TOWN OF
SAN ANSELMO
EST. 1907

525 San Anselmo Avenue
San Anselmo, CA 94960

Town Council

Agenda

Tuesday, April 26, 2022	7:00 PM	Town Council Chambers (Via Zoom during COVID)

https://us02web.zoom.us/j/87490306845

Or Telephone: +1 669 900 6833 | Webinar ID: 874 9030 6845

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

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

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

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

1. 6:40 pm Interviews with applicants to the Climate Action Committee.

Attachments: Staff Report
Attachment 1 - Board and Commission Status Report
Attachment 2 - Christiana Conser
Attachment 3 - Judith O'Rourke

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.

Council requests for future agenda items.

2. Consent Agenda:

2.1. April 12, 2022 Town Council Minutes

Attachments: April 12, 2022 Minutes

2.2. Quarterly Treasurer's Investment Report, March 31, 2022

Attachments: Staff Report
Quarterly Investment Report, 03-22

2.3. Revenue and Expenditure Reports, March 2022

Attachments: Staff Report
Budget Comparison Report - San Anselmo, CA_Sub_MAR 2022
Budget Comparison Report - San Anselmo, CA_Dept_MAR 2022

2.4. Financial Report on Recreation Fund

Attachments: Staff Report
March 2022-Attachment

2.5. Authorize the Town Manager to enter into an Agreement with Consultant Regarding the Objective Design and Development Standards (ODDS) Project.

Attachments: Staff Report
Attachment 1 - PSA with Bob Brown ODDS
EXHIBIT A to ATTACHMENT 1 - ODDS Proposal Scope of Work

2.6. Special Event Application: Hope on the Rize

Attachments: Staff Report
Hope on the Rize May Event App 2022

2.7. Chamber of Commerce's 'San Anselmo Live on the Avenue' June Extension Event Application.

Attachments: Staff Report
Chamber - On the Ave Special Event App June 2022-combined

2.8. Accept Brookside Elementary School Sidewalk Gap Closure project

Attachments: Staff Report
Brookside Sidewalk- Notice of Completion

2.9. Appoint applicants to the Climate Action Committee.

Attachments: Staff Report
Attachment 1 - Board and Commission Status Report
Attachment 2 - Christiana Conser
Attachment 3 - Judith O'Rourke

Council Items:

3. Receive presentation regarding Marin Wildfire Prevention Authority projects and provide direction to staff.

4. Annual Crime and Traffic Report from Central Marin Police Authority.

5. Climate Action Update

Attachments: Staff Report

6. Presentation regarding Flood Zone 9.

7. Amending the Master Fee Schedule of the Town of San Anselmo

Attachments: Staff Report
Resolution Amend Fee Schedule w CPI
Fee Schedule FY22-23
Comprehensive Fee Study Report

8. Water Conservation Efforts Town Wide and Memorial Park Field Renovation Project

Attachments: Staff Report
Attachment 1 1.pdf
Attachment 2 TEC report.pdf
Attachment 3 Field w wells etc..pdf
Attachment 4 Memorial Park Field H2O REDUC 03-28-22.irf (002).pdf
Attachment 5 San Anselmo Field StormTech Drawings_2022-0330.pdf
Public Comment
Further Public Comment

9. Introduction and first reading of an Ordinance to repeal and replace San Anselmo Municipal Code Chapter 2-5 “Purchasing”, the Town’s purchasing policy, and amend Chapter 2 “Town Manager” for consistency with purchasing policy.

Attachments: Staff Report
Draft Ordinance

10. Emergency Sinkhole Response at Center Boulevard Bridge

Attachments: Staff Report

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 ckacmar@townofsananselmo.org. Notification at least 48 hours prior to the meeting will enable the Town to make reasonable accommodation to help insure accessibility to this meeting.

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

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the date of the Council's decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting is Tuesday, May 10, 2022.

I certify that this agenda was posted on the Public Notice Bulletin Board on or before Friday, April 22, 2022.

_____

Carla Kacmar, Town Clerk

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council | 4/26/2022 | **Item #:** 1.

SUBJECT:

Interviews with applicants to the Climate Action Committee.

6:40 PM Christina Conser

6:50 PM Judith O'Rourke

Board, Committee, Commission *(total seats)*	**Seats Expiring/ Vacant**	**Applicants**	**Term (Yrs)[1]**	**Date of Interview**
Arts Commission *7 seats + youth* *Dannielle Mauk* *(Temporary Expansion to 8 seats)*			3	
Bicycle and Pedestrian Committee *7 seats* *Sean Condry*			4	
Board of Review *5 seats* *Jeff Zuba*	2		6	
Capital Programs Monitoring Committee *7 seats* *Sean Condry*	3		4	
Economic Development Committee *7 seats* *Elise Semonian*			3	
Financial Advisory Committee *5 seats* *Jeff Zuba* *(Temporary Expansion to 6 seats)*	1	Kfir Lindheim	3	
Flood Committee *7 seats* *Sean Condry*	2		4	
Historical Commission *11 seats+ youth* *Linda Kenton*			4	
Library Advisory Board *7 seats+ youth* *Linda Kenton*			4	
Library Tax Oversight Committee *5 seats* *Linda Kenton*			3	
Marin Commission On Aging *1 seat*			3	
Mosquito Abatement District *1 seat*			2-4	
Open Space Committee *11 seats + youth* *Elise Semonian*			4	
Parks & Recreation Commission *7 seats + youth* *Dannielle Mauk*	1		4	
Planning Commission *7 seats* *Elise Semonian*	1	Kim Pipkin Peter Thomas Strauss	4	
Racial Equity Ad Hoc Committee			1	
Climate Action Commission *7 seats+ youth* *Elise Semonian*	3	Christiana Conser Judith O'Rourke	3	
Ross Valley Paramedic Authority *1 seat*			4	
Tax Equity Board *3 seats* *Jeff Zuba*	1		3	

* Incumbent

[1] Per Commission Guidelines, differing term lengths may be allowed to accomplish a staggering of the appointment schedule.

Print

Boards & Committee Applications - Submission #1478

Date Submitted: 3/7/2022

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

3/7/2022

I wish to apply for an appointment to a term/balance*

Climate Action Commission

Name*

Christiana Conser

Home Address*

65 Angela Ave

Occupation*

Restoration Ecologist

Employer's Address

20361 Hermana Cir, Lake Forest, CA 92630

Home Phone*

9498733814

Work Phone

9498733814

Cell Phone

9498733814

E-Mail*

cconser@protonmail.com

Number of years as resident of San Anselmo*

1

Number of years as a resident in Marin*

10

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

Sheri Oakes

1.) Phone*

5126560511

2.) Name*

Aviva Rossi

2.) Phone*

4158472461

3.) Name*

Randi Radar

3.) Phone*

4153850414

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 served on the California Invasive Species Advisory Committee (CISAC) from 2012 to 2014

Reasons for this appointment.*

Provide scientific expertise on climate change and biodiversity issues

What are your qualifications for this appointment.*

My career focus and personal passion for the past 25 years has been developing practical science-based solutions to conserve native biodiversity for future generations. My expertise ranges from doing academic research, technical writing, hands-on fieldwork, restoration planning and design, project and stakeholder management, and policy work.

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

Building public support to make substantive change

I understand that I and all other applicants will be personally interviewed by the Town Council 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.*

- (•) YES
- ( ) NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

Open Space Committee

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

Conser CV .pdf

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Carla Kacmar, at ckacmar@townofsananselmo.org or 415-258-4660.



CHRISTIANA CONSER

65 Angela Avenue
San Anselmo CA 94960
cconser@protonmail.com
(949) 873-3814

EDUCATION

University of California, Davis; Department of Plant Sciences
Ph.D. student in Horticulture and Agronomy (*not completed* - 2017)
Advisor: Dr. Joseph DiTomaso, Non-Crop Weed Specialist
Dissertation project: The development of a Plant Risk Evaluation (PRE) tool for assessing the invasive potential of ornamental plants.

San Francisco State University, Department of Biology
M.A. in Biology, Ecology and Systematics (2005)
Advisor: Dr. Edward F. Connor, Population and Community Ecology, Statistical Ecology
Thesis project: Assessing the residual effects of iceplant (*Carpobrotus edulis*) invasion, implications for restoration.

San Francisco State University, Department of Biology
B.S. in Biology, Ecology and Systematics (1998)
Advisor: Dr. V. Thomas Parker, Plant Ecology
Research project: Effect of iceplant (*Carpobrotus edulis*) extract on native plant germination.

WORK EXPERIENCE

Restoration Ecologist/Grant Developer
HANA Resources/Natures Image (Lake Forest, CA)
2019 to Present
Design, fund and implement habitat restoration and invasive species removal projects throughout California. Duties include developing new restoration projects and collaborative partnerships; securing funding including writing grant proposals; writing restoration and management plans; meeting facilitation; project management, implementation and monitoring; data analysis; report writing; collection of native plant propagation materials; and public outreach. Job requires extensive fieldwork.

Adjunct Part-time Professor
Orange Coast College (Costa Mesa, CA)
2020 to Present
Instructor for Introduction to Biology (Biol 100) lab both in-person and online via Zoom. Duties included preparing lectures and lab activities, lab set-up, creating and proctoring quizzes, and grading lab reports and quizzes.

Restoration Biologist/Botanist
Chambers Group (Santa Ana, CA)
2018 to 2019
Design, fund and implement habitat restoration and invasive species removal projects throughout California. Duties include developing new restoration projects and collaborative partnerships; securing funding including writing grant proposals; writing restoration and management plans; meeting facilitation; project management, implementation and monitoring; data analysis; report writing; collection of native plant propagation materials; and public outreach. Job requires extensive fieldwork.

Middle School Science Teacher
Holy Spirit School (San Jose, CA)
2017 to 2018
Science Teacher for 6th, 7th, and 8th grades for earth, life, and physical sciences. Duties included preparing daily lectures and lab activities, lab set-up, creating and proctoring exams, and grading lab exercises and exams.

Adjunct Part-time Professor
Ohlone College (Fremont, CA)
2016 to 2016
Instructor for Introduction to Biology (Bio 130) lecture and lab for the summer school session. Duties included preparing lectures and lab activities, lab set-up, creating and proctoring exams, and grading lab exercises and exams.

Graduate Student Teaching Assistant
UC Davis (Davis, CA)
2014 to 2015
Instructor for Identification and Ecology of Grasses Lab (PLS131) and Restoration Ecology Lab (ENH160L). Duties for PLS131 included leading the field collection for nearly 100 species of native and exotic grass species throughout California, lab set-up included organizing daily specimens to display by grass tribe, teaching students how to key grass specimens using the Jepson Manual and Weeds of the West ID database, answering questions, lab practical set-up, proctoring exams, and grading quizzes and final exams. Duties for ENH160L included leading the field instruction for the class restoration project, assisting student teams in the development of all elements of a habitat restoration plan including: site description, restoration planning, planting design, invasive species management, implementation, and monitoring. Other duties included grading lab reports, papers, and exams. Job required extensive fieldwork.

Project Scientist/Project Manager
PlantRight/Sustainable Conservation (San Francisco, CA)
2008 to 2014
As the primary researcher in the development of a Plant Risk Evaluation (PRE) tool from 2011 to 2014, duties include PRE tool research and development, technical advising on invasive plant issues, and assisting with the development of the invasive plant screening program. Originally hired as Project Manager with duties including managing the California Horticultural Invasive Prevention (Cal-HIP) steering committee, conducting public and industry outreach, strategic planning, managing budgets, and securing grant funding.

Restoration Biologist/Project Manager
River Partners (Chico, CA)
2005 to 2008
Designed and implemented large-scale riparian habitat restoration and invasive species removal projects throughout northern California. Duties included writing restoration plans and other publications, conducted public meetings and workshops, managed project implementation and monitoring, analyzed monitoring and experimental data, managed collection of native plant propagation materials, and developed outreach materials including an outdoor environmental education program with a local elementary school. Job required extensive fieldwork.

Restoration Biologist/Researcher
Instituto de Ecología, A.C. (Xalapa, México)
2002 to 2003
Designed and implemented a research project on the effects of forest fragmentation and conversion to pastureland on soil invertebrates in tropical montane cloud forests (TMCF). Other duties included evaluating and developing TMCF restoration protocols for the BIOCORES project. Job required extensive fieldwork.

Statistical Analyst and Restoration Handbook Editor
Golden Gate National Parks Association (San Francisco, CA)
2000 to 2002
Analyst duties included collaborating with the Vegetation Management Team to design ecological experiments to test new restoration techniques and refine ecological monitoring programs, trained data collectors, analyzed monitoring data, and incorporated findings into reports and presentations. Editor duties included first evaluating and refining GGNRA's existing habitat restoration and weed removal monitoring programs, then designing a habitat restoration handbook with monitoring protocols for training technicians and interns. Job required extensive fieldwork.

Co-Director of Invertebrate Survey
SF Natural Areas Program, SF Rec & Parks (San Francisco, CA)
2000 to 2000
Hired as part of a team to develop an ecological monitoring program for invertebrates in San Francisco remnant natural areas as a measure of ecosystem diversity and health. Duties included project design, data collection and analysis, and report writing. Job required extensive fieldwork.

Graduate Student Teaching Assistant
SFSU Dept. of Biology (San Francisco, CA)
1999 to 2001
Hired to TA Principles of Ecology (Biol 313), General Biology Lab (Biol 240), and World of Plants Lab (Biol 150). Duties included designing and delivering weekly lab lectures, grading lab reports, papers, and exams.

Science Education Consultant
Friends of SF Rec & Parks (San Francisco, CA)
1999 to 1999
Duties included organizing outdoor educational activities in Golden Gate Park for the Discovery Walk Program for K-5 classes from SFUSD, leading teacher workshops, giving public presentations, and the publication of the quarterly newsletter.

Weed Removal Crew
Golden Gate National Recreation Area (San Francisco, CA)
1998 to 1998
Hired as part of a summer work crew for the Lobos Creek Dune Restoration Project working to restore critical habitat for the San Francisco lessingia (*Lessingia germanorum*), a rare and endangered plant species endemic to San Francisco. Duties included removing invasive plants and completing monitoring reports. Job required extensive fieldwork.

Restoration Team Leader
SF Natural Areas Program, SF Rec & Parks (San Francisco, CA)
1997 to 1998
Hired to supervise the monitoring and maintenance of a community habitat restoration project in Brooks Park by a neighborhood youth work crew. Job required extensive fieldwork.

Field Assistant
Plant Ecology Lab, SFSU Dept. of Biology (San Francisco, CA)
1996 to 199
Assisted several graduate student's data collection for their thesis projects, both in the lab and in the field throughout California. Job required extensive travel and camping in field conditions. Projects focused on fire ecology and seed bank research throughout chaparral plant communities in California. Job required extensive fieldwork.

PEER-REVIEWED PUBLICATIONS

- Conser C, Seebacher L, Fujino DW, Reichard S, DiTomaso JM (2015) The development of a Plant Risk Evaluation (PRE) tool for assessing the invasive potential of ornamental plants. *PLOS ONE* DOI:10.1371/journal.pone.0121053. March 24, 2015.
- Conser C, Adams B (2014) The PlantRight PRE: A New Screening Process for Invasiveness. *Acta Horticulturae* 1055: 183:187.
- Conser C, Connor EF (2009) Assessing the residual effects of *Carpobrotus edulis* invasion, implications for restoration. *Biological Invasions* 11(2): 349-358.

OTHER PUBLICATIONS

- DiTomaso JM, Conser C (2014) *Developing an Accuracy Risk Assessment Tool for Evaluating the Potential Invasiveness of Ornamental Plants*. California Weed Science Society (CWSS) Research Update and News 10(2): 2-6.
- Conser C (2012) *Invasive Plants Sold in California*. UC IPM's quarterly *Retail Nursery and Garden Center IPM News, June 2012.*
- Conser C (2011) *What invasive plants are for sale in California*? *Cal-IPC News*, Fall 2011.
- DiTomaso, JM, Seebacher L, Conser C, Brush R (2011) *Development of a More Accurate Weed Risk Assessment Model for Potential Third-Party Certification of Non-invasive Horticultural Plants*. *UC ANR Blog, UC Weed Science*, August 9, 2011.
- Contributor (2006) *Don't Plant a Pest brochure, Central Valley version*. Cal-IPC, Berkeley, CA.

TECHNICAL REPORTS

- Conser C (2021) *Hidden Valley Wildlife Area Restoration Project Natural Environment Study Report (Minimal Impacts)*. HANA Resources, Lake Forest, CA.
- Conser C (2021) *Biological Resources Report for Mount Owen Rifle Range, Fresno County, California*. HANA Resources, Lake Forest, CA.
- Conser C (2021) *2020 (Year 4) Serenity Lodge Restoration and Monitoring Annual Report Lake Arrowhead, San Bernardino County, CA*. HANA Resources, Lake Forest, CA.
- Conser C (2020) *2019 (Year 3) Serenity Lodge Restoration and Monitoring Annual Report Lake Arrowhead, San Bernardino County, CA*. HANA Resources, Lake Forest, CA.
- Conser C (2019) *Annual Monitoring Report for Lost Canyons Development Project, Ventura County, CA*. Chambers Group, Santa Ana, CA.
- Conser C (2019) *Weed Management Plan for San Bernardino National Forest for Nestle Waters*. Chambers Group, Santa Ana, CA.
- Conser C (2013) *Invasive Species Pathway Risk Analysis for California*. Technical report for the California Invasive Species Advisory Committee (CISAC) and the California Department of Food and Agriculture (CDFA). California Invasive Species Advisory Council (CISAC) and the California Department of Food and Agriculture (CDFA), Sacramento, CA
- Conser C, Efseaff D (2007) *Landowner's Manual for the Lower Stony Creek Watershed, Glenn County Resource Conservation District*, Glenn County, California. River Partners, Chico, CA.
- Conser C, Griggs T (2007) *Lower Stony Creek Demonstration Project Site Plan, Glenn County Resource Conservation District, Glenn County, California*. River Partners, Chico, CA.
- Conser C, Griggs T (2006) *Pre-Restoration Plan for Gover Ranch Riparian Conservation Easement, Shasta and Tehama Counties, California*. River Partners, Chico, CA.
- Conser C, Griggs T, Kirk P, Cederborg M (2006) *O'Connor Lakes Unit Riparian Restoration Plan for CA Dept. of Fish & Game, Feather River Wildlife Area, Sutter County, California*. River Partners, Chico, CA.
- Contributor (1999) *San Francisco Natural Areas Program Restoration Handbook*. San Francisco Recreation and Parks Department, San Francisco, CA.

FUNDED GRANTS AND SCHOLARSHIPS

- California Wildlife Conservation Board (WCB) California Riparian Habitat Conservation Program. Funding for Hidden Valley Wildlife Area Restoration– Phase 1 Planning Project, Riverside, CA. HANA Resources, Lake Forest, CA. (2020)
- National Fish and Wildlife Foundation (NFWF) Southern California Forests and Watershed Wildfire Restoration grant. Funding for Spanish Broom Removal and Habitat Restoration Project, Los Padres National Forest, Santa Barbara, CA. HANA Resources, Lake Forest, CA. (2020)
- California Association of Nursery and Garden Centers (CANGC), CANERS Foundation Research Grant (2014)
- University of California's Agriculture and Natural Resources (ANR) Competitive Grants Program (2012)
- Horticultural Research Institute (HRI) Competitive Grants (2008 & 2011)
- California Association of Nursery and Garden Centers, CANERS Foundation Research Grant (2010)
- Graduate Student Council in Biology Research Grant; San Francisco State University, Department of Biology (2001 to 2002)
- ARCS Foundation Academic Scholarship (2000 to 2001)

ORAL PRESENTATIONS

- Conser C, DiTomaso J (2014) The development and refinement of a Plant Risk Evaluation (PRE) tool for evaluating the invasive potential of ornamental plants. Cal-IPC Symposium, October 10, 2014.
- Conser C (2014) A Plant Risk Evaluation (PRE) tool for evaluating the invasive potential of ornamental plants. 99th Ecological Society of America (ESA) Meeting, August 15, 2014.
- Conser C (2014) The Ecological Context of Invasive Plants, Biodiversity, and Habitat Restoration. PlantRight webinar presentation, April 4, 2014.
- Conser C, Adams B (2013) The PlantRight PRE: A New Screening Process for Invasiveness. The 54th Annual Meeting International Plant Propagators Society, Western Regional Conference. October 4, 2013.
- Conser C, DiTomaso J (2013) Weed Risk Assessment for Ornamentals – A New Approach. Society of American Florists Pest and Production Management Conference, February 26, 2013.
- Conser C (2012) The Right Plant for the Right Place: The Issue of Invasives in Horticulture. The Sacramento Valley Nursery & Landscape Expo, December 5, 2012.
- DiTomaso J, Conser C, Seebacher L, Brush-Brownsey R (2012) The development and validation of a more accurate weed risk assessment tool for evaluating the invasive potential of ornamental plants. Cal-IPC Symposium, October 11, 2012.
- Conser C, Seebacher L, Brush-Brownsey R, DiTomaso J (2012) The development and validation of a more accurate weed risk assessment tool for evaluating the invasive potential of ornamental plants. UC Davis Weed Day, July 19, 2012.
- Conser C (2012) Reframing the Invasive Plant Issue. Educating the Public About Invasive Species Symposium, UC Davis, CA. April 24, 2012.
- Conser C, DiTomaso J, Seebacher L, Brush-Brownsey R (2011) Developing a More Accurate Weed Risk Assessment Model. California Nursery Conference, October 6, 2011.
- Conser C (2010) Protecting California from Ornamental Invasive Plants. National Master Gardener Conference, October 19, 2010.
- Conser C (2010) Developing a Voluntary Weed Risk Assessment Program for California's Nursery Industry. Presentation for California Nursery and Garden Centers (CANGC) Funding Board, March 9, 2010.
- Conser C (2009) Overview of PlantRight program. Santa Clara Master Gardener meeting, November 19, 2009.
- Conser C, Connor EF (2002) Assessing the Residual Effects of *Carpobrotus edulis* Invasion on the Survivorship, Growth and Reproduction of *Gilia millefoliata*. Oral Presentation at the Ecological Society of America Meeting.

PROFESSIONAL TRAINING

- Essential Facilitation training (2008), Interaction Associates, San Francisco, CA.
- Facilitative Leadership training (2009), Interaction Associates, San Francisco, CA.

Print

Boards & Committee Applications - Submission #1514

Date Submitted: 4/6/2022

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

April 5, 2022

I wish to apply for an appointment to a term/balance*

Climate Action Commission

Name*

Judith L O'Rourke

Home Address*

87 Butterfield Road

Occupation*

Executive Leadership Coach

Employer's Address

87 Butterfield Road

Home Phone*

4157864218

Work Phone

Cell Phone

415-786-4218

E-Mail*

judith.orourke@gmail.com

Number of years as resident of San Anselmo*

40

Number of years as a resident in Marin*

46

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

April Orcutt

1.) Phone*

april.orcutt.com

2.) Name*

Pat Perry

2.) Phone*

415-272-2729

3.) Name*

Michael Stone

3.) Phone*

415-586-2866

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.*

Volunteer for Friends of the San Anselmo Library, and Friends of the San Rafael Library

Reasons for this appointment.*

The town can be a model for other towns and cities throughout the country. The focus on action is appropriate to the challenge we face. Climate affects every aspect of our lives in San Anselmo.

What are your qualifications for this appointment.*

Over 40 years of experience in the areas of leadership in a corporate nonprofit setting; 10 years work in the nonprofit sector; past community education work
Experience facilitating agreement among groups; knowledge of change management processes
A passion for action in the face of challenges and threats to the health of people/eco systems

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

All four of the goals are laudable and integral to sustainability of the town; I support them. The resilience hub, and "electrifying everything" (including transportation) are especially urgent.

I understand that I and all other applicants will be personally interviewed by the Town Council 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.*

- (•) YES
- ( ) NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

None

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

Resume JudithOROURKE 2022.docx

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Carla Kacmar, at ckacmar@townofsananselmo.org or 415-258-4660.

JUDITH L. O'ROURKE

judith.orourke@gmail.com • 415-786-4218

Profile

Experienced consultant and coach to leaders and physicians in health care administration. Combines critical analysis with an empathic approach; ability to serve as a change agent. Creative problem solver, intuitive thinker, with ability to integrate reality with vision. Precise communicator; uses good judgment regarding timing, circumstance, audience.

- Executive Coach
- Graduate of the Coaches Training Institute
- Master Practitioner of the Myers-Briggs Type Indicator® (MBTI®)
- Certified to administer The Leadership Circle Profile (TLC®)
- Master Trainer and Coach of the Facilitative Leadership Program
- Designer of processes to foster development in leaders and teams
- Experienced facilitator of large and small groups

Professional Experience

2013-Present — **JLO Leadership Coaching and Consulting, LLC**

Coaching and consulting private practice, specializing in developing leaders for success in healthcare, finance, and the arts. Working with clients who are genuinely curious and motivated to better understand themselves, their leadership impact on others, and who are actively engaged in developing their own gifts for collaborative leadership.

2011-2013 — **Kaiser Permanente, Oakland, CA**
Director, STAR Leadership Development

Director of program for the Regional Offices' division of Northern California Region-wide program. STAR stands for Steps to Achieving Results. This program exists to create strong leadership and increase the bench strength in the Northern California Region. It also serves as a method of increasing a sense of community and reduction of silos in Regional Offices.

Primary duties were design of programs and development of leaders as faculty; design and production of annual leadership recognition forums.

Faculty and Steering Committee member for the Leadership Diversity Development Program which provides mentoring and coaching to new leaders in support of their advancement in the organization.

2002-2010 **Kaiser Permanente, Oakland, CA**

Management Consultant and Team Lead

Coach of leaders in the Advanced Leadership Program (AMP). Focus was on application of the Leadership Circle Profile for individual development, use of other leadership tools and models from AMP, and individual execution of goals.

Coached directors and teams to recognize and make productive use of diversity in communication styles.

Process observer for the Middle Manager Leadership Program (MMP). Assisted groups in identifying the processes that move them forward or hold them back in a team setting.

Manager of five Senior Learning Consultants who served NCAL areas with leadership development programs. Provided resources and consultation to assist these consultants in meeting the needs of their clients.

Provider of consulting services to leadership teams in NCAL Region. Focus areas included psychological type and teams, leader development, and the creation of strategic visions.

Managed the Facilitative Leadership Program (FL) in Northern California after one year as a trainer with the program. The program survived the loss of its manager and reorganization of support team; it grew and served 375 leaders in one year. This program enhanced the reputation of Learning and Development throughout the NCAL Region and nationwide.

Certified as the Master Trainer for Facilitative Leadership (FL). This intensive and interactive leadership development effort for Northern California leaders trained over 4,000 leaders between 2002 and 2010. Significantly reduced costs to L&D department by becoming certified as a master trainer for the program.

Trained and coached over 12 additional trainers in FL to provide leadership training for both intact and cross-functional teams in seven service areas of Northern California.

Partnered with program vendor to develop a positive working relationship; assisted in negotiating a mutually beneficial special pricing agreement for all KP Regions, with contract signed by Program Office.

Developed a follow-up Leader's Lab for graduates of Facilitative Leadership to help them deepen and develop the seven leadership practices they learned in the program. Edited a

newsletter to maintain contact with leaders and inspire continual growth and learning from each other.

Collaborated with Debra Mipos to deliver programs for Program Office and The Permanente Medical Group Federation staff. Initiated the first use of the Myers-Briggs Type Indicator in support of the enterprise wide Strategic Leadership Program.

1992-2002 **Kaiser Permanente**
Lead Program Coordinator, Program Director, Learning Consultant

Leadership Team and Program Coordinator, Educational Theatre Programs (ETP), a community benefits department under Community and Government Relations.

Produced four video documentaries on ETP programs.

Coached and mentored junior staff members in first time supervisory roles.

Assessed the training and development needs for 25 member staff. Implemented a monthly training schedule to include technical, conceptual and team building offerings, in a blended approach.

Coordinated production of written teaching and parent guides to support health education programs; wrote and edited press releases, information sheets and brochures.

Supervised and coached staff members in the creation of their individual development plans. Assisted contract staff in transitioning out of the department as their contracts expired.

Facilitated "Managing the Change Journey" for staff of Watts Counseling and Learning Center (WCCC), Los Angeles. Led staff through a major change in the leadership of the department, and helped them move into a new group dynamic.

Designed and presented "Peak Performance at Work" using a sports peak performance model to help staff implement self-selected behavior changes to achieve individual and departmental goals.

Made numerous presentations, internally and externally, to inform physician, employee, and community groups about the health education programs of ETP.

1980-1992 **People Speaking, Inc.** **San Francisco, CA**
Executive Director

Managed all business, planning and funding functions of community based nonprofit organization in collaboration with 12 member board of directors.

Coached and counseled individuals to present their ideas in a persuasive manner that could reach demographically diverse groups. Clients were architects, forestry officials, lawyers, psychologists, business owners, and political leaders.

Designed and presented theatre programs based on leaders in American history.

Facilitated meetings and trained members of Bay Area community based organizations to run their own meetings, and to foster inclusion and timely decision making.

Education and Training

The Leadership Circle, Whitehouse, Ohio
Certified Administrator and Coach, the Leadership Circle Profile, TLC® and Culture Survey

The Coaches Training Institute, San Rafael, California
Graduate of Coaches Training Program (160 hours)

Interaction Associates, San Francisco, California
Facilitative Leadership®, Master Trainer and Coach
The Coaching Edge
Advanced Facilitation
Strategic Leadership

Association for Psychological Type, Silver Spring, Maryland
Myers-Briggs Type Indicator® (MBTI®) Certification Program, Step I and Step II
The Challenge of Change in Organizations
Introduction to Type Development
Introduction to Type and Stress
Flex Talk: Practical Communication Skills Using Personality Type, with Judy Allen
Type and Leadership, with Sharon Richmond

Center for Application of Psychological Type (CAPT), Gainesville, Florida
Healthcare Communication Using Personality Type: Patients Are Different
Master Practitioner, the Myers-Briggs Type Indicator®

California Institute for Integral Studies, San Francisco, California
Imagery in Health, Department of Expressive Arts Therapies

New School for Democratic Management, San Francisco, California
Business Planning
Managing As If People Mattered

Fundraising in Challenging Times
Public Relations for Community Based Nonprofit Organizations

Memberships

Association for Psychological Type International (APTi)
Bay Area Association for Psychological Type, (BAAPT)
Bay Area Organizational Development Network (BAODN), former member
American Society for Training and Development (ASTD), former member

Master of Fine Arts, United States International University, San Diego, now merged with Alliant University, San Francisco, and Emeryville

Bachelor of Arts, University of Cincinnati, Cincinnati, Ohio

Presentations and Publications

Presenter to numerous professional and educational organizations on the topics of communications and personality type.

Producer of four video programs documenting four Kaiser Permanente health education programs, and two study guides for use by educators and parents in the community.

Articles for internal publications, People Speaking, and Kaiser Permanente.

Editor and producer, the blended learning edition of *FLEX Talk: Practical Communication Skills Using Personality Type,* in collaboration with Judy Allen, author, and Doreen Rambke, elearning designer, 2010-2011. For internal use within Kaiser Permanente. Program includes five web-based training modules, use of a learning journal, followed by instructor led training session and follow-up sessions and internal KP IdeaBook exchanges with participants and facilitator.

Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

TOWN OF
SAN ANSELMO
EST. 1907

Minutes

Tuesday, April 12, 2022

7:00 PM

Town Council Chambers (via Zoom during COVID)

Town Council

1. 5:45 PM Announce adjournment to closed session: Conference with Legal Counsel – Anticipated Litigation - Initiation of litigation pursuant to § 54956.9(d)(4): (1 case)

6:15 PM Closed Session: Conference with Labor Negotiators (§ 54957.6)
Agency designated representatives: Dave Donery, Jeff Zuba and Christopher Boucher
Employee organizations: Service Employees International Union, Local 1021; Management Employees; Confidential Employees

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.

Mayor Fineman stated there was nothing to report in the closed session.

Open time for public expression.

Matthew Holt, Sarah Sweet, Donna Nicolletti, Nicole F., Clare Ciafrei, Pamela Odetto, and Kyle Marie spoke in support of built-in rent control and just cause eviction control to guarantee housing security.

Laurie Berliner, local landlord, wanted the town engage landlords in any potential discussion.

Council requests for future agenda items.

Vice Mayor Burdo spoke of the Racial Equity Committee meeting where they received proposals regarding the policy audit. Burdo also invited everyone to participate in the annual egg hunt at Memorial Park. Burdo asked if Council would consider a rent stabilization item for the future. The item failed for lack of a majority.

Council member Greene wanted a report on the housing element process and a report on the impact of repairing the recent sinkhole at a future meeting. Greene spoke of the Flood Zone 9 meeting and the future of the flood mitigation project in downtown San Anselmo.

Council Member Colbert joined the Mayor of Berkeley at a United Against Hate event. Colbert also attended a United Against Anti-Semitism event. Colbert mentioned Marin Transit where they spoke of yellow school bus funding. Transportation Authority of Marin held an executive committee meeting, where they received a legislative update. TAM is really focused on climate change. TAM also brought forth a congestion management program. Colbert took a history walk that was organized by the San Anselmo Historical Commission.

Mayor Fineman attended a Community Development Block Grant meeting and San Anselmo Connect meeting. At the Connect meeting, they discussed the reusable food ordinance. Fineman spoke of the Climate Action Commission meeting where they discussed the Town's fleet of vehicles. Fineman went to the art opening at Town Books. Fineman spoke of the Racial Equity meeting where they heard from a district attorney who had been working to close some loopholes in terms of prosecuting hate crimes. Fineman mentioned an upcoming community workshop on parklets. Fineman also thanked

staff for their role in making virtual and hybrid meetings possible.

Town Manager Donery presented that the Town had issued a request for proposal for the housing element and that representatives from the County had been invited to discuss Flood Zone 9 on April 26. Librarian Kenton gave the new hours for the library and invited everyone to the Night of the Poets. Public Works Director Condry gave a brief overview of the a sinkhole that had appeared in the past week.

2. Consent Agenda:

Greene pulled Items 2.5, 2.6, and 2.7.

M/s, Brian Colbert, Eileen Burke, to approve Items 2.1, 2.2, 2.3, 2.4, 2.8, 2.9, 2.10.

PRESENT: Mayor Alexis Fineman, Vice Mayor Steve Burdo, Eileen Burke, Ford Greene, and Brian Colbert

ABSENT: None

2.1. Minutes of March 22, 2022 Town Council Meeting.

Attachments: March 22, 2022 Minutes

2.2. Minutes of March 25, 2022 Special Town Council Meeting.

Attachments: March 25, 2022 Minutes

2.3. Report of Warrants Issued, March 2022

Attachments: Staff Report
Warrant Report March 2022

2.4. Consider Adoption of Resolution to Allow for Virtual Town Council Meetings in Compliance with AB 361.

Attachments: Staff Report
Resolution

2.5. Special Event Application: The Arts Commission's Beatles Tribute Event

Attachments: Staff Report
Beatles Event Application 2022

With regard to Beatles Event, Greene stated it had the potential to be a super spreader event. O'Grady stated the Town was following County guidance and was willing to put something in the contract like they do for the music series.

2.6. Review the report from a Marin Municipal Water District representative.

Attachments: Staff Report
Attachment 1

With regard to this report, Greene wanted to highlight that Marin Municipal Water District is prohibiting lawns and decorative grass in future developments, in business complexes and street medians as a water saving effort.

2.7. Consider approving the Town of San Anselmo's participation in the 2022 Mayors' Monarch Pledge through the National Wildlife Federation

Attachments: Staff Report
Attachment 1 - Mayor's Monarch Pledge Proclamation 2022

With regard to this item, Greene wanted to highlight the Monarch Pledge.

2.8. Resolution for CalRecycle Payment and Grant Programs

Attachments: Staff Report
Attachment 1

2.9. 2022 Slurry Seal project

Attachments: Staff Report
Town street map- 2022 slurry

2.10. San Anselmo Arts Commission's Utility Box Art Project - Phase 3

Attachments: Staff Report
Phase 3 Utility Box Project Selections & Timeline

Council Items:

3. Town Council receive presentation on the results of the Measure D renewal public opinion survey and consider putting a proposed measure to be placed on the November 2022 General Election ballot.

Attachments: Staff Report
Attachment 1 - San Anselmo Sales Tax Renewal Survey
Presentation 04-12-22

Town Manager Donery presented the staff report. Brian Godbe from Godbe research made the presentation.

Greene asked for clarification regarding the sunset provision and the support for it as balanced against the criticism of it. Godbe stated 72% said they vote yes. Mayor Fineman asked for the process to end a tax. Godbe stated it would be a citizen's initiative process.

There was Council consensus to move forward with the 1 cent tax increase. A majority of Council was is in support of the forever tax. Fineman stated she was not in support of that language because she felt like there needed to be more check points to address the most current issues.

4. Annual Crime and Traffic Report from Central Marin Police Authority

M/s, Eileen Burke, Ford Greene, to continue the annual crime and traffic report form CMPA to a future meeting.

AYE: Mayor Fineman, Burke, Greene, and Colbert

NO: Vice Mayor Burdo

ABSENT: None

5. 'San Anselmo Live on the Avenue' Music Series & Street Closures

Attachments: Staff Report
Live on the Avenue Event Application 2022
parking map
Business Owners LetterNotice 4.5.22
Public Comment
Further Public Comment

Recreation Director Mauk presented the staff report.

Burke asked about the budget for the event. Mauk stated the Town was trying to formalize the event this year. Burke asked about the event sponsor and why aren't they paying for the whole event. Mauk stated the event is 64 bands so the amount donated will not cover that many bands.

Laurie Berliner, Staysea Coulteax, Colleen, business owners, spoke against the 4:30 pm closures because it affected business.

Marc Quinones and Frank Gomez, business owners, and Benedetto Cico, Chamber of Commerce, spoke in support of the event.

There was a Council consensus for a soft closing at 5:30 pm and wanted to see Police enforcement during the closings. Burke felt the event did not have to happen 64 times and only supported as many of these events as are sponsored. Burdo and Colbert supported the staff recommendation. Burdo wanted to revisit the item next year to organize with the Chamber of Commerce and discuss the budget in that case.

M/s, Ford Greene, Steve Burdo, to approve 'San Anselmo Live on the Avenue' Music Series & Street Closures

AYE: Mayor Fineman, Vice Mayor Burdo, Burke, Greene, and Colbert

NO: None

ABSENT: None

6. Consider approval of increase to the Town of San Anselmo's financial contribution from

$30,500 annually to $35,500 toward the 2022/23 fiscal year to be paid to the Ross Valley Yellow Bus Program.

Attachments: Staff Report
Attachment 1 - Ross Valley Yellow Bus JEPA Packet - 03.21.22

Town Manager Donery presented the staff report.

Burke stated ridership had dropped almost by half and costs have gone up. Burke was not sure it made sense to throw more money at it.

M/s, Ford Greene, Steve Burdo, to approve increase to the Town of San Anselmo's financial contribution from $30,500 annually to $35,500 toward the 2022/23 fiscal year to be paid to the Ross Valley Yellow Bus Program.

AYE: Mayor Fineman, Vice Mayor Burdo, and Colbert

NO: Burke, and Greene

ABSENT: None

7. Water Conservation Efforts Town Wide and Memorial Park Field Renovation Project

Attachments: Staff Report
Attachment 1 1.pdf
Attachment 2 TEC report.pdf
Attachment 3 Field w wells etc..pdf
Attachment 4 Memorial Park Field H2O REDUC 03-28-22.irf (002).pdf
Attachment 5 San Anselmo Field StormTech Drawings 2022-0330.pdf
Public Comment
Further Public Comment

M/s Greene, Burke to continue Item 7 to a future meeting.

AYE: Mayor Fineman, Burke, Greene, and Colbert

NO: Vice Mayor Burdo

ABSENT: None

8. Establishing Job Description and Pay Range for Public Works Manager Position

Attachments: Staff Report
Attachment 1 - 2021-22 mgmt resolution
Resolution Establishing Job Description and Pay Range for the Pubilc Works Manager
Job Description - PW Manager
Public Comment

M/s Greene, Burke to continue Item 8 to a future meeting.

AYE: Mayor Fineman, Burke, Greene, and Colbert

NO: Vice Mayor Burdo

ABSENT: None

9. Receive presentation regarding Marin Wildfire Prevention Authority projects and provide direction to staff.

M/s Greene, Burke to continue Item 9 to a future meeting.

AYE: Mayor Fineman, Burke, Greene, and Colbert

NO: Vice Mayor Burdo

ABSENT: None

10. Adjourn

TO: Town Council | 4/26/2022 | **Item #:** 2.2.

FROM:
Jeff Zuba, Finance & Administrative Services Director

SUBJECT:
Quarterly Treasurer's Investment Report, March 31, 2022

RECOMMENDATION

That Council approve the Treasurer's Investment Report for the quarter ending March 31, 2022.

BACKGROUND

The Treasurer's Investment Report is a quarterly itemization of the market value of Town investments. The purpose of this report is to present financial information for review and discussion.

ANALYSIS

The attached report itemizes the Town's investments and states the market value of each investment as of March 31, 2022. The Wells Fargo bank account is the Town's primary checking account used for the deposit and expenditure of operating funds. The Bank of America checking account is a controlled account used for payroll processing only.

The Town maintains two Local Agency Investment Fund accounts (LAIF) for the purpose of maximizing interest income on funds not needed for immediate expenditure. One LAIF account is for investment of general operating funds. The other is for the remaining series 2003 Measure G bond proceeds, required by law to be maintained in a segregated account.

CONCLUSION

The Town's cash balances as of March 31, 2022, are $11,070,462 which is $4,205,954 more than the balances at this time last year. This increase is driven by timing of cash flow between money received versus money to be paid out the following period.

TOWN OF SAN ANSELMO

TREASURER'S INVESTMENT REPORT
for the quarter ending March 31, 2022

INSTITUTION	TYPE OF INVESTMENT	MATURITY DATE	EFFECTIVE YIELD	MARKET VALUE OF AMOUNT ON DEPOSIT	NOTES BOOK VALUE	NOTES UNREALIZED GAIN
Wells Fargo Bank	Government Advantage Checking	None	0.25%	6,214,428		
Bank of America	Business Checking Account	None	0.19%	89,814		
LAIF (Local Agency Investment Fund) Operating Account	State Treasurer's Pool	None	0.36%	4,674,680		
LAIF (Local Agency Investment Fund) Measure G Proceeds	State Treasurer's Pool	None	0.36%	91,540		
Total Investment Portfolio:				11,070,462		

I hereby verify that this report is in conformity with the Town of San Anselmo Investment Policy.

John Mahl, Town Treasurer

Jeff Zuba, Finance & Administrative Services Director

Apirl 14, 2022
Date

TO: Town Council | 4/26/2022 | **Item #:** 2.3.

FROM:
Jeff Zuba, Finance & Administrative Services Director

SUBJECT:
Revenue and Expenditure Reports, March 2022

RECOMMENDATION

Approve the monthly year-to-date Revenue and Expenditure Reports and corresponding activity for the period ending through March 31, 2022.

BACKGROUND

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

ANALYSIS

The revenue and expenditure data through March 31, 2022, is a compilation of all operating activity that is year-to-date for the current and prior fiscal year. These reports are sourced directly from the Town's financial system, of which a corresponding analysis has been performed identifying the key trends the Town Council should take note about.

Revenues

Overall, through the March 2022 reporting period end, the Town's General Fund revenue has expanded its base relative to prior year by $0.749M. This is primarily from the increase in property taxes, sales taxes, franchise tax, and fines offset by other fees and Transfers In. All other activity is either flat year-over-year or nets correspondingly to an immaterial change-all of which are within management's expectations.

Category	MAR YTD FY22	MAR YTD FY21	$ Change	% Change
Property Tax	8,109,711.64	7,632,750.76	476,960.88	6.25%
Sales Tax	957,880.86	726,033.37	231,847.49	31.93%
Property Transfer Tax	122,440.00	97,866.00	24,574.00	25.11%
Franchise Taxes	469,625.63	435,393.48	34,232.15	7.86%
Licenses & Permits	869,281.83	872,693.51	(3,411.68)	-0.39%
Fines	56,391.06	30,801.56	25,589.50	83.08%
Cash & Investment Interest	7,065.61	6,972.30	93.31	1.34%
Intergovernmental	119,829.50	106,241.05	13,588.45	12.79%
Other Fees	231,161.07	222,888.23	8,272.84	3.71%
Transfers In	290,168.60	352,907.87	(62,739.27)	-17.78%
Total	**11,233,555.80**	**10,484,548.13**	**749,007.67**	**7.14%**

As shown above, the Town's revenue base overall increased by $0.749M of which is driven by Property Taxes, Sales Tax, Franchise Taxes and Fines:

- Property Taxes increased by $0.476M compared to the prior period due to increased values on properties.
- Sales Taxes increased by $0.231M compared to the prior period is a result of improving economic conditions from the COVID-19 Pandemic conditions within the Town's boundaries. With greater confidence in security and safety of public health, consumer sentiment is rising giving way to increased sales transactions.
- Property Transfer Tax increased by $0.024M compared to the prior period following the active real estate market.
- Franchise Taxes increased by $0.034M compared to the prior period due to rate increases by the service providers.
- Fines increased by $0.025M compared to the prior period as enforcement returns to normal following relaxed protocols during the heigh of the pandemic.

The largest decreases to note ($0.062M) transfers into the General Fund. Due to the Covid-19 pandemic $0.060M was returned in FY20 to the General Fund from the Robson House Fund as the project for dry rot repair and exterior painting was put on hold. As far as the other revenue streams, these changes either decreased or remained relatively flat year-over-year resulting in an immaterial change.

Expenditures

Overall, through the March 2022 reporting period end, the Town's General Fund expenditures have increased compared to the prior year by $0.610M. This is primarily from increases in compensation, CalPERS retirement payments, Outside Services, and other expenditures. All other activity is either flat year-over-year or nets correspondingly to an immaterial change-all of which are within management's expectations.

Category	MAR YTD FY22	MAR YTD FY21	$ Change	% Change
Compensation	2,402,550.41	2,213,090.27	189,460.14	8.56%
Retirement	827,892.34	728,183.41	99,708.93	13.69%
Training	19,543.64	5,025.68	14,517.96	288.88%
Outside Services	8,282,383.40	7,957,824.81	324,558.59	4.08%
Maintenance	100,447.44	85,634.14	14,813.30	17.30%
Utilities	140,486.95	153,205.95	(12,719.00)	-8.30%
Supplies	84,437.46	79,695.34	4,742.12	5.95%
Debt Service	117,132.54	116,857.77	274.77	0.24%
Other Expenditure	106,608.67	46,448.14	60,160.53	129.52%
Transfers Out	1,263,517.00	1,348,517.00	(85,000.00)	-6.30%
Total	**13,344,999.85**	**12,734,482.51**	**610,517.34**	**4.79%**

As shown above, the Town's expenditures base overall increased by $0.610M of which is driven by Compensation,

CalPERS Retirement payments, Outside Services, and Transfers Out payments:

- Compensation (Salaries & Wages and Benefits) increased by $0.189M compared to the prior fiscal year primarily due to the 5% maximum salary reduction put in place for the previous fiscal year. This salary reduction affected both SEIU and Unrepresented Town employees through the end of the 2021 fiscal year. In addition, the employee groups received cost of living adjustments on July 1, 2021 and January 1, 2022.
- Expenditures relating to CalPERS retirement increased by $0.098M due to the Town's required unfunded pension liability payment. The required retirement payment to CalPERS is a combination of both the contribution for the active and retired employees. This payment increased by $80,985 as compared to the previous fiscal year.
- Outside Services decreased by $0.325M compared to the previous fiscal year due to the changes in payments for Public Safety JPA's and construction project activity.
- Transfers to other funds decreased by $0.085M due to mid-year budget transfers in the previous fiscal year for project activity.

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

CONCLUSION

As inspected, the Town's financial position is continuously improving compared to the prior fiscal year given the economic recovery from the COVID-19 Pandemic. In anticipation through the end of the current fiscal year, these trends are expected to continue with increased revenue collection from this positive economic traction.

