	-	-
Use of Property & Money	4,489	-	-	-
TOTAL REVENUE	454,279	505,142	2,347,860	2,054,142
EXPENDITURES				
Adaptive Signals	-	-	250,000	-
Brookside Sidewalk Gap	-	-	18,420	-
Butterfield Road Safe Routes Sidewalk	-	-	-	150,000
Creek Park Contraflow Bike Lines – Design	-	166,142	-	166,142
EV Charging FS19	-	13,000	-	-
EV Charging Memorial Park	28,487	32,500	-	-
EV Charging Creek Park	-	32,500	-	-
EV Charging Pine Street Parking Lot	750	39,000	26,594	-
EV Charging Corp Yard	8,812	13,000	-	-
EV Charging Isabel Cook Community Center	-	-	-	-
Fire Station 20	4,508	-	1,748,000	-
Madrone Hawk	-	-	-	40,000
HAWK Pedestrian Signal at Saunders Ave/SFD	307	204,000	142,201	-
Imagination Park	4,846	-	36,528	-
Outside Services – Other	2,736	-	-	-
Safe Routes	85,948	-	73,246	1,500,000
Safe Paths	-	-	-	193,000
State Recycling Grant	-	5,000	-	5,000
Street Paving Measure AA	290,658	-	-	-
TOTAL EXPENDITURES	427,052	505,142	2,355,757	2,054,142



RECREATION

The Recreation Department is responsible for developing and administering programs, events, and services that enrich lives and help meet social, recreational, leisure and cultural needs of youth, teens, families, and older adults and people with disabilities through direct and contract programs.

Town residents and the greater Ross Valley community are provided with a variety of sports, leisure, arts and recreational activities and classes for all ages and abilities throughout the year. Program highlights include adult programs, sports programs, gymnastics, afterschool care, afterschool enrichment and toddler enrichment classes. Childcare programs as well as summer day camps and specialty camps fill an important need in Ross Valley for affordable and quality childcare. The Parkside Preschool program has been serving preschool-aged children (and their parents) for over 49 years.

The Department also provides staff support to age and disability friendly programs. Staff works with the Ross Valley Seniors program and Age & Disability Friendly Committee.

Staff supports the Parks & Recreation Commission and Arts Commission, as well as the Red Hill Dog Park, Skate Park, Robson-Harrington Community Gardens, and Age & Disability Friendly steering committees.

The Department fundraises for and produces several community events, including, Live on the Avenue (in partnership with several Town departments), Goblins BOOtacular, Holiday Tree Lighting, Breakfast with Santa, Tree Lighting, Egg Hunts, Volunteer Workdays, and Teen Battle of the Bands.

The Recreation Fund is self-supporting except for general administrative functions such as payroll, finance, legal, maintenance and the Community Services Director's and the Administrative Services Assistant's compensation. Internet services and some maintenance functions are provided through the General Fund contribution to the Recreation Department. The Recreation Fund recoups its expenditures through class and program fees, advertising, and rental income.

2025-2026 ACCOMPLISHMENTS

EXPANDED COMMUNITY ACCESS TO PROGRAMS

Significantly increased enrollment across recreation programs, allowing the Department to serve a broader cross-section of the community. This was achieved by maximizing program capacity, diversifying offerings, and responding to evolving community interests and needs. The Recreation Department also issued the highest number of scholarships this year totaling \$22,500.

EXPANSION OF CAMP KIDMARIN

Developed and launched Camp KinderMarin, a new addition to the Department's camp portfolio. This program expands access to high-quality childcare and meets growing demand for summer programming.



2025-2026 ACCOMPLISHMENTS (CONTINUED)

FACILITY ENHANCEMENTS

Completed a series of major facility improvements to enhance user experience and extend the life of Town assets. Projects included interior painting at the Isabel Cook Community Center, installation of new flooring and furnishings in the Mt. Tam Room, regrading and infield improvements at Memorial Park, drainage upgrades at Red Hill Dog Park, and installation of a new children's garden at Robson-Harrington Park. All improvements were funded through capital outlay reserves in the FY 2025–2026 Recreation Fund budget.

LIVE ON THE AVENUE SPONSOR RELATIONS

Finalized the Age & Disability Friendly grant process through the California Department of Aging. In partnership with the Marin Age & Disability Institute, the Town secured funding to foster an inclusive culture that supports aging with dignity and accessibility for people with disabilities. Developed the 2025–2028 Age and Disability Friendly Action Plan and implementation roadmap.

LIVE INTERNSHIP PROGRAM

Established new Production Assistant and Special Event Internship positions to support Live on the Avenue. These roles provide valuable hands-on experience for high school and college students, fostering workforce development and community engagement in event production.

TEAM EXPANSION

Completed strategic staffing efforts, including an internal recruitment for an Events Supervisor and external hiring to strengthen the Childcare Division. The Department is now fully staffed with nine full-time employees, enhancing operational capacity and service delivery.

YOUTH SOCCER PROGRAM DEVELOPMENT

Established a new Director of Coaching and Player Development position to strengthen coaching quality and support player growth within the Youth Soccer program.

GROWTH OF YOUTH SPORTS LEAGUES

Achieved notable growth in participation across youth sports leagues, including basketball, soccer, and softball, reflecting strong community demand and successful program delivery.

AGE & DISABILITY FRIENDLY COMMITTEE ESTABLISHMENT

Formed a new advisory committee focused on age and disability-friendly initiatives. This group provides guidance on accessibility, inclusion, and equitable program and facility design.

VOLUNTEER ENGAGEMENT

Partnered with the Parks and Recreation Commission to organize the Spring Volunteer Park Clean-Up, fostering community pride, environmental stewardship, and increased volunteer participation.

UPGRADED MARKETING SOFTWARE

Implemented Constant Contact to modernize communications and improve outreach. Launched the Department's first-ever Recreation newsletter, creating a consistent and streamlined platform for sharing programs, events, and updates.

LAUNCH OF FOREVER ACTIVE PROGRAMS

Introduced the "Forever Active" initiative, offering free programs for older adults, including yoga, cooking classes, workshops, and seasonal activities. These programs promote health, social connection, and lifelong learning.

MEMORIAL PARK FEASIBILITY STUDY

Conducted a feasibility analysis to evaluate funding capacity for a potential amendment to the Memorial Park Master Plan, focused on the redevelopment of a portion of the park.

FACILITY IMPROVEMENT ADVOCACY

Advocated for and partnered with the Public Works Department to initiate key capital projects, including Hilldale Pocket Park, Memorial Park, and Robson Harrington Park.



2025-2026 GOALS & WORK PLAN

PRIORITY

1

DEVELOP & STRENGTHEN COMMUNITY PARTNERSHIPS TO ENHANCE AND GROW SPORTS PROGRAMS**Category:** Healthy Community, Excellence in Governance**Description:** To expand the reach, impact, and sustainability of our sports programs, the department will work diligently to strengthen existing relationships with volunteers, organizations, and community leaders while also cultivating new partnerships that will ensure long-term growth and success.

STAFF IMPACT

MODERATE



FISCAL IMPACT

LOW

PRIORITY

2

DEVELOP & IMPLEMENT A COMPREHENSIVE MARKETING STRATEGY**Category:** Excellence in Governance**Description:** Modernize and streamline communications with constituents to maintain engagement and build a strong sense of community. The development and execution of a comprehensive marketing strategy will ensure that the Recreation Department effectively promotes its programs, events, and activities to a broad and diverse audience.

STAFF IMPACT

MODERATE



FISCAL IMPACT

MODERATE

PRIORITY

3

EVALUATE & INCREASE AGE & DISABILITY FRIENDLY PROGRAMS AND SPACES**Category:** Community of Belonging, Healthy Community**Description:** Modernize and streamline communications with constituents to maintain engagement and build a strong sense of community. The development and execution of a comprehensive marketing strategy will ensure that the Recreation Department effectively promotes its programs, events, and activities to a broad and diverse audience.

STAFF IMPACT

MODERATE



FISCAL IMPACT

MODERATE

PRIORITY

4

SUSTAINABLY FUND & PRODUCE LIVE ON THE AVENUE**Category:** A Community of Belonging, Economic Vitality**Description:** The Recreation Department is committed to ensuring the continued success and growth of the Live on The Avenue event series. The event series brings people together, celebrating music, arts, culture, and local talent in a lively, inclusive environment. However, to sustain its future, it is essential to explore diverse and sustainable funding sources and to strategically plan for its long-term viability.

STAFF IMPACT

MODERATE



FISCAL IMPACT

MODERATE



RECREATION FUND

FUND 21

INTERDEPARTMENTAL PROJECTS – RECREATION & PUBLIC WORKS

PRIORITY

1

COMMITMENT TO MAINTAINING & ENHANCING RECREATION FACILITIES

Category: Healthy Community, Architectural & Scenic Beauty

Description: The Recreation Department is dedicated to preserving and improving the quality of its facilities to ensure they remain safe, accessible, and enjoyable for the community. In collaboration with the Public Works Department, the Recreation Department will focus on a series of key facility upgrades and restorations including the Memorial Park Master Plan Amendment.



STAFF IMPACT

MODERATE



FISCAL IMPACT

MODERATE

LABOR COSTS

Title	2024-2025	2025-2026	2026-2027
Recreation Manager	1.00	0.00	0.00
Recreation Senior Supervisor	1.00	2.00	2.00
Recreation Supervisor	1.00	1.00	1.00
Recreation Coordinator I/II/III	2.00	2.00	2.00
Recreation Program Leader	0.00	1.00	2.00
Childcare Instructor	2.00	1.00	0.00
Administrative Services Assistant	0.20	0.20	0.50
Total	7.20	7.20	7.50

The Community Services Director and 50% of the Administrative Services Assistant (0.80 FTE total) are accounted for in the General Fund.

SERVICES & SUPPLIES

OUTSIDE SERVICES

Credit card charges, registration software, technology services, professional fees (\$121,683)

TEMPORARY SALARIES

Part-time recreation staffing costs (\$393,063)

DUES

Professional organization dues and publications required for staff to maintain expertise in recreation, catalog and information services (\$700)

TRAINING

Seminars, workshops and conferences to keep staff current on recreation trends, best practices and policies and procedures (\$6,700)

UTILITIES

Electricity (\$15,800)

OFFICE SUPPLIES

Postage, copy paper, ink cartridges, and miscellaneous supplies (\$10,000)

PROMOTIONAL/MARKETING

Advertising, program brochure and mailing (\$35,000)

CAPITAL OUTLAY

Program area improvements (\$150,000)



PROGRAMS

Revenues and expenses are budgeted for each program area:

SPORTS

Includes youth and adult sports leagues, classes, and clinics, and tumbling and gymnastics classes

CULTURE

Includes art, theatre, food, music, babysitting certification, painting, Mah-Jong, Tai-Chi, and language classes for youth and adults

CHILD CARE

Includes Parkside Preschool, toddler enrichment, on-campus after-school enrichment classes, Robson After Care, and summer art, sports, and general day camps for youth

FACILITY RENTALS & OTHER

Includes picnic reservations and field rental revenue; Robson House and ICC facility rental revenue; advertising revenue and other miscellaneous items

ADMINISTRATION

Includes staff salaries, benefits, and training; office expenses; utilities expense; credit card fees; registration software fees; activity guide production costs; marketing costs; and equipment maintenance costs



RECREATION FUND

FUND 21

TOWN OF SAN ANSELMO Recreation Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	1,157,131	1,338,720	1,338,720	1,130,831
REVENUE				
Revenue	2,686,819	2,362,320	2,479,431	2,608,050
TOTAL REVENUE	2,686,819	2,362,320	2,479,431	2,608,050
TOTAL RESOURCES	3,843,950	3,701,040	3,818,151	3,738,881
EXPENDITURES				
Operating Expenditures	2,171,866	2,371,112	2,348,505	2,583,115
Capital Expenditures	299,465	300,000	300,000	150,000
Transfers Out	33,899	38,815	38,815	46,835
TOTAL EXPENDITURES & TRANSFERS OUT	2,505,230	2,709,927	2,687,320	2,779,950
NET INCREASE/(DECREASE)	181,589	(347,607)	(207,889)	(171,900)
ENDING BALANCE	1,338,720	991,113	1,130,831	958,931
TOTAL BUDGET	3,843,950	3,701,040	3,818,151	3,738,881



TOWN OF SAN ANSELMO
Recreation Fund
Revenue & Expenditure Summary
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Sports Programs	722,082	669,000	709,692	723,200
Cultural Programs	192,721	181,000	185,238	171,500
School Programs & Childcare	1,618,159	1,461,000	1,525,000	1,665,450
Events and Other Revenue	153,857	51,320	59,501	47,900
TOTAL REVENUE	2,686,819	2,362,320	2,479,431	2,608,050
EXPENDITURES – PROGRAM ADMINISTRATION				
LABOR COSTS				
Regular Salaries	263,098	315,839	306,839	255,276
Temporary Help	12,605	4,700	4,700	3,000
Overtime	1,514	1,500	1,500	6,000
Retirement	26,800	29,741	29,741	25,626
Other Benefits	58,258	80,918	80,918	64,339
Payroll Taxes	20,183	24,650	23,961	19,864
SUBTOTAL – LABOR COSTS	382,458	457,348	447,659	374,105
SERVICES & SUPPLIES				
Outside Services	131,110	118,748	118,748	124,883
Training	5,413	7,500	7,500	6,700
Publications & Dues	495	1,000	1,000	700
Building Maintenance	709	11,000	11,000	5,400
Equipment Maintenance	–	850	850	–
Utilities	16,404	14,450	14,450	15,800
Promotion & Marketing	30,248	35,000	35,000	34,523
Furniture	–	–	–	–
Office & Departmental Supplies	9,453	10,000	10,000	10,000
SUBTOTAL – SERVICES & SUPPLIES	193,832	198,548	198,548	198,006
TOTAL EXPENDITURES – PROGRAM ADMINISTRATION	576,290	655,896	646,207	572,111
EXPENDITURES – PROGRAM OPERATIONS				
Sports Programs	355,721	382,414	382,414	410,267
Cultural Programs	148,791	112,300	112,300	118,600
School Programs & Childcare	1,084,645	1,175,502	1,162,584	1,440,137
Events and Other	6,419	45,000	45,000	42,000
TOTAL EXPENDITURES – PROGRAM OPERATIONS	1,595,576	1,715,216	1,702,298	2,011,004
CAPITAL OUTLAY – CONSTRUCTION	299,465	300,000	300,000	150,000
TRANSFERS OUT – GENERAL FUND	33,899	38,815	38,815	46,835
TOTAL EXPENDITURES	2,505,230	2,709,927	2,687,320	2,779,950



SPECIAL REVENUE FUNDS

COMMUNITY SERVICES MASTER PLAN FUND

FUND 11

The Community Services Master Plan Fund was initiated in FY 2014-2015 to reflect the revenue and expenditures associated with the Community Facilities Master Planning process. This fund is intended to be used for master planning projects related to Town parks and recreation activities and facilities.

The project was initially funded by a \$50,000 grant from Marin County Supervisor Katie Rice and a transfer of \$60,000 from the Recreation Fund.

During the Community Facilities Master Plan process, community input was collected from a variety of community members to help develop ideas for the Town's community facilities. A Master Plan was adopted by the Council at the end of the process, and work will continue toward the goal of carrying out the goals of the Master Plan.

At the completion of the Community Facilities Master Plan, funding was set aside to explore capital funding options.

In FY 2018-2019, the Town Council allocated \$30,000 from the General Fund reserve balance for use in a public information program to increase awareness about the Memorial Park Restoration Project.

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Community Services Master Plan Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	5,202	5,444	5,444	5,444
REVENUE				
Revenue & Transfers In	242	-	-	-
TOTAL REVENUE & TRANSFERS IN	242	-	-	-
TOTAL RESOURCES	5,444	5,444	5,444	5,444
EXPENDITURES				
TOTAL EXPENDITURES	-	4,000	-	4,000
NET INCREASE/(DECREASE)	-	(4,000)	-	(4,000)
ENDING BALANCE	5,444	1,444	5,444	1,444
TOTAL BUDGET	5,444	5,444	5,444	5,444

TOWN OF SAN ANSELMO Community Services Master Plan Fund Revenue & Expenditure Summary FY 2026-2027				
	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	242	-	-	-
Transfers In	-	-	-	-
TOTAL REVENUE	242	-	-	-
EXPENDITURES				
Outside Services	-	4,000	-	4,000
TOTAL EXPENDITURES	-	4,000	-	4,000



SPECIAL REVENUE FUNDS

ROAD MAINTENANCE FUND

FUND 19

With the adoption of the FY 2002-2003 budget, the Town Council formally recognized its commitment to the ongoing need for road maintenance beyond the resources provided by the Measure G bond funds. To provide additional funds for road maintenance, the Town Council directed staff to budget \$400,000 in this fund annually. A Road Impact Fee for construction to be charged on construction projects was approved and collection of that fee began in December 2002. The road impact fee was extended to garbage vehicles in December 2004. Revenue received from the Road Impact Fee and the Garbage Impact Fee is restricted to the Road Maintenance Fund.

