TOWN OF
SAN ANSELMO
EST. 1907

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

Town Council
Agenda

Tuesday, June 23, 2026 **6:20 PM**

Meeting held In-Person and via Zoom:

https://us02web.zoom.us/j/85646559210

Or Telephone: +1 669 900 6833 | Webinar ID: 856 4655 9210

How to Submit Comments Before the Meeting: Members of the public are encouraged to submit email correspondence to towncouncil@ sananselmo.gov or eComments on the Agendas and Meeting webpage before the meeting begins.

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

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

For landline phones, Raise Hand to be recognized with *9

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

6:20 PM - Interviews for the Infrastructure and Fiscal Monitoring Committee

3 Interviews by Time, Attachment No. and Applicant Name (10 minutes each)
Staff Report (DOC)
6:20 PM Attachment 1- Marie Henrio- Application w/Resume (PDF)
6:30 PM Attachment 2- Stan Radtke- Application no Resume (PDF)
6:40 PM Attachment 3- Ahmed Abu Aly- Application no Resume (PDF)

7:00 PM - Call to Order. Optional Pledge of Allegiance: The Mayor or a designated Council member

will recite the Pledge of Allegiance for members of the Council and the public who wish to join in the recitation.

Open time for public expression.

The public is welcome to address the Council at this time on matters not on the agenda that are within the jurisdiction of the Council. Please be advised that pursuant to Government Code Section 54954.2, Council is not permitted to discuss or take action on any matter not on the agenda unless it determines that an emergency exists, or that there is a need to take immediate action which arose following posting of the agenda. Comments may be no longer than three minutes and should be respectful to the community.

Council requests for future agenda items.

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

Special Presentation. Mayor's Proclamation Recognizing Gene Ng for His Outstanding Service to Our Town

1. Consent Agenda:

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

1.1 Approve the Draft Minutes of the Regular Meeting of June 9, 2026
Staff Report (DOC)
Attachment 1- Draft Minutes of the June 9, 2026 Regular Town Council Meeting (DOC)

1.2 Authorize the Mayor to Execute a Third Amendment to the Community Development Block Grant Cooperation Agreement
Staff Report (DOC)
Attachment 1- Draft Resolution (DOCX)
Attachment 2- Cooperation Agreement- Third Amendment (DOCX)
Attachment 3- Cooperation Agreement- Second Amendment (PDF)
Attachment 4- Cooperation Agreement- First Amendment (PDF)
Attachment 5- Original Cooperation Agreement (PDF)

1.3 Receive and File Revenue and Expenditure Reports, May 2026
Staff Report (DOCX)
Attachment 1 Budget Comparison Report by Subcategory, May 2026 (PDF)
Attachment 2 Budget Comparison Report by Department, May 2026 (PDF)
Attachment 3 Budget Comparison Report by Subcategory Measure J, May 2026 (PDF)
Attachment 4 Budget Comparison Report by Department Measure J, May 2026 (PDF)

1.4 Authorize the Town Manager to Award of Construction Contract for the 2026 Slurry Seal Project
Staff Report (DOC)
Attachment 1- Slurry Seal Project Map (PDF)

1.5 Award of Construction Contract for the 2026 Street Resurfacing Project
Staff Report (PDF)
Attachment 1- Street Resurfacing 2026 Project (PDF)

1.6 Adopt Resolution updating the Town's General Fund Reserve Policy
Staff Report (DOCX)
Attachment 1 Resolution Adopting General Fund Reserve Policy (DOCX)

1.7 Authorize a Consultant Agreement with Consor North America, Inc. for NEPA Clearance of the Nokomis and Madrone Avenue Bridges
Staff Report (DOC)
Attachment 1 - Consor SOW (PDF)
Attachment 2 - No Build CE Form (PDF)

1.8 Approve an Amendment to the San Anselmo Age and Disability Friendly Committee Operational Guidelines to Establish Recusal Requirements Related to Employment, Contract or Professional Engagement for its Members
Staff Report (DOC)
Attachment 1- Draft Amended Age and Disability Friendly Community Steering Committee Operational Guidelines (DOC)

1.9 Approve Memorandum of Understanding (MOU) for Shared Public Works Services with the Town of Fairfax
Staff Report (DOC)
Attachment 1 â€" Memorandum of Understanding for Shared Public Works Services between the Town of San Anselmo and the Town of Fairfax (PDF)

1.10 Approve a Resolution Establishing the FY 2026-2027 Appropriations Limit
Staff Report (DOCX)
Attachment 1 FY26-27 Appropriations Limit Resolution (PDF)

1.11 Adopt Resolution Adopting Artificial Intelligence (AI) Acceptable Use Policy
Staff Report (DOCX)
Attachment 1- Resolution Adopting Artificial Intelligence (AI) Acceptable Use Policy (DOC)

1.12 Approval of Resolution Revising a Statement of Investment Policy for Fiscal Year 2026-2027
Staff Report (DOCX)
Attachment 1 2026-2027 Investment Policy Resolution (DOCX)

1.13 Approval of Resolutions Amending Salaries and Benefits for Management and Confidential Employees to Reflect Marin Wildfire Prevention Authority Financial Services Agreement
Staff Report (DOCX)
Attachment 1 Resolution Amending Town Manager and Management Salaries and Benefits
Attachment 2 Resolution Amending Confidential Employees Salaries and Benefits

1.14 Approve a Resolution to Adopt a Publicly Available Pay Schedule in Accordance with California Public Employees Retirement System Regulations
Staff Report (DOCX)
Attachment 1 Resolution Adopting Publicly Available Salary Schedule (PDF)

1.15 Adopt a Resolution Approving the FY 2026-2027 Budget and Workplan
Staff Report (DOCX)
Attachment 1 Resolution Adopting FY2026-2027 Budget and Workplan (PDF)

1.16 Receive and File the Financial Report on Recreation Fund ending May 31, 2026
Staff Report (PDF)
Attachment 1 - May 2026 Budget Report (PDF)
Attachment 2 - May 2026 Recreation Capital Outlay (PDF)

2. Council Business Items:

In general, the following procedural order applies to items of business:
•Presentation
•Town Council questions
•PUBLIC COMMENT – limited to 3 minutes/person
•Town Council discussion/action

2.1 Receive a Presentation from the Marin County Commission on Aging. Receiving a Presentation 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 r3asonably foreseeable physical change in the environment. (Cal. Pub. Res. Code Section 21065).
PowerPoint Presentation (PPT)
2026 Community Resource Guide For Older Adults and Caregivers (PDF)

2.2 Discussion Item Regarding Tobacco Ordinance. This discussion item is not subject to the California Environmental Quality Act ("CEQA") because it does not constitute a "project" within the meaning of Public Resources Code section 21065.
Staff Report (DOC)
Attachment 1 - Marin County Tobacco and Nicotine Regulations (DOC)
Attachment 2 - Education Packet (DOC)
REVISED Attachment 3- Merchant Tobacco Nicotine Available (PDF)
Attachment 3 -Merchant Tobacco Nicotine Availability (DOC)
Public Comment- Twilling (PDF)
Public Comment- Smoke-Free Marin Coalition (PDF)
Public Comment- Finnane (PDF)
Public Comment- James (PDF)
Public Comment- Davis (PDF)
Public Comment- Kondy-Berberich (PDF)
Public Comment- Fernandez (PDF)
Public Comment- Wright (PDF)
Public Comment- Coler (PDF)
Public Comment- Bryan Lam, CFCA (PDF)
Public Comment- Maa (PDF)
Public Comment- Nazari (PDF)
Public Comment- Branco (PDF)

Public Hearing Items

In general, the following procedural order applies to Public Hearing Items:

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

2.3 Public Hearing to Adopt an Ordinance Amending Title 10 (Planning and Zoning) to Update Conditional Use Permit Regulations and Replace Nonconforming Uses and Improvements Regulations with New Article on Nonconforming Uses, Structures, and Lots; CEQA Exemption Findings. The proposed Ordinance is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the CEQA Guidelines Section 15061(b)(3), Section 15301, and Section 15303.
Staff Report (PDF)
Attachment 1 - Draft Ordinance (PDF)
Attachment 2 - Draft Ordinance - Redline Version (PDF)
Attachment 3 - September 23, 2025, Staff Report (PDF)
Attachment 4 - September 23, 2025, Town Council Meeting Minutes (PDF)
Attachment 5 - May 22, 2026, Notice Mailed to C-2 Property Owners (PDF)
Attachment 6 - Planning Commission Resolution No. 2025-17 (PDF)

Council Business Items:

In general, the following procedural order applies to items of business:
•Presentation
•Town Council questions
•PUBLIC COMMENT – limited to 3 minutes/person
•Town Council discussion/action

2.4 Authorize the Town Manager to Negotiate and Execute a Donation Agreement with a Potential Donor for Completion of Conceptual Drawings for the Creek Park Project. The Council's authorization of the Town Manager to negotiate and sign a donation agreement is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).
Staff Report (DOC)
Attachment 1- RHAA Proposal for Completion of Conceptual Drawings to integrate BB2 into the Creek Park Project (PDF)

Adjourn

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

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

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or

prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the date of the Council's decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting is July 28, 2026.

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

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

Staff
David Donery, Town Manager
Linda Kenton, Assistant Town Manager / Town Librarian
Jeff Zuba, Finance and Admin Services Director
Megan Holt Acevedo, Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Community Development Director
Sean Condry, Public Works Director
Mattie O'Grady, Community Services Director
Mike Norton, Chief of Police
Dan Mahoney, Fire Chief

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

STAFF REPORT

TOWN OF SAN ANSELMO Item #: Interviews

MEETING DATE: June 23, 2026

AGENDA TITLE: Conducting Interviews for the Infrastructure & Fiscal Monitoring Committee

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For the Town Council to conduct three (3) interviews:

- Marie Henrio
- Stan Radtke
- Ahmed Abu Aly

A total of (3) applicants scheduled to be interviewed by the Town Council.

Interview Time	Name		Board, Committee or Commission
6:20 PM	Marie Henrio	Incumbent	IFMC
6:30 PM	Stan Radtke	Incumbent	IFMC
6:40 PM	Ahmed Abu Aly	Applicant	IFMC

There will be no appointments at this meeting as there will be another interview for IFMC at the next scheduled meeting.

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The proposed appointment 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- Marie Hendrio- Application w/Resume
Attachment 2- Stan Radtke- Application no Resume
Attachment 3- Ahmed Abu Aly- Application no Resume

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Marie
First Name

Middle Initial

Henrio
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Chief Business Officer

Employer's Address

Miller Creek School District 380 NOVA ALBION WAY San Rafael, CA 94903

Which Boards would you like to apply for?

Infrastructure and Fiscal Monitoring Committee: Submitted

Number of years as resident of San Anselmo?

23

Number of years as a resident in Marin?

23

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

Steve Burdo Chantel Walker: Richard Berkson

Education Level Achieved *

- [x] Master's Degree

Interests & Experiences

I would be able to regularly attend the meetings of this Board/Commission/Committee.

◉ Yes ○ No

I would be available to attend additional meetings when they are necessary.

◉ Yes ○ No

I am familiar with the responsibilities and functions of this Board/Commission/Committee.

◉ Yes ○ No

I have attended meetings of the Board/Commission/Committee as a member of the public.

◉ Yes ○ No

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees:

• Chair of San Anselmo Financial Advisory Committee for the past 6? years • Volunteered for and championed the creation of a San Anselmo Finance FAQ meant to address the most common asked questions from our town residents regarding the finances of our town • Volunteered during the November 2022 election campaign for San Anselmo Measure J (Transactions and Use Tax) • Trustee of Ross Valley School District from December 2020 to January 2023 • Currently employed as Chief Business Official at Miller Creek School District

Reasons for this appointment:

I care about and understand the various components of the town budget. I am aware of the general struggles we are facing: increasing pension costs, volatility of certain revenue sources to name a few. I do believe I have been and can continue to be a good thought partner regarding our financial needs and how to resolve them. I am known for questioning the status quo, thinking out of the box and for promoting transparency of finances and the decision-making processes. I am not coming from a position of having all the answers, but rather from a place of curiosity and willingness to learn – together – to support the Town Manager, the Public Works Director and the Finance & Administrative Services team with some more brainpower and new ideas.

What are your qualifications for this appointment?

I have a Master Degree in BA/Finance, I have a strong fiscal background, mainly from years of experience in the corporate sector, and most recently in public education. Some of the challenges the town is facing are fairly similar to what I am dealing with in my current job: • Balance short term and long term needs with resources that are both restricted and unrestricted. • Navigate the needs of multiple departments, the appetite of various special interest groups and the overall long-term finance health of the town. I have been involved in the Finance Advisory committee for the last 3 years (and advocated for the merge of that committee with the Capital Monitoring Committee), I have enjoyed the work and believe this is the right avenue for me to make a difference and keep contributing my fair share to San Anselmo.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?

• As a parent, I care about the maintenance and improvement of all our parks and recreation facilities including: Isabel Cook, Robson – how do they serve our community today, and how will they tomorrow? • As a commuter and living in the Sequoia hill, I am interested in hearing about solutions to fix the traffic struggles at Red Hill. • As a resident overall, I want a vibrant town.

LinkedIn Profile

linkedin.com/in/mariehenrio

MarieHenrio_Resume_Spring_2026.pdf
Upload a Resume

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

I understand that I and all other applicants will be personally interviewed by the Town Council (or the entity overseeing the Steering and Short Term Committees) as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.

☑ I Agree

E-Signature:

Marie Henrio

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Serge Avila, Town Clerk at savila@sananselmo.gov or 415-258-4660.

Marie Henrio

CBO Certified

Marin County, CA

www.linkedin.com/in/mariehenrio

PROFESSIONAL SUMMARY

- Multifaceted energetic business leader bringing a unique balance of big picture strategic thinking and hands-on experience.
- Unique professional journey from Hi-Tech to Public Education, from France to California, in Finance and Data Management.
- Dedicated member of the school community, fervent advocate of public education and strongly committed to support educators in their mission to advance the educational outcomes of all students.

Progressive career building 30 years of expertise in:

Leadership skills:

- ❑ Strategic planning
- ❑ Budget development
- ❑ Team direction
- ❑ Public presentations
- ❑ Change management

Technical skills:

- ❑ Financial modelling
- ❑ Process optimization
- ❑ Internal controls
- ❑ Accounting
- ❑ Regulatory compliance
- ❑ Systems implementation

MILLER CREEK ELEMENTARY SCHOOL DISTRICT — 2022 - Current

Chief Business Official

Responsible for the organization and administration of the financial and business affairs of the District ($30M budget, 1,800 students, 4 schools): fiscal, maintenance & operations, enrollment, nutrition and transportation. Specific achievements include:

- Planned and co-facilitated a LCAP-Budget committee chartered to identify $1.2M budget reductions necessary to maintain positive certification of the District financials.
- Rebuilt trust and morale in a business office with high personnel rotation and no CBO continuity. Provided enthusiastic direction and training of staff resulting in team members growing into new roles and being promoted.
- Navigated the complexity of long term financial modelling when the District moved in and out of basic aid status, as often as 3 times in a single year.
- Redesigned Home-to-School transportation program due to sudden staffing shortage, and addressed vocal community concerns.
- Launched new vended meal partnership that resulted in a 30% increase in meal participation. Handled urgent change of vendor in the middle of the school year.
- Oversaw facilities projects following a gas leak (no heat in classrooms for an entire winter) and a flood (flooring replacement, asbestos removal) at two of the District rented properties.
- In absence of a Facility Master Plan, designed an interactive Deferred Maintenance Projects List totaling approximately $30M, currently used to support preliminary conversations ahead of a November 2026 Bond measure.
- Prepared new budget narrative summaries and board presentations prioritizing transparency and simplicity to tell compelling stories: retired dated charts, introduced trends and appealing visuals while developing a consistent brand.
- Optimized processes by implementing the following solutions and establishing new protocols:
  - MealTime: Launched new eligibility management and point of services system resulting in error-free audits and smooth CNIPS submissions.
  - Frontline Absence Management (ex-AESOP) and Frontline Time & Attendance: Rolled out to all staff and set up direct upload to QSS.
  - Facilitron: Evaluated and implemented scheduling of our facilities use by community members, generating additional 20% of rental revenue.
  - ProjectionPro: Retired Excel spreadsheets and leveraged FCMAT platform to compute multiyear and cash flow projections based on documented local rules for each resource and major object category.
  - QSS Accounts Receivables module: Replaced past practice of logging all invoices in an outdated version of QuickBooks which did not reconcile with cash in QSS.

SAN RAFAEL CITY SCHOOLS DISTRICT 2017 - 2022

Director Fiscal Services

Responsible for maintaining budget and closing the books for two separate districts, one State funded, the other Basic Aid funded ($100M budget, 7,000 students, 11 schools). Specific achievements include:

- Corrected position control records for 650 employees, resulting in the elimination of 1,200 dormant/duplicated positions that were rolling annually for at least a decade and had contributed to budgeting errors and endless reconciliations.
- Developed a Fair Share model used during salary negotiations, establishing trust between the business office and labor partners. Worked with Services School of California (SSC) to integrate best practices into the model.

Data Analyst & Coordinator, Education Services

Recognized as a data steward for the District, ensuring highest standards regarding data accuracy, consistency and integrity.

- Leveraged student information (demographics, tests results, transcripts, attendance.) to demonstrate and increase awareness around achievement gaps, patterns to success, and other analysis that influenced the district's educational strategies.
- Coordinated timely records submission for CDE accountability (CALPADS, CBEDS).

Corporate Analytics Work History 2010 – 2017

AUTODESK
Business Analytics Senior Manager

MARIE HENRIO CONSULTING
Clients included: *Salesforce*

- Built a Customer Insights team chartered to design innovative analyses to measure the various components of the end-to-end customer experience.
- Implemented quarterly satisfaction survey in 12 languages which provided executive leadership with visibility into customer loyalty across market segments.
- Rolled out a wide range of methodologies that led to the team establishing itself as the go-to internal group for all quantitative customer research projects.
- Managed data enhancement roadmap and lead a series of Business Intelligence projects around customer retention and segmentation of the various markets.

Corporate Finance Work History 1994 - 2010

AUTODESK, SF Bay Area, US
Finance Manager, Audit Manager

DISCREET LOGIC, Paris
Finance and Ops Manager

COOPERS & LYBRAND, Paris
Financial Auditor

- Established a reputation as a high integrity finance partner, with a focus on improving financial control and reporting transparency.
- Identified and implemented process improvements to refine and speed up the month-end close processing cycle.
- Worked with department leaders to summarize their individual operational budget requirements, while identifying cost savings to establish optimal budgets.
- Developed financial model to facilitate Customer Service headcount planning (250 agents). This work supported a "follow-the-sun" global implementation.
- Performed business risk assessments and internal audits.

COMMUNITY INVOLVEMENT

- Infrastructure & Fiscal Monitoring Committee, Town of San Anselmo: Current Chair
- Ross Valley Schools District: Past Trustee
- RVSD YES Foundation, Wade Thomas School PTA: Past Treasurer

EDUCATION

- FCMAT CBO Coaching and Induction Program
- CASBO CBO Certification
- USC Rossier School Business Management Program
- ESCP Business School, Paris, approx. equivalent of a MBA program

LANGUAGES

- French (native)
- Spanish (conversation proficient)

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click here. You will not need to fill out the below form to be considered for a Youth Commissioner position.

Stanley
First Name

Middle Initial

Radtke
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Attorney

Employer's Address

Law Office of Stanley Radtke 2450 Washington Ave., Ste. 170 San Leandro, CA 94577

Which Boards would you like to apply for?

Infrastructure and Fiscal Monitoring Committee: Submitted

Number of years as resident of San Anselmo?

18

Number of years as a resident in Marin?

18

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

Jonathan Braun - Kathy Sanders - Ieneke Wassanaar -

Education Level Achieved *

☑ College/University Degree

Interests & Experiences

I would be able to regularly attend the meetings of this Board/Commission/Committee.

◉ Yes ○ No

I would be available to attend additional meetings when they are necessary.

◉ Yes ○ No

I am familiar with the responsibilities and functions of this Board/Commission/Committee.

◉ Yes ○ No

I have attended meetings of the Board/Commission/Committee as a member of the public.

◉ Yes ○ No

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees:

I have been the co-chair of the Open Space Committee for 18 years, actively serving the town in this capacity. Also, I have served on the Infrastructure and Fiscal Monitoring Committee, starting with the Financial Advisory Committee for the past 4 years.

Reasons for this appointment:

I am asking to be reappointed to both boards so that I can continue to serve the community.

What are your qualifications for this appointment?

I have the knowledge of what this position requires, I have the desire to continue to serve the community, and I the experience necessary to be effective in both the roles.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?

First, the town is continuing to be under pressure to build and create new housing, which is in tension with our commitment to keep our ridge lines and open spaces free of development. Second, the town's budget is being squeezed by the new agreements with both fire and police, which at this juncture will be unsustainable in the next 4 to 5 years and will require some hard choices.

LinkedIn Profile

https://www.linkedin.com/in/radtkelaw/

Upload a Resume

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

I understand that I and all other applicants will be personally interviewed by the Town Council (or the entity overseeing the Steering and Short Term Committees) as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.

☑ I Agree

E-Signature:

Stanley Radtke

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Serge Avila, Town Clerk at savila@sananselmo.gov or 415-258-4660.

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Ahmed
First Name

Middle Initial

Abu Aly
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Retired Project Manager

Employer's Address

Which Boards would you like to apply for?

Infrastructure and Fiscal Monitoring Committee: Submitted

Number of years as resident of San Anselmo?

15

Number of years as a resident in Marin?

15

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

Bill O'Callaghan Dennis Latta Richard Peltzman

Education Level Achieved *

- [x] College/University Degree

Interests & Experiences

I would be able to regularly attend the meetings of this Board/Commission/Committee.

◉ Yes ○ No

I would be available to attend additional meetings when they are necessary.

◉ Yes ○ No

I am familiar with the responsibilities and functions of this Board/Commission/Committee.

◉ Yes ○ No

I have attended meetings of the Board/Commission/Committee as a member of the public.

◉ Yes ○ No

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees:

I am a registered civil engineer, recently retired from the City of Mill Valley as Project Manager. I have served on the Marin Multi-Jurisdictional Hazard Mitigation Program and the Mill Valley Downtown Revitalization Advisory Committee. Also served on TAM Safe Route to School committee. Currently serves as a board member of the North Bay Conservation Core.

Reasons for this appointment:

I am eager to improve our community's vitality through thoughtful infrastructure enhancements. I aim to focus on developing age-friendly and walkable spaces that prioritize accessibility to key destinations, including downtown, shopping districts, and our natural parks and trails. Improve access for people with disabilities and limited mobility to public facilities and shopping centers

What are your qualifications for this appointment?

I have gained over 35 years of municipal civil engineering experience, managing Capital Improvement Programs and public works projects. Directing the capital improvement division, managing various state and federal grants for environmental and transportation projects. As well as participating in various local community boards and commissions.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?

To balance the diverse needs of our community, we must strategically prioritize funding, parking, and transportation while ensuring active resident participation. Our focus includes Enhancing Creek Park, Community Park, and the Senior/Community Center to better serve all residents. Improving roadway pavement quality and expanding our network of bike lanes. Implementing traffic and pedestrian safety measures on local streets to protect all commuters. Provide frequent benches for rest, shaded seating, and updated lighting for safety at night.

LinkedIn Profile

Upload a Resume

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

I understand that I and all other applicants will be personally interviewed by the Town Council (or the entity overseeing the Steering and Short Term Committees) as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.

☑ I Agree

E-Signature:

Ahmed Abu Aly

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Serge Avila, Town Clerk at savila@sananselmo.gov or 415-258-4660.

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.1

MEETING DATE: June 23, 2026

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of June 9, 2026

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Regular Town Council meeting Draft Minutes of June 9, 2026.

ATTACHMENT:

Attachment 1- June 9, 2026 Draft Minutes

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, June 9, 2026

Call to Order: Optional Pledge of Allegiance

COUNCILMEMBERS PRESENT: Steve Burdo (Mayor)
Eileen Burke
Tarrell Kullaway
Yoav Schlesinger
Chantel Walker (Vice Mayor, attending remotely)

STAFF MEMBERS PRESENT: Dave Donery, Town Manager
Linda Kenton, Assistant Town Manager & Town Librarian
Megan Acevedo, Town Attorney
Jeff Zuba, Finance and Admin Services Director
Serge Avila, Town Clerk
Dan Mahoney, Ross Valley Fire Chief

Open Time for Public Expression

Ms. Raven Twilling, representing Marin County Tobacco Prevention Program, spoke on behalf of the Youth Advocacy Committee about preventing nicotine addiction and reducing the harm caused by the tobacco industry.

Ms. Melissa Walstrom, Board member of the Archie Williams Falcon Foundation, discussed nicotine use at the high school.

Ms. Kelsey Fernandez discussed the tobacco industry and the efforts in Marin County to stop the sale of tobacco and nicotine products.

Mr. Jeremiah Mock stated there is a vaping crisis in Marin County and the numbers are stunning. These products should not be sold and accessibility should be eliminated.

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

Councilmember Kullaway stated she attended the Infrastructure Monitoring Committee meeting; the Sorich Park Connector will be open to bikes next weekend.

Councilmember Burke reported she did not attend any meetings and had no reports.

Councilmember Schlesinger stated he attended the Economic Development Committee (EDC) meeting; it is the Birthday of Cole Porter, Les Paul, Dick Vitale, and Michael J. Fox.

Vice Mayor Walker reported she participated in the Infrastructure Monitoring Committee meeting; the Cal Cities Revenue and Taxation Committee meeting; she would like to discuss Council representation on the Mosquito and Vector Control District at an upcoming meeting.

Mayor Burdo reported he participated in Vivalon's Champions Week; the Teen Battle of the Bands was amazing; Live on the Avenue will be awesome!

Town Manager Donery reported the EDC meeting was very informative. The Ribbon Cutting Ceremony for the Resilience Hub has been postponed to a date in July. Construction on the final phase of the Hillsdale Pocket Park started this week and should take approximately four weeks. The San Anselmo World Cup 2026 Event will start this Friday on Courts #1 and #2. There was a watermain break on Tunstead last Wednesday afternoon. The Public Works Department, Fire Department, Central Marin Police Department, and MMWD responded quickly.

Special Presentation

There were no Special Presentations.

1. Consent Agenda

1.1 Approved the Draft Minutes of the Regular Meeting of May 26, 2026

1.2 Adopted Resolution No. 2026-4622 Calling an Election to fill two seats on the San Anselmo Town Council, one seat for Town Clerk, and one seat for Town Treasurer to be Held and Consolidate with the General Municipal Election scheduled for November 3, 2026 and requesting that the Marin County Registrar of Voters Conduct the Election

1.3 Adopted various Resolutions, Establishing Town of San Anselmo Fiscal Year 2026/27 Tax Rates for Municipal Services Tax -Resolution No. 2026-4623, Pension Override Tax -Resolution No. 2026-4624, Measure G Debt Service Tax -Resolution No. 2026-4625, Special Library Services Tax -Resolution No. 2026-4626, and Ross Valley Paramedic Tax -Resolution No. 2026-4627

1.4 Received and Filed the Community Development Department Fiscal Year 2025/26 Q3 Report (January-March)

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

1.6 Accepted the Library/HVAC and Interior Refresh Project and Authorized Staff to File a Notice of Completion

1.7 Received and Filed Reports of Checks Issued, May 2026

Mayor Burdo opened the meeting to public comments.

There were no comments.

Mayor Burdo closed the meeting to public comments.

M/s, Kullaway/Schlesinger, Motion to approve the Consent Calendar.
AYES: Burke, Kullaway, Schlesinger, Vice Mayor Walker, Mayor Burdo

Council Business Items

2.1 Adopt Resolution Calling and Giving Notice of the Holding of an Election to be Held on November 3, 2026 and Requesting the Board of Supervisors of the County of Marin to Consolidate said Election; and authorize the Town Clerk or their duly authorized officers

and agency to carry out all the necessary procedures for said election submitting to the voters the question regarding the Ross Valley Paramedic Authority Four-Year Special Parcel Tax for Tax Cycle 2027-2031

Ross Valley Fire Chief Mahoney presented the staff report and a PowerPoint presentation including: 1) Renewal of the Parcel Tax Measures; 2) Next Tax Cycle and Timeline; 3) Tax Rates; 4) Equal Service = Equal Tax; 5) Recommendation. Staff answered questions from the Council regarding who is responsible for drafting the ballot language; the fiscal impact; who is more likely to need paramedic services (residential or non-residential).

Mayor Burdo opened the meeting to public comments.

There were no comments.

Mayor Burdo closed the meeting to public comments.

M/s, Burke/Walker, Motion to Adopt Resolution No. 2026-4628 Calling an Election for Voters to Consider Approval of the Measure Authorizing the Continuation of a Special Parcel Tax for the Ross Valley Paramedic Authority.
AYES: Burke, Kullaway, Schlesinger, Vice Mayor Walker, Mayor Burdo

2.2 Receive the Proposed Draft Fiscal Year 2026/27 Town Budget and Workplan and Provide Feedback on the Proposed Draft Fiscal Year 2026/27 Budget

Finance Officer Zuba presented the staff report and a PowerPoint presentation that included: 1) Proposed 2026-2027 General Fund Budget and Work Plan; 2) FY 2025/2026 Current Year Close; 3) Overview of FY 2026/2027 Proposed Budget; 4) General Fund Budget Highlights; 5) Revenue Summary; 6) Expenditure Summary; 7) Special Revenue/Capital Projects Fund; 8) Five Year Financial Forecast; 9) Recommendation. Staff answered questions regarding whether the money set aside in Reserves to repair Building Bridge 2 is now allocated to renovation to the park; assumptions built in for Property and Sales Tax Revenue projections and the risks for getting it wrong; the levers put in place to balance the budget and when they are used; the Climate Action Commission (CAC) budget; if there is a sustainable amount of additional funds that could go to the CAC; would funding look different if staff reconstituted the budget from zero and did not look at historical trends.

Mayor Burdo opened the meeting to public comments.

Mr. Jeremiah Mock congratulated the Council for the “well run ship”.

Michael supported funding for climate action and would like to see an increase.

Ms. Alexis Fineman asked if the Town is funding the right things for the outcomes they care most about. She would like to see an increase in the CAC Budget.

Mayor Burdo closed the meeting to public comments.

Mayor Burdo would like to see an examination of the CAC Budget and an analysis of what more could be done. He would support putting the $25,000 back in. The Public Safety increases are the biggest part of the budget and are necessary.

Councilmember Kullaway stated the CAC Budget was not intended to be “use it or lose it”. There is no shortage of worthwhile climate projects.

Councilmember Burke stated she has no problem allocating more money to the CAC fund but it should be project based. Residents using Town facilities and parks has a huge impact on climate.

Vice Mayor Walker supported keeping the climate fund level. She supports this budget.

Councilmember Schlesinger stated the climate action piece seems to be a messaging problem vs. an actual problem. Reserve funds are available for CAC use for projects as well as Measure K funds. They need to fund the things that residents care about- permits are processed, roads are maintained, parks are nice, and first responders come when they are called.

It was the consensus of the Council to restore the CAC budget to last fiscal year's figures.

The Council took a 5-minute break at 8:41 p.m.

The Council reconvened in the Council Chambers at 8:46 p.m.

2.3 Receive an Introduction of the Proposed General Fund Reserve Policy and Provide Direction on the Proposed General Fund Reserve Policy

Finance Director Zuba presented the staff report and a PowerPoint presentation that included: 1) General Fund Reserve Policy; 2) Opening and Purpose; 3) Background; 4) Resolution No. 3962; 5) Resolution No. 4474; 5) Proposed Policy; 6) Scope of Changes; 7) General Fund Reserve History; 8) Peer Comparison; Marin County Jurisdictions; 9) Infrastructure and Fiscal Monitoring Committee (IFMC) Review and Recommendation; 10) Recommendation. Staff answered questions from the Council regarding whether a Council Resolution would be required to move funds from the Reserve; is there a policy in place to prevent this from happening; the value of an aspiration goal in a policy document; if Section 4 of the policy is in any way restrictive; are there scenarios that would fall outside of the four areas listed in Section 4.

Mayor Burdo opened the meeting to public comments.

There were no comments.

Mayor Burdo closed the meeting to public comments.

Councilmember Burke stated she liked the structure of the policy and she supported it. Growth in the Reserve allows the Town to do some big projects.

Councilmember Schlesinger stated this is a well thought-out policy.

2.4 Receive Introduction of Artificial Intelligence (AI) Acceptable Use Policy and Provide Direction on the Proposed AI Acceptable Use Policy

Finance Director Zuba presented the staff report and a PowerPoint presentation that included: 1) Introduction of Artificial Intelligence (AI) Acceptable Use Policy; 2) Background and Why Now; 3) Current AI Tools in San Anselmo; 4) Policy Overview; 5) Guiding Principles; 6) Roles and Responsibilities; 7) Governance and Annual Review; 8) Exceptions Process; 9) Acceptable and Prohibited Uses; 10) Procurement, Training and Governance; 11) Peer Alignment; 12) Next Steps; 13) Recommendation. Staff answered questions from the Council regarding how staff is determining the risk level of a tool; how is staff ensuring that all of prompts are recorded and kept on file in terms of a Public Records Request; if it is a burden to give the "grey area" discretion solely to the Town Manager; will this use be required by employees; does the policy address the replacement of employees; how much data is being captured regarding cars and

license plates and how long is it kept; how the process will be audited in terms of fairness and equity.

Mayor Burdo opened the meeting to public comments.

Mr. Jeremiah Mock encouraged the Council to rely on other institutions including the University of California.

Mayor Burdo closed the meeting to public comments.

Vice Mayor Walker supported the policy, it is good governance.

Councilmember Schlesinger stated the following should be deleted from the Roles and Responsibilities Section: "Final approvals for medium and high risk tools…". Assignment of risk for AI tools is a very complicated process. He discussed the principles that should be included in the policy.

Councilmember Burke supported the policy and hoped the Town had the capacity to implement it.

Councilmember Kullaway stated an annual audit was very important.

Mayor Burdo thanked Councilmember Schlesinger for bringing this forward. He is not in favor of replacing human employees with AI. A statement to this effect could be included in the preamble.

Public Hearing

2.5 Accept and File the Annual Report on Staff Vacancies, Recruitment and Retention Efforts as Required by AB 2561

Finance Director Zuba presented the staff report and a PowerPoint presentation that included: 1) AB 2561 Compliance Presentation; 2) Background; 3) AB 2561 Summary; 4) Current Staffing; 5) Recruitment Highlights; 6) Retention Strategies; 7) Ongoing Challenges; 8) Looking Ahead; 9) Recommendation. Staff answered a question from the Council regarding whether staff collects the voluntary disclosures of gender, race, and disability status of applicants.

Mayor Burdo opened the meeting to public comments.

There were no comments.

Mayor Burdo closed the meeting to public comments.

Being no further business to conduct the meeting was adjourned at 9:48 p.m.

Respectfully submitted,

Toni DeFrancis,
Recording Secretary

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.2

MEETING DATE: June 23, 2026

AGENDA TITLE: Third Amendment to the Community Development Block Grant Cooperation 2026 Agreement

FROM: Serge Avila, Town Clerk

RECOMMENDATION: Authorize the Mayor to execute, on behalf of the Town, a third amendment to the Community Development Block Grant Cooperation Agreement with the County of Marin.

BACKGROUND

The Community Development Block Grant Program (CDBG) provides grants from the U.S. Department of Housing and Urban Development (HUD) to local governments for housing, community facility, and human service programs serving lower-income people. HOME (Investment Partnerships Program) provides additional assistance for housing activities. Marin County qualifies for these programs because the cities and towns have signed cooperation agreements to participate with the County government in a single joint countywide program. This qualifies Marin County as a HUD "urban county," enabling Marin to receive annual CDBG and HOME grant allocations established by formula.

In 2014, all eleven Marin cities/towns entered into three-year CDBG Cooperation Agreements enabling to obtain formula funds as an urban county. On September 12, 2023 the Council approved the renewal of the Cooperation Agreement to remain eligible to receive funds for the next three fiscal years.

DISCUSSION/ANALYSIS

The 2023 Second Amendment to the Cooperation Agreement with the County's minor changes to the language as required to comply with the latest HUD guidelines for the urban county qualification was approved by the San Anselmo Town Council during its meeting on September 12, 2023.

Since then, HUD has requested additional amendments to paragraphs 1, 8, 9,12 and 15 of the Cooperation Agreement. Please see attachment # 3.

FISCAL IMPACT
None

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

ATTACHMENTS
Attachment 1- Draft Resolution
Attachment 2- Cooperation Agreement- Third Amendment
Attachment 3- Cooperation Agreement- Second Amendment
Attachment 4- Cooperation Agreement- First Amendment
Attachment 5- Cooperation Agreement

RESOLUTION NO. XXXX-XXXX

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AUTHORIZING EXECUTION OF A THREE-YEAR COOPERATION AGREEMENT WITH THE COUNTY OF MARIN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAMS

WHEREAS, it is mutually desired by the Town of San Anselmo and the County of Marin that they may enter into a Cooperation Agreement, in accordance with the Housing and Community Development Act of 1974, as amended, in order to jointly undertake community renewal and lower income housing assistance activities; and

WHEREAS, as a result of the Cooperation Agreement between the Marin cities and towns and the County of Marin, Marin has received over $80 in CDBG and HOME funding for housing and community facilities and public service projects benefiting lower income persons since 1975;

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of San Anselmo approves and authorizes the Mayor, on behalf of the Town, to execute a three-year Cooperation Agreement with the County of Marin for the Community Development Block Grant Program, the HOME Investment Partnerships Program and the Emergency Solutions Grants Program. The three-year period shall be for the federal Fiscal Years 2027, 2028 and 2029.

BE IT FURTHER RESOLVED, that the Town hereby adopts the policies included in the Cooperation Agreement.

I, Serge Avila, Town Clerk of the Town of San Anselmo, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Town Council of said Town held on the 23rd day of June, 2026 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

RECUSED: COUNCILMEMBERS:

_____

Steve Burdo, Mayor

_____

Serge Avila, Town Clerk

THIRD AMENDMENT TO THE COOPERATION AGREEMENT BETWEEN THE COUNTY OF MARIN AND TOWN OF SAN ANSELMO FOR A COMMUNITY DEVELOPMENT PROGRAM

This THIRD AMENDMENT ("Third Amendment") to that certain Community Development Block Grant and Home Investment Partnerships Program Cooperation Agreement between the County of Marin, a political subdivision of the State of California, hereinafter called "County," and Town of San Anselmo, a municipal corporation of the State of California, located in the County of Marin, hereinafter called "City," collectively referred to as "Parties," dated on or about _____, as amended by the First Amendment effective July 25, 2023 and the Second Amendment effective September 30, 2023 ("Cooperation Agreement"), is hereby entered into between the Parties, effective _____.

The purpose of this Third Amendment is to renew the Cooperation Agreement for federal fiscal years 2027, 2028, and 2029 and to incorporate into the Cooperation Agreement language required by the U.S. Department of Housing and Urban Development (HUD), Office of Community Planning and Development (CPD) Notice CPD-26-08, including HUD's updated requirements for Urban County cooperation agreements.

Accordingly, the County of Marin and the City hereby agree as follows:

1. Amendment to Paragraph 1. Paragraph 1 of the Cooperation Agreement is hereby amended as follows:

> The parties hereto agree to cooperate to undertake, or assist in undertaking, community renewal and lower-income housing assistance activities, pursuant to the Housing and Community Development Act of 1974, as amended, the HOME Investment Partnerships Act, as amended, and the Stewart B. McKinney Homeless Assistance Act, as amended. City agrees to undertake, or assist in undertaking, community renewal and lower-income housing assistance activities. This Cooperation Agreement became effective for an initial three-year term on October 1, 2020, and was in effect through September 30, 2023. The Cooperation Agreement was renewed for federal fiscal years 2024, 2025, and 2026 through the First Amendment and is hereby renewed for federal fiscal years 2027, 2028, and 2029. This Cooperation Agreement shall remain in effect through September 30, 2029, and until Community Development Block Grant, HOME Investment Partnerships Program, and Emergency Solutions Grants Program funds from appropriations for federal fiscal years 2021 through ~~2026~~ 2029, and any program income received with respect to activities carried out during those qualification periods, are expended and the funded activities are completed, or until such time as it is replaced by a fully executed agreement of the Parties. ~~This Cooperation Agreement shall automatically renew for participation in successive three-year qualification periods upon expiration of each qualification period~~ This Cooperation Agreement shall not automatically renew beyond federal fiscal year 2029 unless permitted by applicable HUD guidance or written HUD approval. Neither County nor City may terminate, withdraw from, or be removed from this Cooperation Agreement while it remains in effect.
>
> The County will notify the City in writing, by the date specified in the Urban County Qualification Deadlines published on HUD.gov for the next qualification period, of the City's right not to participate in the Urban County for the next qualification period. A copy of the County's notification shall be sent to the HUD field office by the date

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specified on HUD.gov. If the City or the County elects not to participate in a new qualification period, the terminating party shall provide written notice to the other party and shall send a copy of the notice to the HUD field office by the applicable HUD deadline.

The Parties agree to adopt amendment(s) to this Cooperation Agreement as may be required by HUD to meet any new Urban County Qualification requirement(s), when applicable. Failure by either Party to adopt any such amendment, and to submit such amendment to HUD, will void the Cooperation Agreement for such qualification period.

2. Amendment to Paragraph 8 Paragraph 8 of the Cooperation Agreement, and all related references to the applicable qualification periods, are hereby amended to add federal fiscal years 2027, 2028, and 2029 to the existing qualification periods covered by the Cooperation Agreement, as previously amended. Nothing in this Third Amendment shall be construed to remove, limit, or otherwise affect the applicability of the Cooperation Agreement to federal fiscal years 2021, 2022, 2023, 2024, 2025, and 2026, or to any CDBG, HOME, ESG, or program income funds awarded, received, expended, or administered for those prior qualification periods. All references to "subsequent three-year periods thereafter," automatic renewal, or substantially similar language are hereby limited as provided in Paragraph 1 of this Third Amendment.

3. Amendment to Paragraph 9. Paragraph 9 of the Cooperation Agreement is hereby amended as follows:

County, City, and all other cooperating cities shall take all actions necessary to assure compliance with the urban county's certification under section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, and that the grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 and the implementing regulations at 24 CFR Part 1, the Fair Housing Act (Title VIII of the Civil Rights Act of 1968), and the implementing regulations at 24 CFR part 100, and will affirmatively further fair housing. See 24 CFR § 91.225(a) and Affirmatively Furthering Fair Housing Definitions and Certifications (86 FR 30779, June 10, 2021), to be codified at 24 CFR 5.151 and 5.152. County, City, and all other cooperating cities shall also take all actions necessary to assure compliance with Section 109 of Title I of the Housing and Community Development Act of 1974 ~~(which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975)~~, and the implementing regulations at 24 CFR part 6, which incorporates Section 504 of the Rehabilitation Act of 1973, and the implementing regulations at 24 CFR part 8, Title II of the Americans with Disabilities Act, and the implementing regulations at 28 CFR part 35, the Age Discrimination Act of 1975, and the implementing regulation at 24 CFR part 146, and Section 3 of the Housing and Urban Development Act of 1968; the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and the implementing regulations at 49 CFR Part 24; Section 104(d) of the Housing and Community Development Act of 1974 and the implementing regulations at 24 CFR Part 42; and other applicable laws.

~~Use of urban county funds for activities in, or in support of, any cooperating city that does not affirmatively further fair housing within its own jurisdiction or that impedes the county's actions to comply with the county's fair housing certification shall be~~

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~~prohibited.~~ The Parties agree that Urban County funding in no event will be used for activities in, or in support of, any cooperating unit of general local government that impedes the County's actions to comply with the County's fair housing certification and duty to affirmatively further fair housing. The City must also sign the assurances and certifications in the HUD 424-B, attached hereto.

Pursuant to 24 CFR 570.501(b), City is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement as described in 24 CFR 570.503. The County shall not disburse CDBG funds to the City for an activity unless and until the applicable written agreement required by 24 CFR 570.503 has been executed, as applicable.

County, City, all other cooperating cities, metropolitan cities, urban counties, units of general local government, Indian tribes, and insular areas that directly or indirectly receive funds provided under Title I of the Housing and Community Development Act of 1974, as amended, may not sell, trade, or otherwise transfer all or any portion of such funds to another such entity in exchange for any other funds, credits, or non-Federal considerations, but must use such funds for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended.

4. Amendment to Paragraph 12. Paragraph 12 of the Cooperation Agreement is hereby amended to add the following sentence at the end:

   The parties hereto agree that the final responsibility for analyzing needs, setting objectives, developing plans, selecting projects for community development and housing assistance, selecting Community Development Block Grant, HOME, and ESG activities, and filing the Consolidated Plan and other required documentation rests with County, as required by the Housing and Community Development Act of 1974, as amended. No provision of this Cooperation Agreement shall be construed to permit the City to veto, restrict, or otherwise obstruct implementation of the County's approved Consolidated Plan, Annual Action Plan, or selection and administration of CDBG, HOME, or ESG activities during the period in which this Cooperation Agreement remains in effect.

5. Amendment to Paragraph 15. Paragraph 15 of the Cooperation Agreement is hereby amended as follows:

   The cooperating unit of general local government has adopted and are enforcing:

   a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

   b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.

   The phrase "cooperating unit of general local government" has the same meaning in this Cooperation Agreement as it does in HUD Notice ~~#CPD-13-04~~CPD-26-08.

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6. All Other Provisions Unchanged. All provisions of the Cooperation Agreement not explicitly amended through this Third Amendment remain in full force and effect.

7. Authority to Execute Amendment. The person signing on behalf of the Town of San Anselmo certifies to the County that he/she/they has the authority to execute this Third Amendment, and that execution of this Third Amendment on behalf of the City is in accord with all City processes for obtaining such signature. The person executing this Third Amendment on behalf of the City recognizes that the County will rely on this certification in order to procure funds from HUD for use by the City.

IN WITNESS WHEREOF, the Parties have executed the above instrument on the day and year first above written.

COUNTY OF MARIN	TOWN OF SAN ANSELMO
By: _____	By: _____
Eric Lucan, President Board of Supervisors	Mayor
ATTEST:	ATTEST:
_____	_____
Deputy Clerk of the Board	Clerk

MASTER FORM APPROVED AS TO FORM:

Kate Stanford
Deputy County Counsel
County of Marin

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SECOND AMENDMENT TO THE COOPERATION AGREEMENT BETWEEN THE COUNTY OF MARIN AND TOWN OF SAN ANSELMO FOR A COMMUNITY DEVELOPMENT PROGRAM

This SECOND AMENDMENT ("Second Amendment") to that certain Community Development Block Grant and Home Investment Partnerships Program Cooperation Agreement between the County of Marin, a political subdivision of the State of California, hereinafter called "County," and Town of San Anselmo, a municipal corporation of the State of California, located in the County of Marin, hereinafter called "City," collectively referred to as "Parties," dated on or about May 26, 2020 ("Original Agreement"), as amended by that certain First Amendment to the Cooperation Agreement between the Parties effective July 25, 2023 (First Amendment, and together with the Original Agreement, the "Cooperation Agreement"), is hereby entered into between the Parties, effective September 30, 2023.

The purpose of this Second Amendment is to incorporate into the Cooperation Agreement language the U.S. Department of Housing and Urban Development (HUD), Office of Community Planning and Development (CPD) Notice 23-02 requires be included in the Cooperation Agreement. The Parties intended to include such required language in the Cooperation through the First Amendment, but inadvertently failed to do so. This Second Amendment is intended to correct that omission.

Accordingly, the County of Marin and the City hereby agree as follows:

1. Amendment to Paragraph 9. Paragraph 9 of the Cooperation Agreement is hereby amended as follows:

> County, City, and all other cooperating cities shall take all actions necessary to assure compliance with the urban county's certification under section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, and that the grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and the implementing regulations at 24 CFR part 1, 24 CFR part 100, and will affirmatively further fair housing. See 24 CFR § 91.225(a) and Affirmatively Furthering Fair Housing Definitions and Certifications (86 FR 30779, June 10, 2021), to be codified at 24 CFR 5.151 and 5.152. County, City, and all other cooperating cities shall also take all actions necessary to assure compliance with Section 109 of Title I of the Housing and Community Development Act of 1974 (which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975), and the implementing regulations at 24 CFR part 6, which incorporates Section 504 of the Rehabilitation Act of 1973, and the implementing regulations at 24 CFR part 8, Title II of the Americans with Disabilities Act, and the implementing regulations at 28 CFR part 35, the Age Discrimination Act of 1975, and the implementing regulation at 24 CFR part 146, and Section 3 of the Housing and Urban Development Act of 1968, and other applicable laws.

IN WITNESS WHEREOF, the Parties have executed the above instrument on the day and year first above written.

COUNTY OF MARIN

By: _____
Stephanie Moulton-Peters, President
Board of Supervisors

TOWN OF SAN ANSELMO

By: _____
Mayor

ATTEST:

_____
Deputy Clerk of the Board

ATTEST:

_____
Clerk

MASTER FORM APPROVED AS TO FORM:

_____

Brandon Halter
Deputy County Counsel
County of Marin

FIRST AMENDMENT TO THE COOPERATION AGREEMENT BETWEEN THE COUNTY OF MARIN AND TOWN OF SAN ANSELMO FOR A COMMUNITY DEVELOPMENT PROGRAM

This FIRST AMENDMENT ("First Amendment") to that certain Community Development Block Grant and Home Investment Partnerships Program Cooperation Agreement between the County of Marin, a political subdivision of the State of California, hereinafter called "County," and Town of San Anselmo, a municipal corporation of the State of California, located in the County of Marin, hereinafter called "City," collectively referred to as "Parties," dated on or about May 26, 2020 ("Cooperation Agreement"), is hereby entered into between the Parties, effective July 25, 2023.

The purpose of this First Amendment is to renew the Cooperation Agreement for federal fiscal years 2024-2026 and to incorporate into the Cooperation Agreement language as required by the U.S. Department of Housing and Urban Development (HUD), Office of Community Planning and Development (CPD) Notice 23-02.

Accordingly, the County of Marin and the City hereby agree as follows:

1. Amendment to Paragraph 9. Paragraph 9 of the Cooperation Agreement is hereby amended as follows:

> County, City, and all other cooperating cities shall take all actions necessary to assure compliance with the urban county's certification under section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, and that the grant will be conducted and administered in conformity with ~~regarding~~ Title VI of the Civil Rights Act of 1964, the Fair Housing Act, ~~affirmatively furthering fair housing~~ and the implementing regulations at 24 CFR part 100, and will affirmatively further fair housing. See 24 CFR § 91.225(a) and Affirmatively Furthering Fair Housing Definitions and Certifications (86 FR 30779, June 10, 2021), to be codified at 24 CFR 5.151 and 5.152. County, City, and all other cooperating cities shall also take all actions necessary to assure compliance with Section 109 of Title I of the Housing and Community Development Act of 1974 (which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975), and the implementing regulations at 24 CFR part 6, which incorporates Section 504 of the Rehabilitation Act of 1973, and the implementing regulations at 24 CFR part 8, Title II of the Americans with Disabilities Act, and the implementing regulations at 28 CFR part 35, the Age Discrimination Act of 1975, and the implementing regulation at 24 CFR part 146, and Section 3 of the Housing and Urban Development Act of 1968, and other applicable laws.
>
> Use of urban county funds for activities in, or in support of, any cooperating city that does not affirmatively further fair housing within its own jurisdiction or that impedes the county's actions to comply with the county's fair housing certification shall be prohibited. The City must also sign the assurances and certifications in the HUD 424-B, attached hereto.

Pursuant to 24 CFR 570.501(b), City is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement as described in 24 CFR 570.503.

County, City, all other cooperating cities, metropolitan cities, urban counties, units of general local government, Indian tribes, and insular areas that directly or indirectly receive funds provided under Title I of the Housing and Community Development Act of 1974, as amended, may not sell, trade, or otherwise transfer all or any portion of such funds to another such entity in exchange for any other funds, credits, or non-Federal considerations, but must use such funds for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended.

2. Amendment to Fiscal Year References. All references in the Cooperation Agreement to "federal fiscal years 2021, 2022, and 2023" are hereby amended to refer to "federal fiscal years 2021, 2022, 2023, 2024, 2025, and 2026."

3. All Other Provisions Unchanged. All provisions of the Cooperation Agreement not explicitly amended through this First Amendment remain in full force and effect.

4. Authority to Execute Amendment. The person signing on behalf of the Town of San Anselmo certifies to the County that he/she/they has the authority to execute this First Amendment, and that execution of this First Amendment on behalf of the City is in accord with all City processes for obtaining such signature. The person executing this First Amendment on behalf of the City recognizes that the County will rely on this certification in order to procure funds from HUD for use by the City.

IN WITNESS WHEREOF, the Parties have executed the above instrument on the day and year first above written.

COUNTY OF MARIN

By: _____
Stephanie Moulton-Peters, President
Board of Supervisors

TOWN OF SAN ANSELMO

By: _____
Mayor

ATTEST:

_____
Deputy Clerk of the Board

ATTEST:

_____
Clerk

MASTER FORM APPROVED AS TO FORM:

Brandon Halter
Deputy County Counsel
County of Marin

Steve Burdo
Mayor

Eileen Burke
Vice Mayor

Brian Colbert
Council Member

Alexis Fineman
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) 258-4600
www.townofsananselmo.org

I, Serge Avila, Town Clerk of the Town of San Anselmo, California. DO HEREBY CERTIFY that the foregoing First Amendment to the Cooperation Agreement between the County of Marin and Town of San Anselmo for a Community Development Program was duly introduced, approved and adopted by Resolution No. 4495 by the Town Council of the Town of San Anselmo at a regular meeting of said Town Council held on the 23rd day of May, 2023.

(s)_____ Town Clerk

TOWN OF SAN ANSELMO
EST. 1907
CALIFORNIA

Seal of the Town of San Anselmo

RESOLUTION NO. 4495

RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL AUTHORIZING THE EXECUTION OF THE FIRST AMENDMENT TO THE COOPERATION AGREEMENT WITH THE COUNTY OF MARIN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAMS

WHEREAS, it is mutually desired by the Town of San Anselmo and the County of Marin that they may enter into a Cooperation Agreement, in accordance with the Housing and Community Development Act of 1974, as amended, in order to jointly undertake community renewal and lower income housing assistance activities; and

WHEREAS, as a result of the Cooperation Agreement between the Marin cities and towns and the County of Marin, Marin has received over $79 Million in CDBG and HOME funding for housing and community facilities and public service projects benefitting lower income persons since 1975.

NOW THEREFORE IT IS HEREBY RESOLVED that the Town Council of the Town of San Anselmo approves and authorizes the Mayor, on behalf of the Town, to execute a three-year First Amendment to the Cooperation Agreement with the County of Marin for the Community Development Block Grant Program, the HOME Investment Partnerships Program and the Emergency Solutions Grants Program. The three-year period shall be for the federal Fiscal Years 204, 2025, 2026.

BE IT FURTHER RESOLVED, that the Town hereby adopts the policies included in the First Amendment to the Cooperation Agreement.

I, Serge Avila, Town Clerk of the Town of San Anselmo, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Town Council of said Town held on the 23rd day of May, 2023 by the following vote:
by the following vote:

AYES:	Councilmember:	Kullaway, Fineman, Colbert, Burke, Mayor Burdo
NOES:	Councilmember:	None
ABSENT:	Councilmember:	None
ABSTAIN:	Councilmember:	None

DocuSigned by:
Steve Burdo
1A8075CDB15B4BA...
STEVE BURDO
MAYOR

ATTEST:
DocuSigned by:
Serge Avila
C7D4B43BEC2485...
SERGE AVILA
TOWN CLERK

Applicant and Recipient Assurances and Certifications

U.S. Department of Housing and Urban Development

OMB Number: 2510-0017
Expiration Date: 1/31/2026

Instructions for the HUD 424-B Assurances and Certifications

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or as an individual, must provide the following assurances and certifications. The Responsible Civil Rights Official has specified this form for use for purposes of general compliance with 24 CFR §§ 1.5, 3.115, 8.50, and 146.25, as applicable. The Responsible Civil Rights Official may require specific civil rights assurances to be furnished consistent with those authorities and will specify the form on which such assurances must be made. A failure to furnish or comply with the civil rights assurances contained in this form may result in the procedures to effect compliance at 24 CFR §§ 1.8, 3.115, 8.57, or 146.39.

By submitting this form, you are stating that all assertions made in this form are true, accurate, and correct.

As the duly representative of the applicant, I certify that the applicant: [Insert below the Name and title of the Authorized Representative, name of Organization and the date of signature]:
*Authorized Representative Name:

*Title:
*Applicant/Recipient Organization:

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the application to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et.seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) as amended, and implementing regulations at 24 CFR part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion sex (including gender identity and sexual orientation), disability, familial status, or national origin and will affirmatively further fair housing; except an applicant which is an Indian tribe or its instrumentality which is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with all applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.105(a) and 5.106 as applicable.

6. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A.

7. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et.seq.) and related Federal authorities prior to the commitment or expenditure of funds for property.

8. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all subawards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHs established under State law are not excluded from the statute's coverage.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

* Signature: Stephen V. B

* Date: (mm/dd/yyyy): 06/30/2023

Public Reporting Burden Statement: The public reporting burden for this collection of information is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 4176, Washington, DC 20410-5000. **Do not send completed HUD-424B forms to this address.** This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. The Department of Housing and Urban Development is authorized to collect this information under the authority cited in the Notice of Funding Opportunity for this grant program. The information collected provides assurances and certifications for legal requirements related to the administration of this grant program. HUD will use this information to ensure compliance of its grantees. This information is required to obtain the benefit sought in the grant program. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552).

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIPS PROGRAM COOPERATION AGREEMENT

THIS AGREEMENT, entered into this 26 day of May, 2020, by and between Town of San Anselmo, hereinafter referred to as "City" and COUNTY OF MARIN, hereinafter referred to as "County."

WITNESSETH

WHEREAS, the Town of San Anselmo is a duly constituted municipal corporation under the laws of the State of California, and is empowered thereby to undertake essential community renewal and lower-income housing assistance activities; and

WHEREAS, COUNTY OF MARIN is a duly constituted subdivision of the State of California, and is also empowered by State law to undertake essential community renewal and lower-income housing assistance activities; and

WHEREAS, Government Code Sections 6500, et seq., authorize two or more public agencies to jointly exercise any power common to both; and

WHEREAS, it is mutually desired by the parties hereto to enter into a Cooperation Agreement, in accord with the Housing and Community Development Act of 1974, as amended, and applicable Federal rules and regulations adopted pursuant thereto, whereby the parties shall jointly undertake community renewal and lower-income housing assistance activities, including those funded by the Community Development Block Grant Entitlement Program (CDBG), the HOME Investment Partnerships Program (HOME), and the Emergency Solutions Grants Program (ESG); and

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. The parties hereto agree to cooperate to undertake, or assist in undertaking, community renewal and lower-income housing assistance activities, pursuant to the Housing and Community Development Act of 1974, as amended, the HOME Investment Partnerships Act, as amended, and the Stewart B. McKinney Homeless Assistance Act, as amended. City agrees to undertake, or assist in undertaking, community renewal and lower-income housing assistance activities. This Cooperation Agreement shall become effective for an initial three-year term on October 1, 2020, and be in effect through, and shall not be terminated prior to, September 30, 2023, after which the term shall be automatically renewed unless action is taken by the County or City prior to the end of the term electing not to participate in a new qualification period. This Cooperation Agreement shall automatically renew for participation in successive three-year qualification periods upon expiration of each qualification period, unless the County or the City provides written notice to the other party at by the date specified in HUD's urban county qualification notice for the next qualification period that it is electing to discontinue its participation in this Cooperation Agreement for the successive qualification period. A copy of that notice shall be sent to the other party and to the local Housing and Urban Development (HUD) Field Office, to the designated contacts detailed in Section 16 below. County shall provide City with written notice by the date specified in HUD's urban county qualification notice for the next qualification period of its right not to participate in the urban county for a successive three- year term with a copy of the notification sent to the HUD Field Office City may discontinue its participation by taking those actions set forth by Section 6 of this agreement, in conjunction with notification to the County and HUD as specified herein. In the event that the County proposes to enter into an agreement on terms that would replace or amend the terms of this agreement for any subsequent qualification period then County shall notify City of the terms being proposed as soon as County becomes aware of the need to replace or amend this agreement, but in any event by no later than the date specified in HUD's

a. The Priority Setting Committee will seek to allocate funds based on the principles of geographic equity and the general Community Development Block Grant funding distribution formula used by HUD to determine Marin County's allocation, the latest available countywide data on population, the extent of poverty, and the extent of housing overcrowding, with the provision that the extent of poverty be counted twice. However, a different distribution formula is hereby expressly authorized if and when necessary to comply with Title I of the Housing and Community Development Act of 1974, as amended. Recommendations for the use of funds shall be made by the Priority Setting Committee, as described above in Section 2, and then referred to the Marin County Board of Supervisors. The Marin County Board of Supervisors will make the final funding decisions. If any project submitted by County as a portion of the Community Development Block Grant documentation is found to be ineligible by HUD, the proposed project shall not be funded. In such an event, the County, acting in

received by County may be allocated to projects only through the process described in this Cooperation Agreement.

8. Pursuant to the Cooperation Agreement, County, acting through the Board of Supervisors, shall be the primary general-purpose local governmental unit under the Housing and Community Development Act of 1974, as amended. It shall be the responsibility of County to apply for grants, to administer all funds received, and to undertake or assist in undertaking essential community renewal and lower income housing assistance activities. County shall have the authority to carry out activities which will be funded from annual Community Development Block Grants, from HOME Investment Partnerships Program funds, and from Emergency Solutions Grants Program funds from Federal Fiscal Years 2021, 2022, and 2023, and subsequent three-year periods thereafter, appropriations and from any program income generated from the expenditure of such funds. Records shall be kept by County in accordance with approved accounting procedures, and said records shall be available for public inspection at all times.

9. County, City, and all other cooperating cities shall take all actions necessary to assure compliance with the urban county's certification under section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing. County, City, and all other cooperating cities shall also take all actions necessary to assure compliance with Section 109 of Title I of the Housing and Community Development Act of 1974 (which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975), and other applicable laws.

   Use of urban county funds for activities in, or in support of, any cooperating city that does not affirmatively further fair housing within its own jurisdiction or that impedes the county's actions to comply with the county's fair housing certification shall be prohibited.

   Pursuant to 24 CFR 570.501(b), City is subject to the same requirements applicable to sub recipients, including the requirement of a written agreement as described in 24 CFR 570.503.

   County, City, all other cooperating cities, metropolitan cities, urban counties, units of general local government, Indian tribes, and insular areas that directly or indirectly receive funds provided under Title I of the Housing and Community Development Act of 1974, as amended, may not sell, trade, or otherwise transfer all or any portion of such funds to another such entity in exchange for any other funds, credits, or non-Federal considerations, but must use such funds for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended.

10. City shall inform County of any income generated by the expenditure of Community Development Block Grant funds, HOME Investment Partnerships Program funds, or ESG funds received by City. Any such program income shall be paid to County for use for eligible activities in accordance with all Community Development Block Grant, HOME Investment Partnerships Program, and ESG requirements as may then apply. County has the responsibility for monitoring and reporting to HUD on the use of any such program income, thereby requiring appropriate recordkeeping and reporting by City as may be needed for this purpose. In the event of close-out or change in status of City, any program income that is on hand or received subsequent to the close-out or change in status shall be paid to County.

11. The following standards shall apply to real property acquired or improved in whole or in part using Community Development Block Grant, HOME, or ESG funds that is within the control of a participating City.

The phrase "cooperating unit of general local government" has the same meaning in this Cooperation Agreement as it does in HUD Notice #CPD-13-04.

16. All notices under this agreement shall be in writing (unless otherwise specified) delivered to the parties by hand, by commercial courier service, electronic mail, or by United States mail, postage prepaid, addressed to the parties at the addresses set forth below or such other addresses as the parties may designate by notice.

17. Nothing contained in this agreement shall be construed to create, and the parties do not intend to create, any rights in third parties.

18. Except as otherwise provided herein, this agreement may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this agreement shall be void and of no effect.

19. This agreement may be executed in multiple originals, each of which is deemed to be an original, and may be signed in counterparts

IN WITNESS WHEREOF, the parties have executed the above instrument on the day and year first above written.

COUNTY OF MARIN

By: _____
Katie Rice, President
Board of Supervisors

CITY OF

By: _____

Mayor

ATTEST:

_____

Deputy Clerk of the Board

ATTEST:

_____

Clerk

MASTER FORM APPROVED AS TO FORM:

Tarisha Bal
Deputy County Counsel
County of Marin

STAFF REPORT

TOWN OF SAN ANSELMO Item #1.3

MEETING DATE: June 23, 2026

AGENDA TITLE: Revenue and Expenditure Reports, May 2026

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That Town Council consider approving the monthly year-to-date Revenue and Expenditure Reports and corresponding activity for the period ending through May 31, 2026.

SUMMARY

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

BACKGROUND

The Revenue and Expenditure reports are year-to-date summaries of revenues and expenditures from the Town's financial system (Tyler Incode) for both the current as well as the prior corresponding fiscal year. These reports include the General Fund's operations given that most of the Town-level operational activities are processed through the General Fund either directly or indirectly. The Town Council approves these reports monthly throughout the fiscal year.

DISCUSSION/ANALYSIS

The revenue and expenditure data through May 31, 2026, is a compilation of all operating activity that is year-to-date for the current and prior fiscal year. These reports are sourced directly from the Town's financial system, of which a corresponding analysis has been carried out by identifying the key trends the Town Council should take note of.

Revenues
Overall, through the May 2026 reporting period, the Town's general fund revenue increased its base relative to the prior year by $1.106M. A majority of the Town's revenue is collected at specific times.

Category	MAY YTD FY26	MAY YTD FY25	$ Change	% Change
Property Tax	17,080,410.30	16,327,049.52	753,360.78	4.61%
Sales Tax	1,165,710.53	1,098,010.07	67,700.46	6.17%
Property Transfer Tax	69,387.42	89,801.78	(20,414.36)	-22.73%
Franchise Taxes	835,723.11	783,322.65	52,400.46	6.69%
Licenses & Permits	1,529,924.81	1,370,922.97	159,001.84	11.60%
Fines	10,239.73	69,345.11	(59,105.38)	-85.23%
Cash & Investment Interest	-	-	-	-
Intergovernmental	163,924.28	227,076.03	(63,151.75)	-27.81%
Other Fees	588,422.11	363,973.60	224,448.51	61.67%
Transfers In	280,441.38	288,408.01	(7,966.63)	-2.76%
Total	**21,724,183.67**	**20,617,909.74**	**1,106,273.93**	**5.37%**

As shown above, the Town's overall revenue base increased by $1.106M due to the following:

- The Town receives property tax disbursements from the County of Marin in December (55%), April (40%), and June (5%). Property Tax revenue increased by $0.994M. The Town budgeted a 3.78% increase in property taxes in fiscal year 2025-2026 and is right on track.
- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2025-26 have been higher compared to the prior year and are on track to exceed the budgeted amount by around $50,000.
- Revenue from Licenses & Permits increased by $0.159M compared to the previous period, due to construction permit activity in the Town and collection of business license tax.
- Fines decreased by $0.059M compared to the previous period, due to the transition of these revenues to the parking fund to align with expenditures. The Town funds the Community Service Officer position with Central Marin Police Authority from the parking fund.
- Intergovernmental revenues decreased by $0.063M compared to the previous period due to receiving $0.065M Leap grant for the Housing Element from the State in FY24-25 and no similar grant in FY25-26.
- Other Fees have increased by $0.224M compared to the previous period due to an increase in planning fees, and Friends of the Library donation towards the library refresh project.

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

Expenditures
Overall, through the May 2026 reporting period, the Town's General Fund expenditures have increased by $1.930M compared to the prior year. This is primarily from increases in compensation, retirement, outside services, and debt service. All other activity is either flat year-over-year or nets to an immaterial change, all of which are within management's expectations.

Category	MAY YTD FY26	MAY YTD FY25	$ Change	% Change
Compensation	4,546,179.79	4,037,432.42	508,747.37	12.60%
Retirement	531,526.84	378,637.59	152,889.25	40.38%
Training	39,100.64	50,864.81	(11,764.17)	-23.13%
Outside Services	1,994,850.80	2,142,622.92	(147,772.12)	-6.90%
Outside Services - Public Safety	10,756,150.33	10,057,212.08	698,938.25	6.95%
Maintenance	238,595.60	113,398.14	125,197.46	110.41%
Utilities	24,651.18	14,866.05	9,785.13	65.82%
Supplies	132,879.44	189,653.66	(56,774.22)	-29.94%
Debt Service - Pension Bond	680,096.16	638,811.71	41,284.45	6.46%
Other Expenditure	202,343.12	209,300.00	(6,956.88)	-3.32%
Internal Service Charge	1,256,502.76	1,380,494.15	(123,991.39)	-8.98%
Transfers Out	1,380,000.00	640,000.00	740,000.00	0.00%
Total	**21,782,876.66**	**19,853,293.53**	**1,929,583.13**	**9.72%**

As shown above, the Town's expenditures base overall increased by $1.930M, which is driven by compensation, retirement, outside services – public safety, and debt service:

- Compensation (Salaries & Wages and Benefits) increased by $0.509M compared to the prior fiscal year, primarily due to the 6.0% cost of living adjustment effective July 1, 2025, step adjustments, one-time payment upon the signing of the Memorandum of Understanding (MOU) 2025-2028, vacation cashout and sick time roll overs per the MOU and health insurance premiums.
- Retirement increased by $0.152M compared to the prior period due to the Town's CalPERS unfunded liability payment, cost of living, step adjustments, and fully staffed positions.
- Outside Services decreased by $0.147M compared to the previous period due to lower allocated costs for Animal Control Services with the County and Library Marinet Membership, no contracted building inspector, General Plan update project, and fewer plan check fees for third party consultants.
- Outside Services – Public Safety increased by $0.698M compared to the previous fiscal year due to payments for Public Safety JPA's, Central Marin Police Authority, and Ross Valley Fire Department. These increases are in line with the budgeted amounts set by the Police Council and Fire Board.
- Maintenance increased by $0.125M compared to the previous fiscal year due to the Library Project. The funds donated by the Friends of the Library are being expended from this category.
- Debt Service increased by $0.041M compared to the previous fiscal year due to the repayment of the 2021 Pension Obligation Bonds. The bond payments are due in August and February.
- Internal Service Fund Charge decreased by $0.124M compared to the previous period due to decreased payment to the Internal Service Funds for Insurance

and vehicle replacement, offset by increases for Building Maintenance and Information Technology.

- Transfers Out increased by $0.740M compared to the previous period due to the Council approved 2025-2026 mid-year budget transfers (Resolution 2026-4609) of a portion of General Fund surplus reserves to the following funds, $500,000 to Park Capital Improvement, $200,000 to Building Maintenance, $75,000 to Information Technology, and $50,000 to Special Events offset by no original budgeted transfers to the Parks Capital Improvement Fund in fiscal year 2025-2026 because of budget constraints.

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

Overall, the General Fund is in good financial standing for 11 months through fiscal year 2025-2026. We remain on track with our projections.

MEASURE J

Revenues

Overall, through the May 2026 reporting period, the Town's Measure J Fund's revenue increased its base relative to the prior year by $0.090M.

Category	MAY YTD FY26	MAY YTD FY25	$ Change	% Change
Sales Tax	1,956,918.77	1,872,413.69	84,505.08	4.51%
Cash & Investment Interest	-	-	-	-
Reimbursement	2,390.87	-	2,390.87	
Total	**1,959,309.64**	**1,872,413.69**	**86,895.95**	**4.64%**

- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2025-26 have been higher compared to the prior year and are on track to exceed the budgeted amount by $50,000.
- Miscellaneous Revenue of $0.363M was budgeted for the federal tax credit related to the Resilience Hub project. Due to project delays, these funds will not be collected in FY25-26 and are expected in FY26-27. This represents a $0.363M shortfall against the current year budget; however, no cash impact is anticipated as the Town has sufficient Measure J reserves to cover the timing difference, and recovery is expected in the next fiscal year

Expenditures

Overall, through the May 2026 reporting period end, the Town's Measure J expenditures have increased by $0.919M compared to the prior year. This is primarily from increases in compensation, outside services, and construction. All other activity is either flat year-over-year or nets correspondingly to an immaterial change.

Category	MAY YTD FY26	MAY YTD FY25	$ Change	% Change
Compensation	221,629.37	197,286.15	24,343.22	12.34%
Retirement	17,048.16	15,446.45	1,601.71	10.37%
Training	-	-	-	-
Outside Services	268,405.85	246,948.04	21,457.81	8.69%
Construction	2,716,495.81	1,779,204.84	937,290.97	52.68%
Transfers Out	-	-	-	-
Total	**3,223,579.19**	**2,238,885.48**	**984,693.71**	**43.98%**

- Compensation (Salaries & Wages and Benefits) increased by $0.024M compared to the prior fiscal year, primarily due to the 6.0% cost of living adjustment effective July 1, 2025, step adjustments, one-time payment upon the signing of the Memorandum of Understanding (MOU) 2025-2028, vacation cashout and sick time roll overs per the MOU and health insurance premiums.
- Outside Services increased by $0.021M compared to the prior period due to Ross Valley Fire Department staffing costs, including a 3% COLA, 3% equity adjustment, and continued step increases for Firefighter/Paramedic personnel.
- Construction increased by $0.937M compared to the previous period due to the Fire Station 20 Project and Isabel Cook Community Center Roof Project. In the prior period through September, the Town had completed some bridge design work, repairs on concrete roads, wrapped up of Town Hall roof & HVAC project, minor work at Memorial Park, and slurry seal project. There is no slurry seal project scheduled for FY25 due to major ongoing projects at Fire Station 20 and the Resilience Hub. The Town has gone out for bid on a slurry seal project for fiscal year 2026-2027.
- The Fire Station 20 project is still on target to be completed on time. The project has had about 18.8% change orders on the original contract amount of $3,449,000. The Town Council approved a mid-year budget adjustment of $650,000 for the Measure J budget to account for the Fire Station 20 project change orders.

FISCAL IMPACT
None

GENERAL PLAN CONSISTENCY
Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment #1: Budget Comparison Report by Subcategory, May 2026
Attachment #2: Budget Comparison Report by Department, May 2026
Attachment #3: Budget Comparison Report by Subcategory Measure J, May 2026
Attachment #4: Budget Comparison Report by Department Measure J, May 2026

Town of San Anselmo 2025-2026 Rev & Exp Report as of 05/31/2026	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Fund: 01 - GENERAL FUND								
Revenue								
400 - PROPERTY TAX GENERAL	10,030,351.00	10,050,213.98	9,560,487.57	95.13%	10,487,401.00	10,487,401.00	10,001,538.90	95.37%
401 - PENSION	3,020,000.00	3,171,137.39	3,042,603.16	95.95%	3,097,000.00	3,222,000.00	3,194,476.39	99.15%
402 - PROPERTY TAX OTHER	3,998,058.00	4,062,920.53	3,813,760.57	93.87%	4,109,847.00	4,109,847.00	3,953,782.43	96.20%
410 - OTHER TAXES	1,530,000.00	1,454,484.46	1,098,010.07	75.49%	1,471,120.00	1,471,120.00	1,165,710.53	79.24%
411 - FRANCHISE TAXES	936,500.00	939,820.99	783,322.65	83.35%	976,000.00	976,000.00	835,723.11	85.63%
420 - BUSINESS LICENSE	290,000.00	325,689.18	300,611.42	92.30%	298,000.00	298,000.00	276,290.71	92.72%
421 - PARKING	0.00	192.54	0.00	0.00%	0.00	15,000.00	20,296.86	135.31%
422 - CONSTRUCTION	1,091,000.00	1,167,221.10	1,070,311.55	91.70%	1,105,000.00	1,230,000.00	1,233,337.24	100.27%
430 - VEHICLE CODE	15,000.00	13,101.62	10,009.66	76.40%	0.00	0.00	8,024.23	0.00%
431 - LIBRARY	1,500.00	2,351.93	2,257.38	95.98%	2,500.00	2,500.00	2,215.50	88.62%
432 - PARKING	117,990.00	82,449.77	57,078.07	69.23%	10,000.00	10,000.00	0.00	0.00%
440 - USE OF MONEY AND PROPERTY	100,000.00	420,448.71	0.00	0.00%	135,000.00	185,000.00	63.85	0.03%
450 - STATE REVENUE	235,500.00	256,356.88	227,076.03	88.58%	171,000.00	171,000.00	140,583.25	82.21%
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	23,341.03	0.00%
480 - FEES FOR SERVICES	198,500.00	214,551.93	199,983.50	93.21%	215,500.00	215,500.00	240,778.52	111.73%
490 - MISCELLANEOUS REVENUE	115,555.00	279,866.05	163,990.10	58.60%	157,500.00	257,500.00	347,643.59	135.01%
519 - TRANSFERS IN	403,318.00	398,987.58	288,408.01	72.28%	413,185.00	413,185.00	280,441.38	67.87%
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Revenue:	**22,083,272.00**	**22,839,794.64**	**20,617,909.74**	**90.27%**	**22,649,053.00**	**23,064,053.00**	**21,724,247.52**	**94.19%**
Expense								
600 - SALARIES AND WAGES	3,552,174.00	3,493,701.89	3,193,353.86	91.40%	3,922,641.00	4,025,158.20	3,614,370.73	89.79%
601 - RETIREMENT	428,706.00	407,334.57	378,637.59	92.95%	568,476.00	570,412.97	531,526.84	93.18%
602 - EMPLOYEE BENEFITS	872,566.00	832,705.82	765,272.98	91.90%	953,970.00	960,854.70	854,235.94	88.90%
604 - RETIREE BENEFITS	180,796.00	180,796.00	78,805.58	43.59%	190,028.00	190,028.00	77,573.12	40.82%
610 - TRAINING	68,750.00	51,805.43	50,864.81	98.18%	69,750.00	69,750.00	39,100.64	56.06%
611 - OUTSIDE SERVICES	2,734,465.00	2,525,643.13	2,142,622.92	84.83%	2,112,045.00	2,507,045.00	1,994,850.80	79.57%
612 - OUTSIDE SERVICES - POLICE (CMPA) & FIRE (RVFD)	10,974,172.00	10,971,504.08	10,057,212.08	91.67%	11,732,115.00	11,732,115.00	10,756,150.33	91.68%
613 - PUBLICATION / DUES	27,522.00	19,719.73	19,422.09	98.49%	28,645.00	28,645.00	17,111.71	59.74%
614 - MAINTENANCE	123,485.00	80,460.09	70,996.59	88.24%	104,250.00	104,250.00	75,914.81	72.82%
615 - BUILDING MAINTENANCE	60,000.00	48,951.16	22,979.46	46.94%	42,500.00	242,500.00	145,569.08	60.03%
616 - VEHICLE MAINTENANCE	16,050.00	19,072.48	14,866.05	77.95%	16,050.00	16,050.00	24,651.18	153.59%
617 - UTILITIES	0.00	119,494.51	102,582.88	85.85%	0.00	0.00	43,479.78	0.00%
618 - HIRING	1,000.00	13,318.46	13,318.46	100.00%	0.00	0.00	1,758.54	0.00%
619 - MISCELLANEOUS	25,000.00	4,562.64	4,562.64	100.00%	15,500.00	15,500.00	112.50	0.73%
620 - OFFICE SUPPLIES	32,754.00	33,760.59	31,466.47	93.20%	1,800.00	1,800.00	12,653.47	702.97%
622 - DEPARTMENT SUPPLIES	133,197.00	192,875.10	153,624.55	79.65%	134,450.00	134,450.00	120,113.47	89.34%
623 - BOOKS / MAGAZINES / VIDEOS	29,000.00	32,201.33	26,591.11	82.58%	30,750.00	30,750.00	19,868.17	64.61%
628 - Internal Service Charge	1,437,812.00	1,437,811.80	1,380,494.15	96.01%	1,307,094.00	1,307,094.00	1,256,502.76	96.13%
629 - MISCELLANEOUS	105,500.00	67,845.10	54,066.81	79.69%	183,800.00	183,800.00	130,050.52	70.76%
630 - EQUIPMENT	500.00	12,740.74	12,740.74	100.00%	0.00	0.00	7,186.11	0.00%
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
640 - PRINCIPAL	465,000.00	465,000.00	465,000.00	100.00%	510,000.00	510,000.00	510,000.00	100.00%
641 - INTEREST	173,929.00	173,811.71	173,811.71	100.00%	170,189.00	170,189.00	170,096.16	99.95%
670 - TRANSFERS OUT	640,000.00	640,000.00	640,000.00	100.00%	555,000.00	1,380,000.00	1,380,000.00	100.00%
Total Expense:	**22,082,378.00**	**21,825,116.36**	**19,853,293.53**	**90.97%**	**22,649,053.00**	**24,180,391.87**	**21,782,876.66**	**90.08%**
Total Fund: 01 - GENERAL FUND:	**894.00**	**1,014,678.28**	**764,616.21**		**0.00**	**-1,116,338.87**	**-58,629.14**	

Report Total:	**894.00**	**1,014,678.28**	**764,616.21**	**0.00**	**-1,116,338.87**	**-58,629.14**

Town of San Anselmo 2025-2026 Rev & Exp Report as of 05/31/2026	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Fund: 01 - GENERAL FUND								
Expense								
00 - UNDESIGNATED	640,000.00	640,000.00	640,000.00	100.00%	555,000.00	1,380,000.00	1,380,000.00	100.00%
11 - TOWN COUNCIL	71,446.00	72,327.28	68,199.80	94.29%	64,260.00	64,260.00	40,127.76	62.45%
12 - ADMINISTRATION	1,669,529.00	1,671,278.59	1,503,872.69	89.98%	1,712,209.00	1,748,945.87	1,587,512.29	90.77%
16 - LEGAL SERVICES	330,000.00	220,398.50	153,234.75	69.53%	280,000.00	280,000.00	164,600.80	58.79%
18 - PLANNING	1,169,800.00	1,050,424.51	948,827.69	90.33%	916,720.00	1,226,409.00	918,647.55	74.91%
19 - Building & Inspections	0.00	0.00	0.00	0.00%	1,134,173.00	1,198,550.00	1,051,192.68	87.71%
21 - NON-DEPARTMENTAL	1,488,431.00	1,472,164.52	1,344,608.71	91.34%	1,494,217.00	1,544,217.00	1,384,606.95	89.66%
30 - POLICE	5,474,469.00	5,476,919.00	5,020,713.25	91.67%	5,814,695.00	5,814,695.00	5,330,137.03	91.67%
32 - ROSS VALLEY FIRE SERVICE	5,559,703.00	5,531,890.03	5,047,995.40	91.25%	5,959,920.00	5,959,920.00	5,447,600.83	91.40%
40 - DEBT SERVICE	640,429.00	640,111.71	640,111.71	100.00%	681,689.00	681,689.00	681,696.16	100.00%
41 - ENGINEERING AND INSPECTION	1,774,695.00	1,760,842.33	1,590,435.17	90.32%	669,661.00	674,990.00	634,685.62	94.03%
42 - STREETS	1,278,642.00	1,251,926.33	1,116,244.25	89.16%	1,302,235.00	1,317,252.00	1,168,678.51	88.72%
71 - LIBRARY	899,716.00	958,206.51	842,310.66	87.90%	952,892.00	1,165,164.00	996,902.91	85.56%
81 - PARKS	768,688.00	763,422.31	646,376.70	84.67%	752,314.00	759,419.00	685,870.16	90.32%
82 - RECREATION/GENERAL FUND	316,830.00	315,204.74	290,362.75	92.12%	359,068.00	364,881.00	310,617.41	85.13%
Total Expense:	**22,082,378.00**	**21,825,116.36**	**19,853,293.53**	**90.97%**	**22,649,053.00**	**24,180,391.87**	**21,782,876.66**	**90.08%**
Total Fund: 01 - GENERAL FUND:	**22,082,378.00**	**21,825,116.36**	**19,853,293.53**	**90.97%**	**22,649,053.00**	**24,180,391.87**	**21,782,876.66**	**90.08%**
Report Total:	**22,082,378.00**	**21,825,116.36**	**19,853,293.53**	**90.97%**	**22,649,053.00**	**24,180,391.87**	**21,782,876.66**	**90.08%**

Town of San Anselmo 2025-2026 Rev & Exp Report as of 05/31/2026	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Fund: 15 - SALES TAX - MEASURE J								
Revenue								
410 - OTHER TAXES	2,539,700.00	2,479,818.93	1,872,413.69	75.51%	2,493,023.00	2,493,023.00	1,956,918.77	78.50%
440 - USE OF MONEY AND PROPERTY	0.00	43,562.13	0.00	0.00%	20,000.00	20,000.00	0.00	0.00%
470 - LOCAL AGENCY REVENUE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
490 - MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00%	363,005.00	363,005.00	2,390.87	0.66%
Total Revenue:	**2,539,700.00**	**2,523,381.06**	**1,872,413.69**	**74.20%**	**2,876,028.00**	**2,876,028.00**	**1,959,309.64**	**68.13%**
Expense								
600 - SALARIES AND WAGES	184,552.82	178,688.70	163,625.51	91.57%	194,877.00	199,152.00	182,944.49	91.86%
601 - RETIREMENT	17,403.96	16,871.90	15,446.45	91.55%	18,606.00	18,606.00	17,048.16	91.63%
602 - EMPLOYEE BENEFITS	43,971.10	37,283.51	33,660.64	90.28%	41,874.00	42,201.03	38,684.88	91.67%
611 - OUTSIDE SERVICES	261,716.00	268,757.71	246,948.04	91.89%	332,653.00	332,653.00	268,405.85	80.69%
631 - CAPITAL OUTLAY - CONSTRUCTION	2,807,857.00	1,859,183.28	1,401,456.14	75.38%	2,245,912.00	2,895,912.00	2,716,495.81	93.80%
632 - SLURRY	200,000.00	377,748.70	377,748.70	100.00%	0.00	0.00	0.00	0.00%
670 - TRANSFERS OUT	0.00	0.00	0.00	0.00%	124,651.00	124,651.00	0.00	0.00%
Total Expense:	**3,515,500.88**	**2,738,533.80**	**2,238,885.48**	**81.75%**	**2,958,573.00**	**3,613,175.03**	**3,223,579.19**	**89.22%**
Total Fund: 15 - SALES TAX - MEASURE J:	**-975,800.88**	**-215,152.74**	**-366,471.79**		**-82,545.00**	**-737,147.03**	**-1,264,269.55**	
Report Total:	**-975,800.88**	**-215,152.74**	**-366,471.79**		**-82,545.00**	**-737,147.03**	**-1,264,269.55**	

Town of San Anselmo 2025-2026 Rev & Exp Report as of 05/31/2026	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Fund: 15 - SALES TAX - MEASURE J								
Expense								
00 - UNDESIGNATED	0.00	0.00	0.00	0.00%	124,651.00	124,651.00	0.00	0.00%
32 - ROSS VALLEY FIRE SERVICE	261,716.00	565,658.44	239,906.37	42.41%	1,282,653.00	1,932,653.00	1,853,020.87	95.88%
41 - ENGINEERING AND INSPECTION	2,725,427.88	1,544,573.13	1,394,278.00	90.27%	1,395,269.00	1,399,871.03	917,970.77	65.58%
71 - LIBRARY	0.00	0.00	0.00	0.00%	100,000.00	100,000.00	100,000.00	100.00%
81 - PARKS	175,000.00	66,735.47	66,735.47	100.00%	0.00	0.00	624.99	0.00%
90 - Climate Action	353,357.00	561,566.76	537,965.64	95.80%	56,000.00	56,000.00	351,962.56	628.50%
Total Expense:	**3,515,500.88**	**2,738,533.80**	**2,238,885.48**	**81.75%**	**2,958,573.00**	**3,613,175.03**	**3,223,579.19**	**89.22%**
Total Fund: 15 - SALES TAX - MEASURE J:	**3,515,500.88**	**2,738,533.80**	**2,238,885.48**	**81.75%**	**2,958,573.00**	**3,613,175.03**	**3,223,579.19**	**89.22%**
Report Total:	**3,515,500.88**	**2,738,533.80**	**2,238,885.48**	**81.75%**	**2,958,573.00**	**3,613,175.03**	**3,223,579.19**	**89.22%**

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.4

MEETING DATE: April 28, 2026

AGENDA TITLE: Award of Construction Contract for the 2026 Slurry Seal Project.

FROM: Scott Schneider, Department of Public Works

RECOMMENDATION: That the Town Council authorize the Town Manager to award the construction contract to the lowest responsible bidder and finds the Project exempt from the California Environmental Quality Act (CEQA) under 14 Cal. Code Regs. § 15301.

SUMMARY

The Town Council approved the 2026 Slurry Seal Project at the April 28, 2026 meeting and authorized staff to bid the project. The project includes the following streets in San Anselmo, Ross and Fairfax:

Streets in San Anselmo:
Santa Cruz Avenue from San Francisco Blvd to Los Angeles Blvd
Veteran's Place from San Francisco Blvd to Memorial Park parking lot
Alderney Road from El Cerrito Avenue to Memorial Park
Park Drive from Saunders Avenue to Tamal Avenue
Tamal Avenue from Park Drive to Sir Francis Drake Blvd
Woodland Avenue from Cedar Street to San Anselmo Avenue
Mariposa Avenue from Richmond Road to San Anselmo Avenue
Richmond Road from Bolinas Avenue to Mariposa Avenue
Austin Avenue from Oak Avenue to Kensington Road
Vine Avenue from Melville Avenue to end
Plumas Avenue from Scenic Avenue to Morton Lane
Morton Lane from Plumas Avenue to Elm Avenue
San Anselmo Avenue from Sir Francis Drake Boulevard to Oak Knoll Avenue
Merced Avenue from Fern Lane to San Anselmo Avenue
Sierra Avenue from Merced Avenue to Sir Francis Drake Boulevard
Klare Avenue from San Anselmo Avenue to Sierra Avenue

Sir Francis Drake Boulevard from Oak Knoll Ave to Fairfax Town Limit
Suffield Avenue from Sir Francis Drake Boulevard to Valley Road
Valley Road from West Court to Traxler Road
West Court from Valley Road to end
Traxler Road from Valley Road to Camino de Herrera
Hillcrest Court from Camino de Herrera to end
East Court from Hillcrest Court to end

Town Corporation Yard Parking Lot
Isabel Cook Community Center Parking Lot

Streets in Ross:
Redwood Drive from Poplar Avenue to Town Limit

Streets in Fairfax:
Arroyo Road rom Lower Scenic Road to Spruce Road
Azalea Avenue from Broadway to Sequoia Road
Belle Avenue from Pastori Avenue to Town Limit
Canyon Road from Cascade Drive to End
Cascade Drive from Laurel Drive to End
Coolidge Avenue from Belmont Avenue to Belle Avenue
Shemran Court from Sir Francis Drake Boulevard to End
Bothin Road from Marin Avenue to End
Crescent Circle from Oak Tree Lane to End
Frustuck Avenue from Park Road to Wrenden Ave
Glen Drive from Sir Francis Drake Boulevard to End
Manor Road from Lower Scenic Road to Tamalpais Road
Manor Road from Marin Avenue to Manor Road
Muriel Place from Lower Scenic Road to End
Oak Tree Lane from Sir Francis Drake Boulevard to End
Pine Drive from Laurel Drive to End
Sir Francis Drake Boulevard from Pastori Avenue to Town Limit
Scenic Road from Azalea Avenue to Acacia Road
Sequoia Road from Lower Scenic Road to Spruce Road
Westbrae Drive from Olema Road to Olema Road
Wrenden Avenue from Park Road to Frustuck Avenue

BACKGROUND

In August 2024, the Town Council approved the 5-Year Capital Improvement Program (CIP) that included a preventative maintenance component. Preventative maintenance includes crack sealing and slurry sealing that is performed on a street or road that is in good condition to extend the life of the pavement. The Pavement Condition Index (PCI) is a rating from 1 to 100 that is based on an inspection of a road for several pavement distresses. Slurry seal is typically applied to streets with a PCI between 70 and 90.

Slurry seal typically costs about 1/10 of the cost to repave a street. Ideally, a newly paved street will be slurry sealed every 5 to 7 years (up to three times), then allowed to deteriorate to a PCI of 55 or 65, followed by a thin pavement overlay. Without a sufficient budget, most agencies don't have the luxury of repaving a street with a 65 PCI when portions of the network are in much worse condition. One of the best ways to increase the 'bang for the buck' of a pavement network is to inexpensively slurry seal the streets in good condition to increase their life, while simultaneously focusing on fixing the more expensive streets with pavement overlays or reconstruction.

DISCUSSION/ANALYSIS

Staff advertised the project for construction, with a bid opening on June 2, 2026. Four bids were received that were all determined to be responsive. The Engineer's Estimate was $450,000 for the Town portion. The Engineer's Estimate for the total project was $930,000.

