TOWN OF
SAN ANSELMO
EST. 1907

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

Town Council

Agenda

Tuesday, June 27, 2023 **7:00 PM**

Meeting held In-Person and via Zoom:
https://us02web.zoom.us/j/83301645485

Or Telephone: +1 669 900 6833 | Webinar ID: 833 0164 5485

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

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

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

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

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.

Public Comment
Public Comment- Barham
Public Comment- Chappelle

Council requests for future agenda items.

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

Special Presentations- There are No Special Presentations

1. Consent Agenda:

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

1.1 Approval of the Minutes of the Regular Town Council Meeting of June 13, 2023
Staff Report
Attachment 1- Draft Minutes of June 13, 2023

1.2 Revenue and Expenditure Reports, May 2023
Staff Report
Attachment 1 - Budget Comparison Report - Subcategory_May 2023
Attachment 2 - Budget Comparison Report - Department_May 2023

1.3 Recreation Fund Revenue & Expenditure Report
Staff Report - Recreation Fund - May 2023
Attachment 1 - Finance Statement May 2023

1.4 Adopt a Resolution Recognizing July 2023 as "Parks Make Life Better" Month
Staff Report
Attachment 1 - PMLB Resolution

1.5 Authorize Staff to Proceed with a Scheduled Meeting in the event Zoom or other Means of Teleconference Stops Functioning
Staff Report

1.6 Adopt a Resolution Approving the Town of San Anselmo 2023-2024 Budget and Workplan
Staff Report
Attachment 1 - Proposed 2023-24 Budget and Work Plan
Attachment 2 - 2023-24 Resolution for budget Adoption
Public Comment- Gundry
Public Comment- Kamerick

1.7 Adopt a Resolution Approving the Revised Salary Schedules for Management, SEIU, and Part-time Employees
Staff Report
Attachment 1 - Resolution Revising Management Pay Schedule
Attachment 2 -Resolution Revising Temporary Part Time
Attachment 3 - Resolution Revising SEIU Salary Schedules
Exhibit A - SEIU Pay Schedule

1.8

Receive a Report and Consider Options for “Measure A” Parks Tax Allocation – FY 2023/2024.

Staff Report
Attachment 1 â€“ FY 2023-24 Cities and Towns - Measure A Allocation Estimates

1.9 Receive and File the Central Marin Police Authority Annual Report
San Anselmo CMPA Annual Presentation 2022

2. Public Hearing- There are No Public Hearing Items

3. 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

3.1 Receive a Presentation regarding the Marin Countywide EV Acceleration Strategy. Receiving the EV Acceleration Strategy presentation is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment (Cal. Pub. Res. Code § 21065).
Staff Report
Attachment 1 - Marin Countywide EV Acceleration Strategy
Attachment 2 - San Anselmo EV Strategy
PowerPoint Presentation
Public Comment- Gundry

3.2 Consider to Adopt Staff Recommendations of the Marin Green Building Model Reach Code. The Council’s discussion of the model reach code is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment (Cal. Pub. Res. Code § 21065).
Staff Report
Attachment 1 - Model Reach Code
Attachment 2 - Comparison Table
Attachment 3 - BayREN Ninth Circuit Decision Summary
Attachment 4 - Presentation Slides
Public Comment- Saunders
Public Comment- Gundry

3.3 Review and Endorse the Age Friendly Committee - Age and Disability Planning Grant Overview Project. The review and endorsement of this item is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).
Staff Report

Attachment 1 - Letter of Intent
Attachment 2 - Project Work Plan
Attachment 3 - Presentation Slides

3.4 Receive DEI Audit Results of the Town of San Anselmo Policies and Procedures. Receiving the DEI Audit Results 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 - Racial Equity Ad Hoc Committee Resolution
Attachment 2 - Racial Equity Committee RESO 06.28.22
Attachment 3- Firm Submission List
Attachment 4- Town of San Anselmo RFP DEI Policy Audit Training 2021
PowerPoint Presentation

4. Adjourn

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

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

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the date of the Council's decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting is July 25, 2023.

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

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

Staff
David Donery, Town Manager
Linda Kenton, Assistant Town Manager / Town Librarian

Megan Holt Acevedo, Town Attorney
Jeff Zuba, Finance and Admin Services Director
Serge Avila, Town Clerk
Heidi Scoble, Planning Director
Sean Condry, Public Works Director
Dannielle Mauk, Community Services Director
Mike Norton, Chief of Police
Jason Weber, Fire Chief

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

From: Rick Barham
To: Town Council
Subject: San Anselmo Rent Control
Date: Tuesday, June 27, 2023 9:30:20 AM

CAUTION: External Sender

Dear Town Council,

Less government interference in the free market us good. More government interference in a free market leads to a lot of unexpected and unwanted consequences.

There's really to need for you to meddle in this issue. We don't need your help to fix something that a few people with loud voices would like you to fix for their own gain. For the record, my wife and I own and lease a commercial building in town, but have no residential rentals.

Thank you.

Regards,
Rick Barham
415-517-2251

From: sarachap4
To: Serge Avila
Subject: Fw: IMPORTANT - Please reply - From Sara Chappelle -Rent Control Report
Date: Thursday, June 29, 2023 11:53:13 AM

CAUTION: External Sender

Hi there -

I am forwarding you this important email to do with my public comments and important facts about rent stabilization I gave at the Town Council meeting 6-27-23. Below the email are the actual words spoken at that meeting, for the sake of them being recorded.

Thanks.

----- Forwarded Message -----
From: sarachap4 <sarachap4@aol.com>
To: Dave Donery <ddonery@townofsananselmo.org>
Sent: Wednesday, June 28, 2023 at 11:48:09 AM PDT
Subject: IMPORTANT - Please reply - From Sara Chappelle -Rent Control Report

Hi Dave -

Sara Chappelle here; you heard me speak at the Council meeting to do with rent stabilization. I was unaware of the strictness of the 3-minute limit, and so did not have the time to make some important points.

I returned yesterday and spoke during "open time", but you were not present.

I know you have the laborious task of putting together a staff report or such by July on the subject, and it is important to me that some things, I hope, can be included.

1. Although this appeared on the screen, the backs of the Council members was to that screen, and you did not verbalize this important fact. The State rent control, The Tenant Protection Act of 2019, is set to expire in 6 1/2 years to NO State rent control. Important, because the prevailing idea is that we don't need it because we already have it. That law was never meant to be a permanent fix, as was stated by Governor Newsom at the time. It was a time-limited measure to stop the doubling, etc., of rents that was happening at the time. The hope was that Towns would enact their own rent controls, as we are trying to.

2. If so much affordable housing is desired, or more importantly, required, in San Anselmo, we tenants who are already in what is considered affordable units count as reaching that number; it need not be new move-ins.

3. One good thing in the Fairfax rent stabilization (not the separate controversial just-cause eviction) ordinance was that, if tenants are to pay for water, it is required that they be individually metered. This is specifically to avoid something called RUBS (Ratio Utility Billing System) utility billing, a shady practice which divides one meter, which can never be

equitable, between all tenants with no rules about how much management has to pay for outside water. For instance, it results in double-billing for the huge amount used by washers, which tenants have already paid for on a per-use basis, does not address outside leaks, etc., etc. Corporations are using this to tack onto rent, with added administration fees, etc, and thereby circumvent rent increase controls. This has been banned in several CA towns specifically because of this. I attach an article about that. Please, please do not leave this important item out of our staff report.

https://smdp.com/2018/08/30/court-declares-that-landlords-cant-circumvent-rent-limits-by-charging-extra-for-water/

To a person, the mom and pop landlords we've all heard have said they have no issue with the Fairfax 60% of CPI with a 5% cap rent limit, as they would not raise rents more than that anyway, or raise them yearly. So mom and pops would be unaffected by the limit; only the greedy (mostly corporate) would be impacted, allowing long-time SA residents to stay in their homes. So, nothing is lost for the mom and pops. It is the over-kill of the Fairfax just cause ordinance (which is actually being scaled back by the Fairfax Council) that is the problem, and while some just cause eviction ordinance is needed to enforce rent stabilization, San Anselmo's does not need to be anything like Fairfax's.

The 7% straight limit that Larkspur is considering is also unsustainable, yearly, very close to the State's 10% cap, so would not really be a help.

Again, this is not a future worry. It has already happened in my building, and I know of several long-time San Anselmo residents who have already been driven out by the Corporations who have bought SA buildings (even small, like mine) so this needs to happen with urgency.

Mr. Colbert seems to be completely unaware of this need, as he stated himself, while Mr. Burdo says he has received 80 emails from renters.

As to racial diversity, my own 24-unit building, and I am sure other rentals, is at least 1/3 POC; 5 African-Americans, 8 Latino, 3 Asian, 4 LBGTQ, and several Jews, so the "people who look like" Mr. Colbert, as he put it, are already here, so also are being/will be be displaced by unreasonable yearly rent increases.

As to legislating this, everyone knows that, through history, minorities (even if that minority is renters) and the vulnerable have had to have their protections legislated.

1/3 of SA homes are rentals, 1/4 of SA residents are renters. We don't need buildings as big as Skylark in Larkspur or unending, time-consuming data to need/receive this protection.

This is not, as Ms. Burke implied,"subsidizing" anyone. Rent raises and profits are still well-allowed with rent stabilization, and most people like me make a smidge too much money to qualify for the helping programs she mentioned.

If this is not addressed, now, SA will become only the affluent and the very poor who do qualify for special programs, leaving the affluent able to feel their nobles oblige. Or people who bought/inherited long ago, and they will dwindle. But there will be no lower-middle/working class, such as created the San Anselmo everyone is now enjoying.

As I have emailed you (about the gate) in the past at times without receiving a response, and as this is so important and time-sensitive to do with the report you are preparing, could you please respond as soon as possible to let me know you have received and read this email?

I thank you very much -

Sara Chappelle

Hello. My name is Sara Chappelle and I am here to talk about rent control. I, by the way, come from a family of landlords, so I do not have only the tenants' perspective. I work evenings and may not be able to attend special meetings.

About the idea that we already have State rent control, that is set to expire in 6 years. It is 5% plus inflation, which will be at or close to the 10% cap for a long time to come. Even if inflation somehow lowers to 2%, that is still 7% yearly, also unsustainable. We are asking for better, not extra, rent control.

If the town is required to have so many rental units be affordable, tenants already in naturally occurring affordable units count toward the town realizing the required number. It need not be new move-ins.

One good thing in the Fairfax ordinance was the requirement for individual metering if water is charged, to avoid shady utility billing which is used to circumvent rent control. So please don't discard that or think it unimportant.

I hope those three facts will be in the Town Staff report.

To a person, no mom and pop landlord I've heard has a problem with the 60% of CPI with a 5% cap rent raise limit, as they say they don't raise that much anyway, so it won't affect them, only the greedy corporations.

Mr. Colbert mentioned that keeping tenants like me in my home may not make room for people who look like him to move in. While the lack of racial diversity in Marin truly pains me, two wrongs don't make a right. You should

also know that in my 24-unit building right here on Sycamore, fully 1/3 are POC, 5 African-American, 8 Latino, 3 Asian, 3 LGBTQ and a smattering of Jews. So the people who look like him are already here and will also be displaced by these unreasonable rent raises.

Further, while rental income is a business, let's not pretend it is a business like any other; it's people's homes.

As to whether this should be legislated, I think everyone knows that minorities and the vulnerable have often had to have their protections legislated by courageous legislators.

Ms. Burke suggested there are other nice places to live in the Country, but my 90-year old father and every face I have ever known don't live there, Nor have I been a contributing community member in those places for 50 years.

I also make a smidge too much money to qualify for the helping programs she listed, as do most people in my position.

Rent stabilization does not subsidize anyone. It absolutely allows for rent raises and for profits.

The Fairfax just cause ordinance over-kill left a bad taste in people's mouths, We need some just cause eviction control, but it does not have to be like theirs, nor do we need huge buildings like Skylark, and tons and tons of data.

It is simple. We need to address housing insecurity in San Anselmo, now, because it is happening now.

If it is not addressed, San Anselmo will be only the affluent and the very poor protected by programs that let the affluent feel their nobles oblige. But there

will be no working class, and that’s not inclusive.

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.1

MEETING DATE: June 27, 2023

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of June 13, 2023

FROM: Serge Avila, Chief Town Clerk

RECOMMENDATION: For Council to consider the approval of the Draft Minutes of the Regular Town Council meeting of June 13, 2023.

ATTACHMENT:

Attachment 1- June 13, 2023 Draft Minutes

San Anselmo Council Draft Minutes
Regular Meeting
Town Council Chambers and via teleconference
Tuesday, June 13, 2023

Call to Order: Optional Pledge of Allegiance 7:06 PM

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

STAFF MEMBERS PRESENT: Dave Donery, Town Manager
Rob Epstein, Town Attorney
Sean Condry, Public Works Director
Heidi Scoble, Planning Director
Jeff Zuba, Finance & Admin Services Director
Serge Avila, Chief Town Clerk

Open Time for Public Expression

Guy Meyer provided public comment.

Mayor Burdo interjected and asked for the Town Council to take a break while staff worked on reestablishing teleconference connection.

At approximately 7:36 p.m. Mayor Burdo announced that the meeting couldn't continue due to technical difficulties and requested a motion to adjourn and continue the meeting to the following week tentatively Tuesday, June 20, 2023.

M/s, Burke/Colbert, Motion to adjourn and continue the meeting to the following week.
AYES: Colbert, Fineman, Kullaway, Vice Mayor Burke, Mayor Burdo

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Serge Avila
Chief Town Clerk

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.2

MEETING DATE: June 27, 2023

AGENDA TITLE: Revenue and Expenditure Reports, May 2023

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: Approve the monthly year-to-date Revenue and Expenditure Reports and corresponding activity for the period ending through May 31, 2023.

SUMMARY

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

BACKGROUND

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

DISCUSSION/ANALYSIS

The revenue and expenditure data through May 31, 2023, is a compilation of all operating activity that is year-to-date for the current and prior fiscal year. These reports are sourced directly from the Town's financial system, of which a corresponding analysis has been performed identifying the key trends the Town Council should take note of.

Revenues

Overall, through the May 2023 reporting period end, the Town's General Fund revenue has increased its base relative to the prior year by $0.959M. This is primarily from the increase in property tax and license & permits offset by property transfer tax and

transfers in. All other activity is either flat year-over-year or nets correspondingly to an immaterial change—all of which are within management's expectations.

Category	MAY YTD FY23	MAY YTD FY22	$ Change	% Change
Property Tax	15,012,777.90	14,242,502.02	770,275.88	5.41%
Sales Tax	1,199,979.52	1,226,330.45	(26,350.93)	-2.15%
Property Transfer Tax	61,162.00	130,982.00	(69,820.00)	-53.31%
Franchise Taxes	691,604.88	670,932.64	20,672.24	3.08%
Licenses & Permits	1,247,726.35	1,100,117.53	147,608.82	13.42%
Fines	76,304.12	69,747.80	6,556.32	9.40%
Cash & Investment Interest	52,914.18	11,197.42	41,716.76	372.56%
Intergovernmental	225,871.46	140,170.97	85,700.49	61.14%
Other Fees	277,918.51	260,145.80	17,772.71	6.83%
Transfers In	256,039.25	291,401.83	(35,362.58)	-12.14%
Total	19,102,298.17	18,143,528.46	958,769.71	5.28%

As shown above, the Town's overall revenue base increased by $0.959M, driven by Property Tax and Licenses & Permits.

- Property Taxes revenues through April have increased $0.770M compared to the prior period due to increased values on properties from the active real estate market during the Covid-19 pandemic. The Town receives disbursements from the County of Marin for property taxes in December, April, and June.
- Sales Tax decreased by $0.026M due to consumer spending activity.
- Property Transfer Tax decreased by $0.069M due to the slowing housing market from rising rates and low inventory. The Town expects to be under budget in this area at the end of the year.
- Franchise Taxes increased by $0.020M due to rate increases by the respective provider and/or consumer activity.
- License & Permits increased by $0.147M compared to the prior period due to continuing construction activity around the Town and the timing of collection for Business License Taxes.
- Intergovernmental increased by $0.85M compared to the prior period due to $0.66M grant reimbursement received for the Objective Design and Development Standards.
- Transfers In decreased by $0.035M compared to the prior period due to the Town issuing Pension Obligation Bonds in September 2021 to eliminate its unfunded liability with CalPERS. The previous year's transfer in the amount included $0.081M from the Recreation Fund to pay its portion of the unfunded payment. In the current year, the transfer from the Recreation Fund was $0.026M. This amount represents the Recreation portion of savings that will be paid to the Pension Trust.

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

Expenditures

Overall, through the May 2023 reporting period end, the Town's General Fund expenditures have increased by $1.4M compared to the prior year. This is primarily from increases in compensation, outside services, debt service, and other expenditures. All

other activity is either flat year-over-year or nets correspondingly to an immaterial change—all of which are within management's expectations.

Category	MAY YTD FY23	MAY YTD FY22	$ Change	% Change
Compensation	3,285,708.29	2,933,359.64	352,348.65	12.01%
Retirement	219,740.62	863,162.98	(643,422.36)	-74.54%
Training	44,090.06	28,103.67	15,986.39	56.88%
Outside Services	11,204,203.35	10,236,447.60	967,755.75	9.45%
Maintenance	49,973.55	135,062.71	(85,089.16)	-63.00%
Utilities	23,681.13	188,663.10	(164,981.97)	-87.45%
Supplies	140,052.30	109,432.54	30,619.76	27.98%
Debt Service	494,248.63	117,132.54	377,116.09	321.96%
Other Expenditure	1,169,047.45	131,096.10	1,037,951.35	791.75%
Transfers Out	813,517.00	1,263,517.00	(450,000.00)	-35.61%
Total	17,444,262.38	16,005,977.88	1,438,284.50	8.99%

As shown above, the Town's expenditures base overall increased by $1.4M of which is driven by compensation, outside services, debt service, and other expenditures:

- Compensation (Salaries & Wages and Benefits) increased by $0.352M compared to the prior fiscal year primarily due to the 4.5% cost of living adjustment effective July 1, 2022, and one-time lump sum payment to employees in recognition of contributions during the Covid-19 pandemic.
- Expenditures relating to CalPERS retirement decreased by $0.650M due to the Town's required unfunded pension liability payment. The Town issued Pension Obligation Bonds in September 2021 to eliminate its unfunded liability with CalPERS at that point in time. The previous year's liability payment was $0.665M. The offset for this decrease will be observed in the debt service category for the bond repayment.
- Outside Services increased by $0.967M compared to the previous fiscal year due to the changes in payments for Public Safety JPA's, housing element, traffic circulation element, and construction project activity.
- Debt Service increased by $0.377M compared to the previous fiscal year due to the repayment of the 2021 Pension Obligation Bonds noted above. The bond payments are due in August and February.
- Other Expenditures, Utilities, and Transfers Out increased by $0.422M compared to the previous fiscal year. Due to the change in accounting, utilities, other expenditures, and transfers must be together. In previous years funding for internal service funds was transferred out of the general fund. In fiscal year 22/23, the charge is recognized as an expense in the general fund and revenue in the internal service fund. The increase is due to the cost of insurance (property, liability, and workers' compensation), and increased transfer amounts to road maintenance and climate action fund.

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

FISCAL IMPACT
None

GENERAL PLAN CONSISTENCY
Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS
Attachment #1: General Fund Revenue and Expenditure Report by subcategory, May 2023
Attachment #2: Expenditure Report by department, May 2023

Town of San Anselmo
2022-2023 Rev & Exp Report
as of 05/31/2023
Fund: 01 - GENERAL FUND

	2021-2022 Revised Budget	2021-2022 Audited Actuals	2021-2022 YTD Actuals	% of Audited Actuals	2022-2023 Adopted Budget	2022-2023 Revised Budget	2022-2023 YTD Actuals	% of Actual / Budget
Revenue								
400 - PROPERTY TAX GENERAL	8,376,892.00	8,646,036.63	8,218,631.36	95.06 %	9,030,734.00	9,030,734.00	8,842,944.12	97.92 %
401 - PENSION	2,291,981.00	2,696,259.46	2,575,796.56	95.53 %	2,592,646.00	2,592,646.00	2,743,477.62	105.82 %
402 - PROPERTY TAX OTHER	3,385,116.00	3,777,460.04	3,579,056.10	94.75 %	3,760,449.00	3,760,449.00	3,487,518.16	92.74 %
410 - OTHER TAXES	1,320,000.00	1,641,557.71	1,226,330.45	74.71 %	1,400,000.00	1,610,000.00	1,199,979.52	74.53 %
411 - FRANCHISE TAXES	750,630.00	876,162.40	670,932.64	76.58 %	775,000.00	775,000.00	691,604.88	89.24 %
420 - BUSINESS LICENSE	240,000.00	297,930.14	274,064.06	91.99 %	260,000.00	260,000.00	285,975.57	109.99 %
421 - PARKING	24,500.00	0.00	9,055.78	0.00 %	24,500.00	24,500.00	1,732.81	7.07 %
422 - CONSTRUCTION	980,000.00	899,501.36	816,997.69	90.83 %	950,000.00	1,075,000.00	960,017.97	89.30 %
430 - VEHICLE CODE	17,500.00	24,450.16	19,126.74	78.23 %	10,000.00	10,000.00	7,576.88	75.77 %
431 - LIBRARY	0.00	2,484.09	1,074.78	43.27 %	0.00	0.00	3,870.04	0.00 %
432 - PARKING	65,000.00	56,953.74	49,546.28	86.99 %	50,000.00	50,000.00	64,857.20	129.71 %
440 - USE OF MONEY AND PROPERTY	15,000.00	-48,149.73	11,197.42	-23.26 %	20,000.00	70,000.00	52,914.18	75.59 %
450 - STATE REVENUE	107,500.00	165,076.60	140,170.97	84.91 %	127,500.00	127,500.00	159,871.46	125.39 %
460 - FEDERAL REVENUE	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
470 - LOCAL AGENCY REVENUE	0.00	0.00	0.00	0.00 %	0.00	0.00	66,000.00	0.00 %
480 - FEES FOR SERVICES	171,000.00	183,700.83	169,557.22	92.30 %	171,000.00	171,000.00	136,253.91	79.68 %
490 - MISCELLANEOUS REVENUE	97,500.00	115,226.33	90,588.58	78.62 %	100,070.00	100,070.00	141,664.60	141.57 %
519 - TRANSFERS IN	418,464.00	389,520.53	291,401.83	74.81 %	384,447.00	384,447.00	256,039.25	66.60 %
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
Total Revenue:	18,261,083.00	19,724,170.29	18,143,528.46	91.99 %	19,656,346.00	20,041,346.00	19,102,298.17	95.31 %
Expense								
600 - SALARIES AND WAGES	2,887,665.00	2,517,183.96	2,296,174.47	91.22 %	3,072,145.00	3,072,145.00	2,591,330.97	84.35 %
601 - RETIREMENT	960,932.00	880,691.32	863,162.98	98.01 %	535,751.00	535,751.00	219,740.62	41.02 %
602 - EMPLOYEE BENEFITS	782,423.50	581,620.55	562,859.84	96.77 %	884,105.50	884,105.50	610,582.58	69.06 %
604 - RETIREE BENEFITS	144,322.00	136,855.69	74,325.33	54.31 %	156,390.00	156,390.00	83,794.74	53.58 %
610 - TRAINING	40,200.00	28,663.45	28,103.67	98.05 %	43,200.00	43,200.00	44,090.06	102.06 %
611 - OUTSIDE SERVICES	11,269,241.00	11,471,062.03	10,236,447.60	89.24 %	12,161,732.37	12,461,732.37	11,204,203.35	89.91 %
613 - PUBLICATION / DUES	15,550.00	19,742.41	19,356.58	98.05 %	15,845.50	15,845.50	8,261.26	52.14 %
614 - MAINTENANCE	21,600.00	18,046.31	13,400.34	74.26 %	21,792.50	21,792.50	19,456.58	89.28 %
615 - BUILDING MAINTENANCE	189,950.00	146,724.98	119,289.00	81.30 %	98,643.00	98,643.00	20,849.44	21.14 %
616 - VEHICLE MAINTENANCE	6,500.00	2,373.37	2,373.37	100.00 %	6,515.00	6,515.00	9,667.53	148.39 %
617 - UTILITIES	210,740.00	193,886.75	188,663.10	97.31 %	0.00	0.00	23,681.13	0.00 %
618 - HIRING	1,000.00	50,185.71	27,472.86	54.74 %	1,000.00	1,000.00	4,227.64	422.76 %
619 - MISCELLANEOUS	18,500.00	11,170.00	11,170.00	100.00 %	19,000.00	19,000.00	8,305.95	43.72 %
620 - OFFICE SUPPLIES	36,200.00	22,750.51	17,791.44	78.20 %	36,665.00	36,665.00	20,283.13	55.32 %
622 - DEPARTMENT SUPPLIES	45,700.00	80,811.37	75,772.28	93.76 %	46,355.00	46,355.00	102,077.27	220.21 %
623 - BOOKS / MAGAZINES / VIDEOS	23,373.00	22,047.14	15,868.82	71.98 %	24,074.00	24,074.00	17,691.90	73.49 %
629 - MISCELLANEOUS	76,500.00	80,907.53	73,096.66	90.35 %	1,185,641.00	1,185,641.00	1,148,120.30	96.84 %
630 - EQUIPMENT	500.00	0.00	0.00	0.00 %	0.00	0.00	132.30	0.00 %
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
640 - PRINCIPAL	227,000.00	227,000.00	113,000.00	49.78 %	285,000.00	285,000.00	285,000.00	100.00 %
641 - INTEREST	11,208.00	6,207.91	4,132.54	66.57 %	248,976.00	248,976.00	209,248.63	84.04 %
670 - TRANSFERS OUT	1,863,517.00	1,863,517.00	1,263,517.00	67.80 %	813,517.00	863,517.00	813,517.00	94.21 %
Total Expense:	18,832,621.50	18,361,447.99	16,005,977.88	87.17 %	19,656,347.87	20,006,347.87	17,444,262.38	87.19 %
Total Fund: 01 - GENERAL FUND:	-571,538.50	1,362,722.30	2,137,550.58		-1.87	34,998.13	1,658,035.79	
Report Total:	-571,538.50	1,362,722.30	2,137,550.58		-1.87	34,998.13	1,658,035.79	

Town of San Anselmo
2022-2023 Rev & Exp Report
as of 05/31/2023
Fund: 01 - GENERAL FUND

	2021-2022 Revised Budget	2021-2022 Audited Actuals	2021-2022 YTD Actuals	% of Audited Actuals	2022-2023 Adopted Budget	2022-2023 Revised Budget	2022-2023 YTD Actuals	% of Actual / Budget
Expense								
00 - UNDESIGNATED	1,863,517.00	1,863,517.00	1,263,517.00	67.80 %	813,517.00	863,517.00	813,517.00	94.21 %
11 - TOWN COUNCIL	95,323.00	30,254.44	28,286.00	93.49 %	101,030.00	101,030.00	67,886.50	67.19 %
12 - ADMINISTRATION	1,423,741.50	1,227,667.51	1,081,856.49	88.12 %	1,450,835.00	1,450,835.00	1,196,842.18	82.49 %
16 - LEGAL SERVICES	300,000.00	367,034.06	287,826.06	78.42 %	385,000.00	385,000.00	224,465.30	58.30 %
18 - PLANNING	638,270.00	370,827.42	298,117.07	80.39 %	958,759.00	958,759.00	650,818.17	67.88 %
21 - NON-DEPARTMENTAL	1,159,369.00	1,036,578.31	980,609.59	94.60 %	1,414,224.50	1,414,224.50	1,020,821.69	72.18 %
30 - POLICE	4,685,857.00	4,690,030.16	4,315,019.56	92.00 %	4,938,129.00	4,938,129.00	4,526,618.25	91.67 %
32 - ROSS VALLEY FIRE SERVICE	4,611,448.00	4,559,101.21	4,167,339.99	91.41 %	4,869,951.00	4,869,951.00	4,398,380.38	90.32 %
40 - DEBT SERVICE	234,708.00	234,607.91	118,532.54	50.52 %	530,476.00	530,476.00	495,548.63	93.42 %
41 - ENGINEERING AND INSPECTION	1,406,648.00	1,480,518.43	1,322,798.49	89.35 %	1,635,519.00	1,760,519.00	1,339,526.75	76.09 %
42 - STREETS	920,957.50	1,085,314.46	878,523.04	80.95 %	978,724.00	1,078,724.00	1,073,548.07	99.52 %
71 - LIBRARY	729,255.50	630,298.30	568,933.55	90.26 %	781,632.87	781,632.87	735,536.67	94.10 %
81 - PARKS	482,079.50	532,278.33	461,122.00	86.63 %	504,146.00	579,146.00	627,942.67	108.43 %
82 - RECREATION/GENERAL FUND	281,447.50	253,420.45	233,496.50	92.14 %	294,404.50	294,404.50	272,810.12	92.67 %
Total Expense:	18,832,621.50	18,361,447.99	16,005,977.88	87.17 %	19,656,347.87	20,006,347.87	17,444,262.38	87.19 %
Total Fund: 01 - GENERAL FUND:	18,832,621.50	18,361,447.99	16,005,977.88	87.17 %	19,656,347.87	20,006,347.87	17,444,262.38	87.19 %
Report Total:	18,832,621.50	18,361,447.99	16,005,977.88	87.17 %	19,656,347.87	20,006,347.87	17,444,262.38	87.19 %

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.3

MEETING DATE: June 27, 2023

AGENDA TITLE: Recreation Fund Revenue & Expenditure Report

FROM: Dannielle Mauk, Community Services Director

RECOMMENDATION: That the Council approve the Recreation Fund Revenue and Expenditure Report for the period ending May 31, 2023.

BACKGROUND

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

DISCUSSION/ANALYSIS

As of May 31, 2023, 92% of the fiscal year has elapsed and the Recreation Fund is listed at 111% of projected revenues and 88% of projected expenditures.

In past years, we have transferred deferred revenue at the end of June for programs that occur after July 1, 2023. The revenue for these programs is collected during FY 2022/23. Our new Civic Rec software has automatically deferred these funds to FY 2023/24 revenue. This change is reflected in both the revenue/actual and rev over/under column for FY 2022/23.

Enrollment for recreation programs has increased. We had strong enrollment for our summer educational and sports programs. Families are enjoying our programs, and we are working on adding additional programs. The increase in program enrollment will be reflected in both the increased revenues and expenditures each month.

For historical comparison purposes, the staff has developed the following table.

FY		Revenue				Expenditures				Rev Over/(Under) Exp	
		Budget	Actual	%		Budget	Actual	%		$$	%
2022-23		1,875,414	2,074,701	111 %		1,848,926	1,631,407	88 %		443,293	24%

2021-22		1,348,625	2,142,104	159 %		1,507,369	1,482,755	98%		659.349	49%
2020-21		1,408,125	1,317,950	94%		1,550,947	1,091,942	70%		226,007	16%
2019-20		1,627,269	1,454,793	90%		1,676,763	1,405,544	84%		49,249	3%
2018-19		1,510,604	1,867,312	124 %		1,591,144	1,322,214	83%		545,099	36%
2017-18		1,514,000	1,679,943	111 %		1,644,385	1,265,329	77%		414,614	27%
2016-17		1,384,325	1,628,481	118 %		1,500,570	1,253,686	84%		374,795	27%
2015-16		1,246,689	1,504,634	121 %		1,356.689	1,264,648	93%		239,986	19.2 %

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment 1 – Finance Statement May 2023

Town of San Anselmo

Budget Report
Group Summary
For Fiscal: 2022-2023 Period Ending: 05/31/2023

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 00 - UNDESIGNATED						
670 - TRANSFERS OUT	0.00	0.00	0.00	26,488.00	-26,488.00	0.00 %
Department: 00 - UNDESIGNATED Total:	**0.00**	**0.00**	**0.00**	**26,488.00**	**-26,488.00**	**0.00 %**
Department: 61 - SPORTS						
480 - FEES FOR SERVICES	516,550.00	516,550.00	8,069.00	664,793.47	148,243.47	128.70 %
600 - SALARIES AND WAGES	36,000.00	36,000.00	1,140.00	24,290.00	11,710.00	67.47 %
602 - EMPLOYEE BENEFITS	2,754.00	2,754.00	87.21	1,858.26	895.74	67.47 %
611 - OUTSIDE SERVICES	184,260.00	184,260.00	52,035.90	200,905.69	-16,645.69	109.03 %
629 - MISCELLANEOUS	55,250.00	55,250.00	9,661.34	48,867.73	6,382.27	88.45 %
Department: 61 - SPORTS Surplus (Deficit):	**238,286.00**	**238,286.00**	**-54,855.45**	**388,871.79**	**150,585.79**	**163.20 %**
Department: 62 - CULTURE						
480 - FEES FOR SERVICES	110,176.00	110,176.00	2,799.00	143,761.99	33,585.99	130.48 %
611 - OUTSIDE SERVICES	64,874.00	64,874.00	12,791.60	69,056.89	-4,182.89	106.45 %
629 - MISCELLANEOUS	6,000.00	6,000.00	0.00	2,945.39	3,054.61	49.09 %
Department: 62 - CULTURE Surplus (Deficit):	**39,302.00**	**39,302.00**	**-9,992.60**	**71,759.71**	**32,457.71**	**182.59 %**
Department: 63 - CHILD CARE						
480 - FEES FOR SERVICES	1,212,188.00	1,212,188.00	53,549.00	1,236,011.10	23,823.10	101.97 %
600 - SALARIES AND WAGES	378,397.00	378,397.00	25,647.94	331,558.02	46,838.98	87.62 %
601 - RETIREMENT	25,450.00	25,450.00	1,317.91	14,133.94	11,316.06	55.54 %
602 - EMPLOYEE BENEFITS	75,089.00	75,089.00	5,639.55	56,394.15	18,694.85	75.10 %
611 - OUTSIDE SERVICES	380,175.00	380,175.00	2,024.60	337,516.45	42,658.55	88.78 %
629 - MISCELLANEOUS	42,000.00	42,000.00	317.98	21,830.85	20,169.15	51.98 %
Department: 63 - CHILD CARE Surplus (Deficit):	**311,077.00**	**311,077.00**	**18,601.02**	**474,577.69**	**163,500.69**	**152.56 %**
Department: 64 - EVENTS AND OTHER						
480 - FEES FOR SERVICES	20,500.00	20,500.00	3,210.50	14,464.50	-6,035.50	70.56 %
611 - OUTSIDE SERVICES	1,600.00	1,600.00	0.00	523.60	1,076.40	32.73 %
629 - MISCELLANEOUS	0.00	0.00	0.00	1,682.94	-1,682.94	0.00 %
Department: 64 - EVENTS AND OTHER Surplus (Deficit):	**18,900.00**	**18,900.00**	**3,210.50**	**12,257.96**	**-6,642.04**	**64.86 %**
Department: 65 - PROGRAM ADMINISTRATION						
480 - FEES FOR SERVICES	16,000.00	16,000.00	2,954.00	15,669.50	-330.50	97.93 %
600 - SALARIES AND WAGES	264,564.00	264,564.00	28,382.56	232,466.04	32,097.96	87.87 %
601 - RETIREMENT	24,535.00	24,535.00	2,523.95	24,338.62	196.38	99.20 %
602 - EMPLOYEE BENEFITS	61,723.00	61,723.00	6,152.01	66,147.41	-4,424.41	107.17 %
610 - TRAINING	5,000.00	5,000.00	0.00	2,633.10	2,366.90	52.66 %
611 - OUTSIDE SERVICES	170,150.00	170,150.00	9,316.40	132,620.00	37,530.00	77.94 %
613 - PUBLICATION / DUES	1,000.00	1,000.00	0.00	491.29	508.71	49.13 %
614 - MAINTENANCE	3,000.00	3,000.00	0.00	44.68	2,955.32	1.49 %
615 - BUILDING MAINTENANCE	1,000.00	1,000.00	0.00	46.96	953.04	4.70 %
617 - UTILITIES	16,500.00	16,500.00	0.00	1,852.94	14,647.06	11.23 %
618 - HIRING	2,000.00	2,000.00	0.00	665.00	1,335.00	33.25 %
619 - MISCELLANEOUS	3,000.00	3,000.00	0.00	259.92	2,740.08	8.66 %
620 - OFFICE SUPPLIES	37,605.00	37,605.00	27.82	28,511.14	9,093.86	75.82 %
622 - DEPARTMENT SUPPLIES	6,000.00	6,000.00	0.00	3,119.65	2,880.35	51.99 %
629 - MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00 %
630 - EQUIPMENT	500.00	500.00	0.00	158.75	341.25	31.75 %
Department: 65 - PROGRAM ADMINISTRATION Surplus (Deficit):	**-581,077.00**	**-581,077.00**	**-43,448.74**	**-477,686.00**	**103,391.00**	**82.21 %**
Report Surplus (Deficit):	**26,488.00**	**26,488.00**	**-86,485.27**	**443,293.15**	**416,805.15**	**1,673.56 %**

Item # 1.3- Attachment 1

Town of San Anselmo

Budget Report
Group Summary
For Fiscal: 2022-2023 Period Ending: 05/31/2023

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 21 - RECREATION						
Revenue	1,875,414.00	1,875,414.00	70,581.50	2,074,700.56	199,286.56	110.63 %
Expense	1,848,926.00	1,848,926.00	157,066.77	1,631,407.41	217,518.59	88.24 %
Fund: 21 - RECREATION Surplus (Deficit):	**26,488.00**	**26,488.00**	**-86,485.27**	**443,293.15**	**416,805.15**	**1,673.56 %**
Report Surplus (Deficit):	**26,488.00**	**26,488.00**	**-86,485.27**	**443,293.15**	**416,805.15**	**1,673.56 %**

Item # 1.3- Attachment 1

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.4

MEETING DATE: June 27, 2023

AGENDA TITLE: Adopt Resolution Recognizing July 2023 as "Parks Make Life Better" Month

FROM: Dannielle Mauk, Community Services Director
Vincent Lin, Recreation Coordinator II

RECOMMENDATION: That the Town Council adopt a resolution recognizing July 2023 as Parks Make Life Better Month.

BACKGROUND

Since 1985, local government agencies in the United States have celebrated Park and Recreation Month in July to promote building strong, vibrant, and resilient communities through the power of parks and recreation. It was established to raise awareness about the importance of parks, recreation programs, and open spaces in enhancing the physical, mental, and social well-being of individuals and communities.

DISCUSSION/ANALYSIS

Parks Make Life Better is a nationwide campaign to recognize the efforts of full-time, part-time, and seasonal employees of both the Recreation and Public Works employees who program and maintain community parks.

FISCAL IMPACT

This action has no fiscal impact.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment 1-Parks Make Life Better Resolution

RESOLUTION NO. XXXX

RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL RECOGNIZING JULY AS PARKS AND RECREATION MONTH

WHEREAS; The Recreation Department promotes physical, emotional and mental health and wellness through organized and self-directed fitness, play, and activity; and

WHEREAS; The Recreation Department supports the economic vitality of communities by partnering with local businesses and non-profits, and offering events for resident's engagement; and

WHEREAS; The Recreation Department creates memorable experiences through youth sports, adult fitness and enrichment programs, and beyond; and

WHEREAS; The Recreation Department facilitates community problem and issue resolution by providing safe spaces to come together peacefully and serving as key points of service, helping our communities heal both physically and emotionally; and

WHEREAS; Department of Public Works sustains and stewards our natural resources by protecting habitats and open space, connecting people to nature, and promoting the ecological function of parkland; and

WHEREAS; Department of Public Works ensures the ecological beauty of our community and provides a place for children and adults to connect with nature and relax outdoors.

NOW, THEREFORE, Be It Proclaimed, by the Town of San Anselmo, that July is recognized as Parks and Recreation Month.

IN WITNESS WHEREOF, I have hereunto set my hand this 27th day of June, two thousand twenty-three.

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the San Anselmo Town Council on the __ day of _____, 20__, by the following vote:

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

_____
STEVE BURDO
MAYOR

ATTEST:

_____

SERGE AVILA
TOWN CLERK

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.5

MEETING DATE: June 27, 2023

AGENDA TITLE: Authorize Staff to Proceed with a Hybrid Scheduled meeting in the event Zoom or other means of Teleconference Stop Functioning.

FROM: Administration

RECOMMENDATION: Staff Recommends to for all Agendas to have the following verbiage: *"Please be advised those participating in the meeting remotely via Zoom do so at their own risk. The Town Council meeting will not be cancelled if any technical problems occur during the meeting"*

BACKGROUND

On March 4, 2020, Governor Newsom declared a state of emergency pursuant to Government Code section 8625 due to COVID-19. Recognizing the need to promote social distancing while allowing local legislative bodies to continue operating during the emergency, Governor Newsom signed Executive Orders N-25-20, N-29-20, and N-08-21, which suspended provisions of the Brown Act. Those Orders permitted legislative bodies to hold virtual meetings; however, the relevant provisions expired on September 30, 2021. On September 16, 2021, Governor Newsom signed AB 361, which extends the authority of public agencies to conduct meetings by teleconference, including video conference, during State-declared emergencies. Specifically, the bill provides that a legislative body may hold virtual meetings where there is a proclaimed state of emergency and state or local officials have imposed or recommended measures to promote social distancing. (Cal. Gov. Code § 54953(e)(1)(A)). On February 28, 2023, Governor Newsom signed a proclamation terminating the State of Emergency for the State of California.

DISCUSSION/ANALYSIS

The Town of San Anselmo has been facilitating hybrid meetings in the Council Chambers, Conference Room and Historical Museum. Unfortunately, software and hardware is unpredictable and may fail before or during a scheduled meeting.

There are topics that the Town must hear and make decisions at its scheduled meeting. The Council Chambers are open to the public and all meetings are always posted within a 72 hour notice. Corte Madera has adopted such provision to continue their meetings even if the teleconference option fails. Adding a provision to the Town of San Anselmo agenda allows for meetings that advertised as hybrid to continue without teleconference option permitting to maintain Town Council's normal course of business.

FISCAL IMPACT

There is no Fiscal Impact by approving this item.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adopting a resolution to establish the format for public meetings during a state of emergency 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 indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENTS

None

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.6

MEETING DATE: June 27, 2023

AGENDA TITLE: 2023-2024 Budget and Workplan

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider adopting the attached resolution adopting the 2023-2024 Budget and Workplan.

BACKGROUND

At its June 21, 2023 meeting, Town Council reviewed and provided feedback on the 2023-2024 proposed budget presented by staff.

DISCUSSION/ANALYSIS

The Town Council directed staff to proceed with the adoption of the Budget and Workplan.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment #1: 2023-2024 Budget and Workplan
Attachment #2: 2023-2024 Resolution for Budget Adoption

FISCAL YEAR 2023-24



Town of San Anselmo Proposed **2023-2024**

BUDGET & WORK PLAN

TOWN OF SAN ANSELMO
EST. 1907

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Steve Burdo
Mayor

Eileen Burke
Vice Mayor

Brian Colbert
Councilmember

Alexis Fineman
Councilmember

Tarrell Kullaway
Councilmember



525 San Anselmo Avenue, San Anselmo, CA 94960-2682
www.townofsananselmo.org
(415) 258-4600 | Fax (415) 454-4683

June 13, 2023

Honorable Mayor Burdo, Town Council and San Anselmo Residents,

I am pleased to present the Town's Fiscal Year 2023-2024 Proposed Annual Budget and Work Plan- the annual financial roadmap for the Town of San Anselmo. This extensive, detailed, and balanced budget continues the Town Council's priorities to protect General Fund reserves while providing quality operational services and providing a Capital Improvement Program (CIP) of one-time expenses towards improving Town roads, parks, buildings and infrastructure.

The annual budget and work plan allocates resources to a variety of Town priorities and programs to ensure the community's physical security, enhance the community's quality of life, and develop, improve and maintain the Town's facilities and infrastructure.

This document represents our continued commitment to prudent fiscal management, to effective service delivery and to supporting a high quality of life for our citizens. Once adopted by the Council, the budget establishes the direction for all Town programs and services for the coming year. It represents the consensus of Council direction and staff recommendations on how to best accomplish Council goals and respond to the highest priorities of community needs.

TOWN ORGANIZATIONAL STRUCTURE

Town Council is the legislative body which represents the public; receives input, develops and adopts policy, and resolves public issues; formulates Town policy through motions, resolutions and ordinances which reflect the needs of the public.

Town staff, led by the Town Manager and the Department Managers, carries out the day-to-day work of the organization. These departments include Administration and Finance, Fire, Library, Planning, Police, Public Works, and Recreation.

SAN ANSELMO RESIDENTS

MAYOR
Steve Burdo



VICE MAYOR
Eileen Burke



COUNCIL MEMBER
Brian Colbert



COUNCIL MEMBER
Alexis Fineman



COUNCIL MEMBER
Tarrell Kullaway



TOWN TREASURER
John Mahl

TOWN CLERK
Serge Avila

TOWN MANAGER
David P. Donery



TOWN ATTORNEY
Megan H. Acevedo



LIBRARY
Linda Kenton
Director & Assistant Town Manager

FINANCE & ADMINISTRATIVE SERVICES
Jeff Zuba
Director

PUBLIC WORKS & BUILDING
Sean Condry
Director

FIRE DEPARTMENT
Dan Mahoney
Interim Fire Chief

POLICE DEPARTMENT
Michael Norton
Chief of Police

PLANNING DEPARTMENT
Heidi Scoble
Director

RECREATION & SPECIAL EVENTS
Dannielle Mauk
Director of Community Services

TOWN OF SAN ANSELMO
ELECTED AND AUTHORIZED PERSONNEL SUMMARIES
FISCAL YEAR 2023-2024

DEPARTMENT	2019-2020 BUDGET	2020-2021 BUDGET	2021-2022 BUDGET	2022-2023 BUDGET	2023-2024 BUDGET
GENERAL FUND					
Town Council*	n/a	n/a	n/a	n/a	n/a
Town Treasurer*	n/a	n/a	n/a	n/a	n/a
Administration and Finance	5.00	5.00	5.80	4.80	4.80
Legal Services*	n/a	n/a	n/a	n/a	n/a
Library	3.80	2.80	3.80	3.80	3.80
Planning	2.00	2.00	2.00	2.00	3.00
Fire Protection Services**	n/a	n/a	n/a	n/a	n/a
Police**	n/a	n/a	n/a	n/a	n/a
Public Works					
Engineering & Inspection	6.60	6.25	6.25	6.25	6.45
Street & Park Maintenance	6.00	6.00	6.00	7.00	7.00
Recreation	1.80	1.60	1.80	1.80	1.80
TOTAL GENERAL FUND	25.20	23.65	25.65	25.65	26.85
MEASURE D SALES TAX FUND	-	-	0.70	1.05	0.00
MEASURE J SALES TAX FUND	-	-	0.70	1.05	1.05
RECREATION FUND	5.00	5.00	5.00	5.20	5.20
SPECIAL REVENUE FUNDS					
Road Maintenance Fund	1.50	1.50	1.50	1.50	1.50
Library Fund	1.73	1.73	1.73	2.20	2.20
Robson House Fund	0.10	0.10	0.10	0.10	0.00
Isabel Cook Center Fund	0.10	0.10	0.10	0.10	0.00
TOTAL SPECIAL REVENUE FUNDS	3.43	3.43	3.43	3.90	3.70
TOTAL POSITIONS (ALL FUNDS)	33.63	32.08	34.78	35.80	36.80

* Town Council and Treasurer are elected part-time positions and receive fixed compensation
** Contracted servciers or JPA

TOWN MANAGER'S MESSAGE

Fiscal Summary And Economic Outlook

First, I want to place this budget in the historical context of our times. As we navigate the aftermath of the COVID-19 pandemic, many of its major impacts on society continue – the exodus of workers combined with a shortage of replacement workers, disruption of the global supply chain, continuing inflation, rising gas and electricity costs, and now several banking failures in the beginning of 2023 (in the USA and Europe), as well as the upcoming 2024 Presidential Election. Adding to the already precarious circumstances within the United States, a series of high profile international events expands the possibilities for prolonged economic instability -- the second year of Russia's invasion of Ukraine, the looming fear that China may take Taiwan, which produces the overwhelming majority of the world's semiconductors, the French President's comments in April suggesting that Europe should no longer follow America's lead, and the ability for OPEC+ to drastically increase oil prices overnight. Such waves on the international scale can produce significant ripple effects on local communities, including ours. Although San Anselmo may not be as directly affected by these external pressures as are larger cities, our local government does play an important role in providing and maintaining a positive and enriching quality of life along with keeping the community safe and providing social and economic well-being.

With that said, San Anselmo continues to make progress in many areas. The passage of the Library Parcel Tax (Measure H) at nearly 85% of the vote and the passage of the Measure J Sales Tax at nearly 75% of the vote are clear indications that residents are supportive of the Town's direction.

A Vision For Our Community

Planning staff has been busy working towards achieving certification of the Town's Housing Element, along with the completion of the Safety and Circulation Elements. Staff continues to develop local Objective Design Development Standards (ODDS) and recently passed an Inclusionary Housing Ordinance which allows for support for affordable housing. Additional zoning changes will be considered in conjunction with the Housing Element discussions, and staff will begin the process of updating the Town's General Plan in FY 2023-24. The last comprehensive General Plan update was completed in 1988.

Climate Resiliency

Meeting goals to combat climate change continue to be a high priority in San Anselmo. Recent efforts such as passing an ordinance banning the use of gas-powered landscape equipment, the transition from a local to a countywide ordinance banning single use plastics, the reduction in water use through conservation and efficiency upgrades, and the investment in electric vehicle infrastructure and electric vehicle fleet conversion and the approval the Town's Resilient Hub with will provide solar energy and back-up batteries at Town Hall.

The Town, with direct support through its Climate staff and Climate Action Committee, continues to prioritize projects that will move the Town towards further sustainability and resilience through achieving the goals of the Town's Climate Action Plan.

Work Plan Priorities

The proposed fiscal year 2023-24 budget was developed based on the continuing objective of providing high-quality services to our community in an effective, efficient, and financially responsible manner. The approved FY 2023-24 Work Plan Priorities can be found in each department's budget section. These goals provide a roadmap for departmental work during the fiscal year and beyond.

The fiscal year 2023-24 Proposed Budget and Work Plan reflects a balancing strategy that has prioritized essential services, continues to proactively fund long-term obligations, and maintains investments in the Town's most critical infrastructure.

Roads, Infrastructure and Drainage

Since 2013, when Measure D was passed by residents increasing funding for infrastructure improvements, the annual work plan for road, drainage and other infrastructure repairs has been greatly enhanced. Additional transportation funding has become available due the passage of Senate Bill 1 (SB 1).

Measure J replaced Measure D as of April of 2023 and provides additional funding for an expanded list of funding needs including roads, buildings, parks, enhanced fire protection and climate resiliency.

5-Year Capital Improvement Plan

In August of 2019, the Town Council approved a new 5-Year Capital Improvement Plan (CIP). This plan was reviewed the Capital Program Monitoring Committee and the Planning Commission before coming to the Town Council. Many of the priorities in the previous CIP are the same for the current Draft 5-Year CIP, however, due to the dynamic state of the budget, funds becoming available from sources such as Measure AA and SB1, and the periodic need to refresh the CIP, staff has updated the plan to reflect the current funding conditions.

Transportation funding in the CIP budget have typically been used for road maintenance projects. With the passage of Measure J, additional funds have been allocated for "active transportation" projects, which include bicycle and pedestrian improvements. The Town Council is currently working on guidelines clearly defining the types of projects that qualify as active transportation projects.

Aging Town Facilities

The Town's community parks and buildings are aging and many are in need of repair or replacement. These facilities include Memorial Park, the Robson Harrington Park and House, the Isabel Cook Community Center, Fire Stations #19 and #20, Town Hall and Creek Park. With the allocation of the Town's American Rescue Plan Act (ARPA) funds and the passage of Measure J, the Town has additional funding to begin to address these needs.

Plans are in place and funding has been allocated for the first two-year cycle of this work with projects including the rehabilitation of Fire Station #20, the replacement of the roof and HVAC at Town Hall, the renovation of the interior of Town Hall, the improvement of both the exterior and interior of the Robson House including ADA upgrades, the renovation of the Carriage House and lower lawn areas at Robson Park, and the exterior repair and repainting of the Isabel Cook Community Center.

Flood Mitigation

The San Anselmo Flood Risk Reduction Project (SAFRR) is part of the Marin County Flood District's 10-Year work plan to mitigate the 25-year flood event in the Ross Valley. The Project consists of three distinct phases: (1) the Sunnyside Nursery Flood Diversion and Storage Basin at 3000 Sir Francis Drake Boulevard in Fairfax; (2) the removal of buildings at 632-634 San Anselmo Ave in San Anselmo (BB2), a structure that partially obstructs the flow of San Anselmo Creek and related creek restoration; and (3) flood mitigation measures on designated downstream private properties that may see a rise in water surface due to the removal of BB2 in San Anselmo.

As of today, phases two and three have not been implemented.

Pension Obligations

In January of 2021, the Council approved the Town's participation to refinance its unfunded pension liability for the Town's Safety and Police Plan through the issuance of bonds by the Central Marin Police Authority. The combination of projected total interest savings over the current CalPERS amortization period of 25 years is $11.9 million, or approximately $534,000 per year. The Town would benefit from this savings as a member of the JPA.

After the January meeting, Town staff met with Wulff Hansen & Co., a financial advisor, to discuss potentially refinancing the Town's pension obligation debt with the California Public Employee Retirement System (CalPERS) for Town's miscellaneous plan. Wulff Hansen Co.'s analysis shows that the Town has an opportunity to achieve interest savings in the estimated amount of $3.4 million by issuing pension obligation bonds. At the Financial Advisory Committee meeting held on April 15, 2021, the Committee received the presentation given by Wulff, Hansen & Co. and voted unanimously to recommend that this action be brought to the full Town Council for consideration.

At the April 27, 2021 meeting, Staff brought the item forward for Council's consideration. Town Council voted unanimously to authorize staff to proceed with the project. In September of 2021 the Town issued bonds covering the pension obligations. The favorable bond rates at that time help the Town save over $170,000 per year in pension debt payments.

Grants

The proposed budget reflects a number of grants, some new and some awarded in earlier years. Grants are accounted for in the Grant Fund and the majority require no matching funds on the part of the Town. Actual budgeted expenditures for FY 2023-24 are, in many cases, less than the total amount of the grant as the projects are multi-year. Details and figures for these grants are available in the Grant Fund pages of the budget document.

Budget Format

The operations of the Town are budgeted primarily in the Town's General Fund. Significant maintenance projects and other capital improvements are contained in the Capital Reconstruction Fund. Road and drainage improvement projects are funded through the Road Maintenance Fund and grants in the Grants Fund. The Recreation Fund accounts for most of the revenue and expenditures related to recreation programs. The Library Tax Fund tracks expenditures related to the special Library services tax. The Measure J Sales Tax Fund tracks activity related to capital projects funded through the use of those funds. A list of all the Town funds, a description of their functions, and a summary of revenue and expenses are contained in the Overview of Funds section at the beginning of the budget document.

Conclusion

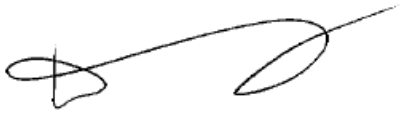
The proposed FY 2023-24 budget represents a prudent financial plan that addresses the Town's pressing capital and equipment needs while maintaining a staffing structure that strives to meet the needs of its citizens while allocating one-time monies to important community projects and priorities. The Town's staff remains committed to providing excellent community services to the residents of San Anselmo while operating within the boundaries of the adopted budget each year.

Acknowledgements

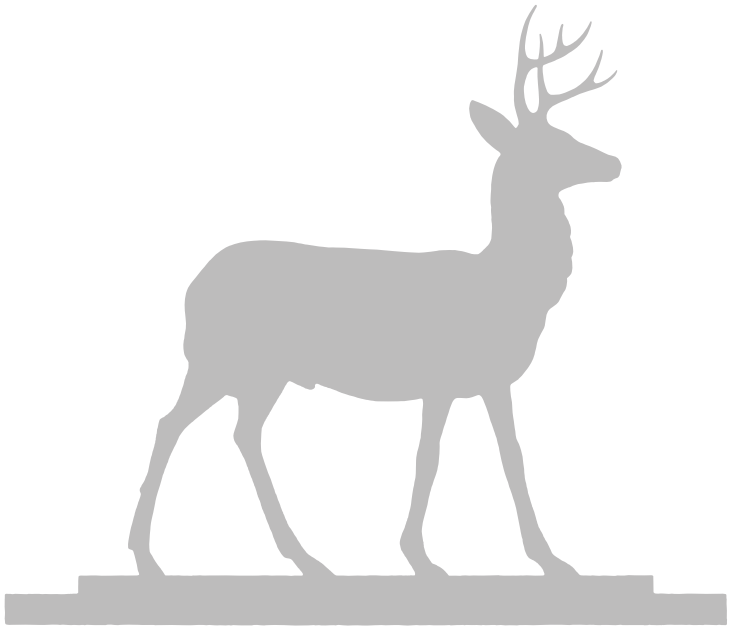
The development of the Town's annual budget and work plan, especially in these uncertain times, requires teamwork, foresight, experience, and leadership. From top to bottom, the leadership and dedication from within each Town department is reflected within this document.

In the fall of 2021, the Town appointed a new Finance and Administrative Services Director, Jeff Zuba. Jeff has brought to the town a strong background in managing local government finances and has put his own stamp of excellence on the operations of the Finance and Administrative Services Department from day one. The Town's team, led by Jeff, submit a proposed budget following the Town's strict standards, which reflect a careful balancing of accountability and progress with the overarching policy of 'living within our means.'

Respectfully submitted,



David P. Donery
Town Manager



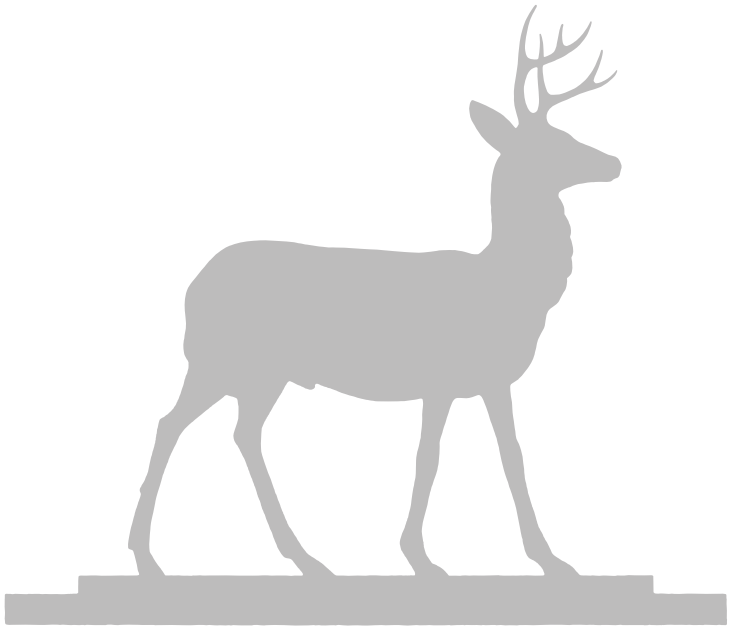
TOWN OF

SAN ANSELMO

EST. 1907

OVERVIEW OF FUNDS
CHANGES IN FUND BALANCE
2023-2024

DESCRIPTION	Estimated Fund Balance June 30, 2023	Revenue	Transfers In	Total Resources Available	Expenditures	Transfers Out	Estimated Fund Bal & Res June 30, 2024
General Fund							
General Fund	7,948,821	20,559,595	384,030	28,892,446	20,244,125	699,500	7,948,821
Special Revenue Fund							
Community Services Master Plan	4,851	-	-	4,851	4,000	-	851
Road Maintenance Fund	169,628	683,475	759,583	1,612,686	1,236,392	-	376,294
State Gasoline Tax	-	662,023	-	662,023	-	662,023	-
Measure D Sales Tax Fund	675,126	-	-	675,126	675,126	-	-
Meaure J Sales Tax Fund	670,000	2,568,266	-	3,238,266	3,222,317	-	15,949
Emergency Reserve Fund	3,205,787	-	-	3,205,787	2,917,225	-	288,562
Downtown Revitalization Fund	21,371	15,000	-	36,371	4,178	-	32,193
Grant Fund	126,761	570,328	-	697,089	570,328	-	126,761
Recreation Fund	887,607	1,984,971	-	2,872,578	2,253,381	31,590	587,607
Library Tax Fund	28,597	309,111	-	337,707	336,560	-	1,148
Robson House	(17,709)	26,220	-	8,511	42,510	-	(33,999)
Special Events	41,242	107,000	-	148,242	107,000	-	41,242
Measure A Parks Tax Fund	-	119,000	-	119,000	-	-	119,000
Isabel Cook Center	37,499	107,688	-	145,187	97,500	-	47,687
Measure C Wildfire Tax Fund	154,959	367,000	-	521,959	367,000	-	154,959
Climate Action Fund	89,382	127,247	105,000	321,629	292,497	-	29,132
Creekside Commons Fund	89,319	-	-	89,319	89,319	-	-
Parking Fund	99,114	35,000		134,114	25,000		109,114
Capital Project Funds							
Active Transportation	100,000			100,000	100,000	-	-
Capital Reconstruction	7,548	-	-	7,548	-	-	7,548
Equipment Replacement	103,430	-	-	103,430	75,000	-	28,430
Debt Service Fund							
Measure G Debt Service	675,015	456,588	-	1,131,603	390,956	-	740,647
Municipal Lease Fund	-	-	-	-	-	-	-
Internal Service Fund				-			-
Insurance Fund	447,757	750,000	-	1,197,757	845,206	-	352,552
Building Maintenance Fund	335,455	364,050	-	699,505	350,000	-	349,505
Technologies Replacement	25,304	219,325	-	244,629	225,000	-	19,629
Vehicle Replacement Fund	170,000	-	100,000	270,000	125,000	-	145,000
TOTAL	16,096,864	30,031,887	1,348,613	47,477,364	34,595,620	1,393,113	11,488,631



TOWN OF

SAN ANSELMO

EST. 1907



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OVERVIEW OF REVENUES & EXPENDITURES

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

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

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

GENERAL FUND REVENUE

PROPERTY AND OTHER TAXES

- **Property Tax:** Property tax is the primary source of revenue for the Town of San Anselmo. The basic property tax is 1 percent of assessed valuation, of which the Town receives less than one quarter. In 2023-2024, the assessed valuation of San Anselmo properties is expected to increase more than 4.0%, an indication that property sales remain strong.
- **Secured:** The Town's share of 1 percent on the Town's assessed valuation is billed by the County of Marin. A property assessment may not exceed a 2 percent increase in any year unless the property has been sold or improvements have been constructed.
- **Unitary:** State collected and distributed tax on utility-owned properties. In Marin County, PG&E property accounts for approximately 25% of unitary tax collections.
- **Unsecured:** Tax on property such as business office equipment and possessory interest tax.
- **Supplemental:** Taxes assessed on property sales and new construction outside the regular tax bills.
- **Homeowners Exemption (HOPTR):** Reimbursement for the property tax lost on the $7,000 homeowners' property tax exemption.
- **Pension Override Tax:** The Town's pension tax is used to pay for the cost of the employee pension program. The rate is $0.059 per $100 of a property's assessed value.
- **Municipal Service Tax:** The Town's Municipal Services Tax is used to pay for general Town services. It is assessed annually at $78 per residential living unit or 5.2 cents per square foot for commercial space.
- **ERAF Property Tax:** Beginning in the 1992-93 fiscal year, the State of California diverted property taxes from local governments to boost revenues to the State. The fund to which these local revenues are being diverted is called "ERAF," Educational Revenue Augmentation Funds. In Marin County, the ERAF formula allows the local governments to keep a portion of the diverted property taxes, or ERAF taxes.

- **Property Tax in Lieu of Motor Vehicle License Fees:** The vehicle license fee (VLF), also called the motor vehicle in-lieu tax, is a tax on the ownership of a registered vehicle in place of taxing vehicles as personal property.

OTHER TAXES

- **Sales Tax:** The Town receives 1 percent of the 9.25 percent in sales tax on retail sales transactions taking place in the Town. San Anselmo has relatively low sales tax revenue compared to its neighboring cities due to its physical location away from the freeway.
- **Property Transfer:** The Town and County of Marin each receive $.55 per $1,000 of the sales price of property sold in San Anselmo.

FRANCHISES

- **Garbage:** The Town receives 11% of the revenues of the garbage service.
- **Cable TV:** The Town receives 5% of the revenues received by the cable companies, Comcast and AT&T, from San Anselmo subscribers. Legislation has held that high speed internet access fees collected by the cable company are not subject to the franchise fee.
- **Electricity & Gas:** The Town receives 0.5 % of electrical service revenue and 1% of the gas service revenue in San Anselmo.

PERMITS AND LICENSES

- **Business License Tax:** Each business activity in San Anselmo is required to have a business license. Most license fees are based on the gross receipts of the business. The minimum license fee for most businesses is $15. A business license administrative fee is no longer being charged.
- **Construction:** Building, electrical, plumbing, heat/air/mechanical permits, and plan check fees. Revenues have steadily increased over the past few years due to strong building activity and turnover in real estate.

FINES

- **Vehicle Code:** The Town, County, and State each receive a share of the fines collected for vehicle code citations issued in San Anselmo. The State and County are the first to collect their share on the fines imposed by the courts.
- **Parking:** The Town's share of fines collected on parking citations issued in San Anselmo.

USE OF MONEY & PROPERTY

- **Interest:** The Town invests its idle funds with the Local Agency Investment Fund (LAIF) managed by the State Treasurer. The General Fund receives interest on all funds, with the exception of interest that accrues to the Measure G Debt Service Funds. Measure A Parks Tax Fund and Measure G Projects Fund; those funds accrue their own interest.

OVERVIEW OF REVENUES & EXPENDITURES

STATE REVENUE

- **Proposition 172 Sales Tax:** Allocation of 0.5 percent of sales tax approved by California voters to fund public safety costs.
- **Abandoned Vehicle Program:** Cities and towns are eligible to receive reimbursement for their costs in enforcing State abandoned vehicle laws. This revenue is turned over to Central Marin Police Authority.
- **Motor Vehicle License Fee:** The California Department of Motor Vehicles collects a property tax on the depreciated value of motor vehicles, and the State distributes the funds to local governments on a per capita basis.
- **State Mandated Reimbursement:** Legislation known as SB 90 previously required the State to reimburse local governments for the cost of implementing state mandates, such as domestic violence calls and Open Meeting Act laws. No reimbursement is expected this year from the State.

FEES FOR SERVICE

- **General Plan Maintenance Fee:** Fees collected from Planning applicants for General Plan maintenance.
- **Resale Inspections:** Town code requires an inspection by the Building Inspector at the time a residential property is sold, to identify health and safety hazards needing correction.
- **Planning Fees:** Cost recovery for labor to process planning permit applications, such as variances, use permits, design review, and subdivisions.

MISCELLANEOUS

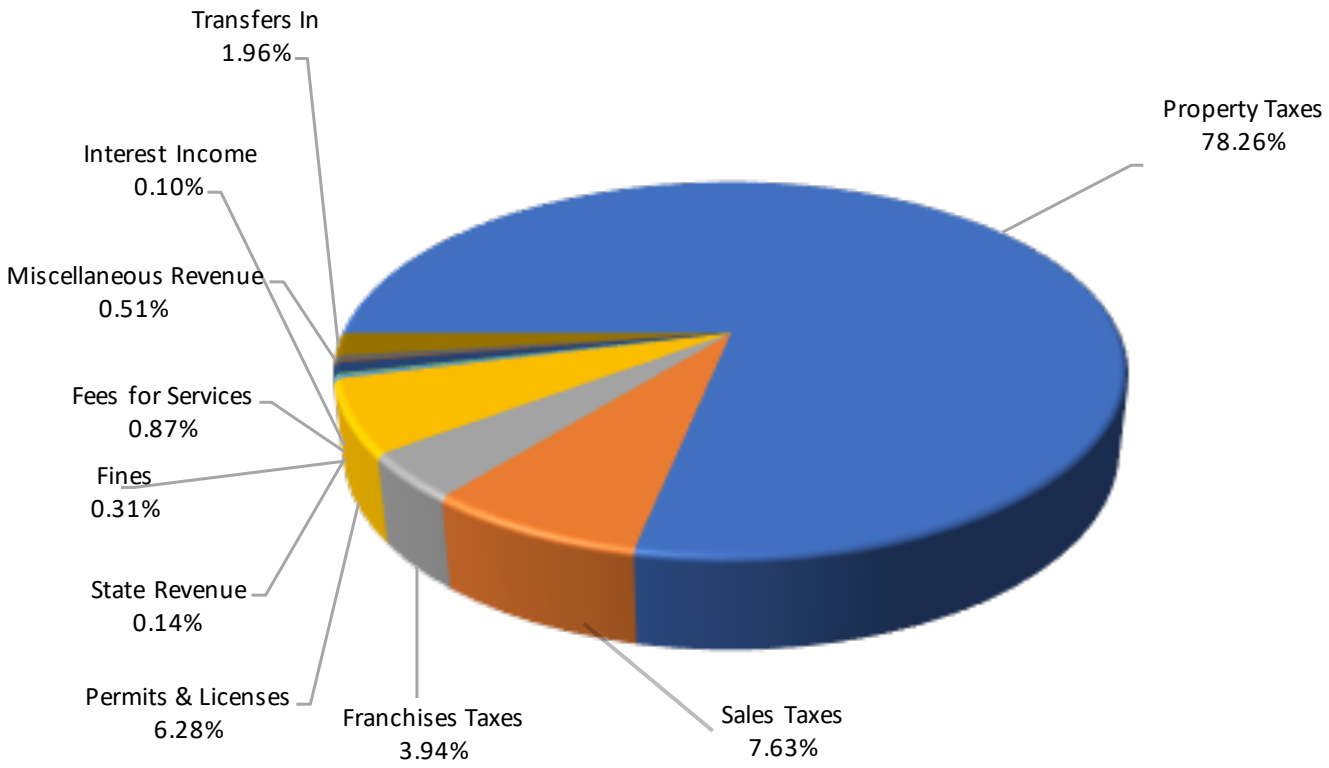
- **Donations:** Donations from community groups or residents.
- **Other:** Miscellaneous Town revenues, such as copy machine revenue, reimbursement of water costs by the Robson Community Garden, donations by Friends of the Library, etc.

TRANSFERS IN

- **From State Gasoline Tax Fund:** Municipalities receive a share of State gas tax revenues, distributed on a per capita basis, for costs associated with street maintenance. This revenue is received into the Gas Tax Fund, a special revenue fund. Transfers are made to the General Fund to support street maintenance activities as appropriate.
- **From Recreation Fund:** Recreation Fund transfers its share of annual unfunded pension liability payment to General Fund.

To demonstrate the General Fund funding levels for FY 2022–23, please refer the chart below:

GENERAL FUND REVENUE SUMMARY $20,943,625



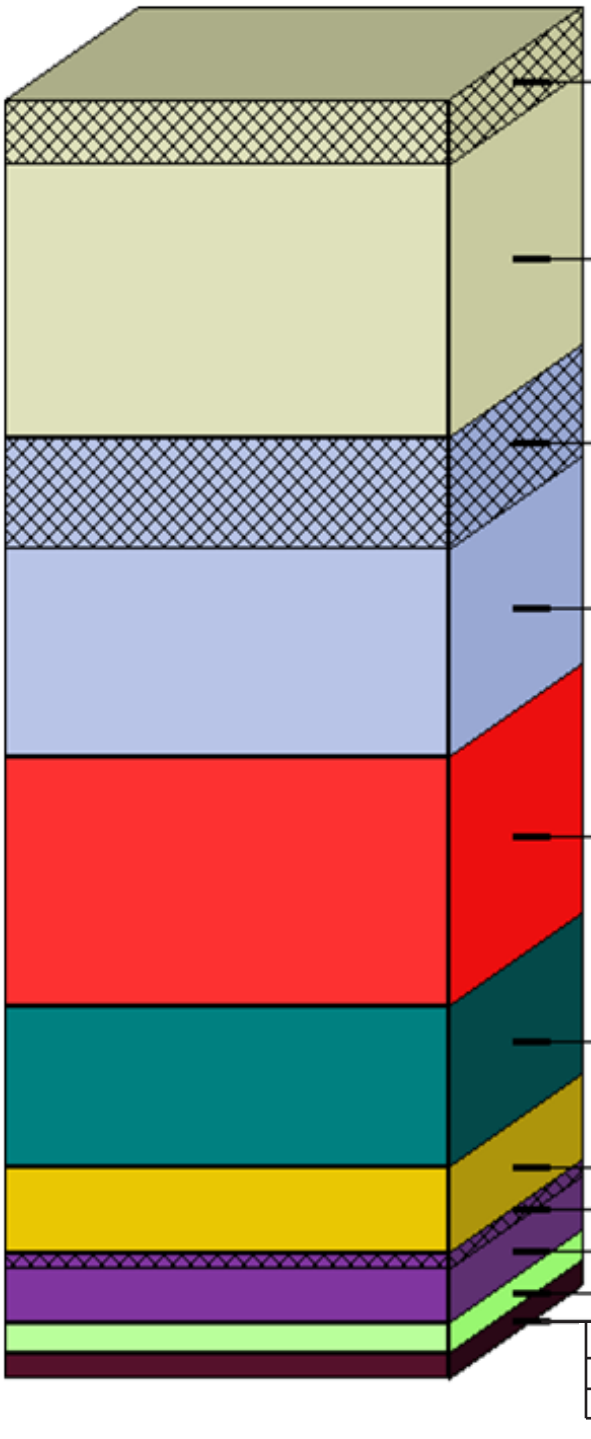
TOTAL GENERAL FUND REVENUE SUMMARY

Property Taxes	16,240,823	77.56%
Sales Taxes	1,655,000	7.90%
Franchises Taxes	848,000	4.05%
Permits & Licenses	1,306,000	6.24%
Fines	126,250	0.60%
State Revenue	27,500	0.13%
Fees for Services	178,250	0.85%
Interest Income	75,000	0.36%
Miscellaneous Revenue	102,772	0.49%
Transfers In	384,030	1.83%
Total	**20,943,625**	**100.00%**

Two of the most well-known taxes are property taxes and sales taxes (or sales and use taxes)

PROPERTY TAX ALLOCATION

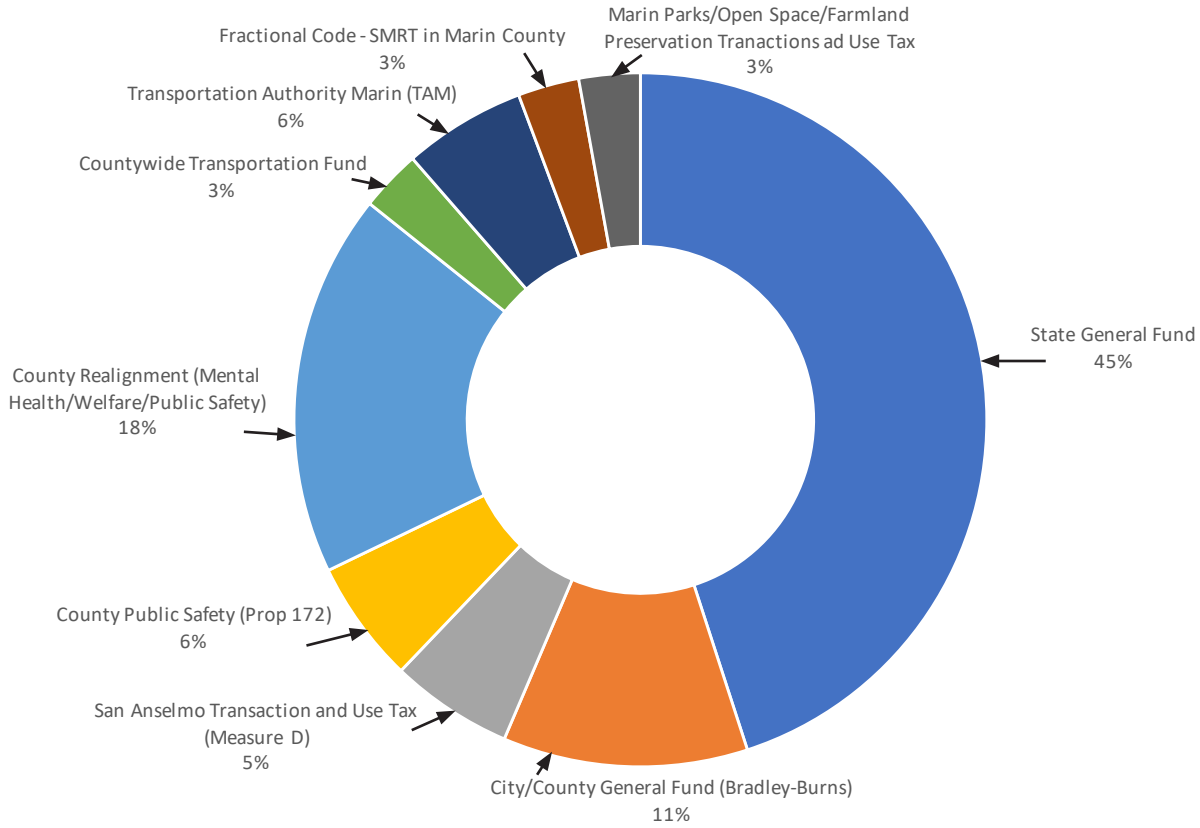
Property taxes in San Anselmo provide over 78% of the Town's operating revenue for FY2023-24. Of each dollar of property tax spent by our residents, the Town receives approximately $0.26. The chart below shows a breakdown of how your property taxes are used:



$0.05129	ERAF Share of San Anselmo General Fund
$0.2132	San Anselmo General Fund
$0.08704	ERAF Share of County General Taxing District
$0.1629	County General Taxing District
$0.1942	Ross Valley School
$0.1259	Tamalpais Union High School District
$0.0674	Marin Community College
$0.01246	ERAF Share of #1 Ross Valley Sanitary
$0.0421	#1 Ross Valley Sanitary
$0.0231	County School Service Fund
$0.00981	Marin County Open Space
$0.00573	Marin County Transit District
$0.00293	Marin/Sonoma Mosquito/Vector
$0.00188	Bay Area Air Quality Management Disctirct

SALES AND USE TAX ALLOCATION

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



SALES AND USE TAXES ALLOCATION

State General Fund	3.9375
City/County General Fund (Bradley-Burns)	1.0000
San Anselmo Transaction and Use Tax (Measure J)	1.0000
County Public Safety (Prop 172)	0.5000
County Realignment (Mental Health/Welfare/Public Safety)	1.5625
Countywide Transportation Fund	0.2500
Transportation Authority Marin (TAM)	0.5000
Fractional Code - SMRT in Marin County	0.2500
Marin Parks/Open Space/Farmland Preservation Tranactions ad Use Tax	0.2500
Total	**9.2500 %**

GENERAL FUND EXPENDITURES

LABOR COSTS

- **Salaries:** Salaries and salary-related costs are the largest single expenditure for the Town, approximately 78% of the Town's expenditures, including Fire and Police Department contract cost.
- **Final Salary/Leave Buyout:** Employees may opt to cash out one week of vacation per year. Upon separation from the Town, an employee's accrued vacation time payout costs and any other moneys due are paid from this category.
- **Health Benefits:** The Town currently has a cafeteria benefits plan that pays the equivalent of family Kaiser, dental, vision, a small life insurance policy for each employee and long-term disability premium currently in the amount of approximately $2,523 per month. Any unused portion of the 2023-24 cafeteria benefits plan is given to employees as "cashback" up to a cap of $365 per month. The cashback program offers flexibility to employees in their choices for health coverage. Employees hired after July 1, 2014 have their medical benefit limited to a maximum of $2,000 per month with no cashback option.
- **Retirement:** The Town is a member of the Public Employees Retirement System (PERS). The various plans are described in terms of a percentage of annual salary at a certain retirement age. For example, the 2% @ 55 plan allows an employee to retire at age 55 with 2% of his/her annual salary for each year of service. The Town had one retirement plan for Miscellaneous employees (2.7%@55) until February 2007, when a second-tier retirement plan (2%@55) was enacted in order to reduce retirement costs. The current configuration of retirement plans and their rates (expressed as a percentage of payroll) is:

Group	Tier 1	2023-24 Rate	2022-23 Rate	Tier 2 (eff. 2/07)	2023-24 Rate	2022-23 Rate	PEPRA
Miscellaneous	2.7%@55	15.95%	14.03%	2%@55	12.47%	10.87%	7.68%

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

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

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

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

In September 2021, the Town issued Pension Obligation Bonds to pay the Town's Employer side unfunded liability of $9,070,378. Due to the favorable interest rate environment at the time of issuance the projected savings over the life of the bond is estimated to be $5,351,965. The savings between the CALPERS amortization schedule and bond repayment schedule will be paid to the Pension Trust each year to alleviate any future unfunded liability concerns. For the Town, year 2 savings estimated to be paid to the Pension Trust is $244,000.

