



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

Town Council Agenda

Tuesday, June 10, 2025

6:00 PM

Meeting held In-Person and via Zoom:

<https://us02web.zoom.us/j/89406263401>

Or Telephone: +1 669 900 6833 | Webinar ID: 894 0626 3401

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

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

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

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

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

A. 6:00 PM Call to Order in the Council Chambers at Town Hall and via Zoom at 525 San Anselmo Avenue, San Anselmo, California 94960

B. Mayor Kullaway announces that item B.1 will be discussed in Closed Session

B.1 CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code § 3540) Agency designated representatives: Christopher Boucher, David Donery and Jeff Zuba Employee organization: SEIU 1021

C. PUBLIC COMMENT on Closed Session Items

D. Council Adjourns to Closed Session

7:00 PM The Town Council Reconvenes at Town Hall in the Council Chambers and via Zoom at 525 San Anselmo Avenue, San Anselmo, California 94960.

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

Open time for public expression.

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

Written Comment

[Public Comment- Asselstine](#)

Council requests for future agenda items.

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

Special Presentation. There are No Special Presentations.

1. Consent Agenda:

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

1.1 Approve the Draft Minutes of the Regular Meeting of May 27, 2025

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

[Attachment 1- Draft Minute of the Regular Meeting of May 27, 2025 \(PDF\)](#)

1.2 Receive and File a Report of Checks Issued for the Month of May 2025

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

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

1.3 Accept the Sir Francis Drake Boulevard and Sierra Avenue/Broadmoor Avenue Traffic Signal Improvement Project and Authorize Staff to File a Notice of Completion

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

1.4 Authorize the Town Manager to Award the Construction Contract for the 2025 Street Resurfacing Project

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

[Attachment 1- Map of 2025 Street Resurfacing Project \(PDF\)](#)

1.5 Approve Special Event Application – San Anselmo Community Parade 2025

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

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

[Attachment 2 - Business Notice \(PDF\)](#)

1.6 Approve Special Event Application – Goblins’ BOOtacular 2025

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

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

[Attachment 2 - Business Notice \(PDF\)](#)

1.7 Accept and File the Resignation of Denise Krawitz from the Racial Equity Committee

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

[Attachment 1- Denise Krawitz Redacted Email \(DOCX\)](#)

2. Council Business Items:

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

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

2.1 Approve the Isabel Cook Community Center (ICC) Paint Project. This paint approval, bid, and award project is exempt from the requirement for the preparation of environmental documents under California Environmental Quality Act Guidelines Section 15301

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

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

[Attachment 2 - Public Works Contract Template \(PDF\)](#)

2.2 Provide staff feedback on the Preliminary Proposed 2025-2026 Budget and Work Plan. Providing feedback on the Preliminary Proposed 2025-2026 project is exempt from the California Environmental Quality Act (CEQA), under the “common sense” exemption, because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (Cal. Code Regs. tit. 14, § 15061).

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

[Attachment 1 2025-2026 Proposed Budget and Workplan \(PDF\)](#)

[Attachment 2 Five-Year Projections 2026-2030 \(PDF\)](#)

3. Public Hearing:

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

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

3.1 Receive and File the Annual Report on Staff Vacancies, Recruitment and Retention Efforts as Required Under AB 2561. The Council’s discussion and approval of this report is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical

change in the environment. (Cal. Pub. Res. Code § 21065).

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

[Attachment 1 Text of AB2561 \(PDF\)](#)

Adjourn

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

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

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the date of the Council's decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting is June 24, 2025.

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

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

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

DECLARATION OF POSTING

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

June 8, 2025

Chief Executive Officer, Town of San Anselmo

Chief Executive Officer, Town of Ross

Marin County California

RE: Potential Flood Map Modifications / Update

Further to my letter of May 8th on the noted subject, I wanted to further note details that I've become aware of.

Both towns, if they sign off on the Flood Zone 9 application to FEMA for a Conditional Letter of Map Revision (CLOMR), could well be wading into the pool of future litigation of this exceptionally complex project simply by approving it.

I think most of us are aware that the two simple rules to modifying floor waters were made clear by Marin County Flood District staff in 2011: "1) You have to increase flow from the bottom of the creek and progress upstream, and 2) detention basins should be placed high in the watershed to be most effective. It's illegal to increase flooding on properties by increasing flow from upstream."

The current intent to increase flow in the mid-range of the creek is all but precisely why the removal of "BB2" is so complex and has taken so long. The Flood District is violating its own first principals.

In a prior letter I listed a long and complex set of risks and trust that the towns of Larkspur, Ross, San Anselmo and Fairfax will push the Flood District for diligent and coherent answers, mitigation measures and or budget adjustments.

As you are aware, Flood Zone 9 staff have compiled a plan to among other things, increase flood levels within your town. Specifically, the removal of BB2 in San Anselmo will increase both water velocity and flood water levels in the Floodway. This intended outcome requires a CLOMR application to FEMA. As part of that application, your concurrence is required.

I recently found a form that each town must sign off on for "Concurrence". An image from page 2 of 3 is appended. On face value, the lower portion of the form includes a section titled "2. Community Concurrence". One could interpret that a town's "Flood Plain Administrator" could sign this section of the form. This is not so. The instructions for the form note that the CEO of the town must sign it or designate a signatory. I quote from the "MT-2" Instruction as found at:

https://www.fema.gov/sites/default/files/documents/fema_rm-mt-2-forms-instructions.pdf

On page 11 (my underline):

"INSTRUCTIONS FOR COMPLETING THE OVERVIEW & CONCURRENCE FORM (FORM 1)

This form, which provides the basic information regarding revision requests, must be submitted with each request. It contains much of the material needed for the U.S. Department of Homeland Security, FEMA to assess the nature and complexity of the

proposed revision. It will identify: (a) the type of response expected from FEMA; (b) elements that will require supporting data and analyses; and (c) items that need the concurrence of others. This form will also ensure that the community is aware of the impacts of the request and has notified affected property owners, if required. All items must be completed accurately. If the revision request is being submitted by an individual, firm, or other non-community official, they should contact the appropriate community officials. The National Flood Insurance Program (NFIP) regulation cited at Title 44, Chapter 1, Section 65.4 of the Code of Federal Regulations (44 CFR §65.4) requires that revisions based on new technical data be submitted through the Chief Executive Officer (CEO) of the community or an official designated by the CEO. Should the CEO refuse to submit such a request on behalf of another party, FEMA will agree to review it only if written evidence is provided indicating that the CEO or designee has been requested to do so."

My observation is we are all at a tipping point: are the towns of Ross and San Anselmo going to sign off on a very, very risky project for a very, very small amount of "flood control"? Yes or no?

Are the two town's elected representatives going to publically review the entire breadth of questions, concerns and seek answers from the Flood District before authorizing the CEO of their town to sign off "Concurrence" of the Flood District's CLOMR submission?

Please understand that even if FEMA approves the project, that agency only approves the change of a flood map; the approval of the map change is simply not legal defense for the innumerable variables that are more than apparent.

Based on the 30 plus years of experience in my professional career, I would step away from this project. The risk is simply too high of being dragged into lawsuits in the future.

It's time to be very, very careful, and not to rush. We all need to act cautiously as the implications could be much wider than just a small reduction of flood water in some portions of our towns.

I thank you for your time to consider this.

Sincerely

Ross Asselstine

San Anselmo

CC San Anselmo Town Council

Ross Town Council

5. Basis for Request and Type of Revision:**a. The basis for this revision request is (check all that apply)**

- ☐ Physical Change ☐ Improved Methodology/Data ☐ Regulatory Floodway Revision ☐ Base Map Changes
☐ Coastal Analysis ☐ Hydraulic Analysis ☐ Hydrologic Analysis ☐ Corrections
☐ Weir-Dam Changes ☐ Levee Certification ☐ Alluvial Fan Analysis ☐ Natural Changes
☐ New Topographic Data ☐ Other (Attach Description)

Note: A photograph and narrative description of the area of concern is not required, but is very helpful during review.

b. The area of revision encompasses the following structures (check all that apply)

- Structures: ☐ Channelization ☐ Levee/Floodwall ☐ Bridge/Culvert
☐ Dam ☐ Fill ☐ Other (Attach Description)

6. ☐ Documentation of ESA compliance is submitted (required to initiate CLOMR review). Please refer to the instructions for more information.

C. REVIEW FEE

Has the review fee for the appropriate request category been included?

☐ Yes

Fee amount: \$ _____

☐ No, Attach Explanation

- Please see the DHS-FEMA Web site at <http://www.fema.gov/forms-documents-and-software/flood-map-related-fees> for Fee Amounts and Exemptions.

D. SIGNATURES**1. REQUESTOR'S SIGNATURE**

All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Name:	Company:		
Mailing Address:	Daytime Telephone:	Fax No.:	
	E-mail Address:		
	Date:		

Signature of Requestor (required):

2. COMMUNITY CONCURRENCE

As the community official responsible for floodplain management, I hereby acknowledge that we have received and reviewed this Letter of Map Revision (LOMR) or conditional LOMR request. Based upon the community's review, we find the completed or proposed project meets or is designed to meet all of the community floodplain management requirements, including the requirements for when fill is placed in the regulatory floodway, and that all necessary Federal, State, and local permits have been, or in the case of a conditional LOMR, will be obtained. For Conditional LOMR requests, the applicant has documented Endangered Species Act (ESA) compliance to FEMA prior to FEMA's review of the Conditional LOMR application. For LOMR requests, I acknowledge that compliance with Sections 9 and 10 of the ESA has been achieved independently of FEMA's process. For actions authorized, funded, or being carried out by Federal or State agencies, documentation from the agency showing its compliance with Section 7(a)(2) of the ESA will be submitted. In addition, we have determined that the land and any existing or proposed structures to be removed from the SFHA are or will be reasonably safe from flooding as defined in 44CFR 65.2(c), and that we have available upon request by FEMA, all analyses and documentation used to make this determination.

Community Official's Name and Title:			
Mailing Address:	Community Name:		
	Daytime Telephone:	Fax No.:	
	E-mail Address:		
Community Official's Signature (required):			Date:



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.1

MEETING DATE: June 10, 2025

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of the May 27, 2025

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Draft Minutes of the Regular Town Council meeting of May 27, 2025.

ATTACHMENT:

Attachment 1- March 27, 2025, Draft Minutes

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, May 27, 2025

A. Call to Order: 6:00 P.M.

COUNCILMEMBERS PRESENT:

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

STAFF MEMBERS PRESENT:

Dave Donery, Town Manager
Emily Longfellow, Assistant Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Community Development Director
Jackson Dobronyi, Assistant Planner
Hamid Khalili, CMPA Captain
Maddie O'Grady, Recreation Director

B. Mayor Kullaway announced that item B.1 will be discussed in Closed Session

B.1 Conference with Labor Negotiators pursuant to Government Code Section 3540
Agency Designated Representatives: Christopher Boucher, David Donery, and Jeff Zuba
Employee Organization: SEIU 1021

C. Public Comment on Closed Session Items

Jonas Vaughan
Jackson Dobronyi
Jennie Waskey
Chris Papi
Serianna Leyland
Marc Matundan
Matt Ferrer
John Falcone
Will Messinger
Vincent Lin
Steve Richard
Holli Their
Michae Legault
Travis Balzarini
Jena Blunt
Kurt Ries

D. Council adjourned to Closed Session.

Council reconvened at Town Hall in the Council Chambers and Via Zoom at 525 San Anselmo Avenue, San Anselmo, California 94960 at 7:21 PM

Mayor Kullaway stated there was nothing to report from the Closed Session.

Open Time for Public Expression

Mr. Ross Asselstine and Ms. Roseanne DalBello spoke about saving the Redwood trees in Creek Park

Mr. Mark VanGorter, representing Pacific Gas and Electric, reminded everyone that fire season is year-round and PG&E is implementing wildfire mitigation measures. He discussed Public Safety Power Shutoffs and outages that occur without notices

Mr. Patrick McGregor stated he was appalled at the new parking situation. It is very difficult to make a payment.

Mr. Tom McAfee, representing the First Presbyterian Church of San Anselmo, discussed the conflict in Gaza.

Mr. Richard Lee stated the Safe Routes to Schools project will affect his property and he asked for further development of the plan in the Hillsdale/Jordan/Sequoia area.

Mr. Guy Meyer talked about progress, how to be conservative, forever chemicals, the need to act with scrutiny, and other insightful stuff.

Mr. Gene Ng, San Anselmo representative to the Marin County Commission Aging and Chair of the Equity and Inclusion Committee, provided some updates.

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

Council member Burke reported she attended the Memorial Park Committee meeting; talked about the installation of parking meters on San Anselmo Avenue.

Vice Mayor Burdo reported he attended the Ross Valley Fire Department Board of Directors meeting; the Memorial Park Committee meeting; the Transportation Authority of Marin (TAM) meeting; noted the merchants supported the installation of parking meters.

Councilmember Schlesinger reported the Golden Gate Bridge opened to pedestrian traffic on this day in 1937; he attended the Marin Wildfire Prevention Authority (MWPA) Board of Directors meeting.

Councilmember Walker reported she attended the Ross Valley Fire District meeting; she is hearing people ask about Live on the Avenue.

Mayor Kullaway reported her "first pitch" at the Pacifics game made it into the glove with no bounces.

Town Manager Donery referred to the new parking program and stated staff is hoping that the app will be the primary use for payment. Librarian Kenton stated residents can get help downloading the app at the Library.

Special Presentation

There were no Special Presentations.

1. Consent Agenda

- 1.1 Approved the Draft Minutes of the Regular Meeting of May 13, 2025
- 1.2 Adopted a Proclamation Declaring the First Friday in June, June 6, 2025, to be National Gun Violence Awareness Day
- 1.3 Received and Filed the Financial Report on Recreation Fund ending April 30, 2025
- 1.4 Received and Filed Revenue and Expenditure Reports, April 2025
- 1.5 Approved Resolution No. 2025-4083 Town of San Anselmo 2025-2026 Tax Rates for Municipal Services Tax, Pension Override Tax, Measure G Debt Service Tax, Special Library Services Tax, and Ross Valley Paramedic Tax
- 1.6 Received and Approved the Quarterly Treasurer's Investment Report, March 2025
- 1.7. Adopted Ordinance No. 2025-1190 Amending Title 10 (Planning and Zoning) Chapters 2, 3, and 4, and the Zoning Map to Implement the 2023-2031 Housing Element and Comply with State Law
- 1.8 Approved a Special Event Application- Cedars Hands and Earth Farmstand
- 1.9 Adopted Ordinance No. 2025-1191 to Repeal Title 9, Chapter 4, Undergrounding Electric and Communication Laterals to Building and Structures
- 1.10 Accepted and Filed the Resignation of Zach Koblick de Leon, Thomas Tunny from the Planning Commission and Lilly McKenna from the Climate Action Committee
- 1.11 Adopted a Resolution No. 2025-4081 Declaring June 2025 LBGTQ Pride Month and Directing Staff to Fly the Rainbow Flag through the month of June at Town Hall

Mayor Kullaway referred to item #1.2 and stated a new document was placed in the file.

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

Vice Mayor Burdo wanted to pull item #1.11 for discussion.

Councilmember Burke wanted to pull item #1.2 for discussion.

M/s, Burdo/Walker, Motion to approve Consent Calendar items #1.1 and #1.3 through #1.10.

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

- 1.2 Adopt a Proclamation Declaring the First Friday in June, June 6, 2025, to be National Gun Violence Awareness Day

Councilmember Burke thanked the Moms Demanding Action group for their efforts.

M/s, Burke/Burdo, Motion to approve Consent Calendar item #1.2.

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

1.11 Adopt a Resolution Declaring June 2025 LGBTQ Pride Month and Directing Staff to Fly the Rainbow Flag through the month of June at Town Hall

Vice Mayor Burdo asked that this item, along with item #1.2, be adopted in perpetuity. He would like to place this on an upcoming agenda.

Councilmember Burke stated she liked the idea of recognizing these issues every year.

M/s, Burke/Burdo, Motion to approve Consent Calendar items #1.2.and #1.11.

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

2. Council Business Items

2.1 Consideration and Possible Introduction of an Ordinance Adding Chapter 2 to Title 19 of the San Anselmo Municipal Code (SAMC) that would prohibit individuals under 16 years of age from operating a Class 2 e-bike as defined in California Vehicle Code Section 312.5, and requiring any person operating a Class 2 e-bike to wear a helmet in the Town of San Anselmo effective July 1, 2025

Mayor Kullaway stated she would not be voting on this issue.

Captain Khalili presented the staff report and a PowerPoint presentation that included the following: 1) Youth E-Bike Safety & Assembly Bill 1778; 2) Marin Electric Bicycle Safety Pilot Program; 3) Background; 4) Marin County Public Health E-Bike Safety Study; 5) What is the Difference? 6) State Legislation on E-Bike Safety; 7) AB 1778; 8) Questions/Discussion. Staff answered questions from the Council regarding whether police departments can enforce the sale of illegal vehicles; civil rights issues; what will this law do; if there are any Class 2 bikes that are legal; who will be teaching the classes and what bikes will be used; what happens to the rider when a vehicle is confiscated; would it be a burden if one of the agencies did not pass the ordinance; is there coordination with the schools; can the Town increase the amount of the fine; could education be required for a repeat offender; can the Town adopt a separate ordinance regulating e-bikes in the Town limits.

Mayor Kullaway opened the meeting to public comments.

Ms. Kim Pipkin, Ms. Laura Allen, Mr. Guy Meyer, and Ms. Bridget Clark spoke in support of the ordinance.

Mayor Kullaway closed the meeting to public comments.

Mayor Kullaway stated this will be a deterrent and is a good thing. She was in favor of strengthening the ordinance but not criminalizing kids. A vehicle that goes over 20 miles per hour and has a throttle is not a "bike".

Councilmember Burke supported the ordinance and stated it was about safety- education is how they get there.

Councilmember Walker left the meeting at 8:40 PM.

Vice Mayor Burdo stated that jurisdiction-wide uniformity was very important. He supports the ordinance.

Councilmember Schlesinger stated he is in favor of the ordinance and would like it to have more “teeth”.

M/s, Burke/Schlesinger, Motion to Adopt the first reading of an Ordinance of the Town Council of the Town of San Anselmo Adding a new Chapter 2 to Title 19 of the San Anselmo Municipal Code to prohibit persons under 16 years old from operating a Class 2 electric bicycle and requiring any rider of a Class 2 electric bicycle to wear a helmet.

AYES: Burke, Schlesinger, Vice Mayor Burdo

ABSENT: Walker

RECUSED: Mayor Kullaway

M/s, Burke/Schlesinger, Motion to read the ordinance by title only and waive future reading of an Ordinance of the Town Council of the Town of San Anselmo Adding a new Chapter 2 to Title 19 of the San Anselmo Municipal Code to prohibit persons under 16 years old from operating a Class 2 electric bicycle and requiring any rider of a Class 2 electric bicycle to wear a helmet.

AYES: Burke, Schlesinger, Vice Mayor Burdo

ABSENT: Walker

RECUSED: Mayor Kullaway

The Town Council took a 5-minute break.

2.2 Approve the 2025-2028 Age and Disability Friendly Action Plan

Recreation Director O’Grady introduced the leadership team of Ms. Sara Robinson and Ms. Colleen Arnold who presented a report. Staff answered a question from the Council regarding the future of this work after the grant expires.

Mayor Kullaway opened the meeting to public comments.

Ms. Bridget Clark thanked Ms. Robinson and Ms. Arnold for their great work. She discussed the June 27th event.

Mayor Kullaway closed the meeting to public comments.

M/s, Burdo/Burke, Motion to Approve the 2025-2028 Age and Disability Friendly Action Plan.

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

ABSENT: Walker

3 Public Hearing

3.1 Public Hearing to Adopt Amendments to the Land Use Element of the General Plan

Assistant Planner Dobronyi presented the staff report and a PowerPoint presentation that included the following: 1) Amendments to the Land Use Element of the General Plan; 2) Objective; 3) Background; 4) Planning Commission Discussion; 5) Land Use Amendments; 6) Recommendation. Staff answered questions from the Council regarding policy conflicts that might arise due to height limits appearing in the Zoning Ordinance and the General Plan; if it is easier to amend the ordinance if the provision is not in the General Plan; how to provide more local control and flexibility.

Mayor Kullaway opened the meeting to public comments.

Mr. Guy Meyer discussed recent housing and land use mandates. He urged the Council to preserve the local community.

Ms. Nancy O'Connor asked the Council to keep the "small town character" of San Anselmo without having high rises.

Mayor Kullaway closed the meeting to public comments.

Vice Mayor Burdo stated the amendment simply cleans up a redundancy. He supports the amendments.

M/s, Burke/Burdo, Motion to Adopt Resolution No. 2025-4082 Amending the Land Use Element of the General Plan of the Town of San Anselmo to Remove Development Standards Related to Building Height.

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

ABSENT: Walker

M/s, Burke/Burdo, Motion to Find the Amendments to the Land Use Element of the General Plan exempt from CEQA.

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

ABSENT: Walker

3.2 Appeal by Applicant Laura Allen and Michael Day of the Planning Commission Decision to Conditionally Approve an Application (PRO 2024-0048) for a Demolition Permit, Grading Permit, Conditional Use Permit, Variances, Design Review to Demolish the Existing Two-Story Commercial Building, and Construct a New 8,850 Square-Foot, Three Story, Mixed-Use Building at 401 San Anselmo Avenue

Mayor Kullaway discussed the Public Hearing process for an appeal.

Assistant Planner Dobronyi presented the staff report and a PowerPoint presentation that included the following: 1) Appeal of Project PRO2024-0048 at 401 San Anselmo Avenue; 2) Objective; 3) Project Site; 4) Project Components; 5) Background/Project History; 6) Discussion/Analysis; 7) Staff Recommendation; 8) Alternative Actions. Staff answered questions from the Council regarding the rationale for granting the original Height Variance for 37 feet; the Town's perspective on why the bond does not violate the Mitigation Fee Act; the applicability of the Housing Affordability Act; why this would not be an example of selective application with respect to the bond; if there is a way to guarantee less blight to the community should a project go awry or the developer is not able to finish it.

Mayor Kullaway opened the meeting to public comments.

Ms. Laura Allen, appellant, presented a PowerPoint presentation that included the following: 1) Condition of Approval Appeal; 2) 401 San Anselmo Existing Building; 3) 2024 Design- 10 units; 4) 2025 Design- 4 units; 5) Respectful Design, Responsible Process; 6) San Anselmo's Critical Housing Needs- 2024; 7) Why Our Project Matters; 8) Keintz Hall Before and After; 9) Condition of Approval #13- Phased Performance Bond Requirement; 10) Construction Bond Policy- Resolution No. 2024-4549; 11) Summary of Appeal; 12) Outside of Industry Standards; 13) Risk Outweighs Reward; 14) In Conclusion. Ms. Allen answered questions from the Council regarding the cost of the bond; the anticipated rent for the housing units; if they are capable of

reducing the cost/percentage of the bond; the timeline for completion of the project; the phased nature of the bond.

Ms. Kim Pipkin, speaking as a resident of the Town and not a Planning Commissioner, stated Marin needs new housing. Bonds are typical, development is risky, and failed projects tend to be retail.

An individual supported the appeal and the project.

Ms. Alisa Geary, attorney with Buchalter, stated she prepared the Appeal Letter. The policy adopted by the Town does not apply to this type of project. She urged the Council to uphold the appeal.

Ms. Nancy O'Connor supported the staff recommendation.

Mr. Michael Day stated this is a precedent in a different way. The bond could prevent further development

Mayor Kullaway closed the meeting to public comments.

Mayor Kullaway agreed with the applicant team because they have invested so much money and the existing building is ugly.

Councilmember Schlesinger stated they need to say "yes" to housing and not add barriers. He is in favor of removing the bond requirement.

Councilmember Burke stated she is on the opposite side. She loves the project but wants to make sure it will get built.

Vice Mayor Burdo agreed with Mayor Kullaway and Councilmember Schlesinger. He has faith in the developer.

M/s, Schlesinger/Burdo, Motion to grant the appeal and remove the bond requirement from the Planning Commission's conditions of approval.

AYES: Schlesinger, Vice Mayor Burdo, Mayor Kullaway

NOES: Burke

ABSENT: Walker

M/s, Burdo/Schlesinger, Motion to adjourn the meeting at 10:43 p.m.

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

ABSENT: Walker

Respectfully submitted,

Toni DeFrancis,
Recording Secretary



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.2

MEETING DATE: June 10, 2025

AGENDA TITLE: Report of Checks Issued, May 2025

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council acknowledges, and files warrant numbers 99694 to 99873 issued during the month of May and bank draft numbers DFT06024, DFT06045-DFT06046, DFT06049-DFT06051, DFT06076-DFT06081, DFT06087, DFT06108, and DFT06110 in a total amount of \$2,802,234.68.

BACKGROUND

This report is an itemization of payments made to vendors during the months of May 2025. It also includes wires to Bank of America for May 2025 payrolls, including payments for retirement and health benefits. The Bank of America account is used for payroll-related items.

The following warrants were voided or canceled in May 2025: 99709, 99710, 99801, 99802, and 99842 .