In FY 2026-2027, Road Impact fees for construction are estimated at \$400,000. A General Fund contribution of \$534,000 to the fund is included to reflect the Town's continued commitment to road maintenance. This fund also includes Senate Bill 1 (SB) gas tax at approximately \$358,728.

A new 5-Year Capital Improvement Plan (CIP) was prepared by staff in 2024 based on the pavement management program report that outlines the pavement condition index (PCI) of Town streets. It was reviewed and recommended to the Town Council by the Infrastructure and Fiscal Monitoring Committee. The 5 Year CIP was approved by the Town Council in 2024.

The Plan calls for the following projects to be completed in FY 2026-2027:

PROJECT	COST (\$)
Salary & Benefits for Engineers (1.88 FTE)	348,300
Street Paving Project	1,150,000
Slurry Seal	230,000
Traffic Signal Controller Boxes	50,000
Unprogrammed Drainage & Paving	150,000
Total Expenditures	\$1,928,300

The Capital Improvement Plan document is available for review on the Town's website at sananselmo.gov/CIP

LABOR COSTS

POSITION	2024-2025	2025-2026	2026-2027
Assistant Public Works Director	0.50	0.50	0.50
Assistant Civil Engineer	1.38	1.38	1.38
Total	1.88	1.88	1.88

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Road Maintenance Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	435,560	779,553	779,553	516,063
REVENUE				
Revenue & Transfers In	1,370,256	1,593,419	1,706,956	1,937,540
TOTAL REVENUE & TRANSFERS IN	1,370,256	1,593,419	1,706,956	1,937,540
TOTAL RESOURCES	1,805,816	2,372,972	2,486,509	2,453,603
EXPENDITURES				
TOTAL EXPENDITURES	1,026,263	1,866,719	1,970,446	1,928,300
NET INCREASE/(DECREASE)	343,993	(273,300)	(263,490)	9,240
ENDING BALANCE	779,553	506,253	516,063	525,303
TOTAL BUDGET	1,805,816	2,372,972	2,486,509	2,453,603



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO Road Maintenance Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	24,691	20,000	20,000	20,000
Road Impact Fees: Construction	471,050	400,000	478,278	450,000
Road Impact Fees: Grbg Trucks	77,000	84,000	49,000	-
Reimbursement	-	-	77,187	-
Measure AA	-	290,658	293,865	571,318
Pavement Moratorium	-	2,500	2,000	2,500
TOTAL REVENUE	572,741	797,158	920,330	1,043,818
TRANSFERS IN				
from General Fund	450,000	450,000	450,000	534,000
from SBI	347,515	346,261	336,626	359,722
SUBTOTAL TRANSFERS IN	797,515	796,261	786,626	893,722
TOTAL REVENUE & TRANSFERS IN	1,370,256	1,593,419	1,706,956	1,937,540
EXPENDITURES				
Bike, Ped, Signal, EV, ADA	3,098	-	-	-
Salaries & Benefits	290,794	316,719	318,706	348,300
Street Paving	541,870	1,230,000	1,073,232	1,150,000
Slurry Seal	-	-	-	230,000
Traffic Signal Controller	4,354	95,000	93,360	-
Traffic Signal Controller Boxes	-	-	-	50,000
Unprogrammed Drainage & Resurfacing	186,147	225,000	485,148	150,000
TOTAL EXPENDITURES	1,026,263	1,866,719	1,970,446	1,928,300

SPECIAL REVENUE FUNDS



STATE GASOLINE TAX FUND

FUND 20

California municipalities receive a portion of the state gasoline taxes, allocated on a per capita basis, to be used for street maintenance work. Interest earnings on any funds on deposit in the gas tax fund are required to accrue to that fund. Funds may be transferred from the gas tax fund to other funds during the year for street maintenance work.

Starting in FY 1997-1998, the full amount of gas tax revenue received in the fiscal year is transferred to the General Fund on an ongoing basis, rather than just the projected revenue amount, as long as estimated Street Maintenance costs exceed the Town's gas tax revenue.

On April 28, 2017, the Governor signed Senate Bill 1 (SB1), an increase in vehicle registration fees along with per-gallon gas and diesel tax increases. Distribution of funds to San Anselmo will follow the apportionment formula used for the current gas tax. Funding will be available for basic road maintenance, rehabilitation, and critical safety projects on local streets and roads.

TOWN OF SAN ANSELMO State Gasoline Tax Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	-	-	-	-
REVENUE				
Revenue	678,350	720,631	707,437	739,279
TOTAL REVENUE	678,350	720,631	707,437	739,279
TOTAL RESOURCES				
	678,350	720,631	707,437	739,279
EXPENDITURES				
Expenditures	678,350	720,631	707,437	739,279
TOTAL EXPENDITURES & TRANSFERS OUT	678,350	720,631	707,437	739,279
NET INCREASE/(DECREASE)	-	-	-	-
ENDING BALANCE	-	-	-	-
TOTAL BUDGET	678,350	720,631	707,437	739,279



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO State Gasoline Tax Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
State Gasoline Tax – Regular	355,142	374,370	370,811	379,557
State Gasoline Tax – SB1	323,208	346,261	336,626	359,722
TOTAL REVENUE	678,350	720,631	707,437	739,279
EXPENDITURES				
Transfers Out – General Fund	355,142	374,370	370,811	379,557
Transfers Out – Road Maintenance Fund	323,208	346,261	336,626	359,722
TOTAL EXPENDITURES	678,350	720,631	707,437	739,279

SPECIAL REVENUE FUNDS



LIBRARY TAX FUND

FUND 27

The voters of San Anselmo approved a Special Library Services Tax of \$49 per parcel effective July 1, 2010. The revenue from the tax was restricted to expenditures for expanding library hours, improving children's services at the Library, including hiring a special children's librarian, and enhancing general Library services.

A special Library Fund was created to record the revenue from the tax measure and the allowable expenditures. Any funds that are not expended at the end of a given year remain in the Fund and are available for budgeted expenditures in future years.

The voters of San Anselmo approved a renewal of the tax in June 2014 at \$54 per parcel for nine years, with an annual increase of 3% per year. A special Library Tax Oversight Committee was established with the parcel tax renewal and monitors expenditures from this fund.

In November of 2022, voters renewed the existing library parcel tax (expiring in 2024) and extended it for another nine years, until 2033. It is anticipated that the Special Library Services Tax will create projected revenue of \$309,111 for the Library in 2025-26.

The Special Library Services Tax requires that the tax funding augment, not displace, funding provided by the Town. To that end, the ordinance requires that the tax continues to be levied only if Town funding of the library remains above 90% of the amount budgeted for 2012-2013 (\$449,765). The \$449,765 figure was arrived at by taking the 2012-2013 Library budget (\$545,685) and subtracting the budgeted donations from the Friends of the Library (\$14,426), budgeted State library funding (\$4,290) and budgeted library fines (\$27,230). 90% of \$499,739 is \$449,765.

The amount budgeted in the General Fund for the Library in this proposed budget is \$926,729, which is within the allowable parameters established in the Special Library Tax Services measure.

2025-2026 HIGHLIGHTS

- Launched a new series of programs for older adults on Artificial Intelligence
- Hosted Challah Bake for all ages in partnership with Chabad of West Marin
- Participation in inaugural One Book One Coast initiative

LABOR COSTS

POSITION	2024-2025	2025-2026	2026-2027
Children's Librarian	1.00	1.00	1.00
Library Assistant	1.00	1.00	1.00
Senior Library Assistant	0.20	0.20	0.20
Total	2.20	2.20	2.20



SPECIAL REVENUE FUNDS

SERVICES & SUPPLIES

MARINET

Membership in Link Plus, a Statewide inter-library loan service, and additional databases, such as Mango Language, and Overdrive e-books. (\$14,176)

INTERNET— CORPORATION FOR EDUCATION NETWORK INITIATIVES IN CALIFORNIA (CENIC)

High-speed Internet (\$8,898)

MATERIALS

Print and digital books, magazines, newspapers, and film (\$38,500)

OUTSIDE SERVICES

Program and special events expenditures (\$3,500)

DEPARTMENT SUPPLIES

Postage, copy paper, miscellaneous supplies, cataloging, circulation, and materials repair supplies (\$4,000)

TOWN OF SAN ANSELMO Library Tax Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	29,297	(2,208)	(2,208)	13,812
REVENUE				
Revenue	316,713	327,353	325,154	334,945
TOTAL REVENUE	316,713	327,353	325,154	334,945
TOTAL RESOURCES				
	346,010	325,145	322,946	348,757
EXPENDITURES				
TOTAL EXPENDITURES	348,218	338,265	309,134	347,645
NET INCREASE/(DECREASE)	(31,505)	(10,912)	16,020	(12,699)
ENDING BALANCE	(2,208)	(13,120)	13,812	1,113
TOTAL BUDGET	346,010	325,145	322,946	348,757

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Library Tax Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Library Tax	316,713	326,853	324,704	334,445
Use of Money & Property	–	500	450	500
Transfer In	–	–	–	–
TOTAL REVENUE	316,713	327,353	325,154	334,945
EXPENDITURES				
LABOR COSTS				
Regular Salaries	138,104	154,287	146,537	162,966
Temporary Help	52,144	25,000	17,500	25,000
Retirement	12,522	13,549	10,602	12,923
Overtime	–	–	–	–
Other Benefits	49,390	62,182	47,348	63,303
Payroll Taxes	13,844	13,647	12,002	14,379
SUBTOTAL – LABOR COSTS	266,004	268,665	233,989	278,571
SERVICES & SUPPLIES				
Outside Services - Programming	3,500	250	250	3,500
MARINet Database	16,395	7,222	8,395	7,787
Internet - CENIC	8,358	8,358	8,898	8,898
Link+	–	6,319	6,389	6,389
Department Supplies	4,780	4,000	3,950	4,000
Adult Books	12,349	11,000	12,800	10,000
Childrens' Books	8,449	8,500	8,500	8,500
Audio/Visual Books	214	–	213	–
DVDs	8,523	5,000	7,250	5,000
E-Books	19,646	18,951	18,500	15,000
SUBTOTAL – SERVICES & SUPPLIES	82,214	69,600	75,145	69,074
TOTAL EXPENDITURES	348,218	338,265	309,134	347,645



SPECIAL REVENUE FUNDS

ROBSON HOUSE FUND

FUND 34

The Robson House is an elegant mansion that was donated to the Town in 1968, with the agreement that it be used for the benefit of the community's children. In 1978, a Robson-Harrington House Association was formed to restore, manage, and maintain the house as a civic, educational, recreational, and cultural center. In 2005, the Association was unable to find new board members willing to take on the considerable responsibilities of the house and the organization disbanded. Management of the house has reverted to the Town.

Revenue from the rental of the upstairs offices has been sufficient over the past years to cover the ongoing operation and routine maintenance of the house. However, since FY 2011-2012, personnel, utility, and maintenance costs have risen to the point that rental revenue does not cover the regular costs. Rental increases were implemented in FY 2015-2016, but even with a rental increase, rental revenue is not sufficient to cover the considerable deferred maintenance work and capital improvements that are needed to restore and maintain the house.

The Town took over management of Robson House between 2006 and 2007.

LABOR COSTS

POSITION	2024-2025	2025-2026	2026-2027
Senior Maintenance Worker	0.00	0.05	0.05
Total	0.00	0.05	0.05

SERVICES & SUPPLIES

OUTSIDE SERVICES

Pest control services, landscape services, fire safety equipment and special assistance for repairs (\$2,110)

BUILDING MAINTENANCE

Janitorial Service (\$23,500) and other repair services (\$1,500)

UTILITIES

Electricity, water, telephone, and sewer (\$7,000)

DEPARTMENT SUPPLIES

Material and supplies needed to maintain Robson house (\$1,000)

POSSESSORY TAX PAYMENT

Taxable possessory interest assessment (\$2,400)

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Robson House Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	(79,801)	(95,813)	(95,813)	(109,559)
REVENUE				
Revenue & Transfers In	25,880	26,220	33,964	20,400
TOTAL REVENUE & TRANSFERS IN	25,880	26,220	33,964	20,400
TOTAL RESOURCES	(53,921)	(69,593)	(61,849)	(89,159)
EXPENDITURES				
TOTAL EXPENDITURES	41,892	43,597	47,710	45,208
NET INCREASE/(DECREASE)	(16,012)	(17,377)	(13,746)	(24,808)
ENDING BALANCE	(95,813)	(113,190)	(109,559)	(134,367)
TOTAL BUDGET	(53,921)	(69,593)	(61,849)	(89,159)



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO Robson House Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Dovetail	-	-	-	-
Moment Records	20,400	20,400	20,400	20,400
Social Rep, LLC	5,500	5,820	12,705	-
Use of Money & Property	(20)	-	859	-
Transfers In	-	-	-	-
TOTAL REVENUE	25,880	26,220	33,964	20,400
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	4,556	4,556	4,922
Overtime	-	-	-	-
Retirement	-	363	363	390
Other Benefits	-	819	819	2,009
Payroll Taxes	-	349	349	377
SUBTOTAL - LABOR COSTS	-	6,087	6,087	7,698
SERVICES & SUPPLIES				
Outside Services	-	2,110	1,000	2,110
Building Maintenance	33,160	25,000	25,287	25,000
Utilities	6,344	7,000	10,000	7,000
Supplies	793	1,000	1,500	1,000
Possessory Tax Payment	1,595	2,400	3,836	2,400
SUBTOTAL - SERVICES & SUPPLIES	41,892	37,510	41,623	37,510
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES	41,892	43,597	47,710	45,208

SPECIAL REVENUE FUNDS



SPECIAL EVENTS FUND

FUND 60

This fund was established in FY 2000-2001 to track the revenues and expenses associated with the annual special events sponsored by the Town.

The fund was opened with a balance comprised of the proceeds from 1996 Country Fair Day, which was organized and managed by the Town for the first time in many years.

The fund was utilized in 2007 to fund events commemorating the Town's centennial anniversary. Over the years the events that the Town offers to our community have changed. The fund continues to be used to support Town events, such as the Live on the Avenue music series, the Goblins Bootacular, Children's Egg Hunts, Breakfast with Santa, and Teen Battle of the Bands. Recreation staff fundraises for these events.

\$82,882 is committed for expenditures for the annual Town events.

TOWN OF SAN ANSELMO Special Events Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	ACTUAL
BEGINNING BALANCE	39,052	21,056	21,056	20,546
REVENUE				
Revenue	47,435	62,600	60,241	12,600
TOTAL REVENUE	47,435	62,600	60,241	12,600
TOTAL RESOURCES	86,487	83,656	81,297	33,146
EXPENDITURES				
TOTAL EXPENDITURES	65,431	101,882	60,751	82,882
NET INCREASE/(DECREASE)	(17,996)	(39,282)	(510)	(70,282)
ENDING BALANCE	21,056	(18,226)	20,546	(49,736)
TOTAL BUDGET	86,487	83,656	81,297	33,146



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO Special Events Fund Revenue & Expenditure Summary FY 2026-2027

DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Breakfast with Santa	6,307	5,500	6,741	6,500
Egg Hunt	2,000	3,000	1,000	3,000
Goblins Parade	2,000	2,500	2,500	2,500
United Against Hate	–	1,000	–	–
Live on the Avenue	1,080	600	–	600
Use of Money & Property	1,048	–	–	–
Transfers In	35,000	50,000	50,000	–
TOTAL REVENUE	47,435	62,600	60,241	12,600
EXPENDITURES				
Temporary Help	1,774	8,000	2,048	8,000
Overtime	–	–	–	–
Retirement	–	–	–	–
Payroll Taxes	100	612	157	612
Outside Services	–	–	–	–
Special Event Supplies	–	500	–	500
ASCAP Royalties – Events	449	420	–	420
BMI Royalties – Events	14	850	–	850
Breakfast with Santa	4,076	4,000	4,288	5,000
Parade/Country Fair	–	–	–	–
Egg Hunt	1,758	3,000	1,499	3,000
Goblins Parade	2,207	2,500	2,559	2,500
United Against Hate	–	1,000	–	1,000
Teens Battle of the Bands	–	1,000	2,200	1,000
Live on the Avenue	55,053	80,000	48,000	60,000
Holiday Tree Lighting	–	–	–	–
TOTAL EXPENDITURES	65,431	101,882	60,751	82,882

SPECIAL REVENUE FUNDS



Measure A PARKS TAX FUND

FUND 70

Revenue and expenditures associated with San Anselmo's share of the Marin County one-quarter per cent (0.25%) transactions and use tax, entitled Marin Parks, Open Space, and Farmland Preservation Transactions and Use Tax Ordinance are accounted for in this fund. Countywide, the tax is estimated to generate \$10,000,000 per year for ten years. Fifteen per cent (15%) of the Measure A revenue is allocated to cities, towns, and special districts. San Anselmo's share is 6.65% of that revenue.