Attachment #1: Revenue and Expenditure Report by subcategory, March 2022

Attachment #2: Expenditure Report by department, March 2022

Town of San Anselmo 2021-2022 Rev & Exp Report as of 03/31/2022 Fund: 01 - GENERAL FUND	2020-2021 Revised Budget	2020-2021 Audited Actuals	2020-2021 YTD Actuals	% of Audited Actuals	2021-2022 Adopted Budget	2021-2022 Revised Budget	2021-2022 YTD Actuals	% of Actual / Budget
Revenue								
400 - PROPERTY TAX GENERAL	7,953,590.00	8,128,724.86	4,560,986.24	56.11 %	8,376,892.00	8,376,892.00	4,863,391.68	58.06 %
401 - PENSION	2,039,162.00	2,490,632.38	1,373,875.08	55.16 %	2,291,981.00	2,291,981.00	1,486,993.35	64.88 %
402 - PROPERTY TAX OTHER	2,717,576.00	3,376,535.46	1,697,889.44	50.28 %	3,265,116.00	3,265,116.00	1,759,326.61	53.88 %
410 - OTHER TAXES	1,218,100.00	1,456,718.47	823,919.37	56.56 %	1,324,486.00	1,440,000.00	1,080,320.86	75.02 %
411 - FRANCHISE TAXES	745,630.00	807,418.78	435,393.48	53.92 %	750,630.00	750,630.00	469,625.63	62.56 %
420 - BUSINESS LICENSE	180,000.00	292,105.63	197,065.23	67.46 %	240,000.00	240,000.00	176,958.83	73.73 %
421 - PARKING	5,500.00	11,264.58	6,754.93	59.97 %	24,500.00	24,500.00	6,512.67	26.58 %
422 - CONSTRUCTION	809,000.00	1,006,976.29	668,873.35	66.42 %	900,000.00	980,000.00	685,810.33	69.98 %
430 - VEHICLE CODE	10,000.00	18,042.79	8,518.16	47.21 %	10,000.00	17,500.00	15,996.97	91.41 %
431 - LIBRARY	200.00	1,205.41	137.17	11.38 %	0.00	0.00	766.83	0.00 %
432 - PARKING	27,000.00	42,314.81	22,146.23	52.34 %	50,000.00	65,000.00	39,627.26	60.97 %
440 - USE OF MONEY AND PROPERTY	10,000.00	76,486.94	6,972.30	9.12 %	15,000.00	15,000.00	7,065.61	47.10 %
450 - STATE REVENUE	144,800.00	152,155.19	106,241.05	69.82 %	107,500.00	107,500.00	119,829.50	111.47 %
460 - FEDERAL REVENUE	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
470 - LOCAL AGENCY REVENUE	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
480 - FEES FOR SERVICES	172,000.00	221,754.24	167,624.87	75.59 %	171,000.00	171,000.00	145,028.75	84.81 %
490 - MISCELLANEOUS REVENUE	90,900.00	78,215.46	55,263.36	70.66 %	97,500.00	97,500.00	86,132.32	88.34 %
519 - TRANSFERS IN	447,087.00	420,968.92	352,907.87	83.83 %	418,464.00	418,464.00	290,168.60	69.34 %
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
Total Revenue:	**16,570,545.00**	**18,581,520.21**	**10,484,568.13**	**56.42 %**	**18,043,069.00**	**18,261,083.00**	**11,233,555.80**	**61.52 %**
Expense								
600 - SALARIES AND WAGES	2,471,371.00	2,245,428.15	1,702,991.79	75.84 %	2,887,665.00	2,887,665.00	1,879,030.63	65.07 %
601 - RETIREMENT	830,820.00	779,893.84	728,183.41	93.37 %	960,932.00	960,932.00	827,892.34	86.16 %
602 - EMPLOYEE BENEFITS	671,150.00	555,400.10	449,573.48	80.95 %	782,423.50	782,423.50	464,339.60	59.35 %
604 - RETIREE BENEFITS	139,622.00	139,622.00	60,525.00	43.35 %	144,322.00	144,322.00	59,180.18	41.01 %
610 - TRAINING	32,200.00	10,659.57	5,025.68	47.15 %	40,200.00	40,200.00	19,543.64	48.62 %
611 - OUTSIDE SERVICES	10,380,759.00	10,826,178.87	7,957,824.81	73.51 %	11,039,241.00	11,269,241.00	8,282,383.40	73.50 %
613 - PUBLICATION / DUES	15,550.00	9,366.97	9,345.65	99.77 %	15,550.00	15,550.00	19,356.58	124.48 %
614 - MAINTENANCE	21,600.00	13,933.03	9,238.08	66.30 %	21,600.00	21,600.00	11,490.70	53.20 %
615 - BUILDING MAINTENANCE	128,950.00	154,733.30	76,396.06	49.37 %	189,950.00	189,950.00	88,814.83	46.76 %
616 - VEHICLE MAINTENANCE	6,500.00	2,425.66	0.00	0.00 %	6,500.00	6,500.00	141.91	2.18 %
617 - UTILITIES	221,740.00	252,211.91	153,205.95	60.74 %	210,740.00	210,740.00	140,486.95	66.66 %
618 - HIRING	0.00	2,357.11	632.11	26.82 %	1,000.00	1,000.00	14,750.23	1,475.02 %
619 - MISCELLANEOUS	19,000.00	-231.12	-500.00	216.34 %	18,500.00	18,500.00	11,170.00	60.38 %
620 - OFFICE SUPPLIES	34,800.00	20,755.39	13,848.60	66.72 %	36,200.00	36,200.00	14,317.67	39.55 %
622 - DEPARTMENT SUPPLIES	45,200.00	86,129.01	60,364.84	70.09 %	45,700.00	45,700.00	58,719.58	128.49 %
623 - BOOKS / MAGAZINES / VIDEOS	23,373.00	6,848.11	5,481.90	80.05 %	23,373.00	23,373.00	11,400.21	48.78 %
629 - MISCELLANEOUS	77,000.00	72,018.87	36,970.38	51.33 %	76,500.00	76,500.00	61,331.86	80.17 %
630 - EQUIPMENT	0.00	0.00	0.00	0.00 %	500.00	500.00	0.00	0.00 %
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
640 - PRINCIPAL	211,000.00	211,000.00	106,000.00	50.24 %	227,000.00	227,000.00	113,000.00	49.78 %
641 - INTEREST	19,018.00	16,901.83	10,857.77	64.24 %	11,208.00	11,208.00	4,132.54	36.87 %
670 - TRANSFERS OUT	1,348,517.00	1,348,517.00	1,348,517.00	100.00 %	1,263,517.00	1,263,517.00	1,263,517.00	100.00 %
Total Expense:	**16,698,170.00**	**16,754,149.60**	**12,734,482.51**	**76.01 %**	**18,002,621.50**	**18,232,621.50**	**13,344,999.85**	**73.19 %**
Total Fund: 01 - GENERAL FUND:	**-127,625.00**	**1,827,370.61**	**-2,249,914.38**		**40,447.50**	**28,461.50**	**-2,111,444.05**	
Report Total:	**-127,625.00**	**1,827,370.61**	**-2,249,914.38**		**40,447.50**	**28,461.50**	**-2,111,444.05**	

Town of San Anselmo 2021-2022 Rev & Exp Report as of 03/31/2022 Fund: 01 - GENERAL FUND Expense	2020-2021 Revised Budget	2020-2021 Audited Actuals	2020-2021 YTD Actuals	% of Audited Actuals	2021-2022 Adopted Budget	2021-2022 Revised Budget	2021-2022 YTD Actuals	% of Actual / Budget
00 - UNDESIGNATED	1,348,517.00	1,348,517.00	1,348,517.00	100.00 %	1,263,517.00	1,263,517.00	1,263,517.00	100.00 %
11 - TOWN COUNCIL	95,323.00	36,904.54	30,339.30	82.21 %	95,323.00	95,323.00	24,713.70	25.93 %
12 - ADMINISTRATION	1,196,257.00	1,082,515.02	801,624.10	74.05 %	1,403,741.50	1,423,741.50	876,160.94	61.54 %
16 - LEGAL SERVICES	205,000.00	315,276.23	191,369.83	60.70 %	300,000.00	300,000.00	217,128.01	72.38 %
18 - PLANNING	407,296.00	356,215.18	269,651.54	75.70 %	638,270.00	638,270.00	256,119.51	40.13 %
21 - NON-DEPARTMENTAL	1,056,651.00	967,944.26	857,424.45	88.58 %	1,159,369.00	1,159,369.00	954,332.48	82.31 %
30 - POLICE	4,540,998.00	4,546,888.17	3,415,682.25	75.12 %	4,685,857.00	4,685,857.00	3,522,998.23	75.18 %
32 - ROSS VALLEY FIRE SERVICE	4,391,395.00	4,382,001.59	3,268,421.28	74.59 %	4,611,448.00	4,611,448.00	3,394,004.22	73.60 %
40 - DEBT SERVICE	226,518.00	226,417.85	115,373.79	50.96 %	234,708.00	234,708.00	118,532.54	50.50 %
41 - ENGINEERING AND INSPECTION	1,167,307.00	1,283,354.81	878,324.28	68.44 %	1,326,648.00	1,406,648.00	1,060,276.02	75.38 %
42 - STREETS	835,488.00	900,353.28	613,340.65	68.12 %	890,957.50	920,957.50	681,369.29	73.98 %
71 - LIBRARY	613,159.00	561,377.89	444,055.85	79.10 %	729,255.50	729,255.50	456,533.60	62.60 %
81 - PARKS	361,249.00	505,007.96	319,577.61	63.28 %	382,079.50	482,079.50	331,631.24	68.79 %
82 - RECREATION/GENERAL FUND	253,012.00	241,375.82	180,780.58	74.90 %	281,447.50	281,447.50	187,683.07	66.68 %
Total Expense:	**16,698,170.00**	**16,754,149.60**	**12,734,482.51**	**76.01 %**	**18,002,621.50**	**18,232,621.50**	**13,344,999.85**	**73.19 %**
Total Fund: 01 - GENERAL FUND:	**16,698,170.00**	**16,754,149.60**	**12,734,482.51**	**76.01 %**	**18,002,621.50**	**18,232,621.50**	**13,344,999.85**	**73.19 %**
Report Total:	**16,698,170.00**	**16,754,149.60**	**12,734,482.51**	**76.01 %**	**18,002,621.50**	**18,232,621.50**	**13,344,999.85**	**73.19 %**

ITEM 2.3 - ATTACHMENT 2

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council 4/26/2022 **Item #:** 2.4.

FROM:
Dannielle Mauk, Director of Community Services

SUBJECT:
Financial Report on Recreation Fund

RECOMMENDATION

That the Council approve the Recreation Fund Revenue and Expenditure Report for the period ending March 31, 2022.

BACKGROUND

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

DISCUSSION

As of March 31, 2022, 75% of the fiscal year has elapsed and the Recreation Fund is listed at 142% of projected revenues and 80% of projected expenditures.

Enrollment for recreation programs is much higher than expected for FY 2021-22. As a result, the expenditures will also be higher. The budget was drafted with numbers based on County Public Health orders for COVID 19. As the orders have changed, the department has been able to serve more members of the community.

It is also important to note that the current budget has a $158,744 deficit which is reflected in the difference between the revenue budgeted at $1,348,625 and the budgeted expenditures of $1,507,369.

March reflects the beginning of summer camp enrollments. The revenue that is collected for summer programs after July 1, 2022, will be deferred to FY 2022-23.

The State and County Public Health Orders for COVID-19 are designed to ensure and protect the health of our residents. The orders change the Recreation Department's ability to offer services, programs, and rentals. The Department continues to follow all guidance.

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

FY		Revenue				Expenditures				Rev Over/(Under) Exp	
		Budget	Actual	%		Budge	Actual	%		$$	%
2021-22		**1,348,62**	**1,908,59**	**142%**		**1,507,**	**1,213,**	**80%**		**695,342**	**52%**
2020-21		1,408,12	957,660	68%		1,550,	857,38	55%		100,274	7%

2019-20		1,627,26	1,603,49	99%		1,676,	1,270,	76%		332,575	20%
2018-19		1,510,60	1,586,77	105%		1,591,	1,047,	66%		539,601	36%
2017-18		1,514,00	1,402,02	93%		1,644,	1,037,	63%		364,126	24%
2016-17		1,384,32	1,401,16	101%		1,500,	1,023,	68%		377,259	27.3%
2015-16		1,246,68	1,250,45	100%		1,356,	1,068,	79%		181,492	14.6%

Town of San Anselmo

Budget Report
Group Summary
For Fiscal: 2021-2022 Period Ending: 03/31/2022

SubCategor...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 00 - UNDESIGNATED						
490 - MISCELLANEOUS REVENUE	0.00	0.00	100.00	100.00	100.00	0.00 %
670 - TRANSFERS OUT	80,694.00	80,694.00	0.00	80,694.00	0.00	100.00 %
Department: 00 - UNDESIGNATED Surplus (Deficit):	**-80,694.00**	**-80,694.00**	**100.00**	**-80,594.00**	**100.00**	**99.88 %**
Department: 61 - SPORTS						
480 - FEES FOR SERVICES	434,125.00	434,125.00	86,510.50	562,805.93	128,680.93	129.64 %
600 - SALARIES AND WAGES	36,000.00	36,000.00	140.00	32,817.50	3,182.50	91.16 %
602 - EMPLOYEE BENEFITS	2,754.00	2,754.00	10.71	2,510.61	243.39	91.16 %
611 - OUTSIDE SERVICES	91,250.00	91,250.00	16,898.69	100,712.75	-9,462.75	110.37 %
629 - MISCELLANEOUS	46,500.00	46,500.00	11,440.76	46,103.75	396.25	99.15 %
Department: 61 - SPORTS Surplus (Deficit):	**257,621.00**	**257,621.00**	**58,020.34**	**380,661.32**	**123,040.32**	**147.76 %**
Department: 62 - CULTURE						
480 - FEES FOR SERVICES	93,000.00	93,000.00	15,438.00	147,156.22	54,156.22	158.23 %
611 - OUTSIDE SERVICES	51,190.00	51,190.00	13,371.13	77,919.97	-26,729.97	152.22 %
629 - MISCELLANEOUS	300.00	300.00	0.00	0.00	300.00	0.00 %
Department: 62 - CULTURE Surplus (Deficit):	**41,510.00**	**41,510.00**	**2,066.87**	**69,236.25**	**27,726.25**	**166.79 %**
Department: 63 - CHILD CARE						
480 - FEES FOR SERVICES	787,000.00	787,000.00	425,591.19	1,176,435.47	389,435.47	149.48 %
600 - SALARIES AND WAGES	344,174.00	344,174.00	17,708.12	210,709.80	133,464.20	61.22 %
601 - RETIREMENT	27,011.00	27,011.00	1,051.95	13,298.72	13,712.28	49.23 %
602 - EMPLOYEE BENEFITS	88,412.00	88,412.00	4,257.88	51,781.50	36,630.50	58.57 %
611 - OUTSIDE SERVICES	176,683.00	176,683.00	62,983.75	195,604.33	-18,921.33	110.71 %
629 - MISCELLANEOUS	14,930.00	14,930.00	1,926.78	9,070.52	5,859.48	60.75 %
Department: 63 - CHILD CARE Surplus (Deficit):	**135,790.00**	**135,790.00**	**337,662.71**	**695,970.60**	**560,180.60**	**512.53 %**
Department: 64 - EVENTS AND OTHER						
480 - FEES FOR SERVICES	11,000.00	11,000.00	4,237.50	16,346.00	5,346.00	148.60 %
611 - OUTSIDE SERVICES	2,000.00	2,000.00	0.00	71.18	1,928.82	3.56 %
Department: 64 - EVENTS AND OTHER Surplus (Deficit):	**9,000.00**	**9,000.00**	**4,237.50**	**16,274.82**	**7,274.82**	**180.83 %**
Department: 65 - PROGRAM ADMINISTRATION						
480 - FEES FOR SERVICES	23,500.00	23,500.00	991.00	5,751.00	-17,749.00	24.47 %
600 - SALARIES AND WAGES	245,310.00	245,310.00	24,777.76	197,394.28	47,915.72	80.47 %
601 - RETIREMENT	23,390.00	23,390.00	2,265.71	17,787.71	5,602.29	76.05 %
602 - EMPLOYEE BENEFITS	51,655.00	51,655.00	4,914.50	44,521.99	7,133.01	86.19 %
610 - TRAINING	3,000.00	3,000.00	106.70	776.71	2,223.29	25.89 %
611 - OUTSIDE SERVICES	124,500.00	171,866.00	31,495.93	99,531.64	72,334.36	57.91 %
613 - PUBLICATION / DUES	1,000.00	1,000.00	9.99	850.17	149.83	85.02 %
614 - MAINTENANCE	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
615 - BUILDING MAINTENANCE	1,500.00	1,500.00	0.00	200.93	1,299.07	13.40 %
617 - UTILITIES	15,000.00	15,000.00	2,200.70	11,557.55	3,442.45	77.05 %
618 - HIRING	0.00	0.00	0.00	3,312.47	-3,312.47	0.00 %
619 - MISCELLANEOUS	1,500.00	1,500.00	400.00	1,156.70	343.30	77.11 %
620 - OFFICE SUPPLIES	25,000.00	25,000.00	10,976.32	12,194.71	12,805.29	48.78 %
622 - DEPARTMENT SUPPLIES	4,250.00	4,250.00	304.45	2,672.99	1,577.01	62.89 %
629 - MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00 %
Department: 65 - PROGRAM ADMINISTRATION Surplus (Deficit):	**-474,605.00**	**-521,971.00**	**-76,461.06**	**-386,206.85**	**135,764.15**	**73.99 %**
Report Surplus (Deficit):	**-111,378.00**	**-158,744.00**	**325,626.36**	**695,342.14**	**854,086.14**	**-438.03 %**

Town of San Anselmo

Budget Report
Group Summary
For Fiscal: 2021-2022 Period Ending: 03/31/2022

Account Typ...		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 21 - RECREATION							
Revenue		1,348,625.00	1,348,625.00	532,868.19	1,908,594.62	559,969.62	141.52 %
Expense		1,460,003.00	1,507,369.00	207,241.83	1,213,252.48	294,116.52	80.49 %
	Fund: 21 - RECREATION Surplus (Deficit):	**-111,378.00**	**-158,744.00**	**325,626.36**	**695,342.14**	**854,086.14**	**-438.03 %**
	Report Surplus (Deficit):	**-111,378.00**	**-158,744.00**	**325,626.36**	**695,342.14**	**854,086.14**	**-438.03 %**

2

Item 2.4 - Attachment 1

Item 2.4 - Attachment 1

2

TO: Town Council 4/26/2022 **Item #:** 2.5.

FROM:
David P. Donery, Town Manager

SUBJECT:
Authorize the Town Manager to enter into an Agreement with Consultant Regarding the Objective Design and Development Standards (ODDS) Project.

RECOMMENDATION

Staff recommends that the Town Council authorize the Town Manager to enter into an agreement with planning consultant Robert Brown regarding the ODDS project in an amount not to exceed $27,000.

BACKGROUND AND DISCUSSION

In order to facilitate the development of housing, several State laws provide that a municipality may only impose "objective" design standards to a housing development project, which is typically defined as 2 or more units. (*See*, e.g., SB 35 [Gov. Code § 65913.4] and the Housing Accountability Act [Gov. Code § 65589.5].) Currently, the Town's ability to have input on the design of a qualifying housing development project is limited to existing objective standards such as height and setbacks.

In 2019, the Town was awarded a $160,000 SB2 Grant to work collaboratively with other Marin jurisdictions on the creation of objective design and development standards (ODDS). Opticos Design (Opticos) was selected by the group as the design standards consultant. After public input, Opticos created a broadly-applicable ODDS toolkit for each jurisdiction to customize to suit its needs. After public discussion and input from Town staff, Opticos has provided the Town with a draft customized ODDS toolkit.

Although the Town has a draft toolkit, finalizing the customization and presenting the materials to the public, the Planning Commission, and the Town Council is not complete. The final work product will consist of an ordinance amendment containing the objective standards. With the departure of Planning Director Elise Semonian, the Town will require the assistance of a planning consultant with expertise in the field.

Robert Brown has extensive experience as a planning expert in Marin, is familiar with the ODDS project, and is currently assisting other Marin jurisdiction with their ODDS process. Staff recommends that the Town Council authorize the Town Manager to enter into an agreement with Mr. Brown to consult regarding ODDS in an amount not to exceed $27,000. Staff understands that this amount will be covered by the SB2 Grant. Attached as Exhibit 1, please find Mr. Brown's proposal for a detailed scope of work. Mr. Brown's scope of work will include working with Opticos to finalize the Town's ODDS toolkit, analyzing the ODDS standards for consistency and compatibility with the Town's current Zoning Code, and making presentations to the public, Planning

Commission, and Town Council.

FISCAL IMPACT

Because the proposed contract would be funded by the Town's SB2 grant, there are minimal fiscal impacts anticipated. Staff proposes that an additional amount of $3,800 be approved as a contingency budget for the project for a total not to exceed amount of $27,000.

GENERAL PLAN CONSISTENCY

The proposed contract approval is consistent with the General Plan.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The proposed contract approval is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) because it is not a "project' under CEQA; and CEQA Guidelines section 15061(b)(3), the "common sense exemption", because the proposed contract approval will not have a significant environmental effect.

The proposed contract approval does not implicate the policies of the Climate Action Plan and is therefore not applicable.

CONCLUSION

Staff recommends the Town Council authorize the Town Manager to enter into an agreement with Mr. Brown for work regarding the Town's Objective Design and Development Standards as discussed above in an amount not to exceed $27,000.

Attachment 1 - Proposed Professional Services Contract
Attachment 1: Exhibit 1 - Proposed Scope of Work

AGREEMENT FOR PROFESSIONAL SERVICES FOR DEVELOPMENT AND ADOPTION OF OBJECTIVE DESIGN AND DEVELOPMENT STANDARDS

This Agreement is made and entered into this _____ day of _____, 2022, by and between the TOWN OF SAN ANSELMO (hereinafter "**TOWN**"), and Robert Brown, AICP (hereinafter "**CONSULTANT**").

RECITALS

WHEREAS, to facilitate housing development, several State laws require a municipality to impose only to "objective" design and development standards to qualifying housing development projects; and

WHEREAS, the Town is coordinating with other jurisdictions in the County of Marin and a design and development standards consultant (Opticos) to develop customized objective design and development standards for the Town; and

WHEREAS, the Town desires to retain a planning consultant to coordinate with Opticos and Town staff to prepare and present proposed objective design and development standards to the public, Planning Commission, and Town Council; and

WHEREAS, CONSULTANT is a certified planner with expertise and experience in local planning matters, including experience with the development, implementation, and requirements for objective design and development standards; and

WHEREAS, CONSULTANT desires to contract with **TOWN** to render such services upon the terms and conditions contained in this Agreement, and **TOWN** desires to retain **CONSULTANT** regarding same.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. PROJECT COORDINATION.

A. **TOWN'S Project Manager.** The Town Manager or his designee is hereby designated the PROJECT MANAGER for the **TOWN** and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

B. **CONSULTANT'S Project Director. CONSULTANT** shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for **CONSULTANT**. Robert Brown is hereby designated as the PROJECT DIRECTOR for **CONSULTANT**. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT DIRECTOR, for any reason, the **CONSULTANT** shall notify the **TOWN** within ten (10) business days of the substitution.

2. DUTIES OF CONSULTANT.

CONSULTANT shall perform the duties and/or provide services as described in Exhibit A, which hereby incorporated by reference. **CONSULTANT** shall not employ any other consultants, subconsultants, experts, or contractors without the prior written approval of **TOWN**.

3. COMPENSATION.

For the full performance of the services described herein by **CONSULTANT**, **TOWN** shall pay **CONSULTANT** the hourly rate of $145, as set forth in Exhibit A, but in no event to exceed $27,000.

Payment will be made monthly upon receipt by PROJECT MANAGER of itemized invoices submitted by **CONSULTANT**.

4. TERM OF AGREEMENT.

The term of this Agreement shall be for 18 months commencing on the effective date of this Agreement. Upon mutual agreement of the parties, and subject to the approval of the TOWN Manager the term of this Agreement may be extended for an additional period of up to 6 months.

5. TERMINATION.

A. **Discretionary**. Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. **Cause**. Either party may terminate this Agreement for cause upon fifteen (15) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination, to the reasonable satisfaction of the party giving such notice, within such fifteen (15) day time period.

C. **Effect of Termination**. Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

D. **Return of Documents**. Upon termination, any and all **TOWN** documents or materials provided to **CONSULTANT** and any and all of **CONSULTANT's** documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to **TOWN** as soon as possible, but not later than thirty (30) days after termination.

6. OWNERSHIP OF DOCUMENTS.

The written documents and materials prepared by the **CONSULTANT** in connection with the performance of its duties under this Agreement, shall be the sole property of **TOWN**. **TOWN** may use said property for any purpose, including projects not contemplated by this Agreement.

7. INSPECTION AND AUDIT.

Upon reasonable notice, **CONSULTANT** shall make available to **TOWN**, or its agent, for inspection and audit, all documents and materials maintained by **CONSULTANT** in connection with its performance of its duties under this Agreement. **CONSULTANT** shall fully cooperate with **TOWN** or its agent in any such audit or inspection.

8. ASSIGNABILITY.

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

9. INSURANCE.

A. **Scope of Coverage.** During the term of this Agreement, **CONSULTANT** shall maintain, at no expense to **TOWN**, the following insurance policies:

1. A commercial general liability insurance policy in the minimum amount of one million dollars ($1,000,000) per occurrence/two million dollars ($2,000,000) 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.

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of one million dollars ($1,000,000) per occurrence/two million dollars ($2,000,000) aggregate, to cover any claims arising out of the **CONSULTANT's** performance of services under this Agreement. Where **CONSULTANT** is a professional not required to have a professional license, **TOWN** reserves the right to require **CONSULTANT** to provide professional liability insurance pursuant to this section.

4. If it employs any person, **CONSULTANT** shall maintain worker's compensation insurance, as required by the State of California, with statutory limits, and employer's liability insurance with limits of no less than one million dollars ($1,000,000) per accident for bodily injury or disease. **CONSULTANT's** worker's compensation insurance shall be specifically endorsed to waive any right of subrogation against **TOWN**.

B. **Other Insurance Requirements.** The insurance coverage required of the **CONSULTANT** in subparagraph A of this section above shall also meet the following requirements:

1. Except for professional liability insurance or worker's compensation insurance, the insurance policies shall be specifically endorsed to include the **TOWN**, its officers,

agents, employees, and volunteers, as additional insureds (for both ongoing and completed operations) under the policies.

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

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

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

5. If the insurance is written on a Claims Made Form, then, following termination of this Agreement, said insurance coverage shall survive for a period of not less than five years.

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

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

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

C. **Deductibles and SIR's.** Any deductibles or self-insured retentions in **CONSULTANT's** insurance policies must be declared to and approved by the PROJECT MANAGER and TOWN Attorney and shall not reduce the limits of liability. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or **TOWN** or other additional insured party. At **TOWN's**

option, the deductibles or self-insured retentions with respect to **TOWN** shall be reduced or eliminated to **TOWN's** satisfaction, or **CONSULTANT** shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

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

10. INDEMNIFICATION.

A. Except as otherwise provided in Paragraph B., **CONSULTANT** shall, to the fullest extent permitted by law, indemnify, release, defend with counsel approved by **TOWN**, and hold harmless **TOWN**, its officers, agents, employees and volunteers (collectively, the "**TOWN Indemnitees**"), from and against any claim, demand, suit, judgment, loss, liability or expense of any kind, including but not limited to attorney's fees, expert fees and all other costs and fees of litigation, (collectively "CLAIMS"), arising out of **CONSULTANT'S** performance of its obligations or conduct of its operations under this Agreement. The **CONSULTANT**'s obligations apply regardless of whether or not a liability is caused or contributed to by the active or passive negligence of the **TOWN Indemnitees**. However, to the extent that liability is caused by the active negligence or willful misconduct of the **TOWN Indemnitees**, the **CONSULTANT**'s indemnification obligation shall be reduced in proportion to the **TOWN Indemnitees'** share of liability for the active negligence or willful misconduct. In addition, the acceptance or approval of the **CONSULTANT**'s work or work product by the **TOWN** or any of its directors, officers or employees shall not relieve or reduce the **CONSULTANT**'s indemnification obligations. In the event the **TOWN Indemnitees** are made a party to any action, lawsuit, or other adversarial proceeding arising from **CONSULTANT'S** performance of or operations under this Agreement, **CONSULTANT** shall provide a defense to the **TOWN Indemnitees** or at **TOWN'S** option reimburse the **TOWN Indemnitees** their costs of defense, including reasonable attorneys' fees, incurred in defense of such claims.

B. Where the services to be provided by **CONSULTANT** under this Agreement are design professional services to be performed by a design professional as that term is defined under Civil Code Section 2782.8, then, to the extent permitted by law including without limitation, Civil Code sections 2782, 2782.6 and 2782.8, **CONSULTANT** shall indemnify and hold harmless the **TOWN** and its officers, officials, and employees (collectively **TOWN Indemnitees**) from and against damages, liabilities or costs (including incidental damages. Court costs, reasonable attorney's fees as may be determined by the Court, litigation expenses and fees of expert witnesses incurred in connection therewith and costs of investigation) to the extent they are caused by the negligence, recklessness, or willful misconduct of **CONSULTANT**, or any subconsultants, or subcontractor or anyone directly or indirectly employed by them, or anyone for whom they are

legally liable (collectively Liabilities). Such obligation to hold harmless and indemnify any indemnity shall not apply to the extent that such Liabilities are caused in part by the negligence or willful misconduct of such TOWN Indemnitee.

C. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement, and shall survive the termination or completion of this Agreement for the full period of time allowed by law.

11. NONDISCRIMINATION.

CONSULTANT shall not discriminate, in any way, against any person on the basis of age, sex, gender identity, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

12. COMPLIANCE WITH ALL LAWS.

CONSULTANT shall observe and comply with all applicable federal, state and local laws, ordinances, codes and regulations, in the performance of its duties and obligations under this Agreement. **CONSULTANT** shall perform all services under this Agreement in accordance with these laws, ordinances, codes and regulations. **CONSULTANT** shall release, defend, indemnify and hold harmless **TOWN**, its officers, agents and employees from any and all damages, liabilities, penalties, fines and all other consequences from any noncompliance or violation of any laws, ordinances, codes or regulations.

13. NO THIRD PARTY BENEFICIARIES.

TOWN and **CONSULTANT** do not intend, by any provision of this Agreement, to create in any third party, any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

14. NOTICES.

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery, or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery, or if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO **TOWN'**s Project Manager:	David P. Donery, Town Manager 525 San Anselmo Ave. San Anselmo, CA 94960
TO **CONSULTANT**'s Project Director:	Robert Brown 17 Rebelo Ln. Novato, CA 94949

15. INDEPENDENT CONTRACTOR.

For the purposes, and for the duration, of this Agreement, **CONSULTANT**, its officers, agents and employees shall act in the capacity of an Independent Contractor, and not as employees of the **TOWN**. **CONSULTANT** and **TOWN** expressly intend and agree that the status of **CONSULTANT**, its officers, agents and employees be that of an Independent Contractor and not that of an employee of **TOWN**.

16. ENTIRE AGREEMENT -- AMENDMENTS.

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference, represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter between the **CONSULTANT** and the **TOWN**.

C. No other agreement, promise or statement, written or oral, relating to the subject matter of this Agreement, shall be valid or binding, except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the **CONSULTANT** and the **TOWN**.

E. If any conflicts arise between the terms and conditions of this Agreement, and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

17. SET-OFF AGAINST DEBTS.

CONSULTANT agrees that **TOWN** may deduct from any payment due to **CONSULTANT** under this Agreement, any monies which **CONSULTANT** owes **TOWN** under any ordinance, agreement, contract or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks or other amounts.

18. WAIVERS.

The waiver by either party of any breach or violation of any term, covenant or condition of this Agreement, or of any ordinance, law or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, covenant of this Agreement or any applicable law, ordinance or regulation.

19. TOWN BUSINESS LICENSE / OTHER TAXES.

CONSULTANT shall obtain and maintain during the duration of this Agreement, a **TOWN** business license as required by the San Anselmo Municipal Code **CONSULTANT** shall pay any and all state and federal taxes and any other applicable taxes. **TOWN** shall not be required to pay for any work performed under this Agreement, until **CONSULTANT** has provided **TOWN** with a completed Internal Revenue Service Form W-9 (Request for Taxpayer Identification Number and Certification).

20. SURVIVAL OF TERMS.

Any terms of this Agreement that by their nature extend beyond the term (or termination) of this Agreement shall remain in effect until fulfilled and shall apply to both Parties' respective successors and assigns.

21. APPLICABLE LAW.

The laws of the State of California shall govern this Agreement.

22. COUNTERPARTS AND ELECTRONIC SIGNATURE.

This Agreement may be executed by electronic signature and in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one document. Counterpart signature pages may be delivered by telecopier, email or other means of electronic transmission.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

TOWN OF SAN ANSELMO	**CONSULTANT**
_____	_____
DAVID P. DONERY, Town Manager	Robert Brown, AICP

ATTEST:

_____
CARLA KACMAR, Town Clerk

ROBERT M. BROWN, AICP
SUSTAINABLE COMMUNITY PLANNING

PROPOSAL TO THE CITY OF SAN ANSELMO FOR ADOPTION OF OBJECTIVE DESIGN AND DEVELOPMENT STANDARDS

Description of Tasks

DOCUMENT PREPARATION

Task 1: Evaluate Current Regulations and Draft ODDS. Review the City's current development regulations and compare with the Draft Objective and Design Standards (ODDS) prepared by Opticos Design, Inc. Identify differences, including proposed new standards for sloped lots. Deliverables: Comparison of existing zoning vs. draft ODDS.

Task 2: Review Results of Site Testing and Evaluate Applicability to Potential Housing Opportunity Sites. Review the draft list of potential housing opportunity sites being prepared for the Housing Element update and compare with likely development potential and building scale under the draft ODDS as demonstrated by the prior site testing performed by Opticos. Perform site visits as necessary. Identify potential conflicts or need to adjust ODDS standards or proposed zones.

Task 3: Determine Applicability of ODDS to Building Remodels and Additions and to Density Bonus Concessions and Waivers. Work with City legal staff to determine how best to apply the ODDS to remodels/reuse or expansion of existing buildings and how the draft ODDS applies to requests for waivers or concessions under the state density bonus provisions.

Task 4: Coordinate Preparation of Administrative Draft ODDS. Work with Opticos and City staff to revise the last draft of the ODDS into a final Administrative Draft for public review.

Task 5: Coordinate Preparation of Final Draft ODDS. Work with Opticos and City staff to review the Administrative Draft ODDS into a Final Draft for adoption based on public input and direction from the Planning Commission following the public workshop in Task 8.

OUTREACH

Task 6: Conduct Focus Group Discussion with Local Architects. Convene a focus group of local architects and, along with a representative of Opticos, facilitate a discussion of the Draft ODDS to receive feedback. Meeting will be held virtually. Deliverables: PowerPoint presentation; summary of comments.

Task 7: Conduct Focus Group Discussions with Planning Commission Subcommittee. Facilitate a discussion of the Draft ODDS with a 2-member subcommittee of the Planning Commission to evaluate the Draft ODDS and receive feedback. Two meetings will be held virtually. Deliverables: PowerPoint presentation; summary of comments.

17 Rebelo Lane, Novato CA 94949 • c: 415.408.8293 • sustainablebob@gmail.com

Task 8: Hold Planning Commission Workshop. Conduct a public workshop at a Planning Commission meeting. Facilitate a discussion to obtain feedback. Assumes attendance by an Opticos representative. Deliverables: PowerPoint presentation.

ADOPTION

Task 9: Prepare Draft Planning Commission Staff Report. Prepare a draft staff report for review by City staff. Deliverable: Draft staff report in City format.

Task 10: Draft and Publish Planning Commission Hearing Notice. Work with City staff to publish a public hearing notice.

Task 11: Planning Commission Meeting. Attend a Planning Commission meeting. Participate in the presentation, along with Opticos' representative. Deliverable: PowerPoint presentation.

Task 12: Prepare Draft City Council Staff Report. Prepare draft staff report for review by City staff. Deliverable: Draft staff report in City format.

Task 13: Draft and Publish City Council Hearing Notice. Work with City staff to publish a public hearing notice.

Task 14: City Council Meeting – ordinance introduction. Attend a City Council meeting and provide a presentation of the draft ODDS for adoption. Deliverable: PowerPoint presentation.

Task 15: City Council Meeting – ordinance adoption. Attend City Council meeting to respond to questions as required.

Time and Budget Estimate

Hourly rate, including travel time: $145

Tasks	Est. Hours
Task 1: Evaluate Current Regulations and ODDS	20
Task 2: Review Site Testing	8
Task 3: Determine Applicability of ODDS	2
Task 4: Prepare Administrative Draft ODDS	65
Task 5: Prepare Final Administrative Draft ODDS	15
Task 6: Focus Group with Local Architects	6
Task 7: Focus Group Meetings with Planning Commission Subcommittee	10
Task 8: Planning Commission Workshop	8
Task 9: Prepare Planning Commission Staff Report	6
Task 10: Planning Commission Hearing Notice	1

Tasks	Est. Hours
Task 11: Planning Commission Meeting	7
Task 12: Prepare City Council Staff Report	4
Task 13: City Council Hearing Notice	1
Task 14: City Council Meeting (ordinance introduction)	6
Task 15: City Council Meeting (ordinance adoption)	1
TOTAL EST. HOURS	**160**
TOTAL EST. BUDGET (@$145/hour)	**$23,200**

Note: Additional public outreach, meetings or tasks as directed will be billed at hourly rate.

17 Rebelo Lane, Novato CA 94949 • c: 415.408.8293 • sustainablebob@gmail.com

TO: Town Council 4/26/2022 **Item #:** 2.6.

FROM:
Mattie O'Grady, Recreation Supervisor

SUBJECT:
Special Event Application: Hope on the Rize

RECOMMENDATION
That Council approve the Children for Change and Pseads' application for the Hope on the Rize event scheduled for May 1st ,2022 from 10:30 am-1:00 pm.

BACKGROUND
This event is sponsored by the Children for Change and Pseads, and their goal is to encourage young people to use art (both film and visual arts) to demonstrate the importance of care for the community.

DISCUSSION

This event is projected to attract approximately 50-100 people from the Ross Valley area. They are requesting the use of Imagination Park and plan on having a variety of the following activities: making of hope flags, painting with Michael Feldman, May Day baskets of good will to be delivered around town, film workshops, and a DJ. The applicant is responsible for set-up, clean-up, and all event logistics. There is no street closure associated with this event.

The attached application provides details of the event with comments and conditions from Town staff.

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

CONCLUSION
That Council approve the Children for Change and Pseads' application for the Hope on the Rize event scheduled for May 1st ,2022 from 10:30 am-1:00 pm.

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

APPLICATION FOR COMMUNITY-BASED EVENTS

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

EVENT INFORMATION

Name of event: Hope on the Rize
Organization(s) presenting the event: Children for Change & Pseads (2 non-profits)
Other event sponsor(s), if any:
Contact Person: Annelise Bauer **Phone Number:** 415 300 6120
Address: 24 Knoll Rd. San Anselmo, CA 94960 **Email:** annelise@children4change.org
Event Date(s): May 1, 2022
Start and end times: 10:30-1:00 (includes cleanup time) **Number of attendees (estimate):** 50-100
Location: Imagination Park
Will alcohol be served or sold?

Yes_____ No__X__

Brief Event Description:

Hope on the Rize is a free event (with a bake sale) that will encourage young people to use art (film & visual arts) to demonstrate the importance of care for the community. Local elected officials will be there & opportunities for collective art projects. Students, Families & Community Members are invited.

Public space requested:

____Creek Park	_____Creek Park Parking Lot
____Pine Street Parking Lot	_____Magnolia Parking Lot
____Town Hall Lawn	_____Council Chamber
__X__Imagination Park	_____Memorial Park
____Other: _____	

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

Additional Comments on the Public Space Requested:

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

- Town-Sponsored Events
- Ross Valley* accredited or licensed schools (pre-kindergarten through 12th grade, (both public and private schools)
- Ross Valley* Youth Organized Sporting of Cultural Events
- Organizations located in the Ross Valley* which have received tax-exempt status pursuant to Internal Revenue Service Code Section 501c(3)
- Merchant associations located in incorporated San Anselmo and established as of 2006

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

Standards & Objectives

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

Does the event:

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

CONDITIONS OF APPROVAL

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

A. **Police**: Off-duty police officers may be required for the event, as determined by the Police Chief, depending on the number of people attending and the nature of the event. Off-duty police officers are required during events where alcohol is served or sold.

B. **Emergency access**: An emergency access lane of at least 14 feet wide must be maintained at all times.

C. **Insurance**: Proof of general liability insurance, naming the Town, its employees, and agents as additional insured, at limits no less than $1,000,000.

D. **Recycling and garbage**: Extra containers for recycling cans and bottles, and garbage cans must be placed throughout the area of the event. Containers and cans are to be emptied when full during the event, and picked up after the event.

E. **Compostable/Disposable Foodware:** In accordance with the Town of San Anselmo's Ordinance 1136 all food vendors will provide takeout food in reusable foodware or compostable disposable foodware, or items composed entirely of aluminum. If a compostable disposable foodware item is not available, an alternative foodware item made of other materials, except polystyrene foam and polystyrene food ware, may be substituted.

F. **Toilet facilities**: Events estimated to attract more than 100 people and lasting more than two hours must provide portable toilets, in the number and location as approved by the Parks superintendent, unless alternate arrangements for toilet facilities are otherwise required or arranged to the approval of the Parks Superintendent. Toilet facilities must be provided for disabled persons at each location where portable facilities are provided. Hand washing facilities must be provided where food is served.

G. **Traffic control**: A traffic and parking control plan, including enforcement measures, must be approved by the Police Chief.

H. **Noticing:** Events that include closure of the street will require advance written notice to businesses and residents on the street(s) that will be closed. These notices must be distributed a minimum of five days prior to the Town Council meeting date that the event application will be considered.

I. **Sales tax**: Persons or businesses selling items as part of the event shall designate San Anselmo as the point of sale for sales tax purposes.

J. **Alcoholic beverages**: A permit is required from the Police Chief and the State Department of Alcohol Beverage Control in order to serve or sell alcoholic beverages. Off-duty police officers are required if alcohol is served or sold.

K. **Fire inspection**: A fire inspection is required of any and all appliances or devices that produce an open or enclosed flame and/or hot materials, including food.

L. **Creek Park**: No more than three booths are allowed inside the turf areas of the park.

M. **Signs and barricades**: Any "No parking signs" that are needed are to be provided by the event organizers, and posted according to the traffic control plan prior to the event. Barricades, detour signs, and other traffic control devices are to be provided by the event organizers.

N. **Parking:** Temporary accessible parking must be provided if a street closure or other event condition renders permanent accessible parking unusable.

O. **Cables**: Cables must be covered so as not to create a tripping hazard. When cable covers are used, they must not create a tripping hazard and must be navigable by wheelchair. The path of travel must be no more than 1:12.

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

Name: _____ Date: 4.5.22

NAME OF EVENT: Hope on the Rize DATE OF EVENT: 5/1/22

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE		M. Norton
FIRE		J. Weber
RECREATION	Applicant will need to use live outlets or bring their own	D. Mauk
PUBLIC WORKS	battery operated equipment.	S. Condry & A. Shaw
ADMINISTRATION		D. Donery
TOWN COUNCIL		

TO: Town Council | 4/26/2022 | **Item #:** 2.7.

FROM:
Mattie O'Grady, Recreation Supervisor

SUBJECT:
Chamber of Commerce's 'San Anselmo Live on the Avenue' June Extension Event Application.

RECOMMENDATION
That Town Council:

1. Approve the Chamber of Commerce's extension of the 'San Anselmo Live on the Avenue' music series, Attachment 1, scheduled for Fridays and Saturdays from June 3, 2022, through June 25, 2022, from 6:00pm to 8:00/9:00pm.
2. Approve closing San Anselmo Avenue Friday and Saturday evenings, June 3, 2022, through June 25, 2022, from 6:00pm to 10:00pm.

BACKGROUND
On June 9, 2020, the Town Council approved an urgency ordinance and resolution authorizing the Town Manager to allow temporary outdoor activities, encroachment agreements for outdoor dining areas, other outdoor uses for businesses, street closures for outdoor events, and the temporary suspension certain fees. With the approval of the ordinance and resolution staff created the "On the Avenue" program which closed parts of San Anselmo Avenue Friday night through Sunday. However, based on feedback from merchants, this was revised to limit closures to Friday and Saturday evenings.

On May 25, 2021, Council approved the 'On the Avenue' music series and street closures for summer 2021. San Anselmo Avenue was closed from Tunstead Avenue to Tamalpais Avenue Friday nights from 6:00pm to 10:30pm and Saturday nights from 5:00pm to 10:30pm.

The Recreation Department booked bands during August and September and the community responded by filling the downtown area every weekend. Families played on the avenue, people strolled down the vehicle free Avenue and enjoyed the local eateries. Visitors danced to the music and visited businesses that remained open for the festivities. The concerts provided people the chance to enjoy our Town under the beautiful summer night skies and to bring back some much-needed vitality and vibrance to San Anselmo. As a result of the popularity of these events, 'On the avenue 'was extended through the month of October.

On April 12, 2022, Council approved the 'San Anselmo Live On the Avenue' music series and street closures for the summer of 2022. Music was approved for Friday and Saturday evenings July through October from 6:00-9:00pm and the street closures were approved from 6:00-10:00pm (with a soft closure to in-bound traffic

starting at 5:30pm).

DISCUSSION

The Chamber of Commerce submitted an event application to extend the already approved series into the month of June, which would be an additional 8 nights of live music.

The Chamber would independently book bands for Creek Park and Town Hall Plaza with most entertainment occurring between 6:00 - 9:00 pm. And in order to be consistent with the July through October series, the Chamber is recommending that San Anselmo Avenue have a soft closure at 5:30 pm and a hard closure at 6:00 pm. A soft closure means that parking would still be available but no inbound traffic would be allowed in. A hard closure means both inbound and outbound traffic would be stopped, and no parking would be allowed at 6:00 pm. The Chamber would also be independently responsible for street closures. This includes coordinating with CMPA and paying for a cadet to assist with the removal of cars from the Avenue. Finally, the Chamber would be independently responsible for maintaining and restocking restroom facilities. This responsibility may be assumed by the Chamber or they can work with the Town's contracted cleaning service and pay $100 per evening. Town staff and the Chamber of Commerce will work together to maintain consistency and uniformity among the concert series and communications to the public.

The Town has ensured that the 30-minute parking spaces on Fridays and Saturdays from 4:30-6:00 pm will be made available in June to help with customer parking. These designated parking areas are in the Town Hall parking lot (3 closest to Magnolia Avenue), the Creek Park lot (3 spaces closest to the Redwood Grove), and the Creek Park lot (3 spaces closest to the Coffee Roaster's Bridge). All the spaces will be clearly marked.

The closure of the street creates a good opportunity to add additional offerings from the Chamber of Commerce. The Chamber of Commerce has been invited to add merchant activities beyond their storefronts, including entertainment and attractions. Any organized events would require an additional special event application and review by the Town Council.

FISCAL IMPACT

There will be no fiscal impact on the Town as during the month of June all expenses regarding band stipends, street closures, CMPA cadet time, and bathroom restocking and maintenance will be provided by and coordinated by the Chamber of Commerce.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Approving the June 2022 extension of 'Live on the Avenue' event series is not considered 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). If measure D moves forward and passes, all projects that come forward will be looked at for CEQA compliance and Climate Action Plan consistency.

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

APPLICATION FOR COMMUNITY-BASED EVENTS

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

EVENT INFORMATION

Name of event: LIVE ON THE AVENUE

Organization(s) presenting the event: SAN ANSELMO CHAMBER of COMMERCE

Other event sponsor(s), if any:

Contact Person: BENEDETTO CICO **Phone Number:** (415) 847 3816

Address: **Email:** CICO@USABOUND.COM

Event Date(s): JUNE 3, 4, 10, 11, 17, 18, 24, 25

Start and end times: 5:30 / 9PM **Number of attendees (estimate):** 250-300

Location: SAN ANSELMO AVE BETWEEN TAMALPAIS - TUNSTEAD

Will alcohol be served or sold?

Yes ☐ No ☒

Brief Event Description:

CLOSING of SAN ANSELMO AVE TO ALLOW PEDESTRIANS TO ENJOY OUTDOOR ACTIVITIES, LIVE MUSIC, SHOPPING, DINING

Public space requested:

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

- [x] **San Anselmo Avenue: from (cross streets)** TAMALPAIS **to** TUNSTEAD
- [ ] **Tunstead Avenue: from (cross streets)** _____ **to** _____
- [ ] **Other street(s): from (cross streets)** _____ **to** _____
- [ ] **Other space use (e.g. parking spaces)** _____
- [ ] **Other Facilities:** _____

Additional Comments on the Public Space Requested:

5:30 : "SOFT" CLOSING
6:00 : HARD CLOSING
9:00 : END

LIVE MUSIC :
- CREEK PARK
- TOWN HALL LAWN

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

- Town-Sponsored Events
- Ross Valley* accredited or licensed schools (pre-kindergarten through 12th grade, (both public and private schools)
- Ross Valley* Youth Organized Sporting of Cultural Events
- Organizations located in the Ross Valley* which have received tax-exempt status pursuant to Internal Revenue Service Code Section 501c(3)
- Merchant associations located in incorporated San Anselmo and established as of 2006

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

Standards & Objectives

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

Does the event:

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

CONDITIONS OF APPROVAL

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

A. **Police**: Off-duty police officers may be required for the event, as determined by the Police Chief, depending on the number of people attending and the nature of the event. Off-duty police officers are required during events where alcohol is served or sold.

B. **Emergency access**: An emergency access lane of at least 14 feet wide must be maintained at all times.

C. **Insurance**: Proof of general liability insurance, naming the Town, its employees, and agents as additional insured, at limits no less than $1,000,000.

D. **Recycling and garbage**: Extra containers for recycling cans and bottles, and garbage cans must be placed throughout the area of the event. Containers and cans are to be emptied when full during the event, and picked up after the event.

E. **Compostable/Disposable Foodware:** In accordance with the Town of San Anselmo's Ordinance 1136 all food vendors will provide takeout food in reusable foodware or compostable disposable foodware, or items composed entirely of aluminum. If a compostable disposable foodware item is not available, an alternative foodware item made of other materials, except polystyrene foam and polystyrene food ware, may be substituted.

F. **Toilet facilities**: Events estimated to attract more than 100 people and lasting more than two hours must provide portable toilets, in the number and location as approved by the Parks superintendent, unless alternate arrangements for toilet facilities are otherwise required or arranged to the approval of the Parks Superintendent. Toilet facilities must be provided for disabled persons at each location where portable facilities are provided. Hand washing facilities must be provided where food is served.

G. **Traffic control**: A traffic and parking control plan, including enforcement measures, must be approved by the Police Chief.

H. **Noticing:** Events that include closure of the street will require advance written notice to businesses and residents on the street(s) that will be closed. These notices must be distributed a minimum of five days prior to the Town Council meeting date that the event application will be considered.

I. **Sales tax**: Persons or businesses selling items as part of the event shall designate San Anselmo as the point of sale for sales tax purposes.

J. **Alcoholic beverages**: A permit is required from the Police Chief and the State Department of Alcohol Beverage Control in order to serve or sell alcoholic beverages. Off-duty police officers are required if alcohol is served or sold.

K. **Fire inspection**: A fire inspection is required of any and all appliances or devices that produce an open or enclosed flame and/or hot materials, including food.

L. **Creek Park**: No more than three booths are allowed inside the turf areas of the park.

M. **Signs and barricades**: Any "No parking signs" that are needed are to be provided by the event organizers, and posted according to the traffic control plan prior to the event. Barricades, detour signs, and other traffic control devices are to be provided by the event organizers.

N. **Parking:** Temporary accessible parking must be provided if a street closure or other event condition renders permanent accessible parking unusable.

O. **Cables**: Cables must be covered so as not to create a tripping hazard. When cable covers are used, they must not create a tripping hazard and must be navigable by wheelchair. The path of travel must be no more than 1:12.

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

Name: Bendik CG / S.A. CHAMBER of COMMERCE Date: 4/18/22

NAME OF EVENT: Live on The Avenue June Extension DATE OF EVENT: June 2022

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE		M. Norton
FIRE	Requests that all barricades must be moveable by a person.	J. Weber
RECREATION	Applicant must notify all businesses on the Avenue impacted by June extension of street closure.	D. Mauk
PUBLIC WORKS	Applicant must maintain and re-stock bathroom facilities or coordinate with and independently pay the Town's contract cleaning service.	S. Condry & A. Shaw
ADMINISTRATION	Applicant must coordinate assistance with CMPA and independently pay for a cadet to assist with the removal of cars from the Avenue.	D. Donery
TOWN COUNCIL		

TO: Town Council | 4/26/2022 | **Item #:** 2.8.

FROM:
Scott Schneider, Assistant Public Works Director

SUBJECT:
Accept Brookside Elementary School Sidewalk Gap Closure project

RECOMMENDATION

That the Town Council accept the Brookside Elementary School Sidewalk Gap Closure Project and authorize staff to file a Notice of Completion.

BACKGROUND AND DISCUSSION

On June 8, 2021, Town Council approved the construction contract for the installation of sidewalk, curb ramps, and crosswalk improvements on along Sir Francis Drake Blvd, from the bus stop near Butterfield Road, across Suffield Avenue, to 1588 Sir Francis Drake Blvd.

The Engineer's Estimate for the project was $320,000. The project was awarded to Bauman Landscape and Construction, Inc. in the amount of $277,611. The work that was completed was substantially in accordance with the project plans and specifications and was fully available for public use on March 15, 2022.

The final construction cost was $336,605.19, which included extra work to add a sidewalk backing curb, driveway conform adjustments among other miscellaneous items.

FISCAL IMPACT

Funding came from the Transportation Authority of Marin (TAM) grant in the amount of $350,000 which includes $49,028.22 for design and environmental studies, and $300,971.78 for construction and construction management. Funding for the remaining construction balance of $35,633.41 is available in the Measure D Fund (local match was budgeted at $90,000).

