



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

Town Council Agenda

Tuesday, October 14, 2025

7:00 PM

Meeting held In-Person and via Zoom:

<https://us02web.zoom.us/j/86089009574>

Or Telephone: +1 669 900 6833 | Webinar ID: 860 8900 9574

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 page before the meeting begins.

How to Participate During the Meeting: Members of the public will have the option to speak during the meeting through the Zoom application by using their phone or an electronic device.

For PC, Mac, or smart phone, Use Raise hand function when public comment for an item is requested. It is a button that is located at the top or bottom of your screen, based on your electronic device.

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

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

Call to Order. Optional Pledge of Allegiance: The Mayor or a designated Council member will recite the Pledge of Allegiance for members of the Council and the public who wish to join in the recitation.

Open time for public expression.

The public is welcome to address the Council at this time on matters not on the agenda that are within the jurisdiction of the Council. Please be advised that pursuant to Government Code Section 54954.2, Council is not permitted to discuss or take action on any matter not on the agenda unless it determines that an emergency exists, or that there is a need to take immediate action which arose

following posting of the agenda. Comments may be no longer than three minutes and should be respectful to the community.

Written Public Comment

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

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

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

Council requests for future agenda items.

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

Special Presentation. There are No Special Presentations.

1. Consent Agenda:

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

- 1.1** Approve the Draft Minutes of the Special Meeting of September 11, 2025, and the Draft Minutes of the Regular Meeting of September 23, 2025

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

[Attachment 1- Draft Minutes of the Special Town Council Meeting of September 11, 2025 \(DOC\)](#)

[Attachment 2- Draft Minutes of the Regular Town Council Meeting September 23, 2025 \(DOC\)](#)

- 1.2** Receive and File Report of Checks Issued, September 2025

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

[Attachment 1 Check Report September 2025 \(PDF\)](#)

- 1.3** Approve the Consultant Contract for the 2026 Street Resurfacing Project

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

[Attachment 1 - Siegfried Engineering Scope and Cost Proposal \(PDF\)](#)

[Attachment 2 - 2026 Paving Map \(PDF\)](#)

- 1.4** Approval of Resolution Establishing the 2025-2026 Appropriations Limit

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

[Attachment 1 Appropriations Limit Resolution \(PDF\)](#)

- 1.5** Adopt a Resolution Amending the Town's Master Fee Schedule to Include the Complete Fully-Burdened Hourly Rate Table

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

[Attachment 1 Resolution Amending Fee Schedule Fully-Burdened Hourly Rate Table Correction \(PDF\)](#)

- 1.6** Approve a Special Event Application - Creek Park 51st Anniversary Celebration 2025

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

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

- 1.7** Approve the First Amendment to the Revocable License Agreement for Operation of the Farm Stand on Town Hall Plaza

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

[Attachment 1- Proposed First Amendment to the Revocable License Agreement \(DOC\)](#)

[Attachment 2- January 1, 2025 Revocable License Agreement for the Farm Stand \(PDF\)](#)

[Attachment 3- Merchant Parking Permit Instructions \(PDF\)](#)

[Attachment 4- Merchant Parking Permit Application \(PDF\)](#)

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** Receive an Update on the Downtown Parking Program and Discuss Potential Changes to Downtown Parking Restrictions. The Town finds the discussion of potential modifications to parking restrictions, 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 \(DOC\)](#)

[Attachment 1 - Map showing areas to be changed \(PDF\)](#)

[Attachment 2 - Merchant Parking Map \(PDF\)](#)

[Attachment 3 - 2025 Merchant Parking Permit Application \(PDF\)](#)

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

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

Public Hearing:

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

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

- 2.2** Adoption of an Ordinance to Repeal and Replace Title 10 “Planning and Zoning”, Chapter 4 “Housing Developments Under Government Code Section 65852.21” to Comply with State Law; Rename Chapter 10-4 to “Urban Lot Splits and Two-Unit Development in Single-Family Zones”; Repeal Section 10-2.711 “Urban Lot Splits pursuant to Government Code 66411.7”; and Make Associated CEQA Exemption Findings. The proposed Ordinance is exempt from CEQA pursuant to Public Resources Code section 21080.17, which exempts the local adoption of ordinances regarding second units in single or multi-family residential zones, and CEQA Guidelines sections 15301 (Existing Facilities) and 15061(b)(3) because it can be seen with certainty that there is no possibility that they will have a significant effect on the environment

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

[Attachment 1 - Ordinance \(PDF\)](#)

[Attachment 2 - Planning Commission Resolution No. 2025-19 \(PDF\)](#)

Adjourn

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

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

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the date of the Council's decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting is October 28, 2025.

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

Town Council
Tarrell Kullaway, Mayor
Steve Burdo, Vice Mayor
Eileen Burke, Councilmember
Chantel Walker, Councilmember
Yoav Schlesinger, 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.

Save the Plaza!

From amel bendaoud <abendaoud@yahoo.com>

Date Thu 10/9/2025 7:43 AM

To Town Council <towncouncil@sananselmo.gov>

CAUTION: External Sender

Please save our beautiful plaza.

Amal Bendaoud

plaza

From Claudia Six <claudia@drsix.net>

Date Thu 10/9/2025 2:04 PM

To Town Council <towncouncil@sananselmo.gov>

CAUTION: External Sender

Please re-open the Plaza to public use.



Claudia SIX, PhD

Clinical Sexologist & Relationship Coach,
Author, 2xTEDx speaker, professor

www.drsix.net

claudia@drsix.net

["What happened to sex in our relationship?"](#)



Save the Plaza

From Deborah Dean <deborahdean01@gmail.com>

Date Sun 9/21/2025 10:12 AM

To Town Council <towncouncil@sananselmo.gov>; Yoav Schlesinger <yschlesinger@sananselmo.gov>; Eileen Burke Contact <EileenBurke100@gmail.com>; Steve Burdo <SBurdo@sananselmo.gov>; Tarrell Kullaway <tkullaway@sananselmo.gov>; Chantel Walker <cwalker@sananselmo.gov>; Paul Ulrich <pulrichvl@gmail.com>

CAUTION: External Sender

Dear Mayor and Council Members:

I urge you to take down the fence and reopen the Plaza in downtown San Anselmo so that it can be a functional space once again!

Thank you in advance for listening to your constituents!

Deborah Dean



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.1

MEETING DATE: October 14, 2025

AGENDA TITLE: Approval of the Draft Minutes of the Special Town Council Meeting of September 11, 2025 and the Regular Town Council Meeting of September 23, 2025

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Draft Minutes of the Special Town Council meeting of September 11, 2025 and the Regular Town Council meeting of September 23, 2025.

ATTACHMENT:

Attachment 1- September 11, 2025 Draft Minutes
Attachment 2- September 23, 2025 Draft Minutes

San Anselmo Draft Council Minutes
Special Meeting
Town Council Chambers and via Zoom
Tuesday, September 11, 2025

Call to Order: Optional Pledge of Allegiance 7:30 PM

COUNCILMEMBERS PRESENT:

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

STAFF MEMBERS PRESENT:

Megan Acevedo, Town Attorney
Heidi Scoble, Community Development Director
Scott Schneider, Assistant Public Works Director
Linda Kenton, Town Librarian

Council Business Items

2.1 Consider Options for Addressing Concerns About Paid Parking on San Anselmo Avenue, Including the Potential Repeal of the Resolution Establishing a Paid Parking Zone on San Anselmo Avenue. Addressing Concerns About Paid Parking is not a “project” under the California Environmental Quality Act (CEQA) because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable physical change in the environment. (Cal. Pub. Res. Code Section 21065).

Scott Schneider, Assistant Public Works Director, presented the staff report. Staff answered questions from the Council regarding the paid parking program.

Councilmember Burke opened the meeting to public comments.

Benedetto Cico
Unknown Speaker
Karen Wrighthand
Unknown Speaker
Sharon Fogel
Unknown Speaker
Frank Gomez
Lori Berliner
Heather Neely
Susan Kraft
Anita Mitchell
Kim
Josh
Jeff Kroot
Hill Hawken
Unknown Speaker
Morgan Hammond

Eric
Paul Chignell
Jaqueline
Unknown Speaker
Yoki
Speakers via Zoom participation:
Hilary
Nick Pappas
Belinda

Assistant Town Manager and Library Director read a letter from Mayor Tarrell Kullaway, who couldn't be present due to a recent surgery.

Councilmember Eileen Burke closed the meeting to public comments.

Vice Mayor Steve Burdo provided comments and was in support of repealing Paid Parking on San Anselmo Avenue.

Councilmember Schlesinger also provided comments and supported repealing Paid Parking on San Anselmo Avenue, acknowledging all public engagement.

Councilmember Walker provided comments supporting the repeal and acknowledged all public comments and the staff's hard work on the Paid Parking program.

Councilmember Burke initially voted no on the program, but it was an attempt to respond to the community's needs.

M/s, Burke/Walker, Motion to reappeal Resolution No. 2025-4569 Paid Parking on San Anselmo Avenue.

AYES: Burdo, Burke, Schlesinger, Walker

ABSENT: Mayor Kullaway

Meeting adjourned at approx. 9:00 PM

Respectfully submitted,

Serge Avila
Town Clerk

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, September 23, 2025

7:00 PM Call to Order: Optional Pledge of Allegiance

COUNCILMEMBERS PRESENT:

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

STAFF MEMBERS PRESENT:

Dave Donery, Town Manager
Megan Acevedo, Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Community Development Director
Lindsey Klein, Principal Planner
Scott Schneider, Assistant Public Works Director
Linda Kenton, Town Librarian
Mattie O'Grady, Recreation Director

Open Time for Public Expression

Sue Saunders supported Cal Green Tier 1 building policies and is disappointed they were not adopted by the Council.

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

Councilmember Burdo reported he attended the Ross Valley Fire Board meeting; the "Reach for the Stars" gala; the Town Parade.

Councilmember Walker reported she attended the Town Parade; the "Sprit of Marin" Awards Ceremony will be held this Friday.

Councilmember Burke reported she attended Comedy Night; next weekend is the last "Live on the Avenue" event.

Councilmember Schlesinger reported it is National Voter Registration Day; it is Rosh Hashanah and he wished everyone a Happy New Year; he discussed the events of the last week with respect to national politics and he thanked the San Anselmo community for coming together to solve local issues.

Mayor Kullaway reported she attended the MCCMC Legislative Committee meeting.

Town Manager Donery reported staff received an application for the Anniversary of Creek Park Celebration but neglected to place it on tonight's Council agenda. He asked the Council for permission to administratively approve the application and then bring it to the Council for formal approval at the next meeting. The event is scheduled for October 12th. It was the consensus of the Council to support this process.

Special Presentation

Proclamation Honoring Juan Olsen Sanchez for his 36 Years of Service to the San Anselmo Community.

Recreation Director O'Grady presented Mr. Sanchez with a Proclamation honoring him for 36 years of service to San Anselmo.

Members of the community thanked Mr. Sanchez.

Mr. Sanchez thanked the Council for the Proclamation and the community for its support.

1. Consent Agenda

- 1.1 Approve the Draft Minutes of the Regular Town Council Meeting of September 9, 2025
- 1.2 Receive and File the Financial Report on Recreation Fund ending August 31, 2025
- 1.3 Receive and File Revenue and Expenditure Reports, August 2025
- 1.4 Adopt a Proclamation Declaring National Friends of Libraries Week in San Anselmo, October 19-25, 2025
- 1.5 Approve Notice of Completion for Isabel Cook Community Center Reroof
- 1.6 Approved Resolution No. 2025-4596 Amending the Master Fee Schedule for the Town of San Anselmo

Councilmember Burdo wanted to pull item #1.1.

Councilmember Walker wanted to pull item #1.4

M/s, Walker/Burke, Motion to approve Consent Calendar items #1.2, #1.3, #1.5, and #1.6.
AYES: Burdo, Burke, Schlesinger, Walker, Mayor Kullaway

- 1.1 Approve the Draft Minutes of the Regular Town Council Meeting of September 9, 2025

Councilmember Burdo was concerned about the misspelling of names in the minutes.

M/s, Burke/Schlesinger, Motion to approve Consent Calendar item #1.1.
AYES: Burke, Schlesinger, Walker
ABSTAIN: Burdo, Mayor Kullaway

- 1.4 Adopt a Proclamation Declaring National Friends of Libraries Week in San Anselmo, October 19-25, 2025

Councilmember Walker thanked the Library volunteers.

M/s, Walker/Burke, Motion to approve Consent Calendar item #1.4.
AYES: Burdo, Burke, Schlesinger, Walker, Mayor Kullaway

Council Business Items

2.1 Review and Approve the Age & Disability Friendly Steering Committee Operational Guidelines

Recreation Director O'Grady presented the staff report. Staff answered questions from the Council regarding whether residents have expressed interest; if quarterly meetings would be sufficient; if staff envisioned the formation of ad hoc committees; budget implications; key issues that the committee will deal with.

Mayor Kullaway opened the meeting to public comments.

Mr. Pat Townsley thanked the Council for repealing the paid parking on San Anselmo Avenue.

Mayor Kullaway closed the meeting to public comments.

Councilmember Walker stated she would like to see a report on the Action Plan and associated costs in the near future.

Mayor Kullaway stated this is a priority.

M/s, Walker/Burdo, Motion to approve the Age & Disability Friendly Steering Committee Operational Guidelines.

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

2.2 Consultant Contract for the Brookside Elementary School Sidewalk Gap Closure Project Phase 2 and 3

Assistant Director Schneider presented the staff report and a PowerPoint presentation that included the following: 1) Brookside Elementary School Sidewalk Gap Closure Project, Phases 2 & 3); 2) Scope; 3) Budget; 4) Schedule; 5) Original Phase 1 Scope; 6) Phase 2- SFD to Rosemont Avenue; 7) Phase 3- Butterfield Road- Rosemont Avenue to Carlson Avenue. Staff answered questions from the Council regarding the contract and if the original design included all three phases; a suggestion made regarding one of the intersections; the timeline and if it would be possible to move the schedule up a bit; if the budget numbers are "not to exceed" numbers; the cost of meetings.

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

Mayor Kullaway stated it would be great to have the project completed before school starts.

Town Attorney Acevedo stated Mayor Kullaway should recuse herself from this item since she lives with the 500 foot radius of the project.

Mayor Kullaway left the dais. Vice Mayor Burdo asked for a motion.

M/s, Walker/Burke, Motion to approve Consultant Contract for the Brookside Elementary School Sidewalk Gap Closure Project Phase 2 and 3.

AYES: Burdo, Burke, Schlesinger, Walker

RECUSED: Mayor Kullaway

Mayor Kullaway returned to the dais.

2.3 Review the Draft Land Use Map for the General Plan Update

Community Development Director Scoble and Principal Planner Klein presented the staff report and a PowerPoint presentation that included the following: 1) General Plan Update Process; 2) Land Use Changes; 3) Related Policies; 4) Phase 1: Setting Priorities; 5) Phase 2: Gather Information; 6) Phase 3: Alternatives & Draft Goals; 7) Phase 4: Draft the General Plan and EIR; 8) Community Input to Date; 9) Draft Land Use Map; 10) Feedback on the Map; 11) Land Use Map- Major Changes, Complementary Policies; 12) Residential Hillside Regulations Clean-Up; 13) Open Space Designation; 14) School Site Designation; 15) Central Commercial Density; 16) Reserve Areas; 17) Next Meetings; 18) Discussion. Staff answered questions from the Council regarding the timing of the Hillside Regulations; the “no net loss” law; the number of lots that will receive Open Space designations; the possibility of designating school sites for housing; the 40 units per acre designation and where the lots are located; the implications for housing with respect to the Reserve areas.

Mayor Kullaway opened the meeting to public comments.

There were no public comments.

Mayor Kullaway closed the meeting to public comments.

Mayor Kullaway stated she was looking forward to seeing the goals.

Councilmember Schlesinger stated the map does not need further refinement.

The Council thanked staff for the great work!

Public Hearing Item

3.1 Public Hearing to Adopt an Ordinance Amending Title 10 (Planning and Zoning) to Update Conditional Use Permit Regulations and Replace Nonconforming Uses and Improvements Regulations with New Article on Nonconforming Uses, Structures, and Lots; CEQA Exemption Findings

Community Development Director Scoble presented the staff report and a PowerPoint presentation that included the following: 1) Zoning Ordinance Amendments: Nonconforming Uses and Improvements and Conditional Use Permits; 2) Purpose; 3) Background; 4) Current Policies; 5) Proposed Policies; 6) CUP's; 7) Nonconforming Uses and Improvements; 8) General Plan Consistency; 9) CEQA and Climate Action Plan (CAP) Consistency; 10) Staff Recommendations. Staff answered questions from the Council regarding the subjective wording in Section G; the definition of “offices”; if a CUP can be carried to a new location; the potential impact of these changes; the baseline definition for “economic vitality”; the revocation process; if expirations could have a fixed term such as three-years; if the 75% threshold applies to the interior only; Section 10.3.1307 regarding the lapse; expiration of Temporary Use Permits; if there is a table identifying permitted land uses in Zoning Districts; if there have been any recent requests for a Conditional Use Permit in the downtown area; outreach to property owners in the C-2 Zone.

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

Councilmember Burke stated she was of two-minds about offices in the downtown. She was concerned about restricting what owners can do with his or her property, a time limit for Conditional Use Permits, and how the decision is made about what is and is not permitted. There could be more objectivity written into the ordinance.

Councilmember Walker stated she would like to receive quarterly reports on the impact of implementing these changes. She would also like to educate the potential users.

Councilmember Schlesinger stated he is not prepared to take action until staff does a specific and targeted outreach to landlords and property owners in the C-2 District.

Mayor Kullaway stated she is concerned with the six month vs. 90 day component.

Councilmember Burdo agreed. He noted there were two places where it should say "Community Development Director *or designee*".

It was the consensus of the Council to continue this item to a future date.

M/s, Burke/Walker, Motion to adjourn the meeting at 9:18 p.m. in memory of Mr. Bob Burdo, father of Vice Mayor Burdo.

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

Respectfully submitted,

Toni DeFrancis,
Recording Secretary



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.2

MEETING DATE: October 14, 2025

AGENDA TITLE: Report of Checks Issued, September 2025

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council acknowledges, and files warrant numbers 100385 to 100530 issued during the month of September and bank draft numbers DFT06355, DFT06357, DFT06359-DFT06360, DFT06362-DFT06371, and DFT06394-DFT06396, in a total amount of \$3,066,085.17.

BACKGROUND

This report is an itemization of payments made to vendors during the months of September 2025. It also includes wires to Bank of America for September 2025 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 September 2025: 100331, 100353, 100399, 100400, 100405, 100477.

ATTACHMENTS

Attachment #1: Check Report September 2025



Town of San Anselmo

Check Report

By Check Number

Date Range: 09/01/2025 - 09/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - OPERATING POOL						
00408	Astro Jump of Northbay	09/18/2025	Regular	0.00	-429.00	100331
03008	Jara, Inc,	09/30/2025	Regular	0.00	-1,768.50	100353
03702	Ayrton B. Sobral	09/05/2025	Regular	0.00	24,845.00	100385
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0015323	Invoice	09/03/2025	09.03.2025 - ICC INTERIPR PAINTING - HA	0.00	24,845.00	
	21.65.63100		CAPITAL OUTLAY - CONST		24,845.00	
03946	BlueTriton Brands Inc	09/05/2025	Regular	0.00	100.34	100386
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
05H8720212838	Invoice	08/26/2025	08.26.2025 - REC WATER DELIVERY - AUG	0.00	100.34	
	21.65.62200		DEPARTMENTAL SUPPLIE		100.34	
04047	Daphne Lipton	09/05/2025	Regular	0.00	80.29	100387
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0015325	Invoice	08/27/2025	08.27.2025 - REIMB - PRESCHOOL SUPPLI	0.00	80.29	
	21.63.62979		PARKSIDE SUPPLIES		80.29	
03913	Independent Distribution Collective LLC	09/05/2025	Regular	0.00	4,350.00	100388
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
LOTA-SM-2025-0	Invoice	08/01/2025	08.01.2025 - LOTA IDC SHOW MGMT - AU	0.00	1,000.00	
	60.14.62903		LIVE ON THE AVENUE		1,000.00	
LOTA-SM-2025-0	Invoice	09/01/2025	09.01.2025 - LOTA IDC SHOW MGMT - AU	0.00	1,000.00	
	60.14.62903		LIVE ON THE AVENUE		1,000.00	
LOTA-SM-2025-0	Invoice	09/01/2025	09.01.2025 - LOTA IDC SHOW MGMT - SE	0.00	1,000.00	
	60.14.62903		LIVE ON THE AVENUE		1,000.00	
LOTA-TP-2025-09	Invoice	09/01/2025	09.01.2025 - LOTA IDC TECH PROD - SEP 2	0.00	1,350.00	
	60.14.62903		LIVE ON THE AVENUE		1,350.00	
04028	Jaime Fabian Lopez San Juan	09/05/2025	Regular	0.00	1,650.00	100389
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0015326	Invoice	07/31/2025	07.31.2025 - SOCCER - PAYMENT 2	0.00	1,650.00	
	21.61.61164		SOCCER SERVICES		1,650.00	
00142	Marin Municipal Water District	09/05/2025	Regular	0.00	250.56	100390
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
622-07142025	Invoice	07/14/2025	622 - IMAGINATION PARK - 05.10.25-07.0	0.00	83.52	
	14.81.61150		OUTSIDE SERVICES-OTHE		83.52	
623-07142025	Invoice	07/14/2025	623 - IMAGINATION PARK - 05.10.25-07.0	0.00	83.52	
	14.81.61150		OUTSIDE SERVICES-OTHE		83.52	
624-07142025	Invoice	07/14/2025	624 - IMAGINATION PARK - 05.10.25-07.0	0.00	83.52	
	14.81.61150		OUTSIDE SERVICES-OTHE		83.52	
03951	Matt Anacker	09/05/2025	Regular	0.00	478.54	100391

Check Report

Date Range: 09/01/2025 - 09/30/2025

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		
105	Invoice	09/03/2025	09.03.2025 - REIMB - POND FARM DOG JA	0.00	478.54	
	01.00.20317		DOG PARK DONATIONS		478.54	
03926	Matt Ridella	09/05/2025	Regular	0.00	493.08	100392
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015322	Invoice	09/03/2025	09.03.2025 - REIMB - DOG JAM 3 BAND	0.00	493.08	
	01.00.20317		DOG PARK DONATIONS		493.08	
03832	Pickleball Organized LLC	09/05/2025	Regular	0.00	5,136.61	100393
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015324	Invoice	09/03/2025	09.03.2025 - ADULT PICKLEBALL - SUMME	0.00	5,136.61	
	21.61.61166		TENNIS SERVICES		5,136.61	
03590	The Marin Dojo, Inc.	09/05/2025	Regular	0.00	270.00	100394
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
08272025-1	Invoice	08/27/2025	08.27.2025 - TAI CHI - AUG 2025	0.00	270.00	
	21.62.61171		ADULT CULTURE SERVICE		270.00	
01028	A & S Landscape Materials	09/11/2025	Regular	0.00	2,316.10	100395
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
A36573	Invoice	08/13/2025	08.13.2025 - SOIL CONDITIONER	0.00	187.91	
	32.81.62200		DEPARTMENTAL SUPPLIE		187.91	
A37029	Invoice	08/20/2025	08.20.2025 - DOG PARK - DRAIN ROCK	0.00	184.63	
	01.81.62200		DEPARTMENTAL SUPPLIE		184.63	
A37061	Invoice	08/20/2025	08.20.2025 - DOG PARK - DRAIN ROCK	0.00	276.95	
	01.81.62200		DEPARTMENTAL SUPPLIE		276.95	
A37082	Invoice	08/21/2025	08.21.2025 - DOG PARK - DRAIN ROCK	0.00	276.95	
	01.81.62200		DEPARTMENTAL SUPPLIE		276.95	
A37151	Invoice	08/21/2025	08.21.2025 - DOG PARK - DRAIN ROCK	0.00	276.95	
	01.81.62200		DEPARTMENTAL SUPPLIE		276.95	
B31918	Invoice	08/13/2025	08.13.2025 - SOIL CONDITIONER	0.00	140.93	
	32.81.62200		DEPARTMENTAL SUPPLIE		140.93	
B32226	Invoice	08/20/2025	08.20.2025 - DOG PARK - DRAIN ROCK	0.00	276.95	
	01.81.62200		DEPARTMENTAL SUPPLIE		276.95	
B32241	Invoice	08/21/2025	08.21.2025 - DOG PARK - DRAIN ROCK	0.00	276.95	
	01.81.62200		DEPARTMENTAL SUPPLIE		276.95	
M22789	Invoice	08/13/2025	08.13.2025 - SOIL CONDITIONER	0.00	140.93	
	32.81.62200		DEPARTMENTAL SUPPLIE		140.93	
M22998	Invoice	08/20/2025	08.20.2025 - DOG PARK - DRAIN ROCK	0.00	276.95	
	01.81.62200		DEPARTMENTAL SUPPLIE		276.95	
03861	Access Scaffolding Co.	09/11/2025	Regular	0.00	3,000.00	100396
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015289	Invoice	09/04/2025	09.04.2025 - MEMORIAL PARK SCAFFOLDI	0.00	3,000.00	
	15.41.63117		CONSTRUCTION - BUILDI		3,000.00	
04048	Alcal Specialty Contracting, Inc.	09/11/2025	Regular	0.00	150,945.50	100397

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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		
199206311	Invoice	09/04/2025	09.04.2025 - ICC RE-ROOFING	0.00	150,945.50	
	15.41.63117		CONSTRUCTION - BUILDI		150,945.50	
02920	Amazon Business	09/11/2025	Regular	0.00	4,868.99	100398
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
113Y-P1FQ-GNM	Invoice	08/27/2025	08.27.2025 - ST&PK - MEMORIAL PK SCRE	0.00	39.43	
	01.81.62200		DEPARTMENTAL SUPPLIE		39.43	
117H-GTMY-DFLK	Invoice	09/03/2025	09.03.2025 - LIB - CHILDREN'S BOOKS	0.00	28.90	
	27.71.62302		CHILDRENS BOOKS		28.90	
11NQ-RVQ7-97H	Invoice	08/20/2025	08.20.2025 - REC - CAMP KIDMARIN MINI	0.00	118.96	
	21.63.62985		CAMP KIDMARIN MINI S		118.96	
143H-JQXX-CJRK	Invoice	09/03/2025	09.03.2025 - LIB - CHILDREN'S BOOKS	0.00	22.93	
	27.71.62302		CHILDRENS BOOKS		22.93	
14HY-646N-CHKY	Invoice	09/02/2025	09.02.2025 - REC - CAMP KIDMARIN MINI	0.00	242.88	
	21.63.62985		CAMP KIDMARIN MINI S		242.88	
14LJ-PQL7-3CR4	Invoice	08/17/2025	08.17.2025 - LIB - ADULT BOOKS	0.00	219.05	
	27.71.62301		ADULT BOOKS		219.05	
16FC-NGRX-4FKD	Invoice	08/26/2025	08.26.2025 - REC - ROBSON SUPPLIES	0.00	436.12	
	21.63.61187		ROBSON AFTER SCHOOL		436.12	
16MW-PPPP-74Y	Invoice	09/08/2025	09.08.2025 - REC - PARKSIDE SUPPLIES	0.00	80.77	
	21.63.62979		PARKSIDE SUPPLIES		80.77	
17JC-XDYH-FG14	Invoice	08/27/2025	08.27.2025 - ST&PK - CEILING TILE ICC HA	0.00	725.19	
	31.41.61506		BLDG. MAINT-OTHER		725.19	
193W-HW7J-7LW	Invoice	08/18/2025	08.18.2025 - REC - ROBSON SUPPLIES	0.00	380.79	
	21.63.61187		ROBSON AFTER SCHOOL		380.79	
1CFJ-7TDL-D6PD	Invoice	09/03/2025	09.03.2025 - LIB - OFFICE SUPPLIES	0.00	25.14	
	01.71.62000		OFFICE SUPPLIES		25.14	
1CJJ-3TH3-FG1M	Invoice	08/14/2025	08.14.2025 - REC - PARKSIDE SUPPLIES	0.00	193.41	
	21.63.62979		PARKSIDE SUPPLIES		193.41	
1CQY-4W97-9NR	Invoice	08/14/2025	08.14.2025 - ST&PK - LITHIUM BATTERIES	0.00	6.48	
	01.81.62200		DEPARTMENTAL SUPPLIE		6.48	
1CR1-H67H-C7W	Invoice	09/02/2025	09.02.2025 - REC - HOSE NOZZLE	0.00	53.45	
	21.63.62985		CAMP KIDMARIN MINI S		53.45	
1DYT-XM3Y-7J7F	Invoice	09/03/2025	09.03.2025 - REC - ROBSON TREATS	0.00	19.98	
	21.63.61187		ROBSON AFTER SCHOOL		19.98	
1DYT-XM3Y-CX3Y	Invoice	09/03/2025	09.03.2025 - LIB - CHILDREN'S BOOKS	0.00	66.86	
	27.71.62302		CHILDRENS BOOKS		66.86	
1FJY-46XX-D63X	Invoice	08/22/2025	08.22.2025 - ST&PK - BACKPACK VACUUM	0.00	983.99	
	01.42.62200		DEPARTMENTAL SUPPLIE		983.99	
1FJY-46XX-N9M1	Invoice	08/24/2025	08.24.2025 - REC - ROBSON SUPPLIES	0.00	62.78	
	21.63.61187		ROBSON AFTER SCHOOL		62.78	
1FLT-VLCY-3KQ1	Invoice	09/04/2025	09.04.2025 - ST&PK - VANDALISM TOOLS	0.00	142.01	
	01.81.62200		DEPARTMENTAL SUPPLIE		142.01	
1G9F-K1Q1-H6FR	Invoice	08/18/2025	08.18.2025 - LIB - CHILDREN'S BOOKS	0.00	9.29	
	27.71.62302		CHILDRENS BOOKS		9.29	
1K9H-YCFJ-DNHD	Invoice	08/18/2025	08.18.2025 - REC - ROBSON SUPPLIES	0.00	204.83	
	21.63.61187		ROBSON AFTER SCHOOL		204.83	
1LCV-PHMK-DPV	Invoice	08/18/2025	08.18.2025 - LIB - ADULT BOOKS	0.00	77.59	
	27.71.62301		ADULT BOOKS		77.59	
1LCV-PHMK-PYN	Invoice	08/19/2025	08.19.2025 - REC - ROBSON SUPPLIES	0.00	98.91	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	21.63.61187	ROBSON AFTER SCHOOL	08.19.2025 - REC - ROBSON SUP		98.91	
1M9X-H16P-DGC	Invoice	09/03/2025	09.03.2025 - LIB - SEED ENVELOPES	0.00	26.19	
	27.71.62200	DEPARTMENTAL SUPPLIE	09.03.2025 - LIB - SEED ENVELO		26.19	
1RCT-DYMK-DHK	Invoice	08/20/2025	08.20.2025 - ST&PK - YELLOW JACKET TRA	0.00	181.34	
	01.81.62200	DEPARTMENTAL SUPPLIE	08.20.2025 - ST&PK - YELLOW J		181.34	
1V6X-TW79-FGH	Invoice	08/18/2025	08.18.2025 - LIB - OFFICE SUPPLIES	0.00	265.45	
	01.71.62000	OFFICE SUPPLIES	08.18.2025 - LIB - OFFICE SUPPL		265.45	
1XFM-CG41-DKJT	Invoice	08/28/2025	08.28.2025 - ST&PK - GARBAGE CAN PAIN	0.00	45.49	
	01.42.62200	DEPARTMENTAL SUPPLIE	08.28.2025 - ST&PK - GARBAGE		45.49	
1XGK-DWHR-DLO	Invoice	08/22/2025	08.22.2025 - ST&PK - IMPACT SOCKET	0.00	14.68	
	01.42.62200	DEPARTMENTAL SUPPLIE	08.22.2025 - ST&PK - IMPACT S		14.68	
1XRK-PG3R-FT9M	Invoice	08/27/2025	08.27.2025 - LIB - ADULT BOOKS	0.00	46.41	
	27.71.62301	ADULT BOOKS	08.27.2025 - LIB - ADULT BOOKS		46.41	
1YDF-L3N9-HM6	Invoice	09/05/2025	09.05.2025 - ST&PK - HANG SIGNAGE	0.00	10.87	
	01.41.62200	DEPARTMENTAL SUPPLIE	09.05.2025 - ST&PK - HANG SIG		10.87	
1YT7-FQ9R-R4W	Invoice	08/15/2025	08.15.2025 - ST&PK - BINDER CLIPS	0.00	38.82	
	31.41.61506	BLDG. MAINT-OTHER	08.15.2025 - ST&PK - BINDER CL		38.82	
	Void	09/11/2025	Regular	0.00	0.00	100399
	Void	09/11/2025	Regular	0.00	0.00	100400
03299	Answer MTI	09/11/2025	Regular	0.00	206.52	100401
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
000037-439-061	Invoice	09/01/2025	09.01.2025 - CALL CENTER SERVICE - AUG	0.00	206.52	
	01.41.61150	OUTSIDE SERVICES-OTHE	09.01.2025 - CALL CENTER SERV		206.52	
00001	AT&T Calnet	09/11/2025	Regular	0.00	481.55	100402
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
576-08272025	Invoice	08/27/2025	576 - TH CHAMBERS PHONE - 07.27.25-08	0.00	62.34	
	41.41.61701	UTILITIES	576 - TH CHAMBERS PHONE - 0		62.34	
634-08202025	Invoice	08/20/2025	634 - TRAFFIC SIGNAL MODEM - 07.20.25	0.00	419.21	
	34.41.61705	UTILITIES-TELEPHONE	634 - TRAFFIC SIGNAL MODEM -		419.21	
03921	AXL Brand LLC	09/11/2025	Regular	0.00	723.15	100403
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
251021-1-SA BAD	Invoice	09/04/2025	09.04.2025 - NAME PLATES/TAGS	0.00	723.15	
	01.12.62000	OFFICE SUPPLIES	09.04.2025 - NAME PLATES/TAG		723.15	
00388	Baker & Taylor	09/11/2025	Regular	0.00	1,501.25	100404
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2039223918	Invoice	08/08/2025	08.08.2025 - ADULT BOOKS	0.00	21.89	
	27.71.62301	ADULT BOOKS	08.08.2025 - ADULT BOOKS		21.89	
2039223919	Invoice	08/08/2025	08.08.2025 - ADULT BOOKS	0.00	23.87	
	27.71.62301	ADULT BOOKS	08.08.2025 - ADULT BOOKS		23.87	
2039223920	Invoice	08/08/2025	08.08.2025 - ADULT BOOKS	0.00	43.77	
	27.71.62301	ADULT BOOKS	08.08.2025 - ADULT BOOKS		43.77	
2039223921	Invoice	08/08/2025	08.08.2025 - ADULT BOOKS	0.00	19.87	
	27.71.62301	ADULT BOOKS	08.08.2025 - ADULT BOOKS		19.87	
2039223922	Invoice	08/08/2025	08.08.2025 - ADULT BOOKS	0.00	17.84	
	27.71.62301	ADULT BOOKS	08.08.2025 - ADULT BOOKS		17.84	
2039223923	Invoice	08/08/2025	08.08.2025 - ADULT BOOKS	0.00	22.55	
	27.71.62301	ADULT BOOKS	08.08.2025 - ADULT BOOKS		22.55	
2039223924	Invoice	08/08/2025	08.08.2025 - ADULT BOOKS	0.00	22.55	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	27.71.62301	ADULT BOOKS	08.08.2025 - ADULT BOOKS		22.55	
2039223925	Invoice	08/08/2025	08.08.2025 - ADULT BOOKS	0.00	21.24	
	27.71.62301	ADULT BOOKS	08.08.2025 - ADULT BOOKS		21.24	
2039233382	Invoice	08/14/2025	08.14.2025 - CHILDREN'S BOOKS	0.00	295.05	
	01.71.62302	CHILDRENS BOOKS	08.14.2025 - CHILDREN'S BOOK		295.05	
2039233425	Invoice	08/15/2025	08.15.2025 - CHILDREN'S BOOKS	0.00	32.94	
	01.71.62302	CHILDRENS BOOKS	08.15.2025 - CHILDREN'S BOOK		32.94	
2039233426	Invoice	08/15/2025	08.15.2025 - CHILDREN'S BOOKS	0.00	16.34	
	01.71.62302	CHILDRENS BOOKS	08.15.2025 - CHILDREN'S BOOK		16.34	
2039233427	Invoice	08/15/2025	08.15.2025 - CHILDREN'S BOOKS	0.00	83.93	
	01.71.62302	CHILDRENS BOOKS	08.15.2025 - CHILDREN'S BOOK		83.93	
2039233428	Invoice	08/15/2025	08.15.2025 - CHILDREN'S BOOKS	0.00	140.13	
	01.71.62302	CHILDRENS BOOKS	08.15.2025 - CHILDREN'S BOOK		140.13	
2039233894	Invoice	08/14/2025	08.14.2025 - ADULT BOOKS	0.00	153.24	
	27.71.62301	ADULT BOOKS	08.14.2025 - ADULT BOOKS		153.24	
2039233895	Invoice	08/14/2025	08.14.2025 - ADULT BOOKS	0.00	22.55	
	27.71.62301	ADULT BOOKS	08.14.2025 - ADULT BOOKS		22.55	
2039233896	Invoice	08/14/2025	08.14.2025 - ADULT BOOKS	0.00	31.40	
	27.71.62301	ADULT BOOKS	08.14.2025 - ADULT BOOKS		31.40	
2039233897	Invoice	08/14/2025	08.14.2025 - ADULT BOOKS	0.00	22.55	
	27.71.62301	ADULT BOOKS	08.14.2025 - ADULT BOOKS		22.55	
2039233898	Invoice	08/14/2025	08.14.2025 - ADULT BOOKS	0.00	22.55	
	27.71.62301	ADULT BOOKS	08.14.2025 - ADULT BOOKS		22.55	
2039233899	Invoice	08/14/2025	08.14.2025 - ADULT BOOKS	0.00	21.59	
	27.71.62301	ADULT BOOKS	08.14.2025 - ADULT BOOKS		21.59	
2039233900	Invoice	08/14/2025	08.14.2025 - ADULT BOOKS	0.00	22.54	
	27.71.62301	ADULT BOOKS	08.14.2025 - ADULT BOOKS		22.54	
2039234158	Invoice	08/14/2025	08.14.2025 - TEEN BOOKS	0.00	36.55	
	01.71.62302	CHILDRENS BOOKS	08.14.2025 - TEEN BOOKS		36.55	
2039238270	Invoice	08/18/2025	08.18.2025 - CHILDREN'S BOOKS	0.00	65.92	
	01.71.62302	CHILDRENS BOOKS	08.18.2025 - CHILDREN'S BOOK		65.92	
2039238271	Invoice	08/18/2025	08.18.2025 - CHILDREN'S BOOKS	0.00	30.65	
	01.71.62302	CHILDRENS BOOKS	08.18.2025 - CHILDREN'S BOOK		30.65	
2039238272	Invoice	08/18/2025	08.18.2025 - CHILDREN'S BOOKS	0.00	35.70	
	01.71.62302	CHILDRENS BOOKS	08.18.2025 - CHILDREN'S BOOK		35.70	
2039238273	Invoice	08/18/2025	08.18.2025 - CHILDREN'S BOOKS	0.00	111.85	
	01.71.62302	CHILDRENS BOOKS	08.18.2025 - CHILDREN'S BOOK		111.85	
2039243012	Invoice	08/22/2025	08.22.2025 - ADULT BOOKS	0.00	23.49	
	27.71.62301	ADULT BOOKS	08.22.2025 - ADULT BOOKS		23.49	
2039243013	Invoice	08/22/2025	08.22.2025 - ADULT BOOKS	0.00	44.44	
	27.71.62301	ADULT BOOKS	08.22.2025 - ADULT BOOKS		44.44	
2039243014	Invoice	08/22/2025	08.22.2025 - ADULT BOOKS	0.00	17.58	
	27.71.62301	ADULT BOOKS	08.22.2025 - ADULT BOOKS		17.58	
2039243015	Invoice	08/22/2025	08.22.2025 - ADULT BOOKS	0.00	49.34	
	27.71.62301	ADULT BOOKS	08.22.2025 - ADULT BOOKS		49.34	
H73146180	Invoice	08/07/2025	08.07.2025 - VIDEOS	0.00	27.34	
	01.71.62307	VIDEOS	08.07.2025 - VIDEOS		27.34	
	Void	09/11/2025	Regular	0.00	0.00	100405
02192	BPXpress	09/11/2025	Regular	0.00	441.95	100406