The Town Council annually determines the distribution of these funds. For FY 2014-2015, and including the partial funding for FY 2013-2014, \$55,494 was contributed to the Sky Ranch open space acquisition and \$66,794 to Memorial Park improvements.

In FY 2015-2016 and going forward, the Town Council decided that on an ongoing basis, 70% of the annual funding will go to Memorial Park and 30% to open space acquisition.

On January 26, 2021, the Town Council approved the Memorial Park Playing Field Repair Project for an estimated amount of \$675,000, which \$47,000 will come from General Fund Reserve and approximately \$439,000 from Measure A Parks Tax Fund to supplement \$177,982 from State Proposition 68 Per Capita funding. The project was completed in FY 2022-2023.

In FY 2023-2024, the Town Council approved a donation towards Open Space's purchase of Upper Hawthorne Canyon from Measure A for \$202,560.



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO Measure A Parks Tax Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	126,578	261,674	261,674	305,655
REVENUE				
Revenue	135,096	123,916	123,981	123,916
TOTAL REVENUE	135,096	123,916	123,981	123,916
TOTAL RESOURCES				
	261,674	385,590	385,655	429,571
EXPENDITURES				
TOTAL EXPENDITURES	–	367,979	80,000	429,571
NET INCREASE/(DECREASE)	135,096	(244,063)	43,981	(305,655)
ENDING BALANCE	261,674	17,611	305,655	–
TOTAL BUDGET	261,674	385,590	385,655	429,571

TOWN OF SAN ANSELMO Measure A Parks Tax Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure A Parks Tax	127,769	123,916	123,916	123,916
Interest	7,327	–	65	–
Proposition 68 Park Grant	–	–	–	–
Donation/Transfers In	–	–	–	–
TOTAL REVENUE	135,096	123,916	123,981	123,916
EXPENDITURES				
SERVICES & SUPPLIES				
Memorial Park Improvement	–	276,878	80,000	295,993
Open Space	–	91,101	–	133,578
TOTAL EXPENDITURES	–	367,979	80,000	429,571

SPECIAL REVENUE FUNDS



ISABEL COOK CENTER (ICC) FUND

FUND 31

The Isabel Cook Center (ICC), located at 1000 Sir Francis Drake Boulevard, is a former school property purchased by the Town with Community Development Block Grant funds. It is comprised of the Recreation Center and the Isabel Cook Community Center. The Center houses the Recreation Department offices, multi-purpose rooms, a gymnasium and a pre-school center. The classroom space is leased to a community non-profit organization of artists, called the San Anselmo Artist Studios.

Rents from the artist studios support the maintenance, operating expenses, repairs, and capital improvements in the complex.

The lower office space (3,800 square feet) is vacant, and the space is being utilized by the Recreation Department for community programs. Several of the upstairs classrooms were converted to artists studios and are fully rented.

LABOR COSTS

POSITION	2024-2025	2025-2026	2026-2027
Senior Maintenance Worker	0.00	0.05	0.05
Total	0.00	0.05	0.05

SERVICES & SUPPLIES

OUTSIDE SERVICES

Special assistance for repair of facility and equipment. Outside services during employee vacation/leave (\$5,000)

BUILDING MAINTENANCE

Janitorial service, heat/air HVAC; routine and emergency building maintenance projects (\$85,000)

UTILITIES

Electricity, gas, telephone, and sewer (\$23,000). Water is paid for through the Parks budget.

SUPPLIES

Miscellaneous office supplies and minor supply items for building operation.



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO Isabel Cook Center (ICC) Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	39,948	59,481	59,481	16,378
REVENUE				
Revenue	115,855	107,668	122,524	122,524
TOTAL REVENUE	115,855	107,668	122,524	122,524
TOTAL RESOURCES				
	155,803	167,149	182,005	138,902
EXPENDITURES				
TOTAL EXPENDITURES	94,503	154,587	165,627	121,198
NET INCREASE/(DECREASE)				
	21,352	(46,919)	(43,103)	1,326
ENDING BALANCE				
	61,300	12,562	16,378	17,704
TOTAL BUDGET	155,803	167,149	182,005	138,902

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Isabel Cook Center (ICC) Fund Revenue & Expenditure FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
ICC Rental Income	115,855	122,524	122,524	122,524
TOTAL REVENUE	115,855	122,524	122,524	122,524
EXPENDITURES				
LABOR COSTS				
Regular Salaries	–	4,556	4,556	4,922
Overtime	–	–	–	–
Retirement	–	363	363	390
Other Benefits	–	819	819	2,009
Payroll Taxes	–	349	349	377
TOTAL LABOR COSTS	–	6,087	6,087	7,698
SERVICES & SUPPLIES				
Outside Services	–	5,000	5,000	5,000
Outside Services – Roof & Master Switch	–	50,000	51,990	–
Building Maintenance	69,380	70,000	75,000	85,000
Utilities	24,558	23,000	27,000	23,000
Office & Department Supplies	565	500	550	500
TOTAL SERVICES & SUPPLIES	94,503	148,500	159,540	113,500
TOTAL EXPENDITURES	94,503	154,587	165,627	121,198



SPECIAL REVENUE FUNDS

MEASURE C – WILDFIRE TAX FUND

FUND 35

In 2019, 17 Marin County agencies with fire prevention responsibilities formed the Marin Wildfire Prevention Authority (MWPA) through a Joint Exercise of Powers Agreement. MWPA's mission is to:

- Organize and sustain local wildfire prevention, including early detection, warning, and alerts
- Reducing vegetation
- Ensuring defensible space around homes, neighborhoods and critical infrastructure
- Improving disaster evacuation routes and procedures

The Marin Wildfire Prevention Measure, levying up to ten cents per building square foot tax (\$75 per multi-family unit) for ten years, providing \$19,300,000 annually, with annual inflation adjustments, independent citizen oversight/audits, and low-income senior exemptions.

Defensible space, fire-resistant structure evaluations, and mitigation of fire threats thereof, will be funded by 20% of the tax measure proceeds and will be done on a shared service basis or by a responsible member agency.

Local-specific wildfire prevention efforts will be funded by 20% of the tax measure proceeds and allocated to each member agency in proportion to revenue raised in each member agency's respective tax rate areas. Member agencies must certify that the tax measure proceeds are used consistently with the purpose of MWPA and that the tax measure expenses result in a higher level of service than would otherwise be provided by the member agency.

The approximate allocation to the Town is \$410,000 in FY 2026-2027.

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Measure C – Wildfire Tax Fund Income Statement FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	189,431	281,491	281,491	331,491
REVENUE				
Revenue	431,477	410,000	410,000	410,000
TOTAL REVENUE	431,477	410,000	410,000	410,000
TOTAL RESOURCES				
	620,908	691,491	691,491	741,491
EXPENDITURES				
TOTAL EXPENDITURES	339,417	410,000	360,000	410,000
NET INCREASE/(DECREASE)	92,060	–	50,000	–
ENDING BALANCE	281,491	281,491	331,491	331,491
TOTAL BUDGET	620,908	691,491	691,491	741,491

TOWN OF SAN ANSELMO Measure C – Wildfire Tax Fund Revenue & Expenditure Summary FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure C Wildfire Tax	421,451	410,000	410,000	410,000
Use of Money & Property	10,026	–	–	–
TOTAL REVENUE	431,477	410,000	410,000	410,000
EXPENDITURES				
SERVICES & SUPPLIES				
Outside Services – Fire Prevention	339,417	410,000	360,000	410,000
TRANSFERS OUT	–	–	–	–
TOTAL EXPENDITURES & TRANSFERS OUT	339,417	410,000	360,000	410,000



SPECIAL REVENUE FUNDS

CLIMATE ACTION FUND

FUND 90

On June 11, 2019, the Town Council adopted Resolution No. 4286, approving the San Anselmo Climate Action Plan 2030 (CAP). The CAP serves as the Town's long-term roadmap for addressing climate change through measurable local actions and programs designed to reduce greenhouse gas emissions by 54% by 2030, compared to 2005 levels, and achieve community-wide carbon neutrality by no later than 2045.

Building on this commitment, the Town Council adopted Resolution No. 4325 on February 11, 2020, formally declaring a Climate and Ecological Emergency in San Anselmo. This action directed the Town Manager and staff to prioritize consistency with the Climate Action Plan in Town operations, programs, and Council decision-making. The resolution also established the Town's commitment to dedicate annual funding toward greenhouse gas reduction and climate mitigation efforts beginning in FY 2020–2021. In response, the FY 2020–2021 budget included Appendix B, which tracked anticipated expenditures related to Climate Action Plan implementation.

With the adoption of the FY 2021–2022 budget, the Town Council formally recognized the ongoing need to invest resources toward implementation of the Climate Action Plan and established the Climate Action Fund. The fund was created to strengthen the Town's ability to develop and implement climate initiatives at the municipal level while also providing transparency to the public regarding climate-related spending and progress. The Climate Action Fund is supported primarily through annual transfers from the Town's General Fund.

In FY 2021–2022, the Town allocated \$50,000 to establish a part-time Climate Action Coordinator position and support related implementation efforts. The position was created to help identify and advance climate policies, programs, partnerships, and grant opportunities aligned with the Town's climate goals and the San Anselmo 2021–2023 Work Plan Priorities.

Over the past four fiscal years, the General Fund has contributed approximately \$105,000 annually to support Climate Action Fund activities. These resources have supported the Town's share of the part-time Climate Action Coordinator position, consultant services, grant identification and grant management assistance, and a variety of climate action initiatives. Funded programs and projects have included SolarAPP+ implementation, SB 1383 compliance efforts, resilience hub planning and development, EV charging and micromobility pilot projects, rebate and incentive programs for electric landscaping equipment, heat pumps, and E-bikes, Zero Waste initiatives, community EV and E-bike events, and public outreach and educational materials. Together, these investments have helped advance the Town's climate goals while building local capacity to respond to climate-related challenges and opportunities.

For FY 2026–2027, the General Fund transfer is proposed to decrease to \$80,000 in response to ongoing General Fund budget constraints. This adjustment represents a \$25,000 reduction from prior year funding levels and has been incorporated into the proposed expenditure plan for the Climate Action Fund. Despite this reduction, the fund is expected to continue supporting key climate initiatives and related staffing and consultant resources.

The Climate Action Fund is estimated to carry a reserve balance of approximately \$104,000 at the end of FY 2025–2026 and \$75,000 at the end of FY 2026–2027. Maintaining this reserve provides the Town with financial flexibility to address emerging priorities, unexpected costs, grant matching opportunities, or one-time climate projects that may arise during the fiscal year, while helping ensure continuity of climate action programs without requiring additional General Fund support.

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Climate Action Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	64,677	69,181	69,181	104,039
REVENUE				
Revenue	109,711	106,000	124,858	81,000
TOTAL REVENUE & TRANSFER IN	109,711	106,000	124,858	81,000
TOTAL RESOURCES				
	174,388	175,181	194,039	185,039
EXPENDITURES				
TOTAL EXPENDITURES	105,207	150,000	90,000	110,000
NET INCREASE/(DECREASE)	4,504	(44,000)	34,858	(29,000)
ENDING BALANCE	69,181	25,181	104,039	75,039
TOTAL BUDGET	174,388	175,181	194,039	185,039

TOWN OF SAN ANSELMO Climate Action Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Intergovernmental Revenue	–	1,000	16,858	1,000
Use of Money & Property	4,711	–	3,000	–
Transfers In	105,000	105,000	105,000	80,000
TOTAL REVENUE	109,711	106,000	124,858	81,000
EXPENDITURES				
SERVICES & SUPPLIES				
Outside Services	104,601	150,000	90,000	110,000
Equipment Grant	606	–	–	–
TOTAL EXPENDITURES	105,207	150,000	90,000	110,000



SPECIAL REVENUE FUNDS

CREEKSIDE COMMONS FUND

FUND 71

At the Town Council meeting on September 25, 2018, Town Council discussed an idea related to planning for the renovation of Creek Park following the potential removal of the building at 630-636 San Anselmo Avenue, otherwise known as “Building Bridge 2”. This building is being considered for removal as part of the Marin County Flood Control and Water Conservation District’s San Anselmo Flood Risk Reduction (SAFRR) Program.

An idea was brought forward for a local design competition using the post-building removal, expanded space at Creek Park as a canvas for collecting visionary design proposals with the potential to enliven the park and adjoining commercial district.

The goal of this competition would be to foster creativity and challenge participants to think outside the box; to propose exciting ideas that have never been considered possible for the space; to reimagine the existing urban/park landscape; and to aid in bringing Creek Park into the 21st Century.

On June 25, 2019, the Town Council directed the Town Manager to convene a Community Advisory Group (CAG) to help oversee the public process portion of the design development and conduct fundraising for the project.

Since then, the Town has received a total donation amount of \$351,500 toward identifying opportunities to improve public areas associated with the flood control project, with the funding used for preliminary geotechnical studies, preliminary structural bridge, and abutment design, and RHAA renderings to visualize potential improvements.

More funding will be needed for the construction of the project.

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Creekside Commons Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	(69,968)	(70,068)	(70,068)	(70,068)
REVENUE				
Revenue	-	-	-	-
TOTAL REVENUE	-	-	-	-
TOTAL RESOURCES	(69,968)	(70,068)	(70,068)	(70,068)
EXPENDITURES				
TOTAL EXPENDITURES	100	-	-	-
NET INCREASE/(DECREASE)	(100)	-	-	-
ENDING BALANCE	(70,068)	(70,068)	(70,068)	(70,068)
TOTAL BUDGET	(69,968)	(70,068)	(70,068)	(70,068)

TOWN OF SAN ANSELMO Creekside Commons Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Donations	-	-	-	-
Use of Money & Property	-	-	-	-
Miscellaneous Revenue	-	-	-	-
TOTAL REVENUE	-	-	-	-
EXPENDITURES				
SERVICES & SUPPLIES				
Outside Services	100	-	-	-
Miscellaneous Services	-	-	-	-
Transfer Out	-	-	-	-
TOTAL EXPENDITURES	100	-	-	-



SPECIAL REVENUE FUNDS

PARKING FUND

FUND 13

The Parking Fund was initiated in 2021-2022 to account for parking meters and other fees collected as part of Ordinance 1039.

As described per the Ordinance, "all receipts accruing to the Town from the operation of parking meters shall be expended for the acquisition, operation, maintenance, repair, and replacement of parking meters, parking meter collection and enforcement and expenses thereto. Furthermore, excess revenue not expended for the foregoing purposes shall be deposited in the Town's General Fund or expended for any lawful purpose."

In FY 2026-2027, the Parking Fund will incorporate the costs associated with parking enforcement provided by Community Service Officers from the Central Marin Police Authority (CMPA) and pay station fees/subscriptions, and the corresponding enforcement and parking lot revenue.

TOWN OF SAN ANSELMO Parking Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	96,802	(46,620)	(46,620)	(45,333)
REVENUE				
Revenue & Transfers In	61,250	375,000	204,000	185,000
TOTAL REVENUE & TRANSFERS IN	61,250	375,000	204,000	185,000
TOTAL RESOURCES	158,052	328,380	157,380	139,667
EXPENDITURES				
TOTAL EXPENDITURES	204,672	197,148	202,713	180,979
NET INCREASE/(DECREASE)	(143,422)	177,852	1,287	4,021
ENDING BALANCE	(46,620)	131,232	(45,333)	(41,312)
TOTAL BUDGET	158,052	328,380	157,380	139,667

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Parking Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Parking Fees & Fines	58,188	375,000	204,000	185,000
Use of Money & Property	3,062	-	-	-
Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	61,250	375,000	204,000	185,000
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	11,399	11,399	11,399
Retirement	-	1,299	1,299	1,299
Benefits	-	2,573	2,573	2,573
Payroll Taxes	-	898	898	898
TOTAL LABOR COSTS	-	16,169	16,169	16,169
SERVICES & SUPPLIES				
Outside Services – CMPA Parking Enforcement	-	94,810	91,544	94,810
Outside Services – Parking Meters	204,672	70,000	95,000	70,000
TOTAL SERVICES & SUPPLIES	204,672	164,810	186,544	164,810
TOTAL EXPENDITURES	204,672	197,148	202,713	180,979



CAPITAL PROJECTS FUND

ACTIVE TRANSPORTATION FUND

FUND 16

On June 21, 2023, the Town Council adopted Resolution 4507: *A Resolution of the Town Council of the Town of San Anselmo Adopting an Active Transportation Fund Description and Active Transportation Fund Expenditure Guidelines* (sananselmo.gov/Resolution4507).

In creating the Active Transportation Fund, the Town Council affirms the need to identify and implement priority active transportation infrastructure projects beyond the Town's historical practice of adding "Complete Streets" elements to its existing paving and slurry seal program. Thus, the Active Transportation Fund is intended to be used towards infrastructure projects independent from the ongoing implementation of Complete Streets features that are installed in tandem with larger capital projects.