Bidder	Bid Amount
Pavement Coatings Co	$ 713,953.50
Sierra Nevada Construction, Inc.	$ 803,007.00
VSS International	$ 959,211.00
American Asphalt	$1,180,640.75

The bid from Pavement Coatings Co was the lowest responsible bid.

The Town portion of the bid is approximately $301,167. The Towns of Fairfax and Ross will reimburse San Anselmo for their portions of the work.

Construction should start in July/August. With 30 working days, it is expected that construction will be completed by September/October.

The work on Sir Francis Drake Boulevard, San Anselmo Avenue, Suffield Avenue, Richmond Road, and the parking lots is proposed to be done at night to minimize traffic delays. Residents will be notified of the project schedule at least two weeks in advance of the work.

FISCAL IMPACT

The lowest responsible bid was 16% below the Engineer's Estimate. The total budget for the construction phase of the project (construction plus construction management and contingency) is estimated to be $376,166.74 and will be included in the Town's 2026/2027 Budget and Work Plan, using funding from the Road Maintenance Fund and Measure J funds.

Town of San Anselmo portion	$ 301,167
Town of Ross portion	$ 22,719
Town of Fairfax portion	$ 390,068

Total Town amount	$ 301,167
Construction Contingency	$ 35,000
Construction Management	$ 40,000
Total Project Cost	$ 376,167

Funding will be included in San Anselmo's 2026/2027 Budget and Work Plan, using funding from the Road Maintenance Fund and Measure J funds.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

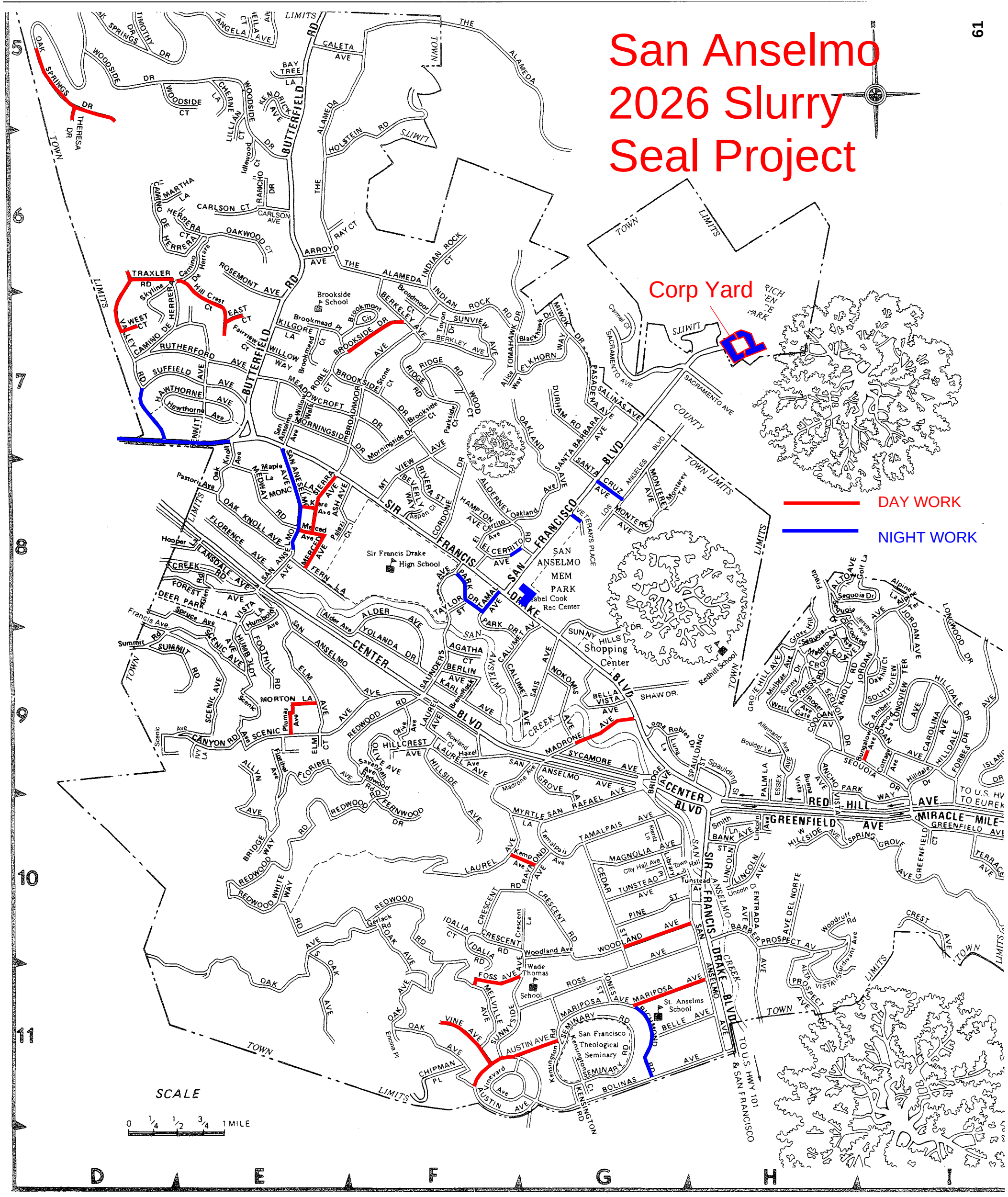
The Town finds this project to be categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 Class 1, because it involves maintenance of existing streets, will not create additional automobile lanes and involves negligible or no expansion of use. (14 Cal. Code Regs. § 15301). None of the exceptions to this Class 1 categorical exemption apply in this instance (14 Cal. Code Regs. § 15300.2). Specifically, successive projects of the same type in the same location will not cause significant cumulative impacts, as there are no successive projects planned at this time. There are no unusual circumstances presented by this project and the project will not result in damage to scenic resources within a designated state scenic highway. Finally, the project will not cause a substantial adverse change in the significance of a historical resource, as no historical resources will be impacted.

As with any paving project, the Town follows our Complete Streets Policy and ensures consistency with the Bicycle and Pedestrian Master Plan, which aims to improve the street not just for vehicular traffic, but for pedestrians and bicyclists as well as transit. The improved roadway surface will maintain rideability for bicyclists, and refreshed striping will improve safety for all users. Enhanced crosswalks will improve pedestrian safety. (Climate Action Plan 2030 Transportation Measures T-2 Bicycling and T-3 Walking).

ATTACHMENTS

Attachment 1- Map of Slurry Seal streets (San Anselmo)

San Anselmo 2026 Slurry Seal Project



The Town of San Anselmo

STREET GUIDE

Agatha Ct **F-9**
Alder Ave. E,F-8
Alderney Rd F-8
Alice Way F-7
Allemand Ave H-9
Allyn Ave E-9
Alpine La I-8
Alpine Ter I-8
Alta Vista H-11
Alto Ave H-8
Amberwood La I-9
Ancho Vista Ave H-9
Angela Ave E-5
Arroyo Ave E-6
Ash Ave E-8
Aspen Ct F-8
Austin Ave F-11
Avenue Del Norte H-10

Bank St **H-10**
Barber Ave H-10
Bay Tree La E-5
Bella Vista Ave G-9
Belle Ave G-11
Bennit Ave E-7
Berkley Ave F-7
Berlin Ave F-9
Beverly Way F-8
Blackhawk Dr G-7
Bolinas Ave G-11
Boulder La H-9
Bridge Ave G-9
Bridge Way E-10
Broadmoor Ave F-7
Broadmoor Ct F-7
Brookmead Ct E-7
Brookmead Pl E-7
Brookmont Cir F-7
Brookside Ct F-7
Brookside Dr E-7
Buena Vista H-9
Bungalow Ave I-9
Butterfield Rd E-6

Caleta Ave **E-5**
Calumet Ave F-9
Camino De Herrera D-6
Canyon Rd E-9
Carmel Ct G-7
Carlson Ave E-9
Carlson Ct E-6
Carolina Ave I-9
Cedar St G-10
Center Blvd F,G-9
Cherne La E-5
Chipman Pl F-11
City Hall Ave G-10
Coogan Ave H-9
Cordone Dr F-8
Cottage Ave I-9
Creek Rd E-8
Crescent La F-10
Crescent Rd F,G-10
Crest Ave I-10
Crooked Ave H-9

Deer Park La **D-8**
Durham Rd G-7

East Ct **E-7**
East La H-8
El Cerrito Ave F-8
Elkhorn Way G-7
Elm Ave E-9
Elm Ct E-9
Encina Pl F-11
Entrada Ave H-10
Essex Ave H-9

Fairview Ct **E-7**
Fern La E-8
Fernwood Dr F-10
Florence Ave E-8
Floribel Ave E-9
Floribel Ave E-9
Foothill Rd E-9
Forbes Ave I-9
Forest Ave E-8
Foss Ave F-11
Francis Ave D-8
Freda H-8

Garlack Rd **F-10**
Glen Rd E-8
Golf La I-8
Greenfield Ave H,G-10
Greenfield Ct I-10
Grove La G-9
Grove Hill Ave H-9

Hampton Ave **F-8**
Hawthorne Ave D-7
Hazel Ave F-9
Herrera Ct D-6
Hillcrest Ave F-9
Hillcrest Ct E-6
Hilldale Dr I-9
Hillside Ave F-9
Hoag Ave E-9
Holstein Rd E-6
Hooper La D-8
Humboldt Ave E-9

Idalia Ct **F-10**
Idalia Rd F-10
Idlewood Ct E-6
Indian Rock Ct F-6
Indian Rock Rd F-7
Island Dr I-9
Ivy La E-9

Jersey Ave **I-8**
Jones St G-11
Jordan Ave I-8

Karl Ave **F-9**
Kemp Ave F-10
Kendrick Ave E-5
Kensington Ct G-11
Kensington Rd G-11
Kientz La G-10
Kilgore La E-7
Klare Ave E-8

Lansdale Ave **E-8**
Laurel Ave F-9
Library Pl G-10
Lillian Ct E-6
Lincoln Ave H-10
Lincoln Ct H-10
Loma Robles Dr G-9
Longview Ave I-9
Longwood Dr I-8
Los Angeles Blvd G-8
Luna La G-9

Madero Ave **H-9**
Madrone Ave F-9
Magnolia Ave G-10
Maple La E-8
Mariposa Ave G-11
Martha La D-6
Meadowcroft Dr E-7
Medway Rd E-8
Melville Ave F-11
Merced Ave E-8
Milbrae Ave H-9
Miracle Mile I-10
Miwok Dr G-7
Mono La E-8
Monterey Ave G-8
Monterey Ter G-8
Morningside Dr E-7
Morton La E-9
Mountain View Ave F-8
Myrtle La F-10

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.5

MEETING DATE: June 23, 2026

AGENDA TITLE: Award of Construction Contract for the 2026 Street Resurfacing Project

FROM: Scott Schneider, Department of Public Works

RECOMMENDATION: That the Town Council authorize the Town Manager to award the construction contract to the lowest responsible bidder and find the project exempt from the California Environmental Quality Act (CEQA) under 14 Cal. Code Regs. § 15301.

SUMMARY

The Town Council approved the 2026 Street Resurfacing Project at the April 28, 2026 meeting, and authorized staff to bid the project. The project includes paving the following street segments with the current Pavement Condition Index (PCI) noted:

Base Bid:
Valley Road – Suffield Avenue to West Court (33 and 54 PCI)
Suffield Avenue – Valley Road to Butterfield Road (36 and 46 PCI)
Rutherford Avenue – Camino de Herrera to Butterfield Road (40 PCI)
Camino De Herrera – Valley Road to Oakwood Court (14 and 48 PCI)
Skyline Road – Traxler Road to End (14 PCI)
Bennit Avenue – Suffield Avenue to Camino de Herrera (60 and 66 PCI)
Oakwood Court – Camino de Herrera to End (41 PCI)
Sunnyside Avenue – Austin Avenue to Ross Avenue (3 PCI)
Spring Grove Avenue – Greenfield Avenue to Town Limit (1 and 53 PCI)
Longwood Drive – Town Limits to end (43 PCI)

Hillcrest Avenue – Olive Avenue to Laurel Avenue (45 PCI) was originally included, but has been postponed due to an upcoming MMWD water pipeline replacement project on the street. It will be included in a future paving project once the water project has been completed.

DISCUSSION/ANALYSIS

Staff advertised the project for construction, with a bid opening on June 2, 2026. Ten bids were received that were all determined to be responsive. The Engineer's Estimate (EE) was $1,250,000. The bid documents stated that the project would be awarded to the contractor with the lowest base bid.

Bidder	Base Bid Amount
Ronan Construction Inc.	$1,025,608
Zara Construction	$1,038,729
Ghilotti Bros., Inc.	$1,066,790
Team Ghilotti, Inc.	$1,153,351
QA Constructors Inc.	$1,223,820.50
Interstate Grading & Paving	$1,225,943
Maggiora & Ghilotti, Inc.	$1,285,582
Argonaut Construction, Inc.	$1,301,456.75
Ghilotti Construction	$1,366,345
McGuire & Hester	$1,525,291

The bid from Ronan Construction Inc. was the lowest responsible bid.

Construction should start in late July/early August. With 30 working days, it is expected that construction would be completed by the end of September.

Work will be done during daytime working hours, with one lane of traffic in each direction open at all times. There may be some short duration road closures during the grinding and paving operations. Staff will coordinate with property owners and businesses to minimize impacts from the work.

FISCAL IMPACT

The lowest responsible bid was 18% below the Engineer's Estimate.

The project includes lowering/raising utility covers that will be reimbursed by the various utility companies ($10,500).

Base Bid	$ 1,025,608
Construction contingency (10%)	$ 102,500
Construction management	$ 20,000
Total project cost	$1,148,108

The total budget for the construction phase of the project (construction plus construction management and contingency) is estimated to be $1,137,608 and will be included in the Town's 2026/2027 Budget and Work Plan, using funding from the Road Maintenance Fund ($207,576), TAM Measure AA funds ($571,304), and SB1 funds ($358,728).

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

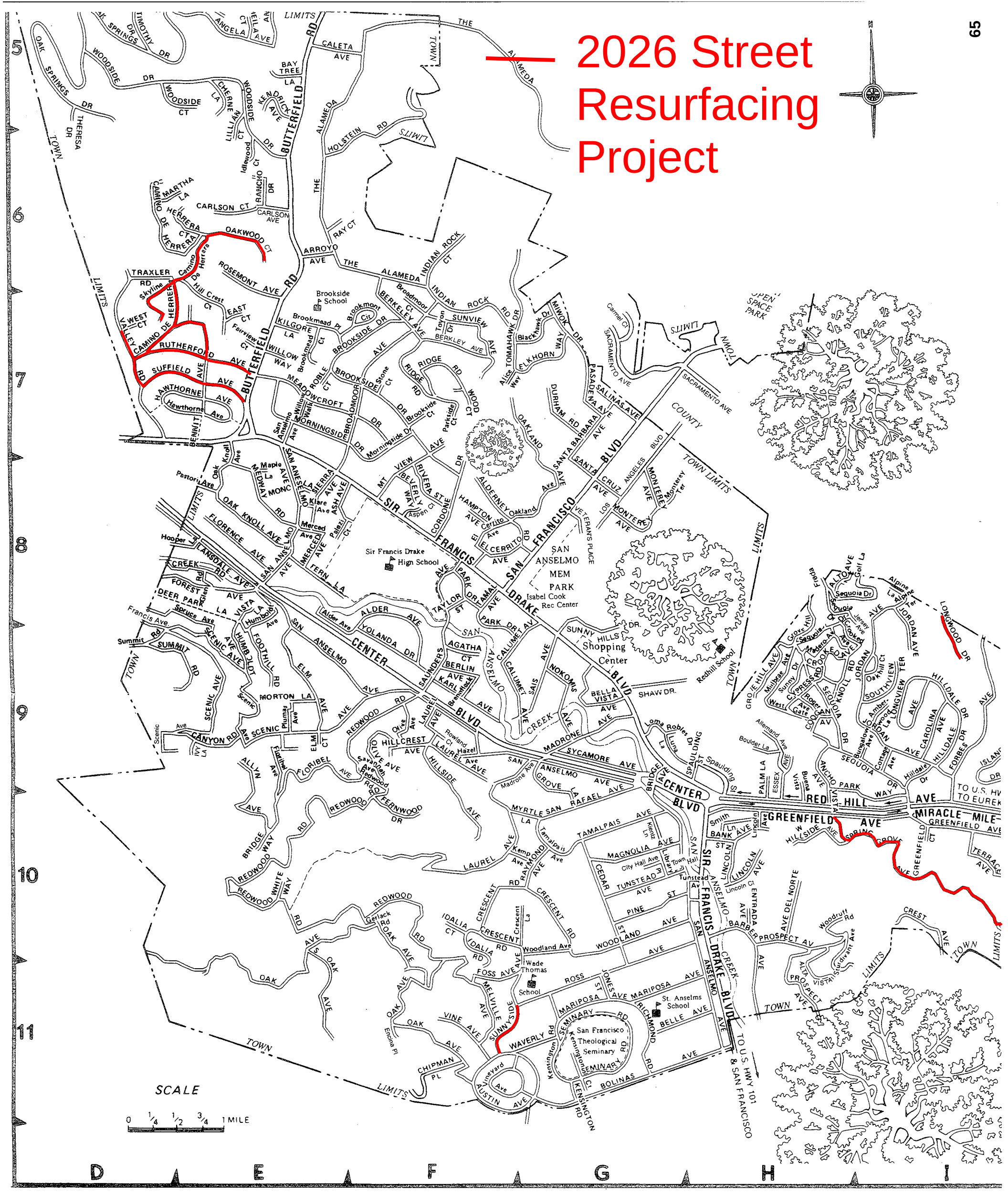
The Town finds this project to be categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 Class 1, because it involves maintenance of existing streets, will not create additional automobile lanes and involves negligible or no expansion of use. (14 Cal. Code Regs. § 15301). None of the exceptions to this Class 1 categorical exemption apply in this instance (14 Cal. Code Regs. § 15300.2). Specifically, successive projects of the same type in the same location will not cause significant cumulative impacts, as there are no successive projects planned at this time. There are no unusual circumstances presented by this project and the project will not result in damage to scenic resources within a designated state scenic highway. Finally, the project will not cause a substantial adverse change in the significance of a historical resource, as no historical resources will be impacted.

As with any paving project, the Town follows our Complete Streets Policy and ensures consistency with the Bicycle and Pedestrian Master Plan, which aims to improve the street not just for vehicular traffic, but for pedestrians and bicyclists as well as transit. New and modified curb ramps and enhanced crosswalks improve pedestrian safety, and improved pavement condition makes conditions safer for bicyclists. (Climate Action Plan 2030 Transportation Measures T-2 Bicycling and T-3 Walking).

ATTACHMENTS

Attachment 1- Map of 2026 Street Resurfacing Project

2026 Street Resurfacing Project



The Town of San Anselmo

STREET GUIDE

Agatha Ct **F-9**
Alder Ave. E,F-8
Alderney Rd F-8
Alice Way F-7
Allemand Ave H-9
Allyn Ave E-9
Alpine La I-8
Alpine Ter I-8
Alta Vista H-11
Alto Ave H-8
Amberwood La I-9
Ancho Vista Ave H-9
Angela Ave E-5
Arroyo Ave E-6
Ash Ave E-8
Aspen Ct F-8
Austin Ave F-11
Avenue Del Norte H-10

Bank St **H-10**
Barber Ave H-10
Bay Tree La E-5
Bella Vista Ave G-9
Belle Ave G-11
Bennit Ave E-7
Berkley Ave F-7
Berlin Ave F-9
Beverly Way F-8
Blackhawk Dr G-7
Bolinas Ave G-11
Boulder La H-9
Bridge Ave G-9
Bridge Way E-10
Broadmoor Ave F-7
Broadmoor Ct F-7
Brookmead Ct E-7
Brookmead Pl E-7
Brookmont Cir F-7
Brookside Ct F-7
Brookside Dr E-7
Buena Vista H-9
Bungalow Ave I-9
Butterfield Rd E-6

Caleta Ave **E-5**
Calumet Ave F-9
Camino De Herrera D-6
Canyon Rd E-9
Carmel Ct G-7
Carlson Ave E-9
Carlson Ct E-6
Carolina Ave I-9
Cedar St G-10
Center Blvd F,G-9
Cherne La E-5
Chipman Pl F-11
City Hall Ave G-10
Coogan Ave H-9
Cordone Dr F-8
Cottage Ave I-9
Creek Rd E-8
Crescent La F-10
Crescent Rd F,G-10
Crest Ave I-10
Crooked Ave H-9

Deer Park La **D-8**
Durham Rd G-7

East Ct **E-7**
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Monterey Ave G-8
Monterey Ter G-8
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Morton La E-9
Mountain View Ave F-8
Myrtle La F-10

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.6

MEETING DATE: June 23, 2026

AGENDA TITLE: Adopt Resolution updating the Town's General Fund Reserve Policy

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council adopt the attached Resolution (Attachment 1) updating the General Fund Reserve Policy, superseding Resolution No. 4474.

BACKGROUND

The Town of San Anselmo's General Fund reserve policy has been in place since 2011, most recently updated by Resolution No. 4474 (February 14, 2023), which established the current reserve level at 20% of General Fund expenditures and transfers out. At the request of Vice Mayor Walker, supported by a majority of the Council, staff developed updated governance provisions to complement the existing reserve level.

The Infrastructure & Fiscal Monitoring Committee reviewed the proposed General Fund Reserve Policy at its June 1, 2026 meeting and recommended the Town Council adopt the Policy. At its June 9, 2026 meeting, the Town Council received the staff report as an informational item, reviewed and discussed the proposed Policy, and directed staff to return with the General Fund Reserve Policy and an associated resolution for adoption at the June 23, 2026 Town Council meeting.

DISCUSSION/ANALYSIS

The General Fund Reserve Policy (Exhibit A) retains the 20% Committed Fund Balance floor established by Resolution No. 4474, adds an aspirational goal of 25%, and establishes the following governance provisions:

- Reserve structure: 20% of annual budgeted General Fund expenditures and transfers out designated as Committed Fund Balance (required floor); aspirational goal of 25% total fund balance, with the additional 5% held as Unassigned Fund Balance. All General Fund balance appropriations require formal Town Council action.

- Eligible uses: Committed Fund Balance Reserve appropriations limited to significant revenue shortfalls, unanticipated emergency expenditures, one-time

strategic investments with documented long-term benefit, and temporary budget stabilization during a defined transition period.

- Approval authority: Any appropriation from the Committed Fund Balance Reserve requires a formal Town Council resolution and written staff report. The Town Manager may approve emergency expenditures up to $100,000 in a declared emergency when the Council cannot be convened, subject to ratification within 30 days.

- Restoration framework: If the Committed Fund Balance Reserve falls below 20%, the Finance & Administrative Services Director presents a written Restoration Plan to the Town Council within 90 days. Timelines scaled to shortfall size, ranging from one to five fiscal years.

- Annual reporting: Finance & Administrative Services Director reports Committed Fund Balance Reserve and Unassigned Fund Balance levels, compliance status, and restoration progress to the Town Council annually as part of the budget presentation.

- Policy review: Reviewed biennially, with proposed amendments first reviewed by the Infrastructure & Fiscal Monitoring Committee before presentation to the Town Council.

The proposed Policy is consistent with best practices recommended by the Government Finance Officers Association (GFOA), which recommends a minimum unrestricted fund balance of at least two months of operations (approximately 16.7%). The Town's 20% floor exceeds this standard.

FISCAL IMPACT

Adoption of this policy has no direct fiscal impact. It does not change the 20% reserve level established by Resolution No. 4474 and does not require any new appropriations or fund transfers. The policy establishes governance rules for how existing fund balances are managed and protected going forward.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

CONCLUSION

Staff requests that the Town Council adopt the Resolution (Attachment 1) updating the General Fund Reserve Policy (Exhibit A) superseding Resolution No. 4474.

ATTACHMENT

Attachment 1: Resolution Adopting General Fund Reserve Policy

Exhibit A: General Fund Reserve Policy

RESOLUTION NO. XXXX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AMENDING AND UPDATING THE RESERVE POLICY FOR THE TOWN'S GENERAL FUND AND SUPERSEDING RESOLUTION NO. 4474

WHEREAS, Resolution No. 3962, adopted by the Town Council on June 28, 2011, established the Town General Fund Reserve at ten percent (10%) of General Fund expenditures and transfers out; and

WHEREAS, Resolution No. 4474, adopted by the Town Council on February 14, 2023, amended and updated the Town General Fund Reserve Policy, increasing the reserve level to twenty percent (20%) of General Fund expenditures and transfers out to other funds, recognizing that a stronger reserve position better protects the Town against revenue volatility, economic downturns, and unanticipated costs; and

WHEREAS, Resolution No. 4474 establishes the reserve level but does not include provisions governing the circumstances under which the reserve may be accessed, the level of Town Council approval required, or a framework for restoration of the reserve should it fall below the established threshold; and

WHEREAS, sufficient reserves are a component of a financially stable Town, and the Town Council has determined it is necessary to further update the reserve policy to include governance provisions for the use, approval, and restoration of the General Fund reserve; and

WHEREAS, the Town Council has determined that designating twenty percent (20%) of annual General Fund budgeted expenditures and transfers out to other funds as Committed Fund Balance will provide working capital to meet cash flow needs during normal operations, reduce impacts from unforeseen events, and protect the Town’s long-term fiscal health; and

WHEREAS, in addition to the required twenty percent (20%) floor, the Town Council has established an aspirational goal of maintaining a total General Fund balance of twenty-five percent (25%) of annual budgeted expenditures and transfers out, to be achieved by retaining at least five percent (5%) of budgeted expenditures and transfers out as Unassigned Fund Balance; and

WHEREAS, in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, Committed Fund Balance may only be established, modified, or appropriated by formal action of the Town’s highest level of decision-making authority, and this Resolution constitutes that formal action; any subsequent reduction or appropriation of the Committed Fund Balance Reserve requires a separate Town Council resolution or formal Council action as set forth in the Policy; and

WHEREAS, all General Fund balance appropriations, including any fund balance above the twenty percent (20%) Committed Fund Balance Reserve, require formal Town Council action; Unassigned Fund Balance above the twenty percent (20%) floor may be appropriated by the

Town Council for any lawful purpose without the additional staff report and restoration requirements that apply to appropriations of the Committed Fund Balance Reserve; and

WHEREAS, the proposed General Fund Reserve Policy, attached hereto as Exhibit A and incorporated herein by reference, establishes the Committed Fund Balance Reserve, defines eligible uses, sets forth Council approval requirements, provides a restoration framework, and is consistent with best practices recommended by the Government Finance Officers Association (GFOA); and

WHEREAS, adoption of a resolution updating the Town's reserve policy is not a "project" under the California Environmental Quality Act, because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Pub. Res. Code, § 21065.)

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Town Council of the Town of San Anselmo as follows:

Section 1: **General Fund Reserve Policy**

The Town Council hereby adopts the General Fund Reserve Policy, attached hereto as Exhibit A and incorporated herein by reference. The Policy designates twenty percent (20%) of annual General Fund budgeted expenditures and transfers out to other funds as Committed Fund Balance, constituting the Town's required General Fund Reserve floor, as measured against the adopted budget for the immediately succeeding fiscal year. The Town further establishes an aspirational goal of maintaining a total General Fund balance of twenty-five percent (25%), achieved by retaining at least five percent (5%) of budgeted expenditures and transfers out as Unassigned Fund Balance. All General Fund balance appropriations require formal Town Council action.

Section 2: **Supersession of Resolution 4474**

This Resolution supersedes and replaces resolution 4474, adopted February 14, 2023, in its entirety.

Section 3. California Environmental Quality Act

The Town Council finds that adoption of the resolution updating the Town's reserve policy is not subject to 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.

Section 4. Effective Date

This Resolution shall take effect immediately upon its adoption.

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the San Anselmo Town Council on the 23rd day of June 2026, by the following vote:

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

_____
STEVE BURDO
MAYOR

ATTEST:

_____
SERGE AVILA
TOWN CLERK

TOWN OF SAN ANSELMO

GENERAL FUND RESERVE POLICY

Adopted by the Town Council of the Town of San Anselmo by Resolution No. [____], superseding Resolution No. 4474 (February 14, 2023). The Town's General Fund reserve was first established at 10% of General Fund expenditures by Resolution No. 3962 (June 28, 2011), increased to 20% by Resolution No. 4474 (February 14, 2023), and further strengthened by this Policy to include formal governance provisions for use, approval authority, and restoration of the fund balance floor.

I. PURPOSE

It is the policy of the Town of San Anselmo to maintain sound financial management practices that promote long-term fiscal stability and the continued delivery of essential municipal services. The purpose of this General Fund Reserve Policy is to:

- Establish and maintain a minimum reserve level to protect the Town against revenue shortfalls, economic downturns, and unanticipated expenditures;
- Define the circumstances under which reserves may be accessed;
- Establish the approval authority required to appropriate reserve funds;
- Provide a clear framework for replenishing reserves once they have been used; and
- Ensure transparency and accountability in the Town's financial decision-making.

This Policy is intended to complement the Town's annual budget process and is consistent with best practices recommended by the Government Finance Officers Association (GFOA).

II. BACKGROUND

The General Fund is the Town's primary operating fund, supporting core municipal services including public safety, public works, parks and recreation, and general government administration. Strong reserves are a cornerstone of financial health, enabling the Town to:

- Weather economic downturns and revenue volatility without service disruption;
- Respond to unforeseen emergencies, disasters, or extraordinary expenditures;
- Maintain strong credit ratings that lower the cost of borrowing; and
- Avoid reactive, short-term fiscal measures such as drastic service cuts.

The Town's General Fund Reserve was first established at 10% of General Fund expenditures by Resolution No. 3962 (June 28, 2011), and subsequently increased to 20% by Resolution No. 4474 (February 14, 2023). This Policy supersedes Resolution No. 4474 and adds formal governance provisions governing the use and replenishment of the reserve, while preserving the 20% reserve target established therein.

The GFOA recommends that local governments maintain a minimum unrestricted fund balance of no less than two months (approximately 16.7%) of annual General Fund operating expenditures. The Town's 20% reserve target meets and exceeds this standard.

III. RESERVE TARGET LEVEL

General Fund Reserve Structure

Minimum Floor: 20% of Annual General Fund Expenditures and Transfers Out
held as Committed Fund Balance (required)

—

Goal: 25% of Annual General Fund Expenditures and Transfers Out
20% Committed Fund Balance + 5% Unassigned Fund Balance (aspirational)
Fund balance above 25% remains available for Town Council appropriation by formal action

The Town shall maintain a Committed Fund Balance in the General Fund equal to 20% of annual General Fund budgeted expenditures and transfers out to other funds, as reflected in the adopted budget for the immediately succeeding fiscal year. This amount constitutes the Town's required General Fund Reserve floor.

In addition to the required 20% floor, the Town establishes an aspirational goal of maintaining a total General Fund balance of 25% of annual budgeted expenditures and transfers out. To achieve this goal, the Unassigned Fund Balance should equal at least 5% of the subsequent fiscal year's budgeted expenditures and transfers out. The 25% goal is not a mandatory minimum and does not trigger the restoration requirements of Section VI; however, the Finance & Administrative Services Director shall report annually on progress toward the goal and year-end surpluses shall be directed toward achieving it as a first priority.

Any General Fund balance in excess of the 25% goal shall be classified as Unassigned Fund Balance and may be appropriated by the Town Council for any lawful purpose by formal Council action.

For example, if the total General Fund balance equals 27% of budgeted expenditures and transfers out, 20% shall be held as Committed Fund Balance (the required Reserve), 5% shall be retained as Unassigned Fund Balance toward the 25% goal, and the remaining 2% may be appropriated by the Town Council for any lawful purpose by formal Council action.

In accordance with GASB Statement No. 54, Committed Fund Balance may only be established, modified, or appropriated by formal action of the Town Council, the Town's highest level of decision-making authority. This Policy, adopted by Town Council resolution, constitutes the formal action establishing the Committed Fund Balance. Any subsequent reduction or appropriation of the Committed Fund Balance requires a separate Town Council resolution or formal Council action as set forth in Section V.

The 20% floor and 25% goal shall be calculated annually as part of the budget adoption process. This definition is consistent with Resolution No. 4474, adopted February 14, 2023, which this Policy supersedes.

IV. ELIGIBLE USES OF THE COMMITTED FUND BALANCE RESERVE

The Committed Fund Balance Reserve exists as a fiscal safety net and shall not be used for routine or ongoing operating expenditures. Because the Committed Fund Balance may only be reduced by formal Town Council action, any appropriation from the Reserve requires the approval set forth in Section V.

Appropriations from the Committed Fund Balance Reserve are limited to the following circumstances:

A. Revenue Shortfalls

- Significant and unanticipated declines in General Fund revenues relative to adopted budget projections, including but not limited to:
  - Declines in sales tax, property tax, or other economically sensitive revenues due to recession or economic disruption;
  - Loss of a major revenue source due to changes in state or federal law.

B. Unanticipated Emergency Expenditures

- Costs arising from a declared local emergency, natural disaster, public health crisis, or other catastrophic event that cannot be absorbed within the existing operating budget;
- Extraordinary legal judgments or settlements not covered by insurance or litigation reserves;
- Critical infrastructure failures requiring immediate repair to protect public safety.

C. One-Time Strategic Investments

- One-time expenditures that produce documented long-term efficiencies, cost savings, or revenue enhancements for the General Fund, provided the Town Council makes specific findings as to the anticipated benefit.

D. Temporary Budget Stabilization

- Bridge funding to maintain service levels during a short-term, defined transition period, with a corresponding plan to restore structural balance.

Note: The Committed Fund Balance Reserve shall not be used to fund new ongoing programs, fill recurring structural deficits, or supplement normal departmental operating budgets without a corresponding plan to restore the Reserve within the timeframes set forth in Section VI.

V. APPROVAL AUTHORITY

Because the Committed Fund Balance may only be established, modified, or appropriated by the Town's highest level of decision-making authority, any appropriation from the Committed Fund Balance Reserve requires formal Town Council action. No administrative action, budget transfer, or mid-year amendment may reduce the Committed Fund Balance Reserve without a separate Town Council resolution or formal Council approval.

Any request to appropriate from the Committed Fund Balance Reserve must be accompanied by a written staff report that includes: (1) the current Reserve balance and percentage relative to budgeted expenditures and transfers out; (2) the specific amount requested and purpose; (3) the projected Reserve balance following the appropriation; and (4) a preliminary Restoration Plan per Section VI.

Revenue shortfall or unanticipated operating need	Majority vote of Town Council by resolution	Staff report documenting shortfall
Emergency or disaster response	Majority vote of Town Council by resolution (or Town Manager up to $100,000 in declared emergency)	Emergency declaration on record; Council ratification within 30 days
One-time strategic investment	Majority vote of Town Council by resolution	Staff report with written findings of long-term benefit
Temporary budget stabilization	Majority vote of Town Council by resolution	Staff report with structural balance restoration plan and defined timeframe

The Town Manager is authorized to approve emergency expenditures that draw upon the Committed Fund Balance Reserve up to $100,000 when a local emergency has been declared and the Town Council cannot be convened in a timely manner. Any such action must be reported to and ratified by the Town Council within 30 days.

VI. RESTORATION OF THE COMMITTED FUND BALANCE RESERVE

Whenever the Committed Fund Balance Reserve falls below the 20% target, whether through a deliberate Town Council appropriation or year-end operating results, the Finance & Administrative Services Director shall notify the Town Council and the following restoration framework applies:

A. Restoration Plan Requirement

No later than 90 days following the Town Council action or year-end close that caused the Committed Fund Balance Reserve to fall below 20%, the Finance & Administrative Services Director shall present a written Restoration Plan to the Town Council. The Restoration Plan shall include:

1. The dollar amount needed to restore the Committed Fund Balance Reserve to the 20% target;
2. The proposed restoration timeline (see Section VI.B below);
3. Identified funding sources or budget adjustments to achieve restoration; and
4. Interim milestones and annual progress benchmarks.

B. Replenishment Timeline

The replenishment timeline shall be scaled to the size and nature of the drawdown:

Up to 25% below target (e.g., actual balance 15–20%)	Within 1 fiscal year	Majority vote by resolution
25–50% below target (e.g., actual balance 10–15%)	Within 2 fiscal years	Majority vote by resolution + annual progress report
More than 50% below target (e.g., actual balance below 10%)	Within 3–5 fiscal years	Majority vote by resolution + annual progress report + mid-year updates

C. Restoration Sources

Restoration of the Committed Fund Balance Reserve to the 20% target shall be accomplished through one or more of the following mechanisms, in order of preference:

5. Year-end General Fund operating surpluses designated by Council resolution for transfer to the Committed Fund Balance Reserve;
6. Annual budget set-asides specifically appropriated for Reserve restoration;
7. One-time revenues (e.g., grants, asset sales, settlements) not needed for ongoing operations; or
8. Reductions in non-essential or discretionary expenditures identified through the budget process.

Restoration progress shall be identified and reflected in the annual budget adopted by the Town Council and shall continue until the Committed Fund Balance Reserve is restored to the 20% target.

D. Annual Reporting

The Finance & Administrative Services Director shall include the following in each year's annual budget document and present it to the Town Council:

- The Committed Fund Balance Reserve as of June 30 of the prior fiscal year, expressed in dollars and as a percentage of budgeted expenditures and transfers out for the current fiscal year;
- The Unassigned Fund Balance as of June 30 of the prior fiscal year, expressed in dollars and as a percentage of budgeted expenditures and transfers out;
- The combined total fund balance as a percentage of budgeted expenditures and transfers out, measured against both the 20% required floor and the 25% aspirational goal;
- Whether the Town is in compliance with the 20% required floor;
- Whether the Town has achieved the 25% aspirational goal, and if not, the gap and projected timeline to reach it;
- If below the 20% floor, the status of the active Restoration Plan and the projected date of return to compliance; and
- Any recommended adjustments to the reserve floor, goal, or policy provisions.

VII. RESTRICTIONS ON USE

The following restrictions apply to all appropriations from the Committed Fund Balance Reserve:

- Reserve funds shall not be used to fund ongoing, recurring operating costs unless accompanied by an adopted plan to achieve structural budget balance within two fiscal years;
- Reserve funds shall not be used to fund new programs or expanded services without an identified ongoing revenue source to sustain those programs in future years;
- Any appropriation from the Reserve shall be treated as a one-time funding source and shall not be incorporated as a baseline revenue assumption in subsequent fiscal year budgets.

VIII. ADMINISTRATION AND ACCOUNTING

The Finance & Administrative Services Director is responsible for the administration of this Policy, including annual calculation of the 20% Reserve target, monitoring the Committed Fund

Balance Reserve and Unassigned Fund Balance throughout the year, and preparing required reports to the Town Council.

For accounting and financial reporting purposes, the Town's General Fund balance shall be classified in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54. The 20% Reserve shall be reported as "Committed Fund Balance" in the Town's annual financial statements, as it is established by formal Town Council resolution and may only be modified or appropriated by subsequent Town Council action. Any fund balance in excess of the 20% Committed Fund Balance shall be reported as "Unassigned Fund Balance." Both amounts shall be disclosed in the notes to the financial statements and in the annual budget document.

Investment of General Fund balances, including the Committed Fund Balance Reserve, shall be governed by the Town's adopted Investment Policy and applicable provisions of the California Government Code.

IX. POLICY REVIEW AND AMENDMENTS

This Policy shall be reviewed by the Town Council no less than every two (2) years as part of the annual budget process, or more frequently as conditions warrant. Any amendments to this Policy shall require Town Council approval by resolution. Proposed changes shall first be reviewed by the Infrastructure & Fiscal Monitoring Committee prior to presentation to the full Town Council.

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.7

MEETING DATE: June 23, 2026

AGENDA TITLE: Consideration of a Consultant Agreement with Consor North America, Inc. for NEPA Clearance of the Nokomis and Madrone Avenue Bridges

FROM: Department of Public Works

RECOMMENDATION: That the Town Council authorize the Town Manager to finalize and execute a consultant agreement, based on the Town's template and the attached scope of work (Attachment 1), with Consor North America, Inc. to provide environmental and NEPA clearance services for the Nokomis Avenue Bridge and the NEPA No-Build determination for the Madrone Avenue Bridge (Attachment 2).

BACKGROUND

The Town of San Anselmo owns nine structures recognized by Caltrans as bridges. The Nokomis Avenue and Madrone Avenue bridges, both of which span San Anselmo Creek, were constructed in approximately the 1930s and are approaching 100 years of age.

Beginning in 2010, the Town pursued funding to replace both bridges based on their Caltrans classification as "Functionally Obsolete," documented scour concerns, and their role in the broader Ross Valley flood-control strategy administered by the Marin County Flood Control and Water Conservation District, Zone 9 (the "District"). In 2013, the Town was awarded federal Highway Bridge Program (HBP) funds through the Caltrans Office of Local Assistance for the replacement of both bridges. The projects are funded approximately 88% by Caltrans, with the remaining local share provided through local bridge toll funds.

On March 10, 2015, the Town Council approved a funding agreement with the District to provide the local matching funds and project-management costs for Phase One (preliminary engineering and environmental clearance) of the bridge-replacement projects. Over the ensuing decade, the Town advanced preliminary engineering and environmental work in coordination with Caltrans and the District. Approximately $740,000 and $657,000 in HBP funds were obligated for preliminary engineering on Nokomis and Madrone, respectively, of which all but roughly $20,000 on each bridge has been expended; National Environmental Policy Act (NEPA) clearance has not been completed for either bridge.

Two developments have since fundamentally changed the project framework. First, the Federal Highway Administration (FHWA) discontinued the “Functionally Obsolete” classification, which had been one of the two criteria that originally qualified the bridges for replacement funding. Under current federal eligibility rules, only a bridge classified as “Structurally Deficient” (now termed “Poor Condition”) qualifies for HBP replacement funding. Neither the Nokomis nor the Madrone bridge has ever been classified as Structurally Deficient. Second, in March 2026, the Caltrans District 4 Office of Local Assistance advised the Town that HBP will not provide any further funding for NEPA studies or Type Selection on either bridge, and has removed the previously programmed preliminary-engineering funds for Madrone.

Caltrans has further advised that, to preserve federal funding eligibility for final design at Nokomis, the Town must complete a Type Selection Report (TSR) and NEPA clearance, and that this must occur on or before April 2028 after which HBP will cap funding on the project. Time is therefore of the essence.

DISCUSSION/ANALYSIS

Staff has evaluated the options available for each bridge in light of the revised federal classification rules and the direction received from Caltrans. The recommended path forward addresses each bridge separately.

Nokomis Avenue Bridge — Scour Retrofit:
The Nokomis Avenue Bridge is identified as scour-critical. Rather than full replacement, staff recommends retrofitting the existing bridge to protect its foundations against scour. This approach retains the substantial engineering and environmental work already completed, preserves the bridge’s federal funding eligibility, and avoids raising the bridge profile — thereby avoiding impacts to adjacent private properties and homes and avoiding any increase in flood-water surface elevations. To restore funding eligibility, the Town must obtain Caltrans Type Selection concurrence (confirming whether a scour retrofit or replacement is the appropriate measure) together with NEPA clearance. The selected consultant will perform the preliminary engineering, hydraulic and scour analysis, geotechnical investigation, and environmental studies necessary to reach those milestones. Because Nokomis is a local bridge eligible for 100% federal funding, clearing this Type Selection and NEPA hurdle positions the project so that future design and construction can proceed with federal funds, with the Town’s remaining contribution limited principally to staff time.

Madrone Avenue Bridge — NEPA No-Build closeout:
Caltrans has removed the programmed preliminary-engineering funds for Madrone and will not fund further NEPA or Type Selection work for that bridge. The Madrone Bridge is rated in fair condition with no structural work recommended in the latest Caltrans Bridge Inspection Report, and it no longer qualifies for replacement funding under the current federal classification rules. Caltrans has confirmed that a “NEPA No-Build” determination is required to close out the Madrone project, that the determination would be approved, and that the federal funds expended to date would not need to be

reimbursed by the Town once the no-build option is recorded. The attached NEPA No-Build determination will allow the Town to formally close the Madrone project (Attachment 2).

Consultant selection and scope of work:
Caltrans has directed the Town to coordinate with Structure Local Assistance and to retain a qualified consultant to complete the required NEPA clearance and Type Selection work. Staff recommends Consor North America, Inc., a firm experienced in bridge and Caltrans Local Assistance project delivery, together with its team of specialty subconsultants for environmental, geotechnical, and hydraulic services. Consor's detailed scope of work and cost proposal are provided as Attachment 1. The work is anticipated to take approximately two years and must be completed before the April 2028 federal funding deadline; staff therefore recommends authorizing the agreement at this time so that the work can proceed without delay.

FISCAL IMPACT
The cost of the recommended consultant work is set out in Consor's scope of work and cost proposal (Attachment 1) in the amount of approximately $360,000 over approximately two fiscal years and will come from Measure J Funds. The projects are funded approximately 88% by Caltrans, with the remaining local share provided through local bridge toll funds; no General Fund contribution is required. This effort represents a one-time cost to clear the required NEPA and Type Selection regulatory hurdle. Caltrans has confirmed that the Madrone NEPA No-Build determination is required and approvable and that no refund of expended federal funds will be owed, so the recommended closeout carries no repayment exposure for the Town. Once NEPA clearance and Type Selection concurrence are obtained for the Nokomis Avenue Bridge, the project remains eligible for federal funding for final design and construction, and the Town's continuing contribution is expected to be limited principally to staff time.

GENERAL PLAN CONSISTENCY
Maintaining safe, reliable creek crossings is consistent with the Town's Strategic Plan priorities for roads and flood-control infrastructure and with the Circulation and Safety elements of the General Plan. Retrofitting the scour-critical Nokomis Avenue Bridge directly advances the Town's priority of maintaining a safe and resilient transportation network.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY
The proposed action authorizing professional services to study, design, and environmentally clear a scour retrofit of an existing bridge and to close out the Madrone project, does not commit the Town to a specific physical construction outcome and is therefore not yet a project requiring CEQA review at this stage. To the extent the contemplated Nokomis scour retrofit constitutes a project, the Town finds it categorically exempt from the California Environmental Quality Act under CEQA Guidelines Section 15301, Class 1 (Existing Facilities), because it involves the repair and minor alteration of an existing public bridge with negligible or no expansion of its existing use (14 Cal. Code Regs. § 15301).

To the extent that Type Selection ultimately recommends replacement of the bridge with a structure of substantially the same size and capacity on the same site, the action would also be exempt under CEQA Guidelines Section 15302, Class 2 (Replacement or Reconstruction) (14 Cal. Code Regs. § 15302). A categorical exemption will be confirmed and filed at the time a specific project is brought forward for approval.

The Madrone NEPA No-Build determination results in no construction and no physical change to the environment. (Attachment 2).

The recommended action is consistent with the Town's Climate Action Plan 2030, which prioritizes community resilience and adaptation to climate extremes. Protecting the Nokomis Avenue Bridge against scour during flood events strengthens the resilience of the Town's transportation network and creek crossings consistent with the Plan's adaptation and resilience objectives.

ATTACHMENTS

Attachment 1 — Consor North America, Inc. Scope of Work and Cost Proposal, Nokomis Avenue Bridge Scour Retrofit (Fed Project No. BRLS-5159(017))

Attachment 2 — Madrone NEPA No-Build

Scope-of-Work
Nokomis Avenue Bridge Scour Retrofit Project

Town of San Anselmo – Department of Public Works
Fed Project No BRLS-5159(017)

The Nokomis Avenue Bridge Scour Retrofit Project (Project) will increase public safety by replacing or retrofitting a Scour Critical bridge in San Anselmo, California. The project will be executed by the Town of San Anselmo (Town) using a combination of local funds and federal funds through the federal Highway Bridge Program (HBP) as administered by Caltrans. The Project will be completed in the series of phases. The first phase will involve Type Selection and National Environmental Policy Act (NEPA) clearance which will be funded directly by the Town. It is intended that subsequent phases (Final Design, Right-of-Way, and Construction, etc.) will be funded by HBP through a separate contract solicitation. In order to make the Project eligible for federal funding reimbursement, Caltrans has determined that the Project must complete Type Selection and NEPA clearance on or before April 2028.

Consor North America, Inc team (Consor) will provide professional services for the first phase of the project including Preliminary Engineering to achieve Caltrans Type Selection Report (TSR) approval and environmental studies and documents leading to leading NEPA clearance as processed by Caltrans. This phase will not include Right-of-Way activities; final engineering design, delivery of final Plans, Specifications, and Estimates; Project Permitting, or Construction Support Services. The Consor team shall comply with all local, state and federal laws, regulations, rules and standards applicable to the execution of these project development services.

PHASE 1: TYPE SELECTION AND NEPA CLEARANCE

TASK 1 – PROJECT MANAGEMENT

Consor will perform project management and administration tasks required to provide supervision of the work and coordination with the Town. Project Management will continue until contract closeout with successful delivery of Type Selection and NEPA clearance. Project Management tasks will include:

Coordination of an initial field review with the Town, Consor, Consor Team subconsultants, and Caltrans and any other identified project stakeholders to review the proposed project and align understanding of the Project's need, purpose, and execution. The field review meeting will be coordinated concurrently with the kick-off meeting for budget efficiency. Consor's Project Manager and Bridge Project Engineer will participate in the meeting along with key members of our specialty subconsultant teams.

The project kick-off meeting will review the scope of work, the initial tasks to be performed, the project schedule, the critical task items, areas of concern, and participate in a general exchange of views and ideas regarding the execution of the project.

Consor will organize and conduct project meetings including preparation of all meeting notices, agendas, coordination of attendance of appropriate participants, and distribution of meeting minutes in

consultation with the Town's Project Manager and other staff as requested. At the request of the Town, Consor will perform coordination with Caltrans including project paperwork, engage in Town Council meetings and information sharing sessions, and perform communication and outreach activities with neighbors of the Project. This effort is reflected in budget item subtask 1.4. For these activities, 24 hours have been budgeted for the Consor Project Manager and 32 hours have been budgeted for the Consor Bridge Project Engineer.

Consor will prepare a project schedule clearly identifying each work activity within each task, when each activity will begin, how long it will continue, and identify critical tasks and milestones. Consor shall prepare a monthly updated Project schedule or update schedule to reflect critical project developments.

The Consor team will meet with the Town's Project Manager and others as necessary to manage and deliver the Project. One-hour meetings will be scheduled virtually on at least a monthly basis to keep the Town informed of the status of the Project and to gain timely decisions from the Town. Initially, more frequent meetings will be required and should be scheduled on an as-needed basis. Consor will prepare meeting agendas and meeting notes. For budgeting purposes, Consor has allotted budget for twenty four – 1 hour monthly meetings over the course of the Project.

Consor will perform internal quality control reviews of all deliverables and critical work products developed and submitted to the Town. This includes administering and supervising the work of all team members and sub-consultants of our team.

Consor will prepare and submit for changes in scope, or amendments to the agreement when appropriate, prior to performing the work. Consor understands that no additional payments shall be made to our team for any work that is out of the original scope contained in the agreement without prior written approval from the Public Works Director or Town Project Manager.

Deliverables:

- Meeting notes and meeting agendas
- Monthly updated project schedule
- Monthly Project Status Summaries and Invoices
- Monthly updated Project Schedule

TASK 2 – ENVIRONMENTAL STUDIES & DOCUMENTATION

Gallaway Enterprises (Gallaway) will provide biological studies for NEPA environmental clearance. Alta Archaeological Consulting (Alta) will provide cultural studies for NEPA environmental clearance. Consor will provide coordination, quality control, and oversight over all environmental studies and documents provided to the Town for submittal to Caltrans. All studies will be prepared in accordance with Caltrans Standard Environmental Reference (SER) policies and procedures with Caltrans as the NEPA lead agency. The culmination of these activities is intended to result in Caltrans determination that the project has achieved NEPA clearance and issuance of a Categorical Exclusion.

Biological Resources

Task 2.1: Streambed Alteration Agreement (CFGC 1602) for Geotechnical Investigations
Gallaway Enterprises will work with Consor and Miller Pacific to develop an application for coverage under California Department of Fish and Wildlife's Stream Bed Alteration Agreement program via the Environmental Permit Information Management System (EPIMS). It is expected that the permit application will need to develop a habitat assessment memo to describe the environmental and biological conditions of the site which will include avoidance and minimization measures to protect fish and wildlife and their habitats. A description of geotechnical work, site access and techniques will be developed by Consor and Miller Pacific to support the permit application. The Town of San Anselmo will be responsible for permit fees and providing access to Gallaway to connect to the Town's account within the EPIMS system.

Deliverables:
- 1602 Permit Application for Geotech borings
- One round of review and comment by Consor team and Town

Task 2.2: Natural Environmental Study (NES)

Gallaway will prepare a Natural Environmental Study for the Project. The NES document will be prepared taking into consideration the information obtained from the respective wetland delineations, field surveys, project specific impacts, and planned mitigations. Gallaway will ensure that surveys are conducted within the appropriate survey windows even if the project description remains in draft form during project development. Gallaway will document all vegetation communities and plant species observed on-site. The NES report will follow Caltrans' most recent guidance and document formats. Project plans must be completed to the degree that impacts to the Waters of the US (WOTUS) and native trees can be accurately estimated. Consor will identify tree locations and DBH on the design plans.

Deliverables:
- Draft NES for review and comment by Consor team and Town
- Final NES for submittal to Caltrans (one round of comment by Caltrans)

Task 2.3: Delineation of Aquatic Resources

Delineations of Aquatic Resources are required for jurisdictional waters that occur within the APE. It appears that there may be waters of the United States within the project site in the form of San Anselmo Creek. All waters of the United States that meet the US Army Corps of Engineers (USACE) criteria will be delineated within the APE. All wetland resources will be mapped and typed according to USACE Feb 2016 standard mapping standards. A formal Delineation of Waters of the U.S. and Aquatic Resources report per the 1987 Wetland Delineation Manual and Regional Supplement to the USACE Wetland Delineation Manual: Arid West Region (2008, version 2) will be submitted to the Town. The Delineation of Waters of the U.S. will be considered draft until the USACE provides a jurisdictional determination. The delineation report will also be compliant with the following regulatory guidance documents and standards:

- A Field Guide to the Identification of the Ordinary High Water mark (OHWM) in the Arid West Region of the Western United States, August 2008
- Map and Drawing Standards for the South Pacific Division Regulatory Program, February 2016
- September 2008 Regional Supplement to the USACE Wetland Delineation Manual: Arid West Region (version 2.0)
- USACE Minimum Standards for Acceptance of Aquatic Resource Delineation Reports, January 2016 Minimum Standards For Acceptance of Aquatic Resource Delineation Reports which becomes effective on January 1, 2016.

Deliverables:

- Draft delineation of Aquatic Resources for review and comment by Consor team & Town
- Final delineation of Aquatic for review and comment by Consor team and Town

Task 2.4: Water Quality Assessment Report (WQAR)

Gallaway Enterprises will use Caltrans' Water Quality Assessment Report Content and recommended Format Guidance document (December 2022), to develop the WQAR. The WQAR will address water quality issues at the site to be used in the NEPA/CEQA process and, as feasible, and the National Pollution Discharge Elimination System (NPDES) permitting. Considering the timing of the project, extent of project, and the affected environment, Gallaway believes that water quality impacts will be minimal and temporary. The technical memo at a minimum will include a discussion of the affected environment, regulatory setting, and avoidance and minimization measures. The WQAR does not make conclusions regarding significance of the impacts; the determination of significance will be addressed in the NEPA/CEQA documents based on information provided in the WQAR.

Deliverables:

- Draft WQAR for review and comment by Consor team and Town
- Final WQAR for submittal to Caltrans (one round of comment by Caltrans)

Task 2.5: US Fish and Wildlife Service (USFW) Biological Assessment

Gallaway Enterprises will use Caltrans' Biological Assessment (BA) document template (June 2020), to develop the USFWS BA. The USFWS BA will address potential impacts to terrestrial and aquatic species managed by the USFWS, in this case the California red-legged frog.

Deliverables:

- Draft USFWS BA/BO for review and comment by Consor team and Town
- Final USFWS BA/BO for submittal to Caltrans (one round of comment by Caltrans)

Task 2.6: NOAA Marine Fisheries Service (NMFS) Biological Assessment

Gallaway Enterprises will use Caltrans' Biological Assessment (BA) document template (June 2020), to develop the NMFS BA. The NMFS BA will address potential impacts to federally listed fish and Essential Fish Habitat (EFH) managed by the NMFS, in this case the California Central Coast steelhead and California Central Coast Coho salmon.

Deliverables:

- Draft NMFS BA/BO for review and comment by Consor team and Town
- Final NMFS BA/BO for submittal to Caltrans (one round of comment by Caltrans)

Cultural Resources

Task 2.7: Area of Potential Effects Development

In accordance with the SER and PA requirements, ALTA will assist Consor in developing an Area of Potential Effects (APE). It is anticipated that the construction footprint, including all staging and utility relocation sites, will form the Area of Direct Impact (ADI). The ADI will be developed based on the alternative with the greatest potential to result in vibration, auditory, or atmospheric impacts to cultural resources. It is anticipated that the ADI will extend a maximum of one (1) parcel in each direction from the bridge, totaling four (4) parcels.

Deliverables:

- APE Map for submittal to Caltrans for signature

Task 2.8: Background Research and Literature Review

ALTA will conduct a records search at the California Historical Resources Information System, Northwest Information Center (NWIC). The NWIC is the primary repository for cultural resources information that covers an 18-county area, including Marin County. The purpose of the archival research is to identify previously conducted cultural resource surveys, known archaeological sites, or significant buildings or structures located on the subject properties and within a one-quarter-mile radius of the project area. In addition, ethnographic and historical literature will be reviewed to create background contextual information relevant to the project area.

Additionally, letters will be sent to local historical societies and the San Anselmo Planning Department to request information regarding cultural resources as required by Section 106. The Caltrans historic bridge inventory will also be reviewed.

Task 2.9: Native American Outreach

ALTA will submit a letter to the Native American Heritage Commission (NAHC) requesting a review of the Sacred Lands File and a list of culturally affiliated Native American contacts. Caltrans is responsible for initiating tribal consultation with local tribes to inform them of the proposed Project and solicit input regarding tribal knowledge of cultural resources that may be within the APE. ALTA will provide Caltrans with Consor's APE map, the results of the records search, and the list of culturally affiliated Native Americans for them to use in their consultation. ALTA will engage with Caltrans to solicit their input regarding cultural or tribal resources present on the property. A representative of the Federated Indians of Graton Rancheria (FIGR) will be invited to participate in the field survey. Comments and information provided by the Native American community and government agencies will be provided in the draft and final reports.

Task 2.10: Field Survey

ALTA staff will conduct an on-site field reconnaissance of the APE. The APE will be intensively

examined for cultural resources. A complete inventory entails systematic pedestrian examination of the ground surface. In accordance with established standards, field reconnaissance will be conducted using transects spaced no more than 10 meters apart. Any artifacts or cultural materials identified will be logged in the field. No materials will be collected during field work.

The field crew will document the survey with field notes and photographs, and the findings will be made available immediately following the field investigation. All archaeological resources identified within the APE will be recorded using the standard State of California Department of Parks and Recreation Archaeological Site Forms. A cultural resource shall have a minimum age of 45 years. A Global Positioning System (GPS) capable of map grade accuracy will be used to record cultural resources. Site recordation will include site and feature mapping, completion of site record forms, and photography. All photographs will be taken in a digital format. An assessment of the impact agents and condition will be noted for each resource in the APE. As appropriate, a limited narrative will be provided to further describe the nature, extent, and location of resources.

Buildings and structures within the APE will be photo-documented from the public right-of-way. Right of entry will not be required to document the built environment during the field survey. Field notes will be made to describe any obvious alterations and any features that may not be readily apparent in photographs. The general setting will be recorded, including any mature landscape features.

Deliverables:

- Completed Field Survey and associated documentation

Task 2.11: Preparation of HPSR and ASR

ALTA will prepare an ASR in accordance with the SER and PA. The ASR will include a summary of the identification efforts undertaken in the study; consultation with relevant agencies, tribes, and local governments; a summary of archaeological methods; and findings. The HPSR will summarize the project description; describe the APE; and summarize research and outreach efforts, evaluation recommendations, and findings recommendations. The APE and other locational maps, outreach logs with associated written correspondence, and the ASR will be appended to the HPSR. One draft copy will be provided in a digital format to Consor for submission to the City of San Anselmo and Caltrans for their review and comment. ALTA will respond to a single consolidated set of comments to prepare the final HPSR and ASR.

Deliverables:

- Draft HPSR and ASR for review and comment by Consor team and Town
- Final HPSR and ASR for submittal to Caltrans (one round of comment by Caltrans)

Task 2.12: Preparation of HRER ***(Optional)***

Buildings in the vicinity of the Project were constructed between 1905 and 1950, and are greater than 45 years of age. Dependent upon cursory permit review and field confirmation, the buildings may be exempt from review pursuant to Attachment 4 of the PA. In the event one or more buildings are not exempt from review or historic-period archaeological resources are identified in the field survey, a HRER will be prepared in accordance with the requirements outlined in the SER and PA to document and

evaluate historic resources. One draft copy will be provided in a digital format to Consor for submission to the City of San Anselmo and Caltrans for their review and comment. ALTA will respond to one consolidated set of comments to prepare the final HRER. ALTA will also update the HPSR to reflect the findings of the HRER.

Deliverables:

- Draft HPSR and ASR for review and comment by Consor team and Town
- Final HPSR and ASR for submittal to Caltrans (one round of comment by Caltrans)

Task 2.13: XPI Testing and Reporting ***(Optional)***

If required, ALTA will conduct XPI testing within the creek bed using a Geoprobe drill rig. Use of a drill rig will allow us to test sediments to the maximum project depth. ALTA will prepare an XPI Proposal in accordance with the SER and PA that outlines the proposed field methods, including the types, numbers, and placement of test units. The proposal will explain why the methodologies were selected and define specific thresholds for assessing when the study's goals have been met. The proposal will also outline field safety protocols. One draft copy will be provided in a digital format to Consor for submission to the City of San Anselmo and Caltrans for their review and comment. ALTA will respond to a single consolidated set of comments to prepare the final XPI Proposal.

XPI testing will be conducted using a direct-push Geoprobe drill rig. Up to three bores will be excavated in the creek bed. The bores will extend to the top of the bedrock (approximately 50 feet below ground surface) to determine if the Project will impact cultural deposits. A bore permit from the County of Marin will be obtained prior to excavation, and ALTA will mark the area and enter a ticket with Underground Service Alert (USA). ALTA assumes that a private utility locator is not necessary. Soils from the bores will be processed on site, and sensitive soil horizons will be screened through 1/4-inch hardware mesh to test for archaeological material. A representative from FIGR will be present to monitor the XPI testing. ALTA assumes that permits other than the bore permit (e.g., encroachment, California Department of Fish and Wildlife) and any required traffic control will be provided by Consor.

The results of the XPI testing will be documented in an XPI Report. The report will describe the field methods, soils, and any artifacts that were encountered and will conform to the standards presented in the SER and PA. One draft copy will be provided in a digital format to Consor for submission to the City of San Anselmo, Caltrans, and FIGR for their review and comment. ALTA will respond to one consolidated set of comments to prepare the final XPI Report.

Deliverables:

- Draft XPI Report for review and comment by Consor team and Town
- Final XPI Report for submittal to Caltrans (one round of comment by Caltrans)

TASK 3 – GEOTECHNICAL INVESTIGATIONS

Miller Pacific Engineering Group (Miller Pacific) will provide geotechnical engineering services for the Consor team. Miller Pacific is very familiar with the Project site having previously been involved in the

development of the Project and was responsible for performing partial field borings and developing the foundation report recommendations for the previous bridge replacement project.

Task 3.1 Field Investigations

Miller Pacific will perform a site reconnaissance and coordinate with property owners to access the planned boring locations in the creek. Miller Pacific will notify Underground Service Alert to mark public utilities. Miller Pacific will obtain a drilling permit from Marin County Environmental Health. Any other permits required to drill in the creek will be obtained by Consor.

Task 3.2 Supplemental Borings

Miller Pacific will explore subsurface conditions with three borings located near the existing abutments and center bent. The borings will be drilled with a small track mounted or portable equipment. The center bent boring will be drilled 10 feet into bedrock or 50 feet, whichever occurs first. The abutment borings will be drilled 30 feet to correlate with existing data. The borings will be logged by a licensed Geologist, and samples of soil and rock materials encountered will be collected from select intervals for laboratory testing.

Deliverables:

- Three supplement borings and LOTBs

Task 3.3 Foundation Report

Miller Pacific will incorporate the new subsurface exploration data into the foundation report for the project. The geotechnical design criteria and recommendations in the report will be updated to reflect current codes and modified to reflect the planned scour protection improvements.

Deliverables:

- Draft and Final Foundation reports

TASK 4 – HYDROLOGY AND HYDRAULICS

Stetson Engineers (Stetson) will provide hydrology and hydraulics analysis services for the Consor team. Stetson is very familiar with the Project site and the Special Flood Hazard Area associated with San Anselmo Creek. In 2019, Stetson prepared hydraulic modeling analyses using both the HEC-RAS 1D/2D unsteady-flow model ("new model") and the HEC-RAS 1D steady-flow hydraulic model ("old model") of the Corte Madera Creek system to support the Nokomis Bridge replacement project including preparation of a Bridge Design Hydraulic Study Report and Location Hydraulic Study Report. To simplify the regulatory approval processes and public acceptance, the Town of San Anselmo is now proceeding with the project scope change from the bridge replacement to only the construction of supports to the bridge foundations ("scour retrofit").

Nokomis Bridge is located within the FEMA regulatory floodway. The regulatory floodway is defined as the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood (i.e., 100-year flood) without cumulatively increasing the water surface elevation more than a designated height. The floodway width or boundary is an important feature in the FEMA Flood Insurance Rate Map (FIRM). According to FEMA regulations, construction of a project

within the regulatory floodway requires either demonstration of “no-rise” in the regulatory floodway or, if there is a “rise”, submittal of a CLOMR (Conditional Letter of Map Revision) to conditionally revise the FIRM, including the mapping of the regulatory floodway. In either case, the demonstration requires use of the FEMA “effective model”, or another method approved by FEMA. FEMA has an effective model for Ross Valley which is a HEC-RAS 1D steady-flow model that was developed in 2009. The FEMA effective model establishes the base flood elevations (BFE) and regulatory floodways for the Corte Madera Creek watershed including the Nokomis Bridge area.

A “no-rise” certification analysis is required to demonstrate that the Nokomis Bridge retrofit will not cause any increase in base flood elevations. FEMA defines “any” as meaning a zero increase. It does not mean that a 0.1 foot or even a 0.01 foot increase would be allowed – it means nothing greater than 0.00 feet (This definition allows a rise of less than 0.005 ft which would be rounded to 0.00 ft). Their reasoning is that if increases are not limited to zero, the cumulative effect of small increases in flood heights from individual developments could have significant impacts on flood stages and flood damages. Specifically, the no-rise certification analysis needs to demonstrate that the proposed development will not impact:

- the existing base flood elevations (BFE),
- the regulatory floodway elevations (i.e., BFE plus surcharge), and
- the regulatory floodway widths.

The Nokomis Bridge retrofit will include the following three aspects:

1) Perform hydraulic modeling analysis to show the water surface elevation (WSE) changes between existing and project conditions under the 50-year and 100-year flow conditions.
2) Perform scour modeling analysis of the existing bridge to provide the minimum depth recommendations for the retrofitted foundation so that the scour would not expose the foundation under the 100-year flow condition.
3) Perform iterative hydraulic modeling analysis to see how much wider the footings can be without triggering a rise condition (i.e., a rise less than 0.005 ft) under the 100-year flow condition.

The analysis of item 1 above is needed for both the Bridge Design Hydraulic Study Report and the Location Hydraulic Study Report. The analyses of items 2 and 3 above are the main objectives of this hydraulic analysis. The previous (2019) hydraulic modeling analysis for the bridge replacement used the new HEC-RAS 1D/2D unsteady-flow model for item 1 above and the old HEC-RAS 1D steady-flow model for item 2 above.

Given that the no-rise modeling analysis will need to use the FEMA effective model as required by FEMA, Stetson proposes using the FEMA effective model for all the above analyses. Since no consideration of flood reduction improvements will be part of the project goal, there is no need to use the new HEC-RAS 1D/2D unsteady-flow model. The FEMA effective model is a HEC-RAS 1D steady-flow model, it can be used for the scour analysis of the existing Nokomis Bridge. It is proposed that no cumulative analysis will be required for this hydraulic analysis to consider other “foreseeable projects” in the Corte Madera Creek watershed.

Task 4.1 Water Surface Elevation (WSE) Modeling Analysis of Existing and Project Conditions
Stetson will conduct WSE modeling analysis for existing and project conditions under two different flow conditions (Q50 and Q100) using the FEMA effective model. The final selected project condition from the no-rise modeling analysis in Task 3 below will be used for the WSE modeling analysis for the project condition.

Task 4.2 Scour Modeling Analysis of the Existing Bridge
Stetson will conduct the scour modeling analysis for the existing bridge under the Q100 condition using the FEMA effective model. The channel bed material data collected in 2015 by Miller Pacific Engineering Group will be used for the scour analysis.

Task 4.3 No-Rise Modeling Analysis of Bridge Retrofit
Stetson will conduct iterative modeling analysis using the FEMA effective model to see how much wider the footings can be without triggering a rise condition (i.e., a rise less than 0.005 ft). The final selected project condition will be used for the hydraulic modeling in Task 1.

The no-rise certification analysis needs to demonstrate that the proposed development will not impact (1) the existing BFE, (2) the regulatory floodway elevations (i.e., BFE plus surcharge), and (3) the regulatory floodway widths. So, each iterative modeling will include modeling of both BFE (without floodway) and floodway WSE.

Task 4.4 Bridge Design Hydraulic Study Report
Stetson will prepare a draft Report and finalize the Report based on the hydraulic modeling in Tasks 1 and 2.

Task 4.5 Location Hydraulic Study Report
Stetson will prepare draft Report and finalize the Report based on the hydraulic modeling in Task 1.

Task 4.6 No-Rise Certificaiton Report
Stetson will prepare a draft Report and finalize the Report based on the hydraulic modeling in Task 3.

Task 4.7 Coordination Meetings
Stetson will participate in meetings and informal consultations regarding the modeling work. Stetson will attend one (1) design team meeting with Caltrans, and will provide Consor with data and other information derived from the modeling covered under this contract.

TASK 5 – PRELIMINARY ENGINEERING AND TYPE SELECTION

Consor will perform preliminary engineering, including structural design of the foundation retrofit measures, to develop advanced planning study level drawings and an associated construction cost estimates. The plan documents, preliminary calculations, and estimates will form the factual basis for comparing various retrofit alternatives (retrofit footings vs. replace bridge). This comparison will be documented in the Type Selection Report for formal Caltrans approval. This task will culminate in

Caltrans issuance of a formal Type Selection approval memo letter as a major Project milestone required to restore federal funding eligibility.

Task 5.1 Preliminary Design

Consor will evaluate the hydraulic behavior, predicted scour depths, debris load, geotechnical design parameters, existing bridge foundations and load demands to develop design alternatives for a foundation scour retrofit project. The design criteria for the retrofit will be to ensure global stability under a "no collapse" criteria for the 100-year return period Base Flood. The design will also evaluate constructability considerations, environmental constraints, future maintenance, and project delivery schedule, to ensure all ancillary project costs, such as impact mitigations, are accounted for in the analysis of alternatives. Consor will also consider how the Project will be constructed, including required staging areas and a traffic handling plan.

The task effort will culminate with a retrofit design developed to sufficient detail to determine the required type, size, and location of the required retrofit measures for accurate cost estimating. Conceptual level cost estimates will be developed to compare a retrofit alternative and a new bridge replacement alternative, both of which would be constrained to conforming with a "no-rise" floodplain behavior.

Preliminary engineering includes layouts and drawings of the Project to an approximate 35% level of completion and associated engineering, including:

- Project Design Criteria Memo to document required retrofit performance
- Preliminary Hydraulics reports establishing scour depths
- Preliminary Geotech Foundation Reports establishing soil capacities for foundation design
- Preliminary Retrofit Advanced Planning Studies:
    - Title Plans and Location Map
    - Layout / Project Limits Sheets
    - Traffic Handling / Construction Area Signage
    - Foundation Retrofit General Plan
    - Foundation Retrofit Details
    - Advanced Planning Study of Replacement Alternative (same geometry as Existing)
- Preliminary construction schedule(s)
- Preliminary design cost estimate(s)

Based on preliminary engineering design work, Consor will recommend a project alternative and prepare a Type Selection Report. Prior to preparing the bridge type selection report, the Consor team will meet with the Town to discuss our recommendation, reasons for the recommendation, estimated costs for the recommended project, and feasible alternatives considered. Consor will also answer and discuss any verbal/written comments from the Town and incorporate that input into the written document. After agreement with the Town on the preferred project, Consor will prepare a draft bridge type selection report meeting the standard required by Caltrans Local Assistance for review and approval.

Task 5.2 Draft Type Selection Report

After concurrence from the Town on the recommended design, the Consor team will prepare a draft Type Selection Report (TSR) for review and approval by both the Town and Caltrans. The bridge TSR will include the engineering items and deliverables developed in Task 5.1 including foundation requirements for the recommended bridge retrofit and any other unique design or construction issues as well as preliminary drawings, cost estimates, and supplemental backup information and reports. Detailed narratives on constructability, falsework and shoring requirements, seismic and aesthetic considerations, traffic handling options, construction staging, and public and environmental impacts will be included in the report. The Type Selection process will also serve as the decision document to confirm and support either a scour retrofit or bridge replacement as the preferred bridge alternative.

Consor will incorporate Town comments into the draft report for submittal to Caltrans.

Deliverables:

- Draft TSR for Town review, approval, and submittal to Caltrans

Task 5.3 Type Selection Meeting

After submittal of the draft TSR to Caltrans, Consor will schedule and conduct a Type Selection Meeting will all key specialists present. The Consor team will make a short, formal presentation to Caltrans reviewers while receiving and recording comments. Consor will issue a meeting summary to all participants and track and address all Caltrans written and oral comments on the TSR.

Deliverables:

- Formal Type Selection Presentation (MS powerpoint format)
- Meeting minutes summarizing discussion and final recommendations
- Comment response matrix documenting resolution of reviewer comments

Task 5.4 Final Type Selection Report

After receiving and incorporating all of Caltrans' comments on the TSR, Consor will revise the draft TSR to generate the Final Type Selection Report for Town submittal to Caltrans for approval. This activity will culminate with Caltrans issuing a Type Selection concurrence letter for the Project.

Deliverables:

- Final Bridge Type Selection Report for Town submittal to Caltrans

CEQA EXEMPTION / NEPA CATEGORICAL EXCLUSION DETERMINATION FORM (rev. 06/2022)

Project Information

Project Name (if applicable): Madrone Avenue Bridge Replacement Project over San Anselmo Creek

DIST-CO-RTE: 04-MRN-0-SLMO **PM/PM:**

EA: **Federal-Aid Project Number:** BRLS – 5159 (018)

Project Description

The project was originally intended to replace the functionally obsolete Madrone Avenue Bridge over San Anselmo Creek (Bridge No. 27C0080) to improve roadway geometry and support flood-control objectives. Subsequent analysis determined that bridge replacement would provide only limited flood-control benefits while resulting in substantial impacts to adjacent properties, utilities, trees, driveways, and neighborhood character. The analysis also indicated the potential for increases in FEMA floodplain water surface elevations, which would require costly mitigation measures. Community outreach identified concerns and opposition to the project, and changes to related flood-control initiatives have further reduced the anticipated benefits of the bridge replacement. The no-build option for this project has thereby been selected (see May 29, 2026, letter from the Town of San Anselmo on page 3).

Caltrans CEQA Determination (Check one)

☒ **Not Applicable** – Caltrans is not the CEQA Lead Agency
☐ **Not Applicable** – Caltrans has prepared an IS or EIR under CEQA

Based on an examination of this proposal and supporting information, the project is:
☐ **Exempt by Statute.** (PRC 21080[b]; 14 CCR 15260 et seq.)
☐ **Categorically Exempt. Class**. (PRC 21084; 14 CCR 15300 et seq.)
  ☐ No exceptions apply that would bar the use of a categorical exemption (PRC 21084 and 14 CCR 15300.2). See the SER Chapter 34 for exceptions.
☐ **Covered by the Common Sense Exemption**. This project does not fall within an exempt class, but it can be seen with certainty that there is no possibility that the

Caltrans NEPA Determination (Check one)

☒ **Not Applicable**

Caltrans has determined that this project has no significant impacts on the environment as defined by NEPA, and that there are no unusual circumstances as described in 23 CFR 771.117(b). See SER Chapter 30 for unusual circumstances. As such, the project is categorically excluded from the requirements to prepare an EA or EIS under NEPA and is included under the following:

☐ **23 USC 326:** Caltrans has been assigned, and hereby certifies that it has carried out the responsibility to make this determination pursuant to 23 USC 326 and the

Memorandum of Understanding dated April 18, 2022, executed between FHWA and Caltrans. Caltrans has determined that the project is a Categorical Exclusion under:

☐ **23 CFR 771.117(c): activity (c)()**

☐ **23 CFR 771.117(d): activity (d)(13)**

☐ **Activity listed in Appendix A of the MOU between FHWA and Caltrans**

☐ **23 USC 327:** Based on an examination of this proposal and supporting information, Caltrans has determined that the project is a Categorical Exclusion under 23 USC 327. The environmental review, consultation, and any other actions required by applicable Federal environmental laws for this project are being, or have been, carried out by Caltrans pursuant to 23 USC 327 and the Memorandum of Understanding dated May 27, 2022, and executed by FHWA and Caltrans.

Senior Environmental Planner or Environmental Branch Chief

Thomas Holstein	T. Holstein	06/03/2026
Print Name	Signature	Date

Project Manager/ DLA Engineer

Herman Sealey	Herman Sealey	06/03/2026
Print Name	Signature	Date

Date of Categorical Exclusion Checklist completion (if applicable): N/A
Date of Environmental Commitment Record or equivalent: N/A

Briefly list environmental commitments on continuation sheet if needed (i.e., not necessary if included on an attached ECR). Reference additional information, as appropriate (e.g., additional studies and design conditions).

Steve Burdo
Mayor

Chantel Walker
Vice Mayor

Eileen Burke
Council Member

Tarrell Kullaway
Council Member

Yoav Schlesinger
Council Member

TOWN OF
SAN ANSELMO
EST. 1907

Town of San Anselmo
525 San Anselmo Avenue,
San Anselmo, CA 94960-2682

May 29, 2026

Mr. Thomas Holstein
Environmental Branch Chief
Office of Local Assistance - Caltrans District 4

Subject: Madrone Avenue over San Anselmo Creek Bridge Replacement Project
Br. No. 27C0080 – Fed Project No. BRLS 5159(018)

Dear Mr. Holstein,

The Town of San Anselmo (Town) wishes to formally communicate its desire to terminate the above referenced project through selection of a "No Build" project alternative under the National Environmental Policy Act (NEPA) process. At this time, the Town is requesting Caltrans assistance as the lead NEPA agency to execute this action.

This Project was originally accepted into the Highway Bridge Program (HBP) under the scope of a bridge replacement project due to insufficient width for vehicle traffic as compared to current design standards (functionally obsolete). The project was also envisioned to provide beneficial improvements to the flood behavior of San Anselmo Creek in conjunction with the various flood control projects in Flood Control Zone 9 Ross Valley under the Marin County Flood Control District.

After preliminary engineering analysis and environmental study, it has become apparent that the Project offers a limited value proposition when compared to the associated impacts and costs. It was found that the new bridge could not be constructed to meet

current standards for hydraulic freeboard even with a substantial increase to the profile grade (approximately 4 feet). The new bridge would continue to convey design flows under a pressurized condition and offer only a localized water surface improvement upstream of the Project. Additionally, over the course of the Project, some of the other projects planned for Flood Control Zone 9 have changed in scope and character to the extent that the overall benefit of this Project to floodplain behavior is now uncertain. It was also found that the Project could not avoid increasing water surface elevations immediately downstream the new bridge within in a mapped FEMA (Federal Emergency Management Agency) jurisdictional floodplain. This impact would require costly mitigation actions which would further expand the Project's footprint and impacts.

Aside from floodplain impacts, the project would trigger a number of impacts associated grade adjustments of the new bridge and approach roadways within the compact residential setting. These permanent changes are not insignificant and affect roadway profile conforms, sidewalk grades, existing overhead and underground utilities, established trees, and physical features of surrounding properties and residences including yard spaces and driveways. The surrounding community have expressed concerns and even opposition to the Project in a series of public outreach events.

The need and purpose of the Project should also be considered. A narrow, but short bridge within a low speed, low volume residential setting is not a substantial impedance to public traffic. It should be noted that the traffic width criterion for replacement funding has been eliminated as a policy from the HBP and the program has narrowed focus on bridges with safety and condition deficiencies. The existing bridge is in Good Condition, is not Posted for Loads, and is not considered Scour Critical. The existing bridge does not have condition deficiencies that create a structural safety issues which are currently used to warrant replacement funding.

In summary, it has been found that the proposed replacement Project:

- Provides minimal localized flood improvement benefit despite significant impacts to adjacent properties, trees, driveways, utilities, etc.
- Potentially raises water surface elevations in a mapped FEMA floodplain which would have significant cost impacts to fully mitigate
- Creates public controversy and opposition within it surrounding neighborhood, and;
- Is not needed to correct load carry deficiencies or structural safety issues

Based on the analysis and findings above, the Town proposes to select a "No Build" alternative as the preferred Project. From previous conversations and meetings, it is the Town's understanding this can be initiated by submitting this letter to Caltrans. Caltrans' District Environmental staff have also indicated support for a No Build project selection

under NEPA for this Project. With that understanding, please accept this letter as a formal written request to proceed with this above course of action.

Sincerely,

_____

SCOTT SCHNEIDER, Interim Public Works Director
Town of San Anselmo
525 San Anselmo Ave.
San Anselmo, CA 94960

cc:
Hugo Ahumada
Furquan Shaik
Herman Sealey
Sean Condry
Maxwell Katt

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.8

MEETING DATE: June 23, 2026

AGENDA TITLE: Approve an Amendment to the San Anselmo Age and Disability Friendly Committee Operational Guidelines to Establish Recusal Requirements Related to Employment, Contract or Professional Engagement for its Members; Find Amendment Exempt from CEQA Under Cal. Code Regs. tit. 14, § 15061

FROM: Administration
Parks and Recreation

RECOMMENDATION: Approve amending the Age and Disability Friendly Steering Committee Operational Guidelines approved by Town Council on September 23, 2026 to establish recusal requirement related to employment, contract, or professional engagement for its members. (Attachment 1)

BACKGROUND

On September 16, 2025 the Parks and Recreation Commission approved the Age and Disability Friendly Community Steering Committee Operational Guidelines ("Guidelines"). At the September 23, 2025 Town Council meeting the Councill approved the Operational Guidelines and on March 17, 2026 the Parks and Recreation Commission conducted interviews and appointed seven individuals to be part of the Age and Disability Friendly Committee.

At the May 26, 2026 Town Council meeting, staff presented proposed revisions to the Guidelines to address potential conflicts of interest. Though the committee will not file statements of economic interest (Form 700), staff recommended adding a provision to the Guidelines limiting participation by a member with a potential conflict of interest that might arise due to consulting or other employment related to the Committee's work. The consensus among Council members at the May 26 meeting was that the provision should be rewritten to avoid excluding qualified individuals from being appointed to the committee.

DISCUSSION/ANALYSIS

Based on the Council's direction, Town staff revised the language in the attached resolution to allow for recusal in the event of a potential conflict of interest. The proposed language states:

> **Conflict of Interest**. Although the Committee serves in an advisory capacity and does not make or participate in making governmental decisions within the meaning of the California Political Reform Act, the Town expects all Committee members to conduct themselves with the highest degree of integrity, objectivity, and impartiality.
>
> **Disclosure of Potential Conflicts**. A Committee member who has, or becomes aware of, any financial interest, business relationship, employment relationship, organizational affiliation, or other connection that could reasonably be perceived as influencing their objectivity on any matter before the Committee shall:
>
> > **(**a) Promptly disclose the nature of the potential conflict to the Chair of the Committee at the next regularly scheduled meeting, or sooner if the matter is time-sensitive;
> > (b) Ensure that the disclosure is reflected in the official minutes of the meeting; and
> > (c) Recuse themselves from any discussion, recommendation, or other participation relating to the matter giving rise to the conflict.

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENT

Attachment 1- Draft Amended Age and Disability Friendly Community Steering Committee Operational Guidelines

SAN ANSELMO
AGE & DISABILITY FRIENDLY COMMUNITY
STEERING COMMITTEE
OPERATIONAL GUIDELINES

Approved by the Parks and Recreation Commission on 9/16/2025
Approved by the San Anselmo Town Council on 9/23/2025
1st Amendment Approved by the Town Council on XX/XX/XXXX

ARTICLE I: NAME

A. The name of this group shall be the San Anselmo Age & Disability Friendly Steering Committee (hereinafter referred to as "Committee").

ARTICLE II: HISTORY

A. The San Anselmo Recreation Department applied to the WHO/AARP Network of Age-Friendly States and Communities in 2019 to become Age Friendly, the town committed to a five-year process of assessment, action plan development and implementation.

ARTICLE III: PURPOSE

A. The purpose of the Committee is to provide ongoing input to the Town of San Anselmo regarding the ongoing development of building a community where all ages and abilities thrive and remain active engaging local leaders, community partners and residents.

ARTICLE IV: CHARGE

A. The Committee's main objectives are to:

1. Advise on Program Development and Implementation
   Serve as the lead advisory body to the Parks & Recreation Commission on the planning, implementation, and evaluation of initiatives that promote an age and disability friendly community in San Anselmo.

2. Guide Townwide Age & Disability-Friendly Strategies
   Provide expert input and community-based recommendations to Town staff and the Parks and Recreation Commission on policies, programs, and practices that promote inclusion, accessibility, equity, and quality of life for older adults and people with disabilities.

3. Facilitate Public Engagement and Input
   Conduct open, inclusive public meetings to encourage community feedback, identify needs and priorities, and present recommendations to the Community Services Director and Parks & Recreation Commission.

4. Undertake Additional Assignments
   Undertake additional tasks, initiatives, or responsibilities related to age and disability friendliness as requested by the Parks & Recreation Commission or Recreation Department.

ARTICLE V: MEMBERSHIPS

A. The Age & Disability Friendly San Anselmo Steering Committee shall consist of five (5) community representatives, with the option to appoint up to two (2) additional members as needed to support the Committee's mission and workload. Members shall meet the following criteria and must meet the following qualifications:

Eligibility
Members must:

- A majority of the committee must be residents of the Town of San Anselmo or demonstrate a strong connection to the community (e.g., employment, service, or volunteer work within Town limits).
- Demonstrate an interest in or lived experience with issues affecting older adults and/or individuals with disabilities.
- Commit to actively participating in Committee work, including regular meetings and community engagement activities.
- Disclose any potential conflicts of interest and adhere to the Town's conflict of interest policies.

Desired Qualifications
The Committee will seek to include members who collectively bring:

- Diverse perspectives representing different ages, abilities, and backgrounds.
- Professional expertise or volunteer experience in fields such as aging services, disability advocacy, accessibility, public health, urban planning, recreation, or social services.
- Community engagement skills including public outreach, facilitation, and collaboration.

Expectations of Service
Members are expected to:

- Attend and actively participate in all scheduled Committee meetings.
- Engage with community members to solicit feedback and share Committee initiatives.
- Work collaboratively with other Committee members, Town

staff, and partners.

B. The Committee will serve in an advisory capacity to the Parks & Recreation Commission.

C. Conflict of Interest. Although the Committee serves in an advisory capacity and does not make or participate in making governmental decisions within the meaning of the California Political Reform Act, the Town expects all Committee members to conduct themselves with the highest degree of integrity, objectivity, and impartiality.

1. Disclosure of Potential Conflicts. A Committee member who has, or becomes aware of, any financial interest, business relationship, employment relationship, organizational affiliation, or other connection that could reasonably be perceived as influencing their objectivity on any matter before the Committee shall:
   (a) Promptly disclose the nature of the potential conflict to the Chair of the Committee at the next regularly-scheduled meeting, or sooner if the matter is time-sensitive;
   (b) Ensure that the disclosure is reflected in the official minutes of the meeting; and
   (c) Recuse themselves from any discussion, recommendation, or other participation relating to the matter giving rise to the conflict.

D. Persons meeting the qualifications and interested in serving on the Committee shall complete the appropriate application form. An application-filing period will be announced publicly in order to solicit applications when vacancies exist on the Committee.

E. All five (5) seats shall be appointed by the Parks & Recreation Commission or its designee.

F. Members will serve a two-year term on the Committee. Upon establishment of this Committee, two (2) seats will serve for one year with the remaining three (3) seats serving the full two-year term. Incumbents wishing to reapply will be re-interviewed by the Parks & Recreation Commission and re-appointed by the Commission or its designee. Terms will commence on a date to be determined.

G. Members wishing to resign from the Committee must provide a written resignation addressed to the Town Clerk. Once the Town Clerk receives the resignation, the Town Clerk then follows the application process for filling the vacancy.

ARTICLE VI: COMMITTEE ORGANIZATION

B. Meetings will be held (Quarterly) four times a year on the 2nd Wednesday of the month at 3:00pm. Additional meetings may be scheduled as deemed necessary by Department staff.

C. Quorum: A majority of voting members in good standing shall constitute a quorum

for the purpose of action on any issue or agenda item.

D. Members shall notify the Chair and staff in the event of an anticipated absence from a regularly scheduled meeting. Each member of the Committee who has knowledge of the fact that they will not be able to attend a regularly scheduled meeting of the Committee will notify the Chair and staff at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of the meeting. The Chair or staff shall notify the members of the Committee in the event that the projected absence will result in a lack of quorum. Two absences in any twelve-month period shall constitute a review of the committee member's continued appointment by the Parks & Recreation Commission. If the Parks & Recreation Commission recommends the resignation of a committee member due to absence, the resigned position will be announced publicly and filled under the appointment process. Former members may re-apply. The committee will maintain attendance records.

E. Adjournment: No new matter will commence after 5:00 p.m. and meetings will be adjourned by 5:00 p.m. unless the Committee votes to extend the meetings for 30-minute increments. A motion for adjournment shall always be in order and upon a second shall be voted upon without debate.

F. Meetings shall follow the Brown Act Laws for Open Public Meetings, Government Code Section 54950.5, and public input during a public forum shall be established and supported. Standard rules of parliamentary procedure will govern meetings.

1. Agendas: A written agenda shall be developed by the Chair and the staff and shall be delivered to all Committee members at least 72 hours in advance of the Committee meeting.
2. Minutes: Written summary minutes shall be recorded by the Committee Secretary, typed and issued to all Committee members for their approval.
3. Written Correspondence/Verbal Communication: All written official correspondence and verbal communication on behalf of the Committee or any Committee member that is directed to any outside agency, organization or person shall have the consent of the Committee.
4. Rules of Order: Robert's Rules of Order will apply in all instances, which are not otherwise provided for in these rules.

G. Officers:

The Committee shall elect a Chair, a Vice Chair, and a Secretary from among its members following the annual appointment. Term of office is one year. Elections also shall be held to fill vacancies in these positions as they occur, or as soon thereafter as practical.

a. Chair: Shall preside at all meetings of the Steering Committee; decide on all points of order; appoint sub-committee membership; follow up on work of sub-committees; represent the Steering Committee to Parks & Recreation Commission; coordinate agenda preparation with staff; encourage active participation of members.

b. Vice-Chair: Shall preside at all meetings in the absence of the Chair.
c. Should the Chairperson and Vice Chairperson be absent or unable to act, the members present shall select a Chair Pro tem and have an order so stating entered into the record.
d. The Secretary: shall be responsible for recording, typing and distributing minutes from all Committee meetings.

H. Staff:

a. Staff shall provide organizational support to the steering committee in the form of maintaining files of Committee activities and shall act as liaison to the Parks & Recreation Commission.

ARTICLE VII: POWERS OF COMMITTEE:

A. Age and Disability Friendly Community Steering Committee members may recommend, and the Steering Committee may establish sub-committees as deemed necessary. Appointment of sub-committee members will be made by the Chair. Sub-committees will be appointed either for single task force assignments or as an ongoing standing sub-committee. Sub-committees are for the sole purpose of researching, reviewing, or providing overall policy direction on age and disability-related items prior to being presented to the full Committee.

B. Steering Committee will submit recommendations to the Parks & Recreation Commission in writing, as approved by a majority of the Steering Committee.

C. Age and Disability Friendly Community Steering Committee shall establish annual goals, and action plans consistent with Town Council policies, direction, and the General Plan Update.

ARTICLE VIII: AMENDMENTS

A. Any proposed amendment to these guidelines must be approved by a majority vote of the Committee and ratified by the Parks & Recreation Commission.