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
BEN-69150	Invoice	09/05/2025	09.05.2025 - PLANROOM - ICC PAINT PRO	0.00	441.95	
	15.41.63117		CONSTRUCTION - BUILDI		441.95	
00019	Buck's Saw Service Inc.	09/11/2025	Regular	0.00	146.21	100407
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
135512	Invoice	08/28/2025	08.28.2025 - DAYTON WATER PUMP - OIL/	0.00	146.21	
	01.42.61412		PARTS AND REPAIRS		146.21	
00019	Buck's Saw Service Inc.	09/11/2025	Regular	0.00	322.94	100408
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
135511	Invoice	08/28/2025	08.28.2025 - HONDA GENERATOR - NEW	0.00	322.94	
	01.42.61412		PARTS AND REPAIRS		322.94	
00193	CalMat Company	09/11/2025	Regular	0.00	76.13	100409
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2509-038053	Invoice	09/03/2025	09.03.2025 - BUS STOP - TOPSOIL SUPRE	0.00	76.13	
	01.42.62905		SUPPLIES-GROUNDS		76.13	
04045	Chabad of West Marin	09/11/2025	Regular	0.00	360.00	100410
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015288	Invoice	09/03/2025	09.03.2025 - COMMUNITY CHALLAH BAK	0.00	360.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		360.00	
02315	Coastland Civil Engineering Inc.	09/11/2025	Regular	0.00	19,305.00	100411
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
61665	Invoice	03/31/2025	03.31.2025 - BLDG DEPT SERVICES - MAR	0.00	8,827.50	
	01.41.61150		OUTSIDE SERVICES-OTHE		8,827.50	
61895	Invoice	04/30/2025	04.30.2025 - BLDG DEPT SERVICES - APR 2	0.00	10,477.50	
	01.41.61150		OUTSIDE SERVICES-OTHE		10,477.50	
02524	Code Source	09/11/2025	Regular	0.00	467.00	100412
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11966	Invoice	08/12/2025	08.12.2025 - FINAL REVIEW - 39 BENNETT A	0.00	467.00	
	01.19.61157		PLAN CHECKING		467.00	
00072	Comcast	09/11/2025	Regular	0.00	183.73	100413
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
049-08222025	Invoice	08/22/2025	049 - TH UTILITIES - 08.27.25-09.26.25	0.00	183.73	
	41.41.61701		UTILITIES		183.73	
03853	Dana V. Beck	09/11/2025	Regular	0.00	6,000.00	100414
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
RVFH INVOICE 16	Invoice	08/15/2025	08.15.2025 - RVFH20 ONSITE PROJECT M	0.00	6,000.00	
	15.32.63100		CONSTRUCTION		6,000.00	
01320	DC Electric Group Inc	09/11/2025	Regular	0.00	6,240.02	100415
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
477468	Invoice	07/31/2025	07.31.2025 - M5007 SL ROUTINE - JUL 20	0.00	704.16	
	01.42.61131		OUTSIDE SVCS-STREET LI		704.16	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
477532	Invoice	07/31/2025	07.31.2025 - SFD & SAUNDERS - HAWK T	0.00	1,111.94	
	01.42.61130		OUTSIDE SVCS-SIGNALS		1,111.94	
477684	Invoice	07/31/2025	07.31.2025 - M1007 TS ROUTINE - JUL 20	0.00	2,508.39	
	01.42.61130		OUTSIDE SVCS-SIGNALS		2,508.39	
477685	Invoice	07/31/2025	07.31.2025 - M1008 TS RESPONSE - JUL 2	0.00	1,915.53	
	01.42.61130		OUTSIDE SVCS-SIGNALS		1,915.53	
00086	Ebsco Subscription Services	09/11/2025	Regular	0.00	204.57	100416
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
0587354 TAX	Invoice	07/18/2025	07.18.2025 - INVOICE ADJUSTMENT - TAX	0.00	204.57	
	01.71.62305		MAGAZINES AND NEWSP		204.57	
00087	Elite Tree Service	09/11/2025	Regular	0.00	17,320.00	100417
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2025-8-13	Invoice	08/22/2025	08.22.2025 - IMAGINATION PARK - OAK T	0.00	3,080.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		3,080.00	
2025-8-15	Invoice	08/22/2025	08.22.2025 - DOG PARK - COAST LIVE OAK	0.00	2,880.00	
	01.00.20317		DOG PARK DONATIONS		2,880.00	
2025-8-16	Invoice	08/29/2025	08.29.2025 - FIRE CLEARANCE - ELDERS G	0.00	2,880.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		2,880.00	
2025-8-17	Invoice	08/29/2025	08.29.2025 - FIRE CLEARANCE - CREEK PA	0.00	2,880.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		2,880.00	
2025-8-18	Invoice	08/29/2025	08.29.2025 - FIRE CLEARANCE - OAKLAND	0.00	2,200.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		2,200.00	
2025-8-4	Invoice	08/08/2025	08.08.2025 - BANK STREET EMERGENCY J	0.00	650.00	
	01.42.61105		OUTSIDE SERVICES-TREES		650.00	
2028-08-14	Invoice	08/22/2025	08.22.2025 - DOG PARK - IRRIGATION TRE	0.00	2,750.00	
	21.65.63100		CAPITAL OUTLAY - CONST		2,750.00	
00092	Ewing Irrigation Products	09/11/2025	Regular	0.00	778.15	100418
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
27246575	Invoice	08/13/2025	08.13.2025 - BUS STOP - IRRIGATION SUP	0.00	778.15	
	01.81.62200		DEPARTMENTAL SUPPLIE		778.15	
00017	Fairfax Building Supply Co. Inc.	09/11/2025	Regular	0.00	756.88	100419
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
301135	Invoice	08/15/2025	08.15.2025 - SCREW/HOSE/SMOKE DETEC	0.00	193.75	
	31.41.61506		BLDG. MAINT-OTHER		193.75	
301145	Invoice	08/15/2025	08.15.2025 - TURRET NOZZLE	0.00	39.22	
	31.41.61501		BLDG. MAINT-JANITORIAL		39.22	
301152	Invoice	08/15/2025	08.15.2025 - DUCT TAPE	0.00	38.23	
	31.41.61501		BLDG. MAINT-JANITORIAL		38.23	
301154	Invoice	08/15/2025	08.15.2025 - FERTILIZER	0.00	65.68	
	95.41.61150		OUTSIDE SERVICES-OTHE		65.68	
301276	Invoice	08/19/2025	08.19.2025 - HARDWARE/PIPES/PLASTIC P	0.00	79.78	
	01.81.62200		DEPARTMENTAL SUPPLIE		79.78	
301286	Invoice	08/19/2025	08.19.2025 - HARDWARE	0.00	11.10	
	01.81.62200		DEPARTMENTAL SUPPLIE		11.10	
301306	Invoice	08/20/2025	08.20.2025 - DOG PARK - TWINE/CORD	0.00	34.29	
	21.65.63100		CAPITAL OUTLAY - CONST		34.29	
301310	Invoice	08/20/2025	08.20.2025 - AIR FILTERS/HARDWARE	0.00	89.85	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	31.41.61506	BLDG. MAINT-OTHER	08.20.2025 - AIR FILTERS/HARD		89.85	
301379	Invoice	08/21/2025	08.21.2025 - DOG PARK - DRAINAGE FABR	0.00	32.48	
	01.18.62200	DEPARTMENTAL SUPPLIE	08.21.2025 - DOG PARK - DRAIN		388.03	
	01.81.62200	DEPARTMENTAL SUPPLIE	CREDIT MEMO #301380		-355.55	
301381	Invoice	08/21/2025	08.21.2025 - DOG PARK - LANDSCAPE FAB	0.00	49.04	
	01.00.20317	DOG PARK DONATIONS	08.21.2025 - DOG PARK - LANDS		49.04	
301581	Invoice	08/26/2025	08.26.2025 - CLAMPS/PLASTIC PAIL	0.00	34.25	
	01.81.62200	DEPARTMENTAL SUPPLIE	08.26.2025 - CLAMPS/PLASTIC P		34.25	
301626	Invoice	08/27/2025	08.27.2025 - HEX SELF DRILLING SCREWS	0.00	15.67	
	01.81.62200	DEPARTMENTAL SUPPLIE	08.27.2025 - HEX SELF DRILLING		15.67	
301787	Invoice	08/31/2025	08.31.2025 - FLOWER BASKETS - FERTILIZ	0.00	34.32	
	95.41.61150	OUTSIDE SERVICES-OTHE	08.31.2025 - FLOWER BASKETS -		34.32	
301906	Invoice	09/04/2025	09.04.2025 - FERTILIZER	0.00	39.22	
	95.41.61150	OUTSIDE SERVICES-OTHE	09.04.2025 - FERTILIZER		39.22	
02278	Gardeners' Guild	09/11/2025	Regular	0.00	6,608.00	100420
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
122599	Invoice	09/01/2025	09.01.2025 - SFD MEDIANS - SEP 2025	0.00	1,143.00	
	01.42.61144	Medians	09.01.2025 - SFD MEDIANS - SE		1,143.00	
122636	Invoice	09/01/2025	09.01.2025 - RED HILL MEDIAN - SEP 2025	0.00	2,461.00	
	01.42.61144	Medians	09.01.2025 - RED HILL MEDIAN -		2,461.00	
122637	Invoice	09/01/2025	09.01.2025 - IMGTN PK/MAG LOT - SEP 2	0.00	2,333.00	
	01.81.61104	OUTSIDE SERVICES-GROU	09.01.2025 - IMGTN PK/MAG L		1,166.50	
	14.81.61150	OUTSIDE SERVICES-OTHE	09.01.2025 - IMGTN PK/MAG L		1,166.50	
122701	Invoice	09/01/2025	09.01.2025 - ICC MAINTENANCE - SEP 202	0.00	277.00	
	21.65.61507	ICC LANDSCAPING MAINT	09.01.2025 - ICC MAINTENANCE		277.00	
122719	Invoice	08/28/2025	08.28.2025 - IMGTN PK/MAG LOT - IRRIG	0.00	394.00	
	14.81.61150	OUTSIDE SERVICES-OTHE	08.28.2025 - IMGTN PK/MAG L		394.00	
02906	GEICYLER HENRIQUE DA SILVA	09/11/2025	Regular	0.00	8,100.00	100421
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
42-42	Invoice	09/08/2025	09.08.2025 - TH STRIPING/CAR STOP INST	0.00	7,400.00	
	19.41.63109	UNPROGRAMMED DRAIN	09.08.2025 - TH STRIPING/CAR		7,400.00	
43-43	Invoice	09/08/2025	09.08.2025 - PD STRIPING/PARKING STOP	0.00	700.00	
	15.90.63100	CONSTRUCTION	09.08.2025 - PD STRIPING/PARK		700.00	
04034	George Masker	09/11/2025	Regular	0.00	4,072.50	100422
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
44124	Invoice	08/20/2025	08.20.2025 - ROBSON EXTERIOR	0.00	4,072.50	
	15.41.63117	CONSTRUCTION - BUILDI	08.20.2025 - ROBSON EXTERIOR		4,072.50	
03776	GFDS Engineers, Inc.	09/11/2025	Regular	0.00	8,031.25	100423
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
25037.00-1	Invoice	05/12/2025	05.12.2025 - SAN ANSELMO LIBRARY - AP	0.00	6,072.50	
	41.41.63117	CONSTRUCTION - BUILDI	05.12.2025 - SAN ANSELMO LIB		6,072.50	
25037.00-3	Invoice	08/15/2025	08.15.2025 - SAN ANSELMO LIBRARY - JUL	0.00	1,958.75	
	41.41.63117	CONSTRUCTION - BUILDI	08.15.2025 - SAN ANSELMO LIB		1,958.75	
02917	Global Office	09/11/2025	Regular	0.00	1,457.32	100424

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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			
AR53471	Invoice	09/03/2025	09.03.2025 - CANON COPIER - LEASE CON	0.00	1,457.32	
	42.21.61150		OUTSIDE SERVICES-OTHE		1,457.32	
00021	Good & Clean Company Inc	09/11/2025	Regular	0.00	1,320.00	100425
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
75973	Invoice	09/02/2025	09.02.2025 - LOWER TOWN HALL - AUG 2	0.00	1,320.00	
	41.41.61501		BLDG. MAINT-JANITORIAL		1,320.00	
03114	Governmentjobs.com, Inc.	09/11/2025	Regular	0.00	3,960.00	100426
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV-143115	Invoice	08/15/2025	08.15.2025 - EFORMS - SETUP/SUBSCRIPT	0.00	3,960.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		3,960.00	
03712	Gridscape Solutions, Inc.	09/11/2025	Regular	0.00	72,372.17	100427
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SAL/12/2025	Invoice	08/21/2025	08.21.2025 - RESILIENT HUB - MILESTONE	0.00	72,372.17	
	15.90.63100		CONSTRUCTION		72,372.17	
00104	Grier Argall Plumbing Inc	09/11/2025	Regular	0.00	2,911.27	100428
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
19203	Invoice	08/28/2025	08.28.2025 - TOWN HALL WATER REPAIR	0.00	940.81	
	15.90.63100		CONSTRUCTION		940.81	
19266	Invoice	08/15/2025	08.15.2025 - ICC - TAM ROOM - TOILET PL	0.00	190.00	
	31.41.61506		BLDG. MAINT-OTHER		190.00	
19275	Invoice	08/20/2025	08.20.2025 - VALVE REPLACEMENT WHIST	0.00	1,575.46	
	41.41.61150		OUTSIDE SERVICES-OTHE		1,575.46	
19303	Invoice	08/22/2025	08.22.2025 - ICC - DRAIN SNAKE	0.00	205.00	
	31.41.61506		BLDG. MAINT-OTHER		205.00	
00020	Hannibal's Inc Electrical Construction	09/11/2025	Regular	0.00	850.00	100429
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
25389	Invoice	08/28/2025	08.28.2025 - FH20 - TRNSFRMR SUBSTN/	0.00	850.00	
	15.32.63100		CONSTRUCTION		850.00	
01850	Hardiman Construction	09/11/2025	Regular	0.00	1,500.00	100430
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
R16290	Invoice	08/20/2025	08.20.2025 - REFUND - ROAD BOND 41 E	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
02586	HdL Software LLC	09/11/2025	Regular	0.00	1,792.23	100431
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SIN053458	Invoice	07/31/2025	07.31.2025 - NEW ACCTS/DISVRY/CLLCTN	0.00	1,792.23	
	01.12.61150		OUTSIDE SERVICES-OTHE		1,792.23	
02236	HooplaDigital	09/11/2025	Regular	0.00	840.08	100432
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
507678259	Invoice	08/31/2025	08.31.2025 - DIGITAL ACCOUNT - LIBRARY	0.00	840.08	
	27.71.62309		E BOOKS		840.08	
03837	Ivy Tzur	09/11/2025	Regular	0.00	16,620.00	100433

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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		
12	Invoice	09/01/2025	09.01.2025 - PROJECT MGMT - 08.04.25-	0.00	16,620.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		3,324.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		2,493.00	
	14.41.63127		SAFE ROUTES		2,493.00	
	15.32.63100		CONSTRUCTION		4,155.00	
	41.41.63117		CONSTRUCTION - BUILDI		4,155.00	
00022	Jackson's Hardware Inc.	09/11/2025	Regular	0.00	69.61	100434
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
184417	Invoice	08/14/2025	08.14.2025 - HARDWARE/BRACE/MARKE	0.00	69.61	
	01.42.62200		DEPARTMENTAL SUPPLIE		69.61	
00022	Jackson's Hardware Inc.	09/11/2025	Regular	0.00	13.06	100435
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
185505	Invoice	09/02/2025	09.02.2025 - SECURITY BIT SET	0.00	13.06	
	01.81.62200		DEPARTMENTAL SUPPLIE		13.06	
00022	Jackson's Hardware Inc.	09/11/2025	Regular	0.00	98.30	100436
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
185517	Invoice	09/02/2025	09.02.2025 - UNIFORMS	0.00	98.30	
	01.42.62920		WORK CLOTHING		98.30	
04046	James and Mary Manning	09/11/2025	Regular	0.00	2,170.00	100437
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R16329	Invoice	09/03/2025	09.03.2025 - REFUND - ROAD BOND 5 CA	0.00	2,170.00	
	01.00.20314		ROAD BOND		2,170.00	
02749	Jennifer Waskey	09/11/2025	Regular	0.00	90.00	100438
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015328	Invoice	09/03/2025	09.03.2025 - REIMB - TEEN SUMMER REA	0.00	90.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		90.00	
03782	Jessica Fairchild	09/11/2025	Regular	0.00	31,825.43	100439
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2419	Invoice	08/12/2025	08.12.2025 - FH20 - CONSTRUCTION ADM	0.00	12,306.68	
	15.32.63100		CONSTRUCTION		12,306.68	
2426	Invoice	08/29/2025	08.29.2025 - FH20 PROJECT MGMT - JUL	0.00	19,518.75	
	15.32.63100		CONSTRUCTION		19,518.75	
02558	Kanopy	09/11/2025	Regular	0.00	712.00	100440
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
467765	Invoice	08/31/2025	08.31.2025 - VIDEOS - LIBRARY - AUG 202	0.00	712.00	
	27.71.62307		VIDEOS		712.00	
04025	Lotus Consulting Team Corporation	09/11/2025	Regular	0.00	12,500.00	100441
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2026	Invoice	08/31/2025	08.31.2025 - FEASIBILITY STUDY	0.00	12,500.00	
	01.21.61150		OUTSIDE SERVICES-OTHE		12,500.00	
04020	Marin Builders Association	09/11/2025	Regular	0.00	11,250.00	100442

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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		
13733	Invoice	08/27/2025	08.27.2025 - PERMIT IMPRVMNT PRGM - OUTSIDE SERVICES-OTHE	0.00	11,250.00	
	01.18.61150		08.27.2025 - PERMIT IMPRVMN		11,250.00	
03154	Marin Fencing, Inc.	09/11/2025	Regular	0.00	175.00	100443
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
97690	Invoice	08/29/2025	08.29.2025 - CORPYARD - SLIDE GATE REP OUTSIDE SERVICES-OTHE	0.00	175.00	
	01.42.61150		08.29.2025 - CORPYARD - SLIDE		175.00	
00121	Marin I J - 2072661 AD	09/11/2025	Regular	0.00	268.42	100444
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0001453939	Invoice	08/31/2025	08.31.2025 - COLUMN PUBLIC NOTICES - LEGAL NOTICES	0.00	268.42	
	01.12.61151		08.31.2025 - COLUMN PUBLIC N		188.82	
	01.18.61151		08.31.2025 - COLUMN PUBLIC N		79.60	
00029	Marin IT	09/11/2025	Regular	0.00	7,169.20	100445
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-128581	Invoice	08/19/2025	08.19.2025 - AGMNT MANAGED OFFICE 3 OUTSIDE SERVICES-OTHE	0.00	1,827.20	
	42.21.61150		08.19.2025 - AGMNT MANAGED		1,827.20	
2025-128636	Invoice	08/25/2025	08.25.2025 - KNOWBE4 FY25-26 OUTSIDE SERVICES-OTHE	0.00	3,850.00	
	42.21.61150		08.25.2025 - KNOWBE4 FY25-26		3,850.00	
2025-128686	Invoice	09/05/2025	09.05.2025 - AGREEMENT HOSTED BACK OUTSIDE SERVICES-OTHE	0.00	1,000.00	
	42.21.61150		09.05.2025 - AGREEMENT HOST		1,000.00	
2025-128747	Invoice	09/04/2025	09.04.2025 - DELL SERVER SUPPORT RENE OUTSIDE SERVICES-OTHE	0.00	492.00	
	42.21.61150		09.04.2025 - DELL SERVER SUPP		492.00	
03228	MGE Engineering Inc	09/11/2025	Regular	0.00	24,408.88	100446
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
663.13	Invoice	07/23/2025	07.23.2025 - MADRONE/NOKIMIS BRDGS BRIDGE DESIGN	0.00	7,150.00	
	15.41.63119		07.23.2025 - MADRONE/NOKIM		7,150.00	
740.03	Invoice	04/22/2025	04.22.2025 - BPMP SFDB/BARBER AVE - J BRIDGE DESIGN	0.00	12,517.12	
	15.41.63119		04.22.2025 - BPMP SFDB/BARBE		12,517.12	
740.04	Invoice	07/23/2025	07.23.2025 - BPMP SFDB/BARBER AVE - A BRIDGE DESIGN	0.00	4,445.40	
	15.41.63119		07.23.2025 - BPMP SFDB/BARBE		4,445.40	
741.03	Invoice	07/24/2025	07.24.2025 - BPMP SFDB/BARBER AVE - J BRIDGE DESIGN	0.00	296.36	
	15.41.63119		07.24.2025 - BPMP SFDB/BARBE		296.36	
01256	Miksis Services Inc	09/11/2025	Regular	0.00	9,278.00	100447
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
111078	Invoice	08/11/2025	08.11.2025 - RCP STORM DRAIN - 29 ANG OUTSIDE SVCS-DRAINAGE	0.00	2,670.00	
	01.42.61123		08.11.2025 - RCP STORM DRAIN		2,670.00	
111091	Invoice	08/20/2025	08.20.2025 - INLET FILLING - 29 ANGELA A OUTSIDE SVCS-DRAINAGE	0.00	6,608.00	
	01.42.61123		08.20.2025 - INLET FILLING - 29		6,608.00	
01346	Nerviani Paving Inc	09/11/2025	Regular	0.00	44,395.00	100448
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
7730	Invoice	08/11/2025	08.11.2025 - PAVING - BUTTERFIELD ROA UNPROGRAMMED DRAIN	0.00	32,870.00	
	15.41.63109		08.11.2025 - PAVING - BUTTERFI		32,870.00	
7734	Invoice	08/14/2025	08.14.2025 - TOWN HALL - SOLAR PROJEC CONSTRUCTION	0.00	11,525.00	
	15.90.63100		08.14.2025 - TOWN HALL - SOLA		11,525.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03809	Noll & Tam Architects	09/11/2025	Regular	0.00	28,847.00	100449
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0061577	Invoice	06/30/2025	08.04.2025 - LIBRARY REFRESH - JUN 202	0.00	12,936.00	
01.71.61150	OUTSIDE SERVICES-OTHE	08.04.2025 - LIBRARY REFRESH -	12,936.00			
0061578	Invoice	06/30/2025	08.04.2025 - LIBRARY MECHANICAL SYSTE	0.00	5,675.00	
41.41.63117	CONSTRUCTION - BUILDI	08.04.2025 - LIBRARY MECHANI	5,675.00			
0061608	Invoice	08/25/2025	08.25.2025 - LIBRARY REFRESH - JUL 2025	0.00	7,056.00	
01.71.61150	OUTSIDE SERVICES-OTHE	08.25.2025 - LIBRARY REFRESH -	7,056.00			
0061609	Invoice	08/25/2025	08.25.2025 - LIBRARY MECHANICAL SYSTE	0.00	3,180.00	
41.41.63117	CONSTRUCTION - BUILDI	08.25.2025 - LIBRARY MECHANI	3,180.00			
03524	Northwest Cascade, Inc.	09/11/2025	Regular	0.00	3,138.41	100450
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0555071096	Invoice	08/26/2025	08.26.2025 - UNIT RENTAL - 08.26.25-09.2	0.00	3,138.41	
01.81.61150	OUTSIDE SERVICES-OTHE	08.26.2025 - UNIT RENTAL - 08.	1,046.00			
60.14.62903	LIVE ON THE AVENUE	08.26.2025 - UNIT RENTAL - 08.	2,092.41			
00992	OverDrive Inc.	09/11/2025	Regular	0.00	604.35	100451
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
02883CO252604	Invoice	08/27/2025	08.27.2025 - LIBRARY AUDIOBOOKS/EBO	0.00	604.35	
27.71.62309	E BOOKS	08.27.2025 - LIBRARY AUDIOBO	604.35			
03652	Pace Supply Corp	09/11/2025	Regular	0.00	207.83	100452
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0410710879	Invoice	08/15/2025	08.15.2025 - BB2 1H METER	0.00	207.83	
60.14.62903	LIVE ON THE AVENUE	08.15.2025 - BB2 1H METER	207.83			
03884	Pacific Mobile Structures, Inc.	09/11/2025	Regular	0.00	92.86	100453
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV-00475198	Invoice	09/01/2025	09.01.2025 - FH20 - RENTAL CONTAINER -	0.00	92.86	
15.32.63100	CONSTRUCTION	09.01.2025 - FH20 - RENTAL CO	92.86			
03523	Parametrix, Inc	09/11/2025	Regular	0.00	575.56	100454
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
69413	Invoice	07/28/2025	07.28.2025 - SAN ANSELMO/FERN AVE - J	0.00	575.56	
01.41.61150	OUTSIDE SERVICES-OTHE	07.28.2025 - SAN ANSELMO/FE	575.56			
02554	Parkmobile LLC	09/11/2025	Regular	0.00	3,876.80	100455
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV-US032-2025-	Invoice	08/31/2025	08.31.2025 - END USER FEES - AUG 2025	0.00	3,876.80	
13.42.61114	OUTSIDE SRV: PARKING	08.31.2025 - END USER FEES - A	3,876.80			
00558	Peterson	09/11/2025	Regular	0.00	2,832.01	100456
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SW270062058	Invoice	08/29/2025	08.29.2025 - SOS SAMPLE FUEL TANK AN	0.00	347.56	
41.41.61150	OUTSIDE SERVICES-OTHE	08.29.2025 - SOS SAMPLE FUEL	347.56			
SW270062059	Invoice	08/29/2025	08.29.2025 - TOWN HALL - LOAD BANK TE	0.00	2,484.45	
41.41.61150	OUTSIDE SERVICES-OTHE	08.29.2025 - TOWN HALL - LOA	2,484.45			
01139	Phillips Seabrook Associates	09/11/2025	Regular	0.00	1,560.00	100457

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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		
250331	Invoice	08/19/2025	08.19.2025 - LIBRARY MECH SYSTEMS	0.00	1,560.00	
	41.41.63117		CONSTRUCTION - BUILDI		1,560.00	
02839	Quadient Finance USA, Inc	09/11/2025	Regular	0.00	1,000.00	100458
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
274-08212025	Invoice	08/21/2025	08.21.2025 - TH POSTAGE - AUG 2025	0.00	1,000.00	
	01.12.62003		POSTAGE		200.00	
	01.18.62003		POSTAGE		200.00	
	01.41.62003		POSTAGE		200.00	
	01.71.62003		POSTAGE		200.00	
	01.82.62003		POSTAGE		200.00	
00038	Rafael Lumber	09/11/2025	Regular	0.00	471.00	100459
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
106563	Invoice	08/14/2025	08.14.2025 - BB2 - LUMBER/SCREWS/SHI	0.00	380.83	
	31.41.61506		BLDG. MAINT-OTHER		380.83	
108725	Invoice	09/03/2025	09.03.2025 - HARDWARE/LUMBER	0.00	90.17	
	01.42.62200		DEPARTMENTAL SUPPLIE		90.80	
	01.42.62200		DEPARTMENTAL SUPPLIE		-0.63	
03835	Ralph Wedge	09/11/2025	Regular	0.00	1,898.75	100460
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015329	Invoice	09/06/2025	09.06.2025 - FH20 - REVIEWS/PRE-CONST	0.00	1,898.75	
	15.32.63100		CONSTRUCTION		1,898.75	
00181	Ross Valley Fire Department	09/11/2025	Regular	0.00	8,625.86	100461
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015327	Invoice	08/25/2025	08.25.2025 - RVFD FEES COLLECTED - JUL	0.00	8,625.86	
	01.00.20354		DUE TO ROSS VALLEY FIR		8,625.86	
00594	Safety-Kleen	09/11/2025	Regular	0.00	2,471.81	100462
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
97747806	Invoice	07/16/2025	07.16.2025 - HAZARDOUS WASTE DISPOS	0.00	2,471.81	
	01.42.61150		OUTSIDE SERVICES-OTHE		2,471.81	
00651	Sean Condry	09/11/2025	Regular	0.00	3,097.95	100463
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015195	Invoice	08/28/2025	08.28.2025 - REIMB - PUBLIC WORKS OFC	0.00	3,097.95	
	01.41.61000		TRAINING		3,097.95	
03696	Sequoia Ecological Consulting, Inc.	09/11/2025	Regular	0.00	5,437.74	100464
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025383	Invoice	08/25/2025	08.25.2025 - SORICH PK BTNICAL SVY - JU	0.00	5,437.74	
	35.41.61150		OUTSIDE SERVICES-OTHE		5,437.74	
02936	SMITH'S PEST MANAGEMENT	09/11/2025	Regular	0.00	659.00	100465
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
360119	Invoice	08/27/2025	08.27.2025 - MEMORIAL PK - PEST CONTR	0.00	350.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		350.00	
360384	Invoice	08/28/2025	08.28.2025 - IMAGINATION PARK - MISC S	0.00	309.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	14.81.61150	OUTSIDE SERVICES-OTHE	08.28.2025 - IMAGINATION PAR		309.00	
02087	Telecom Law Firm PC	09/11/2025	Regular	0.00	2,568.00	100466
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
19939	Invoice	08/27/2025	08.27.2025 - T-MOBILE SFD - FULL PRJCT	0.00	2,568.00	
	01.00.20371		PLANNING COSTS TO BE		2,568.00	
03207	Toni DeFrancis	09/11/2025	Regular	0.00	380.00	100467
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2025-PC818	Invoice	08/24/2025	08.24.2025 - TRANSCRIPTION PC 08/18	0.00	160.00	
	01.12.60010		TEMPORARY HELP		160.00	
2028-TC826	Invoice	09/02/2025	09.02.2025 - TRANSCRIPTION TC 08/26	0.00	220.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		220.00	
00384	Van Midde & Son Concrete	09/11/2025	Regular	0.00	40,023.00	100468
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
15682	Invoice	08/19/2025	08.19.2025 - LIBRARY - RETAINING WALL/BIKE AND PEDESTRIAL CO	0.00	35,785.00	
	15.41.63122		08.19.2025 - LIBRARY - RETAINI		35,785.00	
15683	Invoice	08/19/2025	08.19.2025 - TOWN HALL - PARKING LOT CONSTRUCTION	0.00	2,238.00	
	15.90.63100		08.19.2025 - TOWN HALL - PARK		2,238.00	
15721	Invoice	09/09/2025	09.09.2025 - SINK HOLE REPAIR 33 ANGEL UNPROGRAMMED DRAIN	0.00	2,000.00	
	19.41.63113		09.09.2025 - SINK HOLE REPAIR		2,000.00	
00033	Water Components & Building Supply	09/11/2025	Regular	0.00	1,271.83	100469
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
30671235	Invoice	08/20/2025	08.20.2025 - DOG PARK - IRRIGATION SUP DEPARTMENTAL SUPPLIE	0.00	1,090.16	
	01.81.62200		08.20.2025 - DOG PARK - IRRIGA		1,090.16	
30671268	Invoice	08/20/2025	08.20.2025 - DOG PARK - IRRIGATION SUP CAPITAL OUTLAY - CONST	0.00	181.67	
	21.65.63100		08.20.2025 - DOG PARK - IRRIGA		181.67	
02905	Wells Fargo Vendor Financial Services, LLC	09/11/2025	Regular	0.00	2,927.56	100470
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2801274383	Invoice	08/25/2025	08.25.2025 - BUYOUT TO RETURN - CANO OUTSIDE SERVICES-OTHE	0.00	2,002.55	
	42.21.61150		08.25.2025 - BUYOUT TO RETUR		2,002.55	
5035460635	Invoice	08/12/2025	08.12.2025 - CANON COPIER LEASE COMPUTER HARDWARE/	0.00	925.01	
	42.21.63003		08.12.2025 - CANON COPIER LE		925.01	
03421	West End Nursery	09/11/2025	Regular	0.00	1,665.02	100471
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
11134	Invoice	08/12/2025	08.12.2025 - SHRUBS/TREES DEPARTMENTAL SUPPLIE	0.00	640.64	
	01.42.62200		08.12.2025 - SHRUBS/TREES		640.64	
12561	Invoice	07/21/2025	07.21.2025 - PLANTS/TREES VARIOUS DEPARTMENTAL SUPPLIE	0.00	371.30	
	01.42.62200		07.21.2025 - PLANTS/TREES VAR		371.30	
12617	Invoice	08/20/2025	08.20.2025 - PERENNIAL/SHRUBS DEPARTMENTAL SUPPLIE	0.00	569.09	
	01.42.62200		08.20.2025 - PERENNIAL/SHRUB		569.09	
12627	Invoice	08/22/2025	08.22.2025 - MEDIUM BARK DEPARTMENTAL SUPPLIE	0.00	58.45	
	01.42.62200		08.22.2025 - MEDIUM BARK		58.45	
12639	Invoice	08/25/2025	08.25.2025 - FINE BARK DEPARTMENTAL SUPPLIE	0.00	25.54	
	01.42.62200		08.25.2025 - FINE BARK		25.54	
03454	Willdan Engineering	09/11/2025	Regular	0.00	1,822.50	100472