Furthermore, the Town Council encourages that projects funded through the Active Transportation Fund should generally not be directed primarily or exclusively towards visual treatments (e.g. sharrows, striping, high visibility crosswalks, and Class III bicycle lanes) and should instead be allocated primarily to infrastructure and hardscape treatments that create physical safety, traffic calming effects, and enhanced accessibility and usability for all active transportation users.

TOWN OF SAN ANSELMO Active Transportation Fund Income Statement FY 2026-2027				
	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	178,270	44,939	44,939	119,590
REVENUE				
Use of Money & Property	4,831	-	-	-
Transfers In	-	124,651	124,651	127,371
TOTAL REVENUE	4,831	124,651	124,651	127,371
TOTAL RESOURCES	183,101	169,590	169,590	246,961
EXPENDITURES				
TOTAL EXPENDITURES	138,162	75,000	50,000	205,000
NET INCREASE/(DECREASE)	(133,331)	49,651	74,651	(77,629)
ENDING BALANCE	44,939	94,590	119,590	41,961
TOTAL BUDGET	183,101	169,590	169,590	246,961

CAPITAL PROJECTS FUND



TOWN OF SAN ANSELMO Active Transportation Fund Revenue & Expenditure Summary FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	4,831	–	1,000	–
Transfer In	–	124,651	124,651	127,371
TOTAL REVENUE	4,831	124,651	125,651	127,371
EXPENDITURES				
Active Transportation	138,162	15,000	–	–
Bike Racks/Lockers	–	10,000	–	5,000
Sequoia Park Area #2	–	–	–	90,000
SFD/Sais/Sunnyhills Traffic Signal	–	–	30,000	80,000
Traffic Calming Program	–	50,000	20,000	30,000
TOTAL EXPENDITURES	138,162	75,000	50,000	205,000



CAPITAL PROJECTS FUND

CAPITAL RECONSTRUCTION FUND

FUND 10

The Capital Reconstruction Fund accounts for the revenues and expenses of capital projects. It is funded primarily by the General Fund. Prior to the funding crisis beginning in 2003, Town policy had been to make a transfer from current year General Fund revenues, which is generally 70% of the amount of the prior year's General Fund carryover (excess of revenues carried over from the prior year, less any transfer needed to replenish the Emergency Projects Fund). Because of the funding shortfalls in the past several years, Council has opted to allocate funds where they are most needed.

Projects are funded on a prioritized basis, based on health, safety, liability, cost-benefit, cost avoidance, and ability to deliver services, and categorized according to prior commitments (whether by written agreement with an outside entity, or by policy direction), liability/safety, and other. The project expenditures are typically categorized as follows:

COMMITMENTS DUE TO GRANTS AND LOANS

These are projects for which the Town has entered into written agreements for repayment of funds, or for which the Town would be responsible for returning funds to the grantee; in some cases, these funds have already been spent.

RECOMMENDED DUE TO LIABILITY AND/OR SAFETY CONCERNS

The projects in this category have been identified as having safety and/or liability risks for the Town if they are not accomplished.

RECOMMENDED BASED ON PRIOR COMMITMENTS AND/OR DIRECTION

These are projects for which Council has previously appropriated funds, established by policy as a priority, or given direction to staff to accomplish.

OTHER PROJECTS

These projects or other funding recommendations do not fit into another category. The unprogrammed projects appropriation is used to fund unanticipated and emergency needs and cost overruns in budgeted projects.

CAPITAL PROJECTS FUND



TOWN OF SAN ANSELMO Capital Reconstruction Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	630	630	630	630
REVENUE				
Revenue & Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	-	-	-	-
TOTAL RESOURCES	630	630	630	630
EXPENDITURES				
TOTAL EXPENDITURES	-	-	-	-
NET INCREASE/(DECREASE)	-	-	-	-
ENDING BALANCE	630	630	630	630
TOTAL BUDGET	630	630	630	630

TOWN OF SAN ANSELMO Capital Reconstruction Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Snack Shack Revenue	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Use of Money & Property	-	-	-	-
Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	-	-	-	-
EXPENDITURES				
Snack Shack Improvement	-	-	-	-
Fire Station Building Repair	-	-	-	-
Capital Outlay – Construction	-	-	-	-
Construction – Trails	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-



CAPITAL PROJECTS FUND

EQUIPMENT REPLACEMENT FUND

FUND 50

The Equipment Replacement Fund accounts for revenues that are restricted or otherwise designated for the purchase of Town equipment.

In the past, the Town did not have an adopted equipment replacement schedule and funding program but instead scheduled equipment acquisition and replacement as funds are available. The Town has allocated about \$200,000 each year for the last ten years from the General Fund to the Equipment Fund to fund the following costs:

- Town-wide computer hardware/software replacement or acquisition
- The debt service payment for the Marin Emergency Radio Authority (MERA) Bonds
- Vehicle lease payment for three electronic vehicles
- Fund Town's Climate Action Plan activities

During FY 2020-2021, the Town updated its inventory listings for Vehicle and Technology programs. The Town decided to create two separate Internal Services Funds: Technologies Replacement and Vehicle Replacement funds to maintain the Town's future Technology and Vehicle replacement activities.

TOWN OF SAN ANSELMO Equipment Replacement Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	18,017	-	-	-
REVENUE				
Revenue & Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	-	-	-	-
TOTAL RESOURCES	18,017	-	-	-
EXPENDITURES				
TOTAL EXPENDITURES	18,017	-	-	-
NET INCREASE/(DECREASE)	(18,017)	-	-	-
ENDING BALANCE	-	-	-	-
TOTAL BUDGET	18,017	-	-	-

CAPITAL PROJECTS FUND



TOWN OF SAN ANSELMO Equipment Replacement Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Miscellaneous Revenue	-	-	-	-
Use of Money & Property	-	-	-	-
Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	-	-	-	-
EXPENDITURES				
Computer Hardware & Software	-	-	-	-
MERA Debt Service Payment	-	-	-	-
Public Works Capital Outlay	-	-	-	-
Parking Meters	-	-	-	-
Climate Action Plan Initiatives	-	-	-	-
Public Works Vehicle Replacement	18,017	-	-	-
Transfers Out	-	-	-	-
TOTAL EXPENDITURES	18,017	-	-	-



CAPITAL PROJECTS FUND

PARK CAPITAL IMPROVEMENT FUND

FUND 17

The Park Capital Improvement Fund is used to account for designated for the development, enhancement, and maintenance of public parks and recreational facilities. The Park Capital Improvement Fund is used to develop new parks, playgrounds, trails, and other recreational facilities. Existing parks and facilities are improved or upgraded through the installation of new equipment, landscaping, lighting, and accessibility features. Major maintenance projects, such as repairing infrastructure like walking paths, restrooms, and picnic areas, are financed through this fund.

The Park Capital Improvement Fund plays a crucial role in the sustainable development and maintenance of community parks and recreational facilities. Through strategic planning and investment, it helps create vibrant, accessible, and enjoyable public spaces that enhance the overall quality of life for community members.

TOWN OF SAN ANSELMO Park Capital Improvement Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	516,299	583,571	583,571	932,258
REVENUE				
Use of Money & Property	25,357	–	3,000	1,500
Transfers In	50,000	500,000	500,000	–
TOTAL REVENUE	75,357	500,000	503,000	1,500
TOTAL RESOURCES	591,656	1,083,571	1,086,571	933,758
EXPENDITURES				
TOTAL EXPENDITURES	8,085	230,000	154,313	505,000
NET INCREASE/(DECREASE)	67,272	270,000	348,687	(503,500)
ENDING BALANCE	583,571	853,571	932,258	428,758
TOTAL BUDGET	591,656	1,083,571	1,086,571	933,758

CAPITAL PROJECTS FUND



TOWN OF SAN ANSELMO Park Capital Improvement Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	25,357	-	3,000	1,500
Transfer In	50,000	500,000	500,000	-
TOTAL REVENUE	75,357	500,000	503,000	1,500
EXPENDITURES				
Creek Park	-	-	17,325	-
Hilldale Park	8,085	30,000	-	55,000
Lansdale Park	-	-	-	-
Memorial Park	-	-	16,988	450,000
Red Hill Dog Park	-	-	-	-
Robson-Harrington Park	-	200,000	120,000	-
Sorich Park	-	-	-	-
TOTAL EXPENDITURES	8,085	230,000	154,313	505,000



DEBT SERVICE FUND

MEASURE G – DEBT SERVICE FUND

FUNDS 26, 28 & 29

In June 1995, the San Anselmo voters approved a \$10.8 million general obligation bond measure, known as Measure G, to finance improvements to the Town's streets, storm drains, and Library building. This fund is dedicated to the collection of property tax assessments for the repayment of principal and interest on the bonds. As required by law, it was segregated from the Measure G Bond Proceeds Fund which was dedicated to the receipt and expenditure of the \$10.8 million bond funds. A separate fund was established for each issue. The Measure G bond proceeds are fully expended.

SERIES 1995

The first bond issue of \$2.125 million was sold in August 1995. The first debt service payment was made in February 1996, and the second in August 1996. This debt service schedule is repeated for the remainder of the series of payments. The debt service is being paid by a tax levied on the tax roll, beginning in the 1995-96 fiscal year. The tax rate levied per \$100 of assessed valuation is as follows:

1995-1996	1.4 cents	2004-2005	0.9 cents
1996-1997	1.2 cents	2005-2006	0.8 cents
1997-1998	1.1 cents	2006-2007	0.8 cents
1998-1999	1.2 cents	2007-2008	0.6 cents
1999-2000	1.3 cents	2008-2009	0.7 cents
2000-2001	1.1 cents	2009-2010	0.6 cents
2001-2002	1.1 cents	2010-2011	0.8 cents
2002-2003	1.1 cents	2011-2012	<i>Refunded in conjunction with 1997 and 2000 issues</i>
2003-2004	0.6 cents		

Any tax proceeds remaining in excess of debt service payments and interest revenue on funds in the debt service fund are designated as a reserve for future year payments.

SERIES 1997

A \$3.55 million general obligation bond issue was sold in July 1997. The tax rate levied per \$100 of assessed valuation is as follows:

1997-1998	1.7 cents	2006-2007	1.2 cents
1998-1999	1.9 cents	2007-2008	1.1 cents
1999-2000	2.0 cents	2008-2009	1.0 cents
2000-2001	1.8 cents	2009-2010	1.0 cents
2001-2002	1.8 cents	2010-2011	1.2 cents
2002-2003	1.8 cents	2011-2012	<i>Refunded in conjunction with 1995 and 2000 issues</i>
2003-2004	0.7 cents		
2004-2005	1.4 cents		
2005-2006	1.2 cents		

DEBT SERVICE FUND



SERIES 2000

A third bond issue of \$2.56 million was sold in August 2000. The tax rate levied per \$100 of assessed valuation is as follows:

2001-2002	1.2 cents	2008-2009	0.7 cents
2002-2003	1.2 cents	2009-2010	0.7 cents
2003-2004	0.8 cents	2010-2011	0.8 cents
2004-2005	1.0 cents	2011-2012	<i>Refunded in conjunction with 1995 and 1997 issues</i>
2005-2006	0.9 cents		
2006-2007	0.8 cents		
2007-2008	0.8 cents		

SERIES 2003

The final bond issue of \$2.565 million was in March 2003. The tax rate levied per \$100 of assessed valuation is as follows:

2003-2004	1.1 cents	2013-2014	0.7 cents
2004-2005	0.8 cents	2014-2015	0.6 cents
2005-2006	0.7 cents	2015-2016	0.6 cents
2006-2007	0.8 cents	2016-2017	0.6 cents
2007-2008	0.6 cents	2017-2018	0.5 cents
2008-2009	0.6 cents	2018-2019	0.6 cents
2009-2010	0.6 cents	2019-2020	0.5 cents
2010-2011	0.7 cents	2020-2021	0.5 cents
2011-2012	0.7 cents	2021-2022	<i>Refunded by 2020 Series</i>
2012-2013	0.7 cents		

SERIES 2011 (REFUNDED SERIES 1995, 1997 & 2000)

2011-2012	2.4 cents	2019-2020	1.8 cents
2012-2013	2.3 cents	2020-2021	1.2 cents
2013-2014	2.3 cents	2021-2022	1.1 cents
2014-2015	2.2 cents	2022-2023	0.5 cents
2015-2016	2.2 cents	2023-2024	0.3 cents
2016-2017	1.9 cents	2024-2025	0.3 cents
2017-2018	1.9 cents	2025-2026	<i>Matures August 1, 2025</i>
2018-2019	1.8 cents		

SERIES 2020 (REFUNDED SERIES 2003)

2021-2022	0.4 cents	2024-2025	0.3 cents
2022-2023	0.4 cents	2025-2026	0.4 cents
2023-2024	0.4 cents	2026-2027	_____

The total estimated Measure G Debt Service in FY 2026-2027 is estimated at 0.4 cents per \$100 of assessed valuation.



DEBT SERVICE FUND

FUND BALANCE

The revenue in this fund is collected as part of the property tax bill. The Town receives this revenue in December and April. The Debt Service payments are due in August and February. Due to the timing difference, it is necessary to maintain a fund balance sufficient to make the August payment of the succeeding fiscal year.

TOWN OF SAN ANSELMO Measure G Debt Service Funds Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	497,012	415,877	415,877	220,966
REVENUE				
Revenue	316,128	207,000	207,173	200,127
TOTAL REVENUE	316,128	207,000	207,173	200,127
TOTAL RESOURCES	813,140	622,877	623,050	421,093
EXPENDITURES				
TOTAL EXPENDITURES	397,263	402,584	402,084	200,200
NET INCREASE/(DECREASE)	(81,135)	(195,584)	(194,911)	(73)
ENDING BALANCE	415,877	220,293	220,966	220,893
TOTAL BUDGET	813,140	622,877	623,050	421,093

TOWN OF SAN ANSELMO Measure G Debt Service Funds Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure G	303,945	205,000	205,173	198,127
Interest	12,183	2,000	2,000	2,000
Bond Proceed	–	–	–	–
TOTAL REVENUE	316,128	207,000	207,173	200,127
EXPENDITURES				
Debt Service – Principal	350,000	370,000	370,000	180,000
Debt Service – Interest	46,438	30,584	30,584	19,200
Bond Administrative Fees	825	2,000	1,500	1,000
Refunding Escrow Deposit	–	–	–	–
Cost of Issuance	–	–	–	–
TOTAL EXPENDITURES	397,263	402,584	402,084	200,200

DEBT SERVICE FUND



MUNICIPAL LEASE – DEBT SERVICE FUND

FUND 46

On February 1, 2008, the Town entered into an agreement with Municipal Asset Management, Inc. (Corporation) to finance the restoration, remodeling, and expansion of the downtown Fire Station, Station 19. The financing was accomplished by the Corporation entering into a lease with the Town and the corporation leasing back the property under a Lease/Purchase Agreement, under which the Town is obligated to make rental payments to the Corporation.

The term of the lease was fifteen (15) years and the amount financed was \$1,701,094. The annual debt service payment was \$158,517. These payments were funded with general operating funds. The final payment on the lease was made on February 8, 2023.

TOWN OF SAN ANSELMO Municipal Lease Debt Service Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	-	-	-	-
REVENUE				
Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	-	-	-	-
TOTAL RESOURCES	-	-	-	-
EXPENDITURES				
TOTAL EXPENDITURES & TRANSFERS OUT	-	-	-	-
NET INCREASE/(DECREASE)	-	-	-	-
ENDING BALANCE	-	-	-	-
TOTAL BUDGET	-	-	-	-

TOWN OF SAN ANSELMO Municipal Lease Debt Service Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE & TRANSFERS IN				
Transfers In	-	-	-	-
TOTAL REVENUE	-	-	-	-
EXPENDITURES				
Lease Payment – Principal	-	-	-	-
Lease Payment – Interest	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-



INTERNAL SERVICE FUNDS

INSURANCE FUND

FUND 40

The Insurance Fund receives and expends funds related to the Town's liability and workers' compensation self-insurance coverage.

LIABILITY INSURANCE

On July 1, 1996, the Town became a member of the Bay Cities Joint Powers Insurance Authority (BCJPIA), a self-insurance pool that provides liability insurance coverage to twenty agencies in the Bay Area. Each member agency selects a self-insured retention limit. With the transition to Central Marin Police Authority for police services, the Town's self-insured retention has been reduced to \$10,000 (from the previous amount of \$100,000), below which the agency pays the claim costs. The insurance authority is responsible for costs above the limit, although it purchases excess insurance coverage for costs above \$1 million, up to \$34 million. A premium for coverage is charged based on the self-insured limit selected, the member agency's claim history and exposure, and the financial standing of the pool. Beginning in FY 1999-2000, BCJPIA coverage includes personnel-related liabilities.