GENERAL PLAN CONSISTENCY

This project is consistent with the General Plan Circulation Element, Objective 6: Continue to maintain and expand the pedestrian way system.

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.

The sidewalk gap closure project is included in the Town's Bicycle and Pedestrian Master Plan, and addresses Climate Action Plan 2030 Transportation Measures T-3 Walking and T-4 Safe Routes to School.

Recording requested by, and
When recorded mail to:
The Town of San Anselmo
Public Works Department
525 San Anselmo Avenue San
Anselmo, CA 94960

For the benefit of
Town of San Anselmo
A Municipal Corporation

TOWN OF SAN ANSELMO

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN:

1. That on the 26th day of April 2022, the Public Works Project known as:
   Brookside Elementary School Sidewalk Gap Closure Project, was accepted by the Town Council as complete.

2. That the name and address of the agency/owner filing this Notice is:
   the TOWN OF SAN ANSELMO, 525 SAN ANSELMO AVENUE, CA 94960.

3. That the nature of the interest is Public Right of Way.

4. That the name and address of the contractor responsible for the construction of said public project is:
   Bauman Landscape and Construction, Inc., 2920 Lyon St, San Francisco, CA 94123.

5. That the name and address of said contractors' surety is:
   Philadelphia Indemnity Insurance Company, 1 Bala Plaza Suite 100, Bala Cynwyd, PA 94004.

6. That the general description of the public project was:
   The work to be performed under this Contract consists of, but is not limited to: clearing and grubbing, pavement removal, construction of curb, gutter, sidewalk and driveway concrete, drainage work, hot mix asphalt paving, utility adjustments, pavement delineation and signage, traffic control, water pollution control and ancillary work on Sir Francis Drake Boulevard as shown on the project plans.

7. That said public project was completed on March 15, 2022 in accordance with the plans and specifications as required by the Town of San Anselmo.

I, THE UNDERSIGNED, have read and understand this Notice and know its contents. I declare under penalty of perjury that the facts stated herein are true and correct to the best of my knowledge.

TOWN OF SAN ANSELMO

By_____
Sean Condry, Public Works Director

EXECUTED AT San Anselmo, California on the 26th day of April 2022.

ATTEST:

_____
Carla Kacmar, Town Clerk

TO: Town Council 4/26/2022 **Item #:** 2.9.

FROM:
Carla Kacmar, Town Clerk

SUBJECT:
Appoint applicants to the Climate Action Committee

RECOMMENDATION

Appoint applicants to the Climate Action Committee.

BACKGROUND

The Climate Action Committee has a membership of seven seats. There are three seats available. Christiana Conser and Judith O'Rourke have applied. They have been interviewed and their applications are attached to this report.

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The proposed decision 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 negative effect on the environment. (Cal. Code Regs. tit. 14, § 15061).

Board, Committee, Commission *(total seats)*	**Seats Expiring/ Vacant**	**Applicants**	**Term (Yrs)[1]**	**Date of Interview**
Arts Commission *7 seats + youth* *Dannielle Mauk* *(Temporary Expansion to 8 seats)*			3	
Bicycle and Pedestrian Committee *7 seats* *Sean Condry*			4	
Board of Review *5 seats* *Jeff Zuba*	2		6	
Capital Programs Monitoring Committee *7 seats* *Sean Condry*	3		4	
Economic Development Committee *7 seats* *Elise Semonian*			3	
Financial Advisory Committee *5 seats* *Jeff Zuba* *(Temporary Expansion to 6 seats)*	1	Kfir Lindheim	3	
Flood Committee *7 seats* *Sean Condry*	2		4	
Historical Commission *11 seats+ youth* *Linda Kenton*			4	
Library Advisory Board *7 seats+ youth* *Linda Kenton*			4	
Library Tax Oversight Committee *5 seats* *Linda Kenton*			3	
Marin Commission On Aging *1 seat*			3	
Mosquito Abatement District *1 seat*			2-4	
Open Space Committee *11 seats + youth* *Elise Semonian*			4	
Parks & Recreation Commission *7 seats + youth* *Dannielle Mauk*	1		4	
Planning Commission *7 seats* *Elise Semonian*	1	Kim Pipkin Peter Thomas Strauss	4	
Racial Equity Ad Hoc Committee			1	
Climate Action Commission *7 seats+ youth* *Elise Semonian*	3	Christiana Conser Judith O'Rourke	3	
Ross Valley Paramedic Authority *1 seat*			4	
Tax Equity Board *3 seats* *Jeff Zuba*	1		3	

* Incumbent

[1] Per Commission Guidelines, differing term lengths may be allowed to accomplish a staggering of the appointment schedule.

ITEM 2.9 – ATTACHMENT 1

Print

Boards & Committee Applications - Submission #1478

Date Submitted: 3/7/2022

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

3/7/2022

I wish to apply for an appointment to a term/balance*

Climate Action Commission

Name*

Christiana Conser

Home Address*

65 Angela Ave

Occupation*

Restoration Ecologist

Employer's Address

20361 Hermana Cir, Lake Forest, CA 92630

Home Phone*

9498733814

Work Phone

9498733814

Cell Phone

9498733814

E-Mail*

cconser@protonmail.com

Number of years as resident of San Anselmo*

1

Number of years as a resident in Marin*

10

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

Sheri Oakes

1.) Phone*

5126560511

2.) Name*

Aviva Rossi

2.) Phone*

4158472461

3.) Name*

Randi Radar

3.) Phone*

4153850414

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.* ITEM 2.9 – ATTACHMENT 2

- (•) 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 served on the California Invasive Species Advisory Committee (CISAC) from 2012 to 2014

Reasons for this appointment.*

Provide scientific expertise on climate change and biodiversity issues

What are your qualifications for this appointment.*

My career focus and personal passion for the past 25 years has been developing practical science-based solutions to conserve native biodiversity for future generations. My expertise ranges from doing academic research, technical writing, hands-on fieldwork, restoration planning and design, project and stakeholder management, and policy work.

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

Building public support to make substantive change

I understand that I and all other applicants will be personally interviewed by the Town Council 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.*

- (•) YES
- ( ) NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

Open Space Committee

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

Conser CV .pdf

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Carla Kacmar, at ckacmar@townofsananselmo.org or 415-258-4660.



CHRISTIANA CONSER

65 Angela Avenue
San Anselmo CA 94960
cconser@protonmail.com
(949) 873-3814

EDUCATION

University of California, Davis; Department of Plant Sciences
Ph.D. student in Horticulture and Agronomy (*not completed* - 2017)
Advisor: Dr. Joseph DiTomaso, Non-Crop Weed Specialist
Dissertation project: The development of a Plant Risk Evaluation (PRE) tool for assessing the invasive potential of ornamental plants.

San Francisco State University, Department of Biology
M.A. in Biology, Ecology and Systematics (2005)
Advisor: Dr. Edward F. Connor, Population and Community Ecology, Statistical Ecology
Thesis project: Assessing the residual effects of iceplant (*Carpobrotus edulis*) invasion, implications for restoration.

San Francisco State University, Department of Biology
B.S. in Biology, Ecology and Systematics (1998)
Advisor: Dr. V. Thomas Parker, Plant Ecology
Research project: Effect of iceplant (*Carpobrotus edulis*) extract on native plant germination.

WORK EXPERIENCE

Restoration Ecologist/Grant Developer
HANA Resources/Natures Image (Lake Forest, CA)
2019 to Present
Design, fund and implement habitat restoration and invasive species removal projects throughout California. Duties include developing new restoration projects and collaborative partnerships; securing funding including writing grant proposals; writing restoration and management plans; meeting facilitation; project management, implementation and monitoring; data analysis; report writing; collection of native plant propagation materials; and public outreach. Job requires extensive fieldwork.

Adjunct Part-time Professor
Orange Coast College (Costa Mesa, CA)
2020 to Present
Instructor for Introduction to Biology (Biol 100) lab both in-person and online via Zoom. Duties included preparing lectures and lab activities, lab set-up, creating and proctoring quizzes, and grading lab reports and quizzes.

Restoration Biologist/Botanist
Chambers Group (Santa Ana, CA)
2018 to 2019
Design, fund and implement habitat restoration and invasive species removal projects throughout California. Duties include developing new restoration projects and collaborative partnerships; securing funding including writing grant proposals; writing restoration and management plans; meeting facilitation; project management, implementation and monitoring; data analysis; report writing; collection of native plant propagation materials; and public outreach. Job requires extensive fieldwork.

Middle School Science Teacher
Holy Spirit School (San Jose, CA)
2017 to 2018
Science Teacher for 6th, 7th, and 8th grades for earth, life, and physical sciences. Duties included preparing daily lectures and lab activities, lab set-up, creating and proctoring exams, and grading lab exercises and exams.

Adjunct Part-time Professor
Ohlone College (Fremont, CA)
2016 to 2016
Instructor for Introduction to Biology (Bio 130) lecture and lab for the summer school session. Duties included preparing lectures and lab activities, lab set-up, creating and proctoring exams, and grading lab exercises and exams.

Graduate Student Teaching Assistant
UC Davis (Davis, CA)
2014 to 2015
Instructor for Identification and Ecology of Grasses Lab (PLS131) and Restoration Ecology Lab (ENH160L). Duties for PLS131 included leading the field collection for nearly 100 species of native and exotic grass species throughout California, lab set-up included organizing daily specimens to display by grass tribe, teaching students how to key grass specimens using the Jepson Manual and Weeds of the West ID database, answering questions, lab practical set-up, proctoring exams, and grading quizzes and final exams. Duties for ENH160L included leading the field instruction for the class restoration project, assisting student teams in the development of all elements of a habitat restoration plan including: site description, restoration planning, planting design, invasive species management, implementation, and monitoring. Other duties included grading lab reports, papers, and exams. Job required extensive fieldwork.

Project Scientist/Project Manager
PlantRight/Sustainable Conservation (San Francisco, CA)
2008 to 2014
As the primary researcher in the development of a Plant Risk Evaluation (PRE) tool from 2011 to 2014, duties include PRE tool research and development, technical advising on invasive plant issues, and assisting with the development of the invasive plant screening program. Originally hired as Project Manager with duties including managing the California Horticultural Invasive Prevention (Cal-HIP) steering committee, conducting public and industry outreach, strategic planning, managing budgets, and securing grant funding.

Restoration Biologist/Project Manager
River Partners (Chico, CA)
2005 to 2008
Designed and implemented large-scale riparian habitat restoration and invasive species removal projects throughout northern California. Duties included writing restoration plans and other publications, conducted public meetings and workshops, managed project implementation and monitoring, analyzed monitoring and experimental data, managed collection of native plant propagation materials, and developed outreach materials including an outdoor environmental education program with a local elementary school. Job required extensive fieldwork.

Restoration Biologist/Researcher
Instituto de Ecología, A.C. (Xalapa, México)
2002 to 2003
Designed and implemented a research project on the effects of forest fragmentation and conversion to pastureland on soil invertebrates in tropical montane cloud forests (TMCF). Other duties included evaluating and developing TMCF restoration protocols for the BIOCORES project. Job required extensive fieldwork.

Statistical Analyst and Restoration Handbook Editor
Golden Gate National Parks Association (San Francisco, CA)
2000 to 2002
Analyst duties included collaborating with the Vegetation Management Team to design ecological experiments to test new restoration techniques and refine ecological monitoring programs, trained data collectors, analyzed monitoring data, and incorporated findings into reports and presentations. Editor duties included first evaluating and refining GGNRA's existing habitat restoration and weed removal monitoring programs, then designing a habitat restoration handbook with monitoring protocols for training technicians and interns. Job required extensive fieldwork.

Co-Director of Invertebrate Survey
SF Natural Areas Program, SF Rec & Parks (San Francisco, CA)
2000 to 2000
Hired as part of a team to develop an ecological monitoring program for invertebrates in San Francisco remnant natural areas as a measure of ecosystem diversity and health. Duties included project design, data collection and analysis, and report writing. Job required extensive fieldwork.

Graduate Student Teaching Assistant
SFSU Dept. of Biology (San Francisco, CA)
1999 to 2001
Hired to TA Principles of Ecology (Biol 313), General Biology Lab (Biol 240), and World of Plants Lab (Biol 150). Duties included designing and delivering weekly lab lectures, grading lab reports, papers, and exams.

Science Education Consultant
Friends of SF Rec & Parks (San Francisco, CA)
1999 to 1999
Duties included organizing outdoor educational activities in Golden Gate Park for the Discovery Walk Program for K-5 classes from SFUSD, leading teacher workshops, giving public presentations, and the publication of the quarterly newsletter.

Weed Removal Crew
Golden Gate National Recreation Area (San Francisco, CA)
1998 to 1998
Hired as part of a summer work crew for the Lobos Creek Dune Restoration Project working to restore critical habitat for the San Francisco lessingia (*Lessingia germanorum*), a rare and endangered plant species endemic to San Francisco. Duties included removing invasive plants and completing monitoring reports. Job required extensive fieldwork.

Restoration Team Leader
SF Natural Areas Program, SF Rec & Parks (San Francisco, CA)
1997 to 1998
Hired to supervise the monitoring and maintenance of a community habitat restoration project in Brooks Park by a neighborhood youth work crew. Job required extensive fieldwork.

Field Assistant
Plant Ecology Lab, SFSU Dept. of Biology (San Francisco, CA)
1996 to 199
Assisted several graduate student's data collection for their thesis projects, both in the lab and in the field throughout California. Job required extensive travel and camping in field conditions. Projects focused on fire ecology and seed bank research throughout chaparral plant communities in California. Job required extensive fieldwork.

PEER-REVIEWED PUBLICATIONS

- Conser C, Seebacher L, Fujino DW, Reichard S, DiTomaso JM (2015) The development of a Plant Risk Evaluation (PRE) tool for assessing the invasive potential of ornamental plants. *PLOS ONE* DOI:10.1371/journal.pone.0121053. March 24, 2015.
- Conser C, Adams B (2014) The PlantRight PRE: A New Screening Process for Invasiveness. *Acta Horticulturae* 1055: 183:187.
- Conser C, Connor EF (2009) Assessing the residual effects of *Carpobrotus edulis* invasion, implications for restoration. *Biological Invasions* 11(2): 349-358.

OTHER PUBLICATIONS

- DiTomaso JM, Conser C (2014) *Developing an Accuracy Risk Assessment Tool for Evaluating the Potential Invasiveness of Ornamental Plants*. California Weed Science Society (CWSS) Research Update and News 10(2): 2-6.
- Conser C (2012) *Invasive Plants Sold in California*. UC IPM's quarterly *Retail Nursery and Garden Center IPM News, June 2012.*
- Conser C (2011) *What invasive plants are for sale in California*? *Cal-IPC News*, Fall 2011.
- DiTomaso, JM, Seebacher L, Conser C, Brush R (2011) *Development of a More Accurate Weed Risk Assessment Model for Potential Third-Party Certification of Non-invasive Horticultural Plants*. *UC ANR Blog, UC Weed Science*, August 9, 2011.
- Contributor (2006) *Don't Plant a Pest brochure, Central Valley version*. Cal-IPC, Berkeley, CA.

TECHNICAL REPORTS

- Conser C (2021) *Hidden Valley Wildlife Area Restoration Project Natural Environment Study Report (Minimal Impacts)*. HANA Resources, Lake Forest, CA.
- Conser C (2021) *Biological Resources Report for Mount Owen Rifle Range, Fresno County, California*. HANA Resources, Lake Forest, CA.
- Conser C (2021) *2020 (Year 4) Serenity Lodge Restoration and Monitoring Annual Report Lake Arrowhead, San Bernardino County, CA*. HANA Resources, Lake Forest, CA.
- Conser C (2020) *2019 (Year 3) Serenity Lodge Restoration and Monitoring Annual Report Lake Arrowhead, San Bernardino County, CA*. HANA Resources, Lake Forest, CA.
- Conser C (2019) *Annual Monitoring Report for Lost Canyons Development Project, Ventura County, CA*. Chambers Group, Santa Ana, CA.
- Conser C (2019) *Weed Management Plan for San Bernardino National Forest for Nestle Waters*. Chambers Group, Santa Ana, CA.
- Conser C (2013) *Invasive Species Pathway Risk Analysis for California*. Technical report for the California Invasive Species Advisory Committee (CISAC) and the California Department of Food and Agriculture (CDFA). California Invasive Species Advisory Council (CISAC) and the California Department of Food and Agriculture (CDFA), Sacramento, CA
- Conser C, Efseaff D (2007) *Landowner's Manual for the Lower Stony Creek Watershed, Glenn County Resource Conservation District*, Glenn County, California. River Partners, Chico, CA.
- Conser C, Griggs T (2007) *Lower Stony Creek Demonstration Project Site Plan, Glenn County Resource Conservation District, Glenn County, California*. River Partners, Chico, CA.
- Conser C, Griggs T (2006) *Pre-Restoration Plan for Gover Ranch Riparian Conservation Easement, Shasta and Tehama Counties, California*. River Partners, Chico, CA.
- Conser C, Griggs T, Kirk P, Cederborg M (2006) *O'Connor Lakes Unit Riparian Restoration Plan for CA Dept. of Fish & Game, Feather River Wildlife Area, Sutter County, California*. River Partners, Chico, CA.
- Contributor (1999) *San Francisco Natural Areas Program Restoration Handbook*. San Francisco Recreation and Parks Department, San Francisco, CA.

FUNDED GRANTS AND SCHOLARSHIPS

- California Wildlife Conservation Board (WCB) California Riparian Habitat Conservation Program. Funding for Hidden Valley Wildlife Area Restoration– Phase 1 Planning Project, Riverside, CA. HANA Resources, Lake Forest, CA. (2020)
- National Fish and Wildlife Foundation (NFWF) Southern California Forests and Watershed Wildfire Restoration grant. Funding for Spanish Broom Removal and Habitat Restoration Project, Los Padres National Forest, Santa Barbara, CA. HANA Resources, Lake Forest, CA. (2020)
- California Association of Nursery and Garden Centers (CANGC), CANERS Foundation Research Grant (2014)
- University of California's Agriculture and Natural Resources (ANR) Competitive Grants Program (2012)
- Horticultural Research Institute (HRI) Competitive Grants (2008 & 2011)
- California Association of Nursery and Garden Centers, CANERS Foundation Research Grant (2010)
- Graduate Student Council in Biology Research Grant; San Francisco State University, Department of Biology (2001 to 2002)
- ARCS Foundation Academic Scholarship (2000 to 2001)

ORAL PRESENTATIONS

- Conser C, DiTomaso J (2014) The development and refinement of a Plant Risk Evaluation (PRE) tool for evaluating the invasive potential of ornamental plants. Cal-IPC Symposium, October 10, 2014.
- Conser C (2014) A Plant Risk Evaluation (PRE) tool for evaluating the invasive potential of ornamental plants. 99th Ecological Society of America (ESA) Meeting, August 15, 2014.
- Conser C (2014) The Ecological Context of Invasive Plants, Biodiversity, and Habitat Restoration. PlantRight webinar presentation, April 4, 2014.
- Conser C, Adams B (2013) The PlantRight PRE: A New Screening Process for Invasiveness. The 54th Annual Meeting International Plant Propagators Society, Western Regional Conference. October 4, 2013.
- Conser C, DiTomaso J (2013) Weed Risk Assessment for Ornamentals – A New Approach. Society of American Florists Pest and Production Management Conference, February 26, 2013.
- Conser C (2012) The Right Plant for the Right Place: The Issue of Invasives in Horticulture. The Sacramento Valley Nursery & Landscape Expo, December 5, 2012.
- DiTomaso J, Conser C, Seebacher L, Brush-Brownsey R (2012) The development and validation of a more accurate weed risk assessment tool for evaluating the invasive potential of ornamental plants. Cal-IPC Symposium, October 11, 2012.
- Conser C, Seebacher L, Brush-Brownsey R, DiTomaso J (2012) The development and validation of a more accurate weed risk assessment tool for evaluating the invasive potential of ornamental plants. UC Davis Weed Day, July 19, 2012.
- Conser C (2012) Reframing the Invasive Plant Issue. Educating the Public About Invasive Species Symposium, UC Davis, CA. April 24, 2012.
- Conser C, DiTomaso J, Seebacher L, Brush-Brownsey R (2011) Developing a More Accurate Weed Risk Assessment Model. California Nursery Conference, October 6, 2011.
- Conser C (2010) Protecting California from Ornamental Invasive Plants. National Master Gardener Conference, October 19, 2010.
- Conser C (2010) Developing a Voluntary Weed Risk Assessment Program for California's Nursery Industry. Presentation for California Nursery and Garden Centers (CANGC) Funding Board, March 9, 2010.
- Conser C (2009) Overview of PlantRight program. Santa Clara Master Gardener meeting, November 19, 2009.
- Conser C, Connor EF (2002) Assessing the Residual Effects of *Carpobrotus edulis* Invasion on the Survivorship, Growth and Reproduction of *Gilia millefoliata*. Oral Presentation at the Ecological Society of America Meeting.

PROFESSIONAL TRAINING

- Essential Facilitation training (2008), Interaction Associates, San Francisco, CA.
- Facilitative Leadership training (2009), Interaction Associates, San Francisco, CA.

Print

Boards & Committee Applications - Submission #1514

Date Submitted: 4/6/2022

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

April 5, 2022

I wish to apply for an appointment to a term/balance*

Climate Action Commission

Name*

Judith L O'Rourke

Home Address*

87 Butterfield Road

Occupation*

Executive Leadership Coach

Employer's Address

87 Butterfield Road

Home Phone*

4157864218

Work Phone

Cell Phone

415-786-4218

E-Mail*

judith.orourke@gmail.com

Number of years as resident of San Anselmo*

40

Number of years as a resident in Marin*

46

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

April Orcutt

1.) Phone*

april.orcutt.com

2.) Name*

Pat Perry

2.) Phone*

415-272-2729

3.) Name*

Michael Stone

3.) Phone*

415-586-2866

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.* ITEM 2.9 – ATTACHMENT 3

- (•) 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.*

Volunteer for Friends of the San Anselmo Library, and Friends of the San Rafael Library

Reasons for this appointment.*

The town can be a model for other towns and cities throughout the country. The focus on action is appropriate to the challenge we face. Climate affects every aspect of our lives in San Anselmo.

What are your qualifications for this appointment.*

Over 40 years of experience in the areas of leadership in a corporate nonprofit setting; 10 years work in the nonprofit sector; past community education work
Experience facilitating agreement among groups; knowledge of change management processes
A passion for action in the face of challenges and threats to the health of people/eco systems

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

All four of the goals are laudable and integral to sustainability of the town; I support them. The resilience hub, and "electrifying everything" (including transportation) are especially urgent.

I understand that I and all other applicants will be personally interviewed by the Town Council 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.*

- (•) YES
- ( ) NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

None

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

Resume JudithOROURKE 2022.docx

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Carla Kacmar, at ckacmar@townofsananselmo.org or 415-258-4660.

JUDITH L. O'ROURKE

judith.orourke@gmail.com • 415-786-4218

Profile

Experienced consultant and coach to leaders and physicians in health care administration. Combines critical analysis with an empathic approach; ability to serve as a change agent. Creative problem solver, intuitive thinker, with ability to integrate reality with vision. Precise communicator; uses good judgment regarding timing, circumstance, audience.

- Executive Coach
- Graduate of the Coaches Training Institute
- Master Practitioner of the Myers-Briggs Type Indicator® (MBTI®)
- Certified to administer The Leadership Circle Profile (TLC®)
- Master Trainer and Coach of the Facilitative Leadership Program
- Designer of processes to foster development in leaders and teams
- Experienced facilitator of large and small groups

Professional Experience

2013-Present — **JLO Leadership Coaching and Consulting, LLC**

Coaching and consulting private practice, specializing in developing leaders for success in healthcare, finance, and the arts. Working with clients who are genuinely curious and motivated to better understand themselves, their leadership impact on others, and who are actively engaged in developing their own gifts for collaborative leadership.

2011-2013 — **Kaiser Permanente, Oakland, CA**
Director, STAR Leadership Development

Director of program for the Regional Offices' division of Northern California Region-wide program. STAR stands for Steps to Achieving Results. This program exists to create strong leadership and increase the bench strength in the Northern California Region. It also serves as a method of increasing a sense of community and reduction of silos in Regional Offices.

Primary duties were design of programs and development of leaders as faculty; design and production of annual leadership recognition forums.

Faculty and Steering Committee member for the Leadership Diversity Development Program which provides mentoring and coaching to new leaders in support of their advancement in the organization.

2002-2010 **Kaiser Permanente, Oakland, CA**

Management Consultant and Team Lead

Coach of leaders in the Advanced Leadership Program (AMP). Focus was on application of the Leadership Circle Profile for individual development, use of other leadership tools and models from AMP, and individual execution of goals.

Coached directors and teams to recognize and make productive use of diversity in communication styles.

Process observer for the Middle Manager Leadership Program (MMP). Assisted groups in identifying the processes that move them forward or hold them back in a team setting.

Manager of five Senior Learning Consultants who served NCAL areas with leadership development programs. Provided resources and consultation to assist these consultants in meeting the needs of their clients.

Provider of consulting services to leadership teams in NCAL Region. Focus areas included psychological type and teams, leader development, and the creation of strategic visions.

Managed the Facilitative Leadership Program (FL) in Northern California after one year as a trainer with the program. The program survived the loss of its manager and reorganization of support team; it grew and served 375 leaders in one year. This program enhanced the reputation of Learning and Development throughout the NCAL Region and nationwide.

Certified as the Master Trainer for Facilitative Leadership (FL). This intensive and interactive leadership development effort for Northern California leaders trained over 4,000 leaders between 2002 and 2010. Significantly reduced costs to L&D department by becoming certified as a master trainer for the program.

Trained and coached over 12 additional trainers in FL to provide leadership training for both intact and cross-functional teams in seven service areas of Northern California.

Partnered with program vendor to develop a positive working relationship; assisted in negotiating a mutually beneficial special pricing agreement for all KP Regions, with contract signed by Program Office.

Developed a follow-up Leader's Lab for graduates of Facilitative Leadership to help them deepen and develop the seven leadership practices they learned in the program. Edited a

newsletter to maintain contact with leaders and inspire continual growth and learning from each other.

Collaborated with Debra Mipos to deliver programs for Program Office and The Permanente Medical Group Federation staff. Initiated the first use of the Myers-Briggs Type Indicator in support of the enterprise wide Strategic Leadership Program.

1992-2002 **Kaiser Permanente**
Lead Program Coordinator, Program Director, Learning Consultant

Leadership Team and Program Coordinator, Educational Theatre Programs (ETP), a community benefits department under Community and Government Relations.

Produced four video documentaries on ETP programs.

Coached and mentored junior staff members in first time supervisory roles.

Assessed the training and development needs for 25 member staff. Implemented a monthly training schedule to include technical, conceptual and team building offerings, in a blended approach.

Coordinated production of written teaching and parent guides to support health education programs; wrote and edited press releases, information sheets and brochures.

Supervised and coached staff members in the creation of their individual development plans. Assisted contract staff in transitioning out of the department as their contracts expired.

Facilitated "Managing the Change Journey" for staff of Watts Counseling and Learning Center (WCCC), Los Angeles. Led staff through a major change in the leadership of the department, and helped them move into a new group dynamic.

Designed and presented "Peak Performance at Work" using a sports peak performance model to help staff implement self-selected behavior changes to achieve individual and departmental goals.

Made numerous presentations, internally and externally, to inform physician, employee, and community groups about the health education programs of ETP.

1980-1992 **People Speaking, Inc.** **San Francisco, CA**
Executive Director

Managed all business, planning and funding functions of community based nonprofit organization in collaboration with 12 member board of directors.

Coached and counseled individuals to present their ideas in a persuasive manner that could reach demographically diverse groups. Clients were architects, forestry officials, lawyers, psychologists, business owners, and political leaders.

Designed and presented theatre programs based on leaders in American history.

Facilitated meetings and trained members of Bay Area community based organizations to run their own meetings, and to foster inclusion and timely decision making.

Education and Training

The Leadership Circle, Whitehouse, Ohio
Certified Administrator and Coach, the Leadership Circle Profile, TLC® and Culture Survey

The Coaches Training Institute, San Rafael, California
Graduate of Coaches Training Program (160 hours)

Interaction Associates, San Francisco, California
Facilitative Leadership®, Master Trainer and Coach
The Coaching Edge
Advanced Facilitation
Strategic Leadership

Association for Psychological Type, Silver Spring, Maryland
Myers-Briggs Type Indicator® (MBTI®) Certification Program, Step I and Step II
The Challenge of Change in Organizations
Introduction to Type Development
Introduction to Type and Stress
Flex Talk: Practical Communication Skills Using Personality Type, with Judy Allen
Type and Leadership, with Sharon Richmond

Center for Application of Psychological Type (CAPT), Gainesville, Florida
Healthcare Communication Using Personality Type: Patients Are Different
Master Practitioner, the Myers-Briggs Type Indicator®

California Institute for Integral Studies, San Francisco, California
Imagery in Health, Department of Expressive Arts Therapies

New School for Democratic Management, San Francisco, California
Business Planning
Managing As If People Mattered

Fundraising in Challenging Times
Public Relations for Community Based Nonprofit Organizations

Memberships
Association for Psychological Type International (APTi)
Bay Area Association for Psychological Type, (BAAPT)
Bay Area Organizational Development Network (BAODN), former member
American Society for Training and Development (ASTD), former member

Master of Fine Arts, United States International University, San Diego, now merged with Alliant University, San Francisco, and Emeryville

Bachelor of Arts, University of Cincinnati, Cincinnati, Ohio

Presentations and Publications

Presenter to numerous professional and educational organizations on the topics of communications and personality type.

Producer of four video programs documenting four Kaiser Permanente health education programs, and two study guides for use by educators and parents in the community.

Articles for internal publications, People Speaking, and Kaiser Permanente.

Editor and producer, the blended learning edition of *FLEX Talk: Practical Communication Skills Using Personality Type,* in collaboration with Judy Allen, author, and Doreen Rambke, elearning designer, 2010-2011. For internal use within Kaiser Permanente. Program includes five web-based training modules, use of a learning journal, followed by instructor led training session and follow-up sessions and internal KP IdeaBook exchanges with participants and facilitator.

TO: Town Council 4/26/2022 **Item #:** 5.

FROM:
Sean Youra

SUBJECT:
Climate Action Update

RECOMMENDATION

Review the Climate Action Update report.

BACKGROUND

At its June 11, 2019 meeting, Town Council adopted Resolution 4286 to adopt the San Anselmo Climate Action Plan 2030.

At its February 11, 2020 meeting, Town Council adopted Resolution 4235 declaring a climate and ecological emergency in San Anselmo, which stipulated that staff earmark specific funds for greenhouse gas (GHG) and climate change mitigation for the fiscal year 2020-2021 and all subsequent years in which atmospheric carbon and carbon equivalents are in excess of 350 parts per million.

At its June 22, 2021 meeting, Town Council adopted Resolution 4395 to adopt the 2021-2022 budget and workplan including $55,000 allocated to the Climate Action Fund. The Towns of Fairfax and San Anselmo hired a Climate Action Coordinator through an Interagency Agreement signed in February 2022 to primarily work with Town departments to implement and operationalize the Climate Action Plan (CAP), and develop programs to support community adoption of climate actions. Some of the funds from the Climate Action Fund are being used to pay half of the salary for the staff position.

DISCUSSION

Since starting on February 14, 2022, the Climate Action Coordinator has been working on several items to understand where the Town is at in terms of CAP implementation and is currently supporting the implementation of some of the measures in the CAP. These items include:

- Promoting the Ride and Drive Clean Marin Campaign through the Town's newsletter, social media, and website (Identified CAP action under Measure T-1: Zero Emission Vehicles). The campaign's purpose is to educate the public about electric vehicles (EVs) and E-bikes through webinars and EV/E-bike shows with the goal of increasing EV adoption.
- Working with R3 Consulting Group and Marin Sanitary Service on SB 1383 implementation and enforcement. This includes developing outreach materials for local businesses and completing

compliance reports required by CalRecycle (Identified CAP action under Measure W-1: Commercial Organic Waste, and Measure W-4: Mandatory Waste Diversion).

- Developing a CAP prioritization strategy that: 1) incorporates measures from the CAP that can achieve the greatest greenhouse gas (GHG) emissions reductions; 2) incorporates Climate Action Commission (CAC), Town Council, and community priorities; and 3) incorporates available funding, technical feasibility, resiliency potential, and other considerations for proposed actions (Identified CAP action under Measure O-2: Community Engagement, and Measure I-1: Annual Monitoring).
- Developing a climate action funding spreadsheet to identify funding opportunities for measures in the CAP and track any associated deadlines to ensure these opportunities aren't missed (Identified CAP action under Measure I-3: Identify and Secure Funding Sources).
- Participating in the development of the Marin Countywide Electric Vehicle Acceleration Strategy with other Marin Climate & Energy Partnership (MCEP) partners and members of the EV Subcommittee that will help jurisdictions overcome barriers to EV adoption (including E-bikes) and support implementation of local CAP goals related to EVs (Identified CAP action under Measure T-1: Zero Emission Vehicles, Measure T-2: Bicycling, and Measure T-11: Zero and Low Emission Town Vehicles).
- Participating in the Green Building Steering Committee to assist with outreach and engagement regarding 2022 cross-jurisdictional reach code development and implementation (Identified CAP action under Measure E-4: Green Building Reach Code).

To further support implementation of the CAP, the Climate Action Coordinator will:

- Develop a fleet electrification policy and strategy in coordination with staff and CAC members (Identified CAP action under Measure T-11: Zero and Low Emission Town Vehicles).
- Identify what actions have been taken that relate to measures in the CAP and the relative percentage completion of each measure. This will provide a baseline of where the Town is at with CAP implementation and help inform what additional actions should be taken to achieve the GHG emissions reduction goals in the CAP. Will also review climate adaptation strategies already implemented and determine where vulnerabilities still exist to help inform what additional adaptation strategies may be needed (Identified CAP action under Measure I-1: Annual Monitoring, and Measure A-1: Preparation and Response).
- Collaborate with the CAC to prioritize and finalize their proposed climate action projects for 2022-23.
- Continue to work with R3 Consulting Group and Marin Sanitary Service on SB 1383 implementation and enforcement including informational sessions with Town staff. Will also work with R3 on implementation and enforcement of the Single-Use Foodware Ordinance (Identified CAP action under Measure W-9: Waste from Town Operations, and Measure W-7: Inorganic Waste).
- Continue to identify funding opportunities for climate action and sources of revenue for the Climate Action Fund.
- Collaborate with MCEP and the CAC on CAP implementation and updates (Identified CAP action under Measure I-4: Update the Climate Action Plan).
- Collaborate with the Green Building Steering Committee, CAC, and staff to develop updated building and energy reach codes that help decarbonize and electrify buildings, and engage the community in these efforts (Identified CAP action under Measure R-3: Building and Appliance Electrification, Measure E-4: Green Building Reach Code, and Measure O-2: Community Engagement).
- Collaborate with consultants, staff, and the CAC on ensuring Town facilities are sustainable (e.g., electrify appliances, install solar) and resilient (e.g., battery backup with microgrid services) in the face

of worsening climate impacts and can provide critical services during times of emergency (Identified CAP action under Measure R-1: Renewable Energy Generation, Measure R-3: Building and Appliance Electrification, Measure R-4: Innovative Technologies, Measure R-5: Solar Energy Systems for Municipal Buildings, and Measure A-1: Preparation and Response).

- Collaborate with the CAC and Town staff on policy research and community outreach regarding gas station warning labels and prohibiting new gas stations from being built within Town limits. Will also work on additional policy research and community outreach regarding expanding the scope of Ordinance No. 1157 (banning the use of gas-powered leaf blowers) to include all gas-powered landscape equipment (Identified CAP action under Measure T-10: Electric Landscape Equipment).
- Provide updates to the Town Manager, CAC, and Town Council on climate action progress. Will also work on providing updates and educational climate action information to the community via the Town newsletter, website, and social media, as well as engaging the community through surveys and other means to understand their priorities and concerns for proposed climate mitigation and adaptation measures (Identified CAP action under Measure O-1: Community Education, and Measure O-2: Community Engagement.

ANALYSIS

N/A

FISCAL IMPACT

Staff time.

GENERAL PLAN CONSISTENCY

N/A

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

N/A

CONCLUSION

The Climate Action Coordinator is already supporting the implementation of several measures in the CAP and working with the CAC, staff, regional partners, and consultants to make further progress in achieving the Town's GHG emissions reduction goals. The Climate Action Coordinator will continue to provide quarterly updates to the Town Council on CAP implementation progress.

TO: Town Council 4/26/2022 **Item #:** 7.

FROM:
Jeff Zuba, Finance & Administrative Services Director

SUBJECT:
Amending the Master Fee Schedule of the Town of San Anselmo

RECOMMENDATION

That Council conduct a public hearing and adopt the attached Resolution amending the Master Fee Schedule to reflect cost increases based on the annual change in the Consumer Price Index

BACKGROUND

On December 11, 2018, the Town Council adopted Resolution No. 4258 to approve The Town of San Anselmo User Fee Study Report by Willdan Financial Services, dated October 2018 ("Fee Study") and to adopt the updated Town of San Anselmo User Fee Schedule. (See Fee Study attached as Attachment 2). Resolution No. 4258 directed the Town Manager or his designee to conduct an annual internal review of the Master Fee Schedule and to permit the automatic adjustment of fees based on the annual change in the Consumer Price Index for All Urban Consumers San Francisco-Oakland-Hayward, California ("CPI"). Under the resolution and state law, the Town Council must review and approve the annual automatic adjustment by resolution.

As required in Resolution No. 4258, the Town Manager and Town Finance & Administrative Services Director have conducted an annual internal review of the User Fee Schedule and prepared a revised fee schedule to reflect the automatically adjusted schedule of user and regulatory fees, based on the CPI. On May 12, 2020, the Town Council adopted an amended fee schedule with a 2.5% increase in CPI for the period from December 2018 to December 2019. On April 27, 2021, the Town Council adopted an amended fee schedule with a 2.0% increase in the CPI for the period December 2019 to December 2020. This year marks the third annual adjustment. The amended fee schedule in the attached Resolution reflects the 4.2% increase in CPI for the period from December 2020 to December 2021. Following review and approval by the Council, the amended fee schedule will become effective on July 1, 2022.

FISCAL IMPACT

Assuming fee-related activity remains relatively stable, the proposed fee changes are anticipated to generate roughly $50,000 in additional annual revenues.

It is important to note that while adjusting fees will provide a fiscal impact in the form of additional revenue, the revenue is not intended to be used to fund new services. Rather the revenue is intended to offset the

costs of providing existing services that are recoverable from fees. Consequently, while fees may rise annually, typically labor and service costs (the primary drivers of fee-related costs) also rise annually. Recalibration of these fees simply provides an offset of existing expenditures/needs rather than a source of funding for expanded service levels.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adoption of the attached Resolution is statutorily and categorically exempt from the California Environmental Quality Act (CEQA) under Public Resources Code section 21080(b)(8) and CEQA Guidelines section 15273, because it involves approval of charges by the Town which the Town finds are for the purpose of meeting operating expenses, as demonstrated by the Fee Study completed in October 2018 (Attachment 2).

CONCLUSION

Town staff recommends that the Town Council approve the attached Resolution amending the fee schedule for the Town of San Anselmo. Approving the resolution will establish updated fees effective July 1, 2022 and authorize periodic adjustments to fees based on the annual change in the CPI.

Attachment 1 - Resolution Amending Fee Schedule
Exhibit A - Fee Schedule FY2022-2023
Attachment 2 - Comprehensive Fee Study (October 2018)

RESOLUTION NO. ____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AMENDING CERTAIN USER FEES FOR TOWN SERVICES

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

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

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

WHEREAS, the Town Manager and Town Finance & Administrative Services Director conducted the annual internal review of the User Fee Schedule and calculated the adjustment to the fees based on the CPI, as reflected in Exhibit "A" to this Resolution;

WHEREAS, the Town has followed all notice and hearing requirements set forth in state law for considering an adjustment to these fees.

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

Section 1. Environmental Review

The charges authorized by this resolution are exempt from the California Environmental Quality Act, Public Resources Code section 21000 *et seq*. ("CEQA"), because it can be seen with certainty that there is no possibility that the activity authorized herein may have a significant effect on the environment. (CEQA Guidelines §15061(b)(3)). More specifically, adopting the resolution is statutorily and categorically exempt from CEQA under Public Resources Code section 21080(b)(8) and CEQA Guidelines section 15273, because it involves approval of charges by the Town which the Town Council finds are for the purpose of meeting operating expenses, as demonstrated by the Fee Study approved by the Town Council on December 11, 2018, in Resolution No. 4258.

Section 2. Adoption of Amended Master Fee Schedule

The Town Council hereby adopts the amended Town of San Anselmo Schedule of User Fees attached hereto as Exhibit A and incorporated herein by reference ("Master Fee Schedule").

Unless otherwise specified in the Master Fee Schedule, all user fees shall be paid to the Town prior to the Town's performance of requested services. Pursuant to Resolution No. 4197, fees may be paid by credit card, debit card or electronic fund transfer.

Section 3. Effective Date of Fees

The fees listed on the Master Fee Schedule at Exhibit A will take effect on July 1, 2022. The Master Fee Schedule at Exhibit A will replace the Town's existing Master Fee Schedule adopted by Resolution No. 4380.

Section 4. Severability

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

The foregoing Resolution was adopted at the regular meeting of the San Anselmo Town Council held on April 26, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Alexis Fineman, Mayor

ATTEST:

_____
Carla Kacmar, Town Clerk

TOWN OF
SAN ANSELMO
EST. 1907

Schedule of User Fees

Effective July 1, 2022

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8. **Fully Burdened Hourly Rate** **24**

Finance & Administration

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Photocopies	$0.20	$0.20	Per page	Fee	Document with State requirements are charged per State Mandate
2	Returned check charge	$25.00	$25.00	Per incident	Regulated	
3	Certification	$20.00	$20.00	Per	Fee	
4	Appeals - Planning Applicant	$2,614.00	$2,724.00	Per appeal	Fee	Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost of anticipated town attorney time
5	Appeals - Non-Applicant	$837.00	$873.00	Per appeal	Fee	Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost of anticipated town attorney time
6	Proof of Residency/Living Certification	$15.00	$15.00	Per request	Fee	
7	**Business License Fees:**					
8	Transfer Fee	$20.00	$20.00	Per transfer	Fee	
9	Business License Penalty	10%	10%	Per month	Penalty	Max. 50%
10	Duplicate Business License	$15.00	$15.00	Per copy	Fee	
11	**Gross receipts:**					
12	$0 - $7,500	$15.00	$15.00		Tax	
13	$7,501 - $15,000	$30.00	$30.00		Tax	
14	$15,001 - $25,000	$45.00	$45.00		Tax	
15	$25,001 - $50,000	$60.00	$60.00		Tax	
16	$50,001 - $100,000	$100.00	$100.00		Tax	
17	$100,001 - $250,000	$150.00	$150.00		Tax	
18	$250,001 - $500,000	$300.00	$300.00		Tax	

Finance & Administration

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
19	$500,001 - $750,000	$450.00	$450.00		Tax	
20	$750,001 - $1,000,000	$600.00	$600.00		Tax	
21	$1,000,001 - $2,000,000	$800.00	$800.00		Tax	
22	$2,000,001 - $3,000,000	$1,200.00	$1,200.00		Tax	
23	$3,000,001 - $4,000,000	$1,500.00	$1,500.00		Tax	
24	$4,000,001 - $5,000,000	$2,100.00	$2,100.00		Tax	
25	$5,000,001 - $10,000,000	$3,000.00	$3,000.00		Tax	
26	$10,000,001 - $25,000,000	$4,500.00	$4,500.00		Tax	
27	$25,000,000 - and over	$4500 + .01%	$4500 + .01%		Tax	
28	Hotels/Motels/Inns	$17.00	$17.00	Per unit	Tax	
29	Rental of one or more dwelling units or guest rooms within a rooming house, boarding house, single family dwelling, apartment, condominium, houseboat, or other residential structure containing guest rooms or dwelling units	$17.00	$17.00	Per unit	Tax	
30	General contractors and subcontractors	$30.00	$30.00	Per quarter	Tax	
31	General contractors and subcontractors	$100.00	$100.00	Per year	Tax	
32	Auctioneers	$50.00	$50.00	Per day	Tax	
33	Peddlers, solicitors	$25.00	$25.00	Per day	Tax	
34	Peddlers, solicitors	$150.00	$150.00	Per quarter	Tax	
35	Peddlers, solicitors	$500.00	$500.00	Per year	Tax	
36	Circuses or carnivals	$400.00	$400.00	First day	Tax	
37	Circuses or carnivals	$300.00	$300.00	Per additional day	Tax	
38	Commercial & still film permits (public property) : 1-3	$100.00	$100.00	Per day	Tax	
39	Commercial & still film permits (public property) : 4-6	$200.00	$200.00	Per day	Tax	
40	Commercial & still film permits (public property) : 7-9	$300.00	$300.00	Per day	Tax	
41	Commercial & still film permits (public property) : 10 +	$400.00	$400.00	Per day	Tax	
42	Commercial & still film permits (private property): 1-3	$50.00	$50.00	Per day	Tax	
43	Commercial & still film permits (private property): 4-6	$100.00	$100.00	Per day	Tax	
44	Commercial & still film permits (private property): 7-9	$150.00	$150.00	Per day	Tax	
45	Commercial & still film permits (private property): 10+	$200.00	$200.00	Per day	Tax	
46	Taxicabs	$60.00	$60.00	Per vehicle	Tax	
47	Trucks/vans/delivery vehicles - less than 1/2 ton capacity	$22.50	$22.50	Per vehicle	Tax	
48	Trucks/vans/delivery vehicles - not exceeding 1 ton capacity	$37.50	$37.50	Per vehicle	Tax	

Finance & Administration

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

Public Works

	Miscellaneous Items					
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Road Impact Fee	1.5% value of project	1.5% value of project	Percentage	Fee	
2	**Tree Removal Fees:**					
3	Heritage Tree &/or Undeveloped Parcel Tree	$251 for 1st hour and hourly rate thereafter	$256 for 1st hour and hourly rate thereafter	Per permit	Fee	For dead, dying or dangerous trees fee may be waived. Replacement trees may required for each tree removed.
4	Street Tree	$123.00	$129.00	Per permit	Fee	This is the cost for both removal and planting of street trees
5	After the fact - Tree or Heritage Tree Removal Fine	$2,050.00	$2,137.00	Per tree	Penalty	$2,050 Maximum as determined by the Public Works Director
6	**Encroachment Permit Fees:**					
7	Minor work	$154.00	$161.00	Per project	Fee	7-1.03 - Permit for curb cut for driveway entrance or approach (Street Superintendent) 7-1.08 – Adjustment and variance from driveway standards (City Engineer) 7-3.02 – Street cut or excavation permits (Public Works) 7-4.02 - Temporary street obstruction permits 7-5.09 - Permits to construct sidewalk, walkway, and/or driveway from curb to property line (Public Works)
8	Major work (over $2,500)	4% value of project or as Determined by Public Works Director per Town Code	4% value of project or as Determined by Public Works Director per Town Code	Percentage	Fee	7-1.03 - Permit for curb cut for driveway entrance or approach 7-1.08 – Adjustment and variance from driveway standards 7-3.02 – Street cut or excavation permits 7-4.02 - Temporary street obstruction permits 7-5.09 - Permits to construct sidewalk, walkway, and/or driveway from curb to property line Major Work Fees vary depending on time to review and inspect during the course of the project

Public Works

Miscellaneous Items

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
9	Sidewalks/Driveways - new & repair; debris or storage box	$106.00	$111.00	Per project	Fee	
10	Revocable Encroachment Permit for structures in town right-of-way	$315.00	$329.00	Per project	Fee	
11	Revocable Encroachment Permit for temporary use of town right-of-way (restaurant outdoor seating)	$133.00	$139.00	Per project	Fee	7-5.11-permit for amilbox inright of way
12	Plan Check-when applicable	Hourly Staff Rate	Hourly Staff Rate	Per hour	Fee	Rate depends on actual Staff rate
13	**Fence Permit Fees:**					
14	Fences within setbacks abutting street	$99.00	$104.00	Per project	Fee	
15	Stop Work Fee for working without a permit	Up to 3 times value of Public Works Permit Fee	Up to 3 times value of Public Works Permit Fee	Per project	Penalty	Determined by the Public Works Director. 0-3 times based on stop work circumstances. If unpermitted work is identified by the Town and the owner addresses issues promptly, fee may be waived or 1 times the permit fee. However, if unpermitted work is not addressed and owner is uncooperative, fee may be up to 3 times the permit fee.
16	Plan Check-when applicable	$141.00	$147.00	Per hour	Fee	
17	**Grading Permit Fees: UBC Appendix Chapter 33 Table A-33B**					
18	100cy or less	$118.00	$123.00	100 cy or less	Fee	
19	101cy to 1,000cy	$118.00	$123.00	First 100 cy	Fee	Plus $17.85 for each add'l 100 cy
20	1,001cy to 10,000cy	$365.00	$381.00	First 1,000 cy	Fee	Plus $14.80 for each add'l 1,000cy
21	10,001cy to 100,000cy	$365.00	$381.00	First 10,000 cy	Fee	Plus $67.50 for each add'l 10,000cy
22	100,001 and above	$1,218.00	$1,270.00	First 100,000 cy	Fee	Plus $37.00 for each add'l 100,000cy
23	**Grading Plan Review Fees: UBC Appendix Chapter 33 Table A-33A**					
24	100cy or less	$118.00	$123.00	100 cy or less	Fee	
25	101cy to 1,000cy	$236.00	$246.00	First 100 cy	Fee	
26	1,001cy to 10,000cy	$315.00	$329.00	First 1,000 cy	Fee	
27	10,001cy or more	$315.00	$329.00	First 10,000 cy	Fee	$25.00 each add'l 10,000cy
28	Grading permit fee for work without a permit	3 times value of Public Works Permit Fee	3 times value of Public Works Permit Fee	Per project	Penalty	$500 minimum- determined by PW Director
29	Water Wells - potable and landscape wells	$179.00	$187.00	Per well	Fee	
30	Grading Permit Extension Fee	$158.00	$165.00	Per permit	Fee	

Public Works

	Miscellaneous Items					
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
31	**Sidewalk Maintenance Program - Administration Fees**					
32	First $200	$47.00	$49.00		Fee	
33	$201 - $500	$46 plus 15% of amount over $200 ($100 Max)	$47 plus 15% of amount over $200 ($100 Max)		Fee	$100 Max
34	$501 - $1,500	$77 plus 10% of amount over $500 ($200 Max)	$79 plus 10% of amount over $500 ($200 Max)		Fee	$200 Max
35	Over $1,500	$179 plus 5% of amount over $1,500	$183 plus 5% of amount over $1,500		Fee	No Max
36	Arborist Site Visit and Arborist Report	$215.00	$225.00	Per hour	Fee	
37	Street Cut Inspection	$210.00	$219.00	Per hour	Fee	
38	Street Crew Cost (Red Curb Painting)	Fees Waived	Fees Waived	Per project	Fee	
39	Temporary Trailer Fee	Fees Waived	Fees Waived	Per Trailer	Fee	Permit for temporary trailers for habitation during construction and after disasters
40	Abandonment	$1,000 min + # hours of consultant time	$1,000 min + # hours of consultant time	Per hour	Fee	$1,000 minimum to be billed hourly
41	Penalty fee for After The Fact permits	3xpermit cost or $500 min. Determined by building official or DPW director	3xpermit cost or $500 min. Determined by building official or DPW director	Per project	Penalty	
42	DPW- RED TAG FEE	3xpermit cost or $500 min. Determined by building official or DPW director	3xpermit cost or $500 min. Determined by building official or DPW director	Per project	Penalty	

Public Works

Miscellaneous Items

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
43	Encroachment permit extension fee	$79.00	$83.00	Per project	Fee	
44	Charging Interest on Abatements	1% Monthly	1% Monthly	Per project	Fee	
45	Oversize Vehicle Permit - Single	$17.00	$18.00	Per trip	Fee	$92 - Annual
46	Street Light Shield	$262.00	$274.00	Per shield	Fee	
47	Stormwater Violation Fees	$100-1ST VIOLATION / $200-2ND / $500-3RD, 4TH, ETC	$100-1ST VIOLATION / $200-2ND / $500-3RD, 4TH, ETC	Per occurrence	Fee	
48	Block Party Fee	Fees Waived	Fees Waived	Per occurrence	Fee	
49	Extension Fee- For Permits Excluding Encroachment	$79.00	$83.00	Per project	Fee	
50	Reactivation Fee	$106.00	$111.00	Per project	Fee	
51	Flatwork Permit - Small/Medium less than 1000 sq ft	$106.00	$111.00	Per project	Fee	
52	Flatwork Permit - Large Over 1000 sq ft	$315.00	$329.00	Per project	Fee	
53	Floodplain Development Permit	$100 deposit + hourly	$100 deposit + hourly	Per hour	Fee	7-11.403 Special flood hazard area development permit 7-11.402 – Review of required certifications for floodplain Development permits: (1) Certification required by Section 7-11.501(c)(1) and Section 7-11.504 (lowest floor elevations); (2) Certification required by Section 7-11.501(c)(2) (elevation or floodproofing of nonresidential structures); (3) Certification required by Section 7-11.501(c)(3) (wet floodproofing standard); (4) Certification of elevation required by Section 7-11.503(a)(3) (subdivisions and other proposed development standards); (5) Certification required by Section 7-11.506(b) (floodway encroachments); (6) "NON-CONVERSION AGREEMENT FOR CONSTRUCTION WITHIN FLOOD HAZARD AREAS" recorded deed restriction, review by town attorney
54	Permit to place newsrack on public property	$100 deposit + hourly	$100 deposit + hourly	Per rack	Fee	
55	Frontage Improvement Fees	At Cost of Requirement	At Cost of Requirement	Per project	Fee or work in lieu of	Public Works reviews frontage improvement requirements based on the code requirements in the right of way related to ADA, drainage, emergency vehicle access etc.