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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		
002-35734	Invoice	08/25/2025	08.25.2025 - BLDG/SAFETY PLAN CHECKS	0.00	1,822.50	
	01.19.61157		PLAN CHECKING		1,822.50	
03052	ZUMAR	09/11/2025	Regular	0.00	700.70	100473
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
53569	Invoice	08/18/2025	08.18.2025 - DETOUR SIGNS	0.00	700.70	
	01.42.62909		SUPPLIES-TRAFFIC CONTR		700.70	
02986	Albertsons/Safeway	09/18/2025	Regular	0.00	49.09	100474
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
430409-081225-1	Invoice	08/12/2025	08.12.2025 - REC DEPT - CAMP SUPPLIES	0.00	49.09	
	21.63.62984		CAMP KIDMARIN MIGHT		49.09	
02986	Albertsons/Safeway	09/18/2025	Regular	0.00	464.14	100475
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
430127-081125-1	Invoice	08/11/2025	08.11.2025 - REC DEPT - PARKSIDE SUPPLI	0.00	22.83	
	21.63.62979		PARKSIDE SUPPLIES		22.83	
439738-080125-1	Invoice	08/01/2025	08.01.2025 - REC DEPT - CAMP SUPPLIES	0.00	120.59	
	21.63.62984		CAMP KIDMARIN MIGHT		120.59	
660658-080625-1	Invoice	08/06/2025	08.06.2025 - REC DEPT - CAMP SUPPLIES	0.00	192.92	
	21.63.62984		CAMP KIDMARIN MIGHT		192.92	
660676-080625-1	Invoice	08/06/2025	08.06.2025 - REC DEPT - PARKSIDE SUPPLI	0.00	32.75	
	21.63.62979		PARKSIDE SUPPLIES		32.75	
722528-073125-1	Invoice	07/31/2025	07.31.2025 - REC DEPT - PARKSIDE SUPPLI	0.00	14.87	
	21.63.62979		PARKSIDE SUPPLIES		14.87	
724311-080625-1	Invoice	08/06/2025	08.06.2025 - REC DEPT - PARKSIDE SUPPLI	0.00	80.18	
	21.63.62979		PARKSIDE SUPPLIES		80.18	
02920	Amazon Business	09/18/2025	Regular	0.00	2,087.83	100476
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
13M7-1MP6-31P	Invoice	09/15/2025	09.15.2025 - REC - ROBSON SUPPLIES	0.00	75.30	
	21.63.61187		ROBSON AFTER SCHOOL		75.30	
14Q1-MRQ1-CG4	Invoice	08/28/2025	08.28.2025 - CDD - FLASH DRIVES	0.00	61.57	
	01.41.62200		DEPARTMENTAL SUPPLIE		61.57	
14T3-9RLX-JGF4	Invoice	09/09/2025	09.09.2025 - REC - REPAIR FAIR	0.00	51.61	
	21.64.61200		OLDER ADULT PROGRAM		51.61	
161V-QPM7-C79J	Invoice	09/11/2025	09.11.2025 - ADMIN - OFFICE SUPPLIES	0.00	47.66	
	01.12.62000		OFFICE SUPPLIES		47.66	
17NF-J9V6-LTKD	Invoice	09/06/2025	09.06.2025 - ST&K - SD MEMORY CARDS	0.00	121.22	
	01.81.62000		OFFICE SUPPLIES		121.22	
1CND-TWD1-H3R	Invoice	09/05/2025	09.05.2025 - ST&PK - CONCRETE SCREWS	0.00	186.16	
	01.42.62200		DEPARTMENTAL SUPPLIE		186.16	
1DJ3-QC16-3CJP	Invoice	09/15/2025	09.15.2025 - REC - TODDLER ENRICHMEN	0.00	373.33	
	21.63.62978		TODDLER ENRICHMENT S		373.33	
1G44-71WN-LJTH	Invoice	09/09/2025	09.09.2025 - REC - PARKSIDE SUPPLIES	0.00	76.44	
	21.63.62979		PARKSIDE SUPPLIES		76.44	
1H9L-M7RR-36F4	Invoice	09/04/2025	09.04.2025 - ST&PK - INVERTED STRIPING	0.00	228.48	
	01.42.62200		DEPARTMENTAL SUPPLIE		228.48	
1H9L-M7RR-HFJ	Invoice	09/05/2025	09.05.2025 - ST&PK - FLAT WASHERS	0.00	108.10	
	01.42.62200		DEPARTMENTAL SUPPLIE		108.10	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1KWL-GVDG-F1R	Invoice	09/15/2025	09.15.2025 - REC - PARKSIDE SUPPLIES	0.00	43.54	
	21.63.62979		PARKSIDE SUPPLIES		43.54	
1LG4-HWTC-FPQ	Invoice	09/12/2025	09.12.2025 - LIB - PROGRAMMING SUPPLI	0.00	147.42	
	01.71.61132		OUTSIDE SVCS-PROGRAM		147.42	
1QK4-HGW6-FK9	Invoice	09/12/2025	09.12.2025 - LIB - OFFICE SUPPLIES	0.00	30.09	
	01.71.62000		OFFICE SUPPLIES		30.09	
1RYK-CQCX-QLL3	Invoice	09/09/2025	09.09.2025 - REC - ROBSON HOUSE SUPPL	0.00	144.06	
	21.63.61187		ROBSON AFTER SCHOOL		144.06	
1TQ1-NCNN-TDH	Invoice	08/19/2025	08.19.2025 - CDD - SANITIZER/CLEANING	0.00	87.57	
	01.18.62200		DEPARTMENTAL SUPPLIE		29.19	
	01.19.62200		DEPARTMENTAL SUPPLIE		29.19	
	01.41.62200		DEPARTMENTAL SUPPLIE		29.19	
1TVW-JDTG-V1T4	Invoice	07/16/2025	07.16.2025 - CDD - CARDSTOCK/COLOR P	0.00	118.35	
	01.18.62200		DEPARTMENTAL SUPPLIE		39.45	
	01.19.62200		DEPARTMENTAL SUPPLIE		39.45	
	01.41.62200		DEPARTMENTAL SUPPLIE		39.45	
1VDF-JYPR-M7D	Invoice	09/09/2025	09.09.2025 - REC - FLAG FOOTBALL SUPPL	0.00	32.76	
	21.63.62980		AFTER SCHOOL ENRICHM		32.76	
1YM4-WH9R-1RT	Invoice	08/25/2025	08.25.2025 - CDD - CERTIFICATE FRAMES	0.00	110.97	
	01.18.62200		DEPARTMENTAL SUPPLIE		29.34	
	01.19.62200		DEPARTMENTAL SUPPLIE		52.28	
	01.41.62200		DEPARTMENTAL SUPPLIE		29.35	
1YQ3-HXL7-MK9	Invoice	09/06/2025	09.06.2025 - ST&PK - BATTERIES	0.00	43.20	
	01.41.62200		DEPARTMENTAL SUPPLIE		43.20	
	Void	09/18/2025	Regular	0.00	0.00	100477
02806	AQUASCAPE POOL SERVICE	09/18/2025	Regular	0.00	209.00	100478
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
35309	Invoice	08/31/2025	08.31.2025 - MONTHLY POOL SERVICE - A	0.00	209.00	
	14.81.61150		OUTSIDE SERVICES-OTHE	08.31.2025 - MONTHLY POOL SE	209.00	
04052	Asbestos Management Group of California, Inc.	09/18/2025	Regular	0.00	4,500.00	100479
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
16152	Invoice	08/26/2025	08.26.2025 - ROOF ABATEMENT - ICC GY	0.00	4,500.00	
	15.41.63117		CONSTRUCTION - BUILDI	08.26.2025 - ROOF ABATEMENT	4,500.00	
00001	AT&T Calnet	09/18/2025	Regular	0.00	92.98	100480
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
579-09102025	Invoice	09/10/2025	579 - TRAFFIC SIGNAL MODEM - 08.10.25	0.00	31.41	
	01.41.61705		UTILITIES-TELEPHONE	579 - TRAFFIC SIGNAL MODEM -	31.41	
580-09102025	Invoice	09/10/2025	580 - ROBSON HOUSE - 08.10.25-09.09.25	0.00	61.57	
	34.41.61705		UTILITIES-TELEPHONE	580 - ROBSON HOUSE - 08.10.2	61.57	
03921	AXL Brand LLC	09/18/2025	Regular	0.00	999.00	100481
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
251024-1-SA-RO	Invoice	08/29/2025	08.29.2025 - ROBSON T-SHIRTS	0.00	999.00	
	21.63.62987		ROBSON AFTER SCHOOL	08.29.2025 - ROBSON T-SHIRTS	999.00	
00007	Bay Cities Joint Power Insurance Authority	09/18/2025	Regular	0.00	1,480.41	100482

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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			
BCJPIA-0047-202	Invoice	09/10/2025	09.10.2025 - LIABILITY/WORKER'S COMP -	0.00	1,480.41	
40.21.61906			LIABILITY INSURANCE CLA		644.82	
40.21.61907			WORKERS COMPENSATIO		835.59	
03946	BlueTriton Brands Inc	09/18/2025	Regular	0.00	34.09	100483
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0518720000904	Invoice	09/10/2025	09.10.2025 - REC DEPT - WATER DELIVERY	0.00	34.09	
21.65.62000			OFFICE SUPPLIES		34.09	
01345	BSN Sports Inc	09/18/2025	Regular	0.00	1,637.12	100484
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
930826675	Invoice	08/28/2025	08.28.2025 - SOCCER BALLS CLINICS	0.00	1,637.12	
21.61.62964			SOCCER SUPPLIES		1,637.12	
00482	California Park & Recreation Society	09/18/2025	Regular	0.00	1,701.67	100485
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
09112025	Invoice	09/11/2025	09.11.2025 - CPRS AGENCY MEMBERSHIP	0.00	1,701.67	
21.65.61000			TRAINING		1,701.67	
04054	Canvas Pros LLC	09/18/2025	Regular	0.00	4,249.83	100486
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1822	Invoice	09/09/2025	09.09.2025 - REC AREA SHADE SAIL 50% D	0.00	4,249.83	
21.65.63100			CAPITAL OUTLAY - CONST		4,249.83	
00660	Center for Domestic Peace	09/18/2025	Regular	0.00	5,000.00	100487
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
C4DP2025	Invoice	09/08/2025	09.08.2025 - CORE EMGNCY SAFETY NET	0.00	5,000.00	
01.21.61119			OUTSIDE SVCS-COMM. D		5,000.00	
03570	CHASE ACE HARDWARE	09/18/2025	Regular	0.00	37.34	100488
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
42267	Invoice	09/05/2025	09.05.2025 - STUCCO PATCH/JOINT COMP	0.00	37.34	
01.81.62200			DEPARTMENTAL SUPPLIE		37.34	
01534	Christine O'Rourke	09/18/2025	Regular	0.00	9,322.75	100489
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1002	Invoice	09/12/2025	09.12.2025 - GENERAL PLAN UPDATE - AU	0.00	9,322.75	
01.18.61150			OUTSIDE SERVICES-OTHE		9,322.75	
02008	Colantuono Highsmith & Whatley PC	09/18/2025	Regular	0.00	2,187.00	100490
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
66854	Invoice	09/05/2025	09.05.2025 - FLOOD CONTROL INITIATIVE	0.00	2,187.00	
01.16.61138			GENERAL COUNSEL LEGA		2,187.00	
02581	CSG Consultants	09/18/2025	Regular	0.00	8,447.50	100491
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
B251211	Invoice	09/02/2025	09.02.2025 - BLDG PLAN REVIEW SERVICE	0.00	8,447.50	
01.19.61157			PLAN CHECKING		8,447.50	
03853	Dana V. Beck	09/18/2025	Regular	0.00	5,700.00	100492

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
RVFH INVOICE 17	Invoice	08/29/2025	08.29.2025 - RVFH20 ONSITE PROJECT M	0.00	5,700.00	
	15.32.63100		CONSTRUCTION		5,700.00	
00533	Davis Sign Company	09/18/2025	Regular	0.00	6,907.12	100493
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
40379	Invoice	09/08/2025	09.08.2025 - SHAW DR MONUMENT SIGN	0.00	6,410.03	
	01.42.62906		SUPPLIES-OTHER		6,410.03	
40385	Invoice	09/08/2025	09.08.2025 - PARKING SIGN 4 HOUR UPDA	0.00	183.54	
	01.42.62906		SUPPLIES-OTHER		183.54	
40394	Invoice	09/10/2025	09.10.2025 - LOTA ADDITIONAL F&F STICK	0.00	313.55	
	60.14.62903		LIVE ON THE AVENUE		313.55	
00087	Elite Tree Service	09/18/2025	Regular	0.00	5,760.00	100494
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-9-1	Invoice	09/05/2025	09.05.2025 - FIRE CLEARANCE - HUB ISLA	0.00	2,880.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		2,880.00	
2025-9-2	Invoice	09/05/2025	09.05.2025 - FIRE CLEARANCE - 65 ANGEL	0.00	2,880.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		2,880.00	
00017	Fairfax Building Supply Co. Inc.	09/18/2025	Regular	0.00	100.69	100495
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
302151	Invoice	09/09/2025	09.09.2025 - CONCRETE/TARPS/WASHERS	0.00	32.07	
	01.42.62200		DEPARTMENTAL SUPPLIE		477.08	
	01.42.62200		DEPARTMENTAL SUPPLIE		-376.36	
	95.41.61150		OUTSIDE SERVICES-OTHE		-68.65	
302265	Invoice	09/12/2025	09.12.2025 - PAINTER TAPE	0.00	29.40	
	41.41.61150		OUTSIDE SERVICES-OTHE		29.40	
302319	Invoice	09/13/2025	09.13.2025 - FLOWER BASKET FERTILIZER	0.00	39.22	
	95.41.61150		OUTSIDE SERVICES-OTHE		39.22	
00242	Forster & Kroeger Landscape Maintenance Inc	09/18/2025	Regular	0.00	8,459.01	100496
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
10414	Invoice	06/19/2025	06.19.2025 - SORICH PARK - POULTRY NET	0.00	8,459.01	
	35.41.61150		OUTSIDE SERVICES-OTHE		8,459.01	
02906	GEICYLER HENRIQUE DA SILVA	09/18/2025	Regular	0.00	52,976.00	100497
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5210	Invoice	09/09/2025	09.09.2025 - STREET REPAIR - CALUMET A	0.00	52,976.00	
	15.41.63101		PAVING		52,976.00	
03776	GFDS Engineers, Inc.	09/18/2025	Regular	0.00	2,095.00	100498
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
25037.00-4	Invoice	09/10/2025	09.10.2025 - SAN ANSELMO LIBRARY - AU	0.00	2,095.00	
	41.41.63117		CONSTRUCTION - BUILDI		2,095.00	
00021	Good & Clean Company Inc	09/18/2025	Regular	0.00	14,755.00	100499

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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			
75972	Invoice	09/02/2025	09.02.2025 - GENERAL CLEANING - JUL 20	0.00	14,755.00	
31.41.61501	BLDG. MAINT-JANITORIAL	09.02.2025 - GENERAL CLEANIN	2,825.00			
34.41.61501	BLDG. MAINT-JANITORIAL	09.02.2025 - GENERAL CLEANIN	1,775.00			
41.41.61501	BLDG. MAINT-JANITORIAL	09.02.2025 - GENERAL CLEANIN	5,805.00			
60.14.62903	LIVE ON THE AVENUE	09.02.2025 - GENERAL CLEANIN	4,350.00			
00104	Grier Argall Plumbing Inc	09/18/2025	Regular	0.00	2,875.16	100500
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
19237	Invoice	08/11/2025	08.11.2025 - STN 19 - BACKFLOW TESTS	0.00	98.00	
01.32.61506	BLDG. MAINT-OTHER	08.11.2025 - STN 19 - BACKFLO	98.00			
19320	Invoice	08/27/2025	08.27.2025 - STN 20 - BACKFLOW TEST	0.00	318.81	
01.32.61506	BLDG. MAINT-OTHER	08.27.2025 - STN 20 - BACKFLO	318.81			
19395	Invoice	09/09/2025	09.09.2025 - LANSDALE DRINKING FOUNT	0.00	204.15	
01.81.61413	EQUIPMENT MAINT-OTH	09.09.2025 - LANSDALE DRINKI	204.15			
19410	Invoice	09/12/2025	09.12.2025 - TOWN HALL BACKFLOW	0.00	2,254.20	
41.41.61150	OUTSIDE SERVICES-OTHE	09.12.2025 - TOWN HALL BACKF	2,254.20			
00020	Hannibal's Inc Electrical Construction	09/18/2025	Regular	0.00	2,947.06	100501
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
25390	Invoice	09/04/2025	09.04.2025 - ICC - POWER LOSS	0.00	300.00	
31.41.61506	BLDG. MAINT-OTHER	09.04.2025 - ICC - POWER LOSS	300.00			
25395	Invoice	09/04/2025	09.04.2025 - IMAGINATION PK - GFCI REP	0.00	1,374.13	
14.81.61150	OUTSIDE SERVICES-OTHE	09.04.2025 - IMAGINATION PK -	1,374.13			
25396	Invoice	09/10/2025	09.10.2025 - ICC/REC - POWER LOSS REPA	0.00	250.00	
31.41.61506	BLDG. MAINT-OTHER	09.10.2025 - ICC/REC - POWER L	250.00			
25397	Invoice	09/10/2025	09.10.2025 - CREEK PARK - POST LIGHTS R	0.00	1,022.93	
01.81.61413	EQUIPMENT MAINT-OTH	09.10.2025 - CREEK PARK - POST	1,022.93			
03332	Heidi Scoble	09/18/2025	Regular	0.00	71.73	100502
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0015331	Invoice	09/11/2025	09.11.2025 - REIMB - GPAC/SPECIAL TC M	0.00	71.73	
01.18.61150	OUTSIDE SERVICES-OTHE	09.11.2025 - REIMB - GPAC/SPE	71.73			
02410	Hinderliter de Llamas & Associates	09/18/2025	Regular	0.00	1,871.03	100503
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SIN054076	Invoice	09/15/2025	09.15.2025 - CONTRACT SVCS/SALES TX -	0.00	1,871.03	
01.12.61150	OUTSIDE SERVICES-OTHE	09.15.2025 - CONTRACT SVCS/S	1,871.03			
04053	Interstate Grading and Paving, Inc.	09/18/2025	Regular	0.00	1,001,017.85	100504
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
01-250604	Invoice	09/04/2025	09.04.2025 - 2025 STREET RESURFACING -	0.00	1,001,017.85	
19.41.63107	CAPITAL OUTLAY - PAVIN	09.04.2025 - 2025 STREET RESU	1,001,017.85			
04028	Jaime Fabian Lopez San Juan	09/18/2025	Regular	0.00	1,650.00	100505
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0015413	Invoice	09/11/2025	09.11.2025 - SOCCER TRAINING - PAYMEN	0.00	1,650.00	
21.61.61164	SOCCER SERVICES	09.11.2025 - SOCCER TRAINING	1,650.00			
03289	Kaiser Gardens, Inc.	09/18/2025	Regular	0.00	1,120.00	100506

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
28287	Invoice	06/30/2025	07.29.2025 - SCOTCHBROOM/WEEDWHA	0.00	1,120.00	
	01.81.61189		STEPS, LANES, & TRAILS		1,120.00	
00377	Luis Quezada	09/18/2025	Regular	0.00	1,244.60	100507
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015415	Invoice	09/08/2025	09.08.2025 - SOCCER CAMP DROP INS	0.00	1,244.60	
	21.63.61183		CAMP SPORTS SERVICES		1,244.60	
00029	Marin IT	09/18/2025	Regular	0.00	12,880.36	100508
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-128675	Invoice	09/10/2025	09.10.2025 - AGREEMENT ONSITE SUPPO	0.00	5,736.00	
	42.21.61150		OUTSIDE SERVICES-OTHE		5,736.00	
2025-128779	Invoice	09/09/2025	09.09.2025 - AGRMNT MANAGED OFFICE	0.00	1,821.70	
	42.21.61150		OUTSIDE SERVICES-OTHE		1,821.70	
2025-128923	Invoice	09/15/2025	09.15.2025 - ARCTIC WOLF SOC SVCS	0.00	3,252.50	
	42.21.61150		OUTSIDE SERVICES-OTHE		3,252.50	
2025-128926	Invoice	09/15/2025	09.15.2025 - MONTHLY SOC SERVICES - A	0.00	2,070.16	
	01.12.61150		OUTSIDE SERVICES-OTHE		1,035.08	
	42.21.61150		OUTSIDE SERVICES-OTHE		1,035.08	
00142	Marin Municipal Water District	09/18/2025	Regular	0.00	2,236.11	100509
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
073-09102025	Invoice	09/10/2025	073 - CENTER BLVD AND FORREST - 07.08.	0.00	99.57	
	01.81.61703		UTILITIES-WATER		99.57	
216-09112025	Invoice	09/11/2025	216 - 237 CRESCENT RD - 07.09.25-09.08.	0.00	1,965.69	
	01.81.61703		UTILITIES-WATER		1,965.69	
307-09112025	Invoice	09/11/2025	307 - 237 CRESCENT RD - 07.09.25-09.08.	0.00	170.85	
	34.41.61703		UTILITIES-WATER		170.85	
01036	Matrix HG Inc	09/18/2025	Regular	0.00	725.44	100510
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
189128	Invoice	09/09/2025	09.09.2025 - T&M BELTS EXTRA TO PM	0.00	23.44	
	41.41.61150		OUTSIDE SERVICES-OTHE		23.44	
189169	Invoice	09/11/2025	09.11.2025 - QRTLY PREV MAINT TH - AU	0.00	702.00	
	41.41.61701		UTILITIES		702.00	
04049	Michelle Morton Baird	09/18/2025	Regular	0.00	200.00	100511
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
K2SVBLOGYK	Invoice	09/12/2025	09.12.2025 - UC COLLEGE APP CLASS	0.00	200.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		200.00	
04050	Mike Della Penna	09/18/2025	Regular	0.00	450.00	100512
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2561	Invoice	08/16/2025	08.16.2025 - HALLOWEEN MAGIC SHOW	0.00	450.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		450.00	
03368	Munselle Civil Engineering	09/18/2025	Regular	0.00	1,040.00	100513

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
44978	Invoice	08/31/2025	08.31.2025 - 3RD PARTY PLAN REVIEW - A	0.00	1,040.00	
	01.00.20340		PERMIT DEPOSITS		1,040.00	
03775	MUVZ, Inc.	09/18/2025	Regular	0.00	13,625.31	100514
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV913535	Invoice	07/16/2025	07.16.2025 - TRAFFIC CALMING PROGRA	0.00	13,625.31	
	16.41.62200		DEPARTMENTAL SUPPLIE		13,625.31	
01916	NATIONAL ACADEMY OF ATHLETICS	09/18/2025	Regular	0.00	1,357.30	100515
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015414	Invoice	09/11/2025	09.11.2025 - ALL SORTS OF SPORTS	0.00	1,357.30	
	21.63.61183		CAMP SPORTS SERVICES		1,357.30	
01388	NCSI	09/18/2025	Regular	0.00	1,757.50	100516
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
61392	Invoice	09/01/2025	09.01.2025 - BACKGROUND CHECKS - REC	0.00	1,757.50	
	21.65.61137		FINGERPRINTING		1,757.50	
01346	Nerviani Paving Inc	09/18/2025	Regular	0.00	17,000.00	100517
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
7745	Invoice	08/28/2025	08.28.2025 - ASPHALT OVERLAY - 252 SCE	0.00	15,000.00	
	19.41.63109		UNPROGRAMMED DRAIN		15,000.00	
7746	Invoice	08/28/2025	08.28.2025 - ASPHALT PAVING - 461 SCEN	0.00	2,000.00	
	19.41.63109		UNPROGRAMMED DRAIN		2,000.00	
03211	ODP Business Solutions LLC	09/18/2025	Regular	0.00	224.81	100518
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
432549985001	Invoice	07/23/2025	07.23.2025 - LIBRARY - PAPER/IBUPROFE	0.00	100.45	
	01.71.62200		DEPARTMENTAL SUPPLIE		611.05	
	01.71.62200		DEPARTMENTAL SUPPLIE		-510.60	
437680813001	Invoice	09/05/2025	09.05.2025 - ADMIN - MANILA FOLDERS/	0.00	62.61	
	01.12.62000		OFFICE SUPPLIES		62.61	
438954962001	Invoice	09/09/2025	09.09.2025 - ADMIN - PLASTIC ENVELOPE	0.00	53.51	
	01.12.62000		OFFICE SUPPLIES		53.51	
438955334001	Invoice	09/09/2025	09.09.2025 - ADMIN - CLEAR NOTE SHEET	0.00	8.24	
	01.12.62000		OFFICE SUPPLIES		8.24	
00165	Pacific Telemanagement Services - PTS	09/18/2025	Regular	0.00	93.00	100519
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2145615	Invoice	08/28/2025	08.28.2025 - TH PAYPHONE - SEP 2025	0.00	93.00	
	01.42.61705		UTILITIES-TELEPHONE		93.00	
03397	Patrick O' Neill	09/18/2025	Regular	0.00	7,932.00	100520
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
194	Invoice	09/05/2025	09.05.2025 - SAN ANSELMO AVE FENCE R	0.00	7,932.00	
	41.41.61150		OUTSIDE SERVICES-OTHE		7,932.00	
00558	Peterson	09/18/2025	Regular	0.00	11,066.90	100521

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SW270062128	Invoice	09/05/2025	09.05.2025 - STN 19 - 1 YR MAINTENANC	0.00	2,390.41	
	01.32.61506		BLDG. MAINT-OTHER		2,390.41	
SW270062129	Invoice	09/05/2025	09.05.2025 - 1 YR MAINTENANCE - PRTBL	0.00	2,059.37	
	01.41.61150		OUTSIDE SERVICES-OTHE		2,059.37	
SW270062141	Invoice	09/09/2025	09.09.2025 - ICC - GENERATOR SERVICE	0.00	2,099.18	
	31.41.61150		OUTSIDE SERVICES-OTHE		2,099.18	
SW270062142	Invoice	09/09/2025	09.09.2025 - ICC - GENERATOR SERVICE	0.00	1,964.49	
	31.41.61150		OUTSIDE SERVICES-OTHE		1,964.49	
SW270062166	Invoice	09/11/2025	09.11.2025 - FH20 - 1 YR MAINTENANCE	0.00	2,553.45	
	01.32.61506		BLDG. MAINT-OTHER		2,553.45	
00038	Rafael Lumber	09/18/2025	Regular	0.00	10.71	100522
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
109433	Invoice	09/09/2025	09.09.2025 - HEX LAG SCREWS	0.00	10.71	
	01.42.62200		DEPARTMENTAL SUPPLIE		10.71	
00181	Ross Valley Fire Department	09/18/2025	Regular	0.00	8,625.86	100523
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015330	Invoice	09/12/2025	09.12.2025 - RVFD FEES COLLECTED - AUG	0.00	8,625.86	
	01.00.20354		DUE TO ROSS VALLEY FIR		8,625.86	
01368	Sewer Connection Inc	09/18/2025	Regular	0.00	1,500.00	100524
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R16343	Invoice	09/15/2025	09.15.2025 - REFUND - ROAD BOND 84 S	0.00	1,500.00	
	01.00.20314		ROAD BOND		1,500.00	
02087	Telecom Law Firm PC	09/18/2025	Regular	0.00	438.50	100525
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
19907	Invoice	09/05/2025	09.05.2025 - T-MOBILE SFD - DESIGN REVI	0.00	438.50	
	01.00.20371		PLANNING COSTS TO BE		438.50	
04051	The Tree Man LLC	09/18/2025	Regular	0.00	22,150.00	100526
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
012025-211	Invoice	08/21/2025	08.21.2025 - PRUNING/DEADWOOD RMV	0.00	9,550.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		9,550.00	
090125-105	Invoice	09/04/2025	09.04.2025 - TREE REMOVAL - SHAW DRI	0.00	12,600.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		12,600.00	
03187	Tracy Hill	09/18/2025	Regular	0.00	445.00	100527
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
21647	Invoice	09/16/2025	09.16.2025 - ROBSON - BACKWARDS FIEL	0.00	445.00	
	21.63.61187		ROBSON AFTER SCHOOL		445.00	
00384	Van Midde & Son Concrete	09/18/2025	Regular	0.00	1,000.00	100528
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
15703	Invoice	08/29/2025	08.29.2025 - SIDEWK REPLCMNT - 534 SA	0.00	1,000.00	
	01.00.20304		CONCRETE CONTRACT		1,000.00	
00033	Water Components & Building Supply	09/18/2025	Regular	0.00	122.97	100529

Check Report

Date Range: 09/01/2025 - 09/30/2025

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		
30672628	Invoice	09/08/2025	09.08.2025 - GALVANIZED GRATES	0.00	122.97	
	01.42.61412		PARTS AND REPAIRS		122.97	
01554	Marin Managers' Association	09/18/2025	Regular	0.00	500.00	100530
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025	Invoice	09/18/2025	09.18.2025 - MEMBERSHIP DUES - DONER	0.00	500.00	
	01.12.61000		TRAINING		500.00	
00362	Town of San Anselmo	09/04/2025	Bank Draft	0.00	337,350.04	DFT06355
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015321	Invoice	09/04/2025	9-15-2025 TSA To Fund Payroll	0.00	337,350.04	
	01.00.20299		PAYROLL PAYABLE		242,838.06	
	01.00.20299		PAYROLL PAYABLE		3,519.60	
	01.00.20299		PAYROLL PAYABLE		452.51	
	01.00.20299		PAYROLL PAYABLE		-1,280.38	
	13.00.20299		PAYROLL PAYABLE		730.71	
	13.00.20299		PAYROLL PAYABLE		-1.38	
	15.00.20299		PAYROLL PAYABLE		11,399.29	
	15.00.20299		PAYROLL PAYABLE		-41.25	
	19.00.20299		PAYROLL PAYABLE		13,742.60	
	21.00.20299		PAYROLL PAYABLE		55,317.49	
	27.00.20299		PAYROLL PAYABLE		6,778.51	
	31.00.20299		PAYROLL PAYABLE		378.42	
	34.00.20299		PAYROLL PAYABLE		378.42	
	41.00.20299		PAYROLL PAYABLE		378.46	
	42.00.20299		PAYROLL PAYABLE		692.10	
	95.00.20299		PAYROLL PAYABLE		2,066.88	
01662	CalPERS	09/24/2025	Bank Draft	0.00	700.00	DFT06357
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
10000001803367	Invoice	08/25/2025	08.25.2025 - GASB68 REPORTS & SCHEDU	0.00	700.00	
	01.12.61107		OUTSIDE SVCS-ACCOUNTI		700.00	
00072	Comcast	09/11/2025	Bank Draft	0.00	266.16	DFT06359
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
583-09112025	Invoice	09/11/2025	583 - CORPYARD INTERNET - 08.21.25-09.	0.00	266.16	
	41.41.61701		UTILITIES		266.16	
00072	Comcast	09/14/2025	Bank Draft	0.00	174.16	DFT06360
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
758-09142025	Invoice	09/14/2025	758 - TH INTERNET - 08.24.25-09.23.25	0.00	174.16	
	41.41.61701		UTILITIES		174.16	
00072	Comcast	09/04/2025	Bank Draft	0.00	162.20	DFT06362
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
426-09042025	Invoice	09/04/2025	426 - CREEK CAMERA - 08.14.25-09.13.25	0.00	162.20	
	42.21.61150		OUTSIDE SERVICES-OTHE		162.20	
03344	CSG Forte Payments Inc.	09/10/2025	Bank Draft	0.00	5,281.63	DFT06363

Check Report

Date Range: 09/01/2025 - 09/30/2025

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		
0014180199	Invoice	08/31/2025	08.31.2025 - REC DEPT - CREDIT CARD PR	0.00	5,281.63	
	21.65.61177		PROCESSING FEES		5,281.63	
03344	CSG Forte Payments Inc.	09/10/2025	Bank Draft	0.00	1,837.48	DFT06364
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0014179881	Invoice	08/31/2025	08.31.2025 - REC DEPT - CREDIT CARD PR	0.00	1,837.48	
	21.65.61177		PROCESSING FEES		1,837.48	
00128	Pacific Gas & Electric	09/09/2025	Bank Draft	0.00	8.11	DFT06365
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
717-09092025	Invoice	09/09/2025	717 - CORPYARD UTILITIES - 08.04.25-09.0	0.00	8.11	
	41.41.61701		UTILITIES		8.11	
00391	Verizon Wireless	09/01/2025	Bank Draft	0.00	751.76	DFT06366
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6120904782	Invoice	08/12/2025	08.12.2025 - CELLULAR - 07.13.25-08.12.2	0.00	751.76	
	01.12.61705		UTILITIES-TELEPHONE		91.51	
	01.41.61705		UTILITIES-TELEPHONE		446.86	
	01.42.61705		UTILITIES-TELEPHONE		96.70	
	01.81.62206		Snack Shack		40.01	
	21.63.61179		PARKSIDE SERVICES		38.34	
	21.63.61187		ROBSON AFTER SCHOOL		38.34	
00072	Comcast	09/05/2025	Bank Draft	0.00	162.20	DFT06367
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
426-09052025	Invoice	09/05/2025	426 - CREEK CAMERA - 08.14.25-09.13.25	0.00	162.20	
	42.21.61150		OUTSIDE SERVICES-OTHE		162.20	
00128	Pacific Gas & Electric	09/16/2025	Bank Draft	0.00	2,352.16	DFT06368
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
146-09162025	Invoice	09/16/2025	146 - EV CHARGING - 08.06.25-09.05.25	0.00	2,352.16	
	13.42.61114		OUTSIDE SRV: PARKING		2,352.16	
00128	Pacific Gas & Electric	09/15/2025	Bank Draft	0.00	1,050.90	DFT06369
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
355-09152025	Invoice	09/15/2025	355 - CORPYARD UTILITIES - AUG 2025	0.00	1,050.90	
	41.41.61701		UTILITIES		1,050.90	
00128	Pacific Gas & Electric	09/29/2025	Bank Draft	0.00	179.56	DFT06370
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
216-09292025	Invoice	09/29/2025	216 - IMAGINATION PARK - AUG 2025	0.00	179.56	
	14.81.61701		UTILITIES-ELECTRICITY		179.56	
00072	Comcast	09/12/2025	Bank Draft	0.00	266.16	DFT06371
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
583-09122025	Invoice	09/12/2025	583 - CORPYARD INTERNET - 08.21.25-09.	0.00	266.16	
	41.41.61701		UTILITIES		266.16	
00362	Town of San Anselmo	09/19/2025	Bank Draft	0.00	284,734.06	DFT06394

Check Report

Date Range: 09/01/2025 - 09/30/2025

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		
INV0015436	Invoice	09/19/2025	9-30-2025 TSA To Fund Payroll	0.00	284,734.06	
	01.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		200,021.28	
	01.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		3,519.60	
	01.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		452.51	
	01.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		-1,280.38	
	13.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		560.85	
	13.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		-1.38	
	15.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		9,710.11	
	15.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		-41.25	
	19.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		11,982.55	
	21.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		51,800.32	
	27.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		4,755.87	
	31.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		221.62	
	34.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		221.62	
	41.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		221.64	
	42.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		651.40	
	95.00.20299	PAYROLL PAYABLE	9-30-2025 TSA To Fund Payroll		1,937.70	
00181	Ross Valley Fire Department	09/15/2025	Bank Draft	0.00	515,037.10	DFT06395
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015437	Invoice	09/15/2025	09.15.2025 - RVFD MEMBER CONTRIBUTI	0.00	515,037.10	
	01.32.61139	RVFS CONTRACT	09.15.2025 - RVFD MEMBER CO		491,482.68	
	15.32.61150	OUTSIDE SERVICES-OTHE	09.15.2025 - RVFD MEMBER CO		23,554.42	
00128	Pacific Gas & Electric	09/23/2025	Bank Draft	0.00	14,623.90	DFT06396
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
461-09232025	Invoice	09/23/2025	461 - TH UTILITIES - 08.05.25-09.04.25	0.00	14,623.90	
	21.65.61701	UTILITIES-ELECTRICITY	461 - TH UTILITIES - 08.05.25-09		440.18	
	21.65.61701	UTILITIES-ELECTRICITY	461 - TH UTILITIES - 08.05.25-09		684.40	
	31.41.61701	UTILITIES-ELECTRICITY	461 - TH UTILITIES - 08.05.25-09		1,215.24	
	31.41.61702	UTILITIES-GAS	461 - TH UTILITIES - 08.05.25-09		769.22	
	34.41.61701	UTILITIES-ELECTRICITY	461 - TH UTILITIES - 08.05.25-09		274.93	
	34.41.61702	UTILITIES-GAS	461 - TH UTILITIES - 08.05.25-09		175.49	
	41.41.61701	UTILITIES	461 - TH UTILITIES - 08.05.25-09		11,064.44	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	322	142	0.00	1,903,345.09
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	-2,197.50
Bank Drafts	17	17	0.00	1,164,937.58
EFT's	0	0	0.00	0.00
	339	165	0.00	3,066,085.17

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	322	142	0.00	1,903,345.09
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	-2,197.50
Bank Drafts	17	17	0.00	1,164,937.58
EFT's	0	0	0.00	0.00
	339	165	0.00	3,066,085.17

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	9/2025	3,066,085.17
			3,066,085.17

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.3

MEETING DATE: October 14, 2025

AGENDA TITLE: Consultant Contract for Design of the 2026 Street Resurfacing Project; find the project exempt from CEQA (14 Cal. Code Regs. § 15306).