WORKER'S COMPENSATION

Until June 30, 2003, the Town was a member of the Marin County Risk Management Authority (MCRMA), a self-insurance pool for workers' compensation coverage. Called an "account pool," this self-insurance program maintained separate accounts for each pool member. Losses and expenses were paid from the members' pool account up to the self-insured retention limit.

Effective July 1, 2003, the MCRMA group transferred to the BCJPIA, as the MCRMA Program Administrator retired. The Town's self-insured retention in the BCJPIA Workers' Compensation pool is \$150,000. Costs more than this limit are paid by the BCJPIA, although it purchases excess insurance coverage from a commercial insurance agency.

Annually, Bay Cities evaluates the financial risk position of each member and establishes an annual assessment based on outstanding claims and claim history.

2026-2027 HIGHLIGHTS

An internal service charge of \$835,000 has been made to the General Fund Non-Departmental budget to ensure an adequate claims reserve, as required by BCJPIA.

INTERNAL SERVICE FUNDS



TOWN OF SAN ANSELMO Insurance Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	595,418	635,588	635,588	569,517
REVENUE				
Revenue	998,767	700,000	725,000	855,000
TOTAL REVENUE & TRANSFERS IN	998,767	700,000	725,000	855,000
TOTAL RESOURCES				
	1,594,185	1,335,588	1,360,588	1,424,517
EXPENDITURES				
TOTAL EXPENDITURES	958,597	822,515	791,071	968,511
NET INCREASE/(DECREASE)	40,170	(122,515)	(66,071)	(113,511)
ENDING BALANCE	635,588	513,073	569,517	456,006
TOTAL BUDGET	1,594,185	1,335,588	1,360,588	1,424,517

TOWN OF SAN ANSELMO Insurance Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	42,135	–	25,000	20,000
Internal Service Charges	750,000	700,000	700,000	835,000
Reimbursement	206,632	–	–	–
Transfers In	–	–	–	–
TOTAL REVENUE	998,767	700,000	725,000	855,000
EXPENDITURES				
Employee Assistance Program Premiums	822	1,600	1,600	1,600
Cyber Insurance Program	28,996	22,835	22,706	23,773
Flood Insurance – Premiums	27,148	30,597	30,597	31,048
Liability Insurance – Premiums	461,320	478,870	477,980	592,672
Liability Insurance – Claims	181,419	30,000	5,000	30,000
Workers Compensation Insurance – Premiums	198,374	203,613	215,917	239,418
Workers Compensation Insurance – Claims	54,450	40,000	30,000	40,000
State Unemployment Insurance	6,068	15,000	7,271	10,000
TOTAL EXPENDITURES	958,597	822,515	791,071	968,511



INTERNAL SERVICE FUNDS

BUILDING MAINTENANCE FUND

FUND 41

The Building Maintenance Fund is to account for the costs of operation of the Town's buildings, maintenance and repair of the Town's buildings and accumulate funding for major improvements in the future.

Staff will continue to evaluate the fund and other operating activities that relate to building maintenance, such as custodial services, routine preventative maintenance, and repairs for municipal buildings and facilities, as well as restrooms and structures at Town parks. The goal is to develop a program that provides routine custodial services, preventative maintenance, and capital improvement at the Town facilities to ensure a clean, safe, well-maintained, and accessible environment for use by the community and Town employees.

TOWN OF SAN ANSELMO Building Maintenance Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	1,161,958	856,296	856,296	383,988
REVENUE				
Revenue	421,661	688,493	518,493	410,173
Transfers In	–	–	200,000	–
TOTAL REVENUE & TRANSFERS IN	421,661	688,493	718,493	410,173
TOTAL RESOURCES	1,583,619	1,544,789	1,574,789	794,161
EXPENDITURES				
TOTAL EXPENDITURES	727,323	1,202,301	1,190,801	467,698
NET INCREASE/(DECREASE)	(305,662)	(513,808)	(472,308)	(57,525)
ENDING BALANCE	856,296	342,488	383,988	326,463
TOTAL BUDGET	1,583,619	1,544,789	1,574,789	794,161

INTERNAL SERVICE FUNDS



TOWN OF SAN ANSELMO Building Maintenance Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Internal Service Charge	374,837	388,493	388,493	400,173
Grant – Intergovernmental	–	100,000	100,000	–
Miscellaneous Revenue	–	–	–	–
Use of Money & Property	46,824	–	30,000	10,000
Transfers In	–	200,000	200,000	–
TOTAL REVENUE	421,661	688,493	718,493	410,173
EXPENDITURES				
LABOR COSTS				
Regular Salaries	–	4,598	4,598	4,922
Overtime	–	–	–	–
Retirement	–	366	366	390
Other Benefits	–	1,985	1,985	2,009
Payroll Taxes	–	352	352	377
TOTAL LABOR COSTS		7,301	7,301	7,698
SERVICES & SUPPLIES				
Building Maintenance	727,323	125,000	85,000	100,000
ICC Master Switch	–	75,000	–	–
Janitorial	–	100,000	97,500	100,000
Library Roof & HVAC	–	625,000	755,000	–
Utilities	–	270,000	246,000	260,000
TOTAL SERVICES & SUPPLIES	727,323	1,195,000	1,183,500	460,000
TOTAL EXPENDITURES	727,323	1,202,301	1,190,801	467,698



INTERNAL SERVICE FUNDS

TECHNOLOGY REPLACEMENT FUND

FUND 42

The Technologies Replacement Fund accounts for the costs of operating and maintaining the Town's network system, which includes computer hardware, telecommunication systems, connectivity to the internet, and software systems, including the AI adaptive traffic signal subscriptions.

Costs are billed to the consuming departments at a rate that includes operation and maintenance, and an amount necessary to provide for the replacement of computers or other technology needs. Activities of the fund also cover cybersecurity, technology disaster recovery, and various data retention needs. Staff will continue to evaluate the fund and other operating activities related to technology and move such activities and funding to the Technology Replacement Fund in the future.

TOWN OF SAN ANSELMO Technology Replacement Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	36,240	66	66	47,333
REVENUE				
Revenue	–	377,901	400,901	415,417
TOTAL REVENUE & TRANSFERS IN	254,125	377,901	400,901	415,417
TOTAL RESOURCES	290,365	377,967	400,967	462,750
EXPENDITURES				
TOTAL EXPENDITURES	290,299	290,110	353,634	414,256
NET INCREASE/(DECREASE)	–	87,791	47,267	1,161
ENDING BALANCE	66	87,857	47,333	48,494
TOTAL BUDGET	290,365	377,967	400,967	462,750

INTERNAL SERVICE FUNDS



TOWN OF SAN ANSELMO Technology Replacement Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Internal Service Charge	252,975	302,901	302,901	373,417
Miscellaneous Revenue	-	-	23,000	32,000
Use of Money & Property	1,150	-	-	-
Transfers In – Recreation	-	-	-	10,000
Transfers In – General Fund	-	75,000	75,000	-
TOTAL REVENUE	254,125	377,901	400,901	415,417
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	12,122	12,696	13,277
Overtime	-	-	-	-
Retirement	-	625	670	643
Other Benefits	-	1,641	1,498	1,573
Payroll Taxes	-	722	770	763
TOTAL LABOR COSTS	-	15,110	15,634	16,256
SERVICES & SUPPLIES				
Computer Hardware & Software	290,299	275,000	338,000	398,000
TOTAL SERVICES & SUPPLIES	290,299	275,000	338,000	398,000
TOTAL EXPENDITURES	290,299	290,110	353,634	414,256



INTERNAL SERVICE FUNDS

VEHICLE REPLACEMENT FUND

FUND 43

The Vehicle Replacement Fund accounts for the costs of operating and maintaining the Town's vehicle program.

During the FY 2020-2021, the Town updated its vehicle inventory list and developed a replacement strategy. Historically, vehicle replacement, repair, or lease expenses have been budgeted in the Equipment Fund or run through the Public Works Department operating cost.

On February 13, 2024, the Town Council adopted Resolution No. 2024-4527: *A Resolution of the Town of San Anselmo Town Council Adopting a Fleet Zero-Emissions Vehicle Policy* ([sananselmo.gov/resolution4527](https://www.sananselmo.gov/resolution4527)). The purpose of the policy is to document the process and department responsibilities for purchasing and managing the Town's vehicle fleet in a manner that minimizes

GHG emissions and considers life-cycle costs when purchasing fleet vehicles. The policy helps implement several measures from the Town's Climate Action Plan, ensures compliance with the Advanced Clean Fleets regulation, saves the Town money through reduced fuel and maintenance costs by purchasing ZEVs, and would serve as a model for the community by transitioning to ZEVs in a timely and cost-effective manner. Furthermore, the policy is focused on reducing vehicle size/weight and optimizing the fleet size to reduce overall fleet management costs and reduce environmental impacts associated with the manufacturing and distribution of new vehicles.

Staff will continue to look for opportunities to use alternative fuel vehicles or other opportunities to reduce air pollution.

INTERNAL SERVICE FUNDS



TOWN OF SAN ANSELMO Vehicle Replacement Fund Income Statement FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	307,672	335,414	335,414	348,540
REVENUE				
Revenue	79,639	-	15,792	-
TOTAL REVENUE & TRANSFERS IN	79,639	-	15,792	-
TOTAL RESOURCES	387,311.00	335,414	351,206	348,540
EXPENDITURES				
TOTAL EXPENDITURES	51,897	-	2,666	100,000
NET INCREASE/(DECREASE)	27,742	-	13,126	(100,000)
ENDING BALANCE	335,414	335,414	348,540	248,540
TOTAL BUDGET	387,311	335,414	351,206	348,540

TOWN OF SAN ANSELMO Vehicle Replacement Fund Revenue & Expenditure Summary FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Internal Service Charge	60,000	-	-	-
Other Revenue	3,782	-	2,000	-
Use of Money & Property	15,857	-	13,792	-
Transfers In - Equipment Fund	-	-	-	-
Transfers In - General Fund	-	-	-	-
TOTAL REVENUE	79,639	-	15,792	-
EXPENDITURES				
Vehicle Replacement	51,897	-	2,666	100,000
TOTAL EXPENDITURES	51,897	-	2,666	100,000



APPENDIX

**TOWN OF SAN ANSELMO
Department of Public Works
Capital Projects Budget Summary
FY 2026–2027**

PROJECT	FUNDING TYPE	FUNDING AMOUNT
3-PERSON ENGINE COMPANY (RVFD)	TOTAL	291,133
	Measure J Sales Tax Fund	291,133
ANNUAL CRACK SEAL	TOTAL	30,000
	Measure J Sales Tax Fund	30,000
BRIDGE AVENUE BRIDGE (PW052)	TOTAL	12,000
	Measure J Sales Tax Fund	12,000
BRIDGE PREVENTIVE MAINTENANCE PROGRAM (PW037)	TOTAL	40,000
	Measure J Sales Tax Fund	40,000
BUTTERFIELD ROAD – SAFE ROUTES SIDEWALK	TOTAL	150,000
	Grants Fund	150,000
CENTER BLVD BRIDGE (PW025)	TOTAL	12,000
	Measure J Sales Tax Fund	12,000
CONCRETE STREET REPAIR	TOTAL	50,000
	Measure J Sales Tax Fund	50,000
CREEK PARK	TOTAL	50,000
	Measure J Sales Tax Fund	50,000
CREEK PARK CONTRAFLOW BIKE LANES STUDY	TOTAL	256,142
	Grants Fund	166,142
	Measure J Sales Tax Fund	90,000
FIRE STATION 20 – LANDSCAPING	TOTAL	75,000
	Measure J Sales Tax Fund	75,000
ISABEL COOK CENTER – REPAINTING	TOTAL	295,600
	Measure J Sales Tax Fund	295,600
ISABEL COOK CENTER – TAM ROOM/GYM HVAC	TOTAL	180,000
	Measure J Sales Tax Fund	180,000
ISABEL COOK CENTER – PARKING LOT PATCHING	TOTAL	40,000
	Measure J Sales Tax Fund	40,000
HILLDALE PARK	TOTAL	55,000
	Park Capital Improvement Fund	55,000
MEMORIAL PARK COURTS & ENTRANCE	TOTAL	870,993
	Measure J Sales Tax Fund	125,000
	Measure A Parks Sales Tax Fund	295,993
	Park Improvement Fund	450,000
MEMORIAL PARK SNACK SHACK WATER LINE	TOTAL	40,000
	Measure J Sales Tax Fund	40,000
MADRONE HAWK	TOTAL	40,000
	Grants Fund	40,000
NOKOMIS AVE BRIDGE (PW017)	TOTAL	231,600
	Grants Fund	–
	Measure J Sales Tax Fund	231,600
PROJECT DESIGN & INSPECTION – N/A	TOTAL	200,000
	Measure J Sales Tax Fund	200,000
PROJECT MANAGEMENT – N/A	TOTAL	676,462
	Road Maintenance Fund	348,300
	Measure J Sales Tax Fund	328,162

Continued on next page

APPENDIX



Continued from previous page

TOWN OF SAN ANSELMO Department of Public Works Capital Projects Budget Summary FY 2026-2027		
PROJECT	FUNDING TYPE	FUNDING AMOUNT
STATE RECYCLING GRANT	TOTAL	5,000
	Grants Fund	5,000
RED HILL MEDIAN WATER SUPPLY LINE	TOTAL	175,000
	Measure J Sales Tax Fund	175,000
ROBSON HOUSE	TOTAL	20,000
	Measure J Sales Tax Fund	-
	Robson House Fund	20,000
SAFE PATHS	TOTAL	193,000
	Grants Fund	193,000
SAFE ROUTES	TOTAL	1,500,000
	Grants Fund	1,500,000
SEQUOIA PARK – AREA #2	TOTAL	-
	Measure J Sales Tax Fund	-
SEQUOIA PARK – AREA #3	TOTAL	75,000
	Measure J Sales Tax Fund	75,000
SIR FRANCIS DRAKE BLVD, SAIS AVE & SUNNYHILLS DR TRAFFIC SIGNAL	TOTAL	20,000
	Measure J Sales Tax Fund	20,000
SLURRY, CRACK SEAL & DIGOUTS (N/A)	TOTAL	445,000
	Road Maintenance Fund	230,000
	Measure J Sales Tax Fund	215,000
STREET PAVING (PW106)	TOTAL	1,200,000
	Road Maintenance Fund	1,150,000
	Measure J Sales Tax Fund	50,000
TRANSFER TO ACTIVE TRANSPORTATION FUND	TOTAL	129,438
	Measure J Sales Tax Fund	129,438
TRAFFIC SIGNAL CONTROLLER BOXES	TOTAL	50,000
	Road Maintenance Fund	50,000
	Measure J Sales Tax Fund	-
UNPROGRAMMED RESURFACING, DRAINAGE & FLOOD CONTROL (N/A)	TOTAL	250,000
	Measure J Sales Tax Fund	100,000
	Road Maintenance Fund	150,000
MEASURE J SALES TAX FUND	SUBTOTAL	2,854,933
ROAD MAINTENANCE FUND	SUBTOTAL	1,928,300
GRANTS FUND	SUBTOTAL	1,883,000
PARK CAPITAL IMPROVEMENT FUND	SUBTOTAL	505,000
MEASURE A PARKS SALES TAX FUND	SUBTOTAL	295,993
ROBSON HOUSE FUND	SUBTOTAL	20,000
	GRAND TOTAL	7,487,226

Town of San Anselmo
General Fund
2027-28 through 2031-32 Five-Year Financial Forecast