ATTACHMENTS

Attachment #1: Check Report May 2025



Town of San Anselmo

Check Report

By Check Number

Date Range: 05/01/2025 - 05/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - OPERATING POOL						
00142	Marin Municipal Water District	05/07/2025	Regular	0.00	520.55	99694
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
495-03142025	Invoice	03/14/2025	495 - MAGNOLIA AVE - 01.10.25-03.11.25	0.00	83.52	
41.41.61701	UTILITIES	495 - MAGNOLIA AVE - 01.10.25	83.52			
665-03142025	Invoice	03/14/2025	665 - SAN FRANCISCO BLVD - 01.10.25-03.	0.00	165.43	
41.41.61701	UTILITIES	665 - SAN FRANCISCO BLVD - 01	165.43			
761-03142025	Invoice	03/14/2025	761 - RED HILL AVE/SEQUOIA DR - 01.10.2	0.00	188.08	
41.41.61701	UTILITIES	761 - RED HILL AVE/SEQUOIA D	188.08			
939-03142025	Invoice	03/14/2025	939 - 634 SAN ANSELMO AVE - 01.10.25-0	0.00	83.52	
41.41.61701	UTILITIES	939 - 634 SAN ANSELMO AVE - 0	83.52			
02411	23 ELEPHANTS THEATRE COMPANY	05/14/2025	Regular	0.00	9,562.00	99695
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SPRING 2025-2	Invoice	05/13/2025	05.13.2025 - SPRING 2025 - THEATRE PRO	0.00	9,562.00	
21.62.61175	KIDS CULTURE SERVICES	05.13.2025 - SPRING 2025 - THE	9,562.00			
03932	Acevedo and Longfellow LLP	05/14/2025	Regular	0.00	18,152.75	99696
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
17	Invoice	04/30/2025	04.30.2025 - GENERAL LEGAL SVCS - APR	0.00	15,870.25	
01.16.61138	GENERAL COUNSEL LEGA	04.30.2025 - GENERAL LEGAL SV	15,870.25			
18	Invoice	04/30/2025	04.30.2025 - PLANNING LEGAL SVCS - APR	0.00	2,282.50	
01.16.61138	GENERAL COUNSEL LEGA	04.30.2025 - PLANNING LEGAL S	2,282.50			
03927	Adel Shapiro	05/14/2025	Regular	0.00	2,510.00	99697
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
R15998	Invoice	04/30/2025	04.30.2025 - REFUND - ROAD BOND 76 L	0.00	2,510.00	
01.00.20314	ROAD BOND	04.30.2025 - REFUND - ROAD B	2,510.00			
00048	Alhambra & Sierra Springs	05/14/2025	Regular	0.00	169.85	99698
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
23551470 04242	Invoice	04/24/2025	04.24.2025 - REC DEPT - WATER DELIVERY	0.00	169.85	
21.65.62200	DEPARTMENTAL SUPPLIE	04.24.2025 - REC DEPT - WATER	169.85			
00004	Alpine Awards Inc.	05/14/2025	Regular	0.00	679.17	99699
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
6110894	Invoice	03/31/2025	03.31.2025 - SOFTBALL TROPHIES AND M	0.00	679.17	
21.61.62965	SOFTBALL SUPPLIES	03.31.2025 - SOFTBALL TROPHIE	679.17			
02920	Amazon Business	05/14/2025	Regular	0.00	110.40	99700
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
17HQ-1P7V-JJ9P	Invoice	05/03/2025	05.03.2025 - LIBRARY - ZIP BOOKS	0.00	26.21	
01.71.62310	Library Zip Grant	05.03.2025 - LIBRARY - ZIP BOO	26.21			
19P3-MCXX-VN4	Invoice	04/27/2025	04.27.2025 - LIBRARY - ZIP BOOKS	0.00	14.19	
01.71.62310	Library Zip Grant	04.27.2025 - LIBRARY - ZIP BOO	14.19			
1KHT-LY1F-1JNQ	Invoice	04/24/2025	04.24.2025 - LIBRARY - BLURAY PLAYER	0.00	52.49	

Check Report

Date Range: 05/01/2025 - 05/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	27.71.62200	DEPARTMENTAL SUPPLIE	04.24.2025 - LIBRARY - BLURAY		96.14	
	27.71.62200	DEPARTMENTAL SUPPLIE	CREDIT MEMO #1YYW-6VMT-4X		-43.65	
1V1V-N3TD-F3W	Invoice	05/02/2025	05.02.2025 - LIBRARY - ZIP BOOKS	0.00	17.47	
	01.71.62310	Library Zip Grant	05.02.2025 - LIBRARY - ZIP BOO		17.47	
1XD3-HWH4-1FQ	Invoice	04/24/2025	04.24.2025 - LIBRARY - ADULT BOOKS	0.00	0.04	
	01.71.62301	ADULT BOOKS	04.24.2025 - LIBRARY - ADULT B		30.54	
	01.71.62301	ADULT BOOKS	CREDIT MEMO #1NM3-XL9M-K		-30.50	
03299	Answer MTI	05/14/2025	Regular	0.00	202.07	99701
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
000036-176-141	Invoice	05/01/2025	05.01.2025 - CALL CENTER SERVICE - APR	0.00	202.07	
	01.41.61150	OUTSIDE SERVICES-OTHE	05.01.2025 - CALL CENTER SERV		202.07	
03920	Anthony Dondero	05/14/2025	Regular	0.00	50,000.00	99702
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R15986	Invoice	04/23/2025	04.23.2025 - REFUND - UNDERGROUNDIN	0.00	50,000.00	
	01.00.20377	Undergrounding Deposit	04.23.2025 - REFUND - UNDERG		50,000.00	
02806	AQUASCAPE POOL SERVICE	05/14/2025	Regular	0.00	209.00	99703
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
33318	Invoice	04/30/2025	04.30.2025 - MONTHLY POOL SERVICE - A	0.00	209.00	
	14.81.61150	OUTSIDE SERVICES-OTHE	04.30.2025 - MONTHLY POOL SE		209.00	
03354	Arlette Castellanos	05/14/2025	Regular	0.00	1,035.00	99704
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
21	Invoice	05/08/2025	05.08.2025 - BILINGUAL STORYTIME - MA	0.00	1,035.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM	05.08.2025 - BILINGUAL STORYT		1,035.00	
00054	ASCAP	05/14/2025	Regular	0.00	448.67	99705
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
724-04202025	Invoice	04/20/2025	04.20.2025 - LICENSE FEES	0.00	448.67	
	60.14.61901	ASCAP ROYALTIES - EVENT	04.20.2025 - LICENSE FEES		448.67	
00001	AT&T Calnet	05/14/2025	Regular	0.00	401.68	99706
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
576-04272025	Invoice	04/27/2025	576 - TH CHAMBERS PHONE - 03.27.25-04	0.00	339.54	
	41.41.61701	UTILITIES	576 - TH CHAMBERS PHONE - 0		339.54	
583-04252025	Invoice	04/25/2025	583 - DPW FAX - 03.25.25-04.24.25	0.00	31.85	
	41.41.61701	UTILITIES	583 - DPW FAX - 03.25.25-04.24		31.85	
586-04252025	Invoice	04/25/2025	586 - REC DEPT FAX - 03.25.25-04.24.25	0.00	30.29	
	41.41.61701	UTILITIES	586 - REC DEPT FAX - 03.25.25-0		30.29	
03848	Avenues Development	05/14/2025	Regular	0.00	1,031.25	99707
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
TOSA-6	Invoice	04/30/2025	04.30.2025 - SR2S PROJECT MGMT - APR	0.00	1,031.25	
	14.41.63127	SAFE ROUTES	04.30.2025 - SR2S PROJECT MG		1,031.25	
00388	Baker & Taylor	05/14/2025	Regular	0.00	1,548.44	99708
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5019458350	Invoice	04/21/2025	04.21.2025 - CHILDREN'S BOOKS	0.00	12.44	
	27.71.62302	CHILDRENS BOOKS	04.21.2025 - CHILDREN'S BOOK		12.44	

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Date Range: 05/01/2025 - 05/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5019458351	Invoice	04/21/2025	04.21.2025 - CHILDREN'S BOOKS	0.00	12.13	
	27.71.62302		CHILDRENS BOOKS		12.13	
5019458352	Invoice	04/21/2025	04.21.2025 - CHILDREN'S BOOKS	0.00	76.72	
	27.71.62302		CHILDRENS BOOKS		76.72	
5019458353	Invoice	04/21/2025	04.21.2025 - CHILDREN'S BOOKS	0.00	22.56	
	27.71.62302		CHILDRENS BOOKS		22.56	
5019458354	Invoice	04/21/2025	04.21.2025 - CHILDREN'S BOOKS	0.00	12.71	
	27.71.62302		CHILDRENS BOOKS		12.71	
5019458435	Invoice	04/14/2025	04.14.2025 - CHILDREN'S BOOKS	0.00	105.62	
	27.71.62302		CHILDRENS BOOKS		105.62	
5019458637	Invoice	04/11/2025	04.11.2025 - BOARD BOOKS	0.00	14.83	
	27.71.62302		CHILDRENS BOOKS		14.83	
5019464090	Invoice	04/16/2025	04.16.2025 - TEEN BOOKS	0.00	15.98	
	27.71.62302		CHILDRENS BOOKS		15.98	
5019464699	Invoice	04/17/2025	04.17.2025 - CHILDREN'S BOOKS	0.00	32.96	
	27.71.62302		CHILDRENS BOOKS		32.96	
5019464700	Invoice	04/17/2025	04.17.2025 - CHILDREN'S BOOKS	0.00	236.75	
	27.71.62302		CHILDRENS BOOKS		236.75	
5019464723	Invoice	04/16/2025	04.16.2025 - CHILDREN'S BOOKS	0.00	30.65	
	27.71.62302		CHILDRENS BOOKS		30.65	
5019464724	Invoice	04/16/2025	04.16.2025 - CHILDREN'S BOOKS	0.00	14.66	
	27.71.62302		CHILDRENS BOOKS		14.66	
5019464725	Invoice	04/16/2025	04.16.2025 - CHIDLREN'S BOOKS	0.00	17.65	
	27.71.62302		CHILDRENS BOOKS		17.65	
5019468590	Invoice	04/24/2025	04.24.2025 - CHILDREN'S BOOKS	0.00	147.39	
	27.71.62302		CHILDRENS BOOKS		147.39	
5019472593	Invoice	04/24/2025	04.24.2025 - ADULT BOOKS	0.00	86.93	
	27.71.62301		ADULT BOOKS		86.93	
5019472594	Invoice	04/24/2025	04.24.2025 - ADULT BOOKS	0.00	43.41	
	27.71.62301		ADULT BOOKS		43.41	
5019472595	Invoice	04/24/2025	04.24.2025 - ADULT BOOKS	0.00	21.89	
	27.71.62301		ADULT BOOKS		21.89	
5019472596	Invoice	04/24/2025	04.24.2025 - ADULT BOOKS	0.00	22.92	
	27.71.62301		ADULT BOOKS		22.92	
5019472597	Invoice	04/24/2025	04.24.2025 - ADULT BOOKS	0.00	25.84	
	27.71.62301		ADULT BOOKS		25.84	
5019472598	Invoice	04/24/2025	04.24.2025 - ADULT BOOKS	0.00	31.10	
	27.71.62301		ADULT BOOKS		31.10	
5019472599	Invoice	04/24/2025	04.24.2025 - ADULT BOOKS	0.00	30.33	
	27.71.62301		ADULT BOOKS		30.33	
5019472600	Invoice	04/24/2025	04.24.2025 - ADULT BOOKS	0.00	80.32	
	27.71.62301		ADULT BOOKS		80.32	
5019472601	Invoice	04/24/2025	04.24.2025 - ADULT BOOKS	0.00	25.84	
	27.71.62301		ADULT BOOKS		25.84	
5019472602	Invoice	04/24/2025	04.24.2025 - ADULT BOOKS	0.00	22.55	
	27.71.62301		ADULT BOOKS		22.55	
5019472603	Invoice	04/24/2025	04.24.2025 - ADULT BOOKS	0.00	21.89	
	27.71.62301		ADULT BOOKS		21.89	
5019472604	Invoice	04/24/2025	04.24.2025 - ADULT BOOKS	0.00	23.87	
	27.71.62301		ADULT BOOKS		23.87	
5019472605	Invoice	04/24/2025	04.24.2025 - ADULT BOOKS	0.00	48.03	
	27.71.62301		ADULT BOOKS		48.03	

Check Report

Date Range: 05/01/2025 - 05/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5019472606	Invoice	04/24/2025	04.24.2025 - ADULT BOOKS	0.00	22.54	
	27.71.62301		ADULT BOOKS		22.54	
5019487087	Invoice	04/30/2025	04.30.2025 - ADULT BOOKS	0.00	21.89	
	27.71.62301		ADULT BOOKS		21.89	
5019487088	Invoice	04/30/2025	04.30.2025 - ADULT BOOKS	0.00	1.05	
	01.71.62301		ADULT BOOKS		-20.19	
	27.71.62301		ADULT BOOKS		21.24	
5019487089	Invoice	04/30/2025	04.30.2025 - ADULT BOOKS	0.00	46.41	
	27.71.62301		ADULT BOOKS		46.41	
5019487090	Invoice	04/30/2025	04.30.2025 - ADULT BOOKS	0.00	25.84	
	27.71.62301		ADULT BOOKS		25.84	
5019489349	Invoice	05/01/2025	05.01.2025 - CHILDREN'S BOOKS	0.00	16.46	
	27.71.62302		CHILDRENS BOOKS		16.46	
5019489350	Invoice	05/01/2025	05.01.2025 - CHILDREN'S BOOKS	0.00	19.26	
	27.71.62302		CHILDRENS BOOKS		19.26	
5019489351	Invoice	05/01/2025	05.01.2025 - CHILDREN'S BOOKS	0.00	28.18	
	27.71.62302		CHILDRENS BOOKS		28.18	
5019489626	Invoice	04/29/2025	04.29.2025 - CHILDREN'S BOOKS	0.00	32.60	
	27.71.62302		CHILDRENS BOOKS		32.60	
5019489627	Invoice	04/29/2025	04.29.2025 - CHILDREN'S BOOKS	0.00	15.32	
	27.71.62302		CHILDRENS BOOKS		15.32	
5019489628	Invoice	04/29/2025	04.29.2025 - CHILDREN'S BOOKS	0.00	16.32	
	27.71.62302		CHILDRENS BOOKS		16.32	
5019489629	Invoice	04/29/2025	04.29.2025 - CHILDREN'S BOOKS	0.00	34.52	
	27.71.62302		CHILDRENS BOOKS		34.52	
H72338930	Invoice	04/24/2025	04.24.2025 - VIDEOS	0.00	30.08	
	01.71.62307		VIDEOS		30.08	
	Void	05/14/2025	Regular	0.00	0.00	99709
	Void	05/14/2025	Regular	0.00	0.00	99710
03462	Bullet Liangson	05/14/2025	Regular	0.00	2,850.00	99711
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2531	Invoice	03/15/2025	03.15.2025 - GRAPHIC DESIGN SERVICES	0.00	2,850.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		375.00	
	01.41.62200		DEPARTMENTAL SUPPLIE		37.50	
	15.90.63100		CONSTRUCTION		937.50	
	16.41.62200		DEPARTMENTAL SUPPLIE		225.00	
	21.65.61905		PROMOTION/MARKETIN		75.00	
	45.41.61150		OUTSIDE SERVICES-OTHE		787.50	
	60.14.62903		LIVE ON THE AVENUE		412.50	
01631	Caine Starelli	05/14/2025	Regular	0.00	1,456.00	99712
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
05122025-1	Invoice	05/12/2025	05.12.2025 - MAH JONGG CARD STRATEG	0.00	1,456.00	
	21.62.61171		ADULT CULTURE SERVICE		1,456.00	
00193	CalMat Company	05/14/2025	Regular	0.00	559.34	99713
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2504-257762	Invoice	04/23/2025	04.23.2025 - REC DEPT - MINI BARK	0.00	318.31	
	01.81.62200		DEPARTMENTAL SUPPLIE		318.31	
2504-259104	Invoice	04/25/2025	04.25.2025 - MEMORIAL PARK - TOPSOIL	0.00	241.03	
	21.65.63100		CAPITAL OUTLAY - CONST		241.03	

Check Report

Date Range: 05/01/2025 - 05/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03135	CentralSquare Technologies	05/14/2025	Regular	0.00	6,268.12	99714
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
437271	Invoice	05/02/2025	05.02.2025 - HORIZON CLOUD/TRAKIT SE	0.00	6,268.12	
01.00.16000	PREPAID EXPENSE	05.02.2025 - HORIZON CLOUD/T	6,268.12			
03931	Chantel Walker	05/14/2025	Regular	0.00	449.55	99715
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0014517	Invoice	05/05/2025	05.05.2025 - REIMB - CALCITIES CONFERE	0.00	124.32	
01.11.61000	TRAINING	05.05.2025 - REIMB - CALCITIES	124.32			
INV0014518	Invoice	05/05/2025	05.05.2025 - REIMB - CALCITIES CITY LEAD	0.00	325.23	
01.11.61000	TRAINING	05.05.2025 - REIMB - CALCITIES	325.23			
03928	Chris Concannon	05/14/2025	Regular	0.00	50,000.00	99716
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
R15455	Invoice	05/01/2025	05.01.2025 - REFUND - UNDERGRNDNG 1	0.00	50,000.00	
01.00.20377	Undergrounding Deposit	05.01.2025 - REFUND - UNDERG	50,000.00			
02524	Code Source	05/14/2025	Regular	0.00	3,493.50	99717
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
11894	Invoice	04/09/2025	04.09.2025 - PLAN CHECKS - 250 RED HILL	0.00	292.50	
01.41.61157	PLAN CHECKING	04.09.2025 - PLAN CHECKS - 250	292.50			
11896	Invoice	04/14/2025	04.14.2025 - PLAN CHECKS - 49 SUNNYSID	0.00	791.00	
01.41.61157	PLAN CHECKING	04.14.2025 - PLAN CHECKS - 49	791.00			
11899	Invoice	04/21/2025	04.21.2025 - PLAN CHECKS - 32 FERN LN	0.00	595.00	
01.41.61157	PLAN CHECKING	04.21.2025 - PLAN CHECKS - 32	595.00			
11907	Invoice	04/30/2025	04.30.2025 - PLAN REVIEW - 1337 SAN A	0.00	1,815.00	
01.41.61157	PLAN CHECKING	04.30.2025 - PLAN REVIEW - 13	1,815.00			
00410	COFAM	05/14/2025	Regular	0.00	200.00	99718
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0014551	Invoice	05/09/2025	05.09.2025 - ART TALK TUESDAY 05/13	0.00	200.00	
01.71.61132	OUTSIDE SVCS-PROGRAM	05.09.2025 - ART TALK TUESDAY	200.00			
00072	Comcast	05/14/2025	Regular	0.00	183.69	99719
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
049-04222025	Invoice	04/22/2025	049 - TH INTERNET - 04.27.25-05.26.25	0.00	183.69	
41.41.61701	UTILITIES	049 - TH INTERNET - 04.27.25-0	183.69			
02581	CSG Consultants	05/14/2025	Regular	0.00	93.75	99720
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
B250575	Invoice	05/01/2025	05.01.2025 - BLDG PLAN REVIEWS - 8 ISLA	0.00	93.75	
01.41.61157	PLAN CHECKING	05.01.2025 - BLDG PLAN REVIE	93.75			
03853	Dana V. Beck	05/14/2025	Regular	0.00	12,300.00	99721
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
RVFH20 INVOICE	Invoice	04/11/2025	04.11.2025 - FH20 - ONSITE PROJECT MG	0.00	6,000.00	
45.41.63100	CAPITAL OUTLAY - CONST	04.11.2025 - FH20 - ONSITE PRO	6,000.00			
RVFH20 INVOICE	Invoice	04/25/2025	04.25.2025 - RVFH20 - ONSITE PROJECT	0.00	6,300.00	
45.41.63100	CAPITAL OUTLAY - CONST	04.25.2025 - RVFH20 - ONSITE P	6,300.00			
00533	Davis Sign Company	05/14/2025	Regular	0.00	830.31	99722

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
39729	Invoice	04/29/2025	04.29.2025 - RESILIENCE HUB - CLOSED M	0.00	163.88	
	15.90.63100		CONSTRUCTION		163.88	
39744	Invoice	05/01/2025	05.01.2025 - SEQUOIA PARK SAFE ROUTES	0.00	294.98	
	14.41.63127		SAFE ROUTES		294.98	
39754	Invoice	05/02/2025	05.02.2025 - ELECTRIC VEHICLES SIGN	0.00	371.45	
	01.81.61150		OUTSIDE SERVICES-OTHE		371.45	
01320	DC Electric Group Inc	05/14/2025	Regular	0.00	859.88	99723
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
476884	Invoice	04/30/2025	04.30.2025 - FH20 - FIXTURE/LIGHT SHIEL	0.00	859.88	
	45.41.63100		CAPITAL OUTLAY - CONST		859.88	
00035	Demco Inc	05/14/2025	Regular	0.00	709.80	99724
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
7638177	Invoice	04/25/2025	04.25.2025 - BOOKTRUCK	0.00	709.80	
	27.71.62200		DEPARTMENTAL SUPPLIE		709.80	
00266	Edwin P Gurka, Jr	05/14/2025	Regular	0.00	118.75	99725
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
9-2025	Invoice	04/28/2025	04.28.2025 - ARBORIST SVCS - APR 2025	0.00	118.75	
	01.42.61105		OUTSIDE SERVICES-TREES		118.75	
00087	Elite Tree Service	05/14/2025	Regular	0.00	24,330.44	99726
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-11-3	Invoice	11/08/2024	11.08.2024 - MEMORIAL FIELD PARKING -	0.00	2,880.00	
	01.42.61121		OUTSIDE SVCS-CLEAN WA		2,880.00	
2025-1-8	Invoice	01/31/2025	01.31.2025 - HUB - LOCAL WATER PIPE	0.00	880.00	
	01.42.61144		Medians		880.00	
2025-3-1	Invoice	03/04/2025	03.04.2025 - MEMORIAL FIELD - WEED W	0.00	3,050.00	
	01.81.61104		OUTSIDE SERVICES-GROU		3,050.00	
2025-4-14	Invoice	04/29/2025	04.29.2025 - FIRE CLEARANCE - DOG PARK	0.00	2,880.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		2,880.00	
2025-4-15	Invoice	04/29/2025	04.29.2025 - FIRE CLEARANCE - CORPYAR	0.00	2,880.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		2,880.00	
2025-4-16	Invoice	04/29/2025	04.29.2025 - TOWN HALL TREE PLANTING	0.00	1,225.00	
	01.42.61105		OUTSIDE SERVICES-TREES		1,225.00	
2025-4-17	Invoice	04/29/2025	04.29.2025 - FIRE CLEARANCE - CORPYAR	0.00	1,440.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		1,440.00	
2025-4-18	Invoice	04/29/2025	04.29.2025 - TIRE PURCHASE	0.00	196.44	
	01.81.62988		VEHICLE-FUEL/OIL/TIRES		196.44	
2025-4-19	Invoice	04/29/2025	04.29.2025 - TREE PLANTING	0.00	1,225.00	
	01.42.61144		Medians		1,225.00	
2025-4-20	Invoice	04/29/2025	04.29.2025 - FIRE CLEARANCE - MEMORI	0.00	1,440.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		1,440.00	
2025-5-1	Invoice	05/02/2025	05.02.2025 - FIRE CLEARANCE - OAKLAND	0.00	3,154.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		3,154.00	
2025-5-2	Invoice	05/02/2025	05.02.2025 - FIRE CLEARANCE - OAKLAND	0.00	3,080.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		3,080.00	
03396	Emily B. Stucky	05/14/2025	Regular	0.00	375.00	99727

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0425	Invoice	05/08/2025	05.08.2025 - SING & STOMP - APR 2025	0.00	375.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		375.00	
00092	Ewing Irrigation Products	05/14/2025	Regular	0.00	859.04	99728
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
25707657	Invoice	04/23/2025	04.23.2025 - EARTH DAY VOLUNTEER EQP	0.00	859.04	
	01.81.62200		DEPARTMENTAL SUPPLIE		859.04	
00017	Fairfax Building Supply Co. Inc.	05/14/2025	Regular	0.00	486.99	99729
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
296240	Invoice	04/23/2025	04.23.2025 - FLOWER FERTILIZER	0.00	276.15	
	95.41.61150		OUTSIDE SERVICES-OTHE		276.15	
296604	Invoice	05/01/2025	05.01.2025 - ADAPTERS/SHUTOFF	0.00	35.65	
	01.81.62200		DEPARTMENTAL SUPPLIE		35.65	
296612	Invoice	05/02/2025	05.02.2025 - DRYWALL	0.00	16.25	
	01.41.61506		BLDG. MAINT-OTHER		16.25	
296613	Invoice	05/02/2025	05.02.2025 - TOOLS	0.00	82.65	
	01.81.62200		DEPARTMENTAL SUPPLIE		82.65	
296866	Invoice	05/08/2025	05.08.2025 - ICC - SPACKLE/SPRAY TEXTU	0.00	54.48	
	31.41.61506		BLDG. MAINT-OTHER		54.48	
296905	Invoice	05/09/2025	05.09.2025 - DUCT TAPE	0.00	10.45	
	01.41.61506		BLDG. MAINT-OTHER		10.45	
297008	Invoice	05/12/2025	05.12.2025 - LIBRARY - PLUMBING SUPPLI	0.00	11.36	
	01.42.62200		DEPARTMENTAL SUPPLIE		11.36	
02278	Gardeners' Guild	05/14/2025	Regular	0.00	5,937.00	99730
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
121125	Invoice	05/01/2025	05.01.2025 - SFD MEDIANS - MAY 2025	0.00	1,143.00	
	01.42.61144		Medians		1,143.00	
121163	Invoice	05/01/2025	05.01.2025 - RED HILL MEDIAN - MAY 202	0.00	2,461.00	
	01.42.61144		Medians		2,461.00	
121164	Invoice	05/01/2025	05.01.2025 - IMGTN PK/MAG LOT - MAY 2	0.00	2,333.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		1,166.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		1,167.00	
00206	George Zahorsky	05/14/2025	Regular	0.00	16,524.20	99731
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014657	Invoice	05/08/2025	05.08.2025 - ADULT TENNIS SPRING 2025	0.00	7,224.70	
	21.61.61166		TENNIS SERVICES		7,224.70	
INV0014661	Invoice	05/08/2025	05.08.2025 - JUNIOR TENNIS - SPRING 20	0.00	9,299.50	
	21.61.61166		TENNIS SERVICES		9,299.50	
00021	Good & Clean Company Inc	05/14/2025	Regular	0.00	12,625.00	99732
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
74754	Invoice	05/01/2025	05.01.2025 - LOWER TH CLEANING - APR	0.00	1,320.00	
	41.41.61501		BLDG. MAINT-JANITORIAL		1,320.00	
74755	Invoice	05/01/2025	05.01.2025 - GENERAL CLEANING - APR 2	0.00	11,305.00	
	31.41.61501		BLDG. MAINT-JANITORIAL		2,825.00	
	34.41.61501		BLDG. MAINT-JANITORIAL		1,775.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	41.41.61501	BLDG. MAINT-JANITORIAL	05.01.2025 - GENERAL CLEANIN		6,705.00	
01526	Granicus Inc	05/14/2025	Regular	0.00	21,164.49	99733
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
201746	Invoice	04/16/2025	04.16.2025 - ANNUAL DUES - GOVMTGS/	0.00	21,164.49	
	01.12.61150		OUTSIDE SERVICES-OTHE		21,164.49	
00104	Grier Argall Plumbing Inc	05/14/2025	Regular	0.00	7,386.85	99734
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
18787	Invoice	05/01/2025	05.01.2025 - TOWN HALL BACKFLOW	0.00	6,428.21	
	01.41.61506		BLDG. MAINT-OTHER		6,428.21	
18880	Invoice	04/30/2025	04.30.2025 - DRINKING FOUNTAIN	0.00	958.64	
	01.42.61412		PARTS AND REPAIRS		958.64	
02861	H & H PRINTING, INC	05/14/2025	Regular	0.00	404.23	99735
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
14134	Invoice	04/24/2025	04.24.2025 - SMALL BUSINESS MONTH P	0.00	404.23	
	90.41.61150		OUTSIDE SERVICES-OTHE		404.23	
00020	Hannibal's Inc Electrical Construction	05/14/2025	Regular	0.00	1,108.10	99736
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
25318-ADJ	Invoice	05/08/2025	05.08.2025 - ADJUSTMENT - UNDERPAYM	0.00	450.00	
	41.41.61150		OUTSIDE SERVICES-OTHE		450.00	
25332	Invoice	04/28/2025	04.28.2025 - CORPYARD - WATER FILTER O	0.00	658.10	
	41.41.61501		BLDG. MAINT-JANITORIAL		658.10	
02399	HdL Coren & Cone	05/14/2025	Regular	0.00	2,302.58	99737
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SIN049859	Invoice	04/28/2025	04.28.2025 - CONTRACT SVCS PROP TAX -	0.00	2,302.58	
	01.12.61150		OUTSIDE SERVICES-OTHE		2,302.58	
02236	HooplaDigital	05/14/2025	Regular	0.00	840.46	99738
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
507110790	Invoice	04/30/2025	04.30.2025 - DIGITAL ACCOUNT - APR 202	0.00	840.46	
	27.71.62309		E BOOKS		840.46	
00251	International Code Council	05/14/2025	Regular	0.00	995.00	99739
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1002049668	Invoice	03/27/2025	03.27.2025 - RES BLDG INSPECTOR B1 CE	0.00	995.00	
	01.41.61000		TRAINING		995.00	
03837	Ivy Tzur	05/14/2025	Regular	0.00	20,340.00	99740
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
8	Invoice	05/05/2025	05.05.2025 - PROJECT MGMT - 03.31.25-0	0.00	20,340.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		6,102.00	
	14.41.63127		SAFE ROUTES		2,034.00	
	15.41.63117		CONSTRUCTION - BUILDI		508.50	
	15.41.63117		CONSTRUCTION - BUILDI		508.50	
	41.41.63117		CONSTRUCTION - BUILDI		4,068.00	
	45.41.63100		CAPITAL OUTLAY - CONST		7,119.00	
00022	Jackson's Hardware Inc.	05/14/2025	Regular	0.00	298.10	99741