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.9

MEETING DATE: June 23, 2026

AGENDA TITLE: Approve Memorandum of Understanding for Shared Public Works Services with the Town of Fairfax

FROM: Scott Schneider, Assistant Public Works Director

RECOMMENDATION: Staff recommends that the Town Council authorize the Town Manager to execute the Memorandum of Understanding for Shared Public Works Services between the Town of San Anselmo and the Town of Fairfax ("MOU") (Attachment 1).

BACKGROUND

San Anselmo and Fairfax share a mutual interest in the efficient and economical maintenance of public infrastructure. San Anselmo maintains a qualified Public Works staff, while Fairfax periodically requires additional Public Works labor and equipment support for specific capital and maintenance projects, including paving and slurry seal work, traffic signal maintenance, and bicycle and pedestrian safety improvements.

The proposed MOU establishes a framework that allows San Anselmo to provide staff and equipment to Fairfax on an "as-needed" and "as-available" basis, with all costs fully reimbursed by Fairfax. This type of cooperative arrangement between local agencies is expressly authorized under California Government Code Section 54981, which permits local agencies to contract with one another to perform services.

The Town of Fairfax approved the MOU in April and it has been executed by the Fairfax Town Manager.

DISCUSSION

The MOU is structured to protect San Anselmo's operational flexibility and to limit its financial and liability exposure.

Under the MOU San Anselmo retains sole discretion over whether to provide requested services to the Town of Fairfax. Each project under the agreement requires a mutually-

executed Project Task Order (Exhibit A to the MOU) authorized in advance by the San Anselmo Public Works Director or their designee. No San Anselmo employee may begin work for Fairfax without this prior written authorization.

The MOU requires Fairfax to reimburse San Anselmo at a fully-burdened hourly rate covering salary, overtime, benefits, workers' compensation, CalPERS contributions, and overhead. The rate is reviewed and updated annually each July 1, with updated schedules provided to Fairfax by May 1. Fairfax also reimburses actual materials and supply costs plus a 15% administrative handling fee, and any equipment use fees identified in the applicable Task Order.

The MOU includes indemnification and insurance provisions to protect San Anselmo from liability arising from its work pursuant to the MOU. While performing authorized work for Fairfax, San Anselmo employees are treated as agents of Fairfax. Fairfax assumes liability for claims arising from the work and must defend and indemnify San Anselmo, its officials, and employees, except for claims arising from San Anselmo's own gross negligence or willful misconduct. Fairfax also indemnifies San Anselmo for workers' compensation costs. Finally, Fairfax must maintain commercial general liability coverage of $2,000,000 per occurrence / $4,000,000 aggregate and automobile liability coverage of $1,000,000 per occurrence, naming San Anselmo as an additional insured on a primary and noncontributory basis.

The MOU has an initial two-year term, renewable for successive one-year terms by mutual written agreement. Either party may terminate with 60 days' written notice; Fairfax's payment and indemnification obligations for work already performed survive termination.

FISCAL IMPACT

None. San Anselmo will be fully reimbursed by Fairfax for any work undertaken pursuant to the MOU.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council’s approval of the MOU, which does not include approval for any specific services, is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

Attachment 1 – Memorandum of Understanding for Shared Public Works Services between the Town of San Anselmo and the Town of Fairfax

MEMORANDUM OF UNDERSTANDING FOR SHARED PUBLIC WORKS SERVICES BETWEEN THE TOWN OF FAIRFAX AND THE TOWN OF SAN ANSELMO

This Memorandum of Understanding ("MOU") is dated as of _____ ("Effective Date"), and entered into by and between the Town of San Anselmo ("San Anselmo") and the Town of Fairfax ("Fairfax"), both of which are California municipal corporations (cumulatively, "Parties").

WHEREAS, Fairfax and San Anselmo are neighboring jurisdictions and share a mutual interest in the efficient maintenance of public infrastructure;

WHEREAS, San Anselmo maintains a qualified staff of Public Works professionals;

WHEREAS, Fairfax periodically requires additional Public Works labor for specific projects; and

WHEREAS, Government Code Section 54981 authorizes a local agency to contract with any other local agency to perform services, functions, or activities which each agency is authorized to perform; and

WHEREAS, Government Code Section 54980 further authorizes and encourages cooperative arrangements between public agencies for the efficient and economical provision of governmental services.

1. SCOPE OF SERVICES

San Anselmo may provide Public Works personnel and equipment to Fairfax on an "as-needed" and "as-available" basis for projects including, but not limited to, paving and slurry seal projects, traffic signals, and bicycle and pedestrian safety projects. San Anselmo shall not be obligated to provide services to the extent doing so would, in San Anselmo's sole judgment, impair San Anselmo's ability to serve its own residents or meet its own operational obligations.

2. PROJECT AUTHORIZATION AND PRIORITY

2.1 Non-Obligatory Nature

San Anselmo is under no obligation to perform any specific project. San Anselmo's ability to provide services is strictly contingent upon the availability of staff and San Anselmo's own internal operational priorities. San Anselmo shall only be obligated to perform the services and dedicate the labor hours specifically identified in the mutually approved Project Task Order form attached as Exhibit A. San Anselmo shall not be required to respond to or fulfill requests for services beyond those set forth in the Project Task Order unless the Parties mutually agree in writing to amend or expand the scope of work.

2.2 Prior Written Authorization

San Anselmo employees shall not commence any project or service for Fairfax without prior written authorization, via the Project Task Order form, from the San Anselmo's Public Works Director or their authorized designee. Fairfax shall execute and return each Project Task

Order within five (5) business days of receipt. San Anselmo shall make reasonable efforts to perform the services described in the Project Task Order form within the estimated labor hours; however, the estimate is provided for planning purposes and may be adjusted by mutual written agreement of the Parties if the project scope changes or additional work is required.

3. COMPENSATION AND BILLING

3.1 Fully-Burdened Hourly Rate

Fairfax shall compensate San Anselmo for all labor based on the Fully-Burdened Hourly Rate, which includes base salary, overtime, health benefits, workers' compensation insurance, CalPERS employer contributions, and departmental overhead. The Fully-Burdened Hourly Rate shall be reviewed and updated annually, effective July 1 of each fiscal year, to reflect actual changes in labor costs, benefit rates, and overhead. San Anselmo shall provide Fairfax with updated rate schedules no later than May 1 of each year. Fairfax's failure to object in writing within fifteen (15) calendar days of receipt shall constitute acceptance of the updated rates.

3.2 Equipment Usage

If, in the course of providing services under this Agreement, a project requires the use of equipment owned or operated by San Anselmo, such use shall be subject to San Anselmo's approval and equipment availability. Any fees, costs, or charges associated with the use of San Anselmo's equipment, including but not limited to operation, maintenance, fuel, or transportation, shall be determined by San Anselmo on a project-specific basis. To the extent equipment use is anticipated, the applicable equipment and any associated fees or cost recovery shall be identified in the project's scope of work or otherwise agreed to in writing by the Parties prior to the use of such equipment.

3.3 Materials and Supplies

Fairfax shall reimburse San Anselmo for the actual cost of all materials, supplies, and consumables used in performance of Fairfax projects, plus an administrative handling fee of fifteen percent (15%) of actual material costs to cover procurement, storage, and handling. Materials costs shall be documented in the applicable Task Order or supplemental invoice with supporting receipts.

3.4 Invoicing

San Anselmo shall submit monthly itemized invoices. Fairfax shall remit payment within thirty (30) calendar days of receipt. Any invoice not disputed in writing within fifteen (15) calendar days of receipt shall be deemed accepted. Fairfax shall pay all undisputed amounts within thirty (30) days. Disputed amounts shall be resolved pursuant to Section 8 (Dispute Resolution). Any undisputed amounts not paid within thirty (30) calendar days of the invoice date shall accrue interest at the rate of one and one-half percent (1.5%) per month until paid.

4. LIABILITY AND INDEMNIFICATION

4.1 Fairfax's Sole Responsibility

For the purposes of this MOU, while San Anselmo employees are performing authorized projects for Fairfax, such employees shall be considered "agents" of Fairfax. Fairfax shall assume all liability for any and all claims, damages, or losses arising out of the performance of said work, except in cases of "gross negligence" or "willful misconduct," which terms shall

mean conduct that is intentional, reckless, or that demonstrates a conscious and deliberate disregard for the safety or rights of others. In the event of a dispute as to whether conduct constitutes gross negligence or willful misconduct, such dispute shall be resolved pursuant to Section 8.

4.2 Duty to Defend

Fairfax shall defend, indemnify, and hold harmless San Anselmo, its officials, and employees from any and all third-party claims, including employment claims, resulting from the work performed under this MOU, except in cases of "gross negligence" or "willful misconduct," which terms shall mean conduct that is intentional, reckless, or that demonstrates a conscious and deliberate disregard for the safety or rights of others. This obligation shall include reasonable attorneys' fees and costs incurred by San Anselmo in any proceeding, and shall survive termination of this MOU with respect to claims arising from work performed prior to termination.

4.3 Workers' Compensation

San Anselmo shall remain the employer of record for Workers' Compensation purposes. However, Fairfax agrees to indemnify San Anselmo for any and all workers' compensation costs, claims, legal defense costs, and any adverse impacts to San Anselmo's experience modification rating resulting from injuries sustained while performing Fairfax's projects. Fairfax's indemnification obligation shall survive termination of this MOU with respect to claims arising from work performed prior to termination.

5. INSURANCE REQUIREMENTS

5.1 Additional Insured

a. Scope of Coverage. During the term of this MOU, Fairfax shall maintain, at no expense to San Anselmo, the following insurance policies:

(1). A commercial general liability insurance policy in the minimum amount of two million dollars ($2,000,000) per occurrence/four million dollars ($4,000,000) aggregate, for death, bodily injury, personal injury, or property damage.

(2). An automobile liability (owned, non-owned, and hired vehicles) insurance policy in the minimum amount of one million dollars ($1,000,000) dollars per occurrence.

b. The insurance policies shall be specifically endorsed to include San Anselmo, its officers, agents, employees, and volunteers, as additional insureds (for both ongoing and completed operations) under the policies.

c. The additional insured coverage under Fairfax's insurance policies shall be "primary and noncontributory" with respect to any insurance or coverage maintained by San Anselmo and shall not call upon San Anselmo's insurance or self-insurance coverage for any contribution. The "primary and noncontributory" coverage in Fairfax's policies shall be at least as broad as ISO form CG20 01 04 13. The insurance policies shall include, in their text or by endorsement, coverage for contractual liability and personal injury.

6. TERM AND TERMINATION

This MOU shall remain in effect for (2) years from the Effective Date, with the option to renew for successive one (1) year terms upon mutual written agreement of both Parties. Either party may terminate this MOU, with or without cause, by providing sixty (60) days' written notice. Notwithstanding termination, any Task Orders authorized and in progress at the time of notice shall be completed, and Fairfax's payment obligations and indemnification obligations for work performed shall survive termination.

7. GOVERNING LAW AND VENUE

This MOU shall be governed by and construed in accordance with the laws of the State of California. Any legal action or proceeding arising under or relating to this MOU shall be brought exclusively in the Superior Court of Marin County California, and the Parties hereby consent to personal jurisdiction in that venue.

8. DISPUTE RESOLUTION

8.1 Informal Resolution: In the event of any dispute arising under this MOU, the Parties shall first attempt to resolve such dispute informally through good-faith negotiations between their respective Public Works Directors within fifteen (15) calendar days of written notice of the dispute.

8.2 Mediation: If informal resolution is unsuccessful, the Parties shall submit the dispute to non-binding mediation before a mutually agreed-upon mediator within thirty (30) calendar days. The cost of mediation shall be shared equally.

8.3 Litigation: If mediation fails to resolve the dispute, either party may pursue available legal remedies in the courts of competent jurisdiction as set forth in Section 8.

9. GENERAL PROVISIONS

9.1 Entire Agreement: This MOU, including all Exhibits, constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior negotiations, representations, or agreements.

9.2 Amendments: This MOU may be amended only by a written instrument signed by authorized representatives of both Parties.

9.3 Notices: All notices required under this MOU shall be in writing and delivered by personal service, certified mail, or email with confirmed receipt to the Town Managers of San Anselmo and Fairfax.

9.4 Severability: If any provision of this MOU is held invalid or unenforceable, the remaining provisions shall continue in full force and effect.

SIGNATURES

TOWN OF FAIRFAX

By: Heather Abrams
Heather Abrams (Jun 9, 2026 12:09:05 PDT)

Fairfax Town Manager

TOWN OF SAN ANSELMO

By: _____

San Anselmo Town Manager

APPROVED AS TO FORM:

Fairfax Town Attorney: _____

San Anselmo Town Attorney: _____

EXHIBIT A: PROJECT TASK ORDER FORM

PROJECT TASK ORDER NO:

PROJECT NAME:

REQUESTING AGENCY: Town of Fairfax

PROVIDING AGENCY: Town of San Anselmo

TASK ORDER EFFECTIVE DATE:

ESTIMATED START DATE:

ESTIMATED COMPLETION DATE:

1. DESCRIPTION OF WORK

a. [Insert Description]

b. Specific deliverables and completion criteria: [Insert]

2. ESTIMATED LABOR (Fully-Burdened Rate)

Position Title	Est. Hours	Hourly Rate	Total Est.	Fiscal Year
[Position]	[Hours]	$[Rate]	$[Total]	[FY 20__-__]
LABOR TOTAL			$0.00	

3. ESTIMATED EQUIPMENT

Equipment Type	Est. Hours	Caltrans Rate	Total Est.	Caltrans Year
[Equipment]	[Hours]	$[Rate]	$[Total]	[Year]

EQUIPMENT TOTAL			$0.00	

3A. Materials and Supplies

Per Section 3.3 of the MOU, Fairfax shall reimburse actual material costs plus 15% handling fee.

Estimated Materials Cost: $_____ Handling Fee (15%): $_____

MATERIALS TOTAL: $_____

4. AUTHORIZATION SIGNATURES

Fairfax acknowledges that it assumes all liability for the work performed under this Task Order per Section 5 of the MOU.

TOWN AUTHORIZATION: _____ Date: _____

FAIRFAX ACKNOWLEDGMENT: _____ Date: _____

FAIRFAX MUST RETURN EXECUTED TASK ORDER WITHIN FIVE (5) BUSINESS DAYS. WORK SHALL NOT COMMENCE UNTIL BOTH SIGNATURES OBTAINED.

STAFF REPORT

TOWN OF SAN ANSELMO Item # 1.10

MEETING DATE: June 23, 2026

AGENDA TITLE: Approval of Resolution Establishing the FY 2026-2027 Appropriations Limit

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider approval of the attached resolution establishing the Town's Appropriations Limit for Fiscal Year 2026-2027. (Attachment 1).

BACKGROUND

California voters approved Proposition 4 in 1979, thereby adding Article XIII B to the California State Constitution, which stipulates spending authority limits for municipalities. These limits are specific to entities that fund their operations using proceeds of taxes, such as sales taxes, property transfer taxes, and property taxes. The measure was intended to limit municipalities' ability to appropriate funds for programs for which it lacks an adequate level of tax revenue.

ANALYSIS

To comply with State law, municipalities must assess their adopted budget appropriations against a calculated spending limit. The budgeted appropriations balance within the scope of the law is any funds used from tax proceeds. The spending limit is a rolling balance starting from 1979 that fluctuates year-over-year based on growth factors from both the local population and cost of living.

The Town receives a significant amount of its funding from taxation. These tax revenues come from property taxes, sales taxes, property transfer taxes, business license taxes, Measure C Wildfire taxes, and proportions of interest income from its deposit at the California State Local Agency Investment Fund (LAIF). In total, the Town's budgeted proceeds of taxes for the Fiscal Year 2026-2027 are $24,572,158.

State law, however, allows for certain tax proceeds to be excluded from the

calculated annual spending limit. Such exclusions include, mandated spending for court orders, federal legislation, capital outlays, and debt service. The Town complies with various federal statutes, proceeds with capital projects for the betterment of its infrastructure, and continues to support its financing for its Pension Obligation Bonds- all of which are allowed exclusions from the spending limit. In total, the Town's allowable exclusions from the Appropriations Limit are $5,963,980, making the total proceeds of taxes subject to the Limit $18,608,178.

The Town's Appropriations Limit is calculated using a rolling balance adjusted for growth factors from changes in population and cost of living. For the Town's analysis, however, its starting year is Fiscal Year 1986-1987 due to significant adjustments that were needed for the calculation, as previously discussed and approved in prior Town Council meetings. For the current fiscal year, the compounded growth factors applicable to the Town reflect a total growth of 4.173% from the prior fiscal year's Appropriations Limit, which amounts to a current Fiscal Year Appropriations Limit of $19,311,913.

In addition to the tax proceed exclusions , State law allows for adjustments to the Appropriations Limit based on the transfer of financial responsibility, a declared emergency, and voter override taxes that temporarily increase the Appropriations Limit. For the current fiscal year, the residents of the Town have approved of both Measures J and E for temporary overrides of respective sales and parcel tax levies. Both measures constitute $2,923,213 in additional proceeds allowed by the Town's residents, which increases the Appropriations Limit to $22,235,126.

Using all of the factors applicable to the Town, the Town calculated both its proceeds of taxes subject to the Appropriations Limit as well as the Appropriations Limit itself as directed by the State of California. The Town's Adopted Budget appropriations from proceeds of taxes based on this analysis amounts to $3,626,948 or 16% below the Appropriations Limit. Exhibits A and B to the proposed resolution summarize the analysis used to calculate the fiscal year 2026-27 Appropriations Limit.

FISCAL IMPACT

There is no direct fiscal impact to the Town associated with approval of this resolution.

GENERAL PLAN CONSISTENCY

Not applicable.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's discussion and adoption of the resolution establishing the annual Appropriations Limit 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: FY26-27 Appropriations Limit Resolution

- Exhibit A provides the details and changes to the Town's calculated Appropriations Limit starting in Fiscal Year 1986- 1987 and in each subsequent fiscal year.
- Exhibit B provides the current fiscal year's calculation based on the proceeds of taxes from the Adopted Budget relative to the calculated Appropriations Limit.

RESOLUTION NO. XXXX

A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2026-2027

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

NOW, THEREFORE, THE TOWN COUNCIL HEREBY RESOLVES:

Section 1. Appropriations Limit

That the Town Council of the Town of San Anselmo establishes the appropriations limit for fiscal year 2026-2027 under Article XIII-B of the State Constitution, as shown on Exhibit "B", in the amount of $19,311,913.

RESOLUTION PASSED AND ADOPTED, at a regular meeting of the San Anselmo Town Council on the 23rd day of June 2026 by the following vote:

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

_____
STEVE BURDO
MAYOR

Attest:

_____
SERGE AVILA
TOWN CLERK

Attachment: **Exhibit A** – Annual Appropriations Limit Calculation
Exhibit B – Appropriations Limit Calculation Summary for FY2026-27

Town of San Anselmo

APPROPRIATIONS LIMIT CALCULATION

Fiscal Year 2026-27 Adopted Budget

Appropriation Growth Factors - Population & Cost of Living Adjustments

EXHIBIT A

Fiscal Year	Change Cost of Living Indices [1]		Change in Population [4]		Growth Factor		
Appropriation Limit Fiscal Year	Per Capita Personal Income [2]	Annual Non-Residential Assessed Valuation Growth to Total Growth [From #6.1][3]	San Anselmo	Marin County	Allowed Annual Percent Growth in Appropriations Limit	Prior Year Limit	Current Year Appropriations Limit [5]
	Apply Highest Factor		Apply Highest Factor		[Highest Cost of Living times Population]	Growth Factor times Prior Year Limit	
86/87							**$ 3,159,327**
87/88	3.470	n/a	-0.290	0.700	1.041940	$ 3,159,327	**$ 3,291,829**
88/89	4.660	n/a	0.110	0.920	1.056230	$ 3,291,829	**$ 3,476,929**
89/90	5.190	n/a	0.520	1.240	1.064940	$ 3,476,929	**$ 3,702,720**
90/91	4.210	0.103	1.140	1.480	1.057520	$ 3,702,720	**$ 3,915,701**
91/92	4.140	n/a	0.280	1.550	1.057540	$ 3,915,701	**$ 4,141,010**
92/93	-0.640	n/a	1.220	1.790	1.011390	$ 4,141,010	**$ 4,188,177**
93/94	2.720	n/a	1.310	1.750	1.045180	$ 4,188,177	**$ 4,377,398**
94/95	0.710	0.479	0.380	1.200	1.019190	$ 4,377,398	**$ 4,461,401**
95/96	4.720	1.171	2.390	1.220	1.072230	$ 4,461,401	**$ 4,783,648**
96/97	4.670	1.559	1.160	1.430	1.061670	$ 4,783,648	**$ 5,078,655**
97/98	4.670	-0.325	1.250	1.640	1.063870	$ 5,078,655	**$ 5,403,029**
98/99	4.150	0.360	1.110	1.560	1.057750	$ 5,403,029	**$ 5,715,054**
99/00	4.530	0.224	1.190	1.620	1.062230	$ 5,715,054	**$ 6,070,702**
00/01	4.910	0.341	1.050	1.820	1.068190	$ 6,070,702	**$ 6,484,663**
01/02	7.820	2.071	0.070	0.720	1.085960	$ 6,484,663	**$ 7,042,084**
02/03	-1.270	0.866	0.410	0.810	1.016830	$ 7,042,084	**$ 7,160,603**
03/04	2.310	0.185	0.350	0.770	1.030980	$ 7,160,603	**$ 7,382,438**
04/05	3.280	1.977	-0.060	2.530	1.058930	$ 7,382,438	**$ 7,817,485**
05/06	5.260	0.999	-0.100	0.330	1.056070	$ 7,817,485	**$ 8,255,811**
06/07	3.960	0.216	0.530	0.740	1.047290	$ 8,255,811	**$ 8,646,229**
07/08	4.420	0.055	0.550	0.970	1.054330	$ 8,646,229	**$ 9,115,978**
08/09	4.290	0.587	1.030	0.930	1.053640	$ 9,115,978	**$ 9,604,959**
09/10	0.620	0.288	0.690	0.810	1.014350	$ 9,604,959	**$ 9,742,791**
10/11	-2.540	0.002	0.790	0.930	1.009320	$ 9,742,791	**$ 9,833,593**
11/12	2.510	0.209	0.810	0.900	1.034330	$ 9,833,593	**$ 10,171,181**
12/13	3.770	0.645	1.020	1.050	1.048600	$ 10,171,181	**$ 10,665,500**
13/14	5.120	1.314	0.280	0.420	1.055620	$ 10,665,500	**$ 11,258,715**
14/15	-0.230	0.185	0.390	0.420	1.006060	$ 11,258,715	**$ 11,326,943**
15/16	3.820	0.047	0.690	0.730	1.045780	$ 11,326,943	**$ 11,845,490**
16/17	5.370	0.033	0.170	0.330	1.057180	$ 11,845,490	**$ 12,522,816**
17/18	3.690	0.075	0.060	0.180	1.038770	$ 12,522,816	**$ 13,008,325**
18/19	3.670	0.340	0.140	0.170	1.038460	$ 13,008,325	**$ 13,508,625**
19/20	3.850	0.384	-0.050	-0.010	1.038400	$ 13,508,625	**$ 14,027,357**
20/21	3.730	0.168	-0.690	-0.600	1.031080	$ 14,027,357	**$ 14,463,327**
21/22	5.730	0.005	-0.410	-0.430	1.052970	$ 14,463,327	**$ 15,229,449**
22/23	7.550	0.005	-0.990	-1.110	1.064850	$ 15,229,449	**$ 16,217,079**
23/24	4.440	0.004	-0.880	-1.060	1.035210	$ 16,217,079	**$ 16,788,082**
24/25	3.620	0.000	-0.140	-0.530	1.03475	$ 16,788,082	**$ 17,371,468**
25/26	6.440	0.001	0.260	0.140	1.06717	$ 17,371,468	**$ 18,538,310**
26/27	4.950	0.000	-0.900	-0.740	1.04173	$ 18,538,310	**$ 19,311,913**

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

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

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

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

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

Town of San Anselmo

EXHIBIT B

Appropriations Limit Calculation Summary
Fiscal Year 2026-27 Adopted Budget

Prior Year Appropriation Limit		**$ 18,538,310**
Allowed Compounded Percentage Increase from Prior Year [1]		
Statewide Per Capita Personnal Income	4.95%	
County Population Growth From State Dept of Finance	-0.740%	
Compounded Percentage as an Adjustment Factor	4.173%	
Growth Factor Adjustment Amount to Appropriation Limit		773,604
Current Year Appropriation Limit From Growth Factors		19,311,913
Annual Other Adjustments to Limit [1]		2,923,213
Current Year Appropriations Limit		22,235,126
Current Year Adopted Budget Appropriations From Proceeds of Taxes [2]		
Proceeds of Taxes From Adopted Budget [3]	24,572,158	
Less Allowable Exclusion of Certain Appropriations [3]	(5,963,980)	
Current Year Appropriations Subject to Appropriation Limit		18,608,178
Current Year Appropriations Under the Appropriation Limit		$ (3,626,948)
Percentage Under the Limit		-16%

(1) Article XIIIb allowed annual adjustments to the Appropriations Limit after calculaiton of annual growth factors

Other Adjustments to Limit	
Measure J - 2023 Sales Tax Override	2,588,768
Measure H - 2022 Library Override	334,445
Total Additional Adjustments to Limit	**2,923,213**

(2) Proceeds of Taxes are certain revenues as defined by State Law and League of California Cities Article XIIIB Appropriations Limit Uniform Guidelines. See Worksheets for details.

(3) Summary of worksheets for above calculations of Appropriations Limit and Apropriations Subject to Limit.

Summary of Appropriations From Proceeds of Taxes	From Non Proceeds of Taxes	From Proceeds of Taxes	Total Appropriations
General Fund	3,341,492	20,489,586	**23,831,078**
Special Revenue Funds	7,755,624	3,881,618	**11,637,242**
Capital Project Funds	-	-	**-**
Debt Service Funds	1,157	198,970	**200,127**
Internal Service Funds	824,645	1,985	**826,629**
Total Proceeds and Non Proceeds of Taxes	**11,922,918**	**24,572,158**	**36,495,076**

Summary of Exclusions	
Court Order Costs	-
Federal Mandates	513,930
Qualified Capital Outlay Over $100,000 and 10+ year life	2,160,400
Qualified Debt Service	3,289,650
Total Exclusions to Appropriations Subject to Limit	**5,963,980**

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.11

MEETING DATE: June 23, 2026

AGENDA TITLE: Adopt Resolution Adopting the Town's Artificial Intelligence (AI) Acceptable Use Policy

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council adopt Resolution (Attachment 1) adopting the Town of San Anselmo Artificial Intelligence (AI) Acceptable Use Policy (Exhibit A).

BACKGROUND

The use of Artificial Intelligence (AI) and Generative AI (GenAI) has grown rapidly and is now embedded in many tools used across local government operations, from document drafting and data analysis to traffic management and public communications. Many of these tools incorporate AI without explicit disclosure, and staff across all departments are likely already encountering AI-assisted features in day-to-day work.

The Finance & Administration Services Director and Management Analyst reviewed AI governance resources developed by peer agencies to assess whether a formal policy was warranted for San Anselmo. Staff reviewed materials from the following sources and prepared a draft policy for the Town Council's consideration at its June 9, 2026 meeting.

DISCUSSION

At its June 9th meeting, the Town Council received a presentation from staff regarding a draft AI Acceptable Use Policy. (See staff report and video at https://granicus_production_attachments.s3.amazonaws.com/sananselmo-ca/08267a259a20baeec8c90a3d4dd627a60.pdf). Based on the Council discussion and input received, the policy was updated to include the following statement: "The Town does not intend to use AI or GenAI to replace Town employees; rather, these technologies are intended to augment and support staff in their work."

Next Steps

Following adoption of the proposed resolution, staff will finalize the Operational Implementation Guide to accompany the policy. Upon completion of the Guide, staff will move forward with full implementation, which will include: distributing the adopted policy and Guide to all staff, contractors, and vendors; updating procurement documents and adding AI disclosure language to applicable Town communications and the Town website; adding the policy to the Town's Employee Handbook; uploading the policy to the Town's NeoGov platform and distributing to all Town employees for review, acknowledgement, and sign-off, with signed acknowledgement forms retained on file; evaluating near-term AI use cases consistent with the adopted policy; and hosting periodic Lunch & Learn sessions to keep staff informed of new AI tools, emerging best practices, and security threats as they arise.

Staff is also developing metrics to support an audit of AI outputs to evaluate accuracy, bias, and compliance with this policy. Staff plans to return to the Town Council at a future meeting to present the results of that audit and any recommended policy or operational adjustments.

FISCAL IMPACT

None at this time. Implementation of the policy will rely on existing staff capacity and Town-approved tools. Any future procurement of new AI systems will follow the Town's existing contracting authority and proceed through the normal budget process.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment 1 – Resolution Adopting the Artificial Intelligence Acceptable Use Policy
Exhibit A - Artificial Intelligence (AI) Acceptable Use Policy

RESOLUTION NO. XXXX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ADOPTING THE TOWN OF SAN ANSELMO ARTIFICIAL INTELLIGENCE (AI) ACCEPTABLE USE POLICY

WHEREAS, the use of Artificial Intelligence (AI) and Generative AI (GenAI) technologies has grown rapidly and is now embedded in many tools used across local government operations, including document drafting, data analysis, communications, and public services; and

WHEREAS, the Town of San Anselmo is committed to using AI and GenAI technologies responsibly, ethically, and in alignment with the Town's values, legal obligations, and community expectations; and

WHEREAS, the Town does not intend to use Artificial Intelligence (AI) or Generative AI (GenAI) to replace Town employees; rather, these technologies are intended to augment and support staff in their work; and

WHEREAS, staff reviewed AI governance resources developed by peer agencies, including the GovAI Coalition, the City of San Rafael, the Transportation Authority of Marin, and the California Society of Municipal Finance Officers, in developing the proposed policy; and

WHEREAS, the Town Council reviewed the proposed Artificial Intelligence (AI) Acceptable Use Policy at its June 9, 2026 meeting, provided direction, and directed staff to incorporate feedback and return the policy for formal adoption; and

WHEREAS, staff has incorporated the Town Council's feedback into the revised policy.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Town Council of the Town of San Anselmo as follows:

Section 1: **AI Acceptable Use Policy**

The Town Council hereby adopts the Town of San Anselmo Artificial Intelligence (AI) Acceptable Use Policy, attached hereto as Exhibit A and incorporated herein by this reference. The Policy shall apply to all Town officers, employees, contractors, and volunteers acting in their official capacities.

Section 2. California Environmental Quality Act

The Town Council finds that adoption of the resolution updating the Town's AI Acceptable Use Policy is not subject to 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.

Section 3. Effective Date

This Resolution shall take effect immediately upon its adoption.

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the San Anselmo Town Council on the 23rd day of June 2026, by the following vote:

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

_____
STEVE BURDO
MAYOR

ATTEST:

_____
SERGE AVILA
TOWN CLERK

Town of San Anselmo

Artificial Intelligence (AI) Acceptable Use Policy

Policy Statement

The Town of San Anselmo is committed to using Artificial Intelligence (AI) and Generative AI (GenAI) technologies to enhance public services, improve operational efficiency, and support community well-being. All employees, contractors, and partners must follow this policy to ensure AI is used responsibly, ethically, and in alignment with the Town's values, legal obligations, and community expectations.

The Town does not intend to use AI or GenAI to replace Town employees; rather, these technologies are intended to augment and support staff in their work.

Scope

This policy applies to all departments, employees, contractors, consultants, volunteers, interns, vendors, and other third parties using or procuring AI systems or AI-assisted tools on behalf of the Town of San Anselmo. It covers the design, development, deployment, and procurement of any AI functionality, including AI features embedded in existing tools, including productivity, records, finance, public safety, planning, permitting, and HR systems.

Guiding Principles

The following principles guide the Town's acquisition and use of AI:

- **Serve the Public Good**: Use AI to improve public services, accessibility, efficiency, and community outcomes.
- **Maintain Human Oversight**: AI should support, not replace, human judgment. Consequential decisions must remain subject to human review and accountability.
- **Be Transparent**: Be clear about when and how AI is used, its purpose, and its limitations, consistent with applicable law.
- **Promote Equity and Fairness**: Evaluate AI systems for bias, disparate impacts, and equitable outcomes.
- **Protect Privacy and Data**: Safeguard sensitive information and comply with all applicable privacy, records retention, and data security requirements.
- **Ensure Security and Safety**: Use AI systems that protect the confidentiality, integrity, and availability of Town systems and data.
- **Uphold Accountability**: Departments remain responsible for decisions and outcomes supported by AI systems.
- **Prioritize Effectiveness**: Deploy AI systems that are reliable, fit for purpose, and demonstrably effective.
- **Consider Environmental Impact**: Where practical, consider sustainability, energy usage, and operational efficiency when selecting AI systems.

- **Apply Human-Centered Design**: Design and evaluate AI systems with the needs, well-being, and trust of residents in mind.

Roles and Responsibilities

This policy applies to all Town personnel and agents as described in the Scope. Key AI-related responsibilities by role are summarized below:

Role	Responsibilities
Town Manager or Designee	Establishes and enforces policy; provides final approval for AI tools.
Town Attorney	Reviews AI policies and contracts for legal compliance and risk.
Department Directors	Review technology procurement requests within their departments; consult with the Town Clerk, Town Manager or designee, and the Town's Information Technology contractor.
Town Clerk	Oversees records retention compliance; responds to Public Records Act requests, and recommends policy updates.
Information Technology Contractor	Assists with evaluation of data security, privacy, and cybersecurity implications; supports implementation of network-level controls for approved and restricted platforms.
All Employees, Contractors & Vendors	Follow this policy; propose use cases; validate AI outputs; report incidents to their supervisor.

Acceptable Uses

AI and GenAI may be used to support the following activities, provided they align with the Guiding Principles above:

Administrative Uses

- Automate routine, low-risk administrative tasks to improve efficiency
- Draft, summarize, translate, or analyze text for internal efficiency
- Assist with meeting transcription, agenda preparation, minutes drafting, records organization, and public records request processing
- Assist staff with permit intake, zoning research, plan review support, and code research, subject to human review
- Assist with drafting staff reports, policies, ordinances, resolutions, and administrative documents, subject to staff review
- Assist with research, knowledge management, grant development, and retrieval of internal policies and historical records

- Assist with creation of creative, educational, and public-facing communications materials, including graphics, presentations, video, and multilingual content

Resident Service Uses

- Support public service delivery and resident information services, including AI-assisted chat, search, or self-service informational tools, provided users are informed when interacting with AI-generated responses
- Enhance accessibility and language access, including translation, captioning, transcription, document formatting, and other tools that improve equitable access to Town services and information

Operational Uses

- Support emergency preparedness, hazard communication, evacuation planning, and resilience analysis
- Assist with data analysis, forecasting, operational planning, and administrative decision support
- Assist with infrastructure maintenance planning, asset inventory management, traffic analysis, and capital project prioritization

This list is intended to provide illustrative examples of acceptable AI uses and does not limit the Town's ability to employ AI in other ways consistent with the Guiding Principles, applicable law, and Town policy.

AI Use Requirements

All Town personnel using AI must comply with the following:

1. **Use AI Responsibly**: AI systems may support, but not replace, professional judgment, accountability, or legally required human decision-making.
2. **Protect Sensitive Information**: Confidential, privileged, Personally Identifiable Information (PII), personnel, law-enforcement-sensitive, personally identifiable, security-sensitive, or infrastructure-related information may only be used with AI systems specifically approved for that purpose.
3. **Verify Outputs**: Staff remain responsible for the accuracy, legality, appropriateness, and completeness of all AI-assisted work products and communications.
4. **Review for Bias and Harm**: AI-generated outputs should be evaluated for bias, discriminatory effects, misinformation, harmful content, and unintended impacts before operational or public use.
5. **Use Approved Systems and Accounts**: Town business may only be conducted using approved AI systems and Town-designated accounts.
6. **Maintain Transparency**: Staff should disclose AI-generated content or AI-assisted resident interactions where appropriate, particularly in public-facing communications and services.
7. **Obtain Appropriate Approval**: Departments must follow applicable procurement, security, and risk review requirements before deploying new AI systems or enabling new AI functionality.

8. **Monitor and Report Issues**: Suspected policy violations, harmful outputs, security incidents, or significant AI system failures must be reported promptly to supervisory staff and the Town Manager's Office.
9. **Maintain Human Oversight**: AI-generated recommendations, analyses, or outputs affecting governmental operations or resident services must remain subject to meaningful human review and authority.
10. **Use AI Within Authorized Scope**: AI systems may only be used for approved Town purposes and within the operational scope for which they were reviewed and authorized.

Prohibited Uses

AI may not be used to:

- Make or substantially influence decisions related to hiring, discipline, performance evaluation, law enforcement prioritization, code enforcement, permitting approvals, housing eligibility, procurement selection, or legal determinations without appropriate human review and documented accountability.
- Fully automate decisions that substantially impact individuals or make final determinations regarding eligibility, benefits, enforcement, discipline, or legal rights.
- Conduct mass surveillance, facial recognition, real-time or covert biometric identification, or social scoring unless explicitly authorized by law and the Town Council.
- Classify human facial expressions, body movements, emotions, or sentiments using biometric or emotion-analysis technologies.
- Perform cognitive or behavioral manipulation of individuals or vulnerable groups.
- Mimic or impersonate any living person without authorization or disclosure.
- Generate or distribute deceptive synthetic media, including fabricated audio, video, or imagery representing Town officials, employees, residents, or public proceedings.
- Use AI-generated content in violation of applicable copyright, licensing, attribution, disclosure, or intellectual property laws or policies.
- Generate deceptive, discriminatory, harassing, or materially misleading content.
- Collect, process, retain, or share personal data in violation of law or Town policy.
- Input confidential, privileged, personnel, law-enforcement-sensitive, security-sensitive, or infrastructure-related information into unapproved AI systems.
- Deploy AI systems capable of independently executing transactions, modifying records, sending communications, or accessing Town systems without explicit authorization and oversight.

Meaningful human review under this policy must involve independent judgment and authority to modify, reject, or override AI-generated outputs or recommendations.

Procurement and Approval

Staff must follow this process before acquiring or deploying any new AI system:

Tool Approval

1. **Department Approval —** Departments must discuss proposed AI use cases with their Department Director prior to procurement, deployment, or operational use**.**
2. **Risk Assessment —** The Department Director, in consultation with the Town Clerk, Town Attorney, and the Town's Information Technology contractor as appropriate, will assess the tool for legal compliance, data security, privacy, and equity risks.
3. **Approval —** Tools may be approved by the Town Manager or designee.

Vendor Selection

1. **Vendor Contracts —** All contracts with vendors who use or may use AI must address data ownership, security, audit rights, and model limitations. This requirement may be phased in for existing contracts.
2. **AI FactSheet —** Vendors providing AI systems must complete an AI FactSheet providing standardized technical documentation about the system, including its data sources, operational model, known limitations, and privacy practices. The Town Manager or designee is responsible for requiring vendors to complete this documentation as part of the procurement process. The GovAI Coalition AI FactSheet template for third party service providers is available at: https://www.sanjoseca.gov/home/showpublisheddocument/127539/639034051932800000
3. **Risk Assessment —** The Department Director, in consultation with the Town Clerk, Town Attorney, and the Town's Information Technology contractor as appropriate, will assess the vendor for legal compliance, data security, privacy, and equity risks.
4. **Approval —** Vendors may be approved by Town Council or Town Manager or designee.

Training

The Town of San Anselmo will:

- Include AI policy orientation as part of new employee onboarding
- Require annual AI policy and responsible-use training for all staff
- Make additional training resources available as technology, laws, and best practices evolve
- Offer periodic workshops, demonstrations, or Lunch & Learn sessions to introduce staff to new AI tools, emerging best practices, and relevant security, privacy, and compliance considerations

Staff are:

- Required to complete all mandatory AI training and comply with this policy.
- Responsible for staying informed about updates to this policy and applicable Town guidance.
- Encouraged to participate in optional training opportunities to expand their knowledge and promote the responsible and effective use of AI.

Governance and Review

- This policy will be reviewed at least annually and updated as laws, technologies, and best practices evolve.
- The Town is subject to the California Public Records Act. Staff must follow all applicable records retention and disclosure procedures. This means any prompts, outputs, or other information used in relation to AI tools may be released publicly. Staff should not use any prompts that may include information not suitable for public release, including PII.
- Departments must promptly report material AI incidents, errors, or risks to the Town Manager's Office.
- If an AI system ceases to provide clear benefit, a Department Director may recommend retirement of the tool to the Town Manager or designee. If abrupt discontinuation would disrupt Town services, the system may be phased out gradually.

Exceptions

Staff must adhere to all requirements in this policy unless a specific documented exception is explicitly granted by the Town Manager or designee. Policy violations without a formal documented exception will be treated as a policy incident. In emergency situations that require immediate use of an AI tool not yet approved, staff must:

1. Obtain documented approval from their Department Director prior to use.
2. Submit the Department-approved use case to the Town Manager or designee for review within 30 days of the incident.

Restricted Platform Alternatives

In the event the Town restricts access to certain AI platforms, the Town will, whenever practicable, provide staff with a list of vetted alternative AI platforms that have been approved for Town use. This approach allows employees to remain productive using tools that meet the Town's privacy and security standards, while helping prevent the use of unapproved tools that could expose Town data. The Town reserves the right to restrict access to unapproved AI platforms at the network level on Town-managed devices and networks, in coordination with the Town's IT team. Department Directors are responsible for periodically reviewing approved platforms and recommending changes to the Town Manager or designee as needed.

Violations of This Policy

Violations of this policy may result in disciplinary action, up to and including termination of employment or contract. Third-party violations may result in breach of contract and pursuit of damages. Infractions that violate local, state, federal, or international law may be referred to the appropriate authorities.

Definitions

Artificial Intelligence (AI): A machine-based system that, for a given set of human-defined objectives, can generate predictions, recommendations, content, analyses, or decisions that influence real or virtual environments. AI includes systems embedded within software platforms that support or automate tasks typically associated with human intelligence.

Generative AI (GenAI): AI systems capable of generating or transforming content, including text, images, audio, video, software code, or other media, based on user prompts or other inputs. Examples include ChatGPT, Microsoft Copilot, Gemini, and Claude.

Personally Identifiable Information (PII): Information that identifies, relates to, describes, or could reasonably be linked to a specific individual, including names, addresses, government-issued identification numbers, contact information, or combinations of data elements.

Town: Refers to the Town of San Anselmo and any employees, contractors, consultants, vendors, volunteers, or agents acting on its behalf.

Meaningful Human Review: Human oversight involving independent judgment and authority to interpret, modify, reject, or override AI-generated outputs, recommendations, or decisions.

Public-Facing AI System: An AI-enabled tool, service, or interface that interacts directly with residents, businesses, visitors, or members of the public on behalf of the Town.

Sensitive Data: Confidential, privileged, personal, personnel, financial, legal, law-enforcement-sensitive, cybersecurity-related, or infrastructure-related information requiring heightened protection under law, policy, or operational necessity.

AI-Assisted Decision-Making: The use of AI-generated outputs, recommendations, analyses, rankings, or predictions to inform or support human decision-making processes.

Acknowledgement

This policy was developed drawing on resources from the GovAI Coalition, the City of San Rafael, the Transportation Authority of Marin, the California Society of Municipal Finance Officers, and other public agency partners.

This policy was drafted with the assistance of AI, and subsequently reviewed and edited by Town staff.

Approved AI Tools

The following AI-enabled systems and platforms are currently approved for Town use through Town-designated accounts or authorized enterprise environments. Approved systems may include standalone AI tools, embedded AI features within enterprise software, and department-specific AI applications. The Town Manager or designee may update the approved systems list administratively as tools are added, removed, or modified.

Examples of approved systems may include:

- General-purpose AI assistants and research tools
- AI-enabled productivity and collaboration platforms
- Document analysis and knowledge management tools
- Meeting transcription and summarization tools
- Planning, permitting, and plan review assistance tools
- AI-enabled GIS, analytics, and operational planning systems
- AI-enabled accessibility, translation, and communications tools

Current examples include:

- Claude
- ChatGPT
- Microsoft Copilot
- Google Gemini
- NotebookLM
- Roundabout Technologies
- Ichi AI

STAFF REPORT

TOWN OF SAN ANSELMO Item # 1.12

MEETING DATE: June 23, 2026

AGENDA TITLE: Approval of Resolution Revising a Statement of Investment Policy for Fiscal Year 2026-2027

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider approving the attached Resolution (Attachment 1) setting the Statement of Investment Policy for fiscal year 2026-2027.

BACKGROUND

The purpose of the Town's investment policy is to ensure, through the prudent investment of its idle cash, that the Town obtains the highest yield possible without risk to the safety and liquidity of its funds.

The Town has maintained a Statement of Investment Policy since 1985. Town staff reviews the policy on an annual basis and updates the policy as needed to comply with the California Government Code Section 53600 et seq.

Staff has reviewed the 2026 update to the Local Agency Investment Guidelines issued by the California Debt and Investment Advisory Commission, as well as the Town's Statement of Investment Policy (Exhibit A), to confirm that all investment types remain allowable. The 2026 update includes statutory changes related to commercial paper maturity limits and reporting requirements; none of these changes affect the Town's permitted investment types or require modification to the Town's investment policy. No changes have been made to the Statement of Investment Policy for Fiscal Year 2026-2027. The policy presented for Council consideration remains in compliance with California Government Code Section 53600 et seq.

In compliance with the policy, the Town invests idle cash when doing so generates a higher return than the operating fund bank account. Finance Department staff reconcile all Town accounts monthly. The Town Treasurer reviews the reconciliation reports and, together with the Director, prepares a Quarterly Investment Report for presentation to the Town Council.

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

GENERAL PLAN CONSISTENCY
Not applicable.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS
Attachment 1: 2026-2027 Investment Policy Resolution
Exhibit A: 2026-2027 Statement of Investment Policy

RESOLUTION NO. XXXX

RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL SETTING A STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2026-2027

WHEREAS, the State of California Government Code requires the Town to review and update the Town's Statement of Investment Policy annually;

NOW THEREFORE BE IT RESOLVED, as follows:

Section 1. California Environmental Quality Act
The Council further finds that this Resolution does not constitute a "project" under the California Environmental Quality Act ("CEQA") because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code§ 21065).

Section 2. Statement of Investment Policy
that the San Anselmo Town Council hereby adopts the revised Statement of Investment Policy for Fiscal Year 2026-2027 attached hereto.

RESOLUTION PASSED AND ADOPTED at the regular meeting of the San Anselmo Town Council on the 23rd day of June, 2026, by the following vote:

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

_____
Steve Burdo, Mayor

ATTEST:

_____
Serge Avila, Town Clerk

Exhibit A: Statement of Investment Policy Fiscal Year 2026-2027

TOWN OF SAN ANSELMO

STATEMENT OF INVESTMENT POLICY
Fiscal Year 2026-2027

PURPOSE

This Statement is intended to provide guidelines for the prudent investment of the Town's temporary idle cash, and to outline the policies for maximizing the efficiency of the Town's cash management system. The ultimate goal is to enhance the economic status of the Town while protecting its pooled cash. The Statement of Investment Policy is reviewed annually by the Town Council, and any modifications to the statement must be approved by the Town Council.

OBJECTIVE

The Town's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the town to invest funds to the fullest extent possible. The town attempts to obtain the highest yield obtainable as long as investments meet the criteria established for safety and liquidity.

POLICY

San Anselmo operates its temporary pooled idle cash investments under the prudent investor standard as defined in Government Code Section 53600.3. "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence… that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency." This affords the Town a broad spectrum of investment opportunities as long as the investment is deemed prudent and is allowable under Government Code Section 53600, et seq.

Criteria for selecting investments and the order of priority are:

1. **Safety:** The safety and risk associated with an investment refers to the potential loss of principal and interest, or a combination of these elements. There is safety if there is assurance that principal will be preserved.

2. **Liquidity:** An investment is liquid if it can be converted to cash with a minimal chance of losing principal or interest.

3. **Yield:** Yield is the potential earnings of an investment, or its rate of return.

Investments may be made in the following instruments:

- **United States Treasury** obligations.
- **United States Agency** obligations.
- **Federal Instrumentalities.**
- **Negotiable Certificates of Deposit**
- **Non-negotiable Certificates of Deposit**
- **Local Agency Bonds**
- State of **California and Others Bonds and Registered Warrants.**
- **Bonds, Notes, Warrants** or other evidence of indebtedness of a **local agency** within the State of California.
- **Medium-term notes** of a maximum of five years maturity issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment shall be rated in a rating category of "A" or its equivalent or better by a nationally recognized rating service. The purchase of eligible medium-term notes may not exceed thirty percent (30%) of the Town's surplus money.
- **California State Local Agency Investment Fund (LAIF) Pooled Money Investment Program** operated by the State Treasurer's office.
- **Passbook Savings Account Demand Deposits.**
- **Mutual Funds and Money Market Mutual Funds.**

Other investment instruments authorized by State legislation shall not be used unless Town Council approval is obtained.

Safekeeping:

Securities purchased from broker/dealers shall be held in third party safekeeping by the trust department of the Town's bank, or other designated third-party trust, and in the Town's name and control whenever possible.

Town Constraints:

The Town strives to maintain the level of investment of all funds as near to 100% as possible through daily and projected cash flow determinations. Idle cash management and investment transactions are the responsibility of the Finance and Administrative Services Director.

All participants in the investment process shall act responsibly as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust. Nevertheless, in a diversified portfolio, it must be recognized that occasional measured losses are inevitable and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented. The basic premise underlying the Town's Investment Policy is to ensure the Town's financial integrity.

_____ Dated: _____

David P. Donery, Town Manager

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.13

MEETING DATE: June 23, 2026

AGENDA TITLE: Approval of Resolutions Amending Salaries and Benefits for Management and Confidential Employees to Reflect Marin Wildfire Prevention Authority Financial Services Agreement

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council approve the attached Resolutions amending salaries and benefits for Management (Attachment 1) and Confidential (Attachment 2) Employees to reflect additional responsibilities assumed in connection with the Marin Wildfire Prevention Authority financial services agreement.

BACKGROUND

At its June 9, 2026 meeting, the Town Council authorized the Town Manager to execute a Professional Services Agreement with the Marin Wildfire Prevention Authority (MWPA) for the Town to provide financial and payroll services and serve as MWPA's Treasurer. At that meeting, staff indicated it would return with updates to the Management and Confidential Employee Resolutions to reflect associated compensation adjustments.

DISCUSSION

In connection with the MWPA agreement, the Finance and Administrative Services Director and Senior Accountant/Finance Manager positions will assume complete responsibility for MWPA's financial reporting and payroll systems, including budgeting, financial software management, audit management, and supervision of payroll. In recognition of this significantly increased responsibility, the Finance and Administrative Services Director will receive an additional 4% and the Senior Accountant/Finance Manager will receive an additional 6% above their respective current salaries, effective July 1, 2026, for as long as the positions are responsible for MWPA functions.

Similarly, the Management Analyst position will assume responsibility for MWPA finance and payroll functions, for which the Management Analyst will receive an additional 6% above the incumbent's current salary, effective July 1, 2026, for as long as the position is responsible for MWPA functions.

These adjustments are contingent on the MWPA agreement and will terminate if the agreement ends.

FISCAL IMPACT

The compensation adjustments are offset by revenue generated under the MWPA Professional Services Agreement, which was structured to ensure full cost recovery. There is no net fiscal impact to the General Fund.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's discussion and adoption of the resolutions 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 – Resolution Repealing and Replacing Resolution No. 2025-4605 Establishing Salaries and Benefits for Town Manager and Management Employees Effective July 1, 2025 to June 30, 2028
Attachment 2 – Resolution Repealing and Replacing Resolution No. 2025-4592 Establishing Salaries and Benefits for Confidential Employees Effective July 1, 2025 to June 30, 2028

RESOLUTION NO. XXXX

A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 2025-4605 TO ESTABLISH SALARIES AND BENEFITS FOR TOWN MANAGER AND MANAGEMENT EMPLOYEES EFFECTIVE JULY 1, 2025 TO JUNE 30, 2028

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 Development Director
Community Services Director
Finance and Administrative Services Director
Librarian
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
Senior Civil Engineer

NOW THEREFORE, BE IT RESOLVED that Resolution No. 2025-4605 is hereby repealed and replaced in its entirety as follows:

Section 1. California Environmental Quality Act
The Council's discussion and adoption of this resolution approving management employee salaries is not a "project" under the California Environmental Quality Act ("CEQA") because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code§ 21065).

Section 2. **Monthly Salaries**

	July 1, 2025	December 1, 2025	July 1, 2026	July 1, 2027
Town Manager	$21,265	$23,380	$24,666	$25,653
Public Works Director	$18,234		$19,237	$20,006
Fin & Adm Services Director	$16,915		$17,845	$18,559

Community Development Director	$17,745	$18,721	$19,470
Librarian	$14,125	$14,902	$15,498
Community Services Director	$14,125	$14,902	$15,498
Building Official	$14,125	$14,902	$15,498
Senior Civil Engineer	$12,212	$12,884	$13,399
Dep. Town Clerk/Muni Info Off.	$11,433	$12,062	$12,544
Assistant Public Works Director	$14,125	$14,902	$15,498

	July 1, 2025	July 1, 2026	July 1, 2027
Senior Accountant/ Financial Supervisor (Step E)	$10,888	$11,487	$11,946
Public Works Manager (Step E)	$12,212	$12,884	$13,399
Community Engagement Coordinator (Step E)	$9,629	$10,159	$10,565

Managers and Mid-Managers 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, receives five (5) days of administrative leave annually beginning July 1 of each year (3.33 hours per month). A 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, the Community Development Director a monthly car allowance of $150, and the 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 positions have assumed complete responsibility for the Ross Valley Fire Department (RVFD) financial reporting and human resource systems, including budgeting, financial software management, audit management,, supervision of the payroll, benefit administration, and hiring processes, which entail significant increased responsibility, for which the Finance and Administrative Services Director and Senior Accountant/Finance Manager will receive an additional 20% on the incumbent's current salary, effective June 1, 2016, for as long as the positions are responsible for the RVFD functions. The Ross Valley Fire Department will pay the Town for these accounting services.

Section 9. Finance and Administrative Services Director and Senior Accountant/Finance Manager

The Finance and Administrative Services Director and Senior Accountant/Finance Manager positions have assumed complete responsibility for the Marin Wildfire Prevention Authority (MWPA) financial reporting and payroll systems, including budgeting, financial software management, audit management, and supervision of the payroll, which entail significant increased responsibility, for which the Finance and Administrative Services Director will receive an additional 4% and Senior Accountant/Finance Manager will receive an additional 6% on the incumbent's current salary, effective July 1, 2026, for as long as the positions are responsible for the MWPA functions. The Marin Wildfire Prevention Authority will pay the Town for these accounting services.

Section 10. 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 11. 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, 2025

Position	A	B	C	D	E
Community Development Director	$14,599	$15,329	$16,096	$16,900	$17,745
Community Services Director	$11,504	$12,111	$12,748	$13,419	$14,125
Fin & Admin Services Director	$13,778	$14,502	$15,266	$16,072	$16,915
Public Works Director	$14,853	$15,635	$16,457	$17,323	$18,234
Town Librarian	$11,504	$12,111	$12,748	$13,419	$14,125

Position	Monthly Salary
Town Manager (Appointed)	$21,265

San Anselmo Unrepresented Mid-Management Salary Schedule
Effective December 1, 2025

Position	Monthly Salary
Town Manager (Appointed)	$23,380

San Anselmo Unrepresented Mid-Management Salary Schedule
Effective July 1, 2025

Position	A	B	C	D	E
Assistant Public Works Director	$11,504	$12,111	$12,748	$13,419	$14,125
Building Official	$11,504	$12,111	$12,748	$13,419	$14,125
Community Engagement Coordinator	$7,921	$8,317	$8,732	$9,170	$9,629
Deputy Town Clerk/ Municipal Info Officer	$9,403	$9,875	$10,368	$10,886	$11,433
Senior Accountant/ Financial Supervisor	$8,956	$9,404	$9,874	$10,367	$10,888
Public Works Manager	$9,945	$10,470	$11,021	$11,602	$12,212
Senior Civil Engineer	$9,945	$10,470	$11,021	$11,602	$12,212

San Anselmo Unrepresented Management Salary Schedule
Effective July 1, 2026

Position	A	B	C	D	E
Community Development Director	$ 15,402	$16,172	$16,981	$17,830	$18,721
Community Services Director	$12,137	$12,777	$13,449	$14,157	$14,902
Fin & Admin Services Director	$14,536	$15,300	$16,106	$16,956	$17,845
Public Works Director	$15,670	$16,495	$17,362	$18,276	$19,237
Town Librarian	$12,137	$12,777	$13,449	$14,157	$14,902

Position	Monthly Salary
Town Manager (Appointed)	$24,666

San Anselmo Unrepresented Mid-Management Salary Schedule
Effective July 1, 2026

Position	A	B	C	D	E
Assistant Public Works Director	$12,137	$12,777	$13,449	$14,157	$14,902
Building Official	$12,137	$12,777	$13,449	$14,157	$14,902
Community Engagement Coordinator	$8,357	$8,774	$9,212	$9,674	$10,159
Deputy Town Clerk/ Municipal Info Officer	$9,920	$10,418	$10,938	$11,485	$12,062
Senior Accountant/ Financial Supervisor	$9,449	$9,921	$10,417	$10,937	$11,487
Public Works Manager	$10,492	$11,046	$11,627	$12,240	$12,884
Senior Civil Engineer	$10,492	$11,046	$11,627	$12,240	$12,884

San Anselmo Unrepresented Management Salary Schedule
Effective July 1, 2027

Position	A	B	C	D	E
Community Development Director	$16,018	$16,819	$17,660	$18,543	$19,470
Community Services Director	$12,622	$13,288	$13,987	$14,723	$15,498
Fin & Admin Services Director	$15,117	$15,912	$16,750	$17,634	$18,559
Public Works Director	$16,297	$17,155	$18,056	$19,007	$20,006
Town Librarian	$12,622	$13,288	$13,987	$14,723	$15,498

Position	Monthly Salary
Town Manager (Appointed)	$25,652

San Anselmo Unrepresented Mid-Management Salary Schedule

Effective July 1, 2027

Position	A	B	C	D	E
Assistant Public Works Director	$12,622	$13,288	$13,987	$14,723	$15,498
Building Official	$12,622	$13,288	$13,987	$14,723	$15,498
Community Engagement Coordinator	$8,691	$9,125	$9,580	$10,061	$10,565
Deputy Town Clerk/ Municipal Info Officer	$10,317	$10,835	$11,376	$11,944	$12,544
Senior Accountant/ Financial Supervisor	$9,827	$10,318	$10,834	$11,374	$11,946
Public Works Manager	$10,912	$11,488	$12,092	$12,730	$13,399
Senior Civil Engineer	$10,912	$11,488	$12,092	$12,730	$13,399

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.

RESOLUTION PASSED AND ADOPTED, at a regular meeting of the San Anselmo Town Council held on the 23rd day of June 2026, by the following vote:

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

_____
STEVE BURDO
MAYOR

ATTEST:

_____
SERGE AVILA
TOWN CLERK

RESOLUTION NO. XXXX

A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 2025-4592 TO ESTABLISH SALARIES AND BENEFITS FOR CONFIDENTIAL EMPLOYEES EFFECTIVE JULY 1, 2025 TO JUNE 30, 2028

WHEREAS, the performance of the confidential employees and changes in the cost of living have been reviewed by the Town Manager and the Finance and Administrative Services Director; and

WHEREAS, the duties, responsibilities, and compensation of the confidential staff of the Town of San Anselmo have been reviewed in relation to comparable positions in comparable cities and towns in Marin; and

WHEREAS, the Service Employees International Union (SEIU) Local 1021 Memorandum of Understanding provides for a 6% salary increase effective July 1, 2025, a 5.5% salary increase effective July 1, 2026, and a 4% salary increase effective July 1, 2027; and

NOW THEREFORE, BE IT RESOLVED that Resolution No. 2025-4592 is hereby repealed and replaced in its entirety as follows:

Section 1. **California Environmental Quality Act.**

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

Section 2. Monthly Salaries.

San Anselmo Unrepresented Confidential Employees Salary Schedule
Effective July 1, 2025

Position	**A**	**B**	**C**	**D**	**E**
Management Analyst (37.5 hours workweek)	$6,536	$6,862	$7,205	$7,565	$7,943

Effective July 1, 2026

Position	**A**	**B**	**C**	**D**	**E**
Management Analyst (37.5 hours workweek)	$6,895	$7,239	$7,601	$7,981	$8,380

Effective July 1, 2027

Position	A	B	C	D	E
Management Analyst (37.5 hours workweek)	$7,171	$7,529	$7,905	$8,300	$8,715

Section 2. Other Benefits

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

Section 3. Ross Valley Fire Department

That as of June 1, 2016, the Management Analyst position has assumed responsibility for the Ross Valley Fire Department (RVFD) finance and human resources functions, which entail significant increased responsibility, for which the Management Analyst will receive an additional 20% on the incumbent's current salary, 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 4. Management Analyst

That as of Ju1y 1, 2026, the Management Analyst position has assumed responsibility for the Marin Wildfire Prevention Authority (MWPA) finance and payroll functions, which entail significant increased responsibility, for which the Management Analyst will receive an additional 6% on the incumbent's current salary, for as long as the position is responsible for the MWPA functions. The Marin Wildfire Prevention Authority will pay the Town for these accounting services.

RESOLUTION PASSED AND ADOPTED, at a regular meeting of the San Anselmo Town Council held on the 23rd day of June 2026, by the following vote:

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

_____
STEVE BURDO
MAYOR

ATTEST:

_____
SERGE AVILA
TOWN CLERK

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.14

MEETING DATE: June 23, 2026

AGENDA TITLE: Publicly Available Pay Schedule

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider approving the attached resolution adopting a Publicly Available Pay Schedule in accordance with California Public Employees Retirement Systems (CalPERS) regulations.

BACKGROUND

In 2011, CalPERS adopted regulations setting forth the required elements necessary to meet the definition of a publicly available pay schedule. The required elements are as follows:

(1) Has been duly approved and adopted by the employer's governing body in accordance with the requirements of applicable public meetings laws;
(2) Identifies the position title for every employee position;
(3) Shows the pay rate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
(4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
(5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
(6) Indicates an effective date and date of any revisions;
(7) Is retained by the employer and available for public inspection for not less than five years; and
(8) Does not reference another document in lieu of disclosing the pay rate.

The information in the attached salary schedule (exhibit A) is currently available in the Adopted Budget, the SEIU contract, and various Town Resolutions. However, CalPERS regulations require that all information be included in one document.

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENT

Attachment 1 – Resolution Adopting a Publicly Available Pay Schedule

RESOLUTION NO. XXXX

A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL APPROVING A PUBLICLY AVAILABLE PAY SCHEDULE

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires the governing body of a local agency to adopt a publicly available pay schedule as a condition of CalPERS creditable compensation; and

WHEREAS, the governing body of the Town of San Anselmo has the authority to implement Government Code Section 20636 (b) (1); and

WHEREAS, the governing body of the Town of San Anselmo has adopted salary schedules for all Town positions; and

WHEREAS, one of the requirements for Government Code Section 20636 (b) (1) is the adoption by the governing body of the Town of San Anselmo of a Publicly Available Pay Schedule, as attached hereto in Exhibit "A";

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. California Environmental Quality Act
The Council's discussion and adoption of this resolution approving a publicly available pay schedule is not a "project" under the California Environmental Quality Act ("CEQA") because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code§ 21065).

Section 2. Publicly Available Pay Schedule
That the Town Council adopts the Publicly Available Pay Schedule at Exhibit A for the 2026-2027 fiscal year.

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the San Anselmo Town Council on the 23rd day of June, 2026, by the following vote:

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

_____
STEVE BURDO
MAYOR

ATTEST:

_____
SERGE AVILA
TOWN CLERK

EXHIBITS
A. PUBLICLY AVAILABLE PAY SCHEDULE

Town of San Anselmo
Fiscal Year 2026-2027
Salary Schedule July 1, 2026

Classification Title	Monthly Step A	Monthly Step B	Monthly Step C	Monthly Step D	Monthly Step E
SEIU postions					
Administrative Services Assistant I	$5,565	$5,844	$6,133	$6,440	$6,765
Administrative Services Assistant II	$6,059	$6,363	$6,680	$7,014	$7,364
Administrative/Permit Services Technician	$6,895	$7,239	$7,601	$7,982	$8,380
Assistant Civil Engineer	$8,357	$8,774	$9,214	$9,674	$10,158
Assistant Planner	$7,800	$8,190	$8,600	$9,029	$9,481
Associate Planner	$8,582	$9,008	$9,460	$9,933	$10,430
Building Inspector	$8,927	$9,373	$9,840	$10,335	$10,851
Child Care Instructor	$4,221	$4,433	$4,655	$4,886	$5,130
Code Enforcement Officer	$7,108	$7,482	$7,877	$8,291	$8,727
Lead Library Assistant	$5,610	$5,891	$6,186	$6,495	$6,820
Librarian I	$6,706	$7,043	$7,394	$7,764	$8,153
Librarian II	$7,510	$7,884	$8,278	$8,691	$9,125
Library Assistant	$5,218	$5,478	$5,752	$6,040	$6,341
Library Technician	$5,949	$6,248	$6,559	$6,885	$7,231
Maintenance Supervisor	$7,985	$8,384	$8,804	$9,244	$9,705
Maintenance Worker I	$5,601	$5,880	$6,176	$6,484	$6,810
Maintenance Worker II	$6,168	$6,473	$6,798	$7,138	$7,495
Planning Technician	$7,075	$7,429	$7,801	$8,191	$8,602
Principal Planner	$10,386	$10,905	$11,448	$12,021	$12,623
Project Coordinator	$7,800	$8,190	$8,600	$9,029	$9,481
Recreation Coordinator I	$5,565	$5,844	$6,133	$6,440	$6,765
Recreation Coordinator II	$6,059	$6,363	$6,680	$7,014	$7,364
Recreation Coordinator III	$6,665	$6,999	$7,348	$7,715	$8,101
Recreation Program Leader	$4,643	$4,874	$5,118	$5,373	$5,643
Recreation Supervisor	$7,274	$7,640	$8,021	$8,421	$8,843
Recreation Senior Supervisor	$8,001	$8,404	$8,823	$9,263	$9,728
Senior Building Inspector	$9,819	$10,310	$10,824	$11,368	$11,936
Senior Maintenance Worker	$6,655	$6,987	$7,339	$7,706	$8,090
Senior Planner	$9,442	$9,914	$10,407	$10,928	$11,476

Town Council	Monthly
	300 (effective December 2026 this increases to $950)

Confidential	Monthly Step A	Monthly Step B	Monthly Step C	Monthly Step D	Monthly Step E
Management Analyst*	$6,895	$7,239	$7,601	$7,981	$8,380

Management & Mid-Management Salaries	Monthly Step A	Monthly Step B	Monthly Step C	Monthly Step D	Monthly Step E
Assistant Public Works Director	$12,137	$12,777	$13,449	$14,157	$14,902
Building Official	$12,137	$12,777	$13,449	$14,157	$14,902
Community Engagement Coordinator	$8,357	$8,774	$9,212	$9,674	$10,159
Community Services Director	$12,137	$12,777	$13,449	$14,157	$14,902
Finance & Administrative Services Director*	$14,536	$15,300	$16,106	$16,956	$17,845
Planning Director	$15,402	$16,172	$16,981	$17,830	$18,721
Public Works Director	$15,670	$16,495	$17,362	$18,276	$19,237
Public Works Manager	$10,492	$11,046	$11,627	$12,240	$12,884
Recreation Manager	$8,728	$9,169	$9,626	$10,105	$10,612
Senior Accountant/Financial Supervisor	$9,449	$9,921	$10,417	$10,937	$11,487
Senior Civil Engineer	$10,492	$11,046	$11,627	$12,240	$12,884
Town Clerk/Municipal Information Officer	$9,920	$10,418	$10,938	$11,485	$12,062
Town Librarian**	$12,137	$12,777	$13,449	$14,157	$14,902
Town Manager					$24,666

*Finance and Administrative Services Director, Senior Accountant/Financial Supervisor, and Management Analyst receive an additional 20% pay beyond the salary listed for responsibilities related to Ross Valley Fire Department, and an additional 4%, 6%, and 6%, respectively, for responsibilities related to the Marin Wildfire Prevention Authority.

** Town Librarian receives an additional 15% pay beyond the salary listed for Assistant Town Manager duties.

Part Time Hourly Salaries

	Hourly Rates
Clerical Assistant	$16.90 -$23.96
Library Assistant (on call)	$18.00 - $35.26
Library Pages	$16.90 - $21.18
Librarian (on call)	$28.00 - $49.70
Maintenance Worker	$16.90 - $33.00
Professional Temp	$20.00 - $125.65
Recreation Childcare Aide	$16.90 - $24.92
Recreation Childcare Instructor	$16.90 - $30.65
Recreation Facility/Equipment Assistant	$16.90 - $27.69
Recreation Specialist	$16.90 - $33.72
Sports Official/Coach	$16.90 - $67.17

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.15

MEETING DATE: June 23, 2026

AGENDA TITLE: Adopt Resolution Approving the FY 2026-2027 Budget and Workplan

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider adopting the attached resolution approving the Fiscal Year 2026-2027 Budget and Workplan.

BACKGROUND

At its June 9, 2026 meeting, Town Council held a public hearing to review and provide feedback on the proposed FY 2026-2027 Budget and Workplan. The proposed budget included a reduction in the General Fund transfer to the Climate Action Fund from $105,000 to $80,000, and a reduction in Climate Action Fund outside services expenditures from $150,000 to $110,000.

DISCUSSION/ANALYSIS

Following the public hearing, Town Council directed staff to proceed with the proposed Budget and Workplan with one modification: restore the Climate Action Fund figures to prior year levels, maintaining the General Fund transfer at $105,000 and the outside services expenditure budget at $150,000. All other elements of the proposed budget remain unchanged. The higher expenditure budget relative to the transfer reflects the fund's accumulated balance from prior years, during which actual spending averaged approximately $105,000 annually against a $150,000 appropriation.
The attached resolution formally adopts the FY 2026-2027 Budget and Workplan incorporating this direction.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's discussion and adoption of the attached resolution 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: Resolution Adopting FY 2026-2027 Budget

RESOLUTION NO. XXXX

A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL ADOPTING THE FISCAL YEAR 2026-2027 BUDGET AND WORKPLAN

WHEREAS, the San Anselmo Town Council held a public hearing on the Proposed FY 2026-2027 Budget and Workplan on June 9, 2026; and

WHEREAS, the Council has determined that the FY 2026-2027 Proposed Budget and Workplan will allow for the continuation of basic municipal services and the necessary construction of capital improvements.

NOW THEREFORE, BE IT RESOLVED as follows:

Section 1. California Environmental Quality Act
The Council's discussion and adoption of this resolution approving the fiscal year 2026-2027 budget and workplan is not a "project" under the California Environmental Quality Act ("CEQA") because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code§ 21065).

Section 2. 2026-2027 Budget & Workplan
Be it further resolved that the San Anselmo Town Council adopts the FY 2026-2027 Budgeted Expenditures and Transfers Out as allocated below and as reflected in the Budget and Workplan, which is attached hereto and incorporated herein by reference:

Major Funds	
General Fund	$23,831,078
Measure J Sales Tax Fund	2,729,933
Grants Fund	2,054,142
Recreation Fund	2,780,050
Road Maintenance Fund	1,998,300
Special Revenue Funds	
Community Services Master Plan Fund	4,000
Downtown Revitalization Fund	32,640
Emergency Reserve Fund	-
State Gasoline Tax	739,279
Library Tax Fund	347,645
Robson House Fund	45,208
Special Events	82,882
Measure A Parks Tax Fund	429,571
Isabel Cook Center	176,198
Parking Fund	181,139
Measure C Wildfire Tax Fund	410,000
Climate Action Fund	150,000
Capital Project Funds	
Active Transportation	205,000
Equipment Replacement Fund	-

Park Improvement Fund	570,000
Debt Service Funds	
Measure G Debt Service Fund	200,200
Internal Service Funds	
Insurance Fund	968,511
Building Maintenance Fund	597,698
Technologies Replacement Fund	414,256
Vehicle Replacement Fund	150,000
Total	**$39,097,730**

RESOLUTION PASSED AND ADOPTED, at a regular meeting of the San Anselmo Town Council held on the 23rd day of June 2026, by the following vote:

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

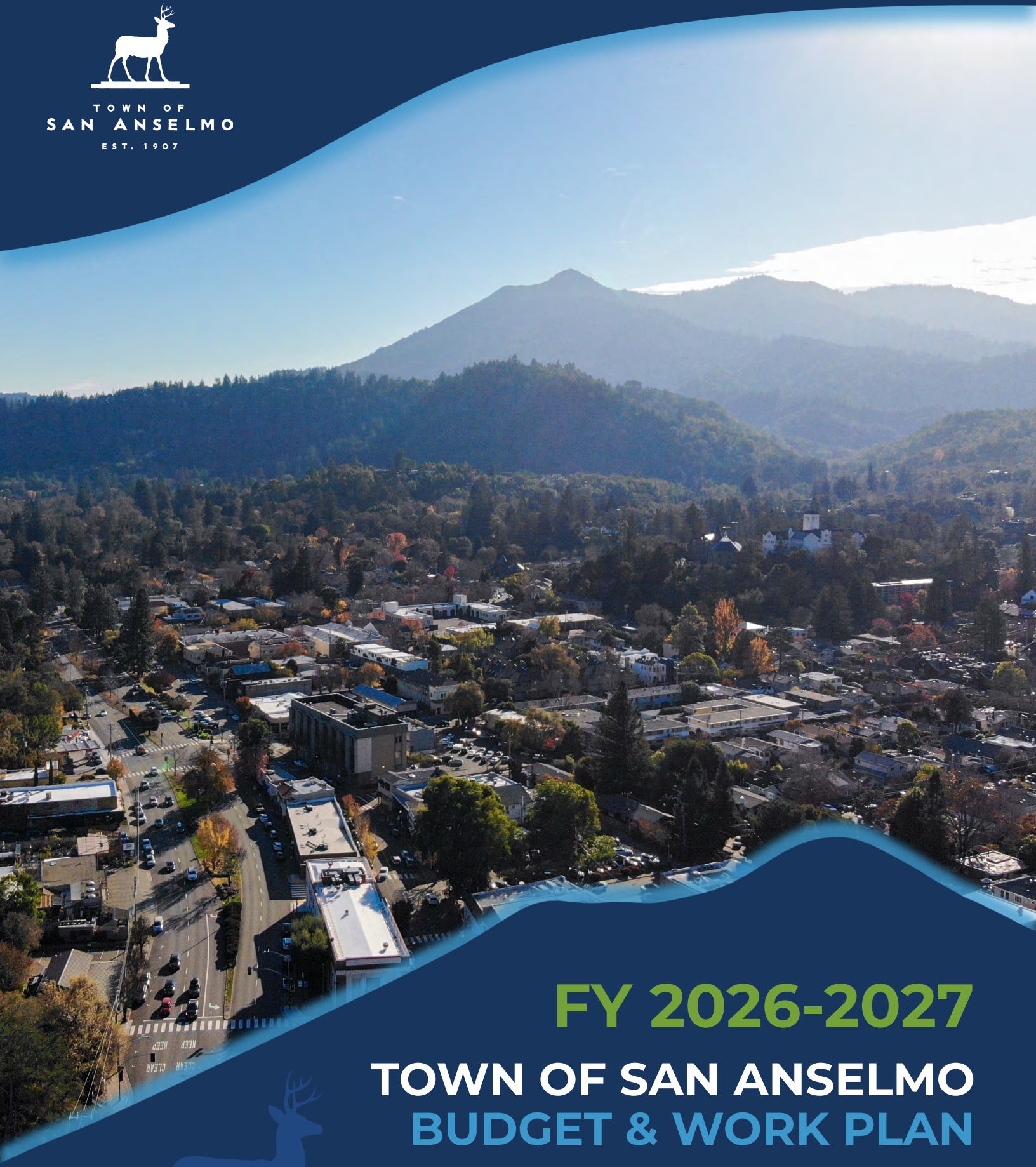
_____
STEVE BURDO
MAYOR

ATTEST:

_____
SERGE AVILA
TOWN CLERK

EXHIBIT A
FY 2026-2027 BUDGET AND WORKPLAN

TOWN OF
SAN ANSELMO
EST. 1907



FY 2026-2027

TOWN OF SAN ANSELMO
BUDGET & WORK PLAN

SANANSELMO.GOV/BUDGET

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TOWN MANAGER'S MESSAGE

June 9, 2026

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

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

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

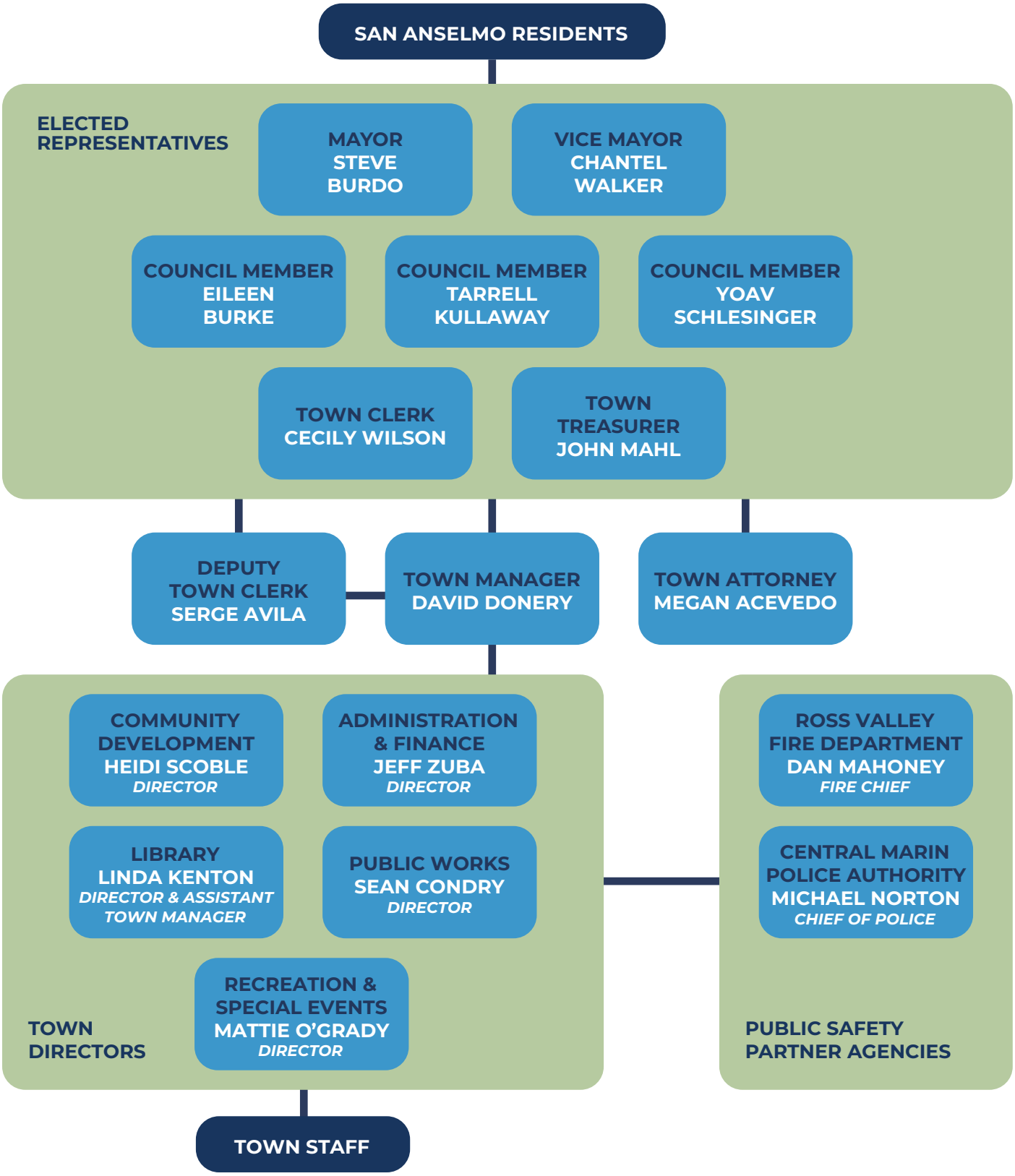
Despite inflationary pressures, this balanced budget funds key Town priorities—public safety, quality of life, and infrastructure—while preserving years of progress, managing rising costs, and maintaining the flexibility to meet evolving service demands.

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

TOWN ORGANIZATIONAL STRUCTURE

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

TOWN ORGANIZATIONAL STRUCTURE (CONTINUED)



TOWN MANAGER'S MESSAGE

FISCAL SUMMARY & ECONOMIC OUTLOOK

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

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

5-YEAR CAPITAL IMPROVEMENT PLAN

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

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

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

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

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

ROAD MAINTENANCE

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

ACTIVE TRANSPORTATION

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

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

PARKS

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

BUILDINGS

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

BRIDGES

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

DROUGHT, CLIMATE, AND SOLAR

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

REGIONAL FLOOD MITIGATION

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

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

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

BUDGET FORMAT

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

CONCLUSION

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

ACKNOWLEDGMENTS

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

Respectfully submitted,

David P. Donery
Town Manager

OVERVIEW OF FUNDS

TOWN OF SAN ANSELMO
OVERVIEW OF FUNDS
CHANGES IN FUND BALANCE
2026–2027

DESCRIPTION	EST. FUND BALANCE JUNE 30, 2026	REVENUE	TRANSFERS IN	TOTAL RESOURCES AVAILABLE	EXPENDITURES	TRANSFERS OUT	EST. FUND BAL & RES JUNE 30, 2027
GENERAL FUND	**8,504,833**	**23,415,420**	**415,658**	**32,289,115**	**23,192,078**	**639,000**	**8,506,833**
SPECIAL REVENUE FUNDS							
Community Services Master Plan Fund	5,444	–	–	5,444	4,000	–	1,444
Road Maintenance Fund	516,063	1,043,818	893,722	2,453,603	1,998,300	–	455,303
State Gasoline Tax Fund	–	739,279	–	739,279	–	739,279	–
Measure J Sales Tax Fund	(22,115)	3,013,768	–	2,991,653	2,729,933	–	261,719
Emergency Reserve Fund	132,836	–	–	132,836	–	–	132,836
Downtown Revitalization Fund	17,376	23,640	–	41,016	32,640	–	8,376
Parking Fund	(45,333)	185,000		139,667	181,139		(41,472)
Grants Fund	130,597	2,054,142	–	2,184,739	2,054,142	–	130,597
Recreation Fund	1,130,831	2,608,050	–	3,738,881	2,733,215	46,835	958,831
Library Tax Fund	13,812	334,945	–	348,757	347,645	–	1,113
Robson House Fund	(109,559)	20,400	–	(89,159)	45,208	–	(134,367)
Special Events Fund	20,546	12,600	–	33,146	82,882	–	(49,736)
Measure A Parks Tax Fund	305,655	123,916	–	429,571	429,571	–	–
Isabel Cook Center (ICC) Fund	325	122,524	–	122,849	176,198	–	(53,349)
Measure C Wildfire Tax Fund	331,491	410,000	–	741,491	410,000	–	331,491
Climate Action Fund	104,039	1,000	105,000	210,039	150,000	–	60,039
Creekside Commons Fund	(70,068)	–	–	(70,068)	–	–	(70,068)
SUBTOTAL – SPECIAL REVENUE FUNDS	**2,461,939**	**10,693,082**	**998,722**	**14,153,743**	**11,374,873**	**786,114**	**1,992,757**
CAPITAL PROJECT FUNDS							
Active Transportation Fund	119,590	129,438	–	249,028	205,000	–	44,028
Capital Reconstruction Fund	630	–	–	630	–	–	630
Park Improvement Fund	942,258	1,500	–	943,758	570,000		373,758
SUBTOTAL – CAPITAL PROJECT FUNDS	**1,062,478**	**130,938**	**–**	**1,193,416**	**775,000**	**–**	**418,416**
DEBT SERVICE FUNDS							
Measure G Debt Service Fund	220,966	200,127	–	421,093	200,200	–	220,893
SUBTOTAL – DEBT SERVICE FUNDS	**220,966**	**200,127**	**–**	**421,093**	**200,200**	**–**	**220,893**
INTERNAL SERVICE FUND							
Insurance Fund	569,517	855,000	–	1,424,517	968,511	–	456,006
Building Maintenance Fund	383,988	415,173	50,000	849,161	597,698	–	251,463
Technology Replacement Fund	47,333	415,417	–	462,750	414,256	–	48,494
Vehicle Replacement Fund	348,540	–	–	348,540	150,000	–	198,540
SUBTOTAL – INTERNAL SERVICE FUNDS	**1,349,378**	**1,685,590**	**50,000**	**3,084,968**	**2,100,465**	**–**	**984,503**
GRAND TOTAL	**13,599,595**	**36,125,157**	**1,464,380**	**51,142,336**	**37,672,616**	**1,425,114**	**12,093,402**

GENERAL FUND REVENUE

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

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

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

PROPERTY TAXES

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

SECURED PROPERTY TAX

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

UNSECURED PROPERTY TAX

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

UNITARY TAX

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

SUPPLEMENTAL

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

HOMEOWNERS' PROPERTY TAX RELIEF (HOPTR)

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

PENSION OVERRIDE TAX

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

MUNICIPAL SERVICES TAX

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

EDUCATIONAL REVENUE AUGMENTATION FUND (ERAF) PROPERTY TAX

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

PROPERTY TAXES (CONTINUED)

VEHICLE LICENSE FEE ADJUSTMENT AMOUNT (VLFAA)

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

OTHER TAXES

SALES TAX

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

PROPERTY TRANSFER

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

FRANCHISE TAXES

ELECTRICITY & GAS FRANCHISE

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

GARBAGE FRANCHISE

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

CABLE TV FRANCHISE

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

PERMITS & LICENSES

BUSINESS LICENSE TAX

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

CONSTRUCTION

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

GENERAL FUND

FINES

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

USE OF MONEY & PROPERTY

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

STATE REVENUE

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

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.

PROPOSITION 172 SALES TAX
Allocation of 0.5% of sales tax approved by California voters to fund public safety costs.

FEES FOR SERVICE

GENERAL PLAN MAINTENANCE FEE
Fees collected from Planning applicants for General Plan maintenance.

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

TRANSFERS IN

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

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

MISCELLANEOUS REVENUE

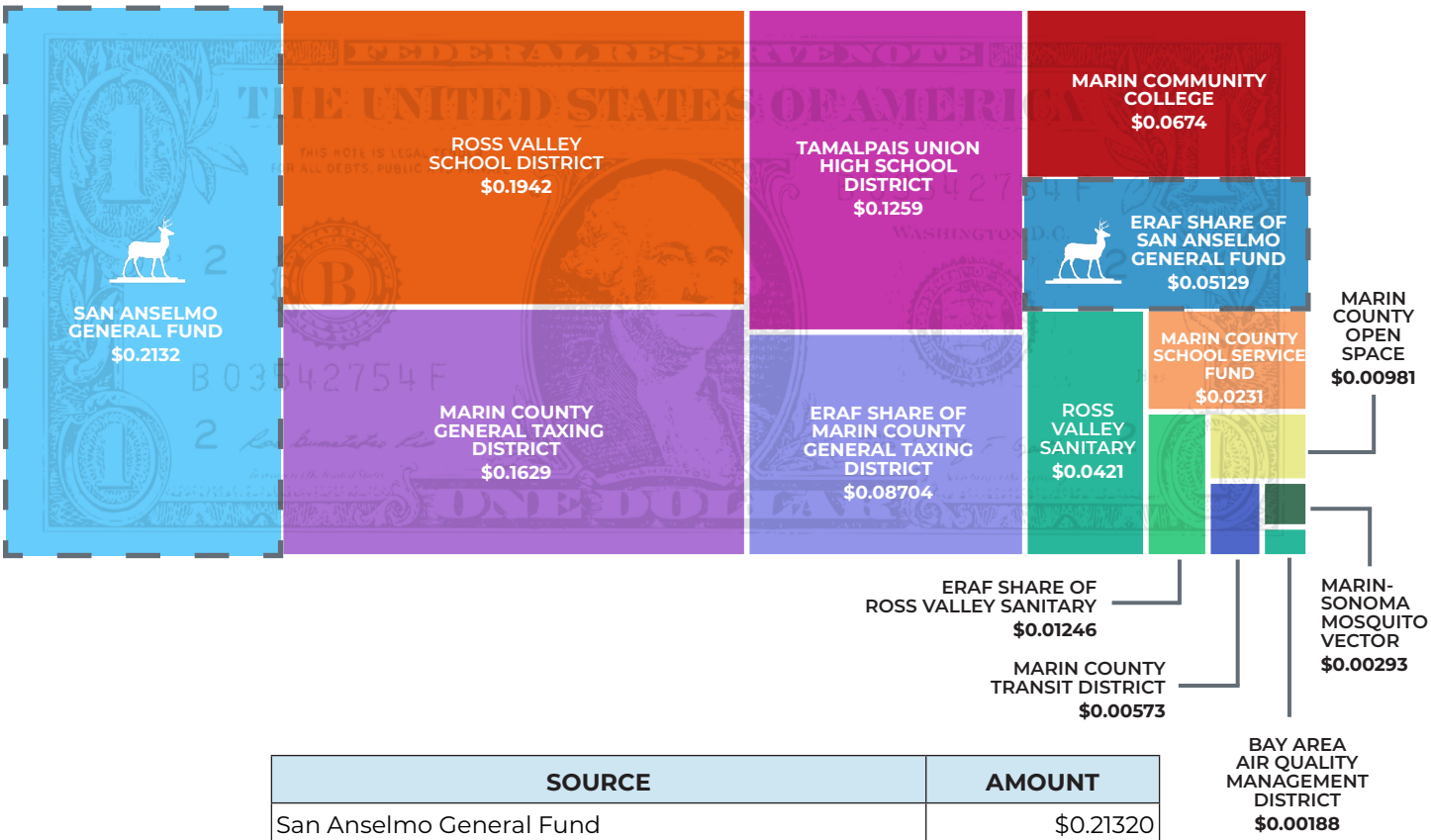
OTHER
Miscellaneous Town revenues, such as copy machine revenue, reimbursement of water costs by the Robson Community Garden, donations by Friends of the Library, etc.

DONATIONS
Donations from community groups or residents.

PROPERTY TAX ALLOCATION

Property taxes in San Anselmo provide over 78% of the Town's operating revenue for FY 2026-2027. For every $1.00 of property tax paid by San Anselmo property owners, the Town receives approximately $0.26. The illustration below demonstrates how each dollar of property taxes is allocated:

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

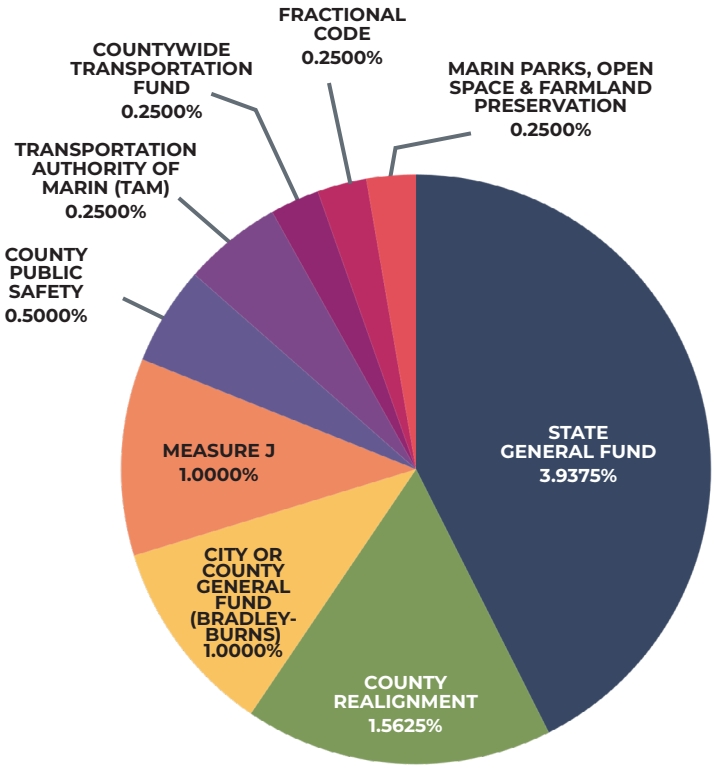


SOURCE	AMOUNT
San Anselmo General Fund	$0.21320
Ross Valley School District	$0.19420
Marin County General Taxing District	$0.16290
Tamalpais High School District	$0.12590
ERAF Share of Marin County Taxing District	$0.08704
Marin Community College	$0.06740
ERAF Shares of San Anselmo General Fund	$0.05129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

SALES & USE TAX ALLOCATION

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

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



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

GENERAL FUND EXPENDITURES

LABOR COSTS

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

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

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

OVERTIME & TEMPORARY HIRES
Costs associated with overtime pay and temporary help.