FROM: Scott Schneider, Asst. Public Works Director

RECOMMENDATION: That the Town Council authorize the Town Manager to execute a Professional Services Agreement with Siegfried Engineering for the design of the 2026 Street Resurfacing Project in an amount not to exceed \$160,540; find the project categorically exempt from the California Environmental Quality Act pursuant to 14 Cal. Code Regs. § 15306.

BACKGROUND

As part of the 2024 Capital Improvement Program approved by the Town Council, local streets are selected for pavement resurfacing to address the Town's pavement management and improve the overall Pavement Condition Index (PCI) in Town.

DISCUSSION/ANALYSIS

Based on a submission for a Request for Qualifications in 2019, Siegfried was selected to design the 2021 Street Resurfacing Phase B project. Upon successful completion of the design, Siegfried was asked to submit a cost proposal for the 2022, 2023, 2024 and 2025 Street Resurfacing Projects, which they successfully completed earlier this year. Based on demonstrated competence on previous projects and on the professional qualifications necessary for the satisfactory performance of the service required, staff requested they submit a cost proposal for the 2026 Street Resurfacing Project.

The proposed list of streets to be included in the project was based on projected funding available and a rough estimate of cost for each street based on previous unit costs.

Siegfried Engineering has submitted its scope of work and cost proposal (Attachment 1) that includes the required tasks to complete the design and construction drawings. The

proposal is within the available funding. Staff recommend authorizing the Town Manager to execute a professional services agreement with Siegfried based on the scope of work and cost proposal.

The design work is expected to take six to eight months. The completed design will be brought back to the Town Council for their approval in spring 2026 for summer 2026 construction.

The 2026 Street Resurfacing Project consists of the following street segments (see Attachment 2 – Map of Proposed Streets):

Valley Road – Suffield Avenue to West Court (35 and 55 PCI)
Suffield Avenue – Valley Road to Butterfield Road (37 and 48 PCI)
Rutherford Avenue – Camino de Herrera to Butterfield Road (42 PCI)
Camino De Herrera – Valley Road to Oakwood Court (16 and 49 PCI)
Skyline – Traxler Road to End (15 PCI)
Bennit Avenue – Suffield Avenue to Camino de Herrera (61 and 67 PCI)
Oakwood Court – Camino de Herrera to End (42 PCI)
Hillcrest Avenue – Olive Avenue to Laurel Avenue (45 PCI)
Sunnyside Avenue – Austin Avenue to Ross Avenue (6 PCI)
Spring Grove Avenue – Greenfield Avenue to Town Limit (3 and 54 PCI)

The rough Engineer's Estimate for repaving the above streets is \$1,300,000 to \$1,500,000.

FISCAL IMPACT

The professional services agreement will be drafted for a not-to-exceed cost of \$160,540. Funding is available from the Road Maintenance Fund and Measure J, and is included in the 2026-2027 Town Budget and Work Plan.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

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

ATTACHMENTS

Attachment 1- Siegfried Engineering Scope and Cost Proposal
Attachment 2 – Map of Proposed Streets

October 7, 2025

Scott Schneider, P.E.
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960

**RE: TSA 2026 STREET REHABILITATION PROJECT
SAN ANSELMO, CALIFORNIA
PROPOSAL FOR PROFESSIONAL DESIGN SERVICES**

Dear Scott;

We appreciate the opportunity to propose our services to you for this project.

I. PROJECT DESCRIPTION AND ASSUMPTIONS

The Town of San Anselmo will rehabilitate road segments as provided in the table below:

STREET	FROM	TO	PCI	Length	Width	SF
CAMINO DE HERRERA	TRAXLER RD	OAKWOOD CT	16	666	14	9,324
CAMINO DE HERRERA	RUTHEFORD AVE	25 CAMINO DE HERRERA	43	215	18	3,870
CAMINO DE HERRERA	25 CAMINO DE HERRERA	BENNIT AVE	43	320	18	5,760
CAMINO DE HERRERA	BENNIT AVE	TRAXLER RD	49	520	15	7,800
SKYLINE	TRAXLER RD	END	15	558	16	8,928
SUFFIELD AVE	VALLEY RD	BENNIT AVE	37	755	20	15,100
SUFFIELD AVE	BENNIT AVE	BUTTERFIELD RD	48	483	19	9,177
BENNETT AVE	RUTHEFORD AVE	CAMINO DE HERRERA	67	712	18	12,816
RUTHEFORD AVE	BUTTERFIELD RD	BENNIT AVE	42	516	18	9,288
RUTHEFORD AVE	BENNIT AVE	CAMINO DE HERRERA	42	657	18	11,826
RUTHEFORD AVE	CAMINO DE HERRERA	VALLEY RD	42	139	38	5,282
VALLEY RD	SUFFIELD AVE	RUTHEFORD AVE	35	340	18	6,120
VALLEY RD	RUTHEFORD AVE	WEST CT	55	355	19	6,745
OAKWOOD CT	CAMINO DE HERRERA	END	42	688	11	7,568
HILLCREST AVE	OLIVE AVE	LAUREL AVE	35	250	14	3,500
SUNNYSIDE AVE	AUSTIN AVE	ROSS AVE	6	598	27	16,146
SPRING GROVE AVE	GREENFIELD AVE	HILLSIDE AVE	3	315	15	4,725
SPRING GROVE AVE	HILLSIDE AVE	TO TOWN LIMIT	54	2382	12	28,584
LONGWOOD DR	END	TOWN LIMIT	44	499	25	12,475
TOTAL						160,540

The Town provided Pavement Condition Index (PCI) of the road segments range from 3 to 67. The segments of roadways range from about 215 lineal feet to 2,382 lineal feet, totaling about 1.4 miles of roadway. The roads appear to be located in residential and downtown areas.

STOCKTON

3428 Brookside Rd.
Stockton, CA 95219
t: 209.943.2021

SAN JOSE

111 N. Market St., #300
San Jose, CA 95113
t: 408.754.2021

SACRAMENTO

1164 National Dr., #20
Sacramento, CA 95834
t: 916.520.2777

MODESTO

101 Sycamore Ave, #100
Modesto, CA 95354
t: 209.762.3580

SCOPE OF WORK

Task 1 – Topographic Survey

1. Prepare a limited topographic survey of the approximate limits shown in attached kmz file. The survey will be in sufficient detail for use by Siegfried in developing plans.
2. The following features will be located and mapped, at a minimum for the pavement rehabilitation locations:
 - a. Lip of gutter lines.
 - b. Crown of roadway.
 - c. Edge of pavement.
 - d. Shots will generally be at 50' station spacing along the roadways, and at grade breaks, beginning, middle and ends of horizontal curves, including side street curb returns. (Essentially a cross section of the impacted area)
 - e. Manholes and Clean outs
 - f. Utility boxes/vaults/etc.
3. Field measurements will be accomplished with D-GPS where practicable, and with conventional robotic total stations where overhead obstructions preventing sufficient GPS reception may exist.
4. Office preparation and mapping of the surveyed features utilizing AutoCAD Civil 3D.
5. Mapping will be based on the California Coordinate System, NAD83, NAVD88 datum.
6. Underground utility lines will be mapped as a part of this scope of work, record information and surface utility shots will be used to map the utilities to the best of our ability.

CONDITIONS TO THE SCOPE:

1. Client shall provide full access to property.
2. Client to provide as-builts.
3. Work is to be conducted during regular business hours, Monday-Friday, with no limitations to those hours.

Task 2 – Meeting & Coordination

1. Attend meeting(s) with the Town engineer to coordinate the project related items.
2. Coordinate with the Town engineer to represent and depict the street rehabilitation areas. Project areas are depicted in attached kmz file.

Task 3 – Plans, Specifications and Cost Estimate

1. Prepare the project plans and cost estimate for the project areas depicted in attached kmz file.
2. Assist the Town with the project specifications.

It is understood that the following are not included in the Scope:

- a. *hazardous waste testing, monitoring and contingency plan for both site and building demolition work,*
- b. *Phase I Environmental Assessment, Phase II Subsurface Investigation, and asbestos and lead containing material investigation and report,*

STOCKTON

3428 Brookside Rd.
Stockton, CA 95219
t: 209.943.2021

SAN JOSE

111 N. Market St., #300
San Jose, CA 95113
t: 408.754.2021

SACRAMENTO

1164 National Dr., #20
Sacramento, CA 95834
t: 916.520.2777

MODESTO

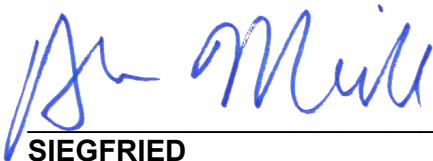
101 Sycamore Ave, #100
Modesto, CA 95354
t: 209.762.3580

- c. record of survey or corner records,
- d. survey of exploration locations,
- e. geotechnical report, analytical sampling and testing,
- f. earthwork testing and observations,
- g. materials testing and special inspections,
- h. infiltration testing,
- i. construction administration services,
- j. environmental impact report,
- k. CEQA/NEPA/EIR
- l. potholing to determine location and/or elevation of underground utilities,
- m. permit applications and fees,
- n. construction management, inspection, supervision and scheduling,
- o. gas, electric and telephone service plans,
- p. design of any structural elements,
- q. record survey maps, tentative maps, parcel maps, final maps and legal descriptions and sketches,
- r. boundary surveys,
- s. ALTA Survey,
- t. SWPPP, QSD & QSP services,
- u. construction staking, and
- v. reimbursable expenses.

II. FEE PROPOSAL

Task		Fee
Task 1	Topographic Survey	\$40,000.00
Task 2	Meeting & Coordination	\$5,000.00
Task 3	Plans, Specifications & Cost Estimate	\$86,000.00
Total Fee		\$131,000.00

We look forward to continuing our work with you and the team. If you have any questions regarding this proposal, please do not hesitate to call me directly.



SIEGFRIED

Adam K. Merrill, PE, QSD/QSP
Civil Engineer
Vice President, Principal

STOCKTON

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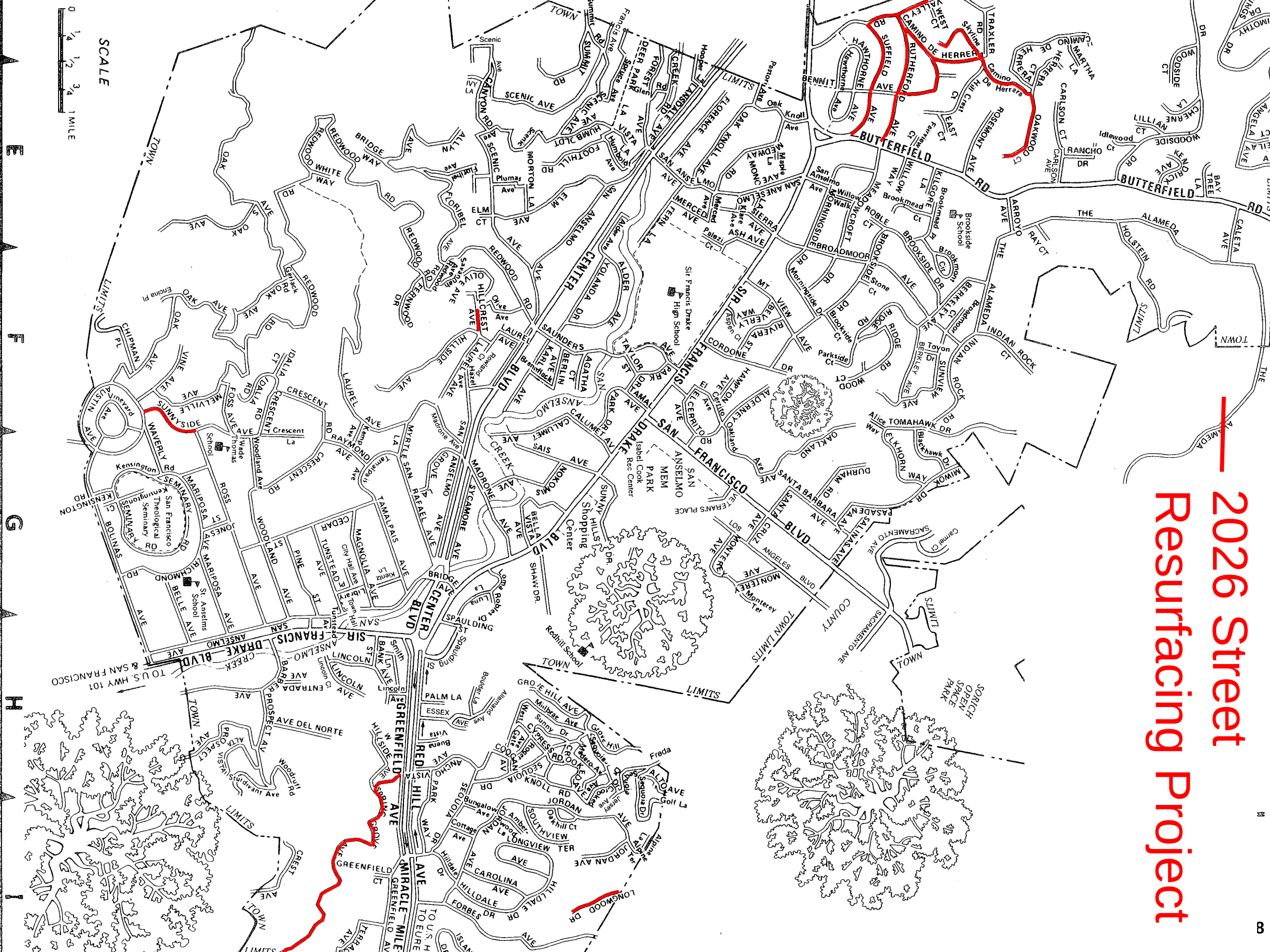
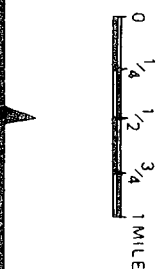
MODESTO

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Modesto, CA 95354
t: 209.762.3580

The Town of San Anselmo

STREET GUIDE

Agatha Ct	F-9	Broadmoor Ct	F-7	East Ct	E-7	Herrera Ct	D-6	Lillian Ct	E-6
Alder Ave	E-F-8	Brookmead Ct	E-7	East La	H-8	Hillicrest Ave	H-10	Lincoln Ave	H-10
Alderney Rd	F-8	Brookmead Pl	E-7	El Cerrito Ave	F-8	Hillicrest Ct	E-6	Lincoln Ct	H-10
Alice Way	F-7	Brookmont Cir	F-7	Elkhorn Way	G-7	Hilldale Dr	I-9	Loma Robles Dr	G-9
Allemand Ave	H-9	Brookside Ct	F-7	Elm Ave	E-9	Hillside Ave	F-9	Lompview Ave	O
Allyn Ave	E-9	Brookside Dr	E-7	Elm Ct	E-9	Hoag Ave	E-9	Lopwood Dr	O
Alpine La	I-8	Buena Vista	H-9	Enclina Pl	F-11	Holstein Rd	E-6	Los Angeles Blvd	I-8
Alpine Ter	I-8	Bungalow Ave	I-9	Entrada Ave	F-11	Hooper La	D-8	Luna La	G-8
Alta Vista	H-11	Butterfield Rd	E-6	Essex Ave	H-10	Humboldt Ave	H-10		G-9
Alto Ave	H-8								
Amberwood La	H-9	Cabela Ave	E-5	Fairview Ct	E-7	Idalia Ct	F-10	Madero Ave	H-9
Ancho Vista Ave	I-9	Caumet Ave	F-9	Fern La	E-8	Idalia Rd	F-10	Madrone Ave	F-9
Angela Ave	E-5	Camino De Herrera	D-6	Fernwood Dr	F-10	Idlewood Ct	E-6	Magdala Ave	G-10
Arroyo Ave	E-6	Canyon Rd	E-9	Florence Ave	E-8	Indian Rock Ct	F-6	Maple La	P-6
Asn Ave	E-8	Carmel Ct	G-7	Florbel Ave	E-9	Indian Rock Rd	F-7	Mariposa Ave	G-11
Aspen Ct	F-8	Carlson Ave	E-9	Florbel Ave	E-9	Island Dr	I-9	Martha La	D-6
Austin Ave	F-11	Carlson Ct	E-6	Foothill Rd	E-9	Ivy La	E-9	Meadowcroft Dr	E-7
Avenue Del Norte	H-10	Carolina Ave	I-9	Forbes Ave	I-9		Medway Rd	Medway Rd	E-8
		Cedar St	G-10	Forest Ave	E-8	Jersey Ave	I-8	Meriville Ave	F-11
		Center Blvd	F-G-9	Forest Ave	F-11	Jones St	G-11	Merced Ave	E-8
Bank St	H-10	Cherne La	E-5	Foss Ave	D-8	Jordan Ave	I-8	Mitcane Ave	H-9
Barber Ave	H-10	Chipman Pl	F-11	Freda				Mitcane Mile	I-10
Bay Tree La	E-5	City Hall Ave	G-10					Miyok Dr	G-7
Bella Vista Ave	G-9	Coogan Ave	H-9					Monro La	E-8
Belle Ave	G-11	Cordone Dr	F-8	Garlack Rd	F-10	Karl Ave	F-9	Monteire Ave	G-8
Bennit Ave	E-7	Cottage Ave	F-7	Glen Rd	E-8	Kemp Ave	F-10	Montrely Ter	E-7
Berlin Ave	F-9	Creek Rd	E-8	Golf La	I-8	Kendrick Ave	E-5	Morningside Dr	G-8
Beverly Way	F-8	Crescent La	F-G-10	Greenfield Ave	H-G-10	Kensington Ct	G-11	Morton La	E-9
Blackhawk Dr	G-7	Crescent Rd	I-10	Greenfield Ct	I-10	Kientz La	G-10	Mountain View Ave	F-8
Bolinas Ave	G-11	Crest Ave	H-9	Grove La	G-9	Kilgore La	E-7	Myrtle La	F-10
Bonita La	H-9	Cromwell Ave	H-9	Grove Hill Ave	H-9	Klaine Ave	E-8		R
Bonita La	H-9								R



2026 Street Resurfacing Project



STAFF REPORT

TOWN OF SAN ANSELMO

Item # 1.4

MEETING DATE: October 14, 2025

AGENDA TITLE: Approval of Resolution Establishing the 2025-2026 Appropriations Limit

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider approval of the attached resolution establishing the appropriations limit for the Fiscal Year 2025-2026.

BACKGROUND

The State of California's voters approved of ballot Proposition 4 in 1979, thereby adding Article XIII B to the California State Constitution, which stipulates spending authority limits on municipalities. These limits are specific to entities that fund their operations using proceeds of taxes, such as sales taxes, property transfer taxes, and property taxes. This is in an effort for municipalities to not to continue appropriating funds for program purposes of which it does not have an adequate level of taxation to cover.

ANALYSIS

As directed by the State of California's Article XIII B Appropriations Limit, municipalities are to assess its adopted budget appropriations against a calculated spending limit. The budgeted appropriations balance within the scope of the Article is any funds used from proceeds of taxes. Proceeds of taxes can include any property taxes, sales taxes, property transfer taxes, etc. The spending limit is a rolling balance starting from 1979 that fluctuates year-over-year based on growth factors from both the local population and cost of living.

Regarding the proceeds of taxes within the scope for the Town, the Town does receive a significant amount of funds from taxation. The Town receives property taxes, sales taxes, property transfer taxes, business license taxes, Measure C Wildfire taxes, and proportions of interest income from its deposit at the California State Local Agency Investment Fund (LAIF). In total, the Town's budgeted proceeds of taxes for

the Fiscal Year 2025-2026 are \$23,600,494.

The Article, however, does allow for certain exclusions of its proceeds of taxes that would not be subject to its calculated spending limit. Such exclusions available to the Town qualify mandated spending for court orders, federal legislation, capital outlays, and debt service. The Town does comply with various federal statutes, proceeds with capital projects for the betterment of its infrastructure, and continues to support its financing for its Pension Obligation Bonds-all of which are allowed exclusions from the spending limit. In total, the Town's allowable exclusions that are not subject to the Appropriations Limit are \$6,529,983, making the total proceeds of taxes subject to the Limit being \$17,070,511.

Regarding the spending limit applicable to the Town, the Town's limit is calculated using a rolling balance adjusted for growth factors from changes in population and cost of living. For the Town's specific analysis, however, its starting year is Fiscal Year 1986-1987 due to significant adjustments that were needed for the calculation, as previously discussed and approved in prior Town Council meetings. For the current Fiscal Year, moreover, we have obtained the allowed compounded growth factors applicable to the Town, noting a total growth of 6.44% from the prior fiscal year's Appropriations Limit-of which amounts to a current Fiscal Year Appropriations Limit of \$18,538,310.

Similar to the proceeds of tax exclusions, the Article also allows for adjustments to the Appropriations Limit. Such adjustments available to the Town are for the transfer of financial responsibility, a declared emergency, and voter override taxes that allow for a temporary increase in the Appropriations Limit. For the current fiscal year, the residents of the Town have approved of both Measures J and E for temporary overrides of respective sales and parcel tax levies. Both measures constitute \$2,819,876 in additional proceeds allowed by the Town's residents, which increases the Appropriations Limit to \$21,358,186.

Using all of the factors applicable to the Town, the Town calculated both its proceeds of taxes subject to the Appropriations Limit as well as the Appropriations Limit itself as directed by the State of California. The threshold of which leaves the Town's Adopted Budget appropriations from proceeds of taxes based on this analysis, amounts to \$4,287,675 or 20% below the Appropriations Limit. Attached as part of the analysis, we have provided to the Council two exhibits (A & B) that summarize the analysis performed for inclusion of the proposed Resolution:

Exhibit A provides the details and changes in each subsequent fiscal year, starting in Fiscal Year 1986- 1987, the Town's calculated Appropriations Limit.

Exhibit B provides the current fiscal year's calculation based off of the proceeds of taxes from the Adopted Budget relative to the calculated Appropriations Limit.

FISCAL IMPACT

There would be no direct fiscal impact to the Town to approve this resolution.

GENERAL PLAN CONSISTENCY

Not applicable.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

CONCLUSION

Based on the analysis performed by the Town, its Adopted Budget appropriations subject to the Appropriations Limit is determined to be comfortably within its required threshold. Lastly, there are no anticipated factors that would cause the Town not to be in compliance with the Article in the upcoming fiscal year.

ATTACHMENTS

Attachment 1: FY25-26 Appropriations Limit Resolution

RESOLUTION NO. XXXX

**A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL ESTABLISHING THE
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-2026**

PURSUANT TO Government code Section 7910, and based on documentation submitted by the Town Manager, and acknowledging that the documentation has been available to the public for the required period of time;

NOW, THEREFORE, THE TOWN COUNCIL HEREBY RESOLVES:

Section 1. Appropriations Limit

That the Town Council of the Town of San Anselmo establishes the appropriations limit for fiscal year 2025-2026 under Article XIII-B of the State Constitution, as shown on Exhibit “B”, in the amount of \$18,538,310.

RESOLUTION PASSED AND ADOPTED, at a regular meeting of the San Anselmo Town Council on the 14th day of October 2025 by the following vote:

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

TARRELL KULLAWAY
MAYOR

Attest:

SERGE AVILA
TOWN CLERK

Attachment: **Exhibit A** – Annual Appropriations Limit Calculation
 Exhibit B – Appropriations Limit Calculation Summary for FY2025-26

Town of San Anselmo
APPROPRIATIONS LIMIT CALCULATION
Fiscal Year 2025-26 Adopted Budget

Appropriation Growth Factors - Population & Cost of Living Adjustments

EXHIBIT A

Fiscal Year	Change Cost of Living Indices [1]		Change in Population [4]		Growth Factor		
Appropriation Limit Fiscal Year	Per Capita Personal Income [2]	Annual Non-Residential Assessed Valuation Growth to Total Growth [From #6.1][3]	San Anselmo	Marin County	Allowed Annual Percent Growth in Appropriations Limit		
	Apply Highest Factor		Apply Highest Factor		[Highest Cost of Living times Population]	Growth Factor times Prior Year Limit	
86/87							\$ 3,159,327
87/88	3.470	n/a	-0.290	0.700	1.041940	\$ 3,159,327	\$ 3,291,829
88/89	4.660	n/a	0.110	0.920	1.056230	\$ 3,291,829	\$ 3,476,929
89/90	5.190	n/a	0.520	1.240	1.064940	\$ 3,476,929	\$ 3,702,720
90/91	4.210	0.103	1.140	1.480	1.057520	\$ 3,702,720	\$ 3,915,701
91/92	4.140	n/a	0.280	1.550	1.057540	\$ 3,915,701	\$ 4,141,010
92/93	-0.640	n/a	1.220	1.790	1.011390	\$ 4,141,010	\$ 4,188,177
93/94	2.720	n/a	1.310	1.750	1.045180	\$ 4,188,177	\$ 4,377,398
94/95	0.710	0.479	0.380	1.200	1.019190	\$ 4,377,398	\$ 4,461,401
95/96	4.720	1.171	2.390	1.220	1.072230	\$ 4,461,401	\$ 4,783,648
96/97	4.670	1.559	1.160	1.430	1.061670	\$ 4,783,648	\$ 5,078,655
97/98	4.670	-0.325	1.250	1.640	1.063870	\$ 5,078,655	\$ 5,403,029
98/99	4.150	0.360	1.110	1.560	1.057750	\$ 5,403,029	\$ 5,715,054
99/00	4.530	0.224	1.190	1.620	1.062230	\$ 5,715,054	\$ 6,070,702
00/01	4.910	0.341	1.050	1.820	1.068190	\$ 6,070,702	\$ 6,484,663
01/02	7.820	2.071	0.070	0.720	1.085960	\$ 6,484,663	\$ 7,042,084
02/03	-1.270	0.866	0.410	0.810	1.016830	\$ 7,042,084	\$ 7,160,603
03/04	2.310	0.185	0.350	0.770	1.030980	\$ 7,160,603	\$ 7,382,438
04/05	3.280	1.977	-0.060	2.530	1.058930	\$ 7,382,438	\$ 7,817,485
05/06	5.260	0.999	-0.100	0.330	1.056070	\$ 7,817,485	\$ 8,255,811
06/07	3.960	0.216	0.530	0.740	1.047290	\$ 8,255,811	\$ 8,646,229
07/08	4.420	0.055	0.550	0.970	1.054330	\$ 8,646,229	\$ 9,115,978
08/09	4.290	0.587	1.030	0.930	1.053640	\$ 9,115,978	\$ 9,604,959
09/10	0.620	0.288	0.690	0.810	1.014350	\$ 9,604,959	\$ 9,742,791
10/11	-2.540	0.002	0.790	0.930	1.009320	\$ 9,742,791	\$ 9,833,593
11/12	2.510	0.209	0.810	0.900	1.034330	\$ 9,833,593	\$ 10,171,181
12/13	3.770	0.645	1.020	1.050	1.048600	\$ 10,171,181	\$ 10,665,500
13/14	5.120	1.314	0.280	0.420	1.055620	\$ 10,665,500	\$ 11,258,715
14/15	-0.230	0.185	0.390	0.420	1.006060	\$ 11,258,715	\$ 11,326,943
15/16	3.820	0.047	0.690	0.730	1.045780	\$ 11,326,943	\$ 11,845,490
16/17	5.370	0.033	0.170	0.330	1.057180	\$ 11,845,490	\$ 12,522,816
17/18	3.690	0.075	0.060	0.180	1.038770	\$ 12,522,816	\$ 13,008,325
18/19	3.670	0.340	0.140	0.170	1.038460	\$ 13,008,325	\$ 13,508,625
19/20	3.850	0.384	-0.050	-0.010	1.038400	\$ 13,508,625	\$ 14,027,357
20/21	3.730	0.168	-0.690	-0.600	1.031080	\$ 14,027,357	\$ 14,463,327
21/22	5.730	0.005	-0.410	-0.430	1.052970	\$ 14,463,327	\$ 15,229,449
22/23	7.550	0.005	-0.990	-1.110	1.064850	\$ 15,229,449	\$ 16,217,079
23/24	4.440	0.004	-0.880	-1.060	1.035210	\$ 16,217,079	\$ 16,788,082
24/25	3.620	0.000	-0.140	-0.530	1.03475	\$ 16,788,082	\$ 17,371,468
25/26	6.440	0.001	0.260	0.140	1.06717	\$ 17,371,468	\$ 18,538,310

[1] From State Department of Finance per Article XIII B of the California Constitution every May 1st for following Fiscal Year Appropriations Calculation. A 1991 amendment to Article XIII-B dropped use of the CPI and allowed for revising limit with PCI or Growth in non-residential assessed valuation and City or County population growth factors back to FY 87-88. The City may selection by resolution the growth factors to be used to calculate the annual Appropriations Limit. The shaded area indicate the highest factor used in calculation for the individual Fiscal Year.

[2] Per Capita Personal Income - California 4th Quarter - Calculated by State Department of Finance

[3] Determination of the annual growth in non-residential assessed valuation is from the Marin County Auditor-Controller's Office. Data for FY 87/88 to 89/90 and 91/92 to 93/94 is unavailable.

[4] Population changes are from the State Department of Finance Demographic unit and updated as of January of each year.

[5] Appropriations Limit calculation has been revised to correct factors and mathematical calculations from FY 87/88 to 16/17. The compounding factors and change in the limits have significantly increased the Appropriations limit by \$2,591,068 from FY 87/88 to 16/17.

Town of San Anselmo

Appropriations Limit Calculation Summary

Fiscal Year 2025-26 Adopted Budget

EXHIBIT B

Prior Year Appropriation Limit	\$ 17,371,468
Allowed Compounded Percentage Increase from Prior Year ^[1]	
Statewide Per Capita Personnal Income	6.44%
County Population Growth From State Dept of Finance	0.140%
Compounded Percentage as an Adjustment Factor	6.717%
Growth Factor Adjustment Amount to Appropriation Limit	1,166,842
Current Year Appropriation Limit From Growth Factors	18,538,310
Annual Other Adjustments to Limit ^[1]	2,819,876
Current Year Appropriations Limit	21,358,186
Current Year Adopted Budget Appropriations From Proceeds of Taxes ^[2]	
Proceeds of Taxes From Adopted Budget ^[3]	23,600,494
Less Allowable Exclusion of Certain Appropriations ^[3]	(6,529,983)
Current Year Appropriations Subject to Appropriation Limit	17,070,511
Current Year Appropriations Under the Appropriation Limit	\$ (4,287,675)
Percentage Under the Limit	-20%

(1) Article XIIIB allowed annual adjustments to the Appropriations Limit after calculaiton of annual growth factors																			
<table> <tr> <td colspan="2">Other Adjustments to Limit</td><td></td><td></td></tr> <tr> <td>Measure J - 2023 Sales Tax Override</td><td></td><td style="text-align: right;">2,493,023</td><td></td></tr> <tr> <td>Measure H - 2022 Library Override</td><td></td><td style="text-align: right;">326,853</td><td></td></tr> <tr> <td>Total Additional Adjustments to Limit</td><td></td><td style="text-align: right; border-top: 1px solid black;">2,819,876</td><td></td></tr> </table>				Other Adjustments to Limit				Measure J - 2023 Sales Tax Override		2,493,023		Measure H - 2022 Library Override		326,853		Total Additional Adjustments to Limit		2,819,876	
Other Adjustments to Limit																			
Measure J - 2023 Sales Tax Override		2,493,023																	
Measure H - 2022 Library Override		326,853																	
Total Additional Adjustments to Limit		2,819,876																	
(2) Proceeds of Taxes are certain revenues as defined by State Law and League of California Cities Article XIIIB Appropriations Limit Uniform Guidelines. See Worksheets for details.																			
(3) Summary of worksheets for above calculations of Appropriations Limit and Apropiations Subject to Limit.																			
Summary of Appropriations From Proceeds of Taxes	From Non Proceeds of Taxes	From Proceeds of Taxes	Total Appropriations																
General Fund	2,990,424	19,658,629	22,649,053																
Special Revenue Funds	5,598,140	3,734,054	9,332,194																
Capital Project Funds	-	-	-																
Debt Service Funds	1,174	205,826	207,000																
Internal Service Funds	1,494,329	1,985	1,496,313																
Total Proceeds and Non Proceeds of Taxes	10,084,067	23,600,494	33,684,560																
Summary of Exclusions																			
Court Order Costs	-																		
Federal Mandates	495,486																		
Qualified Capital Outlay Over \$100,000 and 10+ year life	2,937,497																		
Qualified Debt Service	3,097,000																		
Total Exclusions to Appropriations Subject to Limit	6,529,983																		



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.5

MEETING DATE: October 14, 2025

AGENDA TITLE: Resolution Amending the Town's Master Fee Schedule to Include the Complete Fully-Burdened Hourly Rate Table; and finding this action exempt from the California Environmental Quality Act (Pub. Res. Code § 21080(b)(8); 14 CCR § 15273)

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council adopt the attached resolution amending the Town's Master Fee Schedule to replace the table reflecting position hourly rates with the complete version of the table that includes the fully-burdened hourly rates, reflecting both direct and indirect costs consistent with State law and Appendix A of the Fee Study; find the adoption of the resolution exempt from the California Environmental Quality Act (CEQA) pursuant to Public Resources Code section 21080(b)(8) and CEQA Guidelines section 15273.

BACKGROUND

In July, the Town Council reviewed the comprehensive Fee Study prepared by Willdan Financial Services. The study reviewed and updated fees charged for Town services to ensure they are based on actual costs, as allowed under the California Government Code.

As part of the fee development process, the consultant calculated hourly rates for Town positions, which included wages and benefits plus applicable direct and indirect overhead costs. This methodology ensures full cost recovery consistent with State law.

However, the table on the final page of the adopted Fee Schedule (showing position hourly rates) inadvertently listed only the wage and benefit portion of the rates, and did not reflect the full cost recovery methodology that was presented to Council and used throughout the study.

DISCUSSION/ANALYSIS

The omission of the information from the table did not affect the adopted fees themselves, which were properly calculated using the fully-burdened hourly rates. Rather, the error appears only on the informational page of the adopted Fee Schedule.

To ensure consistency and transparency, staff recommends replacing the final page of the Master Fee Schedule with the corrected hourly rate table to ensure that the Fee Schedule posted on the Town's website accurately reflects the fully-burdened rates used in the Fee Study and maintains consistency with the cost-recovery methodology approved by Council. The attached resolution amends the Fee Schedule to include the complete fully-burdened hourly rate table.

FISCAL IMPACT

There is no fiscal impact associated with this correction. The adopted fees remain unchanged. The amendment simply updates the informational page of hourly rates to match the methodology used in the fee study and already approved by Council.

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adoption of the attached Resolution is statutorily and categorically exempt from the California Environmental Quality Act (CEQA) under Public Resources Code section 21080(b)(8) and CEQA Guidelines section 15273, because it reflects the Council's previous approval of charges by the Town which the Town finds are for the purpose of meeting operating expenses, as demonstrated by the Fee Study completed in July 2025.

ATTACHMENTS

Attachment #1: Resolution Amending Fee Schedule – Fully-Burdened Hourly Rate Table Correction

RESOLUTION NO. XXXX

A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL AMENDING THE MASTER FEE SCHEDULE TO INCLUDE THE COMPLETE FULLY-BURDENED HOURLY RATE TABLE

WHEREAS, state law permits the Town to impose service fees for certain Town services, as long as those fees do not exceed the estimated reasonable costs of providing the service for which the fee is intended; and

WHEREAS, on December 11, 2018, the Town Council adopted Resolution No. 4258 to approve the Town of San Anselmo User Fee Study Report by Willdan Financial Services, dated October 2018 (“Fee Study”) and to adopt the Town of San Anselmo User Fee Schedule; and

WHEREAS, Resolution No. 4258 directed the Town Manager or designee to conduct an annual internal review of the Master Fee Schedule to permit the automatic adjustment of various fees based on the annual change in the Consumer Price Index for All Urban Consumers San Francisco-Oakland-Hayward, California (“CPI”); and

WHEREAS, the Town retained Willdan Financial Services to conduct a comprehensive update of the 2018 study, and the 2025 User Fee Study, dated July 15, 2025, reflects current service costs, including fully-burdened labor rates, departmental overhead, and Town-wide indirect costs, as supported by the Town’s cost allocation plan; and

WHEREAS, the 2025 User Fee Study recommends adjustments to user fees across all Town departments, including increases, decreases, and new fees, in accordance with applicable laws, including Propositions 13, 218, and 2; and

WHEREAS, the Town Council reviewed the 2025 User Fee Study and the proposed Master Fee Schedule and found that the updated fees do not exceed the reasonable estimated cost of providing the service; and

WHEREAS, the Town provided all required public notice and conducted a duly noticed public hearing on July 22, 2025, in accordance with California Government Code Section 66018 and other applicable laws; and

WHEREAS, on July 22, 2025, the Town Council adopted the Fiscal Year 2025–2026 Master Fee Schedule and the final page of the adopted Fee Schedule (showing position hourly rates) inadvertently reflected only the wage and benefit portion of staff hourly rates, and did not include the full direct and indirect overhead costs as used in the calculation of the adopted fees; and

WHEREAS, the omission does not impact the adopted fees, which were properly calculated based on the fully burdened hourly rates, but the correction is necessary for consistency, transparency, and alignment with the methodology approved by the Town Council.