Library

Miscellaneous Items

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	**Print Materials**					
2	Books lost or damaged beyond use	Actual Cost	Actual Cost		Fee	
3	Processing Fee	$5.00	$5.00	Per incident	Fee	
4	**Audio Visual Materials**					
5	A-V materials lost or damaged beyond use	$3.00 -$7.00	Actual Cost	Per Item	Fee	
6	**Inter-Library Loan Fees:**					
7	Link +	$1.00 ($15 Max)	$0.00	Per day	Fee	$115 Replacement
8	ILL - Other	$5.00	$5.00	Per request	Fee	Postage may apply
9	**Other Fees**					
10	Photocopies/Computer Printing Black and White	$0.20	$0.20	Per page	Fee	
11	Photocopies/Computer Printing Color	$0.75	$0.75	Per page	Fee	
12	Take & Make Kits, Memory Kits, lost or damaged beyond use	$0.00	Actual Cost	Per Item	Fee	$50 Fee if item is returned to other library
13	Museum Passes	$2.00 ($10 Max)	$0.00	Per day	Fee	

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	PreApplication Meeting - Non-commercial uses (Building)	Fee was on planning section	$210.00	Flat fee	Fee	Plus applicant pays $100 to Ross Valley Fire Department
2	PreApplication Meeting - Commercial Uses (Building)	$0.00	$0.00	Flat fee	Fee	
3	Fee for Building Permit Plan-Check	65% of permit fee-Building Valuation table will increase 2.5% for all base rates	65% of permit fee-Building Valuation table will increase 2.5% for all base rates	Percentage	Fee	Plan check beyond 2 submittals @ staff hr rate
4	Building Third Party Plan Check Fee (not including 3rd Party Fee)	No fee	50% of permit fee on top of 3rd Party costs	Percentage	Fee	This fee is in addition to the 3rd Party fee and covers internal plan check costs including assignment to 3rd party, review of 3rd party plan check, response to applicant, architect and engineering questions, etc.
5	Stop Work Fee for working without a permit; retroactive permit penalty fee	Up to 5 times value of Permit Fee; (Minimum $500)	Up to 5 times value of Permit Fee; (Minimum $500)	Per project	Penalty	Determined by the Department Director or Building Official. 0-5 times based on stop work circumstances. If work stops immediatley and the owner addresses issues promptly, the fee may be waived or 1-3 times the permit fee. However, if work continues and owner is uncooperative, fee may be up to 5 times the permit fee.
6	Energy Fees - projects affecting heated space	15% of Bldg Permit Fee	15% of Bldg Permit Fee	Percentage	Fee	
7	Code Compliance Fee	$301.00	$314.00	Per hour	Fee	
8	Plumbing Permit	15% of Bldg Permit fee or $154 if not associated w/other work	15% of Bldg Permit fee or $157 if not associated w/other work	Percentage	Fee	Fee waived for graywater projects
9	Electrical Permit	15% of Bldg Permit fee or $154 if not associated w/other work	15% of Bldg Permit fee or $157 if not associated w/other work	Percentage	Fee	Fee waived for local EV charging, roof top solar, and tankless water heater

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
10	Mechanical Permit	15% of Bldg Permit fee or $154 if not associated w/other work	15% of Bldg Permit fee or $157 if not associated w/other work	Percentage	Fee	
11	Demolition Permit	$236.00	$246.00	Per project	Fee	
12	Swimming Pool Permit	$626.00	$653.00	Per project	Fee	
13	Spa/Hot Tub Permit	$313.00	$327.00	Per project	Fee	
14	Photo-voltaic System Permit and EV charging	$190.00	$190.00	Per project	Fee	lose $30K-60K per year
15	Water Heater Replacement Permit	$136.00	$142.00	Per project	Fee	No longer Fee waived for Tankless Water Heater
16	Furnace Replacement Permit	$135.00	$141.00	Per project	Fee	
17	Re-Roof Permit Residential	$158.00	$165.00	Per project	Fee	Fee waived for Cool Roof Initiatives
18	Re-Roof Permit Commercial	Bldg Permit Fee	Bldg Permit Fee	Per project	Fee	Fee waived for Cool Roof Initiatives
19	Technology Fee	8.8% of Bldg Permit fees	8.8% of Bldg Permit fees	Percentage	Fee	
20	Training Fee	3% of Bldg Permit fee	3% of Bldg Permit fee	Percentage	Fee	
21	Permit Administrative Fee (change of owner, contractor, arch/engr.)	$38.00	$40.00	Per project	Fee	
22	Window replacement (not associated with other work)	$236.00	$246.00	Per project	Fee	
23	Minor Bathroom Remodel Permit Fee	$628.00	$655.00	Per project	Fee	OTC $15,000 max. value of project
24	Minor Kitchen Remodel Permit Fee	$842.00	$878.00	Per project	Fee	OTC $25,000 max. value of project
25	**Plan Checks:**					
26	Plumbing Plan Check	15% of Bldg Permit Fee or 65% of Plumbing Permit Fee	15% of Bldg Permit Fee or 65% of Plumbing Permit Fee	Percentage	Fee	If work not associated with Bldg Permit ($25 min) Fee waived for graywater projects
27	Electrical Plan Check	15% of Bldg Permit Fee or 25% of Electrical Permit Fee	15% of Bldg Permit Fee or 25% of Electrical Permit Fee	Percentage	Fee	If work not associated with Bldg Permit ($25 min)

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
28	Mechanical Plan Check	10% of Bldg Permit Fee or 65% of Mechanical Permit Fee	10% of Bldg Permit Fee or 65% of Mechanical Permit Fee	Percentage	Fee	If work not associated with Bldg Permit ($25 min)
29	Pool Plan Check	$445.00	$464.00	Per project	Fee	65% of Pool Permit fee
30	Spa/Hot Tub Plan Check	$204.00	$213.00	Per project	Fee	65% of Spa/Hot Tub
31	Plan Checks after 2 Plan Checks	Consultant Fee	Consultant Fee	Per hour	Fee	Consultant Fee
32	Plan Check for revisions after permit issued	$192.00	$201.00	Per hour	Fee	Time charged at hourly Building Official rate and an additional hour for each submittal. Minimum one hour per submittal.
33	**Staff Hourly Rate:**					
34	Building Official	$192.00	$201.00	Per hour	Fee	
35	Building Inspector	$139.00	$145.00	Per hour	Fee	
36	Street Bond	Determined by Public Works Director	Determined by Public Works Director	Per project	Bond	Reimbursable if no damage to street/public right of way
37	Gross Receipts Tax on all projects done by a contractor	$0.50	$0.50	Per $1,000 valuation	Fee	
38	Seismic Fee - State fee on all residential and commercial work	$0.10	$0.10	Per $1,000 valuation	Fee	
39	Green Building Fee	$1.00	$1.00	Per $25,000 valuation	Fee	
40	**Residential Resale Reports:**					
41	Single Family Residence	$315.00	$329.00	Per report	Fee	
42	Multi-Family Residences	$308 +$52 each add/t unit	$314 +$53 each add/t unit	Per report	Fee	
43	Failure To Obtain Report	1X Report Fee	1X Report Fee	Per report	Fee	
44	Watercourse Permit	$210.00	$219.00	Per project	Fee	Fee may be waived for emergency projects at the discretion of Public Works Director
45	Floodplain Development Permit	$106.00	$111.00	Per project	Fee	
46	Lot Line(Property Line Adjustment)	$1000 Deposit	$1000 Deposit	Per hour	Fee	25% administration plus hourly thereafter
47	Well Permit	$236.00	$246.00	Per project	Fee	

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
48	Reinstatement of Building Permit Fee	50% of bulding permit fee	50% of bulding permit fee	Per project	Fee	
49	Extension of Building Permit Fee	$106.00	$111.00	Per project	Fee	
50	Penalty fee for After The Fact permits	Up to 5 times value of Permit Fee; (Minimum $500)	Up to 5 times value of Permit Fee; (Minimum $500)	Per project	Fee	Determined by the Department Director or Building Offical. 0-5 times based on stop work circumstances. If unpermitted work is identified by the Town and the owner addresses issues promptly, the fee may be waived or 1-3 times the permit fee. However, if unpermitted work is not addressed and the owner is uncooperative, fee may be up to 5 times the permit fee.
51	Flood Gate Buidling Permits	Fees Waived	Fees Waived	Per project	Fee	
52	Admin Assistant II	$87.00	$91.00	Per hour	Fee	
53	Public Works Director	$244.00	$255.00	Per hour	Fee	
54	Assistant Public Works Director	$192.00	$201.00	Per hour	Fee	
55	Assistant Engineer	$120.00	$126.00	Per hour	Fee	
56	Maintenance Supervisor	$139.00	$145.00	Per hour	Fee	
57	Maintenance Worker I	$86.00	$90.00	Per hour	Fee	
58	Senior Maintenance Worker	$119.00	$124.00	Per hour	Fee	
59	Construction Inspector	$382.00	$399.00	Per hour	Fee	
60	Consultant	Consultant cost + 25%	Consultant cost + 25%	Per Hour	Fee	Plan check or review as required by outside consultant

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

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

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

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

Building Valuation Table
Current (All New Construction)

Minimum Value	Maximum Value	Base Rate	Plus $$	For every $1,000 and fraction thereof
0.00	0.00	0.00	0.00	0.00
1.00	3,999.00	130.35	0.00	0.00
4,000.00	24,999.00	130.35	15.42	1,000.00
25,000.00	49,999.00	470.05	11.27	1,000.00
50,000.00	99,999.00	746.40	7.98	1,000.00
100,000.00	499,999.00	1,137.45	6.49	1,000.00
500,000.00	999,999.00	3,681.93	5.58	1,000.00
1,000,000.00	and above	6,429.75	4.41	1,000.00

Building Valuation Table
Proposed (All New Construction)

Minimum Value	Maximum Value	Base Rate	Plus $$	For every $1,000 and fraction thereof
0.00	0.00	0.00	0.00	0.00
1.00	3,999.00	135.82	0.00	0.00
4,000.00	24,999.00	135.82	16.07	1,000.00
25,000.00	49,999.00	489.79	11.74	1,000.00
50,000.00	99,999.00	777.75	8.31	1,000.00
100,000.00	499,999.00	1,185.22	6.76	1,000.00
500,000.00	999,999.00	3,836.57	5.81	1,000.00
1,000,000.00	and above	6,699.80	4.59	1,000.00

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Planning Commission Action Applications: Annexation	$10,455.00	$10,895.00	Per application	Deposit	Plus 25% overhead on consultant costs
2	Planning Commission Action Applications: General Plan Amendment	$3,967.00	$4,134.00	Flat fee	Fee	
3	Planning Commission Action Applications: Rezoning	$3,967.00	$4,134.00	Flat fee	Fee	
4	Planning Commission First Application/Hearing (For applications with a Planning Commission hearing such as Conditional Use Permit, Variance, Subdividision, Parcel Map, Lot Line Adjustment, Exceptions, Illuminated Sign, FAR Exception, Demolition Permit, Grading Permits, Sign Program, move building). Includes review of one plan revision.	$2,178.13	$2,750.00	Flat fee	Fee	
5	Each additional application	$136.00	$142.00	Flat fee	Fee	
6	Minor Exception - Administrative	$234.00	$244.00	Flat fee	Fee	
7	Lot Merger - Administrative	$320.00	$334.00	Flat fee	Fee	
8	Residential Design Review - Planning Director	$955.00	$996.00	Flat Fee	Fee	
9	Commercial Design Review - Planning Director	$955.00	$996.00	Flat fee	Fee	
10	Administrative Sign Review, conforming	$50.00	$53.00	Flat fee	Fee	
11	Certificates of Compliance	$2,550.00	$2,658.00	Per certification	Deposit	Plus 25% overhead on consultant costs
12	Initial Study & Negative Declarations (for first 16 hours of staff time In-House)	$6,120.00	$6,378.00	Flat fee	Fee	Plus 25% overhead on consultant costs
13	Environmental Impact Reports	Consultant cost + 25%	Consultant cost + 25%	Flat fee	Fee	
14	Peer Reviews	Consultant cost + 25%	Consultant cost + 25%	N/A	Fee	

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
15	Hourly Fee Planner	$136.00	$136.00	Per hour	Fee	
16	Hourly Fee Director	$174.00	$174.00	Per hour	Fee	New
17	Development Standards	No charge	No charge			
18	General Plan maintenance	4% of Building Permit fees	4% of Building Permit fees	Percentage	Fee	
19	Training fee	5% of application fees	5% of application fees	Percentage	Fee	
20	Photocopies, per page (State requirement documents are charged per State Mandate)	$0.20	$0.20	Per copy	Fee	
21	Review of R-1-H Precise Development Plan (PC) SAMC Sec. 10-3.1105	$3,686.00	$3,841.00	Flat fee	Fee	
22	Signs which are part of a project necessitating design review by the Planning Commission SAMC Sec. 10-9.409	$136.00	$142.00	Flat fee	Fee	
23	Planning Director requests for reasonable accommodation SAMC Sec. 10-10.03	$456.00	$476.00	Flat fee	Fee	
24	Second or Additional Public Hearing	$1,815.00	$1,892.00	Flat fee	Fee	
25	Zoning ordinance amendment SAMC Sec. 10-3.803	$10,455.00	$10,895.00	Per application	Deposit	plus 25% overhead on any consultant costs
26	Preliminary or Specific Planned Development District SAMC Sec. 10-3.904	$4,292.00	$4,473.00	Flat fee	Fee	
27	Final Map (if dedications are involved) SAMC Sec. 10-2.603	$5,228.00	$5,448.00	Per application	Deposit	plus 25% overhead for consultant costs
28	R-1-H Development Plan Meeting with Open Space Committee SAMC Sec. 10-3.1102	$1,123.00	$1,171.00	Flat fee	Fee	

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
29	Tentative parcel and tract map and final parcel and tract maps – Planning Director SAMC Sec. 10-3.1201	$418.00	$436.00	Flat fee	Fee	Plus $2,000 deposit to cover consultant and 25% overhead
30	Condtional Use Permit Planning Director SAMC Sec. 10-3.1303	$955.00	$996.00	Flat fee	Fee	
31	Notice of public hearing - publication in newspaper SAMC Sec. 10-3.1602	$174.00	$182.00	Flat fee	Fee	Plus cost of publication
32	Renewal of a discretionary action SAMC Sec. 10-3.1608	$136.00	$142.00	Per extension request	Fee	
33	Applications and determinations of unmergers (Public Works or Council) SAMC Sec. 10-3.273	$2,091.00	$2,179.00	Per application	Deposit	
34	Application for expanded telecommunication facilities Administrative	$1,498.00	$1,561.00	Per facility	Fee	plus $10,000 deposit to cover consultant cost plus 25%
35	Application for design review/use permit for telecommunication facilities (Planning Commission)	$2,750.00	$2,750.00	Per facility	Fee	plus $10,000 deposit to cover consultant cost plus 25%
36	Application for density bonus SAMC Sec. 10-11.050 Administrative	$931.00	$971.00	Flat fee	Fee	
37	Remove deed restriction - Administrative	$348.00	$363.00	Flat fee	Fee	Plus any notary and recording costs
38	Residential chicken-keeping permit SAMC Sec. 5-1.05	$0.00	$0.00	Flat fee	Fee	
39	PreApplication Meeting - Non-commercial uses (Planning)	$105.00	$105.00	Flat fee	Fee	Plus applicant pays $100 to Ross Valley Fire Department
40	Review of Home Occupation Application	$0.00	$0.00	Flat fee	Fee	
41	Review of Use Proposal or Business License Application	$0.00	$0.00	Flat fee	Fee	
42	Penalty for work without a permit	1x Application Fee	1x Application Fee	Per application	Penalty	
43	Remove deed restriction to allow a second unit	$0.00	$0.00	Flat fee	Fee	Plus any notary and recording costs

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
44	PreApplication Meeting - Commercial Uses	$0.00	$0.00	Flat fee	Fee	
45	Lot Line Adjustment - Planning Director	$800.00	$800.00	Flat fee	Fee	
46	Administrative Design Review - No Notice	$50.00	$53.00	Flat fee	Fee	
47	Streamlined Review under Ca.Govt. Code Sec. 65913.4 (SB 35)	$5,000.00	$5,000.00	Per application	Deposit	New
48	Change of Address (property owner request)	$200.00	$200.00	Flat fee	Fee	New
49	Planning Commission Use Permit for exceptions to create new Accessory Dwelling Unit	$1,500.00	$1,500.00	Flat fee	Fee	New

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

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

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

Recreation

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	**Administrative Rates**					
2	Administrative Registration Fee	$10.00	$10.00	Per class	Fee	
3	Cancelation Fee	$25.00	$25.00	Per class	Fee	New
4	Security deposit	$266.00	$278.00	Per occurrence	Deposit	
5	**Tennis Key Fees:**					
6	Resident (R): Full Year	$37.00	$39.00	Per year	Fee	
7	Resident (R): Jul-Dec	$27.00	$29.00	Every six months	Fee	
8	Non-Resident (NR): Full Year	$89.00	$93.00	Per year	Fee	
9	Non-Resident (NR): Jul-Dec	$58.00	$61.00	Every six months	Fee	
10	Commercial Dog Walker Permit (Annual)	$111.00	$116.00	Per year	Fee	
11	**Sign Fees**					
12	Hub Sign	$111.00	$116.00	Per week	Fee	
13	Tunstead Street Banner	$262.00	$274.00	Per week	Fee	
14	Sir Francis Drake Street Banner	$340.00	$355.00	Per week	Fee	
15	**Facility Rental Fees - Picnic & Park Areas 3 Hour Minimum**					
16	Memorial Park - Small Picnic Area - R	$30.00	$32.00	Per hour	Fee	
17	Memorial Park - Small Picnic Area -NR	$32.00	$34.00	Per hour	Fee	
18	Memorial Park - Large Picnic Area - R	$40.00	$42.00	Per hour	Fee	
19	Memorial Park - Large Picnic Area - NR	$45.00	$47.00	Per hour	Fee	
20	Memorial Park - Large Picnic Area - Inflatable Jumper Fee	$42.00	$44.00	Per hour	Fee	
21	Robson Park - Upper Picnic Area - R	$30.00	$32.00	Per hour	Fee	
22	Robson Park - Upper Picnic Area - NR	$37.00	$39.00	Per hour	Fee	
23	Robson Park - Lower Picnic Area - R	$35.00	$37.00	Per hour	Fee	
24	Robson Park - Lower Picnic Area - NR	$47.00	$49.00	Per hour	Fee	
25	Creek Park Picnic Area - R	$40.00	$42.00	Per hour	Fee	
26	Creek Park Picnic Area - NR	$50.00	$53.00	Per hour	Fee	
27	Elders Garden - R	$17.00	$18.00	Per hour	Fee	
28	Elders Garden - NR	$22.00	$23.00	Per hour	Fee	
29	Creek Park Amphitheatre -Resident	NA	NA	Per hour	Fee	
30	Creek Park Amphitheatre - Non-Resident	NA	NA	Per hour	Fee	

Recreation

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
31	**Athletic Field Rental Fees - 2 Hour Minimum Rental**					
32	**Memorial Park - Single Baseball Field**					
32	Group A	$41.00	$43.00	Per hour	Fee	Non-Profit organizations, school related groups, community organizations that charge a nominal fee to cover their expenses (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)
33	Group B	$62.00	$65.00	Per hour	Fee	Private individuals, non-profit fundraising activities
34	Group C	$82.00	$86.00	Per hour	Fee	Commercial, for profit groups
35	**Indoor Facilities**					
36	ICC Kitchen, Lower Classrooms (2 hr min.) Resident	$29.00	$31.00	Per hour	Fee	
37	ICC Kitchen, Lower Classrooms (2 hr min.) Non-Resident	$39.00	$41.00	Per hour	Fee	
38	ICC Vista Room, (2 hr min.) Resident	$34.00	$36.00	Per hour	Fee	
39	ICC Vista Room, (2 hr min.) Non- Resident	$49.00	$52.00	Per hour	Fee	
40	**Robson Harrington Meeting Room - Weekdays (2 hr min.)**					
41	Group A	$32.00	$34.00	Per hour	Fee	Non-Profit organizations, school related groups, community organizations (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)
42	Group B	$37.00	$39.00	Per hour	Fee	Private individuals, non-profit fundraising activities
43	Group C	$47.00	$49.00	Per hour	Fee	Commercial, for profit groups
44	**Robson Harrington Weekend Rental - First Floor (4 hr min.)**					
45	Group A	$79.00	$83.00	Per hour	Fee	Non-Profit organizations, school related groups, community organizations (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)
46	Group B	$84.00	$88.00	Per hour	Fee	Private individuals, non-profit fundraising activities
47	Group C	$99.00	$104.00	Per hour	Fee	Commercial, for profit groups

Police

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Merchant Parking Permits	$25.00	$25.00	Per year	Fee	
2	Overnight Parking Permits	$50.00	$50.00	Per year	Fee	
3	Vehicle Impound Release	$100.00	$100.00	Per incident	Fee	
4	Clearance/Citizen Letter	$20.00	$20.00	Per request	Fee	
5	Report Copy fee	$10.00	$10.00	Per report	Fee	
6	Fingerprinting "rolling" fee	$20.00	$20.00	Per event	Fee	
7	**Violations:**					
8	Sign Retrieval	$25.00	$25.00	Per violation	Penalty	
9	Parked without permit	$40.00	$40.00	Per violation	Penalty	
10	Parked contrary to signs & markings	$40.00	$40.00	Per violation	Penalty	
11	Improperly parked in marked space	$40.00	$40.00	Per violation	Penalty	
12	No Parking/Stopping Red Zone	$55.00	$55.00	Per violation	Penalty	
13	No Parking Yellow/Green/White	$40.00	$40.00	Per violation	Penalty	
14	Failure to Curb Wheels on 3% Grade	$40.00	$40.00	Per violation	Penalty	
15	Parked in Excess of 72 Hours	$155.00	$155.00	Per violation	Penalty	
16	Parked in Excess of 2 Hours	$40.00	$40.00	Per violation	Penalty	
17	Restricted Parking Only	$40.00	$40.00	Per violation	Penalty	
18	Night Parking - 30 minute Limit 2AM-6AM	$24.00	$24.00	Per violation	Penalty	
19	Posted No Parking	$40.00	$40.00	Per violation	Penalty	
20	Parked without 12' clearance	$55.00	$55.00	Per violation	Penalty	
21	No Parking on Private Property without consent	$40.00	$40.00	Per violation	Penalty	
22	Expired Meter	$40.00	$40.00	Per violation	Penalty	
23	No Parking on Crosswalk	$40.00	$40.00	Per violation	Penalty	
24	No Parking Blocking Driveway	$40.00	$40.00	Per violation	Penalty	
25	No Parking on Sidewalk	$40.00	$40.00	Per violation	Penalty	
26	No Parking Wheelchair Ramp Access	$290.00	$290.00	Per violation	Penalty	
27	No Parking/Stopping in Fire Lane/Road	$40.00	$40.00	Per violation	Penalty	
28	Parked in excess of 18" from curb	$40.00	$40.00	Per violation	Penalty	
29	Blue Zone - Handicapped Only	$290.00	$290.00	Per violation	Penalty	
30	No Parking within 15' of Fire Hydrant	$40.00	$40.00	Per violation	Penalty	
31	Parked on school grounds for sale	$33.00	$33.00	Per violation	Penalty	
32	Parked in intersection, crosswalk, sidewalk, in front of a driveway, more than 18" from the curb or facing the wrong way	$40.00	$40.00	Per violation	Penalty	
33	Double parked	$40.00	$40.00	Per violation	Penalty	
34	Overtime parking, illegally parked on school grounds, vehicle parked for sale on street, illegally parked, posted vehicle for sale and loading zone	$40.00	$40.00	Per violation	Penalty	
35	Tow Away Zone	$50.00	$50.00	Per violation	Penalty	
36	Expired tabs	$84.00	$84.00	Per violation	Penalty	

Police

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
37	Vehicle for sale on street	$111.00	$111.00	Per violation	Penalty	
38	Parked on parkway	$111.00	$111.00	Per violation	Penalty	
39	Abandoned vehicle	$278.00	$278.00	Per violation	Penalty	
40	Parked in area for handicapped	$290.00	$290.00	Per violation	Penalty	
41	Blocking handicapped access ramp	$290.00	$290.00	Per violation	Penalty	
42	Handicapped parking	$290.00	$290.00	Per violation	Penalty	
43	Disabled crosshatch markings	$290.00	$290.00	Per violation	Penalty	
44	Parked in restricted EV charging spaces and Town's on- and off-street parking facilites	$40.00	$40.00	Per violation	Penalty	
45	**OVERSIZED VEHICLE FEES:**					
46	Single trip permit	$16.00	$16.00	Per trip	Regulated	
47	Repetitive trip permit	$16.00	$16.00	Per trip	Regulated	max $90 for 6 mo period
48	Annual trip permit	$16.00	$16.00	Per trip	Regulated	max of $90 for 1 yr period
49	Oversized Vehicle Escort Fee	$216.12	$220.00	Per trip	Fee	

Town of San Anselmo - User Fee

Fully Burdened Hourly Rate

Department	Position	Fully Burdened Hourly Rate	Fully Burdened Hourly Rate
	Position Rates	**Current**	**Proposed**
01: ADMINISTRATION	Admin - Accounting and Benefits Technician	91.00	95.00
01: ADMINISTRATION	Admin - Administrative Services Technician	71.00	74.00
01: ADMINISTRATION	Admin - Finance/Administration Services Director	142.00	148.00
01: ADMINISTRATION	Admin - Senior Accountant/Financial Supervisor	101.00	106.00
01: ADMINISTRATION	Admin - Town Clerk	70.00	73.00
01: ADMINISTRATION	Admin - Town Manager	164.00	171.00
01: LIBRARY	Library - Lead Library Assistant	89.00	93.00
01: LIBRARY	Library - Librarian I	93.00	97.00
01: LIBRARY	Library - Library Assistant	84.00	88.00
01: LIBRARY	Library - Town Librarian	195.00	204.00
01: PLANNING	Planning - Assistant Planner	98.00	103.00
01: PLANNING	Planning - Planning Director	174.00	182.00
01: PUBLIC WORKS	PW - Administrative Assistant II	87.00	91.00
01: PUBLIC WORKS	PW - Assistant Engineer	120.00	126.00
01: PUBLIC WORKS	PW - Assistant Public Works Director	192.00	201.00
01: PUBLIC WORKS	PW - Building Inspector	139.00	145.00
01: PUBLIC WORKS	PW - Building Official	192.00	201.00
01: PUBLIC WORKS	PW - Maintenance Supervisor	139.00	145.00
01: PUBLIC WORKS	PW - Maintenance Worker I	86.00	90.00
01: PUBLIC WORKS	PW - Maintenance Worker II	106.00	111.00
01: PUBLIC WORKS	PW -Project Coordinator	120.00	126.00
01: PUBLIC WORKS	PW - Public Works Director	244.00	255.00
01: PUBLIC WORKS	PW - Senior Maintenance Worker	119.00	124.00
01: RECREATION	Rec - Administrative Assistant II	83.00	87.00
01: RECREATION	Rec - Community Services Director	133.00	139.00
19: ROAD MAINTENANCE FUND	Fund 19 - Assistant Public Works Director	192.00	201.00
21: RECREATION	Fund 21 - Recreation Coordinator I	123.00	129.00
21: RECREATION	Fund 21 - Recreation Coordinator II	131.00	137.00
21: RECREATION	Fund 21 - Recreation Supervisor	135.00	141.00
27: LIBRARY TAX FUND	Fund 27 - Lead Library Assistant	86.00	90.00
27: LIBRARY TAX FUND	Fund 27 - Librarian II	110.00	115.00
27: LIBRARY TAX FUND	Fund 27 - Library Assistant	93.00	97.00
31: ISABEL COOK COMMUNITY CENTER	Fund 31 - Maintenance Supervisor	426.00	444.00
34: ROBSON HOUSE	Fund 34 - Maintenance Supervisor	240.00	251.00

TOWN OF SAN ANSELMO



User Fee Study Report

October 2018

WILLDAN
FINANCIAL SERVICES

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Executive Summary

The Town of San Anselmo engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the Town to support the various activities for which the Town charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identifies 100% full cost recovery for Town services and the recommended level of recovery as determined through discussion with departmental staff.

The reality of the local government fee environment is that significant increases to achieve 100% cost recovery can often not be feasible, desirable, or appropriate depending on policy direction —particularly in a single year. The recommended fees identified herein are either at or less than full cost recovery.

User Fee Background

Background

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole. As cities struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefit. Unlike most revenue sources, cities have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, and the California Code of Regulations. The Code also requires that the Town Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee.

California User Fee History

Before Proposition 13, California cities were less concerned with potential subsidies and recovering the cost of their services from individual fee payers. In times of fiscal shortages, cities simply raised property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote in order to enact or increase taxes. Since the public continues to resist efforts to raise local government taxes, cities have little control and very few successful options for new revenues. Compounding this limitation, the State of California took a series of actions in the 1990's and 2000's to improve the State's fiscal situation—at the expense of local governments. As an example, in 2004-05, the Educational Revenue Augmentation Funds ("ERAF") take-away of property taxes and the reduction of Vehicle License Fees have severely reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the "Stop Hidden Taxes Initiative", which is aimed at defining "regulatory fees" as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person's activities. Proposition 26 contains seven categories of exceptions. The vast majority of fees that cities would seek to adopt will most likely fall into one or more of these exemptions.

Additional Policy Considerations

The recent trend for municipalities is to update their fee schedules to reflect the actual costs of certain public services primarily benefitting users. User Fees recover costs associated with the provision of specific services benefiting the user, thereby reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover support costs. Support costs are those costs relating to a local government's central service departments that are properly allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the Cost Allocation Plan. This plan was developed prior to the User Fee study to determine the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the Town include an inflationary factor in the resolution adopting the fee schedule to allow the Town Council, by resolution, to annually increase or decrease the fees.

The Town may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a Town's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can be suitable if there is a clear method, or current practice of obtaining said factor.

Each Town should use an inflator that they believe works the best for their specific situation and needs. It is also recommended that the Town perform this internal review annually with a comprehensive review of services and fees performed every three to five years, which would include adding or removing fees for any new or eliminated programs/services.

Study Objective

As the Town of San Anselmo seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. These tools provide assurance that the Town has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the Town administration and its constituency. Given the limitations on raising revenue in local government, the Town recognizes that a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing Town services, including direct salaries and benefits of Town staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the Town to provide each service; however, each fee is set at the Town's discretion, up to 100% of the total cost, as specified in this report.

The principle goal of the study was to help the Town determine the full cost of the services that the Town provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Enhancing fairness and equity
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with Town policies and goals

The study results will help the Town better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the Town.

Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following San Anselmo departments and fee groups:

- Finance & Administration
- Public Works
- Library
- Building
- Planning
- Recreation

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

Aim of the Report

The User Fee Study focused on the cost of Town services, as Town staff currently provides them at existing, known, or reasonably anticipated service and staff levels. This report provides a summary of the study results, and a general description of the approach and methods Willdan and Town staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide influential dissertation on the qualities of the utilized tools, techniques, or other approaches.

Project Approach and Methodology

Conceptual Approach

The basic concept of a User Fee Study is to determine the "reasonable cost" of each service provided by the Town for which it charges a user fee. The full cost of providing a service may not necessarily become the Town's fee, but it serves as the objective basis as to the maximum amount that may be collected.

The standard fee limitation established in California law for property-related (non-discretionary) fees is the "estimated, reasonable cost" principle. In order to maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data.

Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for Town personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits, but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

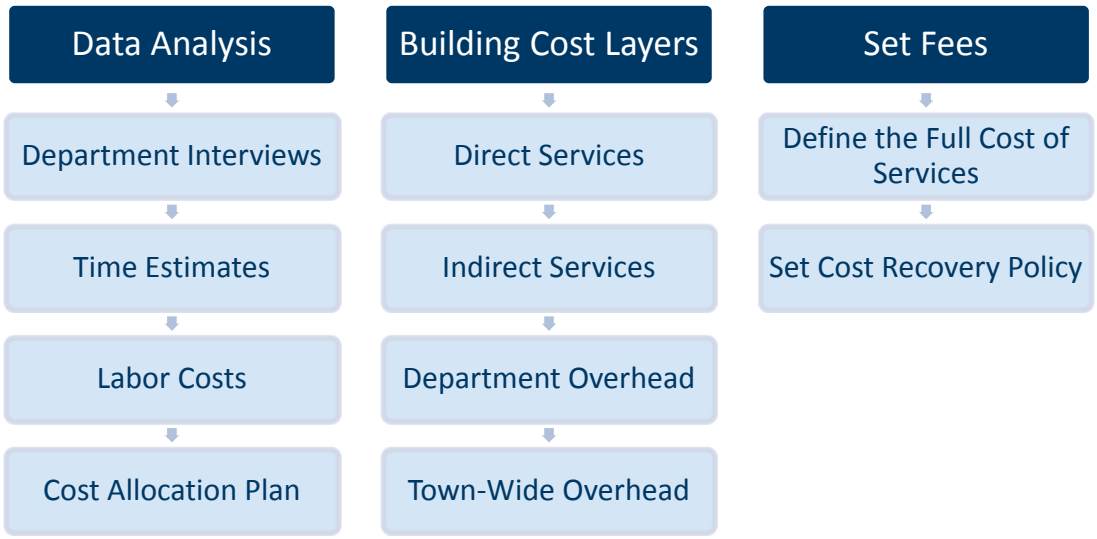
- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Internal Service Costs charged to each department
- Indirect Town-wide overhead costs calculated through the Cost Allocation Plan

An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to account for calculated or anticipated hours' employees are involved in non-billable activities such as paid vacation, sick leave, emergency leave, holidays, and other considerations as necessary. Dividing the full cost by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate, to calculate a fees' cost based on the personnel and the amount of their time that is involved in providing each service.

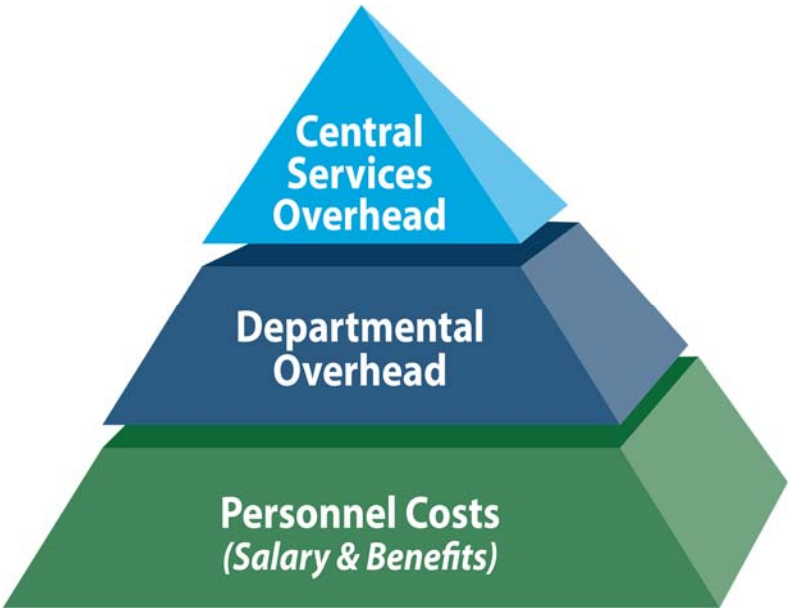
Summary Steps of the Study

The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following list provides a summary of the study process steps:



Allowable Costs

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service ***(Appendix A)***. Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the Town's central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:



- ***Direct Labor (Personnel Costs):*** The costs related to staff salaries for time spent directly on fee-related services.
- ***Departmental Overhead:*** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- ***Central Services Overhead:*** These costs, detailed in the Town's Cost Allocation Plan, represent services provided by those Central Services Departments whose primary function is to support other Town departments.

Methodology

The three methods of analysis for calculating fees used in this report are the:

Case Study Method (Standard Unit Cost Build-Up Approach): This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when Town staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with Town staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Programmatic Approach: In some instances, the underlying data is not available or varies widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit the programs' needs and goals. Typical programmatic approach cases are facility use fees, penalties, and instances where a program cost is divided over the user base to obtain a per applicant cost for shared cost services.

Valuation Based Fees: This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for Town staff to complete the service provided. More specifically, this approach is commonly used for certain User Fees in the Building Division. It is generally accepted that as a project's size scales up, the cost of the project increases, and the amount of effort needed to review and inspect also increases. Using a valuation-based fees provides for a system that can adjust as project sizes scale. Land is not included in the valuation.

Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable Town staff
- Clear instructions and guidance to Town staff
- Reasonableness tests and validation
- Normalcy/expectation ranges
- FTE balancing
- Internal and external reviews
- Cross-checking

Reasons for cost increases/decreases over current fees

Within the fee tables in ***Appendix C***, the differences identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:

- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
- Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated
- Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
- Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study
    - Departmental overhead and administration costs
    - Indirect overhead from the Cost Allocation Plan
- Changes in processes and procedures within a department, or the Town as a whole

Town Staff Contributions

As part of the study process, Willdan received tremendous support and cooperation from Town staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Frequency and current fee levels
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments—on top of their existing workloads and competing priorities. The contributions from Town staff were critical to this study. We would like to express our appreciation to the Town and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.

San Anselmo User Fees

Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in ***Appendix C***. Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were predominately determined by Willdan and Town Staff through a time and materials survey conducted for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The Town's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time and materials survey used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The principle goal of this study was to identify the cost of Town services, to provide information to help the Town make informed decisions regarding the actual fee levels and charges. The responsibility to determine the final fee levels is a complicated task. Town staff must consider many issues in formulating recommendations, and the Town Council must consider those same issues and more in making the final decisions.

Town staff assumes the responsibility to develop specific fee level recommendations to present to the Town Council. Unfortunately, there are no hard and fast rules to guide the Town, since many of the considerations are based on the unique characteristics of the Town of San Anselmo, and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

Subsidization

Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) whom receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, many services fall into the range between these two extremes. The graphic on the following page illustrates the potential decision basis.

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the Town.

It is recommended the Town consider such factors during its deliberations regarding appropriate fee levels.

Of course, subsidization can be an effective public policy tool, since it can be used to reduce fees to encourage certain activities (such as compliance inspections to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can

be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without burdensome costs.

Despite the intent, it is important for the Town and public to understand that subsidies must be covered by another revenue source, such as the General Fund. Therefore, the general taxpayer will potentially help to fund private benefits, and/or other Town services will not receive funds that are otherwise directed to cover subsidies.

Impact on Demand (Elasticity)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be a desirable effect to the Town. However, the level of the fees that would cause demand changes is largely unknown. The Cost of Service Study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the Town should consider the potential impacts of these issues when deciding on fee levels.

Summary

If the Town's principal goal of this study were to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in this study. However, we understand that revenue enhancement is not the only goal of a cost of service study, and sometimes full-cost recovery is not needed, desired, or appropriate. Other Town and departmental goals, Town Council priorities, policy initiatives, past experience, implementation issues, and other internal and external factors may influence staff recommendations and Town Council decisions. In this case, the proper identification of additional services (new or existing services) and creation of a consistent and comprehensive fee schedule was the primary objective of this study. Town staff has reviewed the full costs and identified the "recommended fee levels" for consideration by Town Council. The attached appendices exhibit these unit fees individually.

The preceding sections provide background for each department or division and the results of this study's analysis of their fees. For the full list of each fee's analysis, refer to ***Appendix C*** of this report.

Finance & Administration

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.

Analysis

Willdan individually reviewed the services associated with the Finance and Administration Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services listed for Finance are primarily Business Licenses which were not analyzed as a part of this study. The analysis of the remaining Finance and Administration services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. It is recommended that the Town set Finance and Administration fees at or near 100% cost recovery for most fees as detailed in ***Appendix C*** as the analysis found that all current fees were at or below the full cost of providing service. As a result, 2 fees would increase, 53 fees would remain at their current levels (49 of which are Business License fees), and 3 new fees will be added. The average fee increase for Finance and Administration would be 17%.

Public Works

The Engineering staff is responsible for administering public works projects, providing cost-effective engineering management of Town infrastructure within budget limits, delivery of accurate, reliable and timely plan/permit review and inspection services as required by the Building Code in accordance with the expectations of the Town Council and the community. The Street and Park Maintenance division of the Public Works Department is responsible for the routine maintenance of Town streets, median islands, parking lots, storm drains and seasonal creek clearings, emergency response in storms, 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, Robson-Harrington Park and Grounds and Faude Park) and for the maintenance and upkeep of the landscaped areas surrounding Town facilities. Street and Park Maintenance is 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. Included in this enhancement are reduction of fire fuel and improvement of accessibility for disabled persons in Town parks and public gathering areas.

Analysis

Willdan individually reviewed the services and programs associated with the Public Works Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in Public Works relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine whether the current fee is recovering the costs associated with the requested service. The analysis showed that current services are being provided well below the cost of providing them. Suggested fee levels were determined to increase cost recovery while mitigating fee increase impact on demand. Due to the suggested fee levels in ***Appendix C***, the average fee level increase would be 35%, and the proposed subsidy levels are also detailed per service. There would be an increase to 20 fees, decrease to 1 fee, 9 fees would remain as currently set, and 16 new fees would also be added.

Library

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

Analysis

Willdan individually reviewed the services and programs associated with the Library. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services included in Library are a mixture of fines and user fees. The fines are set to deter the listed activities, and the analysis of the user fees relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. 2 fees are proposed to increase, 4 fees to decrease, 11 fees to stay at their current levels, and 1 new fee would be added as detailed in ***Appendix C***. Remaining subsidy levels for user fee services are shown as well.

Building

The Building Department is responsible for enforcing the California construction and energy codes by reviewing building plans and issuing construction permits for any construction and demolition that takes place within the Town. Most projects require a permit of some kind. This is necessary to ensure that all buildings meet the minimum standards to protect their occupants and neighbors. The Building Department is also responsible for the issuance of a residential record (resale) report before the sale of any house. Town ordinance requires a records report and site inspection prior to the sale of any residence.

Analysis

Willdan individually reviewed the services and programs associated with the Building Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Building relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for Town Central Services. The analysis found that current services are being provided well below the cost of providing them. It is recommended that the Town set Building services at the levels detailed in ***Appendix C***, with average fee cost recovery levels being at around 40%. As a result, there would be an increase to 19 fees, 17 fees would remain as currently set and 17 new fees will be added as detailed in ***Appendix C***.

In addition to the above referenced fees listed under Building, the Building Permit fees are also provided by this division. For the Building Permit fees, valuation is used as a proxy for measuring the amount of effort needed to provide services on a case by case basis. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, more time and effort that is required to provide the service. Project valuation also follows that trend, and so by using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future trends, current cost recovery along with variability in charges due to project type and scale is determined. The result of the cost analysis completed for the Building Permit program found that the program is currently operating at 98.3% cost recovery. It is suggested that the fees be increased to raise cost recovery to 100%, which would result in a 1.7% increase.

Planning

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

Analysis

Willdan individually reviewed the services and programs associated with the Planning Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Planning Services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. Many fees also contain a deposit aspect to allow for more precise accounting of costs on a project by project basis. This fee format allows for the establishment of flat fee amounts for aspects of services that do not vary greatly and utilizes deposits for service aspects that do vary. The analysis found that there are services whose current fees are currently set above and below the full cost of providing service. It is recommended that the Town set most Planning Services fees at or near 100% cost recovery for most fees as detailed in ***Appendix C***, with some specific fees set to retain subsidies. As a result, there would be an increase to 22 fees, a decrease to 5 fees, 2 fees would remain as currently set, and 27 new fees would be added.

Recreation

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

Analysis

Willdan individually reviewed the services and programs associated with the Recreation Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of most Recreation programs encompassed facility rentals, park rentals, tennis rentals, and other recreation services. The fee for use for government owned facilities and property can be set discretionally by the Town. The cost of acquisition, maintenance, repair, and upgrade to the Town and subsequently the community is offset through rental or use fees. As such these fees should be set using the knowledge of activity use for the facilities, policy desires of the Town, and market factors when desirable. It is generally accepted that some Recreation programs provide a measure of public benefit to the residents and Town as a whole. In addition, cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions. It is recommended that the Town would increase 38 of the existing fees, a decrease of 2 fees, and 4 fees would remain the same for an average fee change of 1% as detailed in ***Appendix C.***

Police

The Twin Cities Police Authority is administered under a joint powers authority to provide police services to San Anselmo, Corte Madera and Larkspur. The agency is governed by the Police Council, comprised of two members from each of the City/Town Councils of San Anselmo, Corte Madera and Larkspur.

Analysis

The fees listed under Police are primarily penalties meant to deter undesirable activities. The Town has suggested no change in fees as detailed in ***Appendix C.***

Appendix A – Total Allowable Cost to be Recovered

Below are the total allowable costs that may be recovered through User Fees; however, only a percentage of the total allowable cost is realized as staff not only works on services related to User Fees, but also works on an array of other Town functions during the operational hours of the Town. The amounts listed below will not reconcile to Town budgets as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, contract costs, and any other costs that is charged directly to the service requestor.

Town of San Anselmo - User Fee

Overhead Rate Calculations

Department	Salary and Benefits	Department Operations & Administration	Direct Overhead %	Indirect Allocation %
01: ADMINISTRATION	840,547	266,748	31.7%	0.0%
01: LIBRARY	435,833	186,124	42.7%	39.0%
01: PLANNING	291,252	79,250	27.2%	39.2%
01: PUBLIC WORKS AND BUILDING	1,503,638	935,182	62.2%	34.3%
01: RECREATION	225,861	36,000	15.9%	40.5%
19: ROAD MAINTENANCE FUND	227,912	40,100	17.6%	35.2%
21: RECREATION	690,783	688,408	99.7%	26.0%
27: LIBRARY TAX FUND	210,994	54,970	26.1%	51.8%
31: ISABEL COOK COMMUNITY CENTER	12,430	54,200	436.0%	24.5%
34: ROBSON HOUSE	12,319	19,421	157.7%	45.5%

Appendix B – Fully Burdened Hourly Rates

Below are fully burdened hourly rates of staff positions that provide for the services detailed in Appendix C. The FBHRs were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. For positions in central service departments, such as the Town Clerk and Finance, what is shown is the salary and benefit rate only, as the overhead of central service departments is recovered through the cost allocation plan. When a central service department position works on a fee or project in the purview of an operating department, the overhead rates of the operating department (shown in ***Appendix A***) will be applied to that central service positions' salary and benefit rate for full cost recovery. For any user fee service request that is outside the scope of the fees detailed in ***Appendix C***, or for services for which there is no fee currently set, the Town can charge up to the full cost of the FBHR for personnel involved.

Town of San Anselmo - User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
	Position Rates	
01: ADMINISTRATION	Admin - Accounting and Benefits Technician	86.96
01: ADMINISTRATION	Admin - Administrative Services Technician	67.85
01: ADMINISTRATION	Admin - Finance/Administration Services Director	134.94
01: ADMINISTRATION	Admin - Town Clerk	66.55
01: ADMINISTRATION	Admin - Town Manager	156.34
01: LIBRARY	Library - Lead Library Assistant	84.76
01: LIBRARY	Library - Librarian I	88.03
01: LIBRARY	Library - Library Assistant	80.00
01: LIBRARY	Library - Town Librarian	185.72
01: PLANNING	Planning - Assistant Planner	93.38
01: PLANNING	Planning - Planning Director	166.15
01: PUBLIC WORKS	PW - Administrative Assistant II	83.19
01: PUBLIC WORKS	PW - Assistant Engineer	114.23
01: PUBLIC WORKS	PW - Assistant Public Works Director	183.35
01: PUBLIC WORKS	PW - Building Inspector	132.49
01: PUBLIC WORKS	PW - Building Official	183.33
01: PUBLIC WORKS	PW - Maintenance Supervisor	132.86
01: PUBLIC WORKS	PW - Maintenance Worker 1	82.13
01: PUBLIC WORKS	PW - Public Works Director	233.15
01: PUBLIC WORKS	PW - Senior Maintenance Worker	112.96
01: RECREATION	Rec - Administrative Assistant II	78.73
01: RECREATION	Rec - Community Services Director	126.51
19: ROAD MAINTENANCE FUND	Fund 19 - Assistant Public Works Director	127.75
21: RECREATION	Fund 21 - Recreation Coordinator I	117.58
21: RECREATION	Fund 21 - Recreation Coordinator II	124.85
21: RECREATION	Fund 21 - Recreation Supervisor	128.41
27: LIBRARY TAX FUND	Fund 27 - Lead Library Assistant	81.76
27: LIBRARY TAX FUND	Fund 27 - Librarian II	104.58
27: LIBRARY TAX FUND	Fund 27 - Library Assistant	88.15
31: ISABEL COOK COMMUNITY CENTER	Fund 31 - Maintenance Supervisor	406.91
34: ROBSON HOUSE	Fund 34 - Maintenance Supervisor	228.67

Appendix C – Cost Recovery Analysis

The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees in which the full cost, existing fee and suggested fee is listed as "NA", the amount or percentage was not calculable based on cost data or variable fee structure. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one to one basis, a full cost was not calculated (for penalties and fines), or when there is not a current fee amount to compare against.