HEALTH BENEFITS
Effective July 2025, the Town will cover the full cost of the Kaiser medical plan based on the employee's coverage level. It will no longer be under a cafeteria plan model where employees receive an allowance to purchase healthcare plans. Employees who waive coverage are given "cashback" up to a cap of $365 per month.

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

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

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

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

LABOR COSTS (CONTINUED)

In FY 2012-2013 the Town's PERS rate was reduced to reflect the sale of Pension Obligation Bonds to pay the Town's Employer Side Fund liability of $3,521,184. In 2003, CalPERS combined agencies with less than 100 members into risk pools based on plan type. The Employer Side Fund was created to account for the difference between the funded status of the pool and the funded status of individual plans. The repayment of the Pension Obligation Bonds is reflected in the Expenditure Summary under General Fund Departments, Debt Service (Pension Obligation Bonds). Overall, the refinancing of the side fund is saving the Town approximately $60,000 per year.

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

In May 2014, the CalPERS Board adopted changes to the existing pooling structure policies and a new policy for allocating the pools' unfunded accrued liability, effective for the FY 2015-2016 employer contribution rates. Due to unintended consequences resulting from the PEPRA changes and existing PERS policies on risk pools, changes were necessary to ensure the proper funding of the pools. In order to address the problem, CalPERS combined twelve risk pools into two, one for Safety and one for Miscellaneous. Employer contributions toward the unfunded liability for plans in a risk pool are collected as dollar amounts instead of contribution rates expressed as a percentage of payroll for an estimated 30 years.

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

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

SERVICES & SUPPLIES

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

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

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

PUBLICATIONS & DUES
Professional and technical publications and membership dues in professional organizations.

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

TRAINING
Workshops, seminars, and conferences to keep staff current.

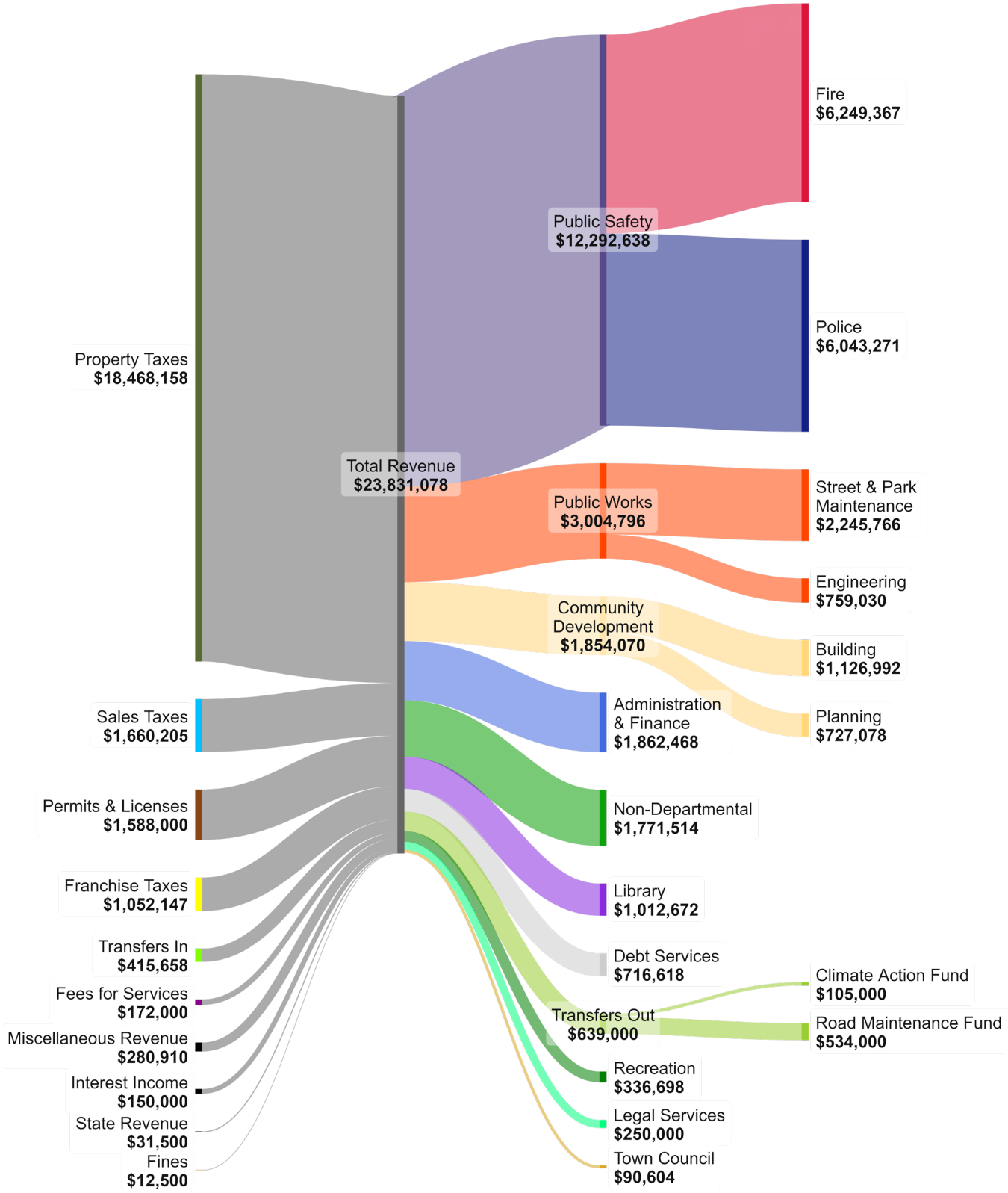
INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE
Janitorial, heating and air conditioning, and minor repairs. Telephone, gas, electricity, water and sewer.

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY
Technology support for departments.

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

SUMMARY OF GENERAL FUND REVENUES & EXPENDITURES

FY 2026-2027



GENERAL FUND

FUND 1

TOWN OF SAN ANSELMO GENERAL FUND INCOME STATEMENT FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
BEGINNING BALANCE	**7,820,867**	**8,835,398**	**8,835,398**	**8,470,220**	
REVENUE					
Property Taxes	17,284,274	17,819,248	17,899,158	18,468,158	77.5%
Franchise Taxes	939,821	976,000	991,402	1,052,147	4.4%
Sales Taxes	1,591,241	1,610,620	1,665,489	1,660,205	7.0%
Licenses, Permits, Fees & Fines	1,591,010	1,555,500	1,637,865	1,600,500	6.7%
Use of Money & Property	420,304	185,000	215,000	150,000	0.6%
Other Agency Revenue	118,599	31,500	27,684	31,500	0.1%
Fees for Services & Miscellaneous	495,417	473,000	616,748	452,910	1.9%
TOTAL REVENUE	**22,440,666**	**22,650,868**	**23,053,346**	**23,415,420**	**98.3%**
TRANSFERS IN	**398,988**	**413,185**	**409,626**	**415,658**	**1.7%**
TOTAL REVENUE & TRANSFERS IN	**22,839,654**	**23,064,053**	**23,462,972**	**23,831,078**	**100.0%**
TOTAL RESOURCES	**30,660,521**	**31,899,451**	**32,298,370**	**32,301,298**	
EXPENDITURES					
Salaries	3,506,188	4,025,158	3,968,437	4,138,576	17.4%
Retirement	407,335	760,773	753,665	875,268	3.7%
Other Benefits	1,001,019	959,222	941,949	1,046,827	4.4%
Office, Department Supplies & Library Materials	286,251	228,900	233,260	233,280	1.0%
Training, Publications & Dues	71,582	99,397	73,898	88,647	0.4%
Outside Services – Other	2,827,315	2,879,443	2,648,336	2,193,235	9.2%
Outside Services – Ross Valley Fire Department	5,531,890	5,959,920	5,942,420	6,249,367	26.2%
Outside Services – Central Marin Police Authority	5,476,919	5,814,695	5,814,695	6,043,271	25.4%
Internal Charge – Information Technology	252,975	302,901	302,901	373,417	1.6%
Internal Charge – Building Maintenance	374,837	388,493	388,493	400,173	1.7%
Internal Charge – Insurance	750,000	700,000	700,000	835,000	3.5%
Internal Charge – Vehicle Replacement	60,000	–	–	–	–
Debt Service – Principal	465,000	510,000	510,000	550,000	2.3%
Debt Service – Interest	173,812	170,189	170,096	165,018	0.7%
Capital Outlay	–	–	–	–	–
TOTAL EXPENDITURES	**21,185,123**	**22,799,091**	**22,448,150**	**23,217,078**	**97.4%**
TRANSFERS OUT	**640,000**	**1,380,000**	**1,380,000**	**639,000**	**2.7%**
TOTAL EXPENDITURES & TRANSFERS OUT	**21,825,123**	**24,179,091**	**23,828,150**	**23,831,078**	**100.0%**
NET INCREASE/(DECREASE)	**1,014,531**	**(1,115,038)**	**(365,178)**	**–**	**–**
ENDING BALANCE	**8,835,398**	**7,720,361**	**8,470,220**	**8,470,220**	
Committed	3,253,827	3,253,827	3,351,442	3,351,442	14.1%
Reserves	6,739,732	5,924,695	6,374,554	6,374,554	26.7%
TOTAL BUDGET	**30,660,521**	**31,899,451**	**32,298,370**	**32,301,298**	

GENERAL FUND

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

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TOWN OF SAN ANSELMO
GENERAL FUND
REVENUE SUMMARY
FY 2026-2027

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

GENERAL FUND

TOWN OF SAN ANSELMO GENERAL FUND EXPENDITURES SUMMARY FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
GENERAL FUND EXPENDITURES BY DEPARTMENT					
Town Council	72,327	64,260	45,363	90,604	0.38%
Administration & Finance	1,671,279	1,748,945	1,736,112	1,862,468	7.82%
Legal Services	220,410	280,000	211,500	250,000	1.05%
Library	958,209	1,163,864	1,192,641	1,012,672	4.25%
Community Development					
Planning	1,050,425	1,226,409	1,011,381	727,078	3.05%
Building	–	1,198,550	1,161,741	1,126,992	4.73%
Public Safety					
Fire	5,531,890	5,959,920	5,942,420	6,249,367	26.22%
Police	5,476,919	5,814,695	5,814,695	6,043,271	25.36%
Public Works					
Engineering	1,760,844	674,990	723,368	759,030	3.19%
Street & Park Maintenance	2,015,340	2,076,671	2,080,945	2,245,766	9.42%
Recreation	315,205	364,881	336,073	336,698	1.41%
Debt Service – Pension Obligation Bonds	640,112	681,689	681,696	716,618	3.01%
Non-Departmental	1,472,164	1,544,217	1,509,465	1,771,514	7.43%
SUBTOTAL – GENERAL FUND EXPENDITURES BY DEPARTMENT	**21,185,124**	**22,799,091**	**22,447,400**	**23,192,078**	**97.32%**
GENERAL FUND TRANSFERS OUT					
to Building Maintenance Fund	–	200,000	200,000	–	–
to Climate Action Fund	105,000	105,000	105,000	105,000	0.44%
to Special Events Fund	35,000	50,000	50,000	–	–
to Park Capital Improvement Fund	50,000	500,000	500,000	–	–
to Road Maintenance Fund	450,000	450,000	450,000	534,000	2.24%
to Technology Replacement Fund	–	75,000	75,000	–	–
SUBTOTAL – GENERAL FUND TRANSFERS OUT	**640,000**	**1,380,000**	**1,380,000**	**639,000**	**2.68%**
TOTAL EXPENDITURES & TRANSFERS OUT	**21,825,124**	**24,179,091**	**23,827,400**	**23,831,078**	**100.00%**

11 TOWN COUNCIL

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

LABOR COSTS

COMPENSATION

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

SERVICES & SUPPLIES

TRAINING

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

OUTSIDE SERVICES – OTHER

Election ($20,000)

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

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

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

All utilities and internet connection ($2,839)

DEPARTMENT SUPPLIES

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

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

12 ADMINISTRATION & FINANCE

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

2025-2026 HIGHLIGHTS

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

2026-2027 GOALS & WORK PLAN

PRIORITY 1

IMPLEMENT TOWN-WIDE COMPENSATION STUDY RESULTS

Category: Investing in People

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

STAFF IMPACT HIGH | FISCAL IMPACT HIGH

PRIORITY 2

INVEST IN HUMAN RESOURCE MANAGEMENT SOFTWARE (NEOGOV)

Category: Investing in People

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

STAFF IMPACT HIGH | FISCAL IMPACT HIGH

PRIORITY 3

UPDATE FINANCE, PAYROLL & HR SYSTEMS

Category: Excelling in Town Services

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

STAFF IMPACT HIGH | FISCAL IMPACT MODERATE

2026-2027 GOALS & WORK PLAN (CONTINUED)

PRIORITY 4

ENHANCE TECHNOLOGY INFRASTRUCTURE & CYBERSECURITY

Category: Investing in People, Excelling in Town Services

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

STAFF IMPACT: MODERATE | FISCAL IMPACT: MODERATE

PRIORITY 5

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

Category: Excelling in Town Services

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

STAFF IMPACT: HIGH | FISCAL IMPACT: MODERATE

PRIORITY 6

IMPLEMENT A BI-ANNUAL TOWN STAFF SATISFACTION SURVEY

Category: Excelling in Town Services

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

STAFF IMPACT: HIGH | FISCAL IMPACT: LOW

PRIORITY 7

IMPLEMENT ONLINE RECORDS MANAGEMENT PROGRAM

Category: Connecting with the Community

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

STAFF IMPACT: MODERATE TO HIGH | FISCAL IMPACT: MODERATE

LABOR COSTS

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

SERVICES & SUPPLIES

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

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

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

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE
Janitorial, heat/air, and minor repairs: Electricity, gas, telephone, water, and sewer ($53,045)

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

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY
Technology support for the department ($70,000), and accounting software ($32,000)

OFFICE & DEPARTMENT SUPPLIES
Postage, copy paper, ink cartridges, miscellaneous supplies, updates of the Municipal Code

GENERAL FUND

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

16 LEGAL SERVICES

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

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

2026-2027 HIGHLIGHTS

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

SERVICES & SUPPLIES

OUTSIDE SERVICES

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

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

TOWN OF SAN ANSELMO
GENERAL FUND
LEGAL SERVICES
FY 2026-2027

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

71 LIBRARY

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

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

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

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

2025-2026 HIGHLIGHTS

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

2026-2027 GOALS & WORK PLAN

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

LABOR COSTS

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

SERVICES & SUPPLIES

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

PRINT BOOKS, DIGITAL BOOKS, DVDS & PERIODICALS
Adult books ($14,500), children's books ($6,730), magazines and newspapers ($6,500), videos ($750), and audiobooks ($3,500)

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

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

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

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE
Janitorial, elevator, heat/air, minor repairs, electricity, gas, water, sewer, telephone, and Internet ($50,753)

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY
Technology support for the department ($19,496)

OFFICE & DEPARTMENT SUPPLIES
Postage, copy paper, miscellaneous supplies, cataloging, circulation, and materials repair supplies ($11,500)

GENERAL FUND

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

18 PLANNING

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

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

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

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

2025-2026 HIGHLIGHTS

PLANNING COMMISSION REVIEW

- 35 public hearings

GENERAL PLAN ADVISORY COMMITTEE

- 4 public meetings

ANNUAL HOUSING PROGRESS REPORT & GENERAL PLAN IMPLEMENTATION UPDATE FOR 2025

PLANNING PROJECTS

Completed 55+ current planning projects, including:

Ministerial Permits:

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

Administration Discretionary Projects:

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

Planning Commission Discretionary Projects:

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

2025-2026 HIGHLIGHTS (CONTINUED)

LONG RANGE (ADVANCED) PLANNING PROJECTS

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

2026-2027 GOALS & WORK PLAN

PRIORITY 1

COMPREHENSIVE GENERAL PLAN UPDATE, INCLUDING THE CIRCULATION UPDATE

Category: Planning for the Future

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

STAFF IMPACT: MODERATE TO HIGH | FISCAL IMPACT: HIGH

PRIORITY 2

CONTINUE TO ADVANCE ECONOMIC DEVELOPMENT AND HOUSING ELEMENT IMPLEMENTATION

Category: Planning for the Future

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

STAFF IMPACT: MODERATE TO HIGH | FISCAL IMPACT: MODERATE

2026-2027 GOALS & WORK PLAN (CONTINUED)

PRIORITY 3

CONTINUE TO ENHANCE THE PLANNING DEPARTMENT'S LEVEL OF SERVICE

Category: Planning for the Future

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

STAFF IMPACT: MODERATE TO HIGH

FISCAL IMPACT: LOW

LABOR COSTS

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

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

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

SERVICES & SUPPLIES

TRAINING

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

OUTSIDE SERVICES

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

PUBLICATIONS & DUES

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

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

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

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

Technology support for the department ($34,320)

OFFICE & DEPARTMENT SUPPLIES

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

GENERAL FUND

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

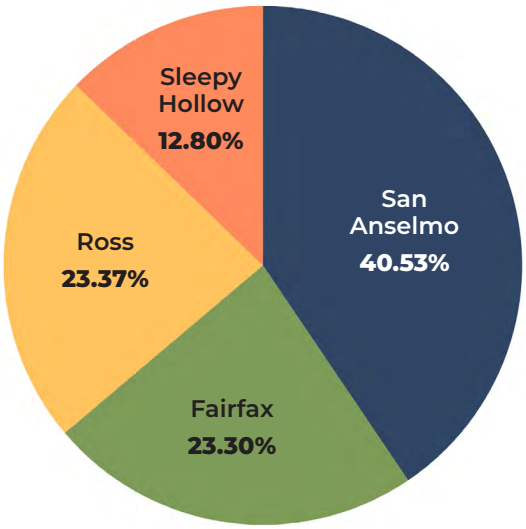
32 PUBLIC SAFETY – FIRE PROTECTION SERVICES

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

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

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

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



FY 2025-2026 HIGHLIGHTS

- **FIRE STATION 20 REMODEL**
  Project nearly complete in May 2026.
- **FIRE STATION 21 REMODEL**
  Project was started on May 26, 2026.
- **CLOSURE OF FIRE STATION 18**
  A Plan has been implemented to ensure a fiscally responsible approach.
- **BATTALION CHIEF (40 HOURS)**
  Board approval June 12, 2024 to create of a new Battalion Chief position working a 40-hour work week transitioning to a three-person engine company on July 1, 2025.

GENERAL FUND

2026-2027 GOALS & WORK PLAN

PRIORITY 1

FIRE STATION 20 REMODEL

Description: Ensure project completion while remaining within budget.

PRIORITY 2

FIRE STATION 21 REMODEL

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

PRIORITY 3

HIRE FOUR ADDITIONAL FIREFIGHTER PARAMEDICS

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

PRIORITY 4

HUMAN RESOURCES SUPPORT FUNCTIONS

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

OTHER COSTS

PROPERTY MAINTENANCE

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

FIRE EQUIPMENT

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

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

ROSS VALLEY FIRE DEPARTMENT BUDGET

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

ROSSVALLEYFIRE.ORG/ABOUT/FINANCIAL-INFORMATION

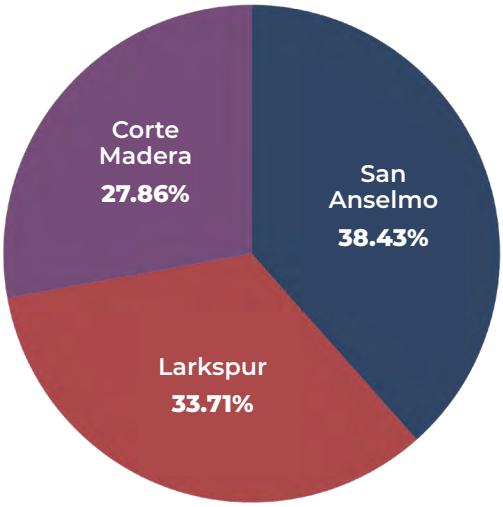
30 PUBLIC SAFETY – POLICE

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

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

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

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



FY 2025-2026 HIGHLIGHTS

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

GENERAL FUND

FUND 1

FY 2026-2027 CHANGES

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

DESCRIPTION	2025-2026 ADOPTED BUDGET	2026-2027 PROPOSED BUDGET	$ CHANGE	% CHANGE
Increase in salaries and benefits for full-time positions, primarily due to COLA of 3.5%, including an applied anticipated vacancy factor of 2.5 full-time Police Officer positions	$9,621,293	$9,890,795	+$269,502	↑ 2.80%
Increase in CalPERS Unfunded Accrued Liability (UAL)	$701,532	$881,810	+$180,278	↑ 25.70%
Increase in General Liability and Worker's Compensation contributions to Bay Cities Joint Powers Insurance Authority	$683,009	$807,553	+$124,544	↑ 18.23%
Increase for CAD (police call records) and RMS (police report writing records) one-time equipment upgrades	–	$108,485	+$108,485	—
Increase to Dispatch Services contracted with Marin County Sheriff's Office	$999,323	$1,048,482	+$49,159	↑ 4.92%
Increase in health benefits for retired full-time employees	$883,179	$920,462	+$37,283	↑ 4.22%
Increase in cost to Pension Obligation Bond debt service	$1,824,553	$1,845,002	+$20,449	↑ 1.12%
Decrease to Vehicle Replacement Fund	$444,748	$405,000	-$39,748	↓ 9.81%
Decrease in Contract Services due to IT and marketing savings	$660,345	$631,956	-$28,839	↓ 4.56%

FY 2026-2027 GOALS & WORK PLAN

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

TOWN OF SAN ANSELMO GENERAL FUND PUBLIC SAFETY – POLICE SERVICES FY 2026-2027					
DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% TOTAL
SERVICES & SUPPLIES					
Police Services Contract	5,474,469	5,814,695	5,814,695	6,043,271	100.00%
Building Maintenance	–	–	–	–	–
Supplies	2,450	–	–	–	–
SUBTOTAL – SERVICES & SUPPLIES	**5,476,919**	**5,814,695**	**5,814,695**	**6,043,271**	**100.00%**
TOTAL BUDGET	**5,476,919**	**5,814,695**	**5,814,695**	**6,043,271**	**100.00%**

CENTRAL MARIN POLICE AUTHORITY BUDGET

The Central Marin Police Authority FY 2026-2027 Budget is available on the Authority's Transparency Portal:

CENTRALMARINPOLICE.ORG/227/REPORTS-AND-BUDGETS

41 ENGINEERING

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

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

FY 2025-2026 HIGHLIGHTS

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

FY 2026-2027 GOALS & WORK PLAN

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

PRIORITY 1

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

Category: Sustainable, Natural and Built Environment

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

STAFF IMPACT MODERATE | FISCAL IMPACT LOW

PRIORITY 2

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

Category: Planning for the Future

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

STAFF IMPACT MODERATE | FISCAL IMPACT MODERATE

2026-2027 GOALS & WORK PLAN (CONTINUED)

PRIORITY 3

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

Category: Sustainable, Natural and Built Environment

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

STAFF IMPACT HIGH

FISCAL IMPACT HIGH

LABOR COSTS

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

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

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

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

SERVICES & SUPPLIES

TRAINING

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

OUTSIDE SERVICES

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

PUBLICATIONS & DUES

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

VEHICLE MAINTENANCE

Maintenance of department vehicles ($3,550)

SERVICES & SUPPLIES (CONTINUED)

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

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

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

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

OFFICE & DEPARTMENT SUPPLIES

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

TOWN OF SAN ANSELMO
GENERAL FUND
PUBLIC WORKS – ENGINEERING
FY 2026-2027

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

42 81 STREET & PARK MAINTENANCE

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

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

2025-2026 HIGHLIGHTS

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

2026-2027 GOALS & WORK PLAN

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

LABOR COSTS

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

REIMBURSABLE COSTS
Safety and other work clothing provided

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

SERVICES & SUPPLIES

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

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

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE
Janitorial, heat/air, and minor repairs, and other facilities; water for landscaping, electricity, and sewer expenses ($182,310)

EQUIPMENT MAINTENANCE
Maintenance of field radios, mowers and other equipment

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

EQUIPMENT RENTAL
Miscellaneous equipment rental ($1,000)

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY
Technology support for departments ($20,550)

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

TOWN OF SAN ANSELMO
General Fund
Public Works – Street & Park Maintenance
FY 2026-2027

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

19 BUILDING

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

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

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

2025-2026 HIGHLIGHTS

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

2026-2027 GOALS & WORK PLAN

PRIORITY 1

IMPROVE BUILDING PERMIT PROCESSES

Category: Excellence in Governance

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

STAFF IMPACT: MODERATE TO HIGH

FISCAL IMPACT: MODERATE

2026-2027 GOALS & WORK PLAN (CONTINUED)

PRIORITY 2

IMPROVE CUSTOMER SERVICE & ONLINE ACCESSIBILITY

Category: Excellence in Governance

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

STAFF IMPACT: MODERATE TO HIGH | FISCAL IMPACT: LOW

PRIORITY 3

SUPPORT ECONOMIC DEVELOPMENT

Category: Economic Vitality, Excellence in Governance

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

STAFF IMPACT: MODERATE | FISCAL IMPACT: LOW

PRIORITY 4

DEVELOP & IMPLEMENT RESIDENTIAL SEISMIC PROGRAM & FIRE HOME HARDENING

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

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

STAFF IMPACT: MODERATE | FISCAL IMPACT: LOW

LABOR COSTS

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

[1] The Public Works Director previously allocated 70% of FTE to the Building Department and 30% to the Public Works Department.

[2] 50% of the Community Development Director's time is assigned to the Planning Department and 50% to the Building Department; however, this position is fully budgeted within the Planning Department.

SERVICES & SUPPLIES

TRAINING
Attendance at professional training seminars and conferences ($7,500)

OUTSIDE SERVICES
Participation in countywide GIS digital mapping system; plan checking, inspection services, and special project support ($205,000)

PUBLICATIONS & DUES
Building Organizational dues and professional registration fees ($4,000)

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE
Janitorial, elevators, heat/air, other maintenance. Electricity and gas, water, telephone, Internet/e-mail, and sewer ($29,870)

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY
Technology support for the department ($55,120)

OFFICE & DEPARTMENT SUPPLIES
Set building department share of Town postage, copy paper, map paper, files, pens, and printer ink ($6,500)

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

82 RECREATION – GENERAL FUND

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

2025-2026 CHANGES & HIGHLIGHTS

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

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

SERVICES & SUPPLIES

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE
Janitorial, Building Maintenance ($21,855)

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY
Internet, e-mail ($2,300)

DEPARTMENTAL SUPPLIES
Postage, miscellaneous supplies ($4,000)

LABOR COSTS

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

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

DEBT SERVICE

FUND 1

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

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

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

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

TOWN OF SAN ANSELMO
GENERAL FUND
DEBT SERVICE
FY 2026-2027

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

21 NON-DEPARTMENTAL SERVICES

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

The California Public Employees Retirement System (CalPERS) has changed the way public entities are charged for pension costs to better reflect actual costs and to reduce unfunded liabilities. As such, members are now charged a flat fee in addition to a percentage of salary. The Town issued Pension Obligation Bonds in 2021 to pay the unfunded liability amount. The amount of savings between CalPERS amortization scheduled and bond repayment schedule will be deposited into the Pension Trust for any future unfunded liability. The amount of $47,000 is what is estimated to be deposited into the trust in FY 2026-2027..

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

SERVICES & SUPPLIES

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

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

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

INTERNAL SERVICE CHARGE – INSURANCE
Cyber, Earthquake, Workers Compensation, Liability and Property Insurance ($835,000)

PROMOTION OF COMMERCE
Town Holiday lights; miscellaneous advertisement, Economic Development activities ($10,000)

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

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

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

COMMUNITY SERVICE INVESTMENTS

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

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

TOWN OF SAN ANSELMO
GENERAL FUND
NON-DEPARTMENTAL
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% TOTAL
SERVICES					
Retirement	93,768	199,168	198,683	275,128	15.53%
Retiree Benefits	180,796	190,028	190,028	207,263	11.70%
Training	8,711	6,000	6,000	6,000	0.34%
Outside Services	335,668	364,249	351,156	358,351	20.23%
Publications & Dues	4,668	10,272	10,348	10,272	0.58%
Promotion of Commerce	4,500	15,000	5,000	15,000	0.85%
Safety Program	–	6,500	–	6,500	0.37%
Department Supplies	9,053	13,000	8,250	13,000	0.73%
Internal Service – Information Technology	25,000	40,000	40,000	45,000	2.54%
Internal Service – Insurance	750,000	700,000	700,000	835,000	47.13%
Internal Service – Vehicle Replacement	60,000	–	–	–	–
Construction	–	–	–	–	–
SUBTOTAL – SERVICES	**1,472,164**	**1,544,217**	**1,509,465**	**1,771,514**	**100.00%**
TOTAL BUDGET	**1,472,164**	**1,544,217**	**1,509,465**	**1,771,514**	**100.00%**

MEASURE D SALES TAX FUND

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

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

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

TOWN OF SAN ANSELMO
MEASURE D SALES TAX FUND
INCOME STATEMENT
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**8,198**	**8,743**	**8,743**	**–**
REVENUE				
Measure D Sales Tax	545	–	–	–
TOTAL REVENUE	**545**	**–**	**–**	**–**
TOTAL RESOURCES	**8,743**	**8,743**	**8,743**	**–**
EXPENDITURES				
TOTAL – EXPENDITURES	**–**	**–**	**8,743**	**–**
NET INCREASE/(DECREASE)	**545**	**–**	**(8,743)**	**–**
ENDING BALANCE	**8,743**	**8,743**	**–**	**–**
TOTAL BUDGET	**8,743**	**8,743**	**8,743**	**–**

MEASURE D SALES TAX FUND

FUND 12

TOWN OF SAN ANSELMO MEASURE D SALES TAX FUND REVENUE & EXPENDITURE SUMMARY FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure D Sales Tax	–	–	–	–
Use of Money & Property	545	–	–	–
TOTAL REVENUE	**545**	**–**	**–**	**–**
EXPENDITURES				
Street Paving	–	–	8,743	–
TOTAL EXPENDITURES	**–**	**–**	**8,743**	**–**

EMERGENCY RESERVE FUND

EMERGENCY PROJECTS FUND

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

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

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

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

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

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

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

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

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

EMERGENCY RESERVE FUND

FUND 45

TOWN OF SAN ANSELMO EMERGENCY PROJECTS FUND INCOME STATEMENT FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**1,956,169**	**126,830**	**126,830**	**132,836**
REVENUE				
Revenue	95,004	–	42,175	–
Transfers In	–	–	–	–
TOTAL REVENUE & TRANSFERS IN	**95,004**	**–**	**42,175**	**–**
TOTAL RESOURCES	**2,051,173**	**126,830**	**169,005**	**132,836**
EXPENDITURES				
TOTAL EXPENDITURES	**1,924,343**	**–**	**36,169**	**–**
NET INCREASE/(DECREASE)	**(1,829,339)**	**–**	**6,006**	**–**
ENDING BALANCE	**126,830**	**126,830**	**132,836**	**132,836**
TOTAL BUDGET	**2,051,173**	**126,830**	**169,005**	**132,836**

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

MEASURE J SALES TAX FUND

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 is anticipated to be approximately $2,588,768 and expenditures are budgeted for the following:

PROJECT	COST ($)
3-Person Engine Company – Ross Valley Fire Department	291,133
Active Transportation	129,438
Annual Crack Seal	30,000
Bridge Prevention Maintenance Program	40,000
Bridge Ave Bridge	12,000
Center Blvd Bridge	12,000
Concrete Street Repair	50,000
Creek Park	50,000
Creek Park Contraflow Bike Lane	90,000
Fire Station 20	125,000
Fire Station 20 Landscaping	75,000
Isabel Cook Center – TAM Room/Gym HVAC	180,000
Isabel Cook Center – Painting	195,600
Isabel Cook Center – Parking Lot Patching	40,000
Memorial Park Courts & Entrance	125,000
Memorial Park Snack Shack Water Line	40,000
Nokomis Ave Bridge	231,600
Project Design & Inspection	200,000
Red Hill Median Water Supply Line	175,000
Salary/Benefits for Engineers (1.05 FTE)	298,162
Sequoia Park Area #3	75,000
Sir Francis Drake/Sais/Sunnyhills Traffic Signals	15,000
Street Paving	50,000
Slurry, Crack Seal & Digouts	100,000
Unprogrammed Drainage & Resurfacing	100,000
TOTAL EXPENDITURES	**$2,729,933**

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

LABOR COSTS

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

MEASURE J SALES TAX FUND

FUND 15

TOWN OF SAN ANSELMO MEASURE J SALES TAX FUND INCOME STATEMENT FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**1,287,938**	**1,072,785**	**1,072,785**	**142,885**
REVENUE				
Measure J Sales Tax	2,479,819	2,493,023	2,568,823	2,588,768
Reimbursement	–	–	–	400,000
Use of Money & Property	43,562	–	30,000	25,000
TOTAL REVENUE	**2,523,381**	**2,493,023**	**2,598,823**	**3,013,768**
TOTAL RESOURCES	**3,811,319**	**3,565,808**	**3,671,608**	**2,991,653**
EXPENDITURES				
TOTAL EXPENDITURES	**2,738,534**	**3,608,573**	**3,693,723**	**2,729,933**
NET INCREASE/(DECREASE)	**(215,153)**	**(1,115,550)**	**(1,094,900)**	**283,835**
ENDING BALANCE	**1,072,785**	**(42,765)**	**(22,115)**	**261,719**
TOTAL BUDGET	**3,811,319**	**3,565,808**	**3,671,608**	**2,991,653**

FUND 15

MEASURE J SALES TAX FUND

TOWN OF SAN ANSELMO MEASURE J SALES TAX FUND REVENUE & EXPENDITURE SUMMARY FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure J Sales Tax	2,479,819	2,493,023	2,568,823	2,588,768
Reimbursement	–	363,005	–	400,000
Use of Property & Money Interest	43,562	20,000	30,000	25,000
TOTAL REVENUE	**2,523,381**	**2,876,028**	**2,598,823**	**3,013,768**
EXPENDITURES				
3-person Engine Company (RVFD)	–	282,653	282,653	291,133
Annual Crack Seal	–	50,000	25,000	30,000
Active Transportation	25,410	–	–	–
Bridge Ave Bridge	–	12,000	–	12,000
Bridge Preventative Maintenance Program	–	40,000	3,260	40,000
Center Boulevard Bridge	–	12,000	3,000	12,000
Concrete Street Repair	–	50,000	50,000	50,000
Creek Park	–	–	–	50,000
Creek Park Contraflow Bike Lane	–	–	–	90,000
EV Charging – Fire Station 19	11,500	–	–	–
EV Charging Memorial Park	–	–	900	–
EV Charging Creek Park	–	25,000	5,000	–
EV Charging Pine Street Parking Lot	–	25,000	5,000	–
EV Charging Corp Yard	–	6,000	9,921	–
Fire Station 20	350,000	1,650,000	1,675,000	125,000
Fire Station 20 Landscaping	–	–	–	75,000
Hub Transit Station Roof	–	30,000	–	–
Isabel Cook Center – Repainting	500,000	135,000	–	195,600
Isabel Cook Center – TAM Room/Gym HVAC	–	–	–	180,000
Isabel Cook Center – Parking Lot Patching	–	–	–	40,000
Isabel Cook Center – Parkside Preschool Playground	25,000	–	–	–
Isabel Cook Center – Roof Repair	800	200,000	212,823	–
Isabel Cook Center – Bathroom, TAM Room & Gym Windows	–	–	–	–
Library HVAC / Roof Replacement	(49)	100,000	100,000	–
Madrone Ave Bridge	5,291	12,000	2,437	–
Memorial Park – Parking Lot	130,385	–	–	–
Memorial Park – Renovations	55,228	–	–	–
Memorial Park – Snack Shack Water Line	–	–	–	40,000
Nokomis Ave Bridge	1,429	12,000	50,000	231,600
Project Design and Inspection	171,648	200,000	180,000	200,000
Project Management	190,132	305,356	267,543	298,162
Town Hall Resiliency Hub	189,016	–	425,000	–
SF BLVD - Slurry Seal	–	–	45,000	–
Red Hill Median Well Water Supply Line	–	–	–	175,000

Continued on next page

MEASURE J SALES TAX FUND

FUND 15

Continued from previous page

TOWN OF SAN ANSELMO
MEASURE J SALES TAX FUND
REVENUE & EXPENDITURE SUMMARY
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
Robson House Interior Restroom	–	–	–	–
Robson House – Painting	–	–	23,999	–
Robson House – Windows	20,770	–	–	–
Sequoia Park Area #2	–	–	–	–
Sequoia Park Area # 3	–	–	–	75,000
SFD/Broadmoor/Sierra Traffic Signal	–	–	–	–
SFD/Sais/Sunnyhills Traffic Signal	–	161,913	21,283	15,000
Sidewalk Gap Closure Program (Active Transportation)	–	40,000	10,000	–
Street Paving	312,781	–	–	50,000
Slurry & Crack Seal, Digouts	487,020	–	–	100,000
Sorich Park Parking Lot	–	10,000	–	–
Memorial Park Courts & Entrance	–	–	–	125,000
Town Hall Doors	9,392	–	1,250	–
Traffic Signal Controller	24,930	25,000	77,256	–
Unprogrammed Drainage & Resurfacing	225,306	100,000	91,257	100,000
Water Well Development & Groundwater Monitoring	2,545	–	1,490	–
Transfers Out to Active Transportation	–	124,651	124,651	129,438
TOTAL EXPENDITURES	**2,738,534**	**3,608,573**	**3,693,723**	**2,729,933**

DOWNTOWN REVITALIZATION

DOWNTOWN REVITALIZATION STRATEGY MISSION STATEMENT

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

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

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

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

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

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

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

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

DOWNTOWN REVITALIZATION

FUND 95

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

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

GRANTS FUND

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

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

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

BUTTERFIELD ROAD SAFE ROUTES SIDEWALK

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

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

CREEK PARK CONTRAFLOW BIKE LANE DESIGN

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

CALRECYCLE RECYCLING GRANT

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

MADRONE HAWK BEACON

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

SAFE PATHS

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

SAFE ROUTES

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

- **Project Area #1 — Red Hill & Greenfield Avenues:** Constructing a new bulb-out and other features to increase pedestrian safety and connectivity

- **Project Area #3 — Intersection of Sequoia Drive & Ancho Vista Avenue:** Relocating road alignment to enhance visibility and safety

FUND 14

GRANTS FUND

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

GRANTS FUND

FUND 14

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

RECREATION FUND

RECREATION

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

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

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

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

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

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

2025-2026 HIGHLIGHTS

EXPANDED COMMUNITY ACCESS TO PROGRAMS

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

EXPANSION OF CAMP KIDMARIN

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

2025-2026 HIGHLIGHTS (CONTINUED)

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

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

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

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

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

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

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

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

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

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

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

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

RECREATION FUND

2026-2027 GOALS & WORK PLAN

PRIORITY 1

DEVELOP & STRENGTHEN COMMUNITY PARTNERSHIPS TO ENHANCE AND GROW SPORTS PROGRAMS

Category: Healthy Community, Excellence in Governance

Description: To expand the reach, impact, and sustainability of our sports programs, the department will work diligently to strengthen existing relationships with volunteers, organizations, and community leaders while also cultivating new partnerships that will ensure long-term growth and success.

STAFF IMPACT: MODERATE | FISCAL IMPACT: LOW

PRIORITY 2

DEVELOP & IMPLEMENT A COMPREHENSIVE MARKETING STRATEGY

Category: Healthy Community, Community of Belonging

Description: Modernize and streamline communications with constituents to maintain engagement and build a strong sense of community. The development and execution of a comprehensive marketing strategy will ensure that the Recreation Department effectively promotes its programs, events, and activities to a broad and diverse audience.

STAFF IMPACT: MODERATE | FISCAL IMPACT: MODERATE

PRIORITY 3

EVALUATE & INCREASE AGE & DISABILITY FRIENDLY PROGRAMS AND SPACES

Category: Community of Belonging, Healthy Community

Description: The Recreation Department will prioritize the evaluation and enhancement of its programs and spaces to ensure they are accessible, inclusive, and welcoming for individuals of all ages and abilities. This initiative will focus on both the expansion of age-specific and disability-friendly programs, as well as the creation of physical environments that accommodate these programs.

STAFF IMPACT: MODERATE | FISCAL IMPACT: MODERATE

PRIORITY 4

SUSTAINABLY FUND & PRODUCE LIVE ON THE AVENUE

Category: A Community of Belonging, Economic Vitality

Description: The Recreation Department is committed to ensuring the continued success and growth of the Live on The Avenue event series. The event series brings people together, celebrating music, arts, culture, and local talent in a lively, inclusive environment. However, to sustain its future, it is essential to explore diverse and sustainable funding sources and to strategically plan for its long-term viability

STAFF IMPACT: MODERATE | FISCAL IMPACT: MODERATE

RECREATION FUND

FUND 21

INTERDEPARTMENTAL PROJECTS – RECREATION & PUBLIC WORKS

PRIORITY 1

COMMITMENT TO MAINTAINING & ENHANCING RECREATION FACILITIES

Category: Healthy Community, Architectural & Scenic Beauty

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

STAFF IMPACT: MODERATE

FISCAL IMPACT: MODERATE

LABOR COSTS

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

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

SERVICES & SUPPLIES

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

TEMPORARY SALARIES
Part-time recreation staffing costs ($393,063)

DUES
Professional organization dues and publications required for staff to maintain expertise in recreation, catalog and information services ($700)

TRAINING
Seminars, workshops and conferences to keep staff current on recreation trends, best practices and policies and procedures ($6,700)

UTILITIES
Electricity ($15,800)

OFFICE SUPPLIES
Postage, copy paper, ink cartridges, and miscellaneous supplies ($10,000)

PROMOTIONAL/MARKETING
Advertising, program brochure and mailing ($35,000)

CAPITAL OUTLAY
Program area improvements ($150,000)

RECREATION FUND

PROGRAMS

Revenues and expenses are budgeted for each program area:

SPORTS
Includes youth and adult sports leagues, classes, and clinics, and tumbling and gymnastics classes

CULTURE
Includes art, theatre, food, music, babysitting certification, painting, Mah-Jong, Tai-Chi, and language classes for youth and adults

CHILD CARE
Includes Parkside Preschool, toddler enrichment, on-campus after-school enrichment classes, Robson After Care, and summer art, sports, and general day camps for youth

FACILITY RENTALS & OTHER
Includes picnic reservations and field rental revenue; Robson House and ICC facility rental revenue; advertising revenue and other miscellaneous items

ADMINISTRATION
Includes staff salaries, benefits, and training; office expenses; utilities expense; credit card fees; registration software fees; activity guide production costs; marketing costs; and equipment maintenance costs

RECREATION FUND

FUND 21

TOWN OF SAN ANSELMO RECREATION FUND INCOME STATEMENT FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**1,157,131**	**1,338,720**	**1,338,720**	**1,130,831**
REVENUE				
Revenue	2,686,819	2,362,320	2,479,431	2,608,050
TOTAL REVENUE	**2,686,819**	**2,362,320**	**2,479,431**	**2,608,050**
TOTAL RESOURCES	**3,843,950**	**3,701,040**	**3,818,151**	**3,738,881**
EXPENDITURES				
Operating Expenditures	2,171,866	2,371,112	2,348,505	2,583,115
Capital Expenditures	299,465	300,000	300,000	150,000
Transfers Out	33,899	38,815	38,815	46,835
TOTAL EXPENDITURES & TRANSFERS OUT	**2,505,230**	**2,709,927**	**2,687,320**	**2,779,950**
NET INCREASE/(DECREASE)	**181,589**	**(347,607)**	**(207,889)**	**(171,900)**
ENDING BALANCE	**1,338,720**	**991,113**	**1,130,831**	**958,931**
TOTAL BUDGET	**3,843,950**	**3,701,040**	**3,818,151**	**3,738,881**

FUND 21

RECREATION FUND

TOWN OF SAN ANSELMO RECREATION FUND REVENUE & EXPENDITURE SUMMARY FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Sports Programs	722,082	669,000	709,692	723,200
Cultural Programs	192,721	181,000	185,238	171,500
School Programs & Childcare	1,618,159	1,461,000	1,525,000	1,665,450
Events and Other Revenue	153,857	51,320	59,501	47,900
TOTAL REVENUE	**2,686,819**	**2,362,320**	**2,479,431**	**2,608,050**
EXPENDITURES – PROGRAM ADMINISTRATION				
LABOR COSTS				
Regular Salaries	263,098	315,839	306,839	255,276
Temporary Help	12,605	4,700	4,700	3,000
Overtime	1,514	1,500	1,500	6,000
Retirement	26,800	29,741	29,741	25,626
Other Benefits	58,258	80,918	80,918	64,339
Payroll Taxes	20,183	24,650	23,961	19,864
SUBTOTAL – LABOR COSTS	**382,458**	**457,348**	**447,659**	**374,105**
SERVICES & SUPPLIES				
Outside Services	131,110	118,748	118,748	124,883
Training	5,413	7,500	7,500	6,700
Publications & Dues	495	1,000	1,000	700
Building Maintenance	709	11,000	11,000	5,400
Equipment Maintenance	–	850	850	–
Utilities	16,404	14,450	14,450	15,800
Promotion & Marketing	30,248	35,000	35,000	34,523
Furniture	–	–	–	–
Office & Departmental Supplies	9,453	10,000	10,000	10,000
SUBTOTAL – SERVICES & SUPPLIES	**193,832**	**198,548**	**198,548**	**198,006**
TOTAL EXPENDITURES – PROGRAM ADMINISTRATION	**576,290**	**655,896**	**646,207**	**572,111**
EXPENDITURES – PROGRAM OPERATIONS				
Sports Programs	355,721	382,414	382,414	410,267
Cultural Programs	148,791	112,300	112,300	118,600
School Programs & Childcare	1,084,645	1,175,502	1,162,584	1,440,137
Events and Other	6,419	45,000	45,000	42,000
TOTAL EXPENDITURES – PROGRAM OPERATIONS	**1,595,576**	**1,715,216**	**1,702,298**	**2,011,004**
CAPITAL OUTLAY – CONSTRUCTION	**299,465**	**300,000**	**300,000**	**150,000**
TRANSFERS OUT – GENERAL FUND	**33,899**	**38,815**	**38,815**	**46,835**
TOTAL EXPENDITURES	**2,505,230**	**2,709,927**	**2,687,320**	**2,779,950**

COMMUNITY SERVICES MASTER PLAN FUND

FUND 11

The Community Services Master Plan Fund was initiated in FY 2014-2015 to reflect the revenue and expenditures associated with the Community Facilities Master Planning process. This fund is intended to be used for master planning projects related to Town parks and recreation activities and facilities.

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

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

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

In FY 2018-2019, the Town Council allocated $30,000 from the General Fund reserve balance for use in a public information program to increase awareness about the Memorial Park Restoration Project.

TOWN OF SAN ANSELMO
COMMUNITY SERVICES MASTER PLAN FUND
INCOME STATEMENT
FY 2026–2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**5,202**	**5,444**	**5,444**	**5,444**
REVENUE				
Revenue & Transfers In	242	–	–	–
TOTAL REVENUE & TRANSFERS IN	**242**	**–**	**–**	**–**
TOTAL RESOURCES	**5,444**	**5,444**	**5,444**	**5,444**
EXPENDITURES				
TOTAL EXPENDITURES	**–**	**4,000**	**–**	**4,000**
NET INCREASE/(DECREASE)	**–**	**(4,000)**	**–**	**(4,000)**
ENDING BALANCE	**5,444**	**1,444**	**5,444**	**1,444**
TOTAL BUDGET	**5,444**	**5,444**	**5,444**	**5,444**

TOWN OF SAN ANSELMO
COMMUNITY SERVICES MASTER PLAN FUND
REVENUE & EXPENDITURE SUMMARY
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	242	–	–	–
Transfers In	–	–	–	–
TOTAL REVENUE	**242**	**–**	**–**	**–**
EXPENDITURES				
Outside Services	–	4,000	–	4,000
TOTAL EXPENDITURES	**–**	**4,000**	**–**	**4,000**

ROAD MAINTENANCE FUND

FUND 19

With the adoption of the FY 2002-2003 budget, the Town Council formally recognized its commitment to the ongoing need for road maintenance beyond the resources provided by the Measure G bond funds. To provide additional funds for road maintenance, the Town Council directed staff to budget $400,000 in this fund annually. A Road Impact Fee for construction to be charged on construction projects was approved and collection of that fee began in December 2002. The road impact fee was extended to garbage vehicles in December 2004. Revenue received from the Road Impact Fee and the Garbage Impact Fee is restricted to the Road Maintenance Fund.

In FY 2026-2027, Road Impact fees for construction are estimated at $400,000. A General Fund contribution of $534,000 to the fund is included to reflect the Town's continued commitment to road maintenance. This fund also includes Senate Bill 1 (SB) gas tax at approximately $358,728.

A new 5-Year Capital Improvement Plan (CIP) was prepared by staff in 2024 based on the pavement management program report that outlines the pavement condition index (PCI) of Town streets. It was reviewed and recommended to the Town Council by the Infrastructure and Fiscal Monitoring Committee. The 5 Year CIP was approved by the Town Council in 2024.

The Plan calls for the following projects to be completed in FY 2026-2027:

PROJECT	COST ($)
Salary & Benefits for Engineers (1.88 FTE)	348,300
Street Paving Project	1,150,000
Slurry Seal	230,000
Traffic Signal Controller Boxes	50,000
Unprogrammed Drainage & Paving	150,000
TOTAL	**$1,928,300**

The Capital Improvement Plan document is available for review on the Town's website at sananselmo.gov/CIP

LABOR COSTS

POSITION	2024-2025	2025-2026	2026-2027
Assistant Public Works Director	0.50	0.50	0.50
Assistant Civil Engineer	1.38	1.38	1.38
TOTAL	**1.88**	**1.88**	**1.88**

TOWN OF SAN ANSELMO ROAD MAINTENANCE FUND INCOME STATEMENT FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**435,560**	**779,553**	**779,553**	**516,063**
REVENUE				
Revenue & Transfers In	1,370,256	1,593,419	1,706,956	1,937,540
TOTAL REVENUE & TRANSFERS IN	**1,370,256**	**1,593,419**	**1,706,956**	**1,937,540**
TOTAL RESOURCES	**1,805,816**	**2,372,972**	**2,486,509**	**2,453,603**
EXPENDITURES				
TOTAL EXPENDITURES	**1,026,263**	**1,866,719**	**1,970,446**	**1,998,300**
NET INCREASE/(DECREASE)	**343,993**	**(273,300)**	**(263,490)**	**(60,760)**
ENDING BALANCE	**779,553**	**506,253**	**516,063**	**455,303**
TOTAL BUDGET	**1,805,816**	**2,372,972**	**2,486,509**	**2,453,603**

TOWN OF SAN ANSELMO
ROAD MAINTENANCE FUND
REVENUE & EXPENDITURE SUMMARY
FY 2026–2027

DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	24,691	20,000	20,000	20,000
Road Impact Fees – Construction	471,050	400,000	478,278	450,000
Road Impact Fees – Garbage Trucks	77,000	84,000	49,000	–
Reimbursement	–	–	77,187	–
Measure AA	–	290,658	293,865	571,318
Pavement Moratorium	–	2,500	2,000	2,500
TOTAL REVENUE	**572,741**	**797,158**	**920,330**	**1,043,818**
TRANSFERS IN				
from General Fund	450,000	450,000	450,000	534,000
from SB1	347,515	346,261	336,626	359,722
TOTAL TRANSFERS IN	**797,515**	**796,261**	**786,626**	**893,722**
TOTAL REVENUE & TRANSFERS IN	**1,370,256**	**1,593,419**	**1,706,956**	**1,937,540**
EXPENDITURES				
Bike, Ped, Signal, EV, ADA	3,098	–	–	–
Salaries & Benefits	290,794	316,719	318,706	348,300
Street Paving	541,870	1,230,000	1,073,232	1,150,000
Slurry Seal	–	–	–	300,000
Traffic Signal Controller	4,354	95,000	93,360	–
Traffic Signal Controller Boxes	–	–	–	50,000
Unprogrammed Drainage & Resurfacing	186,147	225,000	485,148	150,000
TOTAL EXPENDITURES	**1,026,263**	**1,866,719**	**1,970,446**	**1,998,300**

STATE GASOLINE TAX FUND

FUND 20

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

Starting in FY 1997-1998, the full amount of gas tax revenue received in the fiscal year is transferred to the General Fund on an ongoing basis, rather than just the projected revenue amount, as long as estimated Street Maintenance costs exceed the Town's gas tax revenue.

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

TOWN OF SAN ANSELMO
STATE GASOLINE TAX FUND
INCOME STATEMENT
FY 2026–2027

DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	–	–	–	–
REVENUE				
Revenue	678,350	720,631	707,437	739,279
TOTAL REVENUE	**678,350**	**720,631**	**707,437**	**739,279**
TOTAL RESOURCES	**678,350**	**720,631**	**707,437**	**739,279**
EXPENDITURES				
Expenditures	678,350	720,631	707,437	739,279
TOTAL EXPENDITURES & TRANSFERS OUT	**678,350**	**720,631**	**707,437**	**739,279**
NET INCREASE/(DECREASE)	–	–	–	–
ENDING BALANCE	–	–	–	–
TOTAL BUDGET	**678,350**	**720,631**	**707,437**	**739,279**

TOWN OF SAN ANSELMO
State Gasoline Tax Fund
Revenue & Expenditure Summary
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
State Gasoline Tax – Regular	355,142	374,370	370,811	379,557
State Gasoline Tax – SB1	323,208	346,261	336,626	359,722
TOTAL REVENUE	**678,350**	**720,631**	**707,437**	**739,279**
EXPENDITURES				
Transfers Out – General Fund	355,142	374,370	370,811	379,557
Transfers Out – Road Maintenance Fund	323,208	346,261	336,626	359,722
TOTAL EXPENDITURES	**678,350**	**720,631**	**707,437**	**739,279**

LIBRARY TAX FUND

FUND 27

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

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

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

In November of 2022, voters renewed the existing library parcel tax (expiring in 2024) and extended it for another nine years, until 2033. It is anticipated that the Special Library Services Tax will create projected revenue of $309,111 for the Library in 2025-26.

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

The amount budgeted in the General Fund for the Library in this proposed budget is $926,729, which is within the allowable parameters established in the Special Library Tax Services measure.

2025-2026 HIGHLIGHTS

- Launched a new series of programs for older adults on Artificial Intelligence
- Participation in inaugural One Book One Coast initiative
- Hosted Challah Bake for all ages in partnership with Chabad of West Marin

LABOR COSTS

POSITION	2024-2025	2025-2026	2026-2027
Children's Librarian	1.00	1.00	1.00
Library Assistant	1.00	1.00	1.00
Senior Library Assistant	0.20	0.20	0.20
TOTAL	**2.20**	**2.20**	**2.20**

SERVICES & SUPPLIES

MARINET

Membership in Link Plus, a Statewide inter-library loan service, and additional databases, such as Mango Language, and Overdrive e-books. ($14,176)

INTERNET— CORPORATION FOR EDUCATION NETWORK INITIATIVES IN CALIFORNIA (CENIC)

High-speed Internet ($8,898)

MATERIALS

Print and digital books, magazines, newspapers, and film ($38,500)

OUTSIDE SERVICES

Program and special events expenditures ($3,500)

DEPARTMENT SUPPLIES

Postage, copy paper, miscellaneous supplies, cataloging, circulation, and materials repair supplies ($4,000)

TOWN OF SAN ANSELMO
LIBRARY TAX FUND
INCOME STATEMENT
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**29,297**	**(2,208)**	**(2,208)**	**13,812**
REVENUE				
Revenue	316,713	327,353	325,154	334,945
TOTAL REVENUE	**316,713**	**327,353**	**325,154**	**334,945**
TOTAL RESOURCES	346,010	325,145	322,946	348,757
EXPENDITURES				
TOTAL EXPENDITURES	348,218	338,265	309,134	347,645
NET INCREASE/(DECREASE)	(31,505)	(10,912)	16,020	(12,699)
ENDING BALANCE	(2,208)	(13,120)	13,812	1,113
TOTAL BUDGET	**346,010**	**325,145**	**322,946**	**348,757**

TOWN OF SAN ANSELMO
LIBRARY TAX FUND
REVENUE & EXPENDITURE SUMMARY
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Library Tax	316,713	326,853	324,704	334,445
Use of Money & Property	–	500	450	500
Transfer In	–	–	–	–
TOTAL REVENUE	**316,713**	**327,353**	**325,154**	**334,945**
EXPENDITURES				
LABOR COSTS				
Regular Salaries	138,104	154,287	146,537	162,966
Temporary Help	52,144	25,000	17,500	25,000
Retirement	12,522	13,549	10,602	12,923
Overtime	–	–	–	–
Other Benefits	49,390	62,182	47,348	63,303
Payroll Taxes	13,844	13,647	12,002	14,379
SUBTOTAL – LABOR COSTS	**266,004**	**268,665**	**233,989**	**278,571**
SERVICES & SUPPLIES				
Outside Services – Programming	3,500	250	250	3,500
MARINet Database	16,395	7,222	8,395	7,787
Internet – CENIC	8,358	8,358	8,898	8,898
Link+	–	6,319	6,389	6,389
Department Supplies	4,780	4,000	3,950	4,000
Adult Books	12,349	11,000	12,800	10,000
Childrens' Books	8,449	8,500	8,500	8,500
Audio/Visual Books	214	–	213	–
DVDs	8,523	5,000	7,250	5,000
E-Books	19,646	18,951	18,500	15,000
SUBTOTAL – SERVICES & SUPPLIES	**82,214**	**69,600**	**75,145**	**69,074**
TOTAL EXPENDITURES	**348,218**	**338,265**	**309,134**	**347,645**

ROBSON HOUSE FUND

FUND 34

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

Revenue from the rental of the upstairs offices has been sufficient over the past years to cover the ongoing operation and routine maintenance of the house. However, since FY 2011-2012, personnel, utility, and maintenance costs have risen to the point that rental revenue does not cover the regular costs. Rental increases were implemented in FY 2015-2016, but even with a rental increase, rental revenue is not sufficient to cover the considerable deferred maintenance work and capital improvements that are needed to restore and maintain the house.

The Town took over management of Robson House between 2006 and 2007.

LABOR COSTS

POSITION	2024-2025	2025-2026	2026-2027
Senior Maintenance Worker	0.00	0.05	0.05
TOTAL	**0.00**	**0.05**	**0.05**

SERVICES & SUPPLIES

OUTSIDE SERVICES
Pest control services, landscape services, fire safety equipment and special assistance for repairs ($2,110)

BUILDING MAINTENANCE
Janitorial Service ($23,500) and other repair services ($1,500)

UTILITIES
Electricity, water, telephone, and sewer ($7,000)

DEPARTMENT SUPPLIES
Material and supplies needed to maintain Robson house ($1,000)

POSSESSORY TAX PAYMENT
Taxable possessory interest assessment ($2,400)

TOWN OF SAN ANSELMO ROBSON HOUSE FUND INCOME STATEMENT FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**(79,801)**	**(95,813)**	**(95,813)**	**(109,559)**
REVENUE				
Revenue & Transfers In	25,880	26,220	33,964	20,400
TOTAL REVENUE & TRANSFERS IN	**25,880**	**26,220**	**33,964**	**20,400**
TOTAL RESOURCES	**(53,921)**	**(69,593)**	**(61,849)**	**(89,159)**
EXPENDITURES				
TOTAL EXPENDITURES	**41,892**	**43,597**	**47,710**	**45,208**
NET INCREASE/(DECREASE)	**(16,012)**	**(17,377)**	**(13,746)**	**(24,808)**
ENDING BALANCE	**(95,813)**	**(113,190)**	**(109,559)**	**(134,367)**
TOTAL BUDGET	**(53,921)**	**(69,593)**	**(61,849)**	**(89,159)**

TOWN OF SAN ANSELMO
ROBSON HOUSE FUND
REVENUE & EXPENDITURE SUMMARY
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Dovetail	–	–	–	–
Moment Records	20,400	20,400	20,400	20,400
Social Rep, LLC	5,500	5,820	12,705	–
Use of Money & Property	(20)	–	859	–
Transfers In	–	–	–	–
TOTAL REVENUE	**25,880**	**26,220**	**33,964**	**20,400**
EXPENDITURES				
LABOR COSTS				
Regular Salaries	–	4,556	4,556	4,922
Overtime	–	–	–	–
Retirement	–	363	363	390
Other Benefits	–	819	819	2,009
Payroll Taxes	–	349	349	377
SUBTOTAL – LABOR COSTS	**–**	**6,087**	**6,087**	**7,698**
SERVICES & SUPPLIES				
Outside Services	–	2,110	1,000	2,110
Building Maintenance	33,160	25,000	25,287	25,000
Utilities	6,344	7,000	10,000	7,000
Supplies	793	1,000	1,500	1,000
Possessory Tax Payment	1,595	2,400	3,836	2,400
SUBTOTAL – SERVICES & SUPPLIES	**41,892**	**37,510**	**41,623**	**37,510**
TRANSFERS OUT	**–**	**–**	**–**	**–**
TOTAL EXPENDITURES	**41,892**	**43,597**	**47,710**	**45,208**

SPECIAL EVENTS FUND

FUND 60

This fund was established in FY 2000-2001 to track the revenues and expenses associated with the annual special events sponsored by the Town.

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

The fund was utilized in 2007 to fund events commemorating the Town's centennial anniversary. Over the years the events that the Town offers to our community have changed. The fund continues to be used to support Town events, such as the Live on the Avenue music series, the Goblins Bootacular, Children's Egg Hunts, Breakfast with Santa, and Teen Battle of the Bands. Recreation staff fundraises for these events.

$82,882 is committed for expenditures for the annual Town events.

TOWN OF SAN ANSELMO
SPECIAL EVENTS FUND
INCOME STATEMENT
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**39,052**	**21,056**	**21,056**	**20,546**
REVENUE				
Revenue	47,435	62,600	60,241	12,600
TOTAL REVENUE	**47,435**	**62,600**	**60,241**	**12,600**
TOTAL RESOURCES	**86,487**	**83,656**	**81,297**	**33,146**
EXPENDITURES				
TOTAL EXPENDITURES	**65,431**	**101,882**	**60,751**	**82,882**
NET INCREASE/(DECREASE)	**(17,996)**	**(39,282)**	**(510)**	**(70,282)**
ENDING BALANCE	**21,056**	**(18,226)**	**20,546**	**(49,736)**
TOTAL BUDGET	**86,487**	**83,656**	**81,297**	**33,146**

TOWN OF SAN ANSELMO SPECIAL EVENTS FUND REVENUE & EXPENDITURE SUMMARY FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Breakfast with Santa	6,307	5,500	6,741	6,500
Egg Hunt	2,000	3,000	1,000	3,000
Goblins Parade	2,000	2,500	2,500	2,500
United Against Hate	–	1,000	–	–
Live on the Avenue	1,080	600	–	600
Use of Money & Property	1,048	–	–	–
Transfers In	35,000	50,000	50,000	–
TOTAL REVENUE	**47,435**	**62,600**	**60,241**	**12,600**
EXPENDITURES				
Temporary Help	1,774	8,000	2,048	8,000
Overtime	–	–	–	–
Retirement	–	–	–	–
Payroll Taxes	100	612	157	612
Outside Services	–	–	–	–
Special Event Supplies	–	500	–	500
ASCAP Royalties – Events	449	420	–	420
BMI Royalties – Events	14	850	–	850
Breakfast with Santa	4,076	4,000	4,288	5,000
Parade/Country Fair	–	–	–	–
Egg Hunt	1,758	3,000	1,499	3,000
Goblins Parade	2,207	2,500	2,559	2,500
United Against Hate	–	1,000	–	1,000
Teens Battle of the Bands	–	1,000	2,200	1,000
Live on the Avenue	55,053	80,000	48,000	60,000
Holiday Tree Lighting	–	–	–	–
TOTAL EXPENDITURES	**65,431**	**101,882**	**60,751**	**82,882**

MEASURE A PARKS TAX FUND

FUND 70

Revenue and expenditures associated with San Anselmo's share of the Marin County one-quarter per cent (0.25%) transactions and use tax, entitled Marin Parks, Open Space, and Farmland Preservation Transactions and Use Tax Ordinance are accounted for in this fund. Countywide, the tax is estimated to generate $10,000,000 per year for ten years. Fifteen per cent (15%) of the Measure A revenue is allocated to cities, towns, and special districts. San Anselmo's share is 6.65% of that revenue.

The Town Council annually determines the distribution of these funds. For FY 2014-2015, and including the partial funding for FY 2013-2014, $55,494 was contributed to the Sky Ranch open space acquisition and $66,794 to Memorial Park improvements.

In FY 2015-2016 and going forward, the Town Council decided that on an ongoing basis, 70% of the annual funding will go to Memorial Park and 30% to open space acquisition.

On January 26, 2021, the Town Council approved the Memorial Park Playing Field Repair Project for an estimated amount of $675,000, which $47,000 will come from General Fund Reserve and approximately $439,000 from Measure A Parks Tax Fund to supplement $177,982 from State Proposition 68 Per Capita funding. The project was completed in FY 2022-2023.

In FY 2023-2024, the Town Council approved a donation towards Open Space's purchase of Upper Hawthorne Canyon from Measure A for $202,560.

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO MEASURE A PARKS TAX FUND INCOME STATEMENT FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**126,578**	**261,674**	**261,674**	**305,655**
REVENUE				
Revenue	135,096	123,916	123,981	123,916
TOTAL REVENUE	**135,096**	**123,916**	**123,981**	**123,916**
TOTAL RESOURCES	**261,674**	**385,590**	**385,655**	**429,571**
EXPENDITURES				
TOTAL EXPENDITURES	–	367,979	80,000	429,571
NET INCREASE/(DECREASE)	**135,096**	**(244,063)**	**43,981**	**(305,655)**
ENDING BALANCE	**261,674**	**17,611**	**305,655**	**–**
TOTAL BUDGET	**261,674**	**385,590**	**385,655**	**429,571**

TOWN OF SAN ANSELMO MEASURE A PARKS TAX FUND REVENUE & EXPENDITURE SUMMARY FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure A Parks Tax	127,769	123,916	123,916	123,916
Interest	7,327	–	65	–
Proposition 68 Park Grant	–	–	–	–
Donation/Transfers In	–	–	–	–
TOTAL REVENUE	**135,096**	**123,916**	**123,981**	**123,916**
EXPENDITURES				
SERVICES & SUPPLIES				
Memorial Park Improvement	–	276,878	80,000	295,993
Open Space	–	91,101	–	133,578
TOTAL EXPENDITURES	**–**	**367,979**	**80,000**	**429,571**

ISABEL COOK CENTER (ICC) FUND

FUND 31

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

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

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

LABOR COSTS

POSITION	2024-2025	2025-2026	2026-2027
Senior Maintenance Worker	0.00	0.05	0.05
TOTAL	0.00	0.05	0.05

SERVICES & SUPPLIES

OUTSIDE SERVICES
Special assistance for repair of facility and equipment. Outside services during employee vacation/leave ($5,000)

BUILDING MAINTENANCE
Janitorial service, heat/air HVAC; routine and emergency building maintenance projects ($85,000)

UTILITIES
Electricity, gas, telephone, and sewer ($23,000). Water is paid for through the Parks budget.

SUPPLIES
Miscellaneous office supplies and minor supply items for building operation.

TOWN OF SAN ANSELMO
ISABEL COOK CENTER (ICC) FUND
INCOME STATEMENT
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**61,300**	**(8,562)**	**(8,562)**	**325**
REVENUE				
Revenue	129,754	107,668	122,524	122,524
TOTAL REVENUE	**129,754**	**107,668**	**122,524**	**122,524**
TOTAL RESOURCES	**191,054**	**99,106**	**113,962**	**122,849**
EXPENDITURES				
TOTAL EXPENDITURES	**199,616**	**154,587**	**113,637**	**176,198**
NET INCREASE/(DECREASE)	**(69,862)**	**(46,919)**	**8,887**	**(53,674)**
ENDING BALANCE	**(8,562)**	**(55,481)**	**325**	**(53,349)**
TOTAL BUDGET	**191,054**	**99,106**	**113,962**	**122,849**

TOWN OF SAN ANSELMO
ISABEL COOK CENTER (ICC) FUND
REVENUE & EXPENDITURE
FY 2026–2027

DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
ICC Rental Income	115,855	122,524	122,524	122,524
Use of Money & Property	17,630	–	–	–
TOTAL REVENUE	**115,855**	**122,524**	**122,524**	**122,524**
EXPENDITURES				
LABOR COSTS				
Regular Salaries	–	4,556	4,556	4,922
Overtime	–	–	–	–
Retirement	–	363	363	390
Other Benefits	–	819	819	2,009
Payroll Taxes	–	349	349	377
SUBTOTAL – LABOR COSTS	**–**	**6,087**	**6,087**	**7,698**
SERVICES & SUPPLIES				
Outside Services	112,564	5,000	5,000	5,000
Outside Services – Windows	–	50,000	–	55,000
Building Maintenance	73,808	70,000	75,000	85,000
Utilities	11,058	23,000	27,000	23,000
Office & Department Supplies	2,186	500	550	500
SUBTOTAL – SERVICES & SUPPLIES	**199,616**	**148,500**	**107,550**	**168,500**
TOTAL EXPENDITURES	**199,616**	**154,587**	**113,637**	**176,198**

MEASURE C – WILDFIRE TAX FUND

FUND 35

In 2019, 17 Marin County agencies with fire prevention responsibilities formed the Marin Wildfire Prevention Authority (MWPA) through a Joint Exercise of Powers Agreement. MWPA's mission is to:

- Organize and sustain local wildfire prevention, including early detection, warning, and alerts
- Reducing vegetation
- Ensuring defensible space around homes, neighborhoods and critical infrastructure
- Improving disaster evacuation routes and procedures

The Marin Wildfire Prevention Measure, levying up to ten cents per building square foot tax ($75 per multi-family unit) for ten years, providing $19,300,000 annually, with annual inflation adjustments, independent citizen oversight/audits, and low-income senior exemptions.

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

Local-specific wildfire prevention efforts will be funded by 20% of the tax measure proceeds and allocated to each member agency in proportion to revenue raised in each member agency's respective tax rate areas. Member agencies must certify that the tax measure proceeds are used consistently with the purpose of MWPA and that the tax measure expenses result in a higher level of service than would otherwise be provided by the member agency.

The approximate allocation to the Town is $410,000 in FY 2026-2027.

TOWN OF SAN ANSELMO Measure C – Wildfire Tax Fund Income Statement FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**189,431**	**281,491**	**281,491**	**331,491**
REVENUE				
Revenue	431,477	410,000	410,000	410,000
TOTAL REVENUE	**431,477**	**410,000**	**410,000**	**410,000**
TOTAL RESOURCES	620,908	691,491	691,491	741,491
EXPENDITURES				
TOTAL EXPENDITURES	**339,417**	**410,000**	**360,000**	**410,000**
NET INCREASE/(DECREASE)	**92,060**	**–**	**50,000**	**–**
ENDING BALANCE	**281,491**	**281,491**	**331,491**	**331,491**
TOTAL BUDGET	**620,908**	**691,491**	**691,491**	**741,491**

TOWN OF SAN ANSELMO Measure C – Wildfire Tax Fund Revenue & Expenditure Summary FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure C Wildfire Tax	421,451	410,000	410,000	410,000
Use of Money & Property	10,026	–	–	–
TOTAL REVENUE	**431,477**	**410,000**	**410,000**	**410,000**
EXPENDITURES				
SERVICES & SUPPLIES				
Outside Services – Fire Prevention	339,417	410,000	360,000	410,000
TRANSFERS OUT	–	–	–	–
TOTAL EXPENDITURES & TRANSFERS OUT	**339,417**	**410,000**	**360,000**	**410,000**

CLIMATE ACTION FUND

FUND 90

On June 11, 2019, the Town Council adopted Resolution No. 4286, approving the San Anselmo Climate Action Plan 2030 (CAP). The CAP serves as the Town's long-term roadmap for addressing climate change through measurable local actions and programs designed to reduce greenhouse gas emissions by 54% by 2030, compared to 2005 levels, and achieve community-wide carbon neutrality by no later than 2045.

Building on this commitment, the Town Council adopted Resolution No. 4325 on February 11, 2020, formally declaring a Climate and Ecological Emergency in San Anselmo. This action directed the Town Manager and staff to prioritize consistency with the Climate Action Plan in Town operations, programs, and Council decision-making. The resolution also established the Town's commitment to dedicate annual funding toward greenhouse gas reduction and climate mitigation efforts beginning in FY 2020–2021. In response, the FY 2020–2021 budget included Appendix B, which tracked anticipated expenditures related to Climate Action Plan implementation.

With the adoption of the FY 2021–2022 budget, the Town Council formally recognized the ongoing need to invest resources toward implementation of the Climate Action Plan and established the Climate Action Fund. The fund was created to strengthen the Town's ability to develop and implement climate initiatives at the municipal level while also providing transparency to the public regarding climate-related spending and progress. The Climate Action Fund is supported primarily through annual transfers from the Town's General Fund.

In FY 2021–2022, the Town allocated $50,000 to establish a part-time Climate Action Coordinator position and support related implementation efforts. The position was created to help identify and advance climate policies, programs, partnerships, and grant opportunities aligned with the Town's climate goals and the San Anselmo 2021–2023 Work Plan Priorities.

Over the past four fiscal years, the General Fund has contributed approximately $105,000 annually to support Climate Action Fund activities. These resources have supported the Town's share of the part-time Climate Action Coordinator position, consultant services, grant identification and grant management assistance, and a variety of climate action initiatives. Funded programs and projects have included SolarAPP+ implementation, SB 1383 compliance efforts, resilience hub planning and development, EV charging and micromobility pilot projects, rebate and incentive programs for electric landscaping equipment, heat pumps, and E-bikes, Zero Waste initiatives, community EV and E-bike events, and public outreach and educational materials. Together, these investments have helped advance the Town's climate goals while building local capacity to respond to climate-related challenges and opportunities.

The Climate Action Fund is estimated to carry a reserve balance of approximately $104,000 at the end of FY 2025–2026 and $60,000 at the end of FY 2026–2027. Maintaining this reserve provides the Town with financial flexibility to address emerging priorities, unexpected costs, grant matching opportunities, or one-time climate projects that may arise during the fiscal year, while helping ensure continuity of climate action programs without requiring additional General Fund support

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TOWN OF SAN ANSELMO CLIMATE ACTION FUND INCOME STATEMENT FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**64,677**	**69,181**	**69,181**	**104,039**
REVENUE				
Revenue	109,711	106,000	124,858	106,000
TOTAL REVENUE & TRANSFER IN	**109,711**	**106,000**	**124,858**	**106,000**
TOTAL RESOURCES	**174,388**	**175,181**	**194,039**	**210,039**
EXPENDITURES				
TOTAL EXPENDITURES	**105,207**	**150,000**	**90,000**	**150,000**
NET INCREASE/(DECREASE)	**4,504**	**(44,000)**	**34,858**	**(44,000)**
ENDING BALANCE	**69,181**	**25,181**	**104,039**	**60,039**
TOTAL BUDGET	**174,388**	**175,181**	**194,039**	**210,039**

TOWN OF SAN ANSELMO CLIMATE ACTION FUND REVENUE & EXPENDITURE SUMMARY FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Intergovernmental Revenue	–	1,000	16,858	1,000
Use of Money & Property	4,711	–	3,000	–
Transfers In	105,000	105,000	105,000	105,000
TOTAL REVENUE	**109,711**	**106,000**	**124,858**	**106,000**
EXPENDITURES				
SERVICES & SUPPLIES				
Outside Services	104,601	150,000	90,000	150,000
Equipment Grant	606	–	–	–
TOTAL EXPENDITURES	**105,207**	**150,000**	**90,000**	**150,000**

CREEKSIDE COMMONS FUND

FUND 71

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

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

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

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

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

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

TOWN OF SAN ANSELMO CREEKSIDE COMMONS FUND INCOME STATEMENT FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	(69,968)	(70,068)	(70,068)	(70,068)
REVENUE				
Revenue	–	–	–	–
TOTAL REVENUE	–	–	–	–
TOTAL RESOURCES	(69,968)	(70,068)	(70,068)	(70,068)
EXPENDITURES				
TOTAL EXPENDITURES	100	–	–	–
NET INCREASE/(DECREASE)	(100)	–	–	–
ENDING BALANCE	(70,068)	(70,068)	(70,068)	(70,068)
TOTAL BUDGET	(69,968)	(70,068)	(70,068)	(70,068)

TOWN OF SAN ANSELMO CREEKSIDE COMMONS FUND REVENUE & EXPENDITURE SUMMARY FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Donations	–	–	–	–
Use of Money & Property	–	–	–	–
Miscellaneous Revenue	–	–	–	–
TOTAL REVENUE	–	–	–	–
EXPENDITURES				
SERVICES & SUPPLIES				
Outside Services	100	–	–	–
Miscellaneous Services	–	–	–	–
Transfer Out	–	–	–	–
TOTAL EXPENDITURES	100	–	–	–

PARKING FUND

FUND 13

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

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

In FY 2026-2027, the Parking Fund will incorporate the costs associated with parking enforcement provided by Community Service Officers from the Central Marin Police Authority (CMPA) and pay station fees/subscriptions, and the corresponding enforcement and parking lot revenue.

TOWN OF SAN ANSELMO
PARKING FUND
INCOME STATEMENT
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**96,802**	**(46,620)**	**(46,620)**	**(45,333)**
REVENUE				
Revenue & Transfers In	61,250	375,000	204,000	185,000
TOTAL REVENUE & TRANSFERS IN	**61,250**	**375,000**	**204,000**	**185,000**
TOTAL RESOURCES	**158,052**	**328,380**	**157,380**	**139,667**
EXPENDITURES				
TOTAL EXPENDITURES	**204,672**	**197,148**	**202,713**	**180,979**
NET INCREASE/(DECREASE)	**(143,422)**	**177,852**	**1,287**	**4,021**
ENDING BALANCE	**(46,620)**	**131,232**	**(45,333)**	**(41,312)**
TOTAL BUDGET	**158,052**	**328,380**	**157,380**	**139,667**

TOWN OF SAN ANSELMO PARKING FUND REVENUE & EXPENDITURE SUMMARY FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Parking Fees & Fines	58,188	375,000	204,000	185,000
Use of Money & Property	3,062	–	–	–
Transfers In	–	–	–	–
TOTAL REVENUE & TRANSFERS IN	**61,250**	**375,000**	**204,000**	**185,000**
EXPENDITURES				
LABOR COSTS				
Regular Salaries	–	11,399	11,399	11,399
Retirement	–	1,299	1,299	1,299
Benefits	–	2,573	2,573	2,573
Payroll Taxes	–	898	898	898
SUBTOTAL – LABOR COSTS	**–**	**16,169**	**16,169**	**16,169**
SERVICES & SUPPLIES				
Outside Services – CMPA Parking Enforcement	–	94,810	91,544	94,810
Outside Services – Parking Meters	204,672	70,000	95,000	70,000
SUBTOTAL – SERVICES & SUPPLIES	**204,672**	**164,810**	**186,544**	**164,810**
TOTAL EXPENDITURES	**204,672**	**197,148**	**202,713**	**180,979**

ACTIVE TRANSPORTATION FUND

FUND 16

On June 21, 2023, the Town Council adopted Resolution 4507: *A Resolution of the Town Council of the Town of San Anselmo Adopting an Active Transportation Fund Description and Active Transportation Fund Expenditure Guidelines* (sananselmo.gov/Resolution4507).

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

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

TOWN OF SAN ANSELMO
ACTIVE TRANSPORTATION FUND
INCOME STATEMENT
FY 2026–2027

DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**178,270**	**44,939**	**44,939**	**119,590**
REVENUE				
Use of Money & Property	4,831	–	–	–
Transfers In	–	124,651	124,651	127,371
TOTAL REVENUE	**4,831**	**124,651**	**124,651**	**127,371**
TOTAL RESOURCES	**183,101**	**169,590**	**169,590**	**246,961**
EXPENDITURES				
TOTAL EXPENDITURES	**138,162**	**75,000**	**50,000**	**205,000**
NET INCREASE/(DECREASE)	**(133,331)**	**49,651**	**74,651**	**(77,629)**
ENDING BALANCE	**44,939**	**94,590**	**119,590**	**41,961**
TOTAL BUDGET	**183,101**	**169,590**	**169,590**	**246,961**

CAPITAL PROJECTS FUND

TOWN OF SAN ANSELMO ACTIVE TRANSPORTATION FUND REVENUE & EXPENDITURE SUMMARY FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	4,831	–	1,000	–
Transfer In	–	124,651	124,651	127,371
TOTAL REVENUE	**4,831**	**124,651**	**125,651**	**127,371**
EXPENDITURES				
Active Transportation	138,162	15,000	–	–
Bike Racks/Lockers	–	10,000	–	5,000
Sequoia Park Area #2	–	–	–	90,000
SFD/Sais/Sunnyhills Traffic Signal	–	–	30,000	80,000
Traffic Calming Program	–	50,000	20,000	30,000
TOTAL EXPENDITURES	**138,162**	**75,000**	**50,000**	**205,000**

CAPITAL RECONSTRUCTION FUND

FUND 10

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

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

COMMITMENTS DUE TO GRANTS AND LOANS

These are projects for which the Town has entered into written agreements for repayment of funds, or for which the Town would be responsible for returning funds to the grantee; in some cases, these funds have already been spent.

RECOMMENDED DUE TO LIABILITY AND/OR SAFETY CONCERNS

The projects in this category have been identified as having safety and/or liability risks for the Town if they are not accomplished.

RECOMMENDED BASED ON PRIOR COMMITMENTS AND/OR DIRECTION

These are projects for which Council has previously appropriated funds, established by policy as a priority, or given direction to staff to accomplish.

OTHER PROJECTS

These projects or other funding recommendations do not fit into another category. The unprogrammed projects appropriation is used to fund unanticipated and emergency needs and cost overruns in budgeted projects.

CAPITAL PROJECTS FUND

TOWN OF SAN ANSELMO CAPITAL RECONSTRUCTION FUND INCOME STATEMENT FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**630**	**630**	**630**	**630**
REVENUE				
Revenue & Transfers In	–	–	–	–
TOTAL REVENUE & TRANSFERS IN	–	–	–	–
TOTAL RESOURCES	630	630	630	630
EXPENDITURES				
TOTAL EXPENDITURES	–	–	–	–
NET INCREASE/(DECREASE)	–	–	–	–
ENDING BALANCE	630	630	630	630
TOTAL BUDGET	**630**	**630**	**630**	**630**

TOWN OF SAN ANSELMO CAPITAL RECONSTRUCTION FUND REVENUE & EXPENDITURE SUMMARY FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Snack Shack Revenue	–	–	–	–
Miscellaneous Revenue	–	–	–	–
Use of Money & Property	–	–	–	–
Transfers In	–	–	–	–
TOTAL REVENUE & TRANSFERS IN	–	–	–	–
EXPENDITURES				
Snack Shack Improvement	–	–	–	–
Fire Station Building Repair	–	–	–	–
Capital Outlay – Construction	–	–	–	–
Construction – Trails	–	–	–	–
TOTAL EXPENDITURES	–	–	–	–

EQUIPMENT REPLACEMENT FUND

FUND 50

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

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

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

During FY 2020-2021, the Town updated its inventory listings for Vehicle and Technology programs. The Town decided to create two separate Internal Services Funds: Technology Replacement and Vehicle Replacement funds to maintain the Town's future Technology and Vehicle replacement activities.

TOWN OF SAN ANSELMO
EQUIPMENT REPLACEMENT FUND
INCOME STATEMENT
FY 2026–2027

DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**18,017**	–	–	–
REVENUE				
Revenue & Transfers In	–	–	–	–
TOTAL REVENUE & TRANSFERS IN	–	–	–	–
TOTAL RESOURCES	**18,017**	–	–	–
EXPENDITURES				
TOTAL EXPENDITURES	**18,017**	–	–	–
NET INCREASE/(DECREASE)	**(18,017)**	–	–	–
ENDING BALANCE	–	–	–	–
TOTAL BUDGET	**18,017**	–	–	–

CAPITAL PROJECTS FUND

TOWN OF SAN ANSELMO EQUIPMENT REPLACEMENT FUND REVENUE & EXPENDITURE SUMMARY FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Miscellaneous Revenue	–	–	–	–
Use of Money & Property	–	–	–	–
Transfers In	–	–	–	–
TOTAL REVENUE & TRANSFERS IN	**–**	**–**	**–**	**–**
EXPENDITURES				
Computer Hardware & Software	–	–	–	–
MERA Debt Service Payment	–	–	–	–
Public Works Capital Outlay	–	–	–	–
Parking Meters	–	–	–	–
Climate Action Plan Initiatives	–	–	–	–
Public Works Vehicle Replacement	18,017	–	–	–
Transfers Out	–	–	–	–
TOTAL EXPENDITURES	**18,017**	**–**	**–**	**–**

PARK CAPITAL IMPROVEMENT FUND

FUND 17

The Park Capital Improvement Fund is used to account for designated for the development, enhancement, and maintenance of public parks and recreational facilities. The Park Capital Improvement Fund is used to develop new parks, playgrounds, trails, and other recreational facilities. Existing parks and facilities are improved or upgraded through the installation of new equipment, landscaping, lighting, and accessibility features. Major maintenance projects, such as repairing infrastructure like walking paths, restrooms, and picnic areas, are financed through this fund.

The Park Capital Improvement Fund plays a crucial role in the sustainable development and maintenance of community parks and recreational facilities. Through strategic planning and investment, it helps create vibrant, accessible, and enjoyable public spaces that enhance the overall quality of life for community members.

TOWN OF SAN ANSELMO
PARK CAPITAL IMPROVEMENT FUND
INCOME STATEMENT
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**516,299**	**583,571**	**583,571**	**942,258**
REVENUE				
Use of Money & Property	25,357	–	3,000	1,500
Transfers In	50,000	500,000	500,000	–
TOTAL REVENUE	**75,357**	**500,000**	**503,000**	**1,500**
TOTAL RESOURCES	**591,656**	**1,083,571**	**1,086,571**	**943,758**
EXPENDITURES				
TOTAL EXPENDITURES	**8,085**	**230,000**	**144,313**	**570,000**
NET INCREASE/(DECREASE)	**67,272**	**270,000**	**358,687**	**(568,500)**
ENDING BALANCE	**583,571**	**853,571**	**942,258**	**373,758**
TOTAL BUDGET	**591,656**	**1,083,571**	**1,086,571**	**943,758**

CAPITAL PROJECTS FUND

TOWN OF SAN ANSELMO PARK CAPITAL IMPROVEMENT FUND REVENUE & EXPENDITURE SUMMARY FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	25,357	–	15,000	1,500
Transfer In	50,000	500,000	500,000	–
TOTAL REVENUE	**75,357**	**500,000**	**515,000**	**1,500**
EXPENDITURES				
Creek Park	–	–	17,325	–
Hilldale Park	8,085	30,000	35,000	20,000
Lansdale Park	–	–	–	–
Memorial Park	–	–	16,988	450,000
Red Hill Dog Park	–	–	–	–
Robson–Harrington Park	–	200,000	75,000	100,000
Sorich Park	–	–	–	–
TOTAL EXPENDITURES	**8,085**	**230,000**	**144,313**	**570,000**

DEBT SERVICE FUND

MEASURE G – DEBT SERVICE FUND

FUNDS 26, 28 & 29

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

SERIES 1995

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

1995-1996	1.4 cents
1996-1997	1.2 cents
1997-1998	1.1 cents
1998-1999	1.2 cents
1999-2000	1.3 cents
2000-2001	1.1 cents
2001-2002	1.1 cents
2002-2003	1.1 cents
2003-2004	0.6 cents
2004-2005	0.9 cents
2005-2006	0.8 cents
2006-2007	0.8 cents
2007-2008	0.6 cents
2008-2009	0.7 cents
2009-2010	0.6 cents
2010-2011	0.8 cents
2011-2012	*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.

SERIES 1997

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

1997-1998	1.7 cents
1998-1999	1.9 cents
1999-2000	2.0 cents
2000-2001	1.8 cents
2001-2002	1.8 cents
2002-2003	1.8 cents
2003-2004	0.7 cents
2004-2005	1.4 cents
2005-2006	1.2 cents
2006-2007	1.2 cents
2007-2008	1.1 cents
2008-2009	1.0 cents
2009-2010	1.0 cents
2010-2011	1.2 cents
2011-2012	*Refunded in conjunction with 1995 and 2000 issues*

DEBT SERVICE FUND

SERIES 2000

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

2001-2002	1.2 cents
2002-2003	1.2 cents
2003-2004	0.8 cents
2004-2005	1.0 cents
2005-2006	0.9 cents
2006-2007	0.8 cents
2007-2008	0.8 cents
2008-2009	0.7 cents
2009-2010	0.7 cents
2010-2011	0.8 cents
2011-2012	*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:

2003-2004	1.1 cents
2004-2005	0.8 cents
2005-2006	0.7 cents
2006-2007	0.8 cents
2007-2008	0.6 cents
2008-2009	0.6 cents
2009-2010	0.6 cents
2010-2011	0.7 cents
2011-2012	0.7 cents
2012-2013	0.7 cents
2013-2014	0.7 cents
2014-2015	0.6 cents
2015-2016	0.6 cents
2016-2017	0.6 cents
2017-2018	0.5 cents
2018-2019	0.6 cents
2019-2020	0.5 cents
2020-2021	0.5 cents
2021-2022	*Refunded by 2020 Series*

SERIES 2011 (REFUNDED SERIES 1995, 1997 & 2000)

2011-2012	2.4 cents
2012-2013	2.3 cents
2013-2014	2.3 cents
2014-2015	2.2 cents
2015-2016	2.2 cents
2016-2017	1.9 cents
2017-2018	1.9 cents
2018-2019	1.8 cents
2019-2020	1.8 cents
2020-2021	1.2 cents
2021-2022	1.1 cents
2022-2023	0.5 cents
2023-2024	0.3 cents
2024-2025	0.3 cents
2025-2026	*Matures August 1, 2025*

SERIES 2020 (REFUNDED SERIES 2003)

2021-2022	0.4 cents
2022-2023	0.4 cents
2023-2024	0.4 cents
2024-2025	0.3 cents
2025-2026	0.4 cents
2026-2027	_____

The total estimated Measure G Debt Service in FY 2026-2027 is estimated at 0.4 cents per $100 of assessed valuation.

DEBT SERVICE FUND

FUND BALANCE

The revenue in this fund is collected as part of the property tax bill. The Town receives this revenue in December and April. The Debt Service payments are due in August and February. Due to the timing difference, it is necessary to maintain a fund balance sufficient to make the August payment of the succeeding fiscal year.

TOWN OF SAN ANSELMO
MEASURE G DEBT SERVICE FUNDS
INCOME STATEMENT
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**497,012**	**415,877**	**415,877**	**220,966**
REVENUE				
Revenue	316,128	207,000	207,173	200,127
TOTAL REVENUE	**316,128**	**207,000**	**207,173**	**200,127**
TOTAL RESOURCES	**813,140**	**622,877**	**623,050**	**421,093**
EXPENDITURES				
TOTAL EXPENDITURES	**397,263**	**402,584**	**402,084**	**200,200**
NET INCREASE/(DECREASE)	**(81,135)**	**(195,584)**	**(194,911)**	**(73)**
ENDING BALANCE	**415,877**	**220,293**	**220,966**	**220,893**
TOTAL BUDGET	**813,140**	**622,877**	**623,050**	**421,093**

TOWN OF SAN ANSELMO
MEASURE G DEBT SERVICE FUNDS
REVENUE & EXPENDITURE SUMMARY
FY 2026–2027

DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure G	303,945	205,000	205,173	198,127
Interest	12,183	2,000	2,000	2,000
Bond Proceed	–	–	–	–
TOTAL REVENUE	**316,128**	**207,000**	**207,173**	**200,127**
EXPENDITURES				
Debt Service – Principal	350,000	370,000	370,000	180,000
Debt Service – Interest	46,438	30,584	30,584	19,200
Bond Administrative Fees	825	2,000	1,500	1,000
Refunding Escrow Deposit	–	–	–	–
Cost of Issuance	–	–	–	–
TOTAL EXPENDITURES	**397,263**	**402,584**	**402,084**	**200,200**

MUNICIPAL LEASE – DEBT SERVICE FUND

FUND 46

On February 1, 2008, the Town entered into an agreement with Municipal Asset Management, Inc. (Corporation) to finance the restoration, remodeling, and expansion of the downtown Fire Station, Station 19. The financing was accomplished by the Corporation entering into a lease with the Town and the corporation leasing back the property under a Lease/Purchase Agreement, under which the Town is obligated to make rental payments to the Corporation.