NOW, THEREFORE, THE TOWN COUNCIL HEREBY RESOLVES:

Section 1. Environment Review

The amendment of the Master Fee Schedule to include the complete fully-burdened hourly rate table is statutorily and categorically exempt from the California Environmental Quality Act, Public Resources Code section 21000 et seq. (“CEQA”) under Public Resources Code section 21080(b)(8) and CEQA Guidelines section 15273, because it reflects the Council’s previous approval of charges by the Town which the Town Council finds are for the purpose of meeting operating expenses, as demonstrated by the 2025 User Fee Study.

Section 2. Complete Fully-Burdened Hourly Rate Table

The Town Council hereby amends the Town’s Master Fee Schedule to include the complete fully-burdened hourly rate table, as reflected in Exhibit A and incorporated herein by reference (“Amended Master Fee Schedule”). Unless otherwise specified in the Amended Master Fee Schedule, all user fees shall be paid to the Town prior to the Town’s performance of requested services. Pursuant to Resolution No. 4197, fees may be paid by credit card, debit card, or electronic fund transfer.

Section 3. Effective Date of Fees

The amendment has no impact on the fees listed on the Amended Master Fee Schedule at Exhibit A. Pursuant to Resolution No. 2025-4594 and Resolution No. 2025-4597, all fees are in effect and shall remain in effect.

Section 4. Severability

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

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the San Anselmo Town Council on the 14th day of October, 2025, by the following vote:

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

TARRELL KULLAWAY
MAYOR

ATTEST:

SERGE AVILA
TOWN CLERK

EXHIBIT

A. AMENDED SAN ANSELMO SCHEDULE OF USER FEES FY25-26



TOWN OF
SAN ANSELMO
EST. 1907

Amended Schedule of User Fees

Effective September 23, 2025

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Finance & Administration

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Photocopies	\$0.20	\$0.20	Per page	Fee	Document with State requirements are charged per State Mandate
2	Returned check charge	\$25.00	\$25.00	Per incident	Regulated	
3	Certification	\$21.00	\$25.00	Per certification	Fee	
4	Appeals - Planning Applicant	\$2,933.00	\$3,749.00	Per appeal	Fee	Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost of anticipated town attorney time
5	Appeals - Non-Applicant	\$940.00	\$1,000.00	Per appeal	Fee	Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost of anticipated town attorney time
6	Appeals - General	\$940.00	\$1,000.00	Per Appeal	Fee	Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost of anticipated town attorney time
7	Proof of Residency/Living Certification	\$16.00	\$20.00	Per request	Fee	
8	Notary Fee		\$15.00	Per Signature	Fee	
Business License Fees:						
9	Transfer Fee	\$20.00	\$10.00	Per transfer	Fee	
10	Business License Penalty	10%	10%	Per month	Penalty	Max. 50%
Gross receipts:						
11	\$0 - \$7,500	\$15.00	\$15.00		Tax	
12	\$7,501 - \$15,000	\$30.00	\$30.00		Tax	
13	\$15,001 - \$25,000	\$45.00	\$45.00		Tax	
14	\$25,001 - \$50,000	\$60.00	\$60.00		Tax	
15	\$50,001 - \$100,000	\$100.00	\$100.00		Tax	
16	\$100,001 - \$250,000	\$150.00	\$150.00		Tax	
17	\$250,001 - \$500,000	\$300.00	\$300.00		Tax	

Finance & Administration

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
18	\$500,001 - \$750,000	\$450.00	\$450.00		Tax	
19	\$750,001 - \$1,000,000	\$600.00	\$600.00		Tax	
20	\$1,000,001 - \$2,000,000	\$800.00	\$800.00		Tax	
21	\$2,000,001 - \$3,000,000	\$1,200.00	\$1,200.00		Tax	
22	\$3,000,001 - \$4,000,000	\$1,500.00	\$1,500.00		Tax	
23	\$4,000,001 - \$5,000,000	\$2,100.00	\$2,100.00		Tax	
24	\$5,000,001 - \$10,000,000	\$3,000.00	\$3,000.00		Tax	
25	\$10,000,001 - \$25,000,000	\$4,500.00	\$4,500.00		Tax	
26	\$25,000,000 - and over	\$4500 + .01%	\$4500 + .01%		Tax	
27	Hotels/Motels/Inns	\$17.00	\$17.00	Per unit	Tax	
28	Rental of one or more dwelling units or guest rooms within a rooming house, boarding house, single family dwelling, apartment, condominium, houseboat, or other residential structure containing guest rooms or dwelling units	\$17.00	\$17.00	Per unit	Tax	
29	General contractors and subcontractors	\$30.00	\$30.00	Per quarter	Tax	
30	General contractors and subcontractors	\$100.00	\$100.00	Per year	Tax	
31	Auctioneers	\$50.00	\$50.00	Per day	Tax	
32	Peddlers, solicitors	\$25.00	\$25.00	Per day	Tax	
33	Peddlers, solicitors	\$150.00	\$150.00	Per quarter	Tax	
34	Peddlers, solicitors	\$500.00	\$500.00	Per year	Tax	
35	Circuses or carnivals	\$400.00	\$400.00	First day	Tax	
36	Circuses or carnivals	\$300.00	\$300.00	Per additional day	Tax	
37	Commercial & still film permits (public property) : 1-3 persons	\$100.00	\$100.00	Per day	Tax	
38	Commercial & still film permits (public property) : 4-6 persons	\$200.00	\$200.00	Per day	Tax	
39	Commercial & still film permits (public property) : 7-9 persons	\$300.00	\$300.00	Per day	Tax	
40	Commercial & still film permits (public property) : 10 + persons	\$400.00	\$400.00	Per day	Tax	
41	Commercial & still film permits (private property): 1-3 persons	\$50.00	\$50.00	Per day	Tax	
42	Commercial & still film permits (private property): 4-6 persons	\$100.00	\$100.00	Per day	Tax	
43	Commercial & still film permits (private property): 7-9 persons	\$150.00	\$150.00	Per day	Tax	
44	Commercial & still film permits (private property): 10+ persons	\$200.00	\$200.00	Per day	Tax	

Finance & Administration

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
45	Taxicabs	\$60.00	\$60.00	Per vehicle	Tax	
46	Trucks/vans/delivery vehicles - less than 1/2 ton capacity	\$22.50	\$22.50	Per vehicle	Tax	
47	Trucks/vans/delivery vehicles - not exceeding 1 ton capacity	\$37.50	\$37.50	Per vehicle	Tax	
48	Trucks/vans/delivery vehicles - not exceeding 1-1/2 ton capacity	\$75.00	\$75.00	Per vehicle	Tax	
49	Trucks/vans/delivery vehicles - not exceeding 2 ton capacity	\$112.50	\$112.50	Per vehicle	Tax	
50	Trucks/vans/delivery vehicles - not exceeding 3 ton capacity	\$150.00	\$150.00	Per vehicle	Tax	
51	Trucks/vans/delivery vehicles - over 3 ton capacity	\$225.00	\$225.00	Per vehicle	Tax	
52	Christmas tree lots	\$45.00	\$45.00	Per year	Tax	
53	Commercial leased property	\$0.02	\$0.02	Per sq ft.	Tax	\$50 minimum, \$220 Maximum
54	Business located out of San Anselmo but use San Anselmo P.O. Box for business	\$50.00	\$50.00	Per year	Tax	
55	Real estate broker in San Anselmo	\$100.00	\$100.00	Per year	Tax	Plus \$10 per desk
56	Real estate broker in San Anselmo	\$10.00	\$10.00	Per desk	Tax	
57	Real estate broker out of San Anselmo	\$150.00	\$150.00	Per year	Tax	
58	Omnibus (all other categories)	\$50.00	\$50.00	Per year	Tax	
59	Business License List	\$1.00	\$1.00	Per page	Tax	
60	Tobacco Retailer License	\$50.00	\$50.00	Per year	Fee	

Public Works

Miscellaneous Items						
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Road Impact Fee	1.5% value of project	1.5% value of project	Percentage	Fee	
	Tree Removal Fees:					
2	Heritage Tree &/or Undeveloped Parcel Tree	\$275 for 1st hour Hourly rate thereafter	\$325 for 1st hour Hourly rate thereafter	Per permit	Fee	For dead, dying or dangerous trees fee may be waived. Replacement trees may required for each tree removed.
3	Street Tree	\$140.00	\$190.00	Per permit	Fee	This is the cost for both removal and planting of street trees
4	After the fact - Tree or Heritage Tree Removal Fine	\$2,301.00	\$2,301.00	Per tree	Penalty	\$2,050 Maximum as determined by the Public Works Director
	Encroachment Permit Fees:					
5	Minor work	\$174.00	\$250.00	Per project	Fee	7-1.03 - Permit for curb cut for driveway entrance or approach (Street Superintendent) 7-1.08 – Adjustment and variance from driveway standards (City Engineer) 7-3.02 – Street cut or excavation permits (Public Works) 7-4.02 - Temporary street obstruction permits 7-5.09 - Permits to construct sidewalk, walkway, and/or driveway from curb to property line (Public Works)
6	Major work (over \$2,500)	4% value of project or as Determined by Public Works Director per Town Code	4% value of project or as Determined by Public Works Director per Town Code	Percentage	Fee	7-1.03 - Permit for curb cut for driveway entrance or approach 7-1.08 – Adjustment and variance from driveway standards 7-3.02 – Street cut or excavation permits 7-4.02 - Temporary street obstruction permits 7-5.09 - Permits to construct sidewalk, walkway, and/or driveway from curb to property line Major Work Fees vary depending on time to review and inspect during the course of the project
7	Sidewalks/Driveways - new & repair; debris or storage box	\$121.00	\$200.00	Per project	Fee	
8	Revocable Encroachment Permit for structures in town right-of-way	\$355.00	\$425.00	Per project	Fee	
9	Revocable Encroachment Permit for temporary use of town right-of-way (restaurant outdoor seating)	\$150.00	\$195.00	Per project	Fee	7-5.11-permit for mailbox in right of way
10	Plan Check-when applicable	Hourly Staff Rate	Hourly Staff Rate	Per hour	Fee	Rate depends on actual Staff rate
11	Private Parklet Application	\$950.00	\$950.00	Per Application	Fee	
12	Private Parklet	\$2,520.00	\$2,520.00	Per space	Fee	

Public Works

Miscellaneous Items						
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
	Fence Permit Fees:					
13	Fences within setbacks abutting street	\$113.00	\$195.00	Per project	Fee	
14	Stop Work Fee for working without a permit	Up to 3 times value of Public Works Permit Fee	Up to 3 times value of Public Works Permit Fee	Per project	Penalty	Determined by the Public Works Director. 0-3 times based on stop work circumstances. If unpermitted work is identified by the Town and the owner addresses issues promptly, fee may be waived or 1 times the permit fee. However, if unpermitted work is not addressed and owner is uncooperative, fee may be up to 3 times the permit fee.
15	Plan Check-when applicable	\$160.00	\$225.00	Per hour	Fee	
	Grading Permit Fees: UBC Appendix Chapter 33 Table A-33B					
16	100cy or less	\$134.00	\$200.00	100 cy or less	Fee	
17	101cy to 1,000cy	\$134.00	\$200.00	First 100 cy	Fee	Plus \$17.85 for each add'l 100 cy
18	1,001cy to 10,000cy	\$411.00	\$600.00	First 1,000 cy	Fee	Plus \$14.80 for each add'l 1,000cy
19	10,001cy to 100,000cy	\$411.00	\$875.00	First 10,000 cy	Fee	Plus \$67.50 for each add'l 10,000cy
20	100,001 and above	\$1,368.00	\$2,068.11	First 100,000 cy	Fee	Plus \$37.00 for each add'l 100,000cy
	Grading Plan Review Fees: UBC Appendix Chapter 33 Table A-33A					
21	100cy or less	\$134.00	\$195.00	100 cy or less	Fee	
22	101cy to 1,000cy	\$266.00	\$325.00	First 100 cy	Fee	
23	1,001cy to 10,000cy	\$355.00	\$415.00	First 1,000 cy	Fee	
24	10,001cy or more	\$355.00	\$415.00	First 10,000 cy	Fee	\$25.00 each add'l 10,000cy
25	Grading permit fee for work without a permit	3 times value of Public Works Permit Fee	3 times value of Public Works Permit Fee	Per project	Penalty	\$500 minimum- determined by PW Director
26	Water Wells - potable and landscape wells	\$203.00	\$265.00	Per well	Fee	
27	Grading Permit Extension Fee	\$179.00	\$240.00	Per permit	Fee	

Public Works

Miscellaneous Items						
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
	Sidewalk Maintenance Program - Administration Fees					
28	First \$200	\$54.00	\$65.00		Fee	
29	\$201 - \$500	\$50 plus 15% of amount over \$200 (\$100 Max)	\$50 plus 15% of amount over \$200 (\$100 Max)		Fee	\$100 Max
30	\$501 - \$1,500	\$85 plus 10% of amount over \$500 (\$200 Max)	\$85 plus 10% of amount over \$500 (\$200 Max)		Fee	\$200 Max
31	Over \$1,500	\$197 plus 5% of amount over \$1,500	\$197 plus 5% of amount over \$1,500		Fee	No Max
32	Arborist Site Visit and Arborist Report	\$244.00	\$250.00	Per hour	Fee	
33	Street Cut Inspection	\$236.00	\$280.00	Per hour	Fee	
34	Street Crew Cost (Red Curb Painting)	Fees Waived	Fees Waived	Per project	Fee	
35	Temporary Trailer Fee	Fees Waived	Fees Waived	Per Trailer	Fee	Permit for temporary trailers for habitation during construction and after disasters
36	Abandonment	\$1,000 min + # hours of consultant time	\$1,000 min + # hours of consultant time	Per hour	Fee	\$1,000 minimum to be billed hourly
37	Penalty fee for After The Fact permits	3x permit cost or \$500 min. <i>Determined by building official or DPW director</i>	3x permit cost or \$500 min. <i>Determined by building official or DPW director</i>	Per project	Penalty	
38	DPW- RED TAG FEE	3x permit cost or \$500 min. <i>Determined by building official or DPW director</i>	3x permit cost or \$500 min. <i>Determined by building official or DPW director</i>	Per project	Penalty	
39	Encroachment permit extension fee	\$91.00	\$125.00	Per project	Fee	
40	Charging Interest on Abatements	1% Monthly	1% Monthly	Per project	Fee	
41	Oversize Vehicle Permit - Single	\$20.00	\$25.00	Per trip	Fee	\$92 - Annual
42	Street Light Shield	\$296.00	\$250.00	Per shield	Fee	
43	Stormwater Violation Fees	\$100 - 1ST VIOLATION \$200 - 2ND VIOLATION \$500 - 3RD VIOLATION, ETC	\$100 - 1ST VIOLATION \$200 - 2ND VIOLATION \$500 - 3RD VIOLATION, ETC	Per occurrence	Fee	
44	Block Party Fee	Fees Waived	Fees Waived	Per occurrence	Fee	

Public Works

Miscellaneous Items						
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
45	Extension Fee- For Permits Excluding Encroachment	\$91.00	\$125.00	Per project	Fee	
46	Reactivation Fee	\$121.00	\$150.00	Per project	Fee	
47	Flatwork Permit - Small/Medium less than 1000 sq ft	\$121.00	\$150.00	Per project	Fee	
48	Flatwork Permit - Large Over 1000 sq ft	\$355.00	\$405.00	Per project	Fee	
49	Floodplain Development Permit	\$100 deposit + hourly	\$100 deposit + hourly	Per hour	Fee	7-11.403 Special flood hazard area development permit 7-11.402 – Review of required certifications for floodplain Development permits: (1) Certification required by Section 7-11.501(c)(1) and Section 7-11.504 (lowest floor elevations); (2) Certification required by Section 7-11.501(c)(2) (elevation or floodproofing of nonresidential structures); (3) Certification required by Section 7-11.501(c)(3) (wet floodproofing standard); (4) Certification of elevation required by Section 7-11.503(a)(3) (subdivisions and other proposed development standards); (5) Certification required by Section 7-11.506(b) (floodway encroachments); (6) "NON-CONVERSION AGREEMENT FOR CONSTRUCTION WITHIN FLOOD HAZARD AREAS" recorded deed restriction, review by town attorney
50	Permit to place newsrack on public property	\$100 deposit + hourly	\$100 deposit + hourly	Per rack	Fee	
51	Frontage Improvement Fees	At Cost of Requirement	At Cost of Requirement	Per project	Fee or work in lieu of	Public Works reviews frontage improvement requirements based on the code requirements in the right of way related to ADA, drainage, emergency vehicle access etc.
52	Watercourse Permit	\$236.00	\$325.00	Per project	Fee	Fee may be waived for emergency projects at the discretion of Public Works Director
53	Floodplain Development Permit	\$121.00	\$200.00	Per project	Fee	
54	Lot line (Propety Line Adjustment)	\$1,000.00	\$900.00	Deposit	Fee	
55	Well Permit	\$266.00	\$325.00	Per project	Fee	
56	Maintenance Supervisor	\$157.00	\$200.00	Per hour	Fee	
57	Maintenance Worker I	\$98.00	\$140.00	Per hour	Fee	
58	Senior Maintenance Worker	\$135.00	\$170.00	Per hour	Fee	

Library

Miscellaneous Items						
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
	Print Materials					
1	Books lost or damaged beyond use	Actual Cost	Actual Cost		Fee	
2	Processing Fee	\$5.00	\$5.00	Per incident	Fee	
	Audio Visual Materials					
3	A-V materials lost or damaged beyond use	Actual Cost	Actual Cost	Per Item	Fee	
	Inter-Library Loan Fees:					
4	Link +	\$0.00	\$0.00	Per day	Fee	\$115 Replacement
5	ILL - Other	\$5.00	\$5.00	Per request	Fee	Postage may apply
	Other Fees					
6	Photocopies/Computer Printing Black and White	\$0.20	\$0.20	Per page	Fee	
7	Photocopies/Computer Printing Color	\$0.75	\$0.75	Per page	Fee	
8	Take & Make Kits, Memory Kits, lost or damaged beyond use	Actual Cost	Actual Cost	Per Item	Fee	\$50 Fee if item is returned to other library
9	Museum Passes	\$0.00	\$0.00	Per day	Fee	

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	PreApplication Meeting - Non-commercial uses (Building)	\$226.00	\$226.00	Flat fee	Fee	Plus applicant pays \$100 to Ross Valley Fire Department
2	PreApplication Meeting - Commercial Uses (Building)	\$0.00	\$0.00	Flat fee	Fee	
3	Fee for Building Permit Plan-Check	65% of permit fee Building Valuation table will increase 2.5% for all base rates	65% of permit fee <i>Building Valuation table will increase 2.5% for all base rates</i>	Percentage	Fee	Plan check beyond 2 submittals @ staff hr rate
4	Building Permit Plan Review - 3rd Party Consultant	Consultant cost + 25%	Consultant cost + 25%	Per hour	Fee	Plan check or review as required by outside consultant
5	Building Third Party Plan Check Fee (not including 3rd Party Fee)	50% of permit fee on top of third-party costs	50% of permit fee on top of third-party costs	Percentage	Fee	This fee is in addition to the 3rd Party fee and covers internal plan check costs including assignment to 3rd party, review of 3rd party plan check, response to applicant, architect and engineering questions, etc.
6	Stop Work Fee for working without a permit; retroactive permit penalty fee	Up to 5 times value of Permit Fee (Minimum \$500)	Up to 5 times value of Permit Fee (Minimum \$500)	Per project	Penalty	Determined by the Department Director or Building Official. 0-5 times based on stop work circumstances. If work stops immediately and the owner addresses issues promptly, the fee may be waived or 1-3 times the permit fee. However, if work continues and owner is uncooperative, fee may be up to 5 times the permit fee.
7	Energy Fees - projects affecting heated space	15% of Bldg Permit Fee	15% of Bldg Permit Fee	Percentage	Fee	
8	Code Compliance Fee	\$339.00	\$2,210.00	Per hour	Fee	
9	Plumbing Permit	15% of Bldg Permit fee or \$168 if not associated w/other work	15% of Bldg Permit fee or \$168 if not associated w/other work	Percentage	Fee	Fee waived for graywater projects
10	Electrical Permit	15% of Bldg Permit fee or \$168 if not associated w/other work	15% of Bldg Permit fee or \$168 if not associated w/other work	Percentage	Fee	Fee waived for local EV charging, roof top solar, and tankless water heater

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
11	Mechanical Permit	15% of Bldg Permit fee or \$168 if not associated w/other work	15% of Bldg Permit fee or \$168 if not associated w/other work	Percentage	Fee	
12	Demolition Permit	\$266.00	\$630.00	Per project	Fee	
13	Swimming Pool Permit	\$703.00	\$1,060.00	Per project	Fee	
14	Spa/Hot Tub Permit	\$353.00	\$530.00	Per project	Fee	
15	Photo-voltaic System Permit and EV charging	\$940.00	\$450.00	Per project	Fee	
16	Water Heater Replacement Permit	\$153.00	\$250.00	Per project	Fee	No longer Fee waived for Tankless Water Heater
17	Furnace Replacement Permit	\$152.00	\$250.00	Per project	Fee	
18	Re-Roof Permit Residential	\$179.00	\$310.00	Per project	Fee	Fee waived for Cool Roof Initiatives
19	Re-Roof Permit Commercial	Bldg Permit Fee	Bldg Permit Fee	Per project	Fee	Fee waived for Cool Roof Initiatives
20	Technology Fee	8.8% of Bldg Permit fees	3% of Bldg Permit fees	Percentage	Fee	
21	Training Fee	3% of Bldg Permit fee	3% of Bldg Permit fee	Percentage	Fee	
22	Permit Administrative Fee (change of owner, contractor, arch/engr.)	\$44.00	\$150.00	Per project	Fee	
23	Window replacement (not associated with other work)	\$266.00	\$470.00	Per project	Fee	
24	Minor Bathroom Remodel Permit Fee	\$706.00	\$1,140.00	Per project	Fee	OTC \$15,000 max. value of project
25	Minor Kitchen Remodel Permit Fee	\$946.00	\$1,410.00	Per project	Fee	OTC \$25,000 max. value of project
Plan Checks:						
26	Plumbing Plan Check	15% of Bldg Permit Fee or 65% of Plumbing Permit Fee	15% of Bldg Permit Fee or 65% of Plumbing Permit Fee	Percentage	Fee	If work not associated with Bldg Permit (\$25 min). Fee waived for graywater projects
27	Electrical Plan Check	15% of Bldg Permit Fee or 25% of Electrical Permit Fee	15% of Bldg Permit Fee or 25% of Electrical Permit Fee	Percentage	Fee	If work not associated with Bldg Permit (\$25 min)

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
28	Mechanical Plan Check	10% of Bldg Permit Fee or 65% of Mechanical Permit Fee	10% of Bldg Permit Fee or 65% of Mechanical Permit Fee	Percentage	Fee	If work not associated with Bldg Permit (\$25 min)
29	Pool Plan Check	\$500.00	\$750.00	Per project	Fee	
30	Spa/Hot Tub Plan Check	\$230.00	\$750.00	Per project	Fee	
31	Plan Checks after 2 Plan Checks	Consultant Fee	Consultant Fee	Per hour	Fee	Consultant Fee
32	Plan Check for revisions after permit issued	\$217.00	\$320.00	Per hour	Fee	Time charged at hourly Building Official rate and an additional hour for each submittal. Minimum one hour per submittal.
Staff Hourly Rate:						
33	Building Official	\$217.00	\$320.00	Per hour	Fee	
34	Building Inspector	\$157.00	\$230.00	Per hour	Fee	
35	Street Bond	Determined by Public Works Director	Determined by Public Works Director	Per project	Bond	Reimbursable if no damage to street/public right of way
36	Gross Receipts Tax on all projects done by a contractor	\$0.50	\$0.50	Per \$1,000 valuation	Fee	
37	Seismic Fee - State fee on all residential and commercial work	\$0.10	\$0.10	Per \$1,000 valuation	Fee	
38	Green Building Fee	\$1.00	\$1.00	Per \$25,000 valuation	Fee	
Residential Resale Reports:						
39	Single Family Residence	\$355.00	\$1,010.00	Per report	Fee	
40	Multi-Family Residences	\$346.00	\$1,240.00	Per report	Fee	
41	Multi-Family Residences - additional unit	\$59.00	\$130.00			
42	Failure To Obtain Report	1X Report Fee	2X Report Fee	Per report	Fee	
43	Reinstatement of Building Permit Fee	50% of bulding permit fee	50% of bulding permit fee	Per project	Fee	
44	Extension of Building Permit Fee	\$121.00	\$190.00	Per project	Fee	
45	Penalty fee for After The Facts permits	Up to 5 times value of Permit Fee; (Minimum \$500)	Up to 5 times value of Permit Fee; (Minimum \$500)	Per project	Fee	Determined by the Department Director or Building Official. 0-5 times based on stop work circumstances. If unpermitted work is identified by the Town and the owner addresses issues promptly, the fee may be waived or 1-3 times the permit fee. However, if unpermitted work is not addressed and the owner is uncooperative, fee may be up to 5 times the permit fee.
46	Flood Gate Buidling Permits	Fees Waived	Fees Waived	Per project	Fee	
47	Admin./Permit Services Technician	\$99.00	\$150.00	Per hour	Fee	
48	Public Works Director	\$275.00	\$410.00	Per hour	Fee	

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
49	Assistant Public Works Director	\$217.00	\$320.00	Per hour	Fee	
50	Assistant Engineer	\$137.00	\$210.00	Per hour	Fee	
51	Construction Inspector	Consultant Fee + 25%	Consultant Fee + 25%	Per hour	Fee	
52	Hourly Fee Community Development Director	\$196.00	\$210.00	Per hour	Fee	This used to be the Planning Director and the position has been changed to Community Development Director
53	Plan Storage		\$2.00	Per hour	Fee	
54	In-house Plan Review		\$217.00	Per Hour	Fee	

CEQA- Notice of Exemption

Building permit fee waived for an ADU subject to a recorded affordability restriction of 55 years to rent as an Affordable Unit reserved for occupancy by a Low Income Household at an Affordable Rent.

“Affordable Rent” is the maximum allowable Rent for an Affordable Unit that does not exceed one-twelfth (1/12) of thirty percent (30%) of eighty percent (80%) of Area Median Income as adjusted for Assumed Household Size.

“Area Median Income” means median yearly income in Marin County as published pursuant to California Code of Regulations, Title 25, Section 6932, or successor provision.

“Low Income Household” means a household whose Household Income does not exceed the lower income limits applicable to Marin County, adjusted for household size, as published annually by the California Department of Housing and Community Development; generally a household with a Household Income between fifty percent (50%) and eighty percent (80%) of Area Median Income, adjusted for actual household size.

**Building Valuation Table
Current (All New Construction)**

Minimum Value	Maximum Value	Base Rate	Plus \$\$	For every \$1,000 and fraction thereof
0.00	0.00	0.00	0.00	0.00
1.00	3,999.00	149.11	0.00	0.00
4,000.00	24,999.00	149.11	19.46	1,000.00
25,000.00	49,999.00	557.88	11.83	1,000.00
50,000.00	99,999.00	853.82	8.95	1,000.00
100,000.00	499,999.00	1,301.14	7.27	1,000.00
500,000.00	999,999.00	4,211.78	6.29	1,000.00
1,000,000.00	and above	7,355.05	4.96	1,000.00

**Building Valuation Table
Proposed (All New Construction)**

Minimum Value	Maximum Value	Base Rate	Plus \$\$	For every \$1,000 and fraction thereof
0.00	0.00	0.00	0.00	0.00
1.00	3,999.00	199.81	0.00	0.00
4,000.00	24,999.00	199.81	26.06	1,000.00
25,000.00	49,999.00	746.87	15.84	1,000.00
50,000.00	99,999.00	1,143.06	11.98	1,000.00
100,000.00	499,999.00	1,741.92	9.74	1,000.00
500,000.00	999,999.00	5,638.57	8.42	1,000.00
1,000,000.00	and above	9,846.60	6.63	1,000.00

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Planning Commission Action Applications: Annexation	\$11,727.00	\$11,727.00	Per application	Deposit	Plus 25% overhead on consultant costs
2	Planning Commission Action Applications: General Plan Amendment	\$5,000.00	\$5,100.00	Per hour	Deposit	Plus 25% overhead on consultant costs
3	Planning Commission Action Applications: Rezoning	\$5,000.00	\$5,100.00	Per hour	Deposit	Plus 25% overhead on consultant costs
4	Planning Commission First Application/Hearing (<u>For applications with a Planning Commission hearing such as Conditional Use Permit, Variance, Subdivision, Parcel Map, Lot Line Adjustment, Exceptions, Illuminated Sign, FAR Exception, Demolition Permit, Grading Permits, Sign Program, move building</u>). Includes review of one plan revision.	\$3,500.00	\$3,500.00	Per hour	Deposit	
5	Minor Exception - Administrative	\$500.00	\$280.00	Per hour	Deposit	
6	Lot Merger - Administrative	\$500.00	\$390.00	Per hour	Deposit	
7	Residential Design Review - Planning Director	\$1,200.00	\$1,350.00	Per hour	Deposit	
8	Commercial Design Review - Planning Director	\$1,200.00	\$1,350.00	Per hour	Deposit	
9	Administrative Sign Review, conforming	\$58.00	\$60.00	Flat fee	Fee	
10	Mural Review	\$58.00	\$90.00	Flat fee	Fee	
11	Certificates of Compliance	\$2,728.00	\$2,728.00	Per certification	Deposit	Plus 25% overhead on consultant costs
12	Initial Study & Negative Declarations	Consultant cost + 25%	Consultant cost + 25%	N/A	Deposit	
13	Environmental Impact Reports	Consultant cost + 25%	Consultant cost + 25%	N/A	Deposit	
14	Peer Reviews	Consultant cost + 25%	Consultant cost + 25%	N/A	Deposit	

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
15	Hourly Fee Planner	\$140.00	\$120.00	Per hour	Fee	
16	Hourly Fee Senior Planner	\$156.00	\$140.00	Per hour	Fee	
17	Hourly Fee Principle Planner	\$0.00	\$160.00	Per hour	Fee	
18	Hourly Fee Director	\$196.00	\$210.00	Per hour	Fee	
19	General Plan maintenance	10% of Building Permit and Planning fees	10% of Building Permit and Planning fees	Percentage	Fee	
20	Training fee	5% of application fees	5% of application fees	Percentage	Fee	
21	Technology Fee	5% of application fees	3% of application fees	Percentage	Fee	
22	Photocopies, per page (State requirement documents are charged per State Mandate)	\$0.20	\$0.20	Per copy	Fee	
23	Planning Director requests for reasonable accommodation SAMC Sec. 10-10.03	\$539.00	\$610.00	Flat fee	Fee	
24	Zoning ordinance amendment SAMC Sec. 10-3.803	\$10,500.00	\$10,500.00	Per hour	Deposit	plus 25% overhead on any consultant costs
25	Preliminary or Specific Planned Development District SAMC Sec. 10-3.904	\$5,000.00	\$5,740.00	Per hour	Deposit	
26	Final Map (if dedications are involved) SAMC Sec. 10-2.603	\$5,000.00	\$5,000.00	Per hour	Deposit	plus 25% overhead for consultant costs

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
27	Tentative parcel and tract map and final parcel and tract maps – Planning Director SAMC Sec. 10-3.1201	\$1,200.00	\$620.00	Per hour	Deposit	Plus \$2,000 deposit to cover consultant and 25% overhead
28	Conditional Use Permit Planning Director SAMC Sec. 10-3.1303	\$1,200.00	\$1,350.00	Per hour	Deposit	
29	Notice of public hearing - SAMC Sec. 10-3.1602 and 10-3.1603	\$196.00	\$215.00	Flat fee	Fee	Plus cost of publication if required
30	Renewal of a discretionary action SAMC Sec. 10-3.1608	\$1,200.00	\$160.00	Per hour	Deposit	
31	Applications and determinations of unmergers (Public Works or Council) SAMC Sec. 10-3.273	\$3,500.00	\$3,500.00	Per hour	Deposit	
32	Application for expanded telecommunication facilities Administrative	\$1,200.00	\$1,970.00	Per hour	Deposit	plus \$10,000 deposit to cover consultant cost plus 25%
33	Application for design review/use permit for telecommunication facilities (Planning Commission)	\$3,500.00	\$4,140.00	Per facility	Deposit	plus \$10,000 deposit to cover consultant cost plus 25%
34	Application for density bonus SAMC Sec. 10-11.050 Administrative	\$1,200.00	\$1,150.00	Per hour	Deposit	
35	Remove deed restriction - Administrative	\$1,200.00	\$430.00	Per hour	Deposit	Plus any notary and recording costs
36	Residential chicken-keeping permit SAMC Sec. 5-1.05	\$0.00	\$0.00	N/A	N/A	
37	PreApplication Meeting - Non-commercial uses (Planning)	\$108.00	\$1,090.00	Flat fee	Fee	Plus applicant pays \$100 to Ross Valley Fire Department
38	Review of Home Occupation Application	\$0.00	\$0.00	N/A	N/A	
39	Review of Use Proposal or Business License Application	\$0.00	\$0.00	N/A	N/A	

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
40	Penalty for work without a permit	3x Application Fee	3x Application Fee	Per application	Penalty	
41	Remove deed restriction to allow a second unit	\$0.00	\$0.00	N/A	N/A	Plus any notary and recording costs
42	PreApplication Meeting - Commercial Uses	\$0.00	\$0.00	N/A	N/A	
43	Lot Line Adjustment - Planning Director	\$1,200.00	\$1,200.00	Per hour	Deposit	
44	Streamlined Review under Ca.Govt. Code Sec. 65913.4 (SB 35)	\$5,000.00	\$5,000.00	Per hour	Deposit	
45	Change of Address (property owner request)	\$308.00	\$308.00	Flat fee	Fee	
46	Inclusionary Housing and Commercial Linkage Fee	\$406,051.00	\$406,051.00	Flat fee	Fee	
Commercial/Non-Residential Development Projects						
47	Commercial linkage fee - Office	\$10.00	\$10.00	Fee per Sq Ft of Net New Gross Floor Area		
48	Commercial linkage fee - Retail	\$8 up to 2500 sq ft \$10 for over 2500 sq ft	\$8 up to 2500 sq ft \$10 for over 2500 sq ft	Fee per Sq Ft of Net New Gross Floor Area	Fee	
49	Commercial linkage fee - Restaurant	\$5.00	\$5.00	Fee per Sq Ft of Net New Gross Floor Area	Fee	
50	Commercial linkage fee - Other	Fee calculated using Excel-Based Fee Calculator	Fee calculated using Excel-Based Fee Calculator	Fee per Sq Ft of Net New Gross Floor Area	Fee	
51	Penalty fee for After The Fact permits		3x permit cost or \$500 min. Determined by Community Development Director or Designee	Per Project	Fee	
52	SB 9 Urban Lot Split- Title 10, Chapter 4- GOVERNMENT CODE SECTION 65852.21		\$1,200.00	Per hour	Deposit	Plus \$5000 deposit to cover consultant cost plus 25%
53	SB 9 Development Project-Title 10, Chapter 4- GOVERNMENT CODE SECTION 65852.21		\$1,200.00	Per hour	Deposit	
54	ODDS- Ministerial Review Per Title 10, Chapter 20		\$5,000.00	Per hour	Deposit	
55	Plan Storage		\$2.00	Per Page	Fee	
56	Mural-Private		\$210.00	Flat fee	Fee	
57	CEQA- Notice of Exemption		\$520.00	Flat fee	Fee	

ENVIRONMENTAL REVIEWS: Fees charged by outside agencies for review/process of environmental documents will be charged to the applicant in addition to the fees herein.

ALL PLANNING APPLICATIONS: Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost of anticipated town attorney time.

DEPOSITS will be charged at the fully burdened hourly rate calculation for each staff position.