Finance & Administration

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Photocopies	$0.20	per page	Document with State requirements are charged per State Mandate	NA	NA	$0.20	$0.00
2	Returned check charge	$25.00	per incident		NA	NA%	$25.00	$0.00
3	Certification	New			$33.27	40%	$20.00	NA
4	Appeals - Planning Applicant	$504.00			$2,766.33	10%	$2,500.00	$1,996.00
5	Appeals - Non-Applicant	New			$2,766.33	71%	$800.00	NA
6	Proof of Residency/Living Certification	New			$16.64	10%	$15.00	NA
7	**Business License Fees:**							
8	Transfer Fee	$20.00			$22.62	12%	$20.00	$0.00
9	Business License Penalty	10%	per month	Max. 50%	NA	NA	10%	$0.00
10	Duplicate Business License	$5.00			$16.96	12%	$15.00	$10.00
11	**Gross receipts:**							
12	$0 - $7,500	$15.00			NA	NA	$15.00	$0.00
13	$7,501 - $15,000	$30.00			NA	NA	$30.00	$0.00
14	$15,001 - $25,000	$45.00			NA	NA	$45.00	$0.00
15	$25,001 - $50,000	$60.00			NA	NA	$60.00	$0.00
16	$50,001 - $100,000	$100.00			NA	NA	$100.00	$0.00
17	$100,001 - $250,000	$150.00			NA	NA	$150.00	$0.00
18	$250,001 - $500,000	$300.00			NA	NA	$300.00	$0.00
19	$500,001 - $750,000	$450.00			NA	NA	$450.00	$0.00
20	$750,001 - $1,000,000	$600.00			NA	NA	$600.00	$0.00
21	$1,000,001 - $2,000,000	$800.00			NA	NA	$800.00	$0.00
22	$2,000,001 - $3,000,000	$1,200.00			NA	NA	$1,200.00	$0.00
23	$3,000,001 - $4,000,000	$1,500.00			NA	NA	$1,500.00	$0.00
24	$4,000,001 - $5,000,000	$2,100.00			NA	NA	$2,100.00	$0.00
25	$5,000,001 - $10,000,000	$3,000.00			NA	NA	$3,000.00	$0.00
26	$10,000,001 - $25,000,000	$4,500.00			NA	NA	$4,500.00	$0.00
27	$25,000,000 - and over	$4500 + .01%			NA	NA	$4500 + .01%	$0.00
28	Hotels/Motels/Inns	$17.00	per unit		NA	NA	$17.00	$0.00
29	Rental of one or more dwelling units or guest rooms within a rooming house, boarding house, single family dwelling, apartment, condominium, houseboat, or other residential structure containing guest rooms or dwelling units	$17.00	per unit		NA	NA	$17.00	$0.00

Finance & Administration

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
30	General contractors and subcontractors	$30.00	per quarter		NA	NA	$30.00	$0.00
31	General contractors and subcontractors	$100.00	per year		NA	NA	$100.00	$0.00
32	Auctioneers	$50.00	per day		NA	NA	$50.00	$0.00
33	Peddlers, solicitors	$25.00	per day		NA	NA	$25.00	$0.00
34	Peddlers, solicitors	$150.00	per quarter		NA	NA	$150.00	$0.00
35	Peddlers, solicitors	$500.00	per year		NA	NA	$500.00	$0.00
36	Circuses or carnivals	$400.00	first day		NA	NA	$400.00	$0.00
37	Circuses or carnivals	$300.00	per additional day		NA	NA	$300.00	$0.00
38	Commercial & still film permits (public property) : 1-3 persons	$100.00	per day		NA	NA	$100.00	$0.00
39	Commercial & still film permits (public property) : 4-6 persons	$200.00	per day		NA	NA	$200.00	$0.00
40	Commercial & still film permits (public property) : 7-9 persons	$300.00	per day		NA	NA	$300.00	$0.00
41	Commercial & still film permits (public property) : 10 + persons	$400.00	per day		NA	NA	$400.00	$0.00
42	Commercial & still film permits (private property): 1-3 persons	$50.00	per day		NA	NA	$50.00	$0.00
43	Commercial & still film permits (private property): 4-6 persons	$100.00	per day		NA	NA	$100.00	$0.00
44	Commercial & still film permits (private property): 7-9 persons	$150.00	per day		NA	NA	$150.00	$0.00
45	Commercial & still film permits (private property): 10+ persons	$200.00	per day		NA	NA	$200.00	$0.00
46	Taxicabs	$60.00	per vehicle		NA	NA	$60.00	$0.00
47	Trucks/vans/delivery vehicles - less than 1/2 ton capacity	$22.50	per vehicle		NA	NA	$22.50	$0.00
48	Trucks/vans/delivery vehicles - not exceeding 1 ton capacity	$37.50	per vehicle		NA	NA	$37.50	$0.00
49	Trucks/vans/delivery vehicles - not exceeding 1-1/2 ton capacity	$75.00	per vehicle		NA	NA	$75.00	$0.00
50	Trucks/vans/delivery vehicles - not exceeding 2 ton capacity	$112.50	per vehicle		NA	NA	$112.50	$0.00
51	Trucks/vans/delivery vehicles - not exceeding 3 ton capacity	$150.00	per vehicle		NA	NA	$150.00	$0.00
52	Trucks/vans/delivery vehicles - over 3 ton capacity	$225.00	per vehicle		NA	NA	$225.00	$0.00
53	Christmas tree lots	$45.00	per year		NA	NA	$45.00	$0.00
54	Commercial leased property	$0.02	per sq ft.	$50 minimum, $220 Maximum	NA	NA	$0.02	$0.00
55	Business located out of San Anselmo but use San Anselmo P.O. Box for business	$50.00	per year		NA	NA	$50.00	$0.00
56	Real estate broker in San Anselmo	$100.00	per year	plus $10 per desk	NA	NA	$100.00	$0.00
57	Real estate broker in San Anselmo	$10.00	per desk		NA	NA	$10.00	$0.00
58	Real estate broker out of San Anselmo	$150.00	per year		NA	NA	$150.00	$0.00
59	Omnibus (all other categories)	$50.00	per year		NA	NA	$50.00	$0.00
60	Business License List	$1.00	per page		NA	NA	$1.00	$0.00

Public Works

Miscellaneous Items

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Road Impact Fee	1% value of project			NA	NA	1.5% value of project	0.5%
2	**Tree Removal Fees:**							
3	Heritage Tree &/or Undeveloped Parcel Tree	$170.00		WE WILL WAIVE FEE IF PLANT 2 REPLACEMENT TREES	$245.40	0%	$245.00	$75
4	Street Tree	$80.00		THIS IS THE COST FOR BOTH REMOVAL AND PLANTING OF A STREET TREE	$166.31	28%	$120.00	$40
5	After the fact - Tree or Heritage Tree Removal Fine	New		$2000 Maximum as determined by the Public Works Director	NA	NA	$2,000.00	NA
6	**Encroachment Permit Fees:**							
7	Minor work	$100.00		7-1.02 - Permit for curb cut for driveway entrance or approach (Street Superintendent) 7-1.08 – Adjustment and variance from driveway standards (City Engineer) 7-3.02 – Street cut or excavation permits (Public Works) 7-4.02 - Temporary street obstruction permits 7-5.09 - Permits to construct sidewalk, walkway, and/or driveway from curb to property line (Public Works)	$306.27	51%	$150.00	$50
8	Major work (over $2,500)	4% value of project		7-1.02 - Permit for curb cut for driveway entrance or approach 7-1.08 – Adjustment and variance from driveway standards 7-3.02 – Street cut or excavation permits 7-4.02 - Temporary street obstruction permits 7-5.09 - Permits to construct sidewalk, walkway, and/or driveway from curb to property line	$59.93	NA	4% value of project	$0
9	Sidewalks/Driveways - new & repair; debris or storage box	$75.00			$231.27	57%	$100.00	$25
10	Revocable Encroachment Permit for structures in town right-of-way	$170.00			$408.30	27%	$300.00	$130
11	Revocable Encroachment Permit for temporary use of town right-of-way (restaurant outdoor seating)	$100.00		7-5.11-permit for amilbox inright of way	$127.27	0%	$127.00	$27
12	Plan Check-when applicable	$90.00	per hour		$114.23	NA	Hourly Staff Rate	NA

Public Works

Miscellaneous Items

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
13	**Fence Permit Fees:**							
14	Fences within setbacks abutting street	$95.00			$231.27	59%	$95.00	$0
15	Stop Work Fee for working without a permit	3 times value of Public Works Permit Fee		Determined by PW Director	NA	NA	3 times value of Public Works Permit Fee	$0
16	Plan Check-when applicable	$90.00	per hour		$297.58	55%	$135.00	$45
17	**Grading Permit Fees: UBC Appendix Chapter 33 Table A-33B**							
18	100cy or less	$75.00			$274.74	59%	$112.00	$37
19	101cy to 1,000cy	$75.00	first 100	Plus $17.50 for each add'l 100 cy	$466.29	76%	$112.00	$37
20	1,001cy to 10,000cy	$232.50	first 1,00	Plus $14.50 for each add'l 1,000cy	$699.44	50%	$348.00	$116
21	10,001cy to 100,000cy	$363.00	first 10,0	Plus $66 for each add'l 10,000cy	$932.58	63%	$348.00	-$15
22	100,001 and above	$957.00	first 100,	Plus $36.50 for each add'l 100,000cy	$1,165.73	0%	$1,165.00	$208
23	**Grading Plan Review Fees: UBC Appendix Chapter 33 Table A-33A**							
24	100cy or less	$75.00			$137.37	18%	$112.00	$37
25	101cy to 1,000cy	$150.00			$233.15	3%	$225.00	$75
26	1,001cy to 10,000cy	$200.00			$349.72	14%	$300.00	$100
27	10,001cy or more	$200.00	for first 10,000cy	$24.50 each add'l 10,000cy	$466.29	36%	$300.00	$100
28	Grading permit fee for work without a permit	3 times value of Public Works Permit Fee		$500 minimum- determined by PW Director	NA	NA	3 times value of Public Works Permit Fee	$0
29	Water Wells - potable and landscape wells	$114.00			$233.15	27%	$171.00	$57
30	Grading Permit Extension Fee	New			$158.17	5%	$150.00	NA
31	**Sidewalk Maintenance Program - Administration Fees**							
32	First $200	$30.00			$421.90	89%	$45.00	$15
33	$201 - $500	$30 plus 15% of amount over $200		$75 Max	$488.33	91%	$45 plus 15% of amount over $200 ($100 Max)	$15
34	$501 - $1,500	$75 plus 10% of amount over $500		$175 Max	$554.77	86%	$75 plus 10% of amount over $500 ($200 Max)	$0
35	Over $1,500	$175 plus 5% of amount over $1,500		No Max	$687.63	75%	$175 plus 5% of amount over $1,500	$0
36	Arborist Site Visit and Arborist Report	New			$205.00	0%	$205.00	NA
37	Street Cut Inspection	New			$386.16	48%	$200.00	NA
38	Street Crew Cost (Red Curb Painting)	New			$390.17	100%	Fees Waived	NA

Public Works

Miscellaneous Items

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
40	Abandonment	New			$1,165.73	14%	$1000 min + # hours of consultant time	NA
41	Penalty fee for After The Fact permits	New			NA	NA	3xpermit cost or $500 min. Determined by building official or DPW director	NA
42	DPW- RED TAG FEE	New			NA	NA	3xpermit cost or $500 min. Determined by building official or DPW director	NA
43	Encroachment permit extension fee	New			$99.88	25%	$75.00	NA
44	Charging Interest on Abatements	New			$54.01	NA	1% Monthly	NA
45	Oversize Vehicle Permit - Single	16.00	per trip	$90 - Annual	$756.40	98%	$16.00	$0
46	Street Light Shield	New			$250.00	0%	$250.00	NA
47	Stormwater Violation Fees	New	per day		NA	NA	$100-1ST VIOLATION / $200-2ND / $500-3RD, 4TH, ETC	NA
48	Block Party Fee	New			$133.27	NA	Fees Waived	NA
49	Extension Fee- For Permits Excluding Encroachment	New			$79.08	5%	$75.00	NA
50	Reactivation Fee	New			$137.37	27%	$100.00	NA
51	Flatwork Permit - Small/Medium	95.00			$123.75	19%	$100.00	$5
52	Flatwork Permit - Large	300.00			$329.65	9%	$300.00	$0

Public Works

Miscellaneous Items

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
53	Floodplain Development Permit	New		7-11.403 Special flood hazard area development permit 7-11.402 – Review of required certifications for floodplain Development permits: (1) Certification required by Section 7-11.501(c)(1) and Section 7-11.504 (lowest floor elevations); (2) Certification required by Section 7-11.501(c)(2) (elevation or floodproofing of nonresidential structures); (3) Certification required by Section 7-11.501(c)(3) (wet floodproofing standard); (4) Certification of elevation required by Section 7-11.503(a)(3) (subdivisions and other proposed development standards); (5) Certification required by Section 7-11.506(b) (floodway encroachments); (6) "NON-CONVERSION AGREEMENT FOR CONSTRUCTION WITHIN FLOOD HAZARD AREAS" recorded deed restriction, review by town attorney	NA	NA	$100 deposit + hourly	NA
54	Permit to place newsrack on public property	New			NA	NA	$100 deposit + hourly	NA

Library

Miscellaneous Items

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Overdue Fines**							
2	Books, Magazines, Audio Tapes, Compact Discs, Books on CD, MP3, Music CDs - Adult	$0.30	per day	$15 max.	NA	NA	$0.25 ($10 Max)	-$0.05
3	Books, Magazines, Audio Tapes, Compact Discs, Books on CD, MP3, Music CDs - Child	$0.15	per day	$7.50 max	NA	NA	$0.10 ($5 Max)	-$0.05
4	DVDs, Blu-Ray - Adult	$1.00	per day	$15 max.	NA	NA	$0.50 ($14 Max)	-$0.50
5	DVDs, Blu-Ray - Child	$1.00	per day	$15 max.	NA	NA	$0.50 ($7 Max)	-$0.50
6	**Print Materials**							
7	Books lost or damaged beyond use	Actual Cost			NA	NA	Actual Cost	$0.00
8	Processing Fee	$5.00			$80.00	94%	$5.00	$0.00
9	Books missing supplement (like map or CD)	$3 - $6			NA	NA	$3 - $6	$0.00
10	Damage (ink markings, stains, etc.)	$4.00			NA	NA	$4.00	$0.00
11	**Audio Visual Materials**							
12	Lost or Damaged A/V Case	$3 - $7			NA	NA	$3.00 - $7.00	$0.00
13	Lost or Damaged A/V Disc	$7.00	per disc		NA	NA	$8.00	$1.00
14	Lost or Damaged A/V Insert	$3 - $7 or replacement cost			NA	NA	$3.00 - $7.00	$0.00
15	**Inter-Library Loan Fees:**							
16	Link +	$1.00 ($15 Max)	per day	$115 Replacement	NA	NA	$1.00 ($15 Max)	$0.00
17	ILL - Other	$5.00	per request	Postage may apply	$5.00	0%	$5.00	$0.00
18	**Other Fees**							
19	Library Card Replacement	$1.00	per card		$13.46	93%	$1.00	$0.00
20	Photocopies/Computer Printing Black and White	$0.20	per page		$0.20	0%	$0.20	$0.00
21	Photocopies/Computer Printing Color	$0.20	per page		$0.75	0%	$0.75	$0.55
22	Take & Make Kits	New	per day	$50 Fee if item is returned to other library	NA	NA	$1.00 ($10 Max)	NA
23	Museum Passes	$2.00 ($10 Max)	per day		NA	NA	$2.00 ($10 Max)	$0.00

Building

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Fee for Building Permit Plan-Check	65% of permit fee		plan check beyond 2 submittals @ staff hr rate	NA	NA	65% of permit fee	$0
2	Stop Work Fee for working without a permit; retroactive permit penalty fee	Determined by Bldg Official		Up to 3 times value of Permit; (Minimum $500)	NA	NA	Up to 5 times value of Permit; (Minimum $500)	$0
3	Energy Fees - projects affecting heated space	15% of Bldg Permit Fee			NA	NA	15% of Bldg Permit Fee	$0
4	Code Compliance Fee	$192.50			$1,263.28	77%	$288.00	$96
5	Plumbing Permit	15% of Bldg Permit fee or $130 if not associated w/other work			NA	NA	15% of Bldg Permit fee or $150 if not associated w/other work	$20
6	Electrical Permit	15% of Bldg Permit fee or $130 if not associated w/other work			NA	NA	15% of Bldg Permit fee or $150 if not associated w/other work	$20
7	Mechanical Permit	10% of Bldg Permit fee or $130 if not associated w/other work			NA	NA	15% of Bldg Permit fee or $150 if not associated w/other work	$20
8	Demolition Permit	$150.00			$357.42	37%	$225.00	$75
9	Swimming Pool Permit	$500.00			$598.00	0%	$598.00	$98
10	Spa/Hot Tub Permit	$200.00			$299.42	0%	$299.00	$99
11	Photo-voltaic System Permit	$200.00			$536.12	53%	$250.00	$50
12	Water Heater Replacement Permit	$130.00			$140.96	8%	$130.00	$0
13	Furnace Replacement Permit	$130.00			$140.96	8%	$130.00	$0
14	Re-Roof Permit Residential	$150.00			$174.09	14%	$150.00	$0
15	Re-Roof Permit Commercial	Bldg Permit Fee			NA	NA	Bldg Permit Fee	$0
16	Technology Fee	3% of Bldg Permit fee			NA	NA	8.8% of Bldg Permit fees	5.8%
17	Training Fee	2% of Bldg Permit fee			NA	NA	3% of Bldg Permit fee	$0
18	Permit Administrative Fee (change of owner, contractor, arch/engr.)	$31.00			$83.19	63%	$31.00	$0
19	Window replacement (not associated with other work)	$150.00			$266.28	16%	$225.00	$75
20	Minor Bathroom Remodel Permit Fee	$400.00		OTC $15,000 max. value of project	$647.82	7%	$600.00	$200
21	Minor Kitchen Remodel Permit Fee	$600.00		OTC $25,000 max. value of project	$805.73	0%	$805.00	$205

Building

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
22	**Plan Checks:**							
23	Plumbing Plan Check	15% of Bldg Permit Fee or 65% of Plumbing Permit Fee		if work not associated with Bldg Permit ($25 min)	NA	NA	15% of Bldg Permit Fee or 65% of Plumbing Permit Fee	$0
24	Electrical Plan Check	15% of Bldg Permit Fee or 25% of Electrical Permit Fee		if work not associated with Bldg Permit ($25 min)	NA	NA	15% of Bldg Permit Fee or 25% of Electrical Permit Fee	$0
25	Mechanical Plan Check	10% of Bldg Permit Fee or 65% of Mechanical Permit Fee		if work not associated with Bldg Permit ($25 min)	NA	NA	10% of Bldg Permit Fee or 65% of Mechanical Permit Fee	$0
26	Pool Plan Check	$325.00		65% of Pool Permit fee	$429.05	1%	$425.00	$100
27	Spa/Hot Tub Plan Check	$130.00		65% of Spa/Hot Tub	$429.05	55%	$195.00	$65
28	Plan Checks after 2 Plan Checks	Hourly rate		Consultant Fee	$549.98	NA	Consultant Fee	$0
29	Plan Check for revisions after permit issued	Hourly rate		time charged at hrly Bldg Official rate and an add'l hour for each submittal. Minimum one hr per submittal.	$183.33	0%	$183.33	NA
30	**Staff Hourly Rate:**							
31	Building Official	$105.00	per hour		$183.33	0%	$183.33	$78
32	Building Inspector	$95.00	per hour		$132.49	0%	$132.49	$37
33	Street Bond	Determined by Public Works Director			NA	NA	Determined by Public Works Director	$0
34	Gross Receipts Tax on all projects done by a contractor	$0.50	per $1,000 valuation		NA	NA	$0.50	$0
35	Seismic Fee - State fee on all residential and commercial work	$0.10	per $1,000 valuation		NA	NA	$0.10	$0
36	Green Building Fee	$1.00	per $25,000 valuation		NA	NA	$1.00	$0
37	**Residential Resale Reports:**							
38	Single Family Residence	$200.00			$805.73	63%	$300.00	$100
39	Multi-Family Residences	$200 + $25 each add'l unit			$1,121.55	73%	$300 +$50 each add/t unit	$100
40	Failure To Obtain Report	1X Report Fee			NA	NA	1X Report Fee	NA
41	Watercourse Permit	New			$540.22	63%	$200.00	NA
42	Floodplain Development Permit	New			$408.25	76%	$100.00	NA
43	Lot Line(Property Line Adjustment)	New			NA	NA	$1000 Deposit	NA

Building

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
44	Well Permit	New			$225.99	0%	$225.00	NA
45	Reinstatement of Building Permit Fee	50% of bulding permit fee			NA	NA	50% of bulding permit fee	$0
46	Extension of Building Permit Fee	New			$112.46	11%	$100.00	NA
47	Penalty fee for After The Fact permits	New			NA	NA	Up to 5 times value of Permit; (Minimum $500)	NA
48	Flood Gate Buidling Permits	New			NA	NA	Fees Waived	NA
49	Admin Assistant II	New	per hour		$83.19	0%	$83.19	NA
50	Public Works Director	New	per hour		$233.15	0%	$233.15	NA
51	Assistant Public Works Director	New	per hour		$183.35	0%	$183.35	NA
52	Assistant Engineer	New	per hour		$114.23	0%	$114.23	NA
53	Maintenance Supervisor	New	per hour		$132.86	0%	$132.86	NA
54	Maintenance Worker I	New	per hour		$82.13	0%	$82.13	NA
55	Senior Maintenance Worker	New	per hour		$112.96	0%	$112.96	NA
56	Construction Inspector	New	per hour		$365.36	0%	$365.36	NA

Building Valuation Table
Current (All New Construction)

Minimum Value	Maximum Value	Base Rate	Plus $$	For every
0.00	0.00	0.00	0.00	0.00
1.00	3,999.00	125.00	0.00	0.00
4,000.00	24,999.00	125.00	14.50	1,000.00
25,000.00	49,999.00	450.75	10.60	1,000.00
50,000.00	99,999.00	715.75	7.50	1,000.00
100,000.00	499,999.00	1,090.75	6.10	1,000.00
500,000.00	999,999.00	3,530.75	5.25	1,000.00
1,000,000.00	and above	6,165.75	4.14	1,000.00

Building Valuation Table
Suggested (All New Construction)

Minimum Value	Maximum Value	Base Rate	Plus $$	For every
0.00	0.00	0.00	0.00	0.00
1.00	3,999.00	127.17	0.00	0.00
4,000.00	24,999.00	127.17	14.75	1,000.00
25,000.00	49,999.00	458.59	10.78	1,000.00
50,000.00	99,999.00	728.19	7.63	1,000.00
100,000.00	499,999.00	1,109.71	6.21	1,000.00
500,000.00	999,999.00	3,592.12	5.34	1,000.00
1,000,000.00	and above	6,272.93	4.21	1,000.00

Planning

#	Description	Current Fee/Charge/ Deposit	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Planning Commission Action Applications: Annexation	$1,200.00	Deposit		Variable	NA	$10,000.00	$8,800
2	Planning Commission Action Applications: General Plan Amendment	$1,200.00			$3,794.06	0%	$3,794.00	$2,594
3	Planning Commission Action Applications: Rezoning	$1,200.00			$3,794.06	0%	$3,794.00	$2,594
4	Planning Commission First Application/Hearing	$1,200.00			$2,125.24	0%	$2,125.00	$925
5	Planning Commission Action Applications: Use Permit	$1,200.00			$2,125.24	0%	$2,125.00	$925
6	Planning Commission Action Applications: Variance	$1,200.00			$2,125.24	0%	$2,125.00	$925
7	Planning Commission Action Applications: Subdivision	$1,200.00			$2,125.24	0%	$2,125.00	$925
8	Planning Commission Action Applications: Parcel Split	$1,200.00			$2,125.24	0%	$2,125.00	$925
9	Planning Commission Action Applications: Lot Line Adjustment	$1,200.00			$2,125.24	0%	$2,125.00	$925
10	Planning Commission Action Applications: Illuminated Sign Review	$1,200.00			$2,125.24	0%	$2,125.00	$925
11	Planning Commission Action Applications: FAR Exception.	$1,200.00			$2,125.24	0%	$2,125.00	$925
12	Each additional application	$500.00			$130.43	0%	$130.00	-$370
13	Minor Exception	$238.00			$223.82	0%	$223.00	-$15
14	Administrative Lot Merger	$238.00			$306.23	0%	$306.00	$68
15	Planning Director - Residential Design Review	$360.00			$913.33	0%	$913.00	$553
16	Planning Director - Commercial Design Review	$600.00			$913.33	0%	$913.00	$313
17	Administrative Sign Review, conforming	$119.00			$47.06	0%	$47.00	-$72
18	Certificates of Compliance	$1,200.00	Deposit	plus 25% overhead	Variable	NA	$2,500.00	$1,300
19	Initial Study & Negative Declarations (for first 16 hours of staff time In-House)	$1,920.00	Deposit	Plus 25% overhead on consultant costs	Variable	NA	$6,000.00	$4,080
20	Environmental Impact Reports	Consultant cost + 20%			Variable	NA	Consultant cost + 25%	5%
21	Peer Reviews	Consultant cost + 20%			Variable	NA	Consultant cost + 25%	5%
22	Hourly Fee	$119.00			$130.43	0%	$130.00	$11
23	Development Standards	No charge			$23.35	100%	No charge	$0
24	General Plan maintenance	10% of application fees			NA	NA	4% of Building Permit fees	-6%

Planning

#	Description	Current Fee/Charge/ Deposit	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
25	Technology fee	5% of application fees			NA	NA	8.8% of Bldg Permit fees	3.8%
26	Training fee	5% of application fees			NA	NA	5% of application fees	0%
27	Additional Planning Deposit and Research Fee	$119.00	per hour		$130.43	0%	$130.00	$11
28	Photocopies, per page (State requirement documents are charged per State Mandate)	$0.25			$0.20	0%	$0.20	$0
29	Excavation/grading Permit SAMC Sec. 9-18.08	New			$2,125.24	0%	$2,125.00	NA
30	Review of R-1-H Precise Development Plan (PC) SAMC Sec. 10-3.1105	New			$3,534.81	0%	$3,525.00	NA
31	Sign program SAMC Sec. 10-9.1103	New			$2,125.24	0%	$2,125.00	NA
32	Signs which are part of a project necessitating design review by the Planning Commission SAMC Sec. 10-9.409	New			$130.10	0%	$130.00	NA
33	Planning Commission requests for reasonable accommodation SAMC Sec. 10-10.03	New			$130.10	0%	$130.00	NA
34	Planning Director requests for reasonable accommodation SAMC Sec. 10-10.03	New			$436.11	0%	$436.00	NA
35	Move Building SAMC Sec. 9-6.01	New			$2,125.24	0%	$2,125.00	NA
36	Additional Public Hearing	New			$1,736.12	0%	$1,736.00	NA
37	Zoning ordinance amendment SAMC Sec. 10-3.803	New	Deposit	plus 25% overhead	Variable	NA	$10,000.00	NA
38	Preliminary or Specific Planned Development District SAMC Sec. 10-3.904	New			$4,105.03	0%	$4,105.00	NA
39	Final Map (if dedications are involved) SAMC Sec. 10-2.603	New	Deposit	plus 25% overhead	Variable	NA	$5,000.00	NA
40	R-1-H Development Plan Meeting with Open Space Committee SAMC Sec. 10-3.1102	New			$1,074.34	0%	$1,074.00	NA
41	Tentative parcel and tract map and final parcel and tract maps – Planning Director SAMC Sec. 10-3.1201	2,000.00		Plus $2,000 deposit to cover consultant and 25% overhead	$399.30	0%	$399.00	-$1,601.00
42	Condtional Use Permit Planning Director SAMC Sec. 10-3.1303	New			$913.33	0%	$913.00	NA

Planning

#	Description	Current Fee/Charge/ Deposit	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
43	Notice of public hearing - publication in newspaper SAMC Sec. 10-3.1602	New		plus additional actual cost	$166.15	0%	$166.00	NA
44	Renewal of a discretionary action SAMC Sec. 10-3.1608	New			$130.10	0%	$130.00	NA
45	Applications and determinations of unmergers (Public Works or Council) SAMC Sec. 10-3.273	New	Deposit		Variable	NA	$2,000.00	NA
46	Application for expanded telecommunication facilities Administrative [future permit]	New		plus $10,000 deposit to cover consultant cost plus 25%	$1,432.61	0%	$1,432.00	NA
47	Application for design review/use permit for telecommunication facilities (Planning Commission)	New		plus $10,000 deposit to cover consultant cost plus 25%	$3,012.37	0%	$3,012.00	NA
48	Application for density bonus SAMC Sec. 10-11.050 Administrative	New			$892.60	0%	$890.00	NA
49	Remove deed restriction	New		Plus actual recording cost	$332.31	0%	$332.00	NA
50	Residential chicken-keeping permit SAMC Sec. 5-1.05	New			$93.38	100%	$0.00	NA
51	PreApplication Meeting	New		Plus applicant pays $100 to Ross Valley Fire Department	$633.00	53%	$300.00	NA
52	Review of Home Occupation Application	New			$23.35	100%	$0.00	NA
53	Review of Use Proposal or Business License Application	New			$23.35	100%	$0.00	NA
54	Penalty for work without a permit	New			NA	NA	1x Application Fee	NA
55	Remove deed restriction to allow a second unit	New		Plus actual recording cost	$166.15	100%	$0.00	NA
56	PreApplication Meeting - Commercial Uses	New			$633.00	100%	$0.00	NA

ENVIRONMENTAL REVIEWS: Fees charged by outside agencies for review/process of environmental documents will be charged to the applicant in addition to the fees herein.
Town Attorney costs will be passed on directly to applicant as needed.

Recreation

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Administrative Rates**							
2	Administrative Registration Fee	$6.00	per class		$6.00	0%	$6.00	$0.00
3	Security deposit	250.00	Deposit		NA	NA	$250.00	0
4	**Tennis Key Fees:**							
5	Resident (R): Full Year	$30.00			NA	NA	$35.00	$5.00
6	Resident (R): Jul-Dec	$20.00			NA	NA	$25.00	$5.00
7	Non-Resident (NR): Full Year	$80.00			NA	NA	$85.00	$5.00
8	Non-Resident (NR): Jul-Dec	$50.00			NA	NA	$55.00	$5.00
9	Commercial Dog Walker Permit (Annual)	$100.00			NA	NA	$105.00	$5.00
10	**Sign Fees**							
11	Hub Sign	$95.00	per week		NA	NA	$105.00	$10.00
12	Tunstead Street Banner	$250.00	per week		NA	NA	$250.00	$0.00
13	Sir Francis Drake Street Banner	$325.00	per week		NA	NA	$325.00	$0.00
14	**Facility Rental Fees - Picnic & Park Areas 3 Hour Minimum Rental**							
15	Memorial Park - Small Picnic Area - R	$24.00	per hour		NA	NA	$28.00	$4.00
16	Memorial Park - Small Picnic Area -NR	$27.00	per hour		NA	NA	$30.00	$3.00
17	Memorial Park - Large Picnic Area - R	$34.00	per hour		NA	NA	$38.00	$4.00
18	Memorial Park - Large Picnic Area - NR	$40.00	per hour		NA	NA	$43.00	$3.00
19	Memorial Park - Large Picnic Area - Inflatable Jumper Fee	$30.00			NA	NA	$40.00	$10.00
20	Robson Park - Upper Picnic Area - R	$25.00	per hour		NA	NA	$28.00	$3.00
21	Robson Park - Upper Picnic Area - NR	$32.00	per hour		NA	NA	$35.00	$3.00
22	Robson Park - Lower Picnic Area - R	$30.00	per hour		NA	NA	$33.00	$3.00
23	Robson Park - Lower Picnic Area - NR	$42.00	per hour		NA	NA	$45.00	$3.00
24	Creek Park Picnic Area - R	$35.00	per hour		NA	NA	$38.00	$3.00
25	Creek Park Picnic Area - NR	$45.00	per hour		NA	NA	$48.00	$3.00
26	Elders Garden - R	$12.00	per hour		NA	NA	$15.00	$3.00
27	Elders Garden - NR	$15.00	per hour		NA	NA	$20.00	$5.00
28	Creek Park Amphitheatre -Resident	$45.00	per hour		NA	NA	NA	-$45.00
29	Creek Park Amphitheatre - Non-Resident	$60.00	per hour		NA	NA	NA	-$60.00
30	**Athletic Field Rental Fees - 2 Hour Minimum Rental**							
31	**Memorial Park - Single Baseball Field**							
32	Group A	$30.00	per hour		NA	NA	$32.00	$2.00
33	Group B	$35.00	per hour		NA	NA	$37.00	$2.00
34	Group C	$45.00	per hour		NA	NA	$47.00	$2.00
35	**Memorial Park - Two Baseball Fields**							
36	Group A	$50.00	per hour		NA	NA	$52.00	$2.00
37	Group B	$60.00	per hour		NA	NA	$62.00	$2.00

Recreation

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
38	Group C	$75.00	per hour		NA	NA	$77.00	$2.00
39	**Memorial Park - Three Baseball Fields**							
40	Group A	$75.00	per hour	Non-Profit organizations, school related groups, community organizations (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)	NA	NA	$77.00	$2.00
41	Group B	$85.00	per hour	Private individuals, non-profit fundraising activities	NA	NA	$87.00	$2.00
42	Group C	$110.00	per hour	Commercial, for profit groups	NA	NA	$115.00	$5.00
43	**Indoor Facilities**							
44	ICC Kitchen, Lower Classrooms (2 hr min.) Resident	$25.00	per hour		NA	NA	$27.00	$2.00
45	ICC Kitchen, Lower Classrooms (2 hr min.) Non-Resident	$35.00	per hour		NA	NA	$37.00	$2.00
46	ICC Vista Room, (2 hr min.) Resident	$30.00	per hour		NA	NA	$32.00	$2.00
47	ICC Vista Room, (2 hr min.) Non- Resident	$45.00	per hour		NA	NA	$47.00	$2.00
48	**Robson Harrington Meeting Room - Weekdays (2 hr min.)**							
49	Group A	$25.00	per hour	Non-Profit organizations, school related groups, community organizations (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)	NA	NA	$30.00	$5.00
50	Group B	$30.00	per hour	Private individuals, non-profit fundraising activities	NA	NA	$35.00	$5.00
51	Group C	$40.00	per hour	Commercial, for profit groups	NA	NA	$45.00	$5.00
52	**Robson Harrington Weekend Rental - First Floor (4 hr min.)**							
53	Group A	$70.00	per hour	Non-Profit organizations, school related groups, community organizations (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)	NA	NA	$75.00	$5.00
54	Group B	$75.00	per hour	Private individuals, non-profit fundraising activities	NA	NA	$80.00	$5.00
55	Group C	$90.00	per hour	Commercial, for profit groups	NA	NA	$95.00	$5.00

Police

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Merchant Parking Permits	$25.00	per year		NA	NA	$25.00	$0.00
2	Overnight Parking Permits	$50.00	per year		NA	NA	$50.00	$0.00
3	Vehicle Impound Release	$100.00			NA	NA	$100.00	$0.00
4	Clearance/Citizen Letter	$20.00			NA	NA	$20.00	$0.00
5	Report Copy fee	$10.00			NA	NA	$10.00	$0.00
6	Fingerprinting "rolling" fee	$20.00			NA	NA	$20.00	$0.00
7	**Violations:**							
8	Sign Retrieval	$25.00			NA	NA	$25.00	$0.00
9	Parked without permit	$40.00			NA	NA	$40.00	$0.00
10	Parked contrary to signs & markings	$40.00			NA	NA	$40.00	$0.00
11	Improperly parked in marked space	$40.00			NA	NA	$40.00	$0.00
12	No Parking/Stopping Red Zone	$55.00			NA	NA	$55.00	$0.00
13	No Parking Yellow/Green/White	$40.00			NA	NA	$40.00	$0.00
14	Failure to Curb Wheels on 3% Grade	$40.00			NA	NA	$40.00	$0.00
15	Parked in Excess of 72 Hours	$155.00			NA	NA	$155.00	$0.00
16	Parked in Excess of 2 Hours	$40.00			NA	NA	$40.00	$0.00
17	Restricted Parking Only	$40.00			NA	NA	$40.00	$0.00
18	Night Parking - 30 minute Limit 2AM-6AM	$24.00			NA	NA	$24.00	$0.00
19	Posted No Parking	$40.00			NA	NA	$40.00	$0.00
20	Parked without 12' clearance	$55.00			NA	NA	$55.00	$0.00
21	No Parking on Private Property without consent	$40.00			NA	NA	$40.00	$0.00
22	Expired Meter	$40.00			NA	NA	$40.00	$0.00
23	No Parking on Crosswalk	$40.00			NA	NA	$40.00	$0.00
24	No Parking Blocking Driveway	$40.00			NA	NA	$40.00	$0.00
25	No Parking on Sidewalk	$40.00			NA	NA	$40.00	$0.00
26	No Parking Wheelchair Ramp Access	$290.00			NA	NA	$290.00	$0.00
27	No Parking/Stopping in Fire Lane/Road	$40.00			NA	NA	$40.00	$0.00
28	Parked in excess of 18" from curb	$40.00			NA	NA	$40.00	$0.00
29	Blue Zone - Handicapped Only	$290.00			NA	NA	$290.00	$0.00
30	No Parking within 15' of Fire Hydrant	$40.00			NA	NA	$40.00	$0.00
31	Parked on school grounds for sale	$33.00			NA	NA	$33.00	$0.00

Police

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
32	Parked in intersection, crosswalk, sidewalk, in front of a driveway, more than 18" from the curb or facing the wrong way	$40.00			NA	NA	$40.00	$0.00
33	Double parked	$40.00			NA	NA	$40.00	$0.00
34	Overtime parking, illegally parked on school grounds, vehicle parked for sale on street, illegally parked, posted vehicle for sale and loading zone	$40.00			NA	NA	$40.00	$0.00
35	Tow Away Zone	$50.00			NA	NA	$50.00	$0.00
36	Expired tabs	$84.00			NA	NA	$84.00	$0.00
37	Vehicle for sale on street	$111.00			NA	NA	$111.00	$0.00
38	Parked on parkway	$111.00			NA	NA	$111.00	$0.00
39	Abandoned vehicle	$278.00			NA	NA	$278.00	$0.00
40	Parked in area for handicapped	$290.00			NA	NA	$290.00	$0.00
41	Blocking handicapped access ramp	$290.00			NA	NA	$290.00	$0.00
42	Handicapped parking	$290.00			NA	NA	$290.00	$0.00
43	Disabled crosshatch markings	$290.00			NA	NA	$290.00	$0.00
44	**OVERSIZED VEHICLE FEES:**							
45	Single trip permit	$16.00	per trip		NA	NA	$16.00	$0.00
46	Repetitive trip permit	$16.00	per trip	max $90 for 6 mo period	NA	NA	$16.00	$0.00
47	Annual trip permit	$16.00	per trip	max of $90 for 1 yr period	NA	NA	$16.00	$0.00
48	Oversized Vehicle Escort Fee	$216.12	per trip		NA	NA	$216.12	$0.00



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TO: Town Council | 4/26/2022 | **Item #:** 8.

FROM:
Sean Condry, P.E., CBO - Public Works and Building Director

SUBJECT:
Water Conservation Efforts Town Wide and Memorial Park Field Renovation Project

RECOMMENDATION

a. That Council receive an update on Town water conservation efforts related to the drought and provide direction on future water conservation efforts; and
b. That Council provide direction to staff on the Memorial Park field replacement project, and associated water conservation efforts.

BACKGROUND AND DISCUSSION

Water Conservation Efforts

With the low rainfall in the winter of 2020/21 Marin County and (most of California) was in the middle of a severe drought. Marin Municipal Water District (MMWD) as of February 2021 declared initial stages of drought and stated this is the worst drought in over 140 years. On June 8, 2021, the state declared a drought emergency in Marin County. In 2021 MMWD had been requiring that water be reduced district-wide by 40%, with drip irrigation limited to two days per week and spray irrigation to one day per week. However, with the rains in October and December MMWD reservoirs filled up so there has been an incremental approach to modify or reduce some restrictions.

Public Works has been working to reduce the Town's irrigation water usage at Town medians and parks, both through a reduction in spray irrigation, as well as reestablishing wells in Creek Park and Memorial Park that had not been in use since about 2005. The Creek Park well which was only connected to Creek Park is now connected to Town Hall, Imagination Park and Red Hill Median irrigation systems.

Linking Town Hall, Imagination Park and the Red Hill Median to the Creek Park well required installing new pipes and reconnecting older lines that were out of commission. The two wells at Memorial Park were thoroughly cleaned along with upgrades to the pumping, piping, and control system to improve the amount of water production and backup for domestic use during times of drought. These efforts have resulted in a reduction of MMWD domestic water use by about approximately 80% during the peak of the drought and over 30% for the entire year including non-drought months, see Attachment 1.

Memorial Park

Historically, Memorial Park used approximately 50% of the total domestic water used by the Town in any given year due to the water needs of the 3.2 acres of grass fields, which is similar to water usage for homes with lawns. In the summer months Memorial Park uses 13,000-15,000 gallons a day, seven days a week, which is equivalent to over 400,000 gallons per month. Last summer the fields and picnic area lawns had gone dormant due to the water use reduction to once a week watering while the Town was working on increasing well production. This had been a big concern due to its impact on

summer recreation programs including soccer, which has over 750 players enrolled. However, based on feedback from Council and with the use of well and domestic water, the Town was able to water the fields 2-3 times each week.

The Memorial Park fields drainage and irrigation have not been upgraded in approximately 50 years. The fields are undulating with holes and mounds of dirt throughout. The drainage system has needed repair for ages along with a complete replacement of the irrigation system and fields. Last year the Town received a low bid of $454,360 from Marina Landscaping which the Town was prepared to move forward with; however, a drought was declared, and the project was delayed. Town Council directed staff to look at water conservation for the field replacement project to continue.

The Town hired Tamalpais Environmental Consultants (TEC)'s Aaron O'Brien, landscape architect Peter Arnold, and Siegfried Engineering's Adam Merrill to study and come up with preliminary water savings and costs for various options. Over the past 6 months TEC and the other consultants has investigated various options to reduce overall water usage along with a reduction of domestic water usage. In Attachment 2, the options examined by TEC include:

1. Installing a new irrigation system that would cut total water usage by about 25% (100,000 gallons during summer months) with a cost including new grass fields and drainage of $750,000.
2. Using recycled water from Las Gallinas Valley Sanitary District which could meet all the needs of Memorial Park coming through the Mt. Tamalpais Cemetery with a cost of $5 to $10 million.
3. Recycled water delivery by trucking which could be used during drought in the summer months and would only meet about 50% or 200,000 gallons per month of the demand at a cost of $40,000/month or approximately $120,000 for 3 months of water.
4. Local greywater recycling which currently would only provide about 5,000 gallons a month for a cost of about $50,000.
5. The use of the 2 existing irrigation groundwater wells along with the addition of an existing monitoring well that combined could supply about 90,000 gallons/month for a total cost of about $55,000.
6. Rainwater Harvesting which could include installing a 20,000 gallons tank up to a 100,000 gallon tank under field one or the lower set of the tennis courts at a cost of $175,000 to $300,000, respectively.

The report in Attachment 2 gives a more in-depth overview of the above options. Staff along with the support of the consultants has come up with the recommended combination of options at the end of this report and the approximate water savings. All of the options include new grass fields, grading and irrigation. The options show overall water savings for in gallons and percent and the cost of the option. New irrigation is by far the largest actual water savings over any of the other options (except artificial turf) with an approximate 25% decrease in overall water usage.

The existing wells (Attachment 3) also significantly reduce domestic water use and if all three water wells were used the total domestic water use reduction would be approximately 23%. However, this intensity of use would also deplete the groundwater table. While the groundwater could be replenished if there were sufficient rain there could be a major impact to the groundwater table if a drought was over multiple years. Therefore, if groundwater wells are used staff would recommend using existing and new groundwater monitoring wells to track the depth to groundwater monthly and annually to monitor the impact to the groundwater table.

One of the biggest water savings would be the use of artificial turf which is recommended in Option 3 for field 1, Attachment 4. The option for artificial turf was initially rejected by the community during the Memorial Park rehabilitation planning stages but this was before the drought. New artificial turf could reduce overall water usage by up to 25%. However, it could still require some watering to keep it clean and maybe reduce its heat during hot days. Another great advantage of artificial turf is the ability to use the field year-round for recreation. The transition at the playing surface between the real grass and the artificial turf may not be ideal and a fence may also be required to keep dogs off the area. While soccer fields could still be provided it would be for U-10 size soccer fields.

Also included in the options are rainwater/stormwater harvesting. The actual water savings using stormwater or rainwater will vary widely based on the size of the tank and when it's raining. If a smaller size 20,000 gallon below ground tank is used, it would be able to help in between rains in the fall through winter months but not much in the summer. A larger

100,000-gallon tank could also be installed at almost double the cost, but it too would only be about one weeks' worth of water in the summer. The larger tank could help significantly in a dry winter/spring season collecting water from a big storm and then using the water for one to two months of irrigation during the transitional months of late Spring when there is the possibility of no rain.

The potential locations for the below-ground tanks are shown on Attachment 3. The 20,000 gallon tank has more versatility due to its size and potential locations could be out of the main field area allowing for the fields to be done first followed by the below-ground tank work. Suitable locations for the 20,000 gallon tank are adjacent to the tennis courts and below the Sunnyhills apartment complex which has numerous downspouts draining directly into the park. The two best locations for the 100,000 gallon below-ground tank would be field one or below the dilapidated tennis courts closer to Sunnyhills Drive. The tennis court needs resurfacing so putting the tank here could also be done in conjunction with resurfacing.

Attachment 5 shows the proposed 100,000 gallon tank below field 1. While this is a great option and has a major storm drain going adjacent to it which could fill the tank, the design time would most likely push the field renovation project into next fall.

In options 2 and 3 greywater systems are also included which are not in option 1 but the above ground 8,000 gallon tank in option 1 could be used for recycled water or greywater. While the water savings from the existing available grey water is minimal at 5,000 gallons per month or 1% of water needed in summer months staff recommends installing a system of piping that is grey water and recycled water ready. This recommendation is based on the potential for future development or remodel of existing multi-unit housing that could incorporate a grey water piping network that could be connected to the Memorial irrigation system in the future. A new above-ground tank and recycled water hookup would also allow for the use of trucked in water from the Las Gallinas Valley Sanitary District during the peak summer months, but this would be an expensive option and not very green.

Summary

While all of the below options are viable, the costs to include below-ground tanks and artificial turf is fairly significant. The below-ground water storage tank options add on 15-30% in cost for the 20,000 gallon tank and 100,000 gallon tank, respectively. The artificial turf option for only field 1 doubles the cost of installing grass, irrigation, and drainage for all three fields but technically has a 10 year payback. Option 1 which includes irrigation replacement, drainage and new fields along with using the existing wells and adding a new storage tank is the least expensive option but is also comparable to option 2 in cost to benefit ratio and it has a below-ground storage tank. All of the various items in these options may be mixed and matched.

Option 1 could be completed this fall with modifications to the existing design and specifications from last year. Option 2 could be completed in phases with the fields being done first along with the drainage, irrigation, and other piping for future rainwater and grey water collection. The 20,000 gallon below-ground tank could be designed and installed following the work in the fields sometime in the following year once the design is complete if authorized by Council. Option 3 incorporating the artificial turf could be designed and completed this fall without the 100,000 gallon tank below field 1. However, the 100,000 gallon tank could be installed below the lower tennis courts as a phase 2 which would allow more time for design.

The Memorial Park fields and the park itself are highly used recreationally, leisurely and for community events by residents and visitors year-round. Public parks fill an important role for a community gathering space for residents and people who don't have access to private outdoor space. Providing a public field with natural grass is a greener approach to having lawns as opposed to private lawns for residences. A NASA led study in 2005 found that grass lawns in the US cover 63,000 square miles and typically use 50-75% of the domestic water supply. With droughts becoming more frequent and the availability of clean drinking water limited, one way to conserve water would be to not allow grass lawns for private residences but provide shared community outdoor space with grass fields and other amenities.

Memorial Park Domestic Water Reduction

Option 1

Replacement of Existing Field with New Irrigation System and above ground storage tank

	Summer Gal/m	Percent reduction	Cost	Cost per gal/red. Summer	Average Annual use	Cost per gal/red. Annual
Description/Summer Peak	400,000				2,749,897	
New grass fields, grading, irrigation	-100,000	-25%	$750,000	$7.50	-687,474	$1.09
Existing Rehabilitated Wells	-60,000	-15%	$20,000	$0.33	-412,485	$0.05
Add existing Well MW-2B	-30,000	-8%	$35,000	$1.17	-206,242	$0.17
Small 8,000 gallon above ground storage tank with new controls (no stormwater or greywater)			$120,000			
Total MMWD Water Reduction	**-190,000**	**-48%**	**$925,000**	**$4.87**	**-1,306,201**	**-$0.71**

Option 2

Replacement of Existing Grass with New Wells and Small Graywater/Stormwater System

	Summer Gal/m	Percent reduction	Cost	Cost per gal/red. Summer	Average Annual use	Cost per gal/red. Annual
Description/Summer Peak	400,000				2,749,897	
New grass fields, grading, irrigation	-100,000	-25%	$750,000	$7.50	-687,474	$1.09
Existing Rehabilitated Wells	-60,000	-15%	$20,000	$0.33	-412,485	$0.05
Add existing Well MW-2B	-30,000	-8%	$35,000	$1.17	-206,242	$0.17
Small stormwater and greywater systems	-5,000	-1%	$50,000	$10.00	8,593	-$5.82
Larger 20,000 gallon below ground storage tank with new controls			$175,000			
Total MMWD Water Reduction	**-195,000**	**-49%**	**$1,030,000**	**$5.28**	**-1,297,608**	**-$0.79**

Option 3

Replacing 2/3 of the Existing Grass Area and adding 40,000 sq. ft of artificial turf.