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

TOWN OF SAN ANSELMO
MUNICIPAL LEASE DEBT SERVICE FUND
INCOME STATEMENT
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	–	–	–	–
REVENUE				
Transfers In	–	–	–	–
TOTAL REVENUE & TRANSFERS IN	–	–	–	–
TOTAL RESOURCES	–	–	–	–
EXPENDITURES				
TOTAL EXPENDITURES & TRANSFERS OUT	–	–	–	–
NET INCREASE/(DECREASE)	–	–	–	–
ENDING BALANCE	–	–	–	–
TOTAL BUDGET	–	–	–	–

TOWN OF SAN ANSELMO
MUNICIPAL LEASE DEBT SERVICE FUND
REVENUE & EXPENDITURE SUMMARY
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE & TRANSFERS IN				
Transfers In	–	–	–	–
TOTAL REVENUE	–	–	–	–
EXPENDITURES				
Lease Payment – Principal	–	–	–	–
Lease Payment – Interest	–	–	–	–
TOTAL EXPENDITURES	–	–	–	–

INTERNAL SERVICE FUNDS

INSURANCE FUND

FUND 40

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

LIABILITY INSURANCE

On July 1, 1996, the Town became a member of the Bay Cities Joint Powers Insurance Authority (BCJPIA), a self-insurance pool that provides liability insurance coverage to twenty agencies in the Bay Area. Each member agency selects a self-insured retention limit. With the transition to Central Marin Police Authority for police services, the Town's self-insured retention has been reduced to $10,000 (from the previous amount of $100,000), below which the agency pays the claim costs. The insurance authority is responsible for costs above the limit, although it purchases excess insurance coverage for costs above $1 million, up to $34 million. A premium for coverage is charged based on the self-insured limit selected, the member agency's claim history and exposure, and the financial standing of the pool. Beginning in FY 1999-2000, BCJPIA coverage includes personnel-related liabilities.

WORKER'S COMPENSATION

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

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

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

2026-2027 HIGHLIGHTS

An internal service charge of $835,000 has been made to the General Fund Non-Departmental budget to ensure an adequate claims reserve, as required by BCJPIA.

INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO INSURANCE FUND INCOME STATEMENT FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**595,418**	**635,588**	**635,588**	**569,517**
REVENUE				
Revenue	998,767	700,000	725,000	855,000
TOTAL REVENUE & TRANSFERS IN	**998,767**	**700,000**	**725,000**	**855,000**
TOTAL RESOURCES	**1,594,185**	**1,335,588**	**1,360,588**	**1,424,517**
EXPENDITURES				
TOTAL EXPENDITURES	**958,597**	**822,515**	**791,071**	**968,511**
NET INCREASE/(DECREASE)	**40,170**	**(122,515)**	**(66,071)**	**(113,511)**
ENDING BALANCE	**635,588**	**513,073**	**569,517**	**456,006**
TOTAL BUDGET	**1,594,185**	**1,335,588**	**1,360,588**	**1,424,517**

TOWN OF SAN ANSELMO INSURANCE FUND REVENUE & EXPENDITURE SUMMARY FY 2026-2027				
DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	42,135	–	25,000	20,000
Internal Service Charges	750,000	700,000	700,000	835,000
Reimbursement	206,632	–	–	–
Transfers In	–	–	–	–
TOTAL REVENUE	**998,767**	**700,000**	**725,000**	**855,000**
EXPENDITURES				
Employee Assistance Program Premiums	822	1,600	1,600	1,600
Cyber Insurance Program	28,996	22,835	22,706	23,773
Flood Insurance – Premiums	27,148	30,597	30,597	31,048
Liability Insurance – Premiums	461,320	478,870	477,980	592,672
Liability Insurance – Claims	181,419	30,000	5,000	30,000
Workers Compensation Insurance – Premiums	198,374	203,613	215,917	239,418
Workers Compensation Insurance – Claims	54,450	40,000	30,000	40,000
State Unemployment Insurance	6,068	15,000	7,271	10,000
TOTAL EXPENDITURES	**958,597**	**822,515**	**791,071**	**968,511**

BUILDING MAINTENANCE FUND

FUND 41

The Building Maintenance Fund is to account for the costs of operation of the Town's buildings, maintenance and repair of the Town's buildings and accumulate funding for major improvements in the future.

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

TOWN OF SAN ANSELMO
BUILDING MAINTENANCE FUND
INCOME STATEMENT
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**1,161,958**	**856,296**	**856,296**	**383,988**
REVENUE				
Revenue	421,661	688,493	518,493	465,173
Transfers In	–	–	200,000	–
TOTAL REVENUE & TRANSFERS IN	**421,661**	**688,493**	**718,493**	**465,173**
TOTAL RESOURCES	**1,583,619**	**1,544,789**	**1,574,789**	**849,161**
EXPENDITURES				
TOTAL EXPENDITURES	**727,323**	**1,202,301**	**1,190,801**	**567,698**
NET INCREASE/(DECREASE)	**(305,662)**	**(513,808)**	**(472,308)**	**(132,525)**
ENDING BALANCE	**856,296**	**342,488**	**383,988**	**251,463**
TOTAL BUDGET	**1,583,619**	**1,544,789**	**1,574,789**	**849,161**

TOWN OF SAN ANSELMO
BUILDING MAINTENANCE FUND
REVENUE & EXPENDITURE SUMMARY
FY 2026–2027

DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Internal Service Charge	374,837	388,493	388,493	400,173
Grant – Intergovernmental	–	100,000	100,000	–
Miscellaneous Revenue	–	–	–	–
Use of Money & Property	46,824	–	30,000	15,000
Transfers In	–	200,000	200,000	50,000
TOTAL REVENUE	**421,661**	**688,493**	**718,493**	**465,173**
EXPENDITURES				
LABOR COSTS				
Regular Salaries	–	4,598	4,598	4,922
Overtime	–	–	–	–
Retirement	–	366	366	390
Other Benefits	–	1,985	1,985	2,009
Payroll Taxes	–	352	352	377
SUBTOTAL – LABOR COSTS		**7,301**	**7,301**	**7,698**
SERVICES & SUPPLIES				
Building Maintenance	727,323	125,000	85,000	100,000
Isabel Cook Center – Lower Flat Roof	–	–	–	30,000
Isabel Cook Center – Master Switch	–	75,000	–	–
Isabel Cook Center – Painting	–	–	–	100,000
Janitorial	–	100,000	97,500	100,000
Library Roof & HVAC	–	625,000	755,000	–
Utilities	–	270,000	246,000	260,000
SUBTOTAL – SERVICES & SUPPLIES	**727,323**	**1,195,000**	**1,183,500**	**590,000**
TOTAL EXPENDITURES	**727,323**	**1,202,301**	**1,190,801**	**597,698**

TECHNOLOGY REPLACEMENT FUND

FUND 42

The Technology Replacement Fund accounts for the costs of operating and maintaining the Town's network system, which includes computer hardware, telecommunication systems, connectivity to the internet, and software systems, including the AI adaptive traffic signal subscriptions.

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

TOWN OF SAN ANSELMO
TECHNOLOGY REPLACEMENT FUND
INCOME STATEMENT
FY 2026-2027

DESCRIPTION	2024-2025	2025-2026		2026-2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**36,240**	**66**	**66**	**47,333**
REVENUE				
Revenue	–	377,901	400,901	415,417
TOTAL REVENUE & TRANSFERS IN	**254,125**	**377,901**	**400,901**	**415,417**
TOTAL RESOURCES	**290,365**	**377,967**	**400,967**	**462,750**
EXPENDITURES				
TOTAL EXPENDITURES	**290,299**	**290,110**	**353,634**	**414,256**
NET INCREASE/(DECREASE)	**–**	**87,791**	**47,267**	**1,161**
ENDING BALANCE	**66**	**87,857**	**47,333**	**48,494**
TOTAL BUDGET	**290,365**	**377,967**	**400,967**	**462,750**

TOWN OF SAN ANSELMO
TECHNOLOGY REPLACEMENT FUND
REVENUE & EXPENDITURE SUMMARY
FY 2026–2027

DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Internal Service Charge	252,975	302,901	302,901	373,417
Miscellaneous Revenue	–	–	23,000	32,000
Use of Money & Property	1,150	–	–	–
Transfers In – Recreation	–	–	–	10,000
Transfers In – General Fund	–	75,000	75,000	–
TOTAL REVENUE	**254,125**	**377,901**	**400,901**	**415,417**
EXPENDITURES				
LABOR COSTS				
Regular Salaries	–	12,122	12,696	13,277
Overtime	–	–	–	–
Retirement	–	625	670	643
Other Benefits	–	1,641	1,498	1,573
Payroll Taxes	–	722	770	763
SUBTOTAL – LABOR COSTS	**–**	**15,110**	**15,634**	**16,256**
SERVICES & SUPPLIES				
Computer Hardware & Software	290,299	275,000	338,000	398,000
SUBTOTAL – SERVICES & SUPPLIES	**290,299**	**275,000**	**338,000**	**398,000**
TOTAL EXPENDITURES	**290,299**	**290,110**	**353,634**	**414,256**

VEHICLE REPLACEMENT FUND

FUND 43

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

During the FY 2020-2021, the Town updated its vehicle inventory list and developed a replacement strategy. Historically, vehicle replacement, repair, or lease expenses have been budgeted in the Equipment Fund or run through the Public Works Department operating cost.

On February 13, 2024, the Town Council adopted Resolution No. 2024-4527: *A Resolution of the Town of San Anselmo Town Council Adopting a Fleet Zero-Emissions Vehicle Policy* (sananselmo.gov/resolution4527). The purpose of the policy is to document the process and department responsibilities for purchasing and managing the Town's vehicle fleet in a manner that minimizes GHG emissions and considers life-cycle costs when purchasing fleet vehicles. The policy helps implement several measures from the Town's Climate Action Plan, ensures compliance with the Advanced Clean Fleets regulation, saves the Town money through reduced fuel and maintenance costs by purchasing ZEVs, and would serve as a model for the community by transitioning to ZEVs in a timely and cost-effective manner. Furthermore, the policy is focused on reducing vehicle size/weight and optimizing the fleet size to reduce overall fleet management costs and reduce environmental impacts associated with the manufacturing and distribution of new vehicles.

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

INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO VEHICLE REPLACEMENT FUND INCOME STATEMENT FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**307,672**	**335,414**	**335,414**	**348,540**
REVENUE				
Revenue	79,639	–	15,792	–
TOTAL REVENUE & TRANSFERS IN	**79,639**	**–**	**15,792**	**–**
TOTAL RESOURCES	**387,311**	**335,414**	**351,206**	**348,540**
EXPENDITURES				
TOTAL EXPENDITURES	**51,897**	**–**	**2,666**	**150,000**
NET INCREASE/(DECREASE)	**27,742**	**–**	**13,126**	**(150,000)**
ENDING BALANCE	**335,414**	**335,414**	**348,540**	**198,540**
TOTAL BUDGET	**387,311**	**335,414**	**351,206**	**348,540**

TOWN OF SAN ANSELMO VEHICLE REPLACEMENT FUND REVENUE & EXPENDITURE SUMMARY FY 2026–2027				
DESCRIPTION	2024–2025	2025–2026		2026–2027
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Internal Service Charge	60,000	–	–	–
Other Revenue	3,782	–	2,000	–
Use of Money & Property	15,857	–	13,792	–
Transfers In – Equipment Fund	–	–	–	–
Transfers In – General Fund	–	–	–	–
TOTAL REVENUE	**79,639**	**–**	**15,792**	**–**
EXPENDITURES				
Vehicle Replacement	51,897	–	2,666	100,000
Transfers Out – Building Maintenance	–	–	–	50,000
TOTAL EXPENDITURES	**51,897**	**–**	**2,666**	**100,000**

TOWN OF SAN ANSELMO
DEPARTMENT OF PUBLIC WORKS
CAPITAL PROJECTS BUDGET SUMMARY
FY 2026–2027

PROJECT	FUNDING TYPE	FUNDING AMOUNT
3–PERSON ENGINE COMPANY (RVFD)	**TOTAL**	**291,133**
	Measure J Sales Tax Fund	291,133
ANNUAL CRACK SEAL	**TOTAL**	**30,000**
	Measure J Sales Tax Fund	30,000
BRIDGE AVENUE BRIDGE (PW052)	**TOTAL**	**12,000**
	Measure J Sales Tax Fund	12,000
BRIDGE PREVENTIVE MAINTENANCE PROGRAM (PW037)	**TOTAL**	**40,000**
	Measure J Sales Tax Fund	40,000
BUTTERFIELD ROAD – SAFE ROUTES SIDEWALK	**TOTAL**	**150,000**
	Grants Fund	150,000
CENTER BLVD BRIDGE (PW025)	**TOTAL**	**12,000**
	Measure J Sales Tax Fund	12,000
CONCRETE STREET REPAIR	**TOTAL**	**50,000**
	Measure J Sales Tax Fund	50,000
CREEK PARK	**TOTAL**	**50,000**
	Measure J Sales Tax Fund	50,000
CREEK PARK CONTRAFLOW BIKE LANES STUDY	**TOTAL**	**256,142**
	Grants Fund	166,142
	Measure J Sales Tax Fund	90,000
FIRE STATION 20	**TOTAL**	**125,000**
	Grants Fund	–
	Measure J Sales Tax Fund	125,000
FIRE STATION 20 – LANDSCAPING	**TOTAL**	**75,000**
	Measure J Sales Tax Fund	75,000
ISABEL COOK CENTER – REPAINTING	**TOTAL**	**195,600**
	Measure J Sales Tax Fund	195,600
ISABEL COOK CENTER – TAM ROOM/GYM HVAC	**TOTAL**	**180,000**
	Measure J Sales Tax Fund	180,000
ISABEL COOK CENTER – PARKING LOT PATCHING	**TOTAL**	**40,000**
	Measure J Sales Tax Fund	40,000
HILLDALE PARK	**TOTAL**	**20,000**
	Park Capital Improvement Fund	20,000
MEMORIAL PARK COURTS & ENTRANCE	**TOTAL**	**870,993**
	Measure J Sales Tax Fund	125,000
	Measure A Parks Sales Tax Fund	295,993
	Park Improvement Fund	450,000
MEMORIAL PARK SNACK SHACK WATER LINE	**TOTAL**	**40,000**
	Measure J Sales Tax Fund	40,000
MADRONE HAWK	**TOTAL**	**40,000**
	Grants Fund	40,000
NOKOMIS AVE BRIDGE (PW017)	**TOTAL**	**231,600**
	Grants Fund	–
	Measure J Sales Tax Fund	231,600
PROJECT DESIGN & INSPECTION – N/A	**TOTAL**	**200,000**
	Measure J Sales Tax Fund	200,000

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TOWN OF SAN ANSELMO
DEPARTMENT OF PUBLIC WORKS
CAPITAL PROJECTS BUDGET SUMMARY
FY 2026–2027

PROJECT	FUNDING TYPE	FUNDING AMOUNT
PROJECT MANAGEMENT – N/A	**TOTAL**	**646,462**
	Road Maintenance Fund	348,300
	Measure J Sales Tax Fund	298,162
STATE RECYCLING GRANT	**TOTAL**	**5,000**
	Grants Fund	5,000
RED HILL MEDIAN WATER SUPPLY LINE	**TOTAL**	**175,000**
	Measure J Sales Tax Fund	175,000
ROBSON HOUSE	**TOTAL**	**120,000**
	Measure J Sales Tax Fund	–
	Robson House Fund	20,000
	Measure J Sales Tax Fund	100,000
SAFE PATHS	**TOTAL**	**193,000**
	Grants Fund	193,000
SAFE ROUTES	**TOTAL**	**1,500,000**
	Grants Fund	1,500,000
SEQUOIA PARK – AREA #2	**TOTAL**	**–**
	Measure J Sales Tax Fund	–
SEQUOIA PARK – AREA #3	**TOTAL**	**75,000**
	Measure J Sales Tax Fund	75,000
SIR FRANCIS DRAKE BLVD, SAIS AVE & SUNNYHILLS DR TRAFFIC SIGNAL	**TOTAL**	**15,000**
	Measure J Sales Tax Fund	15,000
SLURRY, CRACK SEAL & DIGOUTS (N/A)	**TOTAL**	**330,000**
	Road Maintenance Fund	230,000
	Measure J Sales Tax Fund	100,000
STREET PAVING (PW106)	**TOTAL**	**1,200,000**
	Road Maintenance Fund	1,150,000
	Measure J Sales Tax Fund	50,000
TRANSFER TO ACTIVE TRANSPORTATION FUND	**TOTAL**	**129,438**
	Measure J Sales Tax Fund	129,438
TRAFFIC SIGNAL CONTROLLER BOXES	**TOTAL**	**50,000**
	Road Maintenance Fund	50,000
	Measure J Sales Tax Fund	–
UNPROGRAMMED RESURFACING, DRAINAGE & FLOOD CONTROL (N/A)	**TOTAL**	**250,000**
	Measure J Sales Tax Fund	100,000
	Road Maintenance Fund	150,000
MEASURE J SALES TAX FUND	SUBTOTAL	2,729,933
GRANTS FUND	SUBTOTAL	2,049,142
ROAD MAINTENANCE FUND	SUBTOTAL	1,928,300
PARK CAPITAL IMPROVEMENT FUND	SUBTOTAL	570,000
MEASURE A PARKS SALES TAX FUND	SUBTOTAL	295,993
ROBSON HOUSE FUND	SUBTOTAL	20,000
	GRAND TOTAL	**7,593,368**

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.16

MEETING DATE: 6/23/26

AGENDA TITLE: Financial Report on Recreation Fund

FROM: Mattie O'Grady – Director of Community Services

RECOMMENDATION: That Town Council review the Recreation Fund revenue and expenditure report for the period ending May 31, 2026.

BACKGROUND

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

DISCUSSION/ANALYSIS

As of May 31, 2026, 92% of the fiscal year has elapsed and the Recreation Fund is listed at 97% of projected revenues and 93% of projected expenditures.

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

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

FY		Revenue				Expenditures				Rev Over/(Under) Exp	
		Budget	Actual	%		Budget	Actual	%		$$	%
2025-26		**2,362,320**	**2,295,482**	**97%**		**2,362,320**	**2,202,507**	**93%**		**92,975**	**4%**
2024-25		2,210,355	2,382,430	107%		2,210,355	1,954,970	88%		427,459	19%
2023-24		1,984,971	2,154,457	108%		1,953,381	1,815,495	93%		338,962	17%
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%

ATTACHMENTS

Attachment 1 – Revenue & Expenditure Report FY 2025-26: Recreation Fund as of 5/31/2026
Attachment 2 – Capital Outlay Report FY 2025-26 as of 5/31/2026

Town of San Anselmo

Budget Report

Group Summary

For Fiscal: 2025-2026 Period Ending: 05/31/2026

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 00 - UNDESIGNATED						
490 - MISCELLANEOUS REVENUE	0.00	0.00	5,261.14	5,261.14	5,261.14	0.00%
670 - TRANSFERS OUT	38,815.00	38,815.00	0.00	38,815.00	0.00	0.00%
Department: 00 - UNDESIGNATED Surplus (Deficit):	**-38,815.00**	**-38,815.00**	**5,261.14**	**-33,553.86**	**5,261.14**	**13.55%**
Department: 61 - SPORTS						
480 - FEES FOR SERVICES	669,000.00	669,000.00	11,783.00	763,450.56	94,450.56	14.12%
600 - SALARIES AND WAGES	30,120.00	30,120.00	575.00	26,724.50	3,395.50	11.27%
602 - EMPLOYEE BENEFITS	2,304.00	2,304.00	43.99	2,044.50	259.50	11.26%
611 - OUTSIDE SERVICES	305,000.00	305,000.00	63,290.72	276,059.67	28,940.33	9.49%
629 - MISCELLANEOUS	44,990.00	44,990.00	3,234.77	53,713.15	-8,723.15	-19.39%
Department: 61 - SPORTS Surplus (Deficit):	**286,586.00**	**286,586.00**	**-55,361.48**	**404,908.74**	**118,322.74**	**-41.29%**
Department: 62 - CULTURE						
480 - FEES FOR SERVICES	181,000.00	181,000.00	7,112.00	185,267.60	4,267.60	2.36%
611 - OUTSIDE SERVICES	110,800.00	110,800.00	13,116.05	125,846.10	-15,046.10	-13.58%
629 - MISCELLANEOUS	1,500.00	1,500.00	119.06	1,010.56	489.44	32.63%
Department: 62 - CULTURE Surplus (Deficit):	**68,700.00**	**68,700.00**	**-6,123.11**	**58,410.94**	**-10,289.06**	**14.98%**
Department: 63 - CHILD CARE						
480 - FEES FOR SERVICES	1,461,000.00	1,461,000.00	86,879.00	1,286,162.43	-174,837.57	11.97%
600 - SALARIES AND WAGES	615,904.00	627,904.00	44,838.66	600,200.53	27,703.47	4.41%
601 - RETIREMENT	33,755.00	33,755.00	2,638.43	31,422.08	2,332.92	6.91%
602 - EMPLOYEE BENEFITS	127,125.00	128,043.00	15,019.42	113,331.05	14,711.95	11.49%
611 - OUTSIDE SERVICES	336,200.00	336,200.00	28,561.35	300,658.49	35,541.51	10.57%
622 - DEPARTMENT SUPPLIES	7,000.00	7,000.00	839.24	3,713.82	3,286.18	46.95%
629 - MISCELLANEOUS	42,600.00	42,600.00	454.81	31,569.94	11,030.06	25.89%
Department: 63 - CHILD CARE Surplus (Deficit):	**298,416.00**	**285,498.00**	**-5,472.91**	**205,266.52**	**-80,231.48**	**28.10%**
Department: 64 - EVENTS AND OTHER						
480 - FEES FOR SERVICES	31,020.00	31,020.00	6,661.00	36,380.00	5,360.00	17.28%
611 - OUTSIDE SERVICES	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%
629 - MISCELLANEOUS	0.00	0.00	0.00	15.33	-15.33	0.00%
Department: 64 - EVENTS AND OTHER Surplus (Deficit):	**11,020.00**	**11,020.00**	**6,661.00**	**36,364.67**	**25,344.67**	**-229.99%**
Department: 65 - PROGRAM ADMINISTRATION						
480 - FEES FOR SERVICES	20,300.00	20,300.00	2,491.00	18,960.45	-1,339.55	6.60%
600 - SALARIES AND WAGES	313,039.00	322,039.00	32,903.96	301,618.97	20,420.03	6.34%
601 - RETIREMENT	29,741.00	29,741.00	3,062.18	27,976.72	1,764.28	5.93%
602 - EMPLOYEE BENEFITS	104,879.00	105,567.50	6,576.73	79,819.02	25,748.48	24.39%
610 - TRAINING	7,500.00	7,500.00	0.00	8,230.07	-730.07	-9.73%
611 - OUTSIDE SERVICES	114,748.00	114,748.00	3,974.31	124,422.74	-9,674.74	-8.43%
613 - PUBLICATION / DUES	1,000.00	1,000.00	0.00	490.50	509.50	50.95%
614 - MAINTENANCE	850.00	850.00	0.00	0.00	850.00	100.00%
615 - BUILDING MAINTENANCE	11,000.00	11,000.00	277.00	3,076.99	7,923.01	72.03%
617 - UTILITIES	14,450.00	14,450.00	0.00	11,700.72	2,749.28	19.03%
618 - HIRING	4,000.00	4,000.00	0.00	1,556.72	2,443.28	61.08%
620 - OFFICE SUPPLIES	33,500.00	33,500.00	489.66	32,980.93	519.07	1.55%
622 - DEPARTMENT SUPPLIES	11,500.00	11,500.00	25.33	5,508.97	5,991.03	52.10%
Department: 65 - PROGRAM ADMINISTRATION Surplus (Deficit):	**-625,907.00**	**-635,595.50**	**-44,818.17**	**-578,421.90**	**57,173.60**	**9.00%**
Report Surplus (Deficit):	**0.00**	**-22,606.50**	**-99,853.53**	**92,975.11**	**115,581.61**	**511.28%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
21 - RECREATION	0.00	-22,606.50	-99,853.53	92,975.11	115,581.61
Report Surplus (Deficit):	**0.00**	**-22,606.50**	**-99,853.53**	**92,975.11**	**115,581.61**

Town of San Anselmo

Budget Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 05/31/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION							
Expense							
SubCategory: 619 - MISCELLANEOUS							
21.64	OLDER ADUILT PROGRAMMING	15,000.00	15,000.00	450.00	6,274.46	8,725.54	58.17 %
21.64	SPECIAL EVENT EXPENSE	10,000.00	10,000.00	0.00	5,040.68	4,959.32	49.59 %
	SubCategory: 619 - MISCELLANEOUS Total:	**25,000.00**	**25,000.00**	**450.00**	**11,315.14**	**13,684.86**	**54.74%**
SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION							
21.65.63100	CAPITAL OUTLAY - CONSTRUCTION	300,000.00	300,000.00	0.00	139,901.08	160,098.92	53.37 %
	SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION Total:	**300,000.00**	**300,000.00**	**0.00**	**139,901.08**	**160,098.92**	**53.37%**
	Expense Total:	**325,000.00**	**325,000.00**	**450.00**	**151,216.22**	**173,783.78**	**53.47%**
	Fund: 21 - RECREATION Total:	**325,000.00**	**325,000.00**	**450.00**	**151,216.22**	**173,783.78**	**53.47%**
	Report Total:	**325,000.00**	**325,000.00**	**450.00**	**151,216.22**	**173,783.78**	**53.47%**

Group Summary

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION						
Expense						
619 - MISCELLANEOUS	25,000.00	25,000.00	450.00	11,315.14	13,684.86	54.74%
631 - CAPITAL OUTLAY - CONSTRUCTION	300,000.00	300,000.00	0.00	139,901.08	160,098.92	53.37%
Expense Total:	**325,000.00**	**325,000.00**	**450.00**	**151,216.22**	**173,783.78**	**53.47%**
Fund: 21 - RECREATION Total:	**325,000.00**	**325,000.00**	**450.00**	**151,216.22**	**173,783.78**	**53.47%**
Report Total:	**325,000.00**	**325,000.00**	**450.00**	**151,216.22**	**173,783.78**	**53.47%**

Fund Summary

Fund		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
21 - RECREATION		325,000.00	325,000.00	450.00	151,216.22	173,783.78	53.47%
	Report Total:	**325,000.00**	**325,000.00**	**450.00**	**151,216.22**	**173,783.78**	**53.47%**

Advocacy, Action, Answers

Marin County Commission on Aging

Our Mission

- Promote dignity, independence, equity and quality of life for older adults in Marin County through advocacy, information, programs and services.

- *Since 1977, we have been dedicated to educating and advocating for the needs of older adults in Marin County.*

Who We Are

The Commission is a 23-member federally mandated advisory council to the Marin County Board of Supervisors. The members are appointed by either the Board of Supervisors or the 11 incorporated cities and towns in Marin. In addition, two commissioners serve as ex-officio members for a four-year term to the California Senior Legislature (CSL).

Aging Redefined

- Older adults are the fastest growing age group in Marin
- The County and Commission are actively planning for older adults in this community
- Everyone in Marin has a role to play
  - Aging is a process we all experience

Older Adult Facts

- People over 60 make up 29% of Marin's population (over 75,000) and are projected to be 38% by 2030.
- The fastest growing sector are older adults age 85+.

Source: County of Marin

Disparities

- 14.9 Year Difference Between Highest Census Tract (Sausalito: Waldo Point 92.0) and Lowest Census Tract (Marin City 77.1)
- 11.6 Year Difference Between Highest Race/Ethnicity Group (Asian 88.7) and Lowest Race/Ethnicity Group (African American/Black 77.1)

Source: County of Marin

Ageism

- Ageism can change how we view ourselves, can erode solidarity between generations, and can impact our health, longevity and well-being while also having far-reaching economic consequences.

- Three strategies work in reducing or eliminating ageism:

  - Policy and Law
  - Educational Activities
  - Intergenerational Interventions

Isolation

27% of older adults live by themselves, 58% of LGBT+ adults live by themselves.

The physical heath consequences of poor or insufficient connection include:

- 29% increased risk of heart disease
- 32% risk of stroke
- 50% increased risk of developing dementia for older adults

Lacking social connection increases risk of premature death by more than 60%

Source: US Department of Health and Human Services

Congregate Dining

- Come enjoy a warm nutritious meal at your local dining site.
- To be eligible for this program, you must be 60+ years of age.
- There is a suggested contribution of $3, although no eligible participant will be denied service due to inability to contribute.

FIND THE RIGHT RESOURCES TO LIVE LONG AND LIVE WELL IN MARIN

Information and Assistance

(415) 473-INFO (4636)

- Area Agency on Aging (AAA)
- Adult Protective Services
- Information and Assistance
- In-Home Supportive Services
- Long-Term Care Ombudsman Program

MARIN COUNTY
COMMISSION
ON
Aging
Educating & Advocating

MARIN
HEALTH &
HUMAN
SERVICES
Health, Well-being & Safety

Thank you

2026

COUNTY OF MARIN

COMMUNITY RESOURCE GUIDE

For Older Adults & Caregivers

Your Trusted Source for Living Well.

Welcome

Dear Marin County Friends, Neighbors and Colleagues,

Welcome to the Marin County Resource Guide for Older Adults, brought to you by the Marin County Health and Human Services Department's Office of Aging and Adult Services.

Produced by Vivalon and informed by local subject matter experts, this guide offers clear, reliable information for older adults, people with disabilities, and family caregivers. It is designed to be a practical reference whenever you are seeking support for yourself or someone you care about.

Inside, you will find programs, services, and resources offered by government agencies, community-based organizations, and licensed businesses serving Marin County. Topics include housing, transportation, nutrition, financial education, Medicare, caregiver support, disaster preparedness, social connection, and more, all focused on healthy aging and independent living.

The guide is designed to be easy to use, with a How to Use This Guide section, Table of Contents, Key Resources page, and a comprehensive Index. Brief descriptions throughout help explain available services and levels of support.

This guide would not be possible without the contributions of dozens of local experts. We thank members of the guide's advisory group, participating organizations, and Vivalon for producing the guide. A full list of contributors can be found on page 141.

A digital version of this guide will be available on the County of Marin website with translations in Spanish, Vietnamese, and other languages. At the time of printing this guide, the online version was anticipated for Summer 2026. Additional details appear throughout the guide and on page 141.

The County of Marin is committed to fostering a community where everyone can age with dignity, purpose, and connection. We hope this guide supports that vision and serves as a trusted resource.

With warm regards,

Jenay Cottrell

Jenay Cottrell
Director, Aging and Adult Services
Marin County Health and Human Services Department

How To Use This Guide

This Resource Guide is designed to be easy to navigate, whether you know exactly what you're looking for or you're just starting to explore available services.

BROWSE BY MAIN CATEGORY: If you're looking for something that falls under one of the main categories, such as *Caregiving* or *Healthcare*, check the table of contents for the start page of each main category. Each main category section is also color-coded.

BROWSE BY SUBCATEGORIES: To browse for something a little more specific, turn to the subcategory index located at the back of the guide.

USE THE GENERAL INDEX: If you already know the name of the organization or business you're looking for, head to the **index at the back** of the guide. Listings are organized alphabetically to help you locate them easily.

NOT SURE WHERE TO START? You're not alone. At the beginning of each section, we've included helpful tips and guidance developed in consultation with our trusted community organizations. These suggestions are designed to help you get oriented and figure out which resources might be most relevant to you or your loved one.

NEED HELP? **Marin One Door** – a partnership between Marin County's Area Agency on Aging and the Marin Center for Independent Living – is here to provide personal help navigating resources and getting connected to services. Call **415-473-INFO** (4636) or complete an email form at **onedoormarin.org/get-started**.

We hope this guide makes it easier to find the support, services, and connections you need. You don't have to do it alone – we're here to help.

A Note on Listing Criteria

The organizations and services featured in this Guide were selected based on their physical presence in Marin County – specifically, businesses and service providers with a valid Marin business license or an office located within the county. Where a Marin-based equivalent was not found, we have included select resources based outside Marin that serve Marin residents. This approach ensures we highlight local options first while filling essential gaps. If you meet these criteria and would like to be considered for inclusion in the next edition of the Guide, please send an email to **473info@marincounty.gov**.

Disclaimer: The resources listed in this Guide are provided for informational purposes only. Inclusion does not imply endorsement or favoritism by the County of Marin. Readers are encouraged to do their own research and due diligence, including seeking references as appropriate.

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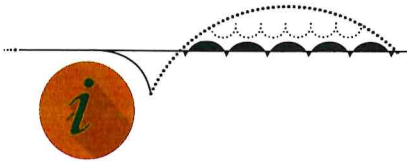


Key Resources

Aging & Adult Services' Information & Assistance Unit
415-473-INFO (4636)
473Info@MarinCounty.Gov

Unidad de Información y Servicios para Personas Mayores de Edad

24-Hour Power Outage Information (PG&E)
1-800-743-5002
Up-to-date information about electrical outages, downed power lines, and other safety concerns.

ACCESS (Mental Health & Substance Abuse Hotline)
1-888-818-1115
Free, confidential, 24/7 phone line for information, referrals, and support for yourself or a loved one with mental health or substance use concerns. Available in multiple languages.

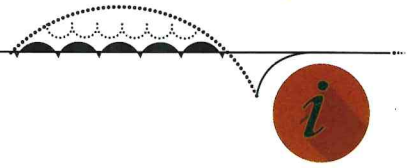
Adult Protective Services (APS)
415-473-2774 (24/7 Hotline)
Confidentially report suspected abuse, including financial exploitation, neglect and self-neglect involving older adults age 65+ and disabled, dependent adults age 18+.

California Advocates for Nursing Home Reform (CANHR)
415-974-5171
Direct advocacy, community education, legislation and litigation to support the rights of residents living in assisted living and skilled nursing facilities.

Emergency Services Office
415-499-6584
Get help planning for disasters, stay informed during emergencies, and recover safely afterward.

General Transit Info (5-1-1)
Public transit information, schedules, and trip planning.

Health Insurance Counseling & Advocacy Program (HICAP)
1-707-526-4108
Free, unbiased individual counseling and group education about Medicare.



Congregate & Home-Delivered Meals
415-473-INFO (4636)
Meals and nutrition education to support older adults in group settings and frail older adults at home.

In-Home Supportive Services (IHSS)
415-473-INFO (4636)
In-home care for Medi-Cal eligible older adults and individuals with disabilities.

Kaiser Permanente
415-444-2000

Long-Term Care Ombudsman
415-473-7446
Information, advocacy and assistance resolving problems for residents living in assisted living, skilled nursing facilities, and continuing care retirement communities.

Marin Center for Independent Living (Marin CIL) Benefits Navigation
415-459-6245
Help navigating Social Security, Medi-Cal, Medicare, and other public benefits.

Marin County Fire Hotline
415-473-7191
Recorded updates during major incidents in the county, including fires and other natural disasters.

Marin County Homeless Coordinated Entry
415-473-HOME (4663)
Serves individuals and families in Marin County who are experiencing homelessness.

Marin County Sheriff
415-473-7250
TTY 415-473-1601

MarinHealth Medical Center
(formerly known as Marin General)
415-925-7000

Novato Community Hospital
415-209-1300

Ready Marin
readymarin.org
Marin County's hub for emergency preparedness information, alerts, and evacuation planning.

IN CASE OF EMERGENCY: 9-1-1

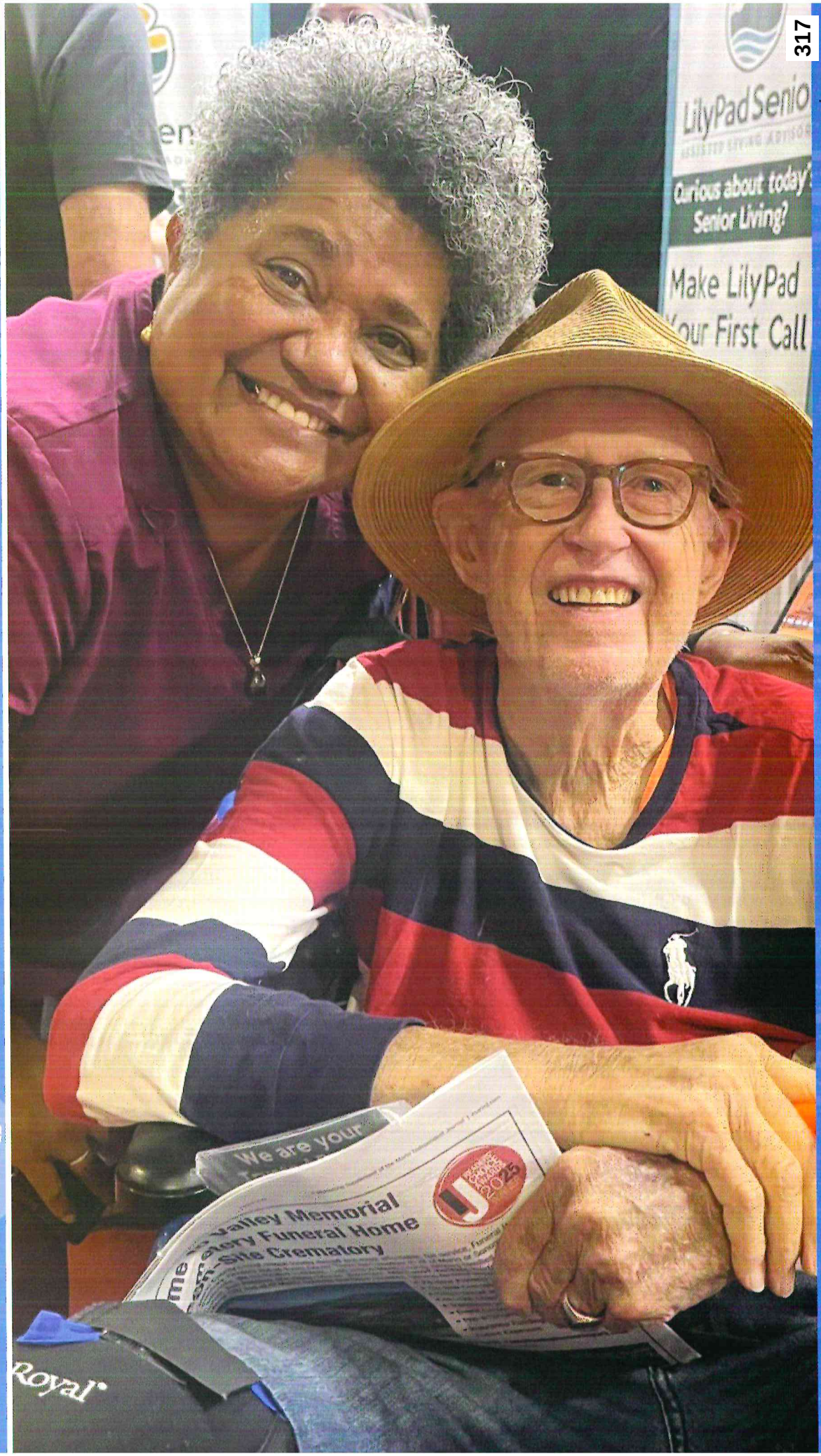
Scan Here
for the digital version of this community resource guide.
www.marinhhs.org/Aging-Resource-Guide

CAREGIVING

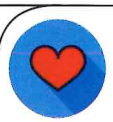
Where can I find resources for caregivers?

Where can I find someone to help Mom with her daily routine?

How do I know if I need a Home Health or Home Care agency?



CAREGIVING



Caring for yourself or a loved one can feel overwhelming, especially if you're unsure where to begin. This section is designed to help you navigate the wide range of support services available in Marin County. Whether you need help at home, support during the day, resources for caregivers, or guidance on finding the right care setting, you'll find a variety of options here.

Looking for end-of-life support such as hospice or funeral arrangements? Please visit the **End of Life** section. For medical services like therapy, assistive technology, or cognitive health, see the **Healthcare** section.

This section provides resources for care **in your home**. If you're looking for care in a facility or outside your home, please refer to the **Long-Term Care** section.

Care Management

Aging Solutions, Inc.	415-324-5088	agingsolutions.com
Institute on Aging	415-750-4111	ioaging.org
Kiju Care Management	510-333-0186	kijucaremanagement.com
Seniors At Home	415-449-3700	seniorsathome.jfcs.org
West Marin Senior Services (WMSS)	415-663-8148 x101	wmss.org

End of Life Care (Hospice & Palliative)

Anchor Health Hospice & Palliative Care	415-598-0944	anchorhpc.com
Angel Palliative Care and Hospice	650-590-2530	apchbayarea.com
By the Bay Health (Formerly Hospice by the Bay)	415-927-2273	hospicebythebay.org
Continuum Hospice & Palliative Care	707-540-9838	continuumhospice.com

End of Life Care Listings Continued on Page 12 >

Choosing the Right In-Home Help

Not sure of what kind of help is needed – or where to start? Fortunately, there are many ways to approach finding the right support.

Please note: *All of these agencies accept Long Term Care insurance.*

Home Care Agencies

Home Care Agencies offer non-medical or custodial, companion and personal care that ranges from shopping and transportation to assistance with all activities of daily living (ADLs), such as bathing, dressing, grooming toileting, mobility, nutrition and light housekeeping. Caregivers may be companions, certified home health aides (HHA) or certified nursing assistants (CNA).

Home Care Agencies collaborate with the client to develop a plan of care and supervise the caregiver. Home Care Agencies are the employer of record and pay worker's compensation and liability insurance as well as the employer portion of the payroll taxes. Clients should confirm caregiver's bonding and liability insurance.

Home Care Referral Agencies

Home Care Referral Businesses place or refer caregivers who provide non-medical or custodial, companion and personal care that ranges from shopping and transportation to assistance with all activities of daily living (ADLs) including bathing, dressing, grooming toileting, mobility, nutrition and light housekeeping. Caregivers may be companions, certified home health aides (HHA) or certified nursing assistants (CNA).

Home Care Referral Agencies collaborate with the client to develop a plan of care. Caregivers are independent contractors, not agency employees. Clients should confirm caregiver's bonding and liability insurance, and determine who is responsible for payroll taxes and workers' compensation insurance.

Marin CIL QuickMatch

Marin CIL provides a free caregiver registry that connects older adults and people with disabilities with pre-screened independent caregivers. Clients hire, schedule, and supervise caregivers directly, which often is less expensive than going through homecare agencies. **quickmatch.org ▪ 415-459-6245 x18**

Private Pay Home Care Providers and Registries

Private independent providers of care or registries which offer clients a list of caregivers who provide non-medical or custodial, companion and personal care that ranges from shopping and transportation to assistance with activities of daily living (ADLs) including bathing, dressing, grooming toileting, mobility, preparing meals and light housekeeping. Caregivers may be companions, certified home health aides (HHA) or certified nursing assistants (CNA).

Clients hire and supervise caregivers directly. As the employer of record, clients are responsible for arranging workers' compensation, bonding and liability insurance, and payroll taxes.

Home Health Care and Medicare Certified Agencies

Licensed and/or Medicare-certified agencies that provide medical care at home under a doctor's order for service. Services may include nursing care, physical/occupational therapy, wound care, and medication management. Services are administered by licensed professionals such as RNs, physical therapists, occupational therapists, social workers, and speech therapists in the home.

For MEDI-CAL Recipients

The following public programs provide in-home support, paid for eligible residents by the state of California.

IHSS (In-Home Supportive Services): Public program that pays for in-home help for eligible older adults and disabled individuals of any age on Medi-Cal. Caregivers can be family members. **(Listings on page 7 & 12)**

MSSP (Multipurpose Senior Services Program): This care management program for people on Medi-Cal aged 60 and older enables frail older adults who otherwise would have difficulty living independently to remain in their own homes. In Marin County, MSSP is locally administered by Seniors at Home as part of Jewish Family and Children's Services: **415-449-3700 seniorsathome.jfcs.org**.

STILL NOT SURE WHERE TO START?

Call Marin County's Aging & Adult Services' Information & Assistance Unit at 415 473-INFO (4636) for help.

CAREGIVING

> *End of Life Care Listings Continued from Page 9*

MarinHealth – & Palliative Care	1-888-627-4642	mymarinhealth.org
Sutter Care at Home Hospice	415-209-7700	sutterhealth.org/services

Home Care (Non-Medical)

Acclaim Home Care	415-479-5125	acclaimhomecare.com
Alegre Home Care	415-578-7471	alegrecare.com
Arcadia Home Care & Staffing	415-499-1220 415-499-1406	arcadiahomecare.com
At Home Caregivers	415-898-4663	athomecaregivers.com
BrightStar Care	415-332-3300	brightstarcare.com
FirstLight Home Care	415-521-5860	marincounty.firstlighthomecare.com
From The Heart Home Care	1-866-245-5980	fromthehearthomecare.com
Gentle Care Agency	415-479-7141	gentlecareagency.com
Hired Hands Homecare	415-884-4343	hiredhandshomecare.com
Home Helpers	415-980-4932	homehelpershomecare.com
Home Instead Senior Care	415-578-6309	homeinstead.com
Homewell Care Services	415-599-1029	homewellcares.com
Marin IHSS Public Authority	415-499-1024	pa-marin.org
Institute on Aging	415-750-4111	ioaging.org
J & M Homecare (Formerly Visiting Angels)	415-233-9564	jmhomecare.com
Little Bit of Help	415-687-4008	littlebitofhelp.care
Marin CIL Quick Match	415-459-6245 x18	quickmatch.org

Marin Home Care	415-712-1917	marinhomecare.com
Marin Independent Caregivers Network	415-382-9203	marincaregivers.com
Public Authority of Marin Provider Registry	415-499-1024	pamarin.org/registry
Right at Home Marin	415-233-7855	rightathome.net/marin
Sage Eldercare – San Francisco Office (Closest office)	415-775-5642	sageeldercare.com
Seniors At Home	415-449-3700	seniorsathome.jfcs.org
Senior Helpers	415-528-6864	seniorhelpers.com
Tender Rose	415-340-3990	tenderrose.com
The Key	415-903-4335 510-406-0281	thekey.com

Home Health Care (Medical)

Active In-Home Therapy	650-530-2072	activeinhometherapy.com
BrightStar Care	415-332-3300	brightstarcare.com
By the Bay Health	1-888-431-0858	bythebayhealth.org
Gateway Home Health	925-322-4455	gatewayhomehealth.com
Heart of Humanity	415-898-4278	heartofhumanity.com
Interim HealthCare of San Rafael	415-521-6847	interimhealthcare.com/sanrafaelca
Kaiser Home Health	415-893-4132	kaiserpermanente.org
Marin Home Care	415-712-1917	marinhomecare.com

Home Health Care (Medical) Listings Continued >

CAREGIVING

Strive Home Health	510-645-1167	strivehh.com
Sutter Care at Home	415-209-7700	sutterhealth.org

Pet Care & Support Animals

Marin Humane Pet Care Assistance	415-883-4621	marinhumane.org
Transitions Pet Care	415-279-4014	transitionspetcare.com

Resources for Caregivers

Alzheimer's Association 24/7 Helpline	1-800-272-3900	alz.org/norcal
CalGrows Free Caregiver Courses	cagrows@aging.ca.gov	https://aging.ca.gov/providers_and_partners/cal_grows
Family Caregiver Alliance	415-434-3388	caregiver.org
FirstLight Home Care Respite Care Services	415-521-5860	firstlighthomecare.com
IHSS Public Authority of Marin Caregiver Trainings	415-499-1024	pamarin.org
Institute on Aging Enrichment Center (Caregiver Relief)	415-750-4111	ioaging.org/enrichment-center
Seniors At Home Family Caregiver Support	415-449-3700	seniorsathome.jfcs.org
West Marin Senior Services Family Respite Care	415-663-8148	wmss.org ◆

In-Home Care

Home care is an umbrella term that includes companion services, personal or non-medical care, homemaker services, and medical or skilled care provided by licensed health professionals.

Non-medical care assists individuals who need help with Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs). ADLs are basic routine daily tasks including bathing, dressing, eating, managing continence, toileting, and transferring from one position to another (such as getting in and out of bed). IADLs include such things as shopping, cooking, cleaning and doing laundry. Homemaker services also help with IADLs.

Quality in-home care can be expensive but, depending on the amount and type of care, can be less costly than residing in an assisted living or skilled nursing facility. With thoughtful planning, Marin families can find safe and supportive options that fit both care needs and budgets. Following are some tips to help you plan for your care needs.

- Start by **clarifying needs**. Is support needed for personal care, household tasks, or companionship? Is medical care needed?
- It's helpful to **compare providers**. Hiring a private caregiver may cost less but means managing payroll and insurance yourself, while agencies are more expensive but handle training, oversight, and liability.
- Always **ask about payment options**, as some providers accept Medicare, Medi-Cal, long-term care insurance, or offer sliding-scale fees.
- **Explore respite and volunteer programs** which can provide temporary or reduced-cost relief.
- Be sure to **check licensing**. California requires home care agencies to be licensed for consumer protection.
- **Request written estimates** to understand rates, schedules, and what services are included.
- **Review your contract carefully**. Is there a deposit required? How much? What is the cancellation period and fees, if any?
- **Ask** each Home Care Agency the following questions:
  - Are you licensed by the state as a Home Care Organization?
  - If not, how are you licensed?
  - Who owns this company?
  - Do you answer your phone 24/7/365?
  - Are your caregivers paid employees, i.e., does the company pay the payroll taxes, insure the caregivers and provide liability insurance?
  - If not, what do I have to do?
  - Whose insurance pays if the caregiver is hurt on the job or steals from my home?
  - Can I deduct your bill on my taxes?
  - What happens if a caregiver does not show up or is sick?
  - What happens if I don't like the caregiver?

EMERGENCY SERVICES

How do I sign up for emergency alerts?

What do I do if there's an earthquake or fire?

I smell gas in my house. Who do I call to check it?

EMERGENCY SERVICES

Be prepared, stay safe, and know where to turn in times of emergency. This section offers essential information to help you stay safe and supported in urgent situations. From crisis hotlines and intervention services for immediate help during a mental health or personal crisis, to disaster preparedness programs and resources to help you prepare for emergencies and extreme weather, you can use the resources in this section to plan ahead and stay informed.

On page 21 there is a pull-out sheet of essential emergency numbers. On page 19 there is a pull-out sheet that contains the Ready Seniors disaster emergency preparedness list.

Emergency Alerts & Updates

AlertMarin Emergency Notification System
415-473-6584 ▪ TTY: 711 AlertMarin.org
Sign up for Marin County's official emergency notification system that sends time-sensitive public safety alerts and instructions (including evacuation orders) by phone call, text, and/or email.

Cooling & Warming Center Info
2-1-1 ▪ emergency.marincounty.gov
Find open centers during extreme weather or power shutoffs.

Emergency Alerts & Shelter Info
2-1-1 ▪ emergency.marincounty.gov
Real-time emergency information including evacuation orders, fire status, and shelter locations.

Emergency Preparedness & Recovery

Federal Emergency Management Agency (FEMA)
FEMA Helpline: 1-800-621-3362 ▪ TTY: 1-800-462-7585
ready.gov/older-adults
National emergency preparedness resources and planning tools for older adults and caregivers. Includes printable checklists and guides.

Emergency Preparedness Listings Continued >

EMERGENCY SERVICES

Volunteer Organizations Active in Disasters (Marin VOAD)
415-295-5660 ▪ marinvoad.org
Disaster response and recovery coordination through local nonprofits, faith-based groups, and government agencies, with support for older adults.

Marin Community Emergency Response Team (CERT)
415-473-6717 ▪ readymarin.org
Free disaster response training for community members, including older adults and caregivers.

American Red Cross – Bay Area Chapter
415- 427-8000 ▪ redcross.org
Disaster preparedness workshops, shelter services, and emergency assistance for older adults and vulnerable populations.

California "Let's Get Prepared" Toolkit
415-473-6530
publicworks.marincounty.org
State-developed emergency planning guide with worksheets and checklists for older adults and people with disabilities.

Marin County Public Health Preparedness Program
415-473-7858 ▪ marinhhs.org
Leads public health emergency planning and response for disasters.

Marin County OEM / Sheriff's Office Emergency Services
marinsheriff.org/services/emergency-services
Local hazard awareness, disaster prep brochures, and community CERT training.

ReadyMarin (Marin County Office of Emergency Management)
readymarin.org
Preparedness tools, go-bag checklists, elder- and caregiver-focused materials, and free Ready Seniors trainings.

Fire Safe Marin
firesafemarin.org
Wildfire preparedness education, defensible space guidance, evacuation planning, and neighborhood organizing tools, with a focus on older adults and other vulnerable populations.

Marin Center for Independent Living (Marin CIL)
415-459-6245 ▪ marincil.org
Emergency preparedness support for older adults and people with disabilities, including individual planning, PG&E backup power enrollment, and resilience workshops. Disaster recovery support available. ◆

☞ **THIS GUIDE WILL SOON BE AVAILABLE ONLINE.**
For more information and to access the digital version of this guide, **scan this QR code** or **visit marinhhs.org/Aging-Resource-Guide.**

SCAN ME!

Ready Seniors Emergency Preparedness Checklist for Older Adults & Caregivers

This list was compiled with information from the Ready Marin website.

MAKE A PLAN

- **Keep ready somewhere accessible: door, wallet, fridge, or go-bag.**
- Build a support network of at least two to three trusted people (family, neighbors, caregivers).
- Practice your evacuation plan with mobility aid or pet transport scenarios.
- Complete a Family Emergency Plan, including out-of-area contacts and reunification spots.
- Share your plan and key info with your support team.

GET PREPARED & PRACTICE

- Use **ReadyMarin** checklists (go-bag, evacuation, personal documents): **readymarin.org**
- Attend Get Ready Seniors workshops hosted by Marin County. **readymarin.org**
- Join CERT (Community Emergency Response Team) training for basic emergency skills. **readymarin.org**

STAY INFORMED

- Sign up for AlertMarin emergency notifications via text, phone, or email: **AlertMarin.org**
- For real-time updates and shelter info, **call 211** or visit **emergency.marincounty.org**
- Keep a battery-powered or crank radio tuned to **KCBS (740 AM)** or **KQED (88.5 FM).**

CONSIDER POWER BACKUP NEEDS

- Enroll in PG&E's Medical Baseline Program for priority notifications and backup options: **pge.com**
- **Marin Center for Independent Living (Marin CIL) offers:** backup battery program, emergency preparedness training, assistance preparing an emergency plan, and hotel stays if activated during Public Safety Power Shutoff (PSPS) events and winter storms.marincil.org/powered-prepared

BUILD A GO-BAG

- Seven-day supply of medications (with dosage list).
- Copies of ID, insurance cards, prescription.
- Flashlight and batteries, extra glasses and hearing aid.
- Water and non-perishable food.
- Mask, sanitizer, hygiene items.
- Emergency contact list, allergies, medical info.
- First-aid kit.

For more information, visit **readymarin.org** or scan this QR code.

Cut this page out to stick on your fridge or in your go bag, wallet, and car glovebox. Make extra copies for caregivers or family.

Servicios de emergencia en Español en la página siguiente >

Lista de Verificación: Preparación para Emergencias para Adultos Mayores y sus Cuidadores

Esta lista fue compilada con información del sitio web Ready Marin.

HAGA UN PLAN

- Forme una red de apoyo con al menos 2 o 3 personas de confianza (familiares, vecinos, cuidadores).
- Practique su plan de evacuación, incluyendo el uso de dispositivos de movilidad o transporte de mascotas.
- Complete un Plan Familiar de Emergencia, incluyendo contactos fuera del área y puntos de reunión.
- Comparta su plan y la información clave con su equipo de apoyo.

PREPÁRESE Y PRACTIQUE

- Utilice las listas de verificación de ReadyMarin (bolsa de emergencia, evacuación, documentos personales): **readymarin.org**
- Asista a talleres de **Get Ready Seniors** organizados por el Condado de Marin. **readymarin.org**
- Participe en entrenamientos de CERT (Equipo Comunitario de Respuesta a Emergencias) para aprender habilidades básicas ante emergencias. **readymarin.org**

MANTÉNGASE INFORMADO

- Regístrese en **AlertMarin** para recibir alertas de emergencia por mensaje de texto, llamada o correo electrónico: **AlertMarin.org**.
- Llame al **211** o visite **emergency.marincounty.org** para actualizaciones en tiempo real y ubicación de refugios.
- Mantenga una radio a baterías o de manivela sintonizada en **KCBS (740 AM)** o **KQED (88.5 FM)**.

CONSIDERE NECESIDADES DE ENERGÍA DE RESPALDO

- Inscríbase en el Programa de Línea Base Médica de PG&E para recibir notificaciones prioritarias y opciones de respaldo. **pge.com**
- **El Centro para la Vida Independiente de Marin (Marin CIL) ofrece:** programa de baterías de respaldo, capacitación en preparación para emergencias, asistencia para elaborar un plan de emergencia y alojamiento en hoteles si se activa durante eventos de cortes de energía por seguridad pública (PSPS) y tormentas invernales. **marincil.org/powered-prepared**

PREPARE UNA BOLSA DE EMERGENCIA (GO-BAG)

- Suministro de medicamentos para seven días (con lista de dosis).
- Copias de identificación, tarjetas de seguro, recetas médicas.
- Linterna y baterías, lentes adicionales o audífonos.
- Agua y alimentos no perecederos
- Mascarilla, desinfectante, artículos de higiene personal.
- Lista de contactos de emergencia, alergias, información médica.
- Mantenga la bolsa en un lugar accesible: junto a la puerta, en la cartera o el refrigerador.

Para más información, visite **readymarin.org** o escanee este código QR.

Essential Emergency Numbers

Medical / Fire / Police **9-1-1** Immediate emergency response.

Marin Mental Health Crisis Line **1-888-818-1115** (24/7) Local mental health support for any age.

Suicide & Crisis Lifeline **9-8-8** (*call or text*) 24/7 national support for people in emotional distress.

North Bay Suicide Prevention Line (Buckelew) **1-855-587-6373** Local 24/7 crisis line serving Marin and nearby counties.

Crisis Text Line Text MARIN to 741741 Free, confidential mental health support by text.

Friendship Line (seniors & disabled adults) **1-888-670-1360** 24/7 warmline for emotional support and check-ins.

PG&E Outage / Downed Line Reporting **1-800-743-5000** Report power outages or electrical hazards.

SAFE Team (Mental Health Co-Responder) **415-458-7233** Police + mental health response for urgent behavioral crises.

Mobile Crisis Response Team (Marin HHS) **415-473-6392** In-person support for urgent mental health situations.

Crisis Stabilization Unit **415-473-6666** 24/7 facility-based emergency psychiatric care.

Disaster Distress Helpline **1-800-985-5990** Emotional support for disaster-related stress and trauma.

Sheriff (Non-Emergency) **415-479-2311** For non-urgent law enforcement needs in unincorporated Marin.

MY EMERGENCY INFO

Doctor's Name & Phone _____

Pharmacy Name & Phone _____

Caregiver / Family's Name & Phone _____

Neighbor / Emergency Contact _____

Medication Notes / Allergies _____

Cut this page out to stick on your fridge or in your go bag, wallet, and car glovebox.
Make extra copies for caregivers or family.

Números de Emergencia Esenciales en Español en la Página Siguiente >

Números de Emergencia Esenciales

Médico / Bomberos / Policía **9-1-1** Respuesta inmediata ante emergencias

Sheriff (No Emergencias) **415-479-2311** Asistencia policial no urgente en áreas no incorporadas de Marin

Línea de Crisis de Salud Mental de Marin **1-888-818-1115** (24/7) Apoyo local de salud mental para todas las edades

Línea Nacional de Prevención del Suicidio y Crisis **9-8-8** Apoyo emocional nacional disponible las 24 horas

Línea de Prevención del Suicidio del North Bay (Buckelew) **1-855-587-6373** Línea local de crisis disponible las 24 horas

Línea de Texto en Crisis **Envíe MARIN al 741741** Apoyo confidencial de salud mental por mensaje de texto

Friendship Line **1-888-670-1360** Línea de apoyo para adultos mayores y personas con discapacidades

Equipo SAFE **415-458-7233** Respuesta conjunta de policía y salud mental para crisis urgentes

Equipo de Respuesta de Crisis Móvil (Marin HHS) **415-473-6392** Apoyo en persona para crisis de salud mental

Unidad de Estabilización de Crisis **415-473-6666** Atención psiquiátrica de emergencia 24/7

Línea de Ayuda para Desastres **1-800-985-5990** Apoyo emocional por estrés relacionado con desastres

PG&E **1-800-743-5000** Reportar cortes de energía o cables eléctricos caídos

MI INFORMACIÓN DE EMERGENCIA

Doctor/a _____

Farmacia _____

Cuidador/a o Familiar _____

Vecino/a o Contacto de Emergencia _____

Notas sobre Medicamentos / Alergias _____

_____

Arranque esta hoja para colocarla en su refrigerador o incluirla en su kit de emergencia, cartera o guantera del auto. Haga copias adicionales para cuidadores o familiares.

Fire Safety

Fire safety is an essential concern for older adults, particularly in Marin County, where wildfire risk, power outages, and evacuations are part of the local reality. Older adults are more vulnerable to fire-related injuries due to mobility challenges, chronic health conditions, slower reaction times, and reliance on medical equipment or power-dependent systems. Practical steps taken in advance can dramatically reduce risk and increase safety during an emergency.

FIRE SAFETY STARTS AT HOME

Working smoke alarms are critical.
Install smoke alarms inside and outside sleeping areas and on every level of your home. Test them monthly and replace batteries at least once a year, or immediately if an alarm chirps. If possible, use interconnected alarms so when one sounds, they all do.

Keep exits clear and accessible.
Make sure hallways, doorways, and stairways are free of clutter. Know at least two ways out of every room, and confirm that doors and windows open easily. If you use a walker, cane, or wheelchair, factor that into your exit planning.

Pay special attention to kitchens and heaters.
Cooking is the leading cause of home fires. Stay in the kitchen when cooking, keep flammable items away from the stove, and turn pot handles inward. Keep space heaters at least three feet from furniture, curtains, and bedding, and turn them off when leaving the room.

Have fire extinguishers, and know how to use them.
Place a multipurpose fire extinguisher in the kitchen and near heating equipment. Make sure it's charged and that you understand how to operate it safely.

PLAN FOR POWER OUTAGES AND EVACUATIONS

In Marin County, fires and Public Safety Power Shutoffs (PSPS) can lead to sudden power outages. One important tip shared by local firefighters is to install a battery backup for your garage door opener. A functioning battery backup can ensure you can exit quickly when the power is out.

Every household should have a written evacuation plan, including:

- Primary and secondary exit routes
- A meeting place outside the home
- A plan for pets, medications, mobility aids, and medical devices
- A go-bag

For more details about preparing a go-bag and preparing for emergencies, see page 19 (English), and page 20 (Spanish) of this Resource Guide.

STAY INFORMED: SIGN UP FOR ALERTS

During fast-moving emergencies, timely information can save lives. **Sign up for local emergency alerts**, including evacuation notices, air quality warnings, and power outage updates. Fire Safe Marin provides clear guidance on how to receive safety updates and connect to trusted alert systems such as AlertMarin. Visit **firesafemarin.org**.

END OF LIFE

How can I support my loved one who is nearing end of life?

Where can I turn for support after losing someone I love?

How do I start planning for the future legally and financially?

END OF LIFE

Facing the end of life, whether for yourself or a loved one, can be overwhelming. In this category, you'll find information about hospice and palliative care, documents for peace of mind, resources for emotional support and final arrangements.

By asking questions and comparing prices and services early, you can make informed decisions that are meaningful to you and the individual needs of your loved ones.

Advanced Planning & Documents

By the Bay Health Advance Care Planning
415-927-2273 ▪ bythebayhealth.org
Advance care planning education plus a California advance care plan form with instructions.

County of Marin Public Administrator
415-473-6151 ▪ marincounty.gov/departments/finance/public-administrator
Manages estates and makes final arrangements for Marin County residents who die without a will or any known relatives able or willing to act on the decedent's behalf to manage and resolve the estate.

JFCS Fiduciary Services
415-449-3700 ▪ jfcs.org
Professional fiduciary and conservatorship services to help older adults manage finances and healthcare decisions – such as bill paying, budgeting, and serving as trustee or power of attorney.

Kaiser Permanente Life Care Planning
415-444-4440 ▪ healthy.kaiserpermanente.org/health-wellness/life-care-plan
Advance care planning education and documents.

Marin County Bar Association Lawyer Referral Service
415-989-1616 ▪ marinbar.org
Low-cost initial consult referral pathway for people who want to hire an estate planning attorney for an advance directive/health care directive and related documents.

Advanced Planning & Documents Listings Continued on Page 27 >

11 Documents & Records to Have on Hand

Planning ahead can make a difficult time a little easier for the people you love. One day, your family may need important information quickly, about your medical wishes, finances, insurance, accounts, and key contacts. Having a few essential documents organized and easy to find can help ensure your preferences are honored and reduce stress during a crisis or after a death.

These documents can also help protect your assets and clarify who is authorized to make decisions on your behalf. Without a will, trust, or other legal plan, your money and property are generally distributed according to California law, which may not match your wishes.

If you're considering setting up a trust or estate plan, choose a reputable professional and be cautious of anyone pressuring you to sign quickly or pay large upfront fees. The California Department of Justice offers consumer guidance to help you avoid fraud.

POLST Form
Communicates your choices for life-sustaining treatment (used in California)

Advance Health Care Directive/Proxy
States your medical preferences and names a health care agent

Funeral & Burial Instructions
Helps loved ones know your wishes and any pre-arrangements

Durable Power of Attorney
Finances
Appoints someone to manage your money matters if you're unable.

Health Care
Appoints someone to manage your health care, funeral and cemetery decisions if you're unable

Vital Records
Birth certificate, marriage license or divorce decree, Social Security card, Veterans DD 214 or DD214-2 forms

Will
Specifies who receives your assets after your death

Revocable Living Trust
Avoids probate and allows smoother transfer of assets

Insurance Information
Includes Medicare, Medi-Cal, life, long-term care, homeowner's/renter's, umbrella, and car

List of Financial Accounts & Assets
Includes bank accounts, investments, real estate, and valuables

Contact List
Includes family, healthcare proxies, attorney, and anyone helping manage your affairs

HIPAA Release Form
Allows trusted people to access your medical records

> *Advanced Planning & Documents Continued from Page 25*

MarinHealth Supportive Care – Advance Care Planning
415-925-7000 ▪ mymarinhealth.org
Education and guidance on End of Life Planning Documents, including an online Advance Health Care Directive and discussing care preferences with loved ones.

Vivalon Estate Planning Workshops
415-456-9062 ▪ vivalon.org/epw
Free estate planning workshops.

Institute on Aging – End-of-Life Planning
415-750-4111 ▪ ioaging.org/end-of-life
Helps older adults plan for end-of-life care, including advance directives, healthcare proxy documents, and values clarification.

Seniors At Home (JFCS)
415-449-3700 ▪ seniorsathome.jfcs.org
Advance care planning support to help individuals and families create or update advance directives and document end-of-life health care wishes.

End of Life Care

Anchor Health Hospice & Palliative Care
415-598-0944 ▪ anchorhpc.com

Angel Palliative Care & Hospice
650-590-2530 ▪ apchbayarea.com

Anthea Grimason – Life Death Breath
inelda.org
End-of-life doula blending yoga, Reiki, spiritual processing, and legacy support.

Awakened Endings Death Doula
awakenedendings.com
Hospice nurse turned doula offering compassionate support, mindfulness-based dying companionship, and gentle legacy projects for individuals and families.

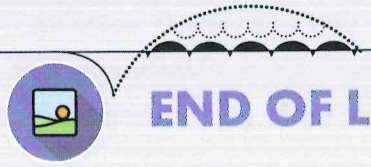
By the Bay Health
Hospice & Palliative Care
General information and hospice:
415-927-2273
Palliative care: **415-444-9210**
bythebayhealth.org

Compassionate Walk
End of Life Doula Services
415-849-0502 ▪ compassionatewalk.com
Emotional, spiritual, and practical support including life review, vigil planning, advance directives, bedside companionship, grief support, and post-death rituals.

Continuum Hospice & Palliative Care
707-540-9838 ▪ continuumhospice.com

Death Cafes
deathcafe.com
Open, group-directed conversation (often over tea and cake) about death. Participants share questions, stories, beliefs, fears, and reflections on mortality and end-of-life topics, with no set agenda or theme. Visit the website for current Marin locations and dates.

End of Life Care Listings Continued >



Understanding Hospice Care

Hospice care provides medical comfort care support for individuals with a life-limiting illness whose lifespan is judged by a doctor to be six months or less. Focus is on symptom management and emotional and spiritual support for the patient and their families through long-term care insurance.

When is it time to consider hospice?
The hospice conversation is typically precipitated by a terminal diagnosis or debility resulting from a chronic condition, illness or aging. Unplanned weight loss, deterioration of mental capacity, increased time sleeping, or the inability to perform Activities of Daily Living (ADLs) are often early signs that hospice is appropriate.

Who pays for hospice?
Hospice is usually paid for by Medicare Part A and Medi-Cal (Medicaid). Hospice is rarely paid for out of pocket.

Services Include:
- Pain and symptom management
- Emotional and spiritual support
- Family support
- Durable medical equipment

How do hospice & home care differ?
Hospice services are provided by Medicare on a per visit basis. Home care provides continuous care paid for out of pocket or through long-term care insurance.

Doorways Death Doula
doorwaysdeathdoula.com
Non-medical, individualized support throughout the end-of-life journey, providing emotional presence, Death Café facilitation, informed planning, and continuity at the bedside.

End of Life Doula Alliance (ELDA)
415-488-3272 ▪ endoflifedoulaalliance.com
Bay Area-wide network providing guidance for legacy planning, vigil design, death activism, and bereavement support. Referrals available in Marin.

Kaiser Palliative Care
415-446-2510
kaiserpermanente.org/northern-california

Katie Louise Cooper, MA –
Death Doula & Impermanence Coach
415-969-1930 ▪ katielouisecooper.com
Blend of therapy, ritual, and coaching to guide clients through acceptance, legacy creation, grief processing, and finding meaning in impermanence.

Kristen Levine Wellness
kristenlevinewellness.com
End-of-life companion using trauma-informed support: advance healthcare planning, family communication, legacy work, and mindfulness facilitation.

Hospice vs. Palliative Care: What is the Difference?

Hospice and palliative care both focus on comfort and support, but they differ in timing, treatment approach, and coverage. Hospice is for those nearing the end of life, while palliative care can begin at any stage of a serious illness. Both may be covered by Medicare, Medi-Cal (Medicaid), and private insurance, but certain palliative services – especially in-home care – may require private payment.

	HOSPICE CARE	PALLIATIVE CARE
GOAL	Comfort care at end of life	Symptom relief at any illness stage
ELIGIBILITY	Terminal (≤6 months)	Any serious illness
TREATMENT FOCUS	No curative treatment	May include curative care
WHERE PROVIDED	Hospital, hospice, home, clinic, Skilled Nursing Facility	Hospital, home, clinic, Skilled Nursing Facility
PAYMENT		*

*Coverage for in-home palliative care may vary by provider or plan

Living/Dying Project
415-456-3915 ▪ livingdying.org
Spiritual and emotional support to those facing life-threatening illness, as well as grief support for families and caregivers, including mentorship, guided conversation, and planning tools.

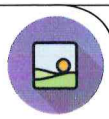
MarinHealth Supportive & Palliative Care
1-888-627-4642 ▪ mymarinhealth.org
Inpatient and outpatient care for individuals with serious illness. Services include pain management, care planning, and hospice referral.

Sutter Care at Home Hospice
415-209-7700 ▪ sutterhealth.org/services

Threshold Choir
415-342-1044 ▪ thresholdchoir.org/marin

Wild & Precious End of Life Services
415-508-6277 ▪ wildandprecious.org
Holistic death doula care. Services include advance planning, vigil design, bedside presence, spiritual support, legacy memory work, and grief accompaniment.

End of Life Listings Continued on Page 30 >



END OF LIFE

End of Life Final Arrangements

When planning a funeral or memorial service, start by deciding whether you want a religious or secular service, burial or cremation, and where the service will be held. If you are part of a faith community, your pastor, rabbi, priest, or other religious leader can guide you through traditions and readings and help coordinate logistics with a funeral home or cemetery.

Adobe Creek Funeral Home
707-789-1000
adobecreekfuneralhome.com
Independent funeral home offering cremation, burial, and memorial services.

Fernwood Cemetery & Funeral Home
415-383-7100 ▪ fernwood.com
Full-service funeral home and cemetery offering traditional, cremation, and natural burial services, including Jewish and green burials.

Monte's Chapel of the Hills
415-453-8440
monteschapelofthehills.com
Family-owned funeral home offering cremation, burial, and memorial services.

Mount Tamalpais Mortuary
415-459-2500 ▪ mt-tam.com
Funeral home providing onsite cremation and funeral services.

Pacific Interment Funeral Home & Crematory
415-431-9940 ▪ interment.com
Affordable funeral and cremation provider offering direct cremation and simple burial options.

Sinai Memorial Chapel
415-921-3636 ▪ sinaichapel.org
Jewish funeral home, providing guidance with Jewish burial and funeral arrangements, advance planning, and grief support services for Jewish Bay Area families.

Valley Memorial Park Cemetery & Funeral Home
415-897-9609
Family-owned full-service funeral home and cemetery offering cremation, aquamation, traditional and natural, green burial services, scattering and fountain gardens.

End of Life Listings Continued on Page 33 >

How to Talk with Your Adult Children About End of Life Plans

Talking about end-of-life wishes isn't easy, but it can be one of the most meaningful gifts you give your family. By sharing your values and preferences now, you help ease the burden on your loved ones later. In Marin, where many families juggle caregiving and planning across generations, these conversations can bring clarity and peace of mind.

Choose the right moment. Pick a calm, unhurried time when you and your children can talk openly without distractions. A family meal, a walk, or a quiet evening at home can set the stage.

Start with your values. Instead of jumping straight to medical details, talk about what matters most to you such as comfort, independence, spiritual traditions, or time at home. This provides a foundation for specific decisions.

Be honest and clear. Share your wishes about medical care, living arrangements, and memorial preferences in straightforward language. Written documents, such as advance directives, can back up your words.

Invite questions. Encourage your children to share their feelings and ask what role they might play. Listening is just as important as speaking.

Keep the conversation ongoing. Plans and health needs change. Revisiting the topic over time shows your children that it's a process, not a one-time talk.

Clear the air. Talking about end-of-life wishes may feel difficult, but these conversations often bring families closer and prevent confusion in times of crisis and regret for not sharing love, appreciation and forgiveness or other important thoughts at the appropriate time.

Cover the important topics. It is important to discuss topics such as hospice versus palliative care, funeral service, traditional or green burial, cremation or hydrolysis and placement of your remains, celebration of life, legal documents you have in place, etc.

With compassion and preparation, you ensure everyone's voice will be heard and respected while giving you and your loved ones peace of mind when the time comes.

Burial, Cremation, and Other Options

In California, options include burial, cremation, or aquamation (alkaline hydrolysis).

Costs to be aware of

Cemetery and provider costs vary widely. In addition to a plot or niche, fees may include:

- Opening and closing of the grave, perpetual care, administrative or grounds fees, and sometimes an outer burial container.
- Always ask for an itemized General Price List (GPL) to understand what is required versus optional. Caskets or containers may be purchased from another provider.

Cremation and aquamation

Not all providers offer aquamation, and some use outside facilities. You may wish to ask where services are performed, how remains are tracked, and whether family members may be present.

Planning and decision-making

- Ask what documents to bring, including identification, veteran paperwork, or pre-planning documents. Some medical devices, such as pacemakers, must be removed before cremation.
- California law sets the order for who may make burial or disposition decisions. An overview is available through the California Cemetery & Funeral Bureau at **cfb.ca.gov**.

Placement and cemetery requirements

- Most options require a cemetery plot, grave space, or niche. Exceptions may apply for those eligible for burial in a veterans cemetery.
- Placement options vary by cemetery and may include mausoleum crypts, columbariums or niches for cremated remains, cremation plots or graves, scattering gardens, or green burial if offered.

California Cemetery & Funeral Bureau: Consumer Guide

A plain-language guide to cemetery and funeral home purchases in California, including pre-planning, who has legal authority to make arrangements, and options such as cremation and aquamation (hydrolysis).
cfb.ca.gov/consumer/consumer_guide.pdf

End of Life Grief Support

By The Bay Grief Counseling & Support
415-526-5699
bythebayhealth.org/grief-support
Free, drop-in grief support groups, structured eight-week grief groups (fee may be waived), individual grief counseling, and workshops including expressive arts and counselor-led hikes.

Buckelew Grief Counseling Hotline
415-499-1195 ▪ buckelew.org
Free, confidential grief counseling.

Buckelew Survivors of Suicide Bereavement Support Group (SOS)
415-444-6000 ▪ buckelew.org
Free peer support bereavement groups provide a safe space to share and heal after losing a loved one to suicide.

Compassionate Friends – Marin County Chapter
415-457-3123
Peer support group offering comfort and hope to families who have lost a child, sibling, or grandchild; meets monthly.

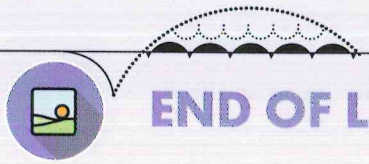
Institute on Aging (IOA) **Grief & Loss Group**
415-750-4111
Weekly virtual drop-in grief group for adults of any age, plus 24/7 access to the Friendship Line for emotional support.

JFCS Grief & Bereavement Counseling
415-449-1212 ▪ jfcs.org
Professional grief counseling and an eight-week "Grieving the Loss of a Loved One" bereavement support group for individuals and families of all faiths and backgrounds.

GriefShare Support Group at Trinity Community Church
415-456-1795 ▪ griefshare.org
Structured 13-week grief recovery support group for people grieving the death of a loved one.

Lost and Found Grief Coaching – Monica Fleury
monica@lafgrief.com ▪ lafgrief.com
Supportive partnership for those going through grief, helping them process loss in a safe, compassionate environment so they can regain their strength and move forward at their own pace to create a life of meaning and hope.

End of Life Grief Support Listings Continued on Page 35 >



Funeral Services

When someone dies, decisions often need to be made quickly. This overview highlights what to consider, what information you may need, and where to find trusted guidance in California.

Start with a trusted California resource

The *California Cemetery & Funeral Bureau: Consumer Guide* explains burial, cremation, pre-planning, and consumer rights in clear terms. Reviewing it before meeting with a funeral provider can be helpful. **cfb.ca.gov**

Who can make final decisions?

If no written instructions were left, California law generally follows this order:

- The person named in an Advance Health Care Directive (if applicable)
- Spouse or registered domestic partner
- A majority of adult children

If there is disagreement, a funeral home may delay arrangements until the legal decision-maker is clear.

Before meeting with a funeral home

You may want to think about:

- Viewing or visitation
- Religious or cultural services
- Memorial or celebration of life
- Obituary or notice

How to help ensure your wishes are followed

Putting your preferences in writing can make things easier:

- Be clear and specific
- Share your wishes with those involved
- Consider how costs will be covered

Information you may be asked to provide

- Social Security number
- Mother's maiden name
- Parents' places of birth
- Veteran discharge papers (DD-214), if applicable

Costs and your rights

By law, funeral homes must provide clear pricing:

- Prices may be requested by phone
- A General Price List (GPL) must be provided in person
- You may purchase a casket or cremation container from any provider

> *End of Life Grief Support Listings Continued from Page 33*

Sinai Memorial Chapel
415-921-3636 ▪ sinaichapel.org
No-cost, one-on-one bereavement support grounded in Jewish mourning rituals and traditions, offering short-term counseling, grief education, and connections to community resources (by phone and in person).

The Grief Architect – Alison Magallon
1-805-585-8449 ▪ landscapesofgrief.com
Trauma-informed grief coach, death doula, and end of life midwife provides emotional, spiritual and practical support for individuals and families at end of life, helping them walk through the transition with grace and dignity. Services include vigil planning, legacy projects, and family support and guidance before, during, and after death. ◆

☞ **THIS GUIDE WILL SOON BE AVAILABLE ONLINE.**
For more information and to access the digital version of this guide, **scan this QR code** or **visit marinhhs.org/Aging-Resource-Guide.**

SCAN ME!

FINANCIAL SERVICES

Is there free or low-cost help with taxes or estate planning?

Can someone help me understand my financial options or legal documents?

I'm having trouble keeping up with my rent and utilities.Can anyone help?

FINANCIAL SERVICES

Managing money can become more complex as we age, but help is available. Whether you need support with budgeting or bills, or have questions about tax preparation, legal documents, or estate planning, this section connects you to financial counseling, utility and essentials assistance, tax support, and more.

Estate & Legal Planning

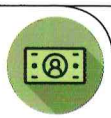
Legal Aid of Marin	415-492-0230	legalaidmarin.org
Marin SF Lawyer Referral Service	415-989-1616	marinbar.org/resources
The State Bar of California	415-538-2000	calbar.ca.gov

Financial Counseling & Money Management

Community Action Marin (CAM) **Financial Coaching**	415-526-7500	camarin.org
Jewish Family & Children's Services (JFCS) Fiduciary Services	415-449-3700	jfcs.org
Seniors At Home (JFCS) 415-419-3600 ▪ jfcs.org	415-419-3600	jfcs.org

Financial Services Listings Continued >

PRO TIP:
Setting up autopay for recurring bills can help prevent missed payments during illness, hospitalization, or after a death. If you can't set this up yourself, ask your Durable Power of Attorney (DPOA), a family member, or someone you trust to help.



FINANCIAL SERVICES

Tax Counseling

AARP Foundation Tax-Aide Program
aarp.org/money/taxes

Canal Alliance Free Tax Service
415-454-2640 • canalalliance.org

Community Action Marin Volunteer Income Tax Assistance Program (VITA)
415-526-7500 • camarin.org

Return Preparer Office (RPO) **Preparer Directory**
irs.treasury.gov/rpo

Utility & Essential Needs Assistance

CalFresh
1-877-410-8817 • marinhhs.org/calfresh-snap

Community Action Marin (CAM)
415-526-7500 • camarin.org

Disability Housing Grants for Veterans
1-800-827-1000 • va.gov/housing-assistance

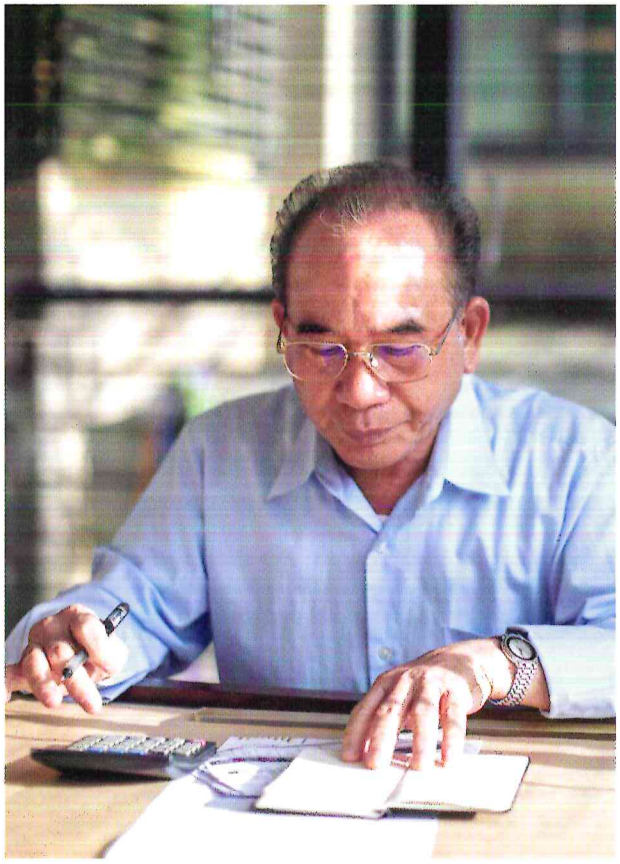
Low Income Home Energy Assistance Program (LIHEAP)
415-526-7550 • camarin.org/energy-program

Marin County Housing Help
415-663-8361 • marincounty.gov

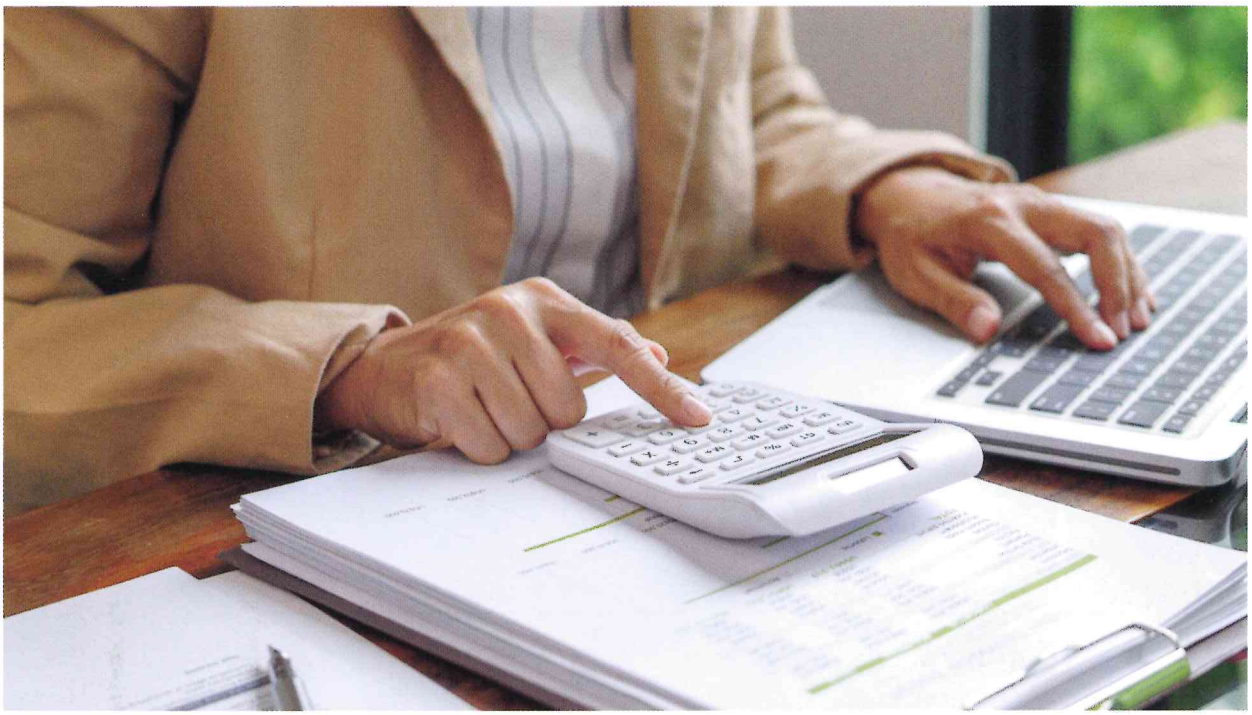
MHA Choice Voucher Program (Section 8)
415-491-2525 • marinhousing.org

Mortgage Credit Certificate (MCC) **Program**
415-491-2550 • marinhousing.org

North Marin Community Services
415-897-4147 • northmarincs.org



FINANCIAL SERVICES



PG&E Utility Bill Assistance Programs
1-800-743-5000 ▪ pge.com/financialassistance
- PG&E Green Saver
- Medical Baseline Program
- Family Electric Rate Assistance (FERA)
- California Alternate Rates for Energy (CARE)
- Relief for Energy Assistance through Community Help (REACH)

Ritter Center
415-457-8182
rittercenter.org/housing-services

Salvation Army Utility Bill Assistance
415-459-4520 ▪ sanrafael.salvationarmy.org

Season of Sharing Fund
seasonofsharing.org

St. Vincent De Paul Society
415-454-3303 ▪ vinnies.org

Wednesday's Gift
415-506-2222 ▪ wednesdaysgift.org

West Marin Community Services
415-663-8361
westmarincommunityservices.org/financial-assistance ◆

FOOD & MEALS

Can I sign my dad up for Meals on Wheels if I live out of town?

How do I apply for CalFresh or get help with food benefits?

Are there programs that deliver groceries or meals to my home?

FOOD & MEALS

Looking for a welcoming place to share a meal with others? Need help getting groceries or meals delivered to your home? This section has you covered. You'll also find information about enrolling in food assistance programs, community dining, food benefits, local food pantries, and meal delivery and grocery services throughout Marin County.

Community & Congregate Dining

Marin Community Table: An Older Adult Lunch Program (also known as Marin Area Agency on Aging's Congregate Meal Program) provides hot and nutritious meals to older adults and other eligible participants in a community setting. To participate, complete an annual enrollment and make weekly reservations.

Albert J. Boro Community Center Senior Lunch
415-473-INFO (4636)
cityofsanrafael.org
Weekly lunch, Wednesdays at 11:30 am. Suggested donation: $3. Call to make a reservation.

Corte Madera Community Center Congregate Meals
415-473-INFO (4636)
cortemadera.gov
Weekly lunch, Thursdays at 12:00 pm. Suggested donation: up to $3. Call to make a reservation.

Goldenaires Senior Lunch
415-473-INFO (4636)
srgoldenaires.org
Weekly lunch at San Rafael Community Center, Wednesdays at 11:00 am (except third Wednesdays). Suggested donation: $3. Call to make a reservation.

Margaret Todd Senior Center Congregate Meals
415-473-INFO (4636)
novatoseniors.org
Weekly lunch, Tuesdays and Thursdays at 12:00 pm. Suggested donation: $3. Call to make a reservation.

San Geronimo Valley Community Center Senior Lunch
415-488-8888 ▪ sgvcc.org
Weekly lunch, Mondays at 12:00 pm. Intake form required before first meal. Suggested donation: $3. Call to make a reservation.

West Marin Senior Services Senior Lunch
415-663-8148 ▪ wmss.org
Monthly lunch at the Dance Palace, first Thursdays at 12:00 pm. Reservation required; email: david@wmss.org to make a reservation. Suggested donation: $3.

Community & Congregate Dining Listings Continued >

St. Vincent de Paul Dining Room
415-454-3303 ▪ vinnies.org
Free daily breakfast (7:00–8:00 am) and lunch (11:00 am–1:00 pm).

Ross Valley Seniors Luncheon
415-258-4640 ▪ townoffairfaxca.gov
Monthly lunch, first Thursdays at 12:00 pm. RSVP required. Cost: $8 drop-in or included with annual membership ($40).

Vivalon Café
415-456-9062 ▪ vivalon.org/cafe
Daily lunch, Monday–Friday, 11:30 am - 1:30 pm. $10 members, $16 non-members. Monthly themed special luncheons with three-course menu and entertainment. See website for details and schedule.

Food Benefits & Nutrition Education

CalFresh
1-877-410-8817 ▪ marinhhs.org/calfresh-snap
Monthly food benefits for eligible individuals and families. Application assistance available. Free to apply; benefits based on income and household size.

Community Action Marin (CAM)
415-526-7550 ▪ camarin.org
Benefits enrollment assistance for adults 50+ and people with disabilities, including eligibility screening and applications for programs such as CalFresh and Medi-Cal. Bilingual support available in person, by phone, or by video.

Ritter Center Benefits Enrollment Assistance
1-877-410-8817 ▪ rittercenter.org
One-on-one bilingual enrollment assistance for food and health benefits, including CalFresh, Medi-Cal, CMSP, CalWORKs, General Assistance, and Disaster CalFresh.

Vivalon Nutrition Programs
415-456-9062 ▪ vivalon.org
Ongoing nutrition classes covering healthy eating topics and practical tips. See website for schedules.

Vivalon Harvest Connections
415-456-9062 ▪ vivalon.org
Participants receive fresh, seasonal produce and simple recipes with cooking guidance.

Food Pantries & Distribution Sites

***PLEASE NOTE:* Distribution days, times, and eligibility may change. Please check the SF Marin Foodbank website for the most up-to-date information: sfmfoodbank.org.**

Canal Alliance Food Pantry
415-454-2640 ▪ canalalliance.org
Weekly grocery bags, Tuesdays 8:00 – 10:00 am, while supplies last. Free.

Community Fridges Marin
marincommunityfridges.info
Community refrigerators with free fresh food, available to anyone in need. Check website for location updates.

Marin City Brown Bag Pantry – St. Andrews Church
415-332-1011 ▪ marincitycsd.com
Mondays 10:30 am - 12:00 pm.

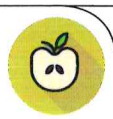
Marin City Brown Bag Pantry – People's Inner City Church
415-332-5305 ▪ marincitycsd.com
Thursdays 1:00 - 3:00 pm and Sundays following service.

Marin City Brown Bag Pantry – Cornerstone Church
415-332-4295 ▪ marincitycsd.com
Saturdays 8:30 am - 9:30 am

North Marin Community Services Food Pantry
415-897-4147 ▪ northmarincs.org
Weekly food pantry, Tuesdays 1:00 - 3:00 pm. Advance registration required.

Marin Community Clinics Health Hub
415-755-2556 ▪ marinclinic.org
Weekly health and resource fair with free groceries, screenings, and community referrals. Food pantry open to all. Free.