Recreation

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
	Administrative Rates					
1	Administrative Registration Fee	\$10.00	\$10.00	Per class	Fee	
2	Older Adult Fee	\$1.00	\$1.00	Per Transaction	Fee	\$1/transaction to subsidize older adult
3	Cancellation Fee	\$25.00	\$25.00	Per class	Fee	
4	Event Application Fee	\$95.00	\$95.00	Per application	Fee	Fee for speical event applications to cover staff time
5	Security Deposit - Picnic Rentals	\$85.00	\$100.00	Per occurrence	Deposit	
6	Security deposit - Facility Rentals	\$350.00	\$350.00	Per occurrence	Deposit	
	Tennis Key Fees:					
7	Resident (R): Full Year	\$43.00	\$0.00	Per year	Fee	
8	Resident (R): Jul-Dec	\$32.00	\$0.00	Every six months	Fee	
9	Non-Resident (NR): Full Year	\$101.00	\$101.00	Per year	Fee	
10	Non-Resident (NR): Jul-Dec	\$66.00	\$66.00	Every six months	Fee	
	Sign Fees					
11	Hub Sign	\$126.00	\$126.00	Per week	Fee	
12	Sir Francis Drake Street Banner	\$383.00	\$390.00	Per week	Fee	
	Facility Rental Fees - Picnic & Park Areas 3 Hour Minimum Rental					
13	Memorial Park - Small Picnic Area - R	\$40.00	\$40.00	Per hour	Fee	
14	Memorial Park - Small Picnic Area -NR	\$43.00	\$44.00	Per hour	Fee	
15	Memorial Park - Large Picnic Area - R	\$51.00	\$51.00	Per hour	Fee	
16	Memorial Park - Large Picnic Area - NR	\$56.00	\$58.00	Per hour	Fee	
17	Memorial Park - Large Picnic Area - Inflatable Jumper Fee	\$66.00	\$70.00	Per hour	Fee	
18	Robson Park - Upper Picnic Area - R	\$35.00	\$35.00	Per hour	Fee	
19	Robson Park - Upper Picnic Area - NR	\$43.00	\$43.00	Per hour	Fee	
20	Robson Park - Lower Picnic Area - R	\$41.00	\$41.00	Per hour	Fee	
21	Robson Park - Lower Picnic Area - NR	\$54.00	\$54.00	Per hour	Fee	

Recreation

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
	Athletic Field Rental Fees - 2 Hour Minimum Rental					
	Memorial Park - Single Baseball Field					
22	Group A	\$55.00	\$55.00	Per hour	Fee	Non-Profit organizations, school related groups, community organizations that charge a nominal fee to cover their expenses (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)
23	Group B	\$78.00	\$78.00	Per hour	Fee	Private individuals, non-profit fundraising activities
24	Group C	\$97.00	\$97.00	Per hour	Fee	Commercial, for profit groups
	Indoor Facilities					
25	ICC Kitchen, Lower Classrooms (2 hr min.) Resident	\$34.00	\$34.00	Per hour	Fee	
26	ICC Kitchen, Lower Classrooms (2 hr min.) Non-Resident	\$46.00	\$46.00	Per hour	Fee	
27	ICC Vista Room, (2 hr min.) Resident	\$39.00	\$39.00	Per hour	Fee	
28	ICC Vista Room, (2 hr min.) Non- Resident	\$57.00	\$57.00	Per hour	Fee	
	Robson Harrington Weekend Rental - First Floor (4 hr min.)					
29	Group A	\$91.00	\$91.00	Per hour	Fee	Non-Profit organizations, school related groups, community organizations (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)
30	Group B	\$96.00	\$96.00	Per hour	Fee	Private individuals, non-profit fundraising activities
31	Group C	\$113.00	\$113.00	Per hour	Fee	Commercial, for profit groups
	Community Gardens					
32	Dues	\$154.00	\$154.00	Per plot	Fee	
33	Street Closure Fee	\$0.00	\$325.00	Per Event	Fee	

Police

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Merchant Parking Permits	\$25.00	\$25.00	Per year	Fee	
2	Overnight Parking Permits	\$50.00	\$50.00	Per year	Fee	
3	Vehicle Impound Release	\$100.00	\$100.00	Per incident	Fee	
4	Clearance/Citizen Letter	\$20.00	\$20.00	Per request	Fee	
5	Report Copy fee	\$10.00	\$10.00	Per report	Fee	
6	Fingerprinting "rolling" fee	\$20.00	\$20.00	Per event	Fee	
	Violations:					
7	Sign Retrieval	\$26.00	\$26.00	Per violation	Penalty	
8	Parked without permit	\$47.00	\$47.00	Per violation	Penalty	
9	Parked contrary to signs & markings	\$47.00	\$47.00	Per violation	Penalty	
10	Improperly parked in marked space	\$47.00	\$47.00	Per violation	Penalty	
11	No Parking/Stopping Red Zone	\$67.00	\$67.00	Per violation	Penalty	
12	No Parking Yellow/Green/White	\$54.00	\$54.00	Per violation	Penalty	
13	Failure to Curb Wheels on 3% Grade	\$47.00	\$47.00	Per violation	Penalty	
14	Parked in Excess of 72 Hours	\$167.00	\$167.00	Per violation	Penalty	
15	Parked in Excess of 2 Hours	\$47.00	\$47.00	Per violation	Penalty	
16	Restricted Parking Only	\$47.00	\$47.00	Per violation	Penalty	
17	Night Parking - 30 minute Limit 2AM-6AM	\$26.00	\$26.00	Per violation	Penalty	
18	Posted No Parking	\$47.00	\$47.00	Per violation	Penalty	
19	Parked without 12' clearance	\$59.00	\$59.00	Per violation	Penalty	
20	No Parking on Private Property without consent	\$47.00	\$47.00	Per violation	Penalty	
21	Expired Meter	\$47.00	\$47.00	Per violation	Penalty	
22	No Parking on Crosswalk	\$47.00	\$47.00	Per violation	Penalty	
23	No Parking Blocking Driveway	\$47.00	\$47.00	Per violation	Penalty	
24	No Parking on Sidewalk	\$47.00	\$47.00	Per violation	Penalty	
25	No Parking Wheelchair Ramp Access	\$312.00	\$312.00	Per violation	Penalty	
26	No Parking/Stopping in Fire Lane/Road	\$47.00	\$47.00	Per violation	Penalty	
27	Parked in excess of 18" from curb	\$47.00	\$47.00	Per violation	Penalty	
28	Blue Zone - Handicapped Only	\$312.00	\$312.00	Per violation	Penalty	
29	No Parking within 15' of Fire Hydrant	\$47.00	\$47.00	Per violation	Penalty	
30	Parked on school grounds for sale	\$35.00	\$35.00	Per violation	Penalty	
31	Parked in intersection, crosswalk, sidewalk, in front of a driveway, more than 18" from the curb or facing the wrong way	\$47.00	\$47.00	Per violation	Penalty	
32	Double parked	\$47.00	\$47.00	Per violation	Penalty	
33	Overtime parking, illegally parked on school grounds, vehicle parked for sale on street, illegally parked, posted vehicle for sale and loading zone	\$47.00	\$47.00	Per violation	Penalty	
34	Tow Away Zone	\$52.00	\$52.00	Per violation	Penalty	

Police

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
35	Expired tabs	\$93.00	\$93.00	Per violation	Penalty	
36	Vehicle for sale on street	\$120.00	\$120.00	Per violation	Penalty	
37	Parked on parkway	\$120.00	\$120.00	Per violation	Penalty	
38	Abandoned vehicle	\$299.00	\$299.00	Per violation	Penalty	
39	Parked in area for handicapped	\$312.00	\$312.00	Per violation	Penalty	
40	Blocking handicapped access ramp	\$312.00	\$312.00	Per violation	Penalty	
41	Handicapped parking	\$312.00	\$312.00	Per violation	Penalty	
42	Disabled crosshatch markings	\$312.00	\$312.00	Per violation	Penalty	
43	Parked in restricted EV charging spaces and Town's on- and off-street parking facilities	\$47.00	\$47.00	Per violation	Penalty	
44	Daylighting Parking	\$47.00	\$47.00	Per violation	Penalty	
	OVERSIZED VEHICLE FEES:					
45	Single trip permit	\$16.00	\$16.00	Per trip	Regulated	
46	Repetitive trip permit	\$16.00	\$16.00	Per trip	Regulated	max \$90 for 6 mo period
47	Annual trip permit	\$16.00	\$16.00	Per trip	Regulated	max of \$90 for 1 yr period
48	Oversized Vehicle Escort Fee	\$22.00	\$22.00	Per trip	Fee	

Town of San Anselmo, CA - User Fee Study

Fully Burdened Hourly Rate Calculation

Position	S&B Hourly Rate
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Position Rates

Administrative Serv Asst II	\$100.12
Admin/Permit Serv Technician - Building & PW	\$180.17
Admin/Permit Serv Technician - Planning	\$106.44
Administrative Serv Asst	\$85.93
Assistant Civil Engineer	\$218.42
Assistant Planner	\$120.44
Assistant Public Works Director	\$320.40
Associate Planner	\$132.50
Building Inspector	\$233.33
Building Official	\$320.40
Child Care Instructor	\$69.76
Code Enforcement Officer	\$187.62
Community Development Director	\$216.26
Community Engagement Coordinator	\$108.90
Community Services Director	\$202.60
Deputy Town Clerk/Municipal Info Officer	\$129.30
Fin & Admin Services Director	\$191.30
Lead Library Assistant	\$113.25
Librarian I	\$135.37
Librarian II	\$151.52
Library Assistant	\$105.29
Library Technician	\$120.05
Maintenance Supervisor	\$208.69
Maintenance Worker I	\$146.43
Maintenance Worker II	\$161.15
Management Analyst	\$89.82
Planning Technician	\$109.27
Principal Planner	\$145.78
Project Coordinator	\$203.85
Public Works Director	\$413.62
Public Works Manager	\$277.02
Recreation Coordinator I	\$91.97
Recreation Coordinator II	\$100.12
Recreation Coordinator III	\$110.19
Recreation Manager	\$120.24

Recreation Program Leader	\$76.72
Recreation Senior Supervisor	\$132.26
Recreation Supervisor	\$120.24
Senior Accountant/Financial Supervisor	\$123.14
Senior Building Inspector	\$244.51
Senior Civil Engineer	\$277.02
Senior Maintenance Worker	\$173.94
Senior Planner	\$129.30
Town Librarian	\$247.43
Town Manager	\$240.49

Contract -Turbin

Turbin - Principal Engineer	\$255.00
Turbin - Senior Project Engineer	\$185.00
Turbin - Project Engineer	\$175.00
Turbin - Production Manager	\$160.00
Turbin - Structural Designer	\$135.00
Turbin - Revit 3D-Modeling Technician	\$120.00
Turbin - Junior Structural Designer	\$120.00
Turbin - Clerical / Project Support Staff	\$95.00
Interim CBO - Phillip	\$220.00
Willdan - Structural Plan Review Engineer	\$150.00
Willdan - Non Structural Plans Examiner	\$135.00
Willdan - Certified Access Specialist	\$145.00
Willdan - Building Official	\$165.00
Willdan - Building Inspector	\$115.00
Willdan - Code Enforcement Office	\$95.00
Willdan - Permit Technician	\$70.00
CSG - Building Plan Reviewer	\$125.00
Via Atelier - Site Inspection Reporting/Engineering Plan Review	\$230.00



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.6

MEETING DATE: 10/14/25

AGENDA TITLE: Consideration of Special Event Application – Creek Park 51st Anniversary Celebration

FROM: Mattie O’Grady – Director of Community Services
Jamie Bristow – Recreation Supervisor

RECOMMENDATION: That Council approve the San Anselmo Chamber of Commerce’s application for the Creek Park 51st Anniversary Celebration event scheduled for Sunday, October 12, from 2:00 – 6:00 pm.

BACKGROUND

The Creek Park 51st Anniversary event is a community celebration honoring one of San Anselmo’s most cherished landmarks, historic Creek Park. This milestone event recognizes over five decades of Creek Park serving as the heart of downtown San Anselmo, a gathering place for residents, families, and visitors.

DISCUSSION/ANALYSIS

The Creek Park 51st Anniversary Celebration is expecting to draw around 200 people and was scheduled for Sunday, October 12 from 2:00pm – 6:00pm. The celebration will feature performances by San Anselmo’s homegrown talent and highlight deserving members of the local musical community, showcasing the creativity and spirit that make San Anselmo unique.

No street closure will be required for this event.

The following conditions are required of the applicant:

- A certificate of insurance is required listing the Town of San Anselmo as additional insured.
- Event requires compliance with all ADA regulations, including providing ADA-approved cord covers on all cords located on public right of way.

Due to the Recreation Department missing the original submittal deadline, on September 23, the Town Manager, Dave Donery, administratively approved the

application with Town Council consensus. Staff are requesting retroactive approval for the event application.

FISCAL IMPACT

Due to sponsorship, there would be no direct fiscal impact to the Town to approve this item.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

Staff Report

Attachment 1 – Event Application



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

APPLICATION FOR COMMUNITY-BASED EVENTS

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

EVENT INFORMATION

Name of event: The Creek Park 51st Anniversary Celebration
Organization(s) presenting the event: San Anselmo Chamber of Commerce
Other event sponsor(s), if any:
Contact Person: Guy Meyer Phone Number: 415-419-6351
Address: 63 Tamalpais Ave. Email: guymeyer2@gmail.com
SA 94960
Event Date(s): October 12, 2025
Start and end times: 2:00 to 6:00 Number of attendees (estimate): x 200
Location: Creek Park
Will alcohol be served or sold? No
Yes ☐ No ☒

Brief Event Description:

A Celebration of San Anselmo's Historic Creek Park
Featuring San Anselmo's homegrown talent and deserving
members of our musical community.

Public space requested:

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

B.C.

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

Additional Comments on the Public Space Requested:

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

- ❖ Town-Sponsored Events
- ❖ Ross Valley* accredited or licensed schools (pre-kindergarten through 12th grade, (both public and private schools)
- ❖ Ross Valley* Youth Organized Sporting of Cultural Events
- ❖ Organizations located in the Ross Valley* which have received tax-exempt status pursuant to Internal Revenue Service Code Section 501(c)(6)
- ❖ Merchant associations located in incorporated San Anselmo and established as of 2006

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

Standards & Objectives

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

Does the event:

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

B.C.

CONDITIONS OF APPROVAL

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

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

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

Name:

BeneDETTOCICCO
BENEDETTOCICCO / PRES
SAN ANSELMO CHAMBER OF
COMMERCE

Date:

9-3-25

NAME OF EVENT: Creek Park 51st Anniversary Ce DATE OF EVENT: October 12, 2025

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE		M. Norton
FIRE		R. Bastianon
RECREATION	The Town requires a Certificate of Insurance claiming the Town of San Anselmo as additional insured Event must be ADA compliant (i.e. no blocking of sidewalks)	M. O'Grady
PUBLIC WORKS		S. Condry & J. Healy
ADMINISTRATION		D. Donery
TOWN COUNCIL		

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.7

MEETING DATE: October 14, 2025

AGENDA TITLE: First Amendment to Revocable License Agreement for Operation of the Farm Stand on Town Hall Plaza

FROM: Serge Avila- Town Clerk

RECOMMENDATION:

Staff recommends that the Town Council adopt the attached First Amendment to the January 1, 2025, Revocable License Agreement between the Town of San Anselmo and Jim Baum for operation of the Farm Stand on Town Hall Plaza ("Amendment" at Attachment 1).

BACKGROUND

At its meeting of November 12, 2024, the Town Council approved a five-year revocable license agreement with Jim Baum to operate a Farm Stand at Town Hall Plaza¹ ("Agreement" at Attachment 2). Among the terms of the Agreement was the Town's obligation to reserve a parking space for Mr. Baum's truck on Library Place.

DISCUSSION/ANALYSIS

Since entering into the Agreement, the Town has reconfigured the parking lot behind Town Hall and reduced the parking on Library Place. At the same time, demand for parking spaces for Town staff has increased. As a result, there is no longer sufficient space on Library Place to accommodate Mr. Baum's truck.

Town staff recommends that the Council adopt the proposed Amendment to eliminate the provision that required the Town to designate a parking space for Mr. Baum's truck behind Town Hall. Instead, the Amendment specifies that Baum will be solely responsible for securing lawful parking for his truck. This likely will require him to apply for an annual merchant parking sticker and to use only designated merchant parking spaces in Town.

The Town alerted Mr. Baum to this change on Wednesday, October 8, 2025 and offered to waive the annual merchant parking sticker application fee for the current fiscal year.

¹ Staff report from November 12, 2024 available at https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/2963825/2025-27_Farm_Stand_Agreement_-_Staff_Report.pdf

FISCAL IMPACT

None

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Approving this proposed Amendment is not a “project” under the California Environmental Quality Act, because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

Continuing to allow the Farm Stand to operate is consistent with the Climate Action Plan 2030, which encourages residents to buy locally grown food, especially organics and to eat less industrially-grown meat (CAP 2030 at p. 27).

ATTACHMENTS

Attachment 1- Proposed First Amendment to the Revocable License Agreement for the Farm Stand

Attachment 2 – January 1, 2025 Revocable License Agreement for the Farm Stand

Attachment 3 – Merchant Parking Permit Instructions

Attachment 4 – Merchant Parking Permit Application

SAN ANSELMO TOWN PLAZA

FIRST AMENDMENT TO REVOCABLE LICENSE AGREEMENT

This First Amendment to the January 1, 2025, Revocable License Agreement ("Agreement") between the Town of San Anselmo ("Town") and Jim Baum ("Baum") takes effect on October 14, 2025.

The Parties agree to amend the Agreement by repealing Section 5 of the Agreement and replacing in its entirety with the following:

5. Use.

The premises are to be used solely to sell organic produce, meats, fish, poultry and flowers. Baum is solely responsible for his agreements with customers and suppliers of the Farm Stand. No persons other than Baum may operate or work at the Farm Stand without express written permission of the Town. Baum will set up, operate, and clean up the Farm Stand and all trash generated by the Farm Stand immediately after each day's operation of the Farm Stand. Baum will commit no waste or nuisance upon the Premises.

The Town will reserve two parking spaces in front of Town Hall for Baum to off-load his products from his truck for the Farm Stand. Immediately following off-loading, Baum shall remove his truck and the cones from the two parking spaces on San Anselmo Avenue to allow for community parking in front of Town Hall Plaza. Baum shall be solely responsible for securing lawful parking for his truck or submit an annual Merchant Parking Permit application.

The premises may not be used for any other purpose other than those uses specified herein without the prior written consent of the Town, which consent, once granted, may be revoked at any time by the Town in its sole discretion.

All other terms and conditions of the January 1, 2024 Agreement remain in effect.

TOWN OF SAN ANSELMO

JIM BAUM

DATE: _____

DATE: _____

BY: _____

BY: _____

David P. Donery, Town Manager

Jim Baum, Owner

SAN ANSELMO TOWN PLAZA REVOCABLE LICENSE AGREEMENT

1. Parties.

This Agreement is entered into effective January 1, 2025 by and between Town of San Anselmo, a public entity (hereinafter "The Town") and Jim Baum (hereinafter "Baum").

2. The Premises and Dates of Use.

The Town hereby grants a revocable license to Baum to use the certain portions of the Town Hall Plaza lawns located at 525 San Anselmo Avenue as outlined in Exhibit 1, for use as an organic produce "Farm Stand" on Wednesdays year-round.

The Farm Stand will be located on the lawn in front of Town Hall on the area where decomposed granite is installed.

There is a maximum of four (4) tents allowed at any time. Tents measure approximately 10' x 10.'

3. Term of License.

The term of this Agreement will be from January 1, 2025 through December 31, 2029, with specific permitted dates of operation as noted in Section 2. Upon mutual written agreement by the parties, this Agreement may be extended for an additional period upon terms acceptable to the parties. The terms and conditions of this Agreement will remain in full force and effect during any and all period(s) of extension of this Agreement. The Town reserves the right to revoke (terminate) this Agreement, without cause, on 24 hours written notice.

4. Consideration.

The consideration for this Agreement will be \$3,120 per year. This represents a sixty dollars (\$60.00) per day charge, payable the Town in four quarterly installments of \$780 payable on January 1st, April 1st, July 1st and October 1st of each year. The contractor may deduct \$60 for days where use was prohibited due to inclement weather.

5. Use.

The premises are to be used solely to sell organic produce, meats, fish, poultry and flowers. Baum is solely responsible for his agreements with customers and suppliers of the Farm Stand. No persons other than Baum may operate or work at the Farm Stand without the express written permission of the Town. Baum will set up, operate, and clean up the Farm Stand and all trash generated by the Farm Stand immediately after each day's operation of the Farm Stand. Baum will commit no waste or nuisance upon the Premises.

The Town will reserve two parking spaces in front of Town Hall for off-loading but must move the truck after loading into the space designated for his truck on Library Place.

The premises may not be used for any other purpose other than those uses specified herein without the prior written consent of the Town, which consent, once granted, may be revoked at any time by the Town in its sole discretion.

6. Assignment.

Baum will not assign this License without the prior written consent of the Town. Any such assignment without the prior written consent of the Town will be void and, at the option of the Town, will terminate this Agreement.

7. Ordinances and Statutes.

Baum will comply with all statutes, ordinances, and requirements of all municipal, state, and federal authorities now in force, or which may later be in force, regarding the Farm Stand, Baum's purchase and sale of organic produce, and Baum's use of the premises. The commencement or pendency of any state or federal court abatement proceeding affecting the Farm Stand or the use of the premises will, at the option of the Town, be deemed a breach of this Agreement. Baum will obtain a valid Town of San Anselmo business license which he will keep in full force and effect throughout the entire term of this Agreement.

For the health and safety of visitors to the Farm Stand and Town Hall, Baum may not bring his dog to the Farm Stand.

8. Indemnification of the Town.

The Town will not be liable for any damages or injury to Baum, or any other person, or to any property, occurring on the premises, or occurring during or as a result of any action or activity on or off the premises by Baum, or any other person, related to the operation of the Farm Stand, or any other uses or activities that Baum or others conduct at the property. Baum agrees to hold the Town harmless, including payment of the Town's attorneys' fees, from any claims arising out of the license granted by this Agreement, Baum's use of the premises, or Baum's operation of the Farm Stand, and to indemnify the Town for all expenses incurred by the Town in defending such claims.

9. Baum's Insurance

Compliance with Insurance Requirements.

Baum will, at Baum's sole expense, comply with all requirements, guidelines, rules, orders, and similar mandates and directives pertaining to the use of the premises, whether

imposed by Baum's insurer, the Town's insurer, or both. If Baum's use of the premises causes any increase in the premium for any insurance policies carried by the Town, Baum will, within ten (10) business days after receipt of written notice from the Town, reimburse the Town for any such increase in insurance premiums.

Baum's Liability Coverage.

Baum will, at Baum's sole expense, obtain commercial general liability insurance written on an "occurrence" policy form, covering bodily injury, property damage, personal injury, and advertising injury arising out of or relating (directly or indirectly) to Baum's use of the premises. The Town, or any other party designated thereby, will be named by endorsement as an additional insured under Baum's general liability coverage. The additional insured endorsement must be on ISO Form CG 20 11 11 85 or an equivalent acceptable to the Town. Before the License commencement date, Baum will deliver to the Town the endorsements referred to in this section as well as a certified copy of Baum's liability policy or policies and an original certificate of insurance, executed by an authorized agent of the insurer or insurers, evidencing compliance with the liability requirements of this section of this Agreement. The certificate will provide for no less than thirty (30) days' advance written notice to the Town from the insurer or insurers of any cancellation, nonrenewal, or material change in coverage or available limits of liability and will confirm compliance with the liability insurance requirements of this Agreement.

The minimum acceptable limits of liability for Baum's liability insurance are one million dollars (\$1,000,000.00).

10. Subrogation.

To the maximum extent permitted by insurance policies which may be owned by the parties hereto, the Town and Baum waive any and all rights of subrogation against each other which might otherwise exist.

11. Signs.

Baum will not place, maintain, nor permit any sign or awning on any portion of the premises without the express written permission of the Town.

12. Hazardous Materials.

Baum will not use, store, or dispose of any hazardous substances upon the premises. Hazardous substances mean any hazardous waste, substance, or toxic materials regulated under any environmental laws or regulations applicable to the property. Baum will be responsible for the cost of removal of any toxic contamination caused by Baum's use of the property.

13. Insolvency.

The appointment of a receiver, an assignment for the benefits of creditors, or the filing of a petition in bankruptcy by or against Baum, will constitute a breach of this license agreement by Baum.

14. Default.

In the event of any breach of this Agreement by Baum, the Town may, at its option, terminate this Agreement.

The Town may, in the alternative, continue this Agreement in effect, so long as the Town does not terminate Baum's right to possession, and the Town may enforce all of the Town's rights and remedies under this Agreement. If said breach of the Agreement continues, the Town may, at any time thereafter, elect to terminate this Agreement.

15. Attorney Fees.

In any action, arbitration, or other proceeding involving a dispute between the Town and Baum arising out of this Agreement, the prevailing party will be entitled to reasonable attorney fees, expert witness fees, and costs.

16. Waiver.

No failure of the Town to enforce any term of this Agreement will be deemed to be a waiver.

17. Notices.

Any notice which either party may or is required to give, will be given by mailing the notice, postage prepaid, to Baum at the premises, or to the Town at the address shown in Item 2, or at such other places as may be designated in writing by the parties from time to time. Notice will be effective **five (5) days after mailing**, or on personal delivery, or when receipt is acknowledged in writing.

18. Heirs, Assigns, Successors.

This Agreement is binding upon and inures to the benefit of the heirs, assigns, and successors of the parties.

19. Subordination.

This Agreement, at the Town's option, will be subordinate to any mortgage, deed of trust, or other security now existing or later placed upon the property; provided, however, that

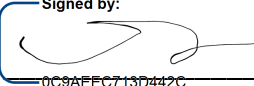
Baum's right to quiet possession will not be disturbed if Baum is not in default on the payment of rent or other provision of this Agreement.

20. Entire Agreement.

The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by the parties.

TOWN OF SAN ANSELMO

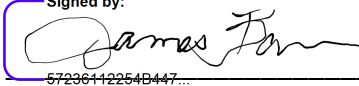
DATE: 4/10/2025

Signed by:
BY: 
0C9AEEC713D442C...
David P. Donery

ITS TOWN MANAGER

JIM BAUM

DATE: 5/7/2025

Signed by:
BY: 
57236112254B447...
Jim Baum

ITS OWNER



HERE IS YOUR 2025/26 MERCHANT PARKING PERMIT:

The permit is valid from July 1, 2025 – June 30, 2026

PERMIT DISPLAY: Permits are now static cling and must be placed on the inside lower-left windshield corner facing out (above the VIN).

WHERE YOU CAN PARK WITH A MERCHANT PERMIT:

The Town and Central Marin Police Authority (CMPA) recognize the challenges limited parking can bring within the downtown and would like to remind merchants/restaurants/business owners and their employees to park their cars outside of the busy commercial corridor.

ALLOWED:

- Park all day in **4-HOUR UNPAID ZONES**—no need to move your vehicle.
- Park all day on **UNREGULATED (PARKING SIGNS ABSENT) STREETS**.
- **REFER TO THE MAP** for specific eligible areas close to downtown.

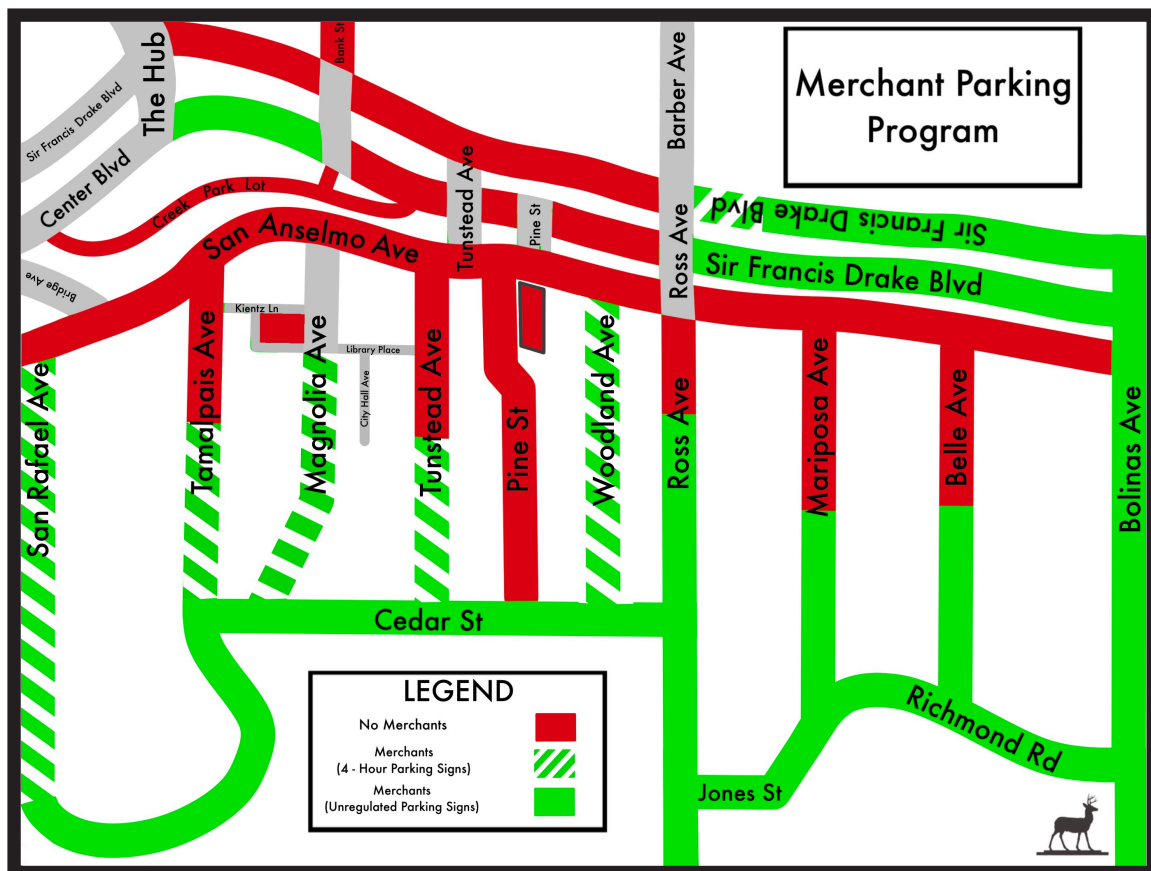
NOT ALLOWED:

- No parking in paid zones or paid lots during enforced (peak) hours (7:00am-6:00pm)—you will be cited. These spaces are reserved for your and your neighbor's customers to ensure better access to all local businesses. These include the following:
 - On San Anselmo Avenue (between San Rafael and Bolinas Avenues), or
 - The 3 Town public lots (Pine Street, Magnolia Ave, Creek Park), or
 - In 2-hour (unpaid) parking zones on the side streets

ENFORCEMENT & DISPLAY:

- If you have a valid permit, your registered license plate is now in the Central Marin Police Authority (CMPA) enforcement system.
- If your vehicle license plate changes, email: SAMerchantParkingProgram@sananselmo.gov
- The static cling sticker must be displayed inside the lower-left windshield (above the VIN) whenever parked in an unpaid 4-hour zone.

ANY ADDITIONAL QUESTIONS CAN BE SENT TO: SAMERCHANTPARKING@SANANSELMO.GOV



PERMIT HOLDER _____

PERMIT NUMBER _____



ANNUAL MERCHANT PARKING PERMIT APPLICATION

Use this form to apply for a new Merchant Parking Permit or to renew an existing permit. Permits are now issued by the Town and can be picked up at Town Hall.

Town of San Anselmo
525 San Anselmo Ave
San Anselmo, CA 94960
SAMerchantParking@sananselmo.gov
(415) 258-4634

ANNUAL MERCHANT PARKING PROGRAM

The Merchant Parking Permit Program allows local business owners and their employees to park all day in any unpaid 4-hour zone, excluding public parking lots, when a valid permit is properly displayed on their vehicle. Administered by the Town of San Anselmo, permits are valid annually from July 1 through June 30 of each year.

APPLYING FOR A PERMIT

Bring your completed application and payment to Town Hall (enter through the former police lobby), OR mail your application and a check, payable to Town of San Anselmo:

Town of San Anselmo
ATTN: Merchant Parking Permits
525 San Anselmo Avenue
San Anselmo, CA 94960

OBTAINING YOUR PERMIT

Permits must be picked up at Town Hall.
To schedule a permit pickup appointment, please email SAMerchantParking@sananselmo.gov

WHERE TO PARK

Merchant Parking is permitted all day in the following areas:

- Unpaid 4-hour parking zones
- Any unregulated streets, where parking signs are absent

WHERE NOT TO PARK

Merchant Parking is not permitted in 2-hour zones or in paid parking lots during peak hours (7:00 AM to 6:00 PM), including:

- San Anselmo Avenue (between San Rafael Avenue and Bolinas Avenue)
- 3 Town Public Parking Lots
 - Pine Street Lot
 - Magnolia Avenue Lot
 - Creek Park Lot
- 2-hour unpaid parking zones on side streets

These spaces are reserved to ensure customer access to all local business. Parking regulations are actively enforced between 7:00 AM and 6:00 PM, and any vehicles found in violation will be cited.

FEES

The annual fee is \$25 per vehicle for the first five permits issued to a business. If more than five permits are needed for a business, each additional permit is \$10. Fees may be paid by check (**payable to Town of San Anselmo**), or in-person with cash or credit card. *All Merchant Parking Permits must be associated with an active business license.*

PERMIT DISPLAY & ENFORCEMENT

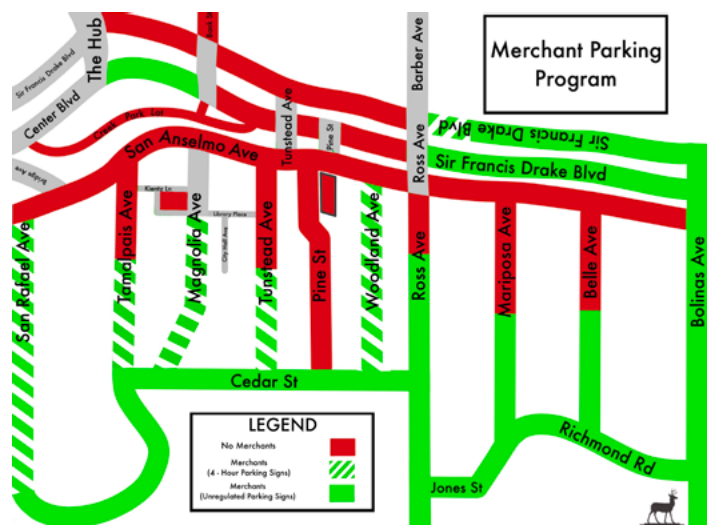
Permits are static-cling and must be affixed to the lower-left corner of the windshield (driver's side, above the VIN). Registered license plates are added to the Central Marin Police Authority (CMPA) database.

If your license plate changes, please submit an updated application to: SAMerchantParking@sananselmo.gov
There are no fees for updating an existing permit.



MERCHANT PARKING PROGRAM MAP

Please refer to the Merchant Parking Program map below for specific eligible parking areas.





ANNUAL MERCHANT PARKING PERMIT APPLICATION

Use this form to apply for a new Merchant Parking Permit or to renew an existing permit. Permits are issued by the Town and can be picked up at Town Hall.

Town of San Anselmo
525 San Anselmo Ave
San Anselmo, CA 94960
SAMerchantParking@sananselmo.gov
(415) 258-4634

PERSONAL INFORMATION					
First Name		Last Name			
Email		Phone			
Street Address					
City		State	CA	Zip Code	
VEHICLE INFORMATION					
Application Type		☐ New Permit	☐ Renewal	☐ Update Permit	Current Permit # Renewal/Update Only
Year		Make		Model	
Color		License Plate #		License Plate State	CA
Payment Type		☐ Check	☐ Cash	☐ Credit Card	Amount \$0.00
PERMIT HOLDER AGREEMENT					
<i>I certify that I have read and understand the rules of the Town of San Anselmo's Merchant Parking Permit Program. I affirm that all information in this application is true, accurate, and submitted voluntarily. I understand this permit allows all-day parking in unpaid 4-hour zones and on unmarked streets, but does not exempt me from time limits or payment in 2-hour metered zones or paid lots. I agree to follow all program terms and understand the Town may revoke the permit for misuse or noncompliance.</i>					
Signature		Date			
EMPLOYER CERTIFICATION					
This section must be completed and signed by an authorized representative of the business to verify the applicant's eligibility for a Merchant Parking Permit (e.g. business owner, manager, supervisor, or other individual with authority to verify employment on behalf of the business). Permit applications will not be processed without employer authorization.					
Business Name		Business License #			
Street Address					
City		State	CA	Zip	
<i>By signing below, I certify under penalty of law that the applicant currently and regularly works in the Town of San Anselmo for the business listed above.</i>					
Representative Name		Title			
Signature		Date			
FOR OFFICIAL USE ONLY					
Application #		MPP-2025-		Screened by	
Permit Status		☐ Approved ☐ Denied		Date Issued	
Permit #				Business Permit Count	
Comments					

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.1

MEETING DATE: October 14, 2025

AGENDA TITLE: Discuss Potential Changes to Downtown Parking Restrictions

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

RECOMMENDATION: Receive update on potential options related to parking in Downtown San Anselmo, and review and provide input on draft recommendations. Following this discussion, staff will return with the regulatory changes required to implement the Council's direction.

BACKGROUND

In 1989, the Town Council created the merchant parking program to “make parking spaces accessible to customers of business[es] in the downtown area” by allowing employees of the downtown businesses to park all day in four-hour parking zones adjacent to the downtown area.

The merchant parking program has been successful by encouraging employees to park farther away from their shop, restaurant or office, and freeing up closer parking for customers or other visitors.

The Town has created maps showing locations where 4-hour parking is available to those with the merchant parking permits. The only exception is in Town-owned parking lots, which prohibit merchant parking.