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

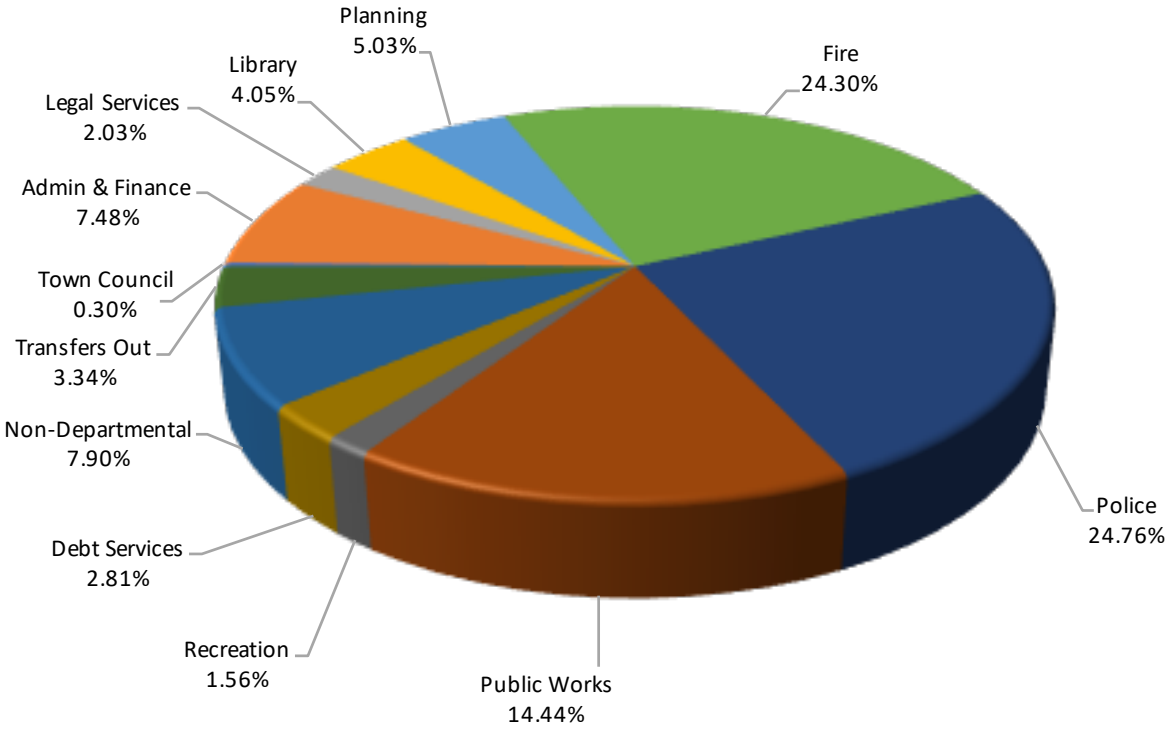
- **Payroll Taxes:** The Town participates in Social Security at a rate of 6.2% of total salary up to a limit of $167,700 in 2024 and in Medicare at a rate of 1.45% of total salary without limit.
- **Overtime/Temporary:** Costs associated with overtime pay and temporary help.

SERVICES AND SUPPLIES

- **Legal Advertising:** Legally required advertising for noticing of public meetings, bidding, ordinances and General Plan amendments.
- **Vehicle Operations:** Preventive and repair maintenance for the Town fleet of cars, trucks and motorcycles.
- **Equipment Maintenance:** Town equipment, including office equipment, copy machines, postage machine, fax, mowers.
- **Publications & Dues:** Professional and technical publications and membership dues in professional organizations.
- **Outside Services:** Outside audits, technical consulting assistance, Joint Powers Agreements for county wide services and parking meter collection.
- **Training:** Workshops, seminars and conference to keep staff current.
- **Internal Service Charge – Building Maintenance:** Janitorial, heating and air conditioning and minor repairs. Telephone, gas, electricity, water, sewer, and heat/air.
- **Internal Service Charge – Info Tech:** Technology support for departments.
- **Supplies:** Postage, copy paper, and miscellaneous supplies; costs associated with employee costs that are reimbursable, such as mileage allowance, uniforms, boots, and protective clothing tools; supplies and services related to the technical functions of each department.

OVERVIEW OF REVENUES AND EXPENDITURES

GENERAL FUND EXPENDITURE SUMMARY $20,943,625



TOTAL GENERAL FUND EXPENDITURE SUMMARY

Town Council	63,255	0.30%
Admin & Finance	1,566,544	7.48%
Legal Services	425,000	2.03%
Library	847,839	4.05%
Planning	1,053,901	5.03%
Fire	5,088,722	24.30%
Police	5,184,636	24.76%
Public Works	3,445,171	16.45%
Recreation	326,682	1.56%
Debt Services	587,567	2.81%
Non-Departmental	1,654,808	7.90%
Transfers Out	699,500	3.34%
Total	**20,943,625**	**100.00%**

TOWN OF SAN ANSELMO
GENERAL FUND
2023-2024

	2021-2022	2022-2023		2023-2024	
	Actual	Rev Budget	Est. Actual	Budget	%Total
BEGINNING BALANCE	6,266,021	7,501,148	7,501,148	7,948,821	
REVENUE					
Property Taxes	15,119,757	15,383,828	15,762,711	16,240,823	77.5%
Franchise Taxes	876,162	775,000	862,797	848,000	4.0%
Sales Taxes	1,783,785	1,710,000	1,740,000	1,655,000	7.9%
Licenses, Permits, Fees, Fines	1,282,377	1,419,500	1,408,425	1,432,250	6.8%
Use of Money & Property	(48,150)	70,000	75,000	75,000	0.4%
Other Agency Revenue	22,849	27,500	36,563	27,500	0.1%
Fees for Services, Misc	297,892	271,070	301,325	281,022	1.3%
SUB TOTAL	19,334,673	19,656,898	20,186,821	20,559,595	98.2%
TRANSFERS IN	388,287	384,447	361,429	384,030	1.8%
TOTAL REVENUE AND TRANSFERS IN	19,722,960	20,041,345	20,548,250	20,943,625	100.0%
TOTAL RESOURCES	25,988,981	27,542,493	28,049,398	28,892,446	
EXPENDITURES					
Salaries	2,503,360	3,063,145	2,844,618	3,331,127	15.9%
Retirement	1,017,547	692,141	640,325	726,369	3.5%
Other Benefits	553,089	893,107	668,777	895,117	4.3%
Office & Dept Sup, Lib Mat	181,819	152,594	198,170	179,950	0.9%
Training, Publications, Dues	48,406	59,046	65,224	81,023	0.4%
Outside Serv: Other	2,837,755	2,812,955	2,792,202	2,837,740	13.5%
Outside Serv: Ross Valley Fire Dept	4,559,102	4,869,951	4,827,582	5,088,722	24.3%
Outside Serv: Central Marin Police	4,690,030	4,938,129	4,938,129	5,184,636	24.8%
Internal Charge Info Tech	-	183,000	183,000	219,325	1.0%
Internal Charge Building Maintenance	-	344,784	344,784	364,050	1.7%
Internal Charge Insurance	-	600,000	600,000	750,000	3.6%
Debt Service Principal	227,000	285,000	285,000	410,000	2.0%
Debt Service Interest	6,208	248,976	209,249	176,067	0.8%
SUB TOTAL	16,624,316	19,142,828	18,597,060	20,244,125	96.7%
TRANSFERS OUT	1,863,517	863,517	1,503,517	699,500	3.3%
TOTAL EXPENDITURES & TRANSFERS OUT	18,487,833	20,006,345	20,100,577	20,943,625	100.0%
Net Increase/(Decrease)	1,235,127	35,000	447,674	-	-
ENDING BALANCE	7,501,148	7,536,148	7,948,821	7,948,821	
Committed	1,273,158	1,273,158	1,273,158	1,273,158	6.1%
Unassigned/Committed Reserve	6,227,990	6,262,990	6,675,663	6,675,663	31.9%
TOTAL BUDGET	25,988,981	27,542,493	28,049,398	28,892,446	1.00%

GENERAL FUND SUMMARY

GENERAL FUND REVENUE SUMMARY

	2021-22 Actuals	2022-2023 Revised Budget	2022-2023 Estimated Actuals	2023-2024 Budget	% of Total Budget
PROPERTY TAXES					
Secured	8,318,069	8,677,849	8,837,859	9,229,630	44.07%
Unitary	62,928	50,000	71,156	62,704	0.30%
Unsecured	149,702	159,994	164,258	174,323	0.83%
Supplemental	82,150	110,000	127,274	110,000	0.53%
HOPTR	33,188	32,891	33,000	32,870	0.16%
Pension Override	2,696,259	2,592,645	2,830,255	2,756,290	13.16%
Muni Services	448,781	454,462	454,462	456,766	2.18%
ERAF (County)	1,503,900	1,469,664	1,425,000	1,509,600	7.21%
Prop Tax in Lieu of MVLF	1,612,710	1,716,323	1,729,447	1,803,640	8.61%
Property Transfer Tax	212,069	120,000	90,000	105,000	0.50%
PROPERTY TAXES	15,119,757	15,383,828	15,762,711	16,240,823	77.55%
SALES TAXES					
Sales Tax - State 1%	1,641,558	1,610,000	1,600,000	1,545,000	7.38%
Prop 172 Sales Tax	142,228	100,000	140,000	110,000	0.53%
SALES TAXES	1,783,785	1,710,000	1,740,000	1,655,000	7.90%
FRANCHISE TAXES					
Garbage Franchise	510,787	465,000	500,000	510,000	2.44%
Cable Franchise	222,598	195,000	209,486	213,000	1.02%
PG & E Franchise	142,777	115,000	153,311	125,000	0.60%
FRANCHISE TAXES	876,162	775,000	862,797	848,000	4.05%
PERMITS AND LICENSES					
Business License Tax	298,988	260,000	300,000	290,000	1.38%
Meter Parking	-	20,000	-	-	0.00%
Merchant Parking	-	4,500	-	-	0.00%
Construction Permits	899,501	1,075,000	1,025,000	1,016,000	4.85%
PERMITS AND LICENSES	1,198,490	1,359,500	1,325,000	1,306,000	6.25%

FINES					
Vehicle Code	24,450	10,000	20,000	10,000	0.05%
Library	2,484	-	3,425	1,250	0.01%
Parking	56,954	50,000	60,000	115,000	0.55%
FINES	83,888	60,000	83,425	126,250	0.60%
USE OF MONEY AND PROPERTY					
Interest	-48,150	70,000	75,000	75,000	0.36%
USE OF MONEY AND PROPERTY	-48,150	70,000	75,000	75,000	0.36%
STATE REVENUE					
State Library AID	8,190	-	-	-	0.00%
State Mandated Reimb.	-	-	14,063	-	0.00%
Other State Revenue	14,659	27,500	22,500	27,500	0.13%
STATE REVENUE	22,849	27,500	36,563	27,500	0.13%
FEES FOR SERVICES					
General Plan Maint. Fee	10,378	6,000	11,466	6,750	0.03%
Resale Inspections	53,184	50,000	40,000	50,000	0.24%
Planning Fees	119,439	100,000	85,000	111,500	0.53%
Other Fees	3,032	15,000	21,000	10,000	0.05%
FEES FOR SERVICES	186,033	171,000	157,466	178,250	0.85%
MISCELLANEOUS REVENUE					
Friends of Library Donation	2,300	-	27,721	-	0.00%
Library Fundraising	-	-	-	-	0.00%
Ross Valley Fire Dept.	87,465	90,070	90,070	92,772	0.44%
Other Misc Revenue	22,094	10,000	26,068	10,000	0.05%
MISCELLANEOUS REVENUE	111,859	100,070	143,859	102,772	0.49%
GENERAL FUND OPERATING REVENUE	19,334,673	19,656,898	20,186,821	20,559,595	98.17%
TRANSFERS IN					
Transfers In	388,287	384,447	361,429	384,030	1.83%
TRANSFERS IN	388,287	384,447	361,429	384,030	1.83%
TOTAL REVENUE AND TRANSFERS IN	19,722,960	20,041,345	20,548,250	20,943,625	100.00%

GENERAL FUND
EXPENDITURE SUMMARY

	2021-2022 Actuals	2022-2023 Revised Budget	2022-2023 Estimated Actuals	2023-2024 Budget	% of Total Budget
GENERAL FUND DEPARTMENTS					
Town Council	30,254	101,030	72,573	63,255	0.30%
Administration and Finance	1,227,668	1,450,835	1,313,143	1,566,544	7.48%
Legal Services	367,034	385,000	321,500	425,000	2.03%
Library	630,298	781,633	804,195	847,839	4.05%
Planning	370,827	958,759	770,544	1,053,901	5.03%
Public Safety					
Fire	4,559,102	4,869,951	4,827,582	5,088,722	24.30%
Police	4,690,030	4,938,129	4,938,129	5,184,636	24.76%
Public Works					
Engineering	1,480,517	1,760,519	1,490,442	1,684,804	8.04%
Street and Park Maintenance	1,617,593	1,657,870	1,896,353	1,760,367	8.41%
Recreation	253,420	294,405	295,144	326,682	1.56%
Debt Service- Pension Obligation Bonds	234,608	530,476	495,749	587,567	2.81%
Non-Departmental	1,036,578	1,414,225	1,371,708	1,654,808	7.90%
TOTAL EXPENDITURES	16,497,930	19,142,830	18,597,062	20,244,125	96.66%
GENERAL FUND TRANSFERS					
to Building Maintenance Fund	200,000	-	100,000	-	0.00%
to Active Transportation Fund	-	-	100,000	-	0.00%
to Climate Fund	55,000	105,000	105,000	105,000	0.50%
to Special Events Fund	-	-	50,000	29,500	0.14%
to Insurance Fund	650,000	-	100,000	-	0.00%
to Downtown Revitalization		-	15,000	15,000	0.07%
to Municipal Lease Fund	158,517	158,517	158,517	-	0.00%
to Road Maintenance Fund	400,000	450,000	450,000	450,000	2.15%
to Technology Replacement Fund	100,000	50,000	125,000	-	0.00%
to Vehicle Replacement Fund	100,000	100,000	100,000	100,000	0.48%
to Emergency Project Fund	200,000	-	200,000	-	0.00%
TRANSFERS OUT	1,863,517	863,517	1,503,517	699,500	3.34%
TOTAL EXPENDITURES AND TRANSFERS OUT	18,361,447	20,006,347	20,100,579	20,943,625	100.00%





TOWN COUNCIL

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

LABOR

Compensation for each Councilmember is $300 per month.

SERVICES AND SUPPLIES

- **Training** – Attendance at meetings of the Marin County Council of Mayors and Councilmembers (MCCMC), the League of California Cities, and other meetings or conferences ($15,500).
- **Outside Services** – Other ($20,000).
- **Internal Service Charge – Building maintenance** – Heat/air, and minor repairs ($2,150).
- **Internal Service Charge – Info Tech** – All utilities and internet connection ($2,575).
- **Department supplies** – Frames and certificates for Council commendations and ceremonies, and for Council meeting supplies ($3,000).

GENERAL FUND
TOWN COUNCIL

	2021-2022 Actuals	2022-2023 Revised Budget	2022-2023 Estimated Actuals	2023-2024 Budget	% of Total Budget
Labor Costs					
Salaries	19,250	18,600	18,600	18,600	29.40%
Payroll Taxes	1,473	1,430	1,473	1,430	2.26%
LABOR COSTS	20,723	20,030	20,073	20,030	31.67%
Services & Supplies					
Training	7,495	9,000	15,000	15,500	24.50%
Outside Services	10	65,000	30,000	20,000	31.62%
Internal Service - Bldg Maint	898	2,000	2,000	2,150	3.40%
Internal Service - Info Tech	560	2,500	2,500	2,575	4.07%
Departmental Supplies	569	2,500	3,000	3,000	4.74%
SERVICES & SUPPLIES	9,532	81,000	52,500	43,225	68.33%
TOTAL BUDGET	30,254	101,030	72,573	63,255	100.00%

ADMINISTRATION & FINANCE

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

2022-2023 ACCOMPLISHMENTS

- Reached an agreement with Service Employees International Union, Local 1021 (SEIU) on a Memorandum of Understanding for fiscal year 2022-2025.
- Reorganized Finance Department.
- Created and filled the Community Engagement Coordinator position.
- Created and filled the Public Works Manager position.
- Updated the Town's purchasing policy.
- Developed a plan for the American Rescue Plan Act Funds.
- Implemented new agenda software.
- Implemented new Boards and Commissions software.
- New format for weekly Town Manager newsletter.
- New format for quarterly Town Business newsletter.
- Reformatted and updated content on the Town website, preparing for a full site refresh.
- Surveys – Live on the Avenue- nearly 700 respondents
- Signage: Memorial Park, Light pole banner program on San Anselmo Avenue. Live on the Avenue event/sponsor, merchant posters.
- Facilitated restaurant/food purveyor group to address food issues for Live on the Avenue.

2023-2024 GOALS/WORK PLAN

Below are the FY 2023-2025 Work Plan Priorities for the Administration and Finance Department:

1. **Category:** Investing in People

   Priority: Town-wide compensation study
   Description: Conduct a Town-wide compensation study. The goal in reviewing employee compensation is to benchmark the Town's salaries with the goal of providing competitive compensation to comparable local municipalities to assist in the recruitment and retention of talented employees. Become Employer of Choice.
   Staff Impact: Moderate
   Fiscal Impact: TBD

ADMINISTRATION & FINANCE

2. **Category:** Excelling in Town Services

   Priority: Update Town's Investment Policy
   Description: Update the existing Investment Policy (1997) to reflect best practices and to ensure compliance with federal, state, and applicable laws and regulations.
   Staff Impact: Low
   Fiscal Impact: None

3. **Category:** Investing in People

   Priority: Implement Ready Set Audit Results for Human Resources
   Description: An audit of the Town's rules, policies, ordinances, and other areas was conducted by Ready Set in an effort to assure that they are fair, equitable and completely bias free. As part of that audit, HR wants to implement new recruiting strategies to be sure that we are reaching all potential candidates.
   Staff Impact: Moderate
   Fiscal Impact: Low

4. **Category:** Investing in People

   Priority: Employee Trainings (Lunch & Learn)
   Description: Develop a Lunch and Learn program, a joint lunch for their employees to encourage learning, foster building strong relationships, and enhance professional development. Lunch and Learn events offer opportunities for coworkers to share ideas and discuss issues in a relaxed atmosphere.
   Staff Impact: Low
   Fiscal Impact: Low

5. **Category:** Excelling in Town Services

   Priority: Update Fee Study
   Description: A review of the fee study is needed to ensure that the Town's fees are updated to reflect the latest cost information. The study will identify the full costs of providing each service, including direct, indirect, and overhead costs. Identifying the full cost of a service will assist in determining the appropriate fee for each service and prevent the subsidization of individual services with taxpayer dollars.
   Staff Impact: Low
   Fiscal Impact: Low

6. **Category:** Connecting with the Community

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

ADMINISTRATION & FINANCE

7. **Category:** Excelling in Town Services

   Priority: Update Finance/Payroll/HR Systems
   Description: Review the options for a change in Town's software to a cloud-based system more suited for a smaller local municipality.
   Staff Impact: Moderate
   Fiscal Impact: Moderate

8. **Category:** Connecting with the Community

   Priority: Implement Online Records Management Program
   Description: Through an RFP process, retain services of an online records retention service for the purpose of providing efficient access to Town records for both staff and the public.
   Staff Impact: Moderate/High
   Fiscal Impact: Moderate

LABOR

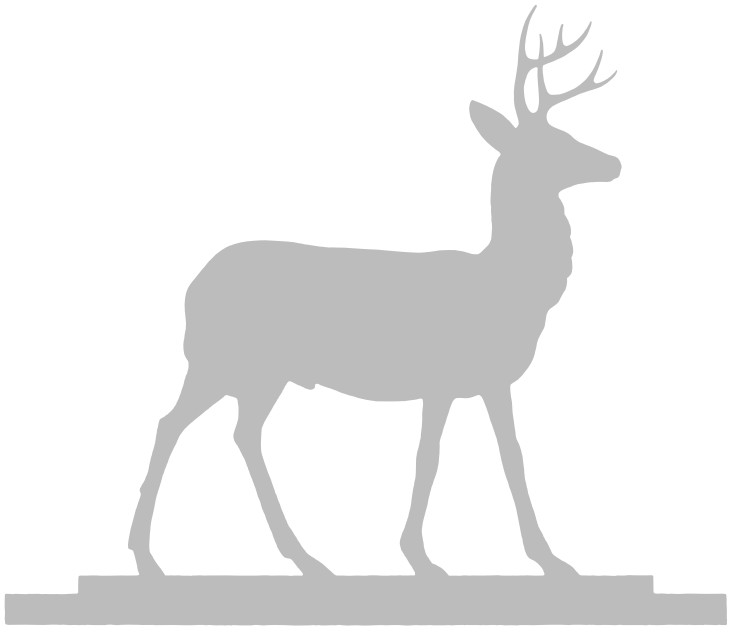
Title	2021-2022	2022-2023	2023-2024
Town Manager	1.00	1.00	1.00
Finance & Administrative Services Director	1.00	1.00	1.00
Deputy Town Clerk/Management Analyst	1.00	1.00	1.00
Accounting/Benefits Technician	1.00	1.00	0.00
Senior Accountant/Financial Supervisor	1.00	0.00	1.00
Community Engagement Coordinator	0.80	0.80	0.80
Total	**5.80**	**4.80**	**4.80**

SERVICES AND SUPPLIES

- **Training** – Staff attendance at training seminars, meetings of the League of California Cities and California Municipal Finance Officers Association.
- **Outside Services** – Annual audits ($33,500), financial reports and bank charges ($70,000), Compensation Study ($35,000); Solid Waste Compliance consultation services ($15,000), Sales Taxes and Property Taxes management ($20,000); Business Licensing services ($40,000), Website Design ($20,000).
- **Publications & dues** – Membership in the Marin Managers Association and California Society of Municipal Finance Officers.
- **Equipment maintenance** – Computers, copy machines, telephone, postage machine, and other.
- **Internal Service Charge – Building maintenance** – Building maintenance – Janitorial, heat/air, and minor repairs ($23,500), Electricity, gas, telephone, water, and sewer ($25,250).
- **Internal Service Charge – Info Tech** – Technology support for department ($10,000), website and accounting software ($50,000), meeting software ($20,000)
- **Office and Department Supplies** – Postage, copy paper, ink cartridges, miscellaneous supplies, updates of the Municipal Code.

GENERAL FUND
ADMINISTRATION AND FINANCE

	2021-2022 Actuals	2022-2023 Revised Budget	2022-2023 Estimated Actuals	2023-2024 Budget	% of Total Budget
Labor Costs					
Salaries	690,019	724,315	732,801	795,490	50.78%
Temporary Help	29,314	30,000	35,200	35,000	2.23%
Overtime	4,685	-	5,742	-	0.00%
Retirement	55,716	67,696	58,750	74,977	4.79%
Benefits	86,447	134,729	82,387	117,870	7.52%
Payroll Taxes	50,407	56,610	51,513	60,357	3.85%
LABOR COSTS	916,588	1,013,350	966,393	1,083,694	69.18%
Services and Supplies					
Training	2,760	10,000	8,500	10,000	0.64%
Outside Services	251,403	280,735	205,000	305,000	19.47%
Publications and Dues	9,295	2,000	1,500	8,750	0.56%
Equipment Maintenance	3,027	6,600	1,000	600	0.04%
Internal Service - Bldg Maint	17,531	45,750	45,750	48,750	3.11%
Internal Service - Info Tech	18,273	75,000	75,000	92,250	5.89%
Supplies	8,790	17,400	10,000	17,500	1.12%
SERVICES & SUPPLIES	311,079	437,485	346,750	482,850	30.82%
TOTAL BUDGET	1,227,668	1,450,835	1,313,143	1,566,544	100.00%



TOWN OF
SAN ANSELMO
EST. 1907



LEGAL SERVICES

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

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

2023-2024 CHANGES/HIGHLIGHTS

The Department budget for 2023-2024 reflects an hourly rate of $250 for Town Attorney.

SERVICES AND SUPPLIES

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

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

GENERAL FUND
LEGAL SERVICES

	2021-2022 Actuals	2022-2023 Revised Budget	2022-2023 Estimated Actuals	2023-2024 Budget	% of Total Budget
Services and Supplies					
Litigation	1,222	60,000	1,500	60,000	14.12%
General Legal Counsel	233,989	215,000	280,000	255,000	60.00%
Personnel Legal Services	131,823	110,000	40,000	110,000	25.88%
SERVICES & SUPPLIES	367,034	385,000	321,500	425,000	100.00%
TOTAL BUDGET	367,034	385,000	321,500	425,000	100.00%



LIBRARY

The San Anselmo Public Library strives to be a hub of information, knowledge, culture, and inspiration in the heart of San Anselmo. The services provided by the Town Library staff are designed to meet the informational and recreational needs of residents and businesses in a timely and professional manner, to enrich the lives of library patrons and to encourage children and teens to read.

The library welcomes over 90,000 patrons annually, circulates approximately 154,000 items, and provides over 400 programs attended by approximately 17,000 participants of all ages.

The library is open six days a week for 46 hours, provides direct services across two public desks, and offers a Chromebook and three public Internet stations. A local history collection is maintained in the San Anselmo Historical Museum and a print and digital collection of over 100,000 items supports a community interested in knowing its own story, in life-long learning, in a thriving intellectual and physically-active environment, in professional growth, and in motivating children of all ages to be readers.

The post-pandemic library features increased digital resources including ebooks, eaudio and streaming movies. Adult programming continues to provide both in-person and hybrid options while children's programming has returned to pre-pandemic levels and is provided outdoors, weather permitting.

2022-2023 Highlights

- Launched O.W.L.S—Outreach on Wheels for Library Services, a library delivery service for temporarily or permanently homebound San Anselmo residents
- Improved wayfinding signage around the library building
- Launched RFID system
- Implemented the California State Parks Pass program
- Sponsored two new program initiatives: Climate Action series and Year of the Rabbit series
- Joined partner libraries in Overdrive: Peninsula Library System and NorthNet

LIBRARY

2023-2025 GOALS/WORK PLAN

- Reimagine and improve shelving for special collections
- Study the organization of physical public space
- Implement plan to redesign public library space
- Study the organization of physical staff workspace on lower level and implement recommendations
- Complete implementation of RFID project

LABOR

Title	2021-22	2022-23	2023-24
Town Librarian	1.00	1.00	1.00
Librarian II	1.00	1.00	1.00
Senior Library Assistant	0.80	0.80	0.80
Library Assistant	1.00	1.00	1.00
Total	**3.80**	**3.80**	**3.80**

SERVICES AND SUPPLIES

- **MARINet Membership** — County-wide automated catalog, circulation system, delivery, eBooks, and databases ($93,257).
- **Print and Digital Books, DVDs and Periodicals** — Adult books ($11,400), children's books ($5,305), magazines and newspapers ($4,908), videos ($531), and audiobooks ($2,652).
- **Outside Services** — Outside programs, guest artists, performers, and lecturers ($17,250).
- **Training** — Conferences, workshops, and webinars to keep staff current on library trends ($500).
- **Publications & Dues** — Library organization dues and publications for staff to maintain expertise in library, catalog, and information services ($2,000).
- **Internal Service Charge – Building Maintenance** — Janitorial, elevator, heat/air, and minor repairs ($31,508). Electricity, gas, water, sewer, telephone, and Internet ($14,322).
- **Equipment Maintenance** — Maintenance of office equipment and computers ($1,485).
- **Internal Service Charge – Info Tech** — Technology support for the department ($17,500).
- **Office and Department supplies** — Postage, copy paper, miscellaneous supplies, cataloging, circulation, and materials repair supplies ($5,835).

GENERAL FUND
LIBRARY

	2021-2022 Actuals	2022-2023 Revised Budget	2022-2023 Estimated Actuals	2023-2024 Budget	% of Total Budget
Labor Costs					
Salaries	248,050	364,997	368,919	396,500	46.77%
Temporary Help	65,192	50,000	67,549	60,000	7.08%
Overtime	-	-	-	-	0.00%
Retirement	28,982	38,007	34,872	45,216	5.33%
Benefits	55,995	97,130	83,931	100,505	11.85%
Payroll Taxes	22,624	31,205	28,241	34,291	4.04%
LABOR COSTS	420,843	581,339	583,512	636,512	75.07%
Services and Supplies					
Training	424	200	515	500	0.06%
Outside Services	36,048	16,995	30,000	17,250	2.03%
MARINet Database	78,282	91,922	91,922	93,257	11.00%
Publications and Dues	1,385	500	1,750	2,000	0.24%
Internal Service - Bldg Maint	39,924	44,496	44,496	46,000	5.43%
Equipment Maintenance	4,988	1,442	5,000	1,485	0.18%
Internal Service - Info Tech	15,521	15,000	15,000	17,500	2.06%
Books, DVDs & Periodicals	22,047	24,074	22,500	27,500	3.24%
Supplies	10,836	5,665	9,500	5,835	0.69%
SERVICES & SUPPLIES	209,455	200,294	220,683	211,327	24.93%
TOTAL BUDGET	630,298	781,633	804,195	847,839	100.00%

TOWN OF
SAN ANSELMO
EST. 1907

PLANNING

This Department is responsible for land use planning and zoning. The department reviews applications for development permits, provides public information, maintains the General Plan, Climate Action Plan, and other planning documents, and enforces zoning regulations. Department staff process applications for zoning entitlements, and drafts and revise zoning regulations. Planning Department staff supports the Planning Commission, Open Space Committee, Economic Development Committee, Sustainability Commission and Racial Equity Ad Hoc Committee and represents the Town on the Marin Map Executive Committee.

2022-2023 ACCOMPLISHMENTS

- **2022 Planning Commission Review**
  - 23 Land use entitlements processed (January to May- 5 entitlements; June to December 18 entitlements)
  - ADU Regulations (2021, 2022, and 2023)
  - SB 478 and AB 970- Commercial Floor Area Increase Allowance (2021)
  - Gas-powered landscape equipment- Climate Action Initiative (2022)
  - Gas Station Ban Urgency Ordinance (2022 and 2023)
  - Solid Waste Regulations- SB 1383 (2022)
  - Foundation Repair and/or Replacement for Nonconforming Structures (2023)
- **Advance Planning Projects**
  - Objective Development Design Standards (2020-2023)
  - Vehicle Miles Traveled Thresholds of Significance (2023)
  - Housing Element (2022-2023)
  - Established the Housing Element Advisory Committee
  - 9 Public Meetings
  - Submitted Draft Housing Element to the State
  - Inclusionary Housing
  - Adopted Nexus Studies
  - Anticipated adoption by Council on May 23, 2023
- **Economic Development Committee (EDC)**
  - Facilitate Business welcome and onboarding program by providing new business information to the (EDC onboarding liaison)
  - Completed Business Inventory and Interactive Mapping
  - Prepared Draft Zoning Changes in the Downtown to be introduced to the Planning Commission in Town Council in June or July 2023
  - Recomposed the EDC from 7 to 9 members and set quarterly meeting schedule.

PLANNING

- **Annual Housing Progress Report and General Plan Implementation Update** (for years 2021 and 2022). The 2023 review is due April 2024.
- **Planning Department Refinements (June 2023-Present)**
  - Created new staff onboarding procedures, including "How To's", resources and guides, checklists, templates, such as letters, staff report and resolution templates, filing structure, and digital reference hyperlinks.
  - Created a new Accessory Dwelling Unit webpage with useful information (Accessory Dwelling Units (ADU's) | San Anselmo, CA - Official Website (townofsananselmo.org)).
  - Created new ADU/JADU information sheet (ADU-and-JADU-Information-Sheet (townofsan-anselmo.org))
  - Updated ADU/JADU Deed Restriction templates to address January 2023 Amendments.

2023-2024 GOALS/WORK PLAN

1. **Category:** Investing in people

   Priority: Onboard new Planner
   Description: Hire and train a new planner to provide current planning activities such processing land use permits, assisting the public over the phone, via email, and at the counter.
   Employee Impact: Moderate
   Fiscal Impact: High.

2. **Category:** Planning for the Future

   Priority: Comprehensive General Plan Update, including the Circulation Update
   Description: Begin the comprehensive General Plan Update of the 1988 current General Plan. Will update all elements of the General Plan (exception of the Housing Element and Safety Element) and include new optional element, such as Environmental Justice and Economic Development.
   Employee Impact: Moderate to High
   Fiscal Impact: High. Aspects of update can be offset by staff, but CEQA Analysis and technical aspects of the General Plan Update will need to be prepared by a consultant.

3. **Category:** Planning for the Future

   Priority: Housing Element Implementation
   Description: Implement at least 22 Housing Policy Action Items as required by the Housing Element
   Employee Impact: Low to Moderate
   Fiscal Impact: Low

PLANNING

4. **Category:** Planning for the Future

   Priority: Continue to Enhance the Planning Departments levels of service.
   Description: Enhance levels of service by improving and updating the Planning Department's web presence to make it easy for users to navigate and find information and resources, continue to improve processing timelines, improve, and maintain response times, and proactive shepherding of projects through the Town's discretionary processes.
   Employee Impact: Low to Moderate
   Fiscal Impact: Low

5. **Category:** Sustainable, Natural and Built Environment

   Priority: Continue to grow Economic Development in Town
   Description: Enhance and grow the Planning Department's Economic Development and Housing initiatives by providing more structure (policies and implementation of actions) to what we would like and need to accomplish.
   Employee Impact: Low to Moderate
   Fiscal Impact: Low impact because utilizing in house staff.

6. **Category:** Investing in People

   Priority: Develop a training program for Planning Department staff
   Description: Create a cohesive team where there is training to keep informed with up-to-date information, cross training of duties and responsibilities (where possible given job descriptions constraints by union and job descriptions), experiences to help grow staff.
   Employee Impact: Low to Moderate
   Fiscal Impact: Low

7. **Category:** Excelling in Town Services

   Priority: Enhanced and consistent record keeping where information is accessible and easy to find.
   Description: Digitize remaining Planning paper files, create any necessary databases, convert microfiche to digital pdf plans (soft file) and provide a comprehensive digital data file storage service, such as Docuware, Laserfiche, etc.
   Employee Impact: Low to High depending on whether outside resources or internal staff will be used.
   Fiscal Impact: Low to Moderate. Will require assistance to scan and/or convert data and for the Town purchase a digital records management system. Cost of digital records management system can be spread out between Admin, Public Works, Building, and Planning.

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

   Priority: Develop Gas Ban Ordinance
   Description: Finalize Ordinance for Town Council consideration of a Gas Ban Ordinance. Requires the preparation of a study to support the ban.
   Employee Impact: Low to Moderate
   Fiscal Impact: Low

PLANNING

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

   Priority: Update Downtown and other Commercial Land Uses
   Description: Consider Zoning Code amendments to the Land Us Regulations Table 3A (Title 10, Chapter 3, Article 3, Section 10-3.302) to the Downtown and other commercial land uses that will attract businesses to the Town.
   Employee Impact: Moderate
   Fiscal Impact: Moderate

LABOR

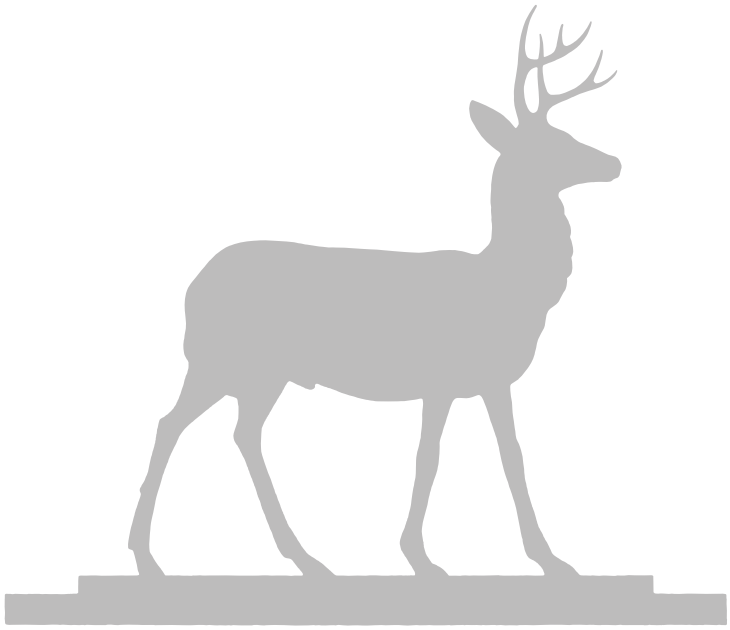
Title	2021–22	2022–23	2023–24
Planning Director	1.00	1.00	1.00
Associate Planner	0.00	0.00	1.00
Senior Planner	0.00	1.00	1.00
Total	**1.00**	**2.00**	**3.00**

SERVICES AND SUPPLIES

- **Training** – Workshops, seminars, and conferences to keep planning staff current on planning procedures and law ($3,750).
- **Outside Services** – Update to Town's General Plan and continuation of Housing, Safety, and Circulation Elements ($410,000), and planning projects requiring the use of consultants ($40,000).).
- **Publications & Dues** – Planning organization dues and publications required for staff to maintain expertise in planning procedures and changes in land use law ($1,500).
- **Equipment Maintenance** – Set planning department share of Town Hall computers, copy machines, telephone, postage machine, and other equipment ($6,100).
- **Internal Service Charge – Building Maintenance** – Set planning department share of Town Hall janitorial, heat/air, and minor repairs ($9,800). Set planning department share of Town Hall Electricity, gas, telephone, Internet/e-mail, water, and sewer ($15,800).
- **Internal Service Charge – Info Tech** – Technology support for the department ($30,000).
- **Supplies** – Set planning department share of Town Hall postage, copy paper, map paper, files, pens, and printer ink ($9,500).

GENERAL FUND
PLANNING

	2021-2022 Actuals	2022-2023 Revised Budget	2022-2023 Estimated Actuals	2023-2024 Budget	% of Total Budget
Labor Costs					
Salaries	152,225	284,131	258,197	389,994	37.00%
Temporary Help	37,272	-	750	-	0.00%
Overtime	-	-	-	-	0.00%
Retirement	14,689	30,885	24,827	38,447	3.65%
Benefits	23,791	58,645	34,940	71,158	6.75%
Payroll Taxes	10,936	20,848	19,617	29,302	2.78%
LABOR COSTS	238,912	394,509	338,331	528,901	50.19%
Services and Supplies					
Training	171	3,500	2,463	3,750	0.36%
Outside Services	108,489	500,000	375,000	450,000	42.70%
Publications and Dues	198	1,450	750	2,500	0.24%
Equipment Maintenance	2,853	6,100	3,750	3,500	0.33%
Internal Service - Bldg Maint	3,482	25,000	25,000	25,750	2.44%
Internal Service - Info Tech	13,605	20,000	20,000	30,000	2.85%
Supplies	3,117	8,200	5,250	9,500	0.90%
SERVICES & SUPPLIES	131,915	564,250	432,213	525,000	49.81%
TOTAL BUDGET	370,827	958,759	770,544	1,053,901	100.00%



TOWN OF
SAN ANSELMO
EST. 1907

PUBLIC SAFETY – FIRE PROTECTION SERVICES



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

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

In 2021 the Ross Valley Fire Department received an Insurance Services Office (ISO) rating "2" which continues the rating of "2" received in 2015. The Insurance Services Office rating impacts insurance rates for homes and businesses.

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

2022-2023 ACCOMPLISHMENTS

- Creation Of Ready & Resilient Program (22 SA attendees)
- Driveway Evacuation Drills held in all towns (220 participants on SA/FX)
- "National Preparedness Month" newsletters sent to all residents
- First Aid Disaster Response Training for Ross Valley Residents (23 attendees)
- 5693 inspections/reinspections completed (2541 in SA)
- Preliminary discussions on fire station remodels
- Create a plan/transition for the close of Station 18
- Hiring of multiple new firefighters

FIRE PROTECTION SERVICES

2023-2024 GOALS/WORK PLAN

1. **Priority:** Identify a leadership and governance model for the department.
   Description: Develop and implement a vision for the department's leadership and governance model

2. **Priority:** Complete updates and remodels of fire Station 19, 20 and 21 .
   Description: Update fire stations with accommodations for 3 firefighters on duty per day.

3. **Priority:** Hire 2 new firefighters.
   Description: Fill existing opening with new firefighters.

4. **Priority:** Start planning for the closure of fire Station 18.
   Description: Begin the planning process for 6 firefighters to be distributed to other fire stations due to the closure of Station 18 on July 1, 2025.

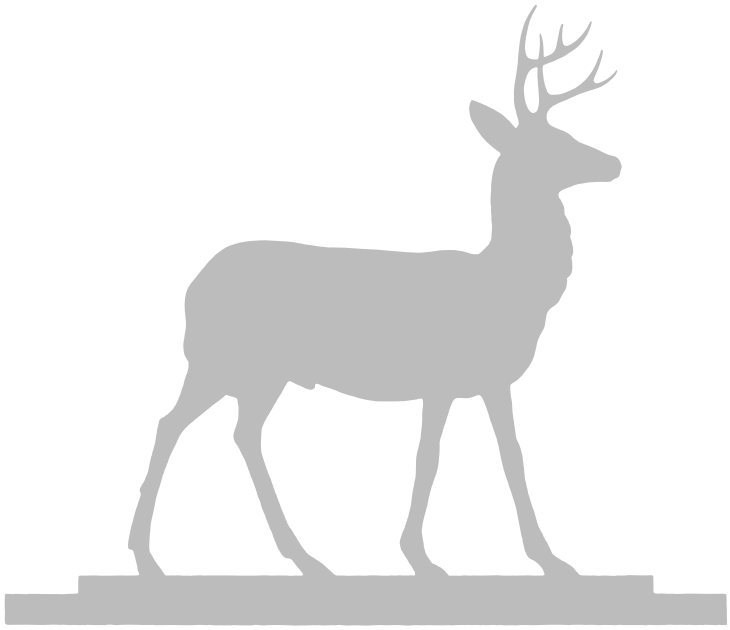
OTHER COSTS

- **Property Maintenance** – Total $50,000 is budgeted for property maintenance at Stations 19 and 20, which are in San Anselmo. Out of the total budget, $15,000 for each station is budgeted as reimbursement to the Fire Department for handling routine repairs and minor improvements. Capital expenditures made at Station 20 (Butterfield Road) are matched by the Sleepy Hollow Fire Protection District, up to a maximum of $10,000.
- **Fire Equipment** – With the recent update to the Vehicle and Apparatus Replacement Schedule and Funding Plan, San Anselmo's FY2023-24 contribution for vehicle and apparatus replacement is $148,200.

The Ross Valley Fire Department FY23-24 Approved Budget along with annual audits and other financial information can be found at: **http://www.rossvalleyfire.org/about/financial-information.**

GENERAL FUND
PUBLIC SAFETY - FIRE

	2021-2022	2022-2023	2022-2023	2023-2024	
	Actuals	Revised Budget	Estimated Actuals	Budget	% of Total Budget
Services and Supplies					
RVFD - Fire Services	4,530,435	4,789,951	4,789,990	5,038,722	99.02%
Station 19 Maintenance	14,017	40,000	22,592	25,000	0.49%
Station 20 Maintenance	14,650	40,000	15,000	25,000	0.49%
RVFD - Disaster Coordinator	-	-	-	-	0.00%
Defensible Space Inspection	-	-	-	-	0.00%
SERVICES & SUPPLIES	4,559,102	4,869,951	4,827,582	5,088,722	100.00%
TOTAL BUDGET	4,559,102	4,869,951	4,827,582	5,088,722	100.00%



TOWN OF
SAN ANSELMO
EST. 1907



PUBLIC SAFETY – POLICE

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

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

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

2022-2023 ACCOMPLISHMENTS

- Adapted and adjusted to the Covid-19 pandemic to ensure a healthy police department and continued police services to our communities.
- Recruited, interviewed, conducted background investigations, and trained three Police Officers.
- Trained in many areas, including, but not limited to: Duty to Intercede, Crisis Intervention, De-escalation/Communication, Emotional Intelligence, First Aid/AED, Defensive Tactics, Safer handcuffing techniques, Firearms Skills, Active Shooter Response, Practical Decision-Making.
- Transitioned to the new CIBRS system (California Incident-Based Reporting System) which is a federal mandate that requires standardized crime reporting to the FBI.
- Collected and analyzed 2022 RIPA (Racial and Identity Act) data.

POLICE

- Homeless Outreach Police Evaluators Team (HOPE) conducted several operations to locate encampments, enforce laws, and provide resources to the homeless population.
- Continued to focus on purchasing and refurbishing the outdated fleet in accordance with the 5-year fleet plan.
    - Began implementation of electric vehicle fleet by converting two unmarked vehicles to fully electric vehicles.
- Completed the first phase of installing electric vehicle charging infrastructure in the secured parking area to provide police fleet with charging capabilities**.** Eight (8) charging units were installed in this first phase.

2023-2024 CHANGES/HIGHLIGHTS

The FY 2023-2024 Budget and Work Plan represents CMPA's commitment to fiscal responsibility and long-term sustainability, ensuring the continuation of providing the highest level of police services**.** This budget reflects an overall increase of $266,264 (5.39%) in San Anselmo's share over the FY2022-2023 adopted budget.

The increase in the CMPA FY 2023-2024 budget is attributed to increases in:

- Increase to salaries for current full-time employees and additional bargained for costs, pursuant to the Memorandum of Understanding agreed to in 2021. Includes the addition of two new full-time Community Service Officer positions.
- Increase to PERS costs of current CMPA employees. Includes the addition of two new full-time Community Service Officer positions.
- Increase to health benefits for retired full-time employees**.**
- Increase to health benefits for current full-time employees**.** Includes the addition of two new full-time Community Service Officer positions.
- Increase to the Bay Cities Joint Powers Insurance Authority for general liability, workers' compensation, and property coverage.
- Increase to Contract Services account due to the addition of in-car cameras, re-design of the CMPA website, and increases in miscellaneous IT costs.
- Increase to MERA dues**.** One-time yearly increase to cover cash flow.
- Increase in the training budget due to the need for additional and expanded training outside of in-house training.
- Increase to uniforms, safety gear, and ballistic vests due to large turnover in personnel.
- Increase to contracted dispatcher services due to cost-of-living adjustments.
- Increase in ammunition and medical supplies due to increased costs.

2023-2024 GOALS/WORK PLAN

- Work with the Management Committee to evaluate ways to address on-going staffing issues related to the recruitment of new police officers and retaining current police officers.
  - The Central Marin Police is currently facing a significant staffing issue wherein, it is losing people faster than it can replace them**.** In addition, applicant numbers are dwindling at an alarming rate.
  - Continue to recruit, interview, conduct background investigations, and train new Police Officers, Community Service Officers, and Cadets to bring the Authority to full staffing levels.
- Increase training for all staff to include new mandates and expectations from communities.
- Update the 10-year-old website to become more modern and cell phone friendly.
- Continued expansion of the organizational wellness program for all employees to focus on general mental and physical wellness**.**
  - The aim of this program is to provide resources to employees to help with long-term retention**.** This program is funded by a 2-year federal grant that provides $75,000 to the Authority.
- Continue the multi-year project to convert our unmarked fleet to electric vehicles to adopt more sustainable/renewable energy**.** This includes working with local and state entities to explore funding options for EV projects to reduce fiscal impacts to the Authority.
  - This will include patrol vehicles, CSO/Cadet vehicles, unmarked vehicles, and motorcycles.
- Implement new SB2 legislation and mandates regarding the certification and de-certification of police officers.
- Continue our in-depth assessment of all areas within the Authority to explore more efficient processes**.** The goal of this exercise continues to focus on streamlining tasks and maximizing personnel efficiencies.
- Work with the Bay Cities Joint Powers Insurance Authority to partner with the Georgetown University Law Center to pilot the Active Bystandership for Law Enforcement (ABLE) program.
  - This program teaches officers effective ways to step in when misconduct is observed in order to create a culture that supports intervention.
- Submit the first annual RIPA (Racial and Identity Profiling Act) report to the CA Department of Justice.
- Focus on increased traffic enforcement and additional traffic safety programs.
- Evaluate the feasibility of implementing a fleet-wide in-car camera system to enhance transparency and minimize liability exposure to the Authority.
- Implementation of the newly created Community Service Officer (CSO) program**.**
  - Hire and train two CSOs to provide an elevated and consistent level of parking enforcement, municipal code enforcement, and focused enforcement at community concern areas within the City of Larkspur and the Town of San Anselmo.
- Continue to work with the Bay Cities JPIA to improve Risk and Liability exposure through continued training.
- Continue participation with regional programs such as MERA, CAL Chiefs, Marin Chiefs, Marin County Specialized Investigative Unit, and the Computer Crimes Task Force.

The Central Marin Police Authority FY 2023-2024 Budget can be found at:
https://www.centralmarinpolice.org/227/REPORTS-AND-BUDGETS

GENERAL FUND
PUBLIC SAFETY - POLICE

	2021-2022 Actuals	2022-2023 Revised Budget	2022-2023 Estimated Actuals	2023-2024 Budget	% Total
Services and Supplies					
Police Services Contract	4,685,857	4,938,129	4,938,129	5,184,636	100.00%
Building Maintenance	1,328	-	-	-	0.00%
Supplies	1,517	-	-	-	0.00%
SERVICES & SUPPLIES	4,690,030	4,938,129	4,938,129	5,184,636	100.00%
TOTAL BUDGET	4,690,030	4,938,129	4,938,129	5,184,636	100.00%

PUBLIC WORKS – ENGINEERING & INSPECTION

The Engineering staff is responsible for administering public works projects, natural disaster preparedness and response, providing cost-effective engineering management of Town infrastructure within budget limits, delivery of accurate, reliable, and timely plan/permit review and inspection services as required by the Building Code in accordance with the expectations of the Town Council and the community while improving public safety and infrastructure. Assistance services to the public on questions of drainage, road conditions, traffic calming, red curb, open space areas, parks, etc.

The Towns infrastructure consists of the following:

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

2022-23 ACCOMPLISHMENTS

- The Town has continued to improve the Pavement Condition Index over the past 7 years up to 71 by completing asset protection projects such as slurry seals and repaving streets throughout Town.
- Complete the 2022 Street Paving Projects (Portions of Mt. View Ave, Beverly Way, Rivera St, Timothy Dr, and Woodside Ct).
- Complete the Memorial Park Athletic Field Rehabilitation.
- Participate in completing the Hilldale Pocket Park.

ENGINEERING & INSPECTION

2023-24 GOALS/WORK PLAN

- The department includes the Public Works Director, Assistant Public Director, Building Official, Building Inspector, Assistant Engineer, Project Coordinator, Permit Technician and Administrative Assistant position. Consultant Services will continue to be needed for road design, traffic engineering, flood control and other projects.
- Complete the 2023 Street Paving Projects.
- Continue working on Flood Control including the San Anselmo Creek Restoration project along with bridge replacement designs.
- Continue improving Town roads along with bicycle and pedestrian improvements. Continue the trend for increasing PCIs along with incorporating stormwater projects into street repaving projects.
- Develop 5-year Capital Improvement Plan that includes a regular update and communication schedule for all capital improvement projects.
- Develop an annual plan to address maintenance for all Town-maintained buildings and facilities.
- Endeavor to include green infrastructure in all capital improvement projects throughout Town.

LABOR

Title	2021-22	2022-23	2023-24
Director of Public Works/Town Engineer*	0.70	0.70	0.70
Assistant Director of Public Works**	0.50	0.50	0.50
Assistant Engineer*	0.25	0.25	0.25
Building Official	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00
Building Maintenance Supervisor***	0.80	0.00	0.00
Code Enforcement Official	0.00	1.00	1.00
Permit Services Technician	1.00	1.00	1.00
Administrative Services Assistant I/II	1.00	1.00	1.00
Total	**6.25**	**6.45**	**6.45**

* 30% of the Public Works Director and 75% of the Assistant Engineer are assigned to capital project management, therefore, their correspondence salaries are reflected in Measure J Sales Tax fund.

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

*** The Building Maintenance Supervisor is assigned primarily to Engineering and Inspection (80%) and spends a portion of his time on the Isabel Cook Complex (10%) and Robson House (10%).

ENGINEERING & INSPECTION

SERVICES AND SUPPLIES

- **Training** - Attendance at professional training seminars and conferences ($15,000).
- **Outside Services** - Participation in countywide GIS digital mapping system ($9,000); Engineering services for special projects including traffic safety, emergency response, etc. ($220,000); plan checking, inspection services, and special project support ($206,000)..
- **Publications & Dues** - Memberships in public works and engineering organizations/ societies, professional registration fees.
- **Equipment Maintenance** - Maintenance of office equipment, computers, copier, fax, phones, pagers, and 2-way radios ($5,150).).
- **Internal Service Charge - Building maintenance** – Janitorial, elevators, heat/air, other maintenance ($24,000). Electricity and gas, water, telephone, Internet/e-mail, and sewer ($31,000).
- **Vehicle Maintenance** – Maintenance of department vehicles.
- **Internal Service Charge** – Info Tech – Technology support for the department ($60,000)
- **Office and Department Supplies** – Postage, copy paper, ink cartridges, miscellaneous supplies, tools, and supplies for engineering, surveying, and drafting ($24,500).

GENERAL FUND
PUBLIC WORKS - ENGINEERING INSPECTION

	2021-2022 Actuals	2022-2023 Revised Budget	2022-2023 Estimated Actuals	2023-2024 Budget	% Total
Labor Costs					
Salaries	591,172	807,088	548,040	767,008	45.53%
Temporary Help	93,800	15,000	61,700	15,000	0.89%
Overtime	2,294	-	1,000	-	0.00%
Retirement	58,071	77,838	50,470	72,720	4.32%
Benefits	115,306	175,255	105,230	149,520	8.87%
Payroll Taxes	50,672	65,413	44,543	62,156	3.69%
LABOR COSTS	911,314	1,140,594	810,983	1,066,404	63.30%
Services and Supplies					
Training	16,375	15,000	18,000	20,000	1.19%
Outside Services	479,869	475,000	531,859	450,000	26.71%
Workers Compensation Claim	-	-	-	-	0.00%
Publications and Dues	2,184	1,750	2,100	1,750	0.10%
Equipment Maintenance	2,853	5,150	5,000	5,150	0.31%
Internal Service - Bldg Maint	30,952	50,000	50,000	55,000	3.26%
Vehicle Maintenance	2,373	515	500	2,000	0.12%
Internal Service - Info Tech	20,187	55,000	55,000	60,000	3.56%
Supplies	14,410	17,510	17,000	24,500	1.45%
SERVICES & SUPPLIES	569,203	619,925	679,459	618,400	36.70%
TOTAL BUDGET	1,480,517	1,760,519	1,490,442	1,684,804	100.00%

PUBLIC WORKS – STREET & PARK MAINTENANCE

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

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

2022-23 ACCOMPLISHMENTS

- Trained the Streets and Parks staff in the use of work order software (Asset Essentials by Dude Solutions) to track and more efficiently schedule work.
- Improved storm and flood control preparedness and response by the Streets and Parks staff along with Engineering staff.
- Replaced older gas-powered landscape equipment including blowers, weedwhackers, chainsaws, hedgers, and mowers with battery-powered tools.
- Implemented staff safety training protocol resulting in zero workplace accidents.
- Provided staff training for playground safety compliance.
- Operate, and maintain town wells and irrigation systems to reduce or eliminate potable water use.
- Provide traffic control for town special events.
- Replaced older gas-powered vehicle with a new all-electric truck**.**

2023-24 GOALS/WORKPLAN

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

STREET & PARK MAINTENANCE

LABOR

Title	2021–22	2022–23	2023–24
Maintenance Supervisor	1.00	1.00	1.00
Senior Maintenance Worker	2.00	2.00	2.00
Maintenance Workers I/II	3.00	3.00	3.00
Public Works Manager	0.00	1.00	1.00
Total	**6.00**	**7.00**	**7.00**

- **Reimbursable costs** – Safety and other work clothing provided.
- **Temporary hire/overtime** – Summer hires to supplement regular crews for street painting and other projects at peak maintenance times, overtime during storms and part-time janitorial work.

SERVICES AND SUPPLIES

- **Training** – Staff attendance at safety training seminars and CalOSHA current regulations.
- **Outside services** – Routine and specialized maintenance and repair of Town streetlights ($31,000), traffic signals ($61,000), sidewalks and other concrete work ($55,000); mandated storm water pollution control program and projects ($55,000); street sweeping ($140,000); contractor services to help maintain the Town's landscaped grounds and trees, poison oak and other brush/fire hazard removal ($75,000).
- **Equipment maintenance** – Maintenance of field radios, mowers and other equipment.
- **Internal Service Charge – Building Maintenance** – Janitorial, heat/air, and minor repairs ($17,500). Street lights, traffic signals, and other facilities; water for landscaping, electricity, internet/e-mail and sewer expenses ($148,900).
- **Vehicle Maintenance** – Fuel, oil, maintenance, and repair of maintenance vehicles.
- **Equipment Rental** – Miscellaneous equipment rental.
- **Internal Service Charge – Info Tech** – Technology support for departments ($17,000).
- **Supplies** – Materials and supplies for paving ($8,240), street maintenance ($20,085), traffic control ($13,390), and other services; supplies needed to maintain parklands and open space areas, park furnishing and removal of graffiti.

GENERAL FUND
PUBLIC WORKS - STREET AND PARK MAINTENANCE

	2021-2022 Actuals	2022-2023 Revised Budget	2022-2023 Estimated Actuals	2023-2024 Budget	% Total
Labor Costs					
Salaries	355,649	536,499	514,721	601,380	34.16%
Temporary Help	32,928	30,000	20,000	40,000	2.27%
Overtime	1,638	-	3,000	-	0.00%
Retirement	39,529	54,457	48,958	61,517	3.49%
Benefits	105,271	156,312	137,415	149,080	8.47%
Payroll Taxes	30,168	44,007	40,190	50,836	2.89%
LABOR COSTS	565,183	821,275	764,284	902,813	51.29%
Services and Supplies					
Training	279	2,500	2,500	2,500	0.14%
Outside Services	800,957	560,000	807,174	559,039	31.76%
Workers Compensation Claim	-	-	-	-	0.00%
Equipment Maintenance	4,325	2,500	4,500	2,500	0.14%
Internal Service - Bldg Maint	36,530	158,895	158,895	166,400	9.45%
Vehicle Maintenance	24,930	32,000	30,500	32,000	1.82%
Internal Service - Info Tech	77,751	15,500	15,500	17,000	0.97%
Supplies	107,513	64,200	112,000	77,115	4.38%
Equipment Rental	124	1,000	1,000	1,000	0.06%
SERVICES & SUPPLIES	1,052,410	836,595	1,132,069	857,554	48.71%
TOTAL BUDGET	1,617,593	1,657,870	1,896,353	1,760,367	100.00%

TOWN OF
SAN ANSELMO
EST. 1907







RECREATION

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

2023-24 CHANGES/HIGHLIGHTS

IIn 2023-24, 100 % of the Community Services Director's total compensation and the Administrative Assistant (0.8 FTE) is reflected in the General Fund, in addition to some Outside Services, including janitorial services and internet/email services.

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

SERVICES AND SUPPLIES

- **Internal Service Charge – Building Maintenance** – Janitorial ($1,648). Internet/e-mail ($16,995).
- **Departmental Supplies** – Postage, miscellaneous supplies ($2,000).

LABOR

Title	2021–22	2022–23	2023–24
Community Services Director	1.00	1.00	1.00
Administrative Services Assistant I/II	0.60	0.80	0.80
Total	**1.60**	**1.80**	**1.80**

GENERAL FUND
RECREATION

	2021-2022 Actuals	2022-2023 Revised Budget	2022-2023 Estimated Actuals	2023-2024 Budget	% Total
Labor Costs					
Salaries	186,196	202,515	208,399	212,155	64.94%
Retirement	18,491	20,179	19,369	23,916	7.32%
Benefits	21,931	35,260	23,492	51,809	15.86%
Payroll Taxes	14,101	16,263	15,804	16,802	5.14%
LABOR COSTS	240,720	274,217	267,064	304,682	93.27%
Services and Supplies					
Internal Service - Bldg Maint	891	18,643	18,643	20,000	6.12%
Utilities	10,077	-	-	-	0.00%
Supplies	1,732	1,545	9,437	2,000	0.61%
SERVICES & SUPPLIES	12,701	20,188	28,080	22,000	6.73%
TOTAL BUDGET	253,420	294,405	295,144	326,682	100.00%

DEBT SERVICE

In 2012-13 the Town's PERS rate was reduced to reflect the sale of Pension Obligation Bonds to pay the Town's Employer Side Fund liability of $3,521,183.91**.**

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

The repayment of the Pension Obligation Bonds is reflected in the Expenditure Summary under General Fund Departments, Debt Service (Pension Obligation Bonds)**.** Overall, the refinancing of the side fund is saving the Town approximately $60,000 per year and $600,000 over the ten-year term. The Bonds matured in fiscal year 2021-22.

The Town issued Pension Obligation Bonds to pay the employer side unfunded liability in September 2021. The first-year payment is reflected in the 2022-2023 budget. Overall, the issuance of the bonds is savings the Town approximately, $246,000 in year 1 and over $5 million over the life of the bonds.

GENERAL FUND
DEBT SERVICE

	2021-2022 Actuals	2022-2023 Revised Budget	2022-2023 Estimated Actuals	2023-2024 Budget	% Total
Services					
Administration Fees	1,400	1,500	1,500	1,500	0.26%
Debt Service: Principal	227,000	285,000	285,000	410,000	69.78%
Debt Service: Interest	6,208	243,976	209,249	176,067	29.97%
SERVICES	234,608	530,476	495,749	587,567	100.00%
TOTAL BUDGET	234,608	530,476	495,749	587,567	100.00%

NON-DEPARTMENTAL SERVICES

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

The Public Employees Retirement System (PERS) has changed the way public entities are charged for pension costs to better reflect actual costs and to reduce unfunded liabilities**.** As such, members are now charged a flat fee in addition to a percentage of salary. The Town issued Pension Obligation Bonds in 2021 to pay the unfunded liability amount. The amount recognized in retirement for the FY2022-2023 is the savings between CALPERS amortization scheduled and bond repayment schedule that will be deposited into the Pension Trust for any future unfunded liability**.** The difference of $246,689 is reflected in Non-Departmental Services, under Retirement for FY2022-2023.

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

The San Anselmo Volunteer Effort has generously agreed to fund an annual Volunteer Appreciation recognition and an annual Volunteer of the Year award.

SERVICES AND SUPPLIES

- **Retiree Benefits** – The Town provides $225/month for retiree health for the Town's retirees. The estimated payment needed to meet Actuarially Determined Contribution (ADC) is $164,779.
- **Training** –Training and conference attendance by Council-appointed boards, commissioners, and general staff ($3,500).
- **Outside Services** – Joint powers authorities, contracts, and memoranda of understanding with other agencies: Animal control services from the Marin Humane Society ($146,708); Transportation Authority of Marin ($25,500); MERA administrative fee and replacement fund ($20,000), Marin Local Agency Formation Commission ($11,800), Association of Bay Area Governments ($4,200), Marin Climate and Energy Partnership ($6,500).
- **Internal Service Charge** – Insurance – Workers Compensation, Liability and Property Insurance ($750,000).
- **Promotion of Commerce** – Town Holiday lights; miscellaneous advertisement, Economic Development activities ($68,500).
- **Publications & Dues**- Town's membership in the League of California Cities, personnel consortium, PERSPAC, and for publications (10,272).
- **Department Supplies** – Employee recognition ($4,500), County Office of Emergency Services assistance ($6,000), volunteer recognition ($1,600), and miscellaneous supplies ($500).
- **Safety Program** – Correction of unsafe conditions, health & safety training ($6,500).
- **Interest Expense** – Cost of borrowing funds from the County of Marin to cover dry period before property tax payout ($5,000).

NON-DEPARTMENTAL SERVICES

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

Community Service Investments	2021–22	2022–23	2023–24
Marin Abused Women's Services	5,000	5,000	5,000
Archie Williams High School Safe & Sober	500	500	500
Marin Housing BMR Program	2,067	2,130	2,250
Ross Valley School District Yellow Bus	30,500	30,500	35,500
Community Homeless Fund	14,145	14,145	14,152
Ross Valley Healthy Communities	2,500	2,500	2,500
Total	**$54,712**	**$54,775**	**$59,902**

GENERAL FUND
NON DEPARTMENTAL

	2021-2022 Actuals	2022-2023 Revised Budget	2022-2023 Estimated Actuals	2023-2024 Budget	% Total
Retirement	665,213	246,689	246,689	244,797	14.79%
Retiree Benefits	136,856	156,390	156,390	164,779	9.96%
Training	1,160	3,000	2,000	3,500	0.21%
Outside Services	202,820	358,000	330,000	411,960	24.89%
Publications & Dues	6,680	10,146	10,146	10,272	0.62%
Promotion of Commerce	11,170	18,500	12,000	50,000	3.02%
Safety Program	-	5,000	5,000	6,500	0.39%
Department Supplies	12,680	11,500	9,483	13,000	0.79%
TOTAL SERVICES & SUPPLIES	1,036,578	1,414,225	1,371,708	1,654,808	100.00%
TOTAL BUDGET	1,036,578	1,414,225	1,371,708	1,654,808	100.00%



TOWN OF
SAN ANSELMO
EST. 1907

MEASURE D SALES TAX FUND

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



MEASURE D SALES TAX FUND

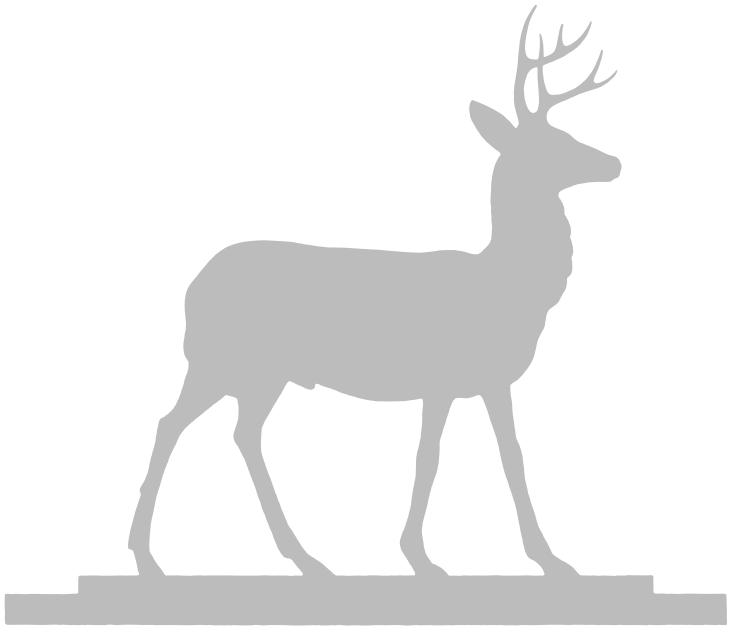
TOWN OF SAN ANSELMO
MEASURE D SALES TAX FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	812,102	1,073,935	1,073,935	675,126
REVENUE				
Measure D Sales Tax	1,337,038	1,210,000	970,000	-
TOTAL REVENUE	1,337,038	1,210,000	970,000	-
TOTAL RESOURCES	2,149,140	2,283,935	2,043,935	675,126
EXPENDITURES				
TOTAL EXPENDITURES	1,075,205	2,073,935	1,368,809	675,126
Net Increase/(Decrease)	261,833	(863,935)	(398,809)	(675,126)
ENDING BALANCE	1,073,935	210,000	675,126.00	-
TOTAL BUDGET	2,149,140	2,283,935	2,043,935	675,126

TOWN OF SAN ANSELMO
MEASURE D SALES TAX FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Measure D Sales Tax	1,337,038	1,210,000	970,000	-
TOTAL REVENUE	1,337,038	1,210,000	970,000	-
EXPENDITURES				
Arterial Median Work	-	-	19,455	-
Bolinas Ave Paving	290,222	-	-	-
Bridge Prevention Maintenance Prg	12,894	-	845	-
Corp Yard Paving	-	40,000	-	-
Madrone Ave Bridge	3,806	-	570	-
Project Design and Inspection	-	100,000	8,672	-
Project Management	105,604	189,018	188,025	-
Robson ADA Bathroom	-	50,000	-	-
Park Improvement	-	-	208,394	-
Memorial Park Parking Lot	-	689,215	-	675,126
Street Paving	1,068	455,702	185,636	-
Street Paving Additional				
Slurry & Crack Seal, Digouts	455,060	300,000	511,841	-
Traffic Signal Controller	-	50,000	-	-
TAM Sidewalks	7,996	-	-	-
Unprogrammed Drainage	36,611	100,000	198,311	-
Unprogrammed Resurfacing	132,334	100,000	47,060	-
TOTAL EXPENDITURES	1,075,205	2,073,935	1,368,809	675,126

MEASURE D SALES TAX FUND



TOWN OF
SAN ANSELMO
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MEASURE J SALES TAX FUND

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

Revenue in this fund is anticipated to be approximately $2,636,000. Expenditures are budgeted for the following:

Project	Cost $
ADA Access at Robson House	50,000
Active Transportation	161,913
Bridge Prevention Maintenance Program	24,000
Bridge Ave Bridge	24,000
Building Bridge #2 Site	323,827
Center Blvd Bridge	24,000
Electric Vehicle Infrastructure/EV Vehicles	70,000
Fire Department Station 19 Repairs	50,000
Isabel Cook Community Center Repairs	135,000
Madrone Ave Bridge	24,000
Memorial Park Renovations	175,000
Millennium Playground Remodel	50,000
Salary/Benefits for Engineers (1.05 FTE)	193,880
Resilient Hub	353,357
Robson House Interior Restroom	50,000
Robson Carriage House Removal	125,000
Robson Harrington Outdoor Restroom	65,000
Street Paving – Slurry Seal Program (Butterfield Rd., Red Hill Ave., and various others)	1,113,340
Unprogrammed Drainage	150,000
Vista Room Improvements	30,000
Water Well Development and Grounding Water Monitoring	30,000
Total Expenditures	**$3,222,317**

Also included is bridge preventive maintenance local match and bridge replacement local match.

MEASURE J SALES TAX FUND

LABOR

Title	2021–22	2022–23	2023–24
Director of Public Works/Town Engineer	0.00	0.00	0.30
Assistant Engineer	0.00	0.00	0.75
Total	**0.00**	**0.00**	**1.05**

TOWN OF SAN ANSELMO
MEASURE J SALES TAX FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	-	-	670,000
REVENUE				
Measure D Sales Tax	-	670,000	670,000	2,568,266
TOTAL REVENUE	-	670,000	670,000	2,568,266
TOTAL RESOURCES	-	670,000	670,000	3,238,266
EXPENDITURES				
TOTAL EXPENDITURES	-	-	-	3,222,317
Net Increase/(Decrease)	-	670,000	670,000	(654,051)
ENDING BALANCE	-	670,000	670,000	15,949
TOTAL BUDGET	-	670,000	670,000	3,238,266

MEASURE J SALES TAX FUND

TOWN OF SAN ANSELMO
MEASURE J SALES TAX FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Measure J Sales Tax	-	670,000	670,000	2,568,266
TOTAL REVENUE	-	670,000	670,000	2,568,266
EXPENDITURES				
ADA Access at Robson House	-	-	-	50,000
Active Transportation	-	-	-	161,913
Bridge Ave Bridge	-	-	-	24,000
Building Bridge #2 Site	-	-	-	323,827
Center Boulevard Bridge	-	-	-	24,000
Electric Vehicle Infrastructure/EV Vehicle	-	-	-	70,000
Fire Department Station 19 Repairs	-	-	-	50,000
Isabel Cook Community Center Repaiting	-	-	-	135,000
Madrone Ave Bridge	-	-	-	24,000
Memorial Park Parking Lot	-	-	-	62,974
Memorial Park Renovations	-	-	-	175,000
Millennium Playground Remodel	-	-	-	50,000
Multimodal Design				50,000
Nokomis Ave Bridge	-	-	-	24,000
Project Design and Inspection	-	-	-	150,000
Project Management	-	-	-	193,880
Resilient Hub	-	-	-	353,357
Robson House Interior Restroom	-	-	-	50,000
Robson Carriage House Removal	-	-	-	125,000
Robson Harrington Outdoor Restroom	-	-	-	65,000
Street Paving	-	-	-	311,801
Slurry & Crack Seal, Digouts	-	-	-	458,565
Traffic Signal Controller	-	-	-	30,000
Unprogrammed Drainage	-	-	-	150,000
Unprogrammed Resurfacing	-	-	-	50,000
Vista Room Improvements	-	-	-	30,000
Water Well Development and Groundwat	-	-	-	30,000
TOTAL EXPENDITURES	-	-	-	3,222,317

EMERGENCY RESERVE FUND

The Emergency Reserve Fund serves as a safety valve for unanticipated emergency needs. Prior to 2003-04, the Town's policy was to maintain a fund balance of $100,000 to ensure adequate cash flow in anticipation of emergency projects, disasters, or other unprogrammed demands. In 2003-04, $50,000 of this fund was transferred to the General Fund.

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

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

The Town has been audited with respect to the reimbursements from FEMA and OES by the Office of the Inspector General for the flood expenses. The result of that report was a finding that the Town's expenditures were generally within the guidelines set by the federal and state government.

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

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

The Town received $157,512 Coronavirus Relief Fund direct allocation of CARES Act funding from the State to reimburse the costs incurred due to the COVID-19 pandemic during the fiscal year 2020-21.

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

EMERGENCY RESERVE FUND

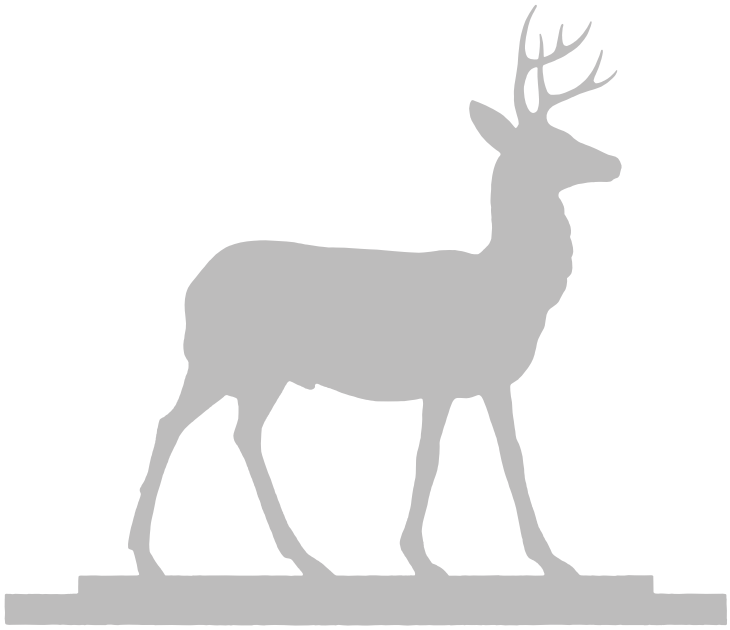
TOWN OF SAN ANSELMO
EMERGENCY RESERVE FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	335,875	1,525,525	1,525,525	3,205,787
REVENUE				
Revenue	1,438,213	1,492,262	1,642,262	-
Transfers In	200,000	-	200,000	-
TOTAL REVENUE AND TRANSFERS IN	1,638,213	1,492,262	1,842,262	-
TOTAL RESOURCES	1,974,088	3,017,787	3,367,787	3,205,787
EXPENDITURES				
TOTAL EXPENDITURES	448,563	850,000	162,000	2,917,225
Net Increase/(Decrease)	1,189,650	642,262	1,680,262	(2,917,225)
ENDING BALANCE	1,525,525	2,167,787	3,205,787	288,562
TOTAL BUDGET	1,974,088	3,017,787	3,367,787	3,205,787

TOWN OF SAN ANSELMO
EMERGENCY RESERVE FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

Description	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Other Misc Revenue	1,438,213	1,492,262	1,642,262	-
Transfers In	200,000	-	200,000	-
TOTAL REVENUE AND TRANSFERS IN	1,638,213	1,492,262	1,842,262	-
EXPENDITURES				
Department Supplies	3,758.00	50,000	-	-
Outside Services	444,805	800,000	12,000	2,917,225
Emergency Response	-	-	150,000	-
TOTAL EXPENDITURES	448,563	850,000	162,000	2,917,225

EMERGENCY RESERVE FUND



TOWN OF
SAN ANSELMO
EST. 1907

DOWNTOWN REVITALIZATION FUND

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

Downtown Revitalization Strategy Mission Statement

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

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

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

In 1999-00, a fundraising campaign was conducted to raise $300,000 for the streetscape project; the total results of the fundraising campaign, including interest revenue, were $341,000**.**

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

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

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

DOWNTOWN REVITALIZATION FUND

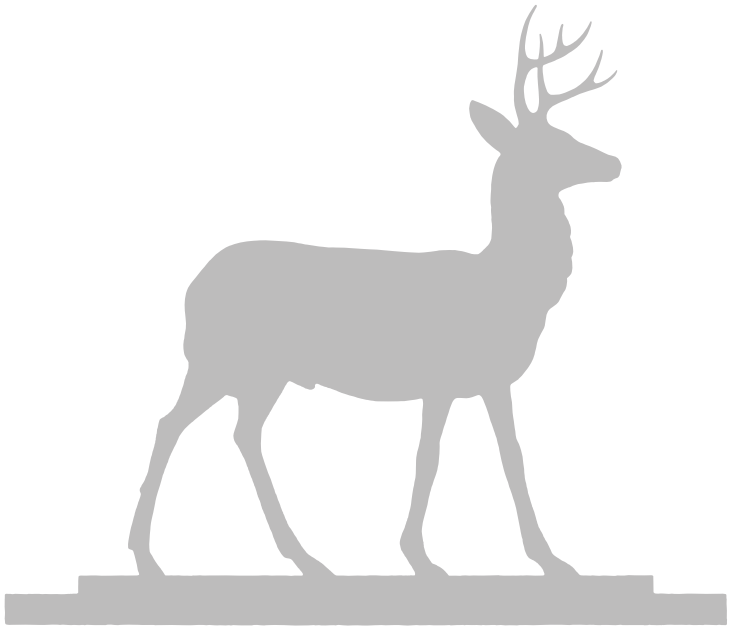
TOWN OF SAN ANSELMO
DOWNTOWN REVITALIZATION FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	10,947	6,371	6,371	21,371
REVENUE				
Revenue	-	-	15,000	15,000
TOTAL REVENUE	-	-	15,000	15,000
TOTAL RESOURCES	10,947	6,371	21,371	36,371
EXPENDITURES				
TOTAL EXPENDITURES	4,576	3,678	-	4,178
Net Increase/(Decrease)	(4,576)	(3,678)	15,000	10,822
ENDING BALANCE	6,371	2,693	21,371	32,193
TOTAL BUDGET	10,947	6,371	21,371	36,371

TOWN OF SAN ANSELMO
DOWNTOWN REVITALIZATION FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Revenue	-	-	15,000	15,000
TOTAL REVENUE	-	-	15,000	15,000
EXPENDITURES				
Tree Replacement	-	1,178	-	1,178
Outside Services - Other	4,576	2,500	-	3,000
TOTAL EXPENDITURES	4,576	3,678	-	4,178

DOWNTOWN REVITALIZATION FUND



TOWN OF
SAN ANSELMO
EST. 1907

This fund was initially established to track the revenue and expenditures related to legally restricted funds obtained through state grants for traffic congestion relief. The State has withheld traffic congestion funds since 2004-05**.** The fund is currently utilized to track all grant funds associated with road resurfacing and other related capital improvement projects**.** It has been renamed GRANTS FUND to more accurately reflect its use.

Included in the fund in 2023-24 are expenditures associated with the following grants:

Project	Cost $
Bridge Avenue	50,000
Bridge Preventative Maintenance	60,000
Center Boulevard and Bridge Avenue Bridges	50,000
Madrone Avenue Bridge	50,000
Nokomis Avenue	50,000
Cal Recycle Recycling Grant	5,000
2023 Street Paving Project	305,328
Total Expenditures	**$570,328**

- **Bridge Preventative Maintenance Program** – Funds were granted by the State for preventative maintenance in the total amount of approximately $1.2 million on three bridges consisting of Center Boulevard Bridge at Lansdale, Sir Francis Drake Bridge at Tunstead, and Barber Avenue Bridge. This funding is for bridges that do not need to be replaced but that need preventative maintenance).
- **Center Boulevard and Bridge Avenue Bridges** – Federal Highway Bridge Program funding for the replacement of bridges over San Anselmo Creek at Center Boulevard and Bridge Avenue. There is a required match for this bridge grant of 11.5% that was initially anticipated to be covered by the County of Marin Flood Zone 9 Flood Fee but is now covered in the Town budget. Initial funding has been approved for conceptual design. Subsequent funds will be available for design and construction phases of the project. Funding for the entire project has been allocated by CalTrans but construction has not been authorized. Funding for the conceptual design, final design and environmental process is approximately $1,969,000 and will be authorized upon approval of the conceptual design**.** Due to delays with funding, this fiscal year's funding is expected to be minimal so only $5,000 total for each of the Bridge has been set aside from the local match in the coming year. We are anticipating the local match of $35,000 for each bridge from prior year will be rollover into the new fiscal year. The remainder of the grant will be spent in subsequent years as the project progresses.
- **Madrone Avenue Bridge** – Federal Highway Bridge Program funding to rebuild the bridge over San Anselmo Creek at Madrone Avenue. Total grant for design is $1,267,875, with approximately $843,000 is scheduled to be expended this year ($843,680 from the grant and $96,700 local match)**.** The required local match of 11.5% was being covered by the County of Marin Flood Zone 9 Flood Fee but now is incorporated into the Town budget. The remainder of the grant will be spent in subsequent years as the project progresses. Funding for the entire project was delayed but it appears that funding has been authorized by CalTrans to continue.

GRANTS FUND

- **Nokomis Avenue** – Federal Highway Bridge Program funding to rebuild the bridge over San Anselmo Creek at Nokomis Avenue. The estimated design dollars for this year is $50,000**.** There is no required local match for this bridge grant**.** The remainder of the grant will be spent in subsequent years as the project progresses. Funding for the entire project was delayed along with bridges throughout California due to funding issues but it appears that funding has been authorized by CalTrans to continue.
- **Cal Recycle** recycling grant has awarded the Town a $5,000 grant used to purchase and replace public recycling containers as well as clean up litter in parks, recreation areas, and roadways. The goal of CalRecycle's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California refund value beverage containers.
- **2023 Street Paving Project** – The Transportation Authority of Marin (TAM) has awarded Measure AA funding to the Town in the amount of $305,000 for FY2023-24. This money will be used to partially fund the 2023 Street Paving project.