Food Pantries & Distribution Sites Listings Continued >



FOOD & MEALS

Ritter Center Food Support
415-457-8182 ▪ rittercenter.org
Emergency food, clothing, hygiene kits, and case management for people experiencing housing instability or poverty. Free.

San Geronimo Valley Community Center Food Pantry and Drive-Through Food Bank
415-488-8888 ▪ sgvcc.org
Weekly drive-through food bank with fresh groceries and staples, Thursdays 11:00 am - 2:00 pm. Weekly Food Pantry Mondays, 9:00 am - 1:00 pm. Free.

Respecting Our Elders Food Programs
respectingourelders.org
Groceries delivered at home or available through mobile and neighborhood pantries. Cost: Free. Visit website for details.

Rolling Root Produce Truck
415-472-6100
agriculturalinstitute.org/rollin-root
Mobile farmers market offering locally grown, seasonal produce. Schedule and locations vary – check website for details. CalFresh/ EBT accepted.

SF-Marin Food Bank Online Food Locator
415-824-3663 ▪ foodlocator.sfmfoodbank.org
Online food locator to find nearby food programs you may be eligible for, with site details and sign-up information.

Supplemental Food Program (SFP)
Call 211 or 415-808-4357 ▪ sfmfoodbank.org
Monthly USDA food boxes (30–35 lbs) for eligible older adults. Distribution schedule and eligibility available online. Free.

Marin City Community Services District Marguerita Johnson Senior Center Food Pantry (Marin City)
415-332-9323 ▪ marincitycsd.com
Mondays 10:00 am - 12:00 pm. Fruits, vegetables, protein and other grocery items. Delivery available in Marin City for older adults who cannot drive.

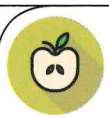
Vivalon Brown Bag Pantry
415-456-9062 ▪ vivalon.org
Fresh produce, protein, and pantry staples on Friday mornings. Open to eligible Marin County residents 60+. Free with minimum income requirements.

Grocery Delivery Services

Safeway Grocery Delivery
415-456-1453 ▪ safeway.com
Online grocery delivery with fresh produce, pantry items, and household goods. Delivery fees vary.

SF-Marin Food Bank Home-Delivered Groceries
415-824-3663 ▪ sfmfoodbank.org
Weekly grocery delivery for eligible homebound individuals. Space limited; waitlist may apply. Free.

United Markets – United To Go
unitedmarkets.com
Local grocery delivery and curbside pickup with fresh produce, meat, and staples. Delivery and pickup fees apply.



Meal Delivery Services

Ceres Community Project
707-829-5833 x 201 ▪ ceresproject.org
Weekly delivery of medically tailored meals for people with serious illness. Free; donations encouraged. Meals may be covered by Medi-Cal for eligible individuals.

Dine-In Marin
415-927-9007 ▪ dineinmarin.com
Hot meal delivery from Marin restaurants to homes and offices. Order online or by phone. Fees apply.

Jessie & Laurent
415-485-1122 ▪ jessieandlaurent.com
Chef-prepared meals delivered weekly or biweekly. Rotating menus with dietary options. Private pay.

Meals on Wheels Marin
415-473-INFO (4636)
Home-delivered meals for frail, homebound older adults. Participants are assessed four times a year. Cost: Free (small contribution encouraged).

Mom's Meals At Home
1-877-508-6667 ▪ momsmeals.com
Nationwide refrigerated meal delivery designed for specific health needs. Private pay or covered by some Medicare/ Medicaid plans.

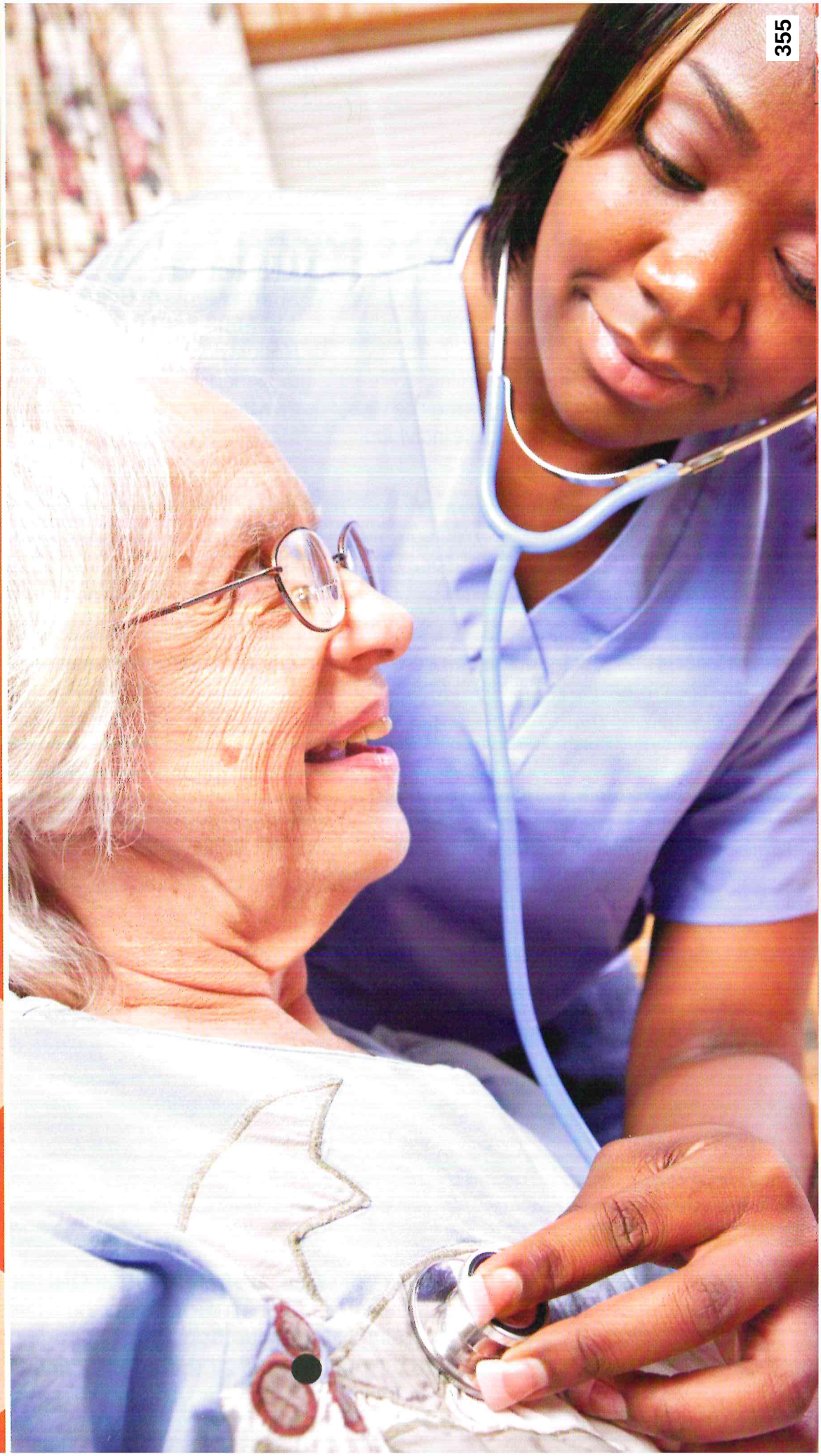
Nourish by Vivalon
415-456-9062 x176 ▪ vivalon.org/nourish
Home-delivered meals for people with chronic or acute limitations. Low-sodium meals available. Suggested contribution: $3.50 per meal.

West Marin Senior Services
415-663-8148 x103 ▪ wmss.org
Home-delivered meals for frail, homebound older adults. Cost: Free (small contribution encouraged). Participants are assessed four times a year. ◆

☞ **THIS GUIDE WILL SOON BE AVAILABLE ONLINE.**
For more information and to access the digital version of this guide, **scan this QR code** or **visit marinhhs.org/Aging-Resource-Guide.**

SCAN ME!

HEALTHCARE



Is there someone who can help me navigate Medicare?

I'm a veteran, what medical assistance is available to me?

What specialized services are available for hearing or vision loss?

HEALTHCARE

From hearing and vision services to cancer support, dental care, and memory health resources, this section provides a comprehensive range of resources to support the health and well-being of older adults in Marin County. You'll also find information about patient advocacy, medical equipment, assistance with insurance and Medicare navigation, and alert systems, ensuring you have the tools and services to manage your health with confidence.

Alert Systems & Assistive Technology

Bay Alarm Medical
1-877-522-9633 ▪ bayalarmmedical.com
Medical alert pendants, GPS mobile units, and in-car alert systems.

Life Alert
1-800-360-0329 ▪ lifealert.com
Pendant and wristband alert systems with 24/7 monitoring for medical emergencies.

Marin Center for Independent Living (Marin CIL)
415-459-6245 ▪ marincil.org
Assistive technology resources and referrals for people with disabilities, including alert devices.

Medical Guardian
1-800-313-1193 ▪ medicalguardian.com
Mobile GPS-enabled medical alert systems, smartwatches, and in-home devices.

Philips Lifeline
1-855-681-5351 ▪ lifeline.philips.com
Wearable medical alert devices with fall detection and 24/7 emergency response.

Vivalon Technology Resources
415-456-9062 ▪ vivalon.org
Provides guidance on choosing personal alert systems, phones, and technology for older adults.

Healthcare Listings Continued >

HEALTHCARE

Blind & Visually Impaired

Lighthouse for the Blind & Visually Impaired
415-431-1481 ▪ lighthouse-sf.org
Low-vision training, mobility, assistive technology, counseling, and recreational services.

Lions Club Free Vision Screenings
lionsclubs.org
Lions Clubs in Marin sponsor free community vision screenings at local events and schools. Availability varies by location and date.

Marin County Free Library Accessibility Services
415-295-5660 ▪ marinlibrary.org/accessibility
Provides large print, braille, audiobooks, eBooks, and delivery via Library Beyond Walls.

Vision Impaired of Marin (VIM)
415-431-1481 ▪ bvim.org
Support groups, talking book club, and art and social outings to reduce isolation and build community.

Blood, Organ & Tissue Donation

American Red Cross – Marin County
415-721-2365 ▪ redcross.org
Hosts blood drives throughout Marin via mobile units.

Red Cross & Vitalant Community Blood Drives
redcrossblood.org ▪ vitalant.org/donate
Community organizations host rotating blood drives with Red Cross and Vitalant.

Vitalant San Rafael Donor Center
1-877-258-4825 ▪ vitalant.org/donate
Nonprofit blood provider serving Marin hospitals; accepts whole blood and plasma donations the first four Tuesdays of the month.

Cancer Support

American Cancer Society San Rafael
1-800-227-2345 ▪ cancer.org
Patient navigation, rides, wigs, support groups, and resources for Marin residents, plus 24/7 helpline.

Cancer Support Community SF Bay Area
925-933-0107 ▪ cancersupport.net
Free counseling, groups, workshops, and healthy lifestyle classes for patients and caregivers.

MarinHealth Cancer Care
415-925-7000 ▪ mymarinhealth.org
Comprehensive cancer treatment, screenings, oncology specialists, infusion, and support.

Zero Breast Cancer
415-507-1949 ▪ zerobreastcancer.org
Promotes breast cancer prevention, survivor support, and education.

Healthcare Listings Continued on Page 50 >

Health Insurance Counseling & Advocacy Program (HICAP)

The Marin County Area Agency on Aging (AAA), part of Marin County Aging and Adult Services, collaborates with other North Bay AAAs that collectively contract with the nonprofit Senior Advocacy Services to provide free, unbiased information and counseling about **Medicare**.

These services are supported by Federal Older Americans Act funding and are aimed to help older adults navigate the confusing and ever-changing **Medicare** landscape. Senior Advocacy Services offers one-on-one and group education and counseling.

Counseling services cover the following topics:

- Help evaluating and comparing Medicare plans, including prescription drug and Medicare Advantage plans
- Review of cost-saving strategies, including application assistance for Medicare Savings Programs and Low-Income Subsidies
- Advice on Medicare fraud protection, detection and reporting
- Guidance on finding help paying for prescriptions
- Guidance on appealing Medicare and Advantage Plan denials
- Review of options for long-term care insurance coverage

Senior Advocacy HICAP counselors will not:

- Charge for any service
- Sell any product
- Make your decisions for you

To schedule a FREE 1-on-1 counseling session, call **707-526-4108** or book online at **hicap.simplybook.me/v2**.

For more information, attend a group seminar. Visit **senioradvocacyservices.org/events** or call **707-526-4108**.

For more information, visit The Senior Advocacy Resource Page: **senioradvocacyservices.org/medicare**

HEALTHCARE

Chronic & Specialized Care/ Targeted Health Support

Brain Injury Association of California (BIACAL)
661-872-4903 ▪ biacal.org
Statewide information and referral, education, and advocacy, connecting brain injury survivors and their families with support groups, services, and resources across California.

Brain Injury Recovery – Schurig Center
415-461-6771 ▪ schurigcenter.org
Rehabilitative, educational, and supportive services for survivors of brain injury and families.

Brain Injury Support – Marin CIL
415-459-6245 ▪ marincil.org
Information and referral, peer support, benefits navigation, and advocacy for people with disabilities, including brain injury survivors.

MarinHealth Diabetes Care Center
415-925-7370 ▪ mymarinhealth.org
Diabetes education, management programs, nutrition counseling, and support groups.

UCSF Memory and Aging Center
415-353-2057 ▪ memory.ucsf.edu
Diagnosis and treatment of memory and neurodegenerative disorders.

Dental Services

Coastal Health Alliance
415-787-1123 ▪ coastalhealthalliance.org
Full service dental offices in West Marin.

College of Marin – Dental Assisting Program
415-485-9648 ▪ dental.marin.edu
Training and community dental events; provides referrals.

Marin Community Clinics – Dental
415-448-1500 ▪ marinclinic.org
Affordable dental care including exams, cleanings, fillings, and emergency services. Sliding scale for fees.

Marin County Dental Society
415-472-797 ▪ marindentalsociety.org
Referral service for local dentists and low-cost care options.

MarinHealth Dental Services
mymarinhealth.org
Oral health screenings, preventive services, and referrals.

UCSF General Dentistry Resident Clinic
415-476-9656 ▪ dentschool.ucsf.edu
Comprehensive dental care by resident dentists.

University of the Pacific School of Dentistry
415-929-6501 ▪ sfdental.pacific.edu
Affordable fees and payment plans for dental services.

Healthcare Listings Continued on Page 53 >

Affording Healthcare

Healthcare costs can be overwhelming, especially if you are managing chronic conditions or living on a fixed income. The good news is that there are programs in Marin designed to help ease the burden. Understanding what's available and knowing where to turn can make a real difference.

Review your coverage. Medicare, Medi-Cal, and supplemental insurance all cover different services. Take time to review your benefits annually and make sure you're enrolled in the plan that best fits your needs.

Look into assistance programs. Programs offered by government agencies and nonprofits can help pay for premiums, prescription drugs, co-pays, medical equipment, dental care, and transportation. If you're unsure where to start, a benefits counselor can help you identify programs and complete applications at no cost.

Ask about sliding-scale services. Many clinics and service providers in Marin offer reduced fees based on income. Don't hesitate to ask – these programs exist to make care accessible.

Consider counseling and advocacy. Trained counselors can help you compare plans, apply for benefits, and navigate confusing medical bills. These services are free and confidential.

Plan for the long term. If you anticipate needing in-home care or long-term support, start exploring financial planning and assistance options early. This reduces stress and opens up more choices later.

Local Resources for Healthcare Financial Assistance in Marin

Community Action Marin Support with benefits enrollment and emergency financial assistance. **415-526-7500**

Health Insurance Counseling & Advocacy Program (HICAP) Free, unbiased counseling on Medicare, Medi-Cal, and health insurance options. **1-800-434-0222** or visit **senioradvocacyservices.org/medicare**.

Public Assistance (Marin Health & Human Services) Medi-Cal and other public benefit eligibility and applications. **877-410-8817**

Veterans Services, Marin County Healthcare, benefits counseling, and financial assistance for eligible veterans, including help with medical bills, prescriptions, and long-term care. **415-473-6193** or email **hhsvetservices@marincounty.gov**.

HEALTHCARE

Medicare: Where to Get Trusted Help & Information

Medicare can be confusing, especially when you're enrolling for the first time, comparing plans, or determining what the cost will be. The resources below are reliable places to get answers, check your coverage, apply for financial help, and protect yourself from fraud.

Medicare: Start here for official Medicare information Learn about benefits, enrollment, plan options, and costs. Includes the Plan Finder for Medicare Advantage (Part C) and prescription drug plans (Part D), and lets you view claims and notices when you create an account.
Website: **medicare.gov**
Phone: **1-800-MEDICARE (1-800-633-4227)**

Apply for Medicare or replace your Medicare card
Apply online at: **ssa.gov/medicare/sign-up**
Phone: (Social Security) **1-800-772-1213**

Medicare Advantage Plans
Search plan options: **medicare.gov**

Official Guide:
Medicare & You Handbook
Website: **medicare.gov/medicare-and-you**

Free, unbiased individual counseling about Medicare
Health Insurance Counseling & Advocacy Program (HICAP) **Phone:** **707-526-4108**

Senior Medicare Patrol (SMP): Medicare fraud and scam prevention
Free help with fraud prevention, detecting suspicious charges, and reporting concerns. **Phone:** **1-877-808-2468**

Help paying Medicare costs and prescriptions
If your income is limited, you may qualify for programs that reduce premiums and prescription costs:

- **Medicare Savings Program** (MSP) for help with Part A & B premiums
  Apply online: **benefitscal.com**
  More information: **dhcs.ca.gov**
- **Extra Help** for Part D prescription costs
  Apply online: **benefitscal.com**
  Or call the Medi-Cal Helpline: **1-800-541-5555**
- **Medi-Cal Rx** Find a participating pharmacy. Use the pharmacy locator or call for help finding a pharmacy in the Medi-Cal Rx network.
  Website: **medi-calrx.dhcs.ca.gov**
  Phone: **1-800-977-2273 (24/7)**

More Medicare education & resources

- California Health Advocates: **cahealthadvocates.org**
- California Department of Aging: **aging.ca.gov**
- Center for Medicare Advocacy: **medicareadvocacy.org**
- Justice in Aging (formerly NSCLC): **justiceinaging.org**
- KFF Health News: **kffhealthnews.org**

Healthcare Centers, Clinics & Hospitals

Coastal Health Alliance
415-663-8666 ▪ coastalhealthalliance.org
Community healthcare center providing healthcare services for West Marin.

Kaiser Permanente
San Rafael Medical Center
415-444-2000
healthy.kaiserpermanente.org
Hospital and outpatient services, emergency, and specialty care.

Marin City Health and Wellness Center
415-339-8813 ▪ marincityclinic.org
Medical, dental, behavioral health, and substance use treatment for Marin residents.

Marin Community Clinics
415-448-1500 ▪ marinclinic.org
Primary care, pediatrics, women's health, behavioral health, and dental care.

MarinHealth Medical Center
415-925-7000 ▪ mymarinhealth.org
Full-service hospital with geriatric-focused care and fall-prevention resources, plus specialty services and coordinated care for older adults.

Novato Community Hospital
415-209-1300 ▪ sutterhealth.org
Community hospital with a basic emergency department and stroke care (Primary Stroke Center), plus inpatient/outpatient services for North Marin residents.

Healthcare Centers, Clinics & Hospitals Listings Continued >

HEALTHCARE

Petaluma Health Center
707-559-7500 ▪ phealthcenter.org
Community health center offering primary care, with geriatrics/complex care, plus dental, vision, and behavioral health services; also provides help enrolling in coverage such as Medicare.

Ritter Center Health Clinic
415-457-8182 ▪ rittercenter.org
Primary care, behavioral health, and support services for low-income and unhoused adults.

RotaCare San Rafael
415-692-0224 ▪ rotacarebayarea.org
Free, volunteer-run medical clinic offering phone and in-person appointments for uninsured community members.

West Marin Medical Center
415-663-1082 ▪ westmarinmedical.org
Medical clinic in Point Reyes Station providing acute care, chronic disease management, and preventive services for adult and geriatric patients.

Hearing/Audiology

Audiology Medical Group of San Rafael
415-479-6679 ▪ audiologymedicalgroup.com
Private audiology practice offering comprehensive hearing care and hearing aid services.

California Telephone Access Program (CTAP)
1-800-806-1191 ▪ californiaphones.org
Free specialized phones and communication devices for people with hearing loss.

Hearing and Speech Center of Northern California – Marin
415-921-7658 ▪ hearingspeech.org
Hearing tests, hearing aids, assistive technology, counseling, and education.

MarinHealth Audiology
415-925-5921 ▪ mymarinhealth.org
Diagnostic hearing tests, hearing aid fittings, tinnitus evaluations, and balance testing.

Home Health Care

For Home Health Care listings, please visit the Caregiving category on page 12.

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Insurance & Medical Navigation

Health Insurance Counseling and Advocacy Program (HICAP)
707-526-4108
senioradvocacyservices.org/hicap
Free, unbiased confidential counseling to help older adults understand Medicare benefits, resolve billing issues, and file claims and appeals.

Medi-Cal
1-800-541-5555 ▪ dhcs.ca.gov
California's Medicaid program providing free or low-cost health coverage.

Medicare Rights Center
1-800-333-4114 ▪ medicarerights.org
National nonprofit providing education and counseling on Medicare rights and coverage.

Medicare.gov
1-800-633-4227 ▪ medicare.gov
Official Medicare website for plan comparison, enrollment, and benefits management. Official Medicare helpline offers support with coverage, claims, appeals, and enrollment.

Partnership HealthPlan of California
1-800-863-4155 ▪ partnershiphp.org
Managed healthcare plan for Medi-Cal recipients in Marin County.

Senior Medicare Patrol (SMP)
1-877-808-2468 ▪ smpresource.org
Educates Medicare beneficiaries on preventing, detecting, and reporting healthcare fraud.

Social Security Administration – San Rafael
1-800-772-1213 ▪ ssa.gov
Federal office for Social Security benefits, disability, Medicare enrollment, and income support.

Medical Equipment & Supplies

Apria Healthcare
1-800-277-4288 ▪ apria.com
Supplies home respiratory services, CPAP, oxygen, and durable medical equipment.

Marin Center for Independent Living (Marin CIL) **Assistive Technology**
415-459-6245 ▪ marincil.org
Help accessing powered medical equipment and assistive devices (e.g., scooters, CPAP, walkers, wheelchairs) for people with disabilities.

Marin Medical Equipment Recyclers
415-388-8198 ▪ marinmer.org
Nonprofit that provides free medical equipment and supplies.

Medical Equipment & Supplies Listings Continued >

Numotion
1-800-500-9150 ▪ numotion.com
National provider of custom wheelchairs and mobility solutions; serves Marin residents.

Redwood Medical Supply
415-472-1290 ▪ redwoodmedicalsupply.com
Sales and rentals of medical equipment such as wheelchairs, walkers, hospital beds, and oxygen supplies.

Memory & Cognitive Health

Alzheimer's Association North Bay & Marin
1-800-272-3900 ▪ alz.org/norcal
24/7 helpline, support groups, education, and care navigation for people with Alzheimer's and families.

Institute on Aging Enrichment Center
415-750-4111 ▪ ioaging.org/enrichment-center
Structured, supervised enrichment program with social connection and daily cognitive engagement for individuals with memory loss or dementia, providing respite for caregivers.

MarinHealth Memory Care Programs
415-925-7000 ▪ mymarinhealth.org
Diagnostic services, treatment, and support groups for patients with memory and cognitive conditions.

Seniors At Home Dementia Care Center
415-449-3700 ▪ seniorsathome.jfcs.org
Specialized in-home dementia support, care planning, evaluations, family consultations, and caregiver training.

Patient Advocacy & Navigation

Disability Rights California
1-800-776-5746 ▪ disabilityrightsca.org
Provides advocacy and legal services for Californians with disabilities, including healthcare access support.

Health Consumer Alliance
(via Legal Aid of Marin)
415-492-0230 ▪ healthconsumer.org
Free assistance with Medi-Cal, Covered California, and healthcare access problems.

Marin Ombudsman Program
(Long-Term Care)
415-473-7446 ▪ marinhhs.org/ombudsman
Advocacy and support for residents of skilled nursing and residential care facilities in Marin.

Patient Advocate Foundation
1-800-532-5274 ▪ patientadvocate.org
National nonprofit providing free case management and advocacy for patients dealing with chronic, life-threatening, and debilitating illnesses.

Prevention & Wellness

Hydrotherapy – Marin JCC
415-444-8002 ▪ marinjcc.org
Warm-water aquatic therapy in a 90° indoor pool with certified specialists, offering hydrotherapy, arthritis-friendly classes, adaptive swim, and 1:1 sessions to improve mobility, balance, and recovery; accessible via chair lift and stairs with handrails, with year-round programming.

Marin County Public Health – Preventive Services
415-473-4163 ▪ marinhhs.org/public-health
Vaccination clinics, nutrition education, health screenings, and public health initiatives.

MarinHealth Fall Prevention Resources
415-925-7000 ▪ mymarinhealth.org
Balance training, mobility programs, and fall prevention education for older adults.

MarinHealth Integrative Wellness Center
415-925-7920 ▪ mymarinhealth.org
Wellness programs including nutrition counseling, stress reduction, fitness classes, and holistic therapies.

Vivalon Fall Prevention Resources
415-456-9062 ▪ vivalon.org
Fall prevention workshops, exercise classes, and balance improvement programs for older adults.

Vivalon Healthy Aging Center
415-456-9062 ▪ vivalon.org
Exercise classes, nutrition workshops, and wellness education for older adults.

YMCA Marin – Health & Wellness Programs
415-446-2170 ▪ ymcasf.org
Fitness classes, aquatic exercise, diabetes prevention, and healthy living workshops for older adults.

Rehabilitation Centers

Kaiser Permanente – San Rafael Rehabilitation
415-444-2000
healthy.kaiserpermanente.org
Comprehensive rehabilitation services including PT, OT, and cardiac rehab for Kaiser members.

MarinHealth Outpatient Rehabilitation
415-925-7920 ▪ mymarinhealth.org
Physical, occupational, and speech therapy for patients recovering from surgery, injury, or illness.

Rehabilitation Centers Listings Continued on Page 59 >

Fall Prevention

Falls are one of the leading causes of injury among older adults, but many falls can be prevented. In Marin, where many older adults enjoy active lifestyles at home and in the community, taking a few proactive steps can help maintain independence and safety.

- **Make your home safer.** Remove clutter, secure loose rugs, and add grab bars in bathrooms and railings on both sides of stairs. Good lighting, especially at night, reduces risk.
- **Stay active.** Regular exercise, such as walking, tai chi, or gentle strength training, helps improve balance, coordination, and flexibility. Many local programs offer classes designed specifically for older adults.
- **Wear supportive footwear.** Non-slip shoes with good support can make a big difference in stability.
- **Review your medications.** Some prescriptions can cause dizziness or drowsiness. Ask your doctor or pharmacist to check for side effects or interactions that might affect your balance.
- **Get vision and hearing checked.** Regular exams help ensure you can see obstacles and hear warnings, like approaching cars or alarms.
- **Know your risk.** Talk with your healthcare provider if you've fallen before or feel unsteady. Early intervention can help prevent more serious incidents.

By addressing risks and staying proactive, older adults can reduce falls and continue to enjoy active, independent lives.

Local Resources for Fall Prevention in Marin

- **Aging & Adult Services' Information & Assistance Unit** Information about and referrals to services and resources. **415- 473-INFO (4636)**
- **Age Friendly Sausalito Tai Chi for Arthritis and Fall Prevention** Sign up on website: **sausalito.recdesk.com**
- **Vivalon** Offers exercise and balance classes tailored to older adults. **415- 456-9062 or vivalon.org**
- **MarinHealth** Fall prevention screenings and rehabilitation programs. **415-925-7000**
- **Seniors At Home (JFCS)** Home safety assessments and caregiving support. **415-449-3700**
- **Marin Center for Independent Living RAMP (Residential Access Modification Program)** Home modifications for older adults and people with disabilities who qualify. **415-459-6245**

> *Rehabilitation Centers Listings Continued from Page 57*

Novato Community Hospital Rehabilitation Services (Sutter Health)
415-209-1300 ▪ sutterhealth.org/novato
Inpatient and outpatient rehabilitation, physical therapy, occupational therapy, and speech therapy.

Schurig Center for Brain Injury Recovery
415-461-6771 ▪ schurigcenter.org
Community-based rehabilitation programs focused on brain injury recovery and support.

Veterans Health Services

Marin Center for Independent Living (Marin CIL) Veteran-Directed Care (VDC)
415-459-6245 x25 ▪ marincil.org/veterans
Supports eligible veterans in establishing and maintaining independent living through Veteran-Directed Care, a partnership between the Veterans Health Administration and the U.S. Department of Health and Human Services.

Marin County Veterans Service Office (VSO)
415-473-6193
marinhhs.org/veterans-services
Assists veterans with benefits, housing, and medical support, including VA claims assistance.

VA San Francisco Health Care System – Marin Clinics
415-221-4810 ▪ va.gov
Primary care and specialty referrals for veterans in Marin via San Rafael and Novato clinics.

Veterans Crisis Line
9-8-8, then press 1 ▪ veteranscrisisline.net
24/7 confidential crisis support for veterans and their families. ◆

HOUSING

How can I downsize inexpensively?

How do I find a handyman?

Are there services to help me afford my rent?

HOUSING

Finding the right place to live – or making your current home work better for you – can be a significant decision. Housing needs vary widely and often change over time. This section includes information on everything from transitional and low-income housing to home repairs, moving and downsizing, as well as a range of independent living communities.

If you're considering a change, it's helpful to clarify the lifestyle and location you want, your current health and level of independence, and your financial situation. Because waitlists are common for many types of housing in Marin, it's a good idea to join them early when applications are open.

If you are looking for Home Care or Home Health Care in your current home, please visit the **Caregiving** section. If you are looking for Residential Long-Term Care Facilities such as Assisted Living, Memory Care, Skilled Nursing or Continuing Care Retirement Communities, please visit the **Long-Term Care** section.

Home Repair & Maintenance

Age Friendly Sausalito
415-331-1393 ▪ agefriendlysausalito@gmail.com ▪ agefriendlysausalito.com
Home Adaptation Building Permit Waiver Program.

Bay Grab Bar
510-714-0800 ▪ baygrabbar.com
Home safety and accessibility modifications.

Dominican University Occupational Therapy Department
415-457-4440 ▪ scholar.dominican.edu
Home modifications for older adults and people with disabilities who qualify.

Green & Healthy Homes Initiative
415-464-6688 ▪ greenandhealthyhomes.org
Safety-focused home repairs.

Habitat for Humanity Home Preservation
415-625-1036 ▪ habitatgsf.org/home-repair-work
Safety-focused home repairs.

Home Safety Services
888-539-0520 ▪ homesafety.net
Home modifications and repairs to prevent falls.

Home Repair & Maintenance Listings Continued >

HOUSING

Rebuilding Together
Safe & Healthy Housing
415-905-1611 ▪ rebuildingtogethersf.org
Home repair and modifications focused on safety for low-income adults and people with disabilities.

Rotary HOME Team Mission
San Rafael Rotary: **415-517-2742**
Central Marin Rotary Club: **415-259-0426**

Rotary Club of Sausalito
415-740-06651 ▪ rotaryhometeam.com
Volunteer home help services.

West Marin Community Services
415-663-8361
westmarincommunityservices.org/financial-assistance
Home repairs for residents living in West Marin.

Housing Assistance

American Consumer Credit Counseling (ACCC)
1-800-769-3571 ▪ consumercredit.com
HUD-approved housing counseling.

Bay Area Legal Aid
415-354-6360
baylegal.org/legal-areas/housing
Free tenant legal services.

Canal Alliance
415-454-2640 ▪ canalalliance.org
Rental assistance, affordable housing, tenant's rights, home ownership counseling.

Community Action Marin
415-526-7500 ▪ camarin.org
Housing case management and aid.

Home Modification Grants for Disabled Veterans
415-473-6193
hhsvetservices@marincounty.gov
For more information, call the Marin County Veterans' Services Office.

EAH Housing
415-258-1800 ▪ eahhousing.org
Subsidized housing in San Rafael.

Fair Housing Advocates of Northern California (FHANC)
415-457-5025 x101 ▪ fairhousingnorcal.org
Fair housing counseling and mediation.

Front Porch Home Match
415-456-9068
frontporch.net/live/home-match
Free home-share matching.

Legal Aid of Marin – Housing Legal Services
415-492-0230 ▪ legalaidmarin.org
Tenant legal help and defense.

Low Income Home Energy Assistance (LIHEAP)
415-526-7550 ▪ camarin.org/energy-program
Provides gently used furniture and household items to those transitioning out of homelessness or crisis. Services are provided through referrals from partner social service agencies or case managers.

Make It Home
415-578-3205 ▪ makeithomebayarea.org
Provides gently used furniture and household items to those transitioning out of homelessness or crisis. Services are provided through referrals from partner social service agencies or case managers.

Marin Housing Authority (MHA)
415-491-2525 ▪ marinhousing.org
Housing assistance, rentals, subsidies and referrals.

North Marin Community Services
415-897-4147 ▪ northmarincs.org
Housing assistance with case management.

PG&E – Utility Bill Assistance Programs
1-800-743-5000
pge.com/financialassistance
Energy cost assistance programs.

Rebuilding Together East Bay Network ADU Placement Program
510-644-8979 ext. 104 ▪ rtebn.org/contact
Places new, fully-equipped Accessory Dwelling Units (ADUs) on the properties of lower-income homeowners in Marin County to help them afford to remain in their homes. In partnership with Marin Housing Authority. Call to confirm eligibility and for further details.

Relief for Energy Assistance through Community Help (REACH)
415-459-4520
Emergency utility assistance.

Ritter Center
415-457-8182
rittercenter.org/housing-services
Housing help with case management for unhoused people.

Season of Sharing Fund (SOS)
415-526-7500 ▪ camarin.org
One-time financial assistance for rent, security deposits or mortgage payments. Subject to funding availability. Administered locally by Community Action Marin (CAM). Call for details.

St. Vincent De Paul Society
415-454-3303
vinnies.org/need-help/housing-help
Support for unhoused residents.

Wednesday's Gift
415-506-2222 ▪ wednesdaysgift.org
Emergency essential financial assistance.

West Marin Community Services
415-663-8361 ▪ westmarincommunityservices.org/financial-assistance
Rental assistance and energy assistance for residents living in West Marin.

Housing Assistance Listings Continued on Page 66 >

Housing Help for Older Adults

There are several programs in Marin County to help older adults afford and maintain rental or homeownership. You'll find additional information about these programs in the Housing Assistance subcategory of this section.

Section 8 Housing*
(Housing Choice Voucher Program)
This subsidized rental program helps very low-income older adults pay fair market rents, with households generally paying about 30% of their income toward rent.

Public Housing*
Affordable rental units managed by Marin Housing Authority (MHA) are available to eligible low- and moderate-income residents, including older adults.

Community Action Marin
Provides housing case management, rental assistance, eviction prevention, and housing navigation services for low-income and at-risk residents, including help with deposits, rent or mortgage payments, and referrals.

West Marin Community Services
Provides rental assistance for older adults living in West Marin to help them remain in their homes and community.

Marin County's Coordinated Entry System 473-HOME (473-4663)
Connects individuals and families sleeping outdoors, in vehicles, or without stable housing to outreach teams, emergency shelters, and housing resources.

Below Market Rate (BMR) **Homeownership Program**
First-time home buyers can purchase specified units in Marin County at prices below market value.

Canal Alliance Provides rental assistance, affordable housing, tenant's rights, and home ownership counseling.

** Section 8 and Public Housing applicants are selected from the waiting list. Please visit www.marinhousing.org for information on waitlist opportunities.*

Need Help Sorting Through These Options?

Call the Aging & Adult Services' Information & Assistance Unit for free assistance from a real person: 415-473-INFO (4636)

Mortgage Credit Certificate (MCC) **Program**

Offers a federal tax credit to eligible first-time homebuyers, lowering the effective cost of mortgage interest.

Supportive Housing & Recent Developments

Marin Housing Authority has built and tailored housing for older adults and people with disabilities, with over 726 new permanent supportive housing units created since 2017.

Low-Income Senior Rental Properties

Sites like Bradley House, Casa Nova, and Cecilia Place Homes offer rental housing for older adults and people with disabilities with rents set at approximately 30% of income.

St. Vincent De Paul Society

Operates a Housing Help Desk where Marin County residents experiencing homelessness can be assessed for housing options (including shelter referrals). May also provide limited financial assistance, such as bus tickets or gas checks, car registration support, DMV ID vouchers, help returning to a previous residence, and clothing vouchers.

Ritter Center

Offers rental assistance, case management, and supportive services to prevent homelessness and help vulnerable residents maintain housing stability.

North Marin Community Services

Provides emergency rental assistance and supportive services for low-income residents in Novato and North Marin.

Support to Stay Independent at Home

Caregiving is one way to find support to be able to remain safely at home. Please see the Caregiving section for options, including In-Home Supportive Services for Medi-Cal eligible individuals and the **Marin Center for Independent Living's Quick Match** service, a caregiving registry with options that are often less expensive than going through a caregiving agency.

Independent Living

Independent Living Housing complexes often have a maximum or minimum income eligibility requirement. Residents must be 62 years or over and pay either 30% of their adjusted income for rent or an affordable housing rent established by the facility. The availability of units changes monthly.

FAIRFAX

Bennett House
53 Taylor Dr | Fairfax
415-457-7318 • mercyhousing.org

Fairfax Vest Pocket Apartments
84 Park Rd | Fairfax
415-460-1554 • eahhousing.org

Sherwood Oaks Apartments – MidPen Housing
200 Bolinas Rd | Fairfax
415-456-8696 • midpen-housing.org

MARIN CITY

Ponderosa Estates
1001 Drake Ave | Marin City
415-332-8039 • eahhousing.org

MILL VALLEY

Alto Station Apartments
290 Camino Alto Court | Mill Valley
415-388-2337 • eahhousing.org

Alto Station Apartments
115 Shoreline Hwy | Mill Valley
415-331-8500 • eahhousing.org

Homestead Terrace
140 Linden Lane | Mill Valley
415-331-8500 • marinhhs.org

Kruger Pines Apartments
47 North Knoll Rd | Mill Valley
415-491-2345 • eahhousing.org

Pickleweed Apartments
651 Miller Ave | Mill Valley
415-388-6829 • eahhousing.org

The Redwoods
40 Camino Alto | Mill Valley
415-383-2741 • theredwoods.org

NOVATO

Bay Vista at Meadow Park
5 Hutchins Way | Novato
415-382-0801
bayvistaatmeadowparkavanath.com

Casa Nova
35 Carmel Dr | Novato
415-491-2345 • eahhousing.org

Deer Park Retirement Community
646 Canyon Rd | Novato
415-897-0054
sunshineretirementliving.com/
novato-retirement-living

La Casa Novato Apartments
450 Entrada Dr | Novato
415-883-9600 • lacasaseniors.com

Los Robles Mobile Home Park
100 Roblar Dr | Novato
415-883-6771 • losroblesnovato.com

Mackey Terrace – Mercy Housing
626 Owens Dr | Novato
415-883-1601
mercyhousing.org/california

Marin Valley Mobile Country Club
100 Marin Valley Dr | Novato
415-883-5911 • marinvalley.net

Meadows Apartments
514 Lark Ct | Novato
415-897-0500 • themeadowsnovato.com

Nova-Ro I Apartments
1128 Olive Ave | Novato
415-898-4024 • novaro.org

Nova-Ro II Apartments
1130 7th St | Novato
415-898-4024 • novaro.org

Nova-Ro III Apartments
31 Pinheiro Circle | Novato
415-898-4024 • novaro.org

Villas at Hamilton
410 South Palm Dr | Novato
415-884-2535 • eahhousing.org

Warner Creek Senior Housing – Eden Housing
806 Diablo Ave | Novato
415-895-5544 • edenhousing.org

POINT REYES

Point Reyes Affordable Apartments
12 Giacomini Rd | Point Reyes Station
415-663-9026 • eahhousing.org

SAN ANSELMO

Isabel Cook Apartments
35 Sunnyside Dr | San Anselmo
415-460-1554 • eahhousing.org

Ross Valley Housing
PO Box 2969 | San Anselmo
415-457-5633 • eahhousing.org

Tam House
120 Tamalpais Ave | San Anselmo
415-457-5633 • tamhouses.org

SAN RAFAEL

Belvedere Place
162 Belvedere St | San Rafael
415-456-6243
belvedereplaceapartments.com

Casa Vista
55 Fairfax St | San Rafael
415-453-5531 • eahhousing.org

Contempo Marin
Mobile Home Park
143 Bryce Canyon Rd | San Rafael
415-479-6816 • contempomarin.org

Independent Living Listings Continued >

HOUSING

Drake Terrace (Kisco Senior Living)
275 Los Ranchitos Rd | San Rafael
415-491-1935 • kiscoseniorliving.com

Golden Hinde Apartments
5 Golden Hinde Blvd | San Rafael
415-491-2345 • eahhousing.org

Maria B. Freitas Senior Community
456 Freitas Pkwy | San Rafael
415-479-7581 • mercyhousing.org

Martinelli House – Mercy Housing
1327 Lincoln Ave | San Rafael
415-457-9273
mercyhousing.org/california/martinelli-house

Parnow House
164 North San Pedro Rd | San Rafael
415-492-9340 • eahhousing.org

Riviera Apartments
445 Canal St | San Rafael
415-453-4977 • eahhousing.org

Rotary Manor
1821 Fifth Ave | San Rafael
415-459-6558 • eahhousing.org

Rotary Valley Housing
10 Jeanette Prandi Way | San Rafael
650-275-6906 • bridgehousing.com

Smith Ranch Homes
500 L Deer Valley Rd | San Rafael
415-492-4900 • smithranchhomes.org

Sundance Apartments
95 Medway Rd | San Rafael
415-453-4977 • eahhousing.org

Turina House
10 Labrea Way | San Rafael
415-453-4977 • eahhousing.org

Venetia Oaks Apartments
263 North San Pedro Rd | San Rafael
415-491-2345 • eahhousing.org

SAUSALITO

Bee Street Housing
408 Bee St | Sausalito
415-383-1321 • eahhousing.org

Doretha Mitchell Apartments
52 Terrace Dr | Sausalito
415-383-1321 • eahhousing.org

Rotary Village Senior Housing
501 Olema St | Sausalito
415-332-7900 • eahhousing.org

TIBURON/BELVEDERE

Bradley House
101 Esperanza St | Tiburon
415-460-1554 • eahhousing.org

Cecilia Place
321 Cecilia Place | Tiburon
415-383-1321 • eahhousing.org

Farley Place
515 San Rafael Ave | Belvedere
415-383-1321 • eahhousing.org

Supportive & Transitional Housing

HousingBuckelew Programs / Marin Assisted Independent Living (MAIL)
415-457-6966 ▪ buckelew.org
Mental-health supportive housing.

Catholic Charities – Marin Programs
415-972-1200 ▪ catholiccharitiessf.org
Transitional & permanent housing support.

Center for Domestic Peace
24-Hour Hotline (English/Spanish):
415-924-6616 ▪ TTY: **415-457-2421**
centerfordomesticpeace.org
Emergency and transitional Domestic Violence shelter.

Community Institute for Psychotherapy (CIP) **Safe House**
415-459-5999 (CIP main line, call for intake information) ▪ **cpinc.org**
Domestic violence safe house with support services.

HomeRise
415-852-5300 ▪ homerisesf.org
Supportive housing with services.

Jonathan's Place (Formerly Mill Street Center) – **San Rafael**
415-457-9651 or 1-800-428-1488 ▪ hbofm.org
Emergency shelter & supportive housing.

Marin Coordinated Entry System (Referral Gateway)
415-473-HOME (4663) ▪ **marinhousing.org**
Centralized intake and referral system for all supportive and transitional housing programs in Marin, including programs within this subcategory.

Marin Housing Authority – VA Supportive Housing (VASH) **& Project-Based Vouchers for Veterans**
415-491-2525 (Marin Housing Authority)
Supportive housing for veterans.

Marin Housing Authority Affordable Housing and Below Market Rate Housing (BMR)
415-491-2525 ▪ marinhousing.org
HUD housing for older adults and people with disabilities.

Opportunity for Independence (OFI)
415-721-7772 ▪ ofiinc.org
Supportive housing for people with disabilities. ◆

LEARNING & EMPLOYMENT

Where can I take computer classes?

Are there employment resources for people 50+?

Where can I find free workshops and lectures?

LEARNING & EMPLOYMENT

Staying mentally engaged and connected to the community can bring purpose and joy at any age. Whether you're looking for a new job, brushing up on technology skills, or exploring lifelong learning opportunities, there are a range of resources to support your goals. This section includes employment services, library programs, continuing education, and tech classes designed for older adults and people with disabilities.

Job Search & Employment Services

Bloom (Formerly Image for Success)
415-453-6011 (Program) ▪ 415-453-1694 (Store) ▪ bloommarin.org
Provides free two-week wardrobes and personalized styling for Marin residents in need.

CareerPoint Marin (Marin Employment Connection)
415-473-3300 ▪ marinemployment.org
County workforce center offering free job-search help, career coaching, workshops, and training resources for Marin job seekers.

Felton Institute – Senior Community Service Employment Program (SCSEP)
415-982-7007 ext. 334 ▪ scsep@felton.orgfelton.org
Federally funded job-readiness training program helping older adults transition back into the workforce.

YWCA Golden Gate Silicon Valley – Employability Program
408-295-4011 ▪ yourywca.org/employability
Free training and job coaching for women 50+.

Learning & Employment Listings Continued >

Libraries

Belvedere Tiburon Library
415-789-2665 • beltiblibrary.org

Civic Center Library
(Marin County Free Library)
415-473-6057
marinlibrary.org/branches/civic-center

Corte Madera Library
(Marin County Free Library)
415-924-3515
marinlibrary.org/branches/corte-madera

Fairfax Library (Marin County Free Library)
415-453-8151
marinlibrary.org/branches/fairfax

Library Beyond Walls
(Marin County Free Library)
415-473-3220
marinlibrary.org/library-beyond-walls

Mill Valley Public Library
415-389-4292 • millvalleylibrary.org

Novato Library (Marin County Free Library)
415-473-2050 • marinlibrary.org

Point Reyes Library
(Marin County Free Library)
415-663-8375 • marinlibrary.org

Stinson Beach Library
(Marin County Free Library)
415-868-0252 • marinlibrary.org

Bolinas Library (Marin County Free Library)
415-868-1171 • marinlibrary.org

Inverness Library
(Marin County Free Library)
415-669-1288 • marinlibrary.org

San Rafael Public Library (Downtown)
415-485-3323 • srpubliclibrary.org

Pickleweed Library
(San Rafael Public Library)
415-485-3483 • srpubliclibrary.org

Larkspur Library
415-927-5005

Sausalito Public Library
415-289-4121 • sausalitolibrary.org

South Novato Library
(Marin County Free Library)
415-506-3165 • marinlibrary.org

Lifelong Learning & Continuing Education

Emeritus Students of the College of Marin (ESCOM)
415-485-9305 • escom.marin.edu
Educational opportunities and clubs for adults 55+.

Marin Adult Education
Novato: **415-493-4314**
San Rafael: **415-485-2435**
Shoreline (West Marin): **415-663-1849**
Tamalpais (Larkspur): **415-945-3780**
marinadulteducation.com
Free classes in ESL, GED prep, high school diploma, career training, and parent-child success classes.

Osher Lifelong Learning Institute (OLLI) **at Dominican**
415-458-3763 ▪ dominican.edu
Non-credit courses for adults 50+.

Marin JCC – Adult Learning & Living
415-444-8000 ▪ marinjcc.org
Classes, travel, music, and enrichment for adults.

Vivalon Cowles Active Learning Program
415-456-9062 ▪ vivalon.org
Activities designed to spark creativity and promote learning and connections, such as immersive travel experiences and hands-on artistic workshops. See website for details.

Technology Training & Support

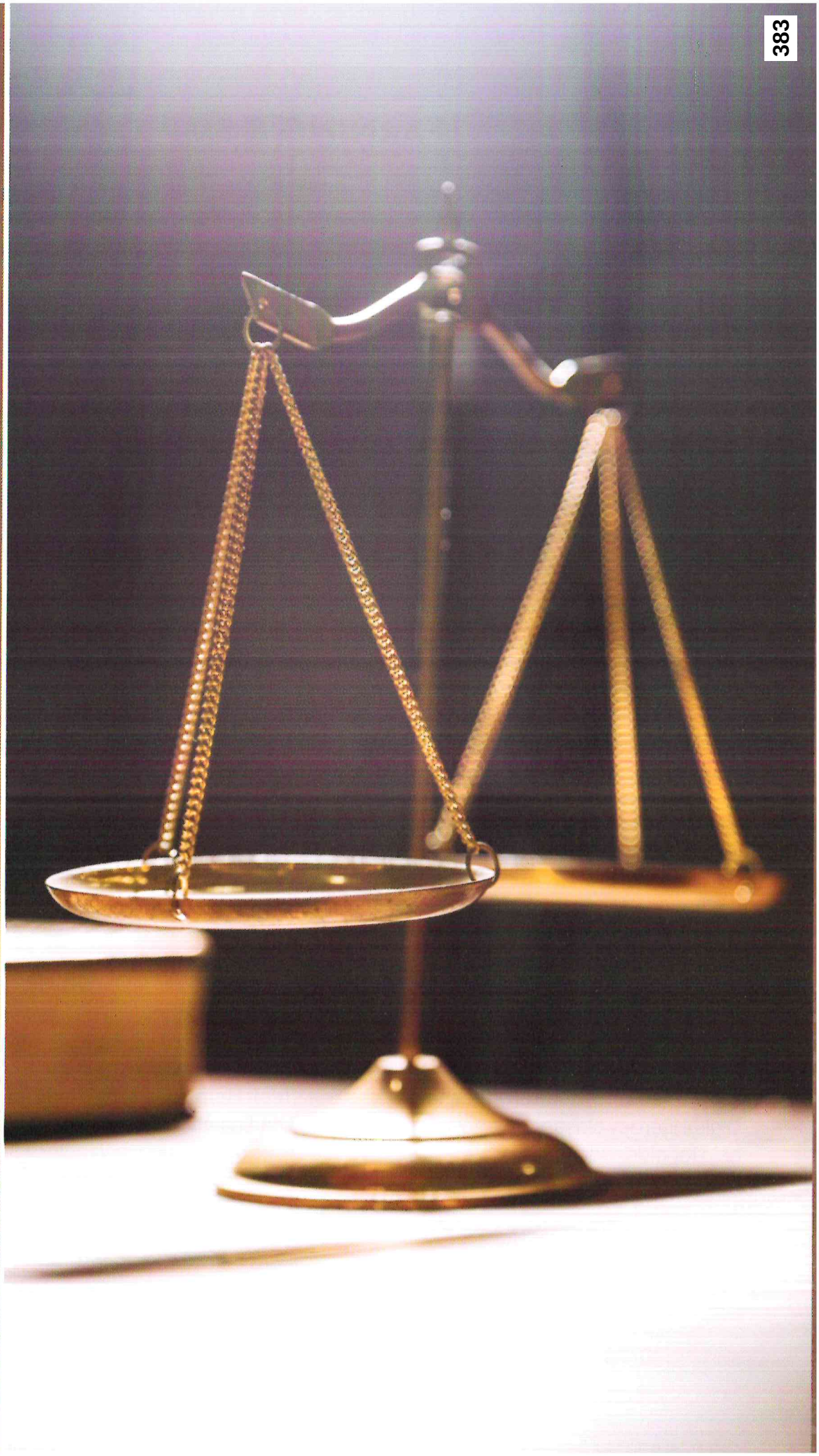
Vivalon – Technology for Better Living
415-456-9062 ▪ vivalon.org/technology
Digital literacy classes, 1:1 tutoring and tech help for older adults.

Marin County Free Library – Tech Help & Device Lending
marinlibrary.org
Free one-on-one tech help at select branches (by appointment or drop-in, depending on location) plus Chromebook and Wi-Fi hotspot checkout with a library card. Check your local branch for details. See the Libraries subcategory in this section for phone numbers. ◆

LEGAL ASSISTANCE

I created my will and other estate documents over 20 years ago. Do I need to revisit them?

What legal steps should I take to protect my loved ones as they age?



LEGAL ASSISTANCE

If you're looking for help with estate planning, need guidance on legal matters, or are facing concerns around elder abuse or consumer protection, this section offers resources to help you understand your rights and access the support you need. From guardianship to fraud prevention, we've compiled valuable tools and services designed to assist you in making informed legal decisions.

If you're looking for End of Life Estate and Legal planning, please also consult the **End of Life** section.

Advocacy, Consumer Protection & Fraud Prevention

AARP Fraud Watch Network
aarp.org/money/scams-fraud
Free service that sends alerts on current scams and provides educational tools.

Bank of Marin Fraud Prevention Resource Center
bankofmarin.com/preventfraud
Free online resource center with tip sheets, common fraud-related terms, fraud reporting contact information, and information about financial abuse and common scams targeted at older adults.

California Department of Consumer Affairs
1-866-275-2677 ▪ dca.ca.gov
Handles complaints and inquiries about a wide range of consumer issues in California.

California Office of Information Security & Privacy
916-431-5390 ▪ cdt.ca.gov
Provides guidance for protecting personal data and responding to breaches.

California Department of Insurance – Consumer Services Division
1-800-927-4357 ▪ insurance.ca.gov
Helps consumers with insurance issues and complaints, including health and auto.

Advocacy Listings Continued on Page 76 >

Local Resources for Fraud Prevention and Legal Assistance in Marin

Marin County District Attorney Elder Abuse Prevention Program Investigates scams, fraud, and elder abuse. Elder Abuse Prevention Information Line: **415-473-5050**

Vivalon offers frequent classes about fraud prevention for older adults. Visit their website for details at **vivalon.org.**

California Senior Medicare Patrol (SMP) Helps prevent Medicare fraud and identity theft. **1-877-808-2468**

Legal Aid of Marin Provides free legal services for older adults on housing, employment issues, estate planning and fraud: **628-253-5755**

Adult Protective Services Responds to confidential reports of suspected elder and dependent adult abuse: **415-473-2774**

> *Advocacy Listings Continued from Page 75*

DMV Toll-Free Fraud Hotline
1-866-658-5758 ▪ dmv.ca.gov
Report fraudulent activity involving DMV documents or processes.

Equifax Credit Freeze Hotline
1-800-525-6285 ▪ equifax.com
Place or lift a credit freeze with Equifax.

Experian Credit Freeze Hotline
1-888-397-3742 ▪ experian.com
Place or lift a credit freeze with Experian.

Identity Theft Hotline
1-877-438-4338 ▪ identitytheft.gov
Federal hotline for victims of identity theft and fraud.

Long-Term Care Ombudsman
415-473-7446
Advocacy for long-term care facility residents.

Marin County District Attorney – Consumer Protection Unit
415-473-6450 ▪ marincountyda.org
Handles consumer fraud complaints and offers education to protect older adults.

Shared Check Authorization Network (SCAN)
1-800-262-7771
Lost or stolen check reporting and verification network.

Senior Guard Seminars – WestAmerica Bank
1-800-848-1088 ▪ westamerica.com
Free community seminar series teaching older adults to recognize and act on warning signs of financial abuse scams.

TransUnion Credit Freeze Hotline
1-800-680-7289 ▪ transunion.com
Place or lift a credit freeze with TransUnion.

Senior Medicare Patrol (SMP)
1-877-808-2468 ▪ smpresource.org
Educates Medicare beneficiaries on preventing, detecting, and reporting healthcare fraud.

Elder Abuse & Protection

Marin County District Attorney Elder Abuse Prevention Information Line
415-473-5050
Provides information and resources to help protect older adults from abuse, neglect, and exploitation. Callers can report concerns, ask questions, and receive guidance on where to turn for help.

Marin County Adult Protective Services
415-473-2774
Investigates abuse of older and disabled adults. Provides resources, assistance, and connection to public benefits.

Marin's Financial Abuse Specialist Team (FAST)
hhsfast@marincounty.gov ▪ marinhhs.org
Provides education on elder financial abuse, including scams and fraud, to small or large groups upon request.

National Elder Fraud Hotline
1-833-372-8311 ▪ justice.gov/elderjustice
Helps older adults report and recover from fraud and scams.

Estate Planning

By the Bay Health Advance Care Planning
415-927-2273 ▪ bythebayhealth.org
Advance care planning education plus a California advance care plan form with instructions.

County of Marin Public Administrator
415-473-6151
marincounty.gov/departments/finance/public-administrator
Manages estates and makes final arrangements for Marin County residents who die without a will or any known relatives able or willing to act on the decedent's behalf to manage and resolve the estate.

Estate Planning Listings Continued on Page 79 >

If You Suspect Financial Abuse, ACT IMMEDIATELY!

If you experience, witness, or suspect financial abuse talk to someone you trust. This may be a family member, your doctor, bank employee, or attorney. Next, immediately contact the following organizations:

- **Bank or financial institution(s)**
- **Local Police – if fraud is involved, they should investigate**
- **Adult Protective Services**

These organizations are also here to help:

- **California Senior Medicare Patrol (SMP)** Helps prevent Medicare fraud and identity theft. **877-808-2468**
- **Long-Term Care Ombudsman Program** Confidential reporting of suspected elder financial abuse involving residents in licensed assisted living or skilled nursing facilities. **415-473-7446**
- **Marin County District Attorney** Handles consumer fraud complaints and offers education to protect older adults. **415-473-6450**
- **Local Police departments:**
  - **Marin County Sheriff's Office** (unincorporated areas & West Marin) **415-479-2311**
  - **San Rafael** Police Department **415-485-3000**
  - **Central Marin** Police Authority (Corte Madera, Larkspur, San Anselmo) **415-927-5150**
  - **Mill Valley** Police Department **415-389-4100**
  - **Novato** Police Department **415-897-4361**
  - **Fairfax** Police Department **415-453-5330**
  - **Sausalito** Police Department **415-289-4170**
  - **Ross** Police Department **415-453-1453**
  - **Belvedere** Police Department **415-435-3266**
  - **Tiburon** Police Department **415-789-2801**

JFCS Fiduciary Services
415-449-3700 ▪ jfcs.org
Professional fiduciary and conservatorship services to help older adults manage finances and healthcare decisions – such as bill paying, budgeting, and serving as trustee or power of attorney.

Kaiser Permanente Life Care Planning
415-444-4440
https://healthy.kaiserpermanente.org/health-wellness/life-care-plan
Advance care planning education and documents.

MarinHealth Supportive Care – Advance Care Planning
415-925-7000 ▪ mymarinhealth.org
Education and guidance on End of Life Planning Documents, including an online Advance Health Care Directive and discussing care preferences with loved ones.

Vivalon Estate Planning Workshops
415-456-9062 ▪ vivalon.org/epw
Free estate planning workshops.

Legal Aid

Canal Alliance
415-454-2640 ▪ canalalliance.org
Free/low-cost immigration-specific legal services.

Legal Aid of Marin
415-492-0230 ▪ legalaidmarin.org
No-cost civil legal services in the areas of homelessness prevention and eviction defense, workers' rights and employment law, and poverty alleviation of fines and fees through Marin Community Court.

Legal Self-Help Center – Marin Superior Court
415-444-7130
Free help for litigants.

Lawyers in the Library
415-472-3733 ▪ marincountylawlibrary.org
Free, 20-minute one-on-one virtual meetings with a volunteer attorney from the Marin County Bar Association.

Marin County District Attorney – Consumer Mediation (Landlord-Tenant)
415-473-6495
marincountyda.org/service/mediation
Free, voluntary mediation to help Marin County landlords and tenants resolve disputes such as repairs, security deposits, and evictions, through a facilitated agreement, often avoiding court.

Marin County Office of Equity
415-473-3149 ▪ equity.marincounty.gov
Leads Marin County's immigrant-support efforts by sharing "Know Your Rights" information and connecting residents, regardless of immigration status, to legal assistance and local resources, including the County's Rapid Response Network.

Marin County Public Defender
415-473-7480
marincounty.gov/departments/public-defender
Provides legal representation to clients who cannot afford a lawyer. ◆

LONG-TERM CARE

Will Medicare cover any of my long-term care costs?

What should I look for when touring a long-term care community?

Who can help me make this decision?

LONG-TERM CARE

Some older adults prefer to stay in their homes as long as possible, with support from Home Care or Home Health Care. Others decide that moving out of the home is more cost effective or offers more safety, social connection, or peace of mind. Long-Term Care provides a variety of options for those who choose to move out of the home to receive care, with varying levels of daily support and medical oversight.

This category includes **Residential Care Communities and Homes** (also known as **Assisted Living**), **Skilled Nursing Facilities** (SNFs), and **Continuing Care Retirement Communities** (CCRCs). CCRCs are included here because they offer a continuum of care that can adjust as needs change, while you'll find **Independent Living Communities** in the **Housing section**, as those communities are primarily designed for older adults who do not require ongoing personal or medical support.

Continuing Care Retirement Communities (CCRCs)

Continuing Care Retirement Communities (CCRCs) are licensed to provide independent living, residential care, and possibly skilled nursing all at the same location. CCRCs typically offer contracts that guarantee a continuum of care when needed without having to move to another community setting. Some CCRCs offer on-site dementia care, while others may require residents to move to a different community or facility if dementia care becomes necessary. The initial and monthly fees charged by CCRCs vary depending on the terms of the agreement.

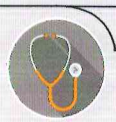
Aldersly

415-453-7425 ▪ aldersly.org
326 Mission Ave | San Rafael | Lic# 216801686
Independent living, Residential Care Community, and dementia care unit.
Capacity: 172

The Tamalpais Marin (Sequoia Living)

415-461-2300 ▪ sequoialiving.org/marin
501 Via Casitas | Greenbrae | Lic# 210102761
Independent living, Residential Care Community, dementia care unit, and skilled nursing.
Capacity: 341 (26 skilled nursing beds)

CCRC Listings Continued on Page 83 >



Should I Stay or Should I Go?

As we age, one of the biggest questions many of us face is whether to remain in our own homes or to move to a senior living community. There's no one right answer – it's about what works best for you, your health, your safety, your finances, and your peace of mind. Here are some key things to consider:

STAYING AT HOME

For many older adults, home is where they feel most comfortable. With the right support, aging in place can be a safe and fulfilling option.

- **Care Needs:** If you need help with daily activities like bathing, dressing, cooking, or medication, check the Home Care and Home Health subcategories in the Caregiving section for local services.
- **Everyday Support:** Free rides (see the Transportation section), grocery delivery services, and volunteer organizations like Marin Villages can help with errands, shopping, and social connection.
- **Home Safety & Maintenance**: Explore the Housing Assistance section for resources such as home repair programs and accessibility modifications.

MOVING TO A RESIDENTIAL CARE OR CONTINUING CARE RETIREMENT COMMUNITY

Residential Care and Continuing Care Retirement Communities can offer safety, social opportunities, and relief from household chores.

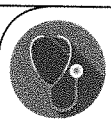
- **Lifestyle:** Enjoy social activities, outings, and a built-in community to ease isolation.
- **Care on Hand:** Residential Care provides daily support, while Independent Living offers amenities and convenience without personal or medical care.
- **Moving Help:** If you decide to move, there are professionals who specialize in downsizing, packing, and relocation for older adults, helping make the transition smoother.

BALANCING YOUR PRIORITIES

Ask yourself:

- **What matters most?** Independence, safety, social life, or affordability?
- **How much support do I need now, and how might that change over time?**
- **What resources** (financial, family, community) **do I have to support my choice?**

Whether you decide to stay at home with added support or move to a community that better fits your needs, the most important thing is to choose the path that supports your well-being and quality of life.



> CCRCs Listings Continued from Page 81

Villa Marin

415-499-8711 ▪ villa-marin.com
100 Thorndale Dr | San Rafael | Lic# 210108102
Independent living, Residential Care Community, and skilled nursing.
Capacity: 28 assisted living beds; 31 skilled nursing; 220+ independent living condominiums

Residential Care (Assisted Living)

Residential Care Communities, also known as **Assisted Living Facilities** and **Residential Care Homes/Board and Care Homes** (when referring to the smaller 4-6 bed homes), are licensed to provide primarily housekeeping, meals, personal care, supervision, or medication management. Medicare and Medi-Cal do not pay for residential care in Marin County. The monthly fee for residential care can range from $6,500 for a shared room to $10,000 or more for a private room. Some require an entrance or community fee.

A Loving Touch Care Home II

415-891-8083
310 Golden Hind Passage | Corte Madera | Lic# 216803246
Residential Care Home. Inquire about admission with dementia diagnosis. *Capacity: 6*

A&A Haven Home

707-853-9915
73 Golden Hinde Blvd | San Rafael | Lic# 216804225
Residential Care Home. Inquire about admission with dementia diagnosis. *Capacity: 6*

Aegis Living

415-483-1399 ▪ aegisliving.com
5555 Paradise Dr | Corte Madera | Lic# 216803994
Residential Care Community with secured dementia care unit.
Capacity: 150

Aegis Living

415-529-5200
800 Mission Ave | San Rafael | Lic# 216804321
Residential Care Community with secured dementia care unit.
Capacity: 98

AlmaVia of San Rafael

415-223-9135 ▪ eldercarealliance.org
515 Northgate Dr | San Rafael | Lic# 216801868
Residential Care Community with secured dementia care unit.
Capacity: 160

Residential Care Listings Continued >

LONG-TERM CARE

Anton Pointe
415-897-3081
1470 South Novato Blvd | Novato | Lic# 216803982
Residential Care Home. Accepts residents with dementia diagnosis. ***Capacity: 10***

Atria Tamalpais Creek
415-892-0944 ▪ atriaseniorliving.com
853 Tamalpais Ave | Novato | Lic# 216800331
Residential Care Community with secured dementia care unit. ***Capacity: 180***

Bel Marin Gardens
628-259-2954
119 Montego Key | Novato | Lic# 216803899
Residential Care Home. Inquire about admission with dementia diagnosis. ***Capacity: 6***

Bello Gardens Assisted Living
415-755-0087 ▪ bellogardens.com
46 Mariposa Ave | San Anselmo | Lic# 216803239
Residential Care Community. Inquire about admission with dementia diagnosis. ***Capacity: 25***

Bluffs at Hamilton Hill
415-889-8026 ▪ mbkseniorliving.com
1 Hamilton Hill Dr | Novato | Lic# 216804066
Residential Care Community with secured dementia care unit. ***Capacity: 95***

Cedars Dante House
415-209-0608
1914 Novato Blvd | Novato | Lic# 216800849
Residential Care Home for older adults with intellectual and developmental disabilities; referral required: 6

Cogir of San Rafael
707-334-1620 ▪ cogirseniorliving.com
111 Merrydale Rd | San Rafael | Lic# 216804000
Residential Care Community. All dementia care. ***Capacity 70***

Creekwood Senior Home
415-897-2661 ▪ creekwoodseniorhome.com
830 Tamalpais Ave | Novato | Lic# 216801691
Residential Care Community. Inquire about admission with dementia diagnosis. ***Capacity: 62***

Daniel Rest Home
415-479-5522
28 Roosevelt Ave | San Rafael | Lic# 210104607
Residential Care Home. Inquire about admission with dementia diagnosis. ***Capacity: 6***

Drake Terrace
415-491-1935 ▪ kiscoseniorliving.com
275 Los Ranchitos Rd | San Rafael | Lic# 216801028
Residential Care Community with secured dementia care unit. *Capacity: 130*

Garden Home
415-306-7786
16 Garden Ave | San Rafael | Lic# 216803663
Residential Care Home for older adults with intellectual and developmental disabilities; referral required. *Capacity: 4*

Gentle Home Care
415-499-1632
463 Nova Albion Way | San Rafael | Lic# 216803992
Residential Care Home. Inquire about admission with dementia diagnosis. *Capacity: 6*

Golden Home Extended Care
415-297-4342
1234 Las Gallinas Ave | San Rafael | Lic# 216803145
Residential Care Community. Accepts residents with dementia diagnosis. *Capacity: 28*

Greenwood Assisted Living
415-933-7595 ▪ greenwoodassistedliving.com
233 West End Ave | San Rafael | Lic# 216803761
Residential Care Community. All dementia care. *Capacity: 47*

Haven House
415-472-2679 ▪ havenhouseca.com
45 Meriam Dr | San Rafael | Lic# 216803931
Residential Care Home. Accepts residents with dementia diagnosis. *Capacity: 6*

Haven Residence
201-694-4144
70 Meriam Dr | San Rafael | Lic# 216804230
Residential Care Home. Accepts residents with dementia diagnosis. *Capacity: 6*

Lomas Home
415-234-6378
472 Alameda De La Loma | Novato | Lic# 216803706
Residential Care Home for older adults with intellectual and developmental disabilities; referral required. *Capacity: 4*

Long Life Living II
415-472-5876 ▪ longlifelivinginc.com
15 Pikes Peak Dr | San Rafael | Lic# 216803606
Residential Care Home. Accepts residents with dementia diagnosis. *Capacity: 6*

Residential Care Listings Continued >

LONG-TERM CARE

Long Life Living III
415-479-4890 ▪ longlifelivinginc.com
36 Mt Foraker Dr | San Rafael | Lic# 216803604
Residential Care Home. Accepts residents with dementia diagnosis. *Capacity: 6*

Loving Long Life
415-948-9395 ▪ lovinglonglifehome.com
57 Vallejo Way | San Rafael | Lic# 216803776
Residential Care Home. Accepts residents with dementia diagnosis. *Capacity: 6*

Luna's Home
650-387-9488
1027 Las Pavadas Ave | San Rafael | Lic# 216803707
Residential Care Home for older adults with intellectual and developmental disabilities; referral required. *Capacity: 4*

Marin Terrace
415-388-9526 ▪ marinterracecare.com
297 Miller Ave | Mill Valley | Lic# 216803891
Residential Care Community. Accepts residents with dementia diagnosis. *Capacity: 49*

Meadow Creek
707-799-1557 ▪ brand.page/meadowcreekseniors
40 Meadow Way | San Geronimo | Lic# 216804183
Residential Care Home. Inquire about admission with dementia diagnosis. *Capacity: 6*

Oakmont of Novato
628-250-4880 ▪ oakmontseniorliving.com
1465 S. Novato Blvd | Novato | Lic# 216804022
Residential Care Community with secured dementia care unit. *Capacity: 118*

Pleasant Valley Care Home
415-895-1604
20 McKeon Ct | Novato | Lic# 216804221
Residential Care Home. Inquire about admission with dementia diagnosis. *Capacity: 6*

The Redwoods
415-383-2741 ▪ theredwoods.org
40 Camino Alto | Mill Valley | Lic# 210102866
Residential Care Community with secured dementia care unit. *Capacity: 150*

Residential Care Listings Continued on Page 90 >

Residential Facility Check List

Use this checklist when touring a community or facility to help evaluate whether it fits your needs.

General Atmosphere
- Is the facility warm and hospitable?
- Do residents appear active and engaged?

Physical Environment
- Are the exits marked and secure?
- Is the furniture clean and in good repair?
- Is it free of unpleasant odors?

Food Services
- Are menus posted and meals nutritious?
- Are dietary needs accommodated?

Rooms
- Is there adequate lighting and space?
- Is the bathroom accessible and clean?
- Is in-room laundry available?

Social Areas
- Are there common spaces for activities?
- Is private phone use available?

Services
- Are outings and religious services available
- Are Long-Term Care Ombudsman posters displayed?

Staff
- Are staff friendly and trained in First Aid?
- Do staff understand resident needs?

Financial
- What's included in the monthly fee?
- Are personal funds protected?

Safety
- Are fire extinguishers visible?
- Are meds stored safely?
- Is there an alert system in place in case of a resident emergency?
- Is there an evacuation protocol in the event of an emergency, such as a fire or earthquake?

Which Type of Long-Term Care is Right For You?

Q **I am living independently and don't need any assistance in my daily living or personal care, but I want to be around others in my age range for social interaction.**

A **INDEPENDENT LIVING COMMUNITY** Sometimes referred to as a 55+ community. *Please see the Housing section to browse Independent Living communities.*

Q **I am mostly independent, but I do need non-medical help with some activities of daily living (ADLs) such as bathing, dressing, and medication management.**

A **RESIDENTIAL CARE**

Q **I am currently active and living independently, but I want the peace of mind to know that I can transition to higher levels of care (such as Residential Care and maybe skilled nursing) if my needs change.**

A **CONTINUING CARE RETIREMENT COMMUNITY**

Q **My mother needs help with several activities of daily living but she cannot afford assisted living. What other options are there?**

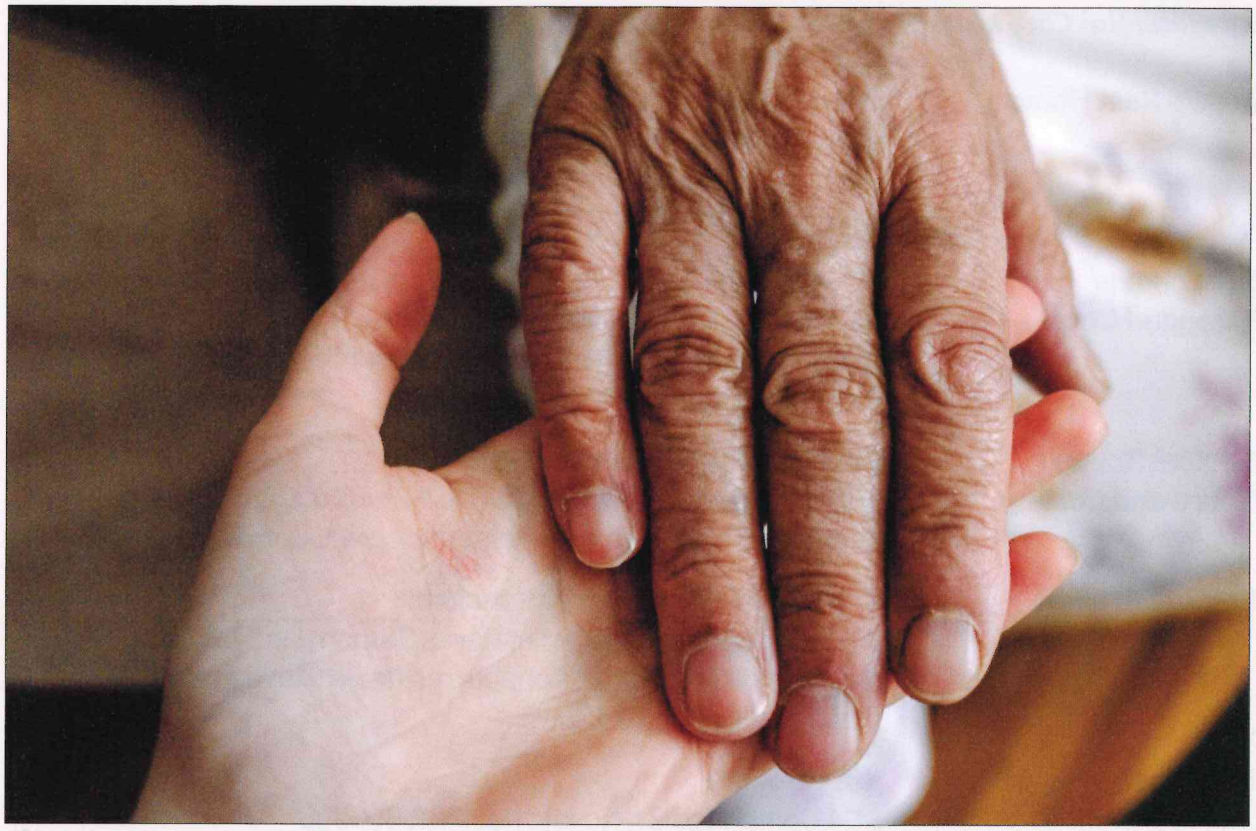
A **SKILLED NURSING FACILITY** (If someone is Medi-Cal eligible and needs help with activities of daily living and has the support of a physician for placement in a skilled nursing facility, Medi-Cal may pay for her stay with a share of cost.)

Q **My father recently had a fall and needs 24-hour medical care to recover. What type of housing option should I discuss with his doctor?**

A **SKILLED NURSING FACILITY**

Q **My loved one is living with memory loss or dementia and needs 24/7 care and supervision from providers experienced in dementia care.**

A **RESIDENTIAL CARE** Individuals with dementia can be cared for by most residential care communities whether or not they provide a dedicated "Memory Care" area.



Need Further Assistance?

For information about long-term care options, resident rights, or any other questions, please contact the Marin County Long-Term Care Ombudsman: **415-473-7446** or email **ombudsman@marincounty.gov**.

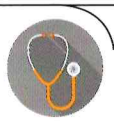
Want to Do Your Own Research?

CA Community Care Licensing
cclwebmaster@dss.ca.gov
cdss.ca.gov

Cal Long Term Care Compare
callongtermcarecompare.org

Medicare Nursing Home Compare (for SNFs) **medicare.gov/care-compare**

Cal Health Find Database (for SNFs)
cdph.ca.gov/Programs



LONG-TERM CARE

> *Residential Care Listings Continued from Page 86*

Rose's Rest Home
415-479-5522
One Roosevelt Ave | San Rafael | Lic# 216803624
Residential Care Home. Inquire about admission with dementia diagnosis. ***Capacity: 8***

St Michaels Extended Care
415-453-4600
416 Fourth St | San Rafael | Lic# 216801999
Residential Care Home. Inquire about admission with dementia diagnosis. ***Capacity: 44***

Shalom House Board and Care
415-717-3928 ▪ shalomhouse566.net
566 Wakerobin Ln | San Rafael | Lic# 216800503
Residential Care Home. All dementia care. ***Capacity: 5***

Stockstill House
415-663-8148 ▪ wmss.org/stockstill
12051 State Route One | Point Reyes Station | Lic# 216801977
Residential Care Home. Accepts residents with dementia diagnosis. ***Capacity: 8***

Sundance Villa
415-892-7641
1414 Cambridge St | Novato | Lic# 216803333
Residential Care Home. Inquire about admission with dementia diagnosis. ***Capacity: 4***

Terra Linda Christian Homes #2
415-479-0266
598 Kerberry Dr | San Rafael | Lic# 216803006
Residential Care Home. Inquire about admission with dementia diagnosis. ***Capacity: 6***

Terra Linda Christian Homes #4
415-499-0614
344 Devon Dr | San Rafael | Lic# 216803007
Residential Care Home. Inquire about admission with dementia diagnosis. ***Capacity: 6***

Terra Linda Christian Homes #5
415-479-3556
631 Bamboo Terrace | San Rafael | Lic# 216803008
Residential Care Home. Inquire about admission with dementia diagnosis. ***Capacity: 6***

The Vincent
415-491-1900 ▪ thevincentsl.com
35 Ignacio Blvd | San Rafael | Lic# 216804010
Residential Care Community with secured dementia care unit. *Capacity: 126*

Three Home Village
415-492-1213 ▪ threehomevillage.com
665 Rosal Way | San Rafael | Lic# 216803745
Residential Care Home. Inquire about admission with dementia diagnosis. *Capacity: 6*

Three Home Village
415-492-1215 ▪ threehomevillage.com
675 Rosal Way | San Rafael | Lic# 216803746
Residential Care Home. Inquire about admission with dementia diagnosis. *Capacity: 6*

Three Home Village
415-492-1220 ▪ threehomevillage.com
679 Rosal Way | San Rafael | Lic# 216803747
Residential Care Home. Inquire about admission with dementia diagnosis. *Capacity: 6*

Villa Garden
650-722-3521
25 Villa Avenue | San Rafael | Lic# 216804291
Residential Care Home. Inquire about admission with dementia diagnosis. *Capacity 12*

Wildflowers
415-883-2345
256 Sunset Pkwy | Novato | Lic# 210111734
Residential Care Home. Inquire about admission with dementia diagnosis. *Capacity: 6*

WindChime of Marin
415-482-4100 ▪ windchimeofmarin.com
1111 Sir Francis Drake Blvd | Kentfield | Lic# 216800977
Residential Care Community. All dementia care. *Capacity: 55*

Long-Term Care Listings Continued >

LONG-TERM CARE

Skilled Nursing Facilities (SNFs)

Skilled Nursing Facilities (SNFs), also known as nursing homes, convalescent centers, or post-acute centers, are licensed to provide medical care for individuals that qualify for a nursing home-level of care as determined by a physician. Nursing home care includes short-term rehabilitation and long-term care. Short-term nursing home stays are typically paid for by Medicare after a three-night hospital admission. Long-term care stays are typically paid for by Medi-Cal, but private pay is also accepted. Not all nursing homes in Marin County accept Medicare or Medi-Cal and some are part of a Continuing Care Retirement Community.

Marin Post Acute
415-479-3450 ▪ marinpostacute.com
239 N San Pedro Rd | San Rafael | Lic# 10000364
Skilled nursing short-term rehabilitation and long-term care.
Medicare and Medi-Cal. ***Capacity: 168***

Northgate Post Acute
415-479-1230 ▪ northgatepostacute.com
40 Professional Center Pkwy | San Rafael | Lic# 10000374
Skilled nursing short-term rehabilitation and long-term care.
Medicare and Medi-Cal. ***Capacity: 54***

Novato Healthcare Center
415-897-6161 ▪ novatohc.com
1565 Hill Rd | Novato | Lic# 10000355
Skilled nursing short-term rehabilitation and long-term care.
Medicare and Medi-Cal. ***Capacity: 181***

Pine Ridge Care Center
415-479-3610 ▪ pineridgesanrafael.com
45 Professional Center Pkwy | San Rafael | Lic# 10000359
Skilled nursing short-term rehabilitation and long-term care.
Medicare and Medi-Cal. ***Capacity: 101***

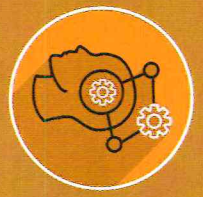
Professional Post Acute Center
415-479-3450 ▪ professionalpac.com
234 North San Pedro Rd | San Rafael | Lic# 10000368
Skilled nursing short-term rehabilitation and long-term care.
Medicare and Medi-Cal. ***Capacity: 99***

San Rafael Healthcare & Wellness Center
415-456-7170 ▪ sanrafaelhc.com
1601 Fifth Ave | San Rafael | Lic# 10000353
Skilled nursing short-term rehabilitation and long-term care.
Medicare and Medi-Cal. ***Capacity: 54***

Smith Ranch Skilled Nursing & Rehabilitation Center	**415-499-1000 ▪ lifegen.net** 1550 Silveira Pkwy	San Rafael	Lic# 10000411 Skilled nursing short-term rehabilitation and long-term care. Medicare and Medi-Cal. ***Capacity: 80***
South Marin Health & Wellness Center	**415-461-9700 ▪ southmarinhealth.com** 1220 South Eliseo Dr	Greenbrae	Lic# 10000354 Skilled nursing short-term rehabilitation and long-term care. Medicare and Medi-Cal. ***Capacity: 72***
The Redwoods	**415-383-2741 ▪ theredwoods.org** 40 Camino Alto	Mill Valley	Lic# 10000390 Skilled nursing short-term rehabilitation and long-term care. Medicare and Medi-Cal. ***Capacity: 58***
The Tamalpais – Skilled Nursing	**415-461-2300 ▪ sequoialiving.org/marin** 501 Via Casitas	Greenbrae	Lic# 10000376 Skilled nursing short-term rehabilitation. Part of a Continuing Care Retirement Community. Medicare. ***Capacity: 26***
Tiburon Hills Community Skilled Nursing	**415-435-4554 ▪ tiburonhills.com** 30 Hacienda Dr	Tiburon	Lic# 10000360 Skilled nursing short-term rehabilitation and long-term care. Private Pay. ***Capacity: 56***
Villa Marin – Skilled Nursing Unit	**415-492-2408 ▪ villa-marin.com** 100 Thorndale Dr	San Rafael	Lic# 10000382 Skilled nursing short-term rehabilitation. Part of a Continuing Care Retirement Community. Medicare. ***Capacity: 31*** ◆

☞ **THIS GUIDE WILL SOON BE AVAILABLE ONLINE.**
For more information and to access the digital version of this guide, **scan this QR code** or **visit marinhhs.org/Aging-Resource-Guide**.

MENTAL & BEHAVIORAL HEALTH



Are there groups where I can connect with others going through something similar?

I need help navigating the loss of a loved one.

Is there a therapist near me?

MENTAL & BEHAVIORAL HEALTH

There is a wide range of behavioral health resources in Marin County to support older adults and their families. Whether you're facing a crisis, seeking support for substance use, looking for counseling or suicide prevention, or grieving the loss of a loved one, help is available. The following services include crisis response, peer and professional support, therapy, recovery programs, and group counseling to help you or someone you care about feel heard, supported, and connected.

Crisis Services

Marin County Behavioral Health and Recovery Services (BHRS)
Access Line: 1-888-818-1115 ▪ marinbhrs.org
Offers 24/7 access to mental health and substance use screenings, referrals, and crisis support.

California Peer Warmline
1-855-845-7415
Peer-based emotional support available 24/7 by phone.

Crisis Stabilization Unit (CSU)
415-473-6666 ▪ marinbhrs.org
Offers 24/7 psychiatric evaluation and short-term stabilization for severe emotional distress or psychiatric emergencies.

Crisis Text Line
Text HOME to741741
Free, confidential 24/7 support from a trained crisis counselor for anyone in emotional distress.

Linea de Prevencion del Suicidio
1-888-628-9454
Apoyo disponible las 24 horas del día, los siete días de la semana, para personas de habla hispana en crisis.

Marin County Rapid Response Hotline
415-991-4545
A 24/7 hotline for reporting ICE activity in Marin County and getting rapid connection to immigrant-rights advocates for immediate guidance and support.

Crisis Services Listings Continued >

MENTAL & BEHAVIORAL HEALTH

Marin County Mobile Crisis Response Team (MCRT)
415-473-6392 ▪ marinbhrs.org
Field-based mental health and substance use crisis response with clinicians and peer support.

National Suicide Prevention Lifeline
1-800-273-8255
Connects callers to trained counselors 24/7.

Psychiatric Emergency Services/ MarinHealth and Novato Community Hospital Emergency Rooms
MarinHealth ER Phone: **415-925-7200**
Novato Community Hospital ER Phone: **415-209-1350**
Offers 24/7 emergency psychiatric care; ask for CSU.

Suicide & Crisis LifelinePhone
9-8-8
Free, confidential, 24/7 crisis counseling for people in emotional distress or suicidal crisis (call, text, or chat).

Trans Lifeline
1-877-565-8860 (10:00am-6:00pm PST)
Peer-support crisis hotline run by and for trans people, offering confidential care and connection.

Veteran's Suicide & Crisis Lifeline
9-8-8, then press 1
Offers 24/7, confidential support for veterans, service members, and their families.

The Trevor Lifeline
1-866-488-7386 or text START to 678-678
Free, confidential, 24/7 crisis support for LGBTQ+ young people via phone, text, or chat.

Grief & Loss Support

Access Behavioral Health and Recovery Services (BHRS)
888-818-1115 ▪ marinbhrs.org/access
Marin County BHRS's 24/7 Access Line for screening, information, and referrals to mental health and substance use services.

Buckelew – SOS Survivors of Suicide Support Group
415-444-6000 ▪ buckelew.org
Peer-led support groups for those grieving the loss of a loved one to suicide, offering connection, healing, and hope. Meets twice a month in English and Spanish.

By the Bay Health (Formerly Hospice By the Bay) – **Drop-In Grief Support Group**
415-526-5699 ▪ hbtb.org
Drop-in grief support groups and professional counseling for adults coping with the loss of a loved one.

Felton Institute – LOSS Team & Suicide Loss Support
415-726-4685 ▪ marinbhrs.org
Virtual grief support group for individuals coping with loss.

JFCS Grief & Bereavement Counseling
415-449-1212 ▪ jfcs.org
Licensed individual and group grief counseling for community members.

Pet Loss Support Group (Marin Humane)
415-526-5699 ▪ marinhumane.org
Facilitated grief support for individuals mourning the loss of a pet.

The Compassionate Friend
415-457-3123 ▪ tcfmarin.org
Peer-led support groups for families grieving the death of a child, sibling, or grandchild.

Buckelew Programs
415-457-6964 ▪ buckelew.org
Outpatient therapy, case management, and supportive housing for adults with serious mental illness.

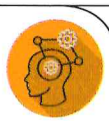
Center Point
415-526-7810 ▪ cpinc.org
Individual therapy and counseling focused on trauma, substance use, and co-occurring mental health conditions.

Community Action Marin
415-526-7500 ▪ camarin.org
Community-based mental health counseling, wellness support, and case management for individuals of all ages.

Community Institute for Psychology (CIP) **Individual & Group Therapy**
415-459-5999 ▪ cipmarin.org
Individual therapy and adult therapy groups for older adults.

Family Works
415-492-0720 ▪ ggrc.org
Counseling and support services for individuals and families.

Grief & Loss Support Listings Continued >



MENTAL & BEHAVIORAL HEALTH

Kaiser Permanente – Mental Health Services
415-491-3000 ▪ kaiserpermanente.org
Comprehensive mental health services for Kaiser members including therapy, psychiatry, and support groups.

Marin City Health & Wellness Center
415-339-8813 ▪ marincityclinic.org
Behavioral health services, including therapy and psychiatry, for a range of mental health disorders.

Mental Health Counseling & Therapy

CARE Court
1-888-818-1115 ▪ marinbhrs.org/CARE
A civil court process that connects eligible adults experiencing schizophrenia-spectrum and bi-polar spectrum symptoms who are not currently stable with a court-ordered CARE plan and voluntary services such as counseling, medication support, advocacy, social services, and help toward housing stability. For more information about how to file a CARE petition, call or visit the website.

Marin Community Clinics – Behavioral Health Services
415-448-1500 ▪ marinclinic.org
Integrates behavioral health into primary care, offering therapy, short-term counseling, and psychiatric consultation.

Marin County Behavioral Health and Recovery Services (BHRS)
888-818-1115 ▪ marinhhs.org
Mental health and substance use treatment, including outpatient and residential care.

Marin Health – Behavioral Health Clinic
415-925-8808 ▪ mymarinhealth.org
Outpatient mental health clinic offering therapy, psychiatric services, and medication support.

North Marin Community Services (NMCS)
415-892-1643 ext. 239 ▪ northmarincs.org
Mental health counseling for older adults addressing depression, anxiety, grief, and life transitions.

North Marin Community Services
(West Marin Program)
707-200-1045 ▪ northmarincs.org
Mental health and case management services for all ages, including older adults.

Ritter Center
rittercenter.org
Trauma-informed outpatient behavioral health services, including psychotherapy, psychiatry, and counseling.

Senior Peer Counseling – Marin HHS
415-473-4306 ▪ marinhhs.org
Free, confidential one-on-one emotional support for adults 60+ through trained volunteer counselors.

Seniors At Home (Jewish Family and Children's Services – JFCS)
415-449-3700 ▪ jfcs.org
Licensed counseling for older adults addressing depression, anxiety, and life transitions.

Peer & Support Groups

AgeSong Marin
415-234-5040 ▪ agesongmarin.org
Peer-led discussion groups for older adults focused on connection and meaningful conversation.

Alzheimer's Association – North Bay Support Groups
415-472-4340 ▪ alz.org/norcal
Peer-led support and education for individuals with dementia and their caregivers.

Emotions Anonymous (EA)
emotionsanonymous.org
Twelve-step peer support groups focused on emotional and mental well-being.

Enterprise Resource Center
(Mental Health Advocates of Marin)
415-457-4554 ▪ mhamarin.org
Drop-in wellness center offering peer-led support groups, warmline access, and social activities.

LifeRing Secular Recovery
1-800-811-4142 ▪ lifering.org
Peer-run, non-religious support groups for individuals in recovery from addiction.

NAMI Marin
415-444-0480 ▪ namimarin.org
Free, peer-led support for individuals and caregivers affected by mental illness.

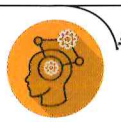
Peer & Family Support Specialists – Marin BHRS
1-888-818-1115 ▪ marinbhrs.org
Peer support from trained individuals with lived mental health experience, including help navigating services.

Senior Peer Counseling – Marin HHS
415-473-4306 ▪ marinhhs.org
Free, confidential one-on-one emotional support for adults 60+ through trained volunteer counselors.

Vivalon
415-456-9062 ▪ vivalon.org
Peer-based support groups led in partnership with Community Institute for Psychology (CIP).

This section includes emotional support groups, peer-led programs, and community-based wellness circles. Services here may also appear in other sections such as Grief & Loss Support, Substance Use, or Mental Health Counseling. For topic-specific support, see those subcategories.

Mental & Behavioral Health Listings Continued >



MENTAL & BEHAVIORAL HEALTH

Substance Use & Recovery

Alcoholics Anonymous, NA, Al-Anon, CODA
AA 24-Hour Helpline: **415-674-1821**
Al-Anon: **415-455-4723**
aasfmarin.org ▪ alanonmarin.org
Peer-led 12-step recovery meetings for individuals and family members affected by substance use.