DISCUSSION

The merchant parking program had been administered by the Police Department since its inception. On July 1, 2025, the Town took over management of the parking program to provide the service on-site at Town Hall. As mentioned, the program is designed to incentivize business owners and their employees to park farther away from the San Anselmo Avenue commercial district, thus freeing up spaces in the downtown for customers and visitors.

Item #: 2.1

The current cost for a permit is \$25 per fiscal year, with discounts for employers who purchase more than 5 permits (\$10 each for 6+). The permits allow all-day parking in most 4-hour zones. 114 merchant parking permits were sold in 2024, which is a little less than the 152 sold in 2019 (pre-Covid). To date, about 180 permits have been sold in 2025. A copy of the merchant parking permit is attached.

During the three-month trial period of paid parking on San Anselmo Avenue, the Town received input indicating the need for additional parking areas that are eligible for the merchant permit parking. In addition, staff received feedback from some residents on the streets adjacent to San Anselmo Avenue that they are having trouble finding parking in front of their houses during the day. Staff suggests that one solution could be to provide more merchant parking close to downtown and not in residential areas.

At the Economic Development Committee/Business Forum meeting on September 9, 2025, merchants, the Chamber of Commerce and members of the public provided input on the paid parking program along with several additional recommendations. Feedback received indicated support for modifying time limits along the southbound side of Sir Francis Drake Boulevard to increase the availability of 4-hour spaces available for both merchant parking and anyone who needs parking for more than 2 hours. Participants were also in support of modifying time limits in Creek Park to provide more customer parking for those needing more than 2 hours. Finally, there was unanimous support for reducing the hours of parking enforcement from 7:00 am to 6:00 pm to 9:00 am to 5:00 pm as the primary concern has been freeing up parking during hours when most businesses are operating.

Accordingly, staff is recommending changing the Creek Park lot from a 2-hour limit to a 4-hour limit with proper payment. This is in response to comments during the community meetings regarding the need for additional 4-hour zones for customers who want to utilize multiple businesses during a visit. This change would prohibit merchant parking in the Creek Park lot similar to the Magnolia and Pine lots.

In addition, Town staff met with the Chamber of Commerce on October 2, 2025 to further the discussion. At the meeting, the Chamber recommended that the Creek Park lot be transitioned to a 3-hour time limit and that the lot be free of charge. Staff has included this suggestion for consideration by the Town Council.

RECOMMENDATIONS

In an effort to further fine-tune the downtown parking regulations, the Town Council is being asked to review and provide feedback on the following staff recommendations:

R1: Change the 2-hour zones to 4-hour zones on Sir Francis Drake from Bank Street to Ross Avenue (14 spaces)

R2: Change the 15 spaces on Sir Francis Drake south of Ross Avenue to the USPS mail drop box from unregulated to a 4-hour zone.

R3: Change enforcement hours to 9 am to 5 pm (from 7 am to 6 pm) on San Anselmo Avenue. Staff recommends making these changes to all timed parking spots Town-wide.

R4: Change the Creek Park lot from 2-hour to 4-hour parking (note: prohibit merchant parking, consistent with other Town-owned lots)

Additional Considerations

The Chamber of Commerce has requested that the Town Council consider the following changes for the Creek Park lot:

C1: Change Creek Park to 3-hour (note: prohibit merchant parking, consistent with other Town-owned lots))

C2: Change Creek Park lot to free parking

FISCAL IMPACT

The cost to change 168 signs Town-wide with new enforcement hours is approximately \$25,000 plus staff time to install.

The Merchant Parking program netted approximately \$3,500 for FY 2025/2026.

Creek Park has been netting about \$750/month in parking fees (about \$8,000 per year).

CEQA AND GENERAL PLAN/CLIMATE ACTION PLAN CONSISTENCY

The Town finds the discussion of potential modifications to parking restrictions, is not a project under the California Environmental Quality Act because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

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

The General Plan's Land Use Element, F. Implementation, recommends a Central Commercial Circulation and Parking Study inform any recommended changes.

ATTACHMENTS

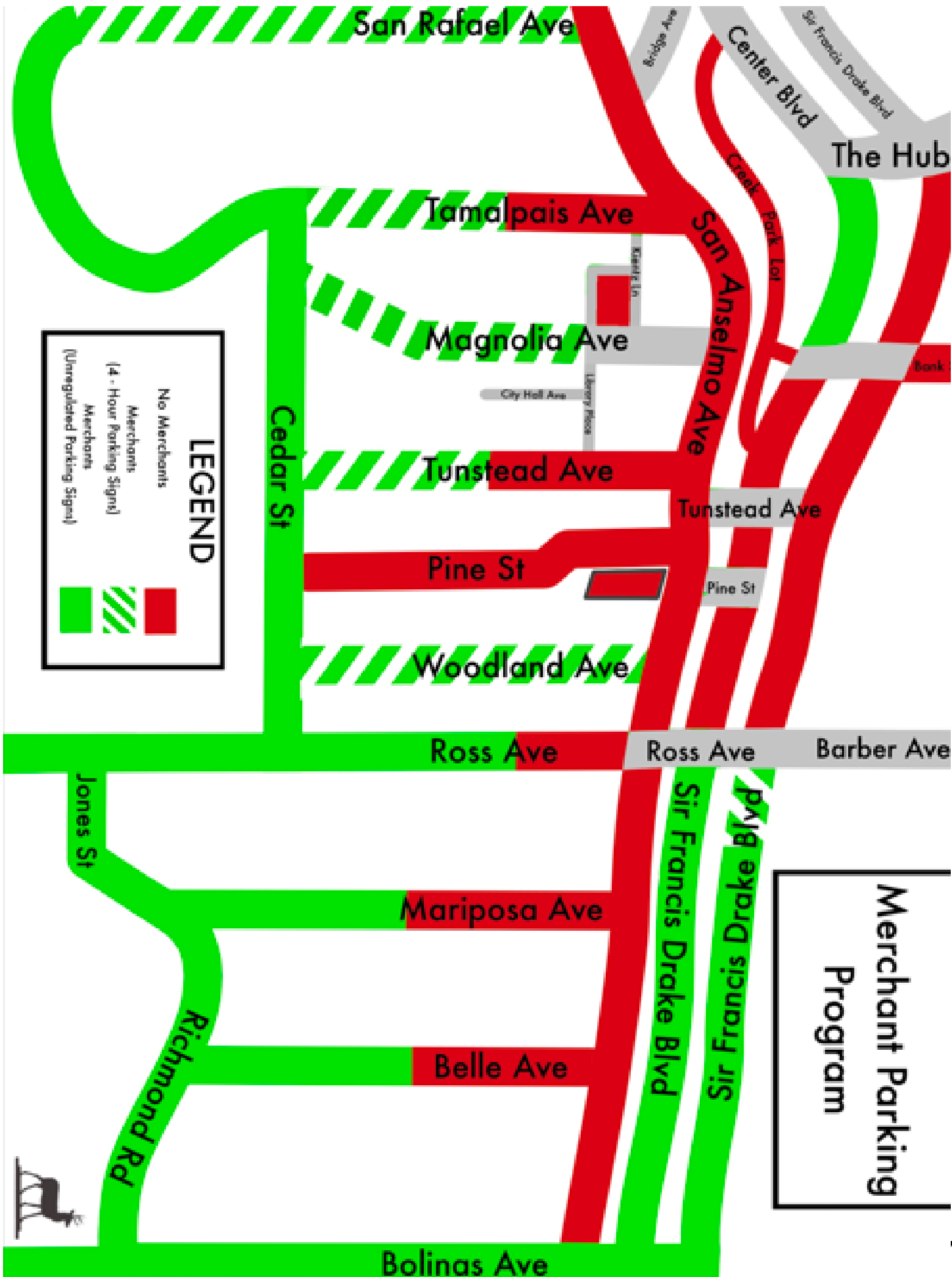
Attachment 1 – Map Showing Areas to be changed
Attachment 2 – Merchant Parking Map
Attachment 3 - Merchant Parking Permit



"THE HUB"

**Proposed
4-hour zone
southbound
side only**

Unregulated





ANNUAL MERCHANT PARKING PERMIT APPLICATION

Use this form to apply for a new Merchant Parking Permit or to renew an existing permit. Permits are now issued by the Town and can be picked up at Town Hall.

Town of San Anselmo
525 San Anselmo Ave
San Anselmo, CA 94960
SAMerchantParking@sananselmo.gov
(415) 258-4634

ANNUAL MERCHANT PARKING PROGRAM

The Merchant Parking Permit Program allows local business owners and their employees to park all day in any unpaid 4-hour zone, excluding public parking lots, when a valid permit is properly displayed on their vehicle. Administered by the Town of San Anselmo, permits are valid annually from July 1 through June 30 of each year.

APPLYING FOR A PERMIT

Bring your completed application and payment to Town Hall (*enter through the former police lobby*), OR mail your application and a check, payable to Town of San Anselmo:

Town of San Anselmo
ATTN: Merchant Parking Permits
525 San Anselmo Avenue
San Anselmo, CA 94960

OBTAINING YOUR PERMIT

Permits must be picked up at Town Hall.
To schedule a permit pickup appointment, please email SAMerchantParking@sananselmo.gov

WHERE TO PARK

Merchant Parking is permitted all day in the following areas:

- Unpaid 4-hour parking zones
- Any unregulated streets, where parking signs are absent

WHERE NOT TO PARK

Merchant Parking is not permitted in 2-hour zones or in paid parking lots during peak hours (7:00 AM to 6:00 PM), including:

- San Anselmo Avenue (between San Rafael Avenue and Bolinas Avenue)
- 3 Town Public Parking Lots
 - Pine Street Lot
 - Magnolia Avenue Lot
 - Creek Park Lot
- 2-hour unpaid parking zones on side streets

These spaces are reserved to ensure customer access to all local business. Parking regulations are actively enforced between 7:00 AM and 6:00 PM, and any vehicles found in violation will be cited.

FEES

The annual fee is \$25 per vehicle for the first five permits issued to a business. If more than five permits are needed for a business, each additional permit is \$10. Fees may be paid by check (**payable to Town of San Anselmo**), or in-person with cash or credit card. *All Merchant Parking Permits must be associated with an active business license.*

PERMIT DISPLAY & ENFORCEMENT

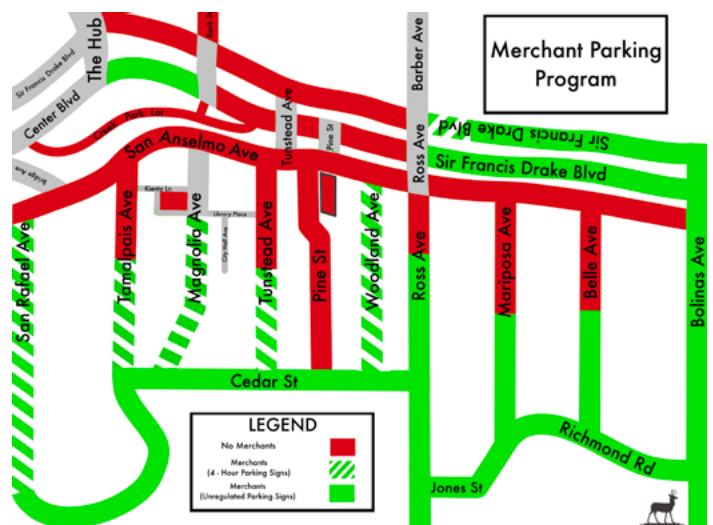
Permits are static-cling and must be affixed to the lower-left corner of the windshield (driver's side, above the VIN). Registered license plates are added to the Central Marin Police Authority (CMPA) database.

If your license plate changes, please submit an updated application to: SAMerchantParking@sananselmo.gov
There are no fees for updating an existing permit.



MERCHANT PARKING PROGRAM MAP

Please refer to the Merchant Parking Program map below for specific eligible parking areas.





ANNUAL MERCHANT PARKING PERMIT APPLICATION

Use this form to apply for a new Merchant Parking Permit or to renew an existing permit. Permits are issued by the Town and can be picked up at Town Hall.

Town of San Anselmo
525 San Anselmo Ave
San Anselmo, CA 94960
SAMerchantParking@sananselmo.gov
(415) 258-4634

PERSONAL INFORMATION								
First Name				Last Name				
Email				Phone				
Street Address								
City				State		CA		
				Zip Code				
VEHICLE INFORMATION								
Application Type		☐ New Permit ☐ Renewal ☐ Update Permit		Current Permit #				
				Renewal/Update Only				
Year		Make			Model			
Color		License Plate #			License Plate State	CA		
Payment Type		☐ Check ☐ Cash ☐ Credit Card		Amount		\$0.00		
PERMIT HOLDER AGREEMENT								
I certify that I have read and understand the rules of the Town of San Anselmo's Merchant Parking Permit Program. I affirm that all information in this application is true, accurate, and submitted voluntarily. I understand this permit allows all-day parking in unpaid 4-hour zones and on unmarked streets, but does not exempt me from time limits or payment in 2-hour metered zones or paid lots. I agree to follow all program terms and understand the Town may revoke the permit for misuse or noncompliance.								
Signature					Date			
EMPLOYER CERTIFICATION								
This section must be completed and signed by an authorized representative of the business to verify the applicant's eligibility for a Merchant Parking Permit (e.g. business owner, manager, supervisor, or other individual with authority to verify employment on behalf of the business). Permit applications will not be processed without employer authorization.								
Business Name				Business License #				
Street Address								
City				State		CA		
				Zip				
By signing below, I certify under penalty of law that the applicant currently and regularly works in the Town of San Anselmo for the business listed above.								
Representative Name				Title				
Signature				Date				
FOR OFFICIAL USE ONLY								
Application #		MPP-2025-		Screened by				
Permit Status		☐ Approved ☐ Denied		Date Issued				
Permit #				Business Permit Count				
Comments								

comments for Town Council meeting of Oct. 14

From Daniel Krebs <danny@alliancecounsel.com>

Date Sun 10/12/2025 8:37 PM

To Serge Avila <savila@sananselmo.gov>; Dave Donery <ddonery@sananselmo.gov>

Cc Kim Silva <kim@44srave.com>; sskrebs <sskrebs@comcast.net>

CAUTION: External Sender

Dave and Serge,

We understand the Town Council will consider the downtown parking system at the next meeting on October 14. Susan and I would like to submit these comments to make sure the council members also consider the impact of the downtown parking on the neighborhoods near town.

We appreciate the amount of time and effort that has been invested in the parking issue by the Town employees and council members, as well as the residents and merchants. The focus has been on the parking issues on San Anselmo Avenue and determining the optimal parking system to help the downtown thrive. We agree that the paid parking system should have been terminated.

There is another major problem that has been created as a result of some of the changes. Our street, San Rafael Avenue, and the other nearby residential streets have become very crowded with vehicles parking virtually all day. We understand the Town issued passes to employees of the Town and merchants to allow them to park in the neighborhood streets for longer than the regular 4 hour limit. There never was a problem until the parking system was changed a few months ago. Due to the overcrowding, there now is only one lane to drive down the street, requiring one of the cars driving in the opposite direction to try to squeeze into an opening that often does not exist. It is a safety hazard as well as a hassle. It also leads to cars parking near or blocking driveways that make it dangerous and difficult to enter and exit the driveways. Finally, there have been confrontations with some of those parking on the streets when asked to move a little one way or another.

In simple terms, it is substantially changing the feel and safety of the neighborhood – it is becoming more of an urban commercial hub with parking similar to SF. We must also emphasize this problem is exacerbated by the 3 months of Live on the Avenue parking when the entire street is inundated with cars every Friday and Saturday night.

A different solution must be developed that will significantly reduce this parking burden on our neighborhood streets. We have noticed the areas on Sir Francis Drake south of the Hub and the section of San Anselmo Ave. south of Ross Avenue have plenty of open spaces during many days. This would seem to be a much better place for all the employees to leave their cars all day.

We have discussed this with a number of our neighbors and many have expressed similar concerns and frustrations. I know the TC will receive many comments from different groups on the downtown parking, and we certainly ask the council to also seriously consider the problems described above on the neighborhood streets. Thank you for presenting this email to the Town Council.

Danny and Susan Krebs

48 San Rafael Avenue, SA
415-290-0708

Tuesday, October 14, 2025

To: The Town Council of San Anselmo, California
Re: Creek Park Parking Lot

Honorable Town Council Members,

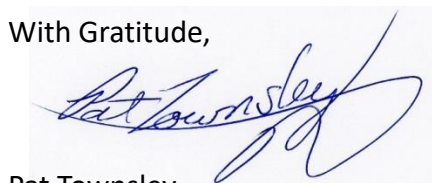
I am a local Town resident and business owner here in San Anselmo. Personally and professionally, I would like to thank you again for listening to our town's residents, visitors, and merchants regarding the summer 2025 challenges of Paid Parking. Your recognition that the program was... not great... and your quick-to-repeal votes are appreciated and will not be forgotten. We are all grateful.

As you are aware, the Creek Park parking lot remains a ghost town because of the continuation of Paid Parking in that lot, often only used by Town vehicles and the occasional "all day" handicap placard vehicle which parks 8am to 6pm most days to take GGT to SF, a legal use for this truly disabled person. Other than that, people looking for parking sometimes "take the chance" by not paying and run to pick up food or goods ~~or~~ mostly they just keep on driving throughout the town, hoping to find other parking, causing motorists to circle the neighborhoods, streets, and avenues. I take several pictures of the lot every day as evidence that this lot is not working as a Paid lot. Many patrons of my business (Creekside Pizza & Taproom) tell us that the app just doesn't work (still), that they couldn't download the app, and all the other horror stories we've all heard. In addition to inconveniencing people and causing more driving in town, this vacant lot is clearly not being monetized. No parking, no revenue, no help: The Creek Park lot as Paid Parking is a failure across the board.

As a solution, I am advocating the return to Creek Park's previous free parking, which has been a maximum posted 4-hour limit. Heard on the Street from our fellow local businesses is that three hours would be the minimum time that our town's salon operators agree that their services take, sometimes longer, and if a customer wanted to have a salon treatment plus a pre or post meal or coffee meet-up with friend, 3 hours would not be long enough in this scenario. Additionally, the Town already has the previous 4 hour signs, which would save resources instead of burning even more money for new signage at this time.

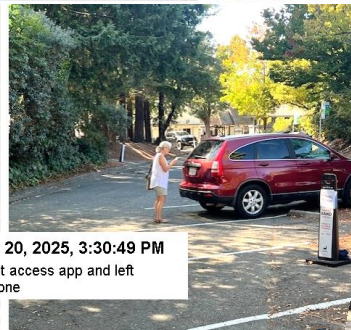
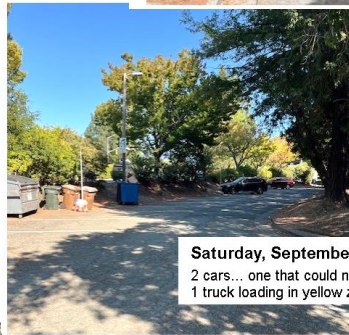
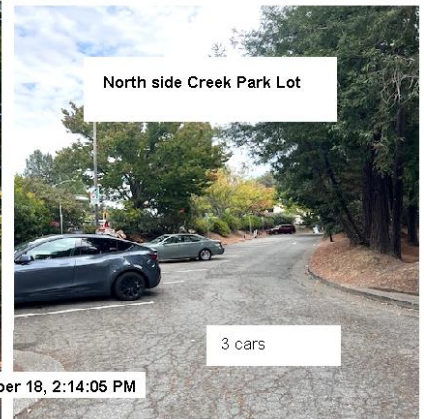
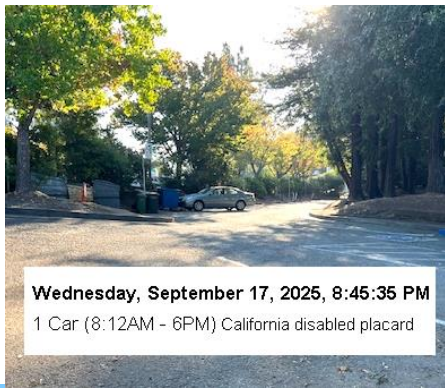
Thank you for your consideration and your continued work to make San Anselmo a welcoming community today and for generations to come.

With Gratitude,



Pat Townsley
Resident & Business Owner
Pat.Townsley@live.com

Creek Park Parking Lot: *Paid Parking Failure*



Official Town of
SA vehicles



Evidence to support the restoration of Creek Park parking lot to 4-hour Free parking. *Thank you.*

- Pat Townsley, Town resident



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.2

MEETING DATE: October 14, 2025

AGENDA TITLE: Public Hearing to Consider Ordinance Amendments to Repeal and Replace Title 10 “Planning and Zoning”, Chapter 4 “Housing Developments Under Government Code Section 65852.21” to Comply with State Law; Rename Chapter 10-4 to “Urban Lot Splits and Two-Unit Development in Single-Family Zones”; Repeal Section 10-2.711 “Urban Lot Splits pursuant to Government Code 66411.7”; and Make Associated CEQA Exemption Findings.

FROM: Planning Department and Town Attorney’s Office

RECOMMENDATION:

1. That the Town Council hold a public hearing and consider the attached Zoning Ordinance Amendments to repeal and replace Title 10 “Planning and Zoning”, Chapter 4 “Housing Developments Under Government Code Section 65852.21” to comply with State law; rename Chapter 10-4 to “Urban Lot Splits and Two-Unit Development in Single-Family Zones”; repeal Section 10-2.711 “Urban Lot Splits pursuant to Government Code 66411.7”; and make associated CEQA exemption findings (see **Attachment 1**).
 2. Motion to read the attached Ordinance by title only. The Town Manager will read the full title of the Ordinance.
 3. Motion to approve the first reading of the Ordinance Amendments and waive future readings in their entirety.
-

BACKGROUND/DISCUSSION

In 2021, Senate Bill (SB) 9 was enacted to address California’s housing crisis by allowing owners of single-family properties to either develop up to two homes on a lot or split the lot in two and build up to two homes per parcel. This law effectively enabled up to four homes per parcel where only one may have been allowed before. In practice, relatively few SB 9 projects were developed, partly because local jurisdictions retained discretion

over the demolition of existing structures and could impose objective design standards on SB 9 projects.

In response, the Town Council adopted [Ordinance No. 1159](#) in 2021 to implement the provisions of SB 9 locally, establishing objective standards on SB 9 projects to limit development to the greatest extent permissible under State law.

The State adopted SB 450, effective January 1, 2025, which further limits local authority to regulate these projects. SB 450 streamlines implementation of SB 9 projects and restricts local jurisdictions to applying only the objective standards of the underlying zoning district to SB 9 projects. SB 450 effectively removes the Town's ability to impose SB 9-specific limitations, such as height and demolition restrictions. It also prohibits jurisdictions from requiring right-of-way dedications or off-site improvements and shortens the application review timeframe to 60 days. Complete demolition of existing homes is now allowed, where only up to 25 percent demolition was allowed before, and project denial is limited to specific threats to public health and safety.

The proposed Ordinance Amendments bring the Town's Municipal Code into compliance with SB 450 by:

1. Repealing outdated SB 9 provisions;
2. Renaming and updating Chapter 10-4 to address both Urban Lot Splits and Two-Unit Developments in Single-Family Zones; and
3. Aligning local standards with State law while preserving eligible objective standards, where allowed.

The revisions also improve transparency and ease of implementation by consolidating regulations and adopting clear language from State law and regional model ordinances. These changes are not only legally required but also ensure that the Town can retain limited regulatory authority while avoiding potential legal risk or procedural delays.

On September 15, 2025, the Planning Commission held a public hearing and adopted Resolution No. 2025-19 recommending that the Town Council adopt the Ordinance Amendments (see **Attachment 2**). A detailed summary of the proposed amendments is included in the [September 15, 2025 Planning Commission staff report](#).

FISCAL IMPACT

There is no fiscal impact associated with the proposed Ordinance.

GENERAL PLAN CONSISTENCY

The proposed Ordinance Amendments are consistent with the General Plan because the General Plan Housing Element encourages the development of new housing and the proposed Amendments will facilitate housing production.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Ordinance Amendments are intended to comply with Senate Bill 9 and Senate Bill 450, and are not considered a "project" under the California Environmental Quality Act

("CEQA"), Division 13 (commencing with Section 2100) of the Public Resources Code, as provided in Government Code sections 65852.21(j) and 66511.7(n). The Ordinance Amendments are also exempt from CEQA per CEQA Guideline section 15301 involving the minor alteration of existing residences involving negligible or no expansion of use beyond that already in existence; Section 15303 New Construction or Conversion of Small Structures; and pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility they would have a significant effect on the environment; the amendments make no or minimal changes to land uses, development intensities, or the rate at which development is expected to occur.

The proposed Ordinance aligns with Climate Action Plan 2030 Measure T-9 (Smart Growth Development), which calls for zoning regulations that allow for infill, higher density, and mixed-use development near transit and within walking distance to shopping, schools, and services.

ATTACHMENTS

Attachment 1 - Ordinance

Attachment 2 - Planning Commission Resolution No. 2025-19

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
REPEALING AND REPLACING TITLE 10 “PLANNING AND ZONING”, CHAPTER 4
“HOUSING DEVELOPMENTS UNDER GOVERNMENT CODE SECTION 65852.21”
TO COMPLY WITH STATE LAW; RENAMING CHAPTER 10-4 TO “URBAN LOT
SPLITS AND TWO-UNIT DEVELOPMENT IN SINGLE-FAMILY ZONES”; REPEALING
SECTION 10-2.711 “URBAN LOT SPLITS PURSUANT TO GOVERNMENT CODE
66411.7”; AND MAKING ASSOCIATED CEQA EXEMPTION FINDINGS**

WHEREAS, to increase the supply of housing, in 2021 California Senate Bill 9 (SB 9) was passed adding Government Code section 65852.21, which requires local agencies to ministerially approve an urban lot split to subdivide a residential lot into two separate lots and construct a secondary home on the new lot, and an additional home on the original lot; and

WHEREAS, among other things, SB 9 allowed jurisdictions to impose specific standards on SB 9 projects such as: objective zoning and design standards that differed from the underlying zone; a prohibition against demolishing more than 25% of a home’s existing structural walls; and the requirement that the residential lot be split into two roughly equal halves as small as 1,200 square feet; and

WHEREAS, California has adopted Senate Bill 450 (SB 450), effective January 1, 2025, which amends Government Code section 65852.21 (SB 9), including in the following ways for SB 9/450 projects:

- Only those objective standards applicable to the development within the underlying zoning district apply;
- There is no limit that more than 25% of a home’s existing structural walls remain;
- A local agency must approve or deny an SB 9/450 project within 60 days from the date of a completed application or it is deemed approved;
- Project cannot be denied based on specific, adverse impacts on the “physical environment”; now only adverse impacts to public health and safety apply; and

WHEREAS, the ordinance amendments would repeal and replace Town Municipal Code, Title 10, Chapter 4 “Housing Developments Under Government Code Section 65852.21” to comply with State law set forth in SB 450, rename Town Municipal Code Chapter 10-4 to “Urban Lot Splits and Two-Unit Development in Single-Family Zones”, and repeal Town Municipal Code Section 10-2.711 “Urban Lot Splits pursuant to Government Code 66411.7” (“Ordinance Amendments”); and

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

WHEREAS, the Planning Commission held a duly noticed public hearing on September 15, 2025 and voted to recommend that the Town Council adopt the Ordinance Amendments; and

WHEREAS, the Town Clerk caused notice of a Town Council public hearing regarding the Town Council’s consideration of adoption of the Ordinance Amendments in the Marin

Independent Journal newspaper on as required by Government Code section 36933 and published the text of the Ordinance Amendments as required by State law; and

WHEREAS, on October 14, 2025, the Town Council held a duly noticed public hearing to consider introduction of the Ordinance Amendments; and

WHEREAS, the Ordinance Amendments are exempt from the California Environmental Quality Act ("CEQA") pursuant to Public Resources Code section 21080.17, which exempts the local adoption of ordinances regarding second units in single or multi-family residential zones; CEQA Guidelines section 15301 involving the minor alteration of existing residences involving negligible or no expansion of use beyond that already in existence; and pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility they would have a significant effect on the environment; the amendments make minimal changes to land uses, development intensities, and the rate at which development is expected to occur; and

WHEREAS, the proposed Ordinance Amendments are consistent with the General Plan because the General Plan Housing Element encourages the development of new housing and the proposed Amendments will facilitate housing production, and they are necessary to comply with State law; and

WHEREAS, the adoption of the proposed Ordinance Amendments is in the public interest because they encourage the development of increased housing and are necessary to comply with State law; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Based on substantial evidence in the record, the above recitals are true and correct and incorporated as findings herein.
2. The Town Council of the Town of San Anselmo does hereby adopt the Ordinance Amendments as set forth in **Exhibit "A"** and incorporated herein by reference.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the San Anselmo Town Council on October 14, 2025, and was adopted at a regular meeting of the San Anselmo Council on _____ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

APPROVED: _____
Tarrell Kullaway, Mayor

ATTEST: _____
Serge Avila, Town Clerk

Exhibit A

SECTION 1: Ordinance Amendment. San Anselmo Municipal Code Section 10-2.711 “Urban Lot Splits pursuant to Government Code 66411.7” is hereby repealed in its entirety.

SECTION 2: Ordinance Amendment. San Anselmo Municipal Code Title 10 “Planning and Zoning”, Chapter 4 “Housing Developments Under Government Code section 65852.21” is hereby repealed in its entirety and replaced as follows:

Urban Lot Splits and Two-Unit Development in Single-Family Zones

Article 1. – Purpose and Applicability

10-4.101 – Purpose and Authority. This chapter provides the regulations required to implement the provisions of California Government Code sections 65852.21 and 66411.7, as may be amended, and is necessary to protect public health, welfare, and safety. In cases of conflict between this chapter and any other provisions of the Town Municipal Code, this chapter shall prevail. To the extent any provision of this chapter conflicts with State law, the applicable provision of State law shall control, but in all other non-conflicting provisions, this chapter shall remain in full force and effect. The Town Council enacts this ordinance under the authority granted to cities and towns by Article XI, Section 7 of the California Constitution and Government Code sections 65852.21 *et seq.* and 66411.7 *et seq.*

10-4.102 – Applicability. This chapter shall apply to all single-family residential zone parcels in the Town of San Anselmo (the R-1, R-1-H, and R-1-C zoning districts).

Article 2. – Definitions

10-4.201 – Definitions. The following definitions apply to this chapter.

- a. “Acting in concert with the owner” means a person that has common ownership or control of the subject parcel with the owner of the adjacent parcel, a person acting on behalf of, acting for the predominant benefit of, acting on the instructions of, or actively cooperating with, the owner of the parcel being subdivided.
- b. “Adjacent parcel” means any parcel of land that is: 1) touching the parcel at any point; 2) separated from the parcel at any point only by a public right-of-way, private street or way, or public or private utility, service, or access easement; or 3) separated from another parcel only by other real property which is in common ownership or control of the applicant.
- c. “ADU” or “Accessory Dwelling Unit” shall have the same meaning as set forth in Municipal Code section 10-6.102.
- d. “Attached ADU” or “Attached Accessory Dwelling Unit” shall have the same meaning as set forth in Municipal Code section 10-6.102.
- e. “Common ownership or control” means property owned or controlled by the

- same person(s) or entity, or by separate entities, in which any shareholder, partner, member, or family member of an investor of the entity owns 10% (ten percent) or more of the interest in the property.
- f. "Detached ADU" or "Detached Accessory Dwelling Unit" shall have the same meaning as set forth in Municipal Code section 10-6.102.
 - g. "Dwelling unit" includes an ADU (attached or detached), a JADU, and two-unit development, and/or a primary dwelling unit.
 - h. "Low income household" has the meaning set forth in Health and Safety Code section 50079.5.
 - i. "Moderate income household" has the meaning set forth in Health and Safety Code section 50093.
 - j. "Primary dwelling unit" means the single-family residence on the property and is the larger of the two if there is an existing ADU on the property.
 - k. "Sufficient for separate conveyance" means that each attached or adjacent dwelling unit is constructed in a manner adequate to allow for the separate sale of each unit in a common interest development as defined in Civil Code section 1351, including residential a residential condominium, planned development, stock cooperative, or community apartment project, or into any other ownership type in which the dwelling units may be sold individually.
 - l. "Two-unit development" means a development that proposes no more than two (2) new dwelling units, or proposes to add one (1) new dwelling unit to one (1) existing dwelling unit, pursuant to the provisions of this chapter and Government Code sections 65852.21, as may be amended.
 - m. "Urban lot split" means a subdivision of an existing parcel into no more than two (2) separate parcels pursuant to the provisions of this chapter and Government Code section 66411.7, as may be amended.
 - n. "Very low income household" has the meaning set forth in Health and Safety Code section 50105.

Article 3. – Urban Lot Splits

10-4.301 – Application and Review. The Community Development Director or designee shall ministerially review an application for an urban lot split with no discretionary review or public hearing, and shall approve the application if the criteria in this chapter and Government Code section 66411.7, as may be amended, are satisfied. The application shall contain such information as reasonably requested by the Town Planning Department and accompanied by the appropriate fee as established by Town Council Resolution.

10-4.302 – Review Deadline and Requirements. An application for an urban lot split shall be considered and approved or denied within sixty (60) days from the date the Town receives a completed application. If the Town has not approved or denied the completed application within sixty (60) days, the application shall be deemed approved. If the Town denies an application for an urban lot split pursuant to this subparagraph, the Town shall, within the sixty (60) day deadline, return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application

can be remedied by the applicant.

10-4.303 – Adverse Health and Safety Impacts. Notwithstanding anything to the contrary in this chapter, the Community Development Director or designee may deny an application for an urban lot split if the Town’s Building Official makes written findings, based upon a preponderance of the evidence, that the proposed housing development project would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of Section 65589.5, upon public health and safety for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

10-4.304 – Urban Lot Split Requirements. An application for an urban lot split pursuant to this chapter shall meet the following requirements:

- a. The parcel map divides an existing parcel to create no more than two (2) new parcels of approximately equal lot area provided that one parcel shall not be smaller than 40% (forty) of the lot area of the original parcel proposed for subdivision.
- b. Neither the newly created lot nor the original lot shall be smaller than 1,200 square feet.
- c. Only residential uses are allowed on a parcel created by an urban lot split.
- d. No more than two (2) dwelling units may be located on any lot created through an urban lot split, including primary dwelling units, ADUs, JADUs, density bonus units, and units created as a two-unit development.
- e. The parcel must meet the following requirements:
 - a. The parcel is located in an R-1, R-1-H, or R-1-C zoning district.
 2. The parcel is located within the Town, the boundaries of which include some portion of either an urbanized area or urban cluster, as designated by the United States Census Bureau, or, for unincorporated areas, a legal parcel wholly within the boundaries of an urbanized area or urban cluster, as designated by the United States Census Bureau.
 3. The parcel satisfies the requirements specified in Government Code section 65913.4(a)(6)(B) through (K), inclusive of paragraph (6) of subdivision (a) of Section 65913.4, as that section read on September 16, 2021.

10-4.305 – Objective Standards for Urban Lot Split.

- a. The urban lot split must conform to all applicable objective requirements of the Subdivision Map Act (Division 2, commencing with Section 66410), except as otherwise expressly provided herein.
- b. Unless otherwise provided for in this chapter, the parcel shall conform with the objective zoning standards and subdivision standards that apply uniformly to the underlying zoning district.
- c. Each newly created parcel shall have access to, provide access to, or adjoin a right-of-way.
- d. Notwithstanding anything to the contrary in this section, no setback shall be required for an existing dwelling unit or a dwelling unit constructed in the same location and to the same dimensions as an existing dwelling unit.

- e. A setback of four (4) feet from the side and rear lot lines is required for a newly created dwelling unit.
- f. Notwithstanding anything to the contrary in this section, the Town shall not impose objective zoning standards, objective subdivision standards, or objective design review standards that would have the effect of physically precluding the construction of two (2) dwelling units on either of the newly created parcels or that would result in a dwelling unit size of less than 800 square feet.

10-4.306 – Conditions for Urban Lot Splits. The following applies regarding conditions for an urban lot split:

- a. The applicant shall execute easements, or show evidence of such easements, necessary for the provision of public services and facilities.
- b. Offstreet parking of up to one space per unit is required, except that no parking shall be required in either of the following instances:
 - 1. The parcel is located within one-half (1/2) mile walking distance of either a high-quality transit corridor as defined in subdivision (b) of Section 21155 of the Public Resources Code or a major transit stop as defined in Section 21064.3 of the Public Resources Code.
 - 2. There is a car share vehicle located within one block of the parcel.
- c. The Town shall not require dedications of rights-of-way or the construction of offsite improvements for the parcel being created as a condition of issuing a parcel map for an urban lot split.
- d. The Town shall not require as a condition of approval for an urban lot split the correction of nonconforming zoning conditions.

10-4.307 – Owner Occupancy.

- a. The Town shall require an applicant for an urban lot split to sign an affidavit stating that the applicant intends to occupy one of the dwelling units as the principal residence for a minimum of three (3) years from the date of the approval of the urban lot split.
- b. This subdivision shall not apply to an applicant that is a “community land trust,” as defined in clause (ii) of subparagraph (C) of paragraph (11) of subdivision (a) of Section 402.1 of the Revenue and Taxation Code, or is a “qualified nonprofit corporation” as described in Section 214.15 of the Revenue and Taxation Code.