TOWN OF SAN ANSELMO
GRANTS FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	106,404	246,801	246,801	126,761
REVENUE				
Revenue	2,037,302	717,744	552,454	570,328
TOTAL REVENUE	2,037,302	717,744	552,454	570,328
TOTAL RESOURCES	2,143,706	964,545	799,255	697,089
EXPENDITURES				
TOTAL EXPENDITURES	1,896,906	717,744	672,494	570,328
Net Increase/(Decrease)	140,397	-	(120,040)	-
ENDING BALANCE	246,801	246,801	126,761	126,761
TOTAL BUDGET	2,143,706	964,545	799,255	697,089

GRANTS FUND

TOWN OF SAN ANSELMO
GRANTS FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

Description	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Bike Spine	204,635	-	-	-
Bridge Avenue Bridge	-	50,000	-	50,000
Bridge Preventative Maintenance	22,449	60,000	17,750	60,000
Center Blvd Bridge	46,385	50,000	-	50,000
Madrone Ave Bridge	35,834	50,000	27,000	50,000
Nokomis Ave Bridge	19,531	50,000	25,000	50,000
SFD Rehab - Hub to Bolinas Ave	4,219	-	-	-
HAWK Pedestrian Signal at Saunders Ave/SFD	-	-	-	-
Hub Study	-	-	-	-
Imagination Park	-	-	46,020	-
Other Revenue	106,220	-	-	-
Regional Early Action Plan	-	20,000	-	-
State Recycling Grant	5,000	5,000	5,000	5,000
Street Paving Phase A - Measure AA	959,504	410,744	410,744	305,328
TAM - Measure A	11,119	-	-	-
TAM - Measure AA	75,305	-	-	-
Tam Safe Pathways	526,161	-	-	-
Zero Waste Grant	20,940	22,000	20,940	-
TOTAL REVENUE	2,037,302	717,744	552,454	570,328
EXPENDITURES				
Bike Spine OBAG 2 Grant	190,015	-	-	-
Bridge Ave Bridge	-	50,000	-	50,000
Bridge Preventative Maintenance	54,509	60,000	17,750	60,000
Center Blvd Bridge	-	50,000	-	50,000
Madrone Ave Bridge	12,530	50,000	27,000	50,000
Nokomis Ave Bridge	17,974	50,000	25,000	50,000
SFD Rehab - Hub to Bolinas Ave	1,002,733	-	57,000	-
HAWK Pedestrian Signal at Saunders Ave/SFD	19,414	-	-	-
Hub Study	216,908	-	65,000	-
Imagination Park	25,722	-	30,000	-
Local Early Action Planning (LEAP)	1,725	-	-	-
Regional Early Action Plan	-	20,000	-	-
State Recycling Grant	-	5,000	5,000	5,000
Street Paving - Measure AA	-	410,744	410,744	305,328
Street Paving	25,000	-	35,000	-
TAM Brookside School Sidewalk	322,086	-	-	-
Zero Waste Grant	8,292	22,000	-	-
TOTAL EXPENDITURES	1,896,906	717,744	672,494	570,328





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

Town residents and the greater Ross Valley community are provided with a variety of sports, leisure, arts and recreational activities and classes for all ages and abilities throughout the year. Program highlights include sports programs, gymnastics, afterschool care, afterschool enrichment and toddler enrichment classes. Summer day camps, specialty camps, and sports camps fill an important need in the Ross Valley for quality, affordable summer programming for children. The Parkside Preschool program has been serving preschool-aged children (and their parents) for over 45 years.

The Department provides staff support to our senior community. We work with the Ross Valley Seniors program and our Age-friendly Committee offers recreational, social, educational programming and outreach to seniors.

We provide staff support to the Parks and Recreation Commission and Arts Commission. The Department also provides staff support to the Dog Park, Skate Park, Robson-Harrington Community Gardens and Age-friendly committees.

We fundraise for and produce several community events, including, Live on the Avenue (in partnership with several Town departments), Goblins Parade, Breakfast with Santa, Tree Lighting, Egg Hunts, Skate Fest (2) and Corn Hole Tournaments (2).

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

RECREATION FUND

2022-23 ACCOMPLISHMENTS

- The Recreation Department increased enrollment during FY 2022-23. We were able to serve more members of the community by maximizing enrollment and adding additional programming.
- The Skate Park continues to be popular. In San Anselmo there are kids both young and well into their teens who use our facility. The Department produced two Skate Fest events.
- Updated the Recreation Department Software Platform to Civic Rec.
- Updated Resolution #4455 redefining the framework for the Arts Commission, giving them steps and parameters for approving public art (not including murals).
- Made improvements to programming areas at the Robson Harrington House. Repainted the interior of the downstairs, removing all lead paint and painted the porch. Added new window covering to the downstairs program areas**.** These improvements were funded by the Recreation Fund**.**
- Established by-laws and rules for the Robson Harrington Community Garden and created a committee for the garden to manage day-to-day operations.
- Expanded department programming to include music and voice lessons.
- Grew our CIT (Counselor-in-Training program) to include 40 students ranging in age from 13-15. This is a job training program where students apply, go through an interview, training & orientation, then volunteer alongside paid camp staff. This is a great experience for teens.
- The Recreation Department added new toddler enrichment programs that allowed young children and their families to explore our local parks and create community through play.
- Parkside Preschool added a pre-k group that works with our lead teacher daily to prepare kids or TK/Kindergarten.
- Offered soccer league (800 kids), basketball league (400 Kids) and baseball & softball leagues (300 kids).
- Developed an action plan for the Parks and Recreation Commission.
- Produced San Anselmo Live in partnership with multiple Town departments, Goblins Parade, Tree Lighting, Egg Hunts, and Corn Hole Tournaments.

2022-23 CHANGES/HIGHLIGHTS

The Recreation Department saw a significant increase in participation levels in existing activities**.** Our in-house programs sold out quickly and most have wait lists**.** Our basketball and softball sports programs grew from previous years because they offered children the opportunity to get outside, be active and socialize.

2023-24 WORK PLAN PRIORITIES

Below are the FY 2023-24 Work Plan Priorities for the Recreation Department:

1. **Category:** Quality Facilities

   Priority: Upgrade and Improve the program spaces located at the Robson Harrington House.
   Description: Make improvements to the inside program space, home to our after-care programs. Improvements would include painting, replacing carpets, kitchen improvements and replacing blinds. Addition of an office space for staff to work and hold meetings with both parents and staff.
   Employee Impact: Moderate
   Fiscal Impact: The Department will use reserve funds which will be included in the FY 2023/24 Recreation Fund budget under capital outlay.

2. **Category:** Connecting with the Community

   Priority: Age-Friendly Strategic Plan
   Description: Age-Friendly San Anselmo will present a completed strategic plan to Town Council. To achieve the Vision of the strategic plan, the Town and the community will develop and reinforce a culture that allows for people to actively age with dignity, respect, and independence. Nurturing a commitment to an age-friendly future will be an essential factor in successfully implementing the strategies in the plan.
   Employee Impact: High
   Fiscal Impact: Minimal

3. **Category:** Connecting with the Community

   Priority: Create a Volunteer Corps for Parks and Recreation Projects.
   Description: The Parks and Recreation Commission will create a sub-committee to create a database of past and future volunteers to work on parks and reaction projects. Projects would include earth day, tutoring, park clean-up projects and more.
   Employee Impact: Moderate
   Fiscal Impact: Minimal

4. **Category:** Livability and Quality of Life

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

5. **Category:** Connecting with the Community
   Priority: Update and reorganize the Recreation Department webpage.
   Description: The new Recreation registration software, Civic Rec, pairs with the Town website, Civic Plus. The department will connect the two platforms to update and reorganize our website and registration process. This will create a better experience for our recreation community.
   Employee Impact: High
   Fiscal Impact: Moderate

6. **Category:** Excelling in Town Services
   Priority: Re-format the Community Event Application and Process.
   Description: The Town of San Anselmo is vibrant community. The Recreation department receives many requests for events throughout the year. Requests include everything from concerts to bake sales. Currently there is one application that goes to the Town Council for approval. The department will develop a process and applications for larger events, smaller events, and tables at existing events. The application process will include interdepartmental communications, insurance requirements, street closures and janitorial costs.
   Employee Impact: High
   Fiscal Impact: Minimal

Interdepartmental Projects - Recreation & Public Works

1. **Category:** Quality Facilities
   Priority: improvements to Red Hill Dog Park
   Description: This project would include improvements to the drainage and ground covering.
   Employee Impact: Moderate
   Fiscal Impact: High

2. **Category:** Quality Facilities

   Priority: Implement phase 3 of Millennium Playground restoration
   Description: Phase three will involve enhancing the playground with new features placed in areas of the playground where former features existed. This will begin with a community engagement process to help determine the plan. The plan will go through a cost estimating process and a fundraising program will be launched. The improvements will be made once these goals are met.
   Employee Impact: Moderate
   Fiscal Impact: High

3. **Category:** Quality Facilities
   Priority: Repair the walls within the Robson Harrington Community Gardens.
   Description: The crumbling walls have become a safety issue.
   Employee Impact: Moderate
   Fiscal Impact: High

4. **Category:** Quality Facilities
   Priority: Paint ICC Center
   Description: The paint is peeling.
   Employee Impact: High
   Fiscal Impact: High

SERVICES AND SUPPLIES

- **Outside Services** – Credit card charges, registration software, technologies services, professional fees. ($145,400)
- **Temp Salaries** – Part-time recreation staffing costs ($10,000).
- **Dues** – Professional organization dues and publications required for staff to maintain expertise in recreation, catalog and information services ($1,000).
- **Training** – Seminars, workshops and conferences to keep staff current on recreation trends, best practices and policies and procedures ($5,000)
- **Building maintenance** – Minor building repairs ($1,000).
- **Equipment Maintenance** – Maintenance of office and computer equipment ($1,500)
- **Utilities** – Electricity and telephone ($16,500)
- **Office Supplies** – Postage, copy paper, ink cartridges, and miscellaneous supplies ($6.000). Promotional/Marketing – Advertising, program brochure and mailing ($34,605).

LABOR

Title	2021–22	2022–23	2023–24
Recreation Supervisor	2.00	2.00	2.00
Recreation Coordinator I/II	3.00	3.00	3.00
Administrative Services Assistant	0.20	0.00	0.00
Total	**5.20**	**5.00**	**5.00**

* The Recreation Director and the Administrative Services Assistant (0.80 FTE) are accounted for in the General Fund

PROGRAMS

Revenues and expenses are budgeted for each program area.

- **Sports** – includes youth and adult sports leagues, classes, and clinics, Tumbling and gymnastics classes.
- **Culture** — includes art, theatre, food, music, babysitting certification, and yoga, etc. for youth and adults.
- **Child Care** — includes Parkside Preschool program, on-campus after school enrichment classes, Robson After Care program, and summer art, sports, and general day camps for youth.
- **Facility Rentals/Other** – includes picnic reservations and field rental revenue; Robson House and ICC facility rental revenue; advertising revenue and other miscellaneous items.
- **Administration** — includes staff salaries, benefits, and training; office expenses; utilities expense; credit card fees; registration software fees; activity guide production costs; marketing costs; and equipment maintenance costs.

RECREATION FUND

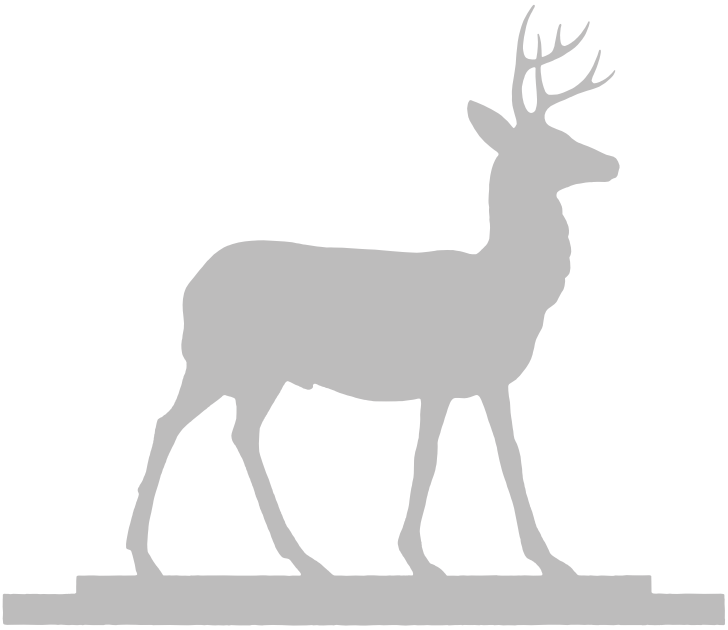
TOWN OF SAN ANSELMO
RECREATION FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	343,672	463,581	463,581	887,607
REVENUE				
Revenue	1,861,024	1,877,632	1,992,589	1,984,971
TOTAL REVENUE	1,861,024	1,877,632	1,992,589	1,984,971
TOTAL RESOURCES	2,204,696	2,341,213	2,456,170	2,872,578
EXPENDITURES				
Operating Expenditures	1,660,422	1,851,144	1,487,869	1,953,381
Capital Expenditures	-	-	-	300,000
Transfers Out	80,694	26,488	80,694	31,590
TOTAL EXPENDITURES AND TRANSFERS O	1,741,116	1,877,632	1,568,563	2,284,971
Net Increase/(Decrease)	119,909	-	424,026	(300,000)
ENDING BALANCE	463,581	463,581	887,607	587,607
TOTAL BUDGET	2,204,696	2,341,213	2,456,170	2,872,578

TOWN OF SAN ANSELMO
RECREATION FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actuals	Budget	Est. Actual	Budget
REVENUE				
Sports Programs	583,087	518,768	588,029	612,600
Cultural Programs	150,177	110,176	148,062	112,971
School Programs/Childcare	1,096,481	1,212,188	1,229,961	1,224,500
Events and Other Revenue	31,280	36,500	26,537	34,900
TOTAL REVENUE	1,861,024	1,877,632	1,992,589	1,984,971
EXPENDITURES PROGRAMS ADMIN				
ADMINISTRATION LABOR COSTS				
Regular Salaries	265,598	249,759	260,206	292,957
Temporary Help	270	10,000	10,000	-
Overtime	6,383	6,000	6,500	2,000
Retirement	24,464	24,652	24,064	29,037
Other Benefits	35,886	42,038	47,379	38,565
Payroll Taxes	21,084	19,777	20,677	23,234
SUB-TOTAL LABOR COSTS	353,685	352,226	368,826	385,793
SERVICES AND SUPPLIES				
Outside Services	184,832	170,150	184,762	142,026
Training	1,397	5,000	1,000	7,000
Publications and Dues	1,209	1,000	1,000	800
Building Maintenance	213	1,000	500	500
Equipment Maintenance	-	3,000	50	1,000
Utilities	18,280	16,500	15,877	16,500
Promotion/Marketing	11,998	34,605	15,075	31,717
Furniture	-	500	-	-
Office/Departmental Supplies	5,863	14,500	2,250	10,800
SUB-TOTAL SERVICES AND SUPPLIES	223,791	246,255	220,514	210,343
TOTAL PROGRAM ADMINISTRATION	577,476	598,481	589,339	596,136
EXPENDITURES PROGRAMS OPERATIONS				
Sports Programs	260,154	278,264	194,541	317,763
Cultural Programs	100,493	70,874	82,637	80,066
School Programs and Childcare	721,436	901,925	616,351	958,416
Events and Other	864	1,600	5,000	1,000
SUB-TOTAL PROGRAMS OPERATIONS	1,082,946	1,252,663	898,529	1,357,245
CAPITAL OUTLAY - CONSTRUCTION	-	-	-	300,000
TRANSFERS OUT - GENERAL FUND	80,694	26,488	80,694	31,590
TOTAL EXPENDITURES	1,741,116	1,877,632	1,568,563	2,284,971

RECREATION FUND

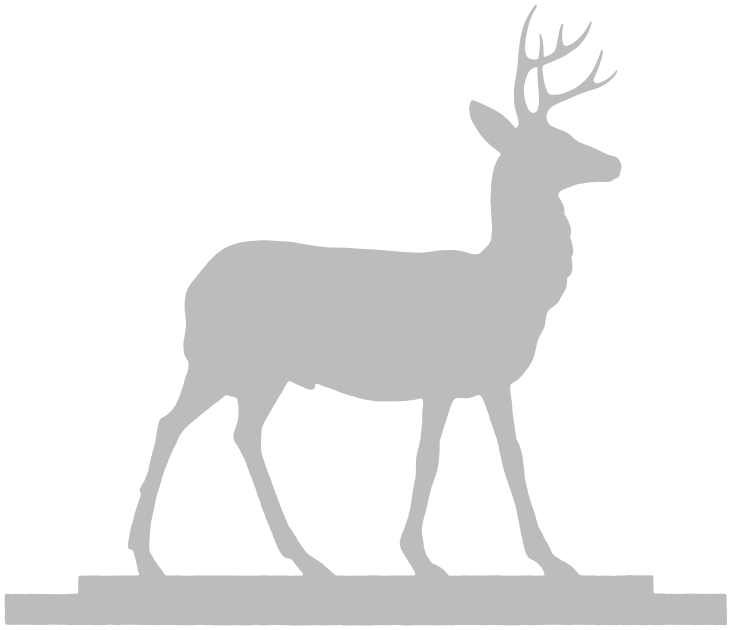


TOWN OF
SAN ANSELMO
EST. 1907



Community Services Master Plan Fund 101
Road Maintenance Fund 105
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Parking Fund 145

SPECIAL REVENUE FUNDS



TOWN OF
SAN ANSELMO
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COMMUNITY SERVICES MASTER PLAN FUND

The Community Services Master Plan Fund was initiated in 2014-15 to reflect the revenue and expenditures associated with the Community Facilities Master Planning process. This fund is intended to be used for master planning projects related to Town parks and recreation activities and facilities.

The project was initially funded by a $50,000 grant from Marin County Supervisor Katie Rice and a transfer of $60,000 from the Recreation Fund.

During the Community Facilities Master Plan process, community input was collected from a variety of community members to help develop ideas for the Town's community facilities. A Master Plan was adopted by the Council at the end of the process, and work will continue toward the goal of carrying out the goals of the Master Plan.

At the completion of the Community Facilities Master Plan, funding was set aside to explore capital funding options.

In 2018-19, the Town Council allocated $30,000 from the General Fund reserve balance for use in a public information program to increase awareness about the Memorial Park Restoration Project.

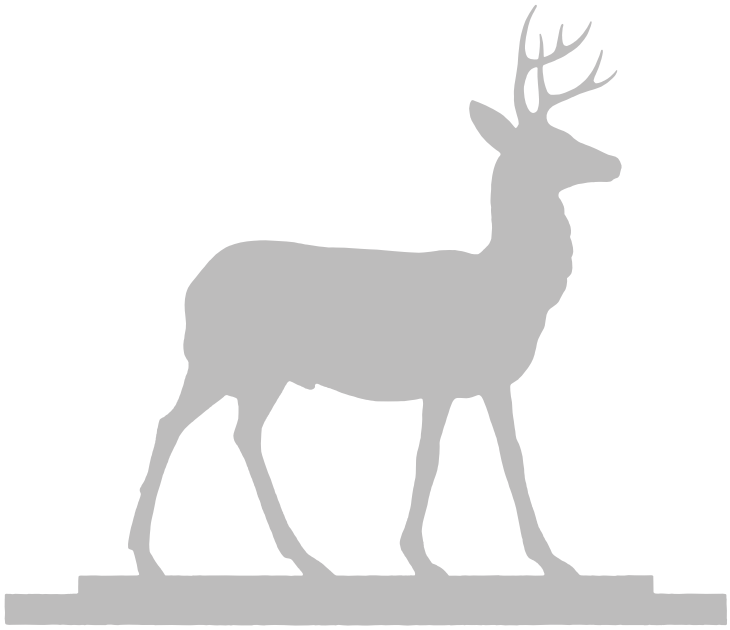
TOWN OF SAN ANSELMO
COMMUNITY SERVICES MASTER PLAN FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	4,851	4,851	4,851	4,851
REVENUE				
Revenue & Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS	-	-	-	-
TOTAL RESOURCES	4,851	4,851	4,851	4,851
EXPENDITURES				
TOTAL EXPENDITURES	-	4,000	-	4,000
Net Increase/(Decrease)	-	(4,000)	-	(4,000)
ENDING BALANCE	4,851	851	4,851	851
TOTAL BUDGET	4,851	4,851	4,851	4,851

TOWN OF SAN ANSELMO
COMMUNITY SERVICES MASTER PLAN FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Transfers In	-	-	-	-
TOTAL REVENUE	-	-	-	-
EXPENDITURES				
Outside Services	-	4,000	-	4,000
TOTAL EXPENDITURES	-	4,000	-	4,000

SPECIAL REVENUE FUNDS



TOWN OF
SAN ANSELMO
EST. 1907

ROAD MAINTENANCE FUND

With the adoption of the 2002-03 budget, the Town Council formally recognized its commitment to the ongoing need for road maintenance beyond the resources provided by the Measure G bond funds. To provide additional funds for road maintenance, the Town Council directed staff to budget $400,000 in this fund annually. A Road Impact Fee for construction to be charged on construction projects was approved and collection of that fee began in December 2002. The road impact fee was extended to garbage vehicles in December 2004. Revenue received from the Road Impact Fee and the Garbage Impact Fee is restricted to the Road Maintenance Fund.



In FY 2023-24, Road Impact fees for construction are estimated at $375,000 and for garbage trucks at $84,000. A General Fund contribution of $450,000 to the fund is included to reflect the Town's continued commitment to road maintenance. This fund also includes Senate Bill 1 (SB) gas tax at approximately $315,000.

A new 5-Year Capital Improvement Plan (CIP) was prepared by staff in 2019 based on the pavement management program report that outlines the pavement condition index (PCI) of Town streets. It was reviewed and recommended to the Town Council by the Capital Program Monitoring Committee. It was also reviewed by the Planning Commission for compliance with the California Environmental Quality Act and conformance with the Town's General Plan. The 5 Year CIP was approved by Town Council in 2019.

The Plan calls for the following projects to be completed in 2023-24:

Project	Cost $
Salary/Benefits for Engineers (1.5 FTE)	227,091
CMP Replacment	45,000
Misc Intersection Striping	10,000
Slurry Seal	17,011
Street Paving Project	611,996
Stormwater Regulations	100,000
Other ADA	15,000
Traffic Signal Controller	50,000
Unprogrammed Paving	150,000
Total Expenditures	**$1,226,098**

The Capital Improvement Plan document is available for review on the Town's website at https://www.townofsananselmo.org/Archive.aspx?AMID=77.

ROAD MAINTENANCE FUND

LABOR

Title	2021-22	2022-23	2032-24
Assistant Director of Public Works	0.50	0.50	0.50
Project Coordinator	1.00	1.00	1.00
Total	**1.50**	**1.50**	**1.50**



TOWN OF SAN ANSELMO
ROAD MAINTENANCE FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	253,972	175,184	175,184	169,628
REVENUE				
Revenue & Transfers In	1,152,431	1,235,987	1,241,889	1,443,058
TOTAL REVENUE AND TRANSFERS IN	1,152,431	1,235,987	1,241,889	1,443,058
TOTAL RESOURCES	1,406,403	1,411,171	1,417,073	1,612,686
EXPENDITURES				
TOTAL EXPENDITURES	1,231,219	1,324,864	1,247,445	1,236,392
Net Increase/(Decrease)	(78,788)	(88,877)	(5,556)	206,666
ENDING BALANCE	175,184	86,307	169,628	376,294
TOTAL BUDGET	1,406,403	1,411,171	1,417,073	1,612,686

TOWN OF SAN ANSELMO
ROAD MAINTENANCE FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Interest Income	353	1,000	800	1,000
Road Impact Fees: Construction	413,350	420,000	430,000	375,000
Road Impact Fees: Grbg Trucks	84,000	84,000	84,000	84,000
Reimbursement	-	-		223,475
TOTAL REVENUE	497,703	505,000	514,800	683,475
TRANSFERS IN				
from General Fund	400,000	450,000	450,000	450,000
from SB1	254,728	280,987	277,089	309,583
TRANSFERS IN	654,728	730,987	727,089	759,583
TOTAL REVENUE & TRSF IN	1,152,431	1,235,987	1,241,889	1,443,058
EXPENDITURES				
Alderny ADA Ramps	-	10,000	10,000	-
Bike Spine	35,742	-	-	-
CMP Replacement	-	45,000	-	45,000
Hub Study	34,553	-	5,549	-
Low Impact Development	4,738	-	-	-
Median Improvement	-	10,000	-	-
Salaries and Benefits	197,748	216,310	160,000	227,091
Miscellaneous Striping	-	-	-	10,000
Multimodal Design				50,000
SFD Rehab - Hub to Bolinas Ave	214,684	-	-	-
Street Paving	417,907	683,554	781,896	315,826
Street Paving Additional				206,464
Stormwater regulations	-	100,000	-	100,000
Other ADA	-	10,000	-	15,000
Slurry Seal	-	-	-	67,011
Traffic Signal Controller	-	50,000	-	50,000
Unprogrammed Drainage	-	-	-	-
Unprogrammed Resurfacing	325,847	200,000	300,000	150,000
TOTAL EXPENDITURES	1,231,219	1,324,864	1,247,445	1,236,392

STATE GASOLINE TAX FUND

California municipalities receive a portion of the state gasoline taxes, allocated on a per capita basis, to be used for street maintenance work. Interest earnings on any funds on deposit in the gas tax fund are required to accrue to that fund. Funds may be transferred from the gas tax fund to other funds during the year for street maintenance work.

Starting in 1997-98, the full amount of gas tax revenue received in the fiscal year is transferred to the General Fund on an ongoing basis, rather than just the projected revenue amount, as long as estimated Street Maintenance costs exceed the Town's gas tax revenue.

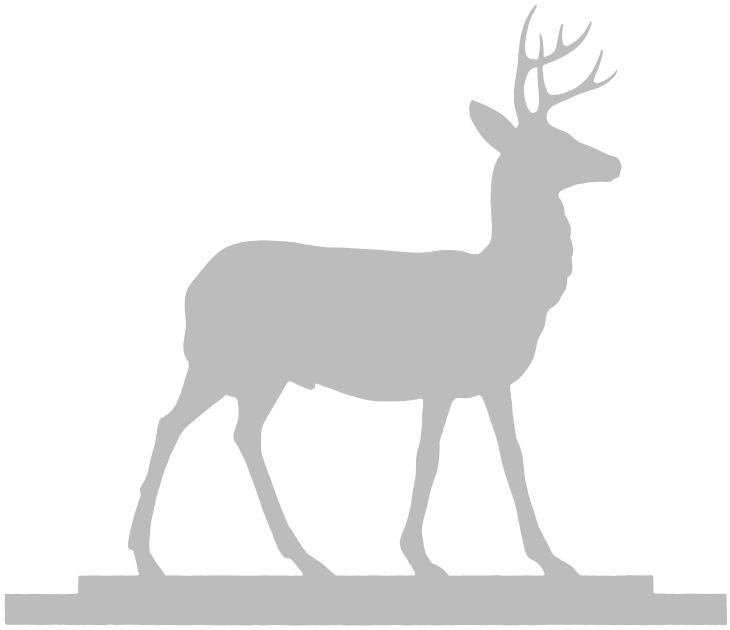
On April 28, 2017, the Governor signed Senate Bill 1 (SB1), an increase in vehicle registration fees along with per-gallon gas and diesel tax increases. Distribution of funds to San Anselmo will follow the apportionment formula used for the current gas tax. Funding will be available for basic road maintenance, rehabilitation, and critical safety projects on local streets and roads.

TOWN OF SAN ANSELMO
STATE GASOLINE TAX FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	-	-	-
REVENUE				
Revenue	562,321	638,946	612,030	662,023
TOTAL REVENUE	562,321	638,946	612,030	662,023
TOTAL RESOURCES	562,321	638,946	612,030	662,023
EXPENDITURES	562,321	638,946	612,030	662,023
TOTAL EXPENDITURES &TRANSFERS O	562,321	638,946	612,030	662,023
Net Increase/(Decrease)	-	-	-	-
ENDING BALANCE	-	-	-	-
TOTAL BUDGET	562,321	638,946	612,030	662,023

TOWN OF SAN ANSELMO
STATE GASOLINE TAX FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
State Gasoline Tax - Regular	307,593	357,959	334,941	352,440
State Gasoline Tax - SB1	254,728	280,987	277,089	309,583
TOTAL REVENUE	562,321	638,946	612,030	662,023
EXPENDITURES				
Transfers Out - General Fund	307,593	357,959	334,941	352,440
Transfers Out - Road Maintenance Fund	254,728	280,987	277,089	309,583
TOTAL EXPENDITURES	562,321	638,946	612,030	662,023



TOWN OF
SAN ANSELMO
EST. 1907



LIBRARY TAX FUND

The voters of San Anselmo approved a Special Library Services Tax of $49 per parcel effective July 1, 2010. The revenue from the tax was restricted to expenditures for expanding library hours, improving children's services at the Library, including hiring a special children's librarian, and enhancing general Library services.

A special Library Fund was created to record the revenue from the tax measure and the allowable expenditures. Any funds that are not expended at the end of a given year remain in the Fund and are available for budgeted expenditures in future years.

The voters of San Anselmo approved a renewal of the tax in June 2014 at $54 per parcel for nine years, with an annual increase of 3% per year. A special Library Tax Oversight Committee was established with the parcel tax renewal and monitors expenditures from this fund.

In November of 2022, voters renewed the existing library parcel tax (expiring in 2024) and extended it for another nine years, until 2033. It is anticipated that the Special Library Services Tax will create revenue of $309,111 for the Library next year.

The Special Library Services Tax requires that the tax funding augment, not displace, funding provided by the Town. To that end, the ordinance requires that the tax continues to be levied only if Town funding of the library remains above 90% of the amount budgeted for 2012-2013 ($449,765). The $449,765 figure was arrived at by taking the 2012-2013 Library budget ($545,685) and subtracting the budgeted donations from the Friends of the Library ($14,426), budgeted State library funding ($4,290) and budgeted library fines ($27,230). 90% of $499,739 is **$449,765.**

The amount budgeted in the General Fund for the Library in this proposed budget is $847,839, which is within the allowable parameters in the Special Library Tax Services measure.

LIBRARY TAX FUND

2022-23 HIGHLIGHTS

- Increased digital resources to include Washington Post.
- Hosted the return of in-person programming and introduced hybrid programming.
- Translated library card application to make bilingual, English and Spanish
- Launched *Writers in Conversation* series: virtual bestselling author talks.
- Scheduled and supported Family Concerts for summer series, *Live on the Avenue*.
- Added Sing and Stomp storytime, Crafternoons for elementary school children and Dia de Los Ninos celebration.

LABOR

Title	2021-22	2022-23	2023-24
Children's Librarian	1.00	1.00	1.00
Library Assistant	1.00	1.00	1.00
Senior Library Assistant	0.20	0.20	0.20
Total	**2.20**	**2.20**	**2.20**

SERVICES AND SUPPLIES

- **MARINet** – Membership in Link Plus, a Statewide inter-library loan service ($7,534) and additional databases, such as Mango Language, and Overdrive e-books.
- **Equipment maintenance** – Maintenance of computers ($1,500).
- **Internet** — CENIC (Corporation for Education Network Initiatives in California) High speed Internet ($8,306).
- **Materials** – Print and digital books, magazines, newspapers, and film ($56,250).
- **Outside Services** – Program and special events expenditures ($3,500).
- **Department supplies** – Postage, copy paper, miscellaneous supplies, cataloging, circulation, and materials repair supplies ($10,000).

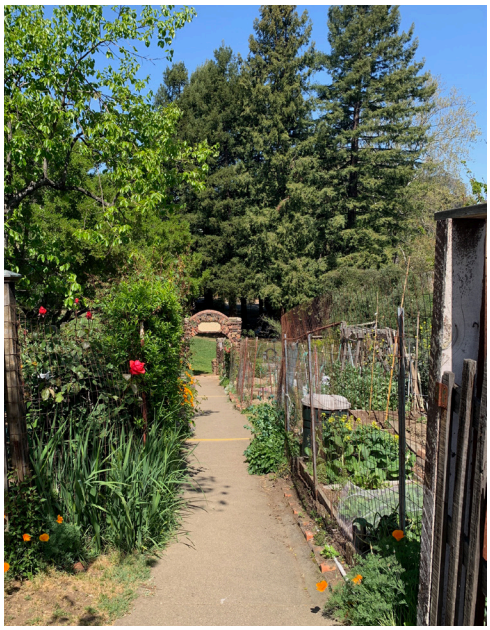
TOWN OF SAN ANSELMO
LIBRARY TAX FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	96,141	69,627	69,627	28,597
REVENUE				
Revenue	290,019	297,222	298,435	309,111
TOTAL REVENUE	290,019	297,222	298,435	309,111
TOTAL RESOURCES	386,160	366,849	368,062	337,707
EXPENDITURES				
TOTAL EXPENDITURES	316,533	346,825	339,465	336,560
Net Increase/(Decrease)	(26,514)	(49,603)	(41,030)	(27,449)
ENDING BALANCE	69,627	20,024	28,597	1,148
TOTAL BUDGET	386,160	366,849	368,062	337,707

TOWN OF SAN ANSELMO
LIBRARY TAX FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Library Tax	290,019	297,222	298,435	309,111
TOTAL REVENUE	290,019	297,222	298,435	309,111
EXPENDITURES				
LABOR COSTS				
Regular Salaries	144,991	146,984	125,158	130,304
Temporary Help	39,855	44,500	53,547	47,500
Retirement	12,061	13,119	13,165	11,694
Overtime	-	-	-	-
Other Benefits	46,540	47,757	59,093	47,177
Payroll Taxes	14,015	14,983	16,920	13,780
TOTAL LABOR COSTS	257,461	267,343	267,883	250,455
SERVICES AND SUPPLIES				
Outside Services - Programming	-	250	3,500	3,500
MARINet Database	4,061	6,065	6,065	7,534
Equipment Maintenance	-	1,500	0	0
Internet - CENIC	11,353	8,417	8,417	8,306
Department Supplies	1,168	10,000	2,500	10,000
Adult Books	10,945	15,000	14,000	14,420
Childrens' Books	4,872	10,000	11,500	11,845
Audio/Visual Books	75	1,000	100	1,000
DVDs	9,006	8,750	7,500	9,500
E Books	17,593	18,500	18,000	20,000
TOTAL SERVICES AND SUPPLIES	59,072	79,482	71,582	86,105
TOTAL EXPENDITURES	316,533	346,825	339,465	336,560

ROBSON HOUSE FUND



The Robson House is an elegant mansion that was donated to the Town in 1968, with the agreement that it be used for the benefit of the community's children. In 1978 a Robson-Harrington House Association was formed to restore, manage, and maintain the house as a civic, educational, recreational, and cultural center. In 2005 the Association was unable to find new board members willing to take on the considerable responsibilities of the house and the organization disbanded. Management of the house has reverted to the Town.

Revenue from the rental of the upstairs offices has been sufficient over the past years to cover the ongoing operation and routine maintenance of the house. However, since 2011-12, personnel, utility, and maintenance costs have risen to the point that rental revenue does not cover the regular costs. Rental increases were implemented in 2015-16, but even with a rental increase, rental revenue is not sufficient to cover the considerable deferred maintenance work and capital improvements that are needed to restore and maintain the house. The Town is budgeting $50,000 for adding an ADA bathroom, half of the cost will be funded through the Measure J Sales Tax fund.

SERVICES AND SUPPLIES

- **Outside services** – Pest control services, landscape services, fire safety equipment; special assistance for repairs ($2,110).
- **Building maintenance** – Janitorial Service ($15,600), other repair services ($1,500), Robson ADA bathroom ($40,000, a portion of the cost will be funded through Measure J sales tax).
- **Utilities** – Electricity, water, telephone, and sewer ($7,000).
- **Department supplies** – Material and supplies needed to maintain Robson house ($1,000).
- **Possessory tax payment** – Taxable possessory interest assessment ($2,400).

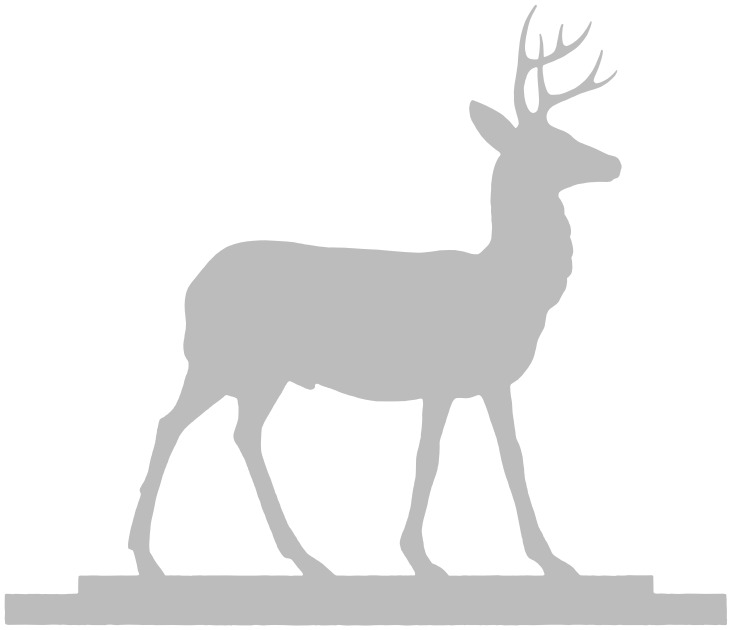
TOWN OF SAN ANSELMO
ROBSON HOUSE FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	27,212	9,291	9,291	(17,709)
REVENUE				
Revenue & Transfers In	87,816	26,220	27,900	26,220
TOTAL REVENUE AND TRANSFERS I	87,816	26,220	27,900	26,220
TOTAL RESOURCES	115,028	35,511	37,191	8,511
EXPENDITURES				
TOTAL EXPENDITURES	105,737	57,263	54,900	42,510
Net Increase/(Decrease)	(17,921)	(31,043)	(27,000)	(16,290)
ENDING BALANCE	9,291	(21,752)	(17,709)	(33,999)
TOTAL BUDGET	115,028	35,511	37,191	8,511

TOWN OF SAN ANSELMO
ROBSON HOUSE FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

Description	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Dovetail	-	-	-	-
Moment Records	20,400	20,400	20,400	20,400
Social Rep, LLC	15,000	5,820	7,500	5,820
Transfers In	52,416	-	-	-
TOTAL REVENUE	87,816	26,220	27,900	26,220
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	9,677	-	-
Overtime	-	-	-	-
Retirement	-	1,358	-	-
Other Benefits	-	2,978	-	-
Payroll Taxes	-	740	-	-
TOTAL LABOR COSTS	-	14,753	-	-
SERVICES AND SUPPLIES				
Outside Services	32,325	2,110	4,500	2,110
Building Maintenance	64,418	30,000	45,000	30,000
Utilities	7,051	7,000	3,000	7,000
Supplies	-	1,000	-	1,000
Possessory Tax Payment	1,943	2,400	2,400	2,400
TOTAL SERVICES AND SUPPLIES	105,737	42,510	54,900	42,510
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES	105,737	57,263	54,900	42,510

SPECIAL REVENUE FUNDS



TOWN OF
SAN ANSELMO
EST. 1907






SPECIAL EVENTS FUND

This fund was established in 2000-01 to track the revenues and expenses associated with the annual special events sponsored by the Town.

The fund was opened with a balance comprised of the proceeds from 1996 Country Fair Day, which was organized and managed by the Town for the first time in many years.

The fund was utilized in 2007 to fund events commemorating the Town's centennial anniversary. Over the years the events that the Town offers to our community have changed. The fund continues to be used to support Town events, such as the Live on the Avenue music series, the Goblins Parade, Teen and Children's Egg Hunts, Breakfast with Santa, the Holiday Tree Lighting and United Against Hate.

$107,000 is committed for expenditures for the annual Town events.



TOWN OF SAN ANSELMO
SPECIAL EVENTS FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Actual
BEGINNING BALANCE	10,923	6,118	6,118	41,242
REVENUE				
Revenue	16,825.00	22,000	66,500	107,000
TOTAL REVENUE	16,825.00	22,000	66,500	107,000
TOTAL RESOURCES	27,748	28,118	72,618	148,242
EXPENDITURES				
TOTAL EXPENDITURES	21,630	44,040	31,376	107,000
Net Increase/(Decrease)	(4,805)	(22,040)	35,124	-
ENDING BALANCE	6,118	(15,922)	41,242	41,242
TOTAL BUDGET	27,748	28,118	72,618	148,242

TOWN OF SAN ANSELMO
SPECIAL EVENTS FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Breakfast With Santa	325	3,500	500	2,000
Country Fair Day	-	-	-	-
Egg Hunt	1,000	1,000	1,000	2,000
Goblins Parade	3,000	1,000	-	2,000
Picnics On The Plaza	-	-	-	-
United Against Hate	-	1,000		1,000
Live on the Avenue	12,500	15,000	15,000	70,000
Holiday Tree Lighting	-	500	-	500
Transfer In	-	-	50,000	29,500
TOTAL REVENUE	16,825	22,000	66,500	107,000
EXPENDITURES				
Temporary Help	-	11,700	-	11,500
Overtime	-	-	-	-
Retirement	-	-	-	-
Payroll Taxes	-	895	-	895
Outside Services	-	-	-	-
Special Event Supplies	1,700	500	-	-
ASCAP Royalties - Events	428	400	451	400
BMI Royalties - Events	368	375	391	375
Breakfast With Santa	76	1,700	2,335	2,000
Country Fair Expenses	-	-	-	-
Egg Hunt	1,213	1,200	1,615	20,000
Goblins Parade	1,027	1,000	1,650	2,000
Picnics On The Plaza	-	-	-	-
United Against Hate	700	1,000	-	1,000
Live on the Avenue	16,117	25,000	24,934	68,380
Holiday Tree Lighting	-	270	-	450
TOTAL EXPENDITURES	21,630	44,040	31,376	107,000

TOWN OF
SAN ANSELMO
EST. 1907



MEASURE A PARKS TAX FUND

Revenue and expenditures associated with San Anselmo's share of the Marin County one-quarter per cent (.25%) transactions and use tax, entitled Marin Parks, Open Space, and Farmland Preservation Transactions and Use Tax Ordinance are accounted for in this fund. Countywide, the tax is estimated to generate $10,000,000 per year for ten years. Fifteen per cent (15%) of the Measure A revenue is allocated to cities, towns, and special districts. San Anselmo's share is 6.65% of that revenue.

The Town Council annually determines the distribution of these funds. For 2014-15, and including the partial funding for 2013-14, $55,494 was contributed to the Sky Ranch open space acquisition and $66,794 to Memorial Park improvements.

In 2015-16 and going forward, the Town Council decided that on an ongoing basis, 70% of the annual funding will go to Memorial Park and 30% to open space acquisition.

On January 26, 2021, the Town Council approved the Memorial Park Playing Field Repair Project for an estimated amount of $675,000, which $47,000 will come from General Fund Reserve and approximately $439,000 from Measure A Parks Tax Fund to supplement $177,982 from State Proposition 68 Per Capita funding.

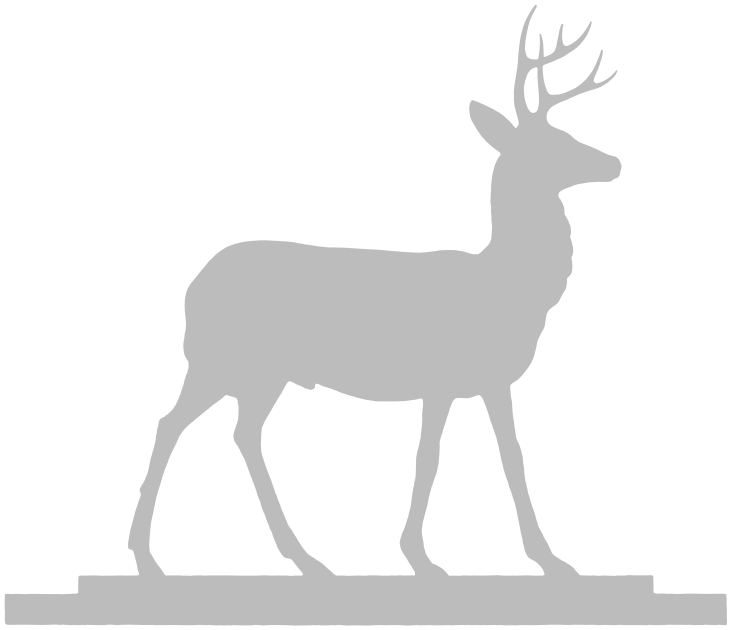
TOWN OF SAN ANSELMO
MEASURE A PARKS TAX FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	572,678	568,285	568,285	-
REVENUE				
Revenue	117,160	226,168	189,536	119,000
TOTAL REVENUE	117,160	226,168	189,536	119,000
TOTAL RESOURCES	689,838	794,453	757,821	119,000
EXPENDITURES				
TOTAL EXPENDITURES	121,553	796,572	757,821	-
Net Increase/(Decrease)	(4,393)	(570,404)	(568,285)	119,000
ENDING BALANCE	568,285	(2,119)	-	119,000
TOTAL BUDGET	689,838	794,453	757,821	119,000

TOWN OF SAN ANSELMO
MEASURE A PARKS TAX FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Measure A Parks Tax	117,104	44,186	11,368	117,000
Interest	56	4,000	186	2,000
Proposition 68 Park Grant	-	177,982	177,982	-
Donation/Transfers In	-	-	-	-
TOTAL REVENUE	117,160	226,168	189,536	119,000
EXPENDITURES				
SERVICES AND SUPPLIES				
Memorial Park Improvement	121,553	617,549	578,798	-
Open Space	-	179,023	179,023	-
TOTAL EXPENDITURES	121,553	796,572	757,821	-

SPECIAL REVENUE FUNDS



TOWN OF
SAN ANSELMO
EST. 1907

ISABEL COOK CENTER (ICC) FUND

The Isabel Cook Center (ICC), located at 1000 Sir Francis Drake Boulevard, is a former school property purchased by the Town with Community Development Block Grant funds. It is comprised of the Recreation Center and the Isabel Cook Community Center. The Center houses the Recreation Department offices, multi-purpose rooms, a gymnasium and a pre-school center. The classroom space is leased to a community non-profit organization of artists, called the San Anselmo Artist Studios.

Rents from the artist studios support the maintenance, operating expenses, repairs, and capital improvements in the complex.

The lower office space (3,800 square feet) is vacant, and the space is being utilized by the Recreation Department for community programs. Several of the upstairs classrooms were converted to artist's studios and are fully rented.

SERVICES AND SUPPLIES

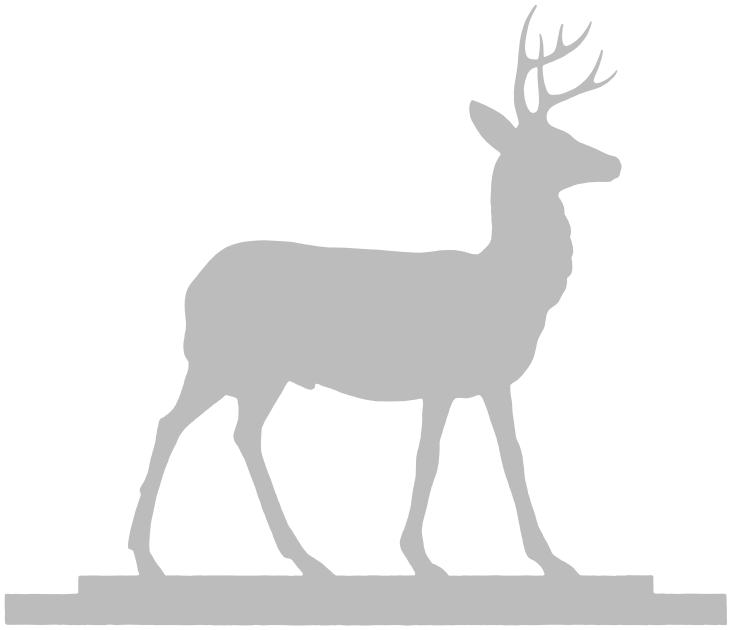
- **Outside Services** – Special assistance for repair of facility and equipment. Outside services during employee vacation/leave ($5,000)
- **Building Maintenance** – Janitorial service, heat/air HVAC; routine and emergency building maintenance projects ($47,000); Generator installation ($29,000).
- **Utilities** – Electricity, gas, telephone, and sewer ($22,000). Water is paid for through the Parks budget.
- **Supplies** – Miscellaneous office supplies and minor supply items for building operation.

TOWN OF SAN ANSELMO
ISABEL COOK CENTER FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	8,495	59,481	59,481	37,499
REVENUE				
Revenue	116,885	107,668	107,668	107,688
TOTAL REVENUE	116,885	107,668	86,804	107,688
TOTAL RESOURCES	125,380	167,149	146,285	145,187
EXPENDITURES				
TOTAL EXPENDITURES	65,899	112,196	102,000	97,500
Net Increase/(Decrease)	50,986	(4,528)	(15,196)	10,188
ENDING BALANCE	59,481	54,953	44,285	47,687
TOTAL BUDGET	125,380	167,149	146,285	145,187

TOWN OF SAN ANSELMO
ISABEL COOK CENTER FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
ICC Rental Income	116,885	107,668	107,668	107,688
TOTAL REVENUE	116,885	107,668	107,668	107,688
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	9,630	-	-
Overtime	-	-	-	-
Retirement	-	1,351	-	-
Other Benefits	-	2,978	-	-
Payroll Taxes	-	737	-	-
TOTAL LABOR COSTS	-	14,696	-	-
SERVICES AND SUPPLIES				
Outside Services	906	5,000	10,000	5,000
Building Maintenance	41,079	70,000	70,000	70,000
Utilities	23,914	22,000	22,000	22,000
Office/Department Supplies	-	500	-	500
TOTAL SERVICES AND SUPPLIES	65,899	97,500	102,000	97,500
TOTAL EXPENDITURES	65,899	112,196	102,000	97,500



TOWN OF
SAN ANSELMO
EST. 1907







MEASURE C WILDFIRE TAX FUND

In 2019, 17 Marin County agencies with fire prevention responsibilities formed the Marin Wildfire Prevention Authority ("MWPA") through a Joint Exercise of Powers Agreement. MWPA's mission is to organize and sustain local wildfire prevention including early detection, warning, and alerts; reducing vegetation; ensuring defensible space around homes, neighborhoods, and critical infrastructure; and improving disaster evacuation routes/procedures; Marin Wildfire Prevention Measure, levying up to $10 cents per building square foot tax ($75 per multifamily unit) for ten years, providing $19,300,000 annually, with annual inflation adjustments, independent citizen oversight/audits, and low-income senior exemptions.

Defensible space and fire-resistant structure evaluations, and mitigation of fire threats thereof, will be funded by 20% of the tax measure proceeds and will be done on a shared service basis or by a responsible Member.

Local-specific wildfire prevention efforts will be funded by 20% of the tax measure proceeds and allocated to each member in proportion to revenue raised in each member's respective tax rate areas. Members must certify that the tax measure proceeds are used consistently with the purpose of the Authority and that the tax measure expenses result in a higher level of service than would otherwise be provided by the member. The approximate allocation to the Town is $365,000 in FY2023-24.

TOWN OF SAN ANSELMO
MEASURE C WILDFIRE TAX FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	280,282	185,973	185,973	154,959
REVENUE				
Revenue	366,198	365,000	365,000	367,000
TOTAL REVENUE	366,198	365,000	365,000	367,000
TOTAL RESOURCES	646,480	550,973	550,973	521,959
EXPENDITURES				
TOTAL EXPENDITURES	460,507	365,000	396,014	367,000
Net Increase/(Decrease)	(94,309)	-	(31,014.00)	-
ENDING BALANCE	185,973	185,973	154,959	154,959
TOTAL BUDGET	646,480	550,973	550,973	521,959

TOWN OF SAN ANSELMO
MEASURE C WILDFIRE TAX FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Measure C Wildfire Tax	366,198	365,000	365,000	367,000
TOTAL REVENUE	366,198	365,000	365,000	367,000
EXPENDITURES				
SERVICES AND SUPPLIES				
Outside Services - Fire Prevention	408,091	365,000	396,014	367,000
TRANSFERS OUT	52,416	-	-	-
TOTAL EXPENDITURES & TRANSFERS OU	460,507	365,000	396,014	367,000

TOWN OF
SAN ANSELMO
EST. 1907

CLIMATE ACTION FUND

On June 11, 2019, the Town Council adopted *Resolution 4286: A Resolution of the Town Council of the Town of San Anselmo Adopting San Anselmo Climate Action Plan 2030*. The Climate Action Plan 2030 (CAP) is a master plan to guide the development and implementation of local, measurable actions and initiatives to reduce local greenhouse gas emissions 54% by 2030 (from a 2005 baseline, or 45% below 1995 levels), with the goal of community-scale carbon neutrality by no later than 2045.

On February 11, 2020, the Town Council adopted *Resolution No. 4325: A Resolution of the Town Council of the Town of San Anselmo Declaring a Climate and Ecological Emergency in San Anselmo*. In declaring a Climate and Ecological Emergency, the Town Council directed the Town Manager to (i) work with staff to include consideration and prioritization of consistency with the Climate Action Plan 2030, as amended or updated, in staff reports to Council and (ii) to earmark specific funds for greenhouse gas and climate change mitigation annually, beginning in the Fiscal Year 2020-2021. Subsequently, the 2020-2021 budget, adopted on June 23, 2020, included the addition of Appendix B, which tracked the Town's anticipated spending on Climate Action Plan Implementation Programs.

With the adoption of the FY 2021-2022 budget, the Town Council formally recognized the ongoing need to devote resources towards implementing its Climate Action Plan. The creation of the Climate Fund is intended to help the Town build its capacity to identify and undertake climate action at the municipal level and to provide maximum transparency to the public on the Town's progress.

In 2021-2022, funds are budgeted in the amount of $50,000 to hire a part-time Climate Action Coordinator (as described in the San Anselmo 2021-2023 Work Plan Priorities, Administrative & Finance Priority #10, adopted on April 27th, 2021) and for other expenses related to identifying and implementing policies, programs, and grants consistent with the Town's stated climate action goals.

The proposed FY 2023-2024 budget for the Climate Action Fund is $230,000, which includes $133,247 in combined grant and rebate funding from the California Energy Commission, CalRecycle, Zero Waste Marin, Transportation Authority of Marin, Marin Clean Energy, and the Internal Revenue Service. $190,000 is budgeted for outside services to cover half of the salary for the part-time Climate Action Coordinator and hire consultants on an as needed basis to support implementation of climate action programs, policies, and projects including assistance with implementation of SolarAPP+ and SB 1383. Additional expenditures may include pilot projects (e.g., streetlight-connected EV chargers, micromobility charging network), rebate programs (e.g., electric landscape equipment, heat pumps, E-bikes), Zero Waste activities, an EV & E-bike show, and outreach/educational materials.

TOWN OF SAN ANSELMO
CLIMATE ACTION FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	58,382	58,382	89,382
REVENUE				
Revenue	76,247	126,000	126,000	232,247
TOTAL REVENUE AND TRANSFER IN	76,247	126,000	126,000	232,247
TOTAL RESOURCES	76,247	184,382	184,382	321,629
EXPENDITURES				
TOTAL EXPENDITURES	17,865	95,000	95,000	292,497
Net Increase/(Decrease)	58,382	31,000	31,000	(60,250)
ENDING BALANCE	58,382	89,382	89,382	29,132
TOTAL BUDGET	76,247	184,382	184,382	321,629

TOWN OF SAN ANSELMO
CLIMATE ACTION FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Intergovernmental Revenue	21,247	21,000	21,000	127,247
Transfers In	55,000	105,000	105,000	105,000
TOTAL REVENUE	76,247	126,000	126,000	232,247
EXPENDITURES				
SERVICES AND SUPPLIES				
Outside Services	17,865	90,000	90,000	287,497
Equipment Grant	-	5,000	5,000	5,000
TOTAL EXPENDITURES	17,865	95,000	95,000	292,497

TOWN OF
SAN ANSELMO
EST. 1907



CREEKSIDE COMMON FUND

At the Town Council meeting on September 25, 2018, Town Council discussed an idea related to planning for the renovation of Creek Park following the potential removal of the building at 630-636 San Anselmo Avenue, otherwise known as "Building Bridge 2". This building was being considered for removal as part of the Marin County Flood Control and Water Conservation District's San Anselmo Flood Risk Reduction Program (SAFRR).

An idea was brought forward for a local design competition using the post-building removal, expanded space at Creek Park as a canvas for collecting visionary design proposals with the potential to enliven the park and adjoining commercial district.

The goal of this competition would be to foster creativity and challenge participants to think outside the box; to propose exciting ideas that have never been considered possible for the space; to reimagine the existing urban/park landscape; and to aid in bringing Creek Park into the 21st Century.

On June 25, 2019, the Town Council directed the Town Manager to convene a Community Advisory Group (CAG) to help oversee the public process portion of the design development and conduct fundraising for the project.

Since then, the Town has received a total donation amount of $351,500 toward identifying opportunities to improve public areas associated with the flood control project, with the funding used for preliminary geotechnical studies, preliminary structural bridge, and abutment design, and RHAA renderings to visualize potential improvements.

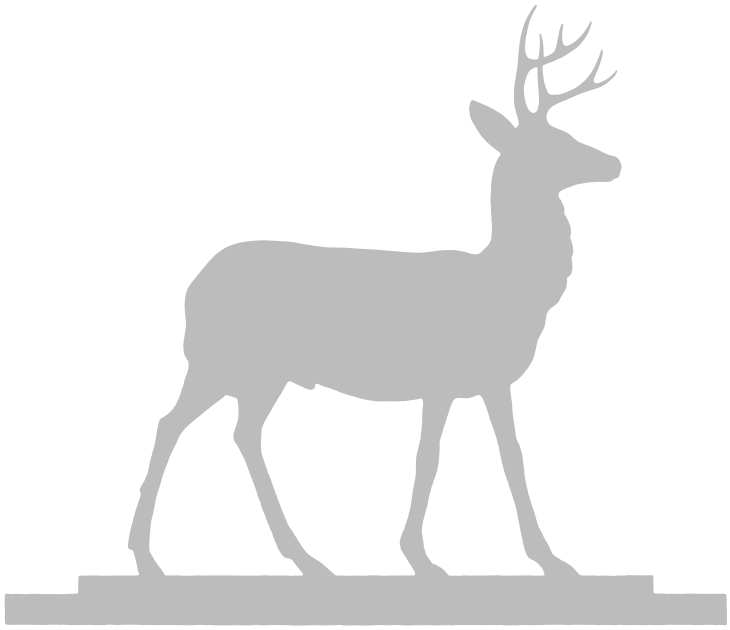
More funding will be needed for the construction of the project.

TOWN OF SAN ANSELMO
CREEKSIDE COMMONS FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	211,433	107,776	107,776	89,319.00
REVENUE				
Revenue	-	-	-	-
TOTAL REVENUE	-	-	-	-
TOTAL RESOURCES	211,433	107,776	107,776	89,319
EXPENDITURES				
TOTAL EXPENDITURES	103,657	136,433	18,457	89,319
Net Increase/(Decrease)	(103,657)	(136,433)	(18,457)	(89,319)
ENDING BALANCE	107,776	(28,657)	89,319	-
TOTAL BUDGET	211,433	107,776	107,776	89,319

TOWN OF SAN ANSELMO
CREEKSIDE COMMONS FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Donations	-	-	-	-
Interest	-	-	-	-
Misc Revenue	-	-	-	-
TOTAL REVENUE	-	-	-	-
EXPENDITURES				
SERVICES AND SUPPLIES				
Outside Services	103,657	136,433	18,457	89,319
Misc Services	-	-	-	-
Transfer Out	-	-	-	-
TOTAL EXPENDITURES	103,657	136,433	18,457	89,319



TOWN OF
SAN ANSELMO
EST. 1907

PARKING FUND

The Parking Fund was initiated in 2021-2022 to account for parking meters and other fees collected as part of Ordinance 1039.

As described per the Ordinance, "all receipts accruing to the Town from the operation of parking meters shall be expended for the acquisition, operation, maintenance, repair, and replacement of parking meters, parking meter collection and enforcement and expenses thereto. Furthermore, excess revenue not expended for the foregoing purposes shall be deposited in the Town's General Fund or expended for any lawful purpose."

TOWN OF SAN ANSELMO
PARKING FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	89,114	89,114	99,114
REVENUE				
Revenue & Transfers In	32,550	-	35,000	35,000
TOTAL REVENUE AND TRANSFERS I	32,550	-	35,000	35,000
TOTAL RESOURCES	32,550	89,114	124,114	134,114
EXPENDITURES				
TOTAL EXPENDITURES	-	-	25,000	25,000
Net Increase/(Decrease)	32,550	-	10,000	-
ENDING BALANCE	32,550	89,114	99,114	109,114
TOTAL BUDGET	32,550	89,114	124,114	134,114

TOWN OF SAN ANSELMO
PARKING FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Revenue	32,550	25,000	35,000	35,000
Transfers In	-	-	-	-
TOTAL REVENUE AND TRANSFERS IN	32,550	25,000	35,000	35,000
EXPENDITURES				
Outside Services - Other	69,818	25,000	25,000	25,000
TOTAL EXPENDITURES	69,818	25,000	25,000	25,000

TOWN OF
SAN ANSELMO
EST. 1907

ACTIVE TRANSPORTATION FUND

On June 21, 2023, the Town Council adopted a Resolution: A Resolution of the Town Council of the Town of San Anselmo Adopting an Active Transportation Fund Description and Active Transportation Fund Expenditure Guidelines.

In creating the Active Transportation Fund, the Town Council affirms the need to identify and implement priority active transportation infrastructure projects beyond the Town's historical practice of adding "Complete Streets" elements to its existing paving and slurry seal program. Thus, the Active Transportation Fund is intended to be used towards infrastructure projects independent from the ongoing implementation of Complete Streets features that are installed in tandem with larger capital projects.

Furthermore, the Council encourages that projects funded through the Active Transportation Fund should generally not be directed primarily or exclusively towards visual treatments (e.g., sharrows, striping, high visibility crosswalks, and Class III bicycle lanes) and should instead be allocated primarily to infrastructure and hardscape treatments that create physical safety, traffic calming effects, and enhanced accessibility and usability for all active transportation users.

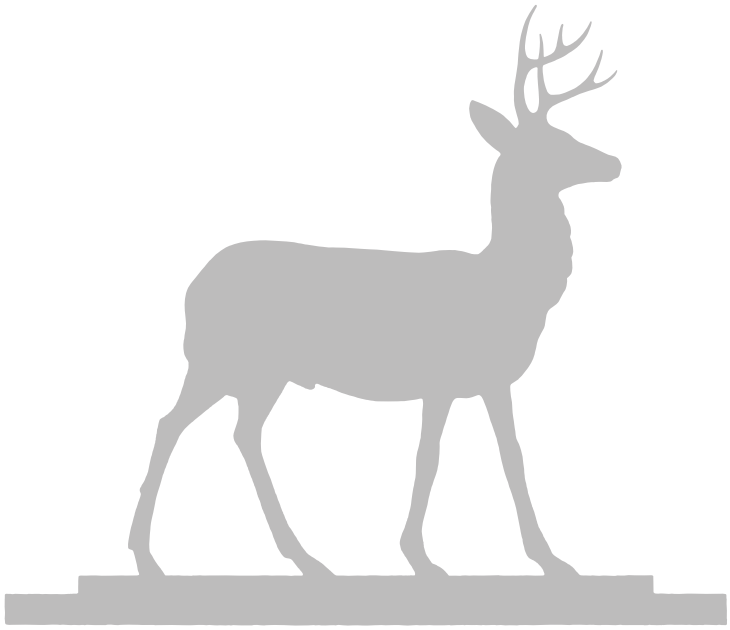
TOWN OF SAN ANSELMO
ACTIVE TRANSPORTATION FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	-	-	100,000
REVENUE				
Transfer In	-	-	100,000	-
TOTAL REVENUE	-	-	100,000	-
TOTAL RESOURCES	-	-	100,000	100,000
EXPENDITURES				
TOTAL EXPENDITURES	-	-	-	100,000
Net Increase/(Decrease)	-	-	100,000	(100,000)
ENDING BALANCE	-	-	100,000	-
TOTAL BUDGET	-	-	100,000	100,000

TOWN OF SAN ANSELMO
ACTIVE TRANSPORTATION FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Transfer In	-	-	100,000	-
TOTAL REVENUE	-	-	100,000	-
EXPENDITURES				
Active Transportation				100,000
TOTAL EXPENDITURES	-	-	-	100,000

CAPITAL PROJECTS FUNDS



TOWN OF
SAN ANSELMO
EST. 1907

CAPITAL RECONSTRUCTION FUND

The Capital Reconstruction Fund accounts for the revenues and expenses of capital projects. It is funded primarily by the General Fund. Prior to the funding crisis beginning in 2003, Town policy had been to make a transfer from current year General Fund revenues, which is generally 70% of the amount of the prior year's General Fund carryover (excess of revenues carried over from the prior year, less any transfer needed to replenish the Emergency Projects Fund). Because of the funding shortfalls in the past several years, Council has opted to allocate funds where they are most needed.



Projects are funded on a prioritized basis, based on health, safety, liability, cost-benefit, cost avoidance, and ability to deliver services, and categorized according to prior commitments (whether by written agreement with an outside entity, or by policy direction), liability/safety, and other. The project expenditures are typically categorized as follows:

- **Commitments due to grants and loans.** These are projects for which the Town has entered into written agreements for repayment of funds, or for which the Town would be responsible for returning funds to the grantee; in some cases, these funds have already been spent.
- **Recommended due to liability and/or safety concerns.** The projects in this category have been identified as having safety and/or liability risks for the Town if they are not accomplished.
- **Recommended based on prior commitments and/or direction.** These are projects for which Council has previously appropriated funds, established by policy as a priority, or given direction to staff to accomplish.
- **Other.** These projects or other funding recommendations do not fit into another category. The unprogrammed projects appropriation is used to fund unanticipated and emergency needs and cost overruns in budgeted projects.

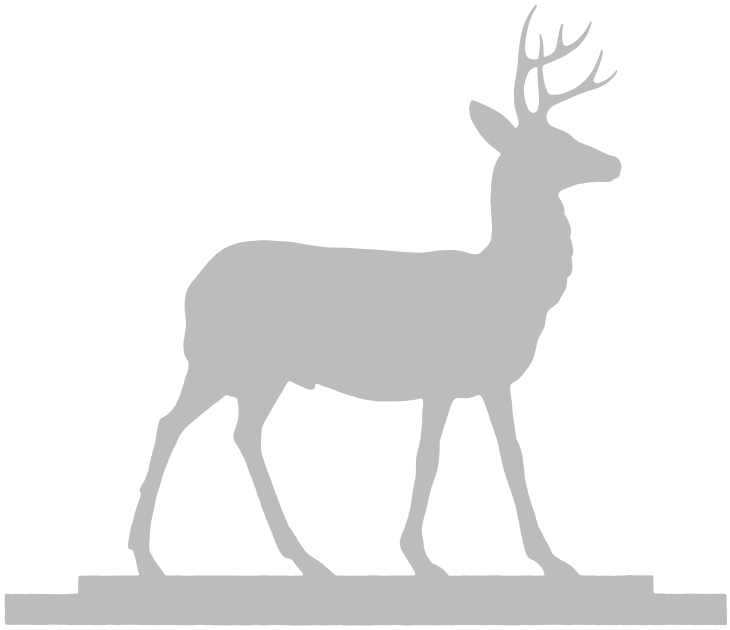
TOWN OF SAN ANSELMO
CAPITAL RECONSTRUCTION FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	67,074	59,003	59,003	7,548
REVENUE				
Revenue & Transfers In	(6,521)	-	-	-
TOTAL REVENUE AND TRANSFERS I	(6,521)	-	-	-
TOTAL RESOURCES	60,553	59,003	59,003	7,548
EXPENDITURES				
TOTAL EXPENDITURES	1,550	50,000	51,455	-
Net Increase/(Decrease)	(8,071)	(50,000)	(51,455)	-
ENDING BALANCE	59,003	9,003	7,548	7,548
TOTAL BUDGET	60,553	59,003	59,003	7,548

TOWN OF SAN ANSELMO
CAPITAL RECONSTRUCTION FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Miscellaneous Revenue	(6,521)	-	-	-
Transfers In	-	-	-	-
TOTAL REVENUE AND TRANSFERS IN	(6,521)	-	-	-
EXPENDITURES				
Snack Shack Improvement	1,550	-	-	-
Fire Station Building Repair	-	-	-	-
CAPITAL OUTLAY - CONSTRUCTION	-	50,000	51,455	-
Construction - Trails	-	-	-	-
TOTAL EXPENDITURES	1,550	50,000	51,455	-

CAPITAL PROJECTS FUNDS



TOWN OF
SAN ANSELMO
EST. 1907

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund accounts for revenues that are restricted or otherwise designated for the purchase of Town equipment.

In the past, the Town did not have an adopted equipment replacement schedule and funding program but instead scheduled equipment acquisition and replacement as funds are available. The Town has allocated about $200,000 each year for the last ten years from the General Fund to the Equipment Fund to fund the following costs:

- Town-wide computer hardware/software replacement or acquisition.
- The debt service payment for the Marin Emergency Radio Authority (MERA) Bonds.
- Vehicle lease payment for three electronic vehicles.
- Fund Town's Climate Action Plan activities.

During 2020-21, the Town updated its inventory listings for Vehicle and Technology programs. The Town decided to create two separate Internal Services Funds: Technologies Replacement and Vehicle Replacement funds to maintain the Town's future Technology and Vehicle replacement activities.

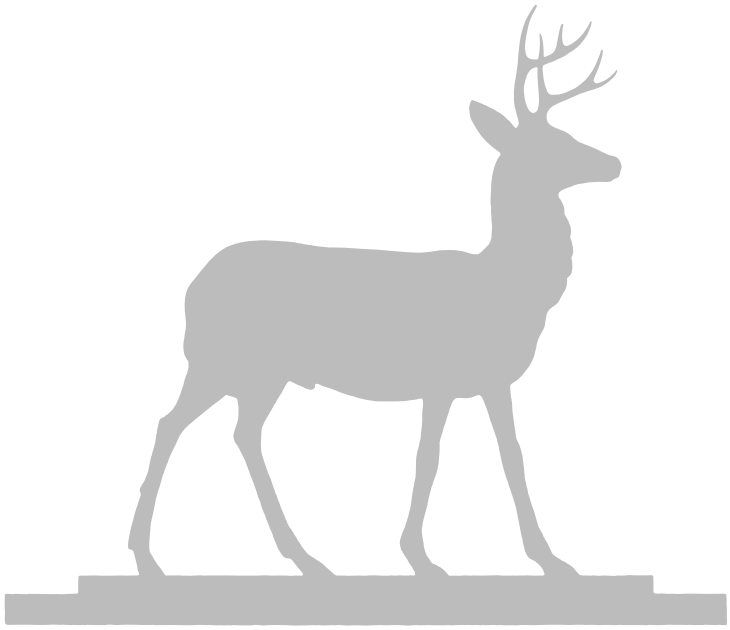
TOWN OF SAN ANSELMO
EQUIPMENT REPLACEMENT FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	298,944	117,460	117,460	103,430
REVENUE				
Revenue & Transfers In	-	-	50,000	-
TOTAL REVENUE AND TRANSFERS IN	-	-	50,000	-
TOTAL RESOURCES	298,944	117,460	167,460	103,430
EXPENDITURES				
TOTAL EXPENDITURES	181,484	75,000	64,030	75,000
Net Increase/(Decrease)	(181,484)	(75,000)	(14,030)	(75,000)
ENDING BALANCE	117,460	42,460	103,430	28,430
TOTAL BUDGET	298,944	117,460	167,460	103,430

TOWN OF SAN ANSELMO
EQUIPMENT REPLACEMENT FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

Description	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Miscellaneous Revenue	-	-	-	-
Transfers In	-	-	50,000	-
TOTAL REVENUE AND TRANSFERS IN	-	-	50,000	-
EXPENDITURES				
Computer Hardware/Software	191	-	-	-
MERA Debt Service Payment	-	-	-	-
Public Works Capital Outlay	-	-	-	-
Parking Meters	-	-	-	-
Climate Action Plan Initiatives	-	-	-	-
Public Works Vehicle Replacement	46,293	75,000	64,030	75,000
Transfers Out	135,000	-	-	-
TOTAL EXPENDITURES	181,484	75,000	64,030	75,000

CAPITAL PROJECTS FUNDS



TOWN OF
SAN ANSELMO
EST. 1907

MEASURE G DEBT SERVICE

In June 1995, the San Anselmo voters approved a $10.8 million general obligation bond measure, known as Measure G, to finance improvements to the Town's streets, storm drains, and Library building. This fund is dedicated to the collection of property tax assessments for the repayment of principal and interest on the bonds. As required by law, it was segregated from the Measure G Bond Proceeds Fund which was dedicated to the receipt and expenditure of the $10.8 million bond funds. A separate fund was established for each issue. The Measure G bond proceeds are fully expended.

Series 1995

The first bond issue of $2.125 million was sold in August 1995. The first debt service payment was made in February 1996, and the second in August 1996. This debt service schedule is repeated for the remainder of the series of payments. The debt service is being paid by a tax levied on the tax roll, beginning in the 1995-96 fiscal year. The tax rate levied per $100 of assessed valuation is as follows:

- 1995-96: 1.4 cents
- 1996-97: 1.2 cents
- 1997-98: 1.1 cents
- 1998-99: 1.2 cents
- 1999-00: 1.3 cents
- 2000-01: 1.1 cents
- 2001-02: 1.1 cents
- 2002-03: 1.1 cents
- 2003-04: 0.6 cents
- 2004-05: 0.9 cents
- 2005-06: 0.8 cents
- 2006-07: 0.8 cents
- 2007-08: 0.6 cents
- 2008-09: 0.7 cents
- 2009-10: 0.6 cents
- 2010-11: 0.8 cents
- 2011-12: (Refunded in conjunction with 1997 and 2000 issues)

Any tax proceeds remaining in excess of debt service payments and interest revenue on funds in the debt service fund are designated as a reserve for future year payments.

MEASURE G DEBT SERVICE

Series 1997

A $3.55 million general obligation bond issue was sold in July 1997. The tax rate levied per $100 of assessed valuation is as follows:

- 1997-98: 1.7 cents
- 1998-99: 1.9 cents
- 1999-00: 2.0 cents
- 2000-01: 1.8 cents
- 2001-02: 1.8 cents
- 2002-03: 1.8 cents
- 2003-04: 0.7 cents
- 2004-05: 1.4 cents
- 2005-06: 1.2 cents
- 2006-07: 1.2 cents
- 2007-08: 1.1 cents
- 2008-09: 1.0 cents
- 2009-10: 1.0 cents
- 2010-11: 1.2 cents
- 2011-12: (Refunded in conjunction with 1995 and 2000 issues)

Series 2000

A third bond issue of $2.56 million was sold in August 2000. The tax rate levied per $100 of assessed valuation is as follows:

- 2001-02: 1.2 cents
- 2002-03: 1.2 cents
- 2003-04: 0.8 cents
- 2004-05: 1.0 cents
- 2005-06: 0.9 cents
- 2006-07: 0.8 cents
- 2007-08: 0.8 cents
- 2008-09: 0.7 cents
- 2009-10: 0.7 cents
- 2010-11: 0.8 cents
- 2011-12: (Refunded in conjunction with 1995 and 1997 issues)

Series 2003

The final bond issue of $2.565 million was in March 2003. The tax rate levied per $100 of assessed valuation is as follows:

- 2003-04: 1.1 cents
- 2004-05: 0.8 cents
- 2005-06: 0.7 cents
- 2006-07: 0.8 cents
- 2007-08: 0.6 cents
- 2008-09: 0.6 cents
- 2009-10: 0.6 cents
- 2010-11: 0.7 cents
- 2011-12: 0.7 cents
- 2012-13: 0.7 cents
- 2013-14: 0.7 cents
- 2014-15: 0.6 cents
- 2015-16: 0.6 cents
- 2016-17: 0.6 cents
- 2017-18: 0.5 cents
- 2018-19: 0.6 cents
- 2019-20: 0.5 cents
- 2020-21: 0.5 cents
- 2021-22: (Refunded by 2020 Series)

MEASURE G DEBT SERVICE

Series 2011 (Refunded Series 1995, 1997 and 2000)

- 2011-12: 2.4 cents
- 2012-13: 2.3 cents
- 2013-14: 2.3 cents
- 2014-15: 2.2 cents
- 2015-16: 2.2 cents
- 2016-17: 1.9 cents
- 2017-18: 1.9 cents
- 2018-19: 1.8 cents
- 2019-20: 1.8 cents
- 2020-21: 1.2 cents
- 2021-22: 1.1 cents
- 2022-23: 0.5 cents
- 2023-24: 0.3 cents

Series 2020 (Refunded Series 2003)

- 2021-22: 0.4 cents
- 2022-23: 0.4 cents
- 2023-24: 0.4 cents

The total estimated Measure G Debt Service in 2021-22 is estimated at 0.7 cents per $100 of assessed valuation.

Fund Balance

The revenue in this fund is collected as part of the property tax bill. The Town receives this revenue in December and April. The Debt Service payments are due in August and February.

Due to the timing difference, it is necessary to maintain a fund balance sufficient to make the August payment of the succeeding fiscal year.

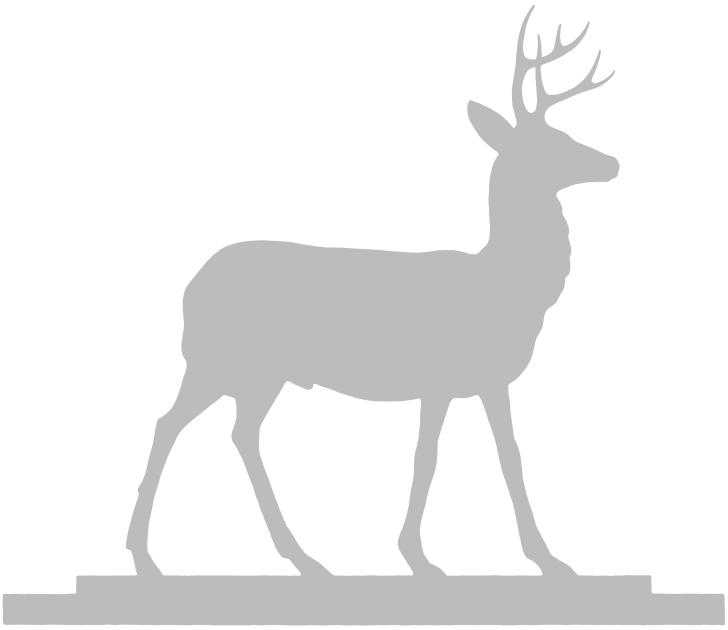
TOWN OF SAN ANSELMO
MEASURE G DEBT SERVICE FUNDS
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	813,317	797,613	797,613	675,015
REVENUE				
Revenue	658,403	567,158	567,158	456,588
TOTAL REVENUE	658,403	567,158	567,158	456,588
TOTAL RESOURCES	1,471,720	1,364,771	1,364,771	1,131,603
EXPENDITURES				
TOTAL EXPENDITURES	674,106	689,756	689,756	390,956
Net Increase/(Decrease)	(15,704)	(122,598)	(122,598)	65,632
ENDING BALANCE	797,613	675,015	675,015	740,647
TOTAL BUDGET	1,471,720	1,364,771	1,364,771	1,131,603

TOWN OF SAN ANSELMO
MEASURE G DEBT SERVICE FUNDS
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Measure G	658,304	565,158	565,158	454,588
Interest	99	2,000	2,000	2,000
Bond Proceed	-	-	-	-
TOTAL REVENUE	658,403	567,158	567,158	456,588
EXPENDITURES				
Debt Service: Principal	570,000	610,000	610,000	330,000
Debt Service: Interest	101,856	78,256	78,256	59,456
Bond Administrative Fees	2,250	1,500	1,500	1,500
Refunding Escrow Deposit	-	-	-	-
Cost of Issuance	-	-	-	-
TOTAL EXPENDITURES	674,106	689,756	689,756	390,956

DEBT SERVICE FUNDS



TOWN OF
SAN ANSELMO
EST. 1907

MUNICIPAL LEASE FUND

On February 1, 2008, the Town entered into an agreement with Municipal Asset Management, Inc. (Corporation), to finance the restoration, remodeling, and expansion of the downtown Fire Station, Station 19.

The financing was accomplished by the Corporation entering into a lease with the Town and the corporation leasing back the property under a Lease/Purchase Agreement, under which the Town is obligated to make rental payments to the Corporation.

The term of the lease was fifteen (15) years and the amount financed was $1,701,094. The annual debt service payment was $158,517. These payments were funded with general operating funds. The final payment on the lease was made on February 8, 2023.