Avery Lane (Women's Center)
1-888-835-4407
averylanewomensrehab.com
Trauma-informed inpatient, outpatient, and detox programs for women, with integrated support for mental health and substance use.

Bay Area Community Resources – DUI Program
415-453-9980 ▪ marinhhs.org
Court-approved DUI counseling and education programs offered in group settings.

Bayside Marin Treatment Center
1-844-642-1075 ▪ baysidemarin.com
Private facility in San Rafael offering detox, residential, and outpatient substance use treatment.

Bright Heart Health
1-800-892-2695 ▪ brighthearthealth.com
Virtual and in-person intensive outpatient treatment with medication-assisted treatment for adults.

MENTAL & BEHAVIORAL HEALTH

Center Point
415-456-6655 ▪ cpinc.org
Outpatient, intensive outpatient, and residential substance use treatment with medication-assisted treatment.

County of Marin
"Road to Recovery" Program
415-473-2555 ▪ marinhhs.org
BHRS outpatient and IOP support for adults with co-occurring substance use and serious mental illness. Available in English and Spanish.

Golden Gate Recovery
415-390-3003 ▪ goldengaterecovery.com
Residential and outpatient addiction recovery programs for men in Marin County.

Helen Vine Recovery Center
415-492-0818 ▪ buckelew.org
Licensed residential withdrawal management and recovery services with co-occurring mental health support.

Kaiser Permanente – Chemical Dependency Services
415-444-3522 ▪ kaiserpermanente.org
Individual, group, and family counseling along with medication-assisted treatment and early recovery groups for Kaiser members dealing with substance use challenges.

Marin Behavioral Health & Recovery Services (BHRS)
1-888-818-1115 ▪ marinbhrs.org
County-operated substance use services for Medi-Cal and low-income adults.

Marin City Health & Wellness Center
415-339-8813 ▪ marincityclinic.org
Medication-assisted treatment for opioid, alcohol, and prescription drug dependence, with counseling and integrated behavioral health care.

Marin Treatment Center
415-457-3755 ▪ marintreatmentcenter.org
Nonprofit outpatient substance use treatment provider offering medication-assisted treatment (MAT/MOUD) for opioid use disorder and related counseling/services.

Ritter Center
415-457-8182 ▪ rittercenter.org
Provides intensive outpatient, outpatient substance use disorder treatment, relapse prevention groups, integrated with behavioral health care. Also provides substance use disorder treatment. ◆

☞ **THIS GUIDE WILL SOON BE AVAILABLE ONLINE.**
For more information and to access the digital version of this guide, **scan this QR code** or **visit marinhhs.org/Aging-Resource-Guide.**

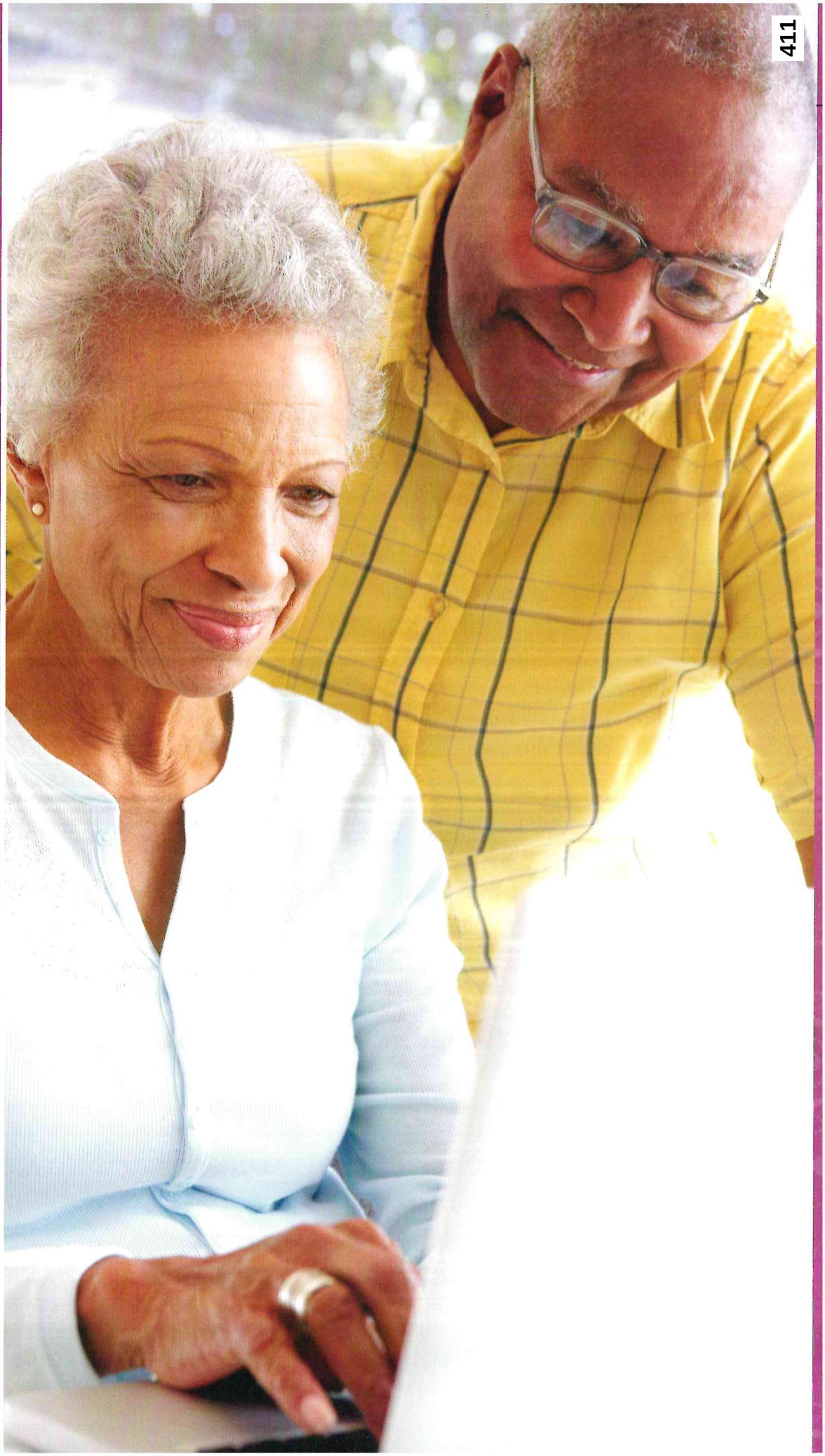
SCAN ME!

REFERRALS & RESOURCES

Who can I call to ask questions about services or benefits?

Is there help available for veterans or people with disabilities?

Can someone help me find information in my preferred language?



REFERRALS & RESOURCES

Sometimes the hardest part is knowing where to start. This section connects you with trusted resources that can point you in the right direction, whether you need help understanding benefits, finding support for a loved one with a disability, or accessing library information desks, translation services, or veterans services. Help is just a call away.

Looking for **housing** or help with **Medicare?** Check the **Housing** and **Healthcare** sections of this Guide for more details.

Disability Support Services

Access Behavioral Health and Recovery Services (BHRS)
888-818-1115 ▪ marinbhrs.org/access
Marin County BHRS's 24/7 Access Line for screening, information, and referrals to mental health and substance use services.

Marin Center for Independent Living (Marin CIL)
415-459-6245 ▪ marincil.org
Advocacy, peer support, independent living skills training, and referrals for people with disabilities.

Marin County Public Works – Disability Access Program
415-473-4381 ▪ publicworks.marincounty.org/accessibility-services
Ensures public buildings and services are accessible; provides consultations on ADA compliance.

People with Disabilities Succeeding
415-459-6510 ▪ pdsmarin.org
Employment training, volunteer placements, and community integration for adults with developmental disabilities.

Immigrant Rights

Canal Alliance Social Services Team
415-454-2640 ▪ canalalliance.org
Bilingual case managers help Marin's Latino immigrant community navigate urgent needs such as housing/rental and utilities assistance, healthcare and public benefits, wage recovery, and referrals to immigration/legal and other community resources.

Immigrant Rights Listings Continued on Page 105 >

one door

Aging & Disability Resource Connection

Marin One Door:
Your One-Stop Connection to Services

Do you ever wish there was a "one-stop" place to learn about the maze of services and resources available in Marin County? There is!

At **Marin One Door**, you can get assistance locating services for older adults, people with disabilities, and family caregivers. You'll be connected to the right resource, regardless of your income, preferred language or residency status, at absolutely no cost to you.

Marin One Door Information & Assistance Line:
415-473-INFO (4636)

Calls are answered and returned Monday-Friday, 9:00 am to 4:30 pm.
Web form inquiries are returned within two business days.
onedoormarin.org

Get help with:

- **Access to information & resources**
- **Guidance on local options to meet your goals**
- **Short-term help connecting to services**
- **Transition support from care settings such as nursing facilities to back home**

Marin One Door is a California-state designated Aging & Disability Resource Connection (ADRC) and is a partnership between Marin County Aging & Adult Services and the Marin Center for Independent Living (Marin CIL).

No wrong door, just one door—to get the support you need.

> *Immigrant Rights Listings Continued from Page 103*

County of Marin Immigrant Rights Resources
415-473-3149 ▪ marincounty.gov/departments/executive/immigrant-rights-resources
Know-your-rights and referral hub connecting immigrants to trusted legal assistance, Rapid Response hotline support, and local community resources.

County of Marin Public Defender's Office
415-473-7480
marincounty.gov/departments/public-defender
The public defender's office has an immigration attorney on staff to address clients' immigration concerns.

Marin County Free Library Immigrant and Legal Resources
415-473-3220 ▪ marinlibrary.org/immigration
Publicly available materials for support and learning.

Marin County Office of Equity
415-473-3149 ▪ equity.marincounty.gov
Leads Marin County's immigrant-support efforts by sharing "Know Your Rights" information and connecting residents, regardless of immigration status, to legal assistance and local resources, including the County's Rapid Response Network.

Marin Rapid Response Network (MRRN)
24-Hour Hotline
415-991-4545 ▪ multiculturalmarin.org/mrrn
Twenty-four-hour hotline for immigrants facing a raid by federal immigration agents. Provides support during and after a community member's arrest or detention.

Referral Services

2-1-1 Bay Area
2-1-1 ▪ 211bayarea.org/marin
Free, confidential 24/7 information and referral line connecting residents to health and human services.

Aging & Adult Services' Information & Assistance Unit
415-473-INFO (4636)
473Info@marincounty.gov
onedoormarin.org
Access point for older adults, people with disabilities, and caregivers to learn about services and resources.

Bay Area Communication Access (BACA)
415-356-0405 ▪ bacainterp.com
ASL and Spanish Sign Language interpreting for deaf and hard-of-hearing individuals.

Bay Area Translation Services
510-673-8912 ▪ docstranslate.com
Full range of professional translation and interpretation services in 50+ languages.

Language Line Solutions
1-888-808-9008 ▪ languageline.com
Live interpreters in 240+ languages including American Sign Language.

Referrals Services Listings Continued >

REFERRALS & RESOURCES

Marin County Information & Referral Service
415-473-INFO (4636)
marinhhs.org/service/information-referral
Connects callers to health, housing, food, and community resources in Marin.

Marin County Mobile Crisis Response Team (MCRT)
415-473-6392
Mobile team that responds to mental health or substance-use crises with in-person assessment, de-escalation, and connection to appropriate follow-up services.

One Door- the ADRC of Marin
415-473-INFO (4636) ▪ marinhhs.org/adrc
Partnership of agencies providing information and assistance to older adults, people with disabilities, and caregivers.

Suicide & Crisis Lifeline
9-8-8 y en español: **9-8-8**
Free, confidential, 24/7 crisis counseling for people in emotional distress or suicidal crisis (call, text, or chat).

The Trevor Lifeline
1-866-488-7386 or text START to 678-678
Free, confidential, 24/7 crisis support for LGBTQ+ young people via phone, text, or chat.

Trans Lifeline (Run For and By Trans People)
1-877-565-8860
Peer support hotline run by and for trans people, offering confidential emotional support for trans and questioning callers.

Veteran's Suicide & Crisis Lifeline
9-8-8, then press 1
Free, confidential, 24/7 crisis support for veterans and their loved ones, with responders trained in military- and veteran-related concerns.

Vivalon Resource Services
415-456-9062 ▪ vivalon.org
Helps older adults access meals, transportation, social connection, and other services.

Visiting & Reassurance Programs

Love is the Answer (LITA)
Caring Connections
415-472-5482 ▪ litamarin.org
Friendly visits from volunteers by phone or in-person to homebound older adults and residents of long-term care facilities.

Marin Villages
415-457-4633 ▪ marinvillages.org
Friendly visits, walks, and phone check-ins from volunteers along with practical help like rides, errands, and tech support. For Marin Villages members. Check website for membership details. ◆

Marin County Aging & Adult Services (AAS)

marinhhs.org/aging-adult-services

County services for adults 60+, people with disabilities, and caregivers. Includes the Area Agency on Aging (AAA), Adult Protective Services (APS), and In-Home Supportive Services (IHSS). Multilingual staff and free language access.

Key Services

- **Congregate Meals (60+)** Six county sites.
  Call **415 473-INFO (4636)** for information
- **Meals on Wheels:** For frail, homebound adults 60+.
  Call **415 473-INFO (4636)** for information
- **Information & Assistance:** Information about and referrals to services and resources for older adults, persons with disabilities and family caregivers.
  Call **415-473-INFO (4636)** or email **473info@marincounty.gov**
- **Contracted services include:** transportation, senior center programs, caregiver support, legal help. List: **marinhhs.org/community-based-contractors**
- **Long-Term Care Ombudsman:** Advocacy for residents of assisted living/skilled nursing facilities. Call **415-473-7446** or visit **marinhhs.org/long-term-care-ombudsman-program**

Adult Protective Services (APS)

Investigates abuse, neglect, and exploitation of adults 65+ and dependent adults 18+.
marinhhs.org/adult-protective-services
24/7 Hotline: 415-473-2774

In-Home Supportive Services (IHSS)

Medi-Cal program providing in-home care (cleaning, meals, errands, personal care, and more) to eligible aged, disabled and blind individuals as an alternative to out-of-home care. **marinhhs.org/information-assistance**

Info: 415-473-INFO (4636)

SOCIAL CONNECTION & COMMUNITY

Where can I meet new people or try something fun?

Are there fitness programs just for older adults?

I want to give back – how do I find the right fit for volunteering in my community?

SOCIAL CONNECTION & COMMUNITY

Studies now show what many of us have known all along: that staying connected is just as important to our overall well-being as staying healthy. This section includes everything from fitness classes and clubs to LGBTQ+ support, volunteering, libraries, and activity hubs for older adults. Meet new people, explore a hobby, get active, or give back – there are plenty of ways to engage in your Marin County community. If you're looking for community and congregate meals, please visit the **Food & Meals section**.

Clubs & Social Games

Game On!
415-444-8002 ▪ marinjcc.org
Free in-person sessions of Rummikub and Mexican Train each week at Marin JCC (San Rafael and Mill Valley locations).

ESCOM Clubs (College of Marin)
415-485-9652 ▪ escom.marin.edu/clubs
Volunteer-led social clubs for adults 50+ offering opportunities to connect with others around shared interests such as books, games, photography, languages, and discussion groups.

Goldenaires (San Rafael)
415-485 -3348
Bridge, BINGO, Mahjong, and more.

Marin Bocce Federation
415-485-5583 ▪ marinbocce.org
Operates bocce courts and organizes social leagues.

Marin Bonsai Club
marinbonsai.org
Workshops, exhibitions, and monthly meetings for bonsai enthusiasts.

Marin Bridge Clubs Unit 508
marinbridge.com
Bridge games, lessons, and tournaments for all skill levels.

Clubs & Social Games Listings Continued on Page 111 >

SOCIAL CONNECTION & COMMUNITY

Stay Connected, Stay Healthy

Isolation is one of the biggest challenges we face as we age – and it can take a real toll on both mental and physical health. Staying socially connected has been shown to reduce stress, boost mood, improve memory, and even lower the risk of certain health conditions.

In this section, you'll find many ways to stay engaged and connected, whether that's joining a fitness class, volunteering, enjoying clubs and social games, or spending time at local community centers and libraries. There are dedicated resources for veterans, LGBTQ+ older adults, and others seeking meaningful community connections.

Don't forget to explore the **Lifelong Learning** category as well. Classes, lectures, and technology training opportunities can help you keep your mind sharp, learn new skills, and stay connected in today's digital world.

Staying engaged isn't just fun – it's good for your health!

Marin Knitters Guild
marinknittersguild@yahoo.com
marinknittersguild.org
Knitters with all levels of experience welcome. Meets at Corte Madera Town Center. Email or visit the website for details.

Marin Needle Arts
Guildinfo@mnag.orgmnag.org
Community group for sewing, knitting, quilting, and other needle arts, offering friendly meetings, skill-sharing, and outreach through handmade donations to local organizations.

Marin Photography Club
marinphotoclub.org
Photo outings, lectures, and peer review sessions for photography enthusiasts.

Marin Senior Bingo – San Rafael Community Center
415-485-3333 ▪ cityofsanrafael.org
Weekly bingo hosted by the San Rafael Goldenaires at the San Rafael Community Center, typically held after the Wednesday congregate lunch program for older adults.

Mt Tam Quilt Guild
president@mtqg.orgmtqg.org
San Rafael-based quilting group that brings together quilters to share techniques and creativity through monthly meetings, speakers, and community service projects.

Community Centers

Albert J. Boro Community Center
415-485-3077 ▪ cityofsanrafael.org

Belvedere Tiburon Recreation – Senior Programs
415-435-4355 ▪ beltibrec.org

Bolinas Community Center
415-868-2128 ▪ bocenter.org

Corte Madera Community Center
415-927-5072 ▪ cortemadera.gov

Fairfax Recreation – Senior Programs
415-458-2349 ▪ townoffairfax.org

Margaret Todd Senior Center
415-899-8290 ▪ novato.org/mtsc

Marguerita C. Johnson Senior Center
(Marin City)
415-332-9323
marincitycsd.com/senior-center

Marinwood Community Center
415-479-0775 ▪ marinwood.org

Mill Valley Community Center
(Older Adult Programs)
415-383-1370 ▪ millvalleyrecreation.org

Ross Recreation Center
415-453-6020 ▪ rossrecreation.org

Ross Valley Seniors Monthly Luncheon
415-258-4640 ▪ townoffairfaxca.gov

San Geronimo Valley Community Center – Seniors Program
415-488-8888 ▪ sgvcc.org

San Rafael Community Center (Goldenaires)
415-485-3333 ▪ cityofsanrafael.org

Tam Valley Community Center
415-388-6393 ▪ tamcsd.org

Community Centers Listings Continued >

Terra Linda Community Center – Terra Linda Seniors
415-485-3344 ▪ cityofsanrafael.org

Vivalon Healthy Aging Campus
415-456-9062 ▪ vivalon.org

Fitness

Belvedere-Tiburon Recreation – Senior Fitness
415-435-4355 ▪ beltibrec.org
Offers Zumba Gold, balance classes, and wellness programs for older adults.

BlindSail SF Bay
blindsail.org
Adaptive sailing lessons and seamanship for visually impaired individuals.

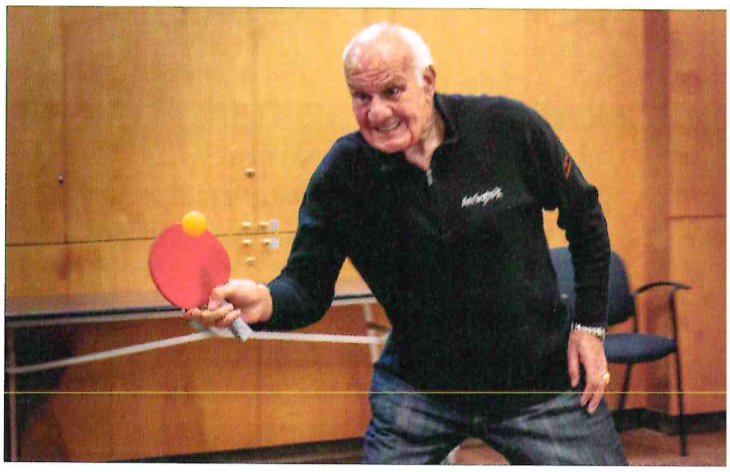
Fairfax Recreation – Older Adult Fitness
415-458-2349 ▪ townoffairfax.org/recreation
Provides yoga, dance, and gentle movement classes for seniors.

Marin County Parks Senior Activities
415-473-6387 ▪ marincountyparks.org
Free and low-cost outdoor programs for older adults—such as guided hikes, nature walks, and other group activities.

Marin Hiking & Outdoor Clubs
meetup.com
Local hiking groups and outdoor clubs offering regular walks and hikes for older adults.

Marin JCC Senior Strength
415-444-8002 ▪ marinjcc.org
A low-impact fitness class focused on building strength, balance, flexibility, cardio, and range of motion; chair-based options offered. Full gym and heated pools also available.

Margaret Todd Senior Center
415-899-8290 ▪ novato.org/mtsc



Marin Villages – Walking Groups
415-457-4633 ▪ marinvillages.org
Neighborhood walking groups and light fitness activities as part of its social programs for members.

Marguerita Johnson Senior Center Chair Yoga (Marin City)
415-332-1441 ▪ marincitycdc.org
Focus on flexibility, strength, and chair exercise to enhance well-being, relieve stress, and connect with others. Wednesdays 2:00-3:00pm.

Marguerita Johnson Senior Center XTreme Hip Hop Step Dancing (Marin City)
415-332-1441 ▪ marincitycdc.org
High-energy fitness **class** that fuses step aerobics with music and dance, set to old and new school tracks. Tuesdays & Thursdays 6:00-7:00pm.

Marin YMCA
415-492-9622 ▪ ymcasf.org
Fitness classes, aquatic programs, and social activities for older adults.

Mill Valley Recreation – Active Older Adults
415-383-1370 ▪ millvalleyrecreation.org
Group fitness, walking clubs, aquatics, and senior exercise classes at the Mill Valley Community Center.

Novato Parks & Recreation – Senior Fitness
415-899-8290 ▪ novato.org
Senior aerobics, line dancing, yoga, and aquatics programs.

Ross Recreation – Senior Fitness
415-453-6020 ▪ rossrecreation.org
Group fitness, gentle yoga, and walking programs for older adults.

San Rafael Recreation – Senior Fitness
415-485-3333 ▪ cityofsanrafael.org/older-adults
Exercise classes, tai chi, dance, and walking programs for older adults.

SilverSneakers
1-888-423-4632 ▪ silversneakers.com
National fitness program offering gym access and classes for Medicare-eligible older adults at local gyms.

Tai Chi for Arthritis – City of Sausalito
sausalito.recdesk.com
Free, gentle class for Marin County residents ages 60+ that supports joint comfort and mobility.

Vivalon Healthy Aging Campus – Fitness Programs
415-456-9062 ▪ vivalon.org
A variety of fitness programs include Tai Chi, yoga and balance classes. See website for details.

LGBTQ+ Older Adult Support Services

Alzheimer's Association – LGBTQ Dementia Care Program
1-800-272-3900 ▪ alz.org/norcal
Specialized education, support groups, and services for LGBTQ+ people with dementia and their caregivers.

Marin LGBTQ+ Center
628-285-9005 ▪ marinlgbtqcenter.org
Community hub offering resources, referrals, and welcoming opportunities for connection and support for LGBTQ+ community, including social activities for older adults.

Openhouse (San Francisco)
415-296-8995 ▪ openhousesf.org
Housing assistance, support groups, and social programming for LGBTQ+ older adults in the Bay Area; accessible to Marin residents.

SAGEConnect (National)
1-877-360-5428 ▪ sageusa.org
Telephone-based friendly caller program that connects LGBTQ+ older adults with volunteers nationwide for weekly conversation and emotional support.

Vivalon – LGBTQ+ Older Adult Discussion Groups
415-456-9062 ▪ vivalon.org
LGBTQ+ older adult support hosted at Vivalon.

Social Connection & Community Listings Continued >

Libraries

Marin County's libraries are welcoming community hubs that offer much more than books. Many branches host free or low-cost activities that support social connection, such as book clubs, lifelong learning programs, technology help, arts and culture events, conversation groups, and other gatherings designed to bring neighbors together. Check your local library for details.

San Rafael Public Library
(Downtown Branch)
415-485-3323 • srpubliclibrary.org

Belvedere Tiburon Library
415-789-2665 • beltiblibrary.org

Civic Center Library
(Marin County Free Library)
415-473-6057 • marinlibrary.org

Corte Madera Library
(Marin County Free Library)
415-924-3515 • marinlibrary.org

Fairfax Library (Marin County Free Library)
415-453-8151 • marinlibrary.org

Larkspur Library
415-927-5005 • cityoflarkspur.org

Marin City Library (Marin County Free Library)
415-332-6158 • marinlibrary.org

Mill Valley Public Library
415-389-4292 • millvalleylibrary.org

Novato Library (Marin County Free Library)
415-473-2050 • marinlibrary.org

Point Reyes Library
(Marin County Free Library)
415-663-8375 ▪ marinlibrary.org

San Rafael Public Library
(Pickleweed Branch)
415-485-3483 ▪ srpubliclibrary.org

Sausalito Library
415-289-4121 ▪ library.sausalito.gov

South Novato Library
(Marin County Free Library)
415-506-3165 ▪ marinlibrary.org

Social Connections

AARP Friendly Voice
1-888-281-0145 (English)
1-888-497-4108 (Spanish) ▪ **aarp.org**
Free phone-based program that connects people who feel isolated with trained AARP volunteers for a friendly, non-crisis check-in call.

Front Porch Well Connected
1-877-797-7299 ▪ frontporch.net/connect
Free, nationwide phone and online community for adults 60+ offering social, educational, and support groups year-round to help older adults stay connected from home.

Fun Fridays at Marin City Senior Center
415-332-1441 ▪ marincitycsd.com/ senior-center
This weekly event offers a mix of games, karaoke, music, dancing, talent shows, food and more. Come together with to unwind in a joyful setting. Fridays, 5:00-9:00pm.

Marin Villages
415-457-4633 ▪ marinvillages.org
Community group helping older adults stay engaged through neighborhood events, interest groups, and volunteering.

Peer Warmline – Peer to Peer Phone Support (Mental Health)
1-855-845-7415
Peer-based emotional support available 24/7 by phone.

Sausalito Village
415-332-3325 ▪ sausalitovillage.org
Community group helping older adults stay engaged through neighborhood events, interest groups, and volunteering.

Tea and Talk Gathering
415-332-1441
marincitycsd.com/senior-center
Informal social gathering offering a relaxed space for connection, conversation, and friendship over a warm cup of tea. Tuesdays, 1:00pm.

Social Connections Listings Continued >

The Friendship Line – Institute on Aging
1-888-670-1360 ▪ ioaging.org/friendship-line
A 24/7 lifeline for older adults and caregivers feeling isolated, overwhelmed, or alone. Outbound calls also available.

Volunteer Friends for Long-Term Care Residents (LITA)
415-472-5482 ▪ litamarin.org
Matches trained volunteers with residents in long-term care (and some older adults at home) for ongoing one-to-one friendship and weekly visits to reduce isolation.

Local Veterans' Organizations (Social Clubs)

American Legion Log Cabin 179
(San Anselmo)
415-526-3669
americanlegionlogcabin.com
Social hub for veterans with regular meetings, community service, and peer support.

VFW Post 313 (Larkspur)
415-924-6283 ▪ americanlegion313.org

VFW Post 7816 (Novato)
415-897-6040 ▪ vfwca.org
Brings together veterans in Novato for friendship, social programs, and volunteer opportunities.

Vietnam Veterans of America Chapter 547 (Marin County)
vvachapter547.org
Peer support, advocacy, and social gatherings for Vietnam-era veterans in Marin.

☞ **THIS GUIDE WILL SOON BE AVAILABLE ONLINE.**
For more information and to access the digital version of this guide, **scan this QR code** or **visit marinhhs.org/Aging-Resource-Guide**.

SCAN ME!

Volunteering & Civic Engagement

AARP – Create the Good
1-888-687-2277 ▪ createthegood.aarp.org
Find local and virtual volunteer opportunities curated for adults 50+.

AmeriCorps Seniors – RSVP
1-800-942-2677 ▪ americorps.org
Connects adults 55+ with flexible volunteer roles in their community; use AmeriCorps' online search to find RSVP and other local opportunities (companionship/phone check-ins, tutoring, food support, and more).

Center for Volunteer & Nonprofit Leadership (CVNL)
415-479-5710 ▪ cvnl.org
Connects older adults with volunteer opportunities in Marin nonprofits, including board service, event support, and skills-based roles.

Marin County Civil Grand Jury
415-473-6132 ▪ marincounty.org/depts/gj
Civic engagement opportunity for older adults to serve on Marin's independent oversight body, investigating and reporting on local government.

Marin County Home-Delivered Meals Support
415-473-3766
Email: Cat Woods Williams at
Catherine.woodswilliams@marincounty.gov
Volunteer roles supporting Marin County's Home Delivered Meals program, including meal delivery assessments (in-home or by phone), scheduling, and office support.

Marin Villages Volunteer Program
415-457-4633 ▪ marinvillages.org
Opportunities for older adults to volunteer as drivers, friendly visitors, and helpers to support neighbors aging in place in Marin.

Sausalito Village
415-332-3325
sausalitovillageconcierge@gmail.com
sausalito.helpfulvillage.com
Opportunities for older adults to volunteer as drivers, friendly visitors, and helpers to support neighbors aging in place in Sausalito.

SF-Marin Food Bank
415-282-1900 ▪ sfmfoodbank.org/volunteer
Sort and package groceries in the Marin warehouse, assist at food pantries and community markets, or deliver groceries directly to neighbors who can't easily get to a pantry.

Vivalon – Volunteer Opportunities
vivalon.org
Engages volunteers in delivering meals, providing rides, teaching classes, and socializing with older adults. ◆

TRANSPORTATION

What transportation options are available for those who cannot drive?

Are there any community ride programs that offer free or discounted transportation?

TRANSPORTATION

Access to reliable transportation is essential for maintaining independence and staying connected with the community. Whether you need fixed-route public transportation (buses, trains, or other public transit services that operate on scheduled routes and stops), paratransit service (specialized transportation options designed for individuals who are unable to use regular public transit due to age, mobility challenges, or other factors), community ride programs, or transportation to and from your medical appointments, this section provides a range of options to help you get where you need to go.

Community Ride Programs

CarePool by Vivalon
415-454-1098 (press 4) ▪ vivalon.org
Connects Marin County residents aged 65+ with volunteer drivers for essential trips, including medical appointments, grocery, and pharmacy visits, at no cost. Riders must be ambulatory (able to get in and out of a vehicle without assistance). Rides are subject to volunteer availability.

Call a Ride Sausalito Seniors (CARSS)
415-944-5475 ▪ carss4you.org
Free transportation program for residents of Sausalito and the Floating Homes ages 60+. Rides are provided by vetted volunteers in their own cars.

Cycling Without Age
415-726 1100 (Cheryl Longinotti) ▪ cyclingwithoutage.com/marin-county
Older adults can sign up for bike rides with local volunteers (pilots) through the Marin chapter of Cycling Without Age.

Marin Access – Volunteer Driver Programs (STAR & TRIP)
415-454-0902 ▪ marintransit.gov
Mileage reimbursement for rides provided by friends or neighbors.

Marin Villages Volunteer Drivers
415-457-4633 ▪ marinvillages.org
Volunteer driver program that matches requested rides with volunteer drivers.

Sausalito Village Volunteer Drivers
415-332-3325 ▪ sausalitovillage.org
Volunteer driver program that matches requested rides with volunteer drivers. Open to residents 55 and older in the 94965 zip code. Membership fee waiver available.

Community Ride Programs Listings Continued >

TRANSPORTATION

Veterans' Transportation Services
415-221-4810 x23080 ▪ va.gov
Van service to VA appointments, operated by DAV Transportation Network.

Vivalon Rides for Health
415-454-1098 (press 3)
vivalon.org/transportation
On-demand transportation for individuals of all ages traveling within Marin and beyond for medical appointments, shopping, and social outings. Trained drivers, wheelchair-accessible, and ADA-equipped vehicles. Rates apply, and rides should be booked at least 48 hours in advance.

Fixed Route & Shuttles

Clipper Card for Seniors
1-855-614-9149 ▪ clippercard.com
Discounted public transit card for seniors 65+ valid across Bay Area transit systems.

Dillon Beach / Tomales Shuttle
415-454-0903
marintransit.gov/dillon-tomales-shuttle
Provides passengers curb-to-curb pick-up and drop-off service between Dillon Beach, Tomales, and Petaluma on Wednesdays only. Advance reservations encouraged.

Golden Gate Transit & Ferry
415-455-2000 ▪ goldengatetransit.org
Regional public bus and ferry system that connects Marin with San Francisco, Sonoma, and the East Bay. Discounted fares for older adults.

Marin Transit
415-455-2000 ▪ marintransit.gov
Marin Transit provides a local public bus service in Marin County, including local fixed route, community shuttle, supplemental school, rural fixed route (Stagecoach), and the Muir Woods Shuttle. Discounted fares available for riders with income barriers.

Point Reyes Shuttle
415-454-0902
marintransit.gov/point-reyes-shuttle
Provides passengers curb-to-curb pick-up and drop-off service between Point Reyes Station and Novato on the first and third Mondays of each month and between Point Reyes Station and Fairfax/San Anselmo (via San Geronimo Valley) on the second and fourth Mondays of each month. Advance reservations encouraged..

Sonoma-Marin Area Rail Transit (SMART)
707-794-3330 ▪ sonomamarintrain.org
Rail service connecting Marin and Sonoma counties. Older adults ages 65+ ride FREE through June 2026. Check website for details.

Medical Rides

American Cancer Society – Road to Recovery
1-800-227-2345 ▪ cancer.org
Free transportation to and from treatment for people with cancer.

Assisted Transportation by Vivalon Carepool
1-866-828-2303
vivalon.org/transportation
Provides FREE rides for Marin County adults 60+ for medical appointments only. This program is funded by County of Marin and operated by Vivalon Rides.

Medical Rides by Vivalon
1-866-828-2303
vivalon.org/transportation
Provides Non-Emergency Medical Transportation (NEMT) and Non-Medical Transportation (NMT) to and from Medi-Cal (Medicaid) covered appointments within Marin County. This program is for Medi-Cal clients covered by Partnership HealthPlan of California (PHC). Call to enroll.

Paratransit Services

Marin Access – Paratransit
1-415-454-0902
marintransit.gov/paratransit
Door-to-door transportation service for those unable to use public transit due to disability. Advance enrollment required.

Transportation Listings Continued >

TRANSPORTATION

Private Hire

GoGoGrandparent
1-855-464-6872 ▪ gogograndparent.com
Phone-based concierge service that helps older adults and people with disabilities book rides with services like Uber and Lyft - no smartphone or app required. Can also help with everyday essentials like groceries, meals, prescriptions, and other home services. Rides are monitored for added safety.

Onward Rides Companion Rides
1-800-700-4797 ▪ onwardrides.com
Rides for older adults and people who need help getting to appointments, errands, or social outings. Rides are provided by vetted, trained companion drivers who can offer hands-on assistance such as help with walkers/foldable wheelchairs and door-to-door support. Trips can be scheduled online, in the app, or through a concierge phone service.

Private Drivers and Chauffeur Services – Marin Villages
415-457-4633 ▪ marinvillages.org
Directory of vetted drivers and services available to Marin Villages members.

Roll Wheelchair and Ambulatory Services
415-USE-ROLL (415-873-7655)
rollwheelchair.com
Paid transport for ambulatory and wheelchair patients that require assistance to and from appointments, events.

SilverRide
1-800-618-1246 ▪ silverride.com
Assisted door-through-door transportation for older adults and people who need extra support with trained, credentialed driver-companions for medical appointments, errands, and social outings.

Wheelcare Express
707-573-3055 ▪ wheelcareexpress.com
Paid transportation service provider for older adults and people with disabilities.

Referral Services

Marin Access Travel Navigators
marinaccess.org
Travel Navigators assist older adults and people with disabilities to identify and access transportation services in Marin County and beyond.

Marin Access Fare Assistance
415-454-0902 ▪ marintransit.gov/mafa
Offers a variety of fare assistance options for individuals with income barriers including a free transit pass and the mobility wallet which can be used with a variety of transportation providers across Marin County.

Marin Transit and Marin Access Travel Training
415-454-0902
marintransit.gov/travel-training
Travel training helps individuals or groups learn how to use public transit service and understand their transportation options. ◆

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SCAN ME!

VOTER INFORMATION

I just moved to Marin. How do I register to vote here?

Where's the polling place in my neighborhood?

VOTER INFORMATION

This section connects you to official and nonpartisan resources to help you participate in local, state, and national elections. You'll find where to register or update your registration, check your registration status, and get trusted election information, plus accessible voting options and disability-related support.

Marin County Elections Department: Your Go-To Resource for Voting Help

Have a question about registering to vote, voting by mail, accessible voting, ballot drop-off, or where to vote? The Marin County Elections Department is the official source for Marin County election and voting information, deadlines, and assistance.

Need a paper voter registration form? Contact the Marin County Elections Department to request one.
Call **415-473-6456** for more information

Accessible & Disability Voting Support

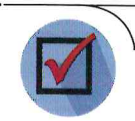
Disability Rights California – Voting Rights Unit
1-888-569-7955 ▪ disabilityrightsca.org
Free legal advocacy and information to ensure accessible voting for people with disabilities.

Marin County Elections Department
415-473-6456 ▪ marincounty.gov/departments/elections
Offers accessible voting options and equipment for voters with disabilities.

Election Information & Education

California Secretary of State – Elections Division
1-800-345-8683 ▪ sos.ca.gov/elections ▪ voterstatus.sos.ca.gov
Check the status of an existing voter registration, view statewide election information, results, and resources.

Voter Information Listings Continued >



VOTER INFORMATION

League of Women Voters – Marin County
marinlwv.org/voter-resources
Provides impartial information on candidates and ballot measures, voter guides, and forums.

Official Voter Information Guide
voterguide.sos.ca.gov
Official statewide guides with election dates, ballot measures, candidate statements, and voting instructions for California voters.

Voter Registration

California Online Voter Registration
registertovote.ca.gov
Allows CA residents to register or update voter registration online.

League of Women Voters – Marin County
marinlwv.org/vs-registervote
Provides voter registration forms and resources.

Marin County Elections Department
415-473-6456
marincounty.gov/departments/elections
Handles registration, ballots, and election resources for Marin residents.

National Voter Registration Day
nationalvoterregistrationday.org
Annual campaign and online resource for voter registration drives and education.

Vote.org
vote.org
Nonpartisan national resource to check registration, request absentee ballots, and find election information. ◆

ACRONYMS

AAA	Area Agency on Aging or Marin County AAA
AARP	American Association of Retired Persons
AAS	Aging & Adult Services
ACL	Administration for Community Living
ADA	Americans with Disabilities Act
ADLs	Activities of Daily Living
ADRC	Aging & Disability Resource Connection
ADU	Accessory Dwelling Unit
AFN	Access & Functional Needs
AMI	Average Median Income
APS	Adult Protective Services
BOS	Board of Supervisors
C4A	California Association of Area Agencies on Aging
CANHR	California Advocates for Nursing Home Reform
CAM	Community Action Marin
CBO	Community Based Organization
CCRCs	Continuing Care Retirement Communities
CDA	Community Development Agency
CDA	California Department of Aging
CERT	Community Emergency Response Team
CFHL	Cal Fresh Healthy Living
CMS	Centers for Medicare & Medicaid Services
CNA	Certified Nursing Assistant
CSL	California Senior Legislature
DHCS	Department of Health Care Services
FAST	Financial Abuse Specialist Team
HCC	Marin County Homeless Care & Coordination
HHA	Home Health Aide
HHS	Marin County Health & Human Services
HICAP	Health Insurance Counseling & Advocacy Program
HIPAA	Health Insurance Portability & Accountability Act
I&A	Information & Assistance
I&R	Information & Referral
IADLs	Instrumental Activities of Daily Living
IHSS	In-Home Supportive Services
JFCS	Jewish Family & Childrens Services
LTC	Long Term Care
LTSS	Long Term Services &Supports
MCCOA	Marin County Commission on Aging
MCF	Marin County Foundation
MCIL	Marin Center for Independent Living
MHA	Marin Housing Authority
MOC	Marin Organizing Committee
MOW	Meals on Wheels
MSP	Medicare Savings Program
MSSP	Multipurpose Senior Services Program
OAA	Older Americans Act
PACE	Program of All-Inclusive Care for the Elderly
POLST	Physician Orders for Life-Sustaining Treatment
RCFE	Residential Care Facility for the Elderly
SAFE	Specialized Assistance for Everyone
SAS	Senior Advocacy Services
SHIP	State Health Insurance Assistance Program
SMART	Sonoma-Marin Area Rail Transit
SMP	Senior Medicare Patrol
SNAP	Supplemental Nutrition Assistance Program
SNAP-Ed	Supplemental Nutrition Assistance Program Education
SNF	Skilled Nursing Facility
SSA	Social Security Administration
SSDI	Social Security Disability Income
TAM	Transportation Authority of Marin
VA	Veterans Affairs (U.S. Department of)
VSO	Veterans Service Office (County level)

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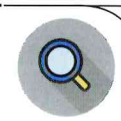

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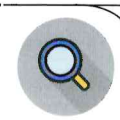

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Efforts were made to ensure that the entries listed in this Guide were current at the time of printing. Please be aware that changes may occur. Requests for corrections or updates should be sent to ***473info@marincounty.gov.***

THANK YOU TO OUR SUBJECT MATTER EXPERTS AND ADVISORY COMMITTEE!

We are deeply grateful to the many subject matter experts and members of the Resource Guide Advisory Group who helped identify the services and resources included in this guide. Contributors included leaders from the Marin Housing Authority; Marin County's Homelessness and Coordinated Care Division; Marin Transit; Marin County Public Health Preparedness; the Marin County Office of Emergency Management; the Marin County Elections Office; the Marin County Public Guardian's Office; Marin County Aging & Adult Services; other County departments; and many community-based organizations that serve older adults.

The Advisory Group, whose members are listed below, also provided guidance on the overall approach to developing the guide and shaping its content.

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*This guide will soon be available online. For more information and to access the digital version of this guide, scan this QR code or visit **marinhhs.org/Aging-Resource-Guide**.*

Do you have feedback for Marin County Health and Human Services?

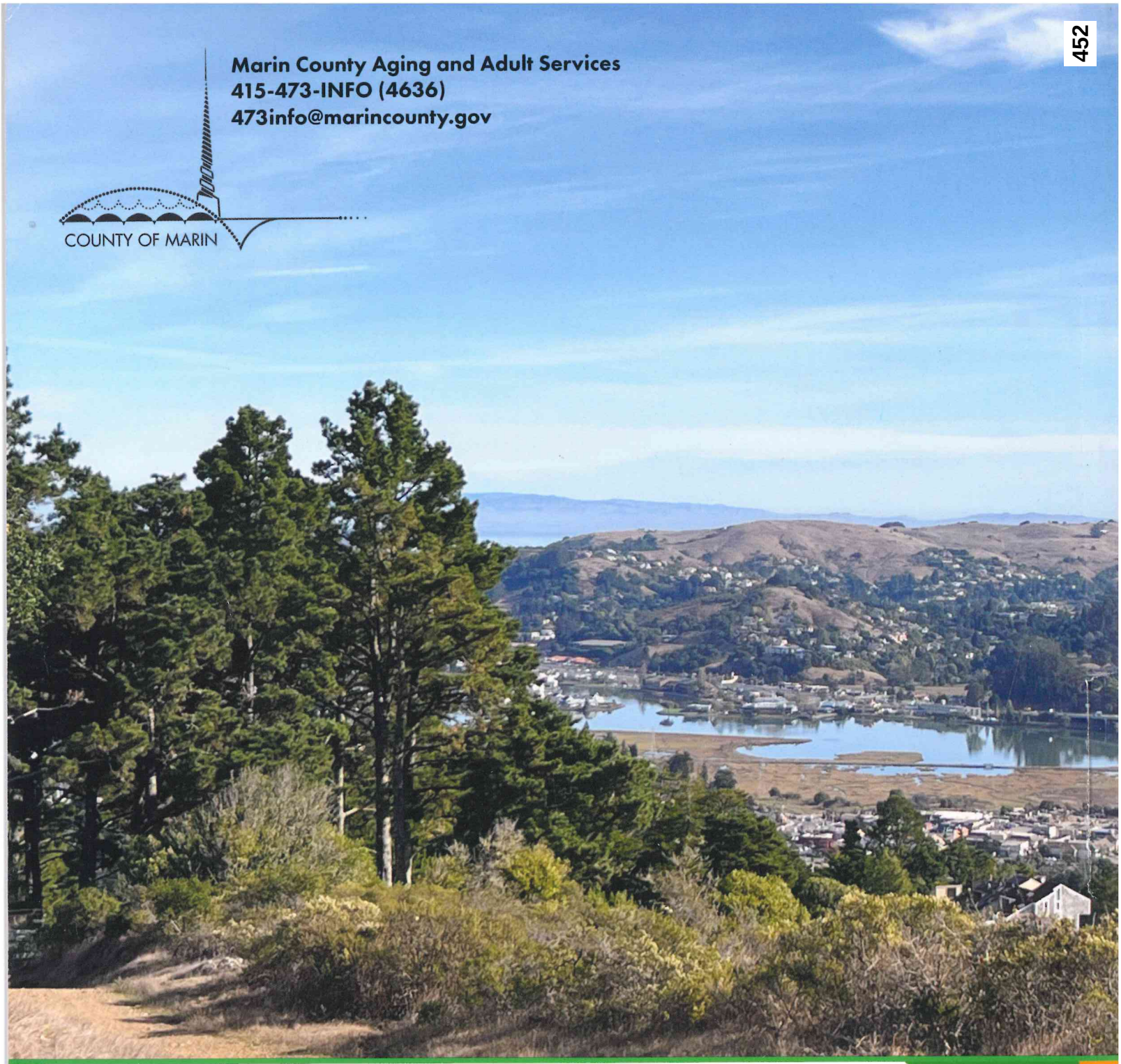
Do you have a suggestion, an edit, or a question regarding this resource guide? Fill out this brief survey to be in touch with our team!

https://marincountyhc.jotform.com/form/OARG

NOTES

Marin County Aging and Adult Services
415-473-INFO (4636)
473info@marincounty.gov

COUNTY OF MARIN



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STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.2

MEETING DATE: June 23, 2026

AGENDA TITLE: Discussion Item Regarding Tobacco Ordinance

FROM: Linda Kenton, Assistant Town Manager
Emily Longfellow, Assistant Town Attorney

RECOMMENDATION Discuss tobacco sale regulations and provide direction to staff.

BACKGROUND

Smoking remains the leading cause of preventable death in the United States, including approximately 230 deaths in Marin County annually.[1] The majority of tobacco use begins in the teen years and tobacco companies spend significant resources in marketing to young people.[2] Additionally, cigarettes and smoking-related material cause pollution with over 76,571 metric tons of cigarette butts and 150 million disposable e-cigarettes entering the environment each year, containing plastic and heavy metals.[3]

San Anselmo has a history of regulating tobacco and smoking activities in an effort to reduce its harms to public health. The Town's actions mirror other jurisdictions in Marin and throughout California. The Town's smoking codes are found in SAMC Chapter 4-15 (Smoking restrictions) and 6-7 (Tobacco Retailer License). The following is a summary of the Town's actions:

- **2007** Smoking prohibited in certain public areas including Town parks and playgrounds, outdoor dining areas, and within 20 feet of entrances/exits.
- **2014** Smoking prohibited in multi-family residential buildings.
- **2015** Vaping and e-cigarettes included in definition of smoking.
- **2019** Sale of flavored tobacco and vaping products banned and Tobacco Retailer License required for sales.

The Marin County Tobacco and Nicotine Prevention Program (TNPP, within the County's Department of Health and Human Services) works to reduce the use and

[1] *See* Youth Advocacy Committee "Creating a Tobacco-and Nicotine-Free Future for Our Community".
[2] *Id.*
[3] *Id.*

availability of tobacco and nicotine products, prevent youth addiction to tobacco and nicotine, and encourages local cities to take active roles in doing the same, in part, by adopting local ordinances including the model Ordinance, described below.

County staff drafted a model Ordinance to curb tobacco and nicotine use by implementing a minimum floor price law and related restrictions regarding the sale of tobacco and nicotine products. The County adopted the model Ordinance on November 18, 2025, for Unincorporated Marin. (Marin County Code, Chapter 5-76.)

Following the County's lead, neighboring municipalities have adopted or are considering similar ordinances. For example, Fairfax adopted the County's model Ordinance on February 4, 2026, with the addition of a prohibition against the sale of tobacco or nicotine pouches. Corte Madera also adopted the model Ordinance with the tobacco/nicotine pouch prohibition on March 17, 2026, and Sausalito adopted the same on May 5, 2026. Additionally, last fall, Tiburon and Ross each adopted ordinances banning the sale of tobacco and nicotine products in their jurisdictions (although neither town had retailers that sold tobacco or nicotine products).[4] Attachment 1 details the Marin County tobacco and nicotine products regulations by jurisdiction.

Several local tobacco- and nicotine-prevention organizations support the local adoption of the model Ordinance including the Smoke-Free Marin Coalition and Youth Advocacy Committee, Marin County, whose informational material may be found in Attachment 2.

DISCUSSION

Staff brings forward the current discussion item seeking Town Council direction regarding consideration of the model Ordinance. Below please find a summary of the model Ordinance including the additional provisions by Fairfax, Corte Madera, and Sausalito banning nicotine/tobacco pouches.

The model Ordinance would:

- Establish minimum floor prices and package requirements for the following products by prohibiting sales below the minimum "Displayed Price":
- Conventional Cigarettes at a Displayed Price that is less than twelve dollars ($12) per package of twenty (20) Conventional Cigarettes, plus two dollars ($2) for each additional Conventional Cigarette.
- Little Cigars at a Displayed Price that is less than twelve dollars ($12) per package of five (5) Little Cigars, plus three dollars ($3) for each additional Little Cigar.

[4] Beverly Hills adopted a similar tobacco-sale ban in 2021, with limited exceptions.

- Cigars at a Displayed Price that is less than six dollars ($6) per Cigar enclosed in a package of two (2); single Cigars at less than twelve dollars ($12) per Cigar.
- Smokeless Tobacco at a Displayed Price of less than twelve dollars ($12) per package.

- Prohibit sales of certain products, including:
  - Any Electronic Smoking Device or Heated Smoking System (including related components and parts).
  - Any Tobacco or Nicotine Pouches.
- Prohibit discounts and require pricing transparency, including:
  - Prohibiting tobacco retailers from honoring coupons or providing discounts on any tobacco product.
  - Requiring tobacco retailers to prominently display pricing.
  - Requiring sale of tobacco products only in the manufacturer's packaging that conforms to applicable federal labeling and child-resistant packaging requirements.
- Minimum price adjustments. Every 2 years after the effective date, the minimum prices for tobacco products shall increase by $1 unless the Town Council adopts a different adjustment by ordinance or resolution.
- Implementation and enforcement. Staff proposes enforcement start date of September 1, 2026 or later, to align with the County's enforcement date. This would allow time for outreach and retailer training. The County staff training would provide retailer training, including live trainings and short videos. Enforcement would be handled by the Marin County Sheriff's Office under the County program at no cost to the Town.

Letters were mailed to all merchants with Tobacco Retail Licenses on Tuesday, June 16, 2026, to alert and to invite comments on this item. Attachment 3 identifies San Anselmo merchants that currently sell tobacco and nicotine products.

Staff seeks direction as to whether the Council would like staff to return with a proposed Ordinance regulating the sale of tobacco and nicotine products as described herein.

FISCAL IMPACT

There is no fiscal impact to the Town's budget associated with the potential adoption of this County-aligned ordinance. Compliance monitoring is covered by the County of Marin, which has an MOU with the Marin County Sheriff to conduct compliance checks for all tobacco retail outlets in Marin County. Per Marin County's Tobacco Related Disease Control Program, there would be no added cost for compliance, as they have an agreement to continue with the MOU for upcoming years. Costs related to additional

outreach and workshop needs would depend on Council direction regarding more restrictive options.

CEQA AND CLIMATE ACTION PLAN

This discussion item is not subject to the California Environmental Quality Act ("CEQA") because it does not constitute a "project" within the meaning of Public Resources Code section 21065. The Climate Action Plan is not implicated.

RECOMMENDATION

Discuss tobacco sale regulations and provide direction to staff.

ATTACHMENTS

Attachment 1 - Marin County Tobacco & Nicotine Regulations by Jurisdiction

Attachment 2 - Youth Advocacy Committee "Creating a Tobacco and Nicotine Free Future for Our Community"

Attachment 3 – San Anselmo Merchant Tobacco & Nicotine Product Availability chart

Marin County Tobacco and Nicotine Regulations by Jurisdiction

Jurisdiction	Date	Action / Key Provisions
All Jurisdictions	11/2018 – 9/2020	End sales of all flavored tobacco and nicotine products.
Tiburon	11/1/25	Unanimous vote to restrict anyone from starting sales of all tobacco and nicotine products (no new retailers).
Marin County BOS	11/18/25	Unanimous vote to end sales of e-cigarettes, prohibit introduction of heated tobacco products (HTPs), set a minimum price per pack on cigarettes and other conventional products at $12, establish price escalations of $1 every other year, and end discounts/coupons.
Ross	12/18/25	Unanimous vote to restrict anyone from starting sales of all tobacco and nicotine products (no new retailers).
Fairfax	2/4/26	4-1 vote to end sales of e-cigarettes, prohibit introduction of HTPs, end sale of nicotine pouches and tobacco pouches, set a minimum price per pack on cigarettes and other conventional products at $12, establish price escalations of $1 every other year, and end discounts/coupons.
Corte Madera	3/3/26	Introduction of BOS ordinance; unanimous vote giving staff direction to bring back Fairfax's ordinance (including end of sales of nicotine pouches and tobacco pouches).
Mill Valley	3/17/26	Informational hearing. Unanimous vote giving staff direction to bring back a complete end-of-sales ordinance.
Corte Madera	4/7/26	Unanimous vote to end sale of e-cigarettes, prohibit introduction of HTPs, end sale of nicotine pouches and tobacco pouches, set a minimum price per pack on cigarettes and other conventional products at $12, establish price escalations of $1 every other year, and end discounts/coupons. Additional vote to direct staff to report back on the feasibility of a complete end-of-sales ordinance in the summer.
Sausalito	5/5/26	Unanimous vote on BOS ordinance; gave staff direction to study ending sale of nicotine pouches and tobacco pouches, and possibly also ending sales of all products.
Corte Madera	6/16/26	Unanimously gave staff direction to bring back a complete end-of-sales ordinance in August.
Mill Valley	9/26	Planning first reading of a complete end-of-sales ordinance.
Considering Sales Restrictions	—	Novato, Larkspur, and Fairfax (complete end-of-sales)

June 2026 – Compiled by Marin Healthy Youth Partnerships

Marin
Youth Advocacy
Committee (YAC)

2026

San Anselmo: Creating a Tobacco- and Nicotine-Free Future for Our Community

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The Youth Advocacy Committee

The Youth Advocacy Committee (YAC) is a group of high school students from Marin County committed to fostering positive change within their community. Focused on promoting health and well-being, YAC works to address youth nicotine addiction by collaborating with local organizations, policymakers, and community members.

YAC
YOUTH ADVOCACY COMMITTEE
NOT ABOUT US, WITHOUT US

At the heart of YAC's work are the values of equity, education, mental health, and community health. These principles guide the group's mission to ensure that youth voices are heard in discussions about the issues that directly impact them. YAC proudly embraces the slogan, "Not about us, without us," emphasizing the importance of placing young people at the forefront of creating solutions to the issues that directly affect them. This philosophy is rooted in the belief that young people are not just the leaders of tomorrow, but also the advocates and changemakers of today. Through policy advocacy and substance-use prevention education, YAC is working to support a future where youth can thrive, with their needs and concerns addressed through meaningful action and understanding.

To learn more about the Youth Advocacy Committee, please visit the link below.

www.nicoteenfree.org

Existing Protections in San Anselmo

The following summarizes Chapter 7 of the San Anselmo municipal code, which regulates the sale of tobacco products within the Town of San Anselmo. To view the ordinance, please click on or type the link below into your browser.

https://library.municode.com/ca/san_anselmo/codes/code_of_ordinances?nodeId=TIT6BUPRTR_CH7TORELI_6-7.02GEREPR

Regulating the Sale of Tobacco & Nicotine Products

- Any business that sells tobacco products must have a valid tobacco retailer's license issued by the Town of San Anselmo.
- Businesses that sell tobacco must display clearly visible State Required signs at the point of sale.
- No tobacco product can be sold to anyone without verifying the buyer's age, by checking ID.
- It is illegal to sell flavored tobacco products.
- Cigars must usually be sold in packs of 5 or more, in their original packaging—unless it is a higher-priced cigar (over $5), which can be sold individually.
- The sale of tobacco products at pharmacies is prohibited.

Enforcement

- Violations may result in suspension or revocation of a tobacco retailer license after due process. Penalties escalate within a 5-year period:
  - 1st violation - warning
  - 2nd violation - 30-day suspension
  - 3rd violation - 90-day suspension
  - 4th violation - 1-year suspension
  - 5th+ violation - license revocation
- Violations are subject to administrative fines of $250-$1000 per violation.

MAKE SAN ANSELMO NICOTINE-FREE

CREATE A HEALTHY, NICOTINE-FREE FUTURE FOR THE NEXT GENERATION.

The Vision

The town of **San Anselmo** commits to being a **nicotine-free community.**

By ending the sale of tobacco and nicotine products, San Anselmo can protect its natural environment, prioritize the health of youth, and invest in a healthier, more sustainable future for generations to come.

Why end commercial tobacco sales?

Smoking remains the leading preventable cause of disease and death in the United States and in the world (CDC, 2024).

The tobacco industry spends over $8 billion dollars on advertising and promoting their products each year (FTC, 2021).

THIS POLICY IS PREVENTATIVE, NOT PUNITIVE.

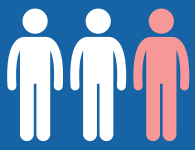
Its purpose is to end the commercial sale of tobacco and nicotine in San Anselmo, focusing on targeting the tobacco industry rather than individuals who use these products. **This policy does not ban or penalize smoking.**

MAKE SAN ANSELMO NICOTINE-FREE

PROTECT YOUTH HEALTH

90% of adult nicotine use use starts in adolescence (CDC, 2024).

- **In the Tam Union District, more than one-third of 11th graders report having used tobacco** (California Healthy Kids Survey, 2023-24)



Nicotine harms the developing brain.

- Impacts attention, learning, mood, and impulse-control (CDC, 2025)

Young children are increasingly at risk.

- Nicotine poisoning calls for children under 6 increased 760% between 2020-2023 (American Academy of Pediatrics, 2025)

PRESERVE THE NATURAL ENVIRONMENT

Tobacco and nicotine products are a major source of toxic waste.

- **766,571 metric tons** of cigarette butts enter the environment each year
- **150 million** disposable e-cigarettes are discarded annually in the U.S. (TI, 2023)

Environmental contamination includes:

- Plastic pollution, heavy metals, residual nicotine, and lithium leaching into land & waterways

Fire Risk

- Cigarettes and flammable lithium batteries are a leading cause of wildfires in the United States (National Park Service, 2022)

DECREASE THE FINANCIAL BURDEN

$43.54 billion → annual health care cost of smoking in California

- $15.44B — direct health care costs
- $28.1B — lost productivity
- $849 — household burden: smoking-related government expenditures

(Campaign for Tobacco-Free Kids, 2025)

MAKE SAN ANSELMO NICOTINE-FREE

WHERE HAS THIS BEEN DONE BEFORE?

Beverly Hills, CA

- Policy adopted: **June 4, 2019**
- Policy effective: **January 21, 2021**
- Retailers at the time of adoption: **29**
- Research shows no decline in non-tobacco sales, indicating that ending nicotine product sales does not deter general consumer purchasing (Mukand, 2025). *Read a summary of the research here*.

Manhattan Beach, CA

- Policy adopted: **February 18, 2020**
- Policy effective: **January 21, 2021**
- Retailers at the time of adoption: **18**
- Research shows no decline in non-tobacco sales, indicating that ending nicotine product sales does not deter general consumer purchasing (Mukand, 2025).

Tiburon & Ross, CA

- Policy effective in Tiburon: **November 5, 2025**
- Policy effective in Ross: **December 11, 2025**
- Retailers at the time of adoption: **0**

Q & A

How does ending the sale of commercial tobacco protect youth?

The tobacco industry uses the retail environment to recruit new, young users through prominent product displays, advertising, price promotions, and sleek, high-nicotine products that are highly visible and accessible to youth, often near schools and places where young people spend time. Ending the commercial sale of tobacco and nicotine products removes this industry-controlled marketing environment, reduces youth exposure and normalization of use, and prevents initiation before addiction can take hold.

Does this affect FDA-approved cessation products?

No. FDA-approved cessation products (e.g. nicotine gum, patches, or lozenges) are not impacted. These products are clinically proven to support quitting and will remain available to all San Anselmo residents.

What about current tobacco and nicotine users?

Adult smoking prevalence in San Anselmo is 7.7%, and research shows that about 70% of people who smoke want to quit (CDC, 2024). Ending retail sales encourages quitting and reduces use while maintaining access to FDA-approved cessation products. In addition, all Californians age 13+ have access to free, one-on-one quit support through Kick It California. Our program, in partnership with local health care providers, will continue promoting these resources.

Is this policy legal?

Yes. Local governments in CA have clear authority to regulate the sale of products to protect public health. Multiple jurisdictions have adopted similar policies ending tobacco and nicotine sales, and none have faced legal challenges.

Is this the same as prohibition?

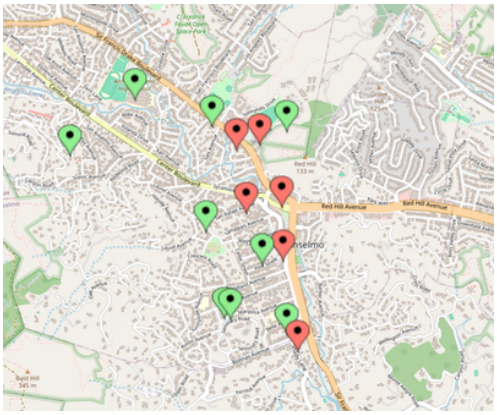
No. This policy does not regulate personal possession or use. It applies only to the commercial sale of tobacco and nicotine products.

Q & A

How many stores sell tobacco in San Anselmo?

6 stores in San Anselmo sell tobacco and nicotine products.

- Quick n' Easy - 807 San Anselmo Ave, San Anselmo
- Ludwig's Liquor & Smoke Shop - 431 San Anselmo Ave, San Anselmo
- Safeway - 838 Sir Francis Drake Blvd, San Anselmo
- Gas & Shop - 750 Sir Francis Drake Blvd, San Anselmo
- Circle K - 930 Sir Francis Drake Blvd, San Anselmo
- Bolinas Avenue Market - 4 Bolinas Ave, San Anselmo



Many retailers are close to schools.

Schools

Tobacco retailers

How has this policy been enforced in other cities?

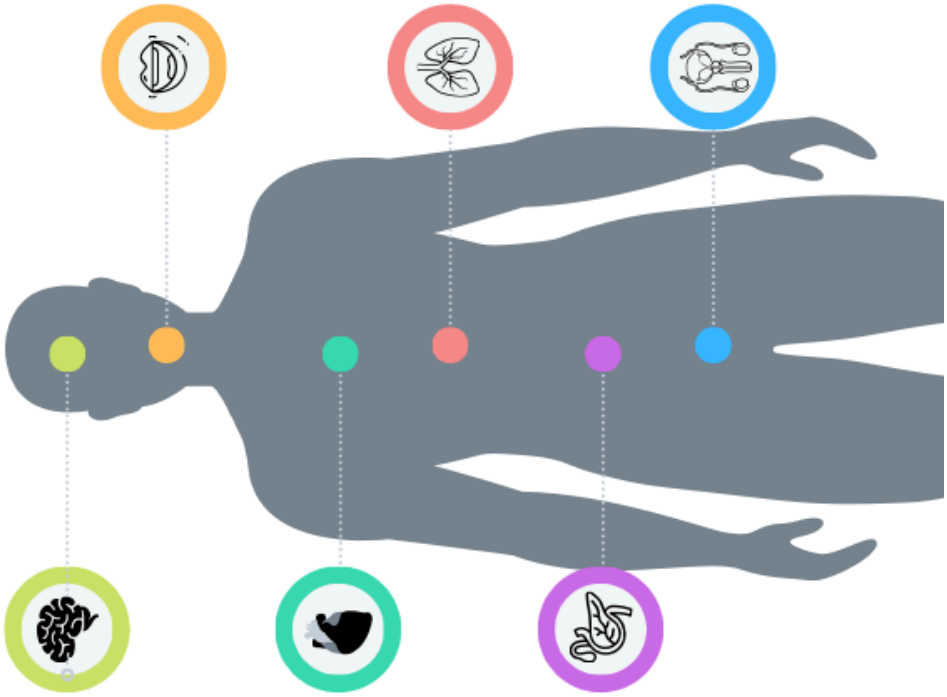
Prior to implementation, Beverly Hills and Manhattan Beach conducted public education and in-person retailer outreach to ensure residents and businesses were aware of the new law. Both cities enforce their tobacco sales restrictions primarily through a complaint-based approach using existing business licensing authority, including the ability to suspend or revoke a retailer's business license for noncompliance. In Marin, enforcement and education for tobacco sales is managed by Marin County Health and Human Services and the Sheriff's Special Investigative Unit (SIU).

How will retailers learn about this policy?

The Marin County HHS Tobacco Prevention Program will lead educational outreach to all San Anselmo retailers to ensure they understand the new rules and how to remain in compliance.

Nicotine & Health

Rutgers Addiction Research Center
Brain Health Institute



BRAIN

Nicotine reaches the brain in 10-20 seconds. Nicotine also changes the way synapses are formed, which can harm the parts of the brain that control attention and learning.

HEART

After it reaches the bloodstream, nicotine makes its way to your heart. There, it transferred to your arteries, and up to your brain. Research suggest negative effects on resting heart rate, blood pressure and the cells that line the blood vessels.

PANCREAS

Nicotine use leads the pancreas to release less insulin, which raises the level of blood sugar; higher levels of blood sugar are associated with a higher risk of diabetes. The more someone smokes, the more likely they are to show kidney damage. Smokers are also more likely to need dialysis or kidney transplants.

NOSE/MOUTH

Nicotine is absorbed through the mucosal linings in the nose and mouth. Researchers have found harmful substances in e-cigarettes like propylene glycol, which can cause dry mouth and upper respiratory infections, and pulegone, a known carcinogen.

LUNGS

When you inhale, nicotine passes through the lung's membranes and into the bloodstream. Smoking cigarettes or vaping can lead to lung irritation, chronic cough, and increased risk of lung cancer, bronchitis, as well as asthma diagnoses, due to swelling and narrowing of the lung airways and excess mucus in the lung passages

REPRODUCTIVE SYSTEMS

Studies have shown that smoking has a negative impact on reproductive health. People who smoke are more likely to have fertility problems and take longer to conceive than non-smokers.

Nicotine & Health

E-Cigarette Facts (CDC, 2024):

- In the United States, youth use e-cigarettes, or vapes, more than any other tobacco product.
- Most tobacco use, including vaping, starts and is established during adolescence. There are many factors associated with youth tobacco product use. These include:
  - Tobacco advertising that targets youth.
  - Product accessibility.
  - Availability of flavored products.
  - Social influences.
  - Adolescent brain sensitivity to nicotine.
- Most middle and high school students who vape want to quit.

Contact Information

yac@bacr.org

www.nicoteenfree.org.com
@yacmarin

Merchant Tobacco & Nicotine Product Availability

Researched May 2026

Merchant	Chewing Tobacco	Cigarettes	Cigars	Electronic Cigarettes (incl. JUULs & pods)	Nicotine Patches or Gum	Nicotine Pouches (e.g., Zyn)
Gasoline Stations						
Circle K (formerly Redhill Convenience) / Union 76 Gas Station	Yes	Yes	No	Yes	No	Yes
Gas & Shop	Yes	Yes	Yes	Yes	No	Yes
Lucky Service / Fara's Auto	No	No	No	No	No	No
General Retail						
Bolinas Market	Yes	Yes	Yes	Yes	No	Yes
CVS	No	No	No	No	Yes	No
Ludwig's Liquor & Smoke Shop	No	No	Yes	No	No	No
Quick n Easy Market	Yes	Yes	Yes	Yes	No	Yes
Safeway	Yes	Yes	No	Yes	Yes	Yes
Andronico's	No	No	No	No	No	No
United Market	No	No	No	No	No	No
Snack Zone & More*						
Restaurants / Bars						
Matteucci's	No	No	No	No	No	No

**Snack Zone & More is in process of coming to San Anselmo and has taken out a Tobacco Retail License (TRL), expiring in March 2027. The TRL does not require an itemized product list.*

Town Council Meeting Notice

Mailed and/or emailed to Tobacco Retailers – June 16, 2026

Merchant	Address	Email
Bolinas Avenue Market	4 Bolinas Avenue	
Circle K	930 Sir Francis Drake Blvd	
Gas & Shop	750 Sir Francis Drake Blvd	
Ludwigs	431 San Anselmo Avenue	Magid@LudwigsFineWine.com
Quick N Easy Market	807 San Anselmo Avenue	
Safeway	838 Sir Francis Drake Blvd	
Snack Zone & More	604 Red Hill Avenue	*(not yet open but have Tobacco Retail License)*

Letter sent to above merchants:

Steve Burdo
Mayor

Chantel Walker
Vice Mayor

Yoav Schlesinger
Council Member

Eileen Burke
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) 258-4600
www.sananselmo.gov

Notice Regarding Upcoming Town Council Information item to Consider Introduction Of Ordinance Establishing A Minimum Floor Price Law (MFPL) For Certain Tobacco and Nicotine Products, And Banning Sale Of Electronic Smoking Devices, Heated Smoking Systems, and Tobacco and Nicotine Pouches

Dear Business Owner:

The San Anselmo Town Council will receive an informational item on Tuesday, June 23, 2026, to receive public comment and consider an ordinance that would:

- Establish minimum prices for certain tobacco products,
- Prohibit coupons and other discounts on tobacco products, and

• Prohibit sales of electronic smoking devices, heated smoking systems, and tobacco/nicotine pouches.

The possible ordinance was drafted by Marin County Tobacco and Nicotine Prevention Program staff and is intended reduce the use and availability of tobacco and nicotine products and prevent youth addiction to tobacco and nicotine. Similar ordinances have been adopted by the County of Marin, Fairfax, Corte Madera, and Sausalito.

Key provisions in the possible ordinance:

Minimum prices (retail sales to consumers):

- Cigarettes: not less than $12 per package of 20, + $2 for each additional cigarette
- Little cigars: not less than $12 per package of 5, + $3 for each additional little cigar
- Cigars: not less than $6 per cigar when sold in a package of two, and not less than $12 per cigar when sold as singles
- Smokeless tobacco: not less than $12 per package

Sales restrictions:

- Prohibits sales of electronic smoking devices and heated smoking systems
- Prohibits sales of tobacco or nicotine pouches Retail practices and packaging requirements:
- Prohibits accepting coupons or providing discounts on any tobacco product
- Requires retailers to prominently display pricing
- Requires tobacco products to be sold in manufacturer packaging that conforms to applicable federal labeling and child-resistant packaging requirements

The Town Council meeting will be held on Tuesday, June 23, 2026, beginning at 7:00 p.m. at Town Hall Council Chambers, 525 San Anselmo Ave, CA.

If you cannot attend in person, you may submit written comments:

- Email: townclerk@sananselmo.gov
- Mail/Drop-off: Town Clerk, 525 San Anselmo Avenue, San Anselmo, CA 94960

To ensure distribution to the Town Council prior to the meeting, please submit written comments by 5:00 p.m. on, June 22, 2026. Please note that written comments and emails are public records and shared with the Council and the public. You may also participate remotely via Zoom. The meeting agenda (including the Zoom link and instructions) will be posted on the Town's website on or before 5:00 p.m. on Friday, June 19, 2026, and remote participation instructions are available on the Town's Agendas and Meeting page by clicking on the meeting agenda.

Sincerely,

Linda M. Kenton
Assistant Town Manager

Merchant Tobacco & Nicotine Product Availability

Researched May 2026

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Sincerely,

Linda M. Kenton
Assistant Town Manager

Outlook

Information with Tobacco Ordinance

From Raven Twilling <rtwilling@bacr.org>
Date Fri 6/12/2026 10:43 AM
To Town Council <towncouncil@sananselmo.gov>
Cc Chantel Walker <cwalker@sananselmo.gov>

CAUTION: External Sender

To the San Anselmo Town Council,

I hope this email finds you well! I understand that the Council plans to discuss possible policy solutions to address nicotine addiction at their June 23rd meeting. I am writing to offer recommendations regarding the proposed tobacco retail ordinance currently under consideration.

First and foremost, from a public health standpoint, the most protective ordinance is one that bans the sale of commercial tobacco products entirely. History has shown that when exemptions are written into law, tobacco companies are adept at exploiting loopholes — often in ways that undermine the original intent of the legislation.

However, from conversation, I understand the Council may wish to allow a retailer such as Ludwig's to continue serving community members who seek premium cigars. If that is the case, based on conversations with an attorney at the Public Health Law Center, the approach least likely to result in legal challenges would be twofold:

1. Cap the number of licensed tobacco retailers at the current number. This prevents market expansion while protecting existing businesses.

2. Craft a narrow, legally defensible definition of "premium cigar" to limit the scope of the exemption. A model definition might read:

"Premium cigar" means any cigar that is hand-constructed, has a wrapper made entirely from whole tobacco leaf, has a filler and binder made entirely of tobacco (except for adhesives or other materials used to maintain size, texture, or flavor), and has a wholesale price of no less than $12.

This approach would permit all current retailers to offer premium cigars while making it significantly harder for tobacco companies to engineer workaround products that fall within the exemption.

Please let me know if you have any questions or would like any additional information.

Respectfully,

Raven

--

Raven Twilling
she/her
Tobacco Prevention Coordinator
Bay Area Community Resources

E rtwilling@bacr.org **W** www.bacr.org

We work in the *heart* of our communities to foster generational change.

compassion curiosity humility INTEGRITY JOY

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The Smoke-free Marin Coalition
Ending the harms of tobacco and nicotine since 1990

June 15, 2026

Mayor Steve Burdo
San Anselmo City Councilmembers
525 San Anselmo Ave.
San Anselmo, CA 94960

RE: Urging your consideration of a strong ordinance further restricting the sale of all tobacco and nicotine products

Dear Mayor Burdo, Vice Mayor Walker, Councilmembers Burke, Kullaway, and Schlesinger, and Staff:

We are writing on behalf of the Smoke-free Marin Coalition, a group of community members, parents, teens, educators, healthcare providers, public health professionals, and environmentalists. **For over 35 years, the Smoke-free Marin Coalition has been working to end the epidemic of tobacco use and nicotine addiction and end the influence of the tobacco and nicotine industry in all communities throughout Marin**. Our goal for Marin County is entirely consistent with the California Department of Public Health / California Tobacco Prevention Program's endgame goal. Through the efforts of our coalition members and our County Health Department, with wide support from many others, communities in Marin County have long been recognized in California and nationwide as leaders in tobacco control and prevention of nicotine addiction. **Now is the time for you to take another major step to chart the way forward and advance Marin's leadership.**

Based on available data and local high school students' testimonies, in jurisdictions throughout Marin County, teen use patterns are changing rapidly. Our teens are becoming more addicted to nicotine than ever. While statewide prevalence rates of current (past-30-day) cigarette smoking between 2016-2025 decreased among 11th graders from 4% to 1%, while **in Tamalpais Union High School District, current cigarette smoking increased alarmingly from 8% to 12%, and to 29% among students in alternative schools**. Statewide, current nicotine vaping rates decreased between 2021-2025 from

5% to 4%, but in **Tamalpais Union High School District, nicotine vaping rates decreased from a high of 15% to a still alarming 13%**, nearly 3 times the statewide rate. **Among students in Tamalpais district alternative schools, the rate of nicotine vaping was 55%**.

Local retail tobacco and nicotine advertising and product sales have been changing rapidly and because while **the tobacco and nicotine industry continues to aggressively market their established products** at discounted prices, including cigarettes, chewing tobacco, and little cigars, **the industry now, more aggressively than ever, is marketing their new products**, notably e-cigarettes (nicotine vapes), nicotine pouches, tobacco snus pouches, and heated tobacco products. **Oral nicotine pouch sales have been surging rapidly,** [1] and **local teens tell us this year they have seen a surge in nicotine pouch use**. Nationwide, **children are being poisoned from swallowing nicotine pouches at an alarmingly increasing rate, with calls to poison control centers surging by 763% between 2020 to 2023**.[2,3]

While the tobacco and nicotine industry promotes their new products as being less harmful, a recent extensive analysis of 124 published studies comparing real-world e-cigarette use to cigarette use show that **e-cigarettes are nearly as harmful as cigarettes**.[4,5] Relatively little is known about heated tobacco products, but recent studies have shown that **heated tobacco products cause users and bystanders to inhale a wide range of harmful chemicals** that cause lung damage, trigger emphysema, and harm reproductive systems.[6,7,8,9] Very little is known about the harms of nicotine pouches and tobacco snus pouches, but **nicotine pouch products can be a gateway to youth nicotine addiction**, and they appear to cause oral ulcers and gum damage.[10,11,12]

All of the tobacco and nicotine industry's products are highly addictive, dangerous, disabling, and deadly because nicotine is a neurotoxin that hijacks the dopamine pleasure and reward system – particularly among teens and young adults.[13] Nicotine is toxic to the heart and blood vessels and triggers heart attacks,[14,15] and accelerates the growth of cancerous tumors.[16] Nicotine is absorbed by children and pregnant women who are exposed to secondhand smoke and secondhand aerosol.[17] Nicotine easily crosses the placental barrier and is highly concentrated in fetal blood.[18] Nicotine exposure causes fetal disorders and causes changes in developing lungs that may lead to asthma in childhood.[19,20] Nicotine is present in breastmilk, leading to postnatal exposure.[21]

Thus, we believe that **jurisdictions throughout Marin County should build on the momentum to end the sale of tobacco and nicotine products** (except FDA-approved cessation aids) started by the Cities of Beverly Hills in 2019 (which had 29 tobacco retailers, Manhattan Beach (which had 18 tobacco retailers) and now the Towns of Tiburon and Ross, which both recently decided to take decisive action to prevent the introduction of tobacco and nicotine products in their communities.

So, we are writing to urge all jurisdictions throughout Marin to prioritize, as soon as possible, passing a strong ordinance restricting tobacco and nicotine sales – the most forward-leaning of which would be an ordinance that ends the sale of all tobacco and nicotine products (except FDA-approved cessation aids), as was passed by the Town of Tiburon on November, 5 2025 and the Town of Ross on December 11, 2025. A complete end-to-sales ordinance will solve, once and for all, four major problems: 1) local retail advertising targeting children and teens, 2) perceived normalcy of selling highly addictive and deadly products, 3) convenient accessibility to tobacco and nicotine products, which facilitates initiation and impedes quitting, and 4) ending the "whack-a-mole" cycle of endlessly having to update ordinances as the industry continues to launch new products like sublingual nicotine tablets. Jurisdictions may opt to pass a tobacco retailer ordinance ending the sale of e-cigarettes, heated smoking systems (heated tobacco products), oral nicotine pouches, and oral tobacco pouches, while establishing minimum pricing and pack sizes for the established tobacco products (except FDA-approved cessation aids), as the Town of Fairfax approved on February 4, 2026, or at a minimum, opt to pass a tobacco retailer ordinance that is consistent with the ordinance that the Marin County Board of Supervisors passed on November 18, 2025, that the Town of Fairfax built on by adding a ban on the sale of highly addictive nicotine pouches and tobacco pouches.

The Smoke-free Marin Coalition stands ready to provide the elected officials and staff in Novato with technical support in gathering data and information to prepare a draft ordinance and a staff report. We assure you that our Coalition members will work tirelessly to mobilize community support for a strong ordinance that advances our goals to end the epidemic of tobacco use and nicotine addiction and end the influence of the tobacco and nicotine industry in all communities throughout Marin.

Sincerely,

Bob Curry, Co-Chair
Pam Granger, Co-Chair
Smoke-free Marin Coalition

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[1] Convenience Store News. Nicotine Pouches: Category Champions 2026. https://csnews.com/category-champions-2025
[2] Nationwide Children's New Study Finds Sharp Increase in Nicotine Pouch Ingestions Among Young Children. 2025 Jul 14. https://www.nationwidechildrens.org/newsroom/news-releases/2025/07/nicotine_exposures
[3] Olivas M, Hays HL, Kistamgari S, Rine NI, Zhu M, Yang J, Smith GA. Nicotine Ingestions Among Young Children: 2010-2023. Pediatrics. 2025 Aug 1;156(2):e2024070522. doi: 10.1542/peds.2024-070522. PMID: 40658193.
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Outlook

Tobacco and Nicotine

From david finnane <davidfinnane@yahoo.com>
Date Tue 6/16/2026 4:13 PM
To Town Council <towncouncil@sananselmo.gov>; Steve Burdo <SBurdo@sananselmo.gov>; Chantel Walker <cwalker@sananselmo.gov>; Tarrell Kullaway <tkullaway@sananselmo.gov>; Yoav Schlesinger <yschlesinger@sananselmo.gov>
Cc Dave Donery <ddonery@sananselmo.gov>

[Some people who received this message don't often get email from davidfinnane@yahoo.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

CAUTION: External Sender

Dear Town Council Members,

As a longtime member of the community, a longtime educator in San Anselmo and Fairfax, and an advocate for improving the health of our children and our community, I am writing to advocate that you take whatever steps are necessary to ban the sale of nicotine and tobacco in San Anselmo. Anything you can do that will limit access to these deadly products is important and will be much appreciated.

Thank you for your service to our community and thank you for considering my input.

Sincerely,

David Finnane
415-686-6060

Outlook

Support for ending tobacco and nicotine sales in San Anselmo

From Margo James <margomacjames@gmail.com>
Date Wed 6/10/2026 11:55 AM
To Town Council <towncouncil@sananselmo.gov>; Steve Burdo <SBurdo@sananselmo.gov>; Chantel Walker <cwalker@sananselmo.gov>; Tarrell Kullaway <tkullaway@sananselmo.gov>; Yoav Schlesinger <yschlesinger@sananselmo.gov>; Dave Donery <ddonery@sananselmo.gov>

Some people who received this message don't often get email from margomacjames@gmail.com. Learn why this is important

CAUTION: External Sender

Dear San Anselmo Mayor and Council Members,

As a San Anselmo resident, I'm writing to voice my support for ending the sale of tobacco and nicotine products in our town.

I hope the Council will move this policy forward and help make San Anselmo a healthier place for the next generation.

Thank you for your leadership and consideration.

Sincerely,
Margo James
15 Morningside Drive

Outlook

Support ending ALL tobacco sales

From Brian Davis <mrbdavis@hotmail.com>

Date Mon 6/22/2026 12:28 PM

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

Some people who received this message don't often get email from mrbdavis@hotmail.com. Learn why this is important

CAUTION: External Sender

Dear Mayor Burdo, Vice Mayor Walker, Councilmembers Burke, Tarrell and Schlesinger:

As the retired Project Director of LGBTQ Minus Tobacco, I am urging you to end the sale of **ALL** commercial tobacco and nicotine products (except FDA-approved cessation aids).

LGBTQ+ people use tobacco products, including nicotine electronic cigarettes, 60% more than the general population largely due to the discrimination we face as a community. Ending the sale of all tobacco products in San Anselmo will help encourage all youth, including young queer residents, to not start and help inspire older LGBTQ+ and other folks who currently smoke to quit.

I hope that you will join the Cities of Beverly Hills and Manhattan Beach, and Marin County Towns of Tiburon and Ross in passing an ordinance that has **NO EXEMPTIONS** for any types of tobacco products, including cigars.

Thank you.

Sincerely,

Brian Davis
Retired Project Director, LGBTQ Minus Tobacco
mrbdavis@hotmail.com

Outlook

Support for ending tobacco and nicotine sales in San Anselmo

From Tamar <tkondy@yahoo.com>
Date Mon 6/22/2026 9:41 AM
To Town Council <towncouncil@sananselmo.gov>
Cc Dave Donery <ddonery@sananselmo.gov>

Some people who received this message don't often get email from tkondy@yahoo.com. Learn why this is important

CAUTION: External Sender

Dear San Anselmo Mayor and Council Members,

As a San Anselmo resident, I'm writing to voice my support for ending the sale of tobacco and nicotine products in our town.

I hope the Council will move this policy forward and help make San Anselmo a healthier place for the next generation.

Thank you for your leadership and consideration.

Sincerely,
Tamar Kondy-Berberich
Rutherford Ave, San Anselmo

Outlook

6/23/26 Item # 2.2) Discussion Item Regarding Tobacco Ordinance.

From Kelsey Fernandez <klhfernandez@gmail.com>
Date Sun 6/21/2026 7:04 PM
To Town Council <towncouncil@sananselmo.gov>; Steve Burdo <SBurdo@sananselmo.gov>; Chantel Walker <cwalker@sananselmo.gov>; Tarrell Kullaway <tkullaway@sananselmo.gov>; Yoav Schlesinger <yschlesinger@sananselmo.gov>; Dave Donery <ddonery@sananselmo.gov>; Serge Avila <savila@sananselmo.gov>

CAUTION: External Sender

Dear Mayor Burdo, Vice Mayor Walker, Councilmembers and Staff,

Thank you for taking the initiative to discuss the town's tobacco/nicotine policy. I understand there's a lot to consider and I'm grateful for your willingness to wade through it all on our behalf.

While I know policymaking is complex, I'd like to suggest that the decision to end the sale of all tobacco and nicotine products is simple.

As I shared at the last meeting, there is no nuance in seventy years of deception. There is no doubt about seven decades of an industry lying about what its products do, engineering them to be more addictive, and aiming its most appealing flavors and designs squarely at our kids.

And there's no debate about the result: tobacco is the only product on our shelves that, used exactly as directed, becomes the leading cause of preventable death in this country. It harms nearly every organ, and the addiction that drives it almost always takes hold in adolescence.

It's not often that we are handed the opportunity to do something that will have such a positive and lasting impact on society. A decision like this goes beyond our borders. It demonstrates to other communities that it can be done. It paves the way and it saves lives.

I sincerely appreciate your willingness to take action.

With gratitude,
Kelsey Fernandez
San Anselmo

Outlook

Prohibiting Sale of Tobacco and Nicotine Products

From johndwright1125@gmail.com <johndwright1125@gmail.com>
Date Sat 6/20/2026 3:12 PM
To Town Council <towncouncil@sananselmo.gov>; Steve Burdo <SBurdo@sananselmo.gov>; Chantel Walker <cwalker@sananselmo.gov>; eileenburke@sananselmo.gov <eileenburke@sananselmo.gov>; kullaway@sananselmo.gov <kullaway@sananselmo.gov>; Yoav Schlesinger <yschlesinger@sananselmo.gov>
Cc Serge Avila <savila@sananselmo.gov>; Dave Donery <ddonery@sananselmo.gov>

CAUTION: External Sender

June 20, 2026

Dear Mayor Burdo and Members of the San Anselmo Town Council:

I urge the Town Council to join the growing number of Marin County jurisdictions that have taken action to protect public health by prohibiting the sale of tobacco and nicotine products, with a reasonable phase-in period to allow retailers time to adjust. Just last week, the Corte Madera council directed staff to return later this summer with a complete end-of-sales ban.

Tobacco use remains the leading cause of preventable disease and death in the United States. Nicotine addiction continues to affect many residents, and the rapid growth of e-cigarettes and flavored nicotine products has created new risks, particularly for young people. Research consistently shows that youth are especially vulnerable to nicotine addiction, and early exposure can have lasting effects on brain development and lifelong health.

Reducing the availability of tobacco and nicotine products is a proven public health strategy. By limiting retail access, San Anselmo can help prevent youth initiation, reduce impulse purchases, and support residents who are trying to quit. A phased implementation would provide local businesses adequate time to plan while moving the community toward a healthier future.

San Anselmo has long demonstrated leadership in promoting the well-being of its residents. Adopting a comprehensive ban on the sale of tobacco and nicotine products would be a meaningful step toward protecting the next generation from addiction and reducing the significant health and economic burdens caused by tobacco use.

Thank you for your consideration and for your service to the community.

Sincerely,

John Wright, Former Mayor

Outlook

Nicotine and Tobacco - Upcoming Policy Discussion for San Anselmo Town Council

From Barbara Coler <bcoler@townoffairfaxca.gov>
Date Fri 6/19/2026 8:10 PM
To Town Council <towncouncil@sananselmo.gov>; Steve Burdo <SBurdo@sananselmo.gov>
Cc Chantel Walker <cwalker@sananselmo.gov>; Eileen Burke Contact <EileenBurke100@gmail.com>; Yoav Schlesinger <yschlesinger@sananselmo.gov>; Tarrell <Kullaway@sananselmo.gov>; Serge Avila <savila@sananselmo.gov>; Dave Donery <ddonery@sananselmo.gov>

You don't often get email from bcoler@townoffairfaxca.gov. Learn why this is important

CAUTION: External Sender

Dear Mayor Burdo and all San Anselmo Councilmembers,

I am writing to express my strong support for your upcoming proposed local policy consideration of prohibiting the sale of commercial tobacco and nicotine products in San Anselmo. This would be an extremely courageous step - your Council would be taking an action, if passed, which would strongly protect public health (as you are well aware). You may be aware that I have been a champion for tightening tobacco/nicotine ordinances in Fairfax many times over the years. In February, we adopted an ordinance similar to Marin County's, including banning sale of vapes and other requirements, and, at my urging, we also banned the sale of nicotine and tobacco pouches (Dr. John Maa, Dr. Jeremiah Mock and Bob Curry believe this may be the 1st to ban pouches in California and possibly the nation, Corte Madera also banned pouches recently – I had also urged them to do so). Unfortunately, we are not at this point able to ban all sales of tobacco and nicotine products. I sincerely hope your Council will be able to do so, leading the way for Fairfax and other Marin jurisdictions to follow your lead. If you would like to review our Fairfax ordinance, see https://townoffairfaxca.gov/town-council-adopts-ordinance-strengthening-local-smoking-and-tobacco-regulations/. I hope that you will ban all retail sales, yet, at a minimum, add the prohibition of retail sales of pouches along with the other requirements we have included in our ordinance.

Thank you for your consideration, Barbara (415) 450-7860

Serge - could you please ensure that all the Councilmembers receive this? Thank you!

Barbara Coler, Councilmember
Town of Fairfax

The opinions expressed in this email are those of this individual Council Member and are not representative of the entire Council or Town of Fairfax unless otherwise stated.

CALIFORNIA FUELS + CONVENIENCE ALLIANCE

June 23, 2026

San Anselmo Town Council

525 San Anselmo Ave.

San Anselmo, California 94960

RE: Concerns Regarding Proposed Tobacco Ordinance

Honorable Mayor and Councilmembers,

The California Fuels and Convenience Alliance (CFCA) is a statewide trade association representing independent gas stations and convenience stores throughout California, and we appreciate the opportunity to share our perspective as the Town considers potential amendments to its tobacco policy. CFCA represents member businesses that operate in San Anselmo and the surrounding area – many of which are small, family-owned establishments that serve local residents and play vital roles within their communities. We value the opportunity to provide input and be a part of the conversation to help inform a balanced and effective approach.

While we understand and support the Town's intention to regulate safe and compliant tobacco sales, we believe that a few of the provisions reach beyond the scope of necessity and will bring unintended harm to San Anselmo's local community. Provisions such as the minimum price and packaging requirements and a total ban on electronic smoking devices, which will impose further financial hardship on local "mom-and-pop" business owners and the Town at large by driving away vital sales and tax revenue are of notable concern. Proponents of these regulatory tactics claim that its implementation will result in a general decrease in tobacco sales and refer to that as a marker of successful tobacco policy. While it is true that legal tobacco sales see a decrease following implementation of tobacco regulation such as minimum price and packaging laws, proclamations of its effectiveness unfortunately lack nuance. As California's experience has demonstrated, prohibition and further regulation do not eliminate consumer demand; it simply shifts it towards neighboring jurisdictions, and in the worst-case scenario, the harmful illicit market, where illegal sellers tote unregulated products that put the consumer at risk. Therefore, although an overall decrease in regulated tobacco sales is observed, analyses do not account for sales occurring outside the regulated marketplace or displaced sales in neighboring jurisdictions. Such excessive tobacco regulation may also prove to drive consumers away from small business owners in the local economy; taking with them vital tax revenue that would otherwise go towards funding state and local programs, such as tobacco education and underage tobacco use prevention programs. This would lead to dozens of substance-use education programs being put at risk, ultimately undermining the Council's efforts to protect public health. We respectfully urge San Anselmo Town Council to reconsider the adoption of the minimum price and packaging

laws in the proposed ordinance, and to continue allowing the sale of legal electronic smoking devices to avoid unintended consequences.