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
177259	Invoice	04/23/2025	04.23.2025 - HARDWARE SUPPLIES	0.00	298.10	
	01.81.62200		DEPARTMENTAL SUPPLIE		298.10	
00022	Jackson's Hardware Inc.	05/14/2025	Regular	0.00	125.94	99742
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
178366	Invoice	05/12/2025	05.12.2025 - FAUCET KIT/END CAP	0.00	125.94	
	41.41.61150		OUTSIDE SERVICES-OTHE		125.94	
03935	Jamie Bristow	05/14/2025	Regular	0.00	22.00	99743
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014662	Invoice	05/13/2025	05.13.2025 - REIMB - DPW DONUTS VOLU	0.00	22.00	
	21.65.61000		TRAINING		22.00	
03581	Jocelyn K Lee	05/14/2025	Regular	0.00	150.00	99744
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
7	Invoice	05/08/2025	05.08.2025 - MONDAY STORYTIME 05/05	0.00	150.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		150.00	
03934	John D'Andrea	05/14/2025	Regular	0.00	5,253.00	99745
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R16018	Invoice	05/12/2025	05.12.2025 - REFUND - COMPLETE PRJCT	0.00	5,253.00	
	01.00.20314		ROAD BOND		5,253.00	
00113	Juan Olsen Sanchez	05/14/2025	Regular	0.00	9,000.00	99746
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2025-4	Invoice	05/13/2025	05.13.2025 - GYMNASTICS SPRING 2025 -	0.00	9,000.00	
	21.61.61167		TUMBLING SERVICES		9,000.00	
01113	Judy Coy	05/14/2025	Regular	0.00	121.54	99747
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
13913891	Invoice	04/17/2025	04.17.2025 - REIMB - SPRING SOCIAL GAT	0.00	121.54	
	01.12.61150		OUTSIDE SERVICES-OTHE		121.54	
02558	Kanopy	05/14/2025	Regular	0.00	781.00	99748
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
451440	Invoice	04/30/2025	04.30.2025 - VIDEOS - LIBRARY - APR 202	0.00	781.00	
	27.71.62307		VIDEOS		781.00	
03337	Kelley Warner	05/14/2025	Regular	0.00	32.00	99749
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014553	Invoice	05/01/2025	05.01.2025 - REIMB - SPRING SOCIAL FLO	0.00	32.00	
	21.65.62200		DEPARTMENTAL SUPPLIE		32.00	
00115	Kone Inc	05/14/2025	Regular	0.00	3,430.86	99750
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
871676808	Invoice	05/01/2025	05.01.2025 - ELEVATOR MAINTNC - 05.01.	0.00	3,430.86	
	41.41.61150		OUTSIDE SERVICES-OTHE		3,430.86	
03705	LSA Associates, Inc	05/14/2025	Regular	0.00	898.30	99751

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
199046	Invoice	04/30/2025	04.30.2025 - SHAW DRIVE BIRD SURVEY -	0.00	898.30	
	35.41.61150		OUTSIDE SERVICES-OTHE		898.30	
00377	Luis Quezada	05/14/2025	Regular	0.00	12,264.35	99752
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014658	Invoice	05/08/2025	05.08.2025 - SPRING 2025 SOCCER ACAD	0.00	12,264.35	
	21.61.61162		KIDS SPORTS SERVICES		12,264.35	
03893	Maraby Tanguay	05/14/2025	Regular	0.00	43.56	99753
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014516	Invoice	05/02/2025	05.02.2025 - REIMB - SPRING SOCIAL NA	0.00	18.56	
	21.65.62000		OFFICE SUPPLIES		18.56	
INV0014554	Invoice	05/12/2025	05.12.2025 - REIMB - MMANC PARKING	0.00	25.00	
	01.12.61000		TRAINING		25.00	
00150	Marin Color Service Inc.	05/14/2025	Regular	0.00	230.44	99754
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
S0751703	Invoice	04/23/2025	04.23.2025 - MEMORIAL PARK - PAINTING	0.00	188.18	
	41.41.61501		BLDG. MAINT-JANITORIAL		188.18	
S0755726	Invoice	05/08/2025	05.08.2025 - ICC - PAINTING SUPPLIES	0.00	42.26	
	31.41.61506		BLDG. MAINT-OTHER		42.26	
00149	Marin County Sheriff's Department	05/14/2025	Regular	0.00	150.00	99755
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
13055	Invoice	05/06/2025	05.06.2025 - PARKSIDE - LIVE SCANS	0.00	150.00	
	21.65.61137		FINGERPRINTING		150.00	
00029	Marin IT	05/14/2025	Regular	0.00	6,026.67	99756
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-127148	Invoice	04/15/2025	04.15.2025 - AGREEMENT MGMT SUPPO	0.00	5,026.67	
	42.21.61150		OUTSIDE SERVICES-OTHE		5,026.67	
2025-127423	Invoice	05/09/2025	05.09.2025 - AGREEMENT HOSTED BACK	0.00	1,000.00	
	42.21.61150		OUTSIDE SERVICES-OTHE		1,000.00	
03804	Martin/Martin Inc.	05/14/2025	Regular	0.00	9,870.00	99757
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24.0770-00007	Invoice	05/06/2025	05.06.2025 - FH20 - CONSTRUCTION ADM	0.00	9,870.00	
	45.41.63100		CAPITAL OUTLAY - CONST		9,870.00	
03930	Massimo Pacchione	05/14/2025	Regular	0.00	1,191.40	99758
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R16004	Invoice	05/02/2025	05.02.2025 - REFUND - FEES 26 HAWTHO	0.00	1,191.40	
	01.00.48012		GENERAL PLAN MAINT FE		103.60	
	01.00.48057		PLANNING FEES		1,036.00	
	01.00.48059		PLANNING TRAINING FEE		51.80	
01036	Matrix HG Inc	05/14/2025	Regular	0.00	14,990.00	99759

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
31793	Invoice	04/08/2025	04.08.2025 - AIR HANDLER UNIT FOR PRE	0.00	14,990.00	
	21.65.63100		CAPITAL OUTLAY - CONST		14,990.00	
03926	Matt Ridella	05/14/2025	Regular	0.00	1,134.89	99760
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014659	Invoice	05/01/2025	05.01.2025 - REIMB - POND FARM DOG JA	0.00	1,134.89	
	01.00.20317		DOG PARK DONATIONS		1,134.89	
01175	Metropolitan Transportation Commission	05/14/2025	Regular	0.00	3,000.00	99761
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
AR038237	Invoice	03/31/2025	03.31.2025 - 4902 P TAP 26 - PAVEMENT	0.00	3,000.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		3,000.00	
03823	Miller Management & Consulting Group	05/14/2025	Regular	0.00	3,784.98	99762
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-0505-01	Invoice	05/05/2025	05.05.2025 - MSLA - ACADEMY SESSION 7	0.00	3,784.98	
	97.00.62001		ADMINISTRATIVE EXP - M		375.00	
	97.00.62006		INSTRUCTION - MSLA		3,409.98	
03424	NFIP Direct	05/14/2025	Regular	0.00	30,597.00	99763
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2008024453-202	Invoice	05/22/2025	05.22.2025 - FLOOD INSURANCE - TOWN	0.00	11,407.00	
	40.00.16000		PREPAID EXPENSE		11,407.00	
2008024461-202	Invoice	05/22/2025	05.22.2025 - FLOOD INSURANCE - LIBRAR	0.00	11,706.00	
	40.00.16000		PREPAID EXPENSE		11,706.00	
2008024479-202	Invoice	05/22/2025	05.22.2025 - FLOOD INSURANCE - RVFD	0.00	7,484.00	
	40.00.16000		PREPAID EXPENSE		7,484.00	
03809	Noll & Tam Architects	05/14/2025	Regular	0.00	3,975.00	99764
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0061413	Invoice	04/22/2025	04.22.2025 - SA LIBRARY REFRESH - MAR	0.00	3,975.00	
	01.71.61150		OUTSIDE SERVICES-OTHE		3,975.00	
00892	Office of the State Controller	05/14/2025	Regular	0.00	39.80	99765
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
FTB-00008159	Invoice	05/07/2025	05.07.2025 - FTB OFFSETS 2024	0.00	39.80	
	01.12.61150		OUTSIDE SERVICES-OTHE		39.80	
03884	Pacific Mobile Structures, Inc.	05/14/2025	Regular	0.00	185.72	99766
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV-00441379	Invoice	04/01/2025	04.01.2025 - FH20 - RENTAL CONTAINER	0.00	92.86	
	45.41.63100		CAPITAL OUTLAY - CONST		92.86	
INV-00444574	Invoice	05/01/2025	05.01.2025 - FH20 - RENTAL CONTAINER	0.00	92.86	
	45.41.63100		CAPITAL OUTLAY - CONST		92.86	
00165	Pacific Telemanagement Services - PTS	05/14/2025	Regular	0.00	93.00	99767
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2141505	Invoice	04/24/2025	04.24.2025 - TH PAYPHONE - MAY 2025	0.00	93.00	
	01.42.61705		UTILITIES-TELEPHONE		93.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03523	Parametrix, Inc	05/14/2025	Regular	0.00	21,440.81	99768
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
61899	Invoice	11/27/2024	11.27.2024 - SEQUOIA PARK S2RS KICKOF	0.00	1,259.40	
14.41.63127	SAFE ROUTES	11.27.2024 - SEQUOIA PARK S2R	1,259.40			
62653	Invoice	12/19/2024	12.19.2024 - SEQUOIA PARK S2RS PM/PLA	0.00	2,370.35	
14.41.63127	SAFE ROUTES	12.19.2024 - SEQUOIA PARK S2R	2,370.35			
63255	Invoice	01/09/2025	01.09.2025 - SEQUOIA PARK S2RS PM/PLA	0.00	7,127.17	
14.41.63127	SAFE ROUTES	01.09.2025 - SEQUOIA PARK S2R	7,127.17			
64829	Invoice	02/27/2025	02.27.2025 - SEQUOIA PARK S2RS PM/PLA	0.00	3,150.29	
14.41.63127	SAFE ROUTES	02.27.2025 - SEQUOIA PARK S2R	3,150.29			
65657	Invoice	03/28/2025	03.28.2025 - SEQUOIA PARK S2RS PM/PLA	0.00	6,849.42	
14.41.63127	SAFE ROUTES	03.28.2025 - SEQUOIA PARK S2R	6,849.42			
66531	Invoice	04/29/2025	04.29.2025 - UPDATED MEMO FOR AB413	0.00	684.18	
01.41.61150	OUTSIDE SERVICES-OTHE	04.29.2025 - UPDATED MEMO F	684.18			
02554	Parkmobile LLC	05/14/2025	Regular	0.00	390.00	99769
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV43783	Invoice	04/30/2025	04.30.2025 - END USER FEES - APR 2025	0.00	390.00	
13.42.61114	OUTSIDE SRV: PARKING	04.30.2025 - END USER FEES - A	390.00			
03832	Pickleball Organized LLC	05/14/2025	Regular	0.00	4,326.70	99770
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0014656	Invoice	05/08/2025	05.08.2025 - ADULT PICKLEBALL - SPRING	0.00	4,326.70	
21.61.61166	TENNIS SERVICES	05.08.2025 - ADULT PICKLEBALL	4,326.70			
03433	Plan It Software LLC	05/14/2025	Regular	0.00	2,625.00	99771
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
PLAN-2009	Invoice	04/21/2025	04.21.2025 - PLAN IT CIP SOFTWARE ANN	0.00	2,625.00	
01.12.61150	OUTSIDE SERVICES-OTHE	04.21.2025 - PLAN IT CIP SOFTW	2,625.00			
02839	Quadient Finance USA, Inc	05/14/2025	Regular	0.00	221.51	99772
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
274-04202025	Invoice	04/20/2025	04.20.2025 - SUPPLY PURCHASE	0.00	221.51	
01.12.62003	POSTAGE	04.20.2025 - SUPPLY PURCHASE	44.30			
01.18.62003	POSTAGE	04.20.2025 - SUPPLY PURCHASE	44.30			
01.41.62003	POSTAGE	04.20.2025 - SUPPLY PURCHASE	44.30			
01.71.62003	POSTAGE	04.20.2025 - SUPPLY PURCHASE	44.31			
01.82.62003	POSTAGE	04.20.2025 - SUPPLY PURCHASE	44.30			
00038	Rafael Lumber	05/14/2025	Regular	0.00	161.08	99773
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
86936	Invoice	03/03/2025	03.03.2025 - FH20 - HARDWARE	0.00	12.06	
45.41.63100	CAPITAL OUTLAY - CONST	03.03.2025 - FH20 - HARDWARE	12.06			
87531	Invoice	03/06/2025	03.06.2025 - SCREW ANCHORS	0.00	149.02	
16.41.62200	DEPARTMENTAL SUPPLIE	03.06.2025 - SCREW ANCHORS	149.02			
01563	SCA	05/14/2025	Regular	0.00	7,202.90	99774
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
25000351	Invoice	04/15/2025	04.15.2025 - RES STREET SWPR - APR 202	0.00	7,202.90	
01.42.61135	STREET SWEEPING	04.15.2025 - RES STREET SWPR -	7,202.90			
03929	School & Pine	05/14/2025	Regular	0.00	3,739.80	99775

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
BC9178	Invoice	04/23/2025	04.23.2025 - SOCCER GOALS	0.00	3,739.80	
	21.65.63100		CAPITAL OUTLAY - CONST		3,739.80	
02936	SMITH'S PEST MANAGEMENT	05/14/2025	Regular	0.00	640.00	99776
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
342259	Invoice	04/27/2025	04.27.2025 - MEMORIAL PARK PEST CONT	0.00	340.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		340.00	
342331	Invoice	04/28/2025	04.28.2025 - IMAGINATION PARK - MISC S	0.00	300.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		300.00	
03212	Steven Teixeira	05/14/2025	Regular	0.00	4,195.80	99777
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014655	Invoice	05/05/2025	05.05.2025 - BAMBINO BASEBALL - SPRIN	0.00	4,195.80	
	21.61.61160		BASEBALL EXPENSES		4,195.80	
00024	T & B Sports Inc	05/14/2025	Regular	0.00	53.46	99778
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0000215953	Invoice	05/05/2025	05.05.2025 - SOFTBALL LINEUP CARDS/SC	0.00	53.46	
	21.61.62965		SOFTBALL SUPPLIES		53.46	
03207	Toni DeFrancis	05/14/2025	Regular	0.00	420.00	99779
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-PC55	Invoice	05/12/2025	05.12.2025 - TRANSCRIPTION - PC 05/05	0.00	220.00	
	01.18.61150		OUTSIDE SERVICES-OTHE		220.00	
2025-TC422	Invoice	04/28/2025	04.28.2025 - TRANSCRIPTION - TC 04/22	0.00	200.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		200.00	
00612	Town of Corte Madera	05/14/2025	Regular	0.00	220.00	99780
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014519	Invoice	05/08/2025	05.08.2025 - MCCMC - APR 2025	0.00	220.00	
	01.11.61000		TRAINING		220.00	
00696	Town of Fairfax	05/14/2025	Regular	0.00	16,001.37	99781
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2-2025-0331	Invoice	05/09/2025	05.09.2025 - REIMB - CLIMATE ACTION CR	0.00	16,001.37	
	90.41.61100		OUTSIDE SERVICES		16,001.37	
00215	Transbay Lock	05/14/2025	Regular	0.00	216.64	99782
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
93391	Invoice	04/30/2025	04.30.2025 - DPW KEYS/HIDEAKEY	0.00	39.59	
	01.81.62200		DEPARTMENTAL SUPPLIE		39.59	
93488	Invoice	04/28/2025	04.28.2025 - REC DEPT - KEYS	0.00	155.75	
	31.41.61506		BLDG. MAINT-OTHER		155.75	
93561	Invoice	05/08/2025	05.08.2025 - KEYS	0.00	21.30	
	41.41.61150		OUTSIDE SERVICES-OTHE		21.30	
00384	Van Midde & Son Concrete	05/14/2025	Regular	0.00	14,980.00	99783

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
15508	Invoice	04/25/2025	04.25.2025 - VARIOUS LOCATIONS	0.00	14,980.00	
	19.41.63109		UNPROGRAMMED RESUR		4,480.00	
	19.41.63113		UNPROGRAMMED DRAIN		10,500.00	
03878	Wandzia Rose	05/14/2025	Regular	0.00	250.00	99784
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2515	Invoice	05/04/2025	05.04.2025 - MSLA 2024-2025 - FINAL SES	0.00	250.00	
	97.00.62006		INSTRUCTION - MSLA		250.00	
03052	ZUMAR	05/14/2025	Regular	0.00	522.00	99785
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
52242	Invoice	05/12/2025	05.12.2025 - NO RIGHT TURN SIGN	0.00	522.00	
	01.42.62200		DEPARTMENTAL SUPPLIE		522.00	
03151	City of San Rafael - Finance Dept	05/20/2025	Regular	0.00	3,667.82	99786
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
3665	Invoice	03/18/2025	03.18.2025 - 2025 MCCMC ADVOCACY/LE	0.00	3,667.82	
	01.21.61302		DUES		3,667.82	
03712	Gridscape Solutions, Inc.	05/20/2025	Regular	0.00	179,937.80	99787
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SAL/7/2025	Invoice	04/30/2025	04.30.2025 - RESILIENT HUB - CARPORT S	0.00	19,047.73	
	15.90.63100		CONSTRUCTION		19,047.73	
SAL/8/2025	Invoice	04/30/2025	04.30.2025 - RESILIENT HUB - MILESTONE	0.00	107,281.05	
	15.90.63100		CONSTRUCTION		107,281.05	
SAL/9/2025	Invoice	04/30/2025	04.30.2025 - RESILIENT HUB - MILESTONE	0.00	53,609.02	
	15.90.63100		CONSTRUCTION		53,609.02	
00145	Marin County Tax Collector	05/22/2025	Regular	0.00	4,240.18	99788
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
24-1021096 (FEB)	Invoice	02/01/2025	02.01.2025 - PROPERTY TAX ROBSON FY2	0.00	4,240.18	
	34.41.62924		POSSESSORY TAX PAYME		4,240.18	
00142	Marin Municipal Water District	05/22/2025	Regular	0.00	6,198.61	99789
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
119-03142025	Invoice	03/14/2025	119 - MULTIPLE - 01.10.25-03.11.25	0.00	2,418.07	
	41.41.61701		UTILITIES		2,418.07	
120-03142025	Invoice	03/14/2025	120 - MULTIPLE - 01.10.25-03.11.25	0.00	1,232.58	
	41.41.61701		UTILITIES		1,232.58	
152-03142025	Invoice	03/14/2025	152 - SAN FRANCISCO BLVD - 01.10.25-03.	0.00	590.93	
	41.41.61701		UTILITIES		590.93	
752-03142025	Invoice	03/14/2025	752 - SUNNY HILLS DR - 01.10.25-03.11.2	0.00	688.84	
	01.81.61703		UTILITIES-WATER		688.84	
808-03142025	Invoice	03/14/2025	808 - 525 SAN ANSELMO AVE - 01.10.25-0	0.00	767.81	
	41.41.61701		UTILITIES		767.81	
943-03142025	Invoice	03/14/2025	943 - 237 CRESCENT RD - 01.10.25-03.11.	0.00	500.38	
	32.81.61703		UTILITIES-WATER		250.19	
	41.41.61701		UTILITIES		250.19	
00283	1on1 Premier Sports Academy	05/29/2025	Regular	0.00	2,870.40	99790