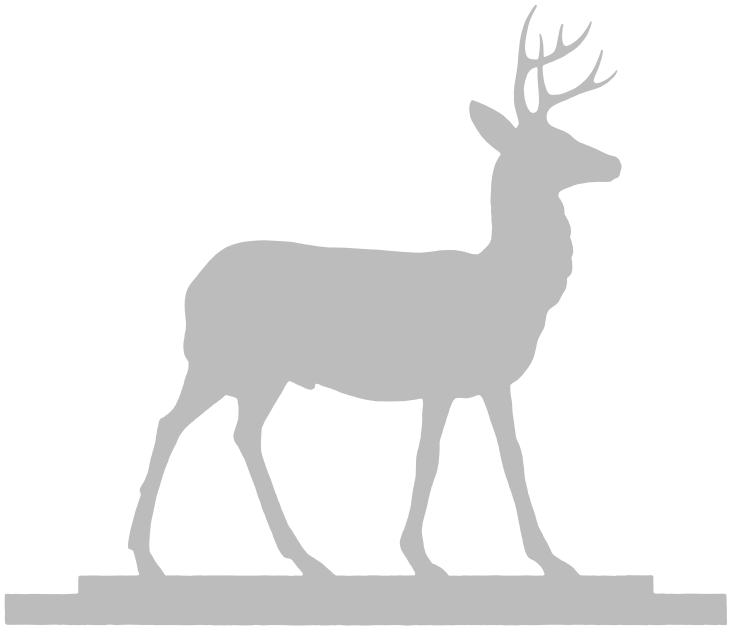
TOWN OF SAN ANSELMO
MUNICIPAL LEASE FUND
FISCAL YEAR 2023-2024

Description	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	-	-	-
REVENUE				
Transfers In	158,517	158,517	158,517	-
TOTAL REVENUE & TRANSFERS IN	158,517	158,517	158,517	-
TOTAL RESOURCES	158,517	158,517	158,517	-
EXPENDITURES				
TOTAL EXPENDITURES & TRANSFERS C	158,517	158,517	158,517	-
Net Increase/(Decrease)	-	-	-	-
ENDING BALANCE	-	-	-	-
TOTAL BUDGET	158,517	158,517	158,517	-

TOWN OF SAN ANSELMO
MUNICIPAL LEASE FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE AND TRANSFERS I				
Transfers In	158,517	158,517	158,517	-
TOTAL REVENUE	158,517	158,517	158,517	-
EXPENDITURES				
Lease Payment: Principal	146,312	153,172	153,172	-
Lease Payment: Interest	12,205	5,345	5,345	-
TOTAL EXPENDITURES	158,517	158,517	158,517	-

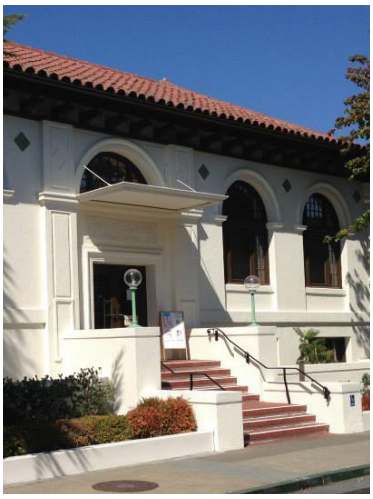
DEBT SERVICE FUNDS



TOWN OF
SAN ANSELMO
EST. 1907







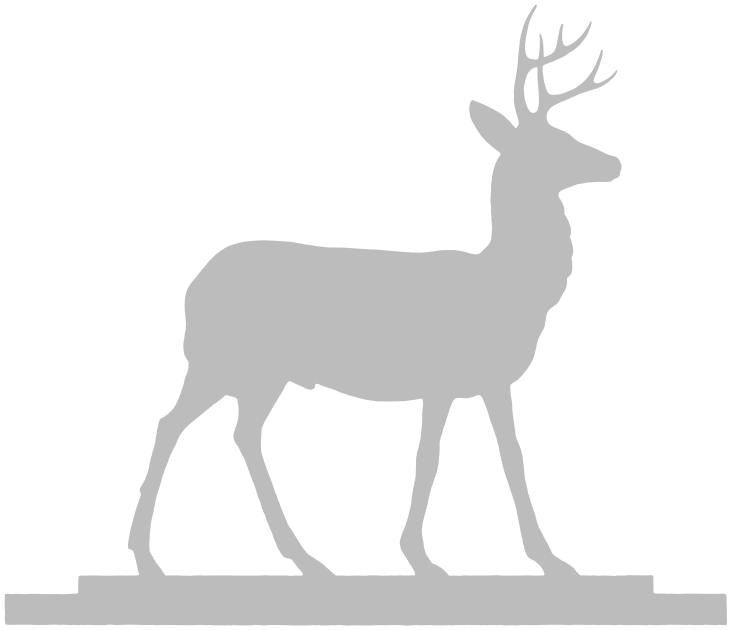
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Vehicle Replacement Fund 185

INTERNAL SERVICE FUNDS



TOWN OF
SAN ANSELMO
EST. 1907

INSURANCE FUND

The Insurance Fund receives and expends funds related to the Town's liability and workers' compensation self-insurance coverage.

Liability Insurance

On July 1, 1996, the Town became a member of the Bay Cities Joint Powers Insurance Authority (Bay Cities), a self-insurance pool that provides liability insurance coverage to twenty agencies in the Bay Area. Each member agency selects a self-insured retention limit. With the transition to Central Marin Police Authority for police services, the Town's self-insured retention has been reduced to $10,000 (from the previous amount of $100,000), below which the agency pays the claim costs. The insurance authority is responsible for costs above the limit, although it purchases excess insurance coverage for costs above $1 million, up to $20 million. A premium for coverage is charged based on the self-insured limit selected, the member agency's claim history and exposure, and the financial standing of the pool. Beginning in 1999-00, Bay Cities coverage includes personnel-related liabilities.

Workers Compensation

Until June 30, 2003, the Town was a member of the Marin County Risk Management Authority (MCRMA), a self-insurance pool for workers' compensation coverage. Called an "account pool," this self-insurance program maintained separate accounts for each pool member. Losses and expenses were paid from the member's pool account, up to the self-insured retention limit.

Effective July 1, 2003, the MCRMA group transferred to the Bay Cities Joint Powers Insurance Authority (Bay Cities), as the MCRMA Program Administrator retired. The Town's self-insured retention in the Bay Cities Workers Compensation pool is $150,000. Costs more than this limit are paid by the Authority, although it purchases excess insurance coverage from a commercial insurance agency.

Annually, Bay Cities evaluates the financial risk position of each member and establishes an annual assessment based on outstanding claims and claim history.

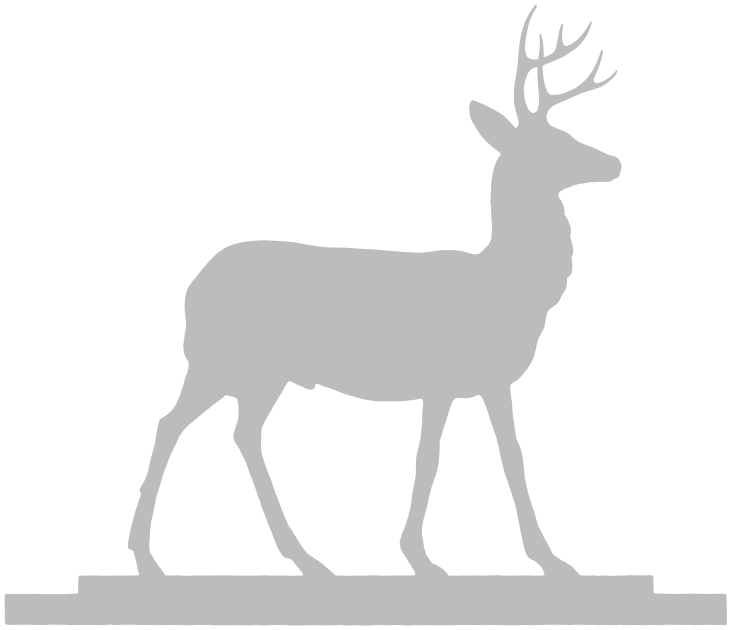
TOWN OF SAN ANSELMO
INSURANCE FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	73,848	405,168	405,168	447,757
REVENUE				
Revenue	650,000	600,000	700,000	750,000
TOTAL REVENUE AND TRANSFERS IN	650,000	600,000	700,000	750,000
TOTAL RESOURCES	723,848	1,005,168	1,105,168	1,197,757
EXPENDITURES				
TOTAL EXPENDITURES	318,680	720,946	657,411	845,206
Net Increase/(Decrease)	331,320	(120,946)	42,589	(95,206)
ENDING BALANCE	405,168	284,222	447,757	352,552
TOTAL BUDGET	723,848	1,005,168	1,105,168	1,197,757

TOWN OF SAN ANSELMO
INSURANCE FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Internal Service Charges	-	600,000	600,000	750,000
Transfers In	650,000	-	100,000	-
TOTAL REVENUE	650,000	600,000	700,000	750,000
EXPENDITURES				
Employee Assist.Program Premiums	1,319	1,600	1,600	1,600
Cyber Program	-	-	-	19,730
Flood Insur.Premiums	-	20,313	37,088	21,329
Liability Insur. Premiums	224,803	377,637	380,469	452,927
Liability Insur. Claims	16,040	32,000	20,000	30,000
Workers Comp.Insur.Premiums	123,588	157,146	156,504	187,370
Workers Comp. Insur. Claims	(48,658)	112,250	60,000	112,250
State Unempolyment Insurance	1,588	20,000	1,750	20,000
TOTAL EXPENDITURES	318,680	720,946	657,411	845,206

INTERNAL SERVICE FUNDS



TOWN OF
SAN ANSELMO
EST. 1907



BUILDING MAINTENANCE FUND

The Building Maintenance Fund is to account for the costs of operation of the Town's maintenance and repair of the Town's building and accumulate funding for major improvements down the road.

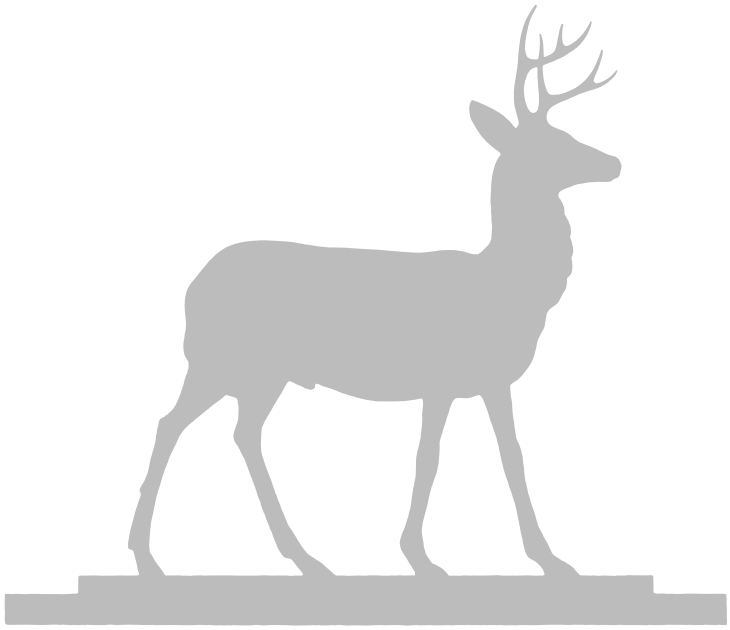
Staff will continue to evaluate the fund and other operating activities that relate to building maintenance, such as custodial services, routine preventative maintenance, and repairs for municipal buildings and facilities, as well as restrooms and structures at Town parks. The goal is to develop a program that provides routine custodial services, preventative maintenance, and capital improvement at the Town facilities to ensure a clean, safe, well-maintained, and accessible environment for use by the community and Town employees.

TOWN OF SAN ANSELMO
BUILDING MAINTENANCE FUND
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	116,035	116,035	335,455
REVENUE				
Revenue	-	319,420	419,420	364,050
Transfers In	200,000	-	100,000	-
TOTAL REVENUE AND TRANSFERS I	200,000	319,420	519,420	364,050
TOTAL RESOURCES	200,000	435,455	635,455	699,505
EXPENDITURES				
TOTAL EXPENDITURES	83,965	300,000	300,000	350,000
Net Increase/(Decrease)	116,035	19,420	219,420	14,050
ENDING BALANCE	116,035	135,455	335,455	349,505
TOTAL BUDGET	200,000	435,455	635,455	699,505

TOWN OF SAN ANSELMO
BUILDING MAINTENANCE FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

Description	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Internal Service Charge	-	319,420	319,420	364,050
Misc Revenue	-	-	-	-
Transfers In	200,000	-	100,000	-
TOTAL REVENUE	200,000	319,420	419,420	364,050
EXPENDITURES				
Public Works Capital Outlay	83,965	300,000	300,000	350,000
TOTAL EXPENDITURES	83,965	300,000	300,000	350,000



TOWN OF
SAN ANSELMO
EST. 1907

TECHNOLOGIES REPLACEMENT FUND

The Technologies Replacement Fund accounts for the costs of operating and maintaining the Town's network system, which includes computer hardware, telecommunication systems, connectivity to the internet, and software systems.

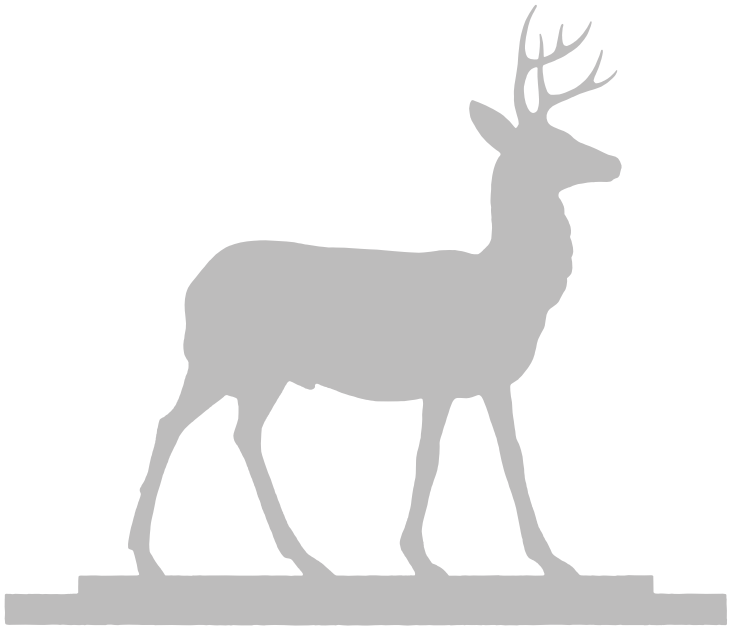
Costs are billed to the consuming departments at a rate that includes operation and maintenance, and an amount necessary to provide for replacement of computers or other technology needs. Activities of the fund also cover cybersecurity, technology disaster recovery, and various data retention needs. Staff will continue to evaluate the fund and other operating activities related to technology and move such activities and funding to the Technologies Replacement Fund in the future.

TOWN OF SAN ANSELMO
TECHNOLOGY REPLACEMENT FUND
FISCAL YEAR 2023-2024

Description	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	108,923	108,923	25,304
REVENUE				
Revenue	-	225,660	316,381	219,325
TOTAL REVENUE AND TRSF IN	190,000	225,660	316,381	219,325
TOTAL RESOURCES	190,000	334,583	425,304	244,629
EXPENDITURES				
TOTAL EXPENDITURES	81,077	400,000	400,000	225,000
Net Increase/(Decrease)	-	(174,340)	(83,619)	(5,675)
ENDING BALANCE	108,923	(65,417)	25,304	19,629
TOTAL BUDGET	190,000	334,583	425,304	244,629

TOWN OF SAN ANSELMO
TECHNOLOGY REPLACEMENT FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

Description	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Internal Service Charge	-	175,660	191,381	219,325
Misc Revenue	-	50,000	-	-
Transfers In - Equipment Fund	90,000	-	-	-
Transfers In - GF	100,000	-	125,000	-
TOTAL REVENUE	190,000	225,660	316,381	219,325
EXPENDITURES				
Computer Hardware/Software	81,077	400,000	400,000	225,000
TOTAL EXPENDITURES	81,077	400,000	400,000	225,000



TOWN OF
SAN ANSELMO
EST. 1907

VEHICLE REPLACEMENT FUND

The Vehicle Replacement Fund accounts for the costs of operating and maintaining the Town's vehicle program.

During the fiscal year 2020-21, the Town updated its vehicle inventory list and developed a replacement strategy. Historically, vehicle replacement, repair, or lease expenses have been budgeted in the Equipment Fund or run through the Public Works Department operating cost. The Town proposes charging user departments $100,000 from the General fund for the FY2023-24 budget year. Any unused funding will stay within the fund and build up the reserve for future needs.

Staff will continue to look for opportunities to use alternative fuel vehicles or other opportunities to reduce air pollution.

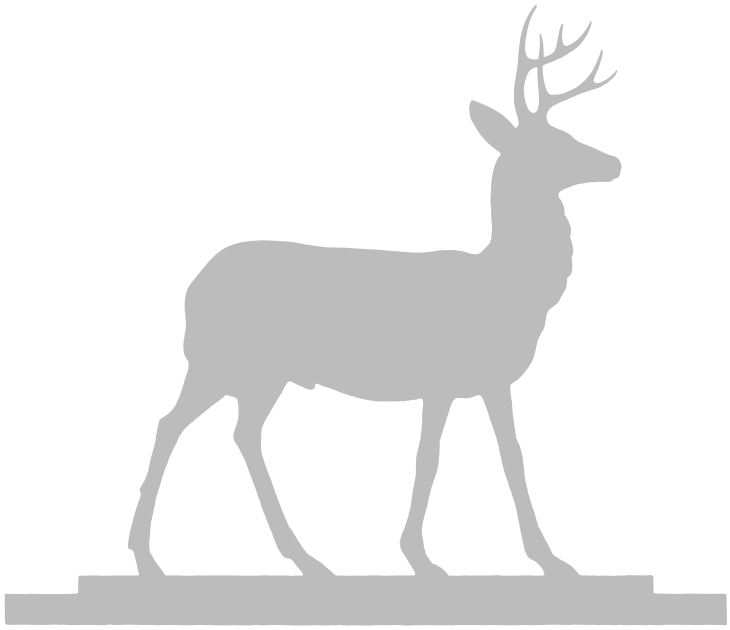
TOWN OF SAN ANSELMO
VEHICLE REPLACEMENT FUND
FISCAL YEAR 2023-2024

Description	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	145,000	145,000	170,000
REVENUE				
Revenue	145,000.00	100,000	100,000	100,000
TOTAL REVENUE AND TRANSFERS IN	145,000.00	100,000	100,000	100,000
TOTAL RESOURCES	145,000.00	245,000	245,000	270,000
EXPENDITURES				
TOTAL EXPENDITURES	-	75,000	75,000	125,000
Net Increase/(Decrease)	145,000	25,000	25,000	(25,000)
ENDING BALANCE	145,000	170,000	170,000	145,000
TOTAL BUDGET	145,000	245,000	245,000	270,000

TOWN OF SAN ANSELMO
VEHICLE REPLACEMENT FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2023-2024

	2021-2022	2022-2023		2023-2024
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Internal Service Charge	-	-	-	-
Transfers In - Equipment Fund	45,000	-	-	-
Transfers In - GF	100,000	100,000	100,000	100,000
TOTAL REVENUE	145,000	100,000	100,000	100,000
EXPENDITURES				
Public Works Vehicle Replacement	-	75,000	75,000	125,000
TOTAL EXPENDITURES	-	75,000	75,000	125,000

INTERNAL SERVICE FUNDS



TOWN OF
SAN ANSELMO
EST. 1907

TOWN OF SAN ANSELMO

DEPARTMENT OF PUBLIC WORKS

Capital Projects Budget Summary FY 2023-2024

DESCRIPTION			
Funding Source	**Funding Type**		**23-24 Funding**
Active Transportation (PW055)			**161,913**
Measure J Sales Tax	Measure J Sales Tax Fund		161,913
Bridge Avenue Bridge (PW052)			**24,000**
State of California	Grant fund		50,000
Measure J Sales Tax	Measure J Sales Tax Fund		24,000
Bridge Preventive Maintenance Program (PW037)			**60,000**
State of California	Grant fund		60,000
Building Bridge #2 Site			**323,827**
Measure J Sales Tax	Measure J Sales Tax Fund		323,827
Center Ave Bridge (PW025)			**74,000**
State of California	Grant fund		50,000
Measure J Sales Tax	Measure J Sales Tax Fund		24,000
CMP Replacement			**45,000**
Town Funding	Road Maintenance Fund		45,000
Electric Vehicle Instructure/EV Vehicle			**70,000**
Measure J Sales Tax	Measure J Sales Tax Fund		70,000
Fire Department Station 19 Repairs			**50,000**
Measure J Sales Tax	Measure J Sales Tax Fund		50,000
Isabel Cook Community Center Repair/Repainting			**135,000**
Measure J Sales Tax	Measure J Sales Tax Fund		135,000
Madrone Ave Bridge (PW018)			**74,000**
State of California	Grant fund		50,000
Measure J Sales Tax	Measure J Sales Tax Fund		24,000
Nokomis Ave Bridge (PW017)			**50,000**
Measure J Sales Tax	Measure J Sales Tax Fund		24,000
State of California	Grant fund		50,000

Memorial Park Renovations			**175,000**
Measure J Sales Tax	Measure J Sales Tax Fund		175,000
Memorial Park Parking Lot			**62,974**
Measure D Sales Tax	Measure D Sales Tax Fund		675,126
Measure J Sales Tax	Measure J Sales Tax Fund		62,974
Millennium Playground Remodel			**50,000**
Measure J Sales Tax	Measure J Sales Tax Fund		50,000
Miscellaneous ADA			**15,000**
Town Funding	Road Maintenance Fund		15,000
Miscellaneous Stripping			**10,000**
Town Funding	Road Maintenance Fund		10,000
Multimodal Design			**100,000**
Measure J Sales Tax	Measure J Sales Tax Fund		50,000
Town Funding	Road Maintenance Fund		50,000
Project Design and Inspection - N/A			**150,000**
Measure J Sales Tax	Measure J Sales Tax Fund		150,000
Project Management - N/A			**420,971**
Measure J Sales Tax	Measure J Sales Tax Fund		193,880
Town Funding	Road Maintenance Fund		227,091
Resilient Hub			**353,357**
Measure J Sales Tax	Measure J Sales Tax Fund		353,357
Robson ADA Access (PW090)			**50,000**
Measure J Sales Tax	Measure J Sales Tax Fund		50,000
Robson Interior Restroom (PW090)			**70,000**
Measure J Sales Tax	Measure J Sales Tax Fund		50,000
Town Funding	Robson House Fund		20,000
Robson Carriage House Removal			**125,000**
Measure J Sales Tax	Measure J Sales Tax Fund		125,000
Robson Outdoor Restroom			**65,000**
Measure J Sales Tax	Measure J Sales Tax Fund		65,000
Slurry & Crack Seal, Digouts - N/A			**67,011**
Town Funding	Road Maintenance Fund		67,011
Measure J Sales Tax	Measure J Sales Tax Fund		458,565
Stormwater Regulations			**100,000**
Town Funding	Road Maintenance Fund		100,000
Street Paving (PW)			**305,328**
State of California	Grant fund		305,328

Street Paving (PW)			**834,091**
Measure J Sales Tax	Measure J Sales Tax Fund		311,801
Town Funding	Road Maintenance Fund		522,290
Trraffic Siganl Controller - N/A			**30,000**
Measure J Sales Tax	Measure J Sales Tax Fund		30,000
Town Funding	Road Maintenance Fund		50,000
Unprogrammed Resurfacing - N/A			**200,000**
Measure J Sales Tax	Measure J Sales Tax Fund		50,000
Town Funding	Road Maintenance Fund		150,000
Unprogramed Drainage/Flood Control (N/A)			**150,000**
Measure J Sales Tax	Measure J Sales Tax Fund		150,000
Vista Room Improvements			**30,000**
Measure J Sales Tax	Measure J Sales Tax Fund		30,000
Water Well Development and Groundwater Monitoring			**30,000**
Measure J Sales Tax	Measure J Sales Tax Fund		30,000
Grand Total			**5,719,163**
Grant Fund			565,328
Measure D Sales Tax			675,126
Measure J Sales Tax			3,222,317
Road Maintenance Fund			1,236,392
Robson House Fund			20,000

APPENDIX B

TOWN OF SAN ANSELMO

SALARY SCHEDULE - July 1, 2023

Classification Title		
	Low	High
Accounting-Benefits Technician	79,896	97,152
Administrative Services Assistant I	57,971	70,478
Administrative Services Assistant II	63,132	76,716
Administrative/Permit Services Technician	71,828	87,300
Assistant Civil Engineer	87,062	105,830
Assistant Planner	81,265	98,775
Associate Planner	89,412	108,662
Assistant Public Works Director	126,447	155,244
Building Inspector	93,005	113,056
Building Official	126,447	155,244
Child Care Instructor	43,981	53,444
Community Engagement Coordinator	86,198	105,828
Community Services Director	126,447	155,244
Finance & Administrative Services Director	151,430	185,916
Lead Library Assistant	58,447	71,047
Librarian I	69,864	84,931
Librarian II	78,234	95,069
Library Assistant	54,358	66,058
Library Technician	61,968	75,322
Maintenance Supervisor	83,196	101,112
Maintenance Worker I	58,349	70,951
Maintenance Worker II	64,260	78,089
Planning Director	144,461	177,360
Planning Technician	73,716	89,616
Project Coordinator	81,265	98,775
Public Works Director	163,237	200,412
Public Works Manager	109,323	134,220
Recreation Coordinator I	57,971	70,478
Recreation Coordinator II	63,132	76,716
Recreation Program Leader	48,372	58,791
Recreation Supervisor	75,786	92,131
Senior Accountant / Financial Supervisor	97,477	119,676
Senior Civil Engineer	109,323	134,220
Senior Maintenance Worker	69,340	84,288
Senior Planner	98,365	119,555
Town Clerk/Municipal Information Officer	97,477	119,676
Town Librarian	126,447	155,244
Town Manager		233,724

TOWN OF SAN ANSELMO

RESOLUTION NO. _____

A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL ADOPTING THE 2023-2024 BUDGET AND WORKPLAN

WHEREAS, the San Anselmo Town Council held a public hearing on the Proposed 2023-2024 Budget and Workplan on June 21, 2023; and

WHEREAS, the Council has determined that the 2023-2024 Proposed Budget and Workplan will allow for the continuation of basic municipal services and the necessary construction of capital improvements;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the San Anselmo Town Council adopts the 2023-2024 Budgeted Expenditures and Transfers Out as allocated below:

Major Funds	
General Fund	$20,943,625
Measure D Sales Tax Fund	675,126
Measure J Sales Tax Fund	3,222,317
Emergency Reserve Fund	2,917,225
Downtown Revitalization Fund	4,178
Grants Fund	570,328
Recreation Fund	2,284,791
Special Revenue Funds	
Community Services Master Plan Fund	4,000
Road Maintenance Fund	1,236,392
State Gasoline Tax	662,023
Library Tax Fund	336,560
Robson House Fund	42,510
Special Events	107,000
Measure A Parks Tax Fund	
Isabel Cook Center	97,500
Measure C Wildfire Tax Fund	367,000
Climate Action Fund	292,497
Creekside Common Fund	89,319
Capital Project Funds	
Active Transportation	100,000
Capital Reconstruction Fund	
Equipment Replacement Fund	75,000
Debt Service Funds	
Measure G Debt Service Fund	390,956
Internal Service Funds	
Insurance Fund	845,206
Building Maintenance Fund	350,000
Technologies Replacement Fund	225,000
Vehicle Replacement Fund	125,000
Total	**$35,988,733**

I hereby certify that the foregoing resolution was passed and adopted by the San Anselmo Town Council at a regular meeting thereof, held on the 27th day of June 2023 by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Steve Burdo, Mayor

ATTEST:

_____
Serge Avila, Town Clerk

Serge Avila

From: kgundry@verizon.net
Sent: Tuesday, June 27, 2023 9:36 AM
To: Town Council
Subject: Support for climate actions on the 6/27 Council meeting agenda

CAUTION: External Sender

Mayor, Vice-Mayor, and Council members –

It is exciting to see several climate-related issues on the June 27 Town Council agenda. I write in support of several things:

1. The Marin Countywide EV Acceleration Strategy by the Marin Climate & Energy Partnership (MCEP) presents an opportunity for Marin municipalities to adopt EV acceleration policies and strategies, and take actions in a coordinated way across the County. I support adopting the recommended strategies in the Countywide strategy. This can take the form of an update to the Town's existing EV Strategy with a specific work plan that identifies and sets priorities and a timeline for implementation actions. This includes adopting the EV charging component of the Green Building code that is also on tonight's agenda. There are many more actions needed to provide the infrastructure needed to support the growing number of EV's and ebikes.

2. Town staff have made some wise decisions in their recommendations for adoption of the County's model green building reach code. At the last CAC meeting, members expressed support for the strategy to adopt the County's model reach code and defer taking action on any all-electric requirements until issues surrounding the Ninth Circuit Court's decision on the Berkeley ordinance are resolved.

3. I strongly support the increase in the budget allocation ($230,000) for the Climate Action Fund in the Town's fiscal year 2023-24 budget. We appreciate the support of the Council for growing investment in projects that will help reduce support on fossil fuels, including active transportation initiatives like an ebike rebate program and bike lockers, as well as municipal EV charging.

I'm sure you have seen the news about the extreme weather that is plaguing portions of the United States, fueled by climate change. We are so very lucky to have avoided serious impacts of the abnormal jet stream here in San Anselmo. But we are all affected by climate change in many ways everyday. Though these are small Town actions, every action to reduce emissions helps, and they set an excellent example for others.

Thank you again for your support.
Kathleen Gundry

From: Michael Kamerick
To: Town Council
Subject: Submission for tonight"s agenda
Date: Tuesday, June 27, 2023 11:31:12 AM

CAUTION: External Sender

To the Council Members,

As a member of the San Anselmo Climate Action Commission,
I want to express my sincere appreciation for the Council's decision
to increase the amount of the Climate Action Fund this year.

The Fund will help us accelerate the use of climate saving technologies and services like additional EV chargers, ebike rebates , secure lockers for ebikes, and electrified landscape equipment.

The Climate Action Fund enables us to transform the aspirational goals of the San Anselmo Climate Action Plan into concrete projects
that make a real difference in our Town's carbon footprint and in the lives of the residents of San Anselmo,
as well as establishing San Anselmo as a leader in the struggle to deal with the effects of climate change.

Michael Kamerick
mkamerick@gmail.com
+1/415.218.7553

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.7

MEETING DATE: June 27, 2023

AGENDA TITLE: Revised Salary Schedules for Management, SEIU, and Part-time Employees

FROM: David Donery, Town Manager
Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider adopting the attached resolutions revising the pay schedules for Management, SEIU, and Part-time employees.

BACKGROUND

At its June 21, 2023 meeting, Town Council approved the Recreation Reorganization adding a Recreation Manager, Recreation Senior Supervisor, and Recreation Coordinator III. The salary schedules for Management and SEIU have been revised to include those positions.

The Part-time employee schedule is being revised due to the change in the minimum wage from $15.00 to $15.50 effective January 2023.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's discussion and approval of these resolutions 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).

FISCAL IMPACT

The potential budget impact associated with adopting the recreation positions, job descriptions, classifications, and pay ranges is approximately $33,000 for FY2023-24. The positions would be funded through the recreation budget. The updates for the part-time employees were already included in the fiscal year 2023-24 budget.

ATTACHMENTS

Attachment #1: Resolution for Town Manager and Management Employees
Attachment #2: Resolution for SEIU Employees adding additional positions
Attachment #3: Resolution for Part-time Employees

TOWN OF SAN ANSELMO

RESOLUTION NO. _____

A RESOLUTION REVISING RESOLUTION # 4443 TO ESTABLISH SALARIES AND BENEFITS FOR TOWN MANAGER AND MANAGEMENT EMPLOYEES EFFECTIVE July 1, 2023

WHEREAS, the role of a manager is defined by its responsibility for the sound management and effective operations of a vital function of Town government; and

WHEREAS, management employees are expected to perform their duties and assignments in a manner and to the degree that recognizes this substantial responsibility and that serves the best interests of the Town; and

WHEREAS, the Town of San Anselmo management employees are defined to include the following positions:

Town Manager
Department Managers
Community Services Director
Finance and Administrative Services Director
Librarian
Planning Director
Public Works and Building Director
Mid-Managers
Assistant Public Works Director (2)
Building Official
Community Engagement Coordinator
Deputy Town Clerk/Municipal Information Officer
Public Works Manager
Senior Accountant/Financial Supervisor
Recreation Manager
Senior Civil Engineer

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of San Anselmo does herein define management benefits as follows:

Section 1. **Monthly Salaries**

	Per Resolution #4443	
	July 1, 2023	**July 1, 2024**
Town Manager	$19,477	$20,061
Public Works Director	$16,701	$17,202
Fin & Adm Services Director	$15,493	$15,958
Planning Director	$14,780	$15,223
Librarian	$12,937	$13,325
Community Services Director	$12,937	$13,325
Building Official	$12,937	$13,325
Senior Civil Engineer	$11,185	$11,521
Dep. Town Clerk/Muni Info Off.	$ 9,973	$10,272
Assistant Public Works Director	$12,937	$13,325

	Per Resolution #4388	
	July 1, 2023	**July 1, 2024**
Senior Accountant/ Financial Supervisor (Step E)	$ 9,973	$10,272
Public Works Manager (Step E)	$11,185	$11,521
Community Engagement Coordinator (Step E)	$ 8,819	$9,084

Manager and Mid-Manager hired to the position after January 1, 2021 will enter a step-system, as outlined under section 10 below.

Section 2. Salary Adjustments

The Town Council will review management employee performance evaluations conducted annually by the Town Manager, or by the employee's direct supervisor with review by the Town Manager. The Town Council sets management salaries annually by resolution.

Section 3. Administrative Leave

Management positions are classified as Fair Labor Standards Act (FLSA) exempt and therefore are not eligible for overtime or compensatory time off. However, in recognition of the long hours required to perform at the management level, including attendance at numerous meetings outside normal working hours, an Administrative Leave policy shall be implemented.

Management employees and Deputy Town Clerk/Municipal Information Officer receive ten (10) days of administrative leave annually beginning July 1 of each year (6.67 hours per month). Management employees may use administrative leave in increments of two hours or greater. Maximum accrual at any time is ten (10) days.

Mid-Manager hired to the position after September 1, 2019 receive five (5) days of administrative leave annually beginning July 1 of each year (3.33 hours per month). Mid-Manager may use administrative leave in increments of two hours or greater. Maximum accrual at any time is five (5) days.

Section 4. Employment Agreements

In order to foster job security within a professional climate, management employees may negotiate employment agreements with the Town. The Town Manager agreement was amended on November 12, 2019 by resolution no. 4311.

Section 5. Vehicle Allowance

The Town Manager and Public Works Director are granted a monthly car allowance of $400, Planning Director a monthly car allowance of $150, and Building Official and Assistant Public Works Director a monthly car allowance of $100. All other management employees are reimbursed for specific job-related travel at the rate per mile recognized by the Internal Revenue Service.

Section 6. Vacation Leave

Vacation leave accrues based on the employee's continuous employment with the Town. Positions that are less than full time shall accrue the days proportional to their full-time equivalency:

Years of Service	Annual Vacation Entitlement
1 through 3	15 working days
4 through 7	18 working days
8 through 12	20 working days
13 and over	25 working days

A management employee may at his/her option, receive cash for vacation days accrued in excess of 20 days, up to a maximum of five days (40 hours) cash payment, once during each fiscal year. A management employee with 20 years of service may receive cash for an additional 2.5 days for a maximum of 7.5 days (60 hours) cash payment.

Section 7. Assistant Town Manager

One Department Head is designated as the Assistant Town Manager, serving as the Acting Town Manager in the absence of the Town Manager, and keeping abreast of major Town issues on an ongoing basis. The Assistant Town Manager will receive a 15% uplift in salary during the period served.

Section 8. Finance and Administrative Services Director and Senior Accountant/Finance Manager

The Finance and Administrative Services Director and Senior Accountant/Finance Manager position's have assumed complete responsibility for the Ross Valley Fire Department (RVFD) financial reporting systems, including budgeting, financial software management, audit management, and supervision of the payroll and accounts payable functions, which entail significant increased responsibility, for which the Finance and Administrative Services Director and Senior Accountant/Finance Manager will receive an additional 15% on the incumbent's current salary, effective June 1, 2016, for as long as the position is responsible for the RVFD functions. The Ross Valley Fire Department will pay the Town for these accounting services.

Section 9. Other Benefits

Unless herein specified otherwise, management employees are entitled to the employee benefits outlined in the Service Employees International Union (SEIU) Memorandum of Understanding.

Section 10. Salary Schedule by Steps

Manager and Mid-Manager hired to the position after January 1, 2021 will enter a step-system with the following monthly salary pay range:

San Anselmo Unrepresented Management Salary Schedule
Effective July 1, 2023

Position	A	B	C	D	E
Community Services Director	$10,537	$11,092	$11,676	$12,290	$12,937
Fin & Admin Services Director	$12,619	$13,283	$13,983	$14,720	$15,493
Planning Director	$12,038	$12,673	$13,339	$14,042	$14,780
Public Works Director	$13,604	$14,320	$15,073	$15,866	$16,701
Town Librarian	$10,537	$11,092	$11,676	$12,290	$12,937

Position	Monthly Salary
Town Manager (Appointed)	$19,477

San Anselmo Unrepresented Mid-Management Salary Schedule
Effective July 1, 2023

Position	A	B	C	D	E
Assistant Public Works Director	$10,537	$11,092	$11,676	$12,290	$12,937
Building Official	$10,537	$11,092	$11,676	$12,290	$12,937
Community Engagement Coordinator	$7,255	$7,617	$7,998	$8,399	$8,819
Deputy Town Clerk/ Municipal Info Officer	$8,613	$9,045	$9,496	$9,971	$10,472
Senior Accountant/ Financial Supervisor	$8,203	$8,614	$9,044	$9,495	$9,973
Recreation Manager	$7,578	$7,960	$8,357	$8,773	$9,214
Public Works Manager	$9,109	$9,589	$10,094	$10,626	$11,185
Senior Civil Engineer	$9,109	$9,589	$10,094	$10,626	$11,185

San Anselmo Unrepresented Management Salary Schedule
Effective July 1, 2024

Position	A	B	C	D	E
Community Services Director	$10,853	$11,425	$12,026	$12,659	$13,325
Fin & Admin Services Director	$12,998	$13,681	$14,402	$15,162	$15,958
Planning Director	$12,399	$13,053	$13,739	$14,463	$15,223
Public Works Director	$14,012	$14,750	$15,525	$16,342	$17,202
Town Librarian	$10,853	$11,425	$12,026	$12,659	$13,325

Position	Monthly Salary
Town Manager (Appointed)	$20,061

San Anselmo Unrepresented Mid-Management Salary Schedule
Effective July 1, 2024

Position	A	B	C	D	E
Assistant Public Works Director	$10,853	$11,425	$12,026	$12,659	$13,325
Building Official	$10,853	$11,425	$12,026	$12,659	$13,325
Community Engagement Coordinator	$7,473	$7,846	$8,238	$8,651	$9,084
Deputy Town Clerk/ Municipal Info Officer	$8,871	$9,316	$9,781	$10,270	$10,786
Senior Accountant/ Financial Supervisor	$8,449	$8,872	$9,315	$9,780	$10,272
Recreation Manager	$7,805	$8,199	$8,608	$9,036	$9,490
Public Works Manager	$9,382	$9,877	$10,397	$10,945	$11,521
Senior Civil Engineer	$9,382	$9,877	$10,397	$10,945	$11,521

A one-step advancement within the steps shall occur upon the annual anniversary of the incumbent's date of appointment to the position, and the Town Manager's determination that the incumbent's performance is satisfactory, up to the maximum step.

I hereby certify that the foregoing resolution was approved by the San Anselmo Town Council on the 27th day of June 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Steve Burdo, Mayor

ATTEST:

_____
Serge Avila, Town Clerk

TOWN OF SAN ANSELMO

RESOLUTION NO. ___

A RESOLUTION REVISING RESOLUTION #4445 TO ESTABLISH SALARIES AND BENEFITS FOR PART TIME EMPLOYEES EFFECTIVE JULY 1, 2023

WHEREAS, the Town employs individuals in a part time capacity to perform ongoing work functions; and

WHEREAS, the term "part time capacity" identifies individuals who are typically employed with the Town on an hourly basis for an annual average of less than twenty hours per week;

WHEREAS, the duties and responsibilities of part time employees are monitored by department managers, and further, that compensation is based on specific hours worked as recorded by employees on semi-monthly timesheets and approved by department managers; and

NOW THEREFORE, BE IT HEREBY RESOLVE, that the following hourly pay rates are set:

Job Title	July 1, 2023
Clerical Assistant	$15.50 - $21.42
Library Assistant (on-call)	$18.00 - $31.53
Library Pages	$15.50 - $18.94
Librarian (on-call)	$28.00 - $44.45
Maintenance Worker	$15.50 - $29.50
Professional Temp	$20.00 - $112.36
Recreation Childcare Aide	$15.50 - $22.28
Recreation Childcare Instructor	$15.50 - $27.41
Recreation Facility/Equipment Assistant	$15.50 - $24.76
Recreation Specialist	$15.50 - $30.15
Sports Official/Coach	$15.50 - $60.07

BE IT FURTHER RESOLVED, that:

- Initial placement on an hourly pay range as well as periodic increases within the range are made at the discretion of the department manager and in consideration of an individual's knowledge and skills, prior work experience and job performance in the current position;

- Pursuant to federal law an employee who works four consecutive hours is entitled to one paid 15 minutes break, an employee who works eight consecutive hours is entitled to a second paid 15 minutes break, and an employee who works five or more consecutive hours is required to take an unpaid lunch break of at least 30 minutes in length;

- Pursuant to State law, employees are entitled to accrue one hour of sick leave, paid at the employee's hourly wage, for every 30 hours worked. Employees are entitled to accrue sick leave if they work more than 30 days within a year from the commencement of their employment and are entitled to begin using accrued sick leave after 90 days of employment. Sick leave may be used in increments of 2 hours or greater. Use of sick leave is limited to 3 workdays, or 24 hours, in a calendar year.

- Positions in this classification are not eligible for paid Town holidays;

- Positions in this classification are not eligible for accrual of paid vacation leave or floating holidays;

- Positions in this classification are eligible for Social Security contributions including FICA and Medicare as required by law but are not eligible for membership in the Public Employees Retirement System (PERS) unless provided for by PERS membership requirements.

- Positions identified in this classification are not eligible for Town paid employee health insurance benefits including but not limited to medical, dental, vision, life and long-term disability;

- Except positions in this classification who work more than half-time during the prior fiscal year and become CalPERS eligible may enroll in the lowest cost employee plus dependents CalPERS medical health plan. The Town shall contribute $225.00 toward premiums for an employee who enrolls. Such employee who becomes eligible will have *sixty (60) days* from the end of the fiscal year to enroll. He/she may choose to waive participation in the CalPERS medical plan, provided that the employee provides acceptable proof of equivalent coverage through another source and executes an opt-out waiver. If the employee within this classification, who works more than half-time during the prior fiscal year is eligible to waive participation in the CalPERS medical plan, the Town will provide the $225.00 to the employee as cash-in-lieu, subject to applicable taxes.

I hereby certify that the foregoing resolution was passed and adopted by the San Anselmo Town Council on the 27th day of June 2023, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Steve Burdo, Mayor

ATTEST:

_____
Serge Avila, Town Clerk

TOWN OF SAN ANSELMO

RESOLUTION NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO REVISING RESOLUTION #4442 MEMORANDUM OF UNDERSTANDING WITH THE SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1021 (SEIU) TO INCLUDE ADDITIONAL POSITIONS

WHEREAS, the Town Council has approved resolution #4442 adopting the Memorandum of Understanding with the Service Employees International Union, Local 1021 (SEIU); and

WHEREAS, the Town Council approved a resolution at their meeting of June 21, 2023, to reorganize the recreation department to include a Senior Recreation Supervisor and Recreation Coordinator III.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of San Anselmo that it does hereby approve the revised salary schedules attached here to as Exhibit A.

DULY & REGULARLY ADOPTED this 27th day of June 2023.

TOWN OF SAN ANSELMO

_____
Steve Burdo, Mayor

ATTEST:

_____
Serge Avila, Town Clerk

Exhibit A: Revised SEIU Salary Schedule including additional positions

TOWN OF SAN ANSELMO
MEMORANDUM OF UNDERSTANDING FOR TERM:
Effective July 1, 2023 THROUGH June 30, 2024

EXHIBIT A - 5
Effective July 1, 2023
4.5% increase for all classifications

Series	Hours per Week	Classification by Series	Step A	Step B	Step C	Step D	Step E
A	40.0	Groundskeeper Trainee					2,767
	40.0	Maintenance Worker I	4,862	5,105	5,362	5,629	5,913
	40.0	Maintenance Worker II	5,355	5,620	5,902	6,197	6,507
	40.0	Senior Maintenance Worker	5,778	6,066	6,371	6,690	7,023
	40.0	Maintenance Supervisor	6,933	7,278	7,643	8,026	8,426
B	37.5	Child Care Instructor	3,665	3,849	4,041	4,242	4,454
	37.5	Recreation Program Leader	4,031	4,231	4,443	4,665	4,899
	37.5	Recreation Coordinator I	4,831	5,073	5,324	5,591	5,873
	37.5	Recreation Coordinator II	5,261	5,524	5,800	6,089	6,393
	37.5	Recreation Coordinator III	5,787	6,077	6,378	6,698	7,036
	37.5	Recreation Supervisor	6,315	6,633	6,964	7,311	7,678
	37.5	Recreation Senior Supervisor	6,947	7,296	7,660	8,042	8,446
C	37.5	Administrative Serv Asst I	4,831	5,073	5,324	5,591	5,873
	37.5	Administrative Serv Asst II	5,261	5,524	5,800	6,089	6,393
	37.5	Admin/Permit Serv Technician	5,986	6,285	6,599	6,929	7,275
D	37.5	Planning Technician	6,143	6,450	6,773	7,111	7,468
	37.5	Assistant Planner	6,772	7,110	7,467	7,839	8,231
	37.5	Associate Planner	7,451	7,821	8,213	8,623	9,055
	37.5	Senior Planner	8,197	8,607	9,035	9,488	9,963
E	40.0	Assistant Civil Engineer	7,255	7,617	7,999	8,399	8,819
	40.0	Building Inspector	7,750	8,137	8,543	8,972	9,421
	40.0	Project Coordinator	6,772	7,110	7,467	7,839	8,231
	40.0	Code Enforcement Officer	6,171	6,496	6,838	7,198	7,576
F	37.5	Library Assistant	4,530	4,756	4,994	5,244	5,505
	37.5	Lead Library Assistant	4,871	5,114	5,370	5,639	5,921
	37.5	Library Technician	5,164	5,425	5,694	5,977	6,277
	37.5	Librarian I	5,822	6,114	6,419	6,740	7,078
	37.5	Librarian II	6,520	6,845	7,186	7,545	7,922

TOWN OF SAN ANSELMO
MEMORANDUM OF UNDERSTANDING FOR TERM:
Effective July 1, 2024 THROUGH June 30, 2025

EXHIBIT A - 5
Effective July 1, 2024
3% increase for all classifications

Series	Hours per Week	Classification by Series	Step A	Step B	Step C	Step D	Step E
A	40.0	Groundskeeper Trainee					2,850
	40.0	Maintenance Worker I	5,008	5,258	5,523	5,798	6,090
	40.0	Maintenance Worker II	5,516	5,789	6,079	6,383	6,702
	40.0	Senior Maintenance Worker	5,951	6,248	6,562	6,891	7,234
	40.0	Maintenance Supervisor	7,141	7,496	7,872	8,267	8,679
B	37.5	Child Care Instructor	3,775	3,964	4,162	4,369	4,588
	37.5	Recreation Program Leader	4,152	4,358	4,576	4,805	5,046
	37.5	Recreation Coordinator I	4,976	5,225	5,484	5,759	6,049
	37.5	Recreation Coordinator II	5,419	5,690	5,974	6,272	6,585
	37.5	Recreation Coordinator III	5,961	6,259	6,569	6,899	7,247
	37.5	Recreation Supervisor	6,504	6,832	7,173	7,530	7,908
	37.5	Recreation Senior Supervisor	7,155	7,515	7,890	8,283	8,699
C	37.5	Administrative Serv Asst I	4,976	5,225	5,484	5,759	6,049
	37.5	Administrative Serv Asst II	5,419	5,690	5,974	6,272	6,585
	37.5	Admin/Permit Serv Technician	6,166	6,474	6,797	7,137	7,493
D	37.5	Planning Technician	6,327	6,644	6,976	7,324	7,692
	37.5	Assistant Planner	6,975	7,323	7,691	8,074	8,478
	37.5	Associate Planner	7,675	8,056	8,459	8,882	9,327
	37.5	Senior Planner	8,443	8,865	9,306	9,773	10,262
E	40.0	Assistant Civil Engineer	7,473	7,846	8,239	8,651	9,084
	40.0	Building Inspector	7,983	8,381	8,799	9,241	9,704
	40.0	Project Coordinator	6,975	7,323	7,691	8,074	8,478
	40.0	Code Enforcement Officer	6,356	6,691	7,043	7,414	7,803
F	37.5	Library Assistant	4,666	4,899	5,144	5,401	5,670
	37.5	Lead Library Assistant	5,017	5,267	5,531	5,808	6,099
	37.5	Library Technician	5,319	5,588	5,865	6,156	6,465
	37.5	Librarian I	5,997	6,297	6,612	6,942	7,290
	37.5	Librarian II	6,716	7,050	7,402	7,771	8,160

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.8

MEETING DATE: June 27, 2023

AGENDA TITLE: "Measure A" Parks Tax Allocation – FY 2023/2024

FROM: Dannielle Mauk, Community Services Director
Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That Council receive a report on options for the 2023/24 Work Plan for the Town's allotment of Measure A funds. Staff recommends that the Town Council allocate 70% towards the Memorial Park Fund and 30% towards the San Anselmo Open Space Fund. Based on the 2023/24 estimates provided by the County of Marin ($117,485), this would represent $82,239 for the Memorial Park Fund and $35,246 for the Open Space Fund.

BACKGROUND

On November 6, 2012, Marin County voters approved the Marin Parks, Open Space, and Farmland Preservation Transactions and Use Tax Ordinance ("MEASURE A"). The tax expired at the end of March 2022, voters decided to renew it on June 7, 2022. MEASURE A levies a one-quarter percent transaction and use tax in Marin County and is estimated to generate approximately $16,000,000 per year for the ten-year term of the measure.

DISCUSSION/ANALYSIS

2013/14 Allocation

In November of 2013, the Town Council voted to allocate 100% of the 2013/14 Measure A funds allotted to San Anselmo, which was estimated to be in the amount of $35,897, towards the purchase of the Sky Ranch property in Fairfax and San Anselmo to be used as open space lands. The 2013/14 Measure A funds ended up exceeding the County's estimates by $12,175, for a total of $ 48,072. These additional funds were deposited into the Town's Measure A account for a future designation.

At that time, Council directed staff to engage both the Open Space Committee and the Parks and Recreation Commission in the creation of Measure A recommendations for consideration by the Town Council.

2014/15 Allocation

At the Council Meeting held on May 13, 2014, the Council was presented with options from both the Parks & Recreation Commission and Open Space Committee for use of the 2014 Measure A funds. These recommendations included committing 100% of the 2014/15 allocation towards future improvements at Memorial Park. This recommendation took into consideration the fact that 100% of the 2013/14 allocation went towards the Sky Ranch acquisition. The second recommendation was that 90% be allocated towards Memorial Park and 10% be allocated to the Open Space Fund.

During the discussion of these options, members of the Open Space Committee reported that serious negotiations were underway for the purchase of the Sky Ranch property for use as open space and requested that the Council postpone the decision on the 2014/15 Measure A Work Plan until the May 27,2014 Town Council meeting. The Council chose to postpone the decision to May 27, 2014

At the May 27,2014 Town Council meeting, after a lengthy discussion, the Council decided by a 3 to 2 vote to allocate $55,494 towards the purchase of the Sky Ranch property, and to allocate $66,794 towards future improvements at Memorial Park. The Sky Ranch allocation represented the full allocation from 2013/14 of $48,072 plus 10% of the estimated 2014/15 funding or $7,422.

2015/16 Allocation

In preparation for the decision regarding the 2015/16 Measure A Work Plan and funding allocations, staff met with the Open Space Committee to discuss the development of a unified and equitable formula to present to the Town Council regarding the allocation of the annual Measure A funding. Staff defined the urgent need for accumulating funds for improvements at Memorial Park and Open Space Committee members outlined the many exciting and complex opportunities existing both currently and on the horizon. After this discussion and some negotiation, it was agreed that a split of 70% towards Memorial Park improvements and 30% towards the Open Space Fund was a good recommendation to bring to the Town Council.

The Town Council approved the recommendation, and since 2015/16 the Measure A funds have been split, designating 70% towards Memorial Park improvements and 30% towards the Open Space Fund. This recommendation is intended to be renewed each year pending any significant changes.

2023/24 Allocation

The estimate for the Measure A funds provided by the County of Marin for 2023/24 is $117,485. In preparation for the decision regarding the 2023/24 Measure A Work Plan and funding allocations, staff contacted the Open Space Committee and confirmed that they would like to continue the 70/30 split with Memorial Park and Open Space.

FISCAL IMPACT

Based on the 2023/24 estimates provided by the County of Marin, $117,485 will be distributed to the Town of San Anselmo.

GENERAL PLAN CONSISTENCY

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

ATTACHMENTS

Attachment 1 – FY 2023-24 Cities and Towns - Measure A Allocation Estimates

City and Town Annual Estimates

	2020 ACS Population	% of total pop.	Per capita estimate
Belvedere	2,086	1.12%	$ **19,714.78**
Corte Madera	9,320	4.99%	$ **88,083.31**
Fairfax	7,499	4.01%	$ **70,873.04**
Larkspur	12,021	6.43%	$ **113,610.46**
Mill Valley	14,147	7.57%	$ **133,703.29**
Novato	52,554	28.13%	$ **496,687.82**
Ross	2,446	1.31%	$ **23,117.14**
San Anselmo	12,431	6.65%	$ **117,485.37**
San Rafael	58,182	31.14%	$ **549,878.04**
Sausalito	7,116	3.81%	$ **67,253.31**
Tiburon	9,031	4.83%	$ **85,351.97**
Total	186,833	100.00%	$ 1,765,758.55

Source: https://www.census.gov/programs-surveys/acs

Central Marin Police Authority

2022 Annual Statistics Report to Council

Calls for Service
Traffic Stops
Reports Taken
Moving & Parking Citations
Traffic Collisions

January 1, 2022 – December 31, 2022

Calls for Service Analysis

12 months | 52 weeks | 365 days | 8760 hours

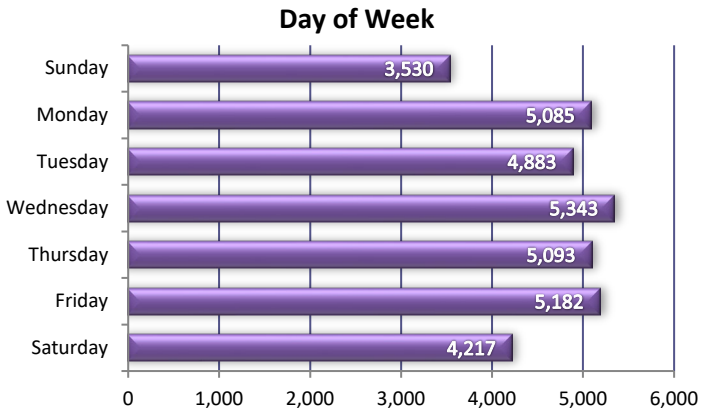
33,333 calls in 2022 (**-2%** from 2021)

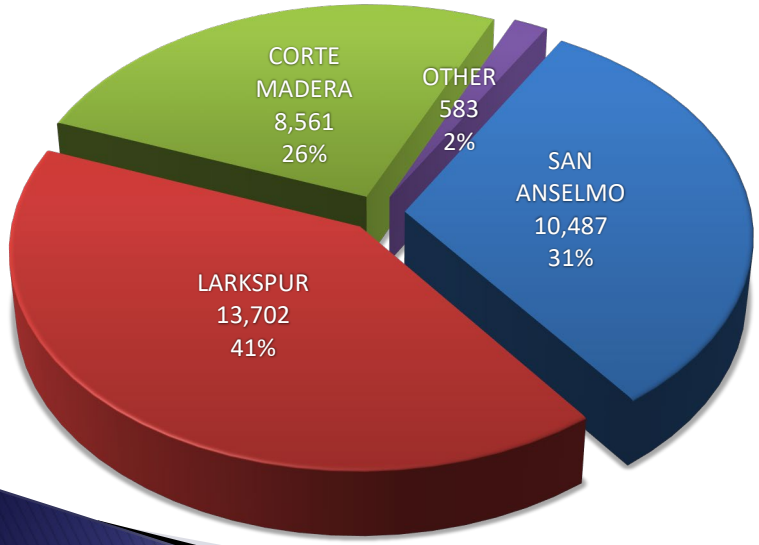
2,778 calls per month

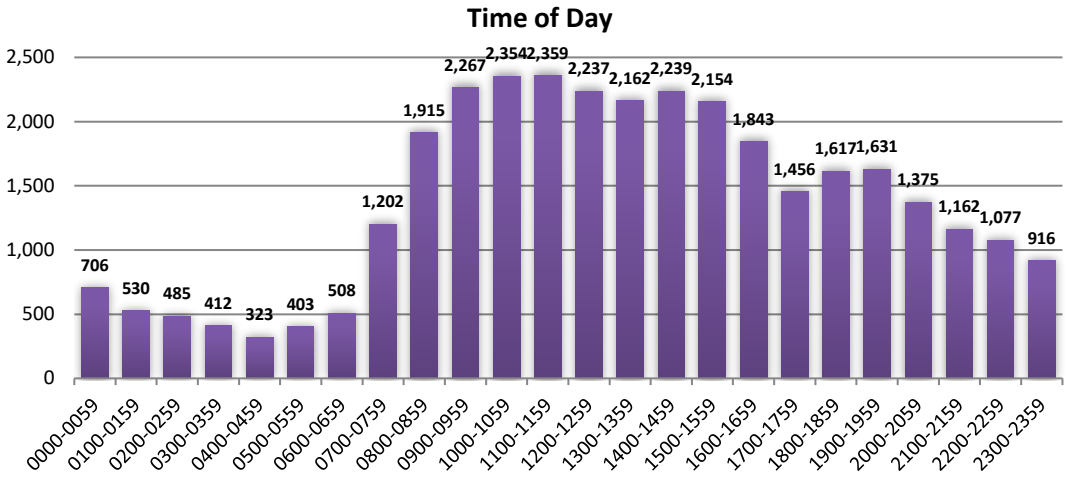
641 calls per week

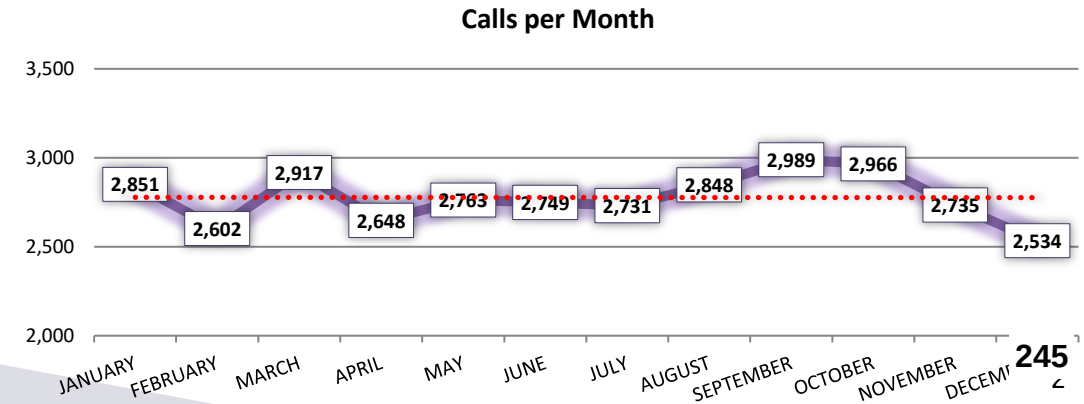
4 calls per hour

91 calls per day









Calls for Service Stats

1/1/22-12/31/22

33,333 CFS

Top 10 CFS Locations (Excluding Police Facilities)*				
Place	**Address**	**TOWN**	**Count**	**% of Total**
The Village at Corte Madera	All Addresses	Corte Madera	1,180	3.5%
Corte Madera Town Center	All Addresses	Corte Madera	961	2.9%
Redwood High School	395 Doherty Dr	Larkspur	585	1.8%
Bon Air Center	All Addresses	Larkspur	439	1.3%
Red Hill Shopping Center	All Addresses	San Anselmo	423	1.3%
Archie Williams High School	1327 Sir Francis Drake Blvd	San Anselmo	369	1.1%
ESFD Blvd & Larkspur Landing Cir E	SFD Blvd & Larkspur Landing Cir	Larkspur	368	1.1%
Marin Country Mart	All Addresses	Larkspur	320	1.0%
Aegis Corte Madera	5555 Paradise Dr	Corte Madera	304	0.9%
Cal Park Tunnel	1100 Larkspur Landing Cir	Larkspur	304	0.9%S
	Top 10 CFS Subtotal		**5,253**	**15.8%**
	Total CFS		**33,333**	**100%**

*Includes only calls with a listed address.

Top 10 CFS Types – Make up 54% of All CFS		
Type	**Count**	**% of Total**
Traffic Stop	5,425	16.3%
Assist Medical Agency	2,470	7.4%
Wireless No Duress	2,125	6.4%
Citizen Assist	2,057	6.2%
Audible Alarm	1,568	4.7%
Assist Fire	1,085	3.3%
Parking Violation/Problem	906	2.7%
Welfare Check	780	2.3%
911 Hang Up	723	2.2%
Advice to Citizen	700	2.1%
Total	**17,839**	**53.5%**

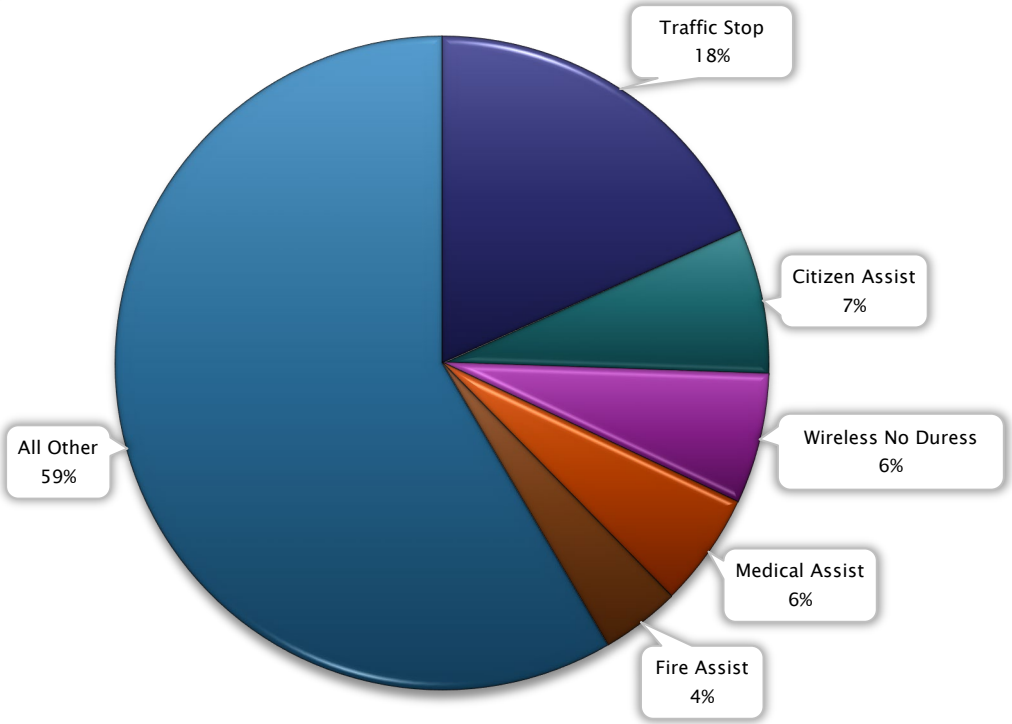
Top Calls for Service: SAN ANSELMO

10,487 total CFS
(-8% from 2021)

Top 5 CFS make up…

51% of all CFS in SA

Top 5 CFS	
Traffic Stop	1,922
Citizen Assist	757
Wireless No Duress	676
Medical Assist	592
Fire Assist	410



TOP TIMES OF CALLS FOR SERVICE			
Hour of Day	**11:00 AM**	810	7.7%
Day of Week	**Friday**	1,641	15.6%
Month	**September**	980	9.3%
Quarter in 2022	**3rd**	2,833	27%
Day of the Year	**Saturday, September 16th**	56	0.5%

Calls for Service Stats: Traffic Stops

5,425 traffic stops (+9% from 2021) • Traffic Stops make up **16%** of all CFS

Top 10 Locations- Make up 23% of All TSTOPS CFS			
Location	**Town**	**Count**	**% of Total TSTOPS**
ESFD Blvd & Larkspur Landing Cir	Larkspur	299	5.5%
Redwood High School	Larkspur	243	4.5%
Archie Williams High School	San Anselmo	115	2.1%
Magnolia Ave & Creekside Dr	Larkspur	107	2.0%
100 block of E Sir Francis Drake Blvd	Larkspur	100	1.8%
Corte Madera Town Center	Corte Madera	89	1.6%
Wornum Dr & Nellen Ave	Larkspur	80	1.5%
Sir Francis Drake Blvd & Bolinas Ave	San Anselmo	72	1.3%
The Village At Corte Madera	Corte Madera	72	1.3%
Sir Francis Drake Blvd & Bridge Ave	San Anselmo	62	1.1%
	TOTAL	1,239	**22.8%**

Calls for Service Analysis: Traffic Stops

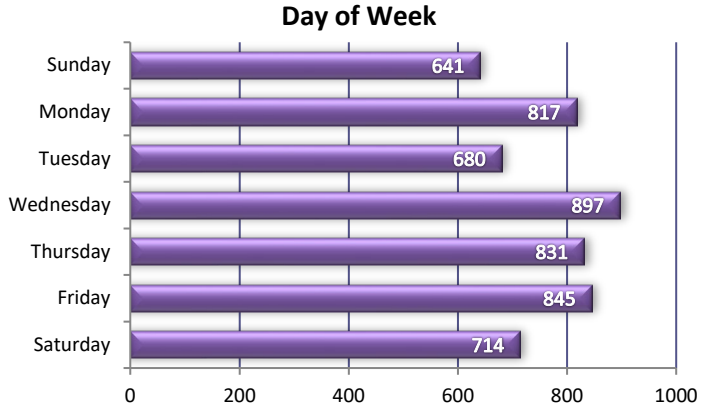
12 months | 52 weeks | 365 days | 8760 hours

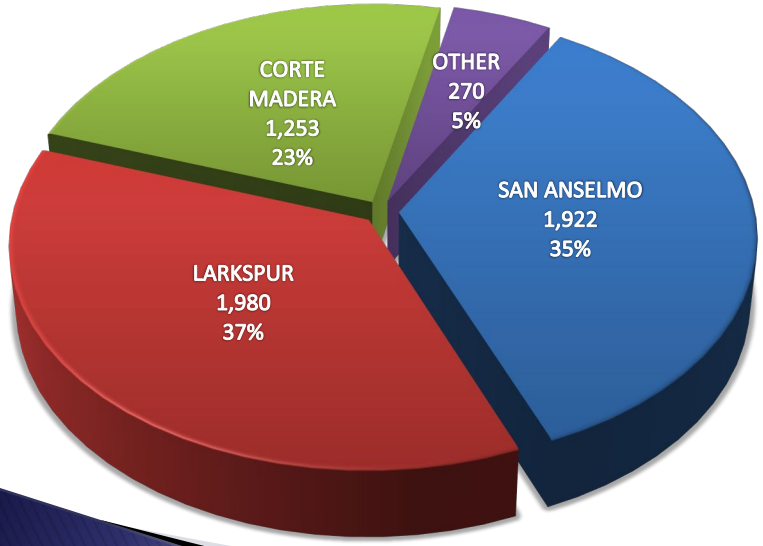
5,425 stops in 2022 (+9% from 2021)

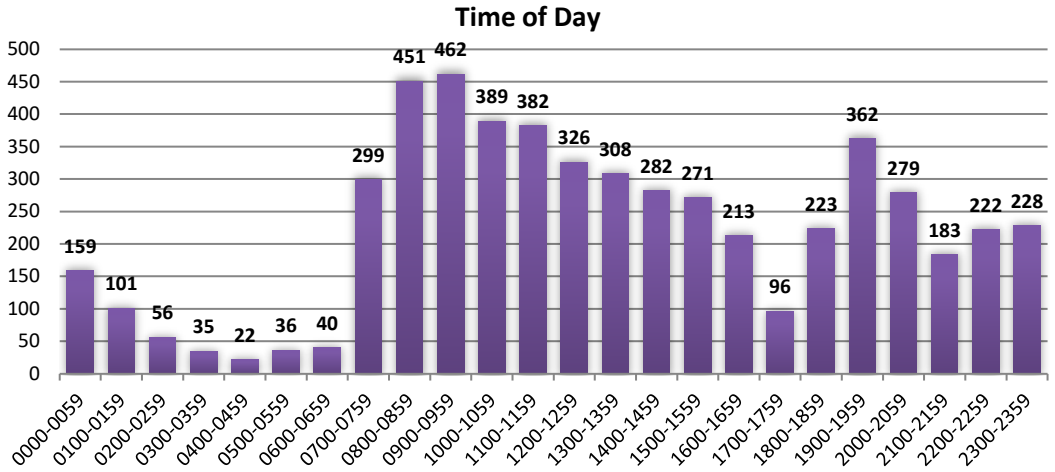
452 stops per month

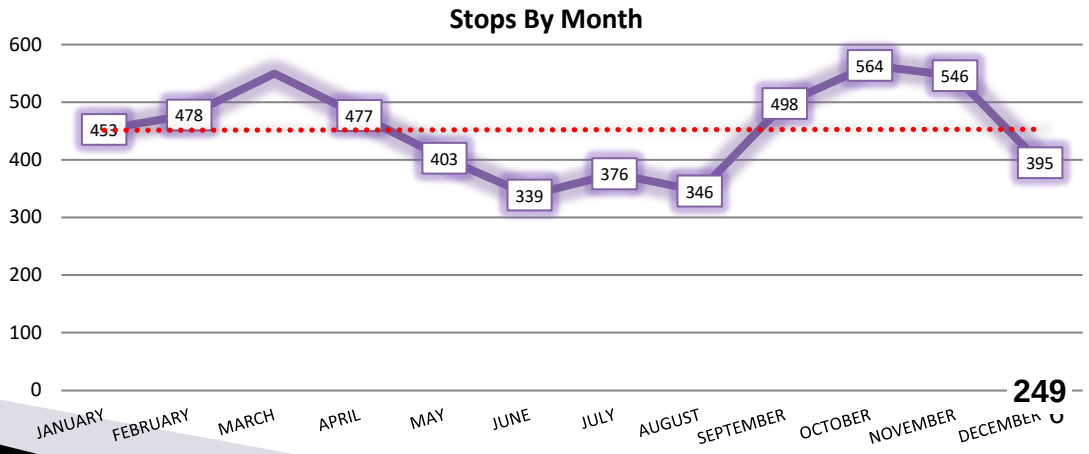
104 stops per week

15 stops per day









Traffic Stops: SAN ANSELMO

1,922 Traffic Stops in SAN
(+9% from 2021)

35% of all Traffic Stops

TOP 5 LOCATIONS

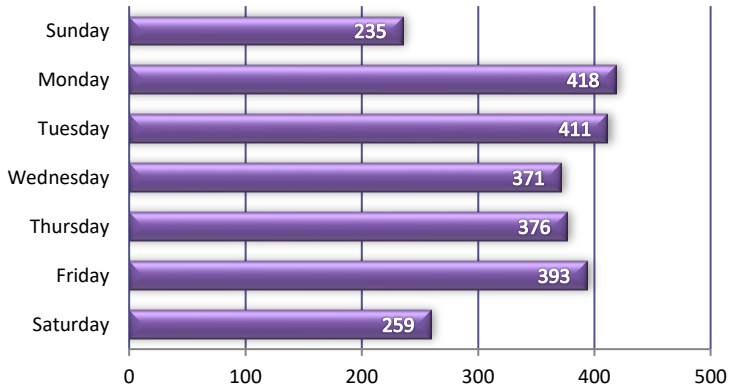
Archie Williams High School	115
SFD Blvd & Bolinas Ave	72
SFD Blvd & Bridge Ave	62
600 block of Red Hill Ave	61
SFD Blvd & Saunders Ave	59
Total	**369**

TOP TIMES FOR TSTOPS

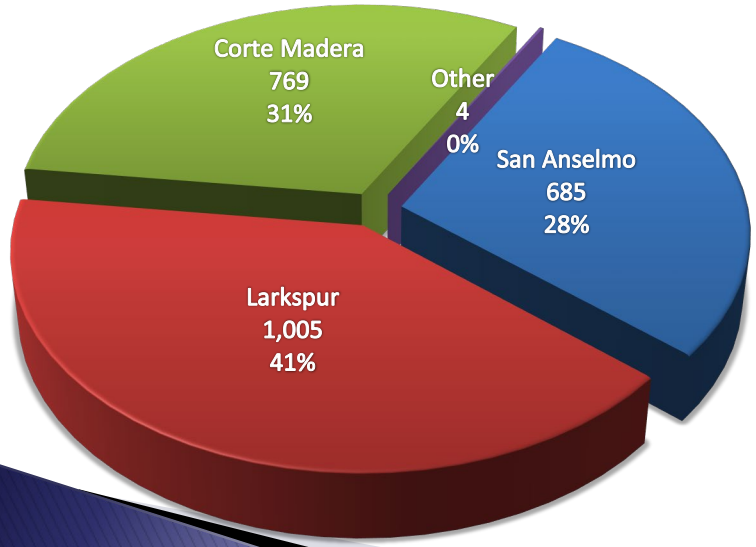
Hour of Day	**10:00 AM**	166	8.6%
Day of Week	**Wednesday**	337	17.5%
Month	**March**	196	10.2%
Quarter in 2022	**4th**	526	27.4%
Day of the Year	**Wednesday, April 13th**		

Reports Analysis

Day of Week Reported



Reports by City



12 months | 52 weeks | 365 days | 8760 hours

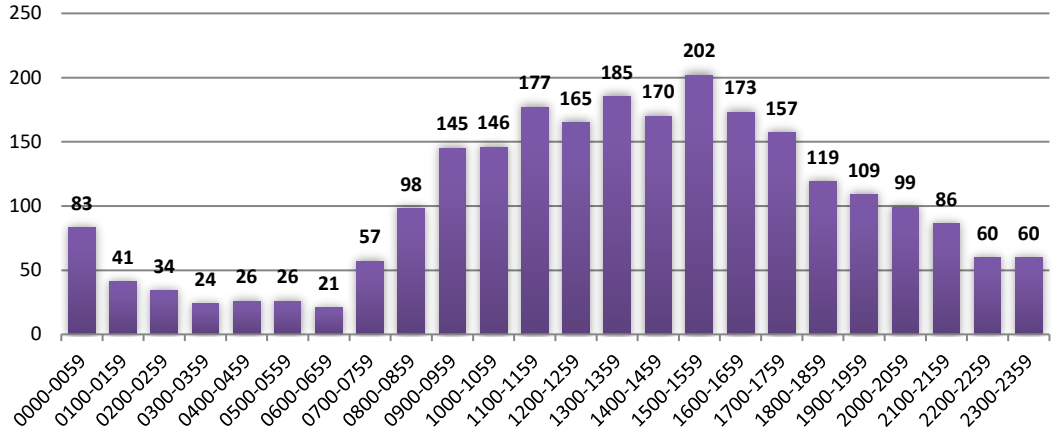
2,463 reports taken in 2022 (**-7%** from 2021)

205 reports taken per month

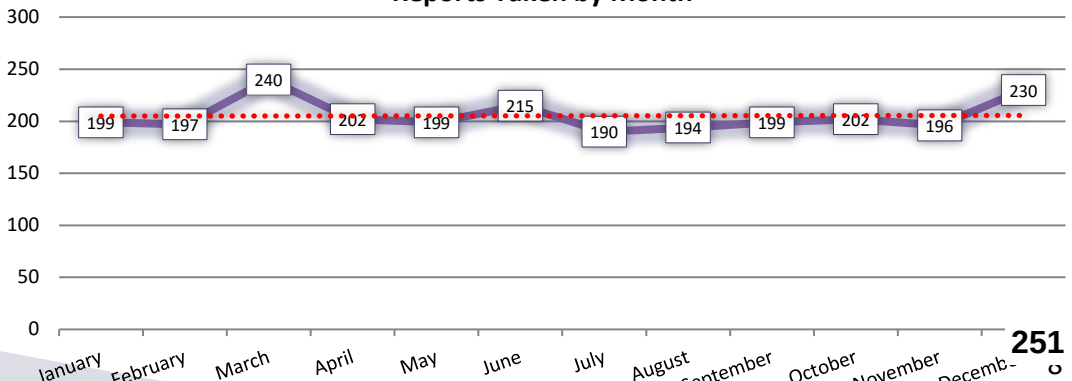
47 reports taken per week

7 reports taken per day

Time of Day Reported



Reports Taken by Month



Reports Stats

1/1/22-12/31/22

2,463 REPORTS TAKEN

(-7% from 2021)

Top 10 REPORTS Locations*- Make up 21% of All Reports			
Place	**Address / City**	**Count**	**% of Total**
The Village at Corte Madera	All Addresses / Corte Madera	133	5.4%
Corte Madera Town Center	All Addresses / Corte Madera	129	5.2%
Bon Air Center	All Addresses / Larkspur	47	1.9%
Redwood High School	395 Doherty Drive / Larkspur	38	1.5%
Red Hill Shopping Center	All Addresses / San Anselmo	36	1.5%
Marin Country Mart	All Addresses / Larkspur	32	1.3%
Archie Williams High School	1327 Sir Francis Drake Blvd / San Anselmo	29	1.2%
Cost Plus Plaza	All Addresses / Larkspur	28	1.1%
Silver Peso	450 Magnolia Avenue / Larkspur	22	0.9%
Lucky Shopping Center	All Addresses / Larkspur	19	0.8%
	Top 10 REPORTS Subtotal	**513**	**20.8%**
	Total REPORTS	**2,463**	**100%**

*Police Department addresses were excluded

Reports: Major Crimes

1/1/22-12/31/22

2,463 REPORTS TAKEN

PART I CRIMES	CORTE MADERA			LARKSPUR			SAN ANSELMO			TOTAL		
	2021	2022	% diff	2021	2022	% diff	2021	2022	% diff	2021	2022	% diff
HOMICIDE	0	0	0%	0	0	0%	0	0	0%	0	0	0%
RAPE	3	3	0%	1	1	0%	2	2	0%	6	6	0%
ROBBERY	5	3	-40%	3	0	-100%	0	0	0%	8	3	-63%
AGGRAVATED ASSAULT	4	9	125%	7	11	57%	0	10	+10 events	11	30	173%
SIMPLE ASSAULT	33	19	-42%	33	24	-27%	22	23	5%	88	66	-25%
BURGLARY	70	103	47%	71	58	-18%	23	28	22%	164	189	15%
LARCENY -THEFT	226	182	-19%	229	185	-19%	124	75	-40%	579	442	-24%
VEHICLE THEFT	15	37	147%	19	62	226%	7	12	71%	41	111	171%
ARSON	0	0	0%	2	1	-50%	0	2	+2 events	2	3	50%
TOTAL	**356**	**356**	**0%**	**365**	**342**	**-6%**	**178**	**153**	**-14%**	**899**	**850**	**-5%**

Reports: Other Crimes

1/1/22-12/31/22

2,463 REPORTS TAKEN

CATEGORY	OTHER CRIMES	YEARLY TOTALS AND PERCENTAGES			
		2021	2022	% difference	# difference
DRUG OFFENSES	POSSESS. NARCOTICS	30	20	-33%	-10
	POSSESS. DRUG PARAPHERNALIA	52	49	-6%	-3
	POSSESS. CONTROLLED SUB.	29	37	28%	8
	UNDER THE INFLUENCE OF NARCOTICS	16	6	-63%	-10
PROBATION VIO.	VIOLATION OF PROBATION	115	47	-59%	-68
CRIMES AGAINST POLICE	OBSTRUCTION	53	39	-26%	-14
	BATTERY	7	6	-14%	-1
DUI OFFENSES	ALCOHOL	55	39	-29%	-16
	DRUGS	3	4	33%	1
BATTERY	BATTERY	32	59	84%	27
DOMESTIC VIOLENCE	DOMESTIC BATTERY	42	16	-62%	-26
	VIOLATION OF RESTRAINING ORDER	33	33	0%	0
THREATS	CRIMINAL THREATS	24	20	-17%	-4
THEFTS	GRAND THEFT	252	155	-38%	-97
	PETTY THEFT	165	193	17%	28
	POSSESSION OF STOLEN PROPERTY	18	15	-17%	-3
	SHOPLIFTING	89	98	10%	9
MENTAL HEALTH	MENTAL COMMITMENT	131	104	-21%	-27
ID THEFT	IDENTITY THEFT	44	25	-43%	-19
VANDALISM	VANDALISM	122	130	7%	8
DISORDERLY CONDUCT	DISORDERLY CONDUCT - ALCOHOL	83	70	-16%	-13

Reports: Financial Loss

1/1/22-12/31/22

2,463 REPORTS TAKEN

CRIME	2021 LOSS	2022 LOSS	% DIFFERENCE	$ DIFFERENCE
ROBBERY	$317,633	$9,703	-97%	-$307,930
RESIDENTIAL BURGLARY	$268,325	$24,694	-91%	-$243,631
COMMERCIAL BURGLARY	$573,186	$37,746	-93%	-$535,440
LARCENY-THEFT	$1,102,705	$969,628	-12%	-$133,077
MOTOR VEHICLE THEFT	$557,713	$1,188,388	113%	$630,675
TOTAL	**$2,819,562**	**$2,230,159**	**-21%**	**-$589,403**

Reports Taken: Top Offenses SAN ANSELMO

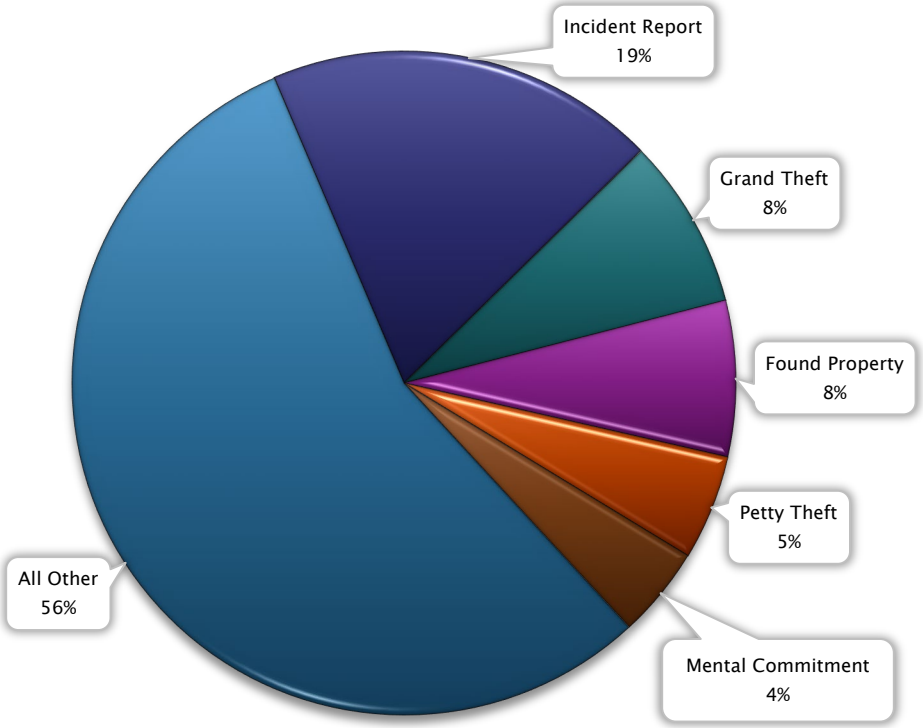
685 Reports Taken
(**-8%** from 2021)

28% of all reports taken

TOP 5 *OFFENSES

Incident Report	106
Found Property	41
Petty Theft	34
Mental Commitment	32
Property Damage Collision	32
TOTAL	**245**

MAKE UP **36%** OF REPORTS IN SAN ANSELMO



TOP TIMES WHEN EVENTS ARE REPORTED

Hour of Day	**3:00 PM**	61	7.9
Day of Week	**Tuesday**	113	16.5%
Month	**June**	69	10.1%
Quarter in 2022	**4th**	190	27.7%
Day of the Year	**Tuesday, June 28th**	10	1.5%

*Only Offense Code 1 is counted.