REVENUE	2025-2026 Revised Budget	2025-2026 Estimated Actual	2026-2027 Proposed Budget	2027-2028 Budget Projection	2028-2029 Budget Projection	2029-30 Budget Projection	2030-31 Budget Projection	2031-32 Budget Projection
Property Tax	17,819,248	17,889,158	18,436,158	19,173,604	19,940,548	20,736,176	21,592,580	22,484,354
Franchise Taxes	976,000	972,347	1,045,147	1,076,501	1,108,796	1,136,516	1,164,929	1,194,053
Sales Tax	1,610,620	1,665,489	1,660,205	1,701,710	1,744,253	1,787,859	1,832,556	1,878,370
Licenses and Permits	1,528,000	1,600,615	1,590,000	1,637,700	1,686,831	1,737,436	1,789,559	1,834,298
Fines & Forfeitures	27,500	22,040	12,500	12,625	12,751	12,879	13,008	13,138
Use of Money and Property	185,000	215,000	150,000	150,000	150,000	150,000	150,000	150,000
Intergovernmental	31,500	37,000	31,500	31,500	31,500	31,500	31,500	31,500
Charges for Services	215,500	253,023	172,000	177,160	182,475	187,949	193,588	199,395
Other revenue	257,500	337,725	280,910	289,337	298,017	306,958	316,167	325,652
Transfers In	413,185	413,185	415,658	419,815	426,112	432,503	436,829	441,197
Total Revenues and Transfers In	23,064,053	23,405,582	23,794,078	24,669,953	25,581,284	26,519,777	27,520,715	28,551,955
EXPENDITURES								
Salaries	4,025,158	3,941,760	4,112,066	4,304,352	4,433,483	4,566,487	4,703,482	4,844,586
Retirement	760,441	752,840	873,165	919,574	987,000	985,099	1,004,801	1,034,945
Other Benefits	960,854	942,270	1,043,595	1,088,261	1,120,909	1,165,745	1,235,690	1,303,653
Outside Services: Other	2,879,443	2,614,239	2,210,579	2,276,897	2,345,204	2,415,560	2,488,027	2,575,108
Outside Services: RVFD	5,959,920	5,956,420	6,249,367	6,611,938	6,933,263	7,068,409	7,331,498	7,602,741
Outside Services: CMPA	5,814,695	5,814,695	6,043,271	6,315,218	6,567,827	6,830,540	7,137,914	7,494,810
Supplies	228,900	230,260	233,530	240,536	246,549	252,713	259,031	265,507
Training, Publications, Dues	99,397	82,173	90,897	93,624	96,433	99,326	95,481	98,345
Internal Service Fund - Insurance	700,000	700,000	835,000	835,000	843,350	868,651	894,710	930,498
Internal Service Fund - Building	388,493	388,493	400,173	412,178	424,544	437,280	450,398	463,910
Internal Service Fund- Info Tech	302,901	302,901	373,417	384,620	396,158	408,043	420,284	432,893
Internal Service Fund- Vehicle Replacement			-	-	-	-	-	-
Debt Service	680,189	680,096	715,018	738,087	764,300	783,837	811,367	836,274
Transfers Out	1,380,000	1,380,000	614,000	635,000	635,000	635,000	635,000	635,000
Total Expenditures and Transfers Out	24,180,391	23,786,147	23,794,078	24,855,284	25,794,019	26,516,689	27,467,682	28,518,270
Operating Surplus (Deficit)	(1,116,338)	(380,565)	(0)	(185,332)	(212,735)	3,088	53,032	33,685
Beginning Balance estimated	8,835,398	7,501,148	7,120,583	7,120,583	6,935,251	6,722,516	6,725,604	6,778,636
Estimated Ending Balance	7,719,060	7,120,583	7,120,583	6,935,251	6,722,516	6,725,604	6,778,636	6,812,322
GF Reserve Commitment + Unassigned	6,023,394	6,359,167	6,359,167	6,173,835	5,961,101	5,964,189	6,017,221	6,050,906
Percentage of Reserve	25%	27%	26%	24%	22%	22%	21%	21%

Susannah Saunders at June 07, 2026 at 5:06pm PDT

It is unfair and unwise that the climate fund will be cut at a higher percentage than any other budget item and any prior years unspent funds will be taken away. Dollars spent on reducing emissions will prevent future expenditures from weather related disasters. I appreciate all the town has done to lower emissions contributing to this existential threat we face. Other jurisdictions have followed our lead. We cannot stop leading now. Cutting the Climate fund or its savings is a grave mistake.

From: Sue Saunders <s9saunders@gmail.com>
Sent: Monday, June 8, 2026 1:32 PM
To: Serge Avila <savila@sananselmo.gov>
Subject: Re: Need to erase comment if possible

CAUTION: External Sender

Here is what I would like to be forwarded :

I'm sorry, my earlier comment was based on faulty information. As I understand it now, the Climate fund is actually going to be increased by \$5000 from the reserve. I am hoping that the reserves will stay with the Climate fund in the future. Again, I apologize for a comment that wasn't accurate.

Cuts to climate fund are wrong

From Sue Saunders <s9saunders@gmail.com>

Date Tue 6/9/2026 1:20 PM

To Town Council <towncouncil@sananselmo.gov>

CAUTION: External Sender

Apparently, there was a lot of confusion around budget cuts to the climate fund. Unfortunately, we got to the bottom of it and there is going to be over 30% cut from the Climate fund. It's unclear whether we also lose our reserves in this 2026/27 budget. We didn't even know we had reserves. They could have gone to rebates for E bikes, E bike lockers, or parking for bikes. We could've also used it to provide a small rebate for a homeowner or MFH owner who installs an EV charger. We were just never made aware that there was outstanding funds to be used or lose.

I hope you will keep in mind my original comment on the agenda for this item. We need to keep the Climate fund with its originally designated \$150,000 amount. We need to keep our reserves. I'm sure you all know the climate crisis is real and it's coming for us. We can't step off the pedal now. I'm sorry for the confusion. It just took us a lot of digging to get the right information.

Thank you,
Sue Saunders
Vice chair, San Anselmo
Climate commission

Comments on the proposed FY 2026-2027 Budget

From Michael Kamerick <mkamerick@gmail.com>

Date Tue 6/9/2026 4:20 PM

To Town Council <towncouncil@sananselmo.gov>

CAUTION: External Sender

Given all the headwinds against climate action that we face coming from the Federal government, it is imperative that we maintain forms of local funding for climate initiatives. We do appreciate that the proposed budget maintains the current level of expenditures for the Climate Action Fund, but drawing from reserves to do that is not sustainable. We urge the Council to restore the funding to, at a minimum, current expenditure levels. As noted in a previous comment, we have not had adequate visibility into all the uses of the Climate Action Fund's assets, else we would have proposed appropriate projects to make use of those funds. At a near term future date, we will present proposals that will advance the use of ebikes, EV chargers, home electrification and other projects by the residents of San Anselmo. We hope that the Council will be receptive to our proposals.

Michael Kamerick
Chair, San Anselmo
Climate Action Commission

mkamerick@gmail.com
[+1/415.218.7553](tel:+14152187553)



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:2.3

MEETING DATE: June 9, 2026

AGENDA TITLE: Introduction of Proposed General Fund Reserve Policy

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council receive this staff report as an informational item and provide direction on the proposed General Fund Reserve Policy.

BACKGROUND

The Town of San Anselmo's General Fund reserve policy has evolved over time to reflect the Town's growing emphasis on long-term fiscal health and financial stability. The reserve was first established at 10% of General Fund expenditures by Resolution No. 3962, adopted June 28, 2011. In February 2023, the Town Council adopted Resolution No. 4474, increasing the reserve level to 20% of General Fund expenditures and transfers out to other funds, recognizing that a stronger reserve position better protects the Town against revenue volatility, economic downturns, and unanticipated costs.

Resolution No. 4474 (Attachment 1), which represents the Town's current policy, establishes the 20% reserve level but does not include provisions governing how and when the reserve may be accessed, what level of Town Council approval is required, or how the reserve is to be restored if used.

This staff report is presented in direct response to a request from Vice Mayor Walker and supported by a majority of the Council that staff review the existing General Fund reserve policy and develop updated governance provisions. The Infrastructure & Fiscal Monitoring Committee met on June 1, 2026, and reviewed the proposed General Fund Reserve Policy. The majority of the Committee supported the proposed Policy and recommended the Town Council adopt the Policy.

DISCUSSION/ANALYSIS

Current Policy (Resolution No. 4474): As noted above, the Town's existing policy sets a reserve requirement of 20% of General Fund expenditures and transfers out. It does not specify the circumstances under which the reserve may be used, the level of Town Council approval required to access it, or a framework for restoration if the reserve falls below the 20% threshold.

Proposed Policy: The proposed General Fund Reserve Policy (Attachment 2) retains the 20% floor established by Resolution No. 4474, and includes the following governance provisions:

- **Reserve structure:** The proposed Policy establishes a two-tier General Fund balance structure with a required floor and an aspirational goal. Twenty percent (20%) of annual budgeted General Fund expenditures and transfers out is designated as the Committed Fund Balance, constituting the Town's required General Fund Reserve floor. In addition, the Policy establishes a goal of maintaining a total fund balance of 25% by retaining at least 5% of budgeted expenditures and transfers out as Unassigned Fund Balance. In accordance with GASB Statement No. 54, Committed Fund Balance may only be established, modified, or appropriated by formal Town Council action. All General Fund balance appropriations, including any fund balance above the 25% goal, require formal Town Council action.
- **Eligible uses:** The proposed Policy defines the circumstances under which the Committed Fund Balance Reserve may be appropriated. These situations are limited to significant revenue shortfalls, unanticipated emergency expenditures, and one-time strategic investments with documented long-term benefit, and temporary budget stabilization during a defined transition period.
- **Approval authority:** The proposed Policy specifies that any appropriation from the Committed Fund Balance Reserve requires a formal Town Council resolution and a written staff report. The Town Manager may approve emergency expenditures up to \$100,000 when a local emergency has been declared and the Town Council cannot be convened, subject to Council ratification within 30 days.
- **Restoration framework:** When the Committed Fund Balance Reserve falls below the 20% target, the proposed Policy requires the Finance & Administrative Services Director is required to present a written Restoration Plan to the Town Council within 90 days. Restoration timelines are scaled to the size of the shortfall, ranging from one fiscal year for minor shortfalls to up to five fiscal years for significant ones.
- **Annual reporting:** The Finance & Administrative Services Director will report on both the Committed Fund Balance Reserve and Unassigned Fund Balance levels, compliance status, and restoration progress to the Town Council as part of each annual budget presentation.
- **Policy review:** If adopted, the proposed Policy will be reviewed no less than biennially, with proposed amendments first reviewed by the Infrastructure & Fiscal Monitoring Committee before presentation to the Town Council.

The proposed Policy is consistent with best practices recommended by the Government Finance Officers Association (GFOA), which recommends a minimum unrestricted fund balance of at least two months of operations (approximately 16.7%). The Town's 20% floor exceeds this standard.

Peer Comparison: San Anselmo's 20% floor is consistent with or below reserve levels maintained by comparable Marin County jurisdictions:

Jurisdiction	Reserve Policy
Town of San Anselmo (proposed)	20% floor / 25% goal
Town of Fairfax	25%
Town of Corte Madera	25% – 30%
City of Larkspur	25%
City of Novato	15%
City of San Rafael	15%
Town of Ross	30%
Town of Belvedere	50%
GFOA Recommended Minimum	16.7%

Revenue Concentration Risk: Property tax accounts for approximately 78% of the Town's General Fund operating revenue. This concentration means that a sustained decline in assessed values or a change in state property tax allocation could have an outsized impact on Town revenues. A strong reserve floor directly mitigates this risk by providing a cushion to maintain services through a revenue downturn.

General Fund Reserve History: The table below shows the Town's General Fund reserve position over the past 10 fiscal years. The fund balance column reflects the June 30 balance from the prior year audited financial statements; the budgeted expenditures column reflects the adopted budget for the fiscal year being protected. Prior to FY 2025-26, the fund balance combines Committed and Unassigned Fund Balance to reflect the Town's true reserve position.

Fiscal Year Protected	Budgeted Expenditures & Transfers Out (Adopted Budget)	Fund Balance as of June 30 (Prior Year Audited Financial Statements)	Reserve %
FY 2015-16	\$14,710,315	\$3,298,803	22.4%
FY 2016-17	\$15,446,978	\$4,192,334	27.1%
FY 2017-18	\$16,276,009	\$4,811,525	29.5%
FY 2018-19	\$17,099,225	\$4,022,613	23.5%
FY 2019-20	\$16,473,214	\$3,863,470	23.4%
FY 2020-21	\$18,012,625	\$5,125,036	28.4%
FY 2021-22	\$19,656,346	\$6,227,990	31.6%
FY 2022-23	\$20,943,625	\$7,217,457	34.4%
FY 2023-24	\$21,972,378	\$6,158,999	28.0%
FY 2024-25	\$22,649,053	\$6,739,732	29.7%
FY 2025-26 (est.)	\$23,795,532	\$6,352,167	26.7%

FISCAL IMPACT

Adoption of this policy has no direct fiscal impact. It does not change the 20% reserve level established by Resolution No. 4474, and it does not require any new appropriations or fund transfers. The policy establishes governance rules for how existing fund balances are managed and protected going forward.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's discussion of the General Fund Reserve Policy 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).

CONCLUSION

Staff requests that the Town Council:

- Receive and review the proposed General Fund Reserve Policy (Attachment 2);
- Provide any comments, direction, or feedback to staff; and
- Direct staff to return with a final policy and resolution for adoption.

ATTACHMENT

Attachment 1: Resolution No. 4474

Attachment 2: Proposed General Fund Reserve Policy, Town of San Anselmo

RESOLUTION NO. 4474**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
AMENDING AND UPDATING THE RESERVE POLICY FOR THE TOWN'S GENERAL FUND**

WHEREAS, Resolution No. 3962, adopted by the Town Council on June 28, 2011, established, and set the Town General Fund Reserve at ten percent (10%) of General Fund expenditures and transfers out; and

WHEREAS, sufficient reserves are a component of a financially stable Town; and

WHEREAS, it is necessary for the Town of San Anselmo to set goals for its reserve requirements and the Town Council has determined that it is necessary to update its reserve policy; and

WHEREAS, the Town Council has determined that a reserve of twenty percent (20%) of General Fund expenditures and transfers out to other funds will provide working capital to meet cash flow needs during normal operations and will reduce impacts from unforeseen events; and

WHEREAS, adoption of a resolution updating the Town's reserve policy 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. (Pub. Res. Code, § 21065.)

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the policy for the Town General Fund Reserve is hereby increased to the amount of 20 percent (20%).

I hereby certify that the foregoing Resolution was duly passed and adopted at a regular meeting of the San Anselmo Town Council on the February 14, 2023, by the following vote:

AYES:	Councilmember:	Kullaway, Fineman, Colbert, Burke, Mayor Burdo
NOES:	Councilmember:	None
ABSENT:	Councilmember:	None
ABSTAIN:	Councilmember:	None

DocuSigned by:

*Steve Burdo*1A60756DB15B4BA
Steve Burdo, Mayor

ATTEST:

DocuSigned by:

*Serge Avila*C760AB43BEC248E
Serge Avila, Town Clerk

TOWN OF SAN ANSELMO

GENERAL FUND RESERVE POLICY

Adopted by the Town Council of the Town of San Anselmo by Resolution No. [____], superseding Resolution No. 4474 (February 14, 2023). The Town's General Fund reserve was first established at 10% of General Fund expenditures by Resolution No. 3962 (June 28, 2011), increased to 20% by Resolution No. 4474 (February 14, 2023), and further strengthened by this Policy to include formal governance provisions for use, approval authority, and restoration of the fund balance floor.

I. PURPOSE

It is the policy of the Town of San Anselmo to maintain sound financial management practices that promote long-term fiscal stability and the continued delivery of essential municipal services. The purpose of this General Fund Reserve Policy is to:

- Establish and maintain a minimum reserve level to protect the Town against revenue shortfalls, economic downturns, and unanticipated expenditures;
- Define the circumstances under which reserves may be accessed;
- Establish the approval authority required to appropriate reserve funds;
- Provide a clear framework for replenishing reserves once they have been used; and
- Ensure transparency and accountability in the Town's financial decision-making.

This Policy is intended to complement the Town's annual budget process and is consistent with best practices recommended by the Government Finance Officers Association (GFOA).

II. BACKGROUND

The General Fund is the Town's primary operating fund, supporting core municipal services including public safety, public works, parks and recreation, and general government administration. Strong reserves are a cornerstone of financial health, enabling the Town to:

- Weather economic downturns and revenue volatility without service disruption;
- Respond to unforeseen emergencies, disasters, or extraordinary expenditures;
- Maintain strong credit ratings that lower the cost of borrowing; and
- Avoid reactive, short-term fiscal measures such as drastic service cuts.

The Town’s General Fund Reserve was first established at 10% of General Fund expenditures by Resolution No. 3962 (June 28, 2011), and subsequently increased to 20% by Resolution No. 4474 (February 14, 2023). This Policy supersedes Resolution No. 4474 and adds formal governance provisions governing the use and replenishment of the reserve, while preserving the 20% reserve target established therein.

The GFOA recommends that local governments maintain a minimum unrestricted fund balance of no less than two months (approximately 16.7%) of annual General Fund operating expenditures. The Town’s 20% reserve target meets and exceeds this standard.

III. RESERVE TARGET LEVEL

General Fund Reserve Structure
Minimum Floor: 20% of Annual General Fund Expenditures and Transfers Out held as Committed Fund Balance (required) Goal: 25% of Annual General Fund Expenditures and Transfers Out 20% Committed Fund Balance + 5% Unassigned Fund Balance (aspirational) <i>Fund balance above 25% remains available for Town Council appropriation by formal action</i>

The Town shall maintain a Committed Fund Balance in the General Fund equal to 20% of annual General Fund budgeted expenditures and transfers out to other funds, as reflected in the adopted budget for the immediately succeeding fiscal year. This amount constitutes the Town’s required General Fund Reserve floor.