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2025-1	Invoice	05/22/2025	05.22.2025 - SPRING 2025 - HOOPS/FOOT	0.00	2,870.40	
	21.63.61180		AFTER SCHOOL ENRICHM		2,870.40	
02411	23 ELEPHANTS THEATRE COMPANY	05/29/2025	Regular	0.00	9,520.00	99791
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2025-3	Invoice	05/25/2025	05.25.2025 - SPRING 2025 - THEATRE PRG	0.00	9,520.00	
	21.62.61175		KIDS CULTURE SERVICES		9,520.00	
03861	Access Scaffolding Co.	05/29/2025	Regular	0.00	6,750.00	99792
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014685	Invoice	05/21/2025	05.21.2025 - SCAFFOLDING RENTAL - 237	0.00	6,750.00	
	15.41.63117		CONSTRUCTION - BUILDI		6,750.00	
02030	Alvin S. Bailey	05/29/2025	Regular	0.00	91.00	99793
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2025-1	Invoice	05/27/2025	05.27.2025 - SPRING 2025 - UKELELE	0.00	91.00	
	21.62.61171		ADULT CULTURE SERVICE		91.00	
02920	Amazon Business	05/29/2025	Regular	0.00	4,574.20	99794
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1CND-CCTJ-XMVZ	Invoice	05/08/2025	05.08.2025 - LIBRARY - CHILDREN'S BOOK	0.00	96.08	
	27.71.62302		CHILDRENS BOOKS		96.08	
1LXG-HMGH-6G4	Invoice	05/20/2025	05.20.2025 - MICROPHONE KIT	0.00	479.61	
	21.65.63100		CAPITAL OUTLAY - CONST		479.61	
1QPM-K147-44K	Invoice	05/17/2025	05.17.2025 - MICROPHONE/SPEAKER SYS	0.00	3,998.51	
	21.65.63100		CAPITAL OUTLAY - CONST		3,998.51	
03903	Argo Construction, Inc.	05/29/2025	Regular	0.00	351,208.73	99795
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
G702-FH20-3	Invoice	05/15/2025	05.15.2025 - FH20 CONSTRUCTION - PAY	0.00	351,208.73	
	45.41.63100		CAPITAL OUTLAY - CONST		351,208.73	
03354	Arlette Castellanos	05/29/2025	Regular	0.00	1,285.20	99796
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2025-2	Invoice	05/21/2025	05.21.2025 - SPRING 2025 - SPANISH WT/	0.00	1,285.20	
	21.63.61180		AFTER SCHOOL ENRICHM		1,285.20	
00408	Astro Jump of Northbay	05/29/2025	Regular	0.00	1,239.00	99797
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
38610115	Invoice	05/27/2025	05.27.2025 - ROBSON - ENTRTNMNT EOY	0.00	1,239.00	
	21.63.61187		ROBSON AFTER SCHOOL		1,239.00	
00001	AT&T Calnet	05/29/2025	Regular	0.00	497.96	99798
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
574-05102025	Invoice	05/10/2025	574 - ALL DEPTS CENTREX - 04.10.25-05.0	0.00	7.31	
	41.41.61701		UTILITIES		7.31	
579-05102025	Invoice	05/10/2025	579 - TRAFFIC LIGHT MODEM - 04.10.25-0	0.00	31.92	
	01.41.61705		UTILITIES-TELEPHONE		31.92	
580-05102025	Invoice	05/10/2025	580 - ROBSON HOUSE - 04.10.25-05.09.25	0.00	39.11	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	34.41.61705	UTILITIES-TELEPHONE	580 - ROBSON HOUSE - 04.10.2		39.11	
634-05202025	Invoice	05/20/2025	634 - TRAFFIC SIGNAL MODEM - 04.20.25	0.00	419.62	
	41.41.61701	UTILITIES	634 - TRAFFIC SIGNAL MODEM -		419.62	
00633	BAAQMD	05/29/2025	Regular	0.00	549.00	99799
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
T187905	Invoice	05/07/2025	05.07.2025 - POLICE - TOXICS PERMITTIN	0.00	549.00	
	41.41.61150	OUTSIDE SERVICES-OTHE	05.07.2025 - POLICE - TOXICS PE		549.00	
00388	Baker & Taylor	05/29/2025	Regular	0.00	1,165.76	99800
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5019067242	Invoice	05/09/2025	05.09.2025 - TEEN BOOKS	0.00	31.29	
	27.71.62302	CHILDRENS BOOKS	05.09.2025 - TEEN BOOKS		31.29	
5019405498	Invoice	03/19/2025	03.19.2025 - CHILDREN'S BOOKS	0.00	147.89	
	27.71.62302	CHILDRENS BOOKS	03.19.2025 - CHILDREN'S BOOK		147.89	
5019501680	Invoice	05/05/2025	05.05.2025 - ADULT BOOKS	0.00	93.07	
	01.71.62301	ADULT BOOKS	05.05.2025 - ADULT BOOKS		93.07	
5019501681	Invoice	05/05/2025	05.05.2025 - ADULT BOOKS	0.00	21.89	
	01.71.62301	ADULT BOOKS	05.05.2025 - ADULT BOOKS		21.89	
5019501682	Invoice	05/05/2025	05.05.2025 - ADULT BOOKS	0.00	22.54	
	01.71.62301	ADULT BOOKS	05.05.2025 - ADULT BOOKS		22.54	
5019501683	Invoice	05/05/2025	05.05.2025 - ADULT BOOKS	0.00	23.87	
	01.71.62301	ADULT BOOKS	05.05.2025 - ADULT BOOKS		23.87	
5019501684	Invoice	05/05/2025	05.05.2025 - ADULT BOOKS	0.00	22.55	
	01.71.62301	ADULT BOOKS	05.05.2025 - ADULT BOOKS		22.55	
5019501685	Invoice	05/05/2025	05.05.2025 - ADULT BOOKS	0.00	22.18	
	01.71.62301	ADULT BOOKS	05.05.2025 - ADULT BOOKS		22.18	
5019501686	Invoice	05/05/2025	05.05.2025 - ADULT BOOKS	0.00	44.44	
	01.71.62301	ADULT BOOKS	05.05.2025 - ADULT BOOKS		44.44	
5019501687	Invoice	05/05/2025	05.05.2025 - ADULT BOOKS	0.00	22.54	
	01.71.62301	ADULT BOOKS	05.05.2025 - ADULT BOOKS		22.54	
5019501688	Invoice	05/05/2025	05.05.2025 - ADULT BOOKS	0.00	22.27	
	01.71.62301	ADULT BOOKS	05.05.2025 - ADULT BOOKS		22.27	
5019501689	Invoice	05/05/2025	05.05.2025 - ADULT BOOKS	0.00	21.89	
	01.71.62301	ADULT BOOKS	05.05.2025 - ADULT BOOKS		21.89	
5019501690	Invoice	05/05/2025	05.05.2025 - ADULT BOOKS	0.00	45.76	
	01.71.62301	ADULT BOOKS	05.05.2025 - ADULT BOOKS		45.76	
5019503939	Invoice	05/07/2025	05.07.2025 - CHILDREN'S BOOKS	0.00	14.66	
	27.71.62302	CHILDRENS BOOKS	05.07.2025 - CHILDREN'S BOOK		14.66	
5019503940	Invoice	05/07/2025	05.07.2025 - CHILDREN'S BOOKS	0.00	15.98	
	27.71.62302	CHILDRENS BOOKS	05.07.2025 - CHILDREN'S BOOK		15.98	
5019503941	Invoice	05/07/2025	05.07.2025 - CHILDREN'S BOOKS	0.00	14.66	
	27.71.62302	CHILDRENS BOOKS	05.07.2025 - CHILDREN'S BOOK		14.66	
5019503942	Invoice	05/07/2025	05.07.2025 - CHILDREN'S BOOKS	0.00	17.95	
	27.71.62302	CHILDRENS BOOKS	05.07.2025 - CHILDREN'S BOOK		17.95	
5019503943	Invoice	05/07/2025	05.07.2025 - CHILDREN'S BOOKS	0.00	36.66	
	27.71.62302	CHILDRENS BOOKS	05.07.2025 - CHILDREN'S BOOK		36.66	
5019503944	Invoice	05/07/2025	05.07.2025 - CHILDREN'S BOOKS	0.00	20.57	
	27.71.62302	CHILDRENS BOOKS	05.07.2025 - CHILDREN'S BOOK		20.57	
5019512010	Invoice	05/12/2025	05.12.2025 - CHILDREN'S BOOKS	0.00	19.22	
	27.71.62302	CHILDRENS BOOKS	05.12.2025 - CHILDREN'S BOOK		19.22	
5019512011	Invoice	05/12/2025	05.12.2025 - CHILDREN'S BOOKS	0.00	33.63	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	27.71.62302	CHILDRENS BOOKS	05.12.2025 - CHILDREN'S BOOK		33.63	
5019514481	Invoice	05/12/2025	05.12.2025 - ADULT BOOKS	0.00	22.55	
	27.71.62301	ADULT BOOKS	05.12.2025 - ADULT BOOKS		22.55	
5019514482	Invoice	05/12/2025	05.12.2025 - ADULT BOOKS	0.00	42.49	
	27.71.62301	ADULT BOOKS	05.12.2025 - ADULT BOOKS		42.49	
5019514483	Invoice	05/12/2025	05.12.2025 - ADULT BOOKS	0.00	22.55	
	27.71.62301	ADULT BOOKS	05.12.2025 - ADULT BOOKS		22.55	
5019514484	Invoice	05/12/2025	05.12.2025 - ADULT BOOKS	0.00	23.87	
	27.71.62301	ADULT BOOKS	05.12.2025 - ADULT BOOKS		23.87	
5019514485	Invoice	05/12/2025	05.12.2025 - ADULT BOOKS	0.00	30.08	
	27.71.62301	ADULT BOOKS	05.12.2025 - ADULT BOOKS		30.08	
5019514486	Invoice	05/12/2025	05.12.2025 - ADULT BOOKS	0.00	60.02	
	27.71.62301	ADULT BOOKS	05.12.2025 - ADULT BOOKS		60.02	
5019514487	Invoice	05/12/2025	05.12.2025 - ADULT BOOKS	0.00	89.26	
	27.71.62301	ADULT BOOKS	05.12.2025 - ADULT BOOKS		89.26	
5019514488	Invoice	05/12/2025	05.12.2025 - ADULT BOOKS	0.00	25.47	
	27.71.62301	ADULT BOOKS	05.12.2025 - ADULT BOOKS		25.47	
5019514595	Invoice	05/09/2025	05.09.2025 - CHILDREN'S BOOKS	0.00	14.66	
	27.71.62302	CHILDRENS BOOKS	05.09.2025 - CHILDREN'S BOOK		14.66	
5019514691	Invoice	05/09/2025	05.09.2025 - TEEN BOOKS	0.00	16.34	
	27.71.62302	CHILDRENS BOOKS	05.09.2025 - TEEN BOOKS		16.34	
H72386690	Invoice	05/14/2025	05.14.2025 - VIDEOS	0.00	15.05	
	27.71.62307	VIDEOS	05.14.2025 - VIDEOS		15.05	
H72434900	Invoice	05/14/2025	05.14.2025 - VIDEOS	0.00	24.07	
	27.71.62307	VIDEOS	05.14.2025 - VIDEOS		24.07	
H72434910	Invoice	05/14/2025	05.14.2025 - VIDEOS	0.00	63.84	
	27.71.62307	VIDEOS	05.14.2025 - VIDEOS		63.84	
	Void	05/29/2025	Regular	0.00	0.00	99801
	Void	05/29/2025	Regular	0.00	0.00	99802
00007	Bay Cities Joint Power Insurance Authority	05/29/2025	Regular	0.00	533.36	99803
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
BCJPIA-0264-202	Invoice	05/22/2025	05.22.2025 - MARCH 2025 CLAIMS	0.00	533.36	
	40.21.61906		LIABILITY INSURANCE CLA		208.00	
	40.21.61907		WORKERS COMPENSATIO		325.36	
03946	BlueTriton Brands Inc	05/29/2025	Regular	0.00	261.30	99804
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
15D8720212838	Invoice	05/24/2025	05.24.2025 - REC DEPT WATER - 04.23.25-	0.00	261.30	
	21.65.62200		DEPARTMENTAL SUPPLIE		261.30	
02192	BPXpress	05/29/2025	Regular	0.00	293.25	99805
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
BEN-64672	Invoice	05/16/2025	05.16.2025 - ROBSON EXTERIOR PAINTIN	0.00	293.25	
	15.41.63117		CONSTRUCTION - BUILDI		293.25	
03943	Brittany Friedman	05/29/2025	Regular	0.00	400.00	99806
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0014687	Invoice	05/27/2025	05.27.2025 - VIRTUAL AUTHOR TALK - RA	0.00	400.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		400.00	
03462	Bullet Liongson	05/29/2025	Regular	0.00	3,225.00	99807

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2553	Invoice	05/15/2025	05.15.2025 - GRAPHIC DESIGN SERVICES	0.00	3,225.00	
01.12.61150	OUTSIDE SERVICES-OTHE	05.15.2025 - GRAPHIC DESIGN S	37.50			
01.12.61150	OUTSIDE SERVICES-OTHE	05.15.2025 - GRAPHIC DESIGN S	187.50			
01.12.62200	DEPARTMENTAL SUPPLIE	05.15.2025 - GRAPHIC DESIGN S	300.00			
01.21.61903	PROMOTION OF COMME	05.15.2025 - GRAPHIC DESIGN S	1,275.00			
01.41.62200	DEPARTMENTAL SUPPLIE	05.15.2025 - GRAPHIC DESIGN S	712.50			
13.41.61150	OUTSIDE SERVICES-OTHE	05.15.2025 - GRAPHIC DESIGN S	375.00			
15.90.63100	CONSTRUCTION	05.15.2025 - GRAPHIC DESIGN S	337.50			
00482	California Park & Recreation Society	05/29/2025	Regular	0.00	385.00	99808
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
05272025-5	Invoice	05/27/2025	05.27.2025 - CPRS SURF N TURF TRAININ	0.00	385.00	
21.65.61000	TRAINING	05.27.2025 - CPRS SURF N TURF	385.00			
03923	Checkmate Academy Group LLC	05/29/2025	Regular	0.00	1,239.35	99809
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SPRING 2025-2	Invoice	05/21/2025	05.21.2025 - SPRING 2025 - CHESS WT	0.00	1,239.35	
21.63.61180	AFTER SCHOOL ENRICHM	05.21.2025 - SPRING 2025 - CHE	1,239.35			
01534	Christine O'Rourke	05/29/2025	Regular	0.00	27,398.86	99810
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
983	Invoice	05/13/2025	05.13.2025 - GENERAL PLAN UPDATE - AP	0.00	27,398.86	
01.18.61150	OUTSIDE SERVICES-OTHE	05.13.2025 - GENERAL PLAN UP	27,398.86			
03774	ClientFirst Consulting Group., LLC	05/29/2025	Regular	0.00	247.50	99811
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
18221	Invoice	04/30/2025	04.30.2025 - LAND MGMT SYSTEM ADMI	0.00	195.00	
01.41.61150	OUTSIDE SERVICES-OTHE	04.30.2025 - LAND MGMT SYST	195.00			
18222	Invoice	04/30/2025	04.30.2025 - SOLAR PERMITS PM	0.00	52.50	
01.41.61150	OUTSIDE SERVICES-OTHE	04.30.2025 - SOLAR PERMITS P	52.50			
01340	Collaborative Summer Library Program	05/29/2025	Regular	0.00	468.18	99812
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
314486	Invoice	03/20/2025	03.20.2025 - 2025 MANUAL & DUES	0.00	39.95	
01.71.61132	OUTSIDE SVCS-PROGRAM	03.20.2025 - 2025 MANUAL & D	39.95			
314686	Invoice	03/28/2025	03.28.2025 - COLOR OUR WORLD SUPPLIE	0.00	428.23	
01.71.61132	OUTSIDE SVCS-PROGRAM	03.28.2025 - COLOR OUR WORL	428.23			
02601	Crabar/GBF Inc	05/29/2025	Regular	0.00	321.82	99813
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
51875475	Invoice	05/22/2025	05.22.2025 - PAY AND DISPLAY ROLLS	0.00	321.82	
13.41.63000	EQUIPMENT	05.22.2025 - PAY AND DISPLAY R	321.82			
03853	Dana V. Beck	05/29/2025	Regular	0.00	8,550.00	99814
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
RVFH20 INVOICE	Invoice	05/19/2025	05.19.2025 - FH20 - ONSITE PROJECT MG	0.00	2,400.00	
45.41.63100	CAPITAL OUTLAY - CONST	05.19.2025 - RVFH 20 - ONSITE	2,400.00			
RVFH20 INVOICE	Invoice	05/09/2025	05.09.2025 - FH20 - ONSITE PROJECT MG	0.00	6,150.00	
45.41.63100	CAPITAL OUTLAY - CONST	05.09.2025 - FH20 - ONSITE PRO	6,150.00			
03938	Davidson Wuichet	05/29/2025	Regular	0.00	5,750.00	99815

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R16038	Invoice	05/14/2025	05.14.2025 - REFUND - ROAD BOND 204 S	0.00	5,750.00	
	01.00.20314		ROAD BOND		5,750.00	
00533	Davis Sign Company	05/29/2025	Regular	0.00	4,434.46	99816
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
39807	Invoice	05/12/2025	05.12.2025 - VALET SIGN - PAID PARKING	0.00	2,949.75	
	13.41.61150		OUTSIDE SERVICES-OTHE		1,638.75	
	60.14.62903		LIVE ON THE AVENUE		1,311.00	
39813	Invoice	05/14/2025	05.14.2025 - SA LIBRARY STORY WALK SIG	0.00	1,484.71	
	01.71.62200		DEPARTMENTAL SUPPLIE		1,484.71	
01320	DC Electric Group Inc	05/29/2025	Regular	0.00	844.36	99817
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
476808	Invoice	04/30/2025	04.30.2025 - M5007 SL ROUTINE - APR 20	0.00	682.31	
	01.42.61708		UTILITIES-STREET LIGHTS		682.31	
476933	Invoice	05/20/2025	05.20.2025 - M5008 SL ROUTINE - APR 20	0.00	162.05	
	01.42.61708		UTILITIES-STREET LIGHTS		162.05	
00237	Discount Magazine Service	05/29/2025	Regular	0.00	2,120.06	99818
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
4164014	Invoice	04/18/2025	04.18.2025 - MAGAZINE SUBSCRIPTIONS	0.00	2,120.06	
	01.71.62305		MAGAZINES AND NEWSP		2,120.06	
03939	Ed Healy	05/29/2025	Regular	0.00	30.57	99819
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014686	Invoice	05/20/2025	05.20.2025 - REIMB - FLOWER BASKET WA	0.00	30.57	
	95.41.61150		OUTSIDE SERVICES-OTHE		30.57	
00266	Edwin P Gurka, Jr	05/29/2025	Regular	0.00	160.00	99820
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
10-2025	Invoice	05/20/2025	05.20.2025 - LIMB FAILURE - 241 FLORIBE	0.00	160.00	
	01.42.61105		OUTSIDE SERVICES-TREES		160.00	
02777	Elizabeth Flanagan	05/29/2025	Regular	0.00	113.40	99821
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
MAY 2025	Invoice	05/27/2025	05.27.2025 - PAINTING WORKSHOPS - MA	0.00	113.40	
	21.62.61171		ADULT CULTURE SERVICE		95.20	
	21.62.61171		ADULT CULTURE SERVICE		18.20	
03193	Enbridgement, Inc.	05/29/2025	Regular	0.00	18,565.40	99822
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2025-1	Invoice	05/22/2025	05.22.2025 - SPRING 2025 - ASE BKS/HV/	0.00	18,565.40	
	21.63.61180		AFTER SCHOOL ENRICHM		18,565.40	
00017	Fairfax Building Supply Co. Inc.	05/29/2025	Regular	0.00	42.79	99823
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
297185	Invoice	05/15/2025	05.15.2025 - FASTENERS/ANCHORS	0.00	37.79	
	01.81.62200		DEPARTMENTAL SUPPLIE		37.79	
297429	Invoice	05/20/2025	05.20.2025 - EYE BOLTS	0.00	5.00	

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	01.42.62200	DEPARTMENTAL SUPPLIE	05.20.2025 - EYE BOLTS		5.00	
03945	Francesco Ielo	05/29/2025	Regular	0.00	154.00	99824
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
86916617	Invoice	05/20/2025	05.20.2025 - REFUND - COMMUNITY GAR	0.00	154.00	
	32.00.49027	Garden Dues	05.20.2025 - REFUND - COMMU		154.00	
03873	Gallagher Benefit Services, Inc.	05/29/2025	Regular	0.00	10,200.00	99825
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025042800	Invoice	05/21/2025	05.21.2025 - 2024 COMP STUDY - FINAL I	0.00	10,200.00	
	01.12.61150	OUTSIDE SERVICES-OTHE	05.21.2025 - 2024 COMP STUDY		10,200.00	
02861	H & H PRINTING, INC	05/29/2025	Regular	0.00	604.15	99826
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
14167	Invoice	05/16/2025	05.16.2025 - PARAMOBILE POSTCARDS	0.00	604.15	
	13.41.61150	OUTSIDE SERVICES-OTHE	05.16.2025 - PARAMOBILE POST		604.15	
02606	Halleh Besharati	05/29/2025	Regular	0.00	840.00	99827
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2025-1	Invoice	05/21/2025	05.21.2025 - SPRING 2025 - ASE CLAY WT	0.00	840.00	
	21.63.61180	AFTER SCHOOL ENRICHM	05.21.2025 - SPRING 2025 - ASE		840.00	
00020	Hannibal's Inc Electrical Construction	05/29/2025	Regular	0.00	7,070.98	99828
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
25336	Invoice	05/12/2025	05.12.2025 - SOLAR PRKNG PAY STNS - PR	0.00	6,420.98	
	13.41.61150	OUTSIDE SERVICES-OTHE	05.12.2025 - SOLAR PRKNG PAY		6,420.98	
25337	Invoice	05/12/2025	05.12.2025 - FH20 - TEMP TRAILERS	0.00	650.00	
	45.41.63100	CAPITAL OUTLAY - CONST	05.12.2025 - FH20 - TEMP TRAIL		650.00	
03924	Hokali Inc.	05/29/2025	Regular	0.00	1,941.10	99829
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2025-2	Invoice	05/28/2025	05.28.2025 - SPRING 2025 - MUSIC THEAT	0.00	1,941.10	
	21.63.61180	AFTER SCHOOL ENRICHM	05.28.2025 - SPRING 2025 - MU		1,941.10	
00022	Jackson's Hardware Inc.	05/29/2025	Regular	0.00	113.31	99830
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
178479	Invoice	05/13/2025	05.13.2025 - BOLTS/ADHESIVE	0.00	113.31	
	01.42.62200	DEPARTMENTAL SUPPLIE	05.13.2025 - BOLTS/ADHESIVE		113.31	
00022	Jackson's Hardware Inc.	05/29/2025	Regular	0.00	160.00	99831
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
C29549	Invoice	05/12/2025	05.12.2025 - ELECTRIC LANDSCAPE EQPM	0.00	160.00	
	90.41.61100	OUTSIDE SERVICES	05.12.2025 - ELECTRIC LANDSCA		160.00	
03937	Jim Farese	05/29/2025	Regular	0.00	1,800.00	99832
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R16050	Invoice	05/21/2025	05.21.2025 - REFUND - ROAD BOND 21 EC	0.00	1,800.00	
	01.00.20314	ROAD BOND	05.21.2025 - REFUND - ROAD B		1,800.00	
01586	John A. Godsey	05/29/2025	Regular	0.00	568.10	99833

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
29380	Invoice	05/19/2025	05.19.2025 - ADMIN - TH ENVELOPES	0.00	568.10	
	01.12.62000		OFFICE SUPPLIES		568.10	
00113	Juan Olsen Sanchez	05/29/2025	Regular	0.00	11,546.80	99834
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2025-5	Invoice	05/27/2025	05.27.2025 - SPRING 2025 - GYMNASTICS	0.00	11,546.80	
	21.61.61167		TUMBLING SERVICES		11,546.80	
03944	Lauren Hamblar	05/29/2025	Regular	0.00	4,060.00	99835
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R16063	Invoice	05/28/2025	05.28.2025 - REFUND - ROAD BOND 115 R	0.00	4,060.00	
	01.00.20314		ROAD BOND		4,060.00	
03925	Mara Smaby	05/29/2025	Regular	0.00	2,010.80	99836
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2025-2	Invoice	05/21/2025	05.21.2025 - SPRING 2025 - PRINTMAKIN	0.00	2,010.80	
	21.63.61180		AFTER SCHOOL ENRICHM		2,010.80	
00150	Marin Color Service Inc.	05/29/2025	Regular	0.00	289.52	99837
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
S0757158	Invoice	05/14/2025	05.14.2025 - PAINT RIG SUPPLIES	0.00	289.52	
	01.42.62908		SUPPLIES-STREET MAINT		289.52	
03154	Marin Fencing, Inc.	05/29/2025	Regular	0.00	175.00	99838
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
96615	Invoice	05/16/2025	05.16.2025 - CORPYARD - GATE SYSTEM S	0.00	175.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		175.00	
00739	Marin Girls Softball	05/29/2025	Regular	0.00	2,473.00	99839
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014688	Invoice	05/15/2025	05.15.2025 - ALL STARS SOFTBALL 2025	0.00	2,350.00	
	21.61.61165		SOFTBALL SERVICES		2,350.00	
INV0014689	Invoice	05/15/2025	05.15.2025 - SOFTBALL COACH REGISTRA	0.00	123.00	
	21.61.61165		SOFTBALL SERVICES		123.00	
00029	Marin IT	05/29/2025	Regular	0.00	19,099.17	99840
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-127236	Invoice	05/14/2025	05.14.2025 - AGREEMENT AUVIK NETWO	0.00	5,400.00	
	42.21.61150		OUTSIDE SERVICES-OTHE		5,400.00	
2025-127424	Invoice	05/12/2025	05.12.2025 - AGREEMENT ONSITE SUPPO	0.00	5,720.00	
	42.21.61150		OUTSIDE SERVICES-OTHE		5,720.00	
2025-127426	Invoice	05/12/2025	05.12.2025 - AGREEMENT IT MGMT SUPP	0.00	5,026.67	
	42.21.61150		OUTSIDE SERVICES-OTHE		5,026.67	
2025-127486	Invoice	05/13/2025	05.13.2025 - COUNTY OF MARIN V MONS	0.00	580.00	
	42.21.62200		DEPARTMENTAL SUPPLIE		580.00	
2025-127594	Invoice	05/27/2025	05.27.2025 - AGMNT AUTOMATE & DEFE	0.00	2,372.50	
	42.21.61150		OUTSIDE SERVICES-OTHE		2,372.50	
00142	Marin Municipal Water District	05/29/2025	Regular	0.00	10,456.69	99841

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
073-05092025	Invoice	05/09/2025	073 - CENTER & FORREST AVE - 03.07.25-	0.00	83.52	
	01.81.61703		UTILITIES-WATER		83.52	
119-05142025	Invoice	05/14/2025	119 - MULTIPLE - 03.12.25-05.09.25	0.00	2,418.07	
	41.41.61701		UTILITIES		2,418.07	
120-05142025	Invoice	05/14/2025	120 - MULTIPLE - 03.12.25-05.09.25	0.00	1,232.58	
	41.41.61701		UTILITIES		1,232.58	
152-05142025	Invoice	05/14/2025	152 - SAN FRANCISCO BLVD - 03.12.25-05.	0.00	711.20	
	41.41.61701		UTILITIES		711.20	
216-05122025	Invoice	05/12/2025	216 - 237 CRESCENT RD - 03.08.25-05.07.	0.00	118.37	
	01.81.61703		UTILITIES-WATER		118.37	
307-05122025	Invoice	05/12/2025	307 - 237 CRESCENT RD - 03.08.25-05.07.	0.00	104.86	
	34.41.61703		UTILITIES-WATER		104.86	
495-05142025	Invoice	05/14/2025	495 - MAGNOLIA AVE - 03.12.25-05.09.25	0.00	83.52	
	41.41.61701		UTILITIES		83.52	
622-05142025	Invoice	05/14/2025	622 - 525 SAN ANSELMO AVE - 03.12.25-0	0.00	83.52	
	14.81.61150		OUTSIDE SERVICES-OTHE		83.52	
623-05142025	Invoice	05/14/2025	623 - 525 SAN ANSELMO AVE - 03.12.25-0	0.00	83.52	
	14.81.61150		OUTSIDE SERVICES-OTHE		83.52	
624-05142025	Invoice	05/14/2025	624 - 535 SAN ANSELMO AVE - 03.12.25-0	0.00	83.52	
	14.81.61150		OUTSIDE SERVICES-OTHE		83.52	
665-05142025	Invoice	05/14/2025	665 - SAN FRANCISCO BLVD - 03.12.25-05.	0.00	183.75	
	41.41.61701		UTILITIES		183.75	
752-05142025	Invoice	05/14/2025	752 - SUNNY HILL DR - 03.12.25-05.09.25	0.00	3,302.99	
	01.81.61703		UTILITIES-WATER		3,302.99	
761-05142025	Invoice	05/14/2025	761 - RED HILL AVE & SEQUOIA - 03.12.25	0.00	188.08	
	41.41.61701		UTILITIES		188.08	
808-05142025	Invoice	05/14/2025	808 - 525 SAN ANSELMO AVE - 03.12.25-0	0.00	671.78	
	41.41.61701		UTILITIES		671.78	
939-05142025	Invoice	05/14/2025	939 - 634 SAN ANSELMO AVE - 03.12.25-0	0.00	83.52	
	41.41.61701		UTILITIES		83.52	
943-05142025	Invoice	05/14/2025	943 - 237 CRESCENT RD - 03.12.25-05.09.	0.00	1,023.89	
	32.81.61703		UTILITIES-WATER		511.95	
	41.41.61701		UTILITIES		511.94	
	Void	05/29/2025	Regular	0.00	0.00	99842
03940	Marisa Gregory	05/29/2025	Regular	0.00	150.00	99843
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1	Invoice	05/16/2025	05.16.2025 - SING AND STOMP SUB 05/09	0.00	150.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		150.00	
01036	Matrix HG Inc	05/29/2025	Regular	0.00	1,091.00	99844
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
186540	Invoice	05/19/2025	05.19.2025 - SEMI-ANNUAL PREV MNTNC	0.00	1,091.00	
	31.41.61506		BLDG. MAINT-OTHER		1,091.00	
03936	Melissa McKenzie	05/29/2025	Regular	0.00	328.00	99845
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R16046	Invoice	05/21/2025	05.21.2025 - REFUND - FIRE REVIEW 130	0.00	328.00	
	01.00.20354		DUE TO ROSS VALLEY FIR		328.00	
00609	Midwest Tape	05/29/2025	Regular	0.00	28.77	99846

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
507126072	Invoice	05/05/2025	05.05.2025 - VIDEOS	0.00	28.77	
	27.71.62307		VIDEOS		28.77	
03368	Munselle Civil Engineering	05/29/2025	Regular	0.00	720.00	99847
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
44150	Invoice	04/30/2025	04.30.2025 - 3RD PARTY PLAN REVIEW - 5	0.00	720.00	
	01.18.61150		OUTSIDE SERVICES-OTHE		720.00	
03524	Northwest Cascade, Inc.	05/29/2025	Regular	0.00	1,802.49	99848
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0554850764	Invoice	05/06/2025	05.06.2025 - UNIT RENTALS - 05.06.25-06.	0.00	1,802.49	
	01.81.61150		OUTSIDE SERVICES-OTHE		1,802.49	
03211	ODP Business Solutions LLC	05/29/2025	Regular	0.00	488.66	99849
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
417738312001	Invoice	04/16/2025	04.16.2025 - LIBRARY - PENS	0.00	23.35	
	01.71.62200		DEPARTMENTAL SUPPLIE		23.35	
417739358001	Invoice	04/15/2025	04.15.2025 - LIBRARY - INK/TONER	0.00	175.83	
	27.71.62200		DEPARTMENTAL SUPPLIE		175.83	
421185259001	Invoice	05/05/2025	05.05.2025 - LIBRARY - GENERAL OFFICE S	0.00	289.48	
	01.71.62200		DEPARTMENTAL SUPPLIE		289.48	
00128	Pacific Gas & Electric	05/29/2025	Regular	0.00	3,500.00	99850
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0008404367-8	Invoice	05/21/2025	05.21.2025 - PINE ST LOT EVCS INSTALL	0.00	3,500.00	
	15.41.63100		CONSTRUCTION		3,500.00	
03884	Pacific Mobile Structures, Inc.	05/29/2025	Regular	0.00	12,419.54	99851
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV-00444572	Invoice	05/01/2025	05.01.2025 - FH20 - TEMP FACILITIES - MA	0.00	6,116.91	
	45.41.63100		CAPITAL OUTLAY - CONST		6,116.91	
INV-00454022	Invoice	06/01/2025	06.01.2025 - FH20 - TEMP FACILITIES - JU	0.00	6,116.91	
	45.41.63100		CAPITAL OUTLAY - CONST		6,116.91	
INV-00454023	Invoice	06/01/2025	06.01.2025 - FH20 - RENTAL CONTAINERS	0.00	92.86	
	45.41.63100		CAPITAL OUTLAY - CONST		92.86	
INV-00454024	Invoice	06/01/2025	06.01.2025 - FH20 - RENTAL CONTAINER	0.00	92.86	
	45.41.63100		CAPITAL OUTLAY - CONST		92.86	
03523	Parametrix, Inc	05/29/2025	Regular	0.00	16,288.18	99852
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
66497	Invoice	04/28/2025	04.28.2025 - SEQUOIA SR2S - PM/PLANS -	0.00	16,288.18	
	14.41.63127		SAFE ROUTES		16,288.18	
00893	Perfect Timing Personnel Services, Inc.	05/29/2025	Regular	0.00	1,452.28	99853
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
54569	Invoice	04/14/2025	04.14.2025 - ADMIN SUPPORT - MARMO	0.00	1,452.28	
	01.82.60010		TEMPORARY HELP		1,161.82	
	21.65.60010		TEMPORARY HELP		290.46	
01139	Phillips Seabrook Associates	05/29/2025	Regular	0.00	5,280.00	99854