Moving & Parking Citations

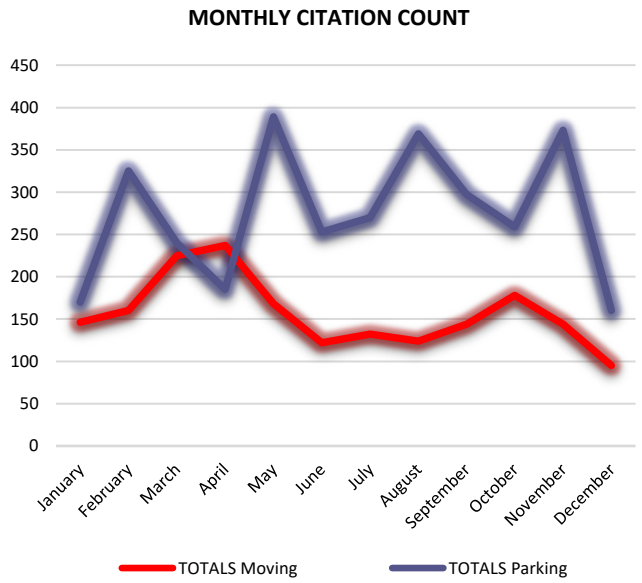
MONTH	CORTE MADERA		LARKSPUR		SAN ANSELMO		TOTALS	
	Moving	Parking	Moving	Parking	Moving	Parking	Moving	Parking
JANUARY	35	49	52	16	59	105	146	170
FEBRUARY	49	28	64	49	47	248	160	325
MARCH	52	32	83	39	90	169	225	240
APRIL	91	36	49	35	97	114	237	185
MAY	54	36	52	57	62	296	168	389
JUNE	37	40	22	47	63	166	122	253
JULY	29	31	47	33	56	206	132	270
AUGUST	31	22	31	68	62	279	124	369
SEPTEMBER	29	23	56	56	59	218	144	297
OCTOBER	32	23	70	40	76	196	178	259
NOVEMBER	32	40	42	43	70	290	144	373
DECEMBER	25	37	39	16	31	107	95	160
TOTAL	**496**	**397**	**607**	**499**	**772**	**2,394**	**1,875**	**3,290**

1,875 moving citations

3,290 parking citations

5,165 M&P Citations

(**-6%** from 2021)



Calls for Service Analysis: Traffic Collisions

1/1/22-12/31/22

591
COLLISIONS
1.8% of all CFS

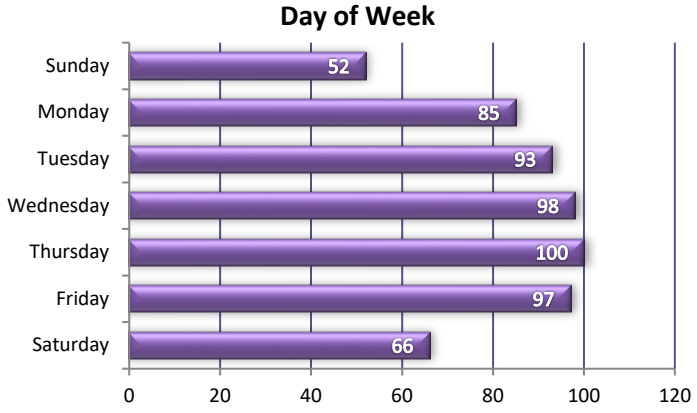
12 months | 52 weeks | 365 days | 8760 hours

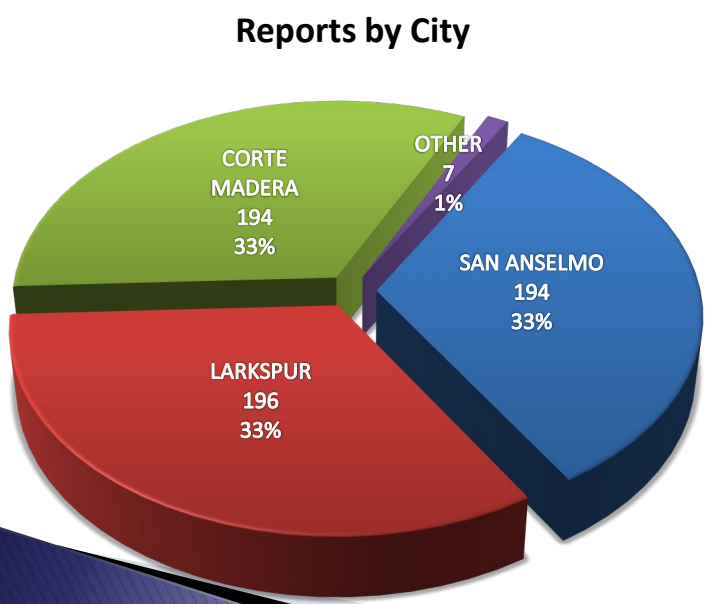
591 collisions in 2022 (+20% from 2021)

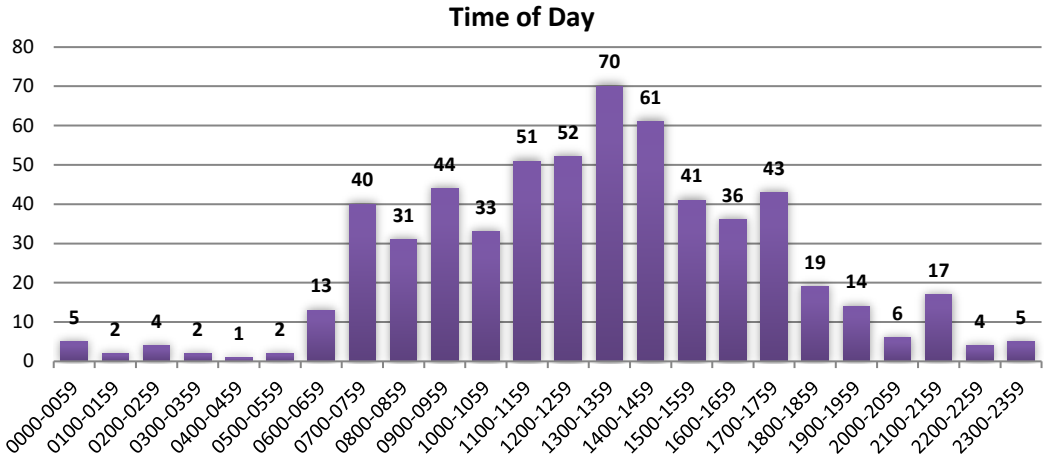
49 collisions per month

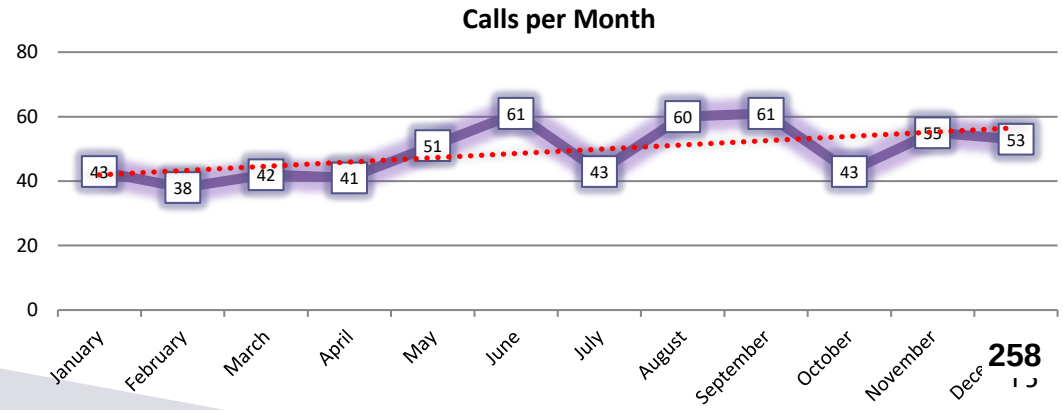
11 collisions per week

2 collision per day









Calls for Service Stats: Traffic Collisions

Top 12 Locations- Make up 25% of All TRAFFIC COLLISIONS		
Location	Count	% of Total T/C
Corte Madera Town Center	38	6.4%
The Village at Corte Madera	22	3.7%
Red Hill Shopping Center	14	2.4%
E Sir Francis Drake Blvd & Larkspur Landing Cir	11	1.9%
600 block of Red Hill Ave	9	1.5%
Bon Air Center	9	1.5%
Larkspur Ferry Terminal	9	1.5%
200 block of Doherty Dr	7	1.2%
700 block of Tamalpais Dr	7	1.2%
Cost Plus Plaza	7	1.2%
Sir Francis Drake Blvd & Butterfield Rd	7	1.2%
Tamalpais Dr & Madera Blvd	7	1.2%
TOTAL	147	24.9%

591 traffic collisions
(+20% from 2021)

Traffic Collisions make up **1.8%** of all CFS

Traffic Collisions		
Type	Count	% of Total T/C
Accident: Major Injury	10	1.7%
Accident: Minor Injury	84	14.2%
Accident: No Injury	292	49.4%
Accident: Private Property / No Injury	27	4.6%
Hit & Run: Felony	5	0.8%
Hit & Run: Property Damage Only	173	29.3%
Total	591	100%

Traffic Collisions in SAN ANSELMO

194 Traffic Collisions
(+28% from 2021)

33% of all Traffic Collisions

TOP 5 LOCATIONS

Red Hill Shopping Center	14	7.2%
600 block of Red Hill Ave	9	4.6%
Sir Francis Drake Blvd & Butterfield Rd	7	3.6%
100 block of Red Hill Ave	4	2.1%
San Anselmo Ave & Sir Francis Drake Blvd	4	2.1
TOTAL	**38**	**19.6%**

20% of all traffic collisions in San Anselmo occurred at the above 5 locations.

Traffic Collisions		
Type	**Count**	**% of Total T/C**
Accident: Major Injury	5	2.6%
Accident: Minor Injury	26	13.4%
Accident: No Injury	98	50.5%
Accident: Private Property / No Injury	3	1.5%
Hit & Run: Felony	3	1.5%
Hit & Run: Property Damage Only	59	30.4%
Total	**194**	**100%**

TOP TIMES FOR TRAFFIC COLLISION REPORTS

Hour of Day	**2:00 PM**	27	13.9%
Day of Week	**Friday**	34	17.5%
Month	**September**	24	12.4%
Quarter in 2022	**4th**	61	31.4%
Day of the Year	**Thursday, July 14th**	5	2.6%

Threshold Analysis: 2017-2022

	2021	2022	% Change from Previous Year	Yearly Average (2017-2021)	2022: % Change from Average	Normal Range
Calls for Service	34,019	**33,333**	-2%	39,295	-15%	33,995 – 44,595
Traffic Stops	4,976	**5,425**	9%	4,530	20%	3,381 – 5,680
Reports Taken	2,645	**2,463**	-7%	2,718	-9%	2,454 – 2,982
Moving & Parking Traffic Citations	5,505	**5,165**	-6%	6,652	-22%	4,277 – 9,026
Traffic Collisions	494	**591**	20%	629	-6%	487 – 771

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 3.1

MEETING DATE: June 27, 2023

AGENDA TITLE: Marin Countywide EV Acceleration Strategy Presentation

FROM: Sean Youra, Climate Action Coordinator

RECOMMENDATION:

1. Receive the Marin Countywide Electric Vehicle Acceleration Strategy presentation from Christine O'Rourke, MCEP Sustainability Coordinator
2. Provide direction to staff on whether to develop a work plan as proposed in Appendix A of the EV Acceleration Strategy (Attachment 1)

BACKGROUND

The Marin Countywide Electric Vehicle Acceleration Strategy (Attachment 1) was developed by the Marin Climate & Energy Partnership (MCEP), which is comprised of the eleven cities and towns of Marin, the County of Marin, MCE, the Transportation Authority of Marin (TAM), and the Marin Municipal Water District. Established in 2007, MCEP works to develop and implement mutual programs and policies outlined in each agency's Climate Action Plan (CAP) in an efficient and cost-effective manner. Funding for the Strategy was provided by TAM through its Alternative Fuels Program. The Strategy is designed to help Marin communities reduce greenhouse gas (GHG) emissions and enable the widespread adoption of electric vehicles (EVs) by 2030 outlined as a goal in each jurisdiction's CAP. In addition to the accelerated adoption of light, medium, and heavy-duty EVs, the Strategy also supports the widespread use of electric bikes, scooters, and motorcycles.

DISCUSSION

San Anselmo's CAP includes ambitious goals to reduce GHG emissions 54% by 2030 from a 2005 baseline and reach carbon neutrality by 2045. According to San Anselmo's latest GHG inventory for the year 2020, community emissions have decreased 33% since 2005. Transportation remains the largest sector in terms of GHG emissions in San Anselmo, accounting for approximately 58% of total emissions. Within the transportation sector, 86% of the emissions come from passenger vehicles with the remainder coming from commercial vehicles (13%) and public transportation (1%). To meet the 2030 CAP goal of reducing emissions 54% by 2030, emissions reductions from the transportation

sector must be prioritized. San Anselmo's adopted EV Strategy (Attachment 2) also has an additional goal of achieving 3,000 zero-emission vehicle (ZEV) registrations by 2030. As shown in Figure 4 of the EV Acceleration Strategy (Attachment 1), San Anselmo had 10.5% ZEVs registered by the end of 2021 (the highest percentage in the County).

San Anselmo's CAP includes specific measures to reduce transportation emissions with the largest reductions coming from transitioning to ZEVs. Specifically, the estimated emissions reduction would be 5,242 metric tons CO2e if San Anselmo achieves its goal of having 3,000 ZEVs registered by 2030. To complement San Anselmo's CAP measures to reduce transportation emissions, the EV Acceleration Strategy discusses barriers to EV adoption and strategies to address those barriers. These barriers and strategies were identified through outreach to local government staff, nonprofits, regional agencies, and community leaders. A total of 36 actions are enumerated in the Strategy that are intended to guide implementation and accelerate EV adoption. The actions are further grouped under four general themes:

1. Conduct Robust Community Outreach and Education
2. Accelerate Public Charging Infrastructure
3. Increase Municipal Fleet Electrification
4. Support and Advocate for Policy and Funding that Accelerates EV Adoption

Although San Anselmo has already implemented or is in the process of implementing several of these actions such as conducting EV outreach and education (OE-1), adopting reach codes that facilitate the transition to EVs (PC-3), and installing municipal chargers (MF-4), there is an opportunity for staff to evaluate the actions in the Strategy and determine which actions should be prioritized for implementation to accelerate EV adoption in the Town.

In addition to receiving the presentation on the EV Acceleration Strategy, staff is seeking direction from the Council on whether to develop a work plan as presented in Appendix A of the Strategy that would identify and prioritize specific actions including which department would be responsible for implementation, the time frame required for implementation, an estimate of staff time to complete implementation, and funding sources that may be available to support implementation. To develop the work plan, the Climate Action Coordinator would work closely with Public Works and other relevant departments, along with the Climate Action Commission. Staff would also review the Town's existing EV Strategy adopted in 2018 to determine which actions have already been completed and which ones should be prioritized for implementation in the work plan (Attachment 2).

FISCAL IMPACT

If directed by Council, existing staff resources would be used to develop and implement the EV Acceleration Strategy work plan.

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's review and discussion of the EV Acceleration Strategy 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 EV Acceleration Strategy is consistent with the following measures of the adopted Climate Action Plan:

- **T-1: Zero Emission Vehicles**: Implement an Electric Vehicle Strategy that will result in 3,000 ZEVs, including plug-in EVs and hydrogen fuel cell EVs, in San Anselmo by 2030.
- **T-2: Bicycling**: Encourage bicycling as an alternative to vehicular travel. Establish and maintain a system of bicycle facilities that are consistent with the Town's Bicycle and Pedestrian Plan and Complete Streets policies.
- **T-11: Zero and Low Emission Town Vehicles**: Run Town fleet vehicles on 100% renewable sources by 2030. Purchase or lease EVs for Town fleet wherever possible, unless no model is economically viable. Ensure that all available pricing incentives, purchase contracts and financing options are considered when assessing EV fleet purchases. Consider resale value of vehicles in cost comparisons.

ATTACHMENTS

Attachment 1 – Marin Countywide EV Acceleration Strategy
Attachment 2 – San Anselmo EV Strategy



Marin Countywide Electric Vehicle Acceleration Strategy

February 2023

Item 3.1 Attachment 1

Marin Countywide Electric Vehicle Acceleration Strategy

Developed by

MARIN CLIMATE & ENERGY PARTNERSHIP

With funding by

TAM Transportation Authority of Marin

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Outcome Statement for Marin County

Marin will be a thriving county where electric vehicles (EVs) are integrated with other options in a healthy, sustainable, and equitable transportation system. Marin jurisdictions will support a holistic approach to reducing and ultimately eliminating the use of fossil fuel-powered cars by residents, visitors, businesses, and organizations, and will encourage biking, micromobility, walking, shared transportation, and transit use and reduced dependence on the automobile. Marin jurisdictions will support programs that facilitate a transition toward EVs and ensure information is widely available about EV benefits, models, affordability, rebate and incentive opportunities, and associated infrastructure. Permitting and regulatory processes will be efficient and transparent, and charging infrastructure and parking will be abundant, highly visible, accessible, and available to all. Marin's local governments will lead the way, building and supporting a safe and well-connected bicycle, pedestrian, and transit network and encouraging alternative modes of transportation while transforming their public fleet to all-electric and providing EV chargers at public parking lots.

A Guide to Using this Strategy

This Strategy is intended to inform and support jurisdiction staff within Marin County to implement local Climate Action Plans, specifically in relation to accelerating the adoption of EVs in their respective communities.

The following sections are included:

- The Executive Summary provides decision-makers with a list of key actions that advance the community's readiness to adopt clean, EV technology.
- The Introduction orients the reader to the goals and guiding principles of this Strategy and why Marin cities, towns, and the County encourage the adoption of EVs within the context of state, regional, and local green-house gas emission reduction goals and plans. This section also contains definitions pertinent to zero-emission vehicles and infrastructure.
- The Existing Conditions section discusses both existing and projected numbers of EVs and EV chargers in the community and at the local government level, as well as building codes that require installation of EV infrastructure.
- The Barriers to Adoption section identifies existing barriers to the widespread adoption of EVs.
- The Recommended EV Acceleration Strategies and Actions section identifies strategies and recommended actions to overcome barriers and accelerate EV adoption in Marin.

EVs vs. ZEVs

This Strategy uses the term "electric vehicles" or "EVs" in reference to both fully electric vehicles and plug-in hybrid vehi-cles that have a battery and an internal combustion engine and can run solely on the battery for limited mileage. The term "zero emission vehicles" or "ZEVs" refers to these electric vehicles as well as fuel cell electric vehicles that run on hydrogen. There are very few fuel cell vehicles in Marin County. While this Strategy focuses on EVs, it recognizes that fuel cell vehicles may play a larger role in the future.

Item 3.1 Attachment 1

2

Executive Summary

By the end of 2021, Marin County was home to more than 12,360 zero-emission vehicles (ZEVs), over 930 public and shared private chargers (not including home chargers), and a growing number of electric bicycles and scooters, positioning the county as a leader in EV adoption in California and the United States. Citizens and local leaders recognize the urgent need for much higher electric vehicle adoption rates, in tandem with greater use of all forms of low-carbon transportation, if Marin's communities are to meet the long-term greenhouse gas reduction goals established in their local Climate Action Plans. The transportation sector currently contributes more than half of countywide greenhouse gas emissions, and light-duty vehicles represent 80% of those emissions. Success will not be possible without a transformative shift to EVs, which currently make up less than 6% of all light duty vehicles registered in the County.

Marin's local governments have incorporated the acceleration of EV adoption into their Climate Action Plans and are taking steps to integrate EVs into their fleets and facilitate EV adoption by the public. This Strategy lays the path forward to accelerate the use of EVs by both public agencies and community members.

The Strategy provides background information to familiarize the reader with EVs and EV charging terminology; existing EV and EV charging conditions and projections; state and local legislation, policies, and actions aimed at increasing the number of EVs on the road; and barriers to widespread EV adoption. The Strategy then identifies strategies and recommended actions that jurisdictions can take to address these barriers

Key actions include:

- Adopting a reach code that requires EV charging equipment installation for multi-family and non-residential developments above State building code requirements. The number of required 'EV Ready' spaces and chargers should support local EV targets.
- Facilitating the proliferation of EV charging stations in local shopping centers, large workplaces, and on well-traveled corridors by removing permitting obstacles, such as parking minimums or sign ordinances.
- Encouraging community members to drive EVs through awareness campaigns across multiple media platforms and outlets, public outreach, and events.
- Addressing perceived and real barriers to adoption.
- Ensuring equitable access to programs and outreach that includes all income levels and communities of color.

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- Participating in regional and coordinated local procurement efforts, outreach campaigns, and planning efforts.
- Piloting cutting-edge EV solutions that showcase new technologies and have the potential to accelerate EV adoption.
- Advocating for and supporting regional, state, and federal legislation, policies, and funding to incentivize and facilitate the widespread availability of EVs and EV charging.
- Committing to achieving a 100% ZEV public agency fleet as technology improves and special-duty vehicles become available. Maintaining a pipeline of priority EV fleet conversions and regularly updating this list.
- Committing to expanding the availability of EV chargers on municipality-owned land and exploring partnerships with third-party vendors to reduce installation costs.



Belvedere, California

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4

Introduction

Goal of the Strategy

The goal of this Strategy is to help Marin communities reduce greenhouse gas (GHG) emissions, lower vehicle operating and fuel costs, and improve air quality by encouraging the use of electric vehicles (EVs) in lieu of driving fossil fuel-powered vehicles and transforming municipal fleets to EVs. Fueling vehicles in Marin offers the potential to use 100% renewable electricity, an environmentally responsible fuel source. The widespread adoption of EVs by 2030 is a critical component of meeting individual jurisdictions' Climate Action Plan (CAP) goals and is an important step in achieving meaningful greenhouse gas reductions. The Strategy also supports the State's goal to require all new light-duty vehicle sales in California to be ZEVs by 2035.

Origins of the Strategy

The content of the Strategy, its guiding principles, and recommended actions, are the result of the planning process undertaken by the Marin Climate and Energy Partnership (MCEP), which is comprised of the eleven cities and towns of Marin, the County of Marin, MCE, the Transportation Authority of Marin, and the Marin Municipal Water District. Established in 2007, MCEP works to efficiently and cost-effectively implement mutual programs outlined in each agency's CAP. Funding for the Strategy was provided by the Transportation Authority of Marin through its Alternative Fuels Program.

Zero-Emission Vehicle Types

The State of California identifies three types of electric vehicles as Zero-Emission Vehicles, or ZEVs, as shown in Table 1 [1] In Marin County, most ZEVs are battery electric vehicles (BEVs), comprising two-thirds of the 12,369 ZEVs registered with the California Department of Motor Vehicles (DMV) in Marin County by the end of 2021. Plug-in hybrid electric vehicles (PHEVs) represent about one-third of all ZEVs, and there were 56 fuel cell electric vehicles (FCEVs) registered in Marin County in 2021. This Strategy uses the term electric vehicle (EV) to describe a BEV or PHEV.

[1] California Energy Commission (2021), https://www.energy.ca.gov/data-reports/energy-insights/zero-emission-vehicle-and-charger-statistics. Although plug-in hybrid electric vehicles (PHEVs) have an internal combustion engine and use fossil fuels, the state includes them as zero-emission vehicles. This Strategy similarly includes PHEVs as zero-emission vehicles.

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The term "Zero-Emission Vehicle" refers to emissions created from energy used to power the vehicle and does not include emissions generated over the course of the vehicle's life cycle, including mining, manufacturing, and disposal. Despite these "embodied" or "life cycle" emissions, studies show that ZEVs have lower greenhouse gases over the course of their lifecycles than fossil fuel vehicles. [2] However, the embodied emissions can vary significantly between different ZEV models, typically based on the size and weight of the vehicle and of the battery.

In addition to supporting the accelerated adoption of electric light, medium, and heavy-duty vehicles, this Strategy also supports the widespread use of electric bikes, scooters, and motorcycles.

[2]

Georg Bieker, "A Global Comparison of the Life-cycle Greenhouse Gas Emissions of Combustion Engine and Electric Passenger Cars," July 2021.

TABLE 1: Zero-Emission Vehicle Types

Vehicle Type	Abbreviation	Description	Example
Battery Electric Vehicle	BEV	Runs fully on electricity (no internal combustion engine.)	Nissan Leaf 
Plug-In Hybrid Electric Vehicle	PHEV	Can operate on electricity alone but once the electric driving range is depleted, the internal combustion engine extends the driving range.	Ford Escape 
Fuel Cell Electric Vehicle	FCEV	Powered by hydrogen, which is converted to electricity in the fuel cell. Produces no tailpipe emissions, just water vapor and warm air.	Toyota Mirai 
Electric bikes and scooters	e-bike and e-scooter	Electric bikes and scooters are charged by plugging into a standard 110 outlet, and most are fully charged after 4 hours.	Trek e-bike 

Item 3.1 Attachment 1



Marin Civic Center, San Rafael

Charging Infrastructure

Electric Vehicle Supply Equipment (EVSE) is available at three different power levels (Level 1, 2, and 3). Typical charging rates, applications, and installation for each type of charger are shown in Table 2. Fuel cell EVs charge at a dedicated hydrogen fueling station. Currently, there is one station located on Redwood Boulevard in Strawberry, which provides 67% fossil fuel-derived hydrogen and 33% renewable hydrogen. [3]

[3]

Currently, most hydrogen is produced from natural gas. Electricity can also be used to generate hydrogen through the process of electrolysis. Renewable hydrogen is produced from electricity that comes from renewable resources like solar, wind, geothermal, biomass, and small-scale hydropower. For more information, see https://www.energy.gov/eere/fuelcells/hydrogen-production-electrolysis.

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TABLE 2: EV Charger Types

Type	Miles / Charge Time	Typical Applications	Equipment and Installation Costs [4]	Example
Level 1	≈5 miles per hour of charging ≈25 miles per hour of charging for an e-bike	Home, workplace, hotels, ferry terminals, and park and ride lots.	$0 (existing outlet) $Variable (commercial/ public station)	
Level 2	≈25 miles per hour of charging	Home, workplace, shopping centers, public parking lots	$1,000-$2,000 (residential station) $5,000 - $15,000 (commercial/ public station)	
Level 3	15 to 45 minutes for an 80% charge	Fast fueling at shopping centers, grocery stores, rest stops, and near restaurants and services	$50,000+ (commercial station)	

[4]

Installation costs vary due to the need to upgrade electrical panels and/or capacity and the need to trench and/or install conduit from the power source to the charger.

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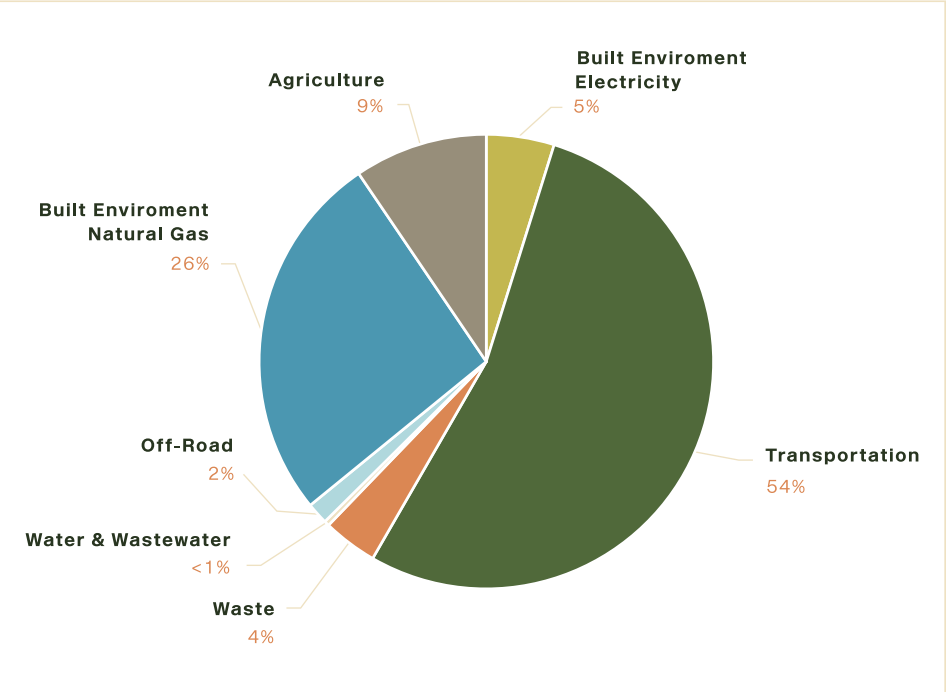
Transportation Emissions

Each year, MCEP prepares communitywide GHG emissions inventories for every Marin jurisdiction. Emissions are categorized according to eight sectors: Built Environment – Electricity; Built Environment – Natural Gas; Transportation; Off-Road Vehicles and Equipment; Waste; Water; Wastewater; and Agriculture.

The Transportation sector includes more than half of all communitywide emissions in Marin County (Figure 1), and is influenced by a wide range of factors, including vehicle ownership, land use, neighborhood design, housing availability and affordability, fleet composition, and vehicle speeds. This is true for all the individual towns and cities in Marin except Belvedere and Ross, where the Built Environment – Natural Gas sector leads, and the County of Marin, where the Agriculture sector is the largest source of emissions. The inventory represented In Figure 1 shows emissions in 2020, the latest year data for all eight sectors is available.

The Transportation sector includes tailpipe emissions from passenger vehicle trips originating and/or ending in Marin, as well as tailpipe emissions generated by medium and heavy-duty vehicles and buses traveling on Marin County roads. The sector

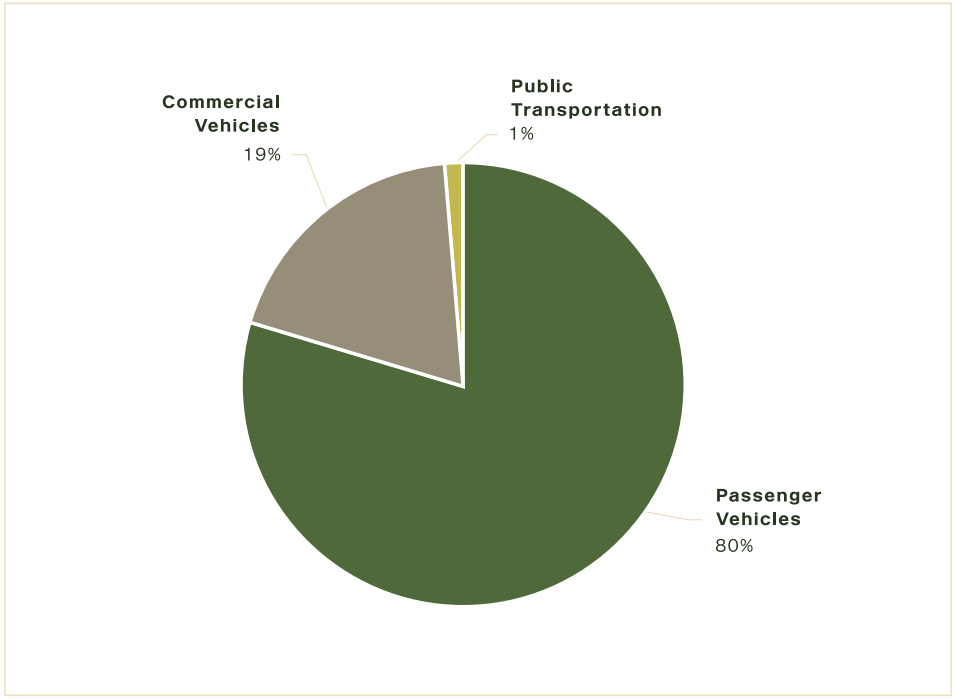
FIGURE 1: Marin Countywide Emissions by Sector, 2020



Source: MCEP

Item 3.1 Attachment 1

FIGURE 2: Marin Countywide Transportation Emissions by Vehicle Type, 2020



Source: MCEP

includes emissions from Marin Transit and Golden Gate Transit buses and the SMART train as these vehicles travel within Marin County and half of the emissions generated by Golden Gate ferries for trips that serve Marin ferry terminals. As shown in Figure 2, passenger vehicles represent 80% of transportation emissions, while commercial vehicles account for 19% of emissions, and public transportation just 1%.

Emissions from electricity used by EVs are embedded in the Built Environment – Electricity sector and vary according to the power content of electricity and, for plug-in hybrid vehicles, the number of miles driven using the vehicle's electric battery. While the electricity supplied in Marin County is some of the cleanest electricity in the nation, the only way to ensure that an EV is not generating emissions is to charge with MCE Deep Green electricity or a comparable 100% renewable electricity product such as PG&E 100% Solar, in addition to charging when there is ample renewable electricity on the grid, or using electricity being produced or stored on-site via a solar array and battery storage.

Item 3.1 Attachment 1

State and Regional ZEV Goals, Legislation, and Plans

The State of California has adopted legislation to reduce statewide emissions 40% below 1990 levels by 2030 (Senate Bill 32) and has set longer term goals to reduce emissions 85% below 1990 levels and achieve carbon neutrality by 2045 (Assembly Bill 1279).

To meet these goals, significant reductions in passenger vehicle travel through the use of walking, biking, public transportation, and shared transportation, along with wide-scale adoption of EVs, including e-bikes, and electrification of all types of transportation are required.

The State uses various regulations to reduce transportation emissions including increases in fuel economy standards, promotion of alternatives to vehicles with internal combustion engines (ICEs), and reduction in vehicle miles traveled (VMT) in passenger vehicles.

With the passage of SB 375, California established a planning process that coordinates land use planning, transportation plans, and air quality plans to support meeting its GHG reduction goals. One of the state's priorities is to reduce VMT by encouraging the co-location of housing, jobs, services, and education so that people rely less on personal cars and trucks and more on transit, biking, walking, and micromobility options. Regional long-range transportation plans are required to reduce VMT to meet mandated GHG reductions and focus on the interrelated elements of housing, the economy, transportation, and the environment.

Plan Bay Area 2050 is the Bay Area's regional transportation plan/Sustainable Communities Strategy and is required to meet a 19% reduction in GHG emissions. The plan identifies policies and investments over the next three decades to shape how Bay Area residents get around and to support land use policies that support multimodal transportation options. The transportation strategies outlined in Plan Bay Area 2050 maintain and optimize the existing transportation system, while creating healthy and safe streets and building a next-generation transit network.

SB 743 introduced changes to how transportation impacts are measured through the California Environmental Quality Act (CEQA), requiring new developments to reduce VMT by 15% per capita, reflecting the impact of land use decisions on the transportation system.

Micromobility

Micromibility refers to forms of transportation, human-powered or electric, that can occpy space alonside bicycles. It includes electric scooters and skateboards, docked and dockless shared bikes, and other forms of small, ligthweight devices operating at speed typically below 20 mph. Micromobility devices do not have an internal combustion engine.

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In addition to changes in mobility, the State has introduced the Low Carbon Fuel Standard, designed to reduce the carbon intensity of transportation fuels in California, and the Advanced Clean Cars Program establishes fuel efficiency standards that require automobile manufacturers to produce a certain number of ZEVs each year based on the total number of cars sold in California by the manufacturer.

The State has also set specific targets for ZEV adoption. In January 2018, Governor Brown signed Executive Order B-48-18, setting a target of 250,000 electric vehicle chargers and 200 hydrogen fueling stations installed to support 1.5 million ZEVs on California roads by 2025, with a longer-term goal of 5 million ZEVs by 2030.

In September 2020, Governor Newsom issued Executive Order N-79-20, setting the following ZEV targets for California:

- 100% percent of in-state sales of new passenger cars and light-duty trucks to be ZEVs by 2035,
- 100% of medium- and heavy-duty vehicles operating in the State to be ZEVs by 2045 where feasible, and
- 100% zero-emission off-road vehicles and equipment operations by 2035, where feasible.

The California Governor's Office of Business and Economic Development's California Zero-Emission Vehicle Development Strategy (February 2021) presents a high-level roadmap to achieve these ambitious targets. The Strategy is centered on four market pillars – vehicles, infrastructure, end users, and workforce – and identifies the roles and responsibilities of each public and private market player. The Strategy identifies local governments' roles in permitting, code development and adoption, municipal fleets, planning (e.g., Climate Action Plans and EV Readiness Plans), directional charging signage, and vehicle and infrastructure incentives.

Regionally, the Bay Area Air Quality Management District ("Air District") has set a target for 1.5 million ZEVs in the Bay Area by 2030 (equivalent to 27% of the 2020 registered vehicle population) and for 90% of vehicles in the Bay Area to be zero emissions by 2050. The Air District released a draft Bay Area Electric Vehicle Acceleration Plan in March 2021 that encourages local governments to enact EV ready reach codes by 2030, adopt EV charging station permitting and streamlining procedures and policies by 2022, and prioritize and empower low-income and communities of color that are disproportionately impacted by air pollution and climate change. The Air District's Plan details 23 specific actions that local governments can take. These

actions were considered in the development of this Strategy, along with the eleven local government strategies identified in the California Zero-Emission Vehicle Development Strategy discussed above.

Local Climate Action Plan Goals and Targets for ZEVs

The eleven cities and towns in Marin and the County of Marin have adopted Climate Action Plans that set long-term targets to reduce emissions within the communities they serve. Currently, ten of the twelve jurisdictions have adopted ZEV targets for the percentage of passenger vehicles registered in Marin County in their updated CAPs (Table 3) [5] . Meeting these ZEV targets is critical to achieving their overall GHG reduction goals for 2030.

TABLE 3: Local ZEV Goals

Jurisdiction	GHG Reduction Goal for 2030	ZEV registrations as % of total passenger vehicle registration by 2030
City of Belvedere	40% below 1990 level	35%
Town of Corte Madera	40% below 1990 level	25%
Town of Fairfax	Zero emissions	100%
City of Larkspur	40% below 1990 level	35%
County of Marin	40% below 1990 level (mitigation only)	45%
City of Mill Valley	47% below 1990 level	35%
Town of San Anselmo	45% below 1990 level	25%*
City of San Rafael	40% below 1990 level	25%
City of Sausalito	40% below 1990 level	30%
Town of Tiburon	50% below 1990 level	45%

*The Town of San Anselmo has also adopted a local target of 3,000 ZEVs registered in San Anselmo by 2030.

[5]

Consistent with the way emissions reductions are calculated, this target applies to Marin-registered vehicles and trips that start and/or end within the jurisdiction.

Existing Conditions

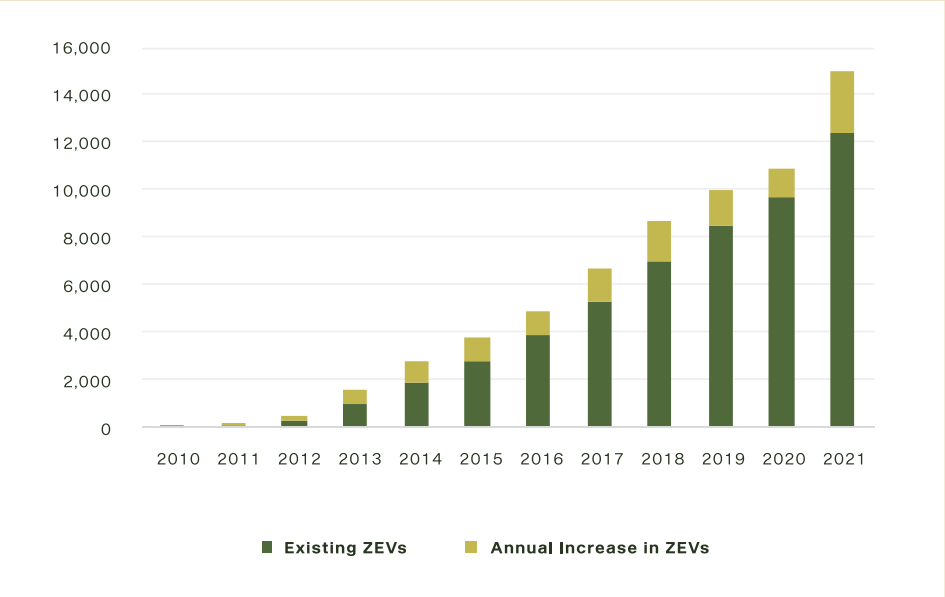
ZEV Adoption and Sales

While California's ZEV goals are a huge challenge, they also offer an excellent opportunity. ZEVs were California's number one export in 2020[6] and approximately 43% of all ZEVs in the US are sold in California.[7] With over 70,000 shared EV chargers and 45 hydrogen fueling stations, California is the country's leader in ZEV infrastructure.

California DMV registration data shows that Marin had 12,369 ZEVs by end of 2021, representing 5.8% of the county's light-duty vehicles (Figure 3). Of all counties in California, Marin County has one of the highest rates of adoption, second only to Santa Clara County at 6.0%. Within Marin County, ZEV registration rates range from a high of 10.5% for Ross to a low of 4.0% for Novato (Figure 4).

In 2021, BEVs accounted for 66% of all ZEVs registered in Marin County, PHEVs made up nearly 34%, and FCEVs less than 1%. Across the state, ZEVs made up 10.7% of new car sales in Q1-Q2 2021, with Tesla accounting for 47% of ZEV sales and the Model Y being the most popular EV. Auto manufacturers are currently producing 35 BEV models and 38 PHEV models, although availability has been

FIGURE 3: ZEV Registrations in Marin County

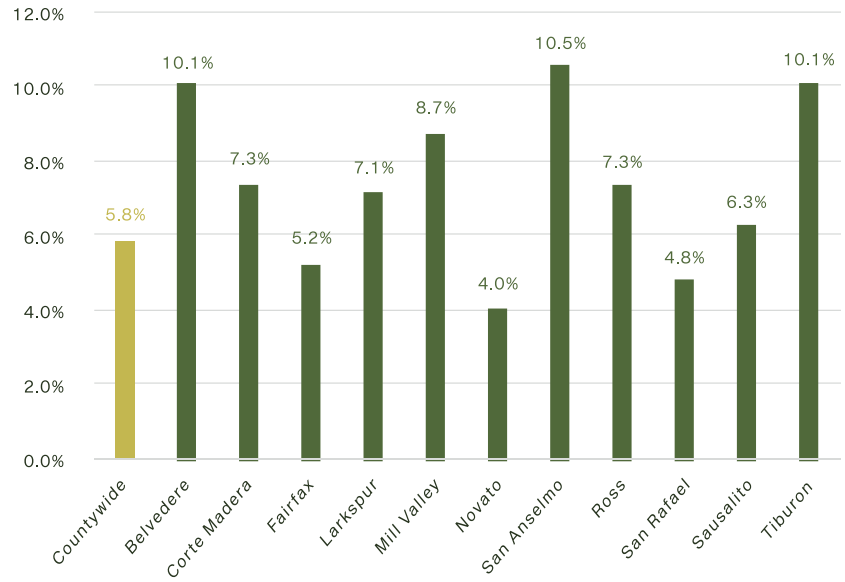


Source: MCEP

[6] United States Census Bureau, "State Exports from California," https://www.census.gov/foreign-trade/statistics/state/data/ca.html, accessed August 18, 2021.

[7] VELOZ, https://www.veloz.org/ev-market-report/, accessed August 18, 2021.

FIGURE 4: ZEVs as a Percent of Light-Duty Vehicle Registrations by Jurisdiction by end of 2021



Source: California Energy Commission, Zero Emission Vehicle and Infrastructure Statistics. Note: Data is by zip code and includes unincorporated areas. Belvedere and Tiburon are under one zip code.

limited for many models.[8] The emergence of new EV models at lower price points, in addition to the inclusion of popular models such as the Ford F-150 pickup truck, present an opportunity for increased conversion. Many automobile manufacturers have also announced plans to phase out and ultimately stop producing internal combustion engine vehicles, some as early as 2025.

It is important to note that EV adoption is significantly higher among Marin's more affluent communities and increasing equitable access to EV programs for lower-income communities in Marin County is a founding principle of this Strategy.

[8]

Drive Clean Bay Area, https://drivecleanbayarea.org/electric-vehicle-makes-and-models/, accessed 1/11/22.

While quantitative data does not exist, empirical data suggests that e-bikes and e-scooter adoption is rapidly growing throughout Marin, and they are providing an efficient and credible alternative for many local errands and commutes. Because 57% of daily trip lengths are 5 miles or less in Marin County (and another 20% between 5 and 10 miles), [9] and because the starting cost of an e-bike is around $1,000, e-bikes can eliminate greenhouse gas emissions for local trips in a way that is more affordable and accessible for people and families who are not yet able to access EVs. A study by the Transportation Authority of Marin in 2020, Electric Bicycles in Marin, provides a comprehensive overview of the benefits and challenges to e-bike use, the role e-bikes can play as part of the transportation system in Marin County, and what public agencies and private entities can do to encourage their use.

EV Market Projections

For the past seven years, BloombergNEF has produced a Long-Term Electric Vehicle Outlook analysis. 2021 marked the first year the company forecasted a major increase in its EV adoption outlook, driven by rising policy support around the globe, increased commitments from automobile manufacturers, new battery technologies and lower expected costs, accelerated investment in infrastructure, and rising consumer adoption. In its 2022 report, the company projects 23% of new passenger vehicle sales globally will be EVs in 2025, with three-quarters of those sales for BEVs. In that year, approximately 6% of the global passenger vehicle fleet will be EVs. BloombergNEF also asserts that internal combustion engine (ICE) passenger vehicle sales reached their peak in 2017 and now are in "permanent decline." [10] Unsubsidized price parity between ICE vehicles will be achieved by the late 2020s for most passenger and commercial end uses. The 2022 report also acknowledges, as one of its five key thematic highlights, the importance of reshaping mobility demand through modal shifts and names the public sector as uniquely positioned to drive demand reductions: "Governments should prioritize investments in these areas, many of which also have concurrent health benefits." [11]

In California, the Bay Area Air Quality Management District has developed two potential pathways to reaching its 2050 goal of EVs accounting for 90% of the fleet (or roughly 5 million EVs). Figure 5 shows historic share of EVs in the Bay Area based on DMV data through 2019, then charts two different trajectories (i.e., traditional and expedited) to reaching the 2050 goal. The projections assume EVs achieve cost parity with ICE vehicles in 2024, resulting in varying degrees of impact based on the projection

[9]

Fehr & Pehrs, "TAM Origin and Destination Report," April 3, 2018.

[10]

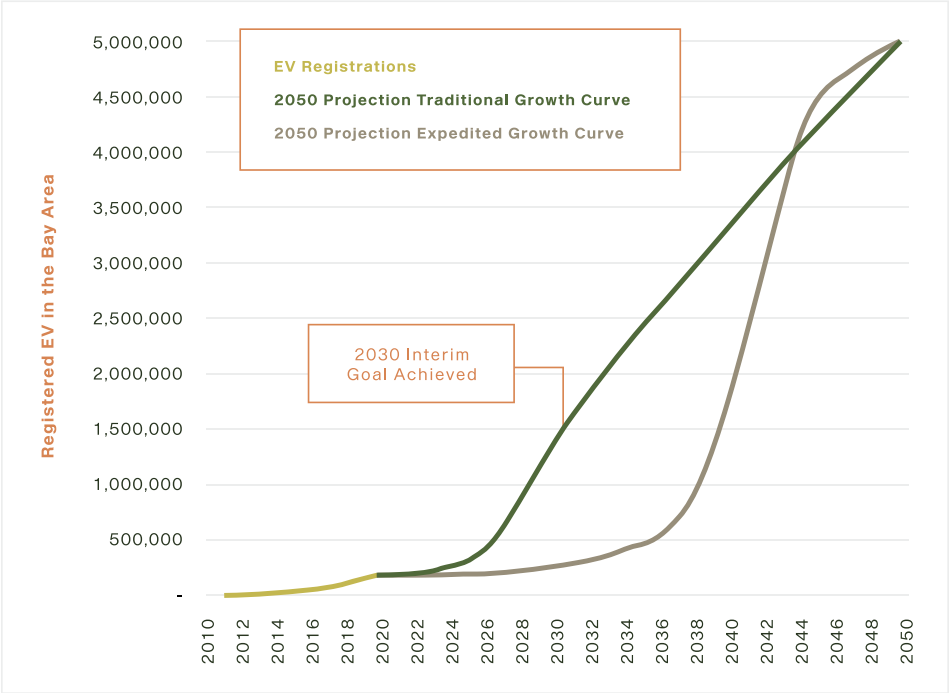
BloombergNEF, Electric Vehicle Outlook 2022 Executive Summary.

[11]

Ibid.

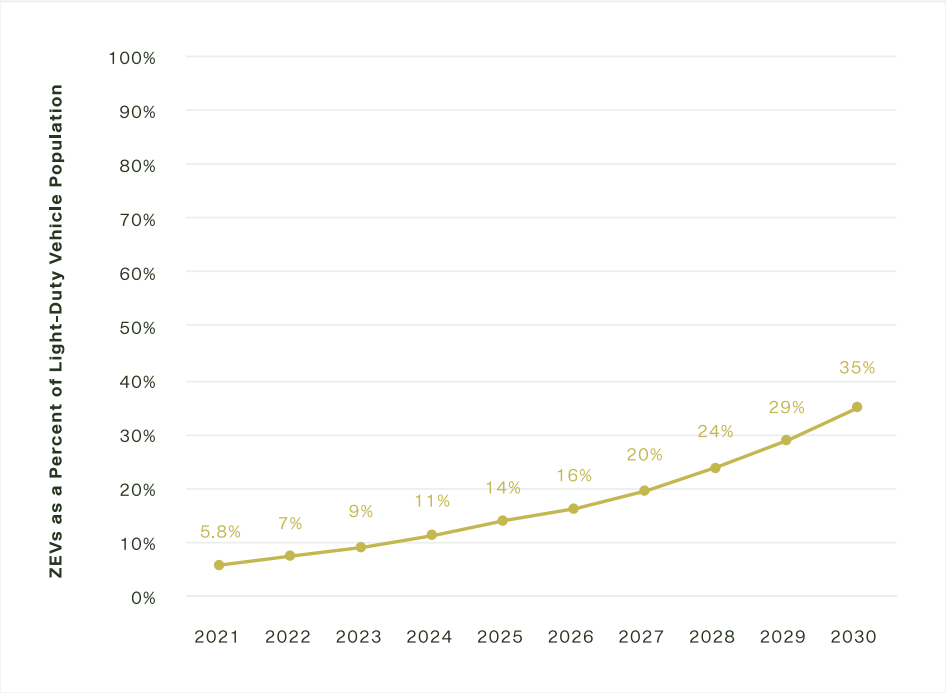
trajectory. The traditional trajectory assumes economic stagnation and only a slight uptick in new EV sales as range anxiety continues to be a large barrier to adoption, and the expedited trajectory assumes consumer demand increases as price outweighs range anxiety. The graph also considers the enactment of a ban on new ICE vehicle sales in 2035, as outlined in Executive Order N-79-20. While these projections use estimates for the actual EV share increases, they show two different paths the Bay Area EV market might take to 2050.

FIGURE 5: Bay Area EVs and Projected Increase to Meet Bay Area 2050 Goal



Source: Bay Area Air Quality District, Bay Area Electric Vehicle Acceleration Plan.

FIGURE 6: Projected Population of Marin EVs to Meet 35% Adoption Target

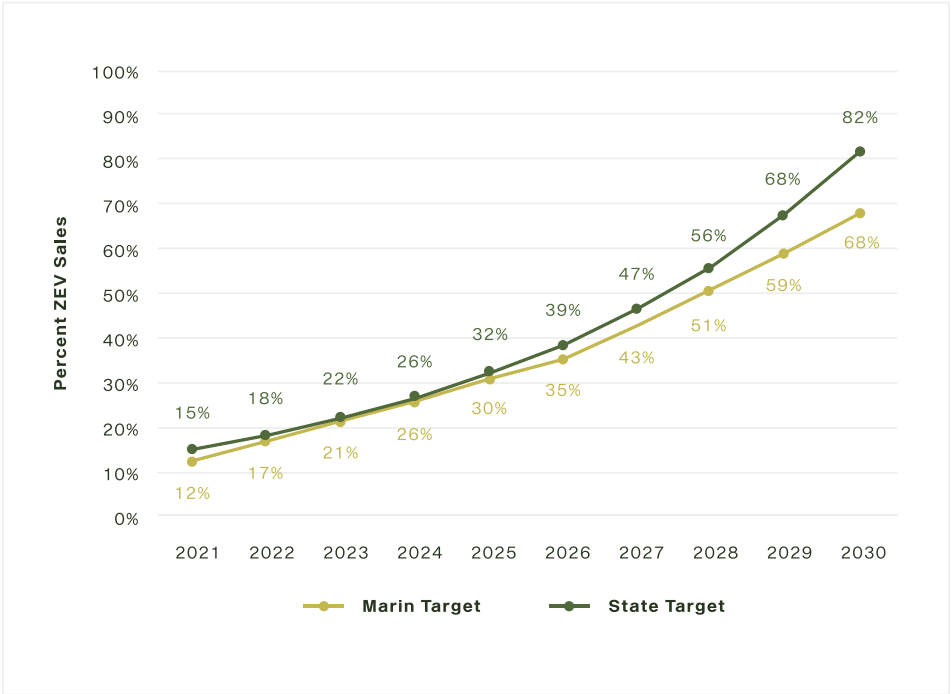


In Marin County, ZEV registrations will need to increase 14% annually to reach a ZEV penetration rate that is 25% of all passenger vehicles registered in Marin by 2030; an annual growth rate of 27% is needed to achieve a 45% adoption rate. Between 2019 and 2021, annual EV growth rates have averaged 21%. Assuming Marin can sustain a 21% EV growth rate, 35% of Marin's light-duty vehicle population will be ZEVs in 2030, as shown in Figure 6.

Figure 7 shows the percent of new ZEV registrations in Marin needed to achieve a 35% adoption rate in 2030. This is compared to Statewide targets for new ZEV sales. The Advanced Clean Cars II rule establishes a year-by-year roadmap so that by 2035 100% of new cars and light trucks sold in California will be ZEVs. The regulation realizes and codifies the light-duty vehicle goals set out in Governor Newsom's Executive Order N-79-20, and establishes an increasing number of ZEVs beginning in model year 2026. Sales of new ZEVs will start with 35% that year, build to 68% in 2030, and reach 100% in 2035. The 2021 data point reflects actual sales, and the 2022-2025 data points are interpolated.

This analysis suggests that ambitious targets are achievable but will most likely require concerted and coordinated efforts among local governments, public agencies, and community partners, as well as a continuing expansion of EV programs and infrastructure that address existing barriers to widespread EV adoption.

FIGURE 7: Percent of New ZEV Registrations Needed to Reach 35% Adoption Target vs. State Sales Target





Novato City Hall

EV Charging Infrastructure

The California Energy Commission (CEC) tracks the number of public and shared private EV chargers in California counties. Public chargers are located at parking spaces available and accessible to the public. Shared chargers are located at parking spaces designated by a property owner or lessee to be available to employees, tenants, visitors, and residents, such as workplaces and shared parking at multifamily buildings.

According to CEC statistics, there were 739 public and shared private EV chargers in Marin as of January 2022. The majority of these are Level 2 chargers, representing 88% (or 650) of the total number of chargers. In addition, there were 88 Level 3 chargers and one Level 1 charger. Approximately 75% of the chargers were public, and 25% were shared private chargers. This data does not include private EV chargers installed in single family homes. Although the Marin jurisdictions do not track this data in a manner that allows robust analysis and aggregation, anecdotal evidence from Building Department staff indicates that private EV charging installation has been increasing rapidly. The number of private

EV chargers in single family homes is undoubtedly much higher than the number of public and shared private chargers in Marin County.

In recent years there has been a rapid proliferation of Level 3 charging equipment funded by private companies in commercial developments such as shopping centers, including Vintage Oaks in Novato, the Village in Corte Madera, and in Mill Valley. New business models have emerged to install Level 3 charging on commercial properties with leasing revenues for property owners and fees for consumers.

EV Charging Projections

The availability and accessibility of EV chargers is a factor in the number of people who switch to EVs. [12] Publicly accessible EV chargers are needed to support the growing number of EV drivers, especially for long-distance trips and for drivers that do not have access to private home chargers.

The National Renewable Energy Laboratory and the CEC have developed a computer simulation tool, Electric Vehicle Infrastructure Projection (EVI-Pro), which uses the results of a statewide transportation habits survey to quantify the charging infrastructure needed to ensure that future EV drivers can meet their transportation needs. This analysis accounts for shifts in vehicle and charging technologies, user demographics, market adoption conditions, and shared use of chargers, as well as travel and charging preferences.

According to EVI-Pro, Marin needs approximately 4,000 charging ports to support the charging needs of 16,518 EVs by 2025 (914 Level 2 public charging ports, 600 Level 2 workplace charging ports, 316 Level 3 public charging ports, and up to 2,204 multi-family charging ports). According to the CEC, there are 551 public and 188 shared private chargers (workplace and multi-family) in Marin County as of March 2022. As shown in Figure 8, the greatest need is for shared private chargers.

An individual or household's need for public charging infrastructure is related to home type, with EV drivers in single-family homes being much more likely to have home charging than those in apartments or multi-unit dwellings. Since EV owners tend to live in single-family homes [13], extending the EV market beyond those living in single-family homes will require a substantial expansion of EV charging infrastructure at multi-unit dwellings, workplaces, and in public spaces.

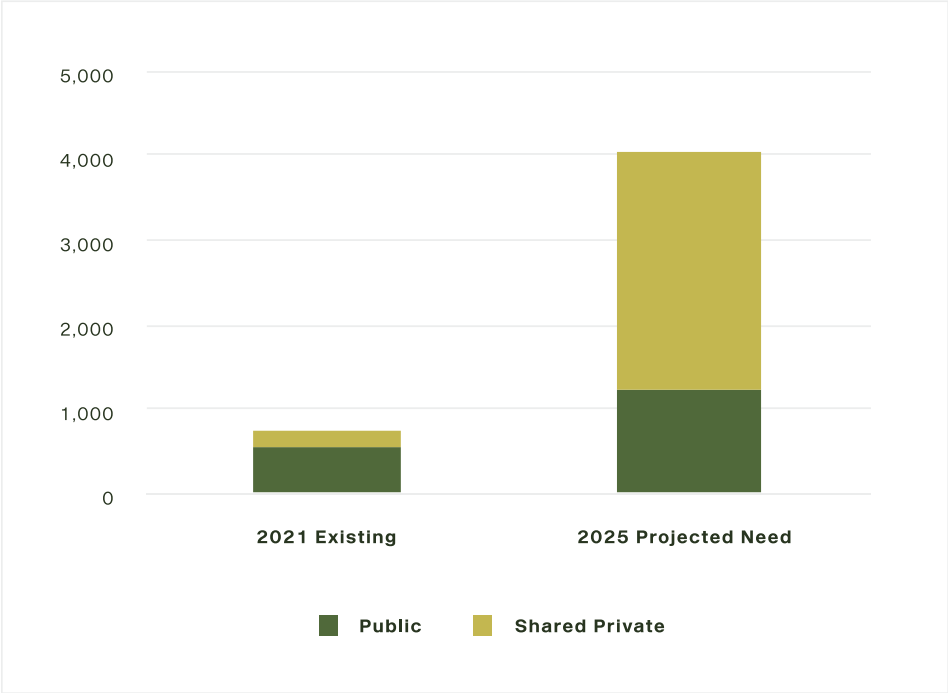
[12]

Hauke Engel, Russell Hensley, Stefan Knupfer, and Shivika Sahdev, McKinsey & Company, 2018, Charging Ahead: Electric Vehicle Infrastructure Demand.

[13]

International Council on Clean Transportation, Quantifying the electric vehicle charging infrastructure gap across U.S. markets, January 2019.

FIGURE 8: Level 2 and Level 3 Chargers



In Marin County, approximately 27% of housing units are in multi-unit dwellings. [14] Installing charging infrastructure has been challenging for this segment of the housing stock, requiring EV owners living in multi-unit dwellings to charge their vehicles at public charging stations or work (if available). In addition, long distance driving also requires public charging.

[14]

Department of Finance, E-5 Population and Housing Estimates for Cities, Counties, and the State, 2011-2021 with 2010 Census Benchmark.

In 2019, TAM prepared the Marin County Electric Vehicle Charging Station Siting Plan ("Siting Plan") which identifies opportunity sites for additional EV charging stations in Marin. Locations for Level 2 charging stations included:

- Southern Marin, especially around TAM junction, and in Mill Valley and Strawberry, where there is a limited supply of existing charging stations. Opportunities along frontage roads next to Highway 101, as well as Miller Avenue, Blithedale Avenue, Highway 1, Camino Alto, and other major road corridors.
- Shopping centers such as the Strawberry Shopping Center, The Village at Corte Madera, and Bon Aire Shopping Center in Larkspur, and an expansion of EV charging at Northgate Mall in Terra Linda.
- School parking lots that can be used by students and staff during the day and nearby residents overnight.
- SMART stations.
- Ferry terminals.
- Park and Ride lots.
- Marin City in Southern Marin and the Canal Neighborhood of San Rafael, where increasing EV infrastructure would support equitable EV access and adoption in Marin.



Vintage Oaks Shopping Center, Novato

The Siting Plan also describes priority locations for Level 3 fast charging as identified by PG&E's Electric Program Investment Charge Program. These general locations include Terra Linda, downtown San Rafael, downtown Novato, Sausalito, Point Reyes Station, Larkspur/Corte Madera, and Mill Valley. Public utilities are coordinating closely with private Level 3 charging installations to support the grid upgrades for planned improvements.

Most Marin cities and towns prioritize purchasing and leasing of EVs over internal combustion engine vehicles for their public fleets, even if the electric version is more expensive. Several jurisdictions have transitioned passenger vehicles used for site inspections, code enforcement, police undercover work, off-site meetings, and commuting to EVs. However, these types of vehicles typically make up a small percentage of a municipal fleet. Mission critical and emergency response vehicles and trucks (e.g., police patrol cars) are difficult to convert due to the lack of electric models that can provide the necessary utility. In addition, some specialized heavy-duty public works trucks are used and replaced infrequently. As a greater range of EVs become available, most municipalities have policies – written or otherwise – to electrify their fleet. Table 4 lists EVs and e-bikes in the fleets of the various Marin jurisdictions as of the preparation of this Strategy.

TABLE 4: BEVs and E-Bikes in Marin Jurisdictions' Fleets, 2023

Jurisdiction	BEVs
City of Belvedere	2 passenger cars and 1 e-bike
Town of Corte Madera	3 passenger cars and 1 e-bike
Town of Fairfax	1 passenger car and 1 light truck (on order)
County of Marin	13 passenger cars
City of Larkspur	2 passenger cars
City of Mill Valley	6 passenger cars and electric utility carts
City of Novato	3 passenger cars and 5 e-bikes
Town of Ross	1 passenger car
Town of San Anselmo	3 passenger cars and 2 e-bikes
City of San Rafael	1 passenger vehicle, 3 parking service buggies, 2 pickup trucks, 1 utility vehicle, and 4 e-bikes
City of Sausalito	None
Town of Tiburon	3 passenger cars, 1 e-bike, and 1 utility cart

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Public parking lot, San Rafael

Municipal fleets are eligible for a wide range of vehicle rebates from state, regional, and local funding sources. Locally, the Transportation Authority of Marin (TAM) provides funding and technical assistance for Marin's public agencies to electrify their fleet. Currently, TAM provides matching rebates for vehicles that qualify for a rebate from the California Clean Vehicle Rebate Program. MCE and the Bay Area Air Quality Management District also provide rebates. TAM has prepared a Toolkit for Electric Vehicles and Charging Infrastructure for Marin public agencies that provides guidance on incorporating EVs into fleets and installing charging infrastructure.

The Electrification Coalition is a national nonprofit organization that provides service to members of the Climate Mayors EV Purchasing Collaborative. The Coalition is free to join and provides assistance on grant funding, policy, fleet analysis, implementation, and procurement.

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EV Charging Stations on Municipal-Owned Land

Nearly all Marin jurisdictions have installed EV chargers on land owned by the jurisdiction, as shown in Table 5. At the time this Strategy was prepared, several jurisdictions had plans in the pipeline to install additional chargers. However, a few jurisdictions have concerns about the cost effectiveness of installing chargers because the revenue generated from charging rarely covers the full cost of installation, subscription fees, electricity, maintenance, and depreciation. Installation costs for trenching and electrical capacity upgrades can be prohibitive.

TAM's Marin County Electric Vehicle Charging Station Siting Plan provides guidance on siting and placement principles for EV charging stations. In 2020, TAM prepared an analysis of public parking lot capacity for EV charging. The study identifies public parking lots in each jurisdiction, their size (small, medium, and large), and power availability based on the observation of nearby streetlights or overhead powerline. The study identifies far more capacity than currently utilized.

As discussed above, TAM's Toolkit for Electric Vehicles and Charging Infrastructure is a great resource

TABLE 5: EV Chargers Installed by Marin Jurisdictions

Jurisdiction	EV Chargers
City of Belvedere	4 ports, Level 2 chargers (City Hall parking lot)
Town of Corte Madera	1 port, Level 2 charger (Town Hall parking lot)
County of Marin	68 Level 2 charging ports at 7 County locations (Civic Center, Marin Center, Health and Wellness Campus, 20 North San Pedro, 1600 Los Gamos, West Marin Service Center, Tomales Fire Station) and 20 Level 2 ports for fleet vehicles
Town of Fairfax	6 ports, Level 2 chargers, some with Level 1 charging (Parkade parking lot) and 1 single-port Level 2 charger with a Level 1 port (Town Hall parking lot)
City of Larkspur	6 ports, Level 2 chargers (Piper Park parking lot and Police Station parking lot)
City of Mill Valley	2 port, Level 2 charger (Hauke Park parking lot)
City of Novato	24 -port, Level 2 chargers (various locations)
Town of Ross	4 ports, Level 2 Chargers (Town hall and Post Office)
Town of San Anselmo	8 ports, Level 2 chargers (Magnolia parking lot) and 2-port, Level 2 charger (Fire Department at Station 19)
City of San Rafael	28-port Level 2 chargers (various locations) and 6-port Level 2 chargers (City staff only)
City of Sausalito	None
Town of Tiburon	2 single-port, Level 2 chargers (Town staff only)

TABLE 6: Fees Charged by Marin Jurisdictions

Location	Pricing
Belvedere City Hall	$0.25 /kWh
Corte Madera Town Hall	None
County of Marin	$1/hour for public, $0.50/hour for employees
Fairfax - Town Hall & Parkade	$0.50/hour, $12 max. for every 24 hours
Larkspur - Piper Park	$1/hour, $1 minimum
Mill Valley - Hauke Park	$1/hour
City of Novato	First hour free, $1.50/hour thereafter with 4-hour max. $4/hour idle for exceeding 4-hour max.
San Rafael - Public Parking Lots	Free charging with paid parking
San Rafael - City Hall	$1 per hour in free parking spaces for public, $2 per hour after 2 hours; $.50 per hour for employees, $1 per hour after 2 hours
San Anselmo - Public Parking Lot	$0.32/kWh and free parking while charging

for public agencies. Both MCE and TAM provide combined rebates up to $6,500 per charging port, exceeding typical installation costs for most projects. Air District grants are also available.

EV Charging Pricing Policies

EV charging fees in the local region are varied and include both time-based and per kWh pricing structures. Examples of local per kWh fees include Tesla at $0.28/kWh, San Rafael School District at $0.23/kWh, and the City of Belvedere at $0.25/kWh. Time-based EV charging rates vary considerably in Marin, ranging from $0.50/hour to as much $3/hour, which also reflects different charging levels. Fees charged by Marin jurisdictions are shown in Table 6.

In order to standardize methodologies used to determine EV charging rates and provide greater transparency for consumers, the California Office of Administrative Law has banned operators of electric vehicle charging stations from charging a time-based fee at Level 2 stations installed after January 1, 2021, and DC Fast Charging stations installed after January 1, 2023. Public agencies are exempt from the new rule.

CALGreen Requirements and Reach Codes in Marin

The California Green Building Standards Code or "CALGreen" (California Code of Regulations, Title 24, Part 11) currently requires EV capable spaces for new residential and non-residential development. "EV capable" means that electrical panel capacity must be allocated and conduit installed for a future Level 2 charger. The property owner would still need to run wiring from the electrical panel and install the charger at the parking space. 2022 CALGreen requirements are as follows for new construction:

- Single family, two-family, and townhouses with attached private garages: one EV capable space for each dwelling unit.
- Multifamily, hotels and motels: 25% of parking spaces must be EV ready with low power Level 2 receptacles;10% of parking spaces must be EV capable; and 5% of parking spaces in building with 20 or more units must have Level 2 chargers installed. For existing buildings, 10% of new added parking spaces and 10% of altered spaces must be EV capable.
- Non-residential: No EV spaces are required for projects with fewer than 10 parking spaces. Over 10 spaces, four EV capable spaces are generally required for every 25 parking spaces (i.e., 10-25 spaces require four EV capable spaces, 26-50 spaces require eight EV capable spaces, etc.). Over 201 parking spaces, 20% of spaces must be EV capable. Approximately one-quarter of the EV capable spaces must have EV chargers (depending on total number of spaces).

The County of Marin has developed and adopted a "reach code" that requires EV infrastructure above the base CALGreen code, including EV ready spaces for all new construction. "EV ready" means that wiring and a receptacle needs to be installed in addition to electrical panel capacity. In this case, "EV ready" means the resident could simply plug into a Level 2 charger. In general, the reach code requirements for new construction are as follows:

- Single family, two-family, townhomes with private garages, and ADUs with dedicated parking: one EV ready space.
- Multifamily: 85% of parking spaces are EV ready with low power Level 2 receptacles, and the remaining 15% of parking spaces must have Level 2 EV chargers installed.
- Hotels and motels: 35% of the parking spaces must be EV ready with low power Level 2 receptacles; 10% must be EV capable; and 10% must have level 2 EV chargers installed.
- Non-residential: 20-50% of parking spaces are EV capable depending on the number of spaces, and 7-33% of parking spaces must have EVSE installed depending on the number of spaces (same as CALGreen Tier 1).

For renovations of single family, two-family and townhomes with private garages, an EV ready parking space must be provided if the project is upgrading the main electrical service panel. Multifamily and nonresidential renovations require electrical capacity to be designated for 20% of onsite parking spaces to be Level 2 EV ready, if the service panel is modified. Raceway/conduit must be added for multifamily and nonresidential renovations if the parking lot surface is modified. For more details, see the County of Marin's 2022 Green Building Model Reach Code and Development webpage.

Permit Streamlining

In 2015, the State passed Assembly Bill 1236 with the objective of providing transparency, certainty, and uniformity in the permitting process for EV charging stations to support the rapid expansion of EV charging stations. AB 1236 requires all local jurisdictions to adopt an ordinance and checklist that provides an expedited, streamlined process for permits for EV charging stations. In 2020, MCEP vetted a streamlined checklist that is now used by several jurisdictions. All Marin jurisdictions have adopted a streamlining ordinance and checklist in compliance with AB 1236.



San Marin Plaza, Novato

Innovative Charging

Innovative charging solutions offer the potential to expand access to charging equipment, reduce site installation costs, and build more resilient communities. Below is a list of several technological advancements and innovative solutions that have the potential to transform the EV charging landscape:

- Orange provides a payment management system that tracks individual energy usage at shared outlets and chargers, allowing the user to pay the owner for the electricity used.
- Curbside charging on an existing streetlight system can expand charging access for multi-family neighborhoods, such as a project undertaken by the City of Los Angeles.
- Pop-up chargers that rise up from the pavement when activated remotely using a smartphone app.
- Wireless charging that will allow electricity to be transferred from a magnetic coil underneath the pavement to a second magnetic coil fitted to the underside of the vehicle.
- Off-grid solar charging.
- EV batteries that can be used to power homes and businesses in the event of a power outage. The Ford F-150 Lightning claims it will be able to fully power a home for up to three days on a fully charged battery, and as long as 10 days, if rationing power.
- Bidirectional charging which allows electric vehicles to serve as “batteries on wheels” to send energy back to the grid and strengthen grid reliability. Emerging Vehicle-to-Everything (V2X) technologies can be used to power homes and businesses by using the batteries in electric vehicles when the grid goes down. These mobile energy sources could also be moved to where they’re needed most during power outages, like backing up medical centers, fire stations, and grocery stores.
- Energy management tools for chargers that optimize panel sharing and scheduled charging.

Barriers to EV Adoption

As part of the preparation of this Strategy, MCEP conducted a series of stakeholder interviews with local government staff, nonprofits, regional agencies, and community leaders to identify barriers to EV adoption. These, combined with selected barriers identified in the Bay Area Air Quality Management District's 'Bay Area Electric Vehicle Acceleration Plan', are listed in Table 7. The recommended strategies in the following section are designed to address these barriers to the greatest extent possible.

Recommended EV Acceleration Strategies and Actions

The following strategies represent an overall approach to addressing the barriers to EV adoption, along with the universe of local actions recommended as part of this EV Acceleration Strategy.



Fire Chief Darrin White and Administrative Analyst Thomas Wong, City of San Rafael

TABLE 7: Barriers to EV Adoption

Vehicle Technology	• EV range • Battery degradation (especially in the used EV market) • Lack of diversity in vehicle types (light/heavy duty trucks, police pursuit vehicles) and price points • Lack of vehicle availability
Charging	• Not enough publicly accessible charging locations, both Level 2 and 3 • Cost to install chargers, especially for trenching and getting electricity to site • Distribution capacity or connectivity in certain locations • Not enough wayfinding signage for EV charging locations • Difficult to retrofit existing multi-family buildings for EV chargers and lack of parking spaces for EVs • EV charging cost allocation to residents at multi-family buildings can be complicated with electricity meters • Cost and effort to upgrade electrical panel/install Level 2 charger at home • Reliability of public and shared private chargers
Economics	• Higher initial purchase or lease price of EVs compared to internal combustion engine vehicles • Complicated incentives (vehicles and EV chargers) • Revenue from public EV chargers does not cover cost of subscription, maintenance, electricity, and depreciation
Perception and Behavior	• Misinformation about EV models, range, charging, etc. • Resistance to change/fear of the unknown • Lack of EV knowledge at car dealerships • Lack of knowledge about best times to charge
E-bikes and E-scooters	• Higher purchase price • Limited rebates and incentives • Lack of secure parking • Lack of safe, protected cycling infrastructure

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TABLE 8: Strategies to Address Barriers to EV Adoption

Barrier	Strategy
Vehicle Technology	• Support statewide actions to clean the vehicle fleet including increasing ZEV manufacturing and vehicle availability. • Pilot new technologies in municipal fleets to showcase new technologies, including bidirectional charging. • Convert public agency municipal fleets to 100% ZEV, when and where feasible. • Advocate for, support, and utilize regional, state, and federal funding to electrify public fleets.
Charging	• Adopt local policies that facilitate EV charging installations through reach codes, reduced parking requirements, etc. • Encourage regional, state, and federal funding to support local EV charging installations at multi-family residential developments and single family residential with significant upgrade costs. • Commit to maintaining a pipeline of priority EV charging installations and EV fleet conversions and commit to regular updates of these project lists, either as part of an adopted capital improvement plan, or other publicly available document. • Commit to reducing barriers in procurement and EV charging installations by participating in local joint procurement efforts and coordinated EV charging installations, fleet purchases, and outreach activities. • Explore bidirectional charging equipment.
Economics	• Advocate for, and support regional, state, and federal funding action to support local EV charging installations and electrify public fleets. • Support statewide and federal actions to support streamlined incentives and rebates at point of sale or other mechanisms to identify the true cost of vehicle ownership. • Support regional and state actions that ensure all income levels have access to EV technology.
Perception and Behavior	• Support coordinated regional or statewide actions to address public concerns including through e-bike share, public utilities, and MCE information on EV rates, TNC (Uber/Lyft) transition to EVs and streamlined information on EV benefits.
E-bikes and E-scooters*	• Promote available rebates and advocate for regional, state, and federal funding. • Develop e-bike support facilities, including chargers and secure lockers. • Incorporate e-bikes into municipal fleets.

*For additional strategies, see Transportation Authority of Marin Electric Bicycle Bicycles in Marin (September 2020).

The following actions build on the overarching strategies identified in Table 8. The actions are grouped into general themes to guide implementation of the Strategy. Actions listed under the heading Increase Municipal Fleet Electrification are geared to reducing emissions from local government operations, while all other actions are designed to reduce community emissions.

In order to accelerate EV adoption across the County, local jurisdictions are encouraged to identify and prioritize specific actions from this list for implementation. Appendix A contains a work plan template that could be used for this purpose.

Conduct Robust Community Outreach and Education

OE-1 Conduct EV outreach and education utilizing City/Town newsletters, social media, traditional media, websites, webinars, and events.

OE-2 Work with other jurisdictions to develop, implement, and support countywide EV acceleration marketing campaigns that address barriers to EV adoption and focus on the benefits of transitioning to clean, low-carbon transportation.

OE-3 Support consumer awareness programs such as ride-and-drives and targeted outreach.

OE-4 Promote the use of existing EV, e-bike, and charging infrastructure rebates, incentives, and technical support for multi-family development and workplaces.

Accelerate Public Charging Infrastructure

PC-1 Update municipal capital improvement project plans to identify locations for public EV charging installations, including cost and timeframe for advancing installations.

a. Maintain an updated list of proposed EV charging infrastructure projects and indicate priority projects to advance.
b. Include EV charging installations in planning process for new public facilities and coordinate early with funding agencies to maximize funding opportunities and leveraging of local funds.

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PC-2 Direct municipal investment in EV charging infrastructure to frequently used municipal properties, prioritizing locations at high-use community centers and near multifamily buildings.

PC-3 Adopt comprehensive building standards and reach codes that facilitate the transition to EVs, micro-mobility, and reduced car dependence, and ensure new construction can meet future demand to avoid unnecessary retrofitting costs. Continue to work with other Marin jurisdictions to develop model reach codes for EV charging requirements that go beyond State building code requirements.

PC-4 Coordinate with local school districts to identify and plan for EV charging installations at school campuses to support workers and students. Promote access to overnight chargers to support neighbors' use of EVs.

PC-5 Ensure equitable access to public EV charging infrastructure in low-income and/or underserved communities.

PC-6 Utilize available assistance for municipal EV charging site analysis, equipment selection, financing, and installation.

PC-7 Work with other Marin jurisdictions to develop a countywide model pricing policy for public charging that recovers operational/depreciation costs and encourages user turnover.

PC-8 Identify electric bike support facilities, including Level 1 charging and lockers.

PC-9 Coordinate with local public utilities to prepare the grid for more on-demand and consider the benefits of reverse charging.

PC-10 Engage large employers and multifamily property owners to encourage EV charging infrastructure deployment.

PC-11 Explore reducing parking requirements beyond current State law in exchange for EV charging infrastructure installation for new development.

PC-12 Consider partnering with EV charging vendors to identify potential City/Town-owned locations for EV chargers that may be installed at a reduced cost. Include reliability requirements in any such agreements.

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PC-13 Explore innovative opportunities to expand the City/Town EV charging network, such as wireless charging or curbside charging equipment.

PC-14 Support mobility hubs that co-locate electric bike charging facilities and micro-mobility services at existing transit locations including bus stops with electrical access.

PC-15 Consider revising the Town/City's sign ordinance to allow EV chargers that display advertising.

PC-16 Promote and/or incentivize use of 100% renewable energy for public charging sites.

Increase Municipal Fleet Electrification

MF-1 Adopt a model EV fleet replacement policy with the goal to convert 100% of municipal fleets to EVs by 2030.

MF-2 Develop a Fleet Replacement Plan that includes updating existing fleet management tracking, identifies vehicles with short haul or existing available ZEV replacement, a timeframe for replacement, and funding requirements to convert the public fleet to 100% ZEV, inclusive of anticipated charging needs to support fleet conversion. Consider bidirectional charging capability and lifecycle costs.