	Summer Gal/m	Percent reduction	Cost	Cost per gal/red. Summer	Average Annual use	Cost per gal/red. Annual
Description/Summer Peak	400,000				2,749,897	
New grass fields, grading, irrigation	-100,000	-25%	$750,000	$7.50	-687,474	$1.09
New Artificial Turf	-100,000	-25%	$800,000	$8.00	-687,474	$1.16
Existing Rehabilitated Wells	-60,000	-15%	$20,000	$0.33	-412,485	$0.05
Add existing Well MW-2B	-30,000	-8%	$35,000	$1.17	-206,242	$0.17
Larger stormwater and greywater collection systems	-20,000	-5%	$125,000	$6.25	-137,495	$0.91
Install very large 100,000 gallon below ground storage tank with pumps and controls.			$300,000			
Total MMWD Water Reduction	**-310,000**	**-78%**	**$2,030,000**	**$6.55**	**-2,131,170**	**-$0.95**

FISCAL IMPACT

If Council chooses to proceed with one of the above options, the fiscal impact will be approximately as shown in the

Cost column above. However, the selected option will be brought back to Council for ultimate approval and the engineers estimate will be included at that time. Funding for the above options will come from Measure A, Parks which has approximately $700,000 but any funding above this amount will need to be allocated from the general fund, Measure D or American Rescue Plan Act funds. Staff would like direction from Council on where funds should come from if over existing funds in Measure A, Parks.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Town finds that discussing possible approaches to reducing water consumption in Town at Memorial Park is a preliminary discussion and does not constitute approval of a project. Therefore, conducting a CEQA analysis before the Council chooses a conservation option is premature. (CEQA Guidelines § 15002(e)). If such a discussion of water conservation options is considered a project, it is categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) Guidelines Section 15301 Class 1, because it involves maintenance of existing public facilities involving negligible or no expansion of use. (14 Cal. Code Regs. § 15301). None of the exceptions listed in CEQA Guidelines section 15300.2 apply in this instance.

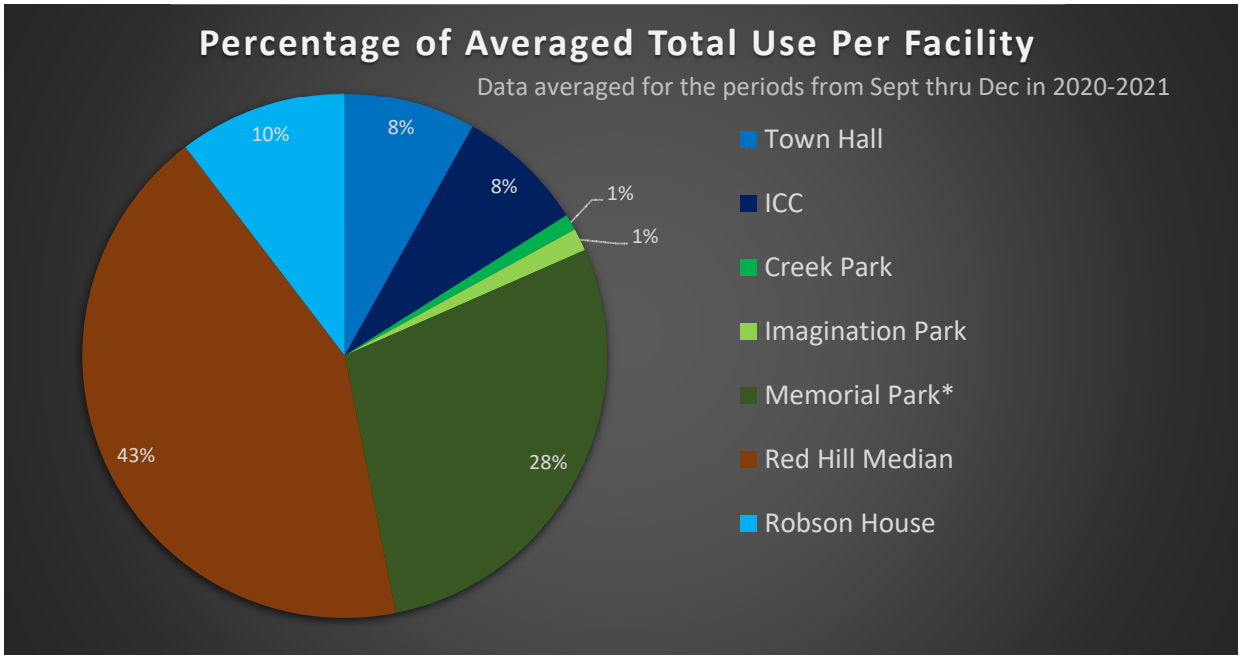
The modification of irrigation schedules will address San Anselmo's Climate Action Plan (CAP) 2030, specifically CAP Measure C-2, replace inefficient irrigation systems by reducing overall domestic water usage.

Sept.-Dec. Water Consuption Comparison 2020 vs. 2021

Facility	Percent of Total Water Use Averaged Over 2020-2021	Water Use 2020	Water Use 2021	% change
Town Hall	8%	142,868	71,060	-50%
ICC	8%	35,156	173,536	394%
Creek Park	1%	26,180	0	-100%
Imagination Park	1%	35,904	748	-98%
Memorial Park*	28%	750,493	0	-100%
Red Hill Median	43%	1,095,072	31,416	-97%
Robson House	10%	163,812	109,956	-33%
Total	**100%**	**2,249,485**	**386,716**	**-83%**

***Adjusted Memorial Park consumption due to a broken meter in 2020.**
A historical average from September through December of 2014 to 2016 was used instead.

Gallons saved **1,862,769**
Water use reduced by **-83%**



Sean Condry
Town Of San Anselmo
525 San Anselmo Ave.
San Anselmo, CA 94960

Subject: Evaluation of Irrigation Water Options for Grass Playing Fields at Memorial Park, San Anselmo, California.

This summary has been prepared by Tamalpais Environmental Consultants (TEC) and Edd Clark & Associates (ECA) to provide the Town of San Anselmo with an evaluation of water supply options for the playing fields at Memorial Park in the Town of San Anselmo (Town). The objective of this evaluation is to provide the Town with additional information related to the available irrigation water options in order to make an informed decision regarding the replacement of the grass at the playing fields. A summary of options and cost estimates are provided separately.

The playing fields at Memorial Park include over 3 acres of grass that require significant amounts of water to maintain. A figure showing the park and associated features is included in Figure 1. The Marin Municipal Water District (MMWD) provides potable water for the fields and a new connection to their pipeline was completed in 2021. A variety of water sources can be used in the event that water is not available from the MMWD. Additional potential sources of water include recycled water (both long-term and short-term options), groundwater from existing and new wells, greywater, and rainwater harvesting. Each of these options is discussed in more detail in this report.

The existing fields and irrigation system are in relatively poor condition. The installation of a new irrigation system alone is estimated to use about 25% less water than the existing irrigation system for the same amount of grass. This would be a very significant savings over the current system and TEC recommends the installation of new irrigation and control systems at a minimum to use water as efficiently as possible. The current system uses over 100,000 gallons of water per week in the summer and water use can be higher than that in some conditions. The utilization of alternative water options can reduce the amount of water necessary from the MMWD by approximately 50% or more depending on the options chosen.

We have collected or reviewed information from the following sources:

- the installation of the two existing irrigation wells in the 1970s,
- additional wells and groundwater pumping tests conducted in 2012 and 2013,
- well drilling contractors,
- well maintenance and system installation contractors,
- Marin Municipal Water District (MMWD) personnel related to potable and recycled water options,

- local and state agencies related to groundwater use,
- recycled water delivery contractors,
- local greywater options,
- rainwater harvesting, and
- historical aerial photographs, topographic maps, and other records.

Recycled Water Options

High quality recycled water is now produced at the Las Gallinas Valley Sanitary District. The water is treated and distributed by the MMWD through a network of pipelines. During periods of restricted potable water use, the MMWD set up connections for local customers to collect recycled water in tanks or trucks at the Marin Civic Center. MMWD indicated that the system currently has a capacity in excess of one million gallons per day and could easily meet the water requirements for the park with a drought-resistant source if it was connected by a pipeline. The recycled water pipeline currently extends from the treatment facility to a hydrant near Terra Linda High School, the closest point to San Anselmo. This water source would provide an ideal long-term water source for this type of project in the future.

The MMWD did a study over 10 years ago to connect the Mt. Tamalpais Cemetery to this recycled water source in Terra Linda, but that project wasn't completed due to limited necessity at the time and costs. The cemetery is located about $^{3}/_{4}$ of a mile to the northeast of the park. The MMWD representative indicated that this project could be re-evaluated with a new cost estimate to provide San Anselmo and the Ross Valley with a reliable recycled water source. The distance could be as little as 2 miles depending on the route selected, but would include some challenging terrain. However, this route could largely avoid the utility congestion and pavement requirements around city streets. The project would be constructed and operated by MMWD and could provide recycled water to Memorial Park, the Mt. Tamalpais cemetery, and a variety of other irrigation and construction uses in the Ross Valley. This project would likely take several years to fund and was ballparked by the MMWD representative to be between $5 million and $10 million.

The MMWD indicated that they would likely be willing to complete a new budget estimate for this work and that a letter from the Town Council requesting that a new cost estimate for this project would be helpful. While this course of action would be a great long-term solution, it does not address the water needs of the playing fields for the next several years.

The Central Marin Sanitation Agency in San Rafael, which treats wastewater from the Ross Valley, does not currently produce recycled water at the quality necessary for reuse on playing fields. There is no definitive timeline for the necessary upgrades at the facility and associated pipelines to San Anselmo. The estimate for the upgrades to the facility alone is likely in the tens of millions of dollars.

Recycled Water Deliveries by Truck

Recycled water can be brought to the parks in water trucks from the civic center. During the water restrictions in place during the summer of 2021, a contractor provided a water truck with a 1,600-gallon capacity to transport water to meet local landscape and construction water needs. Additional recycled water contractors have expressed their intent to provide recycled water with larger trucks, which could provide up to 3,600 gallons per load of recycled water with a cost of about $800 per load. Lower costs might be achieved with longer-term contracts or additional contractors.

In the event of low water availability from MMWD and groundwater options, the water truck option could provide two loads of recycled water a day to meet about 50% of the water needs of the playing fields for about $10,000 a week. This option would require at least one additional tank at Memorial Park to provide separation between the recycled water and the groundwater wells and a new connection that would allow a truck to unload from the street to the tank relatively quickly and stay out of the traffic corridors.

Local Greywater Recycling

Recycled water may also be available from local sources through greywater capture and treatment systems. Water Champions reviewed potential greywater sources to evaluate whether the existing town buildings adjacent to the park may be retrofitted to collect greywater from the sinks. The water would then be filtered and either drained directly into an underground tank or pumped into a new aboveground tank. Water Champions estimated that this water source could provide about 1,000 gallons per week consistently during the year. The scope and cost estimates provided by Water Champions and Argall Plumbing are included in Attachment 1. Additional engineering and piping costs would still be required. The restrooms at the playground are also a potential source of greywater that could be utilized in a stand alone system in that location or connected to the primary greywater source south of the playing fields.

The available water volume for this strategy is relatively low compared to the water needs for the park, but this could provide a source that lasts throughout the summer time. If additional developments are constructed or redeveloped in the area, it may be possible to capture more significant amounts of greywater in the future and the knowledge gained from this relatively low volume approach now could allow the more efficient utilization of other sources in the future. Piping for greywater could be installed concurrently with the well and irrigation piping to minimize the overall costs for expansion in the future.

Groundwater

Groundwater can be a significant resource and meet a substantial portion of the water needs for the playing fields. Groundwater can be used sustainably when there is a balance between extraction and recharge from the surface over the long-term. Groundwater in this area is

relatively shallow with the depth to water measured at about 10 feet in monitoring wells during August 2021 and less than 7 feet in some locations in February 2022.

A geological consultation was undertaken in the 1970s and the Town subsequently installed two irrigation wells (IR-1 and IR-2) around the playing fields. These wells have been inactive in recent years since water has generally been available from the MMWD. The well locations are shown on the Site Plan. The wells are completed to a depth of about 35-45 feet below the ground surface (bgs). The well logs show mostly low permeability clays with sand and gravel lenses that likely provide the water produced. Two cross-sections prepared by ECA showing the geological information are included in Attachment 2. While bedrock was not directly indicated on most of the boring logs, the indications are that bedrock underlies the whole area at a depth of about 50 feet bgs.

A pump test was previously completed on the irrigation wells in 2013 that confirmed the potential for the irrigation wells to average about 4 gallons per minute (gpm) in the short-term. This rate was estimated over 24 hours during the winter and the wells are unlikely to produce this average flow rate for a long duration due to the relatively limited depth of the aquifer that is providing the water. There is significant uncertainty about how much water these wells can supply and what extraction rates could be maintained during the dry season, particularly following periods of lower rainfall. Each of the two existing irrigation wells have been producing over 10,000 gallons of water per week to accommodate early season watering and replanting conducted by the Town in early 2022.

The irrigation wells were refurbished with a new well pump and controls by Forster Pump & Well in August 2021 during the drought to minimize the use of MMWD water. A new MMWD interconnection was also installed to allow the combined use of groundwater with MMWD water. The existing irrigation wells IR-1 and IR-2 were inspected with a video camera in January 2022 and found to have accumulated silt and the steel casings were corroded and clogged. The wells were subsequently cleaned by air jetting and recirculation of an environmentally-friendly well cleaning compound in January and February 2022 to maximize the well yields. The wells were purged and reconnected to the system in early February 2022.

Unfortunately, the water yield from the two existing wells will not be sufficient to meet all the watering needs, but there are several options to increase the amount of groundwater produced. In order to provide additional information about the subsurface and the likelihood of water yields, TEC contracted with Western Groundwater Surveyors (WGS) to provide an electro-seismic evaluation to assess the potential water yield from additional well locations. This is a geophysical technique that can provide an estimate of permeability and potential water yield in an aquifer.

The WGS survey was conducted along a transect of 6 points extending from the northern edge of the batting cage across the meadows picnic area toward the restrooms. An additional calibration location was completed next to IR-1. A complete description of the technology and the results are included in the WGS report provided in Attachment 2. WGS indicates that the best location in this area for another water production well is likely at Sounding 5, which may be where the

historical creek channel was located. Unfortunately, this area is also near the sewer line, limiting the potential for a new production well at this location. A new test well could be installed 50 feet from the sewer line and another potential location is near the northern end of the park in the elder garden area.

The WGS survey also indicated that the shallow alluvial aquifer would likely be a better water-producing zone than the deeper franciscan complex bedrock zones, but that additional technical surveys could be completed to assess the deeper zones.

Connection of Existing Well MW-2B

During the pump tests conducted in 2012, Well MW-2B was installed in the playing field and tested for water production. The location of this well is shown in the Site Plan and is about 130 feet south of the restrooms and about 60 feet east of the pathway on the western edge of the fields. This well is a 4-inch diameter PVC well and produced about 4 gpm during the testing conducted in 2012. This flow rate is similar to what was produced by the larger 8-inch diameter steel irrigation wells IR-1 and IR-2. Well MW-2B was recently located during a utility survey using a metal detector.

This well can be connected to the existing irrigation system without any additional permitting with the County. The installation will require a vault at the surface that can be accessed by personnel periodically and sometimes an equipment truck will be necessary to service the well pump. The location in the middle of the field does provide a number of limitations for access, but could be accommodated in the new park plans. The cost to connect Well MW-2B to the existing system could be minimized by including the necessary trenching and piping requirements with the new irrigation system.

Installation of Additional Wells

Additional wells may be installed to monitor the aquifer and to potentially find additional locations for irrigation supply wells. The installation of one or two additional groundwater wells could be used in conjunction with existing wells MW-1 and MW-3 for assessing groundwater elevations during active pumping of the irrigation wells. Each shallow well could be installed for about $10k with permitting, contractor, and oversight costs.

The historical investigations indicate that the shallow groundwater aquifer is underlain by bedrock. It is possible that there is a deeper water source if a well is drilled into the rock and a fracture is encountered. The potential yield from this type of well could meet all of the watering needs, but the costs for installation are relatively high (cost could exceed $200k to $300k) and there is a risk of not encountering a good water source. Drilling into bedrock also requires a much larger drilling rig for a longer period of time.

TEC and ECA have also investigated the use of a horizontal extraction well to tap into the more permeable zones with much longer well screens. This technology has a number of limitations, including the need for additional soil borings before the project commences, clearance from sewer lines, a relatively high cost, and uncertain water production.

Rainwater Harvesting

A significant volume of water could be collected during heavy rainfall events and stored for later use. Stormwater could be collected from several sources, including runoff from nearby rooftops, the tennis courts, playground parking lot, and storm drain system. The water would be filtered prior to being stored in a storage tank.

One of the challenges for this strategy is the storage volume relative to the anticipated water use during the dry season. Very large storage volumes, potentially in excess of 100,000 gallons would be necessary to make a significant contribution to the summer time watering needs for the playing fields. Multiple tank options might be considered and cost estimates are currently being prepared to further evaluate these options.

These are large tanks and there are several options available to meet different project requirements. A 20,000 gallon tank could be installed initially with greywater and stormwater collection options to provide testing of these water use strategies prior to the installation of more tanks. Two potential tank location options are shown in Figure 1. This tank could receive water from a variety of water sources in the wet season, provide storage for recycled water, and reduce the need for an additional aboveground tank. These underground tanks could be placed adjacent to the tennis courts, under the infield area of the adjacent baseball field, east of the pathway along the eastern side of the playing fields, or within the infields or playing fields.

Water Storage and Control System

A concrete water storage tank with a reported capacity of about 8,000 gallons of water is located on the southern edge of the playing fields adjacent to the tennis courts. The two existing irrigation wells are connected to this tank and an electrical control panel with breakers and pump control boxes is located next to the tank. The control panel and tank appear to date back to the original installation in the 1970s. The control panel needs to be upgraded and replaced. TEC has not inspected the interior of the concrete tank, but this tank appears to be usable for the immediate future.

The existing storage volume is low compared to the average daily use of 13,000 to 15,000 gallons during the summer. This volume should be increased to allow more water use options in the future. It is anticipated that an additional tank would have a capacity of 8,000 to 20,000 gallons. The existing tank location is shown on the Site Plan. There are a variety of aboveground tank options that might be considered for this location with a wide range in cost.

A new underground pipe connection would be needed for a recycled water truck to easily and quickly pump water from the asphalt area off of Sunny Hills Dr.

Options to Consider

This report has summarized a variety of available water options and each option can have a number of advantages and disadvantages. TEC is working with the Town to create and update different combinations of options to find the right balance of water conservation and use of the park. There is no guarantee that any of these options would be able to provide a sufficient source of water to meet all of the water needs of the existing playing fields.

The installation of artificial turf would be one way to achieve a significant reduction in water usage. Preliminary estimates for the installation of artificial turf for Field #1 would reduce the water necessary by over 30%. One of the limitations of having a hybrid approach with artificial turf and natural grass is the necessity for a solid transition between the field types, which reduces the flexibility of the current layout.

In order to maximize the production of the existing wells and include the option for deliveries of recycled water, TEC recommends the connection of MW-2B to the irrigation system, the installation of a new control panel and water storage tank, and recycled water connection to Sunny Hills Dr.. The additional installation of any of the well options, greywater, and rainwater harvesting options could also significantly reduce the need for MMWD water. The projects could be completed in phases with some trenching and piping completed prior to the grass planting to avoid the disruption of the grass in the future.

We appreciate the opportunity to provide this summary to the Town. Please let us know if you have any questions or would like additional information.

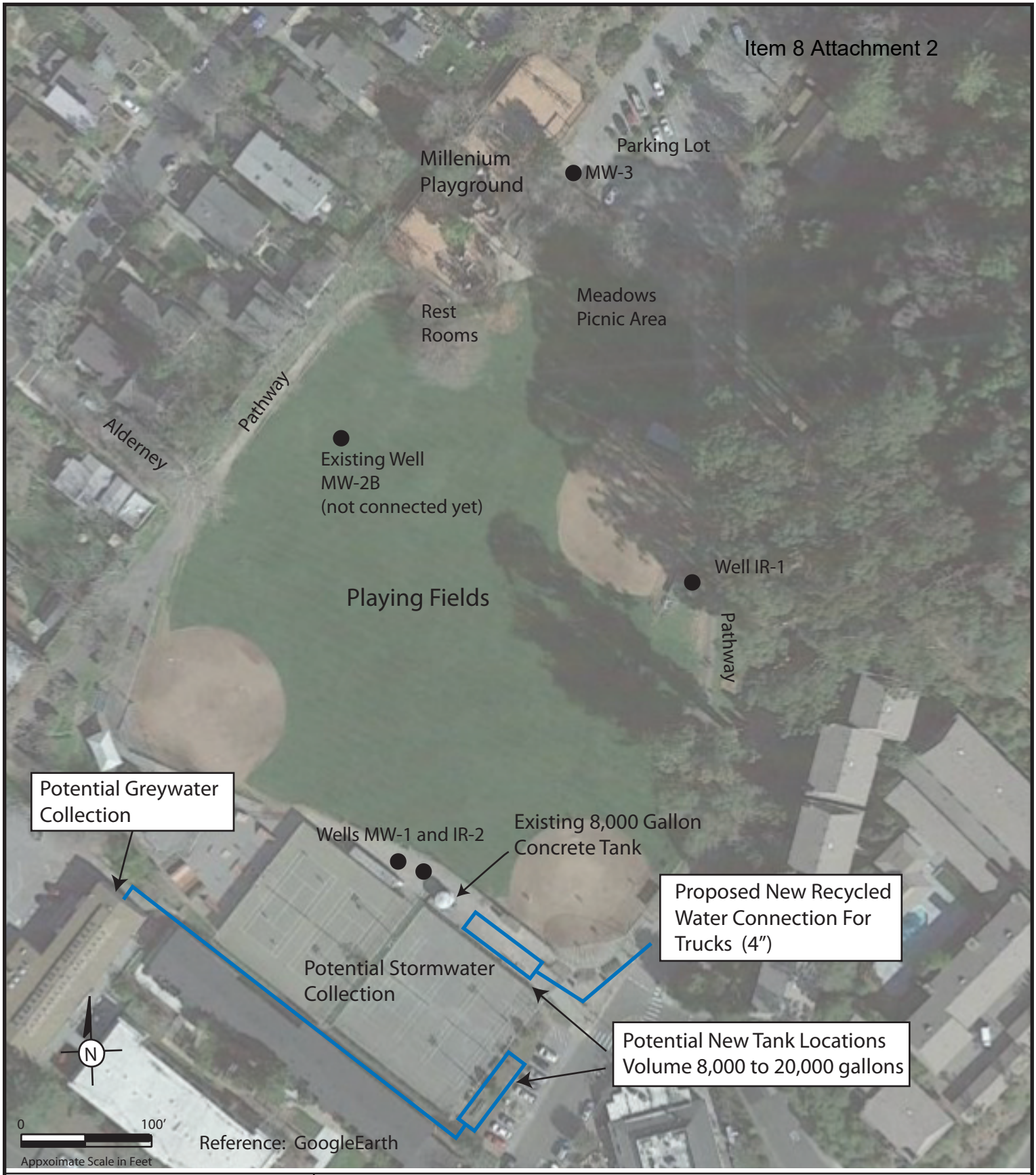
Sincerely,



Aaron O'Brien, PE
President
Tamalpais Environmental Consultants

Attachments: Figure 1: Site Plan

Attachment 1: Water Champions and Argall Plumbing Cost Estimates
Attachment 2: Geological Cross-Sections
Attachment 3: Western Groundwater Surveyors Report



Tamalpais Environmental Consultants

Site Plan

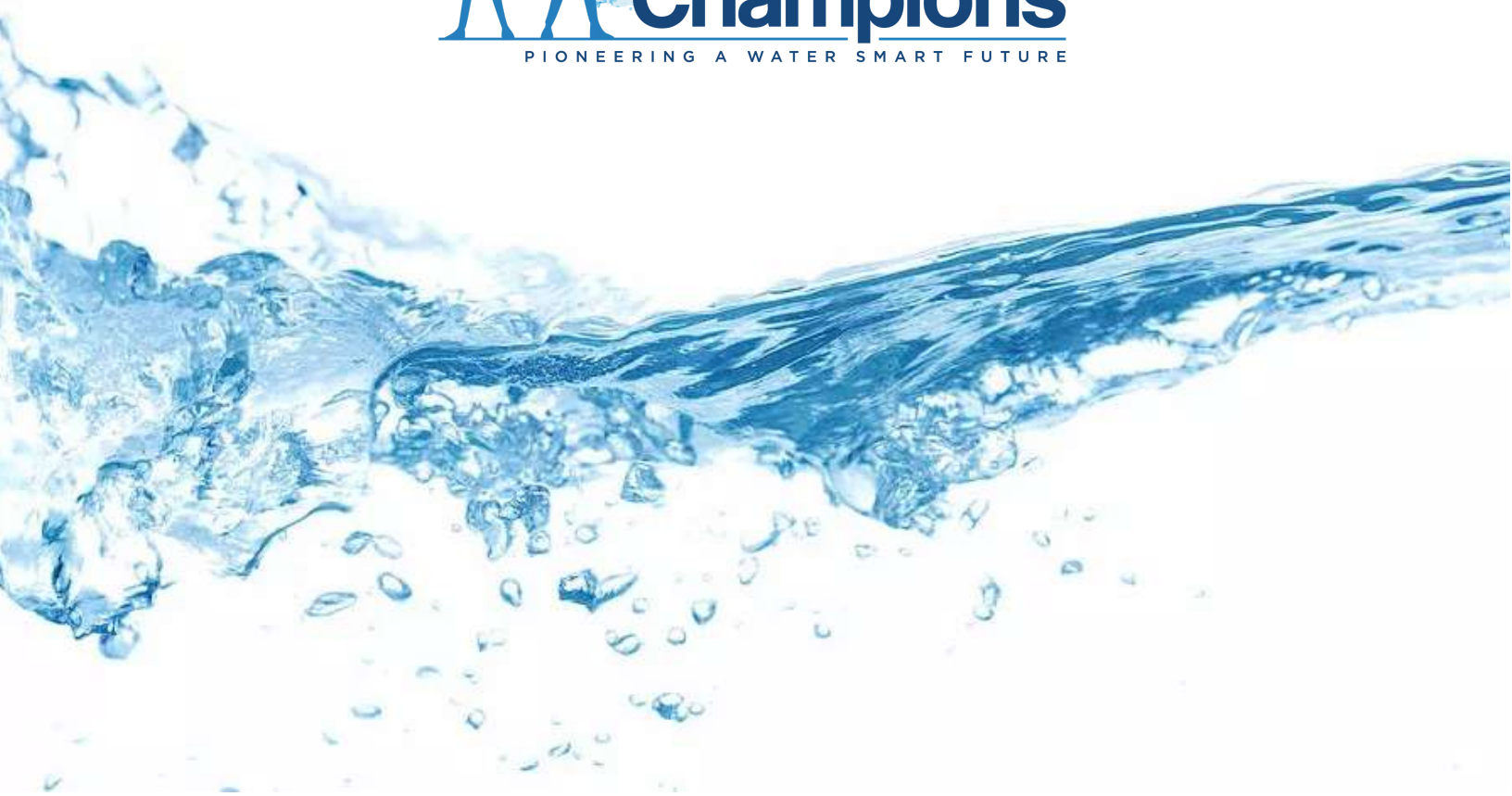
Memorial Park
San Anselmo, California

Figure 1

Attachment 1 - Water Champions and Argall Plumbing Cost Estimates

Water Champions

PIONEERING A WATER SMART FUTURE



WATER CONSERVATION SYSTEM INSTALLATION PROPOSAL

Created by:

Paul Mann, Water Champions
Paul@TheWaterChampions.com
510-708-4065 or 833-3WATERS

Prepared for:

Aaron O'Brien
32 Hill Avenue
Fairfax, CA 94930

SUMMARY

Dear Aaron, 2/21/2022

Thank you for contracting Water Champions to conduct an analysis and provide a proposal for methods of capturing and reusing water for irrigating the Memorial Park ballfield in San Anselmo.

As we are now in uncertain times of climate change, it appears that higher temperatures, drought, water scarcity, and rising municipal water prices will be among the new normal. We will need to engage new solutions to make our water go farther and create water security.

Capturing and recycling greywater and rainwater for the ballfield are great alternatives to using potable water, and will conserve a substantial amount of potable water in the long run. With our solutions, the San Anselmo Parks and Recreation Department will better be able to maintain the beauty of the ballfield with the water that would otherwise go down the drain, and enjoy a more sustainable way of keeping the grass green year-round.



We at Water Champions are pleased to provide the design for the installation of the ballpark's water conservation system. We specialize in implementing innovative solutions that capture, recycle, conserve and make water go farther. We pride ourselves in custom-designing and installing just the right solution for our customers and providing ongoing monitoring and support to ensure each system runs smoothly for years to come.



On the following pages, I have outlined the current situation, opportunity, proposed solution, and primary system component options with approximate prices for your review.

Should you have any questions, comments, or concerns regarding this proposal, please feel free to contact me directly at 510-708-4065 or at Paul@TheWaterChampions.com.

We look forward to the hopeful installation of our solutions to help ensure long-term water sustainability, security and green abundance at the Memorial Park baseball field!

Regards,

PaulMann



WATER CAPTURE EVALUATION

Current Situation

The San Anselmo Memorial Park ballfield is upgrading their irrigation system. In that process, their is discussion of redoing the three grass ballfields, either with natural grass or with turf.

The existing ballfield will typically consume approximately 100,000 gallons of water per week for irrigating the three ballfields in the peak summer months. Currently, this water is provided through two wells on site, one 7,500 gallon above-ground concrete water tank, and potable water from the Marin Municipal Water District (MMWD). Alternate water sources, such as recycled water delivery by truck or pipe have also been evaluated or used.

With the apparent ongoing drought, limited reservoir storage capacity in Marin, and possible restrictions and penalties that are or could be imposed by MMWD, a decision must be made whether to keep irrigating the grass currently on the ballpark, switch to artificial turf, or make a different decision altogether that ensures long-term sustainability against ongoing drought.

Opportunity

The San Anselmo Memorial Park ballfield has a series of storm water runoff pipes that run through the ballfield, as well as along the perimeter of the park. While the exact volume of water could not be identified for this report, those familiar with the field suggest that a high volume of water runs through them during the Winter months.

The Parkside pre-school and day care and gymnasium building rooftop is also a source of water. The rooftop measures approximately 8,392 square feet and, as such, produces approximately



5,035 gallons of water per inch of rain. The downspouts on the west side of the building feed into a 12" storm water runoff pipe runs on the south side behind the tennis courts. Based on last year's 20 inches of rainfall, this would produce 100,700 gallons annually. This number could double to triple based on previous years and normal rain flow averages.

The San Anselmo Parks & Recreation Department also has water coming off its neighboring administrative building that houses the San Anselmo Parks & Recreation Department staff and various artists. The rooftop measures approximately 11,684 square feet and, as such, produces approximately 7,010 gallons of water per inch of rain. The majority of this rainwater feeds into a storm water runoff pipe that runs under the subsidized housing project, and the rest exits onto the surface concrete or asphalt. Based on last year's 20 inches of rainfall, this would produce 140,200 gallons annually. This number could double to triple based on previous years and normal rain flow averages.

Lastly, the pre-school has approximately 35 pre-schoolers and 5 teachers who wash their hands approximately 5 times daily throughout the year. The gymnasium has approximately 50 students who wash their hands approximately 2 times per day 5 days per week. Lastly, the San Anselmo Parks & Recreation Department has approximately 15 people who wash their hands 2 times per day 4 days a week. This produces, in total, approximately 4,050 gallons of greywater per month, as detailed in the graph below. As these facilities are open almost all year round, there is a potential annual production of approximately 48,600 gallons of greywater produced annually and predominantly on an even basis each month, even in the dry weather months, that could be recycled on-site into 100% germ-free, clear water for reuse on the ballfield or back into the building's toilets for flushing.



Recycled Water Production Potential

	Fixture Flow Rate in Gallons/Minute	# People Using Sink	# Days/Week Sink Is Used	# Sink Uses/Day Per Person	Minutes/Sink Use	Total Gallons/Week	Total Gallons/Month
Preschool Sink 1	1.5	35	5	5	0.25	328.125	1312.5
Preschool Sink 2	1.5	35	5	5	0.25	328.125	1312.5
Preschool Sink 3	1.5	5	5	4	0.33	49.5	198
Gymnastics Sink 4	1.5	50	5	2	0.33	247.5	990
SAP&RD Sink 5	1.5	15	4	2	0.33	59.4	237.6
Total						1012.65	4050.6

Proposed Solution

Per the schematic image below, we recommend a multi-tier approach to capturing and storing water for the ballfield as follows:

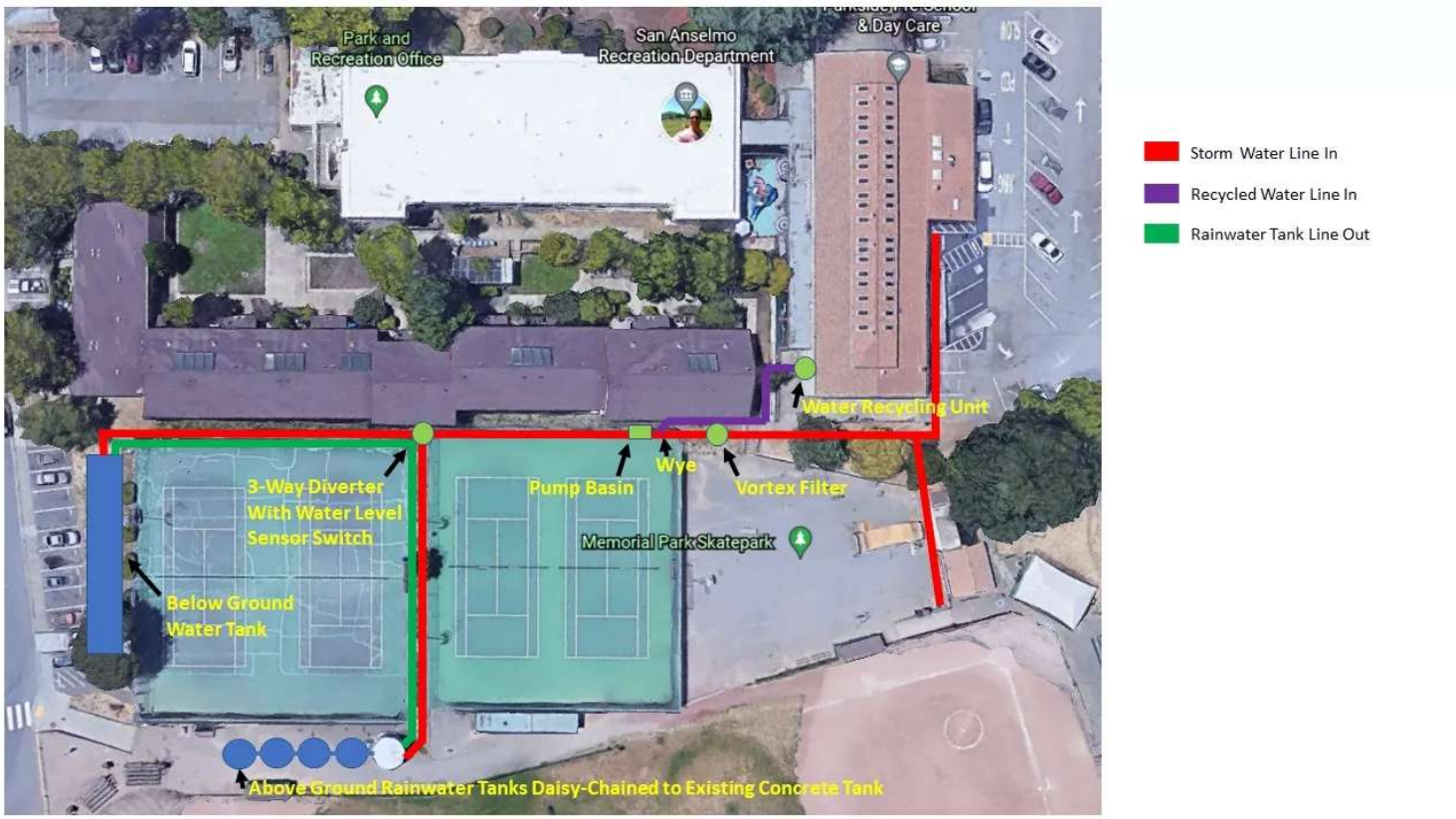
1. Intercept the 12" storm water runoff pipe that runs between the skateboard park and the pre-school (as indicated below with a red line) and use a 280 micron vortex filter to spin off the clean water for storage. This pipe also contains the rainwater collected from the rooftop of the pre-school/gymnasium.
2. Capture the greywater from the two bathroom sinks and one cleanup sink in the pre-school



and run it into a Hydraloop water recycling system to process it to 100% germ-free, clear water. Output the clean water into the 12" storm water runoff pipe via a wye, just after the vortex filter and behind the south side of the tennis courts, for storage (as indicated below with a purple line). Note that the Hydraloop system also has pressurized ports that could be retrofit to the toilets in the Parkside pre-school, daycare and gymnasium for flushing if desired.

3. Just after the wye, install a pump basin to pressurize the water and install a 3-way diverter that enables water to either be pumped into a below-ground cistern located at the east end of the tennis courts or diverted to pump up and into the existing above-ground concrete water tank, which would be daisy-chained to additional above-ground tanks for additional storage on the front northeast corner of the tennis courts.
4. The below ground cistern would have a pump with a line out (as indicated below with a green line) to replenish the concrete above-ground tank and daisy-chained above-ground tanks as needed to provide water to the ballpark irrigation system.





Because the majority of water that could be used for irrigation will collect during the winter months when water can be collected from the rooftop and ground runoff, it is recommended the larger capacity of water storage the better. During the warmer months when this water may be used up, it can be augmented through the recycled water from the pre-school and gymnasium.

If necessary, additional greywater can be recycled from the San Anselmo Parks & Recreation Department building as a separate future project. In addition, recycled water can be delivered by



truck through a 3rd party from the San Rafael recycled water filling station or from nearby natural streams, such as the Russian River. If necessary, additional storm water runoff pipes could be accessed (there is an 18" pipe that runs in front of the tennis courts, a 10" pipe that runs under the HUD, a 24" pipe that runs through the middle of the ballfield, and another 24" pipe that runs at the top of the ballfield). Lastly, additional greywater from the bathroom near the Millennium Playground can be captured and recycled to clear water that can also feed into the water storage tanks.

Primary System Component Options

Based on the recommended configuration above, here are the options and costs for consideration:

1. **Hydraloop H600 water recycling system** - this NSF350 certified unit will capture the greywater from the pre-school sinks (and other sources if desired) and take it through a 6-stage cleaning process to output 100% germ-free, clear water that can be stored for irrigation. Click here to see a video of how the H300 (residential model) works and click here for the specs on the H600 commercial model recommended for this project. Approximate cost: $8,995 plus tax.
2. **WISY Vortex Filter** - this filter will intercept the 12" storm water drain pipe or, more likely, a 6" artery pipe off the 12" pipe and will filter out clean water for storage. Click here to see a video of how it works. Approximate cost: $938 plus tax.
3. **Below-ground cistern** - in the grass on the east end of the tennis courts, the area is 75 feet long, and 15 feet wide on one end and 22 feet wide at the other end. As such, there is the capacity to install a variety of sizes of tanks, either in concrete or in plastic:
    1. Concrete cistern - By example, a 25,000 gallon concrete cistern would cost approximately $60,000 delivered, a 50,000 gallon concrete cistern would cost approximately $90,000 delivered, and a 119,000 gallon concrete cistern is the largest cistern we could fit and would cost approximately $180,000 delivered.
    2. Poly cistern - The largest poly tank we could fit would be a 20,000 gallon tank that



measures 55' long x 8.4' wide x 8.9' high and would cost approximately $57,200 plus $7,700 delivery. Theoretically, we may be able to get two of these tanks in side-by-side and daisy-chain them.

4. **Above-ground water tanks** - based on the current 7,500 gallon concrete tank that measures 15' in diameter x 10' high, and a remaining 50' to the left of the tank to the bench and an additional 25' to the water fountain, there exists two primary options (note that we were not able to find any manufacturers of concrete tanks):
    1. High-density polyethylene tanks - by example, there is enough room to daisy-chain up to seven 5,000 gallon tanks that are 129" in diameter x 96" high at a cost of approximately $4.584 each, or six 10,000 gallon tanks that are 144" in diameter x 161" high at a cost of approximately $15,360 each.
    2. Metal tanks - by example, there is enough room to daisy-chain up to five 7,500 gallon metal tanks that have the same 15' diameter x 10' tall dimension as the existing concrete tank and would cost approximately $36,000 each.

Once primary system components have been selected, more exact water capture and reuse calculations can be provided, as well as a final estimate that includes all parts, installation equipment, and labor will be assembled for your review.



WHY CHOOSE WATER CHAMPIONS?

At Water Champions, we're passionate about saving water and ensuring our customers are exuberant about the quality and workmanship of the solutions that we install for them. That's why we take the time to constantly research and test for the most innovative and long-lasting water capture, reuse and conservation solutions possible to bring to you.

Our team are not only trained and experienced experts in installing the solutions we provide, but we also pride ourselves in providing customized, full-service services for you, including system design, permitting, financing and annual system maintenance contracts.

When you work with Water Champions, you work with a team of environmentally-conscious individuals who are committed to enabling a future where water capture and recycling systems conserve huge amounts of water for every home and building in every community and help to create a green abundance to enjoy. Together, we are pioneering a water smart future we can all feel good about.

By purchasing our solutions, you too become a water champion and become part of the solution as we, together, reimagine water use and secure a more abundant, sustainable future. And, thinking on a global scale, 5% of our profits are donated to Water.org, a great charity that has empowered more than 38 million people with access to safe water or sanitation through affordable financing in water-stressed areas around the world. With Water Champions, by saving water locally, you are also making a difference globally!



GRIER ARGALL PLUMBING, INC.
P.O. Box 2723
San Anselmo, CA 94979
Phone (415) 457-0748 / Fax (415) 456-3929
Lic# 736901
grierargall@gmail.com

PROPOSAL

Date: February 22, 2022

WO#: 9959

To: Town of San Anselmo
1000 Sir Francis Drake Blvd
San Anselmo, CA. 94960

Location: 1000 Sir Francis Drake Blvd
San Anselmo, CA. 94960
(Isabel Cook School Location)

Reference: Hand wash sink drain to a tank beyond upper walkway past vista room entry.

We propose to furnish labor and material to complete the following work:

Item #	Description	Cost
1	Install exposed drain along wall in kids bathrooms serving hand sink for grey	6,480.00
	water, run drain under building and expose itself	
2	Cut 1' slot in concrete from tank location 1' deep. Install one 3" gravity drain,	6,940.00
	one 1-1/2" PVC discharge and one 1" conduit to edge of retaining wall.	
	Includes removal, dump runs.	
3	Patch concrete.	1,130.00

Total Job $ 14,550.00

Permit: $TBD

QUALIFICATIONS: Materials to be used ABS DWV pipe and fittings copper and pex for water piping. Opening, patching, excavation and backfilling of floors, walls & or ceilings to be done by others.

We appreciate the opportunity to provide you with an estimate to complete this work. If the above meets with your approval, please sign and date the form below and return to our office.

Sincerely,

Grier Argall
Grier Argall
President

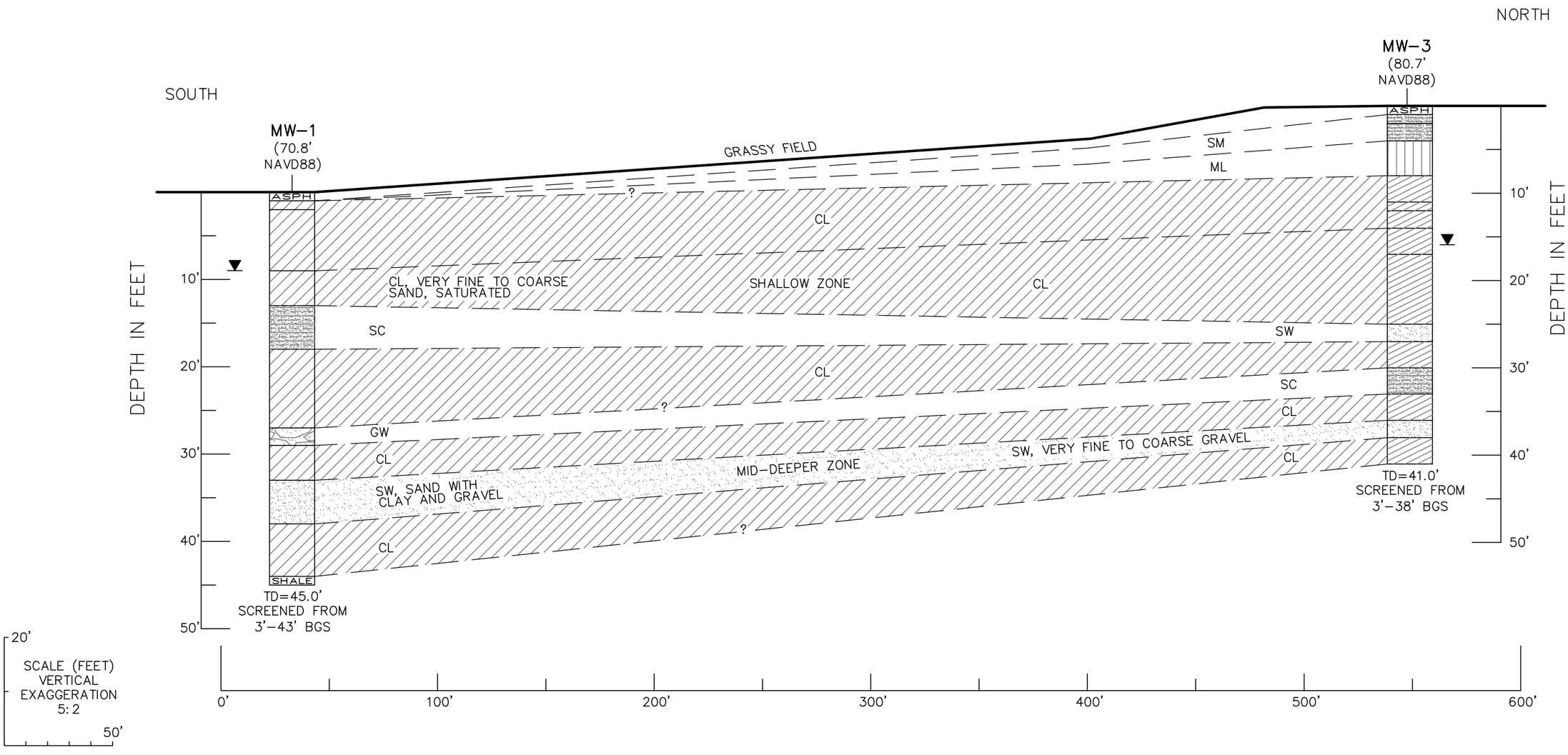
Approved by: _____ Date: _____

I hereby accept the above performed service or goods as being satisfactory and acknowledge that equipment has been left in good condition.
All complaints regarding workmanship or materials used must be reported within 3 days after completion of work done.

Attachment 2 – Geological Cross-Sections

DATA FOR MW–1: STATE OF CALIFORNIA WELL COMPLETION REPORT #E0165070

DATA FOR MW–3: STATE OF CALIFORNIA WELL COMPLETION REPORT #E0165077



EDD CLARK & ASSOCIATES, INC.
ENVIRONMENTAL CONSULTANTS

CROSS SECTION MW-1 TO MW-3

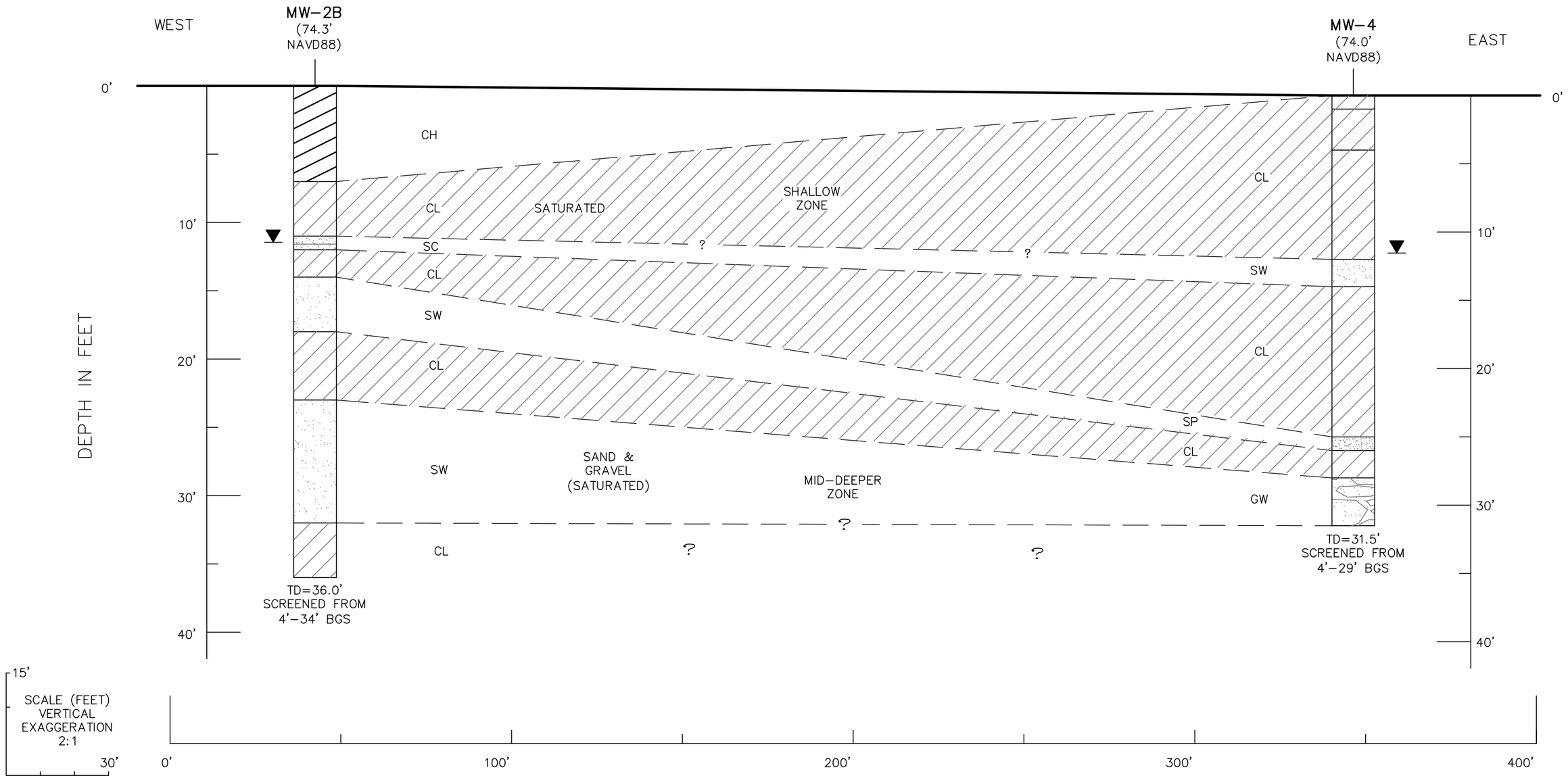
MEMORIAL PARK
1000 SIR FRANCIS DRAKE BLVD
SAN ANSELMO, CALIFORNIA 94960

FIGURE
1

JOB#	REVIEWED BY	DATE	REVISED DATE	PAGE OF
1002,001.21	EC&A, GRETCHEN WAMBACH	JANUARY 2022		1 1

DATA FOR MW-2B: STATE OF CALIFORNIA WELL COMPLETION REPORT #E0165073

DATA FOR MW-4: STATE OF CALIFORNIA WELL COMPLETION REPORT #E0165078



EDD CLARK & ASSOCIATES, INC.
ENVIRONMENTAL CONSULTANTS

CROSS SECTION MW-2B TO MW-4

MEMORIAL PARK
1000 SIR FRANCIS DRAKE BLVD
SAN ANSELMO, CALIFORNIA 94960

FIGURE
2

JOB#	REVIEWED BY	DATE	REVISED DATE	PAGE OF
1002,001.21	EC&A, GRETCHEN WAMBACH	JANUARY 2022		1 1

Attachment 3 – Western Groundwater Surveyors Report

GROUNDWATER SURVEY REPORT

LOCATION
1000 Sir Francis Drake Blvd.
San Anselmo, CA 94960

CLIENT
Tamalpais Environmental Consultants
Aaron O'Brien

WESTERN GROUNDWATER
SURVEYORS, INC.