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
250188	Invoice	05/19/2025	05.19.2025 - INTRM BLDG OFFICIAL 04.28	0.00	5,280.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		5,280.00	
00038	Rafael Lumber	05/29/2025	Regular	0.00	423.85	99855
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
96937	Invoice	05/22/2025	05.22.2025 - MEMORIAL PARK - LATTICE	0.00	423.85	
	01.81.62200		DEPARTMENTAL SUPPLIE		423.85	
01474	Ron McGee	05/29/2025	Regular	0.00	495.00	99856
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11296	Invoice	05/15/2025	05.15.2025 - CAMP KIDMARIN FIELD TRIP	0.00	495.00	
	21.63.61184		CAMP KIDMARIN MIGHT		247.50	
	21.63.61207		CAMP KIDMARIN MINI SE		247.50	
00181	Ross Valley Fire Department	05/29/2025	Regular	0.00	5,852.66	99857
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014684	Invoice	05/22/2025	05.22.2025 - RVFD FEES COLLECTED - APR	0.00	5,852.66	
	01.00.20354		DUE TO ROSS VALLEY FIR		5,852.66	
03346	Sage Energy Consulting - NV5 Inc.	05/29/2025	Regular	0.00	7,795.00	99858
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
447975	Invoice	05/13/2025	05.13.2025 - MUNIC RESILIENCY CENTER -	0.00	7,795.00	
	15.90.63100		CONSTRUCTION		7,795.00	
03602	Serge Ndjemba	05/29/2025	Regular	0.00	260.00	99859
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2025-1	Invoice	05/27/2025	05.27.2025 - SPRING 2025 - FRENCH CON	0.00	260.00	
	21.62.61171		ADULT CULTURE SERVICE		260.00	
03941	Shannon London	05/29/2025	Regular	0.00	168.80	99860
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R16060	Invoice	05/27/2025	05.27.2025 - REFUND - PERMIT 560 SAN	0.00	168.80	
	01.00.48012		GENERAL PLAN MAINT FE		14.70	
	01.00.48057		PLANNING FEES		146.78	
	01.00.48059		PLANNING TRAINING FEE		7.32	
01359	Siegfried Engineering Inc	05/29/2025	Regular	0.00	12,518.50	99861
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
49783	Invoice	05/08/2025	05.08.2025 - TSA 2025 STREET REHAB - A	0.00	12,518.50	
	15.41.63108		CAPITAL OUTLAY - DESIG		12,518.50	
00024	T & B Sports Inc	05/29/2025	Regular	0.00	288.97	99862
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0000216617	Invoice	05/13/2025	05.13.2025 - SOFTBALL ARCHIE WILLIAMS	0.00	288.97	
	21.61.62965		SOFTBALL SUPPLIES		288.97	
02474	T2 SYSTEMS CANADA INC.	05/29/2025	Regular	0.00	4,805.82	99863

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INVSTD00000698	Invoice	05/16/2025	05.16.2025 - METER HOODS	0.00	4,805.82	
	13.41.61150		OUTSIDE SERVICES-OTHE		4,805.82	
03880	Tarnoff Engineering Corporation	05/29/2025	Regular	0.00	3,695.00	99864
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1964	Invoice	05/26/2025	05.26.2025 - FH20 - COORDINATION/PLA	0.00	3,695.00	
	45.41.63100		CAPITAL OUTLAY - CONST		3,695.00	
03207	Toni DeFrancis	05/29/2025	Regular	0.00	360.00	99865
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-PC519	Invoice	05/26/2025	05.26.2025 - TRANSCRIPTION - PC 05/19	0.00	200.00	
	01.18.61150		OUTSIDE SERVICES-OTHE		200.00	
2025-TC513	Invoice	05/18/2025	05.18.2025 - TRANSCRIPTION - TC 05/13	0.00	160.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		160.00	
03187	Tracy Hill	05/29/2025	Regular	0.00	435.00	99866
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
19979	Invoice	05/27/2025	05.27.2025 - ROBSON ENTERTAINMENT	0.00	435.00	
	21.63.61187		ROBSON AFTER SCHOOL		435.00	
00215	Transbay Lock	05/29/2025	Regular	0.00	706.76	99867
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
93687	Invoice	05/13/2025	05.13.2025 - NO 5 PADLOCKS	0.00	313.98	
	01.81.62200		DEPARTMENTAL SUPPLIE		313.98	
93699	Invoice	05/14/2025	05.14.2025 - REC DEPT - TENNIS COURT K	0.00	257.78	
	14.41.61150		OUTSIDE SERVICES-OTHE		257.78	
93716	Invoice	05/19/2025	05.19.2025 - TENNIS GATE REPAIR	0.00	135.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		135.00	
00226	Wedge Roofing Inc	05/29/2025	Regular	0.00	7,650.00	99868
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
21588	Invoice	05/22/2025	05.22.2025 - TH PARTIAL TILE UNDERLAY	0.00	7,650.00	
	41.41.61150		OUTSIDE SERVICES-OTHE		7,650.00	
02905	Wells Fargo Vendor Financial Services, LLC	05/29/2025	Regular	0.00	925.01	99869
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5034350497	Invoice	05/12/2025	05.12.2025 - CANON COPIER LEASE - MAY	0.00	925.01	
	42.21.63003		COMPUTER HARDWARE/		925.01	
03454	Willdan Engineering	05/29/2025	Regular	0.00	7,409.00	99870
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
010-62150	Invoice	05/21/2025	05.21.2025 - COST ALLCTN PLN/COMP CO	0.00	7,409.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		7,409.00	
03681	Dann Russell Walters	05/29/2025	Regular	0.00	1,000.00	99871
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014690	Invoice	05/29/2025	05.29.2025 - TEEN BOTB 2025 - CONCERT	0.00	1,000.00	
	21.64.61185		SPECIAL EVENT EXPENSE		1,000.00	
03949	Naceur Boujja	05/29/2025	Regular	0.00	425.00	99873

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
002229	Invoice	05/15/2025	05.15.2025 - CAMP KIDMARIN FIELDTRIP	0.00	425.00	
	21.63.61184		CAMP KIDMARIN MIGHT		212.50	
	21.63.61207		CAMP KIDMARIN MINI SE		212.50	
00128	Pacific Gas & Electric	05/01/2025	Bank Draft	0.00	82.74	DFT06024
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
216-05012025	Invoice	05/01/2025	216 - IMAGINATION PARK - 03.06.25-04.0	0.00	82.74	
	14.81.61701		UTILITIES-ELECTRICITY		82.74	
00391	Verizon Wireless	05/01/2025	Bank Draft	0.00	857.54	DFT06045
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
6110881097	Invoice	04/12/2025	04.12.2025 - CELLULAR - 03.13.25-04.12.2	0.00	857.54	
	01.12.61705		UTILITIES-TELEPHONE		51.69	
	01.41.61705		UTILITIES-TELEPHONE		544.20	
	01.42.61705		UTILITIES-TELEPHONE		158.27	
	21.63.61179		PARKSIDE SERVICES		51.69	
	21.63.61187		ROBSON AFTER SCHOOL		51.69	
01102	Central Marin Police Authority	05/01/2025	Bank Draft	0.00	456,205.75	DFT06046
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0014508	Invoice	05/01/2025	05.01.2025 - CMPA MEMBER CONTRIBUTI	0.00	456,205.75	
	01.30.61199		POLICE SERVICES CONTR		456,205.75	
00089	Employment Development Department	05/08/2025	Bank Draft	0.00	54.00	DFT06049
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
L0562268624	Invoice	04/30/2025	04.30.2025 - UNEMPLOYMENT INS BENEF	0.00	54.00	
	40.21.61908		STATE UNEMPLOYMENT I		54.00	
03344	CSG Forte Payments Inc.	05/10/2025	Bank Draft	0.00	1,987.67	DFT06050
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0013544273	Invoice	04/30/2025	04.30.2025 - REC DEPT - CREDIT CARD PR	0.00	1,987.67	
	21.65.61177		CHG CARDS		1,987.67	
03344	CSG Forte Payments Inc.	05/10/2025	Bank Draft	0.00	1,522.62	DFT06051
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0013543971	Invoice	04/30/2025	04.30.2025 - REC DEPT - CREDIT CARD PR	0.00	1,522.62	
	21.65.61177		CHG CARDS		1,522.62	
00362	Town of San Anselmo	05/09/2025	Bank Draft	0.00	302,070.70	DFT06076

Check Report

Date Range: 05/01/2025 - 05/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0014550	Invoice	05/09/2025	5-15-2025 TSA To Fund Payroll	0.00	302,070.70	
01.00.20299	PAYROLL PAYABLE		5-15-2025 TSA To Fund Payroll		210,918.93	
01.00.20299	PAYROLL PAYABLE		5-15-2025 TSA To Fund Payroll		3,584.94	
01.00.20299	PAYROLL PAYABLE		5-15-2025 TSA To Fund Payroll		445.37	
01.00.20299	PAYROLL PAYABLE		5-15-2025 TSA To Fund Payroll		-1,269.71	
15.00.20299	PAYROLL PAYABLE		5-15-2025 TSA To Fund Payroll		10,703.72	
15.00.20299	PAYROLL PAYABLE		5-15-2025 TSA To Fund Payroll		-41.25	
19.00.20299	PAYROLL PAYABLE		5-15-2025 TSA To Fund Payroll		12,656.50	
21.00.20299	PAYROLL PAYABLE		5-15-2025 TSA To Fund Payroll		50,946.23	
27.00.20299	PAYROLL PAYABLE		5-15-2025 TSA To Fund Payroll		13,797.62	
60.00.20299	PAYROLL PAYABLE		5-15-2025 TSA To Fund Payroll		199.17	
95.00.20299	PAYROLL PAYABLE		5-15-2025 TSA To Fund Payroll		129.18	
00181	Ross Valley Fire Department	05/16/2025	Bank Draft	0.00	479,895.92	DFT06077
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0014552	Invoice	05/16/2025	05.16.2025 - RVFD MEMBER CONTRIBUTI	0.00	479,895.92	
01.32.61139	RVFS CONTRACT		05.16.2025 - RVFD MEMBER CO		458,086.25	
15.32.61150	OUTSIDE SERVICES-OTHE		05.16.2025 - RVFD MEMBER CO		21,809.67	
00128	Pacific Gas & Electric	05/13/2025	Bank Draft	0.00	949.04	DFT06078
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
355-05132025	Invoice	05/13/2025	355 - CORPYARD UTILITIES - 04.03.25-05.0	0.00	949.04	
41.41.61701	UTILITIES		355 - CORPYARD UTILITIES - 04.		949.04	
00128	Pacific Gas & Electric	05/13/2025	Bank Draft	0.00	2,044.43	DFT06079
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
146-05132025	Invoice	05/13/2025	146 - EV CHARGING - 04.04.25-05.04.25	0.00	2,044.43	
13.42.61114	OUTSIDE SRV: PARKING		146 - EV CHARGING - 04.04.25-0		2,044.43	
00128	Pacific Gas & Electric	05/27/2025	Bank Draft	0.00	169.72	DFT06080
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
216-05272025	Invoice	05/27/2025	216 - IMAGINATION PARK - 04.04.25-05.0	0.00	169.72	
14.81.61701	UTILITIES-ELECTRICITY		216 - IMAGINATION PARK - 04.0		169.72	
00128	Pacific Gas & Electric	05/08/2025	Bank Draft	0.00	70.03	DFT06081
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
717-05082025	Invoice	05/08/2025	717 - CORPYARD UTILITIES - 04.04.25-05.0	0.00	70.03	
41.41.61701	UTILITIES		717 - CORPYARD UTILITIES - 04.		70.03	
00072	Comcast	05/07/2025	Bank Draft	0.00	162.20	DFT06087
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
426-05092025	Invoice	05/09/2025	426 - CREEK CAMERA - 05.14.25-06.13.25	0.00	162.20	
42.21.61150	OUTSIDE SERVICES-OTHE		426 - CREEK CAMERA - 05.14.25		162.20	
00362	Town of San Anselmo	05/22/2025	Bank Draft	0.00	248,676.38	DFT06108

Check Report

Date Range: 05/01/2025 - 05/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014683	Invoice	05/22/2025	5-31-2025 TSA To Fund Payroll	0.00	248,676.38	
	01.00.20299	PAYROLL PAYABLE	5-31-2025 TSA To Fund Payroll		166,165.77	
	01.00.20299	PAYROLL PAYABLE	5-31-2025 TSA To Fund Payroll		3,582.48	
	01.00.20299	PAYROLL PAYABLE	5-31-2025 TSA To Fund Payroll		445.37	
	01.00.20299	PAYROLL PAYABLE	5-31-2025 TSA To Fund Payroll		-1,269.71	
	15.00.20299	PAYROLL PAYABLE	5-31-2025 TSA To Fund Payroll		9,072.10	
	15.00.20299	PAYROLL PAYABLE	5-31-2025 TSA To Fund Payroll		-41.25	
	19.00.20299	PAYROLL PAYABLE	5-31-2025 TSA To Fund Payroll		11,372.99	
	21.00.20299	PAYROLL PAYABLE	5-31-2025 TSA To Fund Payroll		48,556.99	
	27.00.20299	PAYROLL PAYABLE	5-31-2025 TSA To Fund Payroll		8,853.94	
	95.00.20299	PAYROLL PAYABLE	5-31-2025 TSA To Fund Payroll		1,937.70	

00128	Pacific Gas & Electric	05/28/2025	Bank Draft	0.00	18,050.19	DFT06110
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
461-05282025	Invoice	05/28/2025	461 - TH UTILITIES - 04.05.25-05.05.25	0.00	18,050.19	
	21.65.61701	UTILITIES-ELECTRICITY	461 - TH UTILITIES - 04.05.25-05		543.31	
	21.65.61701	UTILITIES-ELECTRICITY	461 - TH UTILITIES - 04.05.25-05		844.75	
	31.41.61701	UTILITIES-ELECTRICITY	461 - TH UTILITIES - 04.05.25-05		1,499.97	
	31.41.61702	UTILITIES-GAS	461 - TH UTILITIES - 04.05.25-05		949.44	
	34.41.61701	UTILITIES-ELECTRICITY	461 - TH UTILITIES - 04.05.25-05		339.34	
	34.41.61702	UTILITIES-GAS	461 - TH UTILITIES - 04.05.25-05		216.60	
	41.41.61701	UTILITIES	461 - TH UTILITIES - 04.05.25-05		13,656.78	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	350	174	0.00	1,289,435.75
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	0.00
Bank Drafts	15	15	0.00	1,512,798.93
EFT's	0	0	0.00	0.00
	365	194	0.00	2,802,234.68

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	350	174	0.00	1,289,435.75
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	0.00
Bank Drafts	15	15	0.00	1,512,798.93
EFT's	0	0	0.00	0.00
	365	194	0.00	2,802,234.68

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	5/2025	2,802,234.68
			2,802,234.68



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.3

MEETING DATE: June 10, 2025

AGENDA TITLE: Accept the Sir Francis Drake Boulevard and Sierra Avenue/Broadmoor Avenue Traffic Signal Improvement Project and Authorize Staff to File a Notice of Completion

FROM: Scott Schneider, Asst. Public Works Director

RECOMMENDATION: That the Town Council accepts the Sir Francis Drake Boulevard and Sierra Avenue/Broadmoor Avenue Traffic Signal Improvement Project and authorizes staff to file a Notice of Completion.

BACKGROUND AND DISCUSSION

The Town Council approved the Traffic Signal Improvement Project at the August 27, 2024 Council meeting, and authorized staff to bid the project. The Town Council awarded the project at the October 8, 2024 meeting to DC Electric Group, Inc.

The project modified the traffic signal on Sir Francis Drake Boulevard so that Sierra Avenue and Broadmoor Avenue will each have their own phase, reducing vehicle-vehicle and vehicle-pedestrian conflicts.

FISCAL IMPACT

The construction contract was awarded to DC Electric Group, Inc. for \$89,910. Change orders for replacement of two curb ramps, additional sidewalk, and additional traffic signal light set not shown on the drawings increased the cost by \$34,740. The project was completed substantially in accordance with the project plans and specifications, and fully available for use on May 22, 2025. The final construction cost was \$124,650,

Funding for the project was included in the Town's 2024/2025 Budget and Work Plan - Measure J fund (Active Transportation project).

CEQA AND CLIMATE ACTION PLAN/BICYCLE AND PEDESTRIAN MASTER PLAN CONSISTENCY

The Town found 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 they involve rehabilitation of existing streets, sidewalks, and gutters that will not create additional automobile lanes and involve 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.

This project is listed in the project list of the Bicycle and Pedestrian Master Plan, and will improve the safety of pedestrians and bicyclists crossing the street. The project is consistent with the Climate Action Plan 2030 Transportation Measures T-2 Bicycling and T-3 Walking.

ATTACHMENTS

None



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.4

MEETING DATE: June 10, 2025

AGENDA TITLE: Award of Construction Contract for the 2025 Street Resurfacing Project

FROM: Scott Schneider, Department of Public Works

RECOMMENDATION: That the Town Council authorize the Town Manager to award the construction contract to the lowest responsible bidder and finds the project exempt from CEQA under 14 California Code Regulations § 15301.

SUMMARY

The Town Council approved the 2025 Street Resurfacing Project at the April 22, 2025 meeting, and authorized staff to bid the project. The project includes paving the following street segments and Pavement Condition Index (PCI):

Base Bid:

Carlson Avenue – Rancho Drive to Butterfield Road (19 PCI)
Prospect Avenue – Barber Avenue to Avenue Del Norte (40 PCI)
Echo Court – Melville Avenue to End (41 PCI)
Shaw Drive – Sir Francis Drake to End (29 PCI)
Savannah Avenue – Redwood Road to End (36 PCI)
Los Angeles Boulevard – Monterey Avenue south to Town Limits (39 PCI)
City Hall Avenue – Library Place to End (23 PCI)
Spring Grove Avenue – Greenfield Avenue to Town Limit (7 - 56 PCI)
Oak Avenue – Gerlack Road to No. 395 (36 PCI)
Alpine Terrace – Jordan Avenue to End (12 PCI)
Jordan Avenue – Southview Terrace to Alpine Terrace (28 - 40 PCI)
Oakhill Drive – Jordan Avenue to End (44 PCI)
Southview Terrace – Jordan Avenue to End (51 PCI)

Also, a short section of Magnolia Avenue will be repaired near the Magnolia Lot parking lot due to damage from large trucks using the loading zone.

DISCUSSION/ANALYSIS

Staff advertised the project for construction, with a bid opening on May 29, 2025. Seven bids were received that were all determined to be responsive. The Engineer's Estimate (EE) was \$1,100,000. The bid documents stated that the project would be awarded to the contractor with the lowest base bid.

<u>Bidder</u>	<u>Base Bid Amount</u>
Interstate Grading & Paving	\$ 970,000
Rapid Grading Services	\$ 985,000
Argonaut Constructors, Inc.	\$1,184,707
Ghilotti Bros., Inc.	\$1,186,110
Maggiora & Ghilotti, Inc.	\$1,233,456
Lucas Paving	\$1,261,188
Team Ghilotti, Inc.	\$1,297,141

The bid from Interstate Grading & Paving was the lowest responsible bid.

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

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

FISCAL IMPACT

The lowest responsible bid was 12% below the Engineer's Estimate.

The project includes lowering/raising utility covers that will be reimbursed by the various utility companies (\$103,800).

Base Bid	\$ 970,000
Construction contingency	\$ 97,000
<u>Construction management</u>	<u>\$ 20,000</u>
Total project cost	\$1,087,000

The total budget for the construction phase of the project (construction plus construction management and contingency) is estimated to be \$1,087,000 and will be included in the Town's 2025/2026 Budget and Work Plan, using funding from the Road Maintenance Fund (\$462,000), TAM Measure AA funds (\$290,000), and SB1 funds (\$335,000).

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Town finds this project to be categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 Class 1, because it involves

maintenance of existing streets, will not create additional automobile lanes and involves negligible or no expansion of use. (14 Cal. Code Regs. § 15301). None of the exceptions to this Class 1 categorical exemption apply in this instance (14 Cal. Code Regs. § 15300.2). Specifically, successive projects of the same type in the same location will not cause significant cumulative impacts, as there are no successive projects planned at this time. There are no unusual circumstances presented by this project and the project will not result in damage to scenic resources within a designated state scenic highway. Finally, the project will not cause a substantial adverse change in the significance of a historical resource, as no historical resources will be impacted.

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

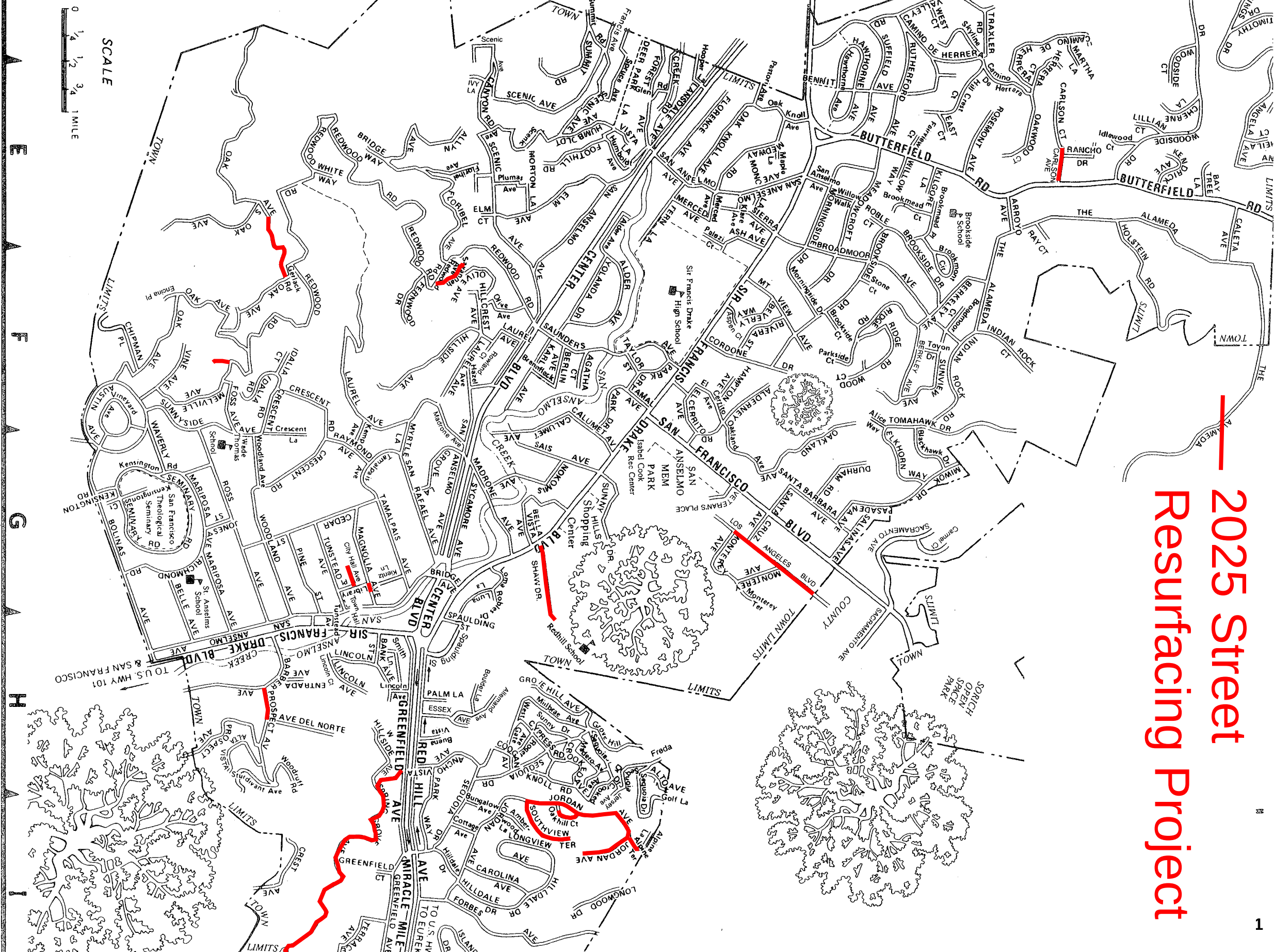
ATTACHMENTS

Attachment 1- Map of 2025 Street Resurfacing Project

The Town of San Anselmo

STREET GUIDE

Agatha Ct	F-9	Brodmoor Ct	F-7	East Ct	E-7	Herrera Ct	D-6	Lillian Ct	E-6
Alder Ave.	E-F-8	Brookmead Ct	E-7	East La	H-8	Hillcrest Ave	F-9	Lincoln Ave	H-10
Alderney Rd	F-8	Brookmead Pl	E-7	El Cerrito Ave	F-8	Hillcrest Ct	E-6	Lincoln Ct	H-10
Alice Way	F-7	Brookmont Cir	F-7	Elkhorn Way	G-7	Hilldale Dr	F-8	Loma Robles Dr	G-9
Allemand Ave	H-9	Brookside Dr	E-7	Elm Ave	E-9	Hillside Ave	F-9	Longview Ave	H-9
Allyn La	E-9	Buena Vista	H-9	Elm Ct	E-9	Hoag Ave	E-9	Longwood Dr	1-9
Alpine La	1-8	Bungalow Ave	H-9	Encina Pl	F-11	Hoisten Rd	E-6	Los Angeles Blvd	G-8
Alpine Ter	1-8	Butterfield Rd	E-6	Entrada Ave	H-10	Hooper La	D-8	Luna La	G-9
Alta Vista	H-11		Essex Ave		H-9	Humboldt Ave	E-9		
Amberwood La	H-8								
Ancho Vista Ave	1-9	Caleta Ave	E-5					Madero Ave	H-9
Angela Ave	H-9	Calumet Ave	F-9	Fairview Ct	E-7	Idalia Ct	F-10	Madrone Ave	F-9
Arroyo Ave	E-6	Carmino De Herrera	D-6	Fern La	E-8	Idalia Rd	F-10	Magnoha Ave	G-10
Asp Ave	E-8	Canyon Rd	E-9	Fernwood Dr	F-10	Idlewood Ct	E-6	Maple La	E-8
Aspen Ct	F-8	Carmel Ct	G-7	Florence Ave	E-8	Indian Rock Ct	F-6	Mariposa Ave	G-11
Austin Ave	F-11	Carlson Ave	E-9	Florbel Ave	E-9	Indian Rock Rd	F-7	Martha La	D-6
Avenue Del Norte	H-10	Carlson Ct	E-6	Florbel Ave	E-9	Island Dr	1-9	Meadowcroft Dr	E-7
		Carolina Ave	1-9	Foothill Rd	E-9	Ivy La	E-9	Medway Rd	E-8
		Cedar St	G-10	Forbes Ave	1-9			Melville Ave	F-11
Bank St	H-10	Center Blvd	F-G-9	Forest Ave	E-8	Jersey Ave	1-8	Merced Ave	E-8
Barber Ave	H-10	Cherne La	F-11	Foss Ave	F-11	Jones St	G-11	Milbrae Ave	H-9
Bay Tree La	E-5	Chipman Pl	F-11	Francis Ave	D-8	Jordan Ave	1-8	Miracle Mile	1-10
Bella Vista Ave	G-9	City Hall Ave	G-10	Freds	H-8			Miwok Dr	G-7
Belle Ave	G-11	Coogan Ave	H-9					Mono La	E-8
Bennit Ave	E-7	Cordone Dr	F-8	Garlack Rd	F-10	Karl Ave	F-9	Monterey Ave	F-10
Berkley Ave	F-7	Cordone Dr	1-9	Glen Rd	E-8	Kemp Ave	F-10	Montrose Ter	G-8
Berlin Ave	F-9	Creek Rd	E-8	Golf La	1-8	Kendrick Ave	E-5	Montgomery Dr	E-7
Beverly Way	F-8	Crescent La	F-10	Greenfield Ave	H, G-10	Kensington Ct	G-11	Morton La	E-9
Blackhawk Dr	G-7	Crescent Rd	F-G-10	Greenfield Ct	1-10	Kentz La	G-10	Mountain View Ave	F-8
Bolinas Ave	G-11	Crest Ave	1-10	Grove Hill Ave	G-9	Kilgore La	E-7	Myrtle La	F-10
Boulder La	H-9	Crooket Ave	H-9			Klare Ave	E-8		



2025 Street Resurfacing Project



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.5

MEETING DATE: 6/10/25

AGENDA TITLE: Consideration of Special Event Application – San Anselmo Community Parade 2025

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

RECOMMENDATION: That Council approve the San Anselmo Recreation Department’s application for the San Anselmo Community Parade event scheduled for Saturday, September 20, 2025, from 4:15 – 5:30 pm.