MF-3 Identify a fleet manager responsible for tracking and monitoring fleet procurement and coordinating with funding agencies for ZEV opportunities on an annual basis.

MF-4 Install municipal chargers in anticipation of 100% City/Town ZEV fleet.

MF-5 Identify opportunities for fleet conversion and charging infrastructure in the Capital improvement Plan (or other publicly available plan) and commit to implementation.

MF-6 Identify local fire and police conversion opportunities for mission critical and non-emergency fleet vehicles.

MF-7 Incorporate electric bicycles in the City/Town fleet, potentially replacing the use of other vehicles.

MF-8 Apply decals to City/Town EVs to promote the jurisdiction's use of ZEVs that utilize 100% renewable electricity.

MF-9 Support or advocate for countywide assistance to jurisdictions for fleet replacement analysis, purchase, and financing.

MF-10 Identify potential pilot projects to test new technology and demonstrate leadership in the conversion to EVs, such as bidirectional charging opportunities.

MF-11 Issue press releases on municipal EV purchases to encourage wider community EV adoption.

Support and Advocate for Policy and Funding that Accelerates EV Adoption

PL-1 Support and advocate for EV programs that focus investment in low-income and/or underserved communities.

PL-2 Support and/or advocate for increased funding for EV needs, including for emerging technologies, from regional, state, and federal funding programs.

PL-3 Consider revisions to procurement policies to allow for joint procurements for technical assistance, engineering, vehicles, and charging equipment across county jurisdictions and special districts including fire, police, and schools.

PL-4 Support and/or advocate for EV programs that provide equitable access to EVs and EV charging infrastructure rebates and incentives, such as deeper discounts and for income-qualified participants and Equity Priority Communities [15] or neighborhoods. This can include buy-back programs and vehicle replacement programs targeted to older polluting vehicles.

PL-5 Support and/or advocate for regional or state grants that provide rebates or incentives to lower the cost of single-family home EV charger installations.

[15]

Equity Priority Communities are census tracts that have a significant concentration of underserved populations, such as households with low incomes and people of color, as identified by the Metropolitan Transportation Commission. For more information see https://mtc.ca.gov/planning/transportation/access-equity-mobility/equity-priority-communities.

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Transportation Authority of Marin. "Marin County Electric Vehicle Charging Station Siting Plan." January 2019.

Transportation Authority of Marin. "Parking Lot and EV Charging Station." September 30, 2020.

A-1

Appendix A: Work Plan Template

The following work plan template can be used by jurisdiction to identify and prioritize actions within the Marin Countywide EV Acceleration Strategy that the jurisdiction will undertake. The headings included in the template are defined as follows:

Action ID:

Refers to the actions listed in the Recommended Actions section that have been selected by the jurisdiction for implementation.

Priority:

Actions are categorized as high, medium, and low priority to assist staff in prioritizing the most impactful and/or achievable actions.

Department:

The lead department which is responsible for implementing the action. Supporting departments may also be identified.

Timeframe:

The year by which an action should be effective by year's end. For an action to be effective, the necessary programs and efforts should be active, and any infrastructure or other capital improvements should be in place. Once effective, many actions will continue through 2030, so they do not have end dates. Time frames for effectively setting up the actions may be described qualitatively as follows:

- Ongoing (continuation of an action that has been implemented since 2023)
- Near-Term (by 2025)
- Mid-Term (by 2027)
- Long-Term (by 2030)

Staff Time:

The estimated cost to the City/Town (in staff hours) to complete implementation of the action, identified as follows:

- Low (less than 80 hours)
- Medium (80–500 hours)
- High (more than 500 hours)

Funding Sources:

Actual and potential funding sources may include the General Fund, fee revenue, rebates, grants, and other agencies.

Item 3.1 Attachment 1

A-2

Action ID	Priority	Department	Timeframe	Staff Time	Funding Sources

B-1

Appendix B: Guiding Principles

The following principles served as the foundation for decision-making during the development of this Strategy and are intended to guide implementation efforts:

1. Align with and support local climate action plans.
2. Provide equitable access to EV programs and strive for equitable outcomes
3. Coordinate countywide for consistency, efficiency, and cost-effectiveness of program implementation.
4. Track and measure progress of EV Strategy actions and adoption rates.
5. Strive to capture local economic co-benefits whenever possible.
6. Focus government actions on those that most efficiently utilize public funds and resources.
7. Leverage regional, state, and federal funds to support EV deployment in Marin County.
6. Support acceleration of EV sales and charger installation by the private market.

Design:

Cole Short Design

www.colehshort.com

TOWN OF
SAN ANSELMO
EST. 1907

Town of San Anselmo
Electric Vehicle Strategy

Passed by the Town Council on February 12, 2018

Introduction

This Electric Vehicle Strategy is prepared to advance the adoption of Electric Vehicles (EVs, or zero emission vehicles) in San Anselmo with the goal of reducing greenhouse gasses from transportation sources. The Town Sustainability Commission prepared this plan in follow up to their recommendation to develop a draft plan, made to the Town Council at a Greenhouse Gas update briefing in 2018. This strategy furthers the Town's Climate Action Plan Community Mitigation Measure 3.3.C5 "Accelerate Adoption of Electric Vehicles."

Transportation produces the largest percent of greenhouse gas emissions in the Town of San Anselmo. Transportation activities accounted for approximately 55% of San Anselmo's emissions in 2016.[1] In addition, Town government vehicles and Town government employee commuting make up about 26% of the greenhouse gases generated by the Town operations. The Town can reduce its greenhouse gas emissions significantly by encouraging walking, biking, public transit, carpooling, and use of zero emission vehicles in combination with green power sources.

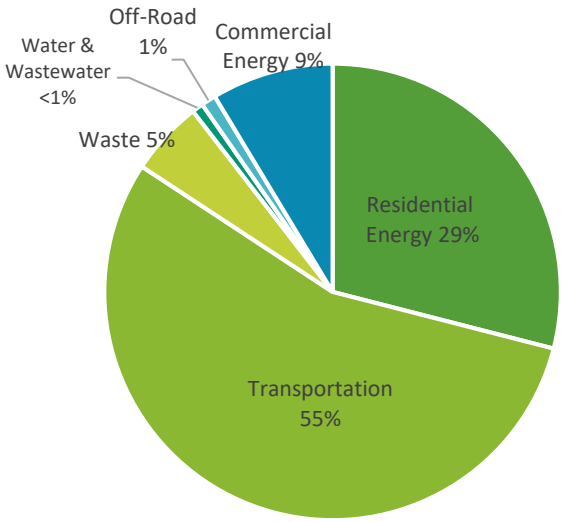


Figure 1 Town-wide Emissions by Sector 2016

In 2018, Governor Brown issued Executive Order B-48-18 which seeks 5 million zero-emission vehicles in California by 2030.[2] The zero-emission vehicle market is consistently expanding. As

[1] "Town of San Anselmo 2016 Greenhouse Gas Inventories for Community and Government Operations Emissions", November 2018, by the Marin Climate & Energy Partnership

[2] https://www.gov.ca.gov/2018/01/26/governor-brown-takes-action-to-increase-zero-emission-vehicles-fund-new-climate-investments/

of July 2018, over 410,000 zero emission vehicles have been sold in California. In 2017, zero emission vehicles constituted 5% of new car sales in California, up from 3.8% in 2016.[3]

Based on the critical need to act swiftly to combat climate change as noted in recent federal and UN reports, in 2018 the Sustainability Commission recommended the Town Council adopt a goal of increasing the number of electric vehicles in Town from 377 to 3,000 by 2030[4], which would represent approximately 23% of all vehicles in San Anselmo, an increase from the current total of about 3% (as noted in Table 1 below). This will reduce total emissions by 6,680 metric tons of carbon dioxide annually, about 10% of San Anselmo's current annual emissions.[5] This will also support State goals of 5 million electric vehicles on the road by 2030, as well as Marin County's aggressive GHG reduction goals as articulated in Drawdown Marin[6].

The objectives of this plan are to: 1) to summarize the Town's current EV infrastructure and policies and 2) to set goals and strategies to increase the use of EVs to further local and state goals for transportation emissions reduction. There are two sets of actions for the Town of San Anselmo. One is to show leadership by replacing Town vehicles with EVs. Second is to take steps to encourage residents and workers in San Anselmo to switch to EVs. Since most of the vehicles in San Anselmo are owned by the residents of San Anselmo, the most effective actions the Town can take are those that will motivate the residents of the Town to lease or buy EVs.

The goals of the EV Strategy are:

1. Increase and accelerate EV use within the Town to achieve 3,000 zero emission vehicles in San Anselmo by 2030.
2. Increase the visibility and awareness of EVs as a preferred transportation option.
3. Make it easier and less expensive to install electric vehicle charging infrastructure in the Town.
4. Advance an efficient distribution of public charging infrastructure that is optimized for future technologies and EV demand.

[3]2018 ZEV Action Plan Priorities Update, Office of Governor Edmund G. Brown Jr., Governor's Interagency Working Group on Zero-Emission Vehicles, September 2018 http://business.ca.gov/Portals/0/ZEV/2018-ZEV-Action-Plan-Priorities-Update.pdf

[4] 3,000 EVs would equal 23% of all fuel type vehicles in Town as of January 1, 2018.

[5] Using the following assumptions: 1.) Origin-Destination method to allocate Vehicle Miles Traveled; 2.) Average San Anselmo vehicle was driven about 7,628 miles per year in 2016; 3.) The ZEV fleet in 2025 will be comprised of 65% BEVs and 35% PHEVs, similar to the split reported by the DMV in 2018; 4.) ZEV uses .32 kWh per mile; 5.) 74% of the distance a PHEV drives is electric; 6.) The carbon intensity of electricity is the same as it was in 2016. As electricity gets greener, the emissions reduction will increase over time. This number could be higher if we assume the strategy will also encourage workers and visitors to drive zero emission vehicles to San Anselmo.

[6] Drawdown Marin is a community-driven campaign to reduce greenhouse gas emissions and prepare for climate change impacts. https://www.marincounty.org/depts/cd/divisions/sustainability/climate-and-adaptation/drawdown-marin

The EV Strategy has an Action Plan that identifies strategies to accomplish each goal. Each strategy will require additional analysis and further actions for implementation. The document sets preliminary timelines to accomplish these goals.

Grant funding and rebates are available to assist the Town and property owners to fund vehicle leases or purchases, charging stations and other strategies. Funding agencies include the Transportation Authority of Marin (TAM);[7] MCE Clean Energy (MCE);[8] the Bay Area Air Quality Management District (BAAQMD);[9] Pacific Gas and Electric (PG&E);[10] State agencies, such as the California Energy Commission (CEC);[11] and the Federal government.[12]

Town Progress Accelerating Adoption of Electric Vehicles

In April 2011, the Town Council adopted a Climate Action Plan with goals to:

- Purchase or lease low or zero-emissions vehicles and the most fuel-efficient models possible for the Town fleet, including police patrol cars and construction vehicles.
- Increase ownership of plug-in electric vehicles (EV) by providing EV charging station infrastructure, where appropriate, and encouraging property owners and developers to install EV charging stations in commercial and residential projects.

EV Ownership

As of January 1, 2018, EVs made up 3% of the total vehicles in San Anselmo. Currently there is no source of information for electric bicycles.

Table 1 San Anselmo Vehicles by Fuel Type, CA Department of Motor Vehicles, 1/1/18

Gasoline	10,583	82%
Hybrid Gas	998	8%
Ethanol	515	4%
Diesel	395	3%
Battery Electric/Plug In Hybrid	377	3%

[7] https://www.tam.ca.gov/projects-programs/alt-fuel-electric-vehicle-program/
[8] https://www.mcecleanenergy.org/news/press-releases/electric-vehicle-programs-2018/
[9] http://www.baaqmd.gov/?sc_itemid=F026D4AC-FE69-4FBD-9232-187E17FC428D
[10] https://www.pge.com/en_US/large-business/solar-and-vehicles/clean-vehicles/ev-charge-network.page
[11] https://calevip.org/
[12] https://www.energy.gov/sites/prod/files/2016/07/f33/Guide%20to%20Federal%20Funding%20and%20Financing%20for%20PEVs%20and%20PEV%20Charging.pdf

Natural Gas/Methanol/Fuel Cell/Propane	11	>1%
Total	12,879	

Building and Zoning Regulations

The Town has not adopted any special zoning standards or requirements for EV parking spaces.

The Town has adopted the California Green Building Standards (CALGreen) Code, which includes mandatory provisions for pre-wiring to support the future installation of charging stations. Pre-wiring is when builders provide sufficient basic infrastructure, such as electrical conduits, and adequate electrical panel and circuitry capacity, for future electric vehicle equipment. New single-family homes and duplexes with attached garages must pre-wire for one EV charger. New multi-family developments (17 or more units) must pre-wire 3% of the total parking spaces. Non-residential developments with 10 or more parking spaces must pre-wire for between 3% and 10% of total parking spaces.

Most construction in the Town is remodels of single-family residences. In 2018, only 5 units were approved that will require EV pre-wiring. None of the approved apartment projects (754 Sir Francis Drake and 1 Lincoln Park) meet the unit threshold to require EV infrastructure under current regulations.

Fleet Integration

Currently, there are no EVs in the Town fleet. In 2019, the Public Works and Building Department will replace one building inspection gasoline vehicle with a leased Nissan Leaf and will be leasing two additional Nissan Leaf electric vehicles for staff use. The Town is considering replacing gasoline engines with electric vehicles in 2 or 3 medium to heavy duty trucks.

Parking Policies

EV drivers have had free parking, within posted limits, since 2011 (Town Council Resolution 3937). The Town currently allows free EV charging at the Town parking lots with pay stations. In order to assist with time limit enforcement, the Town now charges for EV parking at lots with pay stations between 7:00 a.m. and 6:00 p.m.

Charging Stations

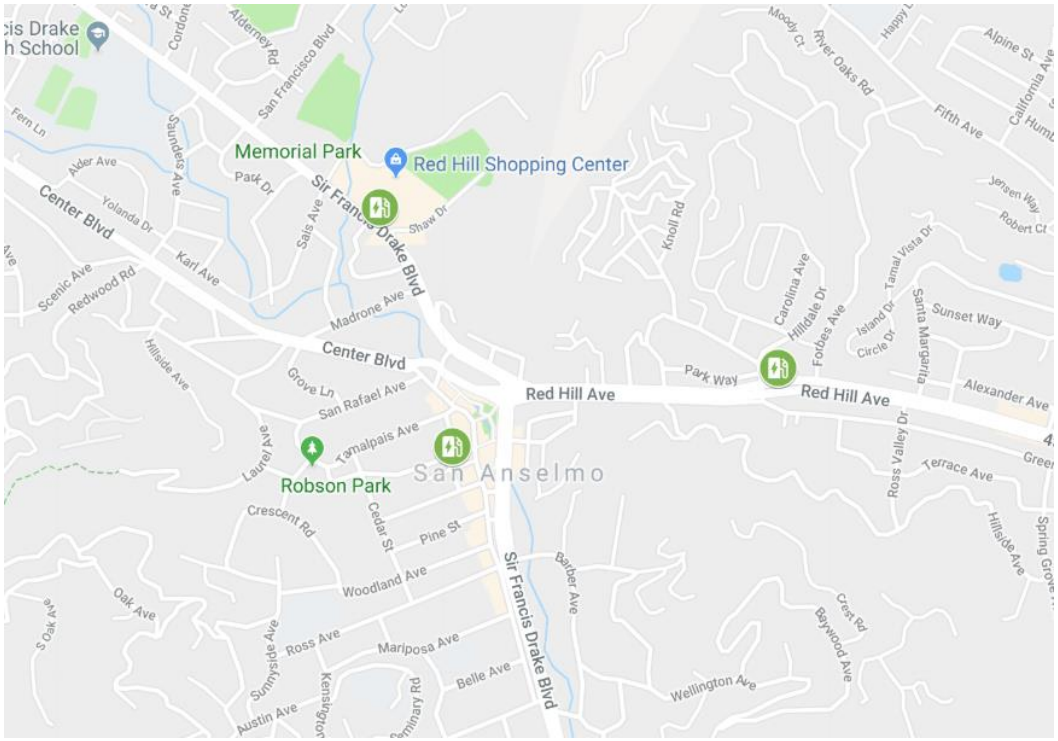
The Town has issued 12 permits for private electric vehicle charging stations since 2014. Most permits are issued on the same day as the application for $132, which is the standard cost for an electrical permit. The Town Council eliminated the permit fee for installation of EV charging stations, effective in February 2019.

There are currently 13 publicly accessible charging stations in the Town:

8 Level 2 chargers (4 with double heads) in Town parking lot on Magnolia Ave.

2 DC Fast chargers, United Market, 100 Red Hill Ave.

3 Level 2 chargers, Red Hill Shopping Center, 834-916 Sir Francis Drake Blvd.



TYPES OF CHARGERS

Level 1: provides charging through a standard plug, 120-volt AC plug. Based on the battery type and vehicle, AC Level 1 charging requires 15-20 amps of service and adds about 2 to 5 miles of range per hour of charging time. Level 1 is the slowest and least-expensive charging option.

Level 2: provides charging through either a 240-volt (typical in residential applications) or 208-volt (typical in commercial applications) AC plug. Level 2 charging requires 20 to 100 amps of service (typically 20-40 amps) and adds about 10 to 25 miles of range per hour of charging time.

DC Fast Charging: Direct-current (DC) fast charging equipment, also called Level 3, requires a dedicated circuit (20-100 amps) with a 208/480-volt AC three-phase input. It is the fastest charging option available. EVs equipped with either a CHAdeMo or SAEcombo DC fast charge receptacle can add 50 to 70 miles range in about 20 minutes.

EV ACTION PLAN

Action		Lead	Timeline	Cost/Funding Source
1. Increase and accelerate EV use within the Town to achieve 3,000 zero emission vehicles in San Anselmo by 2030. ***Measure of success:*** number of EVs in Town, number of EV chargers and e-bike charging stations.				
1.1.	When adopting the 2019 Energy Code Standards (which take effect 1/1/20), consider adopting the County of Marin model ordinance that includes more stringent requirements for pre-wiring single family and multifamily development than state regulations, e.g. requiring pre-wiring for substantial remodels, taking into consideration the cost to property owners. Require new and remodeled commercial projects to install a minimum number of electric vehicle chargers for use by employees, customers, and residents.	Public Works Engineering and Inspection (Public Works)	August 2019	No cost for County model ordinance - Staff Time and Town Attorney Review
1.2.	When adopting the 2019 Energy Code Standards (which take effect 1/1/20), consider requiring new and remodeled commercial projects to install a minimum number of electric vehicle chargers for use by employees, customers, and residents.	Public Works	August 2019	Staff Time and Town Attorney Review
1.3.	Consider requiring new and remodeled gas stations to provide EV fast chargers and hydrogen fueling stations.	Planning	2019-2020	Staff Time Only
1.4.	Consider feasibility of incentives for EVs such as providing free parking for EVs at metered parking spaces, but requiring EVs to comply with posted time limits.	Public Works	2020	Staff Time Only
1.5.	Promote adoption of electric bicycles, scooters and motorcycles.	Planning	Ongoing	Staff Time Only
1.6.	Identify locations for e-bike charging stations.	Public Works	2020	Staff Time Only
1.7.	Run Town fleet vehicles on 100% renewable sources by 2030. Purchase or lease EVs for Town fleet wherever possible, unless no	Public Works	2019	General Fund and Grants

Action		Lead	Timeline	Cost/Funding Source
	model is economically viable. Ensure that all available pricing incentives, purchase contracts and financing options are considered when assessing EV fleet purchases. Consider resale value of vehicles in cost comparisons.		3 EVs and one converted truck	Including TAM Rebates. 2019 $60,000 (already allocated) 2020-2030 $50,000/yr. (minus fuel savings)
1.8.	Encourage or require, as practicable, ride hailing companies to utilize zero emission vehicles.	Administration	As Opportunities Arise	Staff Time Only
1.9.	Update the EV Strategy annually to reflect advances in EV policies and technologies.	Planning, SC	March 2020	Staff Time Only
2.	Increase the visibility and awareness of EVs as a preferred transportation option. ***Measure of success***: number of EVs in Town fleet and number of impressions delivered by media coverage, number of public participants reached during dedicated outreach activities.			
2.1.	Initiate public awareness campaign for benefits of EV ownership, available rebates, preferential utility rates and pricing, and expected electricity costs as compared to gasoline powered transportation, through mechanisms including the Town newsletter, website, and neighborhood social media, and over-the-counter handouts developed by EV organizations at Town Hall.	Planning, Sustainability Commission (SC)	February 2019 with information posted at least quarterly	Staff Time Only
2.2.	Seek opportunities to promote EVs at Town events, such as by running a Public Service Announcement during summer Movies in the Park and including EV/Ebikes in the Country Fair Day parade.	Planning, SC	2019	Staff Time Only

Action		Lead	Timeline	Cost/Funding Source
2.3.	Coordinate test drive events with local EV dealers, manufacturers and related non-profit organizations to familiarize residents with EV technology and use these forums to present information about available federal and state incentives which significantly reduce costs.	Planning, SC	2019	Staff Time Only
2.4.	Repair or replace Town electric bicycles.	Public Works	2019	$2,000 bike repair or $3,000 General Fund + TAM grants for new
2.5.	Apply decals to Town EVs to promote Town's use of Zero Emissions Vehicles.	Public Works	2019	No cost with Drive Clean Marin materials
3. Make it easier and less expensive to install electric vehicle charging infrastructure in the Town. ***Measure of success***: Number of charging stations installed, and time required to issue permits for charging infrastructure.				
3.1.	Create an effective and efficient permitting process to set clear and transparent expectations for required materials, fees, the review process, and what plan reviewers and building inspectors will be looking for. AB 1236 (Statutes of 2015, Chapter 598) requires the Town to develop an expedited, streamlined permitting process for EV charging stations. As part of this process, the Town must adopt a checklist of all requirements with which electric vehicle charging stations shall comply to be eligible for expedited review.	Public Works	2019	Staff Time
3.2.	Publish submittal checklist and plan check requirements for EV projects on the Town website.	Public Works	2019	Staff Time

Action		Lead	Timeline	Cost/Funding Source
3.3.	Continue to waive permit fees for EV charging infrastructure.	Public Works	Ongoing	$150/permit
3.4.	Affirm that charging in an existing legal parking space is an accessory use that does not require a planning permit if charging is not the primary purpose of the site.	Planning	2019-2020	Staff Time and Town Attorney Review
3.5.	Affirm that charging spaces designated for EVs count toward meeting minimum parking requirements for business owners and developers.	Planning	2019-2020	Staff Time and Town Attorney Review
3.6.	Consider reduced parking requirements for sites with EV charging spaces, particularly since charging improvements can lead to requirements for additional disabled parking, which can reduce site parking.	Planning	2019-2020	Staff Time and Town Attorney Review
4. Advance an efficient distribution of public charging infrastructure that is optimized for future technologies and EV demand. ***Measure of success***: number of charging stations in Town.				
4.1.	Increase the number of public charging stations and locations to 162 by 2030[13] taking advantage of all relevant grants including funds available through TAM, PG&E, MCE and BAAQMD.	Public Works and Private Property Owners	2019-2020 Install 2 at Pine Street Lot Install 10 in public location	General Fund and Grants 2019-2020 $25k Pine Street/No cost PG&E Grant
4.2.	Install chargers for Town vehicles that may also be used by the public.	Public Works	As Chargers Installed	No Cost if Fee Structure Includes Costs

[13] This would include both public and private sites. According to the Department of Energy, towns (population 2,500 to 50,000) need 54 public EV plugs per 1,000 EVs.

Action		Lead	Timeline	Cost/Funding Source
4.3.	Promote countywide efforts by MCE, PG&E and others to provide rebates for new or used electric vehicles and/or charging stations.	Planning	As opportunities available	Staff Time Only
4.4.	Consider EV charging stations and EV conduit for all public parking lot improvements, including parks.	Public Works	As Parking Lots Are Improved	General Fund, Grants
4.5.	Explore innovative opportunities to expand the Town's EV charging network, such as installing chargers at existing streetlight locations.	Public Works	2019-2020	Staff Time Only
4.6.	Work with PG&E and other entities to identify multi-family and workplace charging sites appropriate for available incentive programs, such as EV Charge Network.	Planning and Public Works	As Programs Available	Staff Time Only
4.7.	Encourage Tamalpais Union High School District to install publicly available charging stations	Planning	2019	Staff Time Only
4.8.	When installing conduit at Town lots, add EV conduit.	Public Works	As Lots Are Improved	General Fund
4.9.	Establish at least one electric bicycle charging station near a bicycle parking area.	Public Works	2020	$2,000
4.10.	Provide wayfinding signage to public EV chargers and link to existing wayfinding programs.	Public Works	2020	General Fund, Grants
4.11.	Develop rules and a fee structure for Town EV charging spaces that recovers costs, encourages user turnover and supports the EV program.	Public Works	2020	Savings of $1000 per month/ Staff Time

MARIN CLIMATE & ENERGY PARTNERSHIP

Marin Countywide EV Acceleration Strategy

June 2023

Marin Countywide EV Acceleration Strategy

- Created by the Marin Climate Energy Partnership
- Funded through the Transportation Authority of Marin's Alternative Fuel Program
- Goal is to accelerate EV adoption to meet targets set in each jurisdiction's Climate Action Plan
- Intent is to develop a plan that can be accepted/adopted by all jurisdictions



Process to Create the EV Acceleration Strategy

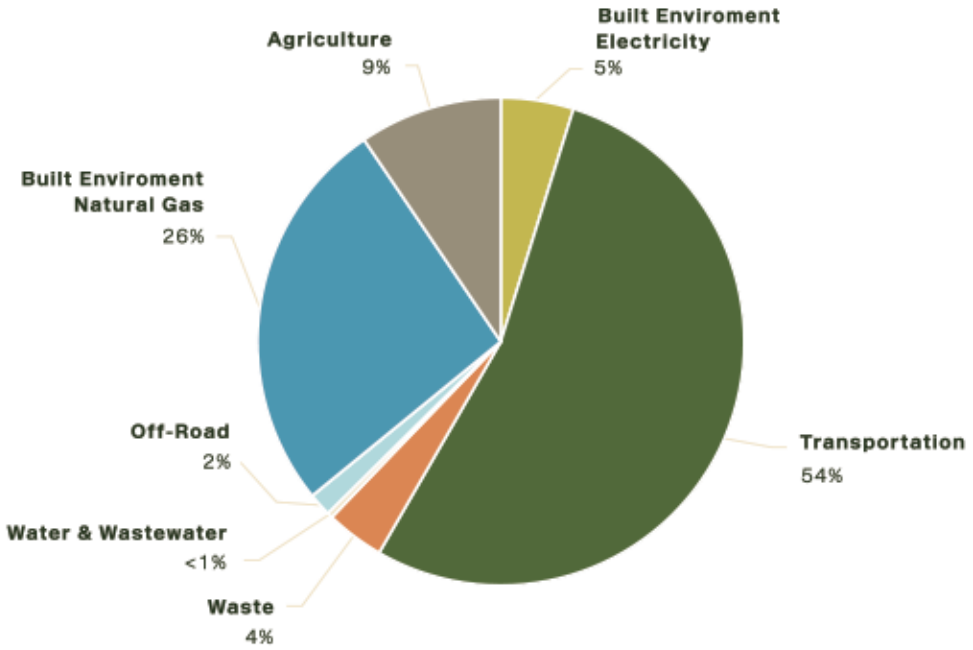
- MCEP subcommittee formed
- Guiding Principles developed
- Outreach conducted to stakeholders (jurisdictions' staff, community leaders, nonprofits, State agencies) to understand barriers and challenges to widespread EV adoption
- Reviewed other agencies' plans and guidance from regional and State agencies

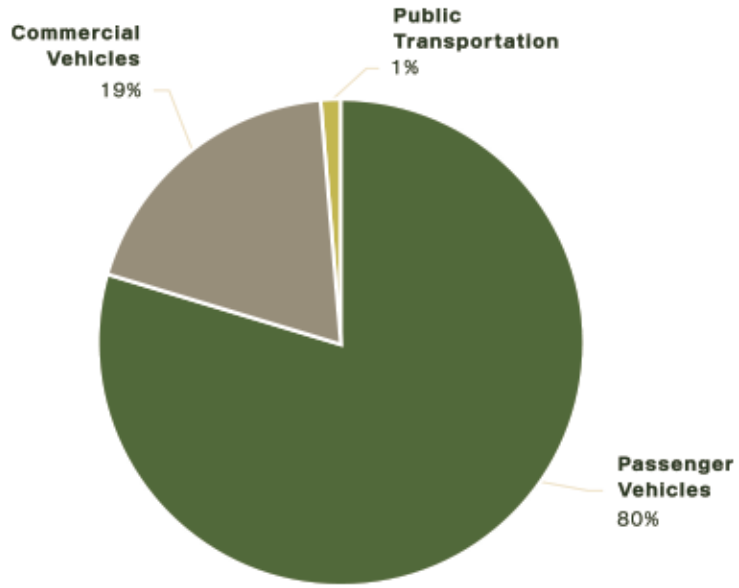


Guiding Principles

- Align with and support local climate action plans.
- Provide equitable access to EV programs and strive for equitable outcomes.
- Coordinate countywide for consistency, efficiency, and cost-effectiveness of program implementation.
- Track and measure progress of EV Strategy actions and adoption rates.
- Strive to capture local economic co-benefits whenever possible.
- Focus government actions on those that most efficiently utilize public funds and resources.
- Leverage regional, state, and federal funds to support EV deployment in Marin County.
- Support acceleration of EV sales and charger installation by the private market.

Existing Conditions: GHG Emissions (2020 Data)

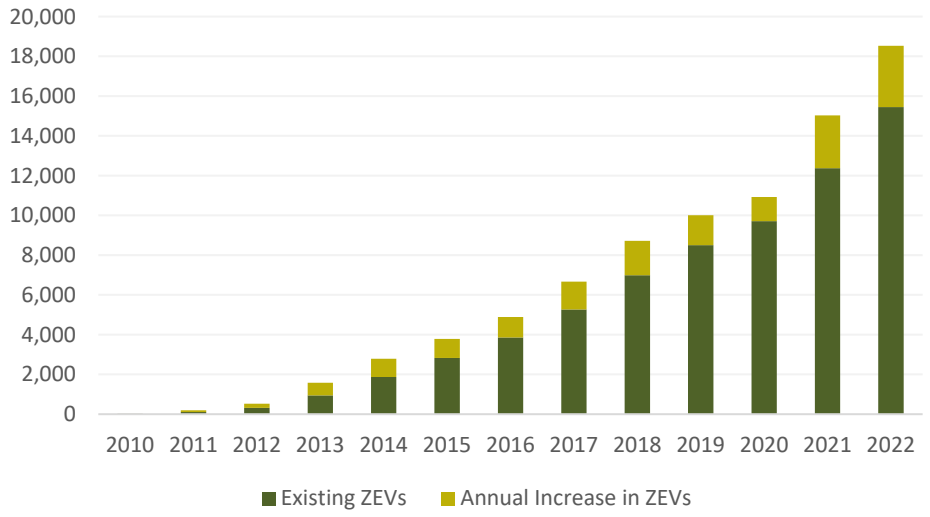


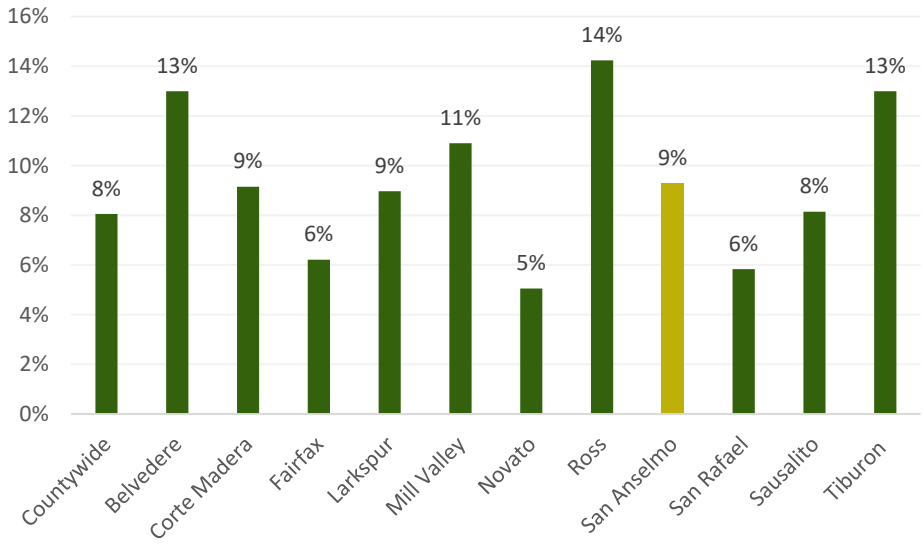


- Countywide, emissions from the Transportation sector is responsible for more than half of community emissions (2020 data)

- Passenger vehicles are responsible for 80% of transportation emissions
- Reducing emissions from passenger vehicles is critical to meeting local and state emissions reduction goals

Existing Conditions: ZEV Adoption





- 15,449 ZEVs in Marin at the end of 2022 – 25% increase since 2021
- ZEVs include battery electric (71%), plug-in hybrid (29%), and fuel cell electric vehicles <1%)

- Countywide, 8.1% of registered passenger vehicles were ZEVs in 2021 (5.8% at end of 2021)
- Statewide, 3.9% of registered passenger vehicles are ZEVs

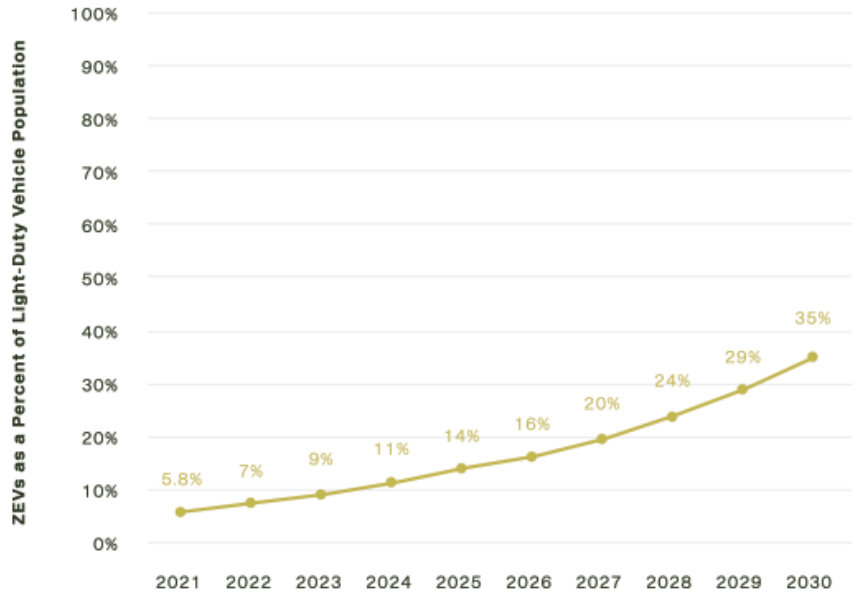
GHG Reduction and ZEV Targets

Jurisdiction	GHG Reduction Goal for 2030	ZEV registrations as % of total passenger vehicle registration by 2030
City of Belvedere	40% below 1990 level	35%
Town of Corte Madera	40% below 1990 level	25%
Town of Fairfax	Zero emissions	100%
City of Larkspur	40% below 1990 level	33%
County of Marin	40% below 1990 level (mitigation only)	45%
City of Mill Valley	47% below 1990 level	35%
Town of San Anselmo	45% below 1990 level	25%*
City of San Rafael	40% below 1990 level	25%
City of Sausalito	40% below 1990 level	30%
Town of Tiburon	50% below 1990 level	45%

**The Town of San Anselmo has also adopted a local target of 3,000 ZEVs registered in San Anselmo by 2030.*

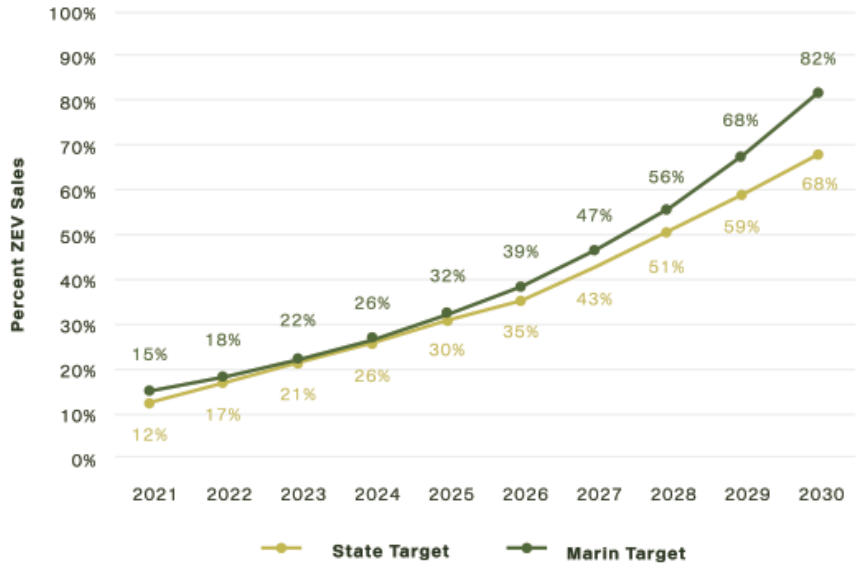
ZEV Registrations and Sales Needed to Meet Targets

Projected Marin ZEV Population for 35% Target



- Annual growth rate has averaged 22% over past 3 years
- Need to sustain 21% annual growth rate to get to 35% adoption rate by 2030

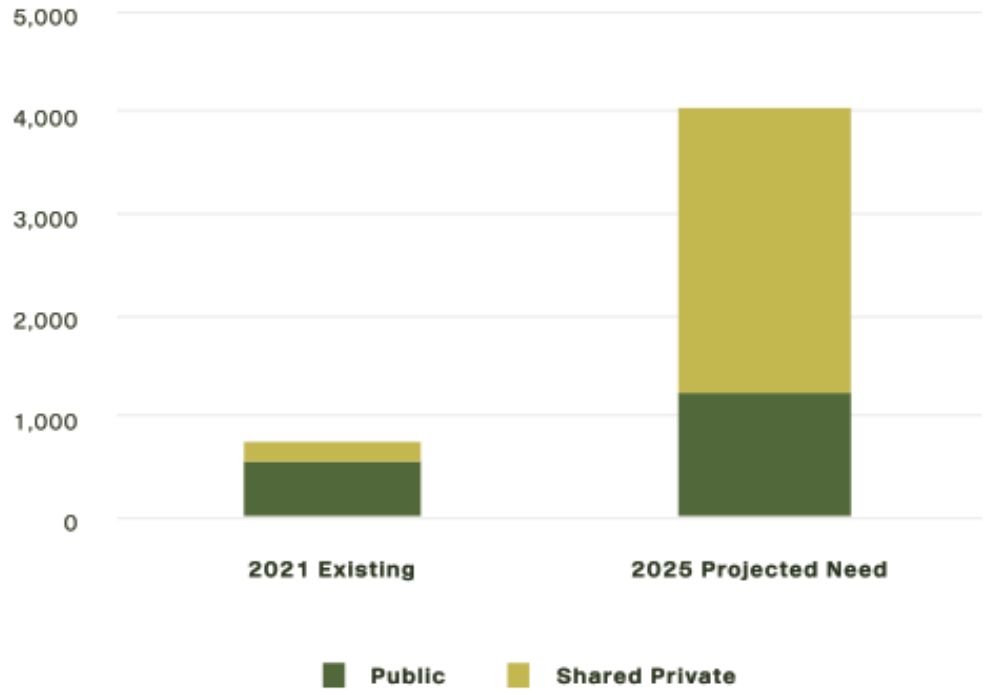
Percent New ZEV Registrations vs. State New Sales Targets



- Advanced Clean Cars II Rule sets annual ZEV sales targets beginning in 2026 to achieve 100% ZEVs by 2035
- Statewide, ZEV sales are currently 21% of light duty vehicle sales. In Marin, it's 33%.

EV Charging Needs

- According to California Energy Commission data, there are 739 public (75%) and shared private (25%) chargers in Marin
- The number of single-family home chargers is undoubtedly much higher.
- 71% of housing units in Marin are single family home
- Greatest need is for shared private chargers in multifamily buildings and at workplaces
- Opportunity to ensure new multifamily buildings are ready for an all-electric future



EV Charging Needs

- TAM's Marin County Electric Vehicle Charging Station Siting Plan (2019)

- Level 2 chargers needed:
  - Southern Marin, especially TAM junction, Mill Valley, Strawberry
  - Frontage roads next to Highway 101
  - Shopping centers
  - School parking lots
  - SMART stations
  - Ferry terminals
  - Park and ride lots
  - Marin City and Canal Neighborhood to support equitable EV access and adoption

- Level 3 chargers needed:
  - Terra Linda, downtown San Rafael, downtown Novato, Sausalito, Point Reyes Station, Larkspur/Corte Madera, Mill Valley

Municipal Fleets

Jurisdiction	BEVs
City of Belvedere	2 passenger cars and 1 e-bike
Town of Corte Madera	3 passenger cars and 1 e-bike
Town of Fairfax	1 passenger car and 1 light truck (on order)
County of Marin	13 passenger cars
City of Larkspur	2 passenger cars
City of Mill Valley	6 passenger cars and electric utility carts
City of Novato	3 passenger cars and 5 e-bikes
Town of Ross	1 passenger car
Town of San Anselmo	3 passenger cars and 2 e-bikes
City of San Rafael	1 passenger car, 3 parking service buggies, 2 pickup trucks, 1 utility vehicle and 4 e-bikes
City of Sausalito	None

Barriers to EV Adoption

Vehicle Technology	• EV range • Battery degradation (especially in the used EV market) • Lack of diversity in vehicle types (light/heavy duty trucks, police pursuit vehicles) and price points • Lack of vehicle availability
Charging	• Not enough publicly accessible charging locations, both Level 2 and 3 • Cost to install chargers, especially for trenching and getting electricity to site • Low grid capacity or connectivity in certain locations • Not enough wayfinding signage for EV charging locations • Difficult to retrofit existing multi-family buildings for EV chargers and lack of parking spaces for EVs • EV charging cost allocation to residents at multi-family buildings can be complicated with electricity meters • Cost and effort to upgrade electrical panel/install Level 2 charger at home • Reliability of public chargers
Economics	• Higher initial purchase or lease price of EVs compared to internal combustion engine vehicles • Complicated incentives (vehicles and EV chargers) • Revenue from public EV chargers does not cover cost of subscription, maintenance, electricity, and depreciation
Perceptions and Behavior	• Misinformation about EV models, range, charging, etc. • Resistance to change/fear of the unknown • Lack of EV knowledge at car dealerships • Lack of knowledge about best times to charge
E-bikes and E-scooters	• Higher purchase price • Limited rebates and incentives • Lack of secure parking • Lack of safe, protected cycling infrastructure

EV Strategy's Actions

- 36 actions in four areas
- Expectation is that jurisdictions will identify and prioritize specific actions for implementation
- Sample Workplan provided in the appendix for this purpose



EV Strategy's Actions

- Conduct Robust Community Outreach and Education **(4 actions)**
  - Conduct EV outreach through Town communication channels
  - Promote rebates and incentives
  - Support countywide marketing campaigns
  - Support consumer awareness programs, such as ride-and-drives

EV Strategy's Actions

- Accelerate Public Charging Infrastructure **(16 actions)**
  - Adopt a model reach code with EV infrastructure requirements above the base code
  - Identify locations for public chargers and include projects in Capital Improvement Plans
  - Focus municipal investment in frequently used properties (community centers, near multifamily buildings)
  - Utilize available assistance for site and equipment analysis, financing and installation
  - E-Bike facilities, including Level 1 charging and secure parking
  - Ensure equitable access to EV charging in low-income and underserved communities
  - Revise municipal policies/regulations as needed: parking, signage, pricing
  - Partner with EV charging vendors
  - Explore innovative charging solutions

EV Strategy's Actions

- Increase Municipal Fleet Electrification **(11 actions)**
  - Adopt a fleet replacement policy with goal to convert to 100% of fleet to EVs by 2030
  - Develop a fleet replacement plan and integrate in capital improvement planning; include fire and police vehicles
  - Identify fleet replacement manager
  - Install municipal chargers
  - Incorporate e-bikes in municipal fleet

EV Strategy's Actions

- Support and Advocate for Policy and Funding that Accelerates EV Adoption **(5 actions)**
  - Additional funding for municipal needs
  - Support equity priority communities:
    - Focus investment in low-income communities
    - Provide equitable access to rebates and incentives
    - Develop targeted programs such as buy-back programs

Next Steps

- Staff to complete the Work Plan (Appendix A)



MARIN CLIMATE & ENERGY PARTNERSHIP

Questions?

Serge Avila

From: kgundry@verizon.net
Sent: Tuesday, June 27, 2023 9:36 AM
To: Town Council
Subject: Support for climate actions on the 6/27 Council meeting agenda

CAUTION: External Sender

Mayor, Vice-Mayor, and Council members –

It is exciting to see several climate-related issues on the June 27 Town Council agenda. I write in support of several things:

1. The Marin Countywide EV Acceleration Strategy by the Marin Climate & Energy Partnership (MCEP) presents an opportunity for Marin municipalities to adopt EV acceleration policies and strategies, and take actions in a coordinated way across the County. I support adopting the recommended strategies in the Countywide strategy. This can take the form of an update to the Town's existing EV Strategy with a specific work plan that identifies and sets priorities and a timeline for implementation actions. This includes adopting the EV charging component of the Green Building code that is also on tonight's agenda. There are many more actions needed to provide the infrastructure needed to support the growing number of EV's and ebikes.

2. Town staff have made some wise decisions in their recommendations for adoption of the County's model green building reach code. At the last CAC meeting, members expressed support for the strategy to adopt the County's model reach code and defer taking action on any all-electric requirements until issues surrounding the Ninth Circuit Court's decision on the Berkeley ordinance are resolved.

3. I strongly support the increase in the budget allocation ($230,000) for the Climate Action Fund in the Town's fiscal year 2023-24 budget. We appreciate the support of the Council for growing investment in projects that will help reduce support on fossil fuels, including active transportation initiatives like an ebike rebate program and bike lockers, as well as municipal EV charging.

I'm sure you have seen the news about the extreme weather that is plaguing portions of the United States, fueled by climate change. We are so very lucky to have avoided serious impacts of the abnormal jet stream here in San Anselmo. But we are all affected by climate change in many ways everyday. Though these are small Town actions, every action to reduce emissions helps, and they set an excellent example for others.

Thank you again for your support.
Kathleen Gundry

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 3.2

MEETING DATE: June 27, 2023

AGENDA TITLE: Staff Recommendations for Adoption of the Marin Green Building Model Reach Code

FROM: Sean Youra, Climate Action Coordinator
Erica Freeman, Building Official

RECOMMENDATION:

Provide direction to staff as to whether to bring back an ordinance for first reading that incorporates requirements of the County's model green building reach code with staff recommended additions and revisions.

BACKGROUND

On February 14, 2023, staff presented the background and details of the County's green building model reach code to the Town Council. The model reach code was developed in collaboration with local jurisdiction staff and stakeholders including community-based organizations, the building community, utilities, Town/City commissions, Town/City councilmembers, and residents.

There are four key features or components of the model reach code that were discussed with the Council at the February 14th meeting. These include:

1. All-electric requirement for new buildings (i.e., residential, multifamily, and commercial)
2. Requirement for additions and alterations of existing single-family residences (projects of 750 square feet or greater) to meet a target energy score
3. Additional requirements for installation of EV charging infrastructure in new construction and additions/alterations that exceed CALGreen requirements
4. Requirement for new construction projects, additions and alterations of single-family and multifamily buildings affecting 750 or more square feet, and nonresidential additions and alterations to comply with CALGreen Tier 1 requirements

These requirements are summarized in Table 1 of the model reach code based on the building type and whether it is a new construction project or an addition/alteration (Attachment 1).

Staff have thoroughly analyzed the model reach code and compared it to the Town's existing green building ordinances including Ordinance 1145 adopted on April 28, 2020, and Ordinance 1165 adopted on June 28, 2022. Ordinance 1145 included green building requirements that were nearly identical to the green building requirements adopted by the County in 2019. The requirements amended CALGreen for EV charging infrastructure, applied the CALGreen Tier 1 requirements to new construction and additions/alterations based on a square footage threshold, and included an electric-preferred option for new construction to incentivize all-electric for new construction projects. Ordinance 1165 required all new residential buildings to be all-electric with some exemptions. The differences between San Anselmo's current green building requirements and the model reach code requirements are detailed in Attachment 2 separated out into new construction, additions/alterations, and EV charging infrastructure requirements.

Staff presented the requirements of the model reach code to the Planning Commission at their February 6, 2023 meeting and received feedback from the members. Staff also presented to the Climate Action Commission (CAC) at their May 8, 2023 meeting to discuss staff recommendations for adoption of the model reach code. The CAC was supportive of the staff recommendations.

On April 17, 2023, the Ninth Circuit Court of Appeals issued a ruling that the City of Berkeley's all-electric ordinance was preempted by the Energy Policy Conservation Act (EPCA). As summarized in Attachment 3, the Ninth Circuit reversed a previous district court ruling in concluding that the EPCA preempts state and local governments from regulating the quantity of natural gas used by an appliance at the point of use. San Anselmo's all-electric ordinance (Ordinance 1165) is similar to that of Berkeley's ordinance as both were adopted using a Health and Safety justification rather than through an amendment of the California Building Standards Code. Although Berkeley has filed a petition for rehearing en banc (i.e., a rehearing by all judges of the court), the current court decision must be treated as binding authority for all jurisdictions within the Ninth Circuit.

As a result of the Berkeley litigation, staff has since had to revise the recommendations for adoption of the model reach code to ensure that any proposed ordinance would be legally compliant with the Ninth Circuit ruling as it currently stands. These revised recommendations were presented to the CAC at their June 16, 2023 meeting.

DISCUSSION/ANALYSIS

Staff recommendations for each component of the model reach code will be discussed in the following sections. It should be noted that any of these requirements could be adopted as a standalone ordinance or could be combined as a single green building ordinance.

All-Electric for New Construction

This component of the model reach code requires all-electric for newly constructed buildings including both residential and nonresidential buildings. For comparison, minimum standards under the 2022 California Building Standards Code require new single-family homes to be electric-ready if gas appliances are installed.

The primary difference between this part of the model reach code and San Anselmo Ordinance 1165 is that San Anselmo's Ordinance only requires all-electric for new residential buildings. The adoption of this part of the model reach code would expand the all-electric requirements to new nonresidential buildings.

When staff first presented the recommendations for adoption of the model reach code to the CAC at their May 8th meeting, the recommendations included adopting the all-electric requirement for all new buildings. In addition, staff recommended that the all-electric requirements cover substantial improvement projects as well starting January 1, 2024 with a project cost exemption threshold if the all-electric costs (including available incentives) were above 15% of the total project costs. Substantial improvements are defined in the California Building Standards Code as "any repair, reconstruction, rehabilitation, alteration, addition, or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however, include either:

1. Any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions.
2. Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure."

However, due to the Ninth Circuit ruling and the fact that San Anselmo has suspended enforcement of Ordinance 1165 for the time being pending the Ninth Circuit decision on Berkeley's appeal for rehearing, staff recommends that the all-electric requirements for new buildings and substantial improvements not be adopted at this time. There is a litigation risk to any jurisdiction that has or plans to adopt all-electric requirements for new buildings, especially if the requirements are codified in the Health and Safety section of the municipal code (i.e., a non-building code approach). Therefore, if the Town Council were to adopt this part of the model reach code, it could present a greater risk for litigation.

The final resolution of the Berkeley litigation could take several months or even a year. In the interim, staff would plan to evaluate potential alternative policy options for decarbonization of new buildings such as imposing an emissions limit for new buildings, which is an approach New York City has taken for buildings over 25,000 square feet. The Building Decarbonization Coalition, Statewide Reach Codes team, and other

organizations are currently evaluating these potential alternative policy options to reduce and/or eliminate emissions from new buildings. If viable alternatives are identified, staff could bring these alternatives to the Council for further discussion.

Flex Compliance Path for Single-Family Additions/Alterations

This component of the model reach code amends Part 6 (i.e., the Energy Code) of the 2022 California Building Standards Code and requires existing single-family residences undergoing additions or alterations to implement additional energy efficiency and electrification measures beyond the 2022 California Building Standards Code. Additional energy savings are achieved through a performance compliance pathway recently developed by the State. The Flexible Compliance Pathway is a points-based system allowing homeowners and contractors to select from a comprehensive menu of energy efficiency and electrification measures that are appropriate for the scope of their project. This requirement applies to single-family additions and alterations affecting 750 or more square feet for homes that were originally permitted for construction before December 31, 2010. The energy efficiency and electrification measures proposed for the single-family additions and alterations have been demonstrated to be cost-effective in modeling studies completed by the Statewide Reach Codes team. In addition, this component of the model reach code requires electrical panel upgrades for any single-family building projects to accommodate for future electrification of all appliances. Exemptions are included based on hardship, infeasibility, income qualification, and other considerations.

It is important to transition existing buildings from the use of fossil fuels in order for the Town to achieve its GHG emissions reduction goal for 2030 (i.e., 54% emissions reduction from 2005 baseline with 32% of total emissions coming from natural gas used in buildings currently). Since the electrification and energy efficiency measures included in Table 2 of the model reach code have already been demonstrated to be cost-effective in modeling studies by the Statewide Reach Codes team, the Town would not have to conduct additional studies and submit them to the California Energy Commission (CEC). County staff involved in the development of the model reach code have confirmed that this part of the model reach code is not impacted by the Ninth Circuit ruling. Additionally, the Flexible Compliance Pathway in the model reach code is aligned with the 2021-2022 Marin County Civil Grand Jury report titled, *Electrifying Marin's Buildings: A Countywide Approach*, which included the following recommendation:

> "On or before January 1, 2023, Marin County and each of its cities and towns that have not already done so should adopt a reach code requiring energy efficiency measures in connection with renovations of existing residential buildings. The reach code should specify the size of the renovation that will trigger the requirement and provide flexibility by allowing the applicant to choose from a list of energy efficiency measures, including electrification of gas appliances."

For the reasons discussed above, staff recommends that the Flex Compliance Pathway for single-family additions and alterations be included in a building code ordinance for adoption.

EV Charging Infrastructure

This component of the model reach code amends Part 11 (i.e., CALGreen) of the 2022 California Building Standards Code. It requires that all new single-family homes be Level 2 EV Ready, which includes a receptacle to charge a vehicle. This part of the model reach code exceeds the CALGreen provisions for renovations by requiring single-family homes to be Level 2 EV Ready if the project is upgrading the main electrical service panel. It also exceeds CALGreen requirements for new multifamily construction by ensuring 100% of tenant parking spaces have access to EV charging. Specifically, it requires 15% of the total spaces to have EV charging stations installed and the remaining 85% of spaces to be Low Power Level 2 EV Ready. For both multifamily and nonresidential renovations, the model reach code exceeds CALGreen provisions by requiring designated electrical capacity for 20% of onsite parking spaces to be Level 2 EV Ready if modifying the main electrical service panel. Additionally, for multifamily and nonresidential renovations that modify the parking lot surface, either conduit must be added to a minimum of 50% of exposed parking spaces, or a minimum 5% EV charging stations must be installed to parking spaces requiring any combination of Level 2 and Direct Current Fast Charging EV Supply Equipment (EVSE) and 20% of exposed parking spaces must have conduit added.

The differences between the Town's current EV charging infrastructure requirements and the model reach code requirements are detailed in Attachment 2 separated out by building type.

Although adding more EV charging infrastructure beyond what the California Building Standards Code requires represents an added cost, those costs are small relative to the overall construction costs (estimated to be less than 0.5% in the Bay Area depending on the level of charging provided). Additionally, adding EV charging infrastructure during new construction is approximately four times less costly compared to a retrofit scenario. Developers and property managers also see EV charging infrastructure as a value-added amenity, especially in a car market that is rapidly transitioning to electric.

Based on a cost analysis that County staff conducted in collaboration with MidPeninsula Housing (Mid Pen), an affordable housing developer, of various EV charging policy options, the 15% EVCS/85% EV Ready option for new multifamily buildings was the most cost-effective while also providing 100% accessibility with optimized charging speeds. MidPen's base design standards are all-electric with EV charging infrastructure as they no longer develop mixed-fuel buildings. This seems to be the trend amongst developers in the Bay Area especially when they can reduce upfront costs by taking advantage of PG&E's EV Electric Rule 29, installing automatic load management systems (ALMS), and applying for applicable rebates from MCE and other agencies.

Furthermore, developers can easily recoup charging sessions by installing app-enabled charging receptacles such as Orange or Plugzio.

The 2022 California Building Standards Code misses the opportunity to maximize this moment when parking lot surfaces and/or service panels are upgraded. By requiring the installation of EV charging infrastructure at time of parking lot upgrades, developers can fully benefit from construction savings and install valuable amenities for their occupants.

For the reasons discussed above, staff recommends that the EV charging infrastructure requirements in the model reach code be included in the building code amendment except for the separate EV charging infrastructure requirements for new hotels and motels. Since there is only one hotel in San Anselmo and there are not likely to be permit applications for new hotels or motels in the foreseeable future, staff believes that adding separate requirements for this building type is unnecessary and would complicate the building code further. Furthermore, the Town's current EV charging infrastructure requirements do not include separate requirements for hotels or motels.

CALGreen

This last component of the model reach code amends Part 11 (i.e., CALGreen) of the 2022 California Building Standards Code. It requires all new construction, additions and alterations affecting 750 or more square feet of existing single-family and multifamily buildings, and nonresidential additions and alterations to comply with CALGreen Tier 1 provisions except for the EV charging infrastructure provisions discussed in the previous section.

San Anselmo has historically adopted CALGreen Tier 1 requirements including for the 2022 California Buildings Standards Code adoption. As detailed in Attachment 2, the Town's current building code requires residential additions and alterations affecting 1,200 or more sq. ft. to meet CALGreen Tier 1 requirements. The model reach code sets this threshold lower to 750 sq. ft. This ensures more of these projects are covered by the CALGreen requirements, which will result in greater emissions reductions as well as improved water efficiency, material conservation, and indoor environmental quality for these projects.

Staff recommends that the CALGreen requirements in the model reach code be included in the building code amendment as well.

Furthermore, staff recommends including an additional requirement for new multifamily construction to install long-term bike parking per CALGreen Section A4.106.9.2. The specific requirements include:

1. Providing on-site bike parking for at least one bike per every two dwelling units
2. Providing bike parking facilities that can include either covered, lockable enclosures with permanently anchored racks for bikes or lockable bike rooms with permanently anchored racks.

Per AB 2863 which was adopted last year, the next update of the California Building Standards Code will require some amount of short- and long-term bike parking in multifamily buildings along with hotels and motels. The Town has an opportunity to improve both EV charging access and bike storage access through a building code update ahead of the implementation of AB 2863, which can support renters transitioning to EVs or using bikes/e-bikes as an alternative transportation mode.

FISCAL IMPACT

There is no fiscal impact to the Town to discuss the model reach code.

GENERAL PLAN CONSISTENCY

The model reach code is consistent with the Town's General Plan including the conservation goals in the Conservation Element.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's discussion of the model reach code 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 model reach code is consistent with some of the measures in the Town's Climate Action Plan including:

- **E-4: Green Building Reach Code:** Investigate adopting a green building ordinance for new and remodeled commercial and residential projects that requires green building methods and energy efficiency savings above the State building and energy codes. Consider utilizing the County's green building ordinance as a model and including the use of photovoltaic systems and all-electric building systems as options to achieve compliance.
- **R-3: Building and Appliance Electrification:** Promote electrification of building systems and appliances that currently use natural gas, including heating systems, hot water heaters, stoves, and clothes dryers.

ATTACHMENTS

Attachment 1 – Model Reach Code
Attachment 2 – Comparison Table of Model Reach Code and San Anselmo Green Building Code Requirements
Attachment 3 – BayREN Ninth Circuit Decision Summary
Attachment 4 – Presentation Slides

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19.04.110 Purpose.

The purpose of this chapter is to meet or exceed all applicable mandatory measures of the 2022 California Green Building Standards Code (Title 24, Part 11) and 2022 California Energy Code (Title 24, Part 6) of the California Code of Regulations. Pursuant to Health and Safety Code Sections 17958.7 and 18941.5, the Marin County Board of Supervisors hereby finds the following all-electric construction and green building modifications to California Green Building Standards Code Chapters 3, 4 and 5, as set forth in this subchapter, are reasonably necessary to address local climatic, geologic, environmental and/or topographic conditions that affect the health, safety, and welfare of residents, including flooding/sea level rise, wildfire risk, and seismic risk.

The green building provisions referenced in this chapter are designed to achieve the following objectives in Marin County:

(1) Increase energy efficiency in buildings;

(2) Reduce consumption of fossil fuels;

(3) Encourage water and resource conservation;

(4) Reduce waste generated by construction projects;

(5) Reduce long-term building operating and maintenance costs;

(6) Improve indoor air quality and occupant health;

(7) Contribute to meeting state and local commitments to reduce greenhouse gas emissions;

(8) Satisfy all applicable mandatory measures of the 2022 California Green Building Standards Code (Title 24, Part 11) of the California Code of Regulations.

19.04.115 Applicability.

The provisions of this chapter shall apply to all construction or development projects defined below as a "covered project."

19.04.120 Definitions.

For the purposes of interpreting this chapter and the associated standards for compliance, the following terms are defined as follows. When the definitions below differ from those contained elsewhere in this title, the provisions of this chapter shall apply. These definitions are additional to those outlined in Chapter 2 of the California Green Building Standards Code, Title 24, Part 11.

(1) "2022 California Energy Code" refers to the requirements outlined in the 2022 edition of the California Energy Code known as California Code of Regulations, Part 6 of Title 24.

(2) "All-electric Building" or “All-electric Design” means a building or plans for a building that uses a permanent supply of electricity as the source of energy for all space heating (including but not limited to fireplaces), water heating (including but not limited to pools and spas), cooking appliances (including but not limited to barbeques), and clothes drying appliances, and has no natural gas or propane plumbing installed in the building or within the property lines. An all-electric building may also include solar thermal collectors.

(3) “Accessory Dwelling Unit (ADU)” means a residential unit that meets the definition of an accessory dwelling unit as outlined in §22.130.030 in the County of Marin Article VIII - Development Code Definition. This states that “a residential dwelling unit, which is accessory to a primary dwelling unit, that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary dwelling. It shall provide permanent provisions for living, sleeping, eating, cooking, sanitation, and independent exterior access, on the same lot as the single-family or multi-family dwelling is or will be situated. An Accessory Dwelling Unit also includes the following: (1) an efficiency unit as defined in section 17958.1 of the California Health and Safety Code and (2) a manufactured home as defined in section 18007 of the California Health and Safety Code.” For purposes of this subchapter, ADU also covers Junior ADUs and detached or attached ADUs.

(4) “Automatic Load Management System (ALMS)” means a control system designed to manage load across one or more electric vehicle supply equipment (EVSE), circuits, panels, and to share electrical capacity and/or automatically manage power at each connection point. ALMS systems shall be designed to deliver no less than 3.3 kVa (208/240 volt, 16-ampere) to each EV Capable, EV Ready or EVCS space served by the ALMS, and meet the requirements of California Electrical Code Article 625. The connected amperage to the building site for the EV charging infrastructure shall not be

lower than the required connected amperage per California Green Building Standards Code, Title 24 Part 11.

(5) "CALGreen" refers to the California Green Building Standards Code, as included in Title 24, Part 11 of the California Code of Regulations.

(6) "CALGreen mandatory" means those measures that are required under Title 24, Part 11. Residential mandatory measures are contained in CALGreen Chapter 4. Nonresidential mandatory measures are contained in CALGreen Chapter 5.

(7) "CALGreen Tier 1" refers to required pre-requisite and elective measures in addition to the CALGreen mandatory measures, as outlined in CALGreen Appendix A4.601.4 for residential projects and CALGreen Appendix A5.601.2 for nonresidential projects.

(8) “Commercial Kitchen” means non-retail food facility devoted to the commercial preparation, production, and cooking of food and beverages for on-site or off-site consumption.

(9) “Cooking Equipment” means equipment intended for commercial use, including ovens, ranges, and cooking appliances for use in a commercial kitchen and restaurant where food is dispensed.

(10) "Covered Project(s)" means a development project provided below as set forth by the standards for compliance outlined in §19.04.140, Table 1, 2, or 3 for which one or more building permits are required:

(i) All residential and nonresidential new construction and newly constructed buildings as defined below in §19.04.120(27) and (28), respectively; and/or

(ii) Additions or alterations to an existing Single-Family residential building, except for any projects less than 750 square feet.

(11) “Direct Current Fast Charging (DCFC)” means a parking space provided with electrical infrastructure that meets the following conditions:

(i) A minimum of 48 kVa (480 volt, 100-ampere) capacity wiring.

(ii) Electric vehicle supply equipment (EVSE) located within three (3) feet of the parking space providing a minimum capacity of 80-ampere.

(12) "Electric Vehicle (EV) Capable Space" means a vehicle space with electrical panel space and load capacity to support a branch circuit and necessary raceways, both underground and/or surface mounted, to support EV charging.

(13) "Electric Vehicle (EV) Ready Space" means a vehicle space which is provided with a branch circuit; any necessary raceways, both underground and/or surface mounted, to support EV charging, terminating in a receptacle or a charger.

(14) “Electric Vehicle Charging Space (EV Space)” means a space intended for future installation of EV charging equipment and charging of electric vehicles.

(15) "Electric Vehicle Charging Station (EVCS)" means a parking space that includes installation of electric vehicle supply equipment (EVSE) at an EV Ready space. An EVCS space may be used to satisfy EV Ready space requirements. EVSE shall be installed in accordance with the California Electrical Code, Article 625.

(16) "Level 1 (L1) EV Ready" means a parking space that is served by a complete electric circuit with the following requirements:

(i) A minimum of 2.2 kVa (110/120 volt, 20-ampere) capacity wiring.

(ii) A receptacle labeled "Electric Vehicle Outlet" or electric vehicle supply equipment located within three (3) feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 16-ampere.

(iii) Conduit oversized to accommodate future Level 2 EV Ready (208/240 volt, 40-ampere) at each parking space.

(17) "Level 2 (L2) EV Ready" means a parking space that is served by a complete electric circuit with the following requirements:

(i) A minimum of 8.3 kVa (208/240 volt, 40-ampere) capacity wiring.

(ii) A receptacle labeled "Electric Vehicle Outlet" or electric vehicle supply equipment located within three (3) feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 30-ampere.

(18) "Electric Vehicle Supply Equipment (EVSE)" means the conductors, including the undergrounded, grounded and equipment grounding conductors and the electric vehicle connectors, attachment plugs, and all other fittings, devices, power outlets or apparatus installed for the purpose of transferring energy between the premises wiring and the electric vehicle.

(19) "Essential Services Building" means a facility as defined by the California Health and Safety Code section 16007, as amended from time to time. For purposes of this chapter, essential services buildings are publicly owned and/or publicly operated buildings whose purpose is to safeguard the public health and safety. Essential services buildings generally exclude privately owned residences and/or commercial buildings; except that, privately owned commercial buildings may qualify as essential services buildings to the extent they are publicly operated to safeguard the public health and safety.

(20) "Food Service Establishment" means any newly constructed or new construction building with construction plans for a commercial kitchen or cooking equipment.

(21) "Industrial process heat" shall be defined as a process or manufacturing equipment for which sustained temperatures typically in excess of three hundred fifty degrees Fahrenheit are required and demonstrably not achievable with commercial electric equipment.

(22) “Low Power Level 2 Electric Vehicle Charging Receptacle” means a parking space that is served by a complete electric circuit with the following requirements:

(i) A minimum of 4.1 kVa (208/240 volt, 20-ampere) capacity wiring.

(ii) A receptacle labeled “Electric Vehicle Outlet” or electric vehicle supply equipment located within three (3) feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 16-ampere.

(iii) Conduit oversized to accommodate future level 2 EV Ready (208/240 volt, 40-ampere) at each parking space.

(23) “Mixed-fuel” means a building or unit in a building that is plumbed for the use of natural gas or propane as fuel for space heating, water heating, cooking or clothes drying appliances or has gas plumbing within a building or within the property lines of the premises connected to a gas meter or propane tank.

(24) "Modified parking lot" shall be those for which paving material and curbing is removed.

(25) “Natural gas” is the same meaning as "Fuel Gas" as defined in the California Plumbing Code and Mechanical Code.

(26) “Natural gas infrastructure” means fuel gas piping, other than service pipe, in or in connection with a building, structure or within the property lines of premises, extending from the point of delivery at the meter, service meter assembly, outlet of the service regulator, service shutoff valve, or final pressure regulator, whichever is applicable, as specified in the California Mechanical Code and Plumbing Code.

(27) “New Construction” means a building that meets the definition of a demolition as outlined in §22.130.030 in the County of Marin Article VIII - Development Code Definition. This states that "for buildings, removal or substantial modification of more than seventy-five percent of the linear sum of a building's exterior walls for each story shall be considered demolition of the building." Any existing building that is demolished to this level will be required to comply with the requirements for all-electric construction in newly constructed and new construction buildings outlined in §19.04.125.

(28) “Newly Constructed” means a building that has never before been used or occupied for any purpose.

(29) "Qualified green building rater" means an individual who has been trained and certified as a CALGreen inspector, LEED AP w/a specialty, GreenPoint rater, PHIUS consultant, or has similar qualifications and certifications if acceptable to the chief building official.

(30) “Single-Family” means a building designed for and/or occupied exclusively by one family. It is used herein to describe one and two-family dwellings and townhouses with attached private garages. It also includes factory-built, modular housing units, constructed in compliance with the California Building

Code (CBC), and mobile homes/manufactured housing on permanent foundations and agricultural worker housing.

19.04.125 Requirements for all-electric construction in newly constructed and new construction buildings

(a) Newly Constructed Buildings and buildings defined as New Construction in §22.130.030 of the County of Marin Article VIII - Development Code must satisfy the definition of an all-electric building and/or design, except as otherwise described below:

(i) Emergency electrical generation back-up power equipment for essential services and multifamily buildings;

(ii) The use of portable propane appliances outside of the building envelope, such as for outdoor cooking, refrigeration, and outdoor heating appliances;

(iii) The use of natural gas infrastructure for equipment requiring industrial process heat;

(iv) Development projects that have obtained vested rights prior to the effective date of this chapter pursuant to:

(a) A preliminary affordable housing project application in accordance with Government Code Section 65589.5(o),

(b) A development agreement in accordance with Government Code Section 65866,

(c) A vesting tentative map in accordance with Government Code 66998.1, or

(d) The ruling in Avco Community Developers Inc. v. South Coast Regional Communication (1976) 17 Cal. 3d 785, or pursuant to other applicable statutory or case law.

(v) Food service establishments as defined in §19.04.120(20) and described in §19.04.180.

(vi) New ADUs and JADUs that are attached or wholly within an existing mixed-fuel residential building may utilize existing natural gas facilities.

(b) Requirements are outlined by project type and size in §19.04.140, Table 1

(c) This subchapter shall in no way amend the 2022 California Energy Code, Title 24 part 6, nor require the use or installation of any specific appliance or system.

(d) Applicants are ineligible to apply for and the building official may not grant permits that would convert an all-electric building to a mixed-fuel building where the application was submitted on or after the effective date of this chapter.

(e) To the extent that natural gas infrastructure is permitted, it shall only be permitted to extend to a system, device, or appliance within a building for which an equivalent all-electric design as defined in §19.04.120(2), Marin County Code, is not available.

(f) Newly constructed and New Construction buildings shall nonetheless be required at a minimum to have sufficient electric capacity, wiring, and conduit to facilitate future full building electrification.

(g) The requirements of this subchapter shall be deemed objective planning standards under Cal. Gov't Code section 65913.4 and objective development standards under Cal. Gov't Code section 65589.5

19.04.130 Requirements for additions and alterations - Local amendments to 2022 California Energy Code.

Pursuant to §19.04.010(6), the county has adopted the 2022 edition of the California Energy Code known as California Code of Regulations, Part 6 of Title 24 with additions, and deletions as provided in this subchapter.

The provisions of this subchapter shall constitute local amendments to the cross-referenced provisions of the 2022 California Energy Code and shall be deemed to replace the cross-referenced sections of said Code with the respective provisions set forth in this subchapter.

The California Energy Code, Title 24, Part 6, is hereby amended as underlined and struck through:

Section 100.0 of Subchapter 1 of the 2022 California Energy Code is modified to add new section (i) as follows:

(i) Single-Family Building Remodel Energy Reach Code - Purpose and Intent. In addition to all requirements of the California Energy Code applicable to Existing Single-Family Building additions and alterations, the energy efficiency and renewable energy measures specified in Section 150.0(w) shall be required for Covered Projects of mixed-fuel buildings.

Section 100.1(b) is modified by adding the following definitions:

"All-electric Building" or "All-electric Design" as defined in §19.04.120(2), Marin County Code.

"Covered Project(s)" as defined in §19.04.120(10), Marin County Code.

"Mixed-fuel" building as defined in §19.04.120(23), Marin County Code.

Section 150.0 SINGLE-FAMILY RESIDENTIAL BUILDINGS – MANDATORY FEATURES AND DEVICES, first two paragraphs, are modified to read as follows:

Existing Single-Family residential buildings shall comply with the applicable requirements of Sections 150(a) through 150.0(v), and Covered Existing Single-Family Projects, other than projects identified as all-electric construction for newly constructed or new construction buildings in §19.04.125, Marin County Code, shall comply with the applicable requirements of Section 150.0(w).

NOTE: The requirements of Sections 150.0(a) through 150.0(v) apply to newly constructed buildings. Sections 150.2(a) and 150.2(b) specify which requirements of Sections 150.0(a) through 150.0(v) also apply to additions or alterations, with the exception that Covered Existing Single-Family Projects, other than projects identified as all-electric construction for newly constructed or new construction buildings in §19.04.125, Marin County Code, shall also be required to comply with Section 150.0(w).

A new Section, (w), is added to Section 150.0 as follows:

(w) Requirements for a Covered Project are outlined by project type in §19.04.140, Table 1, Marin County Code. A Covered Existing Single-Family Project, as defined in §19.04.120(10)(ii), Marin County Code, that includes an electrical panel upgrade, a kitchen remodel or a laundry room remodel shall comply with the requirements for Measure ER2 in §19.04.140, Table 2, Marin County Code, In addition, a Covered Existing Single-Family Project in a building originally permitted for construction on or before December 31, 2010 shall install a set of measures from the Measure Menu in §19.04.140, Table 2, Marin County Code, to achieve a total Measure Point Score that is equal to or greater than the Target Score in said table and shall conform to the List of Measure Specifications in §19.04.140, Table 3, Marin County Code, except as otherwise described below:

(i) Projects identified as all-electric construction for newly constructed or new construction buildings in §19.04.125, Marin County Code.

(ii) Projects less than 750 square feet.

(iii) Projects that are limited solely to a newly created attached Accessory Dwelling Units (ADUs) or Junior Accessory Dwelling Unit (JADU) as defined in §19.04.120(3), Marin County Code. A newly created ADU and JADU shall include either additions or conversions of existing space. This exception DOES NOT apply to a Covered Existing Single-Family Project of an existing ADU or JADU.

(iv) Mobile Homes, Manufactured Housing, or Factory-built Housing as defined in Division 13 of the California Health and Safety 12 Code (commencing with section 17000 of the Health and Safety Code).

(v) If due to conditions specific to the project, it is technically or economically infeasible to achieve compliance, the chief building official may reduce the Target Score and/or waive some or all of the mandatory requirements.

(vi) If the applicant demonstrates that the Energy Budget of the proposed building, as calculated under Section 150.1(b), would be less than or equal to the Energy Budget of the building if it otherwise complied with this Section, 150.0(w).

(vii) A resident owner or occupant demonstrates that they qualify for the California Alternative Rates for Energy (CARE) or Family Electric Rate Assistance (FERA) program may comply by installing, to the specifications in §19.04.140 Table 3, Marin County Code, the following:

(a) E1: Lighting Measures; and

(b) E2: Water Heating Package

In addition, all mandatory measures listed in §19.04.140, Table 2, Marin County Code, shall be installed.

Measure verification shall be explicitly included as an addendum to the Certificate of Compliance to be filed pursuant to 2022 Title 24 Section 10-103.

19.04.135 Requirements for Electric Vehicle Infrastructure - Local amendments to 2022 CALGreen California Green Building Standards Code.

Pursuant to §19.04.010(9), the county has adopted the 2022 edition of the California Green Building Standards Code known as California Code of Regulations, Part 11 of Title 24 (herein referred to as CALGreen Code), including Division A4.6 for Tier 1 with additions, and deletions as provided in this subchapter. Requirements are outlined by project type in Table 1 of Chapter 19.04.140, Marin County Code.

The provisions of this subchapter shall constitute local amendments to the cross-referenced provisions of the 2022 CALGreen Code and shall be deemed to replace the cross-referenced sections of said Code with the respective provisions set forth in this subchapter.

Section 202 of Chapter 2 of the 2022 CALGreen Code is hereby amended as underlined and struck through:

Automatic Load Management System (ALMS). A control system designed to manage load across one or more electric vehicle supply equipment (EVSE), circuits, panels and to share electrical capacity and/or automatically manage power at each connection point. ALMS systems shall be designed to deliver no less than 3.3 kVa (208/240 volt, 16-ampere) to each EV Capable, EV Ready or EVCS space served by the ALMS, and meet the requirements of California Electrical Code Article 625. The connected amperage to the building site for the EV charging

infrastructure shall not be lower than the required connected amperage per California Green Building Standards Code, Title 24 Part 11.

Direct Current Fast Charging (DCFC). A parking space provided with electrical infrastructure that meets the following conditions:

i. A minimum of 48 kVa (480 volt, 100-ampere) capacity wiring.

ii. Electric vehicle supply equipment (EVSE) located within three (3) feet of the parking space providing a minimum capacity of 80-ampere.

Electric Vehicle Charging Station (EVCS). ~~One or more electric vehicle charging spaces served by electric vehicle charger(s) or other charging equipment allowing charging of electric vehicles. Electric vehicle charging stations are not considered parking spaces~~. A parking space that includes installation of electric vehicle supply equipment (EVSE) at an EV Ready space. An EVCS space may be used to satisfy EV Ready space requirements. EVSE shall be installed in accordance with the California Electrical Code, Article 625.

Electric Vehicle (EV) Ready Space. [HCD] A vehicle space which is provided with a branch circuit; any necessary raceways, both underground and/or surface mounted; to accommodate EV charging, terminating in a receptacle or a charger.

Electric Vehicle (EV) Capable Space. A vehicle space with electrical panel space and load capacity to support a branch circuit and necessary raceways, both underground and/or surface mounted, to support EV charging.

Level 2 (L2) EV Capable. A parking space provided with electrical infrastructure that meets the following requirements:

i. Conduit that links a listed electrical panel with sufficient capacity to a junction box or receptacle located within three (3) feet of the parking space.

ii. The conduit shall be designed to accommodate at least 8.3 kVa (208/240 volt, 40-ampere) per parking space. Conduit shall have a minimum nominal trade size of 1 inch inside diameter and may be sized for multiple circuits as allowed by the California Electrical Code. Conduit shall be installed at a minimum in spaces that will be inaccessible after construction, either trenched underground or where penetrations to walls, floors, or other partitions would otherwise be required for future installation of branch circuits, and such additional elements deemed necessary by the Building Official. Construction documents shall indicate future completion of conduit from the panel to the parking space, via the installed inaccessible conduit.

iii. The electrical panel shall reserve a space for a 40-ampere overcurrent protective device space(s) for EV charging, labeled in the panel directory as

"EV CAPABLE."

iv. Electrical load calculations shall demonstrate that the electrical panel service capacity and electrical system, including any on-site distribution transformer(s), have sufficient capacity to simultaneously charge all EVs at all required EV spaces at a minimum of 40 amperes.

v. The parking space shall contain signage with at least a 12" font adjacent to the parking space indicating the space is EV Capable.

Level 1 (L1) EV Ready. A parking space that is served by a complete electric circuit with the following requirements:

i. A minimum of 2.2 kVa (110/120 volt, 20-ampere) capacity wiring.

ii. A receptacle labeled "Electric Vehicle Outlet" or electric vehicle supply equipment located within three (3) feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 16-ampere.

iii. Conduit oversized to accommodate future Level 2 EV Ready (208/240 volt, 40-ampere) at each parking space.

Level 2 (L2) EV Ready. A parking space that is served by a complete electric circuit with the following requirements:

i. A minimum of 8.3 kVa (208/240 volt, 40-ampere) capacity wiring.

ii. A receptacle labeled "Electric Vehicle Outlet" or electric vehicle supply equipment located within three (3) feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 30-ampere.

Low Power Level 2 (L2) EV Ready. A parking space that is served by a complete electric circuit with the following requirements:

i. A minimum of 4.1 kVA (208/240 Volt, 20-ampere) capacity wiring.

ii. A receptacle labeled "Electric Vehicle Outlet" or electric vehicle supply equipment located within three (3) feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 16-ampere.

iii. Conduit oversized to accommodate future Level 2 EV Ready (208/240 volt, 40-ampere) at each parking space.

~~*Low Power Level 2 Electric Vehicle (EV) Charging Receptacle*. [HCD] A 208/240 Volt 20- ampere minimum branch circuit and a receptacle for use by an EV driver to charge their electric vehicle or hybrid electric vehicle.~~

Off-Street Loading Spaces. [BSC-CG, DSA-SS] An area, other than a public street, public way, or other property (and exclusive of off-street parking spaces),

permanently reserved or set aside for the loading or unloading of motor vehicles, including ways of ingress and egress and maneuvering areas. Whenever the term "loading space" is used, it shall, unless the context clearly requires otherwise, be construed as meaning off-street loading space. This excludes designated passenger loading/unloading.