8733 Lakewood Drive Suite B
Windsor, CA 95492
707.837.6247

March 15, 2022

Table of Contents

Figure 1. SITE LOCATION AND SEISMOELECTRIC SOUNDING LOCATIONS

SUMMARY

Table 1. GROUNDWATER SURVEY RESULTS

INTRODUCTION

GEOLOGY

DATA ACQUISTION AND PROCESSING

RESULTS AND INTERPRETATION

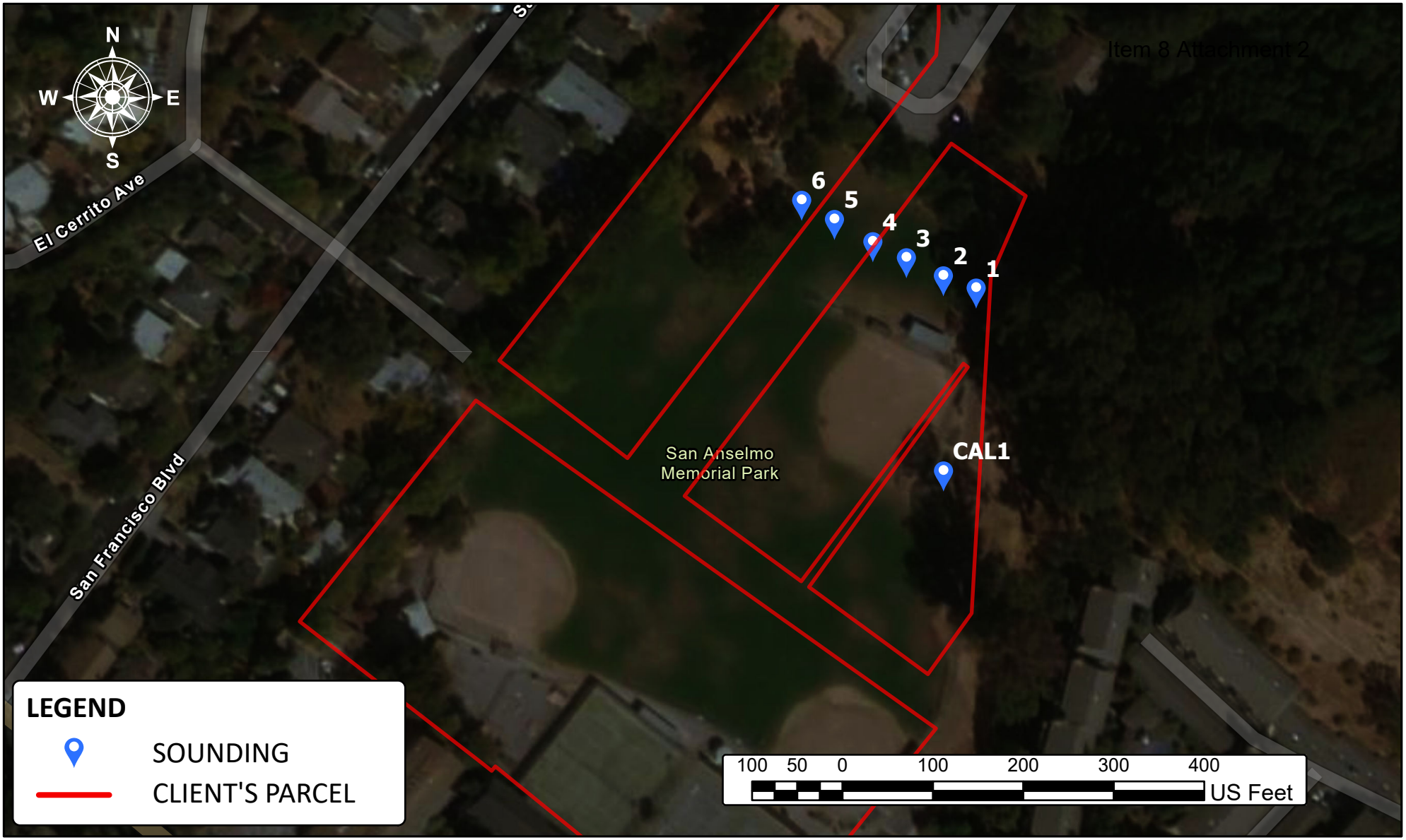
Table 3. INTERPRETED YIELD CATEGORIES

NEIGHBORING WELLS

Table 4. NEIGHBORING WELL LOG DATA

RECOMMENDATIONS

Appendix A. THE SEISMOELECTRIC SURVEY METHOD



WESTERN GROUNDWATER
SURVEYORS, INC.
8733 Lakewood Drive, Suite B
Windsor, CA 95492

Aaron O'Brien Figure 1 Sounding Location Map

Memorial Park, 1000 Sir Francis Drake Blvd., San Anselmo, CA 94960

CREDITS: JR BROWN
03/07/2022

SUMMARY

Western Groundwater Surveyors Inc. (WGS) performed a groundwater survey on February 25, 2022 at 1000 Sir Francis Drake Blvd., San Anselmo, CA. The purpose of the survey is to evaluate the underlying aquifer for development of an irrigation water well.

Six soundings were selected for subsurface geophysical data collection. The sounding locations were determined based on site specific geologic conditions and subsurface data from neighboring and onsite well completion reports. A calibration sounding near a productive well with a known depth and yield was available at the time of the survey. One calibration sounding was conducted near Irrigation Well 1 to improve the accuracy of our data.

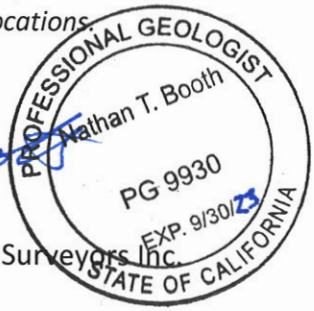
The two existing irrigation wells on the property are drilled into an alluvial river deposit above the bedrock formation (Franciscan Mélange). Based on the results below and the fact that the Franciscan Mélange is typically a low yielding formation for water wells, the primary opportunity to develop the necessary groundwater for the project is likely within the alluvial deposit.

Based on the results below it is our recommendation to perform further geological and geophysical exploration of the property with the goal to identify subsurface features demonstrating higher hydraulic conductivity such as paleo-creek channels. Such features if identified would have a greater potential to provide the water needs of the property.

Table 1. A summary of the Groundwater Survey results

Soundings	Drilling Depth (feet)	Estimated Yield GPM
1	52	Category B (2-6 gpm)
2	56	Category B (2-6 gpm)
3	56	Category B (2-6 gpm)
4	66	Category B (2-6 gpm)
5	82	Category C (5-10 gpm)
6	77	Category B (2-6 gpm)

**WGS does not recommend drilling in an area with an interpreted yield of less than 5 gallons per minute (Category A & B) due to factors in the drilling process that can at times significantly and detrimentally, affect the final yield of a low yield aquifer. Non-recommended yields have the possibility of being as low as 0.0 gallons per minute. It should be noted that non- recommended well sites (category A & B) have been successfully drilled on other projects and produced the estimated yields. However, as stated above there is a greater risk of drilling a non-productive well for category A & B locations.*



Nathan Booth
President
Western Groundwater Surveyors Inc.
707-837-6247

INTRODUCTION

The objective of the survey is to locate a source of groundwater, estimate (interpret) its depth, and (to the degree possible) estimate the permeability (yield) of the rock formation that contains the groundwater (aquifer). The groundwater, if found, will be produced by drilling a water well into the aquifer in order to serve the property.

Prior to field work WGS preformed a hydrogeologic assessment of the region including the property of interest. The hydrogeologic assessment included review of available geologic maps, topographic maps and well completion reports for nearby wells. Selection of the testing (soundings) locations on the site take into consideration the hydrogeologic assessment, accessibility of well drilling equipment, County required setbacks for wells, interference from electrical distribution lines and testing conditions (soil depth).

Subsurface data for this survey was supplemented using the Seismoelectric method, which has the potential to provide the approximate depth and yield of subsurface water-bearing formations. This method is sometimes referred to as the Electro-Kinetic Survey (ESI) method.

GEOLOGY

Franciscan Complex Mélange (fsr)
The site geology is the Franciscan Complex, undivided central and coastal belts of sandstone. Mostly massive, brown and orange weathering, green to gray feldspathic wacke. A tectonic mixture of variably sheared shale and sandstone containing hard tectonic inclusions largely of greenstone, chert, graywacke, and their metamorphosed equivalents, plus exotic high-grade metamorphic rocks and serpentinite.

Qa
Alluvial pebble gravel, sand and clay of valley areas.

All of the geologic information is taken from geologic maps provided by government agencies and well reports registered with the State of CA. This information is used to provide geologic information relevant to this survey.

DATA ACQUISTION AND PROCESSING

Subsurface geophysical data was acquired using an AquaLocate GF6 Seismoelectric Survey System. This method works because electrical signals are often produced when seismic compression waves encounter water-saturated rocks. More details of this system and the basic theory of the Seismoelectric method are provided in Appendix A. In order to record the electrical signals, four electrodes have to be inserted vertically into the ground and connected to the GF6 receiver. The electrodes are 1.0 meters long and constructed from steel with a copper sheath surrounding the steel core.

Table 2. Detailed locations of Seismoelectric soundings

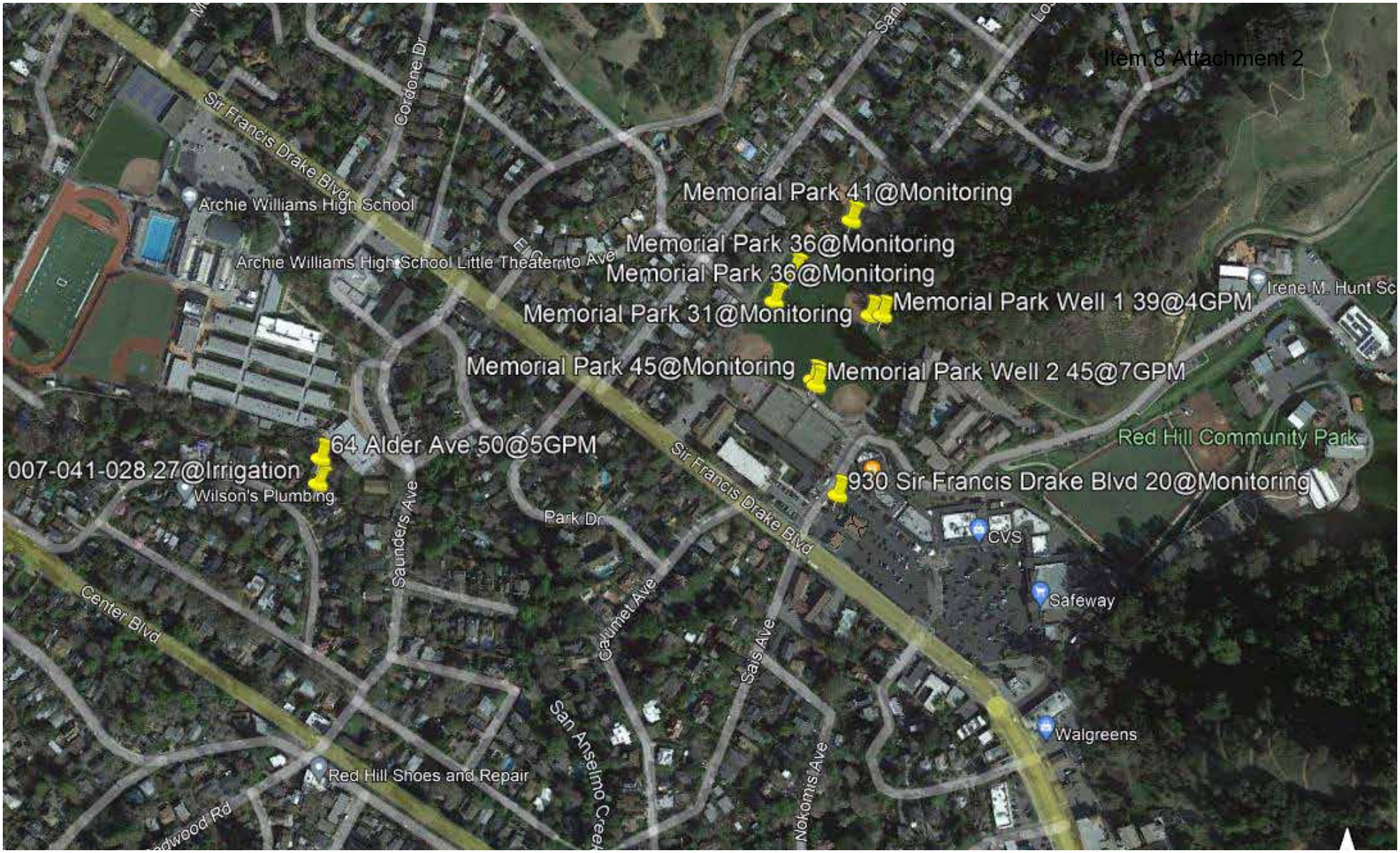
Latitude	Longitude	Sounding
37.98321°	-122.56577°	1
37.98329°	-122.56599°	2
37.98333°	-122.56611°	3
37.9834°	-122.56628°	4
37.98345°	-122.56636°	5
37.98341°	-122.56658°	6
37.98284°	-122.56605°	Well Calibration (IW-1)

Six seismoelectric soundings were recorded on the property. Locations are displayed in Figure 1 and detailed in Table 2. The locations of the sites were chosen by WGS and the Client. The data was processed using software that is proprietary to the GF6 Seismoelectric system.

RESULTS AND INTERPRETATION

Although it is possible to interpret the depth to the top of the aquifer, the interpreted depth to the bottom is the more critical value. This is because the interpreted yields assume that the full thickness of the aquifer is used to produce water and that presenting the depth to the top would not provide a realistic estimate of the actual drill depth required in order to obtain the interpreted yield. Another reason for presenting the depth to the bottom of an aquifer is that the depth to the top of an aquifer can vary depending on the time of year and longer-term weather conditions, as well as other wells drawing water from the same aquifer. Thus, because the depth to the top of an aquifer may change due to the conditions described above, a well that is drilled only a short distance into an aquifer may have a yield that is more susceptible to these changes. Additionally, a cone of depression may occur around a well as it is pumped, further reducing the yield of a well that is only drilled for a short distance into an aquifer. The cone of depression may be more pronounced for wells drilled into low permeability formations. However, if a sufficient yield is obtained before the interpreted bottom of the aquifer is reached then it may be reasonable to stop drilling before this depth is reached.

Interpreted Yield (gpm)	Category
0 – 3	A
2 – 6	B
5 – 10	C
8 – 15	D
12 – 25	E
18 – 35	F
25 – 50	G
35 – 65	H
50 – 95	I
70 – 130	J
100 – 180	K
140 – 250	L
200 – 350	M
300 – 550	N
450 – 850	O
> 850	P



WESTERN GROUNDWATER SURVEYORS, INC.
8733 Lakewood Drive, Suite B
Windsor, CA 95492

Aaron O'Brien

Neighboring Well Logs

Memorial Park, 1000 Sir Francis Drake Blvd., San Anselmo, CA 94960

CREDITS: JR BROWN
03/07/2022

Because many factors influence the interpreted yield, including the method used to drill a well, in order to present the interpreted yields with accuracy that is realistic, the yield interpretation for each sounding is presented as one of a range of yields and is assigned an alphabetic label (category), as defined in the Table 3 (right).

NEIGHBORING WELLS

Table 4. Data obtained from neighboring well logs.

Neighboring Well Locations	Drill Depth (feet)	Drillers Estimate (gpm)
Memorial Park	39	4
Memorial Park	45	7
Memorial Park	41	Monitoring
Memorial Park	36	Monitoring
Memorial Park	36	Monitoring
Memorial Park	45	Monitoring
Memorial Park	31	Monitoring
930 Sir Francis Drake Blvd	20	Monitoring
64 Alder Ave	50	5
APN: 007-041-028	27	Irrigation

To best interpret the well drillers estimated gallons per minute (gpm) in the above table two notes should be made. First, the estimated gpm was determined by the driller after a short 2-4 hours test (typical) and would be better defined as a maximum short term pumping rate. So, the above stated gpm values likely overstate the gpm the well would produce over a longer 12- or 24-hour pumping period. Secondly, the estimated gpm in the above table were taken at the time the well was completed and do not account for seasonal or long-term changes in the aquifer that may have a negative impact on a wells production.

RECOMMENDATIONS

Six soundings were selected for subsurface geophysical data collection. The sounding locations were determined based on site specific geologic conditions and subsurface data from neighboring and onsite well completion reports. A calibration sounding near a productive well with a known depth and yield was available at the time of the survey. One calibration sounding was conducted near Irrigation Well 1 to improve the accuracy of our data.

The two existing irrigation wells on the property are drilled into an alluvial river deposit above the bedrock formation (Franciscan Mélange). Based on the results below and the fact that the Franciscan Mélange is typically a low yielding formation for water wells, the primary opportunity to develop the necessary groundwater for the project is likely within the alluvial deposit.

Based on the results below it is our recommendation to perform further geological and geophysical exploration of the property with the goal to identify subsurface features demonstrating higher hydraulic conductivity such as paleo-creek channels. Such features if identified would have a greater potential to provide the water needs of the property.

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5	82	Category C (5-10 gpm)
6	77	Category B (2-6 gpm)

**WGS does not recommend drilling in an area with an interpreted yield of less than 5 gallons per minute (Category A & B) due to factors in the drilling process that can at times significantly and detrimentally, affect the final yield of a low yield aquifer. Non-recommended yields have the possibility of being as low as 0.0 gallons per minute.*

It should be noted that non- recommended well sites (category A & B) have been successfully drilled on other projects and produced the estimated yields. However, as stated above there is a greater risk of drilling a non-productive well for category A & B locations.

Prior to drilling (if done) it should be ascertained that the drill operator has substantial experience with the drilling equipment and that he or she operates the equipment correctly. In addition, the property owner should be present during the drilling process. It should be noted that drilling always causes some damage to the aquifer local to the drill site and this should be considered prior to drilling to an aquifer that has an

interpreted low yield. This report should be used as a guide, along with the driller's experience with drilling in the area.

If it is decided to drill a well, part of its development should include a long flow test (often 4 to 12 hours in length) in an attempt to remove all of the sediment and air that may have been introduced into the surrounding rock formation (aquifer) by the drilling process, and that may restrict the flow of water into the well and therefore, the subsequent yield. The flow test may need to be longer for less productive water bearing zones. We consider well development part of the water well completion process.

As stated earlier in this report, the interpreted depths in this report should be generally used as a maximum depth to drill. If the interpreted yield is obtained at a shallower depth than that provided by the interpretation, drilling to greater depths is not necessarily recommended.

All of the data, analysis, interpretations and conclusions in this report have been prepared by persons who have had a rigorous training in the acquisition and analysis of Seismoelectric data.

APPENDIX A

The Seismoelectric Survey Method

INTRODUCTION

The Seismoelectric method, sometimes called the Electrokinetic Survey (ESI) or Electroseismic method, is a geophysical technique that attempts to provide the depth to groundwater and an estimate of the permeability, and hence yield, that might be expected from a well drilled into the aquifer. The physics of the method has been understood since the 1930's when Thompson (1936) and Ivanov (1939 and 1950) were the first to realize that a seismic compression wave (p-wave) impulse will provide sufficient oscillating pressure in rock pore fluids to produce a measurable oscillating electrical potential at the ground surface.

The Seismoelectric method is related to the commonly known phenomenon called streaming potential, where flowing subsurface water produces a voltage measurable on the ground surface. A more distant relative of the method, where rapidly rising air produces electrical charge separations, thus creating large potential differences, are thunderstorms.

Since the papers by Thompson and Ivanov were written, many investigations into the method have been completed and many papers have been published; the more significant of these are listed at the end of this document.

Until recently, the electrical signal from a seismic pulse impinging on subsurface groundwater was difficult to measure since electrical noise, especially powerline noise, contaminated the data. However, Groundflow Ltd., based in the United Kingdom, discovered a new detection method that is now patented both in the United Kingdom and the United States. This method uses electrically isolated lines from each electrode pair, referencing their potentials to a floating virtual earth, and positioning the electrode pairs close to the seismic source, thereby achieving a significant improvement in the signal to noise ratio.

A significant amount of research is now being done into this method with organizations such as the Massachusetts Institute of Technology (MIT) and the Exxon Production and Research Company. The Australian Nuclear Science and Technology Organization has also become involved.

BASIC THEORY OF THE METHOD

Seismoelectric effects are initiated by seismic waves, usually p-waves, passing through a porous rock and inducing relative motion between the rock matrix and the fluid within the rock pores. Motion of ionic fluid through capillaries in the rock occurs with cations preferentially adhering to the capillary walls, so that the applied pressure and resulting fluid flow relative to the rock matrix separates the cations and anions thus producing an electric dipole. This is called the Seismoelectric effect.

This is illustrated in Figure 1. A seismic source produces a seismic compression wave, which then propagates into the ground at a speed depending on the rocks through which it passes. Generally this speed varies from about 5000 ft/sec to over 10,000 ft/sec in sedimentary rocks, but can be faster in igneous and metamorphic rocks. The wave spreads out to form a hemisphere as illustrated in Figure 1. When the initial pressure pulse reaches the water table, or a rock saturated with water, electrical charges are separated as described above, and the electrical signal is transmitted back to the ground surface at approximately the speed of light. Conversely, when the wavefront emerges from the saturated zone (aquifer) at depth into a layer with little water, the signal decays to zero. The signal also usually decays to zero if the water in the aquifer becomes saline. Generally, the amplitude of the signal will also decay slowly with depth, as the spreading seismic wave loses its high frequency components and its amplitude decreases due to spherical divergence along with other factors. The fundamental relationships between the spreading seismic wave, the resulting electrical dipoles (charge separations) and the voltage at the ground surface are complex.

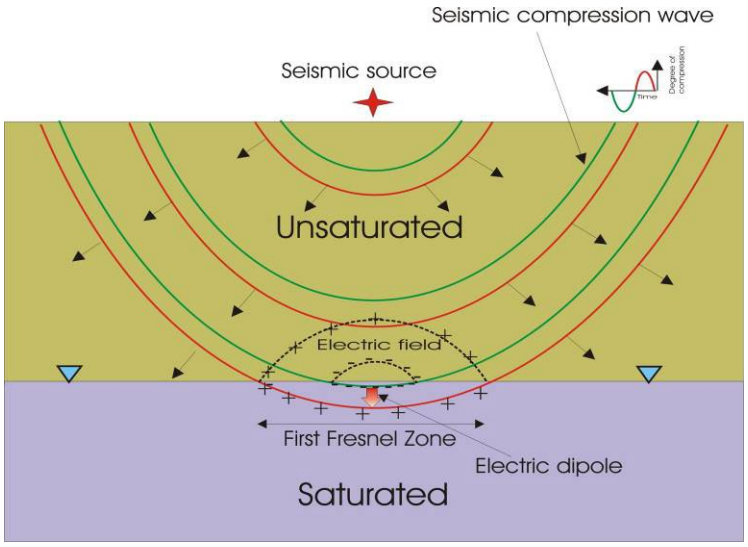


Figure 1. Schematic drawing illustrating the basic principles of the Electroseismic method at the top of an aquifer. This diagram should be rotated about its axis (seismic source) by 180° to image the hemispherical nature of the seismic wave.

The circular area (in plan view) encompassed by the leading edge of the pulse when the negative part the pulse just intersects the interface is called the first Fresnel Zone. As can be seen in Figure 2, the curvature of the wavefront and the Fresnel geometry ensures that the signal is focused back to the shot point.

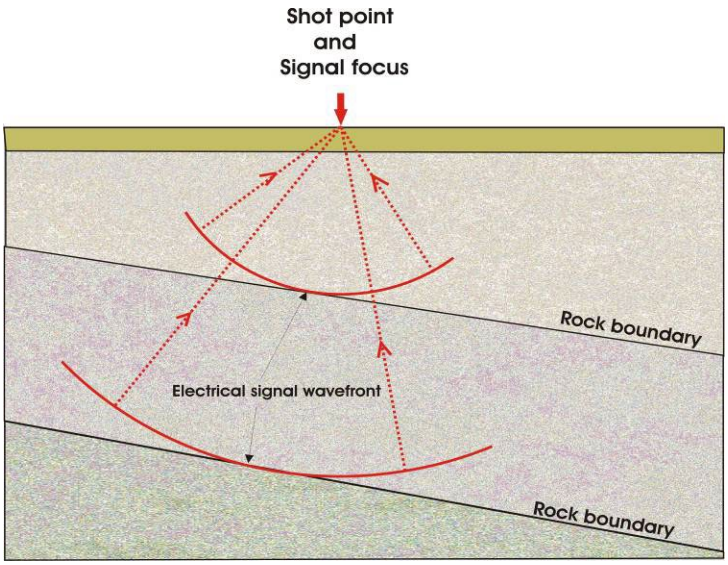


Figure 2. Schematic showing the focusing of the electrical signals back to the shot point.

MEASURING THE SEISMOELECTRIC EFFECT

The geometry of the seismic source and electrode array used to measure the Seismoelectric effect are illustrated in Figure 3. The electrodes in the array are spaced symmetrically about the seismic source at distances from the source of about 2.5 and 8 feet. The seismic wave is created and the instrument measures the resulting electrical signal.

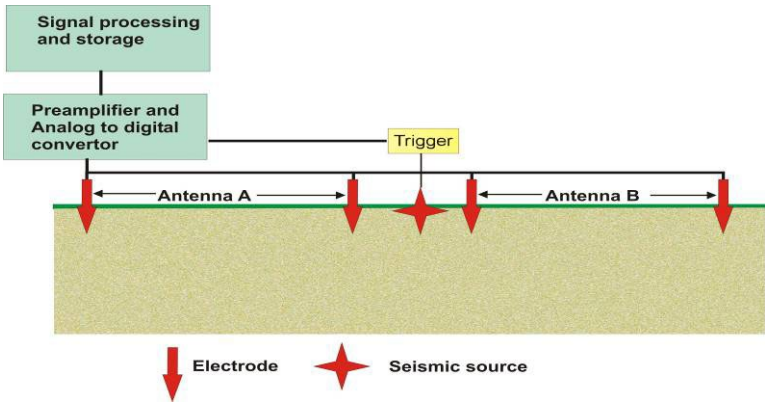


Figure 3. The geometry of the seismic source and electrodes used to measure the Seismoelectric effect.

One of the instruments used to measure the Seismoelectric effect is called the AquaLocate GF6. This instrument incorporates the floating electrode system described earlier in this text.

INTERPRETATION

Water can move within the pores of the rock easier in good aquifers (high permeability and porosity) than in poor ones and this provides the basis for assessing aquifer quality. If the water moves easily then it will move rapidly when under the influence of the seismic pulse. If the rock has a low permeability or hydraulic conductivity, then the water will move slowly. This causes the shape of the Seismoelectric signal to be different in these two cases. A good aquifer will produce a more rapid rise in the signal amplitude than a poor one, all else being equal. A steeper rise time implies that the signal contains higher frequencies than a slow rising signal and the signal is said to have a greater bandwidth. Water yield estimates can be obtained from the signal bandwidth and the calculations to do this are programmed into the GF2500 instrument. The depth to the top of the aquifer is found from the time taken for the seismic signal to travel to the aquifer, which can be found from the time to the first arrival of the Seismoelectric signal. Likewise, the depth to the bottom of the aquifer can be estimated from the time when the ESI signal decays to zero. In other words, the aquifer thickness can be found from the length of the Seismoelectric signal. The velocity of seismic waves in different rock types is generally well known from seismic surveys, although there can be significant variations in the velocity of rocks, depending on several factors.

LIMITATIONS OF THE METHOD

The main limitations of the Seismoelectric method relate to the depth of investigation and the depth resolution, the chemistry of the water, the geology of the aquifer and to the geometry of the signal generation array.

The depth of investigation depends on the strength of the seismic source and on the nature of the soil and subsoil. A soft soil and subsoil will attenuate the seismic signal and limit penetration depth. A hammer source can usually provide investigation depths to 250 or 300 feet. A buffalo source can investigate to depths of over 1500 feet.

Resolving the thickness of an aquifer depends on the length of the seismic pulse, which depends on the speed of seismic waves in the rocks. The higher the speed of the seismic pulse the longer is its wavelength and consequently, the lower is its resolution. In low speed rocks resolution may be 5 to 15 feet whereas in rocks with high velocities the resolution may be 15 to 45 feet, or even less.

Predicting the depth to an aquifer depends on knowing the seismic velocity of the rocks under the sounding site. Since the velocity of even well-defined rocks, for example sandstone, can vary widely from site to site, unless these velocities are measured, then

an estimate has to be used. If a local well is available where a sounding can be conducted, then this will provide a "calibration", and should make the interpreted depth more reliable.

If an aquifer contains saline water then the Seismoelectric signal is essentially "short circuited" and no signal is observed, hence Seismoelectric signals are only observed from freshwater aquifers.

The focusing effect of layered aquifers discussed earlier is advantageous when using the electrode array centered about the seismic source and works well for most layered, usually sedimentary, rocks. However, the method is not as effective in areas where the aquifer lies in cavities and large fractures although it can detect aquifers in fractured brittle rocks if they form layers. Limestone Karst terrain is an example of where the method is not usually successful.

AQUIFERS

An aquifer is a water saturated permeable geologic layer, or fracture zone, that is able to transmit significant quantities of water. A geologic layer that cannot transmit significant quantities of water is usually referred to as an aquiclude. An aquitard is a rock unit that generally has a low permeability and hence will transmit only very limited quantities of water and are generally not suitable for production wells. The terms Aquifer or aquitards can be used to define most geologic strata. The most common aquifers include permeable sedimentary rocks such as sandstones, limestones, sand and gravel layers, and highly fractured volcanic and crystalline rocks. Common aquitards are unfractured shales, clays and dense (unfractured) crystalline rocks.

Sedimentary aquifers form layers and usually have a large lateral extent, whereas aquifers in fracture zones in igneous and crystalline rocks may have a very limited lateral extent. When searching for water using any geophysical method, including the Seismoelectric method, the type of aquifer that may be present should be considered, both when planning a survey and especially when considering drilling.

The Seismoelectric method responds to a subsurface circular area whose radius depends on the dimensions of the first Fresnel zone and for practical purposes is approximately equal to one third of the depth to the aquifer. If the survey is conducted in an area where the aquifers reside in fracture zones, it is possible that the Seismoelectric signals will predict the occurrence of an aquifer, which occurs within a fractured area whose lateral extent is limited, but the drill hole may not intersect the fracture zone that provides the Seismoelectric signal. Since the radius of the circle of influence for the Seismoelectric method increases with the depth of the investigation, the difficulty of intersecting the fracture zone with a drill becomes greater as the depth to the aquifer increases.

REFERENCES

The Massachusetts Institute of Technology (MIT) publications on this subject are listed on http://eaps.mit.edu/erl/research/papers.html. Of particular importance are papers by Stephen Pride, borehole experiments by Oleg Mikhailov and computer modeling by Matthew Haartsen.

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Tamalpais Environmental Consultants

Site Plan

Memorial Park
San Anselmo, California

Figure 1

MILLENIUM PLAYGROUND

LOG CABIN

PICNIC MEADOW

U-10 SOCCER FIELD, (45X67YDS)

NATURAL INFIELD

NATURAL TURF AREA

U-10 SOCCER FIELD, (40X60YDS)

ARTIFICIAL TURF OUTFIELD AND INFIELD

U-10 SOCCER FIELD, (45X67YDS)

NATURAL INFIELD

SKATE PARK

TENNIS COURTS

TENNIS COURTS

ISABEL COOK COMMUNITY CENTER

RED HILL SHOPPING CENTER

LEGEND

ARTIFICIAL TURF, (NEW)

NATURAL TURF,(REPLACEMENT)

NATURAL INFIELD, (REPLENISHMENT)

SCHEME 4
MEMORIAL PARK BALL FIELDS
WATER USE REDUCTION PROJECT
Town of San Anselmo, CA

Abey Arnold Associates, Inc.
Landscape Architects
March 25, 2022

PROJECT INFORMATION	
ENGINEERED PRODUCT MANAGER	
ADS SALES REP	
PROJECT NO.	

Advanced Drainage Systems, Inc.

ADS SiteAssist™
FOR STORMTECH
INSTALLATION INSTRUCTIONS
VISIT OUR APP

RAINWATER HARVESTING

SAN ANSELMO, CA

MC-3500 STORMTECH CHAMBER SPECIFICATIONS

1. CHAMBERS SHALL BE STORMTECH MC-3500.
2. CHAMBERS SHALL BE ARCH-SHAPED AND SHALL BE MANUFACTURED FROM VIRGIN, IMPACT-MODIFIED POLYPROPYLENE COPOLYMERS.
3. CHAMBERS SHALL MEET THE REQUIREMENTS OF ASTM F2418, "STANDARD SPECIFICATION FOR POLYPROPYLENE (PP) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS" CHAMBER CLASSIFICATION 45x76 DESIGNATION SS.
4. CHAMBER ROWS SHALL PROVIDE CONTINUOUS, UNOBSTRUCTED INTERNAL SPACE WITH NO INTERNAL SUPPORTS THAT WOULD IMPEDE FLOW OR LIMIT ACCESS FOR INSPECTION.
5. THE STRUCTURAL DESIGN OF THE CHAMBERS, THE STRUCTURAL BACKFILL, AND THE INSTALLATION REQUIREMENTS SHALL ENSURE THAT THE LOAD FACTORS SPECIFIED IN THE AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS, SECTION 12.12, ARE MET FOR: 1) LONG-DURATION DEAD LOADS AND 2) SHORT-DURATION LIVE LOADS, BASED ON THE AASHTO DESIGN TRUCK WITH CONSIDERATION FOR IMPACT AND MULTIPLE VEHICLE PRESENCES.
6. CHAMBERS SHALL BE DESIGNED, TESTED AND ALLOWABLE LOAD CONFIGURATIONS DETERMINED IN ACCORDANCE WITH ASTM F2787, "STANDARD PRACTICE FOR STRUCTURAL DESIGN OF THERMOPLASTIC CORRUGATED WALL STORMWATER COLLECTION CHAMBERS". LOAD CONFIGURATIONS SHALL INCLUDE: 1) INSTANTANEOUS (<1 MIN) AASHTO DESIGN TRUCK LIVE LOAD ON MINIMUM COVER 2) MAXIMUM PERMANENT (75-YR) COVER LOAD AND 3) ALLOWABLE COVER WITH PARKED (1-WEEK) AASHTO DESIGN TRUCK.
7. REQUIREMENTS FOR HANDLING AND INSTALLATION:
   - TO MAINTAIN THE WIDTH OF CHAMBERS DURING SHIPPING AND HANDLING, CHAMBERS SHALL HAVE INTEGRAL, INTERLOCKING STACKING LUGS.
   - TO ENSURE A SECURE JOINT DURING INSTALLATION AND BACKFILL, THE HEIGHT OF THE CHAMBER JOINT SHALL NOT BE LESS THAN 3".
   - TO ENSURE THE INTEGRITY OF THE ARCH SHAPE DURING INSTALLATION, a) THE ARCH STIFFNESS CONSTANT AS DEFINED IN SECTION 6.2.8 OF ASTM F2418 SHALL BE GREATER THAN OR EQUAL TO 450 LBS/IN/IN. AND b) TO RESIST CHAMBER DEFORMATION DURING INSTALLATION AT ELEVATED TEMPERATURES (ABOVE 73° F / 23° C), CHAMBERS SHALL BE PRODUCED FROM REFLECTIVE GOLD OR YELLOW COLORS.
8. ONLY CHAMBERS THAT ARE APPROVED BY THE SITE DESIGN ENGINEER WILL BE ALLOWED. UPON REQUEST BY THE SITE DESIGN ENGINEER OR OWNER, THE CHAMBER MANUFACTURER SHALL SUBMIT A STRUCTURAL EVALUATION FOR APPROVAL BEFORE DELIVERING CHAMBERS TO THE PROJECT SITE AS FOLLOWS:
   - THE STRUCTURAL EVALUATION SHALL BE SEALED BY A REGISTERED PROFESSIONAL ENGINEER.
   - THE STRUCTURAL EVALUATION SHALL DEMONSTRATE THAT THE SAFETY FACTORS ARE GREATER THAN OR EQUAL TO 1.95 FOR DEAD LOAD AND 1.75 FOR LIVE LOAD, THE MINIMUM REQUIRED BY ASTM F2787 AND BY SECTIONS 3 AND 12.12 OF THE AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS FOR THERMOPLASTIC PIPE.
   - THE TEST DERIVED CREEP MODULUS AS SPECIFIED IN ASTM F2418 SHALL BE USED FOR PERMANENT DEAD LOAD DESIGN EXCEPT THAT IT SHALL BE THE 75-YEAR MODULUS USED FOR DESIGN.
9. CHAMBERS AND END CAPS SHALL BE PRODUCED AT AN ISO 9001 CERTIFIED MANUFACTURING FACILITY.

IMPORTANT - NOTES FOR THE BIDDING AND INSTALLATION OF MC-3500 CHAMBER SYSTEM

1. STORMTECH MC-3500 CHAMBERS SHALL NOT BE INSTALLED UNTIL THE MANUFACTURER'S REPRESENTATIVE HAS COMPLETED A PRE-CONSTRUCTION MEETING WITH THE INSTALLERS.
2. STORMTECH MC-3500 CHAMBERS SHALL BE INSTALLED IN ACCORDANCE WITH THE "STORMTECH MC-3500/MC-4500 CONSTRUCTION GUIDE".
3. CHAMBERS ARE NOT TO BE BACKFILLED WITH A DOZER OR AN EXCAVATOR SITUATED OVER THE CHAMBERS. STORMTECH RECOMMENDS 3 BACKFILL METHODS:
   - STONESHOOTER LOCATED OFF THE CHAMBER BED.
   - BACKFILL AS ROWS ARE BUILT USING AN EXCAVATOR ON THE FOUNDATION STONE OR SUBGRADE.
   - BACKFILL FROM OUTSIDE THE EXCAVATION USING A LONG BOOM HOE OR EXCAVATOR.
4. THE FOUNDATION STONE SHALL BE LEVELED AND COMPACTED PRIOR TO PLACING CHAMBERS.
5. JOINTS BETWEEN CHAMBERS SHALL BE PROPERLY SEATED PRIOR TO PLACING STONE.
6. MAINTAIN MINIMUM - 6" (150 mm) SPACING BETWEEN THE CHAMBER ROWS.
7. INLET AND OUTLET MANIFOLDS MUST BE INSERTED A MINIMUM OF 12" (300 mm) INTO CHAMBER END CAPS.
8. EMBEDMENT STONE SURROUNDING CHAMBERS MUST BE A CLEAN, CRUSHED, ANGULAR STONE MEETING THE AASHTO M43 DESIGNATION OF #3 OR #4.
9. STONE MUST BE PLACED ON THE TOP CENTER OF THE CHAMBER TO ANCHOR THE CHAMBERS IN PLACE AND PRESERVE ROW SPACING.
10. THE CONTRACTOR MUST REPORT ANY DISCREPANCIES WITH CHAMBER FOUNDATION MATERIALS BEARING CAPACITIES TO THE SITE DESIGN ENGINEER.
11. ADS RECOMMENDS THE USE OF "FLEXSTORM CATCH IT" INSERTS DURING CONSTRUCTION FOR ALL INLETS TO PROTECT THE SUBSURFACE STORMWATER MANAGEMENT SYSTEM FROM CONSTRUCTION SITE RUNOFF.

NOTES FOR CONSTRUCTION EQUIPMENT

1. STORMTECH MC-3500 CHAMBERS SHALL BE INSTALLED IN ACCORDANCE WITH THE "STORMTECH MC-3500/MC-4500 CONSTRUCTION GUIDE".
2. THE USE OF EQUIPMENT OVER MC-3500 CHAMBERS IS LIMITED:
   - NO EQUIPMENT IS ALLOWED ON BARE CHAMBERS.
   - NO RUBBER TIRED LOADER, DUMP TRUCK, OR EXCAVATORS ARE ALLOWED UNTIL PROPER FILL DEPTHS ARE REACHED IN ACCORDANCE WITH THE "STORMTECH MC-3500/MC-4500 CONSTRUCTION GUIDE".
   - WEIGHT LIMITS FOR CONSTRUCTION EQUIPMENT CAN BE FOUND IN THE "STORMTECH MC-3500/MC-4500 CONSTRUCTION GUIDE".
3. FULL 36" (900 mm) OF STABILIZED COVER MATERIALS OVER THE CHAMBERS IS REQUIRED FOR DUMP TRUCK TRAVEL OR DUMPING.

USE OF A DOZER TO PUSH EMBEDMENT STONE BETWEEN THE ROWS OF CHAMBERS MAY CAUSE DAMAGE TO CHAMBERS AND IS NOT AN ACCEPTABLE BACKFILL METHOD. ANY CHAMBERS DAMAGED BY USING THE "DUMP AND PUSH" METHOD ARE NOT COVERED UNDER THE STORMTECH STANDARD WARRANTY.

CONTACT STORMTECH AT 1-888-892-2694 WITH ANY QUESTIONS ON INSTALLATION REQUIREMENTS OR WEIGHT LIMITS FOR CONSTRUCTION EQUIPMENT.

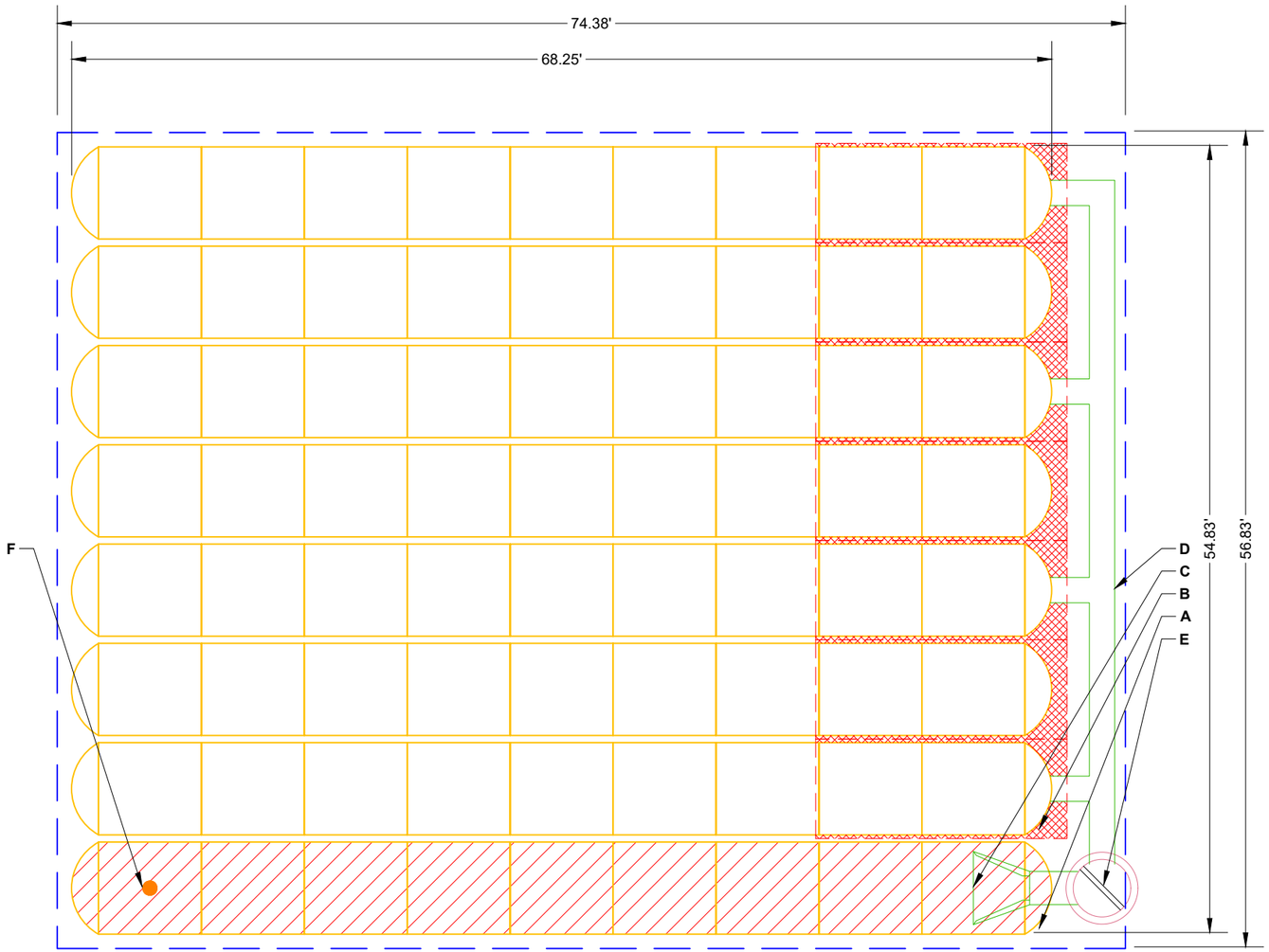
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Item 8 Attachment 5

	PROPOSED LAYOUT	CONCEPTUAL ELEVATIONS	
72	STORMTECH MC-3500 CHAMBERS	MAXIMUM ALLOWABLE GRADE (TOP OF PAVEMENT/UNPAVED):	12.50
16	STORMTECH MC-3500 END CAPS	MINIMUM ALLOWABLE GRADE (UNPAVED WITH TRAFFIC):	6.50
12	STONE ABOVE (in)	MINIMUM ALLOWABLE GRADE (UNPAVED NO TRAFFIC):	6.00
9	STONE BELOW (in)	MINIMUM ALLOWABLE GRADE (TOP OF RIGID CONCRETE PAVEMENT):	6.00
40	STONE VOID	MINIMUM ALLOWABLE GRADE (BASE OF FLEXIBLE PAVEMENT):	6.00
14194	INSTALLED SYSTEM VOLUME (CF) (PERIMETER STONE INCLUDED) (COVER STONE INCLUDED) (BASE STONE INCLUDED)	TOP OF STONE:	5.50
		TOP OF MC-3500 CHAMBER:	4.50
		24" ISOLATOR ROW PLUS INVERT:	0.92
		18" x 18" BOTTOM MANIFOLD INVERT:	0.90
4227	SYSTEM AREA (SF)	BOTTOM OF MC-3500 CHAMBER:	0.75
262.4	SYSTEM PERIMETER (ft)	BOTTOM OF STONE:	0.00

*INVERT ABOVE BASE OF CHAMBER

PART TYPE	ITEM ON LAYOUT	DESCRIPTION	INVERT*	MAX FLOW
PREFABRICATED END CAP	A	24" BOTTOM CORED END CAP, PART#: MC3500IEPP24BC / TYP OF ALL 24" BOTTOM CONNECTIONS AND ISOLATOR PLUS ROWS	2.06"	
PREFABRICATED END CAP	B	18" BOTTOM CORED END CAP, PART#: MC3500IEPP18BC / TYP OF ALL 18" BOTTOM CONNECTIONS	1.77"	
FLAMP	C	INSTALL FLAMP ON 24" ACCESS PIPE / PART#: MC350024RAMP		
MANIFOLD	D	18" x 18" BOTTOM MANIFOLD, ADS N-12	1.77"	
CONCRETE STRUCTURE W/WEIR	E	(DESIGN BY ENGINEER / PROVIDED BY OTHERS)		20.9 CFS IN
INSPECTION PORT	F	4" SEE DETAIL		



ISOLATOR ROW PLUS
(SEE DETAIL)

PLACE MINIMUM 17.50' OF ADSPLUS175 WOVEN GEOTEXTILE OVER BEDDING STONE AND UNDERNEATH CHAMBER FEET FOR SCOUR PROTECTION AT ALL CHAMBER INLET ROWS

BED LIMITS

NOTES

- MANIFOLD SIZE TO BE DETERMINED BY SITE DESIGN ENGINEER. SEE TECH NOTE #6.32 FOR MANIFOLD SIZING GUIDANCE.
- DUE TO THE ADAPTATION OF THIS CHAMBER SYSTEM TO SPECIFIC SITE AND DESIGN CONSTRAINTS, IT MAY BE NECESSARY TO CUT AND COUPLE ADDITIONAL PIPE TO STANDARD MANIFOLD COMPONENTS IN THE FIELD.
- THE SITE DESIGN ENGINEER MUST REVIEW ELEVATIONS AND IF NECESSARY ADJUST GRADING TO ENSURE THE CHAMBER COVER REQUIREMENTS ARE MET.
- THIS CHAMBER SYSTEM WAS DESIGNED WITHOUT SITE-SPECIFIC INFORMATION ON SOIL CONDITIONS OR BEARING CAPACITY. THE SITE DESIGN ENGINEER IS RESPONSIBLE FOR DETERMINING THE SUITABILITY OF THE SOIL AND PROVIDING THE BEARING CAPACITY OF THE INSITU SOILS. THE BASE STONE DEPTH MAY BE INCREASED OR DECREASED ONCE THIS INFORMATION IS PROVIDED.
- **NOT FOR CONSTRUCTION:** THIS LAYOUT IS FOR PRELIMINARY PURPOSES ONLY TO PROVE CONCEPT & THE REQUIRED STORAGE VOLUME CAN BE ACHIEVED ON SITE.