That Council approve closing San Anselmo Avenue between Ross Avenue and Tamalpais Avenue on Saturday, September 20th, 2025, beginning with closing the street to incoming traffic at 2:30pm and re-opening at 9:30pm after Live on The Avenue is done. That council also approve closing Tunstead between San Anselmo Avenue and Library Place from 2:30-9:30pm.

BACKGROUND

For the past many years, the Town has hosted an annual parade during Country Fair Day with the last parade occurring in 2019. The Town successfully brought back the Community Parade last year and staff is proposing bringing it back again this year as a precursor to the Live on The Avenue event and street closures.

The parade will give local businesses and community-based organizations a chance to showcase local talent, culture, and history, promoting a deeper appreciation for San Anselmo's pride and identity.

DISCUSSION/ANALYSIS

Parade staging will begin after the street closure between Little Pine and Ross Avenue. Staff will utilize the Avenue and Pine St parking lot. It will kick off at 4:15pm sharp on San Anselmo Avenue at Ross Avenue and end by 5:30pm on San Anselmo Avenue at Tamalpais Avenue. Live on the Avenue will begin immediately afterwards and extra activities are planned for the evening.

In order to safely execute the event, San Anselmo Avenue will be closed between Ross Avenue and Tamalpais Avenue to vehicles starting at 2:30 pm and we will re-open the

Avenue at 9:30pm after Live on the Avenue is done. Tunstead will also be closed between San Anselmo Avenue & Library Place from 2:30-9:30pm.

The overall coordination of the event will be a joint effort by the Recreation Department and Public Works Department. The event layout will model that of the Country Fair Day Parade, which was considered quite successful. During the parade there will be no booths on the Avenue to ensure a safe experience. Central Marin Police Authority will kick off the parade and assist with traffic control at the end at the Tamalpais and San Anselmo Avenue intersection. An announcer's station will be at the corner of Tunstead and San Anselmo Avenue.

FISCAL IMPACT

Staff time for Recreation and Public Works staff will be required.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

Staff Report

Attachment 1 – Event Application

Attachment 2 – Business Notice



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

APPLICATION FOR COMMUNITY-BASED EVENTS

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

EVENT INFORMATION

Name of event: San Anselmo Community Parade

Organization(s) presenting the event: Town of San Anselmo

Other event sponsor(s), if any: Live on The Avenue Sponsors

Contact Person: Mattie O'Grady

Phone Number: 415-258-4670

Address: 1000 SFD Blvd, Suite #14

Email: mogrady@sananselmo.gov

Event Date(s): 9/20/25

Start and end times: 4:15 - 5:30 pm

Number of attendees (estimate): 500-700

Location: Parade along San Anselmo Avenue

Will alcohol be served or sold?

Yes ☐ No ☒

Brief Event Description:

We are pleased to announce a mini-community parade will be returning to San Anselmo this year. The parade will take place along San Anselmo Avenue as a precursor to Live on the Avenue. Street closure will begin at 2:30pm from San Anselmo Avenue between Ross Avenue and Tamalpais Avenue and Tunstead between San Anselmo Avenue and Library Place. Parade assembly/staging will begin shortly after the street on Lower San Anselmo Avenue in between Little Pine and Ross Avenue. Parade will kick off at 4:15pm sharp. The route will go straight down San Anselmo Avenue with a reviewing stand at Town Hall. Parade ends at Tamalpais Avenue, with vehicles wishing to exit continuing straight and those walking exiting to the left down Tamalpais. After the parade, Live on the Avenue will kick off with music and fun activities. See attached map for road closures.

Public space requested:

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

☒	San Anselmo Avenue: from (cross streets) <u>Ross Ave</u>	to <u>Tamalpais</u>
☒	Tunstead Avenue: from (cross streets) <u>San Anselmo Ave</u>	to <u>Library Place</u>
☐	Other street(s): from (cross streets) _____	to _____
☐	Other space use (e.g. parking spaces) _____	
☐	Other Facilities: _____	

Additional Comments on the Public Space Requested:

Once the parade is finished the barricades will shift from Ross Avenue to Woodland. The street closure from Woodland to Tamalpais will remain until the street opens up at 9:30pm.

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: Jamie Bristow

Date: 06/03/25

NAME OF EVENT: Community Parade

DATE OF EVENT: 09/20/25

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE		M. Norton & H. Khalili
FIRE	Requires compliance in providing proper access for emergency vehicles.	D. Mahoney
RECREATION		M. O'Grady
PUBLIC WORKS	Requires developing a bike detour program directing bicyclists away from San Anselmo Avenue during event staging and event. Also, make sure to have a safety meeting with all parties 1 month prior to the event.	S. Condry & J. Healy
ADMINISTRATION		D. Donery
TOWN COUNCIL		

May 27, 2025

Dear San Anselmo Business Owners & Property Owners:

We want to make sure you are aware of two upcoming Town Events that will take place this fall. The Community Parade will be returning to the Avenue after a successful 2024 and the annual Goblins' BOOtacular too! Please read below for the dates, times and Avenue closure details.

Here are the proposed details:

San Anselmo Community Parade

Saturday, September 20th, 2025

Parade begins at 4:15pm sharp on San Anselmo Avenue at Ross Avenue and ends by 5:30pm on San Anselmo Avenue at Tamalpais Avenue. Live on the Avenue will begin immediately afterwards.

To safely execute the event, San Anselmo Avenue will be closed between Ross Avenue and Tamalpais Avenue to vehicles starting at 2:30 pm and we will re-open the Avenue at 9:30pm after Live on the Avenue is done. Tunstead will also be closed between San Anselmo Avenue & Library Place from 2:30-9:30pm.

Goblins' BOOtacular

Friday, October 24th, 2025, from 5:00-7:00pm

Costumed kids/families stroll down the Avenue and trick or treat along the way - San Anselmo Recreation will stage volunteers/staff with treats along the way.

To accommodate the large number of families who attend this event, San Anselmo Avenue will be closed between Tunstead Avenue and Tamalpais Avenue to vehicles starting at 3:00 pm and we will re-open the Avenue at 8:00pm.

If you have any questions or want to submit public comment about these events, please email recreation@sananselmo.gov by June 5th. This information will be presented to Town Council at their upcoming June 10, 2025 meeting at 7:00pm.

Respectfully,

Mattie O'Grady & Jamie Bristow

(from the Recreation Department)



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.6

MEETING DATE: 6/10/25

AGENDA TITLE: Consideration of Special Event Application – Goblins' BOOtacular 2025

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

RECOMMENDATION: That Council approve the San Anselmo Recreation Department's application for the Goblin's BOOtacular event scheduled for Friday, October 24, 2025, from 5:00 – 7:00 pm.

That Council approve closing San Anselmo Avenue between Tunstead Avenue and Tamalpais Avenue on Friday, October 24th, 2025 beginning with closing the street to incoming traffic at 3:00pm and closing San Anselmo to all vehicles from 4:00pm-8:00pm.

BACKGROUND

For the past many years, the annual Goblin's BOOtacular event has attracted hundreds of families to downtown San Anselmo. Along with Town staff, the event has involved many volunteers who help with participant safety and assistance in handing out treats at "stations" along the Avenue. These stations supplement what is provided by participating merchants and the Fire Department.

DISCUSSION/ANALYSIS

The Goblin's BOOtacular is a popular event and draws up to 1,000 people, and families show up early. Central Marin Police Authority recommends that the streets be closed two hours prior to the event for the safety of the families. The earlier street closure will allow for pedestrians to safely arrive for the event after all vehicles have cleared from San Anselmo Avenue. Therefore, CMPA is recommending that San Anselmo Avenue between Tunstead Avenue and Tamalpais Avenue be closed to incoming traffic at 3:00pm and closing San Anselmo to all vehicles from 4:00pm-8:00pm.

Recreation staff will assign staff or volunteers as crossing guards at both the Tunstead intersection and Tamalpais intersection.

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

Staff Report

Attachment 1 – Event Application

Attachment 2 – Business Notice



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

APPLICATION FOR COMMUNITY-BASED EVENTS

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

EVENT INFORMATION

Name of event: Town of San Anselmo's Goblins' BOOtacular

Organization(s) presenting the event: Town of San Anselmo

Other event sponsor(s), if any: Harvest Wealth Management

Contact Person: Jamie Bristow

Phone Number: 415-258-4629

Address: 1000 SFD Blvd, Suite #14

Email: jbristow@sananselmo.gov

Event Date(s): 10/24/25

Start and end times: 5:00 - 7:00 pm

Number of attendees (estimate): 500-700

Location: San Anselmo Avenue between Tunstead and Tamalpais

Will alcohol be served or sold?

Yes ☐ No ☒

Brief Event Description:

The Goblin's BOOtacular is an annual town-wide Trick or Treat event for children ages 11 and under. Participants will 'trick or treat' along the downtown corridor on San Anselmo Avenue. Staff is asking for Public Works staff begin with closing the street to incoming traffic at 3:00pm and closing/barricading San Anselmo Avenue to all vehicles from 4:00pm-8:00pm from Tunstead to Tamalpais. A-frame signs at the intersections of Cedar Street and, Pine and Tunstead will alert drivers that SA Ave is closed ahead.

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

☒	San Anselmo Avenue: from (cross streets) <u>Tunstead</u> to <u>Tamalpais</u>
☐	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:

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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.

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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: Jamie
Bristow

Date: 06/03/25

NAME OF EVENT: Goblin's BOOtacular

DATE OF EVENT: 10/24/25

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE		M. Norton & H. Khalili
FIRE		D. Mahoney
RECREATION		M. O'Grady
PUBLIC WORKS	DPW to provide event barricades and A-frame signs and block off San Anselmo Avenue to through traffic from Tunstead to Tamalpais.	S. Condry & J. Healy
ADMINISTRATION		D. Donery
TOWN COUNCIL		

May 27, 2025

Dear San Anselmo Business Owners & Property Owners:

We want to make sure you are aware of two upcoming Town Events that will take place this fall. The Community Parade will be returning to the Avenue after a successful 2024 and the annual Goblins' BOOtacular too! Please read below for the dates, times and Avenue closure details.

Here are the proposed details:

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If you have any questions or want to submit public comment about these events, please email recreation@sananselmo.gov by June 5th. This information will be presented to Town Council at their upcoming June 10, 2025 meeting at 7:00pm.

Respectfully,

Mattie O'Grady & Jamie Bristow

(from the Recreation Department)



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.7

MEETING DATE: June 10, 2025

AGENDA TITLE: Accept the Resignation of Denise Krawitz from the Racial Equity Committee

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For the Council to accept the resignation of Denise Krawitz and direct staff to recruit to fill the vacant position.

BACKGROUND:

On May 30, 2025, Town staff received written notice from Denise Krawitz, resigning from her position on the Racial Equity Committee. The Racial Equity Committee deeply appreciate their contributions and unwavering dedication and extend their sincere thanks for their service to each commission.

With this resignation, the Council may direct staff to begin recruiting and fill the vacancies.

FISCAL IMPACT

None.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Accepting the boards, committees, and commissions' resignations is not defined as a project under CEQA (Section 15378 CEQA Guidelines).

ATTACHMENTS

Attachment 1- Denise Krawitz Resignation (Redacted)

From: Denise Krawitz
Sent: Friday, May 30, 2025 2:15 PM
To: Linda Kenton <lkenton@sananselmo.gov>
Cc: Steve Burdo <SBurdo@sananselmo.gov>
Subject: Re: Upcoming Racial Equity Committee mtg

CAUTION: External Sender

Hi Linda -

Unfortunately I have a conflict on June 3.

I think my 3 years are nearly up, so I would need to be stepping down soon anyway. Perhaps this is something you can put on the agenda in my absence?

Thx - Denise

On May 27, 2025, at 4:50 PM, Linda Kenton <lkenton@sananselmo.gov> wrote:

Hi everyone,

A week from tonight you are scheduled for a Racial Equity Committee meeting (6/3). Please send any agenda items you may have—I will post the agenda on Friday (5/30)

Kind Regards,

Linda

Linda Meneses Kenton, MLIS

Town Librarian · Assistant Town Manager

Town of San Anselmo

110 Tunstead Avenue

San Anselmo, CA 94960

www.sananselmolibrary.org

415.258.4656

****PLEASE NOTE: Starting December 19th, my new email address is lkenton@sananselmo.gov. Please be sure to remove any cached references to the townofsananselmo.org address in your contacts.****

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.1

MEETING DATE: June 10th, 2025

AGENDA TITLE: Isabel Cook Community Center (ICC) Paint Project approval; this project is exempt from the requirement for the preparation of environmental documents under California Environmental Quality Act Guidelines Section 15301

FROM: Marc Matundan, Department of Public Works

RECOMMENDATION: That the Town Council (1) Approve the ICC Paint Project, (2) Authorize staff to advertise for construction bids, and (3) Authorize the Town Manager to award the contract to the selected bidder and (4) find the project categorically exempt from the California Environmental Quality Act (CEQA) (14 CCR § 15301).

SUMMARY

The ICC is an essential facility for San Anselmo's Recreation Department, serving as a community center and year-round preschool/gym. The paint is noticeably deteriorating, particularly on the Lower Building, where wear and age are most apparent. The windowsills also show extensive signs of decay. The maintenance and upkeep of this public facility is critical to San Anselmo's community and the Recreation Department's function.

BACKGROUND

The ICC Paint project is a "public project" under state law and therefore, the Town must follow a competitive bidding process to secure a contractor to complete the work. (Pub. Cont. Code § 20161; SAMC § 2-10.01 et seq.). The first step in that process is to release a notice inviting bids that includes the date and time for opening bids. At that time, the contract must be awarded to the "lowest responsible bidder," which is determined by evaluating whether the lowest monetary bidder has submitted a responsive bid and whether that bidder is responsible (i.e., trustworthy and capable of completing the project) (Cal. Pub. Cont. Code § 20162).

DISCUSSION/ANALYSIS

The ICC Paint project will be performed on the preschool/gym, breezeway, and community center. Licensed professionals have completed specifications for the project bid documents, along with the following cost estimates:

- Paint \$200,000
 - Preschool/Gym/Vista \$60,000
 - Breezeway \$30,000
 - Rec Offices/ Art Studio \$110,000
- Scaffolding \$20,000
- Hygienist \$10,000
- Reglazing \$10,000

The total combined cost is \$240,000 without contingency. The project is expected to start in early fall after August 22nd.

This ICC Paint project is important to the maintenance and long-term repair efforts necessary for future repainting projects and facility upkeep at the ICC. The ICC Reroof Project will also be occurring around this time to minimize disruptions to the Recreation Department's summer programs.

FISCAL IMPACT

The combined engineers' estimate with contingency for a paint project is \$264,000. Funding will come from Measure J and the Recreation Department. \$135,000 will come from Measure J, an additional \$29,000 will come from Measure J funds that were not used in Robson Exterior Paint Project, and \$100,000 will come from the Recreation Department.

GENERAL PLAN CONSISTENCY

This item is consistent with the San Anselmo Safety Element Policy Framework S-1.5, which mandates the maintenance of public buildings to ensure their resilience in the event of natural disasters.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Town finds this project to be categorically exempt from the requirement to prepare environmental documents under the CEQA pursuant to CEQA Guidelines Section 15301, Class 1, as it involves the maintenance and minor alteration of an existing facility with negligible or no expansion of use.

ATTACHMENTS

Attachment 1 – Presentation

Attachment 2 – Public Works Contract Template



Town of San Anselmo

Isabel Cook Community Center (ICC) Paint Project

June 10, 2025

ICC Paint Project

History

- Constructed in 1927
- Functioned as an elementary school until 1949
- Renovated by the town after 1950

What is the ICC used for?

- Parkside Preschool-Daycare
- Gymnastics Program
- Facility Rental
- Recreation Department Function



ICC Paint Project

What is the purpose?

- Update to paint

How will this affect facility usage?

- The paint project will start around the same time as the Roofing Project as to minimize impact of operations of Summer Camp



ICC Paint Project- Gym/Vista



ICC Paint Project - Breezeway



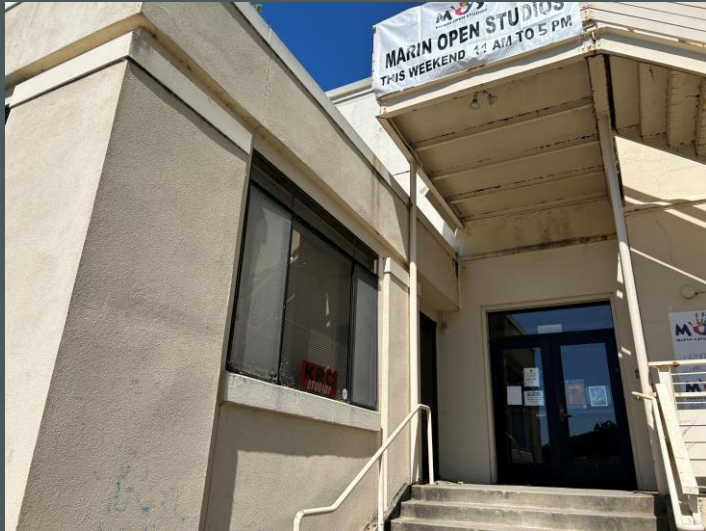
ICC Paint Project – Rec Offices/Art Studios



ICC Paint Project – Rec Offices/Art Studios



ICC Paint Project – Rec Offices/Art Studios



ICC Paint Project – Rec Offices/Art Studios



Fiscal Impact

- The estimated total project cost is \$264,000
 - \$164,000 from Measure J
 - \$100,000 from the Recreation Department



Thank You



Attachment 5

TOWN OF SAN ANSELMO

Contract for

[name project]

This public works contract (the "Contract") is made and entered into this [] day of [], 202[], by and between the Town of San Anselmo (the "Town") and [] ("Contractor" collectively the "Parties") for the work of [briefly describe project] (the "Project"). The Parties hereby agree as follows:

1. SCOPE OF WORK. Contractor hereby agrees to furnish all of the material, equipment, and labor necessary, and to perform all of the work described in the specifications for the Project more particularly described in Exhibit "A" (the "Scope of Work") according to the terms of this Contract. To the extent any attachment contains provisions that conflict with the terms of the body of this Contract, the Contract terms will control.
2. CONTRACT DOCUMENTS. The Contract Documents incorporated into, and made part of, this Contract include and are comprised of all of the documents listed below:
 - A. Notice inviting bids, if applicable.
 - B. Contract.
 - C. Exhibit "A" Scope of Work.
 - D. Exhibit "B" Insurance.
[Include additional documents as applicable; noncollusion declaration; bid schedule; subcontractor list; and bonds requirements.]
3. TIME OF COMPLETION. The work to be performed under this Contract shall be commenced within [] calendar days of the Town giving Contractor a notice to proceed. The work shall be completed within [] working days from commencement, and within such extensions of time as are provided by the Town in writing.
4. CONTRACT PRICE. As full and complete compensation for Contractor's timely completion of the Scope of Work, the Town agrees to pay Contractor the amount of \$ [] (the "Contract Price"). Payment will be made monthly upon receipt of an itemized invoice.
5. INDEMNIFICATION. Contractor shall indemnify, release, defend, and hold harmless the Town, and its officers, employees, and agents ("Town indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys' fees and costs of litigation arising out of Contractor's performance of its obligations under this Contract or out of the operations conducted by Contractor, except for such loss or damage arising from the sole or active negligence or willful misconduct, of the Town. In the event the Town indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Contractor's performance of this Contract, Contractor shall provide a defense to the Town indemnitees by counsel selected by the Town, or at the Town's option,

reimburse the Town indemnitees their costs of defense, including reasonable attorneys' fees, incurred in defense of said claims.

6. INSURANCE. Contractor agrees to obtain and maintain in full force and effect during the term of this Contract, insurance as set forth in Exhibit "B" attached hereto and incorporated herein by reference.

7. TERMINATION. Either party may terminate this Contract 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 said fifteen (15) day time period. Upon receipt of notice of termination, neither Party shall incur additional obligations under this Contract without the prior written consent of the other. The Town reserves the right to terminate all or part of the Contract for convenience upon reasonable written notice to Contractor. In such case, the Town will owe Contractor payment for the work satisfactorily performed prior to Contract termination. A waiver by the Town of any breach of any Contract provision shall not be deemed a waiver of any subsequent breach.

8. GENERAL PROVISIONS.

- A. Nondiscrimination. No discrimination shall be made in the employment of persons under this Contract because of race, national origin, ancestry, religion, or gender or sexual orientation or identity.
- B. Independent Contractor. Contractor and the Town expressly agree that the status of Contractor, its officers, agents and employees, and any subcontractors, are that of an Independent Contractor and not that of an employee of the Town.
- C. Compliance with Laws. Contractor and any subcontractors shall comply with all federal, state, and local laws in the performance of this Contract. Unless the Contract Price is less than \$1,000, the Contract is subject to all applicable requirements of California Labor Code section 1720 *et seq.*, including but not limited to prevailing wage requirements.
- D. Modification. This Contract may only be modified by the prior written agreement of the Parties.
- E. Assignment and Successors. Contractor may not assign its rights or obligations under this Contract, in part or in whole, without the Town's prior written consent. This Contract is binding on Contractor's and the Town's lawful heirs, successors, and permitted assigns.
- F. Third Party Beneficiaries. There are no intended third-party beneficiaries to this Contract.
- G. Governing Law and Venue. This Contract will be governed by California law and venue will be in the Superior Court of Marin County, and no other place.
- H. Integration; Severability. This Contract and the Contract Documents incorporated herein, constitute the final, complete, and exclusive terms of the agreement between the Town and Contractor. If any provision of the Contract or Contract Documents, or portion of a provision thereof, is determined to be illegal, invalid, or unenforceable,

the remaining provisions of the Contract and Contract Documents will remain in full force and effect.

- I. Counterparts and Electronic Signature. This Contract may be executed by electronic signature and in counterpart original. Counterpart signature pages may be delivered by email or other means of electronic transmission.

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

DATED:_____

TOWN OF SAN ANSELMO

By: David Donery
Town Manager, Town of San Anselmo

DATED:_____

[CONTRACTOR NAME]

By: _____

Exhibit “A”

Scope of Work

Exhibit “B”

Insurance Requirements

Contractor will, at all times under this Contract, maintain the insurance coverage required herein to cover the activities of Contractor and any subcontractors relating to or arising from performance of the Scope of Work. Each policy must be issued by a company licensed to do business in California. Contractor must provide the Town with certificates of insurance and required endorsements as evidence of coverage before the Town authorizes Contractor to proceed with any work.

- A. Workers’ Compensation. Statutory coverage is required by the California Workers’ Compensation Insurance and Safety Act. If Contractor is self-insured, it must provide its duly authorized Certificate of Permission to Self-Insure.
- B. Liability. Commercial General Liability (“CGL”) Coverage insurance issued on an occurrence basis, including coverage for liability arising from Contractor’s or its subcontractor’s acts or omissions in performing the Scope of Work, including Contractor’s protected coverage, blanket contractual, products and completed operations, broad form property damage, vehicular coverage, and employer’s non-ownership liability coverage, with limits of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate.
- C. Automotive. Commercial automotive liability coverage for owned, non-owned, and hired vehicles must provide coverage of at least \$2,000,000 combined single limit per accident for bodily injury, death, or property damage.
- D. Subrogation Waiver. Each required policy must include an endorsement that the insurer waives any right of subrogation it may have against the Town or the Town’s insurers.
- E. Required Endorsements. The CGL policy and the automotive liability policy must include the following specific endorsements:
 - (1) The Town, including its Council, officials, officers, employees, agents, volunteers and consultants (collectively, “Additional Insured”) must be named as an additional insured for all liability arising out of the operations by or on behalf of the named insured, and the policy must protect the Additional Insured against any and all liability for personal injury, death or property damage or destruction arising directly or indirectly in the performance of the Contract.
 - (2) The inclusion of more than one insured will not operate to impair the rights of one insured against another, and the coverages afforded will apply as though separate policies have been issued to each insured.

(3) The insurance provided is primary and no insurance held or owned by the Town may be called upon to contribute to a loss (“primary and non-contributory”).

(4) Any umbrella or excess insurance must contain or be endorsed to contain a provision that such coverage will also apply on a primary or non-contributory basis for the benefit of the Town before the Town’s own insurance or self-insurance will be called upon to protect it as a named insured.

(5) This policy does not exclude explosion, collapse, underground excavation hazard, or removal of lateral support.



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:2.2

MEETING DATE: June 10, 2025

AGENDA TITLE: Draft Proposed 2025-2026 Town Budget and Workplan

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council review and provide feedback on staff's preliminary fiscal year 2025-2026 budget.