In addition to the required 20% floor, the Town establishes an aspirational goal of maintaining a total General Fund balance of 25% of annual budgeted expenditures and transfers out. To achieve this goal, the Unassigned Fund Balance should equal at least 5% of the subsequent fiscal year’s budgeted expenditures and transfers out. The 25% goal is not a mandatory minimum and does not trigger the restoration requirements of Section VI; however, the Finance & Administrative Services Director shall report annually on progress toward the goal and year-end surpluses shall be directed toward achieving it as a first priority.

Any General Fund balance in excess of the 25% goal shall be classified as Unassigned Fund Balance and may be appropriated by the Town Council for any lawful purpose by formal Council action.

For example, if the total General Fund balance equals 27% of budgeted expenditures and transfers out, 20% shall be held as Committed Fund Balance (the required Reserve), 5% shall be retained as Unassigned Fund Balance toward the 25% goal, and the remaining 2% may be appropriated by the Town Council for any lawful purpose by formal Council action.

In accordance with GASB Statement No. 54, Committed Fund Balance may only be established, modified, or appropriated by formal action of the Town Council, the Town's highest level of decision-making authority. This Policy, adopted by Town Council resolution, constitutes the formal action establishing the Committed Fund Balance. Any subsequent reduction or appropriation of the Committed Fund Balance requires a separate Town Council resolution or formal Council action as set forth in Section V.

The 20% floor and 25% goal shall be calculated annually as part of the budget adoption process. This definition is consistent with Resolution No. 4474, adopted February 14, 2023, which this Policy supersedes.

IV. ELIGIBLE USES OF THE COMMITTED FUND BALANCE RESERVE

The Committed Fund Balance Reserve exists as a fiscal safety net and shall not be used for routine or ongoing operating expenditures. Because the Committed Fund Balance may only be reduced by formal Town Council action, any appropriation from the Reserve requires the approval set forth in Section V.

Appropriations from the Committed Fund Balance Reserve are limited to the following circumstances:

A. Revenue Shortfalls

- Significant and unanticipated declines in General Fund revenues relative to adopted budget projections, including but not limited to:
 - Declines in sales tax, property tax, or other economically sensitive revenues due to recession or economic disruption;
 - Loss of a major revenue source due to changes in state or federal law.

B. Unanticipated Emergency Expenditures

- Costs arising from a declared local emergency, natural disaster, public health crisis, or other catastrophic event that cannot be absorbed within the existing operating budget;
- Extraordinary legal judgments or settlements not covered by insurance or litigation reserves;
- Critical infrastructure failures requiring immediate repair to protect public safety.

C. One-Time Strategic Investments

- One-time expenditures that produce documented long-term efficiencies, cost savings, or revenue enhancements for the General Fund, provided the Town Council makes specific findings as to the anticipated benefit.

D. Temporary Budget Stabilization

- Bridge funding to maintain service levels during a short-term, defined transition period, with a corresponding plan to restore structural balance.

Note: The Committed Fund Balance Reserve shall not be used to fund new ongoing programs, fill recurring structural deficits, or supplement normal departmental operating budgets without a corresponding plan to restore the Reserve within the timeframes set forth in Section VI.

V. APPROVAL AUTHORITY

Because the Committed Fund Balance may only be established, modified, or appropriated by the Town's highest level of decision-making authority, any appropriation from the Committed Fund Balance Reserve requires formal Town Council action. No administrative action, budget transfer, or mid-year amendment may reduce the Committed Fund Balance Reserve without a separate Town Council resolution or formal Council approval.

Any request to appropriate from the Committed Fund Balance Reserve must be accompanied by a written staff report that includes: (1) the current Reserve balance and percentage relative to budgeted expenditures and transfers out; (2) the specific amount requested and purpose; (3) the projected Reserve balance following the appropriation; and (4) a preliminary Restoration Plan per Section VI.

Revenue shortfall or unanticipated operating need	Majority vote of Town Council by resolution	Staff report documenting shortfall
Emergency or disaster response	Majority vote of Town Council by resolution (or Town Manager up to \$100,000 in declared emergency)	Emergency declaration on record; Council ratification within 30 days
One-time strategic investment	Majority vote of Town Council by resolution	Staff report with written findings of long-term benefit
Temporary budget stabilization	Majority vote of Town Council by resolution	Staff report with structural balance restoration plan and defined timeframe

The Town Manager is authorized to approve emergency expenditures that draw upon the Committed Fund Balance Reserve up to \$100,000 when a local emergency has been declared and the Town Council cannot be convened in a timely manner. Any such action must be reported to and ratified by the Town Council within 30 days.

VI. RESTORATION OF THE COMMITTED FUND BALANCE RESERVE

Whenever the Committed Fund Balance Reserve falls below the 20% target, whether through a deliberate Town Council appropriation or year-end operating results, the Finance & Administrative Services Director shall notify the Town Council and the following restoration framework applies:

A. Restoration Plan Requirement

No later than 90 days following the Town Council action or year-end close that caused the Committed Fund Balance Reserve to fall below 20%, the Finance & Administrative Services Director shall present a written Restoration Plan to the Town Council. The Restoration Plan shall include:

1. The dollar amount needed to restore the Committed Fund Balance Reserve to the 20% target;
2. The proposed restoration timeline (see Section VI.B below);
3. Identified funding sources or budget adjustments to achieve restoration; and
4. Interim milestones and annual progress benchmarks.

B. Replenishment Timeline

The replenishment timeline shall be scaled to the size and nature of the drawdown:

Up to 25% below target (e.g., actual balance 15–20%)	Within 1 fiscal year	Majority vote by resolution
25–50% below target (e.g., actual balance 10–15%)	Within 2 fiscal years	Majority vote by resolution + annual progress report
More than 50% below target (e.g., actual balance below 10%)	Within 3–5 fiscal years	Majority vote by resolution + annual progress report + mid-year updates

C. Restoration Sources

Restoration of the Committed Fund Balance Reserve to the 20% target shall be accomplished through one or more of the following mechanisms, in order of preference:

5. Year-end General Fund operating surpluses designated by Council resolution for transfer to the Committed Fund Balance Reserve;
6. Annual budget set-asides specifically appropriated for Reserve restoration;
7. One-time revenues (e.g., grants, asset sales, settlements) not needed for ongoing operations; or
8. Reductions in non-essential or discretionary expenditures identified through the budget process.

Restoration progress shall be identified and reflected in the annual budget adopted by the Town Council and shall continue until the Committed Fund Balance Reserve is restored to the 20% target.

D. Annual Reporting

The Finance & Administrative Services Director shall include the following in each year's annual budget document and present it to the Town Council:

- The Committed Fund Balance Reserve as of June 30 of the prior fiscal year, expressed in dollars and as a percentage of budgeted expenditures and transfers out for the current fiscal year;
- The Unassigned Fund Balance as of June 30 of the prior fiscal year, expressed in dollars and as a percentage of budgeted expenditures and transfers out;
- The combined total fund balance as a percentage of budgeted expenditures and transfers out, measured against both the 20% required floor and the 25% aspirational goal;
- Whether the Town is in compliance with the 20% required floor;
- Whether the Town has achieved the 25% aspirational goal, and if not, the gap and projected timeline to reach it;
- If below the 20% floor, the status of the active Restoration Plan and the projected date of return to compliance; and
- Any recommended adjustments to the reserve floor, goal, or policy provisions.

VII. RESTRICTIONS ON USE

The following restrictions apply to all appropriations from the Committed Fund Balance Reserve:

- Reserve funds shall not be used to fund ongoing, recurring operating costs unless accompanied by an adopted plan to achieve structural budget balance within two fiscal years;
- Reserve funds shall not be used to fund new programs or expanded services without an identified ongoing revenue source to sustain those programs in future years;
- Any appropriation from the Reserve shall be treated as a one-time funding source and shall not be incorporated as a baseline revenue assumption in subsequent fiscal year budgets.

VIII. ADMINISTRATION AND ACCOUNTING

The Finance & Administrative Services Director is responsible for the administration of this Policy, including annual calculation of the 20% Reserve target, monitoring the Committed Fund Balance Reserve and Unassigned Fund Balance throughout the year, and preparing required reports to the Town Council.

For accounting and financial reporting purposes, the Town's General Fund balance shall be classified in accordance with Governmental Accounting Standards Board (GASB) Statement No.

54. The 20% Reserve shall be reported as “Committed Fund Balance” in the Town’s annual financial statements, as it is established by formal Town Council resolution and may only be modified or appropriated by subsequent Town Council action. Any fund balance in excess of the 20% Committed Fund Balance shall be reported as “Unassigned Fund Balance.” Both amounts shall be disclosed in the notes to the financial statements and in the annual budget document.

Investment of General Fund balances, including the Committed Fund Balance Reserve, shall be governed by the Town’s adopted Investment Policy and applicable provisions of the California Government Code.

IX. POLICY REVIEW AND AMENDMENTS

This Policy shall be reviewed by the Town Council no less than every two (2) years as part of the annual budget process, or more frequently as conditions warrant. Any amendments to this Policy shall require Town Council approval by resolution. Proposed changes shall first be reviewed by the Infrastructure & Fiscal Monitoring Committee prior to presentation to the full Town Council.

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.4

MEETING DATE: June 9, 2026

AGENDA TITLE: Introduction of Artificial Intelligence (AI) Acceptable Use Policy

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council receive this staff report as an informational item and provide direction on the proposed Artificial Intelligence (AI) Acceptable Use Policy.

BACKGROUND

The use of Artificial Intelligence (AI) and Generative AI (GenAI) has grown rapidly and is now embedded in many tools used across local government operations, from document drafting and data analysis to traffic management and public communications. Many of these tools incorporate AI without explicit disclosure, and staff across all departments are likely already encountering AI-assisted features in day-to-day work.

The Finance & Administration Services Director and Management Analyst reviewed AI governance resources developed by peer agencies to assess whether a formal policy was warranted for San Anselmo. Staff reviewed materials from the following sources:

- GovAI Coalition, a collaborative of cities and counties led by the City of San Jose, which has developed model governance frameworks for public agencies
- City of San Rafael, which adopted its AI Acceptable Use Policy in September 2025
- Transportation Authority of Marin (TAM), which adopted an AI Usage Policy in April 2026
- California Society of Municipal Finance Officers
- County of Marin

This policy was requested by Councilmember Schlesinger and supported by the full Town Council. In response, staff developed this policy discussion presented here for Council's review and direction.

DISCUSSION

Policy Overview

The proposed AI Acceptable Use Policy establishes principles and operational guardrails for the responsible use of AI by the Town of San Anselmo. It applies to all Town employees, contractors, consultants, volunteers, and vendors. The policy is organized around the following sections:

- **Guiding Principles:** Ten core values that together establish the Town's commitment to responsible, equitable, and human-centered AI use
- **Roles and Responsibilities:** Clear accountability for the Town Manager or designee, Town Attorney, Town Clerk, Department Directors, the Town's Information Technology contractor, and all staff: each with defined responsibilities spanning policy enforcement, legal review, records compliance, technical risk assessment, and day-to-day use
- **Acceptable Uses:** Permitted applications such as drafting, data analysis, translation, and accessibility support
- **AI Use Requirements:** Ten operational requirements including fact-checking outputs, protecting PII, obtaining approvals, and reporting incidents
- **Prohibited Uses:** Activities such as fully automated high-impact decisions, facial recognition, mass surveillance, and generation of misleading content
- **Procurement and Approval:** Separate processes for tool approval (e.g., general-purpose AI platforms) and vendor approval (e.g., third parties building or deploying AI systems on behalf of the Town); vendor approvals follow the Town Manager's existing contracting authority, with contracts requiring data ownership, security, and audit rights provisions, and vendors completing an AI FactSheet providing standardized technical documentation
- **Training:** Onboarding orientation plus annual refreshers for all staff
- **Governance and Review:** Annual policy review, Public Records Act compliance, and incident reporting requirements
- **Exceptions:** Process for documented exceptions including a 30-day review window for emergency use cases
- **Restricted Platform Alternatives:** Commitment to providing staff with approved alternative tools if certain AI platforms are restricted
- **Violations:** Disciplinary and contractual consequences for non-compliance

Key Policy Emphases

The policy was designed with three priorities in mind:

- **AI as a tool, not a decision-maker:** Human oversight is non-negotiable

- Empowerment through guardrails: Staff are not expected to avoid AI, but to use it responsibly and with appropriate validation of outputs
- Living document: The policy will be updated at least annually as technology and legal standards evolve

Current AI Tools at the Town

The Town is already using a number of AI tools across departments. The following are examples of tools currently in use and are not intended to be an exhaustive list. These existing uses underscore the importance of establishing clear policy now:

- Claude: general research, drafting, and document analysis
- ChatGPT: general research and drafting
- NotebookLM: document review and research synthesis
- Ichi AI: plan check assistance for building and planning review, used by Town staff
- Microsoft Copilot: AI assistance integrated into Microsoft 365 applications
- Google Gemini: general research and drafting

Staff note that many of these tools incorporate AI features that may not always be explicitly disclosed to users. This reinforces the policy's requirement that staff remain aware of AI embedded in commonly used tools and apply appropriate judgment when using their outputs.

Opportunities for San Anselmo

AI tools present real opportunities for a small town like San Anselmo to stretch limited staff capacity. Potential near-term applications consistent with the proposed policy include:

- Drafting and editing staff reports, public notices, and correspondence
- Summarizing and analyzing public comment and survey data
- Language translation for community outreach materials
- Website and document accessibility auditing
- Routine research and data consolidation

Challenges and Risks

The policy also acknowledges known risks that informed its guardrails:

- AI systems can produce inaccurate or fabricated outputs ("hallucinations") that require human review

- Many widely used tools embed AI without disclosure, creating unintentional data exposure risks
- AI systems can reflect and amplify bias present in their training data
- The technology landscape is evolving quickly, making it difficult to establish permanent rules
- Use of AI by contractors and vendors may be difficult to monitor without explicit contract language

Relationship with Neighboring Agencies

The proposed policy is consistent in structure and principle with the AI policies recently adopted by the City of San Rafael (September 2025) and TAM (April 2026), and draws on the GovAI Coalition's model framework. Adopting compatible policy positions the Town to participate in regional AI governance conversations and to benefit from shared resources and best practices as they develop.

Next Steps

Following Council's review and direction, staff anticipates the following:

- Incorporate any Council feedback into a revised draft
- Return to Council for formal adoption at a subsequent meeting
- Upon adoption: distribute policy to all staff, contractors, and vendors; update procurement documents; and add AI disclosure language to applicable Town communications and website
- Add the adopted policy to the Town's Employee Handbook
- Upload the policy to the Town's NeoGov platform and distribute to all Town employees for review, acknowledgement, and sign-off. The Town will retain copies of all signed acknowledgement forms on file.
- Evaluate near-term AI use cases consistent with the adopted policy
- Host periodic Lunch & Learn sessions to keep staff informed of new AI tools, emerging best practices, and security threats as they arise

Operational Implementation Guide

- Staff is developing an Operational Implementation Guide to accompany the adopted policy. The Guide will provide staff with practical day-to-day guidance for AI use, including but not limited to the following:
- All AI tool accounts must be created and accessed using the employee's official Town email address (@sananselmo.gov). Personal email accounts may not be used for Town-related AI work.

- No personally identifiable information (PII) may be entered into any AI tool. This includes, but is not limited to, names, addresses, Social Security numbers, dates of birth, financial information, or any combination of data that could identify an individual.
- All chats, prompts, and AI-generated content created in the course of Town business must be retained in accordance with the Town's records retention schedule. Any entry made into an AI tool on behalf of the Town is subject to the California Public Records Act and may be subject to a Public Records Request.

Although not directly related to this item, staff notes that it will return to the Town Council at the August 2026 meeting with a staff report responding to the request from Councilmember Schlesinger and the full Council regarding how the Town would respond in the event of a cyber-attack. That report will be broadened to include an introduction to the Marin IT team and the Town's Risk Insurance Pool, Bay Cities Joint Powers Insurance Authority (BCJPIA), in addition to the roles of Town staff and those partner organizations in any incident response.

FISCAL IMPACT

None at this time. Implementation of the policy will rely on existing staff capacity and Town-approved tools. Any future procurement of new AI systems will follow the Town's existing contracting authority and proceed through the normal budget process.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's discussion of the AI Use Policy 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 – Draft Artificial Intelligence (AI) Use Policy

Town of San Anselmo

Artificial Intelligence (AI) Acceptable Use Policy

Effective Date: [Date] • Revision Date: [Date]

Policy Statement

The Town of San Anselmo is committed to using Artificial Intelligence (AI) and Generative AI (GenAI) technologies to enhance public services, improve operational efficiency, and support community well-being. All employees, contractors, and partners must follow this policy to ensure AI is used responsibly, ethically, and in alignment with the Town's values, legal obligations, and community expectations.

Scope

This policy applies to all departments, employees, contractors, consultants, volunteers, interns, vendors, and other third parties using or procuring AI systems or AI-assisted tools on behalf of the Town of San Anselmo. It covers the design, development, deployment, and procurement of any AI functionality, including AI features embedded in existing tools, including productivity, records, finance, public safety, planning, permitting, and HR systems.