Section 301.1 of Chapter 3 of the 2022 CALGreen Code is hereby amended as underlined and struck through:

301.1 Scope. Buildings shall be designed to comply with applicable requirements of Marin County Green Building Requirements beginning at Chapter 19.04.110, Marin County Code, and shall also include the green building measures specified as mandatory in the application checklists contained in this code. ~~Voluntary green building measures are also included in the application checklists and may be included in the design and construction of structures covered by this code, but are not required unless adopted by a city, county, or city and county as specified in Section 101.7.~~

Section 301.1.1 of Chapter 3 of the 2022 CALGreen Code is hereby amended as underlined and struck through:

301.1.1 Additions and alterations. [HCD] The mandatory provisions of Chapter 4 shall be applied to additions and alterations of existing residential buildings ~~where the addition or alteration increases the building's conditioned area, volume or size.~~, in accordance with applicable requirements of Marin County Green Building Requirements beginning at Chapter 19.04.110, Marin County Code. The requirements shall apply only to and/or within the specific area of the addition or alteration.

The mandatory provisions of section 4.106.4.1.1~~2~~ may apply to additions or alterations of existing parking facilities or the addition of new parking facilities or the addition of new parking facilities serving existing multifamily buildings. See Section 4.106.4.1.2~~3~~ for application.

NOTE: Repairs including, but not limited to, resurfacing, restriping, and repairing or maintaining existing lighting fixtures are not considered alterations for the purpose of this section.

Section 301.3 of Chapter 3 of the 2022 CALGreen Code is hereby amended as underlined and struck through:

301.3 Nonresidential additions and alterations. [BSC-CG] The provisions of individual sections of Chapter 5 apply to newly constructed buildings and building additions and alterations ~~of 1,000 square feet or greater, and/or building alterations with a permit valuation of $200,000 or above~~ (for occupancies within the authority of California Building standards Commission). Code sections relative to additions

and alterations shall only apply to the portions of the building being added or altered within the scope of the permitted work.

Section 4.106.4 of Chapter 4 of the 2022 CALGreen Code is hereby amended as underlined and struck through:

4.106.4 Electric vehicle (EV) charging ~~for new construction.~~ ~~New~~ Residential construction shall comply with Section 4.106.4.1 or 4.106.4.2 to facilitate future installation and use of EV chargers. Electric vehicle supply equipment (EVSE) shall be installed in accordance with the *California Electrical Code*, Article 625. For EVCS signs, refer to Caltrans Traffic Operations Policy Directive 13-01 (Zero Emission Vehicle Signs and Pavement Markings) or its successor(s). Calculation for spaces shall be rounded up to the nearest whole number.

Exceptions:

1. On a case-by-case basis, where the local enforcing agency has determined EV charging and infrastructure are not feasible based upon one or more of the following conditions:
   1.1. Where there is no local utility power supply or the local utility is unable to supply adequate power.
   1.2. Where there is evidence suitable to the local enforcing agency substantiating that additional local utility infrastructure design requirements, directly related to the implementation of Section 4.106.4, may adversely impact the construction cost of the project.
2. Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) without additional parking facilities and without electrical panel upgrade or new panel installation. Detached ADUs, attached ADUs, and JADUs without additional parking but with electrical panel upgrades or new panels must have reserved breakers and electrical capacity according to the requirements of A4.106.8.1.
3. Multifamily building projects that have approved entitlements before the code effective date.
4. Parking spaces accessible only by automated mechanical car parking systems are not required to comply with this code section.

~~**4.106.4.1 New one- and two-family dwellings and town-houses with private garages**. For each dwelling unit, install a listed raceway to accommodate a dedicated 208-240-volt branch circuit. The raceway shall not be less than trade size 1 (nominal 1-inch inside diameter). The raceway shall originate at the main service or subpanel and shall terminate into a listed cabinet, box or other enclosure in close proximity to the proposed location of an EV charger. Raceways are required to be continuous at enclosed, inaccessible or concealed areas and spaces. The service panel and/or subpanel shall provide capacity to install a 40-ampere 208/240-volt minimum dedicated branch circuit and space(s) reserved to permit installation of a branch circuit overcurrent protective device.~~

~~**Exception**: A raceway is not required if a minimum 40-ampere 208/240-volt dedicated EV branch circuit is installed in close proximity to the proposed location of an EV charger at the time of original construction in accordance with the *California Electrical Code*.~~

~~**4.106.4.1.1 Identification**. The service panel or subpanel circuit directory shall identify the overcurrent protective device space(s) reserved for future EV charging as "EV CAPABLE". The raceway termination location shall be permanently and visibly marked as "EV CAPABLE".~~

4.106.4.12~~ New m~~Multifamily dwellings~~, hotels and motels and~~ with ~~new~~ parking facilities. Requirements apply to parking spaces that are assigned or leased to individual dwelling units, as well as unassigned residential parking. Visitor or common area parking is not included.

4.106.4.1.1 New Construction. Fifteen percent (15%) of dwelling units with parking spaces shall be EVCS with Level 2 EV Ready. ALMS shall be permitted to reduce load when multiple vehicles are charging. Eighty-five percent (85%) of dwelling units with parking spaces shall be provided with a Low Power Level 2 EV Ready space. EV ready spaces and EVCS in multifamily developments shall comply with California Building Code, Chapter 11A, Section 1109A. EVCS shall comply with the accessibility provisions for EV chargers in the California Building Code, Chapter 11B.

NOTE: The total number of EV spaces should be one-hundred percent (100%) of dwelling units or one-hundred percent (100%) of parking spaces, whichever is less.

4.106.4.1.2 Additions and alterations of existing buildings.

1. When parking facilities upgrade the service panel or parking lot surface is modified, including the removal of paving material and curbing, comply with the number of spaces designated for the project type as outlined in Table 1 of Chapter 19.04.110, Marin County Code**.** Upgrades shall be required at currently designated vehicle parking spaces. Upgrades shall be required for remaining parking spaces after meeting the accessibility requirements of California Building Code Chapters 11A and 11B.

2. When new parking facilities are added and ALMS is installed, the ALMS system must be designed to deliver no less than 2.2 kVa

(110/120 volt, 20-ampere).

4.106.4.2 Hotel and Motel Occupancies – Shared Parking Facilities.

4.106.4.2.1 New Construction. Ten percent (10%) of parking spaces provided shall be EVCS with Level 2 EV Ready. ALMS shall be permitted to reduce load when multiple vehicles are charging. Thirty-five percent (35%) of parking spaces provided shall be Low Power Level 2 EV Ready space. Ten percent (10%) of parking spaces provided shall be Level 2 EV Capable.

4.106.4.2.2 Additions and Alterations of Existing Buildings.

1. When parking facilities upgrade the service panel or parking lot surface is modified, including the removal of paving material and curbing, comply with the number of spaces designated for the project type as outlined in Table 1 of Chapter 19.04.110, Marin County Code**.** Upgrades shall be required at currently designated vehicle parking spaces. Upgrades shall be required for remaining parking spaces after meeting the accessibility requirements of California Building Code Chapters 11A and 11B.

2. When new parking facilities are added and ALMS is installed, the ALMS system must be designed to deliver no less than 2.2 kVa (110/120 volt, 20-ampere).

~~When parking is provided, parking spaces for new multifamily dwellings, hotels and motels shall meet the requirements of Sections 4.106.4.2.1 and 4.106.4.2.2. Calculations for spaces shall be rounded up to the nearest whole number. A parking space served by electric vehicle supply equipment or designed as a future EV charging space shall count as at least one standard automobile parking space only for the purpose of complying with any applicable minimum parking space requirements established by a local jurisdiction. See Vehicle Code Section 22511.2 for further details.~~

~~**4.106.4.2.1 Multifamily development projects with less than 20 dwelling units; and hotels and motels with less than 20 sleeping units or guest rooms.**~~

~~The number of dwelling units, sleeping units or guest rooms shall be based on all buildings on a project site subject to this section.~~

1. ~~**EV Capable.** Ten (10) percent of the total number of parking spaces on a building site, provided for all types of parking facilities, shall be electric vehicle charging spaces (EV spaces) capable of supporting future Level 2~~

EVSE. Electrical load calculations shall demonstrate that the electrical panel service capacity and electrical system, including any on-site distribution transformer(s), have sufficient capacity to simultaneously charge all EVs at all required EV spaces at a minimum of 40 amperes.

The service panel or subpanel circuit directory shall identify the overcurrent protective device space(s) reserved for future EV charging purposes as "EV CAPABLE" in accordance with the *California Electrical Code*.

Exceptions:

1. When EV chargers (Level 2 EVSE) are installed in a number equal to or greater than the required number of EV capable spaces.
2. When EV chargers (Level 2 EVSE) are installed in a number less than the required number of EV capable spaces, the number of EV capable spaces required may be reduced by a number equal to the number of EV chargers installed.

Notes:

a. Construction documents are intended to demonstrate the project's capability and capacity for facilitating future EV charging.

b. There is no requirement for EV spaces to be constructed or available until receptacles for EV charging or EV chargers are installed for use.

2. **EV Ready.** Twenty-five (25) percent of the total number of parking spaces shall be equipped with low power Level 2 EV charging receptacles. For multifamily parking facilities, no more than one receptacle is required per dwelling unit when more than one parking space is provided for use by a single dwelling unit.

Exception: Areas of parking facilities served by parking lifts.

4.106.4.2.2 Multifamily development projects with 20 or more dwelling units, hotels and motels with 20 or more sleeping units or guest rooms.

The number of dwelling units, sleeping units or guest rooms shall be based on all buildings on a project site subject to this section.

a. **EV Capable**. Ten (10) percent of the total number of parking spaces on a building site, provided for all types of parking facilities, shall be electric vehicle charging spaces (EV spaces) capable of supporting future Level 2 EVSE. Electrical load calculations shall demonstrate that the electrical panel

service capacity and electrical system, including any on-site distribution transformer(s), have sufficient capacity to simultaneously charge all EVs at all required EV spaces at a minimum of 40 amperes.

The service panel or subpanel circuit directory shall identify the overcurrent protective device space(s) reserved for future EV charging purposes as "EV CAPABLE" in accordance with the *California Electrical Code*.

Exception: When EV chargers (Level 2 EVSE) are installed in a number greater than five (5) percent of parking spaces required by Section 4.106.4.2.2, Item 3, the number of EV capable spaces required may be reduced by a number equal to the number of EV chargers installed over the five (5) percent required.

Notes:

a. Construction documents are intended to demonstrate the project's capability and capacity for facilitating future EV charging.

b. There is no requirement for EV spaces to be constructed or available until receptacles for EV charging or EV chargers are installed for use.

b. **EV Ready.** Twenty-five (25) percent of the total number of parking spaces shall be equipped with low power Level 2 EV charging receptacles. For multifamily parking facilities, no more than one receptacle is required per dwelling unit when more than one parking space is provided for use by a single dwelling unit.

Exception: Areas of parking facilities served by parking lifts.

c. **EV Chargers.** Five (5) percent of the total number of parking spaces shall be equipped with Level 2 EVSE. Where common use parking is provided, at least one EV charger shall be located in the common use parking area and shall be available for use by all residents or guests.

When low power Level 2 EV charging receptacles or Level 2 EVSE are installed beyond the minimum required, an automatic load management system (ALMS) may be used to reduce the maximum required electrical capacity to each space served by the ALMS. The electrical system and any on-site distribution transformers shall have sufficient capacity to deliver at least 3.3 kW simultaneously to each EV charging station (EVCS) served by the ALMS. The branch circuit shall have a minimum capacity of 40 amperes and installed EVSE shall have a capacity of not less than 30 amperes. ALMS shall not be used to reduce the minimum required electrical capacity to the required EV capable spaces.

4.106.4.3~~2.2.1~~ Electric vehicle charging stations (EVCS).

Electric vehicle charging stations required by Section 4.106.4.1~~2.2, Item 3~~ and 4.106.4.2, shall comply with Section 4.106.4.3~~2.2.1~~.

Exception: Electric vehicle charging stations serving public accommodations, public housing, motels, and hotels shall not be required to comply with this section. See *California Building Code*, Chapter 11B, for applicable requirements.

4.106.4.3.1~~2.2.1.1~~ Location.

EVCS shall comply with at least one of the following options:

1. The charging space shall be located adjacent to an accessible parking space meeting the requirements of the *California Building Code*, Chapter 11A, to allow use of the EV charger from the accessible parking space.
2. The charging space shall be located on an accessible route, as defined in the *California Building Code*, Chapter 2, to the building.

    Exception: Electric vehicle charging stations designed and constructed in compliance with the *California Building Code*, Chapter 11B, are not required to comply with Section 4.106.4.3.1~~2.2.1.1~~ and Section 4.106.4.3.2~~2.2.1.2~~, Item 3.

~~4.106.4.3.2.2.1.2 Electric vehicle charging stations (EVCS) d~~ Dimensions.

The charging spaces shall be designed to comply with the following:

1. The minimum length of each EV space shall be 18 feet (5486 mm).
2. The minimum width of each EV space shall be 9 feet (2743 mm).
3. One in every 25 charging spaces, but not less than one, shall also have an 8- foot (2438 mm) wide minimum aisle. A 5-foot (1524 mm) wide minimum aisle shall be permitted provided the minimum width of the EV space is 12 feet (3658 mm).
    a. Surface slope for this EV space and the aisle shall not exceed 1 unit vertical in 48 units horizontal (2.083 percent slope) in any direction.

Exception: Where the County of Marin Municipal or Zoning Code permits parking space dimensions that are less than the minimum requirements stated in this section 4.106.4.3.2, and the compliance with which would be infeasible due to particular circumstances of a project, an exception may be granted while remaining in compliance with California Building Code Section Table 11B-228.3.2.1 and 11B-812, as applicable.

~~**4.106.4.2.2.1.3 Accessible EV spaces**. In addition to the requirements in Sections 4.106.4.2.2.1.1 and 4.106.4.2.2.1.2, all EVSE, when installed, shall comply with the accessibility provisions for EV chargers in the *California Building Code*, Chapter 11B. EV ready spaces and EVCS in multifamily developments shall comply with *California Building Code*, Chapter 11A, Section 1109A.~~

4.106.4.4 Direct current fast charging stations (DCFC). One DCFC may be substituted for up to five (5) EVCS to meet the requirements of 4.106.4.1 and 4.106.4.2. Where ALMS serve DCFC stations, the power demand from the DCFC shall be prioritized above Level 1 and Level 2 spaces.

~~**4.106.4.2.3 EV space requirements**.~~

~~1. Single EV space required. Install a listed raceway capable of accommodating a 208/240-volt dedicated branch circuit. The raceway shall not be less than trade size 1 (nominal 1-inch inside diameter). The raceway shall originate at the main service or subpanel and shall terminate into a listed cabinet, box or enclosure in close proximity to the location or the proposed location of the EV space. Construction documents shall identify the raceway termination point, receptacle or charger location, as applicable. The service panel and/or subpanel shall have a 40-ampere minimum dedicated branch circuit, including branch circuit overcurrent protective device installed, or space(s) reserved to permit installation of a branch circuit overcurrent protective device.~~

~~**Exception**: A raceway is not required if a minimum 40-ampere 208/240-volt dedicated EV branch circuit is installed in close proximity to the location or the proposed location of the EV space, at the time of original construction in accordance with the *California Electrical Code*.~~

~~2. Multiple EV spaces required. Construction documents shall indicate the raceway termination point and the location of installed or future EV spaces, receptacles, or EV chargers. Construction documents shall also provide information on amperage of installed or future receptacles or EVSE, raceway method(s), wiring schematics and electrical load calculations. Plan design shall be based upon a 40-ampere minimum branch circuit. Required raceways and related components that are planned to be installed underground, enclosed, inaccessible or in concealed areas and spaces shall be installed at the time of original construction.~~

~~**Exception**: A raceway is not required if a minimum 40-ampere 208/240-volt dedicated EV branch circuit is installed in close proximity to the location or the proposed location of the EV space at the time of~~

~~original construction in accordance with the *California Electrical Code*.~~

~~**4.106.4.2.4 Identification.**~~

~~The service panel or subpanel circuit directory shall identify the overcurrent protective device space(s) reserved for future EV charging purposes as "EV CAPABLE" in accordance with the *California Electrical Code*.~~

~~**4.106.4.2.5 Electric Vehicle Ready Space Signage.**~~

~~Electric vehicle ready spaces shall be identified by signage or pavement markings, in compliance with Caltrans Traffic Operations Policy Directive 13-01 (Zero Emission Vehicle Signs and Pavement Markings) or its successor(s).~~

~~**4.106.4.3 Electric vehicle charging for additions and alterations of parking facilities serving existing multifamily buildings**.~~

~~When new parking facilities are added, or electrical systems or lighting of existing parking facilities are added or altered and the work requires a building permit, ten (10) percent of the total number of parking spaces added or altered, shall be electric vehicle charging spaces (EV spaces) capable of supporting future Level 2 EVSE.~~

~~**Notes**:~~

1. ~~Construction documents are intended to demonstrate the project's capability and capacity for facilitating future EV charging.~~
2. ~~There is no requirement for EV spaces to be constructed or available until EV chargers are installed for use.~~

Section A4.106.8 of the 2022 CALGreen Code is hereby amended as underlined and struck through:

New construction shall comply with Sections A4.106.8.1, ~~A4.106.8.2 or A4.106.8.3,~~ to facilitate future installation and use of electric vehicle chargers. Electric vehicle supply equipment (EVSE) shall be installed in accordance with the *California Electrical Code*, Article 625.

Section 5.106.5.3 of the 2022 CALGreen Code is hereby amended as underlined and struck through:

5.106.5.3 Electric vehicle (EV) charging.

~~[N]~~ Construction to provide electric vehicle infrastructure and facilitate electric vehicle charging shall comply with Section 5.106.5.3.1 and shall be provided in accordance with regulations in the *California Building Code* and the *California Electrical Code*. Accessible EVCS shall be provided in accordance with the *California Building Code Chapter 11B Section 11B-228.3.* For EVCS signs, refer to

Caltrans Traffic Operations Policy Directive 13-01 (Zero Emission Vehicle Signs and Pavement Markings) or its successor(s). Calculation for spaces shall be rounded up to the nearest whole number.

Exceptions:

1. On a case-by-case basis, where the local enforcing agency has determined EV charging and infrastructure are not feasible based upon one or more of the following conditions:
   a. Where there is no local utility power supply
   b. Where the local utility is unable to supply adequate power.
   c. Where there is evidence suitable to the local enforcement agency substantiating that additional local utility infrastructure design requirements, directly related to the implementation of Section 5.106.5.3, may adversely impact the construction cost of the project.
2. Parking spaces accessible only by automated mechanical car parking systems are not required to comply with this code section.

Section A5.106.5 of Appendix A5 of the 2022 CALGreen Code is hereby amended as struck through:

~~**A5.106.5.1 Designated parking for clean air vehicles.**~~

~~In new projects or additions or alterations that add 10 or more vehicular parking spaces, provide designated parking for any combination of zero-emitting, fuel-efficient and carpool/van pool vehicles as listed in code Sections A5.106.5.1.1 or A5.106.5.1.2.~~

~~**A5.106.1.1.1 Tier 1.**~~

~~Provide 35 percent designated parking spaces of the total number of parking spaces, for any combination of zero-emitting, fuel-efficient and carpool/van pool vehicles. Calculation for spaces shall be rounded up to the whole number.~~

~~**Note**: Designated parking for clean air vehicles shall count toward the total parking spaces required by the local enforcing agencies.~~

~~**A5.106.1.1.2 Tier 2.**~~

~~Provide 50 percent designated parking spaces of the total number of parking spaces, for any combination of zero-emitting, fuel-efficient and carpool/van pool vehicles. Calculation for spaces shall be rounded up to the whole number.~~

~~**Note**: Designated parking for clean air vehicles shall count toward the total parking spaces required by the local enforcing agencies.~~

~~**A5.06.5.1.3 Parking stall marking**.~~

~~Paint, in the paint for stall striping, the following characters such that the lower edge of the last word aligns with the end of the stall striping and is visible beneath a parked vehicle:~~

~~CLEAN AIR/~~

~~VANPOOL/EV~~

~~**Note**: Vehicles bearing Clean Air Vehicle stickers from expired HOV lane programs may be considered eligible for designated parking spaces.~~

~~**A5.106.5.1.1 Vehicle designations**.~~

~~Building managers may consult with local Transit Management Associations (TMAs) for methods of designating qualifying vehicles, such as issuing parking stickers.~~

~~**Notes:**~~

1. ~~Information on qualifying vehicles, car labeling regulations and DMV CAV decals may be obtained from the following sources:~~
   - ~~a. California DriveClean.~~
   - ~~b. California Air Resources Board.~~
   - ~~c. US EPA fuel economy regulations and standards.~~
   - ~~d. DMV Registration Operations.~~
2. ~~Purchasing policy and refueling sites for zero-emitting vehicles for state employees use can be found at the Department of General Services.~~

A5.106.5~~.3~~ Electric Vehicle (EV) charging. ~~**[N]**~~

Construction shall comply with Section A5.106.5.3.1 or A5.106.5.3.2, and in accordance with regulations in the *California Building Code* and the *California Electrical Code*. Accessible EVCS shall be provided in accordance with the *California Building Code Chapter 11B Section 11B-228.3.* For EVCS signs, refer to Caltrans Traffic Operations Policy Directive 13-01 (Zero Emission Vehicle Signs and Pavement Markings) or its successor(s). Calculation for spaces shall be rounded up to the nearest whole number.

Exceptions:

1. On a case-by-case basis where the local enforcing agency has determined compliance with this section is not feasible based upon one of the following conditions:

   a. Where there is no local utility power supply.

   b. Where the local utility is unable to supply adequate power.

   c. Where there is evidence suitable to the local enforcement agency substantiating that additional local utility infrastructure design requirements, directly related to the implementation of Section A5.106.5, may adversely impact the construction cost of the project.

2. Parking spaces accessible only by automated mechanical car parking systems are not required to comply with this code section.

A5.106.5.3 Nonresidential Occupancies – Shared Parking Facilities.

A5.106.5.3.1 New Construction - Tier 1.

Table A5.106.5.3.1 shall be used to determine the number of EV capable spaces required. Refer to section 5.106.5.3 for design space requirements.

When EV capable spaces are provided with EVSE to create EVCS per Table A5.106.5.3.1.

TABLE A5.106.5.3.1

TOTAL NUMBER OF ACTUAL PARKING SPACES	TIER 1 NUMBER OF REQUIRED EV CAPABLE SPACES	TIER 1 NUMBER OF EVCS (EV CAPABLE SPACES PROVIDED WITH EVSE) [2]
0-9	2	0
10-25	5	0
26-50	11	2
51-75	19	3
76-100	26	4
101-150	38	6
151-200	53	9
201 and over	30 percent of total[1]	25 percent of EV capable spaces [1]

1. Calculation for spaces shall be rounded up to the nearest whole number.
2. The number of required EVCS (EV capable spaces provided with EVSE) in column 3 count toward the total number of required EV capable spaces shown in column 2.

A5.106.5.3.2 Additions and alterations of existing buildings ~~Tier 2~~.

1. When parking facilities upgrade the service panel or parking lot surface is modified, including the removal of paving material and curbing, comply with the number of spaces designated for the project type as outlined in Table 1 of Chapter 19.04.110, Marin County Code. Upgrades shall be required at currently designated vehicle parking spaces. Upgrades shall be required for remaining parking spaces after meeting the accessibility requirements of California Building Code Chapters 11A and 11B.
2. When new parking facilities are added and ALMS is installed, the ALMS system must be designed to deliver no less than 2.2 kVa (110/120 volt, 20-ampere).

A5.106.5.4 Direct current fast charging stations. One DCFC may be substituted for up to five (5) EVCS to meet the requirements of 5.106.5.3. Where ALMS serve DCFC stations, the power demand from the DCFC shall be prioritized above Level 1 and Level 2 spaces.

~~Table A5.106.5.3.2 shall be used to determine the number of EV capable spaces required. Refer to section 5.106.5.3 for design space requirements.~~

~~When EV capable spaces are provided with EVSE to create EVCS per Table A5.106.5.3.1, refer to Section 5.106.5.3.2 for the allowed use of Level 2 or Direct Current Fast Charger (DCFC) and Section 5.106.5.3.3 for the allowed use of Automatic Load Management Systems (ALMS).~~

~~TABLE A5.106.5.3.2~~

~~TOTAL NUMBER OF ACTUAL PARKING SPACES~~	~~TIER 2 NUMBER OF REQUIRED EV CAPABLE SPACES~~	~~TIER 2 NUMBER OF EVCS (EV CAPABLE SPACES PROVIDED WITH EVSE)~~ [2]
~~0-9~~	~~3~~	~~0~~
~~10-25~~	~~8~~	~~3~~
~~26-50~~	~~17~~	~~6~~
~~51-75~~	~~28~~	~~9~~
~~76-100~~	~~40~~	~~13~~
~~101-150~~	~~57~~	~~19~~
~~151-200~~	~~79~~	~~26~~
~~201 and over~~	~~45 percent of total~~ [1]	~~33 percent of EV capable spaces~~ [1]

~~1. Calculation for spaces shall be rounded up to the nearest whole number.~~

~~2. The number of required EVCS (EV capable spaces provided with EVSE) in column 3 count toward the total number of required EV capable spaces shown in column 2.~~

Section 5.106.5.4 of the 2022 CALGreen Code is hereby amended as struck through:

5.106.5.4 Electric vehicle ~~(EV)~~ charging readiness: medium-duty and heavy-duty. [N]

Construction shall comply with Section 5.106.5.4.1 to facilitate future installation of electric vehicle supply equipment (EVSE). Construction for warehouses, grocery stores and retail stores with planned off-street loading spaces shall also comply with Section 5.106.5.4.1 for future installation of medium- and heavy-duty EVSE. Accessible EVCS shall be provided in accordance with the *California Building Code Chapter 11B Section 11B-228.3.* For EVCS signs, refer to Caltrans Traffic Operations Policy Directive 13-01 (Zero Emission Vehicle Signs and Pavement Markings) or its successor(s).

Exceptions:

1. On a case-by-case basis where the local enforcing agency has determined compliance with this section is not feasible based upon one of the following conditions:
   a. Where there is no local utility power supply.
   b. Where the local utility is unable to supply adequate power.
   c. Where there is evidence suitable to the local enforcing agency substantiating that additional local utility infrastructure design requirements, directly related to the implementation of Section 5.106.5.3, may adversely impact the construction cost of the project.

~~When EVCS(s) are installed, it shall be in accordance with the *California Building Code*, the *California Electrical Code* as follows:~~

5.106.5.4.1 ~~Electric vehicle charging readiness requirements for w~~Warehouses, grocery stores and retail stores with planned off-street loading spaces.

[N] In order to avoid future demolition when adding EV supply and distribution equipment, spare raceway(s) or busway(s) and adequate capacity for transformer(s), service panel(s) or subpanel(s) shall be installed at the time of construction in accordance with the *California Electrical Code*. Construction plans and specifications shall include, but are not limited to, the following:

1. The transformer, main service equipment and subpanels shall meet the minimum power requirement in Table 5.106.5.4.1 to accommodate the dedicated branch circuits for the future installation of EVSE.

2. The construction documents shall indicate one or more location(s) convenient to the planned off-street loading space(s) reserved for medium- and heavy-duty ~~Z~~EV charging cabinets and charging dispensers, and a pathway reserved for routing of conduit from the termination of the raceway(s) or busway(s) to the charging cabinet(s) and dispenser(s), as shown in Table 5.106.5.4.1.
3. Raceway(s) or busway(s) originating at a main service panel or a subpanel(s) serving the area where potential future medium- and heavy-duty EVSE will be located and shall terminate in close proximity to the potential future location of the charging equipment for medium- and heavy-duty vehicles.
4. The raceway(s) or busway(s) shall be of sufficient size to carry the minimum additional system load to the future location of the charging for medium- and heavy-duty EVs as shown in Table 5.106.5.4.1.

TABLE 5.106.5.4.1, Raceway Conduit and Panel power Requirements for Medium-and-Heavy-Duty EVSE [N]

Building type	Building Size (sq. ft.)	Number of Off-street loading spaces	Additional capacity Required (kVa) for Raceway & Busway and Transformer & Panel
Grocery	10,000 to 90,000	1 or 2	200
		3 or Greater	400
	Greater than 90,000	1 or Greater	400
Retail	10,000 to 135,000	1 or 2	200
		3 or Greater	400
	Greater than 135,000	1 or Greater	400
Warehouse	20,000 to 256,000	1 or 2	200
		3 or Greater	400
	Greater than 256,000	1 or Greater	400

19.04.140 Standards for compliance.

The Marin County Green Building Requirements define compliance thresholds for different projects that are covered by this ordinance. These standards are summarized below in Table 1. The energy efficiency and electrification measures menu and specifications are detailed in Tables 2 and 3.

Table 1: Requirements by Project Type and Size

Project Type and Size	Green Building Requirements	Energy Efficiency Requirements	Electric Vehicle Requirements
Single and Two-Family Newly Constructed or New Construction	All-electric design AND CALGreen Tier 1	Meet the standards outlined for the project in the 2022 California Energy Code	Comply with CALGreen Measure A4.106.8.1, Tier 1
Multifamily Residential Newly Constructed or New Construction			Of the total parking spaces, (i) 15% Level 2 (L2) EVCS (ii) 85% Low-Power Level 2 (LPL2) EV Ready
Hotels and Motels Newly Constructed or New Construction			Of the total parking spaces, (i) 10% Level 2 (L2) EVCS (ii) 35% Low-Power Level 2 (LPL2) EV Ready (iii) 10% Level 2 (L2) EV Capable
Nonresidential Newly Constructed or New Construction			For Nonresidential: comply with CALGreen Measure A5.106.5.3.1, Tier 1; AND For Nonresidential Grocery, Retail, or Warehouses planning off-street medium-heavy-duty loading spaces: comply with CALGreen Measure 5.106.5.4

Table 1: Requirements by Project Type and Size			
Project Type and Size	**Green Building Requirements**	**Energy Efficiency Requirements**	**Electric Vehicle Requirements**
Single and Two-Family Additions and Alterations less than 750 square feet	CALGreen Mandatory	Meet the standards outlined for the project in the 2022 California Energy Code	If the project is upgrading the main electrical service panel, comply with CALGreen Measure A4.106.8.1, Tier 1
Single and Two-Family Additions and Alterations 750 square feet or greater	CALGreen Tier 1	Using the Measure Menu in Table 2, achieve a total score that is equal to or greater than the Target Score for the applicable climate zone and install the electric readiness measures (ER2) as applicable in Table 3	
Multifamily Residential Additions and Alterations less than 750 square feet	CALGreen Mandatory	Meet the standards outlined for the project in the 2022 California Energy Code	If the service panel is modified, add designated electrical capacity for 20% of onsite parking spaces to be Level 2 EV Ready. If parking lot surface is modified (paving material and curbing removed): (i) add raceway to a minimum of 50% of exposed parking spaces, OR
Multifamily Residential Additions and Alterations 750 square feet or greater	CALGreen Tier 1		

Table 1: Requirements by Project Type and Size			
Project Type and Size	**Green Building Requirements**	**Energy Efficiency Requirements**	**Electric Vehicle Requirements**
Hotels and Motels Additions and Alterations			(ii) add raceway to a minimum of 20% of exposed parking spaces and install at minimum 5% EVCS to parking spaces requiring any combination of Level 2 and Direct Current Fast Charging EVSE, except at least one Level 2 EVSE shall be provided. Where existing electrical service will not be upgraded in the existing project scope, designate capacity for parking spaces to the maximum extent that does not require an upgrade to existing electrical service.
Nonresidential Additions and Alterations			

The following conditions also apply to Table 1:

(a) Cumulative new construction or remodels during the preceding 36-month period from the acceptance of this application shall be considered as a single covered project, and subject to the highest compliance threshold based on the cumulative project size or valuation.

(b) Mixed use (residential and commercial) projects must comply either with the applicable covered project requirements for the respective residential and commercial portions of the project or may propose to utilize a mixed-use rating system, subject to approval by the chief building official.

Table 2: Energy and Electrification Menu of Measures by Climate Zone				
Measure		**Climate Zone**		**Steps**
		2	**3**	1) Choose your Climate Zone using CEC toolfinder[1]
Specification	**Spec. ID (Refer to *Table 3*)**	**Target Score**		2) Minimum Target Score needed to comply (*1 point = 1MMBTU savings per yr.*)
		8	**6**	
Lighting	E1	Mandatory		3) Choose a measure or a combination of measures that adds up to the minimum target score above based on CZ. Measures listed as "Mandatory" MUST be installed. 4) Use the Specification Number (Spec. ID) column as a key and conform to the specifications in Table 3 below. Table 3 describes, specifies, and details compliance with each corresponding measure.
Water Heating Package	E2	1	1	
Air Sealing	E3	1	1	
R-49 Attic Insulation	E4	1	1	
Duct Sealing	E5	1	--	
New Ducts + Duct Sealing	E6	2	2	
PV + Electric Ready Pre-Wire	ER1	12	12	
Electric Readiness Measures	ER2	Mandatory (if remodeling kitchen, laundry, or upgrading panel)		
HPWH	FS1	12	12	
High Eff HPWH	FS2	13	13	
HVAC Heat Pump	FS3	13	10	
High Eff HVAC Heat Pump	FS4	14	11	
Heat Pump Clothes Dryer	FS5	1	1	
Induction Cooktop	FS6	1	1	

[1]California Energy Commission climate zone tool finder at https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/climate-zone-tool-maps-and.

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The following conditions also apply to Table 2:

(a) Unless otherwise specified, the requirements shall apply to the entire dwelling unit, not just the additional or altered portion.

(b) Measures from the Measure Menu in Table 2 and specified in Table 3, that already exist in the home, may be counted towards compliance with these requirements, unless otherwise specified in Table 3.

(c) Measures from the Measure Menu in Table 2 that are to be installed to satisfy requirements under the State Energy Code, Title 24, Part 6, may also be counted towards compliance with these requirements. Where these requirements conflict with other Energy Code requirements, the stricter requirements shall prevail.

Table 3. List of Measure Specifications	
ID	**Measure Specification**
Energy Measures	
E1	Lighting Measures – Replace all interior and exterior screw-in incandescent, halogen, and compact fluorescent lamps with LED lamps. Install photocell controls on all exterior lighting luminaires.
E2	Water Heating Package: Add exterior insulation meeting a minimum of R-6 to existing storage water heaters. Insulate all accessible hot water pipes with pipe insulation a minimum of ¾ inch thick. This includes insulating the supply pipe leaving the water heater, piping to faucets underneath sinks, and accessible pipes in attic spaces or crawlspaces. Upgrade fittings in sinks and showers to meet current California Green Building Standards Code (Title 24, Part 11) Section 4.303 water efficiency requirements. Exception 1: Water heater blanket is not required on water heaters less than 20 gallons. Exception 2: Water heater blanket not required if application of a water heater blanket voids the warranty on the water heater. Exception 3: Upgraded fixtures are not required if existing fixtures have rated or measured flow rates of no more than ten percent greater than 2022 California Green Building Standards Code (Title 24, Part 11) Section 4.303 water efficiency requirements. Exception 4: Water heaters with factory installed insulation of R-24 or greater

E3	Air Sealing: Seal all accessible cracks, holes, and gaps in the building envelope at walls, floors, and ceilings. Pay special attention to penetrations including plumbing, electrical, and mechanical vents, recessed can light luminaires, and windows. Weather-strip doors if not already present. Verification shall be conducted following a prescriptive checklist that outlines which building aspects need to be addressed by the permit applicant and verified by an inspector. Compliance can also be demonstrated with blower door testing conducted by a certified HERS Rater no more than three years prior to the permit application date that either: a) shows at least a 30 percent reduction from pre-retrofit conditions; or b) shows that the number of air changes per hour at 50 Pascals pressure difference (ACH50) does not exceed ten. If combustion appliances are located within the pressure boundary of the building, conduct a combustion safety test by a professional certified by the Building Performance Institute in accordance with the ANSI/BPI-1200-S-2017 Standard Practice for Basic Analysis of Buildings[1], the Whole House Combustion Appliance Safety Test Procedure for the Comfortable Home Rebates Program 2020 or the California Community Services and Development Combustion Appliance Safety Testing Protocol.
E4	R-49 Attic Insulation: Attic insulation shall be installed to achieve a weighted assembly U-factor of 0.020 or insulation installed at the ceiling level shall have a thermal resistance of R-49 or greater for the insulation alone. Recessed downlight luminaires in the ceiling shall be covered with insulation to the same depth as the rest of the ceiling. Luminaires not rated for insulation contact must be replaced or fitted with a fire-proof cover that allows for insulation to be installed directly over the cover. Exception: In buildings where existing R-30 is present and existing recessed downlight luminaires are not rated for insulation contact, insulation is not required to be installed over the luminaires.
E5	Duct Sealing: Air seal all space conditioning ductwork to meet the requirements of the 2022 Title 24 Section 150.2(b)1E. The duct system must be tested by a HERS Rater no more than three years prior to the Covered Single Family Project permit application date to verify the duct sealing and confirm that the requirements have been met. This measure may not be combined with the New Ducts and Duct Sealing measure in this Table.
E6	New Ducts + Duct Sealing: Replace existing space conditioning ductwork with new R-8 ducts that meet the requirements of 2022 Title 24 Section 150.0(m)11. This measure may not be combined with the Duct Sealing measure in this Table. To qualify, a preexisting measure must have been installed no more than three years before the Covered Single Family Project permit application date.
E7	Windows: Replace all existing windows with high performance windows with an area-weighted average U-factor no greater than 0.32.
E8	R-13 Wall Insulation: Install wall insulation in all exterior walls to achieve a weighted U-factor of 0.102 or install wall insulation in all exterior wall cavities that shall result in an installed thermal resistance of R-13 or greater for the insulation alone.
Fuel Substitution Measures	

FS1	Heat Pump Water Heater (HPWH): Replace all existing electric resistance and natural gas storage water heaters with heat pump water heaters.
FS2	High Efficiency Heat Pump Water Heater (HPWH): Replace all existing electric resistance and natural gas storage water heaters with heat pump water heaters with a Northwest Energy Efficiency Alliance (NEEA) Tier 3 or higher rating.
FS3	HVAC Heat Pump: Replace all existing gas space heating system and existing electric resistance heating systems with electric heat pump systems.
FS4	High Efficiency HVAC Heat Pump: Replace all existing gas space heating system and existing electric resistance heating systems with electric heat pump systems with a SEER rating of 21 or greater and an HSPF rating of 11 or greater.
FS5	Heat Pump Clothes Dryer: Replace all existing electric resistance clothes dryers with heat pump dryers with no resistance element and cap the gas lines.
FS6	Induction Cooktop: Replace all existing gas and electric resistance stove tops with inductive stove tops and cap the gas lines.
Solar PV and Electric-Readiness Measures	
ER1	PV+ Electric Ready Pre-Wire: For New PV Systems: Install a new solar PV system that meets the requirements of 2022 Title 24 Section 150.1(c)14 and upgrade the service panel to meet the requirements of ER2.G. and install any two of the other measures from ER2.A – ER2.F. For Existing PV Systems: If the home already has an existing PV system, to claim credit for this measure, ER1, upgrade the service panel to meet the requirements of ER2.G. and install any two of the other measures from ER2.A – ER2.F.
ER2	Electric Readiness Measures: To claim credit for Item ER1, in addition to the solar PV system installed, upgrade the panelboard to meet the requirements of Item ER2.G and install any two of the other measures ER2.A – ER2.F, below to allow for installation of electric appliances at a future date. For any Covered Project, if the service panel is being upgraded, install any two of the other measures below. If the laundry room is being remodeled, comply with Item ER2.D and upgrade the panelboard to meet the requirements of Item ER2.G. If the kitchen is being remodeled, comply with Item ER2.C and upgrade the service panel to meet the requirements of Item ER2.G. A. Heat Pump Water Heater Ready, as specified in Section 150.0(n)1. B. Heat Pump Space Heater Ready, as specified in Section 150.0(t). C. Electric Cooktop Ready, as specified in Section 150.0(u). D. Electric Clothes Dryer Ready, as specified in Section 150.0(v).

	E. Energy Storage Systems (ESS) Ready, as specified in Section 150.0(s). F. EV Charger Ready. Install a listed raceway for an EV charger, that meets the requirements of the California Green Building Standards Code (Title 24, Part 11) Section A4.106.8.1, Tier 1 and 2, which otherwise applies to new construction. G. Upgrade the panelboard serving the individual dwelling to either: (i) a minimum 200 amp panel with a minimum 225 amp busbar rating to accommodate future connection of electric appliances, including heat pump water heaters, heat pump space heaters, electric cooktops, electric clothes dryers as specified in California Energy Code Section 150.0 (n), (t), (u) and (v) and Level 2 electric vehicle supply equipment; or, (ii) provide electrical load calculations and appliance specifications for serving all of these end-uses with a minimum 100-amp panel. Exception: If an electrical permit is not otherwise required for the project other than compliance with this Item, ER2.

19.04.150 Incentives for compliance.

In addition to the required standards for compliance, the Board of Supervisors may establish by resolution, financial or application processing incentives and/or award or recognition programs to encourage higher levels of green building compliance for a project.

19.04.160 Administrative procedures.

The procedures for compliance with the provisions of this chapter shall include, but not be limited to the following:

(a) *Project design.* Applicants for a covered project are strongly encouraged to involve a qualified green building rater in the initial design phases of the project in advance of submittal of an application to determine applicable green building compliance thresholds and the most cost effective and appropriate means of achieving compliance.

(b) *Planning applications.* If a discretionary planning application is required for a covered project, applicants should be prepared to identify expected green building measures to be included in the project to achieve the compliance thresholds. Applicants should identify any anticipated difficulties in achieving compliance and any exemptions from the requirements of this chapter that may be requested.

(c) *Building plan check review.* Upon submittal of an application for a building permit, building plans for any covered project shall include a green building program description and completed checklist. The checklist shall be

incorporated onto a separate full-sized plan sheet included with the building plans. Evidence that the project, as indicated by the project plans and green building program description, will achieve the standards for compliance outlined in Section 19.04.140, shall be provided prior to issuance of a building permit.

(d) *Changes during construction.* During the construction process, alternate green building measures may be substituted, provided that documentation of the proposed change and the project's continued ability to achieve the standards for compliance to the chief building official shall be provided.

(e) *Final building inspection.* Prior to final building inspection and occupancy for any covered project, evidence that project construction has achieved the required compliance set forth in the standards for compliance outlined in Section 19.04.140 shall be provided. The chief building official shall review the documentation submitted by the applicant and determine whether the project has achieved the compliance threshold as set forth in the standards for compliance outlined in Section 19.04.140. If the chief building official determines that the applicant has met these requirements, the final building inspection may proceed.

(f) *Conflict with other laws.* The provisions of this chapter are intended to be in addition to and not in conflict with other laws, regulations and ordinances relating to building construction and site development. If any provision of this chapter conflicts with any duly adopted and valid statutes or regulations of the federal government or the state of California, the federal or state statutes or regulations shall take precedence.

19.04.170 Exemptions.

(a) The provisions of this chapter shall not apply to:

(1) Buildings which are temporary (such as construction trailers).

(2) Building area which is not or is not intended to be conditioned space.

(3) Any requirements of this chapter which would impair the historic integrity of any building listed on a local, state or federal register of historic structures, as determined by the chief building official and as regulated by the California Historic Building Code (Title 24, Part 8). In making such a determination, the chief building official may require the submittal of an evaluation by an architectural historian or similar expert.

(b) As outlined in the 2022 CALGreen code, section 4.106.4 and A5.106.5, applicants may be exempted from the electric vehicle changing requirements on a case-by-case basis where the local enforcing agency has determined EV charging and infrastructure are not feasible based upon one or more of the following conditions:

(1) Where there is no commercial power supply or the local utility is unable to supply adequate power.

(2) Where there is evidence suitable to the local enforcing agency substantiating that additional local utility infrastructure design requirements, directly related to the implementation of section 4.106.4 and A5.106.5 may adversely impact the construction cost of the project.

(3) ADUs and JADUs without additional parking facilities.

(4) Parking spaces accessible only by automated mechanical car parking systems are not required to comply with CALGreen Code section 4.106.4 and A5.106.5

(c) Hardship or infeasibility exemption. If an applicant for a covered project believes that circumstances exist that make it a hardship or infeasible to meet the requirements of this chapter, the applicant may request an exemption as set forth below. In applying for an exemption, the burden is on the applicant to show hardship or infeasibility.

(1) *Application.* Based on the following, the applicant shall identify in writing the specific requirements of the standards for compliance that the project is unable to achieve and the circumstances that make it a hardship or infeasible for the project to comply with this chapter. The applicant may not petition for relief from any requirement of the 2022 California Energy Code (Title 24, Part 6) and referenced standards, or the 2022 California Green Building Standards (Title 24, Part 11) of the California Building Standards Code. Circumstances that constitute hardship or infeasibility shall include one of the following:

a. That the cost of achieving compliance is disproportionate to the overall cost of the project;

b. That strict compliance with these standards would create or maintain a hazardous condition(s) and present a life safety risk to the occupants.

(2) *Granting of exemption.* If the chief building official determines that it is a hardship or infeasible for the applicant to fully meet the requirements of this chapter and that granting the requested exemption will not cause the building to fail to comply with the 2022 California Energy Code (Title 24, Part 6) and referenced standards, or the 2022 California Green Building Standards (Title 24, Part 11) of the California Building Standards Code, the chief building official shall determine the maximum feasible threshold of compliance reasonably achievable for the project. In making this determination, the chief building official shall consider whether alternate, practical means of achieving the objectives of this chapter can be satisfied, such as reducing comparable energy use at an off-site location within the county. If an exemption is granted, the applicant shall be required to comply with this chapter in all other respects and shall be required to achieve the threshold of compliance determined to be achievable by the chief building official.

(3) *Denial of exception.* If the chief building official determines that it is reasonably possible for the applicant to fully meet the requirements of this chapter, the request shall be denied, and the applicant shall be notified of the decision in writing. The project and compliance documentation shall be modified to comply with the standards for compliance.

(4) *Appeal.* Any aggrieved applicant or person may appeal the determination of the chief building official regarding the granting or denial of an exemption or compliance with any other provision of this chapter. An appeal of a determination of the chief building official shall be filed in writing and processed in accordance with the provisions of Section 19.04.028 of this code.

19.04.180 Revocable building and infrastructure exemptions.

Notwithstanding the requirements of this chapter and the greenhouse gas emissions and other public health and safety hazards associated with natural gas infrastructure, minimally necessary and specifically tailored natural gas infrastructure shall be allowed in a newly constructed or new construction building on a revocable basis limited to the duration of time during which the conditions set forth below are satisfied and the building continues occupancy as the original design specified in the construction drawings permitted by the county as a newly constructed or new construction building.

If the conditions are no longer satisfied, the natural gas infrastructure shall either be capped, otherwise terminated, or removed in a manner pursuant to all applicable Codes in this subchapter. The following uses are subject to this exemption:

(a) A newly constructed or new construction building meeting the definition of “food service establishment” in §19.04.120(20). The scope of the exemption extends to the preparation of food only, not HVAC, or water heating appliances.

New Construction

	County Model Reach Code	San Anselmo Building Code
Requirements	- All-electric appliances - Prohibits conversion from electric to gas - CALGreen Tier 1	 - All-electric appliances - CALGreen Tier 1
Applicability	All building types	Single and multifamily residential buildings
Exemptions	- Compliance disproportionate to overall project cost - Compliance would create a hazardous condition and present a life safety risk to occupants - Emergency backup power for essential services, multifamily buildings, and/or industrial processes for essential services buildings - Portable propane appliances - Attached ADUs and JADUs - Food service establishments (HVAC and water heating not exempt) - Temporary buildings - Compliance would impair historic integrity of building listed on a local, state, or federal register of historic structures - Building area not intended to be conditioned space	- Building can't achieve performance compliance standard under the Energy Code OR no all-electric prescriptive compliance pathway under the Energy Code - If applicant establishes there is an equivalent GHG reduction to that of all-electric construction - If exemption is granted, still requires gas appliance locations to be electric-ready

Additions & Alterations

	County Model Reach Code	San Anselmo Building Code
Requirements	- Flexible Compliance Pathway: achieve minimum target energy score - Electric Readiness: panel upgrades for all projects - CALGreen Tier 1	- CALGreen Tier 1
Applicability	- Single-family homes permitted for construction before 12/31/2010 **(for flexible compliance pathway)** - Addition/alteration affects 750 or more sq. ft. **(for single and multifamily buildings)**; if less than 750 sq. ft., still have to meet CALGreen Mandatory requirements - Non-residential additions/alterations have to meet CALGreen Tier 1 - Any additions/alterations within a given 3-year period considered as a single project for compliance purposes	- Addition/alteration affects 1,200 or more sq. ft. **(for single and multifamily buildings)**; if less than 1,200 sq. ft., still have to meet CALGreen Mandatory requirements - Non-residential additions/alterations have to meet CALGreen Tier 1 - Any additions/alterations within a given 1-year period considered as a single project for compliance purposes
Exemptions	- Compliance disproportionate to overall project cost - Compliance would create a hazardous condition and present a life safety risk to occupants - Attached ADUs and JADUs that create a new unit of housing - Mobile homes, manufactured housing, or factory-built housing - Income qualified (based on eligibility for CARE or FERA utility program for low-income renters or property owners) - Temporary buildings - Compliance would impair historic integrity of building listed on a local, state, or federal register of historic structures - Building area not intended to be conditioned space	- Temporary buildings - Compliance would impair historic integrity of building listed on a local, state, or federal register of historic structures - Building area not intended to be conditioned space - Conflict between green building code and California Building Standards Code - Lack of commercially available technologies/materials - Compliance disproportionate to overall project cost - Impracticality of the physical conditions of the project site to incorporate green building measures

EV Charging Infrastructure

	County Model Reach Code	San Anselmo Building Code
Single-Family	**New Construction Requirements:** - Level 2 EV Ready **Addition/Alteration Requirements:** - Level 2 EV Ready **(if main service panel is upgraded)**	**New Construction Requirements:** - Level 2 EV Ready **Addition/Alteration Requirements:** - Level 2 EV Ready **(if main service panel is upgraded)**
Multifamily	**New Construction Requirements:** - 15% of parking spaces must be Level 2 EVCS - 85% of parking spaces must be Low Power Level 2 EV Ready **Addition/Alteration Requirements:** - Add electrical capacity for 20% of parking spaces to be Level 2 EV Ready **(if service panel is modified)** - Add conduit to a minimum of 50% of exposed parking spaces OR add conduit to a minimum of 20% of exposed parking spaces and install a minimum 5% EVCS to parking spaces **(if parking lot surface is modified)**	**New Construction Requirements:** - EV Capable parking space required per dwelling unit **Addition/Alteration Requirements:** - Add electrical capacity for 20% of parking spaces to be Level 2 EV Capable **(if service panel is modified)** - Add conduit to all exposed parking spaces **(if parking lot surface is modified)** AND designate electrical capacity for parking spaces to the maximum extent that doesn't require an electrical service upgrade
Hotels/Motels	**New Construction Requirements:** - 10% of parking spaces must be Level 2 EVSE - 10% of parking spaces must be EV Capable - 35% of parking spaces must be Low Power Level 2 EV Ready **Addition/Alteration Requirements:** - N/A	**New Construction Requirements:** - N/A **Addition/Alteration Requirements:** - N/A
Nonresidential	**New Construction Requirements:** - 20-50% of parking spaces must be EV Capable depending on the number of parking spaces - 7-33% of parking spaces must be EVSE depending on the number of parking spaces - Size service panel for 200 A or 400 A capacity based on building size and off-street loading spaces **(if planning for medium or heavy-duty EVs)** **Addition/Alteration Requirements:** - Add electrical capacity for 20% of parking spaces to be Level 2 EV Ready **(if service panel is modified)** - Add conduit to a minimum of 50% of exposed parking spaces OR add conduit to a minimum of 20% of exposed parking spaces and install a minimum 5% EVCS to parking spaces **(if parking lot surface is modified)**	**New Construction Requirements:** - 10% of parking spaces must be EV Ready and remaining spaces must be EV Capable OR 20% of parking spaces must be EV Ready and install EV chargers in 5% of parking spaces **Addition/Alteration Requirements:** - Add electrical capacity for 20% of parking spaces to be Level 2 EV Capable **(if service panel is modified)** - Add conduit to all exposed parking spaces **(if parking lot surface is modified)** AND designate electrical capacity for parking spaces to the maximum extent that doesn't require an electrical service upgrade

Exemptions	- No commercial power supply or local utility is unable to supply adequate power - Utility infrastructure design requirements related to implementation of the EV charging requirements may adversely impact the construction cost of the project - ADUs and JADUs without additional parking facilities - Parking spaces accessible only by automated mechnical car parking systems - Temporary buildings - Compliance would impair historic integrity of building listed on a local, state, or federal register of historic structures - Building area not intended to be conditioned space - Compliance disproportionate to overall project cost - Compliance would create a hazardous condition and present a life safety risk to occupants	- No commercial power supply - Meeting the requirements would increase the utility side cost to the homeowner or developer by more than $400 per dwelling unit - Temporary buildings - Compliance would impair historic integrity of building listed on a local, state, or federal register of historic structures - Building area not intended to be conditioned space - Conflict between green building code and California Building Standards Code - Lack of commercially available technologies/materials - Compliance disproportionate to overall project cost - Impracticality of the physical conditions of the project site to incorporate green building measures

9th Circuit Berkeley Gas Ban Decision 2023
Information and Resources for Local Governments

The Facts:

- Bare Bones Chronology (more detailed one in this article):
  - Berkeley adopted ordinance prohibiting installation of natural gas piping within newly constructed building
  - California Restaurant Association sued
  - District Court dismissed the case
  - CRA appealed
  - 9th Circuit panel reversed district court decision
  - Berkeley:
    - Has 14 days to decide if they want to appeal
    - Has not received a stay or injunction and is still enforcing their ordinance as of 4/27/23 (per statement here)
- Points & excerpts from the 9th Circuit panel's decision:
  - Held that CRA has standing to bring the suit
  - Held that Energy Policy and Conservation Act (EPCA) preempts the Berkeley ordinance
  - "The panel held that, by its plain text and structure, the Act's preemption provision encompasses building codes that regulate natural gas use by covered products." (p. 3)
    - "And by preventing such appliances from using natural gas, the new Berkeley building code does exactly that." (p. 7)
  - "EPCA's preemption clause establishes that, once a federal energy conservation standard becomes effective for a covered product, 'no State regulation concerning the energy efficiency, energy use, or water use of such covered product shall be effective with respect to such product.'" (p. 12)
    - "EPCA defines 'energy use' as 'the quantity of energy directly consumed by a consumer product at point of use.'" (p. 12)
    - By prohibiting natural gas infrastructure, Berkeley would set the "quantity" of energy use by a covered appliance to zero, so it regulates quantity (pp. 13-14)
  - "Put simply, by enacting EPCA, Congress ensured that States and localities could not prevent consumers from using covered products in their homes, kitchens, and businesses. So EPCA preemption extends to regulations that address the products themselves and the on-site infrastructure for their use of natural gas." (p. 15)
  - "... Berkeley may enforce its building code on non-covered products…" p. 19

- "Our holding doesn't touch on whether the City has any obligation to maintain or expand the availability of a utility's delivery of gas to meters." p. 22
- "EPCA would no doubt preempt an ordinance that directly prohibits the use of covered natural gas appliances in new buildings." p.23

Some other related government actions:

- San Francisco City Attorney's office said their ordinance is different and they will continue to enforce
- City of San Luis Obispo put their ordinance on hold and are currently not enforcing it
- City of Brisbane has paused enforcement of electric requirements, per city attorney direction
- BAAQMD attorney said they are reviewing the ruling relative to adopted amendments to Rules 9-4 and 9-6 but their authority is different
- Other cities are still moving ahead with enforcement and even adoption of a new ordinance

Resources:

Direct resources:

- The ruling itself
- Berkeley's code
- All court documents, including amicus briefs

Articles and Statements:

- Columbia Law blog
- Earthjustice blog
- Canary Media story
- AP article
- Statement from Kate Harrison (City of Berkeley Council)
- JDSupra article
- National Law Review article
- California Energy Markets article

Planned Resource:

- BDC has commissioned a legal memo to cover both implications of the ruling and potential options for local governments

Energy Policy and Conservation Act:

- Link to EPCA itself
- "The **Energy Policy and Conservation Act** of 1975 (**EPCA**) (Pub. L. 94–163, 89 Stat. 871, enacted December 22, 1975) is a United States Act of Congress that responded to

the 1973 oil crisis by creating a comprehensive approach to federal energy policy." – Wikipedia

- EPCA's seven requirements to avoid federal preemption (Section 6297(f)(1)-(3) – code does preempt if it:
    - "Permits a builder to…select items whose combined energy efficiency" meet an overall building energy target;
    - Does not specifically require any EPCA-covered appliance to exceed federal standards
    - Offers options for compliance, including an appliance that exceeds federal standards, on a "one-for-one equivalent energy use or equivalent cost basis"
    - Bases any baseline building design used by the code on a building with covered products that do not exceed federal standards
    - Offers at least one "optional combination of items" that does not exceed federal standards for any covered appliance;
    - Frames any energy target as a total for the building; and
    - Uses EPCA-specified test procedures for determining the energy consumption of covered products

Excerpt from EPCA:

§6297. Effect on other law

(a) Preemption of testing and labeling requirements

(b) General rule of preemption for energy conservation standards before Federal standard becomes effective for product

(c) General rule of preemption for energy conservation standards when Federal standard becomes effective for product

(d) Waiver of Federal preemption

(e) Exception for certain State procurement standards

(f) Exception for certain building code requirements

(1) A regulation or other requirement enacted or prescribed before January 8, 1987, that is contained in a State or local building code for new construction concerning the energy efficiency or energy use of a covered product is not superseded by this part until the effective date of the energy conservation standard established in or prescribed under section 6295 of this title for such covered product.

(2) A regulation or other requirement, or revision thereof, enacted or prescribed on or after January 8, 1987, that is contained in a State or local building code for new construction concerning the energy efficiency or energy use of a covered product is not superseded by this part until the effective date of the energy conservation standard established in or prescribed under section 6295 of this title for such covered product if the code does not require that the energy efficiency of such covered product exceed—

(A) the applicable minimum efficiency requirement in a national voluntary consensus standard; or

(B) the minimum energy efficiency level in a regulation or other requirement of the State meeting the requirements of subsection (b)(1) or (b)(5), whichever is higher.

(3) Effective on the effective date of an energy conservation standard for a covered product established in or prescribed under section 6295 of this title, a regulation or other requirement contained in a State or local building code for new construction concerning the energy efficiency or energy use of such covered product is not superseded by this part if the code complies with all of the following requirements:

(A) The code permits a builder to meet an energy consumption or conservation objective for a building by selecting items whose combined energy efficiencies meet the objective.

(B) The code does not require that the covered product have an energy efficiency exceeding the applicable energy conservation standard established in or prescribed under section 6295 of this title, except that the required efficiency may exceed such standard up to the level required by a regulation of that State for which the Secretary has issued a rule granting a waiver under subsection (d).

(C) The credit to the energy consumption or conservation objective allowed by the code for installing covered products having energy efficiencies exceeding such energy conservation standard established in or prescribed under section 6295 of this title or the efficiency level required in a State regulation referred to in subparagraph (B) is on a one-for-one equivalent energy use or equivalent cost basis.

(D) If the code uses one or more baseline building designs against which all submitted building designs are to be evaluated and such baseline building designs contain a covered product subject to an energy conservation standard established in or prescribed under section 6295 of this title, the baseline building designs are based on the efficiency level for such covered product which meets but does not exceed such standard or the efficiency level required by a regulation of that State for which the Secretary has issued a rule granting a waiver under subsection (d).

(E) If the code sets forth one or more optional combinations of items which meet the energy consumption or conservation objective, for every combination which includes a covered product the efficiency of which exceeds either standard or level referred to in subparagraph (D), there also shall be at least one combination which includes such covered product the efficiency of which does not exceed such standard or level by more than 5 percent, except that at least one combination shall include such covered product the efficiency of which meets but does not exceed such standard.

(F) The energy consumption or conservation objective is specified in terms of an estimated total consumption of energy (which may be calculated from energy loss- or gain-based codes) utilizing an equivalent amount of energy (which may be specified in units of energy or its equivalent cost).

(G) The estimated energy use of any covered product permitted or required in the code, or used in calculating the objective, is determined using the applicable test procedures prescribed under section 6293 of this title, except that the State may permit the estimated energy use calculation to be adjusted to reflect the conditions of the areas where the code is

being applied if such adjustment is based on the use of the applicable test procedures prescribed under section 6293 of this title or other technically accurate documented procedure.

(4)(A) Subject to subparagraph (B), a State or local government is not required to submit a petition to the Secretary in order to enforce or apply its building code or to establish that the code meets the conditions set forth in this subsection.

(B) If a building code requires the installation of covered products with efficiencies exceeding both the applicable Federal standard established in or prescribed under section 6295 of this title and the applicable standard of such State, if any, that has been granted a waiver under subsection (d), such requirement of the building code shall not be applicable unless the Secretary has granted a waiver for such requirement under subsection (d).

MARIN GREEN BUILDING MODEL REACH CODE RECOMMENDATIONS

Sean Youra, Climate Action Coordinator
Erica Freeman, Building Official

Town of San Anselmo

June 27, 2023



MODEL REACH CODE – KEY FEATURES

- Key Features
  1. All-electric requirement for new buildings (i.e., residential, multifamily, and commercial)
  2. Requirement for additions and alterations of existing single-family residences (projects of 750 square feet or greater) to meet a target energy score
  3. Additional requirements for installation of EV charging infrastructure in new construction and additions/alterations that exceed CALGreen requirements
  4. Requirement for new construction projects, additions and alterations of single-family and multifamily buildings affecting 750 or more square feet, and nonresidential additions and alterations to comply with CALGreen Tier 1 requirements

Table 2: Energy and Electrification Menu of Measures by Climate Zone

Measure		Climate Zone		Steps
		2	3	1) Choose your Climate Zone using CEC toolfinder[1]
		Target Score		2) Minimum Target Score needed to comply (*1 point = 1MMBTU savings per yr.*)
Specification	Spec. ID (Refer to *Table 3*)	8	6	
Lighting	E1	Mandatory		3) Choose a measure or a combination of measures that adds up to the minimum target score above based on CZ. Measures listed as "Mandatory" MUST be installed. 4) Use the Specification Number (Spec. ID) column as a key and conform to the specifications in Table 3 below. Table 3 describes, specifies, and details compliance with each corresponding measure.
Water Heating Package	E2	1	1	
Air Sealing	E3	1	1	
R-49 Attic Insulation	E4	1	1	
Duct Sealing	E5	1	--	
New Ducts + Duct Sealing	E6	2	2	
PV + Electric Ready Pre-Wire	ER1	12	12	
Electric Readiness Measures	ER2	Mandatory (if remodeling kitchen, laundry, or upgrading panel)		
HPWH	FS1	12	12	
High Eff HPWH	FS2	13	13	
HVAC Heat Pump	FS3	13	10	
High Eff HVAC Heat Pump	FS4	14	11	
Heat Pump Clothes Dryer	FS5	1	1	
Induction Cooktop	FS6	1	1	

[1]California Energy Commission climate zone tool finder at https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/climate-zone-tool-maps-and.

MODEL REACH CODE VS. SAN ANSELMO CODE

Primary Differences Between San Anselmo Green Building Code and County Model Reach Code

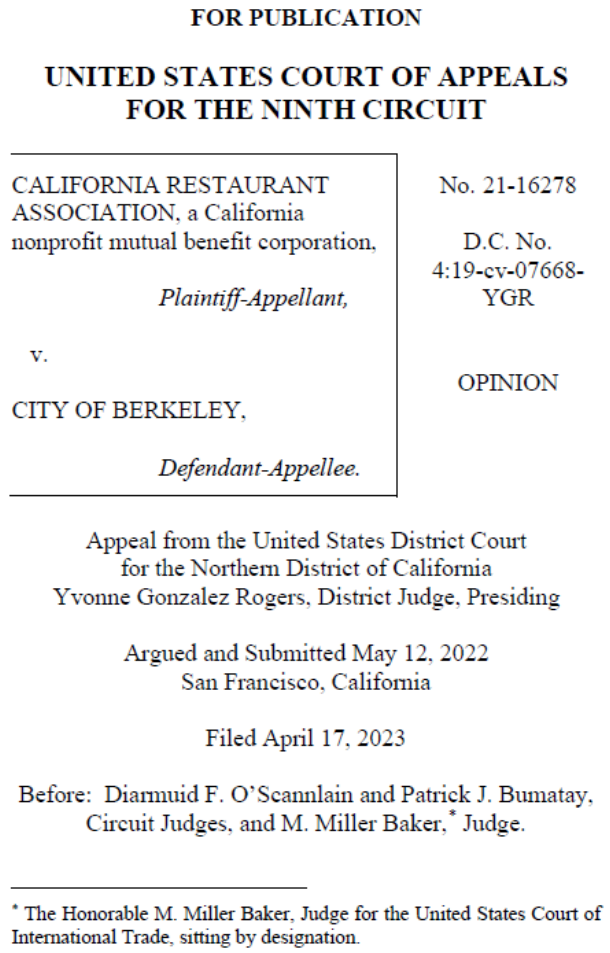
San Anselmo Green Building Code	County Model Reach Code
Requires all-electric for **new residential** buildings	Requires all-electric for **all building types**
Does not require flex compliance path	Requires flex compliance path for **single-family** addition/alteration projects affecting **750 or more sq. ft.**
Requires **new multifamily** construction to install **EV Capable** parking space per dwelling unit	Requires **new multifamily** construction to install **Level 2 EVSE** in 15% of total parking spaces and **Low Power Level 2 EV Ready** in 85% of total parking spaces
If the service panel is modified, requires electrical capacity for 20% of parking spaces to be **Level 2 EV Capable** for **multifamily and commercial additions/alterations**	If the service panel is modified, requires electrical capacity for 20% of parking spaces to be **Level 2 EV Ready** for **multifamily and commercial additions/alterations**
If the parking lot surface is modified, requires conduit to be added to **all exposed parking spaces** AND designate electrical capacity for parking spaces to the maximum extent that doesn't require an electrical service upgrade for **multifamily and commercial additions/alterations**	If the parking lot surface is modified, requires conduit to be added to a minimum of **50% of exposed parking spaces** OR add conduit to a minimum of 20% of exposed parking spaces and install a minimum 5% EVCS to parking spaces for **multifamily and commercial additions/alterations**
Requires residential additions/alterations affecting **1,200 or more sq. ft.** to meet CALGreen Tier 1 requirements	Requires residential additions/alterations affecting **750 or more sq. ft.** to meet CALGreen Tier 1 requirements

SAN ANSELMO POLICY OPTIONS

Reach Code - CALGreen	Reach Code – Flex Compliance Path for Single-Family Additions/Alterations	Reach Code – All-Electric for New Construction	Reach Code - Electric Vehicle (EV) Charging Infrastructure
Maintain existing CALGreen Tier 1 requirements	Adopt model code flex compliance path requirements	Maintain existing all-electric requirements only for **new residential construction**	Maintain existing EV charging infrastructure requirements for new construction & additions/alterations
Adopt model code CALGreen Tier 1 requirements	Adopt model code flex compliance path requirements with revisions	Adopt model code all-electric requirements for **all new buildings**	Adopt model code EV charging infrastructure requirements for new construction & additions/alterations
Adopt model code CALGreen Tier 1 requirements with revisions	Don’t adopt flex compliance path	Adopt model code all-electric requirements for all new buildings with revisions	Adopt model code EV charging infrastructure requirements with revisions for new construction & additions/alterations

NINTH CIRCUIT COURT RULING

- The California Restaurant Association (CRA) sued Berkeley in federal court over adoption of their 2019 ordinance banning fuel gas piping in new buildings
  - CRA argued that the ordinance was preempted by the federal Energy Policy and Conservation Act (EPCA) and by California law (the Building Standards Code and the Energy Code)
- Ninth Circuit Court of Appeals reversed a previous district court decision, concluding that EPCA preempts states and local governments from regulating the quantity of natural gas used by an appliance at the point of use
  - By requiring a quantity of "zero" natural gas at the point of use, Berkeley's ordinance regulated the "energy use" of appliances and therefore was preempted
- Although Berkeley has filed a petition for rehearing en banc (i.e., a rehearing by all judges of the court), the current court decision must be treated as binding authority for all jurisdictions within the Ninth Circuit
  - Some jurisdictions are continuing to enforce their all-electric ordinances and others have paused enforcement



FOR PUBLICATION

UNITED STATES COURT OF APPEALS
FOR THE NINTH CIRCUIT

CALIFORNIA RESTAURANT ASSOCIATION, a California nonprofit mutual benefit corporation,

Plaintiff-Appellant,

v.

CITY OF BERKELEY,

Defendant-Appellee.

No. 21-16278

D.C. No. 4:19-cv-07668-YGR

OPINION

Appeal from the United States District Court
for the Northern District of California
Yvonne Gonzalez Rogers, District Judge, Presiding

Argued and Submitted May 12, 2022
San Francisco, California

Filed April 17, 2023

Before: Diarmuid F. O'Scannlain and Patrick J. Bumatay, Circuit Judges, and M. Miller Baker,* Judge.

* The Honorable M. Miller Baker, Judge for the United States Court of International Trade, sitting by designation.

STAFF RECOMMENDATIONS

Reach Code - CALGreen	Reach Code – Flex Compliance Path for Single-Family Additions/Alterations	Reach Code – All-Electric for New Construction	Reach Code - Electric Vehicle (EV) Charging Infrastructure
Maintain existing CALGreen Tier 1 requirements	Adopt model code flex compliance path requirements **(Staff Recommendation)**	Maintain existing all-electric requirements only for new residential construction* **(Staff Recommendation)**	Maintain existing EV charging infrastructure requirements for new construction & additions/alterations
Adopt model code CALGreen Tier 1 requirements	Adopt model code flex compliance path requirements with revisions	Adopt model code all-electric requirements for all new buildings	Adopt model code EV charging infrastructure requirements for new construction & additions/alterations
Adopt model code CALGreen Tier 1 requirements with revisions **(Staff Recommendation)**	Don't adopt flex compliance path	Adopt model code all-electric requirements for all new buildings with revisions	Adopt model code EV charging infrastructure requirements with revisions for new construction & additions/alterations **(Staff Recommendation)**

*Enforcement of the Town's all-electric ordinance is currently suspended pending the resolution of the Berkeley litigation

STAFF RECOMMENDATIONS

- Do not expand all-electric requirements to new commercial buildings
- Lower the threshold for additions/alterations of single-family and multifamily buildings subject to CALGreen Tier 1 requirements to 750 sq. ft.
- Require 15% Level 2 EVCS and 85% Low Power Level 2 EV Ready parking spaces in new multifamily construction
- Do not require separate EV infrastructure requirements for hotels/motels
- Require single-family additions/alterations affecting 750 or more sq. ft. to utilize the flex compliance path table and achieve a target energy score through implementing energy efficiency and/or electrification measures with all applicable exemptions in the model reach code
- Require all model reach code EV charging infrastructure provisions when upgrading the service panel or making parking lot modifications
  - For multifamily and commercial projects that modify the service panel, electrical capacity must be added for 20% of parking spaces to be Level 2 EV Ready
  - For multifamily and commercial projects that modify the parking lot surface (paving material and curbing removed), raceway/conduit must be added to a minimum of 50% of exposed parking spaces OR raceway/conduit must be added to a minimum of 20% of exposed parking spaces and a minimum 5% EVCS must be installed (either Level 2 or Level 3)
- Require new multifamily construction to install long-term bike parking per CALGreen Section A4.106.9.2
  - Provide on-site bike parking for at least one bike per every two dwelling units
  - Bike parking facilities can include:
    - Covered, lockable enclosures with permanently anchored racks for bikes
    - Lockable bike rooms with permanently anchored racks
    - Lockable, permanently anchored bike lockers

Item 3.2 Attachment 4

ALL-ELECTRIC COST ANALYSIS

Electric Appliance Type	Average Unit Cost	Average Installation Cost	Total Costs	Rebates/Incentives	Net Cost	Equivalent Gas Appliance Cost
Heat Pump Water Heater (HPWH)	$2,250	$5,740	$7,990	Electrify Marin: $1,000 ($2,000 low income) BayREN: $400 IRA tax credit: 30% ($2,000 max per year)** MCE: $1,000 PG&E: $500	$3,090 $2,090 (low income)	$2,750
Heat Pump (HP) Space Heater (Air-source/Ducted)	$3,400 (condenser) + $2,000 (HP)	$17,500	$22,900	Electrify Marin: $1,000 ($2,000 low income) BayREN: $400 TECH: $1,000 IRA tax credit: 30% ($2,000 max per year)**	$18,500 $17,500 (low income)	$6,500 (furnace) + $8,500 (A/C)
Heat Pump (HP) Space Heater (Ductless Mini-split)	$3,400 (condenser) + $2,000 (HP)	$13,500	$18,900	Electrify Marin: $800 ($1,600 low income) BayREN: $400 TECH: $1,000 IRA tax credit: 30% ($2,000 max per year)**	$14,700 $13,900 (low income)	$6,500 (furnace) + $8,500 (A/C)
Induction Range*	$2,230	$2,120	$4,350	Electrify Marin: $500 BayREN: $250	$3,600	$1,600
Heat Pump (HP) Clothes Dryer	$1,600	N/A	$1,600	BayREN: $250	$1,350	$1,100
Electrical Panel Upgrade	N/A	$6,750	$6,750	Electrify Marin: $500 ($1,000 low income) IRA tax credit: 30% ($600 max per year)**	$5,650 $5,150 (low income)	N/A
Totals	**$11,480 (with ducted HP) $11,480 (with ductless HP)**	**$32,110 (with ducted HP) $28,110 (with ductless HP)**	**$43,590 (with ducted HP) $39,590 (with ductless HP)**	**$11,400 (with ducted HP) $11,200 (with ductless HP) $13,900 (ducted HP + low income) $13,500 (ductless HP + low income)**	**$32,190 (with ducted HP) $28,390 (with ductless HP) $29,690 (ducted HP + low income) $26,090 (ductless HP + low income)**	**$20,450**

*Induction cooktops were not included in the cost analysis, but are much cheaper than induction ranges and some models can use existing 120 V.
**Credit limit is annual, so it resets each year and can be used again

FUTURE IRA ELECTRIFICATION REBATES[1]

Electric Appliance Type	Low-Income[2]	Moderate-Income[3]	High-Income[4]
Heat Pump Water Heater	100%, up to $1,750	50%, up to $1,750	N/A
Heat Pump Space Heater (Air-source/Ducted)	100%, up to $8,000	50%, up to $8,000	N/A
Heat Pump Space Heater (Ductless Mini-split)	100%, up to $8,000	50%, up to $8,000	N/A
Induction Range/Cooktop	100%, up to $840	50%, up to $840	N/A
Heat Pump Clothes Dryer	100%, up to $840	50%, up to $840	N/A
Electrical Panel Upgrade	100%, up to $4,000	50%, up to $4,000	N/A

[1] Rebates expected to be available late 2023 and would be capped at $14,000 across all qualified electrification projects
[2] Low-income household defined as under 80% of Area Median Income
[3] Moderate-income household defined as between 80% and 150% of Area Median Income
[4] High-income household defined as over 150% of Area Median Income

NET COSTS WITH FUTURE IRA REBATES

Electric Appliance Type	Low-Income	Moderate-Income	High-Income
Heat Pump Water Heater	$1,750	$1,750	N/A
Heat Pump Space Heater (Air-source/Ducted)	$8,000	$8,000	N/A
Heat Pump Space Heater (Ductless Mini-split)	$8,000	$8,000	N/A
Induction Range/Cooktop	$840	$840	N/A
Heat Pump Clothes Dryer	$840	$800	N/A
Electrical Panel Upgrade	$4,000	$3,375	N/A
Net Costs	**$14,260 (with ducted HP) $10,660 (with ductless HP)**	**$17,425 (with ducted HP) $13,625 (with ductless HP)**	**$32,190 (with ducted HP) $28,390 (with ductless HP)**

ADDITIONAL REBATES/INCENTIVES

- California Energy-Smart Homes Program provides incentives for single-family and multifamily buildings to transition to all-electric
  - Includes incentives for electrical infrastructure upgrades

Incentives

Whole Building Electrification Alteration Incentives	2023	2024	2025
Single Family, Duplex, and Townhome Whole Building Electrification Alterations Each property must install heat pump space heating, heat pump water heating, induction cooking, and an electric dryer (Properties with existing electric cooking qualify without upgrading to induction cooking).	$5,550	$4,250	$3,750
Single Family, Duplex, and Townhome HP Dryer Bonus	$400	$250	$250
Electrical Infrastructure Upgrade Bonus Bonus can be awarded up to $1,000 and cannot exceed the total costs associated with the upgrade.	$1,000	$1,000	$1,000
ADU Whole Building Electrification Each ADU must install heat pump space heating, heat pump water heating, induction cooking, and an electric dryer (ADUs with existing electric cooking qualify without upgrading to induction cooking).	$3,550	$2,200	$2,000
ADU HP Dryer Bonus	$400	$250	$250
ADU Electrical Infrastructure Bonus Bonus can be awarded up to $600 and cannot exceed the total costs associated with the upgrade.	$600	$600	$600

Incentives

Multifamily Low-Rise Whole Building Electrification Alteration Incentives (per unit)	2023	2024	2025
Whole Building Electrification Alterations Each property must install heat pump space heating, heat pump water heating, induction cooking, and an electric dryer (Properties with existing electric cooking qualify without upgrading to induction cooking).	$3,550	$2,200	$2,000
HP Dryer Bonus	$400	$250	$250
Electrical Infrastructure Upgrade Bonus (per unit served) Bonus can be awarded up to $600 (per unit served) and cannot exceed the total costs associated with the upgrade.	$600	$600	$600

ADDITIONAL REBATES/INCENTIVES

- TECH Self-Generation Incentive Program (SGIP) for HPWHs
  - $44 million in funding for HPWH incentives
  - Residential and commercial customers are eligible
    - Higher incentives for equity customers (based on reported income)
  - Funds should be available in Q3 2023

Maximum Incentives

Customer Class ▸ / Incentives ▾	General Market Residential	Equity Residential
Unitary HPWH Incentive	$3,100	$4,185
Low-QWP Kicker Incentive	$1,500	$1,500
55 Gallon Capacity Incentive	$700	$700
Electrical Panel Upgrade Incentive	$2,000	$4,000
Max. SGIP HPWH Incentive	**$7,300**	**$10,385**

ADDITIONAL REBATES/INCENTIVES

- TECH rebates now available for multifamily HPWH and HP HVAC upgrades as well
- $1,400 available for electrical panel upgrade if installing HPWH or HP HVAC
  - Apartment unit must be all-electric after completing upgrade

Multifamily Heat Pump HVAC Details

Incentives for Heat Pump HVAC Systems Serving Individual Apartments

Previous Space Heat Source	System Type		Total Incentive Per System
	Description	AHRI Test Standard	
Non-heat pump systems	Split or rooftop heat pump (ducted or ductless)	210/240	$2,000
All except PTHPs	PTHP, SPVHP, or unitary through the wall/ceiling heat pump	310/380, 390	$500 (Single or two-stage compressor) $1,000 (Variable capacity/inverter-driven)

Incentives for Heat Pump HVAC Systems Serving Multiple Apartments

Previous Space Heat Source	System Type	Total Incentive Per Apartment Served
Non-heat pump systems	HP HVAC equipment serving multiple apartments	$1,000

Multifamily Heat Pump WH Details

Incentives for Unitary Heat Pump Water Heaters

Previous Water Heater Source	HPWH Tank Size	Total Incentive Per System
Gas/Propane	< 55 gallons	$1,400
	≥ 55 gallons	$2,100
Electric Resistance	All	$700

Incentives for Central Heat Pump Water Heaters

Previous Water Heater Source	HPWH Storage Volume*	Total Incentive Per System
Gas/Propane	< 17 gallons per bedroom served	$1,200
	≥ 17 gallons per bedroom served	$1,800

*Storage volume only includes storage volume of water that can be heated directly by the heat pump components of the plant

ADDITIONAL REBATES/INCENTIVES

- Bay Area Multifamily Building Enhancement (BAMBE) Program
  - Recently updated rebate amounts for electrification upgrades of multifamily properties
  - Base rebate: $500 per unit for installing energy efficiency upgrades that result in at least 10% energy savings
  - Additional adders/multipliers for electrification upgrades and health, heat, or housing-burdened communities

Electrification Adder

Eligibility	Eligible Measures	Rebate Amount
All properties in BayREN territory are eligible	In-unit Heat Pump Water Heater	**$1500** per apartment upgraded
	In-unit Heat Pump HVAC	**$1500** per apartment upgraded
	In-unit Laundry Dryer	**$250** per apartment upgraded
	In-unit Electric Cooking	**$750** per apartment upgraded
	Central Heat Pump Water Heater	**$1000** per apartment served*
	Central Heat Pump HVAC	**$1000** per apartment served
	Common Area Heat Pump HVAC	**$1000** per equipment
	Laundry/Common Area HP Water Heater	**$1000** per equipment
	Heat Pump Pool Heater	**$1000** per pool/spa
	Panel Upgrades**	Up to **$1500** per unit for subpanel & up to **$5000**/property for central/common area

Housing Burden Multiplier

Eligibility	Eligible Measures	Rebate Amount
Only properties **located in "Housing Burdened"** priority zone AND **Has <50 units and built pre-2010, or deed-restricted affordable property**	A) **1.5x increase** to total rebate OR **2X increase** if scope includes wall insulation and/or window upgrades	
	B) Up to **$500** reimbursable per unit for refrigerators, dishwashers, in-unit washing machines, lighting, in-unit duct sealing, in-unit duct insulation, and/or smart thermostats	

QUESTIONS?