Item 8 Attachment 5

RAINWATER HARVESTING
SAN ANSELMO, CA
DATE:
DRAWN: GK
CHECKED: N/A
PROJECT #:

DESCRIPTION	CHK	DRW	DATE

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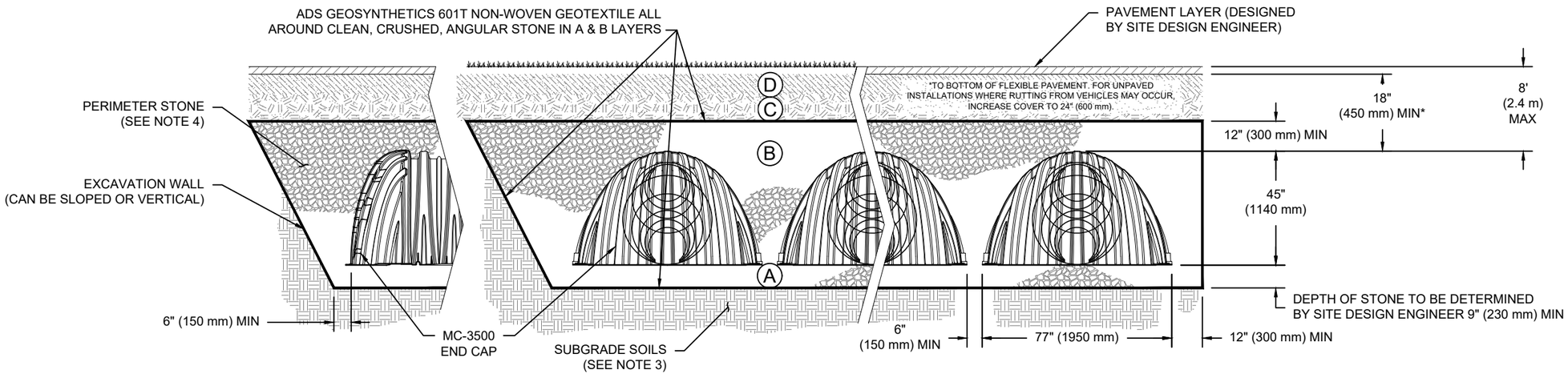
0 10' 20'

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ACCEPTABLE FILL MATERIALS: STORMTECH MC-3500 CHAMBER SYSTEMS

MATERIAL LOCATION		DESCRIPTION	AASHTO MATERIAL CLASSIFICATIONS	COMPACTION / DENSITY REQUIREMENT
D	**FINAL FILL:** FILL MATERIAL FOR LAYER 'D' STARTS FROM THE TOP OF THE 'C' LAYER TO THE BOTTOM OF FLEXIBLE PAVEMENT OR UNPAVED FINISHED GRADE ABOVE. NOTE THAT PAVEMENT SUBBASE MAY BE PART OF THE 'D' LAYER	ANY SOIL/ROCK MATERIALS, NATIVE SOILS, OR PER ENGINEER'S PLANS. CHECK PLANS FOR PAVEMENT SUBGRADE REQUIREMENTS.	N/A	PREPARE PER SITE DESIGN ENGINEER'S PLANS. PAVED INSTALLATIONS MAY HAVE STRINGENT MATERIAL AND PREPARATION REQUIREMENTS.
C	**INITIAL FILL:** FILL MATERIAL FOR LAYER 'C' STARTS FROM THE TOP OF THE EMBEDMENT STONE ('B' LAYER) TO 24" (600 mm) ABOVE THE TOP OF THE CHAMBER. NOTE THAT PAVEMENT SUBBASE MAY BE A PART OF THE 'C' LAYER.	GRANULAR WELL-GRADED SOIL/AGGREGATE MIXTURES, <35% FINES OR PROCESSED AGGREGATE. MOST PAVEMENT SUBBASE MATERIALS CAN BE USED IN LIEU OF THIS LAYER.	AASHTO M145[1] A-1, A-2-4, A-3 OR AASHTO M43[1] 3, 357, 4, 467, 5, 56, 57, 6, 67, 68, 7, 78, 8, 89, 9, 10	BEGIN COMPACTIONS AFTER 24" (600 mm) OF MATERIAL OVER THE CHAMBERS IS REACHED. COMPACT ADDITIONAL LAYERS IN 12" (300 mm) MAX LIFTS TO A MIN. 95% PROCTOR DENSITY FOR WELL GRADED MATERIAL AND 95% RELATIVE DENSITY FOR PROCESSED AGGREGATE MATERIALS.
B	**EMBEDMENT STONE:** FILL SURROUNDING THE CHAMBERS FROM THE FOUNDATION STONE ('A' LAYER) TO THE 'C' LAYER ABOVE.	CLEAN, CRUSHED, ANGULAR STONE	AASHTO M43[1] 3, 4	NO COMPACTION REQUIRED.
A	**FOUNDATION STONE:** FILL BELOW CHAMBERS FROM THE SUBGRADE UP TO THE FOOT (BOTTOM) OF THE CHAMBER.	CLEAN, CRUSHED, ANGULAR STONE	AASHTO M43[1] 3, 4	PLATE COMPACT OR ROLL TO ACHIEVE A FLAT SURFACE.[2,3]

PLEASE NOTE:
1. THE LISTED AASHTO DESIGNATIONS ARE FOR GRADATIONS ONLY. THE STONE MUST ALSO BE CLEAN, CRUSHED, ANGULAR. FOR EXAMPLE, A SPECIFICATION FOR #4 STONE WOULD STATE: "CLEAN, CRUSHED, ANGULAR NO. 4 (AASHTO M43) STONE".
2. STORMTECH COMPACTION REQUIREMENTS ARE MET FOR 'A' LOCATION MATERIALS WHEN PLACED AND COMPACTED IN 9" (230 mm) (MAX) LIFTS USING TWO FULL COVERAGES WITH A VIBRATORY COMPACTOR.
3. WHERE INFILTRATION SURFACES MAY BE COMPROMISED BY COMPACTION, FOR STANDARD DESIGN LOAD CONDITIONS, A FLAT SURFACE MAY BE ACHIEVED BY RAKING OR DRAGGING WITHOUT COMPACTION EQUIPMENT. FOR SPECIAL LOAD DESIGNS, CONTACT STORMTECH FOR COMPACTION REQUIREMENTS.
4. ONCE LAYER 'C' IS PLACED, ANY SOIL/MATERIAL CAN BE PLACED IN LAYER 'D' UP TO THE FINISHED GRADE. MOST PAVEMENT SUBBASE SOILS CAN BE USED TO REPLACE THE MATERIAL REQUIREMENTS OF LAYER 'C' OR 'D' AT THE SITE DESIGN ENGINEER'S DISCRETION.



NOTES:

1. CHAMBERS SHALL MEET THE REQUIREMENTS OF ASTM F2418, "STANDARD SPECIFICATION FOR POLYPROPYLENE (PP) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS" CHAMBER CLASSIFICATION 45x76 DESIGNATION SS.
2. MC-3500 CHAMBERS SHALL BE DESIGNED IN ACCORDANCE WITH ASTM F2787 "STANDARD PRACTICE FOR STRUCTURAL DESIGN OF THERMOPLASTIC CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
3. THE SITE DESIGN ENGINEER IS RESPONSIBLE FOR ASSESSING THE BEARING RESISTANCE (ALLOWABLE BEARING CAPACITY) OF THE SUBGRADE SOILS AND THE DEPTH OF FOUNDATION STONE WITH CONSIDERATION FOR THE RANGE OF EXPECTED SOIL MOISTURE CONDITIONS.
4. PERIMETER STONE MUST BE EXTENDED HORIZONTALLY TO THE EXCAVATION WALL FOR BOTH VERTICAL AND SLOPED EXCAVATION WALLS.
5. REQUIREMENTS FOR HANDLING AND INSTALLATION:
   - TO MAINTAIN THE WIDTH OF CHAMBERS DURING SHIPPING AND HANDLING, CHAMBERS SHALL HAVE INTEGRAL, INTERLOCKING STACKING LUGS.
   - TO ENSURE A SECURE JOINT DURING INSTALLATION AND BACKFILL, THE HEIGHT OF THE CHAMBER JOINT SHALL NOT BE LESS THAN 3".
   - TO ENSURE THE INTEGRITY OF THE ARCH SHAPE DURING INSTALLATION, a) THE ARCH STIFFNESS CONSTANT AS DEFINED IN SECTION 6.2.8 OF ASTM F2418 SHALL BE GREATER THAN OR EQUAL TO 450 LBS/IN/IN. AND b) TO RESIST CHAMBER DEFORMATION DURING INSTALLATION AT ELEVATED TEMPERATURES (ABOVE 73° F / 23° C), CHAMBERS SHALL BE PRODUCED FROM REFLECTIVE GOLD OR YELLOW COLORS.

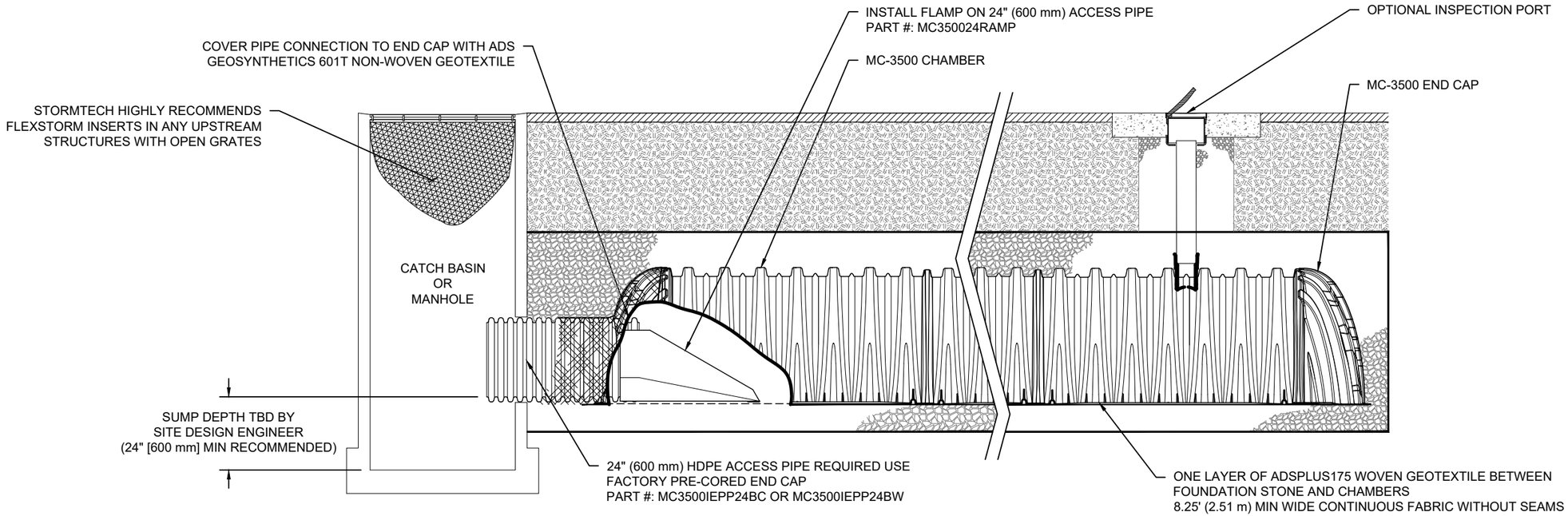
RAINWATER HARVESTING
SAN ANSELMO, CA
DATE:
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CHECKED: N/A
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DATE	DRW	CHK	DESCRIPTION

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MC-3500 ISOLATOR ROW PLUS DETAIL
NTS

INSPECTION & MAINTENANCE

STEP 1) INSPECT ISOLATOR ROW PLUS FOR SEDIMENT
- A. INSPECTION PORTS (IF PRESENT)
  - A.1. REMOVE/OPEN LID ON NYLOPLAST INLINE DRAIN
  - A.2. REMOVE AND CLEAN FLEXSTORM FILTER IF INSTALLED
  - A.3. USING A FLASHLIGHT AND STADIA ROD, MEASURE DEPTH OF SEDIMENT AND RECORD ON MAINTENANCE LOG
  - A.4. LOWER A CAMERA INTO ISOLATOR ROW PLUS FOR VISUAL INSPECTION OF SEDIMENT LEVELS (OPTIONAL)
  - A.5. IF SEDIMENT IS AT, OR ABOVE, 3" (80 mm) PROCEED TO STEP 2. IF NOT, PROCEED TO STEP 3.
- B. ALL ISOLATOR PLUS ROWS
  - B.1. REMOVE COVER FROM STRUCTURE AT UPSTREAM END OF ISOLATOR ROW PLUS
  - B.2. USING A FLASHLIGHT, INSPECT DOWN THE ISOLATOR ROW PLUS THROUGH OUTLET PIPE
    - i) MIRRORS ON POLES OR CAMERAS MAY BE USED TO AVOID A CONFINED SPACE ENTRY
    - ii) FOLLOW OSHA REGULATIONS FOR CONFINED SPACE ENTRY IF ENTERING MANHOLE
  - B.3. IF SEDIMENT IS AT, OR ABOVE, 3" (80 mm) PROCEED TO STEP 2. IF NOT, PROCEED TO STEP 3.

STEP 2) CLEAN OUT ISOLATOR ROW PLUS USING THE JETVAC PROCESS
- A. A FIXED CULVERT CLEANING NOZZLE WITH REAR FACING SPREAD OF 45" (1.1 m) OR MORE IS PREFERRED
- B. APPLY MULTIPLE PASSES OF JETVAC UNTIL BACKFLUSH WATER IS CLEAN
- C. VACUUM STRUCTURE SUMP AS REQUIRED

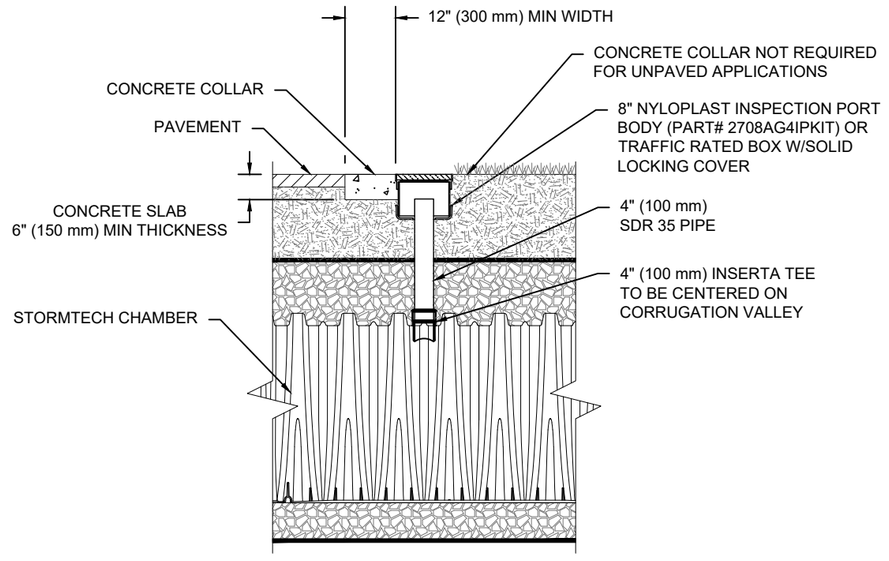
STEP 3) REPLACE ALL COVERS, GRATES, FILTERS, AND LIDS; RECORD OBSERVATIONS AND ACTIONS.

STEP 4) INSPECT AND CLEAN BASINS AND MANHOLES UPSTREAM OF THE STORMTECH SYSTEM.

NOTES

1. INSPECT EVERY 6 MONTHS DURING THE FIRST YEAR OF OPERATION. ADJUST THE INSPECTION INTERVAL BASED ON PREVIOUS OBSERVATIONS OF SEDIMENT ACCUMULATION AND HIGH WATER ELEVATIONS.

2. CONDUCT JETTING AND VACTORING ANNUALLY OR WHEN INSPECTION SHOWS THAT MAINTENANCE IS NECESSARY.



NOTE:
INSPECTION PORTS MAY BE CONNECTED THROUGH ANY CHAMBER CORRUGATION VALLEY.

4" PVC INSPECTION PORT DETAIL
(MC SERIES CHAMBER)
NTS

RAINWATER HARVESTING
SAN ANSELMO, CA
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CHECKED: N/A

DESCRIPTION	CHK	DRW	DATE

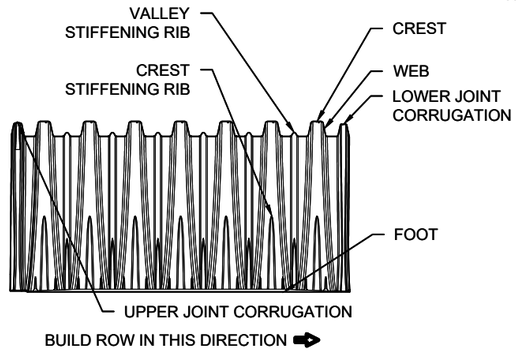
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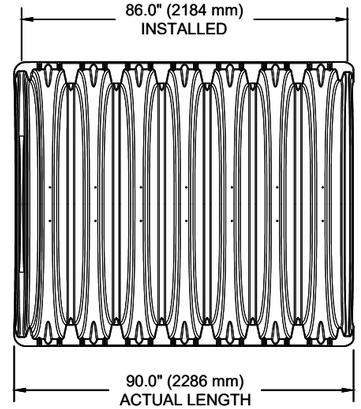
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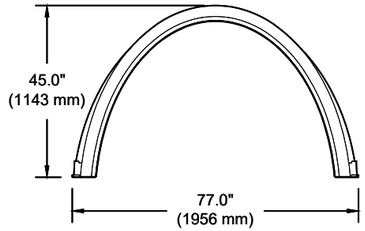
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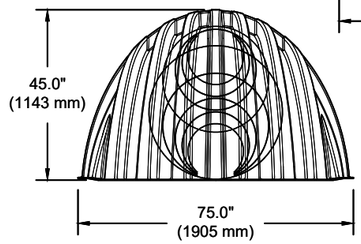
MC-3500 TECHNICAL SPECIFICATION

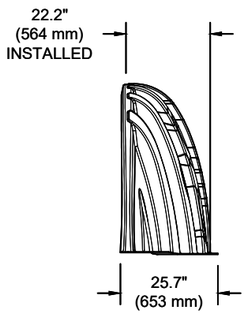
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NOMINAL CHAMBER SPECIFICATIONS

SIZE (W X H X INSTALLED LENGTH)	77.0" X 45.0" X 86.0"	(1956 mm X 1143 mm X 2184 mm)
CHAMBER STORAGE	109.9 CUBIC FEET	(3.11 m³)
MINIMUM INSTALLED STORAGE*	175.0 CUBIC FEET	(4.96 m³)
WEIGHT	134 lbs.	(60.8 kg)

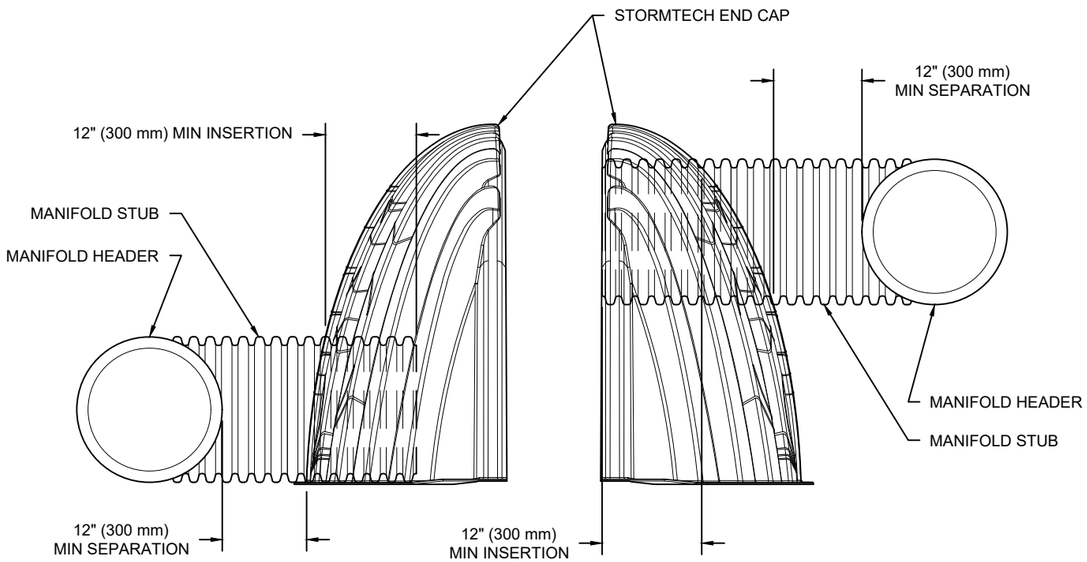
NOMINAL END CAP SPECIFICATIONS

SIZE (W X H X INSTALLED LENGTH)	75.0" X 45.0" X 22.2"	(1905 mm X 1143 mm X 564 mm)
END CAP STORAGE	14.9 CUBIC FEET	(0.42 m³)
MINIMUM INSTALLED STORAGE*	45.1 CUBIC FEET	(1.28 m³)
WEIGHT	49 lbs.	(22.2 kg)

*ASSUMES 12" (305 mm) STONE ABOVE, 9" (229 mm) STONE FOUNDATION, 6" SPACING BETWEEN CHAMBERS, 6" (152 mm) STONE PERIMETER IN FRONT OF END CAPS AND 40% STONE POROSITY

MC-SERIES END CAP INSERTION DETAIL

NTS

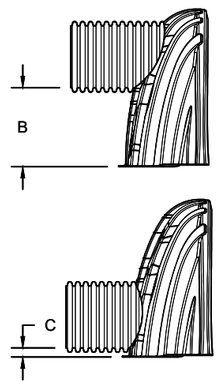


NOTE: MANIFOLD STUB MUST BE LAID HORIZONTAL FOR A PROPER FIT IN END CAP OPENING.

STUBS AT BOTTOM OF END CAP FOR PART NUMBERS ENDING WITH "B"
STUBS AT TOP OF END CAP FOR PART NUMBERS ENDING WITH "T"
END CAPS WITH A WELDED CROWN PLATE END WITH "C"
END CAPS WITH A PREFABRICATED WELDED STUB END WITH "W"

PART #	STUB	B	C
MC3500IEPP06T	6" (150 mm)	33.21" (844 mm)	---
MC3500IEPP06B		---	0.66" (17 mm)
MC3500IEPP08T	8" (200 mm)	31.16" (791 mm)	---
MC3500IEPP08B		---	0.81" (21 mm)
MC3500IEPP10T	10" (250 mm)	29.04" (738 mm)	---
MC3500IEPP10B		---	0.93" (24 mm)
MC3500IEPP12T	12" (300 mm)	26.36" (670 mm)	---
MC3500IEPP12B		---	1.35" (34 mm)
MC3500IEPP15T	15" (375 mm)	23.39" (594 mm)	---
MC3500IEPP15B		---	1.50" (38 mm)
MC3500IEPP18TC	18" (450 mm)	20.03" (509 mm)	---
MC3500IEPP18TW			
MC3500IEPP18BC		---	1.77" (45 mm)
MC3500IEPP18BW			
MC3500IEPP24TC	24" (600 mm)	14.48" (368 mm)	---
MC3500IEPP24TW			
MC3500IEPP24BC		---	2.06" (52 mm)
MC3500IEPP24BW			
MC3500IEPP30BC	30" (750 mm)	---	2.75" (70 mm)

NOTE: ALL DIMENSIONS ARE NOMINAL



CUSTOM PRECORED INVERTS ARE AVAILABLE UPON REQUEST. INVENTORIED MANIFOLDS INCLUDE 12-24" (300-600 mm) SIZE ON SIZE AND 15-48" (375-1200 mm) ECCENTRIC MANIFOLDS. CUSTOM INVERT LOCATIONS ON THE MC-3500 END CAP CUT IN THE FIELD ARE NOT RECOMMENDED FOR PIPE SIZES GREATER THAN 10" (250 mm). THE INVERT LOCATION IN COLUMN 'B' ARE THE HIGHEST POSSIBLE FOR THE PIPE SIZE.

Item 8 Attachment 5

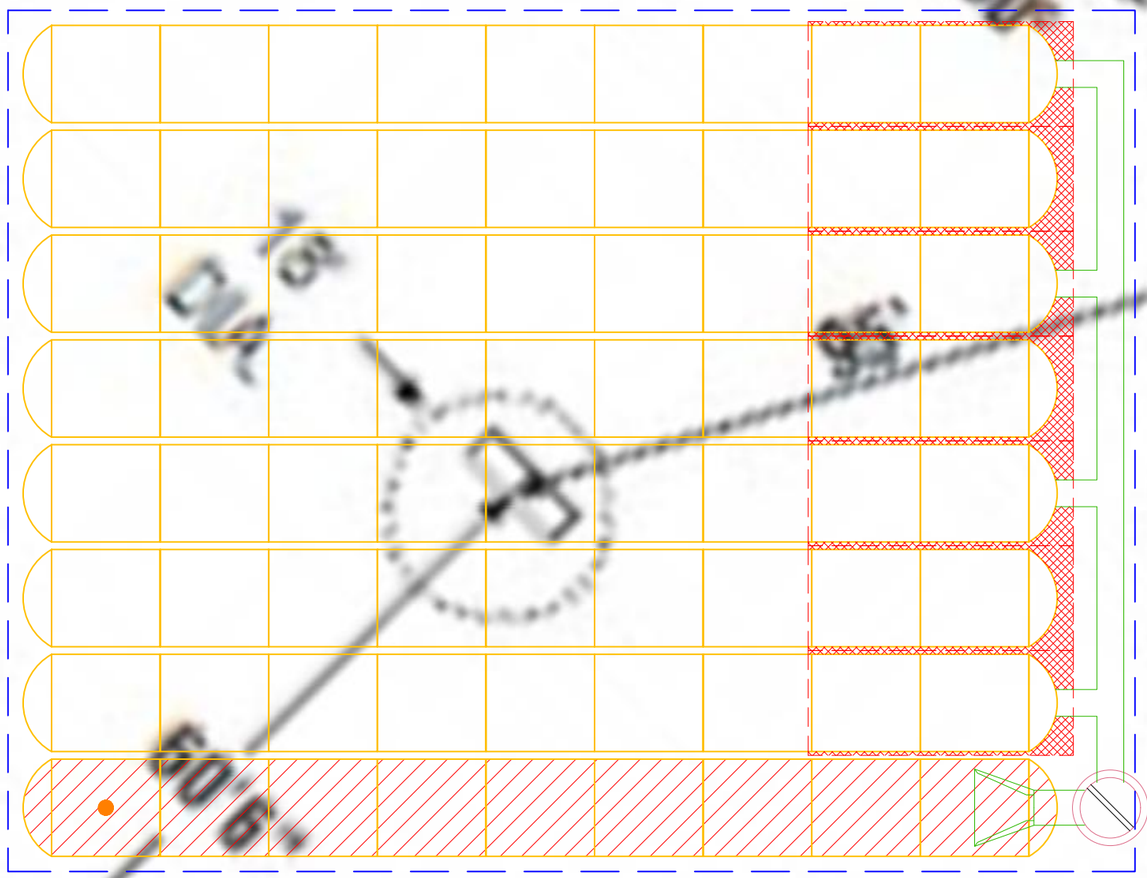
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SHEET
5 OF 5


90'
5'
5'
20'
15'
90'
95'
75'
DIA.
60'-0"
26'
DIA.
89'
FOUL LINE
45'
45'

Carla Kacmar

From: Jan Springer <springer74@gmail.com>
Sent: Tuesday, April 12, 2022 9:43 AM
To: Steve Burdo; Carla Kacmar
Subject: Item No. 7 - Water Conservation/Memorial Park Reno Project

Follow Up Flag: Flag for follow up
Flag Status: Flagged

CAUTION: External Sender

To Town Councilmembers and Town Clerk,

I may be unable to attend the April 12 Town Council meeting, but I wish to be heard on item no. 7, Water Conservation and Memorial Park Renovation Project. I am a member of the San Anselmo Parks and Recreation Commission and a six year resident of the town. I support Options 1, 2 and 3 set forth in Sean Condry's staff report. The renovation of the Memorial Park fields is long overdue, and I urge the Town Council to move forward with the Memorial Park Renovation Project.

Respectfully submitted,

Jan Springer Wu

773-456-0178

Carla Kacmar

From: Jan Springer <springer74@gmail.com>
Sent: Tuesday, April 12, 2022 9:43 AM
To: Steve Burdo; Carla Kacmar
Subject: Item No. 7 - Water Conservation/Memorial Park Reno Project

Follow Up Flag: Flag for follow up
Flag Status: Flagged

CAUTION: External Sender

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Respectfully submitted,

Jan Springer Wu

773-456-0178

Carla Kacmar

From: Vance and Anna Frost <frost@liveinmarin.com>
Sent: Tuesday, April 12, 2022 2:54 PM
To: Carla Kacmar
Subject: Public Comment on Water Conservation and Memorial Park Renovation Project

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: External Sender

Dear Carla,

I may be unable to attend the April 12 Town Council meeting, but I wish to be heard on item no. 7, Water Conservation and Memorial Park Renovation Project. I am a member of the San Anselmo Parks and Recreation Commission and a 35 year resident of the town. I support Options 1 and 2 set forth in Sean Condry's staff report. The renovation of the Memorial Park fields is long overdue, and I urge the Town Council to move forward with the Memorial Park Renovation Project.

Yours Truly Vance Frost

Vance & Anna

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TO: Town Council 4/26/2022 **Item #:** 9.

FROM:
Jeff Zuba, Finance & Administrative Services Director

SUBJECT:
Introduction and first reading of an Ordinance to repeal and replace San Anselmo Municipal Code Chapter 2-5 "Purchasing", the Town's purchasing policy, and amend Chapter 2 "Town Manager" for consistency with purchasing policy.

RECOMMENDATION

1. That the Town Council hold a public hearing to consider adoption of an Ordinance Amendment to repeal and replace San Anselmo Municipal Code Chapter 2-5 "Purchasing", the Town's purchasing policy, and amend Chapter 2 "Town Manager" for consistency with purchasing policy.
2. Motion to read the Ordinance Amendment by title only. The Town Clerk will read the full title of the Ordinance.
3. Motion to approve the first reading of the Ordinance Amendment and waive future readings in their entirety.

BACKGROUND

Local jurisdictions are required to adopt policies and procedures governing the purchase of supplies and equipment consistent with State law. (Gov. Code, § 54202 et seq.) San Anselmo adopted its purchasing policy ordinance in 1979, SAMC Chapter 2-5. Given the age of the Town's purchasing policy, staff suggests amendments to include current best practices. Suggested amendments include:

- Increase Town Manager purchasing threshold amount to $50,000.
- Include "green purchasing" policy provisions.
- Include preference for local vendors.

DISCUSSION

A. General Purchasing Policy Overview

The proposed Purchasing Policy Ordinance Amendment repeals and replaces the Town's current outdated Code, adopted in 1979. The Amendment contains various general updates consistent with current best practices, in addition to a proposed green purchasing policy and a local vendor preference policy.

The Town Manager is the designated purchasing agent who is responsible for the purchase of supplies, materials, services, and equipment. Purchasing procedures are delineated by dollar amount. For purchases of $1,000 or less, the Town Manager may approve a purchase based on informal oral or written vendor quotes. The Town Manager may also approve purchases between $1,000+ up to $50,000, awarded pursuant to an

informal process based on at least 3 bids (where possible), to the lowest responsible bidder. A "lowest responsible bidder" is one who timely submits a complete and responsive bid. Price alone is not determinative, but will be considered one factor along with other relevant factors such as quality of service, reputation, and experience. Purchases exceeding $50,000 must be approved by the Town Council pursuant to a formal competitive bid process.

There are several exemptions where informal quotes, or a bidding process (as applicable) is not required, including: 1) emergency purchases; 2) purchases from a unique sole source; 3) professional or expert services; or 4) cooperative purchasing agreements.

Additionally, if the Town Manager determines that certain supplies/equipment are no longer required or obsolete, the Town Manager has the authority to sell this equipment.

The Ordinance Amendment also contains an inflation factor for the dollar threshold amounts pursuant to the San Francisco Bay Area CPI.

Finally, Chapter 2-2.08 regarding the powers and duties of the Town Manager is updated for consistency.

B. Increase Town Manager Purchasing Threshold Amount

The Town's current purchasing policy requires that the Town Council approve all purchases of over $5,000. Adjusted for inflation, all purchases over $17,800 currently require Town Council approval.

In contrast, given the high cost of goods and equipment, most California jurisdictions, including Marin municipalities, have larger dollar threshold amounts. For example, Larkspur and Ross require Council approval for purchases over $50,000; and San Rafael requires council approval for purchases over $75,000.

Noted above, the proposed Ordinance Amendment increases the Town Manager purchasing threshold to $50,000. Staff suggests that a higher threshold amount will allow the Town Manager to efficiently procure the goods, equipment, and services necessary for the Town, consistent with current best practices. Purchases above this threshold will continue to require Town Council approval to the lowest responsible bidder.

C. Green Purchasing Policy

The proposed Ordinance Amendment contains a Green Purchasing policy, Section 2-5-09. The policy contains three basic provisions.

First, the Town must purchase recycled products whenever possible, and Town purchases will favor the selection of recycled content and renewable materials. To ensure consideration, the bid amount of environmentally preferred products will be deemed reduced by 5% for the purposes of evaluating the competitiveness of a bid.

Second, the Town will give preference to the purchasing of electric vehicles, and all purchases must be consistent with applicable Town electric fleet policies. In 2019, the Town Council adopted its Electric Vehicle Strategy and amended the General Plan Circulation element to include the goals of the widespread use of electric vehicles. In addition to increasing the amount of public electric vehicle charging station, the Town set the goal of converting the Town's fleet of vehicles to electric. This purchasing policy furthers the Town's

electric vehicle goals.

Finally, all purchases must be consistent with any current or future environmental policies.

The Town's Climate Action Commission consistently works to promote environmental responsibility and stewardship. To this end, the Climate Action Commission has worked to draft a detailed proposed policy regarding the Town's purchase of electric vehicles. However, given the current low Town Manager threshold for purchasing goods and services, staff suggests that it return with the Commission's detailed proposed electrical vehicle amendment at a future date. The proposed Ordinance Amendment will help ensure that current and future policies - such as a more detailed electric vehicle policy - will apply to the Town.

D. Local Vendor Preference Policy

The proposed Ordinance Amendment contains a local vendor preference policy. Local preference policies are intended to provide a competitive advantage to local businesses when doing business within the Town. Due to the high cost of doing business in Marin, including San Anselmo, local businesses face a competitive disadvantage when compared with businesses who are located outside of the Town. The local vendor preference policy would help local businesses to compete in this environment. Additionally, a local vendor preference policy can stimulate the local economy by retaining Town dollars within the Town. Local businesses are those that are located within the Town for at least 12 months prior and have a Town business license.

FISCAL IMPACT

There is no direct fiscal impact as a result of adopting this ordinance and approving the amended agreement.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Ordinance Amendment is exempt from the California Environmental Quality Act ("CEQA") under the "common sense" exemption, CEQA Guideline section 15061(b)(3) because it can be seen with certainty that it will not have a significant adverse environmental effect; and it is not a "project" within the meaning of CEQA Guidelines section 15378, because it will not result in any direct or indirect physical change in the environment.

CONCLUSION

Staff suggests that the Town Council adopt the first reading of the proposed Purchasing Policy Ordinance Amendment. The proposed Amendment will update the Town's purchasing practices consistent with best practices, including the increased threshold for Town Manager purchasing authority. The Amendment will also benefit the Town by including a green purchasing policy, which allows for the application of future environmental policies that may be developed, including any future detailed Town electric vehicle purchasing policy. Finally, the Amendment will benefit the Town by encouraging and providing Town dollars to local businesses.

Attachment 1: Draft Ordinance Amending Chapter 2.05 Purchasing Policy

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO REPEALING AND REPLACING TITLE 2 "ADMINISTRATION" CHAPTER 5 "PURCHASING" OF THE SAN ANSELMO MUNICIPAL CODE AND AMENDING CHAPTER 2 "TOWN MANAGER" FOR CONSISTENCY WITH PURCHASING POLICY

WHEREAS, Government Code sections 54201 *et seq.* govern purchasing by local governmental bodies and require that every local agency adopt policies and procedures governing the purchase of supplies and equipment; and

WHEREAS, San Anselmo's current purchasing ordinance, Title 2, Chapter 5 "Purchasing", was adopted in 1979 and requires updating to incorporate current best practices; and

WHEREAS, the Town Council desires to repeal and replace Chapter 2-5 "Purchasing" with an ordinance that reflects current best practices and Town policy, and make minor modifications to section 2-8.08 regarding the powers and duties of the Town Manager for consistency (the "Ordinance Amendment"); and

WHEREAS, given the high cost of goods and equipment, the Town seeks to increase the Town Manager purchasing threshold amount to $50,000, consistent with best practices, to promote efficiency in purchasing for the Town; and

WHEREAS, the Town Council desires to promote and encourage environmentally sustainable practices and finds and determines that a "green" purchasing policy of including, but not limited to, preferring the purchase of recycled goods and electric vehicles, is in the public interest; and

WHEREAS, the Ordinance Amendment is consistent with the Town's Climate Action Plan because it contains a "green purchasing policy" that requires the Town to prefer the purchase of environmentally responsible products and services, including electric vehicles, as set forth in the Ordinance Amendment, and that Town purchases must be consistent with any and all environmental Town policies that the Council may adopt in the future; and

WHEREAS, the Town Council desires to support local vendors, and finds and determines that funds generated in the community should, to the extent possible, stay in the local economy in order to promote the economic health of the Town and encourage local participation in the provision of supplies, equipment, and services; and

WHEREAS, due to the high costs associated with doing business in San Anselmo including but not limited to higher labor costs, insurance and rent, local vendors are at a competitive disadvantage to vendors located outside the Town, and a local vendor preference is reasonable and necessary to provide equality between the bids of local vendors and vendors outside of the Town.

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

SECTION 1: Environmental Review. The Ordinance Amendment is exempt from the California Environmental Quality Act ("CEQA") under the "common sense" exemption, CEQA Guideline section 15061(b)(3), because it can be seen with certainty that it will not have a significant adverse environmental effect; and it is not a "project" within the meaning of the CEQA Guidelines § 15378, as it will not result in any direct or indirect physical change in the environment.

SECTION 2: The above recitals are true and correct and are incorporated as findings herein.

SECTION 3: Title 2 "Administration" Chapter 5 "Purchasing" is hereby repealed in its entirety and replaced as follows:

2-5.01 – Purpose and scope.

The purpose of this chapter is to set forth procedures for the purchase of supplies, materials, equipment, and services, which procedures shall be in compliance with all federal and state laws. This chapter is enacted pursuant to Government Code section 54202. This chapter shall not apply to public projects as defined by California Public Contracts Code section 20160 *et seq*., or federal award contracts.

2-5.02 – Purchasing agent designated and duties established.

(a) The Town Manager is designated as the purchasing agent for the Town and shall be responsible for the purchase of supplies, materials, equipment, and services for all departments of the Town. The Town Manager may designate all or a portion of the purchasing duties to any Town staff member.
(b) The duties of the purchasing agent include:
  (1) Purchase, or contract for the purchase or lease of, all supplies, materials, equipment, and services required by the Town pursuant to the procedures in this chapter and applicable laws.
  (2) Negotiate and recommend execution of contracts for the purchase or lease of supplies, materials, equipment, and services pursuant to the procedures in this chapter and applicable laws.
  (3) Procure for the Town all the necessary quality in supplies, materials, equipment, and services pursuant to the procedures in this chapter and applicable laws.
  (4) Supervise the inspection of all supplies, materials, equipment, and services to ensure conformance with specifications.
  (5) Recommend and oversee the sale or disposal of all supplies, materials and equipment that cannot be used by the Town or have become unsuitable for Town use.

(6) Maintain a bidders' list, including a local bidders' list, that identifies businesses and service providers that have an established place of business within the Town and have held a Town business license for at least 12 months.
(7) For purchases exempt from bidding, periodically reexamine current vendors' prices as to their competitiveness.

2-5.03 – Purchase procedures.

(a) Consistent with this chapter, the purchasing agent shall procure favorable pricing for the procurement of all supplies, materials, equipment, and services. Bids should be solicited and obtained from local vendors whenever possible.
(b) For purposes of this chapter "lowest responsible bidder" shall mean the bidder that timely submits a complete and fully responsive bid that best responds in price, quality, service, fitness, and capacity to the bid requirements. Price alone will not be the determinative factor but will be considered along with other relevant bidder responsibility factors such as the quality of the services to be provided or the supplies or equipment to be delivered as well as bidder reputation, qualifications, experience, and ability to timely perform and meet contract requirements.
(c) The purchasing agent may approve purchases of supplies, materials, equipment, and services having an estimated value of $1,000 or less. Informal quotes may be obtained from vendors but are not required.
(d) The purchasing agent may approve purchases of supplies, materials, equipment, and services having an estimated value of more than $1,000 but less than and including $50,000. An informal bidding process shall be used. To the extent possible, at least three bids from different vendors shall be obtained. Bids may be received by informal price checking orally or in writing, and shall be documented and maintained in a file with the final awarded contract. The contract shall be awarded to the lowest responsible bidder. Notwithstanding anything to the contrary, the purchasing agent may use the competitive bidding process in this section in his/her/their discretion.
(e) For purchases of supplies, materials, equipment, and services having an estimated value of over $50,000, the authorization to award a purchase contract shall be made by Town Council resolution following a sealed competitive bid process as follows:
    (1) A notice inviting bids shall be prepared and shall include a general description of the goods or services to be purchased, where bid instructions and specifications may be obtained, the time and place for bid openings, and the security required if any. Notices inviting bids shall be published at least once in a newspaper of general circulation at least 10 days prior to the opening of bids. The purchasing agent may also advertise for bids by other means including posting on the public bulletin board at Town Hall or on the Town's website. The purchasing agent shall also solicit bids from prospective vendors whose name are on the bidders' list or who have made a written request that their names be added thereto, or from such other vendors who are not on the list, but known by the purchasing agent.
    (2) Sealed bids shall be submitted to the purchasing agent and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than 30 calendar

days after the bid opening. The contract shall be awarded the lowest responsible bidder.

(3) If two or more bids received from responsible bidders are for the same total amount or unit price, quality and service being equal, preference shall be given to a local vendor, or the purchasing officer or Town Council (as applicable) may accept the lowest bid made by negotiation with the tie bidders.

(4) Notwithstanding anything to the contrary in this chapter, all bids may be rejected and readvertised in the Town Council's or purchasing agent's discretion, as applicable.

(5) Performance Bonds. The purchasing agent shall have authority to require a performance bond before entering a contract in such amount as the purchasing agent shall find reasonably necessary to protect the best interests of the Town. If the purchasing agent requires a performance bond, the form and amount of the bond shall be described in the notice inviting bids.

2-5.04 – Exemptions. No bidding shall be required under the following conditions:

(a) Emergency conditions. For emergency conditions that involve a sudden, unexpected occurrence or discovery of a condition or circumstance that poses a clear and imminent danger requiring immediate action.

(b) Sole source. When the supplies, services or equipment are unique because of their quality, durability, availability, or fitness for a particular use and are available from a sole source.

(c) Professional services. For the purchase of professional or expert services, such as architectural, landscape architectural, engineering, environmental, land surveying, legal, financial, auditing, human resources, information technology, or construction management services, which may be made on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

(d) Cooperative purchasing agreements. Cooperative purchasing agreements for the procurement of any supplies, equipment, and services with one or more public entities in accordance with an agreement entered into between the participants. Such cooperative purchasing may include, but is not limited to, joint or multiparty contracts between public entities and open-ended state public procurement unit contracts which are made available to the Town.

2-5.05 – Local vendor preference.

(a) Local vendor preference policy. To promote the economic health of the Town and encourage local participation, the policy of the Town shall be to purchase materials, supplies, equipment, and services from vendors whose principal place of business is located within Town limits, to the extent permitted by law and subject to the provisions of this chapter.

(b) Local vendor definition. A local vendor shall mean a vendor who has an established place of business within the Town and has held a Town business license for at least 12 months prior to the bid. Any vendor claiming to be a local vendor shall certify the same

in the bid. The Town Manager has the final discretion to determine if the bidder qualifies as a local vendor.

(c) Preference. The bid amounts of all local vendors who submit bids or quotations otherwise in conformance with this chapter shall be deemed reduced by 5% of said bid amount for purposes of determining whether local vendors' bids are the lowest bid(s) submitted.

(d) Exemptions. Notwithstanding anything to the contrary, the local vendor preference shall not apply to:
   (1) Professional or specialized services;
   (2) Emergency purchases;
   (3) Public projects under California Public Contracts Code section 20160 *et seq*., or federal award contracts; or
   (4) Purchases with an estimated cost of $1,000 or less.

2-5.06 – Surplus materials, supplies, and equipment. At such times as determined by the purchasing agent, reports shall be prepared showing all supplies and equipment that are no longer used or that have become obsolete or worn out. The purchasing agent shall have the authority to sell, trade, or exchange all supplies and equipment consistent with applicable law.

2-5.07 – Staging prohibited. Purchases shall not be knowingly staged, or bids split or separated into smaller units or segments, solely for the purpose of evading the procedures of this chapter.

2-5.08 – Inflation Factor. Every 12 months, the dollar limits set forth in this chapter shall be modified automatically by the percent change in the San Francisco, California All Urban Consumer Price Index.

2-5-09 – Green purchasing policy. Notwithstanding any provision in this chapter to the contrary, the following policies shall apply.

(a) Recycled products.
   (1) Whenever possible, product purchases shall contain the highest amount of post-consumer and recovered materials practicable. In all cases, products must meet reasonable performance standards.
   (2) Bidders shall be encouraged to use recycled content whenever practicable.
   (3) The Town will favorably consider the selection of recycled content and renewable materials, products in cases where availability, fitness, operational efficiency, quality, safety, and price of the recycled product is otherwise equal to, or better that the non-recycled content and/or non-renewable alternative.
   (4) Environmentally preferable products and services that are comparable to standard counterparts are preferred. The bid amounts of environmentally preferable products or services that otherwise conform with this chapter shall be deemed reduced by 5% of said bid amount for purposes of evaluating the bid.

(b) Electric vehicles. The Town shall give preference to the purchase of electric vehicles. Any purchase of electric vehicles shall be consistent with all applicable Town electric fleet policies.

(c) Consistency with Town environmental policies. All purchases pursuant to this Chapter shall be consistent with any and all current and future Town environmental policies, as applicable.

SECTION 4: Title 2 "Administration" Chapter 5 "Town Manager" is amended as follows. Deleted language in ~~strikeout~~, new language in underline, existing language unchanged.

2-2.08 – Powers and duties.

The Town Manager shall be Chief Administrative Officer of the Town government under the direction and control of the Town Council. The Town Manager shall be responsible to the Council for the efficient administration of all the affairs of the Town which are under his/her/their ~~his or her~~ control. In addition to general powers as administrative head, and not as a limitation thereon, it shall be the Town Manager's duty and ~~he or she~~ he/she/they shall have the powers set forth in the following subsections:

(n) Purchase of supplies. Subject to and in accordance with the purchasing provisions of the Town (Chapter 5 of this title), to direct and supervise the purchase and acquisition of all property, equipment, services, materials, and supplies for the Town, and for all departments and divisions thereof, consistent with the provisions of Town Municipal Code Title 2, Chapter 5 "Purchasing". ~~provided the purchase or acquisition has been approved by the Council or is included in a budget which has been approved and adopted by the Council~~. No expenditure shall be submitted or recommended to the Council except on a report or approval by the Town Manager;

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

SECTION 6: Effective Date. This Ordinance Amendment shall go into effect thirty (30) days from its adoption and shall be posted or published as required by state law.

INTRODUCED AND ADOPTED AT A PUBLIC HEARING at a regular meeting of the San Anselmo Town Council on _____, 2022 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSED:

TO: Town Council | 4/26/2022 | **Item #:** 10.

FROM:
Sean Condry, P.E., CBO - Public Works and Building Director

SUBJECT:
Emergency Sinkhole Response at Center Boulevard Bridge

RECOMMENDATION

That the Council acknowledge the emergency repairs required by the undermining of Center Boulevard Bridge at Sycamore Avenue.

BACKGROUND AND DISCUSSION

On Monday, April 11, 2022, a business owner in San Anselmo notified Central Marin Police Authority (CMPA) about a sinkhole 3'-4' wide on the southwest corner of the Center Boulevard Bridge. Ross Valley Fire Department responded quickly by shutting down the Center Boulevard Bridge with the assistance of CMPA. Utilities were notified along with Public Works at approximately 3:30 pm and Public Works staff and crew responded immediately.

Upon inspection by Town staff, it was determined that the sinkhole was significantly larger underground and had undermined about two-thirds of the Center Boulevard Bridge abutment foundation on the west side of the bridge. The undermining appeared to be caused by a failed corrugated metal storm drainpipe (CMP) from Sycamore Avenue along with erosion on the creek side of the abutment. Ross Valley Sanitary District assisted by videoing the failed storm drain for the Town.

The bridge, street, and adjacent private parking lot were immediately barricaded off by Public Works crew while staff proceeded to move forward with design and repair options. Center Boulevard and the bridge serve over 10,000 vehicles per day. Center Boulevard is a main arterial roadway in San Anselmo and its repair was a high priority for the Town. On the morning of Tuesday, April 12 Van Midde Concrete began repair work of the undermined abutment foundation by excavating earth and installing rebar for a new below-grade retaining wall that sistered and underpinned the existing abutment.

On Wednesday, April 13 the sistered abutment and underpinning concrete were completed while the parking lot sinkhole and undermined street were excavated. Marin Sanitary took the soil off-haul free of charge. On Thursday, April 14 Miksis Services repaired the end of the failed storm drain and the sinkholes were backfilled.

On Thursday, April 14, Nerviana Paving began grinding the road to prepare for paving. Paving plants were anticipated to be closed on Friday, due to pending rain but with the help of Nerviana Paving and Dutra

Materials, paving was supplied and installed. Paving was completed midday on Friday and Fine Line Striping completed striping of the street, which allowed the bridge to reopen by approximately 3:30 pm on Friday, April 15.

FISCAL IMPACT

The cost for the emergency repairs is estimated to be about $175,000 to $200,000 in total. Funding for the emergency bridge and road repairs will come from the Emergency Fund.

CEQA

The Town finds this project to be statutorily exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15269 (Emergency Projects). Specifically, the emergency repair was undertaken by the Town to repair and restore an existing road damaged by land subsidence. (14 CCR §15269(d)). Additionally, the repair would be categorically exempt under the CEQA Class 1 exemption, 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(c)).

CONCLUSION

Center Boulevard Bridge serves over 10,000 vehicles per day and is a main arterial road through San Anselmo and the Ross Valley. Caltrans inspects the bridges in Town on an annual basis. The bridge is approved for replacement by Caltrans and is structurally deficient. However, funding is delayed so it may be some time before a design is complete and the bridge is replaced. The Town inspects and has repaired other bridges; however, considering the issues associated with the undermining of this bridge by erosion and a failed storm pipe, the Public Works Department will do additional annual inspections of all bridges immediately following winter rains or large storms.

Staff believes that the undermining of this bridge may have occurred with the big storms in October during the flood event that occurred and by subsequent rains this past winter. Based on this, it is imperative that additional inspections occur beyond the routine annual inspection by Caltrans. In addition, staff has wanted to create a Storm Drain Master Plan (SDMP) which would look at all storm drains throughout Town but focused on CMP which are known to fail due to age and type of material. To create an SDMP the Town would need to allocate funding from existing funds or look at creating a drainage impact fee or parcel tax like other jurisdictions.

Town staff would like to thank Van Midde Concrete, Nerviana Paving, Miksis Services, Fine Line Striping, Marin Sanitary Services, Dutra Materials, Maggiora & Ghilotti, and Miller Pacific Engineering for their immediate response and assistance to the Town. Without this community response by local contractors, consultants, and Town staff and crew, the repair of the road in such an expeditious fashion would not have been possible.