BACKGROUND

The Town of San Anselmo's fiscal year starts on July 1 and ends the following June 30. Each year, Town staff prepare a proposed budget to project revenues and recommend expenditures for the upcoming fiscal year.

DISCUSSION/ANALYSIS

The attached documents indicate that a balanced budget is anticipated in the General Fund for the 2025-2026 fiscal year. In the 2024-2025 fiscal year, the revised budget estimated an operating surplus of \$894. The latest information indicates that 2024-2025 will end with a larger operating surplus of approximately \$200,000. This change is due to the following factors:

Revenues

- There was a slight increase to the Property Tax Transfer line of \$20,000. The Town and County of Marin each receive \$.55 per \$1,000 of the sales price of property sold in San Anselmo. The sales activity was higher than our estimated budget.

Expenditures

- The Town's actual salaries and benefits came in slightly lower than expected due to the following reasons: the Town had anticipated bringing in some seasonal workers to join the Public Works crew but we were unsuccessful in our recruitment efforts; the Town budgets for the possible cashout of eligible sick and vacation time that not all individuals take advantage of; and the Town had a

several open positions during a portion of the fiscal year in the Building Department.

Staff will continue to monitor the estimated surplus. If the surplus remains at its current level, no actions will be recommended and the surplus will become part of the General Fund reserves. If the surplus increases, staff may recommend an amendment to the FY 2024-25 Transfers Out budget to allow for transfers to several priority funds. Potential options include the Building Maintenance Fund to address the Town's deferred maintenance needs; the Insurance Fund to bolster contributions to our risk pool, Bay Cities Joint Powers Insurance Authority, to offset rising costs and to protect against future claims; or the Emergency Project Fund to cover unexpected needs that may arise. The estimated beginning reverse fund balance as of July 1, 2025, is \$6,495,691, or 28.2% of expenditures and transfers out. This reserve is expected to be maintained for 2025-2026 as the proposed budget is a balanced budget.

The following are the major changes to the 2025-2026 General Fund budget as compared with the 2024-2025 budget:

Revenue

- Property Tax, the General Fund's main source of revenue, is expected to hit our target as compared to 2024-2025 estimated to be based on year-to-date collection from the Marin County Department of Finance and the Town's property tax consultants, \$17,073,848. Total property taxes are expected to increase by approximately \$645,839 or 3.79% to \$17,694,248, as compared to the 2024-2025 fiscal year budget of \$17,048,409.
- General Fund Sales Tax category, which includes regular sales tax and Prop 172 Sales Tax, will see a decrease of \$62,380 or (3.73%)% to \$1,610,620 from \$1,673,000 amid national tariff discussions at the federal level and rising prices of goods, customers are reevaluating their spending habits. The Federal Reserve Board hasn't signified any relief by way of lower interest rates, leaving only minimal growth expectations to come. The theme of the current economic outlook is uncertainty.
- The overall increase in revenue and transfers-in as compared to the fiscal year 2024-2025 budget is \$565,781 or 2.56%.

Expenditures

- The total increase in salaries and benefits is currently being estimated as compared to the 2024-2025 revised budget. This estimate represents the following adjustments:
 - The Town is currently bargaining with SEIU employees as well as for employees in the management and confidential groups, for an MOU to begin on July 1, 2025.

- Anticipated step increases for eligible employees.
- The Town issued Pension Obligation Bonds in September 2021 to fund the Town's unfunded liability with CALPERS. The issuance of the bonds due to the favorable interest rate environment created savings between the bond payment schedule and the CalPERS amortization schedule. For fiscal year 2025-26 the estimated CalPERS payment was \$925,990 at the time of the bond issuance. The debt payment for the upcoming fiscal year is \$681,689 and there will be an estimated \$199,167 unfunded liability payment for the Classic Tier 1, Tier 2, and PEPRA-tiered employees. The remainder results in some savings that will be sent to the Pension Trust to address any future unfunded liability concerns. In the 2024-2025 budget, that amount is approximately \$45,000. As the funds sent to the trust are just a transfer of cash, the amount is not budgeted as an expense.
- Health insurance costs are based on six months of July 1, 2025, Kaiser medical insurance rate and another six months beginning on January 1, 2026, with a 9% escalator. The last three calendar year increases for the Kaiser rate have been 7%, 12% and 9%. The Town pays up to the Kaiser family rate for employees hired prior to July 1, 2014. Employees hired after July 1, 2014, have their medical benefits limited to a maximum of \$2,050 per month.
- Payments for Pension Obligation Bonds are \$681,689 up from \$640,429 in fiscal year 2024-25, the change is in accordance with the debt service agreement, this is the third payment for the 2021 Pension Obligation Bonds.
- The Central Marin Police Authority (CMPA) Council approved its budget for fiscal year 2025-2026 at its meeting on May 8, 2025. (Information can be found here: [CMPA 2025-2026 Budget](#)) The Town's contribution for police services is set to increase by \$431,770 or 7.89% over the prior year's budget in this budget version. As the Town has implemented paid parking, the costs of the CMPA Community Service Officer enforcement, \$92,000 has been aligned in the Parking Fund. The impact to the General Fund for CMPA is a \$340,226 or 6.2% increase from the 2024-2025 budget.
- The direct member contribution to Ross Valley Fire Department (RVFD) for fire-related services has been estimated at \$6,182,889, an increase of \$424,137 or approximately 7.37% from the prior year's budget, \$5,758,752. The impact to the General Fund is a \$417,717 increase from the fiscal year 2024-2025 budget \$5,499,703. The Fire Board approved 3-person engine companies beginning on July 1, 2024, and that cost of those personnel in fiscal year 2025-2026 is \$282,653 and built into the Measure J budget. This is for the additional 3 Firefighter/Paramedic hires. The true impact of the budget increase is unknown at this time as RVFD is currently in negotiations with the Association of Firefighters Local 1775 and the Fire Chief Officers Association. The RVFD Board of Directors received the proposed budget at their meeting on May 14, 2025. (Information can be found here: [RVFD 2025-26 Budget](#))

- Included a budget of \$225,000 for the Town's General Plan update project. The Town has additionally collected \$250,000 in the prior years as the General Plan Maintenance Fee that can be used to help pay for the General Plan update work. This amount is currently in the assigned fund balance. It is expected that staff return at the mid-year 2025-2026 budget presentation and request that the Town Council use those reserves to wrap up the General Plan update project.
- The total increase in expenditures and transfers is \$565,781 or 2.56% as compared to the 2024-2025 revised budget.

The reserves of the General Fund are estimated to be 28.2%, above the 20% Town Council policy set by Resolution 4474. Reserves held in the General Fund above the policy threshold serve as a financial buffer to address one-time needs, unforeseen emergencies, or strategic investments that support long-term fiscal sustainability. Staff recommends that these excess reserves not be used to fund ongoing operational costs, as doing so can create structural imbalances. Instead, they are best suited for capital projects, paying down liabilities, or seeding initiatives that improve efficiency or service delivery without creating recurring budget pressures.

Other Town Funds

PARKING FUND - The Parking Fund was initiated in 2021-2022 to account for parking meters and other fees collected as part of Ordinance 1039. In Fiscal Year 2025-2026, the Parking Fund will incorporate revenue from the new paid parking program in San Anselmo. Additionally, both the costs associated with parking enforcement provided by Community Service Officers from the Central Marin Police Authority (CMPA) and the corresponding enforcement revenue have been reallocated to the Parking Fund from the General Fund. The revenue is being estimated at \$375,000 and expenditures of \$177,713 in 2025-2026.

GRANTS FUND - The fund is currently utilized to track all grant funds associated with road resurfacing and other related capital improvement projects. In fiscal year 2025-2026, the Town is anticipating \$505,142 of grant funding for the HAWK Pedestrian Signal at Saunders Ave/Sir Francis Drake as well as EV Charging at Creek Park, Pine Street Parking Lot, Corporation Yard, and Isabel Cook Community Center.

MEASURE J SALES TAX FUND - The Measure J Sales Tax began on April 1, 2023. The Town Council approved a 2-year allocation plan in May 2023. The 2025-26 budget anticipates spending of \$2,958,573. Notable expenditures and projects included in this budget are the 3-person engine company operational expenditure for Ross Valley Fire Department, Fire Station 20 project, and the street design for paving 26-27. The Town is foregoing a slurry seal project in fiscal year 2025-2026 due to the costs of the Fire Station 20 project and not wanting to place additional pressures on the Measure J fund.

ACTIVE TRANSPORTATION FUND - On June 21, 2023, the Town Council adopted a Resolution to create an Active Transportation Fund Description and Active Transportation Fund Expenditure Guidelines. The Council encourages that projects funded through the Active Transportation Fund should generally not be directed primarily or exclusively towards visual treatments (e.g., sharrows, striping, high visibility crosswalks, and Class III bicycle lanes) and should instead be allocated primarily to infrastructure and hardscape treatments that create physical safety, traffic calming effects, and enhanced accessibility and usability for all active transportation users. The funding in fiscal year 2024-2025 has been bike racks, speed hump materials and installation, and the Downtown Active Transportation Safety & Circulation Study. The budget for fiscal year 2025-2026, continues the Traffic Calming Program and includes funding for additional bike racks.

PARK CAPITAL IMPROVEMENT FUND - The Park Improvement Fund is used to account for the development, enhancement, and maintenance of public parks and recreational facilities. The Park Capital Improvement Fund is used to develop new parks, playgrounds, trails, and other recreational facilities. Existing parks and facilities are improved or upgraded through the installation of new equipment, landscaping, lighting, and accessibility features. The Park Improvement Fund began with a transfer of the General Fund surplus. The Fund's budget for fiscal year 2025-2026 is Hilldale Park and lower Robson-Harrington Park for a total of \$232,000, leaving the fund a balance of \$330,000.

ROAD MAINTENANCE FUND - With the adoption of the 2002-03 budget, the Town Council formally recognized its commitment to the ongoing need for road maintenance. The Town General Fund transfers \$450,000 of the Franchise Tax – Garbage to support the road maintenance needs. A Road Impact Fee for construction to be charged on construction projects was approved, and collection of that fee began in December 2002. The road impact fee was extended to garbage vehicles in December 2004. Revenue received from the Road Impact Fee and the Garbage Impact Fee is restricted to the Road Maintenance Fund. The Road Maintenance Fund also receives the Measure AA monies from the Transportation Authority of Marin to support roads. The budget for fiscal year 2025-2026 is \$1,711,694 for the annual street paving project and staff time.

RECREATION FUND -The Recreation Department services to the community have excelled post-Covid ending the 2024-2025 fiscal year with an estimated \$1,130,171 reserve balance. The Department's proposed budget for 2025-2026 anticipates using \$300,000 reserve for capital projects such as regrading infields, ICC exterior painting, Memorial Park signage, Robson stair recarpeting, and an EV truck.

LIBRARY TAX FUND -The Library Parcel Tax has increased from \$70.44 per parcel to \$72.54 per parcel, resulting in an additional \$9,824 in revenue for supplemental library services. The Library Tax measure funds are used to enhance general Library services, a Children's Librarian, and an increase in hours of operation.

MEASURE A PARK TAX FUND - In June 2022, County voters approved the re-implementation of Parks Measure A. For the next nine years, this quarter-cent sales tax will support parks and open space, sustainable agriculture, and recreation in cities and towns. The Memorial Park Playing Field Repair Project was completed in fiscal year 22-23 using Measure A. In fiscal year 2023-24, the Town Council approved a donation towards Open Space's purchase of Upper Hawthorne Canyon from Measure A for \$202,560. Measure A will continue to be split between Memorial Park and Open Space, 70% to 30%.

CLIMATE ACTION FUND – The creation of the fund is intended to help the Town build its capacity to identify and undertake climate action at the municipal level. The proposed budget includes provided funding of \$55,000 for the Climate Action Coordinator shared with the Town of Fairfax and \$50,000 for projects.

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

WORK PLAN GOALS

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

Five-Year General Fund Financial Forecast

The purpose of the Five-Year Financial Forecast 2025-2026 through 2029-2030 (Attachment 2) represents an effort to analyze the Town's long-term fiscal condition based upon a reasonable set of economic and operational assumptions. It is an important management tool used by both the Town Council and Town Management for identifying fiscal trends and issues that must be addressed in order to ensure continued financial success. The set of forecasts contained in this report is not a prediction of what will occur. The forecasts are a snapshot in time and an approximate view of what could occur in the future if all of the assumptions are realized. As with any forecast or prediction, the assumptions and projections for the nearer years carry more certainty and confidence than the years further into the future. The Town must continue to closely monitor economic conditions locally, statewide, and nationally.

The General Fund continues to be in good financial health. Looking to the fiscal year 2025-26 and beyond, the Town is projecting that the regional economy will continue to grow. Property taxes are the Town's largest revenue source accounting for 78% of the Town's revenue. Based on conversations with the Town's sales tax consultant, Sales Tax Revenue in FY25-26 will decline, but then sales tax is projected to resume normal

growth of around 2.0% to 3.0% over the course of the forecast. The Town's salary and benefits and payments for Police and Fire Services continue to be about 75% of the Town's expenditure budget. Due to the issuance of the Pension Obligation Bonds, the Town has controlled the rising pension costs and is still able to put some funds into the Pension Trust each year.

This multi-year financial forecast serves as a starting point to provide perspective and analysis of what will happen if current financial decisions and operational practices continue into the future. The Town staff will work together to bring updates to the Council as more economic information becomes available

The Proposed 2025-2026 Budget and Five-Year General Fund Forecast was presented and discussed with the Infrastructure and Fiscal Monitoring Committee on June 2, 2025. The Committee did not take formal action on the proposed budget but expressed support.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENT

Attachment 1 – Draft Proposed 2025-2026 Budget and Workplan
Attachment 2 – Five-Year General Fund Financial Forecast



TOWN OF
SAN ANSELMO
EST. 1907



FY 2025-2026

**TOWN OF SAN ANSELMO
PROPOSED BUDGET
& WORK PLAN**

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



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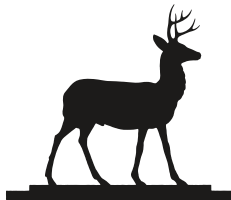
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TOWN MANAGER'S MESSAGE

Tarrell Kullaway
Mayor

Steve Burdo
Vice Mayor



TOWN OF
SAN ANSELMO

EST. 1907

Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960-2682
(415) 258-4600
www.sananselmo.gov

Eileen Burke
Council Member

Chantel Walker
Council Member

Yoav Schlesinger
Council Member

June 12, 2025

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

In 2025, municipal budgets across California and the nation are facing significant challenges and are being shaped by projected deficits and the need for careful fiscal management. These budgets often involve proposed cuts, adjustments, and shifts in priorities to address revenue shortfalls and maintain essential services. With that notion as a backdrop, I am pleased to present the Town of San Anselmo's Fiscal Year (FY) 2025-2026 Proposed Annual Budget & Work Plan, the annual roadmap for operations in the Town of San Anselmo. This extensive, detailed, and, importantly, balanced budget continues progress towards the Town Council's priorities while protecting the Town's General Fund reserve balances.

The budget documents are the product of many teammates working in a collaborative manner to align resources that are consistent with the Town Council's and community's priorities, while continuing to maintain fiscal responsibility. In implementing the Council's budget, our team strives to advance our organizational values of teamwork, customer service, innovation, meeting challenges, and professional development. I want to acknowledge and thank all of the Town's employees for their efforts to improve the community we serve. It is an honor to work with such a dedicated, community-focused team of professionals.

TOWN MANAGER'S MESSAGE



CHALLENGES

City budgets for 2025 are being shaped by a combination of fiscal challenges, the need for strategic resource allocation, and a commitment to providing essential services to residents. The budget process is ongoing, with public hearings and council deliberations continuing throughout the year. This document represents our continued commitment to prudent fiscal management, to effective service delivery and to supporting an affordable quality of life for our residents. Once adopted by the Council, the budget establishes the direction for all Town programs and services for the coming year. It represents the consensus of Council direction and staff recommendations on how to best accomplish Council goals and respond to the highest priorities of community needs.

As with most organizations, our success is based on our people and the great efforts put forth by a relatively small group to achieve the multitude of needs inherent in running a town. Employee compensation comprises the largest expenditure in any municipality, and employees deserve a fair wage and competitive benefits for the work they perform. Towns such as San Anselmo have fairly steady, reliable revenues with property taxes making up about 78% of the Town's budget with sales taxes bringing in less than 10% followed by a variety of permit, license and franchise revenues making up the balance. San Anselmo has traditionally found a healthy balance of funding operational (personnel) costs, including the Town's share of the Police and Fire Department agencies along with finding grant dollars and special revenue sources such as Measure J proceeds to address the tremendous capital needs of our infrastructure including our roads, parks and facilities. With the fiscal uncertainty of the next few years, the Town has had to "tighten our belt" to be able to withstand the known rising costs and the unknown revenue shortfalls.

This particular budget attempts to hold onto years of effort in doing so while addressing rising costs and high expectations while balancing the need to continuing to maintain a nimble response to demands for services.

TOWN ORGANIZATIONAL STRUCTURE

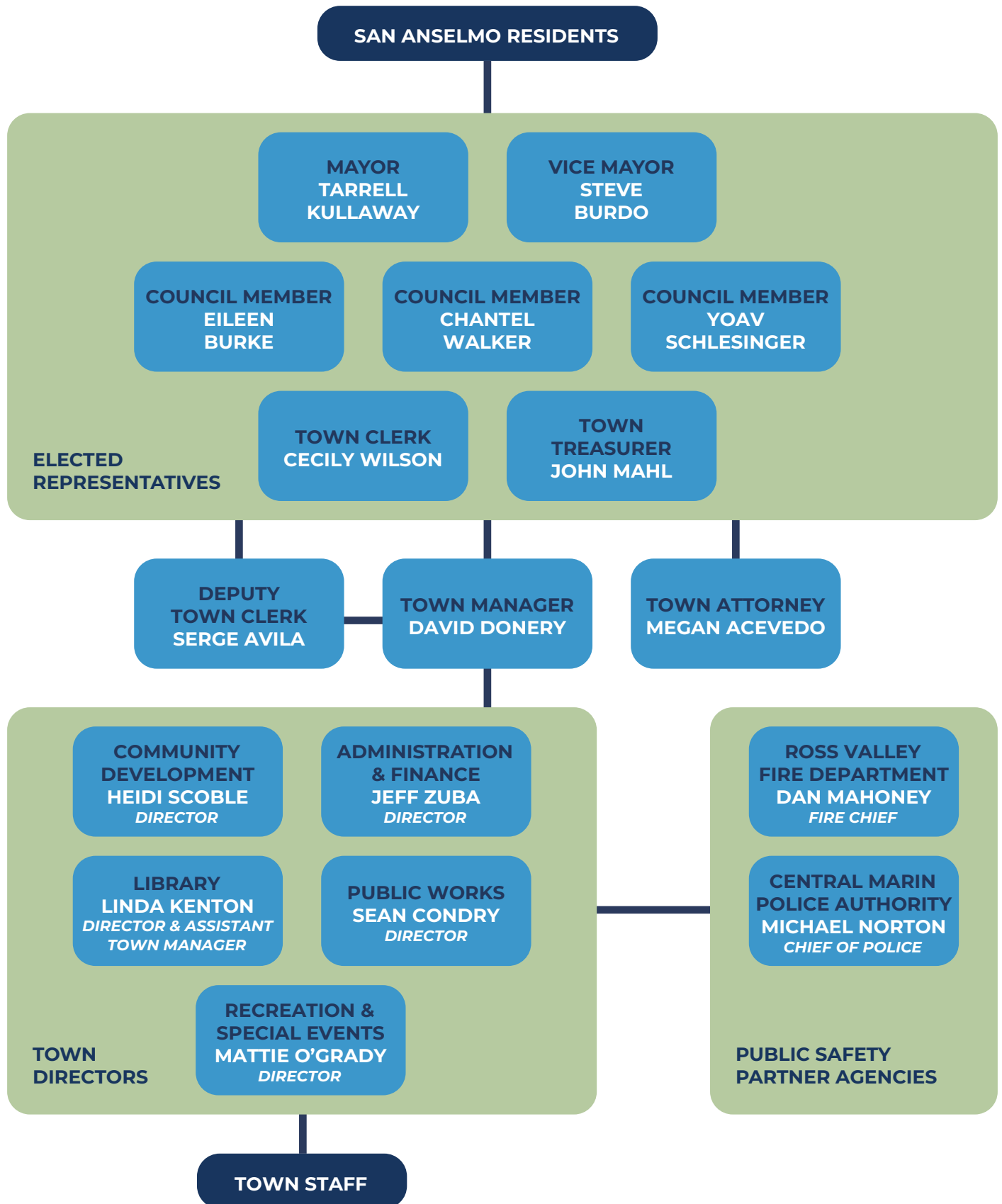
Town Council is the legislative body which represents the public, receives input, develops and adopts policy, resolves public issues, and formulates Town policy through motions, resolutions and ordinances which reflect the needs of the public.

Town staff, led by the Town Manager and the Department Heads, carry out the day-to-day work of the organization. These departments include:

- Administration & Finance
- Community Development
- Fire
- Police
- Public Works
- Recreation



TOWN MANAGER'S MESSAGE



TOWN MANAGER'S MESSAGE



CAPITAL PROGRAMS

In 2022, Town residents passed Measure J, a successor sales and use tax measure to the former Measure D sales and use tax passed in 2013. Proceeds from Measure D were used exclusively for road infrastructure and improvements. Measure J continues and enhances ongoing funding for roads and infrastructure along with providing ongoing funding for enhanced staffing in the Ross Valley Fire Department, for park and building improvements, active transportation enhancements, and projects to help mitigate the effects of climate change. These projects in total make up the Town's Capital Improvement Program (CIP). Additional transportation funding is also provided by California's Senate Bill 1 (SB 1) and County Measure AA which supplement the Town's road improvement program.

Over the past decade, the Town's pavement condition index (PCI) has gone from a 58 (fair) to a self-assessed score of 72 (satisfactory). According to the Metropolitan Transportation Commission, the average PCI in the Bay Area is 67. In Marin, the average is 68.

5-YEAR CAPITAL IMPROVEMENT PLAN

The Town develops, organizes and prioritizes its ongoing capital needs through the development of a Capital Improvement Program, commonly referred to as the CIP. Development of the CIP considers projects identified by staff and the Town Council and organizes them into a plan that, due to the size and scope of projects, spans multiple fiscal years. The Town's current CIP spans fiscal years 2024-2025 through 2028-2029 and considers a wide range of projects.

The Infrastructure and Fiscal Monitoring Committee (IFMC) provides ongoing oversight and advisory guidance to the Town Council on the CIP and corresponding budget implications. The IFMC also serves as the Measure J Oversight Committee.

Project categories within the current CIP include:

- Active Transportation
- Bridges
- Buildings
- Drought, Climate & Solar
- Park Improvements
- Storm Sewers & Drainage
- Streets

For a full list of projects including timelines and associated budgetary information, please visit: sananselmo.gov/CIP



TOWN MANAGER'S MESSAGE

BUDGET FORMAT

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

CONCLUSION

Balancing the Town's annual budget amidst fiscal challenges involves a multifaceted approach that prioritizes both revenue generation and expenditure management, while also considering the impact on essential services and long-term sustainability. The proposed FY 2025-2026 budget represents a prudent plan that adequately addresses the Town's pressing capital and equipment needs, while maintaining a staffing structure that strives to meet the needs of its citizens. The Town's staff remains committed to providing excellent community services to the residents of San Anselmo.

ACKNOWLEDGEMENTS

As stated earlier in this message, the development of the Town's annual budget and work plan requires teamwork, foresight, experience, and leadership. From top to bottom, the leadership and dedication from within each Town department is reflected within this document.

The Town's team in this endeavor, led by Finance and Administrative Director Jeff Zuba and Senior Accountant and Financial Supervisor Robyn Clifford, submit a proposed budget following the Town's strict standards, which reflect a careful balancing of accountability and progress with the overarching policy of 'living within our means'.

Respectfully submitted,

David P. Donery,

Town Manager

OVERVIEW OF FUNDS



TOWN OF SAN ANSELMO Overview of Funds Changes in Fund Balance 2025-2026							
DESCRIPTION	EST. FUND BALANCE JUNE 30, 2025	REVENUE	TRANSFERS IN	TOTAL RESOURCES AVAILABLE	EXPENDITURES	TRANSFERS OUT	EST. FUND BALANCE & RESERVE JUNE 30, 2026
GENERAL FUND	8,022,748	22,235,868	413,185	30,671,801	22,094,053	555,000	8,022,747
SPECIAL REVENUE FUNDS							
Community Services Master Plan Fund	5,202	-	-	5,202	4,000	-	1,202
Road Maintenance Fund	600,579	797,158	796,261	2,193,998	1,710,712	-	483,286
State Gasoline Tax Fund	-	720,631	-	720,631	-	720,631	-
Measure J Sales Tax Fund	939,316	2,493,023	-	3,432,339	2,958,573	-	473,766
Emergency Reserve Fund	209,169	-	-	209,169	-	-	209,169
Downtown Revitalization Fund	27,481	24,390	-	51,871	30,890	-	20,981
Grants Fund	62,940	505,142	-	568,082	505,142	-	62,940
Recreation Fund	1,097,616	2,401,020	-	3,498,636	2,687,205	38,815	772,616
Library Tax Fund	(1,964)	325,550	-	323,586	359,322	-	(35,736)
Robson House Fund	(91,971)	26,220	-	(65,751)	43,597	-	(109,348)
Special Events Fund	9,535	12,600	-	22,135	101,882	-	(79,747)
Measure A Parks Tax Fund	244,063	123,916	-	367,979	367,979	-	-
Isabel Cook Center (ICC) Fund	(2,836)	122,524	-	119,688	154,587	-	(34,899)
Measure C Wildfire Tax Fund	324,431	410,000	-	734,431	410,000	-	324,431
Climate Action Fund	82,722	-	105,000	187,722	150,000	-	37,722
Creekside Commons Fund	(69,968)	-	-	(69,968)	-	-	(69,968)
CAPITAL PROJECT FUNDS							
Active Transportation Fund	85,270	124,651	-	209,921	75,000	-	134,921
Capital Reconstruction Fund	630	-	-	630	-	-	630
Equipment Replacement Fund	-	-	-	-	-	-	-
Park Improvement Fund	561,214	-	-	561,214	232,000	-	329,214
Debt Service Fund	-	-	-	-	-	-	-
Measure G Debt Service Fund	403,939	207,000	-	610,939	402,584	-	208,355
Municipal Lease Fund	-	-	-	-	-	-	-
INTERNAL SERVICE FUNDS							
Insurance Fund	626,606	700,000	-	1,326,606	819,829	-	506,777
Building Maintenance Fund	866,772	493,493	-	1,360,265	1,202,301	-	157,965
Technologies Replacement Fund	19,215	302,901	-	322,116	290,109	-	32,006
Vehicle Replacement Fund	352,672	-	-	352,672	100,000	-	252,672
TOTAL	14,375,381	32,026,087	1,314,446	47,715,914	34,699,766	1,314,446	11,701,702



GENERAL FUND

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

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

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

GENERAL FUND REVENUE

PROPERTY TAXES

PROPERTY TAX

Property tax is the primary source of revenue for the Town of San Anselmo. The basic property tax is 1% of the assessed valuation, of which the Town receives less than one quarter. In FY 2025-2026, the assessed valuation of San Anselmo properties is expected to increase 3.7%, an indication that property sales remain strong.