For additional information about the model reach code including FAQs and resources, please visit: www.marincounty.org/GreenBuildingCodes

APPENDIX SLIDES

CALGREEN TIER 1 VS. TIER 2 – RESIDENTIAL SUMMARY

CATEGORY	ENVIRONMENTAL PERFORMANCE GOAL	TIER 1	TIER 2
All	Minimum Mandatory (See Mandatory Checklist)	Meet all the provisions of Chapter 4	Meet all of the provisions of Chapter 4
DIVISION 4.1 **Planning and Design**	Topsoil Protection	Stockpile displaced topsoil for reuse in designated protected area	Stockpile displaced topsoil for reuse in designated protected area AND delineate construction area with fencing or flagging
	Water Permeable Surfaces	≥ 20% of total parking, walking or patio surfaces are permeable	≥ 30% of total parking, walking or patio surfaces are permeable
	Cool Roof for Reduction of Heat Island Effect	Low-Rise Residential: Roof Slope ≤ 2:12 SRI 75 Roof Slope > 2:12 SRI 16 High-Rise Residential, Hotels, & Motels: Roof Slope ≤ 2:12 SRI 64 Roof Slope > 2:12 SRI 16	Low-Rise Residential: Roof Slope ≤ 2:12 SRI 78 Roof Slope > 2:12 SRI 20 High-Rise Residential, Hotels, & Motels: Roof Slope ≤ 2:12 SRI 78 Roof Slope > 2:12 SRI 20
	EV Charging	One- and two-family dwellings, townhouses with attached private garages: All EV Ready Raceway to accommodate dedicated 208/240 V branch circuit New multifamily, hotels, and motels: 35% Low Power Level 2 EV Ready parking spaces > 20 dwelling units: 10% Level 2 EVSE parking spaces	One- and two-family dwellings, townhouses with attached private garages: All EV Ready Raceway to accommodate dedicated 208/240 V branch circuit New multifamily, hotels, and motels: 40% Low Power Level 2 EV Ready parking spaces > 20 dwelling units: 15% Level 2 EVSE parking spaces
		2 additional electives from Division A4.1	4 additional electives from Division A4.1
DIVISION 4.2 **Energy Efficiency**	Energy Efficiency	New low-rise residential: Compute EDR1 rating and reduce EDR1 by compliance margin in Table A4.203.1.1 Minimum of two efficiency measures must be met Consult local electric service provider if adopting reduced EDR targets based on using solar PV	New low-rise residential: Compute EDR1 rating and reduce EDR1 by compliance margin in Table A4.203.1.1 Minimum of two efficiency measures must be met Consult local electric service provider if adopting reduced EDR targets based on using solar PV
DIVISION 4.3 **Water Efficiency and Conservation**	Water Use	2 additional electives from Division A4.3	3 additional electives from Division A4.3
DIVISION 4.4 **Material Conservation and Resource Efficiency**	Reduction in Cement Use	≥ 20% reduction in cement use	≥ 25% reduction in cement use
	Recycled Content	Utilize recycled content materials for 10% of total material cost	Utilize recycled content materials for 15% of total material cost
	Enhanced Construction Waste Reduction	At least 65% reduction	At least 75% reduction
		2 additional electives from Division A4.4	4 additional electives from Division A4.4
DIVISION 4.5 **Environmental Quality**	Resilient Flooring Systems	90% of flooring meets VOC limits	100% of flooring meets VOC limits
	Thermal Insulation	Meet with VOC limits	Install no-added formaldehyde insulation AND comply with VOC limits
		1 additional elective from Division A4.5	1 additional elective from Division A4.5

CALGREEN TIER 1 VS. TIER 2 - NONRESIDENTIAL SUMMARY

CATEGORY	ENVIRONMENTAL PERFORMANCE GOAL	TIER 1	TIER 2
All	Minimum Mandatory (See Mandatory Checklist)	Meet all of the provisions of Chapter 5 (See Tier 1 Checklist)	Meet all of the provisions of Chapter 5 (See Tier 2 Checklist)
DIVISION 5.1 **Planning and Design**	Designated Parking for Fuel Efficient Vehicles (Tier 1 and Tier 2 only)	Approx. 35% of total spaces	Approx. 50% of total spaces
	Electric Vehicle Charging	Approx. 30% of total spaces	Approx. 45% of total spaces
	Cool Roof to Reduce Heat Island Effect	Roof Slope < 2:12 SRI 75 Roof Slope > 2:12 SRI 16	Roof Slope < 2:12 SRI 82 Roof Slope > 2:12 SRI 27
		1 additional Elective from Division A5.1	3 additional Electives from Division A5.1
DIVISION 5.2 **Energy Efficiency**	Energy Performance[2a, 2b]	Outdoor lighting power 90% of Part 6 allowance	Outdoor lighting power 90% of Part 6 allowance
		If applicable, solar water-heating system with minimum solar savings fraction of 0.15	If applicable, solar water-heating system with minimum solar savings fraction of 0.15
		Warehouse door seals	Warehouse door seals
		Comply with day lighting requirements	Comply with day lighting requirements
		Exhaust heat recovery	Exhaust heat recovery
		Energy Budget 95% or 90% of Part 6 calculated value of allowance	Energy Budget 90% or 85% of Part 6 calculated value of allowance
DIVISION 5.3 **Water Efficiency and Conservation**	Indoor Water Use	12% Savings	20% Savings
		1 additional Elective from Division A5.3	3 additional Electives from Division A5.3
DIVISION 5.4 **Material Conservation and Resource Efficiency[3]**	Construction Waste Reduction	At least 65% reduction	At least 80% reduction
	Recycled Content	Utilize recycled content materials for 10% of total material cost	Utilize recycled content materials for 15% of total material cost
		1 additional Elective from Division A5.4	3 additional Electives from Division A5.4
DIVISION 5.5 **Environmental Quality**	Low-VOC Resilient Flooring	90% of flooring meets VOC limits	100% of flooring meets VOC limits[1]
	Low-VOC Thermal Insulation	Comply with VOC limits	Install no-added formaldehyde insulation and comply with VOC limits
		1 additional Elective from Division A5.5	3 additional Electives from Division A5.5
Additional Measures		1 additional Elective from any division	3 additional Electives from any division
Approximate Total Measures		15	25

CALGREEN TIER 1 VS. TIER 2 - NONRESIDENTIAL EV CHARGING

TOTAL NUMBER OF ACTUAL PARKING SPACES	TIER 1 NUMBER OF REQUIRED EV CAPABLE SPACES	TIER 1 NUMBER OF EVCS (EV CAPABLE SPACES PROVIDED WITH EVSE)[2]
0–9	2	0
10–25	5	2
26–50	11	4
51–75	19	5
76–100	26	9
101–150	38	13
151–200	53	18
201 and over	30 percent of total parking spaces[1]	33 percent of EV capable spaces[1]

1. Calculation for spaces shall be rounded up to the nearest whole number.
2. The number of required EVCS (EV capable spaces provided with EVSE) in column 3 count toward the total number of required EV capable spaces shown in column 2.

TOTAL NUMBER OF ACTUAL PARKING SPACES	TIER 2 NUMBER OF REQUIRED EV CAPABLE SPACES	TIER 2 NUMBER OF EVCS (EV CAPABLE SPACES PROVIDED WITH EVSE)[2]
0–9	3	0
10–25	8	3
26–50	17	6
51–75	28	9
76–100	40	13
101–150	57	19
151–200	79	26
201 and over	45 percent of total parking spaces[1]	33 percent of EV capable spaces[1]

1. Calculation for spaces shall be rounded up to the nearest whole number.
2. The number of required EVCS (EV capable spaces provided with EVSE) in column 3 count toward the total number of required EV capable spaces shown in column 2.

EV CHARGER DEFINITIONS

EV Capable	Vehicle space with electrical panel space and load capacity to support a branch circuit and necessary raceways, both underground and/or surface mounted, to support EV charging
EV Ready	Vehicle space which is provided with a branch circuit; any necessary raceways, both underground and/or surface mounted, to support EV charging, terminating in a receptacle or a charger
EV Space	A space intended for future installation of EV charging equipment and charging of electric vehicles
Electric Vehicle Charging Station (EVCS)	Parking space that includes installation of electric vehicle supply equipment (EVSE) at an EV Ready space
Electric Vehicle Supply Equipment (EVSE)	The conductors, including the undergrounded, grounded and equipment grounding conductors and the EV connectors, attachment plugs, and all other fittings, devices, power outlets or apparatus installed for the purpose of transferring energy between the premises wiring and the EV
Level 1 EV Ready	Parking space that is served by a complete electric circuit with the following requirements: • Minimum of 2.2 kVa (110/120 volt, 20-ampere) capacity wiring • A receptacle labeled “Electric Vehicle Outlet” or EVSE located within 3 feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 16-ampere • Conduit oversized to accommodate future Level 2 EV Ready (208/240 volt, 40-ampere) at each parking space
Level 2 EV Ready	Parking space that is served by a complete electric circuit with the following requirements: • Minimum of 8.3 kVa (208/240 volt, 40-ampere) capacity wiring • A receptacle labeled “Electric Vehicle Outlet” or EVSE located within 3 feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 30-ampere
Low Power Level 2 EV Ready	Parking space that is served by a complete electric circuit with the following requirements: • Minimum of 4.1 kVa (208/240 volt, 20-ampere) capacity wiring • A receptacle labeled “Electric Vehicle Outlet” or EVSE located within 3 feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 16-ampere • Conduit oversized to accommodate future Level 2 EV Ready (208/240 volt, 40-ampere) at each parking space
Direct Current Fast Charging (DCFC)	Parking space provided with electrical infrastructure that meets the following conditions: • Minimum of 48 kVa (480 volt, 100-ampere) capacity wiring • EVSE located within 3 feet of the parking space providing a minimum capacity of 80-ampere

EV CHARGER TERMINOLOGY

Speed

Level 1
3-4 miles per charging hour



Level 2
10-20 miles per charging hour



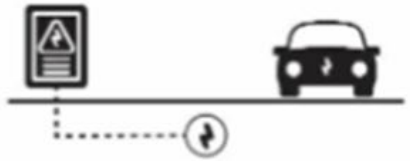
Level 3
150+ miles per charging hour





Readiness

EV **Capable**



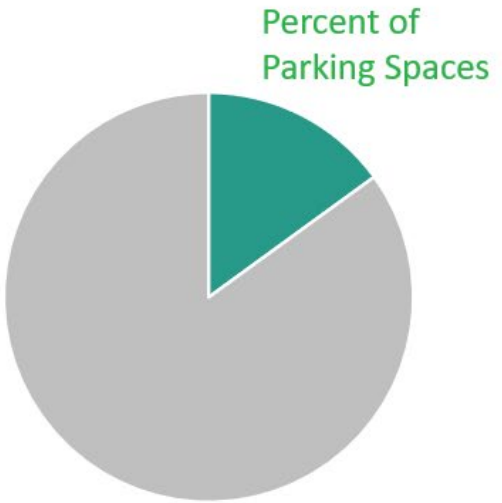
EV **Ready**



EV **Charging Station**



Number



From: Sue Saunders
To: Town Council
Subject: Agenda item 6/27 meeting Agenda item 3.2
Date: Sunday, June 25, 2023 1:40:17 PM

CAUTION: External Sender

6/25/2023

To: Town Council Members
From: Susannah Saunders

As you will hear from Christine O'Rourke's presentation with the TAM funded EV acceleration plan, there are very specific things we can do to get more people driving electric vehicles. One of which is to adopt an EV charging infrastructure reach code. Town staff will be recommending tonight that San Anselmo adopt Marin County's EV charging reach code.

There is a great need for one. We have a long way to go to get to all electric vehicles in San Anselmo. Currently only 6.5% of cars in San Anselmo are electric, 2.9% are plug in hybrid, and over 90% are gas or gas/hybrid. That means we are breathing polluted air and our main source of emissions has the upper hand.

According to the EV acceleration plan, "Since EV owners tend to live in single-family homes, extending the EV market beyond those living in single-family homes will require a substantial expansion of EV charging infrastructure at multi-unit dwellings, workplaces, and in public spaces." In order to increase the number of EV owners and make sure the transition is equitable I hope you will pass this reach code.

It is particularly effective for increasing the number of chargers for Multi family housing. It requires 85% of parking spaces are EV ready with low power Level 2 receptacles, and the remaining 15% of parking spaces must have Level 2 EV chargers installed. This requirement was thoroughly researched by Marin County and town staff. Many developments came together to make them feel these requirements would not pose an undue burden on developers.

1. PG&E will be responsible for paying for the infrastructure from source of electricity to the meter.

2. PG&E approved the use of a submeter so the tenant can be billed for the electricity they use to charge. This eliminates the need for expensive wiring to each individual

charging unit.

3. MCE EV Charging infrastructure rebate program,

4. In addition, developers and property managers can reduce their net-operating-income by a) eliminating the need to trench in an EV future scenario, and b) recoup charging session costs via orange or plugzio type smart plugs. (This allows for developers to skip the submeter and separate electricity used for charging with simple boxes that fit over an outlet.)

Flex Compliance Path for Single-Family Additions/Alterations creates another opportunity to lower emissions and toxic fumes from natural gas. The Inflation Reduction Act (IRA) means this pathway will not produce financial hardship for owners. Installing a heat pump for space heating and cooling is one way to comply. The IRA gives $8000 towards the purchase and a $2000 tax credit, Electrify Marin has a $1000 rebate, and BayREN has a $400 rebate. This is just one of the many ways to comply.

Finally, I want to say that increasing the climate action fund just makes sense. Half of this money will be reimbursed through grants and incentive programs. It will allow the town to continue to be an innovator and leader with a streetlight EV charging pilot, and installation of critically needed bike lockers. People are much more likely to bike to town, school, or work if they have a secure place to store these expensive purchases.

I want to thank the town staff for their hard work researching and vetting the EV charging infrastructure reach code, the flex compliance path, and the other work they do to mitigate and adapt to climate change. They were the ones who had to deal with fallen trees and collapsed roads during the recent atmospheric river events. They have done an outstanding job and I applaud them and the town council for their hard work.

Susannah Saunders
Chair, San Anselmo Climate Action Commission

Serge Avila

From: kgundry@verizon.net
Sent: Tuesday, June 27, 2023 9:36 AM
To: Town Council
Subject: Support for climate actions on the 6/27 Council meeting agenda

CAUTION: External Sender

Mayor, Vice-Mayor, and Council members –

It is exciting to see several climate-related issues on the June 27 Town Council agenda. I write in support of several things:

1. The Marin Countywide EV Acceleration Strategy by the Marin Climate & Energy Partnership (MCEP) presents an opportunity for Marin municipalities to adopt EV acceleration policies and strategies, and take actions in a coordinated way across the County. I support adopting the recommended strategies in the Countywide strategy. This can take the form of an update to the Town's existing EV Strategy with a specific work plan that identifies and sets priorities and a timeline for implementation actions. This includes adopting the EV charging component of the Green Building code that is also on tonight's agenda. There are many more actions needed to provide the infrastructure needed to support the growing number of EV's and ebikes.

2. Town staff have made some wise decisions in their recommendations for adoption of the County's model green building reach code. At the last CAC meeting, members expressed support for the strategy to adopt the County's model reach code and defer taking action on any all-electric requirements until issues surrounding the Ninth Circuit Court's decision on the Berkeley ordinance are resolved.

3. I strongly support the increase in the budget allocation ($230,000) for the Climate Action Fund in the Town's fiscal year 2023-24 budget. We appreciate the support of the Council for growing investment in projects that will help reduce support on fossil fuels, including active transportation initiatives like an ebike rebate program and bike lockers, as well as municipal EV charging.

I'm sure you have seen the news about the extreme weather that is plaguing portions of the United States, fueled by climate change. We are so very lucky to have avoided serious impacts of the abnormal jet stream here in San Anselmo. But we are all affected by climate change in many ways everyday. Though these are small Town actions, every action to reduce emissions helps, and they set an excellent example for others.

Thank you again for your support.
Kathleen Gundry

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 3.3

MEETING DATE: June 27, 2023

AGENDA TITLE: Age Friendly Committee - Age and Disability Planning Grant Overview

FROM: Dannielle Mauk, Director of Community Services

RECOMMENDATION: That Town Council Review and Endorse the Age Friendly Committee, Age and Disability Planning Grant Project.

BACKGROUND

In 2019 the Recreation Department applied to the AARP Network of Age-Friendly Communities, an affiliate of the World Health Organization's Age-Friendly Cities and Communities Program to become an age-friendly community. The Age Friendly San Anselmo initiative began when AARP formally accepted San Anselmo into the network of Age-Friendly communities and the Age-Friendly committee was formed. This was the beginning of a five-year AARP planning and implementation process.

In 2020, we completed an assessment of the needs of residents 60 years and older and presented it to the Town Council in February 2020. In response to the COVID pandemic, staff, the committee, and residents sprang into action and created emergency resources and support programs based on immediate community needs.
The committee and staff have been working on a comprehensive action plan while providing services to our community. However, after conversations with new community partners we decided that it would be more inclusive to submit a plan that was both age and disability friendly.

The Recreation department and the San Anselmo Age Friendly committee partnered with The Marin Aging and Disability Institute (MADI) to apply for a California Department of Aging, Age and Disability Planning grant. The grant aligns with California's visionary Master Plan for Aging and our state's commitment to diversity, equity, inclusion, and accessibility.

The grant program aims to improve community livability and address the current, emerging, and future needs of California's older adults, people with disabilities, and caregivers through cross-sector collaboration and transformational systems. San Anselmo was selected from a large statewide applicant pool to be one of 15 grant recipients. We are listed on the State's website with the other winning communities.

DISCUSSION/ANALYSIS

This grant launches a first-of-its-kind Age and Disability Friendly Plan in one community, San Anselmo, that will create a distinctive and innovative template for other communities to emulate across Marin County and beyond. To ensure the Disability component of this plan is inclusive, responsive, and informed by specialized expertise, this work will be spearheaded by the Marin Aging and Disability Institute (MADI).

MADI emphasizes the importance of collaborative, creative solutions to address the intersectional needs of Marin County's older adults and disabled population. MADI's mission brings aging and disability stakeholders together to advance equity and improve lives through advocacy, collaboration, and innovation. MADI was founded as a 501(c)3 nonprofit organization in 2018 when Vivalon and Marin Center for Independent Living (Marin CIL) acquired assets belonging to a former Marin nonprofit organization.

The grant will provide us the capacity to develop community ageism and ableism education and to build full community engagement and participation in the assessment and development of the San Anselmo's Aging and Disability Friendly Action Plan. As in the previous age-friendly planning the participants will look at ten possible domains for strategic actions from housing to emergency preparedness and social connection to address the unique challenges faced by San Anselmo's older adult population, the disability community, and its caregivers and supporters. By actively engaging multiple stakeholders and residents the planning process can develop a more inclusive, sustainable, and accessible community with the potential benefits of improved livability, enhanced social cohesion, and the creation of a supportive environment for all residents. This new plan will be accepted by the AARP and World Health Organization (WHO) in lieu of the former Age Friendly Plan. States, counties and communities across the nation are integrating aging and disability in their planning and organizational structures.

San Anselmo is part of an international, national, and county equity-centered strategic planning movement and will lead the way in designing the roadmap and the tools for communities to become accessible and disability inclusive. Most of the Age- Friendly leaders in the other 11 municipalities are interested in integrating the age and disability planning and will consider using our model.

Details of Project

- MADI will be the grant recipient and will manage all the financial records exchange with the CDA (California Department on Aging).
- CEO of MADI has 25% of her time slotted for helping to oversee and run this project in partnership with the Recreation department, the soon to be developed multistakeholder San Anselmo Advisory Committee and a newly launched Age Friendly Committee chaired by Sara Robinson who has worked as the Age-Friendly Age Forward Coordinator for the County of Marin for the past three years.
- Basic Timeline:
    - Project begins with Initial Grant funds allocated: July 2023
    - Community Awareness Building: July-September 2023
    - Community Call to Action for Assessment and Planning: October 2023
    - Assessment Report to Town Council: March-April 2024
    - Writing of Plan: March -April 2024
    - Age and Disability Action plan presented to Town Council: May-July 2024
    - Multi-generational Town Celebration of Plan: June 2024
    - Submit a Final Report to the CDA with the Plan: March 2025

FISCAL IMPACT

The Recreation department and San Anselmo Age Friendly has partnered with the Marin Aging and Disability Institute (MADI), the fiscal agent and project partner in applying for and receiving a grant from the California Department of Aging for $153,162. MADI will manage the grant funds.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment 1 - Letter of Intent
Attachment 2 - Project Workplan and Timeline
Attachment 3 - Presentation Slides

Steve Burdo
Mayor

Eileen Burke
Vice Mayor

Alexis Fineman
Council Member

Brian Colbert
Council Member

Tarrell Kullaway
Council Member



TOWN OF
SAN ANSELMO
EST. 1907

Town of San Anselmo
525 San Anselmo Avenue, San Anselmo, CA 94960-2682
(415) 258-4616
www.townofsananselmo.org

March 20, 2023

California Department of Aging
Division of Policy, Research, and Equity
RFA: Local Aging and Disability Action Planning Grant Program

Dear Department of Aging,

On behalf of the Town of San Anselmo, I am pleased to offer this letter of support to our ongoing effort toward creating an inclusive, livable community and recognize the importance of encouraging and implementing age and disability-friendly planning and policies that will promote independent and purposeful living, support active, healthy lifestyles and sustain economic and social vitality.

The Town of San Anselmo will continue to support our Age-Friendly committee and will work with Marin Aging and Disability Institute (MADI) in completing the assessment and planning processes needed to develop our age- and disability-friendly action plan. We intend to continue our town planning to meet the needs of the changing demographics, improve our town's livability, and support our goals of being an inclusive and equitable community. We will continue to strive to enhance the current initiatives and the relationships already established in our small town that serve our older residents and their families and caregivers, people of diverse age groups and cultural differences, and people with disabilities. With the help of the Age-Friendly committee, we will also look for new ways to foster acceptance of human differences, and human vulnerability and to support the interdependence of older adults, and people with disabilities whether visible or invisible.

We are committed to sharing our age and disability-friendly planning process and practices with the eight other age-friendly municipalities, with other towns and cities, and with the County of Marin through our partnership with MADI in order that others may follow us in advancing their own age and disability-friendly planning.

We will continue working with AARP of California, the other County communities, and the County Area Agency on Aging to inform and create a plan that demonstrates our commitment to diversity, equity, inclusion, and accessibility.

Sincerely,



David P. Donery, Town Manager
Town of San Anselmo, CA
ddonery@townofsananselmo.org

Instructions: Complete a Work Plan to support the grant program's scope of work/objectives and aligns with the proposed project. Applicant may add more rows, if needed. 8 pages maximum. ***See RFA Part One, Section E; Part Two, Section D Work Plan; and Part Four, Section D***

Objective #1: Awareness Stage: *Build Community Awareness*

Activity #	Activities/Tasks	Responsible Parties	Timeline	Deliverable(s)/Output(s)
1.1	Collaboration to create research-based presentations regarding the intersection of aging and disability	Facilitated by the Disability Coalition in collaboration with Aging Action Initiative	July, 2023	Created content for 1 hour presentation
1.2	Create inclusive communications strategy and agreement with the town and key local stakeholder in order to increase connections to town residents	Age Friendly Chair Director of Community Services Communications Consultant	July, 2023	Agreement on frequency and use of town communication system
1.3	Communications announcing the relaunch of the Age Friendly Committee and the reframing of the initiative to be Disability Friendly	Existing original committee members.	July 2023	Town newsletter, social media, etc as per professional advice, original committee members announcement in Council Meeting
1.4	Training for the Town of San Anselmo Residents	Disability Coalition	August, September 2023	Slide deck, handouts Volunteer Sign Ups interested in working in the initiative
1.5	Training for the Town of San Anselmo staff and key stakeholders on the Intersection of Aging and Disability	Disability Coalition	August, September 2023	Slide deck, handouts List of attendees and contact information
1.6	Age Friendly Network (Marin) Updates And Town Council meeting Monthly updates	Disability Coalition, Age Friendly Network	Ongoing Monthly	Item on monthly agendas

Objective #2: Planning Stage (Play One of the Local MPA Playbook): *Establish an Advisory Committee and Gain Community Leader Support*

Activity #	Activities/Tasks	Responsible Parties	Timeline	Deliverable(s)/Output(s)
2.1	Engagement of aging, disability, and local leaders in San Anselmo and the broader Marin area	Marin Aging and Disability Institute	Summer, 2023	List of potential advisory committee members
2.2	Educate and receive input from potential committee members on role, commitment, deliverables, and responsibilities to drive membership expectations. Create Advisory Guiding Policy	Marin Aging and Disability Institute	August, 2023	Creation of advisory committee Committee Governance policy developed
2.3	Initial Collaborative Advisory Committee Meeting -Develop talking points for community for engaging stakeholders in the upcoming process	Advisory Committee	September, 2023	Meeting schedule established Talking points for community Establish areas of expertise for working groups
2.4	Community Call to Action for Assessment and Planning Working Groups to work under a reconvened Age-Friendly Committee. (to become Age- and Disability-friendly after final plan submission to the town)	Marin Aging and Disability Institute	October, 2023	List of interested parties/members and contact for work plan
2.5	Initial Working Group Meeting	Marin Aging and Disability Institute	October, 2023	List of working group participants and initial goals for information to gather
2.6	Update Community Leaders on the construction of the Advisory Committee	Director of Community Services Age-Friendly Chair	October 2023	Updated town website to reflect members and contact information
2.7	Newsletter updates sharing age-and disability friendly success stories from the work during the pandemic and most recently by the town and other community partners	Age-Friendly Committee	September--November	Increased community understanding of existing planning for all ages and abilities.

Objective #3: Planning Stage (Play Two and Three of the Local MPA Playbook): *Community Assessment and Cross-Sector Engagement*

Activity #	Activities/Tasks	Responsible Parties	Timeline	Deliverable(s)/Output(s)
3.1	Evaluation of Current and Alternative Assessment Tools to gather further data on disability. Develop learning outcomes, methods, criterias for statistical significance.	Disability Coalition , Work Group, Data Analyst	November, 2023	Suggested Revisions of Assessment and addition of Disability data requirements
3.2	Assessment Tool Development and develop feedback collection channels, timeline for collection	Disability Coalition, Work Group Data Analyst	November, 2023	Draft assessment tool(s) Schedule of roll-out
3.3	Focus group pilot review of survey to address accessibility (language, disability, access, modalities)	Disability Coalition, Work Group Data Analyst	November, 2023	Final survey draft
3.4	Conversations with Town department staff and local community stakeholders on past, present and future planning for action planning	Director of Community Services Age-Friendly Chair Work Group	November-January 2024	List of existing opportunities and gaps for age-disability plans
3.5	Hold annual Age-Friendly Nonagenarian joint birthday event with Age-Friendly Fairfax	Age Friendly Committee/Chair Town Staff Age-Friendly Fairfax committee and staff.	November 2023	Opportunity to celebrate, to promote the expected project outcomes, and start the survey distribution
3.6	Assessment Distribution using communications plan. Target low-tech, underrepresented groups, email, mailing list, businesses, faith groups, meal deliveries, volunteer neighborhood groups, Emergency Response leaders	Advisory,Work Group, MADI, Communications Consultant	November -January 2024	Multi channel assessment delivery multiple return channels for completed surveys
3.7	Develop and utilize a volunteer corps to bring oral survey tool to homes by appointment for the homebound and homeless residents in conjunction with an Age-Friendly holiday gift	Age Friendly Chair Work Group, Community nonprofits & Schools	November- January 2024	Completed surveys from residents often overlooked in data collection
3.8	Assessment Data compilation and analysis	Paid data analyst	January-February 2024	Final Assessment report
3.9	Develop assessment community presentation	MADI staff	February 2024	Assessment presentation

3.10	**Submit assessment report and give presentation on next steps to Advisory Committee and Town Council**	**Age Friendly Chair, Advisory committee, Age Friendly town liaison**	**March 2024**	**Feedback on planning**
3.11	**Launch a public engagement assessment report-out plan: Host a Kitchen table talk webinar, an open forum in person meeting and send out an Age- and Disability- Friendly newsletter. Includes a call out for action domain working group volunteers.**	**Age-Friendly Chair, Workgroup, Town communications staff, part time paid intern for communications and event planning supervised by MADI staff**	**March 2024**	**Events and newsletter communication on assessment results A broadening of the base of support for the planning**
3.12	**Share assessment tool and report with Age-Friendly Marin Leaders**	**Age Friendly Chair, Disability Coalition representatives, Advisory Committee representatives**	**March 2024**	**Feedback on when other Age-Friendly communities might use this tool and move towards a disability-friendly initiative**
3.13	**Share assessment tool and report with Area Agency on Aging Program Manager**	**Age Friendly Chair, MADI**	**March 2024**	**Information for AAA on possible new assessment methods and questions**

Objective #4: Planning Stage (Play Four of the Local MPA Playbook): *Select your Goals and Priority Initiatives, and Develop a Local Plan*

Activity #	Activities/Tasks	Responsible Parties	Timeline	Deliverable(s)/Output(s)
4.1	**Advisory council review report, reviews previous draft plan mission, vision and values and develops themes from the assessment findings and creates domains for actions where the town can influence and improve the quality of life for older adults, people with disabilities, their family and caregivers.**	**Advisory Council, Disability Coalition**	**March -April**	**Revised list of Values and Themes list from assessment findings and a list of domain areas for the plan**
4.2	**A second call out for community volunteers to work specific domain areas as per communications plan, Meeting scheduled**	**Age-Friendly Chair, Town staff**	**March-April**	**Domain workgroups and initial meeting date**
4.3	**First Domain meetings- development of goals and listing of all possible SMART actions**	**Working groups**	**April 2024**	**Plan Goals and possible actions**

4.4	**Second Domain meetings- Prioritization of actions by feasibility and impact matrix .**	**Working Groups**	**April 2024**	**Prioritization of Actions and a 3 year action timeline**
4.5	**Consult with town staff on feasible outputs, outcomes and timelines for actions assigned to their department**	**Town Manager**	**April 2024**	**Accurate time frames for town led actions**
4.6	**Third domain meeting- Develop measurable outputs outcomes for non-town dept. actions, assign responsible parties place into a 3 year timeline.**	**Working Groups**	**May 2024**	**Expansion to SMART assigned goals**

Objective #5: Development Stage (Play five of the Local MPA Playbook): *Build your Local Plan*

Activity #	Activities/Tasks	Responsible Parties	Timeline	Deliverable(s)/Output(s)
5.1	**Development of a draft plan template and format with table of contents**	**Age-Friendly Chair, MADI staff**	**April 2024**	**Plan template and design format**
5.2	**Completion of non domain elements of Action Plan -Community description, prior age-friendly work governance structure and mayor's letter draft etc.**	**Age and Disability Friendly workgroup**	**April-May 2024**	**Key non Domain elements of the plan contents**
5.3	**Review of Planning work and guidance on strategies, initiatives and possible partners to bring into implementation**	**Advisory committee**	**May 2024**	**Specific direction on the plan feasibility and implementation process and partners**
5.4	**Create a new Age- and Disability-Friendly San Anselmo Committee from volunteers from planning process, town staff and community stakeholders**	**Age-Friendly Chair Community Services Director**	**May 2024**	**Permanent town committee reporting to Parks and Recreation Committee**
5.5	**Compilation of all domain planning into the draft plan template including 3 year timeline document**	**MADI Staff**	**May 2024**	**Full Draft of Action Plan**
5.6	**Present Draft plan to Advisory Council for last review. Develop progress reporting schedule**	**MADI, Age & Disability-Friendly Chair**	**April 2024**	**Final Age- and Disability-Friendly Action PLan for San Anselmo Progress reporting schedule**

	Objective #6: Early Implementation: *Approve, Publicly Release, and Promote the Local Plan*			
Activity #	**Activities/Tasks**	**Responsible Parties**	**Timeline**	**Deliverable(s)/Output(s)**
6.1	**Present Final plan to Town Council**	**Community Services Director Age & Disability-Friendly Chair**	**April-May 2024**	**Acceptance of Action Plan**
6.2	**Share Plan with Residents, other Age Friendly communities and Marin County Aging and Adult Services**	**Age & Disability-Friendly Committee**	**May 2024**	**Understanding and Engagement in future actions and increased knowledge building a culture of broader inclusion-beyond age-friendly**
6.3	**As per communications plan, share project story and plan with local media**	**Age &Disability-Friendly Chair**	**May 2024**	**An article in County paper that informs residents in other towns of what is possible in their community**
6.4	**As per communications plan develop an Age Friendly webpage in the town website**	**Director of Community Services Age &Disability-Friendly Chair**	**May 2024**	**A common site for reporting progress, new programs and events and sharing stories of success**
6.5	**Multi-generational Celebration of Plan -inclusion of other municipal Age-Friendly committees also considering becoming disability-friendly**	**Multiple stakeholders from the planning process and the town staff**	**June 2024**	**A joyful day to celebrate participation in planning that has build stronger community connections while beginning to drive change for the benefit of all.**

Objective #7: Grant Reporting and Monitoring Process

Activity #	**Activities/Tasks**	**Responsible Parties**	**Timeline**	**Deliverable(s)/Output(s)**
7.1	Submit Progress Reports and Final Report.	**Age & Disability-Friendly Chair, MADI and Director of Community Svcs.**	**January 31, 2024, July 31, 2024**	**2 Progress reports Final Report**

			Final Report March 31, 2025	
7.2	Submit Invoices for Reimbursement.	**MADI**	**Invoices submitted on the following dates: i. October 31, 2023 ii. January 31, 2024 iii. April 31, 2024 iv. July 31, 2024 v. October 31, 2024 vi. January 31, 2025 vii. March 31, 2025 – Final Invoice**	**Submitted invoices that reflect the amount of expenses incurred and include documentation to support the Invoice.**
7.3	Submit Success Story.	**MADI, Town Staff** **Age & Disability Friendly Committee**	**March 31, 2025**	**Submitted Success Story**
7.4	Participate in a Local Implementation Survey.	**MADI, Age & Disability-Friendly Chair & Director of Community Svcs**	**Annually, Per due date provided by CDA**	
7.5	Participate in a Grant Program Evaluation.	**MADI, Age & Disability-Friendly Chair & Director of Community Svcs**	**End of Project** **12-18 months after project ends**	**Completed evaluation submitted to the CDA**
7.6	Meet with CDA Staff.	**MADI** **Age & Disability-Friendly Chair**	**As needed for technical assistance, or as requested by the CDA**	**Meeting Notes**

Age and Disability Friendly

San Anselmo

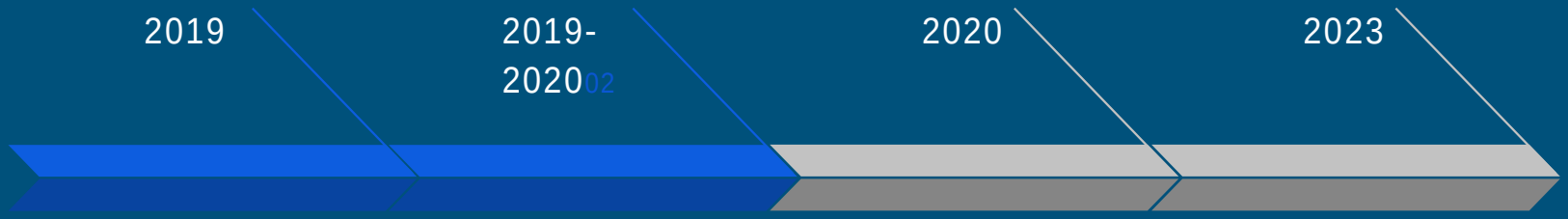
Item 3.3 - Attachment 3

Process of Movement to

Age and Disability Friendly San Anselmo

Item 3.3 - Attachment 3

History of Age-Friendly San Anselmo



Commitment

7 Volunteers began the age-friendly process by committing to AARP and initiated a survey of needs of older adults

Assessment

Summary presented to Parks and Rec and the Town Council Community Age Friendly Open forum March 19, 2020 cancelled due to Covid.

Volunteer Services

-Essential Services

-Check in and Chat

-Petal Pushers

-Mask Tree Program

Partnership

Age Friendly San Anselmo partnered with Marin Aging and Disability Institute, who received grant funding from the CDA to promote an Age and Disability Friendly Town and to create a template for other towns.

Item 3.3 - Attachment 3

Aligning with the State's Master Plan for Aging and leading the way forward in Marin

- Committing to diversity, equity, inclusion and accessibility
- Improving community livability for all ages
- Addressing the current, emerging and future needs of San Anselmo's older adults, people with disabilities, and caregivers
- Elevating the strengths and voices of community partners to plan for all ages and abilities

Item 3.3 - Attachment 3

Marin Aging and Disability Institute

MADI Mission:

Bringing aging and disability stakeholders together to advance equity and improve lives through collaboration, advocacy, and innovation.





Item 3.3 - Attachment 3

MADI's Role

- Fiscal agent
- Grant funding manager
- Project Partner
- Grant Reporting
- CEO management (25% of time slotted), Director of Operations and Administration (35% of time slotted)

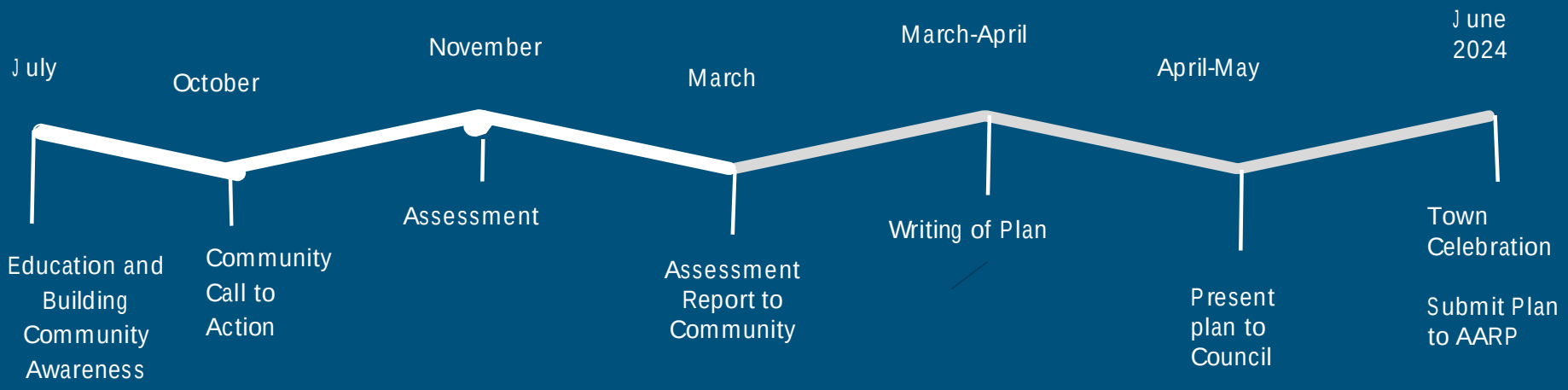






Item 3.3 - Attachment 3

Timeline:July 2023-March 2025



June'24-March'25 Share project with rest of County to launch more community planning

Item 3.3 - Attachment 3

Building Community Awareness and Planning

Training

Build community understanding regarding the intersection of aging and disability through training for staff and community

Advisory

Develop an advisory committee of local leaders to inform the process

Engage stakeholders

Community

Call to Action to the community to form working groups

Age Friendly Nonagenarian Event

Item 3.3 - Attachment 3

Community Assessment and Local Plan Building

Evaluation	Plan Development	Celebrate & Implement
Review of current tools, revise, improve accessibility Asses the community, outreach, open forums,	Advisory reviews results, develops themes, and develops goals with the input of the community. Working Groups develop actions.	Multigenerational Celebration marking the plan's completion and launching implementation in June, 2024

Item 3.3 - Attachment 3

Opportunities for Involvement

- Attend Intersection of Aging and Disability Training Opportunities
- San Anselmo Advisory Committee
- Age and Disability Friendly Committee

Resources

https://marinaginganddisabilityinstitute.org/

https://mpa.aging.ca.gov/

https://aging.ca.gov/

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 3.4

MEETING DATE: June 27, 2023

AGENDA TITLE: Receive Results of DEI Policies and Procedures Audit

FROM: Linda M. Kenton, Assistant Town Manager and Dannielle Mauk, Community Services Director

RECOMMENDATION

Receive Results of DEI Policies and Procedures Audit

BACKGROUND

The Town Council issued a statement on Tuesday, June 9, 2020, in support of the movement known as "Black Lives Matter." Town Council officially joined in the national protest of the killing of George Floyd and urged all citizens of San Anselmo to continue to work to be honest about and rectify our country's history of racial injustice. In recognition of this pledge, the Town Council formed a Racial Equity Ad Hoc committee to examine issues of racial equity, social justice, systemic racial bias, and diversity in the Town at its November 10, 2020, meeting (Resolution 4363, Attachment 1).

The Town Council established the goals and objectives of the committee as follows:

1. Charge: The charge of the Racial Equity Ad Hoc Committee is to examine issues of racial equity, social justice, systemic racial bias, and diversity in Town and to make recommendations to the Town Council on how to best advance equity in all Town departments and operationalize equitable polices, programs and procedures within Town government.

2. Purpose: The purpose of the committee is to ensure that Town policies, programs, procedures and laws are not racist, are free of implicit biases, and that laws are fair and equitably enforced. The committee will also explore additional opportunities to build awareness, solutions and leadership for racial equity, social justice, systemic racial bias, and diversity for Town staff and the wider community.

3. Goals and Objectives: With the goal of building an inclusive, vibrant and equitable community the committee will:

a. Conduct an audit of the Town's policies, programs, procedures and laws to be sure that they are fair, equitable and free of biases of any kind.
b. Explore options and implement anti-bias, racial equity and other appropriate training for staff.
c. Explore additional opportunities to improve Town government policies, practices, and programs to address racial equity, social justice, systemic racial bias, and diversity issues.

Town Council, in recognition of the progress of the Racial Equity Ad Hoc committee and the need for continued work on these important issues, established the Racial Equity committee as a standing committee of the Town at its June 28, 2022, meeting (Attachment 2).

DISCUSSION/ANALYSIS

Town Council charged the Racial Equity Ad Hoc committee with overseeing an audit of Town policies and procedures. The audit timeline advanced as follows:

- Fall 2021: Request for Proposals (RFP) released.
- January 2022: 10 responses received.
- February 2022: Re-release of RFP with modifications.
- March 2022: Revised RFPs received.
- April 2022: Presentations by two firms to Racial Equity Ad Hoc committee
- May 2022: Racial Equity Ad Hoc Committee made vendor recommendation.
- June 2022: Financial request/confirmation to Town Council to conduct DEI audit of Town Policies and Procedures
- Fall 2022: Audit conducted in Fall 2022
- Winter 2023: DEI Audit results presented to Racial Equity Committee
- March 2023: DEI Audit results presented to Town Department Heads
- June 2023: DEI Audit results presented to Town Council
- Fall 2023: DEI Audit results to be presented to Town Staff

The RFP was released to ten firms doing DEI work. Two responded but with bids exceeding the Town's budget. The scope was modified to remove Housing Element components because the Town was about to embark upon the process of updating the housing element and some DEI data was available through Marin County. Two lower-priced revised bids were received: one from the Justice Collective and the other from ReadySet. The Racial Equity Ad Hoc Committee interviewed the firms and were pleased with both presentations. The Committee recommended ReadySet to conduct the audit due to the lower cost as other competencies appeared to be equally matched between the two vendors (Firms submissions list, Attachment 4).

Project Overview
The Town of San Anselmo sought to create and implement both internal and external policies for a comprehensive commitment to diversity, equity, and inclusion in organizational practices. The Town sought consultant services to develop and implement these policies and practices. In the Request for Proposals (RFP, Attachment 3), the Town of San Anselmo outlined the scope of services for a review of current practices and the anticipated incorporation of improvements to the Town's policies, particularly in the Human Resources program.

Scope of Services and Desired Outcomes
The racial equity audit sought to include a review of existing Town policies and written documents regarding program and services information and evaluation, human resource policies and procedures, process for selecting contractors and consultants, Town of San Anselmo website, and other pertinent documents to develop a more comprehensive picture of the organizational climate in relation to its goal of racial equity. The process was designed according to these elements:

a. Assessment:

In conjunction with designated Town staff, the Town's culture was assessed to determine employee and management competencies in the areas of DEI. Opportunities and challenges using this assessment were evaluated and used as the basis to develop program and training recommendations.

b. Data Analysis:

Provided aid in reviewing and interpreting available demographic data for Town of San Anselmo in relation to workforce and communities served. Reviewed data on services provided by the Town to understand whether the Town appropriately served and regulated citizens, businesses and visitors. Recommended additional data analysis that could be developed to inform Town practices moving forward.

c. Policy and Document Review:

Reviewed existing Town-wide and Department-specific documents and policies and procedures with a DEI lens and made recommendations for updates or creation of new ones. Documents reviewed included individual Department policies and procedures, focused on Human Resources.

DEI Audit Findings

The audit illuminated several positive findings which included that employees were grateful for the perception of gender inclusion, employees felt as though they were able to access leaders within the organization, leadership cared about the Town of San Anselmo and employees loved working for the Town and with their coworkers.

The audit concluded that as a small, local government organization, Town of San Anselmo worked hard to prioritize inclusive culture-building and develop a DEI strategy while also navigating the challenges of a distributed, customer oriented driven work environment. Without standardized, DEI-centered communications and people processes, employees at Town of San Anselmo would continue to experience the organization inconsistently— particularly with regards to decision making and work life balance**,** which posed a risk to attrition to an already lean organization.

There were four areas of challenge and growth. The findings included that DEI work at the Town lacked a central Mission and strategy, along with an owner to guide the work, leaving employees to question whether DEI was truly an organizational priority. Another finding concluded that while leadership communicated regularly within their group, there was a lack of organization-wide communication strategy for disseminating decisions, leaving employees seeking information themselves or unclear about organizational changes and updates. A third finding observed two things: one that the Town lacked standardized people processes from onboarding through performance review, and secondly, that limited standardized people processes were leaving employees feeling disempowered and considering moving jurisdictions for more opportunity and pay. Finally, employees expressed a need for more work life balance, remote working flexibility (given their commutes), and more organization-wide engagement events in order to feel supported within their roles in and outside of the workplace.

The audit offered strategies to address the challenges framed around an internal support structure and employee engagement. Furthermore, a plan for moving DEI forward in the organization included early actions, mid-term projects and long-term initiatives.

CONCLUSION

The original charge of the Racial Equity Ad Hoc Committee has been completed by the successful execution of the DEI Audit. The results centered on employee interviews and feedback. The Town's Human Resources department will be at the core of incorporating DEI solutions. Next steps should include the implementation of training and other initiatives to improve upon communication and opportunities for Town employees. Recommendations suggested to strengthen interdepartmental communications, to standardize people processes across the talent lifecycle, and to invest in candidate pipeline diversification.

FISCAL IMPACT

Potential costs for future DEI staff trainings and implementation.

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The report content 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).

ATTACHMENTS

Staff Report
Attachment 1- Racial Equity Ad Hoc Committee Resolution
Attachment 2- Racial Equity Committee Resolution
Attachment 3- Firm Submission List
Attachment 4- TownofSanAnselmo RFP DEI Policy Audit
Attachment 5- DEI Audit PPT Presentation

RESOLUTION NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO FORMING THE RACIAL EQUITY AD HOC COMMITTEE

WHEREAS, on Tuesday, June 9, 2020, the Town Council issued a statement in support the movement currently known as "Black Lives Matter" and officially joining in the national protest of the killing of George Floyd, and urging all citizens of San Anselmo to continue to work to be honest about and rectify our country's history of racial injustice, and

WHEREAS, in recognition of this pledge, the Town Council desires to form an ad hoc committee to examine issues of racial equity, social justice, systemic racial bias, and diversity in the Town; and

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Town Council establishes the goals and objectives of the committee as follows:

1. Name: Racial Equity Ad Hoc Committee

2. Charge: The charge of the Racial Equity Ad Hoc Committee is to examine issues of racial equity, social justice, systemic racial bias, and diversity in Town and to make recommendations to the Town Council on how to best advance equity in all Town departments and operationalize equitable polices, programs and procedures within Town government.

3. Purpose: The purpose of the committee is to ensure that Town policies, programs, procedures and laws are not racist, are free of implicit biases, and that laws are fair and equitably enforced. The committee will also explore additional opportunities to build awareness, solutions and leadership for racial equity, social justice, systemic racial bias, and diversity for Town staff and the wider community.

4. Goals and Objectives: With the goal of building an inclusive, vibrant and equitable community the committee will:

    a. Conduct an audit of the Town's policies, programs, procedures and laws to be sure that they are fair, equitable and free of biases of any kind.
    b. Explore options and implement anti-bias, racial equity and other appropriate training for staff.
    c. Explore additional opportunities to improve Town government policies, practices and programs to address racial equity, social justice, systemic racial bias, and diversity issues.

5. Organization:

   Up to seven (7) volunteer community members, appointment process outlined below. Membership qualifications include residing or working in, or owning a business or property in San Anselmo. The committee will include two (2) Councilmembers, with two (2) designated Town staff liaisons (Assistant Town Manager and Planning Director) in a support/advisory capacity only.

6. Committee Appointments: Seats on the committee will be chosen as follows:

   a. The community seats on the committee will be advertised in the local media, on the Town website and in the Town newsletter and to local employers.
   b. All candidates will be initially interviewed by the Ad Hoc Committee's Town Council liaisons.
   c. The Council liaisons will establish a list of up to ten (10) candidates to be interviewed and appointed to the committee by the Town Council.

7. Term: The committee members will serve for an initial one-year term following the seating of the full committee. Upon completion of the initial term, the committee will submit a report summarizing outcomes of the committee's efforts, along with a recommendation regarding the continuation the committee's work, to the Town Council.

8. Brown Act: All meetings of the Commission shall be held in compliance with the Brown Act.

I hereby certify that the foregoing Resolution was duly passed and adopted at a regular meeting of the San Anselmo Town Council on the 10th day of November, 2020 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Ford Greene, Mayor

ATTEST:

_____
Carla Kacmar, Town Clerk

RESOLUTION NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ESTABLISHING THE RACIAL EQUITY COMMITTEE

WHEREAS, on Tuesday, June 9, 2020, the Town Council issued a statement in support the movement currently known as "Black Lives Matter" and officially joining in the national protest of the killing of George Floyd, and urging all residents of San Anselmo to continue to work to be honest about and rectify our country's history of racial injustice; and

WHEREAS, the Town of San Anselmo proclaims that it is committed to diversity, equity, and an atmosphere of inclusiveness and it respects the dignity of every person without regard to race, sex, religion, ancestry, national origin, immigration status, marital status, age, disability, sexual orientation, gender identity, or political affiliation. The Town denounces all hate and discrimination in any form; and

WHEREAS, in recognition of this pledge, the Town Council formed a temporary ad hoc committee on November 10, 2020, to examine issues of racial equity, social justice, systemic racial bias, and diversity in the Town; and

WHEREAS, the Town Council directed the ad hoc committee to submit a report summarizing outcomes of the committee's efforts, along with a recommendation regarding continuing the committee's work, to the Town Council; and

WHEREAS, the ad hoc committee presented its report to the Town Council at its meeting of June 28, 2022.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Town Council, in recognition of the progress of the Racial Equity ad hoc committee and the need for continued work on these important issues, establishes the Racial Equity committee as a standing committee of the Town as follows:

1. Name: Racial Equity Committee

2. Mission Statement:

   To identify, expose, and recommend ways to overturn far-reaching and long-standing systemic and structural racist policies, behaviors and decision making in the Town of San Anselmo and our community. We will achieve social justice, racial equity, and inclusion by partnering with our community as well as other organizations to actively eliminate inequities, welcome many perspectives, and create a safe and inclusive town that works for everyone. We will educate and

activate individuals and organizations to invest in interrupting racism, bias, bigotry, and prejudice as a shared responsibility to increase the success for all groups.

3. Charge: The charge of the Racial Equity committee is to examine issues of racial equity, social justice, systemic racial bias, and diversity in the Town and to make recommendations to the Town Council related to addressing the identified issues.

4. Purpose: The purpose of the committee is to identify and address implicit biases in the Town's rules, policies, ordinances and employment practices. The committee will also explore additional opportunities to examine and/or address issues of racial equity, social justice, systemic racial bias, and diversity in the Town and develop strategies and tactics to ensure that the Town's rules, policies and laws are fair, equitably enforced and free of biases of any kind.

5. Organization:

    a. Up to seven (7) volunteer community members, plus youth member(s), may be appointed through the process outlined below. Membership qualifications include residing or working in, attending school in, or owning a business or property in San Anselmo. The committee will include two (2) Councilmembers, with up to two (2) designated Town staff liaisons in a support/advisory capacity only.
    b. The Committee will meet on a regular basis, as is determined by the Chairperson, who will be elected by the Committee members.
    c. Members are expected to attend all meetings, unless prevented from doing so by a substantial reason. In the case of an absence, members shall endeavor to notify the Chairperson at least twenty-four (24) hours in advance of a meeting. Automatic removal will occur if more than three consecutive regular meetings are missed, or more than four regular meetings in six months are missed, without prior notice and substantial reason.
    d. Members should show respect for each other and engage in the following:
    • Demonstrate a commitment to racial and social justice, with passion and energy to motivate others;
    • Possess knowledge of equity and race issues, with analytical skills for systems thinking;
    • Collaborate in working across differences and organizing for collective results;
    • Provide leadership experiences and the ability to be a visible and vocal champion for equity;
    • Utilize communication skills to be a liaison and ambassador with a variety of audiences;
    • Creatively think outside the box to craft forward-thinking, innovative strategies;

• Develop facilitation and training skills to engage in conversations about race;
• Demonstrate humility and curiosity to continually learn and engage in self-reflection;
• Build relationships, internally and externally, that can be leveraged to expand engagement;
• Engage in deep, challenging, and long-term work.

e. All Candidates will be interviewed and appointed by the Town Council.

6. Terms: Members will serve three (3) year terms, provided that the first members appointed shall serve a differing number of term lengths to accomplish a staggering of the appointment schedule so that no more than one-half of the seats shall expire in any one year.

7. Brown Act: All meetings of the Committee shall be conducted in accordance with the requirements of the Ralph M. Brown Act.

I hereby certify that the foregoing Resolution was duly passed and adopted at a regular meeting of the San Anselmo Town Council on the 28th of June, 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Alexis Fineman, Mayor

ATTEST:

_____
Carla Kacmar, Town Clerk

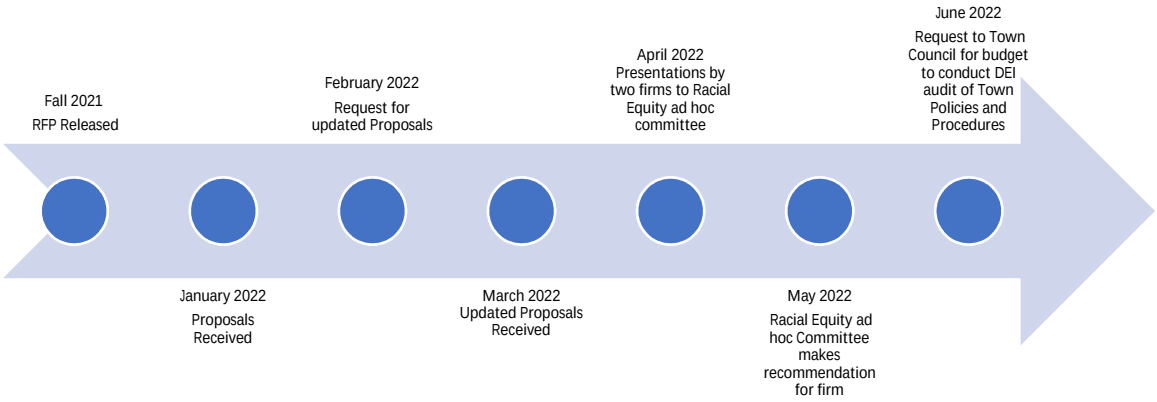
DEI Audit of Town Policies and Procedures
RFP released to the following firms:

	DEI Services Consultants	Website	Submitted Proposal?	Cost
1	CEIPDX—Center for Equity and Inclusion	https://ceipdx.com/	no	
2	Common Health Action	https://commonhealthaction.org/	no	
3	Conducere Consultants	https://www.conducereconsultants.com/	no	
4	DTUI	https://dtui.com/	no	
5	Empress Rules Equity Consulting	https://www.empressrules.net/	no	
6	The Justice Collective	https://www.thejusticecollective.org/	yes	$307,650
7	Kenley Group	https://kenleygroup.com/	no	
8	PGN Consulting	https://www.pgnconsulting.org	no	
9	Racing to Equity	https://www.racingtoequity.org/	no	
10	ReadySet	https://www.thereadyset.co/	yes	$240,624

DEI Audit of Town Policies and Procedures
Revised Proposals:

	DEI Services Consultants	Website	Submitted Proposal?	Cost
1	The Justice Collective	https://www.thejusticecollective.org/	yes	$129,000
2	ReadySet	https://www.thereadyset.co/	yes	$69,000

Timeline for DEI Audit of Town Policies and Procedures



S://Racial Equity Committee/RFP/Firm Submissions list

TOWN OF
SAN ANSELMO
EST. 1907

Request for Proposals
Racial Equity Audit and Training

Eligibility: This request is open to parties engaged in the lawful practice of their profession that satisfy the minimum qualifications set forth in this Request for Proposal (RFP). Minority-owned, Women-Owned, and Emerging Small Businesses are encouraged to apply for this opportunity.

Introduction

The Town of San Anselmo, nestled at the base of Mt. Tam in Marin County, California, is 2.7 square miles and home to about 13,000 residents. It is approximately 12 miles north of the Golden Gate Bridge and is surrounded by beautiful open space areas with hiking and mountain biking trails. San Anselmo is close to the East Bay, San Francisco, the pastoral West Marin countryside and coastal communities, and nearby wine country. The median age of the Town's residents is 47.7 years with a median household income of $128,212. 73% of residents have a bachelors and/or graduate degree. The median property value is $1.07 million with a 67.6% rate of home ownership. 90% of the Town's population is white, 3.34% is Asian, other races is 3.16%, two or more races is 2.73% and Black/African American is 0.77%.

The Town of San Anselmo is a general law city with a Town Manager form of government. The Town Council consists of five (5) members elected at large and 125 committee and commission members, appointed by the Town Council. In addition, the Town has an elected Town Treasurer and Town Clerk. San Anselmo was incorporated as a municipal corporation on April 9, 1907.

The Town has made a commitment to ensure that Town policies, programs, procedures, and laws are not racist, are free of implicit biases, and that laws are fair and equitably enforced. With the goal of building an inclusive, vibrant, and equitable community, the Town is seeking a consultant to conduct an audit of the Town's policies, programs, procedures and laws to assess whether they are fair, equitable and free of biases of any kind. In addition, the Town seeks a consultant to implement anti-bias, racial equity and other appropriate training for staff. The following scope of services describes the work to be completed by the consultant.

Organizational Overview

The Town of San Anselmo employs 35.60 permanent full-time staff and 28 part time staff. There are six Department Heads, including the Town Manager, four mid-managers and one confidential employee.

These employees work in the following Town departments: Administration, Building, Public Works, Finance, Human Resources, Parks and Recreation, Library, and Planning. The organization does not include police, fire, sewer, water, or transportation.

Project Overview

The Town of San Anselmo is seeking to create and implement both internal and external policies for a comprehensive commitment to diversity, equity, and inclusion (DEI) in our organizational practices. We are seeking consultant services to develop and implement these policies and practices. The Town seeks a consultant(s) to complete a DEI audit and training as part of the overall DEI program. The Town will look to the consultant for specific recommendations on the best way to determine development and implementation, including providing the initial training, leading to the completion of this DEI program. In this RFP, the Town has outlined the scope of services we anticipate will lead us to the creation of a viable comprehensive DEI program; however, we are open to proposals for alternative/additional scope of services, provided a detailed explanation is given for deviations from this RFP as written. The Town is looking forward to the professional guidance and recommendations from the organization selected to help with this process.

Scope of Services and Desired Outcomes

1. DEI Audit

   The racial equity audit would include a review of existing policies and written documents regarding program and services information and evaluation, human resource policies and procedures, process for selecting contractors and consultants, Town of San Anselmo website, and other pertinent documents in order to develop a more comprehensive picture of the organizational climate in relation to its goal of racial equity.

   a. Assessment:

   In conjunction with designated Town staff, assess the Town's culture to determine employee and management competencies in the areas of DEI. Evaluate opportunities and challenges using this assessment and use it as the basis to develop program and training recommendations.

   b. Data Analysis:
   Provide aid in reviewing and interpreting available demographic data for Town of San Anselmo in relation to our workforce and communities we serve. Review data on services provided by the Town to understand whether the Town appropriately serves and regulates our citizens, businesses and visitors. Recommend additional data that could be developed to inform Town practices moving forward.

   c. Policy and Document Review:
   Review existing Town-wide and Department-specific documents and policies and procedures with a DEI lens and make recommendations for updates or creation of new ones. Review community and elected official involvement in and participation in Town activities and make recommendations to

ensure Town activities align with community goals. Review Town housing and employment data and Town land use policies to recommend policy options to create a diverse, vibrant community. Document review must include the entire Municipal Code, individual Department policies, recreation mailers, General Plan and other planning documents, program fliers/promotional materials, and all Town newsletters.

Town housing review must include information to inform 2023-2031 General Plan Housing Element:

- Identification and Analysis of Patterns and Trends: Identify the conditions using either narration, data tables, maps or a combination of all three. The identification of conditions should spatially describe concentrations of all the assessment of fair housing components (e.g., fair housing enforcement and outreach, integration and segregation, racially or ethnically concentrated areas of poverty, disparities in access to opportunity, and disproportionate housing needs including displacement risk). The analysis must address patterns at a regional and local level and trends in patterns over time. At minimum, the analysis should compare patterns from the most recent 5-Year American Community Survey and the prior 10-year census and could address trends over longer periods of time. The analysis should also examine differences in housing tenure (ownership vs. rental) among members of protected classes.
- Local Data and Knowledge: In addition to using federal or state level data sources, use local data and knowledge to analyze local fair housing issues, including information obtained through community participation or consultation, such as narrative descriptions of people's lived experiences.
- Other Relevant Factors: A discussion of other relevant factors to evaluate patterns and trends, policies and practices, and other factors that lead to fair housing conditions, such as barriers in zoning and land use rules, information about past redlining/greenlining, patterns of institutionalization, restrictive covenants and other discriminatory practices, mobility option patterns, and outreach and community engagement. Demographic trends can include population growth, age, housing tenure by protected characteristics, race, educational attainment, rates of homelessness, construction, and rent and sales prices. Policies and practices should include governmental barriers or lack of action, preservation of housing and development of new affordable housing, and addressing the needs of renters and unhoused or unstably housed people. Other useful information could be the location and type of publicly assisted housing, such as housing financed with federal, state, and local financing and trends related to housing choice vouchers.
- Conclusions and Summary of Issues: A complete assessment identifying and summarizing key issues to better identify and prioritize contributing factors to fair housing issues. The analysis will point to the clearest fair housing issue trends and patterns both within the jurisdiction and in comparison to the region and will highlight the primary practices and other factors that have led to current conditions.
- Identification of policies and schedule of actions and prioritization of contributing factors to fair housing issues based on all the analysis, giving highest priority to factors that limit or deny fair housing choice or access to opportunity or negatively impact fair housing or civil rights. The consultant should provide the Town with a clear action program to not only address, but overcome and undo, the identified fair housing issues.

d. Summary Report

Once material is collected and analyzed, the consultants will prepare a detailed summary report, including but not limited to an analysis outlining key themes, recommendations for incorporating action steps into administrative and programmatic areas, and a recommendation for racial equity programs of similar organizations.

- This work may be completed before or during the DEI program development, as recommended by the consultant. Audit elements are expected to include, at a minimum:
    - Assessments of written and unwritten programs, policies, structures, practices, and culture resulting in qualitative and quantitative data regarding the current work and workplace of Town of San Anselmo, as well as stakeholder perspectives and expectations for future organizational culture change in relation to racial equity programming and practice.
    - A comprehensive written report of the audit detailing its process, key themes, analysis of the gaps and disconnects between the current and future/desired state of the organization, and opportunities to build upon. The report should include recommendations for embedding new inclusive policies and practices into the organization's culture and into all function areas (as noted earlier) of Town of San Anselmo, including achievable short-term action steps and sustainable, long-term goals.
    - A field scan of complementary efforts done by other cities and municipalities.

2. DEI Training

We expect the comprehensive Town DEI program to include components of in-person and online training for all staff and elected officials. The Town also seeks recommendations for training opportunities for appointed Committees and Commissions. We expect that in-person staff and elected official training would be approximately four hours in length with an online component of approximately 1.5 hours but are open to recommendations. Recommendations should address how to build stakeholder and community engagement processes into our work and ensure that each of our steps and actions include an element of capacity building.

Other training components to include:

- Conduct outreach to and communication with key community partners on issues related to diversity, equity and inclusion (DEI). Communicate findings both positive and negative, and need for adjustments to approach and operations, to citizens through Committees, Commissions, and other civic and neighborhood partners.
- Recommend any external citizen/community-oriented DEI activities needed to complement and enhance Town of San Anselmo work.
- The Consultant would provide the first training sessions for Town staff with a goal of training staff to conduct future DEI trainings.

3. Comprehensive DEI Program
    a. Basic Elements

We expect the proposed DEI program to address, at a minimum, the following elements:

- DEI lenses addressing socioeconomic status, implicit bias, gender, LGBTQIA, race, language, ethnicity, and religion;
- Town-wide housing, transportation and economic issues/policies influencing community diversity;
- Community recreation and other program development and delivery;
- Contractor and consultant selection;
- Identification of internal systems to support integration and continued growth of DEI culture within Town post-training.
- Development and implementation of strategies to increase workforce and committee diversity (e.g., recruitment and interviewing processes, retention strategies, professional development, etc.).
- Development of internal programs and external communication strategies to inform diverse populations of the Town 's activities and invite them to participate.

b. Integration

Recommendations on ways to integrate and expand the DEI program into one that is outward-facing and addressing the DEI needs of our residents, community partners and the diverse populations we serve. Aim to build stakeholder and community engagement processes into the work and ensure that each of our steps and actions include an element of capacity building.

- Conduct outreach to and communication with key community partners on issues related to DEI. Communicate findings both positive and negative, and need for adjustments to approach and operations, to citizens thru Boards/Commissions and other civic and neighborhood partners.

- Recommend Town-wide DEI activities needed to coordinate with internal Town of San Anselmo efforts

- Consider the formation of a Diversity Advisory Council, which would be appointed by Town Council, and consist of community members, and Town staff. The DAC would work to meet the diversity and human rights goals established by Town Council and the needs of the Town, both as a municipality and as a community.

c. Evaluation

Recommend implementation methods to evaluate program success, including post-training cultural survey and final report on project. Recommendations on steps needed to ensure the program is a part of Town culture for the long term.

RFP Schedule

Proposal Review & Selection Schedule	Date
Issue Request for Proposals	October 1, 2021
Deadline to submit questions	October 15, 2021

Answers to all questions posted to Town website	October 22, 2021
Deadline for Proposal Submission	November 5, 2021
Interviews with selected respondents	November 15-19, 2021
Consultant selection approved by Town Council	November 23, 2021

Completion date: The Town desires this work to be done as quickly as possible and hopes to have the audit and the training underway by January 2022. The Town welcomes alternative timelines for completion of work elements proposed by applicants. This project is a priority for the Town and under the direction of the Town Manager, Town Departments will make every effort to support the consultant's work by providing expedited access to relevant staff, resources, and information.

Proposal Instructions

The proposal should include the following and should include a concise description (no longer than 10 pages) of the following elements:

- A work plan describing methodologies, approaches, and roles and responsibilities for how the work will be accomplished
    - Detailed description of deliverables and outcomes
    - Travel and related expenses
- Timeline
- Estimated costs and cost methodology
- Experience providing consulting services, including audits or assessments related to racial equity/diversity/inclusion/cultural competency and experience working for government agencies
- Experience and philosophy regarding your work as part of a multicultural/multiracial team
- Professional training and short bios of the proposed project team members clearly outlining their roles in the proposed work
- A sample list of past and current clients
- Contact information for a minimum of 3 relevant references

Additional pages may be provided for more details on the above, but an overview of the proposal must be clearly available in a concise form.

GENERAL TERMS AND CONDITIONS

1. Public Records. All submittals become the property of the Town, regardless of whether the Town enters into a contract with the consultant, and no submittals will be returned to a consultant. In accordance with California law relating to access to public records, the Town may be required to publicly disclose all submitted information and materials to third parties requesting such information. At the Town's sole discretion, it may delay disclosure of submittals until negotiations with the selected

consultant(s) has concluded, if such disclosure would compromise the Town's negotiating position. If the submitting consultant claims that any submitted information constitutes a trade secret or is proprietary, the consultant shall identify the trade secret or proprietary information in the submittal. Hourly rates and pricing are not considered a trade secret or proprietary information. All reports and pertinent data and/or materials shall be the sole property of the Town and may not be used or reproduced in any form without the explicit written permission of the Authority.

2. No Contract. This RFQ / RFP and the selection process shall in no way be deemed to create a binding contract, agreement or offer of any kind between Town and a submitting consultant. If Town selects a consultant(s) pursuant to this RFP, any legal rights and obligations between the successful firm(s), if any, and Town will come into existence only when a written contract is fully executed by the parties, and the legal rights and obligations of each party shall at the time be only those rights and obligations which are set forth in the contract and any other documents specifically referred to in that contract.

3. Award. This RFP does not commit the Town to award a contract, to pay any costs incurred in the preparation of the proposal response to this RFP, or to produce or contract for services or supplies. The Town reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP if it is in the best interest of the Town to do so. The Town may require the selected consultant to participate in negotiations and to submit such price and technical or other revisions to their proposals, as may result from negotiations.

4. Town Standard Professional Service Agreement. A sample of the standard Town professional services agreement can be found in Attachment A. By submitting a response to this RFP, the consultant represents that it is willing and able to execute the standard Town professional services agreement and that it can comply with the applicable insurance requirements. The professional services agreement will not be executed by the Town until after the consultant is selected and the appropriate insurance certificates are received and approved by the Town.

5. Federal, State and Local Laws. Any consultant executing a professional services agreement with Town will be required to comply with all applicable federal, state and local laws. All proposers are hereby notified that, during any prospective performance, consultant must agree to provide Equal Employment Opportunity and shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, marital status, national origin, sexual orientation or HIV positive findings. Such actions shall include but are not limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeships.

6. Errors and Omissions. Consultants are responsible for reviewing all portions of this RFP. Consultants are to promptly notify Town, in writing, if the consultant discovers any ambiguity, discrepancy, omission or other error in this request. Any such notification should be directed to the Town contact person listed on the final page promptly after discovery, but in no event, later than five (5) working days prior to the date for receipt of submittals.

7. Additional Questions. Any questions regarding this RFP must be submitted by email only to the Town staff contact person listed on the final page by October 15, 2021 at 5pm. Town may share the question(s) and its response(s) with all known consultants who are considering a response to this RFP.

8. Addendum. The Town may revise this RFP prior to the submission deadline. The Town will communicate modifications to this RFP by issuing an addendum. The Town may extend the submittal deadline at its sole discretion.

9. Additional Information. In Town's sole discretion, it may contact any, all or no consultant to seek additional information about a submittal.

Selection Process

Town staff will perform technical evaluations, rank submittals, and make selection recommendations. Town staff will evaluate proposals and may ask a short list of consultants to participate in an interview process. All Consultants submitting a proposal will be notified of the Town's final selection decisions.

Consultants will be considered based on a 100-point scale:

- Consultant's experience in the field of DEI analysis, training and implementation; (10)
- Prior relevant projects or experience in organizations of similar or greater size; (20)
- Previous civic or governmental work experience; (5)
- Knowledge and expertise of individuals that will work on the projects; (10)
- Readiness, availability, and familiarity with the area; (20)
- A proven track record of providing quality work on time; (15)
- Meets all applicable licensing requirements including a valid business license; (5) and
- Response of references. (15)

Submittal Contact Information Proposals shall be submitted electronically in .pdf format to Assistant Town Manager Linda Meneses Kenton: lkenton@townofsananselmo.org. Any questions regarding this proposal should also be directed to Linda Meneses Kenton at the above email address.

READYSET

June 2023

Organizational Assessment Findings & Recommendations

TOWN OF SAN ANSELMO
EST. 1907

Our Intention Tonight

1. Create a common understanding of diversity, equity, inclusion (DEI) dynamics within the culture of Town of San Anselmo, so all voices are incorporated in the path forward.
2. Understand what's going on day-to-day for employees at Town of San Anselmo.
3. Moving Forward: next steps

Getting On the Same Page

- ***D*iversity** is about **difference.** Difference in gender, gender identity & expression, race, ethnicity, religion, sexual orientation, class, socioeconomic status, age, native language, disability status, citizenship and more.

- ***E*quity** acknowledges that the **playing field has not always been level.** It's the guarantee of fair treatment, access, opportunity, and advancement for all, while also striving to identify and eliminate barriers that have prevented the full participation of some groups.

- ***I*nclusion** is about **shared power**. In practice, it's meaningfully involving all people in an organization, and individual differences not being an impediment to involvement and contribution.

Grounding Reminders:
Everyone is struggling with DEI

- Leadership is a privilege — and a challenge.
- Resist the temptation to take what you read personally (but know that you're part of making the change).
- Every uncomfortable moment is an opportunity to better understand yourself, your values, and your organization.
- With the DEI conversation, qualitative data is as important as quantitative data.
- Perception is as powerful as reality.

Findings & Recommendations

Assessment Methodology

EMPLOYEE INTERVIEWS

7 1:1 interviews

2 focus groups

Departments represented:
Administration, Finance & Planning
Public Works
Recreation
Library

REVIEW OF INTERNAL PROCESS DOCUMENTS

***Organizational documents, including*:**

Employee Handbook, Implicit Bias Presentation, Memorandum of Understanding between Union and Town, Oral Board Interview Guidelines and Performance Evaluation

Bright Spots

Employees are grateful for the perception of gender inclusion

Employees feel as though they are able to access leaders within the organization

Leadership cares about the Town of San Anselmo

Employees love working for the Town and with their coworkers



Growth Areas

Places of Risk & Opportunity

Executive Summary:
What is Happening At Town of San Anselmo?



As a small, local government organization, Town of San Anselmo is working hard to **prioritize inclusive culture-building** and **develop a DEI strategy** while also navigating the challenges of a distributed, customer oriented driven work environment.

Without **standardized, DEI-centered communications** and **people processes**, employees at Town of San Anselmo will continue to experience the organization inconsistently– particularly with regards to **decision making** and **work life balance,** which poses a **risk to attrition** to an already lean organization.

The Focus of our Assessment
Findings Breakdown

DEI Strategy & Approach	Without a central DEI mission or vision, employees will continue to feel confused on DEI priority throughout the organization
Leadership & Decision Making	Limited org-wide communication, employees are unclear on organizational changes and information
Operations & People Processes	Limited standardized people processes is leaving employees feeling disempowered in their career
Culture & Engagement	Employees stated their need for more work life balance, remote work flexibility, and more org-wide engagement events to feel supported within their roles

DEI Strategy & Approach

Finding #1: DEI Strategy & Approach

DEI work at the Town lacks a central Mission and strategy, along with an owner to guide the work, leaving employees to questions whether DEI is truly an organizational priority.

Assessment Observations

- The Racial Equity Committee has been created but few employees were clear on what they are responsible for, **causing confusion amongst employees on how they can get involved** or what the committee does.
- Although employees are interested in DEI literacy and training, there is **no clear owner of who will lead DEI efforts**, leaving employees to feel unsure of where initiatives start and stop and how committed leadership is in this work.

DEI Strategy & Approach

Challenge	Limited internal DEI strategy	DEI rationale is unclear	Limited foundational DEI tools and awareness
Recommendation	Develop DEI vision and strategy	Clarify commitment to DEI	Upskill DEI fluency across levels
Suggested Approach	• **Develop and align** on DEI mission, values, & goals • **Establish** metrics and accountability plan to share progress • **Communicate** and discuss strategic plan with the entire organization	• **Articulate** why DEI matters and how it integrates with the business strategy • **Provide** dedicated DEI budget, resources, and staff • **Endorse** and visibly champion DEI initiatives	• **Provide** DEI 101 and Ally Skills trainings for all employees • **Create** resources and tools for employees (e.g., inclusive communications handbook) • **Empower** employees with the skills to incorporate a DEI lens into everyday work

Leadership & Decision Making

Finding #2: Leadership & Decision Making

While leadership communicates regularly within their group, there is a lack of org-wide communication strategies for disseminating decisions, leaving employees seeking information themselves or unclear about organizational changes and updates.

Assessment Observations

- Although leaders are keen on mentoring the employee base, providing space for autonomy, leaders are **not being proactive about communicating feedback and performance** when collaborating with different departments.
- Leadership have been making decisions such as **canceling/reducing program budgets** that affect employees day-to-day **without clarity around the "why"** for impacted employees, leaving individuals unclear about leadership decision-making i.e. (car program, scholarship program, recreational programs).

Leadership & Decision Making

Challenge	Limited transparency in decision-making	No clear communication from leadership
Recommendation	Clarify decision-making process and communication norms	Clear communication plan
Suggested Approach	• Host weekly or bi-weekly meetings with all staff after each council meeting to ensure updates are distributed amongst staff • Implement quarterly all staff meetings that update employees on department updates and future organization-wide planning • Connect with team members to discuss decisions that impact their workload for feedback and adequate planning	• Create a communication plan when program are canceled or changed via Teams/ Slack for virtual communications/ messaging • Normalize weekly project meetings, being sure to invite all team members and stakeholders • Create opportunities for 1:1 feedback with managers on career advancement and promotion discussions and cross functional feedback on performance when team members collaborate across departments

Operations & Processes

Finding #3a: People Operations & Performance

Standardized people processes from onboarding through performance review empowers employees to feel they own their careers with support from the organization.

Assessment Observations

- Employees stated that their **onboarding process** either didn't exist, or their managers had to create an onboarding process for them specifically, creating a gap in the beginning of the employee lifecycle.
- Without a recruitment and sourcing strategy, **the Town of San Anselmo is at risk of a homogenous organization**, while employees feel there is a lack of representation.
- Without a **standardized performance review process**, employees are not sure when or if they are eligible for advancements in their careers.

Finding #3b: Career Advancement & Compensation

Limited standardized people processes is leaving employees feeling disempowered and considering moving jurisdictions for more opportunity and pay.

Assessment Observations

- Although employees feel their managers prioritize professional mentorship, they do not believe they receive enough **professional development** opportunities or discussions on **career advancement**.
- Without opportunities for **advancement**, employees are concerned about insufficient pay increases and pay ceilings with minimal cost of living adjustment.
- Employees are concerned about the lack of full benefits coverage and unequal **pay within the organization**, leaving employees to feel concerned about their income prospect at the individual contributor level.

Operations & Processes

Challenge	Limited pay equity and benefits	Limited Formalized HR Processes	Limited inclusive hiring strategy
Recommendation	Provide employees a space to collaborate on pay and benefits	Develop a Standardized Performance Review Process	Design strategies that levels the playing field for all candidates
Suggested Approach	• **Identify** areas where career leveling doesn't exist / reclassification opportunities • **Conduct** a pay equity analysis within the organization to and within the County for all roles	• **Conduct** performance reviews during the first 30, 60, 90 days of new employment • **Reinforce** timely performance reviews by moving them from employee anniversary date to annual or twice a year	• **Provide** DEI specific recruitment and sourcing platforms to ensure a more diverse organization • **Standardize** job descriptions, interview questions, and scorecards to ensure all employees have an equitable experience

Culture & Engagement

Finding #4: Culture & Engagement

Employees expressed a need for more work life balance, remote working flexibility (given their commutes), and more org-wide engagement events in order to feel supported within their roles in and outside of the workplace.

Assessment Observations

- While employees enjoy working for the town, employees expressed the need for a **more equitable balance** between **work demands** and **committee participation**.
- Employees are **viewing work life balance opportunities different** across the organization, where those who have access are satisfied with the balance while those who don't feel their time isn't compensated with the workload and long hours.
- Employees expressed the desire for **more opportunities to connect** with other colleagues via company-wide events or community building / engagement.

Why This Matters



Employees were 37% more likely to report that someone at work encourages their development due to having friends at work.

It's hard to underestimate the impact coworkers have on the experience of working for a company. Moreover, ***those connections can energize quality of work and impact how employees look at career development*** and achievements.

\- Gallup

Culture & Engagement

	Internal support structure	Employee Engagement
Challenge		
Recommendation	Provide employees with tools to sufficiently complete work in a supportive environment	Relaunch or create new opportunities for employees to connect
Suggested Approach	• **Develop** remote work availability and compensation and time and a half policy with flexible options for employees working outside of normal schedules • **Train** managers to use consistent 1:1s to ensure work life balance is adjusted to employees' needs and boundaries	• **Implement** bi-annual organizational and community engagement events • **Identify** a team or internal committee who is focused on creating opportunities for employee engagement through things such as Lunch & Learns, Team Outings, Birthday Celebrations, etc.

Building The Way Forward

Identifying a Path for Impact

An Initial Plan for Impact

Early Actions

- Provide clear DEI rationale that is specific to Town of San Anselmo
- Develop DEI strategy and accountability plan
- Review talent processes and conduct audit
- Strengthen Interdepartmental communications

Mid Term Projects

- Upskill leaders and managers in delivering feedback, communications, and inclusive decision-making
- Standardize people processes across the talent lifecycle
- Provide level-specific DEI learning journeys
- Adopt inclusive recruiting and hiring approach

Long Term Initiatives

- Invest in candidate pipeline diversification
- Implement and iterate DEI strategy
- Hire dedicated DEI leader with strategic influence and ability to own the DEI strategy and implementation plan

Questions?