Guiding Principles

The following principles guide the Town's acquisition and use of AI:

- **Serve the Public Good:** Use AI to improve public services, accessibility, efficiency, and community outcomes.
 - **Maintain Human Oversight:** AI should support, not replace, human judgment. Consequential decisions must remain subject to human review and accountability.
 - **Be Transparent:** Be clear about when and how AI is used, its purpose, and its limitations, consistent with applicable law.
 - **Promote Equity and Fairness:** Evaluate AI systems for bias, disparate impacts, and equitable outcomes.
 - **Protect Privacy and Data:** Safeguard sensitive information and comply with all applicable privacy, records retention, and data security requirements.
 - **Ensure Security and Safety:** Use AI systems that protect the confidentiality, integrity, and availability of Town systems and data.
 - **Uphold Accountability:** Departments remain responsible for decisions and outcomes supported by AI systems.
 - **Prioritize Effectiveness:** Deploy AI systems that are reliable, fit for purpose, and demonstrably effective.
 - **Consider Environmental Impact:** Where practical, consider sustainability, energy usage, and operational efficiency when selecting AI systems.
 - **Apply Human-Centered Design:** Design and evaluate AI systems with the needs, well-being, and trust of residents in mind.
-

Roles and Responsibilities

This policy applies to all Town personnel and agents as described in the Scope. Key AI-related responsibilities by role are summarized below:

Role	Responsibilities
Town Manager or Designee	Establishes and enforces policy; provides final approval for medium- and high-risk AI tools.
Town Attorney	Reviews AI policies and contracts for legal compliance and risk.
Department Directors	Review technology procurement requests within their departments; consult with the Town Clerk, Town Manager or designee, and the Town's Information Technology contractor on medium- and high-risk tools.
Town Clerk	Oversees records retention compliance; responds to Public Records Act requests, and recommends policy updates.
Information Technology Contractor	Assists with evaluation of data security, privacy, and cybersecurity implications; supports implementation of network-level controls for approved and restricted platforms.
All Employees, Contractors & Vendors	Follow this policy; propose use cases; validate AI outputs; report incidents to their supervisor.

Acceptable Uses

AI and GenAI may be used to support the following activities, provided they align with the Guiding Principles above:

Administrative Uses

- Automate routine, low-risk administrative tasks to improve efficiency
- Draft, summarize, translate, or analyze text for internal efficiency
- Assist with meeting transcription, agenda preparation, minutes drafting, records organization, and public records request processing
- Assist staff with permit intake, zoning research, plan review support, and code research, subject to human review
- Assist with drafting staff reports, policies, ordinances, resolutions, and administrative documents, subject to staff review
- Assist with research, knowledge management, grant development, and retrieval of internal policies and historical records
- Assist with creation of creative, educational, and public-facing communications materials, including graphics, presentations, video, and multilingual content

Resident Service Uses

- Support public service delivery and resident information services, including AI-assisted chat, search, or self-service informational tools, provided users are informed when interacting with AI-generated responses

- Enhance accessibility and language access, including translation, captioning, transcription, document formatting, and other tools that improve equitable access to Town services and information

Operational Uses

- Support emergency preparedness, hazard communication, evacuation planning, and resilience analysis
- Assist with data analysis, forecasting, operational planning, and administrative decision support
- Assist with infrastructure maintenance planning, asset inventory management, traffic analysis, and capital project prioritization

This list is intended to provide illustrative examples of acceptable AI uses and does not limit the Town's ability to employ AI in other ways consistent with the Guiding Principles, applicable law, and Town policy.

AI Use Requirements

All Town personnel using AI must comply with the following:

1. **Use AI Responsibly:** AI systems may support, but not replace, professional judgment, accountability, or legally required human decision-making.
2. **Protect Sensitive Information:** Confidential, privileged, Personally Identifiable Information (PII), personnel, law-enforcement-sensitive, personally identifiable, security-sensitive, or infrastructure-related information may only be used with AI systems specifically approved for that purpose.
3. **Verify Outputs:** Staff remain responsible for the accuracy, legality, appropriateness, and completeness of all AI-assisted work products and communications.
4. **Review for Bias and Harm:** AI-generated outputs should be evaluated for bias, discriminatory effects, misinformation, harmful content, and unintended impacts before operational or public use.
5. **Use Approved Systems and Accounts:** Town business may only be conducted using approved AI systems and Town-designated accounts.
6. **Maintain Transparency:** Staff should disclose AI-generated content or AI-assisted resident interactions where appropriate, particularly in public-facing communications and services.
7. **Obtain Appropriate Approval:** Departments must follow applicable procurement, security, and risk review requirements before deploying new AI systems or enabling new AI functionality.
8. **Monitor and Report Issues:** Suspected policy violations, harmful outputs, security incidents, or significant AI system failures must be reported promptly to supervisory staff and the Town Manager's Office.
9. **Maintain Human Oversight:** AI-generated recommendations, analyses, or outputs affecting governmental operations or resident services must remain subject to meaningful human review and authority.
10. **Use AI Within Authorized Scope:** AI systems may only be used for approved Town purposes and within the operational scope for which they were reviewed and authorized.

Prohibited Uses

AI may not be used to:

- Make or substantially influence decisions related to hiring, discipline, performance evaluation, law enforcement prioritization, code enforcement, permitting approvals, housing eligibility, procurement selection, or legal determinations without appropriate human review and documented accountability.
- Fully automate decisions that substantially impact individuals or make final determinations regarding eligibility, benefits, enforcement, discipline, or legal rights.
- Conduct mass surveillance, facial recognition, real-time or covert biometric identification, or social scoring unless explicitly authorized by law and the Town Council.
- Classify human facial expressions, body movements, emotions, or sentiments using biometric or emotion-analysis technologies.
- Perform cognitive or behavioral manipulation of individuals or vulnerable groups.
- Mimic or impersonate any living person without authorization or disclosure.
- Generate or distribute deceptive synthetic media, including fabricated audio, video, or imagery representing Town officials, employees, residents, or public proceedings.
- Use AI-generated content in violation of applicable copyright, licensing, attribution, disclosure, or intellectual property laws or policies.
- Generate deceptive, discriminatory, harassing, or materially misleading content.
- Collect, process, retain, or share personal data in violation of law or Town policy.
- Input confidential, privileged, personnel, law-enforcement-sensitive, security-sensitive, or infrastructure-related information into unapproved AI systems.
- Deploy AI systems capable of independently executing transactions, modifying records, sending communications, or accessing Town systems without explicit authorization and oversight.

Meaningful human review under this policy must involve independent judgment and authority to modify, reject, or override AI-generated outputs or recommendations.

Procurement and Approval

Staff must follow this process before acquiring or deploying any new AI system:

Tool Approval

1. **Department Approval** — Departments must discuss proposed AI use cases with their Department Director prior to procurement, deployment, or operational use.
2. **Risk Assessment** — The Department Director, in consultation with the Town Clerk, Town Attorney, and the Town's Information Technology contractor as appropriate, will assess the tool for legal compliance, data security, privacy, and equity risks.
3. **Approval** — Tools may be approved by the Town Manager or designee.

Vendor Selection

1. **Vendor Contracts** — All contracts with vendors who use or may use AI must address data ownership, security, audit rights, and model limitations. This requirement may be phased in for existing contracts.
2. **AI FactSheet** — Vendors providing AI systems must complete an AI FactSheet providing standardized technical documentation about the system, including its data sources, operational model, known limitations, and privacy practices. The Town Manager or designee is responsible for requiring vendors to complete this documentation as part of the procurement process. The GovAI Coalition AI FactSheet template for third party service providers is available at:
<https://www.sanjoseca.gov/home/showpublisheddocument/127539/639034051932800000>
3. **Risk Assessment** — The Department Director, in consultation with the Town Clerk, Town Attorney, and the Town's Information Technology contractor as appropriate, will assess the vendor for legal compliance, data security, privacy, and equity risks.
4. **Approval** — Vendors may be approved by Town Council or Town Manager or designee.

Training

The Town of San Anselmo will:

- Include AI policy orientation as part of new employee onboarding
- Require annual AI policy and responsible-use training for all staff
- Make additional training resources available as technology, laws, and best practices evolve
- Offer periodic workshops, demonstrations, or Lunch & Learn sessions to introduce staff to new AI tools, emerging best practices, and relevant security, privacy, and compliance considerations

Staff are:

- Required to complete all mandatory AI training and comply with this policy.
- Responsible for staying informed about updates to this policy and applicable Town guidance.
- Encouraged to participate in optional training opportunities to expand their knowledge and promote the responsible and effective use of AI.

Governance and Review

- This policy will be reviewed at least annually and updated as laws, technologies, and best practices evolve.
- The Town is subject to the California Public Records Act. Staff must follow all applicable records retention and disclosure procedures. This means any prompts, outputs, or other information used in relation to AI tools may be released publicly. Staff should not use any prompts that may include information not suitable for public release, including PII.
- Departments must promptly report material AI incidents, errors, or risks to the Town Manager's Office.
- If an AI system ceases to provide clear benefit, a Department Director may recommend retirement of the tool to the Town Manager or designee. If abrupt discontinuation would disrupt Town services, the system may be phased out gradually.

Exceptions

Staff must adhere to all requirements in this policy unless a specific documented exception is explicitly granted by the Town Manager or designee. Policy violations without a formal documented exception will be treated as a policy incident. In emergency situations that require immediate use of an AI tool not yet approved, staff must:

1. Obtain documented approval from their Department Director prior to use.
2. Submit the Department-approved use case to the Town Manager or designee for review within 30 days of the incident.

Restricted Platform Alternatives

In the event the Town restricts access to certain AI platforms, the Town will, whenever practicable, provide staff with a list of vetted alternative AI platforms that have been approved for Town use. This approach allows employees to remain productive using tools that meet the Town's privacy and security standards, while helping prevent the use of unapproved tools that could expose Town data. The Town reserves the right to restrict access to unapproved AI platforms at the network level on Town-managed devices and networks, in coordination with the Town's IT team. Department Directors are responsible for periodically reviewing approved platforms and recommending changes to the Town Manager or designee as needed.

Violations of This Policy

Violations of this policy may result in disciplinary action, up to and including termination of employment or contract. Third-party violations may result in breach of contract and pursuit of damages. Infractions that violate local, state, federal, or international law may be referred to the appropriate authorities.

Definitions

Artificial Intelligence (AI): A machine-based system that, for a given set of human-defined objectives, can generate predictions, recommendations, content, analyses, or decisions that influence real or virtual environments. AI includes systems embedded within software platforms that support or automate tasks typically associated with human intelligence.

Generative AI (GenAI): AI systems capable of generating or transforming content, including text, images, audio, video, software code, or other media, based on user prompts or other inputs. Examples include ChatGPT, Microsoft Copilot, Gemini, and Claude.

Personally Identifiable Information (PII): Information that identifies, relates to, describes, or could reasonably be linked to a specific individual, including names, addresses, government-issued identification numbers, contact information, or combinations of data elements.

Town: Refers to the Town of San Anselmo and any employees, contractors, consultants, vendors, volunteers, or agents acting on its behalf.

Meaningful Human Review: Human oversight involving independent judgment and authority to interpret, modify, reject, or override AI-generated outputs, recommendations, or decisions.

Public-Facing AI System: An AI-enabled tool, service, or interface that interacts directly with residents, businesses, visitors, or members of the public on behalf of the Town.

Sensitive Data: Confidential, privileged, personal, personnel, financial, legal, law-enforcement-sensitive, cybersecurity-related, or infrastructure-related information requiring heightened protection under law, policy, or operational necessity.

AI-Assisted Decision-Making: The use of AI-generated outputs, recommendations, analyses, rankings, or predictions to inform or support human decision-making processes.

Acknowledgement

This policy was developed drawing on resources from the GovAI Coalition, the City of San Rafael, the Transportation Authority of Marin, the California Society of Municipal Finance Officers, and other public agency partners.

This policy was drafted with the assistance of AI, and subsequently reviewed and edited by Town staff.

Approved AI Tools

The following AI-enabled systems and platforms are currently approved for Town use through Town-designated accounts or authorized enterprise environments. Approved systems may include standalone AI tools, embedded AI features within enterprise software, and department-specific AI applications. The Town Manager or designee may update the approved systems list administratively as tools are added, removed, or modified.

Examples of approved systems may include:

- General-purpose AI assistants and research tools
- AI-enabled productivity and collaboration platforms
- Document analysis and knowledge management tools
- Meeting transcription and summarization tools
- Planning, permitting, and plan review assistance tools
- AI-enabled GIS, analytics, and operational planning systems
- AI-enabled accessibility, translation, and communications tools

Current examples include:

- Claude
- ChatGPT
- Microsoft Copilot
- Google Gemini
- NotebookLM
- Roundabout Technologies
- Ichi AI



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:2.5

MEETING DATE: June 9, 2026

AGENDA TITLE: Annual Report on Staff Vacancies, Recruitment and Retention Efforts as Required Under AB 2561

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council conduct a public hearing and consider accepting the Annual AB 2561 Report on Staff Vacancies, Recruitment, and Retention Efforts.

SUMMARY

Assembly Bill (AB) 2561 was signed into law on September 22, 2024, and added Section 3502.3 to the California Government Code. This legislation requires public agencies to present the status of job vacancies and recruitment/retention efforts at a public hearing at least once per fiscal year, and prior to adoption of the agency's final budget. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the agency must, upon request of the recognized employee organization, include additional information during the public hearing.

DISCUSSION/ANALYSIS

This report is provided in compliance with Government Code §3502.3. As of May 30, 2026, the Town of San Anselmo's four recognized employee groups have the following vacancy rates:

Employee Group	Budgeted FTE	Vacancies	Vacancy Rate
SEIU Local 1021	28	0	0%
Confidential	1	0	0%
Mid-Management	6	0	0%
Management	6	0	0%
Total	41	0	0%

Since no employee group currently has a vacancy rate equal to or exceeding 20%, the Town is not required to present the additional information specified in §3502.3(c). Nonetheless, this report includes general information on recruitment and retention efforts, as required.

Recruitment Activities

The Town of San Anselmo recruits for open positions through GovernmentJobs.com, the Town’s website, and targeted outreach via regional professional networks. Job announcements are typically posted for a minimum of three weeks to ensure adequate applicant pools. For specialized or hard-to-fill positions, the Town coordinates outreach through professional associations and peer agency networks across Marin County. The Town also leverages internal referrals, which have historically been effective given the Town’s strong organizational culture and low turnover.

Recent Recruitment Activity

The following table summarizes recent recruitments conducted by the Town:

Position	Applications Received	1st Interview	2nd Interview	Selection Rate
Associate/Assistant Planner	26	10	2	38%
Library Assistant	64	5	3	8%
Administrative/Permit Services Technician	28	5	2	18%
Administrative Assistant – Recreation	108	8	—	7%
Building Official	6	3	—	50%
Recreation Program Leader	10	8	3	80%
Total	242	39	10	—

Across these six recruitments, the Town received a total of 242 applications, demonstrating strong interest in public service employment with San Anselmo. Selection rates reflect the Town’s commitment to competitive, merit-based hiring.

Retention Efforts

The Town attributes its low vacancy rates in large part to its ongoing retention efforts. Competitive compensation, maintained through regular review of regional salary surveys and negotiated Memoranda of Understanding (MOUs), ensure that Town salaries remain aligned with comparable Marin County agencies. Like other agencies in Marin County, San Anselmo faces challenges related to high housing costs, long commute distances for non-resident employees, and competition with neighboring jurisdictions for skilled professionals. Town staff continue to monitor workforce trends and evaluate policies that may improve recruitment outcomes and reduce turnover. Staff longevity remains a point of organizational strength as several employees have served the Town for more than a decade.

The Town of San Anselmo offers the following competitive benefits designed to enhance employee retention:

1. Flexible work arrangements, including 9/80 and remote work opportunities where operationally feasible, support regional recruitment, work-life balance, and improve employee retention.
2. Up to full-family medical coverage through Kaiser.
3. One-week advanced sick leave and vacation time provided upon hire.
4. Professional development and career advancement. The Town encourages and provides opportunities for career growth. Employees are supported in pursuing additional training and education. The Town also participates in the Marin/Sonoma Leadership Academy to support employee growth and advancement within the organization.

Looking Ahead

Looking ahead, the Town will continue to monitor workforce trends and evaluate its recruitment and retention strategies on an ongoing basis. Areas of focus for the coming year include:

- Expanding outreach to underrepresented communities, including through partnerships with community organizations and diversity-focused job boards, to broaden the Town's applicant pool and support a more inclusive workforce.
- Expanding the Town's presence on regional job boards and professional networks.
- Reviewing compensation benchmarks ahead of upcoming MOU negotiations to ensure the Town remains competitive.

FISCAL IMPACT

Not applicable

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).