10-4.308 – No Short Term Rentals. Lots created by an urban lot split shall not be used for rental units for a period of less than thirty (30) consecutive days.

10-4.309 – Not Eligible For Urban Lot Split. The following properties are not eligible for an urban lot split under this chapter:

- a. Any parcel that was created through prior exercise of an urban lot split pursuant to this chapter and/or Government Code section 66411.7, as may be amended.
- b. Any parcel where the owner of the parcel being subdivided or any other

person or entity acting in concert with the owner has previously subdivided an adjacent parcel using an urban lot split pursuant to this chapter consistent with Government Code section 66411.7, as may be amended.

- c. The proposed urban lot split would require demolition or alteration of any of the following types of housing:
 - 1. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
 - 2. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.
 - 3. Housing that has been occupied by a tenant in the last three (3) years.
- d. The parcel is located within the following designated areas:
 - 1. A historic district or property included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code, or within a site that is designated or listed as a Town landmark or historic property or district pursuant to a Town ordinance.
 - 2. A wetland, as defined in the United States Fish and Wildlife Service Manual, Part 660, as may be amended.
 - 3. Within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178 of the Government Code, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Section 4202 of the Public Resources Code. This subparagraph does not apply to sites excluded from the specified hazard zones by the Town pursuant to Section 5117 of the Government Code, or sites that have adopted fire hazard mitigation measures pursuant to existing building standards or State fire mitigation measures applicable to the development.
 - 4. A hazardous waste site that is listed pursuant to Section 65962.5 of the Government Code or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code, unless the State Department of Public Health, State Water Resources Control Board, or Department of Toxic Substances Control has cleared the site for residential use or residential mixed uses.
 - 5. Within a delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by the building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title

- 2 of the Government Code.
6. Within a special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph, the Town shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by the Town that is applicable to that site. A development may be located on a site described in this subparagraph if either of the following are met (1) the site has been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the Town or (2) the site meets Federal Emergency Management Agency requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations.
 7. Within a regulatory floodway as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency, unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined approval under this section, the Town shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by the Town that is applicable to that site.
 8. Lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan.
 9. Habitat for protected species identified as candidate, sensitive, or species of special status by State or Federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code).

10. Lands under conservation easement.

Article 4. – Two-Unit Developments

10-4.401 – Application and Review. The Community Development Director or designee shall ministerially review an application for a two-unit development with no discretionary review or public hearing, and shall approve the application if the criteria in this chapter and Government Code section 65852.21, as may be amended, are satisfied. The application shall contain such information as reasonably requested by the Town Planning Department and accompanied by the appropriate fee.

10-4.402 – Review Deadline and Requirements. An application for a two-unit development shall be considered and approved or denied within sixty (60) days from the date the Town receives a completed application. If the Town has not approved or denied the completed application within sixty (60) days, the application shall be deemed approved. If the Town denies an application for a two-unit development pursuant to this subparagraph, the Town shall, within the sixty (60) day deadline, return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.

10-4.403 – Adverse Health and Safety Impacts. Notwithstanding anything to the contrary in this chapter, the Community Development Director or designee may deny an application for a two-unit development if the Town building official makes a written finding, based upon a preponderance of the evidence, that the proposed two-unit development project would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of Section 65589.5, upon public health and safety for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

10-4.404 – Two Unit Development Requirements. An application for a two-unit development pursuant to this chapter shall meet the following requirements:

- a. The parcel subject to the proposed two-unit development is located in an R-1, R-1-H, or R-1-C zoning district.
- b. The parcel subject to the proposed two-unit development is located within the Town, the boundaries of which include some portion of either an urbanized area or urban cluster, as designated by the United States Census Bureau, or, for unincorporated areas, a legal parcel wholly within the boundaries of an urbanized area or urban cluster, as designated by the United States Census Bureau.
- c. The parcel subject to the proposed two-unit development satisfies the requirements specified in Government Code section 65913.4(a)(6)(B) through (K), inclusive of paragraph (6) of subdivision (a) of Section 65913.4, as that section read on September 16, 2021.
- d. An application shall not be rejected solely because it proposes adjacent or connected structures, provided that the structures meet building code safety standards and are sufficient for separate conveyance.

10-4.405 – Objective Standards for Two Unit Developments.

- a. Unless otherwise provided for in this chapter, a two-unit development shall comply with all objective zoning, subdivision, and design standards that apply uniformly to the underlying zoning district.
- b. Notwithstanding anything to the contrary in this section, no setback shall be required for an existing dwelling unit or a dwelling unit constructed in the same location and to the same dimensions as an existing dwelling unit.
- c. A setback of four (4) feet from the side and rear lot lines is required for a newly created dwelling unit.
- d. Notwithstanding anything to the contrary in this section, the Town shall not impose objective zoning standards, objective subdivision standards, or objective design review standards that would have the effect of physically precluding the construction of two (2) dwelling units under this chapter on either of the newly created lots, or that would result in a dwelling unit size of less than 800 square feet.
- e. A two-unit development shall comply with all applicable building, fire, safety, and environmental regulations including Title 9 Building Regulations, Title 5, Chapter 8, Urban Runoff Pollution Prevention and Title 7, Chapter 12, Watercourses unless otherwise provided for in this chapter or as required by State law.
- f. The applicant shall acquire any required permits from the U.S. Army Corps of Engineers (USACE), Regional Water Quality Control Board (RWQCB), and California Department of Fish and Wildlife (CDFW) prior to issuance of a building permit and prior to conducting construction activity (including grading, vegetation removal, and site preparation) within any and all Waters of the State or Water of the U.S. under the jurisdictions of USACE, RWQCB or CDFW including: (1) a RWQCB Waste Discharge Requirements permit and/or Section 401 Water Quality Certification; (2) a CDFW Streambed Alteration Agreement pursuant to Section 1600 et seq. of the California Fish and Game Code for impacts within the areas of CDFW jurisdiction; and (3) a USACE permit pursuant to Section 404 of the Clean Water Act.

10-4-406 – Conditions for Two-Unit Developments. The following applies regarding conditions for a two-unit development.

- a. Off-street parking of up to one space per unit is required, except that no parking shall be required in either of the following instances:
 - 1. The parcel is located within one-half (1/2) mile walking distance of either a high-quality transit corridor as defined in subdivision (b) of Section 21155 of the Public Resources Code or a major transit stop as defined in Section 21064.3 of the Public Resources Code.
 - 2. There is a car share vehicle located within one block of the parcel.
- b. For dwelling units connected to an onsite wastewater treatment system, a percolation test must have been completed within the last five (5) years, or, if the percolation test has been recertified, within the last ten (10) years.
- c. Prior to issuance of a building permit under this chapter, the applicant shall

record a restrictive covenant and agreement in a form prescribed by the Town Attorney that shall run with the land and provide that the property is restricted to residential uses only, and any dwelling unit on the property may be rented or leased only for a period of longer than thirty (30) days. The Town Manager or designee is authorized to enter into the covenant and agreement on behalf of the Town and to deliver any approvals or consents required by the covenant.

10-4-407 – No Short Term Rentals. A two-unit development shall not be used for rental units for a period of less than thirty (30) consecutive days.

10-4.408 – Not Eligible for Two-Unit Development. The following properties are not eligible for a two-unit development pursuant to this chapter:

- a. The proposed two-unit development would require demolition or alteration of any of the following types of housing:
 1. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
 2. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.
 3. Housing that has been occupied by a tenant in the last three (3) years.
- b. Any parcel subject to the proposed housing development where the owner of the parcel has exercised the owner's rights under Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 to withdraw accommodations from rent or lease within fifteen (15) years before the date that the development proponent submits an application.
- c. The proposed two-unit development is in a historic district or property included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code, or within a site that is designated or listed as a Town landmark or historic property or district pursuant to a Town ordinance.

Article 5. – Fees, Violations and Enforcement.

10-4.501 – Fees. The Town Council may establish and set by resolution all fees and charges, and related provisions, as may be necessary to effectuate the purpose of this chapter.

10-4.502 – Violations and Enforcement. The Town Attorney shall be authorized to abate violations of this chapter and to enforce the provisions of this chapter and all implementing agreements and affidavits by civil action, injunctive relief, and any other proceeding or method permitted by law. Violations of this chapter shall also constitute a public nuisance subject to abatement pursuant to the Municipal Code, and/or any other remedy allowed in the Municipal Code or State law. Remedies provided for in this chapter shall not preclude the Town from any other remedy or relief to which it otherwise would

be entitled under law or equity. All remedies are cumulative.

SECTION 3: Severability. The Town Council hereby declares every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of these ordinance amendments are for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 4: Effective Date. This Ordinance Amendment shall go into effect thirty (30) days from its adoption. Prior to the expiration of fifteen (15) days of adoption, this Ordinance Amendment or a summary thereof pursuant to Government Code Section 36933, shall be published at least once in a newspaper of general circulation, along with the names of the members of the Town Council voting for and against its adoption.

**SAN ANSELMO PLANNING COMMISSION
RESOLUTION NO. 2025-19**

**RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF SAN
ANSELMO RECOMMENDING THE TOWN COUNCIL ADOPT AN ORDINANCE
REPEALING AND REPLACING TITLE 10 “PLANNING AND ZONING”, CHAPTER 4
“HOUSING DEVELOPMENTS UNDER GOVERNMENT CODE SECTION 65852.21”
TO COMPLY WITH STATE LAW; RENAMING CHAPTER 10-4 TO “URBAN LOT
SPLITS AND TWO-UNIT DEVELOPMENT IN SINGLE-FAMILY ZONES”; REPEALING
SECTION 10-2.711 “URBAN LOT SPLITS PURSUANT TO GOVERNMENT CODE
66411.7”; AND MAKING ASSOCIATED CEQA EXEMPTION FINDINGS**

WHEREAS, to increase the supply of housing, in 2021 California Senate Bill 9 (SB 9) was passed adding Government Code section 65852.21, which requires local agencies to ministerially approve an urban lot split to subdivide a residential lot into two separate lots and construct a secondary home on the new lot, and an additional home on the original lot; and

WHEREAS, among other things, SB 9 allowed jurisdictions to impose specific standards on SB 9 projects such as: objective zoning and design standards that differed from the underlying zone; a prohibition against demolishing more than 25% of a home’s existing structural walls; and the requirement that the residential lot be split into two roughly equal halves as small as 1,200 square feet; and

WHEREAS, California has adopted Senate Bill 450 (SB 450), effective January 1, 2025, which amends Government Code section 65852.21 (SB 9), including in the following ways for SB 9/450 projects:

- Only those objective standards applicable to the development within the underlying zoning district apply;
- There is no limit that more than 25% of a home’s existing structural walls remain;
- A local agency must approve or deny an SB 9/450 project within 60 days from the date of a completed application or it is deemed approved;
- Project cannot be denied based on specific, adverse impacts on the “physical environment”; now only adverse impacts to public health and safety apply; and

WHEREAS, the ordinance amendments would repeal and replace Town Municipal Code, Title 10, Chapter 4 “Housing Developments Under Government Code Section 65852.21” to comply with State law set forth in SB 450, rename Town Municipal Code Chapter 10-4 to “Urban Lot Splits and Two-Unit Development in Single-Family Zones”, and repeal Town Municipal Code Section 10-2.711 “Urban Lot Splits pursuant to Government Code 66411.7” (“Ordinance Amendments”); and

WHEREAS, the Ordinance Amendments are exempt from the California Environmental Quality Act (“CEQA”) pursuant to Public Resources Code section 21080.17, which exempts the local adoption of ordinances regarding second units in single or multi-family residential zones; CEQA Guidelines section 15301 involving the minor alteration of existing residences involving negligible or no expansion of use beyond that already in

existence; and pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility they would have a significant effect on the environment; the amendments make minimal changes to land uses, development intensities, and the rate at which development is expected to occur; and

WHEREAS, the proposed Ordinance Amendments are consistent with the General Plan because the General Plan Housing Element encourages the development of new housing and the proposed Amendments will facilitate housing production, and they are necessary to comply with State law; and

WHEREAS, the adoption of the proposed Ordinance Amendments is in the public interest because they encourage the development of increased housing and are necessary to comply with State law; and

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

WHEREAS, the Planning Commission held a duly noticed public hearing on September 15, 2025 and voted to recommend that the Town Council adopt the Ordinance Amendments.

NOW, THEREFORE, BE IT RESOLVED that:

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

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the San Anselmo Planning Commission on the 15th day of September, 2025, by the following vote:

AYES: Asselstine, Heiman, Pipkin, Smith, Strauss

NOES: None

ABSTAIN: None

ABSENT: None

RECUSED: None

ATTEST:


Heidi Scoble, Community Development Director

Exhibit A

SECTION 1: Ordinance Amendment. San Anselmo Municipal Code Section 10-2.711 “Urban Lot Splits pursuant to Government Code 66411.7” is hereby repealed in its entirety.

SECTION 2: Ordinance Amendment. San Anselmo Municipal Code Title 10 “Planning and Zoning”, Chapter 4 “Housing Developments Under Government Code section 65852.21” is hereby repealed in its entirety and replaced as follows:

Urban Lot Splits and Two-Unit Development in Single-Family Zones **Article 1. – Purpose and Applicability**

10-4.101 – Purpose and Authority. This chapter provides the regulations required to implement the provisions of California Government Code sections 65852.21 and 66411.7, as may be amended, and is necessary to protect public health, welfare, and safety. In cases of conflict between this chapter and any other provisions of the Town Municipal Code, this chapter shall prevail. To the extent any provision of this chapter conflicts with State law, the applicable provision of State law shall control, but in all other non-conflicting provisions, this chapter shall remain in full force and effect. The Town Council enacts this ordinance under the authority granted to cities and towns by Article XI, Section 7 of the California Constitution and Government Code sections 65852.21 *et seq.* and 66411.7 *et seq.*

10-4.102 – Applicability. This chapter shall apply to all single-family residential zone parcels in the Town of San Anselmo (the R-1, R-1-H, and R-1-C zoning districts).

Article 2. – Definitions

10-4.201 – Definitions. The following definitions apply to this chapter.

- a. “Acting in concert with the owner” means a person that has common ownership or control of the subject parcel with the owner of the adjacent parcel, a person acting on behalf of, acting for the predominant benefit of, acting on the instructions of, or actively cooperating with, the owner of the parcel being subdivided.
- b. “Adjacent parcel” means any parcel of land that is: 1) touching the parcel at any point; 2) separated from the parcel at any point only by a public right-of-way, private street or way, or public or private utility, service, or access easement; or 3) separated from another parcel only by other real property which is in common ownership or control of the applicant.
- c. “ADU” or “Accessory Dwelling Unit” shall have the same meaning as set forth in Municipal Code section 10-6.102.
- d. “Attached ADU” or “Attached Accessory Dwelling Unit” shall have the same meaning as set forth in Municipal Code section 10-6.102.

- e. "Common ownership or control" means property owned or controlled by the same person(s) or entity, or by separate entities, in which any shareholder, partner, member, or family member of an investor of the entity owns 10% (ten percent) or more of the interest in the property.
- f. "Detached ADU" or "Detached Accessory Dwelling Unit" shall have the same meaning as set forth in Municipal Code section 10-6.102.
- g. "Dwelling unit" includes an ADU (attached or detached), a JADU, and two-unit development, and/or a primary dwelling unit.
- h. "Low income household" has the meaning set forth in Health and Safety Code section 50079.5.
- i. "Moderate income household" has the meaning set forth in Health and Safety Code section 50093.
- j. "Primary dwelling unit" means the single-family residence on the property and is the larger of the two if there is an existing ADU on the property.
- k. "Sufficient for separate conveyance" means that each attached or adjacent dwelling unit is constructed in a manner adequate to allow for the separate sale of each unit in a common interest development as defined in Civil Code section 1351, including residential a residential condominium, planned development, stock cooperative, or community apartment project, or into any other ownership type in which the dwelling units may be sold individually.
- l. "Two-unit development" means a development that proposes no more than two (2) new dwelling units, or proposes to add one (1) new dwelling unit to one (1) existing dwelling unit, pursuant to the provisions of this chapter and Government Code sections 65852.21, as may be amended.
- m. "Urban lot split" means a subdivision of an existing parcel into no more than two (2) separate parcels pursuant to the provisions of this chapter and Government Code section 66411.7, as may be amended.
- n. "Very low income household" has the meaning set forth in Health and Safety Code section 50105.

Article 3. – Urban Lot Splits

10-4.301 – Application and Review. The Community Development Director or designee shall ministerially review an application for an urban lot split with no discretionary review or public hearing, and shall approve the application if the criteria in this chapter and Government Code section 66411.7, as may be amended, are satisfied. The application shall contain such information as reasonably requested by the Town Planning Department and accompanied by the appropriate fee as established by Town Council Resolution.

10-4.302 – Review Deadline and Requirements. An application for an urban lot split shall be considered and approved or denied within sixty (60) days from the date the Town receives a completed application. If the Town has not approved or denied the completed application within sixty (60) days, the application shall be deemed approved. If the Town denies an application for an urban lot split pursuant to this subparagraph, the Town shall, within the sixty (60) day deadline, return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application

can be remedied by the applicant.

10-4.303 – Adverse Health and Safety Impacts. Notwithstanding anything to the contrary in this chapter, the Community Development Director or designee may deny an application for an urban lot split if the Town’s Building Official makes written findings, based upon a preponderance of the evidence, that the proposed housing development project would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of Section 65589.5, upon public health and safety for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

10-4.304 – Urban Lot Split Requirements. An application for an urban lot split pursuant to this chapter shall meet the following requirements:

- a. The parcel map divides an existing parcel to create no more than two (2) new parcels of approximately equal lot area provided that one parcel shall not be smaller than 40% (forty) of the lot area of the original parcel proposed for subdivision.
- b. Neither the newly created lot nor the original lot shall be smaller than 1,200 square feet.
- c. Only residential uses are allowed on a parcel created by an urban lot split.
- d. No more than two (2) dwelling units may be located on any lot created through an urban lot split, including primary dwelling units, ADUs, JADUs, density bonus units, and units created as a two-unit development.
- e. The parcel must meet the following requirements:
 1. The parcel is located in an R-1, R-1-H, or R-1-C zoning district.
 2. The parcel is located within the Town, the boundaries of which include some portion of either an urbanized area or urban cluster, as designated by the United States Census Bureau, or, for unincorporated areas, a legal parcel wholly within the boundaries of an urbanized area or urban cluster, as designated by the United States Census Bureau.
 3. The parcel satisfies the requirements specified in Government Code section 65913.4(a)(6)(B) through (K), inclusive of paragraph (6) of subdivision (a) of Section 65913.4, as that section read on September 16, 2021.

10-4.305 – Objective Standards for Urban Lot Split.

- a. The urban lot split must conform to all applicable objective requirements of the Subdivision Map Act (Division 2, commencing with Section 66410), except as otherwise expressly provided herein.
- b. Unless otherwise provided for in this chapter, the parcel shall conform with the objective zoning standards and subdivision standards that apply uniformly to the underlying zoning district.
- c. Each newly created parcel shall have access to, provide access to, or adjoin a right-of-way.
- d. Notwithstanding anything to the contrary in this section, no setback shall be required for an existing dwelling unit or a dwelling unit constructed in the same location and to the same dimensions as an existing dwelling unit.

- e. A setback of four (4) feet from the side and rear lot lines is required for a newly created dwelling unit.
- f. Notwithstanding anything to the contrary in this section, the Town shall not impose objective zoning standards, objective subdivision standards, or objective design review standards that would have the effect of physically precluding the construction of two (2) dwelling units on either of the newly created parcels or that would result in a dwelling unit size of less than 800 square feet.

10-4.306 – Conditions for Urban Lot Splits. The following applies regarding conditions for an urban lot split:

- a. The applicant shall execute easements, or show evidence of such easements, necessary for the provision of public services and facilities.
- b. Offstreet parking of up to one space per unit is required, except that no parking shall be required in either of the following instances:
 - 1. The parcel is located within one-half (1/2) mile walking distance of either a high-quality transit corridor as defined in subdivision (b) of Section 21155 of the Public Resources Code or a major transit stop as defined in Section 21064.3 of the Public Resources Code.
 - 2. There is a car share vehicle located within one block of the parcel.
- c. The Town shall not require dedications of rights-of-way or the construction of offsite improvements for the parcel being created as a condition of issuing a parcel map for an urban lot split.
- d. The Town shall not require as a condition of approval for an urban lot split the correction of nonconforming zoning conditions.

10-4.307 – Owner Occupancy.

- a. The Town shall require an applicant for an urban lot split to sign an affidavit stating that the applicant intends to occupy one of the dwelling units as the principal residence for a minimum of three (3) years from the date of the approval of the urban lot split.
- b. This subdivision shall not apply to an applicant that is a “community land trust,” as defined in clause (ii) of subparagraph (C) of paragraph (11) of subdivision (a) of Section 402.1 of the Revenue and Taxation Code, or is a “qualified nonprofit corporation” as described in Section 214.15 of the Revenue and Taxation Code.

10-4.308 – No Short Term Rentals. Lots created by an urban lot split shall not be used for rental units for a period of less than thirty (30) consecutive days.

10-4.309 – Not Eligible For Urban Lot Split. The following properties are not eligible for an urban lot split under this chapter:

- a. Any parcel that was created through prior exercise of an urban lot split pursuant to this chapter and/or Government Code section 66411.7, as may be amended.
- b. Any parcel where the owner of the parcel being subdivided or any other person or entity acting in concert with the owner has previously subdivided

- an adjacent parcel using an urban lot split pursuant to this chapter consistent with Government Code section 66411.7, as may be amended.
- c. The proposed urban lot split would require demolition or alteration of any of the following types of housing:
1. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
 2. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.
 3. Housing that has been occupied by a tenant in the last three (3) years.
- d. The parcel is located within the following designated areas:
1. A historic district or property included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code, or within a site that is designated or listed as a Town landmark or historic property or district pursuant to a Town ordinance.
 2. A wetland, as defined in the United States Fish and Wildlife Service Manual, Part 660, as may be amended.
 3. Within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178 of the Government Code, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Section 4202 of the Public Resources Code. This subparagraph does not apply to sites excluded from the specified hazard zones by the Town pursuant to Section 5117 of the Government Code, or sites that have adopted fire hazard mitigation measures pursuant to existing building standards or State fire mitigation measures applicable to the development.
 4. A hazardous waste site that is listed pursuant to Section 65962.5 of the Government Code or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code, unless the State Department of Public Health, State Water Resources Control Board, or Department of Toxic Substances Control has cleared the site for residential use or residential mixed uses.
 5. Within a delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by the building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2 of the Government Code.
 6. Within a special flood hazard area subject to inundation by the 1

percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph, the Town shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by the Town that is applicable to that site. A development may be located on a site described in this subparagraph if either of the following are met (1) the site has been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the Town or (2) the site meets Federal Emergency Management Agency requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations.

7. Within a regulatory floodway as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency, unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined approval under this section, the Town shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by the Town that is applicable to that site.
8. Lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan.
9. Habitat for protected species identified as candidate, sensitive, or species of special status by State or Federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code).
10. Lands under conservation easement.

Article 4. – Two-Unit Developments

10-4.401 – Application and Review. The Community Development Director or designee shall ministerially review an application for a two-unit development with no discretionary review or public hearing, and shall approve the application if the criteria in this chapter and Government Code section 65852.21, as may be amended, are satisfied. The application shall contain such information as reasonably requested by the Town Planning Department and accompanied by the appropriate fee.

10-4.402 – Review Deadline and Requirements. An application for a two-unit development shall be considered and approved or denied within sixty (60) days from the date the Town receives a completed application. If the Town has not approved or denied the completed application within sixty (60) days, the application shall be deemed approved. If the Town denies an application for a two-unit development pursuant to this subparagraph, the Town shall, within the sixty (60) day deadline, return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.

10-4.403 – Adverse Health and Safety Impacts. Notwithstanding anything to the contrary in this chapter, the Community Development Director or designee may deny an application for a two-unit development if the Town building official makes a written finding, based upon a preponderance of the evidence, that the proposed two-unit development project would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of Section 65589.5, upon public health and safety for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

10-4.404 – Two Unit Development Requirements. An application for a two-unit development pursuant to this chapter shall meet the following requirements:

- a. The parcel subject to the proposed two-unit development is located in an R-1, R-1-H, or R-1-C zoning district.
- b. The parcel subject to the proposed two-unit development is located within the Town, the boundaries of which include some portion of either an urbanized area or urban cluster, as designated by the United States Census Bureau, or, for unincorporated areas, a legal parcel wholly within the boundaries of an urbanized area or urban cluster, as designated by the United States Census Bureau.
- c. The parcel subject to the proposed two-unit development satisfies the requirements specified in Government Code section 65913.4(a)(6)(B) through (K), inclusive of paragraph (6) of subdivision (a) of Section 65913.4, as that section read on September 16, 2021.
- d. An application shall not be rejected solely because it proposes adjacent or connected structures, provided that the structures meet building code safety standards and are sufficient for separate conveyance.

10-4.405 – Objective Standards for Two Unit Developments.

- a. Unless otherwise provided for in this chapter, a two-unit development shall comply with all objective zoning, subdivision, and design standards that

- apply uniformly to the underlying zoning district.
- b. Notwithstanding anything to the contrary in this section, no setback shall be required for an existing dwelling unit or a dwelling unit constructed in the same location and to the same dimensions as an existing dwelling unit.
 - c. A setback of four (4) feet from the side and rear lot lines is required for a newly created dwelling unit.
 - d. Notwithstanding anything to the contrary in this section, the Town shall not impose objective zoning standards, objective subdivision standards, or objective design review standards that would have the effect of physically precluding the construction of two (2) dwelling units under this chapter on either of the newly created lots, or that would result in a dwelling unit size of less than 800 square feet.
 - e. A two-unit development shall comply with all applicable building, fire, safety, and environmental regulations including Title 9 Building Regulations, Title 5, Chapter 8, Urban Runoff Pollution Prevention and Title 7, Chapter 12, Watercourses unless otherwise provided for in this chapter or as required by State law.
 - f. The applicant shall acquire any required permits from the U.S. Army Corps of Engineers (USACE), Regional Water Quality Control Board (RWQCB), and California Department of Fish and Wildlife (CDFW) prior to issuance of a building permit and prior to conducting construction activity (including grading, vegetation removal, and site preparation) within any and all Waters of the State or Water of the U.S. under the jurisdictions of USACE, RWQCB or CDFW including: (1) a RWQCB Waste Discharge Requirements permit and/or Section 401 Water Quality Certification; (2) a CDFW Streambed Alteration Agreement pursuant to Section 1600 et seq. of the California Fish and Game Code for impacts within the areas of CDFW jurisdiction; and (3) a USACE permit pursuant to Section 404 of the Clean Water Act.

10-4-406 – Conditions for Two-Unit Developments. The following applies regarding conditions for a two-unit development.

- a. Offstreet parking of up to one space per unit is required, except that no parking shall be required in either of the following instances:
 - 1. The parcel is located within one-half (1/2) mile walking distance of either a high-quality transit corridor as defined in subdivision (b) of Section 21155 of the Public Resources Code or a major transit stop as defined in Section 21064.3 of the Public Resources Code.
 - 2. There is a car share vehicle located within one block of the parcel.
- b. For dwelling units connected to an onsite wastewater treatment system, a percolation test must have been completed within the last five (5) years, or, if the percolation test has been recertified, within the last ten (10) years.
- c. Prior to issuance of a building permit under this chapter, the applicant shall record a restrictive covenant and agreement in a form prescribed by the Town Attorney that shall run with the land and provide that the property is restricted to residential uses only, and any dwelling unit on the property may be rented or leased only for a period of longer than thirty (30) days. The

Town Manager or designee is authorized to enter into the covenant and agreement on behalf of the Town and to deliver any approvals or consents required by the covenant.

10-4-407 – No Short Term Rentals. A two-unit development shall not be used for rental units for a period of less than thirty (30) consecutive days.

10-4.408 – Not Eligible for Two-Unit Development. The following properties are not eligible for a two-unit development pursuant to this chapter:

- a. The proposed two-unit development would require demolition or alteration of any of the following types of housing:
 1. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
 2. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.
 3. Housing that has been occupied by a tenant in the last three (3) years.
- b. Any parcel subject to the proposed housing development where the owner of the parcel has exercised the owner's rights under Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 to withdraw accommodations from rent or lease within fifteen (15) years before the date that the development proponent submits an application.
- c. The proposed two-unit development is in a historic district or property included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code, or within a site that is designated or listed as a Town landmark or historic property or district pursuant to a Town ordinance.

Article 5. – Fees, Violations and Enforcement.

10-4.501 – Fees. The Town Council may establish and set by resolution all fees and charges, and related provisions, as may be necessary to effectuate the purpose of this chapter.

10-4.502 – Violations and Enforcement. The Town Attorney shall be authorized to abate violations of this chapter and to enforce the provisions of this chapter and all implementing agreements and affidavits by civil action, injunctive relief, and any other proceeding or method permitted by law. Violations of this chapter shall also constitute a public nuisance subject to abatement pursuant to the Municipal Code, and/or any other remedy allowed in the Municipal Code or State law. Remedies provided for in this chapter shall not preclude the Town from any other remedy or relief to which it otherwise would be entitled under law or equity. All remedies are cumulative.

SAN ANSELMO TOWN PLAZA REVOCABLE LICENSE AGREEMENT

1. Parties.

This Agreement is entered into effective January 1, 2025 by and between Town of San Anselmo, a public entity (hereinafter "The Town") and Jim Baum (hereinafter "Baum").

2. The Premises and Dates of Use.

The Town hereby grants a revocable license to Baum to use the certain portions of the Town Hall Plaza lawns located at 525 San Anselmo Avenue as outlined in Exhibit 1, for use as an organic produce "Farm Stand" on Wednesdays year-round.

The Farm Stand will be located on the lawn in front of Town Hall on the area where decomposed granite is installed.

There is a maximum of four (4) tents allowed at any time. Tents measure approximately 10' x 10.'

3. Term of License.

The term of this Agreement will be from January 1, 2025 through December 31, 2029, with specific permitted dates of operation as noted in Section 2. Upon mutual written agreement by the parties, this Agreement may be extended for an additional period upon terms acceptable to the parties. The terms and conditions of this Agreement will remain in full force and effect during any and all period(s) of extension of this Agreement. The Town reserves the right to revoke (terminate) this Agreement, without cause, on 24 hours written notice.

4. Consideration.

The consideration for this Agreement will be \$3,120 per year. This represents a sixty dollars (\$60.00) per day charge, payable the Town in four quarterly installments of \$780 payable on January 1st, April 1st, July 1st and October 1st of each year. The contractor may deduct \$60 for days where use was prohibited due to inclement weather.

5. Use.

The premises are to be used solely to sell organic produce, meats, fish, poultry and flowers. Baum is solely responsible for his agreements with customers and suppliers of the Farm Stand. No persons other than Baum may operate or work at the Farm Stand without the express written permission of the Town. Baum will set up, operate, and clean up the Farm Stand and all trash generated by the Farm Stand immediately after each day's operation of the Farm Stand. Baum will commit no waste or nuisance upon the Premises.

The Town will reserve two parking spaces in front of Town Hall for off-loading but must move the truck after loading into the space designated for his truck on Library Place.

The premises may not be used for any other purpose other than those uses specified herein without the prior written consent of the Town, which consent, once granted, may be revoked at any time by the Town in its sole discretion.

6. Assignment.

Baum will not assign this License without the prior written consent of the Town. Any such assignment without the prior written consent of the Town will be void and, at the option of the Town, will terminate this Agreement.

7. Ordinances and Statutes.

Baum will comply with all statutes, ordinances, and requirements of all municipal, state, and federal authorities now in force, or which may later be in force, regarding the Farm Stand, Baum's purchase and sale of organic produce, and Baum's use of the premises. The commencement or pendency of any state or federal court abatement proceeding affecting the Farm Stand or the use of the premises will, at the option of the Town, be deemed a breach of this Agreement. Baum will obtain a valid Town of San Anselmo business license which he will keep in full force and effect throughout the entire term of this Agreement.

For the health and safety of visitors to the Farm Stand and Town Hall, Baum may not bring his dog to the Farm Stand.

8. Indemnification of the Town.

The Town will not be liable for any damages or injury to Baum, or any other person, or to any property, occurring on the premises, or occurring during or as a result of any action or activity on or off the premises by Baum, or any other person, related to the operation of the Farm Stand, or any other uses or activities that Baum or others conduct at the property. Baum agrees to hold the Town harmless, including payment of the Town's attorneys' fees, from any claims arising out of the license granted by this Agreement, Baum's use of the premises, or Baum's operation of the Farm Stand, and to indemnify the Town for all expenses incurred by the Town in defending such claims.

9. Baum's Insurance

Compliance with Insurance Requirements.

Baum will, at Baum's sole expense, comply with all requirements, guidelines, rules, orders, and similar mandates and directives pertaining to the use of the premises, whether

imposed by Baum's insurer, the Town's insurer, or both. If Baum's use of the premises causes any increase in the premium for any insurance policies carried by the Town, Baum will, within ten (10) business days after receipt of written notice from the Town, reimburse the Town for any such increase in insurance premiums.

Baum's Liability Coverage.

Baum will, at Baum's sole expense, obtain commercial general liability insurance written on an "occurrence" policy form, covering bodily injury, property damage, personal injury, and advertising injury arising out of or relating (directly or indirectly) to Baum's use of the premises. The Town, or any other party designated thereby, will be named by endorsement as an additional insured under Baum's general liability coverage. The additional insured endorsement must be on ISO Form CG 20 11 11 85 or an equivalent acceptable to the Town. Before the License commencement date, Baum will deliver to the Town the endorsements referred to in this section as well as a certified copy of Baum's liability policy or policies and an original certificate of insurance, executed by an authorized agent of the insurer or insurers, evidencing compliance with the liability requirements of this section of this Agreement. The certificate will provide for no less than thirty (30) days' advance written notice to the Town from the insurer or insurers of any cancellation, nonrenewal, or material change in coverage or available limits of liability and will confirm compliance with the liability insurance requirements of this Agreement.

The minimum acceptable limits of liability for Baum's liability insurance are one million dollars (\$1,000,000.00).

10. Subrogation.

To the maximum extent permitted by insurance policies which may be owned by the parties hereto, the Town and Baum waive any and all rights of subrogation against each other which might otherwise exist.

11. Signs.

Baum will not place, maintain, nor permit any sign or awning on any portion of the premises without the express written permission of the Town.

12. Hazardous Materials.

Baum will not use, store, or dispose of any hazardous substances upon the premises. Hazardous substances mean any hazardous waste, substance, or toxic materials regulated under any environmental laws or regulations applicable to the property. Baum will be responsible for the cost of removal of any toxic contamination caused by Baum's use of the property.

13. Insolvency.

The appointment of a receiver, an assignment for the benefits of creditors, or the filing of a petition in bankruptcy by or against Baum, will constitute a breach of this license agreement by Baum.

14. Default.

In the event of any breach of this Agreement by Baum, the Town may, at its option, terminate this Agreement.

The Town may, in the alternative, continue this Agreement in effect, so long as the Town does not terminate Baum's right to possession, and the Town may enforce all of the Town's rights and remedies under this Agreement. If said breach of the Agreement continues, the Town may, at any time thereafter, elect to terminate this Agreement.

15. Attorney Fees.

In any action, arbitration, or other proceeding involving a dispute between the Town and Baum arising out of this Agreement, the prevailing party will be entitled to reasonable attorney fees, expert witness fees, and costs.

16. Waiver.

No failure of the Town to enforce any term of this Agreement will be deemed to be a waiver.

17. Notices.

Any notice which either party may or is required to give, will be given by mailing the notice, postage prepaid, to Baum at the premises, or to the Town at the address shown in Item 2, or at such other places as may be designated in writing by the parties from time to time. Notice will be effective **five (5) days after mailing**, or on personal delivery, or when receipt is acknowledged in writing.

18. Heirs, Assigns, Successors.

This Agreement is binding upon and inures to the benefit of the heirs, assigns, and successors of the parties.

19. Subordination.

This Agreement, at the Town's option, will be subordinate to any mortgage, deed of trust, or other security now existing or later placed upon the property; provided, however, that

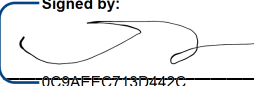
Baum's right to quiet possession will not be disturbed if Baum is not in default on the payment of rent or other provision of this Agreement.

20. Entire Agreement.

The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by the parties.

TOWN OF SAN ANSELMO

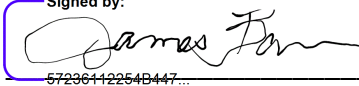
DATE: 4/10/2025

Signed by:
BY: 
0C9AEEC713D442C...
David P. Donery

ITS TOWN MANAGER

JIM BAUM

DATE: 5/7/2025

Signed by:
BY: 
57236112254B447...
Jim Baum

ITS OWNER