In communities throughout California, gas stations and convenience stores are often amongst the few local retailers available; providing essential goods and services to residents with limited options. These small businesses don't just sell fuel or tobacco, they provide products ranging from hot food options to personal hygiene products, and even traditional grocery items like eggs or milk. While tobacco-related sales might not be a primary source of income for these retailers, they can still account for up to 35% of in-store revenue. This ordinance could significantly diminish that crucial revenue stream, threaten the viability of these key community establishments, and create a system of winners and losers that sees legitimate tobacco retailers on the losing side. Meanwhile, illicit sellers – who do not comply with licensing, pricing or tax requirements – would effectively gain a competitive advantage over the regulated marketplace and be enabled to continue thriving outside the legal purview.

Similarly, a prohibition of discounts and couponing on tobacco products will only penalize compliant tobacco retailers and tobacco consumers, further alienating a whole demographic of San Anselmo's residents.

Lastly, we also have significant concerns regarding the proposed implementation of an indefinite biennial $1 price increase for all tobacco products. Adopting an automatic price increase without any requirement for periodic review, sunset, or adjustment will remove accountability from the policymaking process and lock local businesses into a pricing structure that may no longer be justified. Such inflexible increases would also disproportionately harm small, community-based retailers, further widening the price gap between the regulated and illicit marketplaces, and push consumers away from licensed retailers altogether.

In practice, the combined effect of these restrictions could have a devastating effect on the local economy and residents in San Anselmo. In the interest of local business owners and the general population, we respectfully urge the Town to reconsider the provisions set forth in the proposed ordinance in favor of a more even-handed policy approach.

We appreciate the opportunity to share our perspective and kindly ask to be a part of the conversation in the Town's pursuit of its public health objectives.

Thank you for your time and consideration.

Sincerely,

CALIFORNIA FUELS + CONVENIENCE ALLIANCE

Bryan Lam, Policy & Engagement Analyst

California Fuels & Convenience Alliance

Outlook

Support Complete End-of-Sales Ordinance with no Exemptions

From John Maa <maa_john@yahoo.com>
Date Tue 6/23/2026 3:29 PM
To Steve Burdo <SBurdo@sananselmo.gov>; Chantel Walker <cwalker@sananselmo.gov>; Eileen Burke Contact <EileenBurke100@gmail.com>; Tarrell Kullaway <tkullaway@sananselmo.gov>; Yoav Schlesinger <yschlesinger@sananselmo.gov>; Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from maa_john@yahoo.com. Learn why this is important

CAUTION: External Sender

To the San Anselmo Town Council leadership:

I applaud the San Anselmo Town Council for exploring the pathway to end commercial tobacco product sales permanently in your city, and thank the Town Staff for their thoughtful analysis. San Anselmo was a key step towards ending the sales of flavored tobacco products across Marin in 2019.

Tobacco use remains the leading cause of preventable death in America, with an economic toll estimated by UCSF researchers at $550 per resident across Marin County in 2009.

The recent Tobacco Endgame successes in Tiburon and Ross that are now extending into San Anselmo build upon decades of scientific consensus and professional advocacy - the California Medical Association adopted policy in the 1980s urging an end to all tobacco product sales in California, and the AMA has existing policy to bring an end to cigarette sales across America.

I strongly support the recommendation to prepare an ordinance to end commercial tobacco product sales without exemptions in your city, and thank you for your leadership.

Sincerely,

John Maa MD, FACS
2018 President of the San Francisco Marin Medical Society

From: Ludwig's Fine Wine <magid@ludwigsfinewine.com>
Sent: Monday, June 22, 2026 5:09 PM
To: Town Council <towncouncil@sananselmo.gov>
Subject: Discussion Item Regarding Tobacco Ordinance

> Some people who received this message don't often get email from magid@ludwigsfinewine.com. Learn why this is important

CAUTION: External Sender

Mayor Burdo, Vice Mayor Walker, Council Members and Staff,

I own Ludwig's in San Anselmo.As you all know, our legacy business was established in 1939 on Miracle Mile as a traditional smoke shop. The business moved to San Anselmo Avenue in 1961.My father bought the business in 1977, and I bought it from him in 2006. Ludwig's has adapted with changes in demographics, economies, local and federal regulations and consumer habits. We now primarily sell Wine, Spirits, & Craft Beer and we have Marin's oldest walk-in cigar humidor. We have not sold cigarettes or any other tobacco besides cigars since 2008. We do not sell tobacco to minors, nor do we sell anything to minors that would bring them into our store without their parents.

We absolutely agree that minors should not have access to any kind of tobacco products, and agree with the provisions of the proposed Model Ordinance that prohibit vaping and tobacco pouches and agree with minimum pricing. We do not, however, agree that a total tobacco ban would further the goals of the Youth Advocacy Committee or concerned local parents.

As Adults, we all understand the damaging history of many industries, and agree that the Tobacco Industry is a very bad actor. That children are now being exposed to damaging narratives on social media and within our current Federal Administration couching Nicotine as "healthy", and since children have been targeted by these messages, we feel the fight should be there, and not aimed at local businesses who act responsibly. I can only assume that minors are purchasing vapes and nicotine pouches primarily online, and a local ban would do nothing to curb that.

Our adult cigar customer are well informed of the facts and are deciding their own risks, much like choosing to drink alcohol, drink sugary drinks, eat fatty foods and dance in the street in an unpredictable world.

I hope you see us as good community members that contribute and bring value to our local economy. We are partners in advocating for a smoke-free youth, and will do what we can to promote that message.

Sincerely,

Magid Nazari

Ludwig's Fine Wine

431 San Anselmo Ave

San Anselmo, CA 94960

415-456-

Outlook

Tobacco Sales in San Anselmo

From Nelson Branco <nbranco@tamalpaispediatrics.com>
Date Mon 6/22/2026 5:59 PM
To Town Council <towncouncil@sananselmo.gov>; Steve Burdo <SBurdo@sananselmo.gov>; Chantel Walker <cwalker@sananselmo.gov>; Tarrell Kullaway <tkullaway@sananselmo.gov>; Yoav Schlesinger <yschlesinger@sananselmo.gov>; Eileen Burke Contact <EileenBurke100@gmail.com>
Cc Dave Donery <ddonery@sananselmo.gov>

Some people who received this message don't often get email from nbranco@tamalpaispediatrics.com. Learn why this is important

CAUTION: External Sender

Dear San Anselmo Mayor and Council Members,

As a San Anselmo resident and a pediatrician who has practiced in Marin for the past 25 years, I'm writing to voice my support for ending the sale of tobacco and nicotine products in our town.

I hope the Council will move this policy forward and help make San Anselmo a healthier place for the next generation. I am sure that you are all aware of the danges of nicotine addiction, the health effects of long-term use and the prevalence of vaping and nicotine use among youth in our community. Limiting access is one important strategy for protecting the kids in our community.

Thank you for your leadership and consideration of this policy. I am happy to provide any information or research that will help you come to the right decision for our community.

Take care,

Nelson Branco, MD, FAAP
he/him/his
Tamalpais Pediatrics
5 Bon Air Rd., Suite 105
Larkspur, CA 94939
www.tamalpaispediatrics.com
p: 415.461.0440
f: 415.461.3792
e: nbranco@tamalpaispediatrics.com

I'm raising money for cancer research by riding the Pan-Mass Challenge in support of the Dana Farber Cancer Institute - this is year 10. Please visit my personal fundraising page to support my ride: https://profile.pmc.org/nb0129

I respect your time away, please do not feel obligated to reply during off hours.

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.3

MEETING DATE: June 23, 2026

AGENDA TITLE: Public Hearing to Adopt an Ordinance Amending Title 10 (Planning and Zoning) to Update Conditional Use Permit Regulations and Replace Nonconforming Uses and Improvements Regulations with New Article on Nonconforming Uses, Structures, and Lots; CEQA Exemption Findings. The proposed Ordinance is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the CEQA Guidelines Section 15061(b)(3), Section 15301, and Section 15303

FROM: Heidi Scoble, Community Development Director
Jackson Dobronyi, Associate Planner

RECOMMENDATION:

1. That the Town Council hold a public hearing and consider the attached Zoning Ordinance Amendments to Title 10 (Planning and Zoning), Chapter 3 (Zoning), to update Conditional Use Permit regulations and replace the Nonconforming Uses and Improvement regulations with a stand-alone new article titled, "Nonconforming Uses, Structures, and Lots", and ensure compliance with State law, and make the associated CEQA exemption findings (see **Attachment 1**).
2. Motion to read the attached Ordinance by title only. The Town Manager will read the full title of the Ordinance.
3. Motion to approve the first reading of the Ordinance Amendments and waive future readings in their entirety.

BACKGROUND

On September 23, 2025, the Town Council held a duly noticed public hearing on this item, considering updates to two sections of Title 10, Chapter 3 of the San Anselmo Municipal Code: (1) the Conditional Use Permit (CUP) regulations, and (2) the Nonconforming Uses and Improvements regulations. The following is a summary of the proposed amendments:

<u>Conditional Use Permits (Amended - Title 10, Chapter 3, Article 13)</u>

- Updated Findings: Streamlines and modernizes CUP findings to align with the General Plan, zoning district purposes, and specific requirements for ground-floor office uses in the C-2 District.
- Expiration Authority: Grants the Community Development Director or Planning Commission discretion to set CUP expiration dates, with applicants able to reapply

after expiration. This tool ensures CUPs remain consistent with the Town's long-term land use and economic goals.

Nonconforming Uses, Structures, and Lots (New - Title 10, Chapter 3, Article 29)

- Standalone Article: Establishes a new article dedicated to nonconforming uses and structures, providing clarity, emphasis, and improved organization.
- Abandonment Period: Reduces the period from six months to 90 days to encourage the timely reuse of commercial spaces.
- Rebuild Threshold: Increases the threshold triggering conformity requirements from 50% to 75% of exterior wall demolition, supporting reinvestment while maintaining a path toward eventual compliance.
- Termination Procedures: Clarifies decision-making authority and establishes due process for terminating nonconforming uses.
- Purpose and Intent: Updates language to articulate objectives and provide stronger guidance for interpretation and application.

For full background on the history and substance of the proposed amendments, including the recommendations provided by the Economic Development Committee and Planning Commission, please refer to the September 23, 2025, Staff Report (**Attachment 3**) and the September 23, 2025, Town Council Meeting Minutes (**Attachment 4**).

Following deliberation, the Council determined that additional targeted outreach to commercial property owners within the C-2 Zoning District was warranted prior to taking action on the amendments. The Council directed staff to conduct outreach to affected property owners and continued the item to a future meeting date. Additionally, the Town Council noted there were instances where references to the “Community Development Director” should be revised to “Community Development Director *or designee.*”

In response to this direction, on May 22, 2026, the Town mailed a Notice of Public Hearing to the 214 property owners of record within the C-2 District. The notice summarized the proposed amendments and provided information on how to submit public comment prior to and at the June 23, 2026, hearing. A copy of the notice is included as **Attachment 5**.

In addition to the mailed notice, this item has been included on the agenda of four duly noticed public meetings over the course of the past year:

- April 9, 2025 - Economic Development Committee
- June 10, 2025 - Economic Development Committee
- August 18, 2025 - Planning Commission
- September 23, 2025 - Town Council

As of June 15, 2026, staff have not received any written or oral public comment from any C-2 property owner or other members of the public in response to the mailed notice or any of the prior hearings. Accordingly, no substantive revisions to the draft ordinance have been made since the September 23, 2025, hearing. Staff has incorporated minor non-substantive and typographical corrections into the draft ordinance

DISCUSSION/ANALYSIS

The proposed amendments are intended to clarify and modernize zoning regulations while furthering the Town’s long-term goals of fostering a vibrant, economically resilient, and pedestrian-oriented downtown Specifically, the amendments provide clearer and more objective findings for Conditional Use Permits (CUPs), establish additional findings for certain ground-floor office uses within the C-2 Zoning District to help preserve an active and vibrant downtown environment, and authorize decision-makers to impose expiration dates on CUPs when appropriate. This added flexibility ensures that certain approvals do not permanently run with the land and allows the Town to periodically reevaluate whether approved uses continue to support community goals and changing economic conditions. The amendments also provide clearer standards and procedures for the modification, revocation, or expiration of CUPs when a use is not operating in compliance with the approved permit, ensuring that approved uses remain consistent with adopted conditions of approval and the Town's planning objectives over time

The amendments also update and reorganize the Town's regulations pertaining to nonconforming uses, structures, and lots. Among other changes, the proposed ordinance reduces the period required to establish abandonment of a nonconforming use from six months to 90 days, encouraging the timely reuse and occupancy of commercial spaces. In addition, the amendments increase the threshold for reconstruction or substantial modification of nonconforming structures from 50 percent to 75 percent of exterior wall demolition. This change provides greater flexibility for property owners to undertake tenant improvements, renovations, and reinvestment in existing buildings without unnecessarily triggering requirements for variances or full compliance with current development standards.

Input from the Economic Development Committee, community stakeholders, and the Planning Commission emphasized the importance of discouraging prolonged vacancies, encouraging investment in existing commercial properties, providing flexibility for property owners, and ensuring that nonconforming use regulations and CUP procedures are consistent with the Town's economic development objectives. Following a duly noticed public hearing, the Planning Commission expressed support for the proposed amendments and recommended that the Town Council consider their adoption.

The Council's direction on September 23, 2025, reflected a desire to ensure that property owners most directly affected by the amendments were aware of the changes and had an opportunity to review and comment on them before the Council considered adoption.

The draft ordinance remains substantially unchanged from the version presented to the Council on September 23, 2025, with only minor typographical and administrative corrections incorporated. Collectively, staff suggest these amendments will improve the clarity and administration of the Town's zoning regulations, support reinvestment in existing commercial properties, reduce prolonged vacancies, and promote land use patterns that advance the Town's vision for a thriving downtown. Staff continues to recommend approval of the first reading.

FISCAL IMPACT

No direct fiscal impacts are anticipated from the adoption of these ordinance amendments.

GENERAL PLAN CONSISTENCY

The proposed zoning ordinance amendments are consistent with the goals, policies, and implementation programs of the San Anselmo General Plan, including those related to land use, economic vitality, community character, and sustainability.

Specifically, the amendments support the following General Plan objectives:

- **Land Use Element Goal LU-1:** Maintain and enhance San Anselmo's small-town character and distinct commercial districts. The proposed updates reinforce the purpose of the C-2 Zoning District by promoting a balanced mix of uses that support a walkable, vibrant downtown.
- **Land Use Element Policy LU-3.2:** Encourage a mix of retail, service, office, and residential uses in commercial areas that contribute to the economic vitality and character of the Town. By clarifying regulations for office uses and conditional use permits (CUPs), the amendments help ensure that future uses are compatible with community goals and contribute to a lively, economically sustainable downtown core.
- **Economic Development Element Goal ED-1:** Support a thriving and diverse business community. The amendments reflect input from the EDC and are intended to preserve flexibility while reducing long-term commercial vacancies and encouraging business occupancy in the downtown area.
- **Implementation Program LU-4.A:** Periodically review and update the Zoning Ordinance to ensure consistency with the General Plan. This effort implements this program by updating zoning regulations to reflect current economic and land use priorities while maintaining alignment with the General Plan framework.

The proposed ordinance amendments further the Town's commitment to thoughtful planning and economic resilience and are consistent with the overarching vision and policies of the San Anselmo General Plan.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

California Environmental Quality Act (CEQA)

The proposed zoning ordinance amendments are exempt from environmental review under CEQA pursuant to the following exemptions:

- **CEQA Guidelines Section 15061(b)(3). Common Sense Exemption**: It can be seen with certainty that the ordinance amendments will not have a significant effect on the environment, as they do not authorize physical development or changes in land use that would result in environmental impacts.

- **CEQA Guidelines Section 15301. Existing Facilities:** The amendments involve minor alterations to the regulation of existing commercial uses, with negligible or no expansion of use beyond that already in existence.
- **CEQA Guidelines Section 15303.** New Construction or Conversion of Small Structures: The ordinance amendments allow for limited flexibility in commercial uses and are not expected to increase development intensity or change the rate at which development occurs. Therefore, it can be seen with certainty that the amendments will not result in significant environmental effects.

Climate Action Plan Conformance
The proposed amendments are consistent with the Town of San Anselmo's adopted Climate Action Plan. The updates support infill development and reuse of existing commercial spaces, reduce long-term vacancies, and promote a walkable, mixed-use downtown. These actions align with the Town's climate goals by minimizing vehicle trips, supporting local economic resilience, and encouraging efficient land use patterns.

ATTACHMENTS
Attachment 1 - Draft Ordinance
Attachment 2 - Draft Ordinance - Redline
Attachment 3 - September 23, 2025, Staff Report
Attachment 4 - September 23, 2025, Town Council Meeting Minutes
Attachment 5 - May 22, 2026, Notice Mailed to C-2 Property Owners
Attachment 6 - Planning Commission Resolution No. 2025-17

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AMENDING TITLE 10 "PLANNING AND ZONING", CHAPTER 3 "ZONING', ARTICLE 3 "CONDITIONAL USE PERMIT"; REMOVING TITLE 10, CHAPTER 3, ARTICLE 6, SECTION 10-3.607 "NONCONFORMING USES AND IMPROVEMENTS" AND REPLACING WITH NEW ARTICLE 29 "NONCONFORMING USES, STRUCTURES, AND LOTS"; AND MAKING ASSOCIATED CEQA EXEMPTION FINDINGS

WHEREAS, a conditional use permit (CUP) allows a use of property that is not in strict in compliance with the zoning code with the imposition of certain conditions, which remains in effect so long as the conditions in the permit are satisfied, there is no expiration date in the permit that has expired, and the use is not a public nuisance; and

WHEREAS, the Town desires to ensure compliance with CUPs and provide processes to review CUP compliance in order to promote the stability and consistency of land uses within the Town; and

WHEREAS, the Town desires to update the CUP Ordinance to: allow the inclusion of a CUP expiration date; provide a revocation hearing process for CUPs that are out of compliance with the conditions in the permit either by violation or by a period of nonuse; and make other clarification and update changes ("CUP Ordinance Amendments"); and

WHEREAS, a legal nonconforming use, structure, or lot (or a "grandfathered" use, structure, or lot) is one that was lawful on the effective date of a new zoning restriction which made it unlawful, and has continued since that time; and

WHEREAS, to ensure the cohesive and predictable development of the Town that is consistent with Town goals, it is desirable that nonconforming uses, structures, and lots be replaced by conforming uses, structures, and lots over time; and

WHEREAS, the Town's nonconforming use ordinance, Municipal Code section 10-3.607, is outdated and the Town desires to adopt an updated nonconforming use code to provide more predictability, clarity, and the ability for the Town Council to consider revocation of a nonconforming use; and

WHEREAS, the Town desires to update the Town's nonconforming use ordinance, Municipal Code section 10-3.607 ("Nonconforming Use Ordinance Amendments", collectively with the "CUP Ordinance Amendments" referred to as the "Ordinance Amendments"); and

WHEREAS, pursuant to Article XI, Section 7 of the California Constitution, the Town may adopt and enforce ordinances and regulations not in conflict with general laws to protect and promote the public health, safety, and welfare of its citizens; and

WHEREAS, the Ordinance Amendments are in the public interest because they will help ensure that land uses remain consistent with their surroundings and provide processes for the Town to revoke noncompliant and nonconforming uses; and

WHEREAS, the Ordinance Amendments are exempt from review under the California Environmental Quality Act (CEQA) pursuant to the "common sense" exemption, CEQA Guidelines

section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance Amendments will have a significant effect on the environment; pursuant to CEQA Guideline section 15301 involving the minor alteration of existing residences involving negligible or no expansion of use beyond that already in existence; and Section 15303 New Construction or Conversion of Small Structures, because it can be seen with certainty that there is no possibility the Amendments would not have a significant effect on the environment and they make no or minimal changes to land uses, development intensities, or the rate at which development is expected to occur; and

WHEREAS, the ordinance amendments are consistent with the goals and policies of the San Anselmo General Plan, including maintaining the viability of the Town's commercial core and preserving its small-town character; and by encouraging the monitoring and review of conditional use permits and nonconforming uses, the amendments promote the appropriate use of property, discourage long-term vacancy or disuse, and support the overall health and vitality of the Town's commercial areas; and

WHEREAS, the Ordinance Amendments do not impact the Town's Climate Action Plan; and

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

WHEREAS, the Planning Commission held a duly noticed public hearing on August 18, 2025 to consider the Ordinance Amendments and recommended Town Council adoption of the Amendments; and

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

WHEREAS, on September 23, 2025, and June 23, 2026, the Town Council held duly noticed public hearings to consider the introduction of the Ordinance Amendments.

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

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

SECTION 2. Environmental Review. The Ordinance Amendments are exempt from review under the California Environmental Quality Act (CEQA) pursuant to the "common sense" exemption, CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance Amendments will have a significant effect on the environment; pursuant to CEQA Guideline section 15301 involving the minor alteration of existing residences involving negligible or no expansion of use beyond that already in existence; and Section 15303 New Construction or Conversion of Small Structures, because it can be seen

with certainty that there is no possibility the Amendments would not have a significant effect on the environment and they make no or minimal changes to land uses, development intensities, or the rate at which development is expected to occur.

SECTION 3. General Plan Consistency Finding. The ordinance amendments are consistent with the goals and policies of the San Anselmo General Plan, including maintaining the viability of the Town's commercial core and preserving its small-town character; and by encouraging the monitoring and review of conditional use permits and nonconforming uses, the amendments promote the appropriate use of property, discourage long-term vacancy or disuse, and support the overall health and vitality of the Town's commercial areas;

SECTION 4. Ordinance Amendment 1. The following are changes and amendments to the Town of San Anselmo Municipal Code Title 10, "Planning and Zoning," Chapter 3, "Zoning," Article 13, "Conditional Use Permit," as set forth below. Amendments shall be renumbered as appropriate.

Article 13. – Conditional Use Permit

10-3.1301 – Purpose and intent.

The purpose of this Article is to allow for uses within a zoning district that may be made compatible with the primary uses of the district with the imposition of conditions if the findings are satisfied.

10-3.1302 – Initiation of a conditional use permit.

A conditional use permit may be initiated by any of the following:

(a) The owner or owners of record of a lot or lots for which a conditional use permit is sought; or

(b) The Town Council, when such conditional use permit is required for activities taken on behalf of the Town. The initiation of a conditional use permit by the Town Council may be either upon the Council's initiation, or by recommendation of the Community Development Director or the Planning Commission.

10-3.1303 – Application requirements.

An application for a conditional use permit shall be submitted with content specified by the Community Development Director together with such other information as may be required by the hearing body and/or Community Development Director or designee, and the required fees shall be paid. The schedule of fees shall be determined by resolution of the Town Council.

10-3.1304 – Review of conditional use permit.

A conditional use permit may be acted upon either by: (1) the Community Development Director or designee; or (2) the Planning Commission after it conducts one (1) or more public hearings on the conditional use permit. In approving a conditional use permit, the Community Development Director and/or Planning Commission may impose any condition that is reasonably necessary to achieve the objectives of this Title; however, no condition may require the dedication of land for any purpose not reasonably related to the use of the property for which the permit is being requested, nor the posting of a bond to guarantee installation of public improvements not reasonably related to the use of the property for which the permit is requested.

The following identifies which conditional use permit applications may be acted upon by the Community Development Director, or designee, and which use permit applications shall be acted upon by the Planning Commission:

(a) Community Development Director, or designee.

(1) Accessory use, when such a use is very low in scale, will not cause a significant increase in intensity of use of the property, and will not alter the primary use of the facility.

(2) Outdoor storage and display of merchandise, plants, and street furniture based upon one (1) of the following:

(a) Within the "C" Districts, the outdoor display and sale of merchandise for a limited time period; and

(b) Within all Districts, the outdoor placement of plants and street furniture on public or private property in limited quantity which, in the opinion of the Community Development Director, will not hinder the free use of the public sidewalk. Such plants and street furniture shall not bear signs, price tags, or other indications that the plants or street furniture are for sale or rent.

(3) Temporary uses.

(a) Temporary uses. Any use may be authorized on a temporary basis in any commercial zoning district for up to and no more than one (1) year provided the use conforms with the Town's Building and Fire Codes. The Community Development Director may allow a single extension of the original time limits and not to exceed the length of the time originally allowed.

The Community Development Director may refer any of the above to the Planning Commission if, in the opinion of the Community Development Director, review by the commission is desirable.

(b) Planning Commission.

All other conditional use permit applications not identified in subsection (a) of this section. Should a property require more than one (1) planning application and should any of those applications require Planning Commission review, then all planning applications associated with the property shall require Planning Commission review.

10-3.1305 – Required findings for conditional use permit.

The Community Development Director, or designee, or the Planning Commission, as applicable, may grant an application for a conditional permit if all of the following findings can be made:

(a) The proposed location of the conditional use is consistent with the objectives of this Title and the purpose of the zoning district;

(b) The proposed location of the conditional use and the conditions under which the use would be operated or maintained will not be detrimental to the public health, safety, or welfare; and

(c) The proposed conditional use will comply with the general plan and each applicable provision of this Title.

In addition to the foregoing finding, special findings shall be made for certain districts or uses, as follows:

(d) Gasoline Stations—All Districts:

(1) Full Serve and Self-Service Gasoline Stations—ALL DISTRICTS: All operations including storage, excepting service with gasoline, oil, air, and water shall be conducted within a closed building.

(2) Self-Service Gasoline Stations—ALL DISTRICTS: The granting of the conditional use permit will not adversely affect the public health, safety, or welfare by either diminishing the availability of minor emergency health and safety services, including rest rooms and minor automobile repair.

(e) Limited Commercial (C-L) District—All Uses Requiring a Conditional Use Permit: The granting of the conditional use permit will not allow a use which generates traffic at a rate greater than:

(1) Fifty (50) vehicle trip ends for each one thousand (1,000) gross square feet of gross leasable building area; or

(2) The existing number of trips during the a.m. and p.m. peak hours generated

by the existing use as of July 22, 1997 (the determination for vacant buildings will be the most recent use between February 26, 1991, and July 22, 1997) on Sir Francis Drake Boulevard. Those numbers of traffic trips typically generated for existing and proposed uses shall be obtained from the current edition of Trip Generation, Institute of Transportation Engineers.

(f) Ground Floor Office Uses—Downtown Commercial (C-2) District:

(1) The proposed office use supports the Town's economic development goals by contributing to a vibrant Downtown Commercial District.

(g) The granting or denying of a conditional use permit for the on-sale and off-sale of beer and wine in conjunction with the sale of motor fuel shall be subject to the following:

(1) The findings shall be based on substantial evidence in view of the whole record to justify the ultimate decision; and

(2) In addition to the standards listed in the state Business and Professions Code Licensing Restrictions, the Town has the authority to further condition the conditional use permit.

(h) The granting of a conditional use permit will not allow a use that diminishes the existing affordable housing stock, including multifamily units and mixed-use units (e.g., residential units above commercial uses).

(i) Animal Boarding: All exterior walls shall be soundproofed to eliminate potential animal noise to the exterior of the building.

(j) Light Manufacturing: The use shall not cause odors, noise, and other factors which make the environment less desirable.

(k) All Commercial Uses: The size and operating characteristics of the proposed development would provide a balanced mix of uses that would be compatible with the existing and future land uses in the vicinity.

(l) Planned Development — All Districts: Refer to the findings in Article 9 of this chapter of the San Anselmo Municipal Code.

10-3.1306 – Revocation of conditional use permit.

(a) A conditional use permit may be revoked or modified for noncompliance with any of the conditions specified in the permit or violation of law. The Planning Commission shall hold a public hearing to consider the proposed revocation, which hearing shall be noticed in accordance with California Government Code section 65091. The Planning Commission's decision may be appealed to the Town Council

pursuant to Town Municipal Code section 1-4.01 et seq. Failure to appear at a hearing pursuant to this Section shall constitute a waiver of the right to object to the revocation of a conditional use permit under this Section.

(b) For the purposes of this Section, noncompliance with the conditional use permit shall include the violation of any condition in the conditional use permit and/or any abandonment of the approved use, which includes, without limitation, the replacement of the conditional use with another use and the absence of the use on the site that is the previously approved conditional use.

(c) The Town's right to revocation as provided in this Section shall be cumulative to any other remedy allowed by law.

10-3.1307 – Lapse.

A conditional use permit approval shall lapse and become null and void one (1) year following the date on which the permit becomes effective unless: prior to the one (1) year expiration date, a building permit, or related business license, is issued and is active on the site that was the subject of the permit application; a certificate of occupancy is issued for the site or structure that was the subject of the conditional use permit application; or if an alternative period is specified in the conditional use permit. Where a conditional use permit authorizes construction of a new structure or an addition to an existing structure, the failure to secure a building permit and commence construction within the one (1) year period shall be deemed nonuse.

A conditional use permit approval may be renewed for an additional period of one (1) year provided that prior to the expiration of the year from the date when the permit originally became effective, an application for renewal is filed with the Community Development Department. The Community Development Director may grant an application for renewal where there is no change from the original application or condition or refer the matter to the Planning Commission. An application for renewal involving any change from the original application or condition shall be treated as a new application.

10-3.1308 – Expiration and effective date.

(a) The Community Development Director, or designee, or the Planning Commission, as applicable, may set an expiration date for a conditional use permit or may allow it without a specified expiration date. In the case of a conditional use permit with an expiration date, the applicant may apply for a new conditional use permit upon expiration.

(b) The conditional use permit shall become effective upon the expiration of ten (10) days following the date on which the permit was granted unless an appeal has been made to the Town Council.

SECTION 5. Ordinance Amendment 2. Title 10, Chapter 3, Article 6, Section 607 "Nonconforming uses and improvements" is hereby repealed and replaced with Title 10, Chapter 3, Article 29 "Nonconforming uses, structures, and lots" as set forth below.

Article 29. – Nonconforming Uses, Structures, and Lots

10-3.2900 – Purpose and intent.

The purpose of this Article is to establish uniform provisions for the regulation of nonconforming land uses, structures, and lots.

(a) Within the zoning districts established by the Town's Zoning Ordinance, there exist land uses, structures, and lots that were lawful before the adoption or amendment of the Zoning Ordinance, but which would be prohibited, regulated, or restricted differently under the terms of the current Zoning Ordinance or future amendments.

(b) It is the intent of the Zoning Ordinance to discourage the long-term continuance of nonconformities, but to permit them to exist under limited conditions.

(c) This Article does not apply to land uses, structures, or lots that were illegally established, constructed, or divided.

10-3.2901 – Nonconforming uses of land.

(a) Prohibited activities. A nonconforming use of land, or a nonconforming use within a structure, may be continued, transferred, or sold only as followed:

(i) Owners or tenants of nonconforming uses shall not:

(1) Enlarge or increase the nonconforming use;

(2) Extend the nonconforming use to occupy a greater area of land than that occupied by the use at the time it became nonconforming; or

(3) Move the nonconforming use, in whole or in part, to any other location on the subject parcel.

(b) No change in use. A nonconforming use shall not be changed or expanded, except to reduce the extent of the nonconformity or to remove it from the site.

(c) Loss of legal nonconforming status. A nonconforming use shall not retain the benefits under this Article (unless exempt pursuant to this Article) if:

(i) The nonconforming use has been abandoned or discontinued for a continuous period of ninety (90) days, or if a structure is not occupied by the nonconforming use for a continuous period of ninety (90) days.

(ii) The structure in which the nonconforming use is conducted or maintained is destroyed. For the meaning of this Section, "destroyed" means destruction by any means of 75% or more than the assessed value of the structure excluding the land value, which determination shall be made by the Community Development Director.

(d) Replacement uses. The use of the site after the discontinuance or removal of a nonconforming use shall comply with all applicable requirements of the Zoning Ordinance and the zoning district.

10-3.2902 – Nonconforming structures.

(a) Additions or alterations. A nonconforming structure may be altered only as follows:

(i) A nonconforming structure may undergo additions or alterations, normal maintenance and repairs including painting, interior and exterior wall surface repair, window and roof repair, and fixture replacement provided that:

(1) The additions, alterations, and/or repairs comply with all applicable provisions of the Zoning Code; and

(2) Demolition shall be considered to occur when seventy-five (75%) or more of the existing exterior walls of a structure, measured above the foundation, are removed; and

(3) The structure shall not be enlarged or altered in a manner that increases its nonconformity; however, the structure or any portion thereof may be altered to decrease its nonconformity.

(b) Replacement after destruction. A nonconforming structure that is destroyed by any means, or declared unsafe by the Building Inspector, of 75% or more than the assessed value of the structure excluding the land value, which determination shall be made by the Community Development Director, shall be reconstructed or replaced only in compliance with all applicable provisions of the Zoning Ordinance.

(c) Seismic retrofitting and building code compliance. Repairs or alterations otherwise required by law shall be allowed in the following circumstances:

(i) Reconstruction required to reinforce unreinforced masonry structures shall be allowed without the cost limitations in this Article provided that it is limited exclusively to compliance with earthquake safety standards.

(ii) Reconstruction required to comply with the Town Building Code shall be allowed without the cost limitations in this Article provided that the reconstruction is limited exclusively to the applicable provisions in the Town Building Code.

(d) Exemptions.

(i) Dwellings. Nonconforming single- and multi-family dwellings that have been involuntarily damaged or destroyed may be reconstructed or replaced with a new structure using the same development standards applied to the damage or destroyed structure at the time of construction. If no specific development standards are applicable to the original structure, then it may be reconstructed or replaced as found prior to destruction.

(ii) Public structures and utilities. Nothing in this Article shall be construed to require the discontinuance, removal, or termination, or to prohibit the alteration, expansion, maintenance, rebuilding, reconstruction, repair or replacement of a publicly owned structure or utility.

All new construction under this Section shall comply with all applicable current Building and Fire Codes.

10-3.2903 – Termination of nonconforming uses.

A nonconforming use may be terminated subject to the following provisions:

(a) The Town Council may initiate a public hearing to consider termination of a nonconforming use under this Section on its own or upon the recommendation of the Planning Commission.

(b) The property owner shall be given notice of the hearing in accordance with California Government Code section 65091.

(c) Failure to appear at a hearing pursuant to this Section shall constitute a waiver of a right to object to the termination of a nonconforming use status.

(d) The Town Council shall make the final determination whether to terminate a nonconforming use and shall issue a decision in writing. If the proposed termination is approved by the Council, the use may be continued for a period of two (2) years from the date of the decision, after which time the nonconforming use shall cease.

SECTION 6. Severability. The Town Council hereby declares that every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of these Ordinance Amendments for any reason is found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 7. Effective Date. These Ordinance Amendments shall go into effect thirty (30) days from their adoption. Prior to the expiration of fifteen (15) days of adoption, these Ordinance Amendments or a summary thereof pursuant to Government Code section 36933, shall be published at least once in a newspaper of general circulation, along with the names of the

members of the Town Council voting for and against its adoption.

INTRODUCED AND ADOPTED AT A PUBLIC HEARING at a regular meeting of the San Anselmo Town Council on _____ by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSED:

APPROVED:_____
Steve Burdo, Mayor

ATTEST:_____
Serge Avila, Town Clerk
.

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AMENDING TITLE 10 "PLANNING AND ZONING", CHAPTER 3 "ZONING', ARTICLE 3 "CONDITIONAL USE PERMIT"; REMOVING TITLE 10, CHAPTER 3, ARTICLE 6, SECTION 10-3.607 "NONCONFORMING USES AND IMPROVEMENTS" AND REPLACING WITH NEW ARTICLE 29 "NONCONFORMING USES, STRUCTURES, AND LOTS"; AND MAKING ASSOCIATED CEQA EXEMPTION FINDINGS

WHEREAS, a conditional use permit (CUP) allows a use of property that is not in strict in compliance with the zoning code with the imposition of certain conditions, which remains in effect so long as the conditions in the permit are satisfied, there is no expiration date in the permit that has expired, and the use is not a public nuisance; and

WHEREAS, the Town desires to ensure compliance with CUPs and provide processes to review CUP compliance in order to promote the stability and consistency of land uses within the Town; and

WHEREAS, the Town desires to update the CUP Ordinance to: allow the inclusion of a CUP expiration date; provide a revocation hearing process for CUPs that are out of compliance with the conditions in the permit either by violation or by a period of nonuse; and make other clarification and update changes ("CUP Ordinance Amendments"); and

WHEREAS, a legal nonconforming use, structure, or lot (or a "grandfathered" use, structure, or lot) is one that was lawful on the effective date of a new zoning restriction which made it unlawful, and has continued since that time; and

WHEREAS, to ensure the cohesive and predictable development of the Town that is consistent with Town goals, it is desirable that nonconforming uses, structures, and lots be replaced by conforming uses, structures, and lots over time; and

WHEREAS, the Town's nonconforming use ordinance, Municipal Code section 10-3.607, is outdated and the Town desires to adopt an updated nonconforming use code to provide more predictability, clarity, and the ability for the Town Council to consider revocation of a nonconforming use; and

WHEREAS, the Town desires to update the Town's nonconforming use ordinance, Municipal Code section 10-3.607 ("Nonconforming Use Ordinance Amendments", collectively with the "CUP Ordinance Amendments" referred to as the "Ordinance Amendments"); and

WHEREAS, pursuant to Article XI, Section 7 of the California Constitution, the Town may adopt and enforce ordinances and regulations not in conflict with general laws to protect and promote the public health, safety, and welfare of its citizens; and

WHEREAS, the Ordinance Amendments are in the public interest because they will help ensure that land uses remain consistent with their surroundings and provide processes for the Town to revoke noncompliant and nonconforming uses; and

WHEREAS, the Ordinance Amendments are exempt from review under the California Environmental Quality Act (CEQA) pursuant to the "common sense" exemption, CEQA Guidelines

section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance Amendments will have a significant effect on the environment; pursuant to CEQA Guideline section 15301 involving the minor alteration of existing residences involving negligible or no expansion of use beyond that already in existence; and Section 15303 New Construction or Conversion of Small Structures, because it can be seen with certainty that there is no possibility the Amendments would not have a significant effect on the environment and they make no or minimal changes to land uses, development intensities, or the rate at which development is expected to occur; and

WHEREAS, the ordinance amendments are consistent with the goals and policies of the San Anselmo General Plan, including maintaining the viability of the Town's commercial core and preserving its small-town character; and by encouraging the monitoring and review of conditional use permits and nonconforming uses, the amendments promote the appropriate use of property, discourage long-term vacancy or disuse, and support the overall health and vitality of the Town's commercial areas; and

WHEREAS, the Ordinance Amendments do not impact the Town's Climate Action Plan; and

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

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

WHEREAS, on September 23, 2025, and June 23, 2026, the Town Council held duly noticed public hearings to consider the introduction of the Ordinance Amendments.

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

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

SECTION 2. Environmental Review. The Ordinance Amendments are exempt from review under the California Environmental Quality Act (CEQA) pursuant to the "common sense" exemption, CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance Amendments will have a significant effect on the environment; pursuant to CEQA Guideline section 15301 involving the minor alteration of existing residences involving negligible or no expansion of use beyond that already in existence; and Section 15303 New Construction or Conversion of Small Structures, because it can be seen

with certainty that there is no possibility the Amendments would not have a significant effect on the environment and they make no or minimal changes to land uses, development intensities, or the rate at which development is expected to occur.

SECTION 3. General Plan Consistency Finding. The ordinance amendments are consistent with the goals and policies of the San Anselmo General Plan, including maintaining the viability of the Town's commercial core and preserving its small-town character; and by encouraging the monitoring and review of conditional use permits and nonconforming uses, the amendments promote the appropriate use of property, discourage long-term vacancy or disuse, and support the overall health and vitality of the Town's commercial areas;

SECTION 4. Ordinance Amendment 1. The following are changes and amendments to the Town of San Anselmo Municipal Code Title 10 "Planning and Zoning", Chapter 3 "Zoning", Article 13 "Conditional Use Permit". New language in underline, deleted language in ~~strikeout~~. Amendments shall be renumbered as appropriate.

Article 13. – Conditional Use Permit

10-3.1301 – Purpose and intent.

~~The purpose of a conditional use permit is to allow for the review of a specific use or uses to ensure that the use is compatible with surrounding land uses and to allow, if necessary, the imposition of conditions to ensure the use or uses comply with intent of the ordinance codified in this chapter.~~

The purpose of this Article is to allow for uses within a zoning district that may be made compatible with the primary uses of the district with the imposition of conditions if the findings are satisfied.

10-3.1302 – Initiation of a conditional use permit.

A conditional use permit may be initiated by any of the following:

(a) The owner or owners of record of a lot or lots for which a conditional use permit is sought; or

(b) The Town Council, when such conditional use permit is required for activities taken on behalf of the Town. The initiation of a conditional use permit by the Town Council may be either upon the Council's initiation, or by recommendation of the ~~Planning Director~~ Community Development Director or the Planning Commission.

10-3.1303 – Application requirements.

An application for a conditional use permit shall be submitted with content specified by the Community Development Director together with such other information as may be required by the hearing body and/or Community Development Director or designee, and the

required fees shall be paid. The schedule of fees shall be determined by resolution of the Town Council. ~~include, at a minimum, the following:~~

~~(a) A completed application form of a content specified by the Planning Director Community Development Director;~~

~~(b) A completed environmental information work sheet of a content and form specified by the Planning Director Community Development Director; and~~

~~(c) Payment of fees for the review and processing of a conditional use permit, in a fashion and manner as may be prescribed by the Town Council.~~

10-3.1304 – Review of conditional use permit.

A conditional use permit may be acted upon either by: (1) the ~~Planning Director~~ Community Development Director or designee; or (2) the Planning Commission after it ~~the Planning Commission~~ conducts one (1) or more public hearings on the conditional use permit. In approving a conditional use permit, the Community Development Director and/or Planning Commission may impose any condition that is reasonably necessary to achieve the objectives of this Title; however, no condition may require the dedication of land for any purpose not reasonably related to the use of the property for which the permit is being requested, nor the posting of a bond to guarantee installation of public improvements not reasonably related to the use of the property for which the permit is requested.

The following identifies which conditional use permit applications may be acted upon by the ~~Planning Director~~ Community Development Director, or designee, and which use permit applications shall be acted upon by the Planning Commission:

(a) ~~Planning Director~~ Community Development Director, or designee.

(1) Accessory use, when such a use is very low in scale, will not cause a significant increase in intensity of use of the property, and will not alter the primary use of the facility.

(2) Outdoor storage and display of merchandise, plants, and street furniture based upon one (1) of the following:

(a) Within the "C" Districts, the outdoor display and sale of merchandise for a limited time period; and

(b) Within all Districts, the outdoor placement of plants and street furniture on public or private property in limited quantity which, in the opinion of the ~~Planning District~~ Community Development Director, will not hinder the free use of the public sidewalk. Such plants and street furniture shall not bear signs, price tags, or other indications that the plants or street furniture are for sale or rent.

(3) Temporary uses.

(a) Temporary uses. Any use may be authorized on a temporary basis in any commercial zoning district for up to and no more than one (1) year provided the use conforms with the Town's Building and Fire Codes. The ~~Planning~~ Community Development Director may allow a single extension of the original time limits and not to exceed the length of the time originally allowed.

The ~~Planning Director~~ Community Development Director may refer any of the above to the Planning Commission if, in the opinion of the ~~Planning Director~~ Community Development Director, review by the commission is desirable.

(b) Planning Commission.

All other conditional use permit applications not identified in subsection (a) of this section. Should a property require more than one (1) planning application and should any of those applications require Planning Commission review, then all planning applications associated with the property shall require Planning Commission review.

10-3.1305 – Required findings for conditional use permit.

~~Approval of a conditional use permit, which may include the imposition of conditions, shall be made only after the making of the following findings:~~

The Community Development Director, or designee, or the Planning Commission, as applicable, may grant an application for a conditional permit if all of the following findings can be made:

(a) The proposed location of the conditional use is consistent with the objectives of this Title and the purpose of the zoning district;

(b) The proposed location of the conditional use and the conditions under which the use would be operated or maintained will not be detrimental to the public health, safety, or welfare; and

(c) The proposed conditional use will comply with the general plan and each applicable provision of this Title.

~~(d) The establishment, maintenance, or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort, and general welfare of persons residing or working in the neighborhood of the proposed use or be detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the Town.~~

In addition to the foregoing finding, special findings shall be made for certain districts or uses, as follows:

(e) Gasoline Stations—All Districts:

(1) Full Serve and Self-Service Gasoline Stations—ALL DISTRICTS: All operations including storage, excepting service with gasoline, oil, air, and water shall be conducted within a closed building.

(2) Self-Service Gasoline Stations—ALL DISTRICTS: The granting of the conditional use permit will not adversely affect the public health, safety, or welfare by either diminishing the availability of minor emergency health and safety services, including rest rooms and minor automobile repair.

(f) Limited Commercial (C-L) District—All Uses Requiring a Conditional Use Permit: The granting of the conditional use permit will not allow a use which generates traffic at a rate greater than:

(1) Fifty (50) vehicle trip ends for each one thousand (1,000) gross square feet of gross leasable building area; or

(2) The existing number of trips during the a.m. and p.m. peak hours generated by the existing use as of July 22, 1997 (the determination for vacant buildings will be the most recent use between February 26, 1991 and July 22, 1997) on Sir Francis Drake Boulevard. Those numbers of traffic trips typically generated for existing and proposed uses shall be obtained from the current edition of Trip Generation, Institute of Transportation Engineers.

(g) Ground Floor Office Uses—Downtown Commercial (C-2) District:

(1) The proposed office use supports the Town's economic development goals by contributing to a vibrant Downtown Commercial District.

(h) The granting or denying of a conditional use permit for the on-sale and off-sale of beer and wine in conjunction with the sale of motor fuel shall be subject to the following:

(1) The findings shall be based on substantial evidence in view of the whole record to justify the ultimate decision; and

(2) In addition to the standards listed in the state Business and Professions Code Licensing Restrictions, the Town has the authority to further condition the conditional use permit.

~~(i) Conversion of a residential use to another use for buildings constructed on or before May 22, 1997:~~ The granting of a conditional use permit will not allow a use that diminishes the existing affordable housing stock, including multifamily units and mixed-use units (e.g., residential units above commercial uses). ~~unless there is a clear public benefit or equivalent housing can be provided.~~

(j) Animal Boarding: All exterior walls shall be soundproofed to eliminate potential animal noise to the exterior of the building.

(k) Light Manufacturing: The use shall not cause odors, noise, and other factors which make the environment less desirable.

(l) All Commercial Uses: The size and operating characteristics of the proposed development would provide a balanced mix of uses that would be compatible with the existing and future land uses in the vicinity.

(m) Planned Development — All Districts: Refer to the findings in Article 9 of this chapter of the San Anselmo Municipal Code.

10-3.1306 – Revocation of conditional use permit.

(a) A conditional use permit may be revoked or modified for noncompliance with any of the conditions specified in the permit or violation of law. The Planning Commission shall hold a public hearing to consider the proposed revocation, which hearing shall be noticed in accordance with California Government Code section 65091. The Planning Commission's decision may be appealed to the Town Council pursuant to Town Municipal Code section 1-4.01 et seq. Failure to appear at a hearing pursuant to this Section shall constitute a waiver of the right to object to the revocation of a conditional use permit under this Section.

(b) For the purposes of this Section, noncompliance with the conditional use permit shall include the violation of any condition in the conditional use permit and/or any abandonment of the approved use, which includes, without limitation, the replacement of the conditional use with another use and the absence of the use on the site that is the previously approved conditional use.

(c) The Town's right to revocation as provided in this Section shall be cumulative to any other remedy allowed by law.

10-3.1307 – Lapse.

A conditional use permit approval shall lapse and become null and void one (1) year following the date on which the permit becomes effective unless: prior to the one (1) year expiration date, a building permit, or related business license, is issued and is active on the site that was the subject of the permit application; a certificate of occupancy is issued for the site or structure that was the subject of the conditional use permit application; or if an alternative

period is specified in the conditional use permit. Where a conditional use permit authorizes construction of a new structure or an addition to an existing structure, the failure to secure a building permit and commence construction within the one (1) year period shall be deemed nonuse.

A conditional use permit approval may be renewed for an additional period of one (1) year provided that prior to the expiration of the year from the date when the permit originally became effective, an application for renewal is filed with the Community Development Department. The Community Development Director may grant an application for renewal where there is no change from the original application or condition or refer the matter to the Planning Commission. An application for renewal involving any change from the original application or condition shall be treated as a new application.

10-3.1308 – Expiration and effective date.

(a) The Community Development Director, or designee, or the Planning Commission, as applicable, may set an expiration date for a conditional use permit or may allow it without a specified expiration date. In the case of a conditional use permit with an expiration date, the applicant may apply for a new conditional use permit upon expiration.

(b) The conditional use permit shall become effective upon the expiration of ten (10) days following the date on which the permit was granted unless an appeal has been made to the Town Council.

SECTION 5. Ordinance Amendment 2. Title 10, Chapter 3, Article 6, Section 607 "Nonconforming uses and improvements" is hereby repealed and replaced with Title 10, Chapter 3, Article 29 "Nonconforming uses, structures, and lots" as set forth below.

Article 29. – Nonconforming Uses, Structures, and Lots

10-3.2900 – Purpose and intent.

The purpose of this Article is to establish uniform provisions for the regulation of nonconforming land uses, structures, and lots.

(a) Within the zoning districts established by the Town's Zoning Ordinance, there exist land uses, structures, and lots that were lawful before the adoption or amendment of the Zoning Ordinance, but which would be prohibited, regulated, or restricted differently under the terms of the current Zoning Ordinance or future amendments.

(b) It is the intent of the Zoning Ordinance to discourage the long-term continuance of nonconformities, but to permit them to exist under limited conditions.

(c) This Article does not apply to land uses, structures, or lots that were illegally established, constructed, or divided.

10-3.2901 – Nonconforming uses of land.

(a) Prohibited activities. A nonconforming use of land, or a nonconforming use within a structure, may be continued, transferred, or sold only as followed:

(i) Owners or tenants of nonconforming uses shall not:

(1) Enlarge or increase the nonconforming use;

(2) Extend the nonconforming use to occupy a greater area of land than that occupied by the use at the time it became nonconforming; or

(3) Move the nonconforming use, in whole or in part, to any other location on the subject parcel.

(b) No change in use. A nonconforming use shall not be changed or expanded, except to reduce the extent of the nonconformity or to remove it from the site.

(c) Loss of legal nonconforming status. A nonconforming use shall not retain the benefits under this Article (unless exempt pursuant to this Article) if:

(i) The nonconforming use has been abandoned or discontinued for a continuous period of ninety (90) days, or if a structure is not occupied by the nonconforming use for a continuous period of ninety (90) days.

(ii) The structure in which the nonconforming use is conducted or maintained is destroyed. For the meaning of this Section, "destroyed" means destruction by any means of 75% or more than the assessed value of the structure excluding the land value, which determination shall be made by the Community Development Director.

(d) Replacement uses. The use of the site after the discontinuance or removal of a nonconforming use shall comply with all applicable requirements of the Zoning Ordinance and the zoning district.

10-3.2902 – Nonconforming structures.

(a) Additions or alterations. A nonconforming structure may be altered only as follows:

(i) A nonconforming structure may undergo additions or alterations, normal maintenance and repairs including painting, interior and exterior wall surface repair, window and roof repair, and fixture replacement provided that:

(1) The additions, alterations, and/or repairs comply with all applicable provisions of the Zoning Code; and

(2) Demolition shall be considered to occur when seventy-five (75%) or

more of the existing exterior walls of a structure, measured above the foundation, are removed; and

(3) The structure shall not be enlarged or altered in a manner that increases its nonconformity; however, the structure or any portion thereof may be altered to decrease its nonconformity.

(b) Replacement after destruction. A nonconforming structure that is destroyed by any means, or declared unsafe by the Building Inspector, of 75% or more than the assessed value of the structure excluding the land value, which determination shall be made by the Community Development Director, shall be reconstructed or replaced only in compliance with all applicable provisions of the Zoning Ordinance.

(c) Seismic retrofitting and building code compliance. Repairs or alterations otherwise required by law shall be allowed in the following circumstances:

(i) Reconstruction required to reinforce unreinforced masonry structures shall be allowed without the cost limitations in this Article provided that it is limited exclusively to compliance with earthquake safety standards.

(ii) Reconstruction required to comply with the Town Building Code shall be allowed without the cost limitations in this Article provided that the reconstruction is limited exclusively to the applicable provisions in the Town Building Code.

(d) Exemptions.

(i) Dwellings. Nonconforming single- and multi-family dwellings that have been involuntarily damaged or destroyed may be reconstructed or replaced with a new structure using the same development standards applied to the damage or destroyed structure at the time of construction. If no specific development standards are applicable to the original structure, then it may be reconstructed or replaced as found prior to destruction.

(ii) Public structures and utilities. Nothing in this Article shall be construed to require the discontinuance, removal, or termination, or to prohibit the alteration, expansion, maintenance, rebuilding, reconstruction, repair or replacement of a publicly owned structure or utility.

All new construction under this Section shall comply with all applicable current Building and Fire Codes.

10-3.2903 – Termination of nonconforming uses.

A nonconforming use may be terminated subject to the following provisions:

(a) The Town Council may initiate a public hearing to consider termination of a

nonconforming use under this Section on its own or upon the recommendation of the Planning Commission.

(b) The property owner shall be given notice of the hearing in accordance with California Government Code section 65091.

(c) Failure to appear at a hearing pursuant to this Section shall constitute a waiver of the right to object to the termination of a nonconforming use status.

(d) The Town Council shall make the final determination whether to terminate a nonconforming use and shall issue a decision in writing. If the proposed termination is approved by the Council, the use may be continued for a period of two (2) years from the date of the decision, after which time the nonconforming use shall cease.

SECTION 6. Severability. The Town Council hereby declares that every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of these Ordinance Amendments for any reason is found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 7. Effective Date. These Ordinance Amendments shall go into effect thirty (30) days from their adoption. Prior to the expiration of fifteen (15) days of adoption, these Ordinance Amendments or a summary thereof pursuant to Government Code section 36933, shall be published at least once in a newspaper of general circulation, along with the names of the members of the Town Council voting for and against its adoption.

INTRODUCED AND ADOPTED AT A PUBLIC HEARING at a regular meeting of the San Anselmo Town Council on _____ by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSED:

APPROVED:_____
Steve Burdo, Mayor

ATTEST:_____
Serge Avila, Town Clerk

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STAFF REPORT

TOWN OF SAN ANSELMO Item #:3.1

MEETING DATE: September 23, 2025

AGENDA TITLE: Public Hearing to Adopt an Ordinance Amending Title 10 (Planning and Zoning) to Update Conditional Use Permit Regulations and Replace Nonconforming Uses and Improvements Regulations with New Article on Nonconforming Uses, Structures, and Lots; CEQA Exemption Findings. The proposed Ordinance is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the CEQA Guidelines Section 15061(b)(3), Section 15301, and Section 15303

FROM: Heidi Scoble, Community Development Director

RECOMMENDATION:

1. That the Town Council hold a public hearing and consider the attached Zoning Ordinance Amendments to Title 10 (Planning and Zoning), Chapter 3 (Zoning), to update Conditional Use Permit regulations and replace the Nonconforming Uses and Improvement regulations with a stand-alone new article titled, “Nonconforming Uses, Structures, and Lots”, and ensure compliance with State law and make the associated CEQA exemption findings (see **Attachment 1**).
2. Motion to read the attached Ordinance by title only. The Town Manager will read the full title of the Ordinance.
3. Motion to approve the first reading of the Ordinance Amendments and waive future readings in their entirety.

BACKGROUND

The Town has regulated nonconforming uses, nonconforming improvements, and conditional uses of land since the adoption of Ordinance No. 485 on December 11, 1962. These regulations have served as the framework for how the Town addresses land uses and buildings that were legal when established but no longer conform to subsequent zoning standards.

The following is a summary of the Town’s current regulations:

Nonconforming Uses and Improvements (Current Code-Title 10, Chapter 3, Article 6, Section 10-3.607)

- Nonconforming uses may continue if lawfully established before zoning changes, but they may not be expanded or intensified.
- If a nonconforming use is abandoned for six months or more, the right to continue that use is lost.
- Nonconforming structures can be maintained and repaired but must be brought into compliance with current regulations if 50% or more of their exterior walls are removed or if the structure is substantially destroyed.

Conditional Use Permits (Current Code-Title 10, Chapter 3, Article 13)

- CUPs are required for specific land uses identified in the Zoning Ordinance and are intended to ensure compatibility with surrounding uses.
- CUPs currently "run with the land" in perpetuity under California law unless explicitly conditioned with expiration or review dates.
- The Planning Director may approve minor CUPs, while the Planning Commission reviews most applications. Findings for approval must demonstrate that the use will not negatively affect public health, safety, or welfare.

In 2023, the Town Council adopted Ordinance No. 1179, updating zoning regulations in the C-2 (General Commercial) District to align with the Housing Element and Economic Development Committee (EDC) recommendations. Following implementation, the EDC requested additional refinements, specifically regarding nonconforming uses and conditional use permit (CUP) findings related to office uses in the C-2 District.

On April 9 (refer to agenda item no. 2.A) and June 10, 2025 (refer to agenda item no. 4.A), the Economic Development Committee (EDC) reviewed the proposed zoning ordinance amendments at publicly noticed meetings, providing feedback to strengthen the vitality of the Town's commercial areas, particularly the C-2 (General Commercial) District. The Committee emphasized the importance of reducing vacancies, simplifying CUP requirements, and ensuring amendments advance the Town's economic development goals while preserving flexibility. Public input also highlighted support for coworking spaces balanced with maintaining the unique character of downtown as a retail, dining, and destination-based hub.

On August 18, 2025, the Planning Commission held a public hearing to consider amendments addressing these topics. Following deliberation, the Commission adopted Resolution No. 2025-17, recommending Town Council approval of the proposed ordinance (see **Attachment 2 and Attachment 3**).

DISCUSSION/ANALYSIS

The proposed amendments are intended to clarify and modernize zoning regulations while furthering the Town's long-term goals of fostering a vibrant, economically resilient, and pedestrian-oriented downtown. Input from the Economic Development Committee, community stakeholders, and the Planning Commission emphasized the importance of discouraging prolonged vacancies, providing flexibility for property owners, and

ensuring that nonconforming uses and CUP processes are consistent with the Town's economic development objectives. The Planning Commission reviewed the amendments at a public hearing and expressed support for forwarding them to the Town Council for consideration.

The following is a summary of the proposed amendments:

Nonconforming Uses and Structures (Amended Title 10, Chapter 3, Article 13)

- **Standalone Article:** Establishes a new article dedicated to nonconforming uses and structures, providing clarity, emphasis, and improved organization.
- **Abandonment Period:** Reduces the period from six months to 90 days to encourage timely reuse of commercial spaces.
- **Rebuild Threshold:** Increases the threshold triggering conformity requirements from 50% to 75% of exterior wall removal, supporting reinvestment while maintaining a path toward eventual compliance.
- **Termination Procedures:** Clarifies decision-making authority and establishes due process for terminating nonconforming uses.
- **Purpose and Intent:** Updates language to articulate objectives and provide stronger guidance for interpretation and application.

Conditional Use Permits (New- Title 10, Chapter 3, Article 29)

- **Updated Findings:** Streamlines and modernizes CUP findings to align with the General Plan, zoning district purposes, and specific requirements for ground-floor office uses in the C-2 District.
- **Expiration Authority:** Grants the Community Development Director or Planning Commission discretion to set CUP expiration dates, with applicants able to reapply after expiration. This tool ensures CUPs remain consistent with the Town's long-term land use and economic goals.

Collectively, these amendments strengthen the Town's ability to address underutilized or outdated land uses, support reinvestment in existing structures, and balance flexibility for property owners with the broader community interest in a thriving downtown core.

FISCAL IMPACT

No direct fiscal impacts are anticipated from the adoption of these ordinance amendments.

GENERAL PLAN CONSISTENCY

The proposed zoning ordinance amendments are consistent with the goals, policies, and implementation programs of the San Anselmo General Plan, including those related to land use, economic vitality, community character, and sustainability.

Specifically, the amendments support the following General Plan objectives:

- **Land Use Element Goal LU-1:** Maintain and enhance San Anselmo's small-town character and distinct commercial districts. The proposed updates reinforce the purpose of the C-2 Zoning District by promoting a balanced mix of uses that support a walkable, vibrant downtown.
- **Land Use Element Policy LU-3.2:** Encourage a mix of retail, service, office, and residential uses in commercial areas that contribute to the economic vitality and character of the Town. By clarifying regulations for office uses and conditional use permits (CUPs), the amendments help ensure that future uses are compatible with community goals and contribute to a lively, economically sustainable downtown core.
- **Economic Development Element Goal ED-1:** Support a thriving and diverse business community. The amendments reflect input from the EDC and are intended to preserve flexibility while reducing long-term commercial vacancies and encouraging business occupancy in the downtown area.
- **Implementation Program LU-4.A:** Periodically review and update the Zoning Ordinance to ensure consistency with the General Plan. This effort directly implements this program by updating zoning regulations to reflect current economic and land use priorities while maintaining alignment with the General Plan framework.

The proposed ordinance amendments further the Town's commitment to thoughtful planning and economic resilience and are consistent with the overarching vision and policies of the San Anselmo General Plan.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

California Environmental Quality Act (CEQA)

The proposed zoning ordinance amendments are exempt from environmental review under CEQA pursuant to the following exemptions:

- **CEQA Guidelines Section 15061(b)(3). *Common Sense Exemption*:** It can be seen with certainty that the ordinance amendments will not have a significant effect on the environment, as they do not authorize physical development or changes in land use that would result in environmental impacts.

- **CEQA Guidelines Section 15301. *Existing Facilities*:** The amendments involve minor alterations to the regulation of existing commercial uses, with negligible or no expansion of use beyond that already in existence.

- **CEQA Guidelines Section 15303.** *New Construction or Conversion of Small Structures*: The ordinance amendments allow for limited flexibility in commercial uses and are not expected to increase development intensity or change the rate at which development occurs. Therefore, it can be seen with certainty that the amendments will not result in significant environmental effects.

Climate Action Plan Conformance
The proposed amendments are consistent with the Town of San Anselmo's adopted Climate Action Plan. The updates support infill development and reuse of existing commercial spaces, reduce long-term vacancies, and promote a walkable, mixed-use downtown. These actions align with the Town's climate goals by minimizing vehicle trips, supporting local economic resilience, and encouraging efficient land use patterns.

ATTACHMENTS

Attachment 1 – Draft Ordinance
Attachment 2 – Draft Ordinance- Redline
Attachment 3 – Planning Commission Resolution No. 2025-17
Attachment 4 – August 18, 2025, Planning Commission Staff Report with Attachments

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

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

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

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

Open Time for Public Expression

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

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

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

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

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

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

Mayor Kullaway reported she attended the MCCMC Legislative Committee meeting.

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

Special Presentation

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

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

Members of the community thanked Mr. Sanchez.

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

1. Consent Agenda

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

1.2 Receive and File the Financial Report on Recreation Fund ending August 31, 2025

1.3 Receive and File Revenue and Expenditure Reports, August 2025

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

1.5 Approve Notice of Completion for Isabel Cook Community Center Reroof

1.6 Approved Resolution No. 2025-4596 Amending the Master Fee Schedule for the Town of San Anselmo

Councilmember Burdo wanted to pull item #1.1.

Councilmember Walker wanted to pull item #1.4

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

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

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

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

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

Councilmember Walker thanked the Library volunteers.

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

Council Business Items

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

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

Mayor Kullaway opened the meeting to public comments.

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

Mayor Kullaway closed the meeting to public comments.

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

Mayor Kullaway stated this is a priority.

M/s, Walker/Burdo, Motion to approve the Age & Disability Friendly Steering Committee Operational Guidelines.
AYES: Burdo, Burke, Schlesinger, Walker, Mayor Kullaway

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

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

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

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

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

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

M/s, Walker/Burke, Motion to approve Consultant Contract for the Brookside Elementary School Sidewalk Gap Closure Project Phase 2 and 3.
AYES: Burdo, Burke, Schlesinger, Walker
RECUSED: Mayor Kullaway

Mayor Kullaway returned to the dais.

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

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

Mayor Kullaway opened the meeting to public comments.

There were no public comments.

Mayor Kullaway closed the meeting to public comments.

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

Councilmember Schlesinger stated the map does not need further refinement.

The Council thanked staff for the great work!

<u>Public Hearing Item</u>

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

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

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

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

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

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

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

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

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

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

Respectfully submitted,

Toni DeFrancis,
Recording Secretary

TOWN OF
SAN ANSELMO
EST. 1907

NOTICE OF PUBLIC HEARING
NOTICE OF PROPOSED ZONING ORDINANCE AMENDMENT

NOTICE IS HEREBY GIVEN that the San Anselmo Town Council will conduct public hearings to consider the adoption of amendments to the Zoning Ordinance (Title 10 of the San Anselmo Municipal Code) related to changes. The proposed changes include amendments to the Conditional Use Permit regulations, and the repeal and replacement of the Nonconforming Uses and Improvement regulations with a stand-alone new article titled, "Nonconforming Uses, Structures, and Lots."

The following is a summary of the proposed amendments:

Conditional Use Permits (Amended - Title 10, Chapter 3, Article 13)

- Updated Findings: Streamlines and modernizes CUP findings to align with the General Plan, zoning district purposes, and specific requirements for ground-floor office uses in the C-2 District.
- Expiration Authority: Grants the Community Development Director or Planning Commission discretion to set CUP expiration dates, with applicants able to reapply after expiration. This tool ensures CUPs remain consistent with the Town's long-term land use and economic goals.

Nonconforming Uses, Structures, and Lots (New - Title 10, Chapter 3, Article 29)

- Standalone Article: Establishes a new article dedicated to nonconforming uses and structures, providing clarity, emphasis, and improved organization.
- Abandonment Period: Reduces the period from six months to 90 days to encourage the timely reuse of commercial spaces.
- Rebuild Threshold: Increases the threshold triggering conformity requirements from 50% to 75% of exterior wall demolition, supporting reinvestment while maintaining a path toward eventual compliance.
- Termination Procedures: Clarifies decision-making authority and establishes due process for terminating nonconforming uses.
- Purpose and Intent: Updates language to articulate objectives and provide stronger guidance for interpretation and application.

The proposed Ordinance Amendments are exempt from review under the California Environmental Quality Act (CEQA) pursuant to the "common sense" exemption (CEQA Guidelines Section 15061{b)(3)) and CEQA Guidelines Sections 15301 (Existing Facilities) and 15303 (New Construction or Conversion of Small Structures), as the proposed amendments involve negligible or no expansion of existing uses and will not result in any significant environmental impacts.

Town Council Hearing Information
Date: Tuesday, June 23, 2026
Time: 7:00 p.m., or as soon thereafter
Location: Town Hall, 525 San Anselmo Avenue, San Anselmo, California, and via Zoom (www.sananselmo.gov/1613/Agendas-Meetings)

Copies of the proposed Resolution, Ordinance, and staff reports will be available for public review at San Anselmo Town Hall and online at: www.sananselmo.gov/1613/Agendas-Meetings

Please contact the Town of San Anselmo Planning Department at planning@sananselmo.gov if you have any questions regarding the Zoning Ordinance and/or to submit comments.

Town of San Anselmo
Community Development Department
525 San Anselmo Avenue
San Anselmo, CA 94960
Re: Zoning Ordinance Amendment

SAN ANSELMO PLANNING COMMISSION
RESOLUTION NO. 2025-17

RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF SAN ANSELMO RECOMMENDING TOWN COUNCIL ADOPTION OF ORDINANCE AMENDMENTS TO TITLE 10 "PLANNING AND ZONING", CHAPTER 3 "ZONING', ARTICLE 3 "CONDITIONAL USE PERMIT"; REMOVING TITLE 10, CHAPTER 3, ARTICLE 6, SECTION 10-3.607 "NONCONFORMING USES AND IMPROVEMENTS" AND REPLACING WITH NEW ARTICLE 29 "NONCONFORMING USES, STRUCTURES, AND LOTS"; AND MAKING ASSOCIATED CEQA EXEMPTION FINDINGS

WHEREAS, a conditional use permit (CUP) allows a use of property that is not in strict in compliance with the zoning code with the imposition of certain conditions, which remains in effect so long as the conditions in the permit are satisfied, there is no expiration date in the permit that has expired, and the use is not a public nuisance; and

WHEREAS, the Town desires to ensure compliance with CUPs and provide processes to review CUP compliance in order to promote the stability and consistency of land uses within the Town; and

WHEREAS, the Town desires to update the CUP Ordinance to: allow the inclusion of a CUP expiration date; provide a revocation hearing process for CUPs that are out of compliance with the conditions in the permit either by violation or by a period of nonuse; and make other clarification and update changes ("CUP Ordinance Amendments"); and

WHEREAS, a legal nonconforming use, structure, or lot (or a "grandfathered" use, structure, or lot) is one that was lawful on the effective date of a new zoning restriction which made it unlawful, and has continued since that time; and

WHEREAS, to ensure the cohesive and predictable development of the Town that is consistent with Town goals, it is desirable that nonconforming uses, structures, and lots be replaced by conforming uses, structures, and lots over time; and

WHEREAS, the Town's nonconforming use ordinance, Municipal Code section 10-3.607, is outdated and the Town desires to adopt an updated nonconforming use code to provide more predictability, clarity, and the ability for the Town Council to consider revocation of a nonconforming use; and

WHEREAS, the Town desires to update the Town's nonconforming use ordinance, Municipal Code section 10-3.607 ("Nonconforming Use Ordinance Amendments", collectively with the "CUP Ordinance Amendments" referred to as the "Ordinance Amendments"); and

WHEREAS, pursuant to Article XI, Section 7 of the California Constitution, the Town may adopt and enforce ordinances and regulations not in conflict with general laws to protect and promote the public health, safety, and welfare of its citizens; and

WHEREAS, the Ordinance Amendments are in the public interest because they will help ensure that land uses remain consistent with their surroundings and provide processes for the Town to revoke noncompliant and nonconforming uses; and

WHEREAS, the Ordinance Amendments are exempt from review under the California Environmental Quality Act (CEQA) pursuant to the "common sense" exemption, CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance Amendments will have a significant effect on the environment; pursuant to CEQA Guideline section 15301 involving the minor alteration of existing residences involving negligible or no expansion of use beyond that already in existence; and Section 15303 New Construction or Conversion of Small Structures, because it can be seen with certainty that there is no possibility the Amendments would not have a significant effect on the environment and they make no or minimal changes to land uses, development intensities, or the rate at which development is expected to occur; and

WHEREAS, the ordinance amendments are consistent with the goals and policies of the San Anselmo General Plan, including maintaining the viability of the Town's commercial core and preserving its small-town character; and by encouraging the monitoring and review of conditional use permits and nonconforming uses, the amendments promote the appropriate use of property, discourage long-term vacancy or disuse, and support the overall health and vitality of the Town's commercial areas; and

WHEREAS, the Ordinance Amendments do not impact the Town's Climate Action Plan; and

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

WHEREAS, the Planning Commission held a duly noticed public hearing on August 18, 2025 to consider the Ordinance Amendments and recommended Town Council adoption of the Amendments; and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

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

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the San Anselmo Planning Commission on the 18th day of August 2025 by the following vote:

AYES: Asselstine, Heiman, Pipkin, Smith, Strauss
NOES: None
ABSTAIN: None
ABSENT: None

Heidi Scoble, Community Development Director

EXHIBIT "A"

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

SECTION 2. Environmental Review. The Ordinance Amendments are exempt from review under the California Environmental Quality Act (CEQA) pursuant to the "common sense" exemption, CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance Amendments will have a significant effect on the environment; pursuant to CEQA Guideline section 15301 involving the minor alteration of existing residences involving negligible or no expansion of use beyond that already in existence; and Section 15303 New Construction or Conversion of Small Structures, because it can be seen with certainty that there is no possibility the Amendments would not have a significant effect on the environment and they make no or minimal changes to land uses, development intensities, or the rate at which development is expected to occur.

SECTION 3. General Plan Consistency Finding. The ordinance amendments are consistent with the goals and policies of the San Anselmo General Plan, including maintaining the viability of the Town's commercial core and preserving its small-town character; and by encouraging the monitoring and review of conditional use permits and nonconforming uses, the amendments promote the appropriate use of property, discourage long-term vacancy or disuse, and support the overall health and vitality of the Town's commercial areas;

SECTION 4: Ordinance Amendment 1. The following are changes and amendments to the Town of San Anselmo Municipal Code Title 10 "Planning and Zoning", Chapter 3 "Zoning", Article 13 "Conditional Use Permit". New language in underline, deleted language in ~~strikeout~~. Amendments shall be renumbered as appropriate.

Article 3. – Conditional Use Permit

10-3.1301 – Purpose and intent.

The purpose of this Article is to allow for uses within a zoning district that may be made compatible with the primary uses of the district with the imposition of conditions if the findings are satisfied.

10-3.1302 – Initiation of a conditional use permit.

A conditional use permit may be initiated by any of the following:

(a) The owner or owners of record of a lot or lots for which a conditional use permit is sought; or

(b) The Town Council, when such conditional use permit is required for activities taken on behalf of the Town. The initiation of a conditional use permit by the Town Council may be either upon the Council's initiation, or by recommendation of the Community Development Director or the Planning Commission.

10-3.1303 – Application requirements.

An application for a conditional use permit shall be submitted with content specified by the Community Development Director together with such other information as may be required by the hearing body and/or Community Development Director or designee, and the required fees shall be paid. The schedule of fees shall be determined by resolution of the Town Council.

10-3.1304 – Review of conditional use permit.

A conditional use permit may be acted upon either by: (1) the Community Development Director or designee; or (2) the Planning Commission after it conducts one (1) or more public hearings on the conditional use permit. In approving a conditional use permit, the Community Development Director and/or Planning Commission may impose any condition that is reasonably necessary to achieve the objectives of this Title; however, no condition may require the dedication of land for any purpose not reasonably related to the use of the property for which the permit is being requested, nor the posting of a bond to guarantee installation of public improvements not reasonably related to the use of the property for which the permit is requested.

The following identifies which conditional use permit applications may be acted upon by the Community Development Director and which use permit applications shall be acted upon by the Planning Commission:

(a) Community Development Director.

(1) Accessory use, when such a use is very low in scale, will not cause a significant increase in intensity of use of the property, and will not alter the primary use of the facility.

(2) Outdoor storage and display of merchandise, plants, and street furniture based upon one (1) of the following:

(a) Within the "C" Districts, the outdoor display and sale of merchandise for a limited time period; and

(b) Within all Districts, the outdoor placement of plants and street furniture on public or private property in limited quantity which, in the opinion of the Planning District will not hinder the free use of the public sidewalk. Such plants and street furniture shall not bear signs, price tags, or other indications that the plants or street furniture is for sale or rent.

(3) Temporary uses.

(a) Temporary uses. Any use may be authorized on a temporary basis in any commercial zoning district for up to and no more than one (1) year provided the use conforms with the Town's Building and Fire Codes. The Community Development Director may allow a single extension of the original time limits and not to exceed the length of the time originally allowed.

The Community Development Director may refer any of the above to the Planning Commission if, in the opinion of the Community Development Director review by the commission is desirable.

(b) Planning Commission.

All other conditional use permit applications not identified in subsection (a) of this section. Should a property require more than one (1) planning application and should any of those applications require Planning Commission review, then all planning applications associated with the property shall require Planning Commission review.

10-3.1305 – Required findings for conditional use permit.

The Community Development Director or Planning Commission, as applicable, may grant an application for a conditional permit if all of the following findings can be made:

(a) The proposed location of the conditional use is consistent with the objectives of this Title and the purpose of the zoning district;

(b) The proposed location of the conditional use and the conditions under which the use would be operated or maintained will not be detrimental to the public health, safety, or welfare; and

(c) The proposed conditional use will comply with the general plan and each applicable provision of this Title.

In addition to the foregoing finding, special findings shall be made for certain districts or uses, as follows:

(d) Gasoline Stations—All Districts:

(1) Full Serve and Self-Service Gasoline Stations—ALL DISTRICTS: All operations including storage, excepting service with gasoline, oil, air, and water shall be conducted within a closed building.

(2) Self-Service Gasoline Stations—ALL DISTRICTS: The granting of the conditional use permit will not adversely affect the public health, safety, or welfare by either diminishing the availability of minor emergency health and safety services, including rest rooms and minor automobile repair.

(e) Limited Commercial (C-L) District—All Uses Requiring a Conditional Use Permit: The granting of the conditional use permit will not allow a use which generates traffic at a rate greater than:

(1) Fifty (50) vehicle trip ends for each one thousand (1,000) gross square feet of gross leasable building area; or

(2) The existing number of trips during the a.m. and p.m. peak hours generated by the existing use as of July 22, 1997 (the determination for vacant buildings will be the most recent use between February 26, 1991 and July 22, 1997) on Sir Francis Drake Boulevard. Those numbers of traffic trips typically generated for existing and proposed uses shall be obtained from the current edition of Trip Generation, Institute of Transportation Engineers.

(f) Ground Floor Office Uses—Downtown Commercial (C-2) District:

(1) The proposed office use supports the Town's economic development goals by contributing to a vibrant Downtown Commercial District.

(g) The granting or denying of a conditional use permit for the on-sale and off-sale of beer and wine in conjunction with the sale of motor fuel shall be subject to the following:

(1) The findings shall be based on substantial evidence in view of the whole record to justify the ultimate decision; and

(2) In addition to the standards listed in the state Business and Professions Code Licensing Restrictions, the Town has the authority to further condition the conditional use permit.

(h) The granting of a conditional use permit will not allow a use that diminishes the existing affordable housing stock, including multifamily units and mixed-use units (e.g., residential units above commercial uses).

(i) Animal Boarding: All exterior walls shall be soundproofed to eliminate potential animal noise to the exterior of the building.

(j) Light Manufacturing: The use shall not cause odors, noise, and other factors which make the environment less desirable.

(k) All Commercial Uses: The size and operating characteristics of the proposed development would provide a balanced mix of uses that would be compatible with the existing and future land uses in the vicinity.

(l) Planned Development — All Districts: Refer to the findings in Article 9 of this chapter of the San Anselmo Municipal Code.

10-3.1306 – Revocation of conditional use permit.

(a) A conditional use permit may be revoked or modified for noncompliance with any of the conditions specified in the permit or violation of law. The Planning

Commission shall hold a public hearing to consider the proposed revocation, which hearing shall be noticed in accordance with California Government Code section 65091. The Planning Commission's decision may be appealed to the Town Council pursuant to Town Municipal Code section 1-4.01 et seq. Failure to appear at a hearing pursuant to this Section shall constitute a waiver of a the right to object to the revocation of a conditional use permit under this Section.

(b) For the purposes of this Section, noncompliance with the conditional use permit shall include the violation of any condition in the conditional use permit and/or any abandonment of the approved use, which includes, without limitation, the replacement of the conditional use with another use and the absence of the use on the site that is the previously approved conditional use.

(c) The Town's right to revocation as provided in this Section shall be cumulative to any other remedy allowed by law.

10-3.1307 – Lapse.

A conditional use permit approval shall lapse and become null and void one (1) year following the date on which the permit becomes effective unless: prior to the expiration of the one (1) year a building permit is issued and is active on the site that was the subject of the permit application; a certificate of occupancy is issued for the site or structure that was the subject of the conditional use permit application; or if an alternative period is specified in the conditional use permit. Where a conditional use permit authorizes construction of a new structure or an addition to an existing structure, the failure to secure a building permit and commence construction within the one (1) year period shall be deemed nonuse.

A conditional use permit approval may be renewed for an additional period of one (1) year provided that prior to the expiration of the year from the date when the permit originally became effective, an application for renewal is filed with the Community Development Department. The Community Development Director may grant an application for renewal where there is no change from the original application or condition or refer the matter to the Planning Commission. An application for renewal involving any change from the original application or condition shall be treated as a new application.

10-3.1308 – Expiration and effective date.

(a) The Community Development Director or Planning Commission, as applicable, may set an expiration date for a conditional use permit, or may allow it without a specified expiration date. In the case of a conditional use permit with an expiration date, the applicant may apply for a new conditional use permit upon expiration.

(b) The conditional use permit shall become effective upon the expiration of ten (10) days following the date on which the permit was granted unless an appeal has been made to the Town Council.

SECTION 5: Ordinance Amendment 2. Title 10, Chapter 3, Article 6, Section 607 "Nonconforming uses and improvements" is hereby repealed and replaced with Title 10, Chapter 3, Article 29 "Nonconforming uses, structures, and lots" as set forth below.

Article 29. – Nonconforming Uses, Structures, and Lots

10-3.2900 – Purpose and intent.

The purpose of this Article is to establish uniform provisions for the regulation of nonconforming land uses, structures, and lots.

(a) Within the zoning districts established by the Town's Zoning Ordinance, there exist land uses, structures, and lots that were lawful before the adoption or amendment of the Zoning Ordinance, but which would be prohibited, regulated, or restricted differently under the terms of the current Zoning Ordinance or future amendments.

(b) It is the intent of the Zoning Ordinance to discourage the long-term continuance of nonconformities, but to permit them to list under limited conditions.

(c) This Article does not apply to land uses, structures, or lots that were illegally established, constructed, or divided.

10-3.2901 – Nonconforming uses of land.

(a) Prohibited activities. A nonconforming use of land, or a nonconforming use within a structure, may be continued, transferred, or sold only as followed:

1. Owners or tenants of nonconforming uses shall not:

(i) Enlarge or increase the nonconforming use;

(ii) Extend the nonconforming use to occupy a greater area of land than that occupied by the use at the time it became nonconforming; or

(iii) Move the nonconforming use, in whole or in part, to any other location on the subject parcel.

(b) No change in use. A nonconforming use shall not be changed or expanded, except to reduce the extent of the nonconformity or to remove it from the site.

(c) Loss of legal nonconforming status. A nonconforming use shall not retain the benefits under this Article (unless exempt pursuant to this Article) if:

(i) The nonconforming use has been abandoned or discontinued for a continuous period of ninety (90) days, or if a structure is not occupied by the nonconforming use for a continuous period of ninety (90) days.

(ii) The structure in which the nonconforming use is conducted or maintained is destroyed. For the meaning of this Section, "destroyed" means destruction by any means of 75% or more than the assessed value of the structure excluding the land value, which determination shall be made by the Community Development Director.

(d) Replacement uses. The use of the site after the discontinuance or removal of a nonconforming use shall comply with all applicable requirements of the Zoning Ordinance and the zoning district.

10-3.2902 – Nonconforming structures.

(a) Additions or alterations. A nonconforming structure may be altered only as follows:

(i) A nonconforming structure may undergo additions or alterations, normal maintenance and repairs including painting, interior and exterior wall surface repair, window and roof repair, and fixture replacement provided that:

(1) The additions, alterations, and/or repairs comply with all applicable provisions of the Zoning Code; and

(2) Demolition shall be considered to occur when seventy-five percent (75%) or more of the existing exterior walls of a structure, measured above the foundation, are removed; and

(3) The structure shall not be enlarged or altered in a manner that increases its nonconformity; however, the structure or any portion thereof may be altered to decrease its nonconformity.

(b) Replacement after destruction. A nonconforming structure that is destroyed by any means, or declared unsafe by the Building Inspector, of 75% or more than the assessed value of the structure excluding the land value, which determination shall be made by the Community Development Director, shall be reconstructed or replaced only in compliance with all applicable provisions of the Zoning Ordinance.

(c) Seismic retrofitting and building code compliance. Repairs or alterations otherwise required by law shall be allowed in the following circumstances:

(i) Reconstruction required to reinforce unreinforced masonry structures shall be allowed without the cost limitations in this Article provided that it is limited exclusively to compliance with earthquake safety standards.

(ii) Reconstruction required to comply with the Town Building Code shall be allowed without the cost limitations in this Article provided that the reconstruction is limited exclusively to the applicable provisions in the Town Building Code.

(d) Exemptions.

(i) Dwellings. Nonconforming single- and multi-family dwellings that have been involuntarily damaged or destroyed may be reconstructed or replaced with a new structure using the same development standards applied to the damage or destroyed structure at the time of construction. If no specific development standards are applicable to the original structure, then it may be reconstructed or replaced as found prior to destruction.

(ii) Public structures and utilities. Nothing in this Article shall be construed to require the discontinuance, removal, or termination, or to prohibit the alteration, expansion, maintenance, rebuilding, reconstruction, repair or replacement of a publicly owned structure or utility.

All new construction under this Section shall comply with all applicable current Building and Fire Codes.

10-3.2903 – Termination of nonconforming uses.

A nonconforming use may be terminated subject to the following provisions:

(a) The Town Council may initiate a public hearing to consider termination of a nonconforming use under this Section on its own or upon the recommendation of the Planning Commission.

(b) The property owner shall be given notice of the hearing in accordance with California Government Code section 65091.

(c) Failure to appear a hearing pursuant to this Section shall constitute a waiver of a the right to object to the termination of a nonconforming use status.

(d) The Town Council shall make the final determination whether to terminate a nonconforming use and shall issue a decision in writing. If the proposed termination is approved by the Council, the use may be continued for a period of two (2) years from the date of the decision, after which time the nonconforming use shall cease.

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.4

MEETING DATE: June 23, 2026

AGENDA TITLE: Authorize the Town Manager to Negotiate and Execute a Donation Agreement with a Potential Donor for Completion of Conceptual Drawings for the Creek Park Project

FROM: Dave Donery, Town Manager

RECOMMENDATION: Staff recommends that the Town Council authorize the Town Manager to negotiate and execute a donation agreement with a donor for completion of conceptual drawings for the Creek Park Project (Attachment 1).

BACKGROUND

On June 25, 2019, following a design competition, the Town Council selected RHAA Landscape Architects to develop a preliminary conceptual design for the Reimagine Creek Park project ("Creek Park Project"). Following selection, RHAA conducted extensive outreach and worked with the Reimagine Creek Park Community Advisory Committee ("CAC") to develop 60% conceptual plans for the project.

At its November 23, 2021 meeting, the Town Council received a presentation from RHAA of the 60% conceptual drawings for the Creek Park Project.[1] The Council authorized RHAA to complete schematic drawings, so that construction of the Creek Park Project could be coordinated with the removal of Building Bridge 2 (632-636 San Anselmo Avenue, hereinafter "BB2").

However, as the Town Council is aware, the planning and approval process for the removal of BB2 took longer than anticipated. As a result, the Town and Marin County Flood Control and Water Conservation District ("District") entered into a lease for public use of BB2 in 2020 during the Coronavirus pandemic. The District terminated the 2020 lease in September 2022 following a report that the property could be unstable. However, subsequent monitoring of strain gauges has shown no further movement of the structure.

[1] See presentation at https://sananselmo-ca.granicus.com/player/clip/689?meta_id=83243

After additional delays in the BB2 removal project, on February 24, 2026, the Town Council approved a lease agreement with the District for public pedestrian use of BB2.[2] That lease provides that the Town can use the platform for a public gathering area and may improve the leased area for that use with District staff approval.

However, as a prerequisite to public use, the lease requires that the platform be structurally sound. To that end, following execution of the lease, the Town retained a structural engineering consultant to conduct an assessment of the plaza and its underlying support structure and evaluate their condition. That review found that work is necessary to reinforce and repair portions of the structure before public use can begin. The District is anticipated to support the repairs related to the structural integrity of the substructure and related site conditions.

DISCUSSION

On May 5, 2026, the District Board voted unanimously to cancel the BB2 Removal Project.[3] With this cancelation, the prospect of long-term public use of the BB2 platform became more concrete. The Town approached the District about completing necessary safety improvements to the BB2 platform and began working with RHAA to discuss options for making the BB2 structure a cohesive part of the Creek Park design.

Town staff also contacted a donor who has expressed a willingness to fund the completion of the conceptual drawings that will add the BB2 platform to the overall plans for Creek Park. The terms of a donation agreement are being finalized, but the agreement will not be available in time for the June 23 Town Council meeting. However, the donor has indicated that they will cover the costs outlined in RHAA's attached proposal for this conceptual design work (Attachment 1). The hope is to have these drawings available for the CAC's review by mid-July and for the Council at the next meeting.

To keep the BB2 component of the Creek Park Project design work moving forward on this timeline, staff is requesting the Council's authority to have the Town Manager, in consultation with the Town Attorney, negotiate and execute a donation agreement for RHAA's proposed work.

FISCAL IMPACT

None. The donation agreement will cover all costs listed in RHAA's proposal.

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[2] See staff report for lease approval at https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/3924517/Revised_BB2_Lease_staff_report.pdf
[3] See https://flooddistrict.marincounty.gov/building-bridge-2-removal/

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

Attachment 1 – RHAA proposal for completion of conceptual drawings to integrate BB2 into the Creek Park project

rhaa
Landscape
Architecture
& Planning

Main Office
225 Miller Avenue,
Mill Valley, CA 94941

rhaa.com
415.383.7900

April 23rd, 2026

David P. Donery
Town Manager
Town of San Anselmo

Via email

RE: San Anselmo Creek Park Reimagine Reboot

Dear David,

This proposal is in response to a request for Landscape Architectural services for San Anselmo Creek Park Reimagine Reboot.

Based on our understanding of the site and your needs, we suggest the following scope of work. We are happy to modify this scope as necessary to best meet your needs and budget.

SCOPE SUMMARY

TASK 1 – Design Refinement for Bridge Plaza integration – 4 weeks April – May 2026 initial project start up

1.1 Project start up, review background information, review goals and objectives
1.2 City Staff Meeting 1 - to discuss approach and constraints
1.3 Conduct site visit
1.4 Update of base map (working with existing topographic survey)
1.5 Develop 2-3 plaza concepts that integrate with previous park features - rendered plans and 3D
1.6 Stakeholder/Donor Meetings - one in person

TASK 2 – Design Refinement for Bridge Plaza integration completion – 6-8 weeks April – May 2026 initial project start up

1.7 City Staff Meeting 2
1.8 Prepare final rendered plan and photoshop 3D for approved concept
1.9 Update sustainability exhibit
1.10 Stakeholder/Donor Meetings - one in person
1.11 Prepare for City Council presentation
1.12 CAC Presentation
1.13 City Council Presentation
1.14 City Staff Meeting 3
1.15 Project management, quality control and coordination of documents

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Please see assumptions enclosed. RHAA's proposed fee for the scope of services listed above:

FEE SUMMARY

Task 1	INITIAL PROJECT START UP	$22,500
Task 2	DESIGN REFINEMENT FOR COUNCIL PRESENTATION	$40,320
Subtotal RHAA:		*$62,820*
Civil Engineer – BKF		$7,000
Structural Engineer- MarStructural		$3,000
Electrical Engineer – O'Mahony Myer		$3,000
MEP allowance for restroom and stage lighting coordination TBD		$3,000
Cost Estimator – R. Borinstein Company		$3,000
Subconsultant allowances subtotal:		*$19,000*
Subconsultant Management and Administration 10%		$1,900
	Total	*$83,720*
Reimbursable Expenses estimated at 2% of fee		*$1,674*
Optional Consultants:		
Signage and Wayfinding		Not Included
Geotechnical		Not Included

Let me know if you have any questions or comments and we can make updates to this proposal to ensure it best meets your needs.

Sincerely,

Manuela King
Principal
RHAA
manuela@rhaa.com

Assumptions:

1. Submittals will consist of one electronic set and up to one hard copy set (if requested)
2. Reimbursable expenses to be billed monthly as accrued at cost plus 10%.
3. Drawings will be in AutoCAD and Photoshop. Report will be a pdf and in InDesign
4. Site topographic survey will be provided by client
5. Building plans and elevations will be provided by client
6. Contract will be billed monthly by % complete.
7. Bid period and construction period services will be negotiated at the completion of this contract.

Exclusions or additional services:

1. The scope of work is limited to the tasks listed above.
2. Fees include meetings and presentations as shown. Additional meetings will be considered extra services.
3. Fees include submittals as shown. Additional submittals will be considered extra services.
4. Significant changes to the approved report will be considered extra services.
5. Civil engineering of vehicular zones not included.
6. Structural engineering of any trellises, walls and other site elements not included
7. Art feature selection and coordination not included.
8. Environmental studies or reports not included.
9. Entitlements processing, meetings, and applications other than those listed above not included.
10. Grant applications not included
11. Design models, videos, or other 3D presentation tools not included, except as listed above.
12. Site lighting and photometrics not included (by others). RHAA will assist with fixture selection. Layout, electrical circuitry, lamping, code review and detailing by others.
13. Signage not included (by others).
14. Civil engineering drawings for utility coordination not included (by others)
15. Demolition plan & specs not included (by others).
16. Additional perspectives, fly-overs, renderings are available to be negotiated at the time of request.
17. Translation services
18. Marketing or fundraising materials are available as an additional service.
19. An intercept survey is available as an additional service.