SECURED

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

UNITARY

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

UNSECURED

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

SUPPLEMENTAL

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

HOMEOWNERS' EXEMPTION (HOPTR)

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

PENSION OVERRIDE TAX

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

MUNICIPAL SERVICES TAX

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

EDUCATIONAL REVENUE AUGMENTATION FUND (ERAF) PROPERTY TAX

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

PROPERTY TAX IN LIEU OF MOTOR VEHICLE LICENSE FEES (VLF)

The motor vehicle license fee (VLF), or motor vehicle in-lieu tax, is a tax on the ownership of a registered vehicle in place of taxing vehicles as personal property.

GENERAL FUND



OTHER TAXES

SALES TAX

In total, the Town receives 2% of the 9.25% sales tax on retail sales taking place within the Town: 1% under State law (Bradley-Burns) and 1% from Measure J. However, San Anselmo generates less sales tax revenue than many neighboring cities due to its location away from major freeways and high-traffic commercial areas.

PROPERTY TRANSFER

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

FRANCHISES

GARBAGE FRANCHISE

The Town receives 11% of the revenues of the garbage service from Marin Sanitary Service.

CABLE TV FRANCHISE

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

ELECTRICITY & GAS FRANCHISE

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

PERMITS & LICENSES

BUSINESS LICENSE TAX

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

CONSTRUCTION

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

FINES

VEHICLE CODE

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

USE OF MONEY & PROPERTY

INTEREST

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

STATE REVENUE

PROPOSITION 172 SALES TAX

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

ABANDONED VEHICLE PROGRAM

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

MOTOR VEHICLE LICENSE FEE

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

STATE MANDATED REIMBURSEMENT

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



GENERAL FUND

FEES FOR SERVICE

GENERAL PLAN MAINTENANCE FEE

Fees collected from Planning applicants for General Plan maintenance.

RESALE INSPECTIONS

Town code requires an inspection by the Building Inspector at the time a residential property is sold, to identify health and safety hazards needing correction.

PLANNING FEES

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

MISCELLANEOUS

OTHER

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

TRANSFERS IN

FROM STATE GASOLINE TAX FUND

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

FROM RECREATION FUND

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

DONATIONS

Donations from community groups or residents.

GENERAL FUND EXPENDITURES

LABOR COSTS

SALARIES

Salaries and salary-related costs are the largest single expenditure for the Town, approximately 73% of the Town's expenditures, including Fire and Police Department contract cost.

FINAL SALARY & LEAVE BUYOUT

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

PAYROLL TAXES

The Town participates in Social Security at a rate of 6.2% of total salary up to a limit of \$168,600 in 2024 and in Medicare at a rate of 1.45% of total salary without limit.

OVERTIME & TEMPORARY HIRES

Costs associated with overtime pay and temporary help.

HEALTH BENEFITS

The Town currently has a cafeteria benefits plan that pays the equivalent of family Kaiser, dental, vision, a small life insurance policy for each employee and long-term disability premium currently in the amount of approximately \$2,893 per month. Any unused portion of the FY 2024-2025 cafeteria benefits plan is given to employees as "cashback" up to a cap of \$365 per month. The cashback program offers flexibility to employees in their choices for health coverage. Employees hired after July 1, 2014, have their medical benefit limited to a maximum of \$2,050 per month with no cashback option.

GENERAL FUND



RETIREMENT

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

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

Group	Tier	Formula	2024-2025 Rate	2025-2026 Rate
Miscellaneous	Tier 1 <i>Effective prior to Feb 2007</i>	2.7% @ 55	16.02%	16.08%
	Tier 2 <i>Effective Feb 2007 to Jan 2013</i>	2.0% @ 55	12.52%	12.58%
	PEPRA <i>Effective Jan 2013</i>	2.0% @ 62	7.87%	7.96%

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

In FY 2012-2013 the Town's PERS rate was reduced to reflect the sale of Pension Obligation Bonds to pay the Town's Employer Side Fund liability of \$3,521,184. In 2003, CalPERS combined agencies with less than 100 members into risk pools based on plan type. The Employer Side Fund was created to account for the difference between the funded status of the pool and the funded status of individual plans. The repayment of the Pension Obligation Bonds is reflected in the Expenditure Summary under General Fund Departments, Debt Service (Pension Obligation Bonds). Overall, the refinancing of the side fund is saving the Town approximately \$60,000 per year.

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

In May 2014, the CalPERS Board adopted changes to the existing pooling structure policies and a new policy for allocating the pools' unfunded accrued liability, effective for the FY 2015-2016 employer contribution rates. Due to unintended consequences resulting from the PEPRA changes and existing PERS policies on risk pools, changes were necessary to ensure the proper funding of the pools. In order to address the problem, CalPERS combined twelve risk pools into two, one for Safety and one for Miscellaneous. Employer contributions toward the unfunded liability for plans in a risk pool are collected as dollar amounts instead of contribution rates expressed as a percentage of payroll for an estimated 30 years.



GENERAL FUND

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

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

SERVICES & SUPPLIES

LEGAL ADVERTISING

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

VEHICLE OPERATIONS

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

EQUIPMENT MAINTENANCE

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

PUBLICATIONS & DUES

Professional and technical publications and membership dues in professional organizations.

OUTSIDE SERVICES

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

TRAINING

Workshops, seminars, and conferences to keep staff current.

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

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

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

Technology support for departments

SUPPLIES

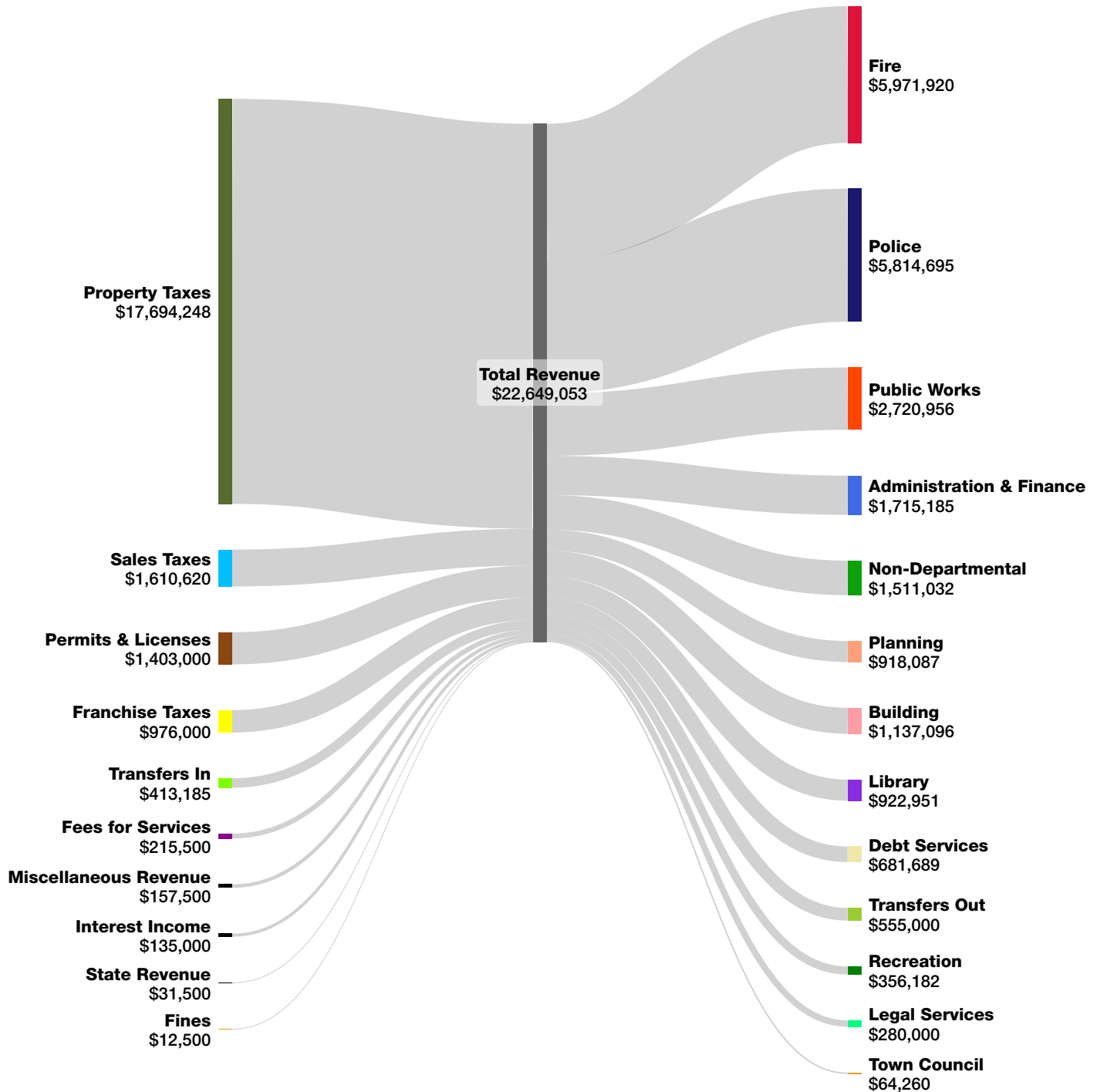
Postage, copy paper, and miscellaneous supplies; costs associated with employee costs that are reimbursable, such as mileage allowance, uniforms, boots, and protective clothing tools; supplies and services related to the technical functions of each department.

GENERAL FUND



SUMMARY OF GENERAL FUND REVENUES & EXPENDITURES

FY 2025-2026



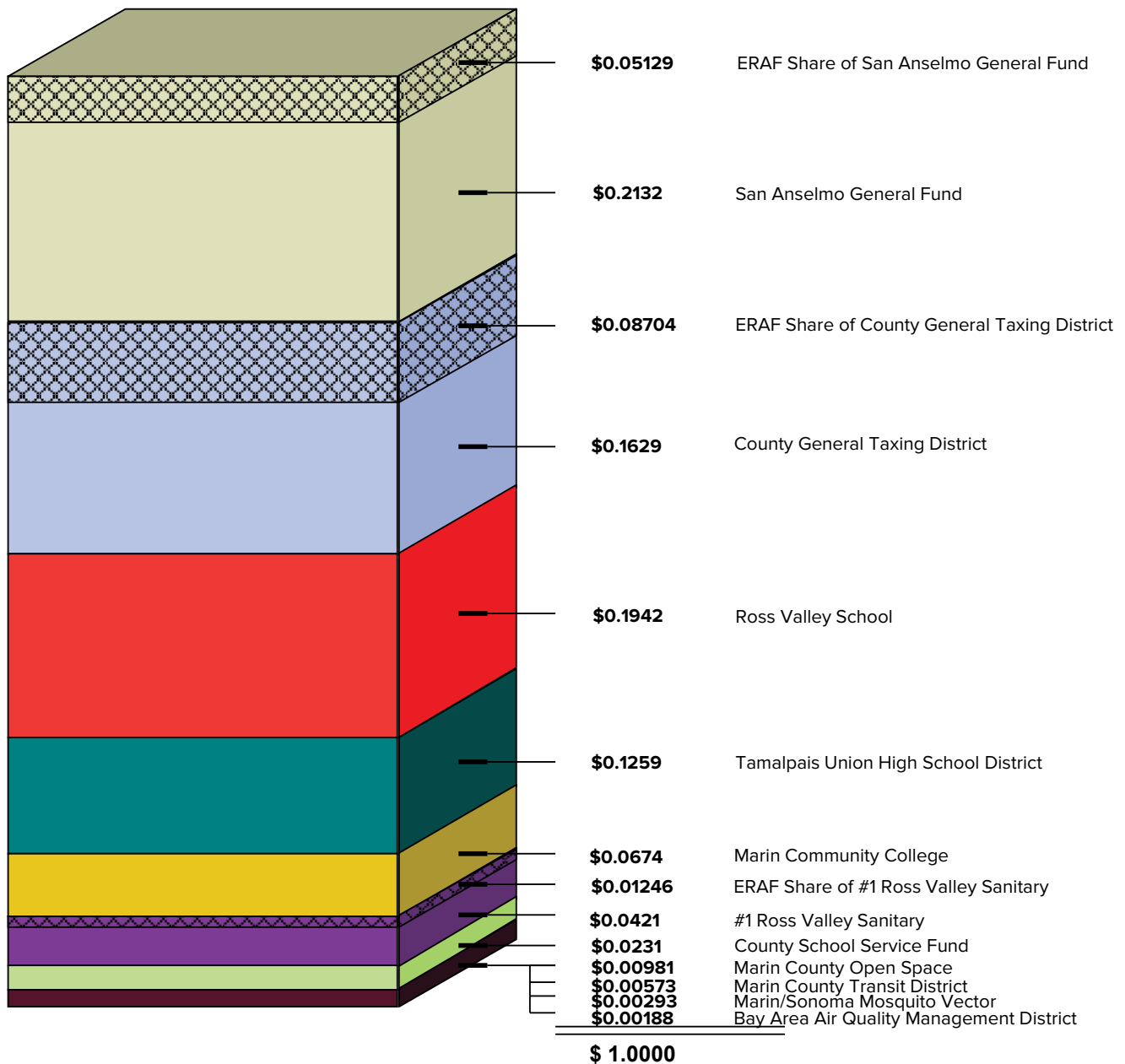


GENERAL FUND

PROPERTY TAX ALLOCATION

Property taxes in San Anselmo provide over 78% of the Town's operating revenue for FY 2025-2026. For every \$1.00 of property tax paid by San Anselmo property owners, the Town receives approximately \$0.26.

The chart below shows a breakdown of how property taxes are used:

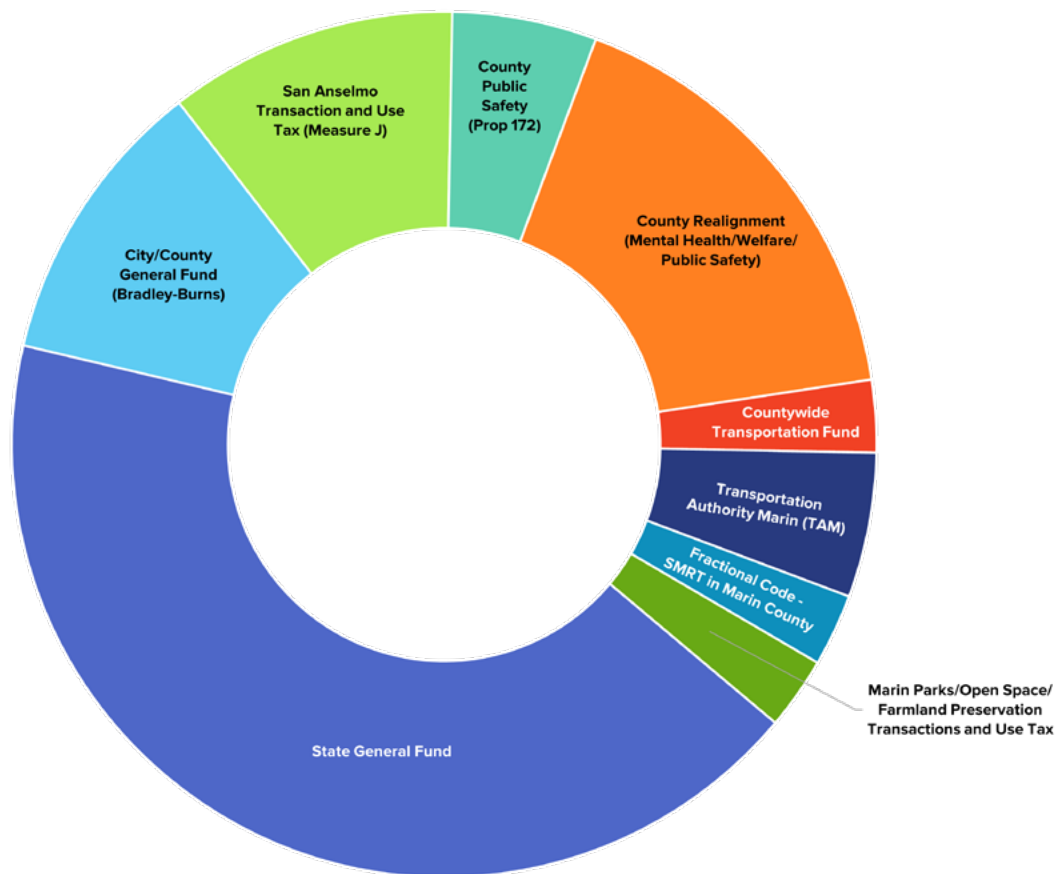


GENERAL FUND



SALES & USE TAX ALLOCATION

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



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



GENERAL FUND

TOWN OF SAN ANSELMO General Fund Income Statement FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	% OF TOTAL BUDGET
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	
BEGINNING BALANCE	8,492,480	7,820,868	7,820,868	8,022,748	
REVENUE					
Property Taxes	16,671,531	17,048,409	17,073,848	17,694,248	78.1%
Franchise Taxes	933,022	936,500	930,940	976,000	4.3%
Sales Taxes	1,679,152	1,673,000	1,608,033	1,610,620	7.1%
Licenses, Permits, Fees & Fines	1,440,872	1,515,490	1,487,884	1,415,500	6.2%
Use of Money & Property	453,141	100,000	100,000	135,000	0.6%
Other Agency Revenue	177,281	92,500	88,441	31,500	0.1%
Fees for Services & Miscellaneous	356,354	314,055	368,693	373,000	1.6%
SUBTOTAL	21,711,353	21,679,954	21,657,839	22,235,868	98.2%
TRANSFERS IN	386,732	403,318	394,871	413,185	1.8%
TOTAL REVENUE & TRANSFERS IN	22,098,085	22,083,272	22,052,710	22,649,053	100.0%
TOTAL RESOURCES	30,590,565	29,904,139	29,873,577	30,671,801	
EXPENDITURES					
Salaries	3,286,882	3,552,174	3,488,122	3,880,307	17.1%
Retirement	293,532	609,502	586,807	758,504	3.3%
Other Benefits	902,186	872,566	835,519	969,390	4.3%
Office, Departmental Supplies & Library Materials	279,447	262,350	268,531	233,650	1.0%
Training, Publications, Dues	55,963	94,772	81,100	99,647	0.4%
Outside Services – Other	2,891,557	2,940,100	2,844,754	2,306,357	10.2%
Outside Services – Ross Valley Fire Department	5,090,466	5,559,703	5,552,453	5,959,920	26.3%
Outside Services – Central Marin Police Authority	5,204,393	5,474,469	5,476,919	5,814,695	25.7%
Internal Charge – Information Technology	219,110	252,975	252,975	302,901	1.3%
Internal Charge – Building Maintenance	364,265	374,837	374,837	388,493	1.7%
Internal Charge – Insurance	750,000	750,000	750,000	700,000	3.1%
Internal Charge – Vehicle Replacement	-	60,000	60,000	-	0.0%
Debt Service – Principal	410,000	465,000	465,000	510,000	2.3%
Debt Service – Interest	175,985	173,929	173,812	170,189	0.8%
Capital Outlay	381,016	-	-	-	0.0%
SUBTOTAL	20,304,802	21,442,378	21,210,829	22,094,053	97.5%
TRANSFERS OUT	2,464,896	640,000	640,000	555,000	2.5%
TOTAL EXPENDITURES & TRANSFERS OUT	22,769,698	22,082,378	21,850,829	22,649,053	100.0%
NET INCREASE/(DECREASE)	(671,613)	894	201,880	-	-
ENDING BALANCE	7,820,868	7,821,761	8,022,748	8,022,747	
Committed	3,699,225	3,699,225	3,810,202	3,810,202	16.8%
Reserves	6,180,999	6,180,105	4,212,546	4,212,546	18.6%
TOTAL BUDGET	30,590,565	29,904,139	29,873,577	30,671,801	

GENERAL FUND



TOWN OF SAN ANSELMO General Fund Revenue Summary FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	% OF TOTAL BUDGET
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	
PROPERTY TAXES					
Secured	9,290,805	9,624,122	9,624,122	10,041,000	44.33%
Unitary	77,891	77,891	77,891	87,856	0.39%
Unsecured	175,459	185,588	181,694	196,213	0.87%
Supplemental	144,298	110,000	110,000	130,000	0.57%
HOPTR	33,083	32,750	33,083	32,332	0.14%
Pension Override	2,920,096	3,020,000	3,029,000	3,097,000	13.67%
Municipal Services	448,229	455,019	455,019	448,117	1.98%
ERAF (County Excess)	1,618,953	1,550,000	1,550,000	1,575,000	6.95%
Property Tax in Lieu of VLF	1,838,863	1,903,039	1,903,039	1,981,730	8.75%
Property Transfer	123,854	90,000	110,000	105,000	0.46%
TOTAL PROPERTY TAXES	16,671,531	17,048,409	17,073,848	17,694,248	78.12%
SALES TAXES					
Sales Tax – State 1%	1,542,571	1,530,000	1,465,033	1,471,120	6.50%
Proposition 172 Sales Tax	136,581	143,000	143,000	139,500	0.62%
TOTAL SALES TAXES	1,679,152	1,673,000	1,608,033	1,610,620	7.11%
FRANCHISE TAXES					
Garbage Franchise – Marin Sanitary Service	561,632	545,000	578,481	605,000	2.67%
Cable Franchise – AT&T & Comcast	206,809	227,500	188,513	206,000	0.91%
Electricity & Gas Franchise – PG&E	164,581	164,000	163,946	165,000	0.73%
TOTAL FRANCHISE TAXES	933,022	936,500	930,940	976,000	4.31%
PERMITS & LICENSES					
Business License Tax	277,534	290,000	298,344	298,000	1.32%
Meter Parking	-	-	-	-	0.00%
Merchant Parking	-	-	-	-	0.00%
Construction Permits	1,047,323	1,091,000	1,100,000	1,105,000	4.88%
TOTAL PERMITS & LICENSES	1,324,857	1,381,000	1,398,344	1,403,000	6.20%
FINES					
Vehicle Code	4,355	15,000	7,500	10,000	0.04%
Library	2,512	1,500	2,040	2,500	0.01%
Parking	109,148	117,990	80,000	-	0.00%
TOTAL FINES	116,015	134,490	89,540	12,500	0.06%
USE OF MONEY & PROPERTY					
Interest	453,141	100,000	100,000	135,000	0.60%
USE OF MONEY & PROPERTY	453,141	100,000	100,000	135,000	0.60%

Continued on next page



GENERAL FUND

Continued from previous page

TOWN OF SAN ANSELMO General Fund Revenue Summary FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	% OF TOTAL BUDGET
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	
STATE REVENUE					
State Library Aid	1,500	-	12,000	6,500	0.03%
State Mandated Reimbursements	-	-	11,441	-	0.00%
Other State Revenue	175,781	92,500	65,000	25,000	0.11%
TOTAL STATE REVENUE	177,281	92,500	88,441	31,500	0.14%
FEES FOR SERVICES					
General Plan Maintenance Fee	21,283	15,000	29,000	24,000	0.11%
Resale Inspections	53,171	52,000	50,000	55,000	0.24%
Planning Fees	68,424	111,500	78,875	111,500	0.49%
Other Fees	33,679	20,000	20,000	25,000	0.11%
TOTAL FEES FOR SERVICES	176,557	198,500	177,875	215,500	0.95%
MISCELLANEOUS REVENUE					
Friends of the Library Donation	58,755	-	58,506	-	0.00%
Library Fundraising	(288)	-	-	-	0.00%
Ross Valley Fire Department	92,772	95,555	104,555	136,000	0.60%
Other Miscellaneous Revenue	28,558	20,000	27,757	21,500	0.09%
TOTAL MISCELLANEOUS REVENUE	179,797	115,555	190,818	157,500	0.70%
GENERAL FUND OPERATING REVENUE	21,711,353	21,679,954	21,657,839	22,235,868	98.18%
TRANSFERS IN					
Transfers In	386,732	403,318	394,871	413,185	1.82%
TOTAL TRANSFERS IN	386,732	403,318	394,871	413,185	1.82%
TOTAL REVENUE & TRANSFERS IN	22,098,085	22,083,272	22,052,710	22,649,053	100.00%

GENERAL FUND



TOWN OF SAN ANSELMO General Fund Expenditures Summary FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	% OF TOTAL BUDGET
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	
GENERAL FUND DEPARTMENTS					
EXPENDITURES					
Town Council	54,955	71,446	70,638	64,260	0.28%
Administration & Finance	1,556,055	1,669,529	1,660,255	1,712,209	7.56%
Legal Services	259,765	330,000	260,000	280,000	1.24%
Library	868,150	899,716	889,744	926,729	4.09%
COMMUNITY DEVELOPMENT					
Planning	1,005,738	1,169,800	1,164,458	916,720	4.05%
Building	-	-	-	1,134,173	5.01%
PUBLIC SAFETY					
Fire	5,090,466	5,559,703	5,552,453	5,959,920	26.31%
Police	5,204,393	5,474,469	5,476,919	5,814,695	25.67%
PUBLIC WORKS					
Engineering	1,660,231	1,774,695	1,721,262	669,661	2.96%
Street & Park Maintenance	1,945,265	2,047,330	2,018,099	2,054,548	9.07%
Recreation	297,045	316,830	309,094	359,068	1.59%
Debt Service – Pension Obligation Bonds	587,285	640,429	640,112	681,689	3.01%
Non-Departmental	1,775,455	1,488,431	1,447,798	1,520,382	6.71%
TOTAL EXPENDITURES	20,304,803	21,442,378	21,210,832	22,094,053	97.55%
GENERAL FUND TRANSFERS					
to Building Maintenance Fund	800,000	-	-	-	0.00%
to Active Transportation Fund	100,000	-	-	-	0.00%
to Capital Reconstruction Fund	-	-	-	-	0.00%
to Climate Action Fund	105,000	105,000	105,000	105,000	0.46%
to Special Events Fund	29,500	35,000	35,000	-	0.00%
to Downtown Revitalization Fund	15,000	-	-	-	0.00%
to Insurance Fund	75,000	-	-	-	0.00%
to Measure A Parks Tax Fund	-	-	-	-	0.00%
to Library Tax Fund	15,396	-	-	-	0.00%
to Municipal Lease Fund	-	-	-	-	0.00%
to Park Capital Improvement Fund	500,000	50,000	50,000	-	0.00%
to Road Maintenance Fund	450,000	450,000	450,000	450,000	1.99%
to Technologies Replacement Fund	150,000	-	-	-	0.00%
to Vehicle Replacement Fund	100,000	-	-	-	0.00%
to Emergency Projects Fund	125,000	-	-	-	0.00%
TOTAL GENERAL FUND TRANSFERS OUT	2,464,896	640,000	640,000	555,000	2.45%
TOTAL EXPENDITURES & TRANSFERS OUT	22,769,699	22,082,378	21,850,832	22,649,053	100.00%



GENERAL FUND

TOWN COUNCIL

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

LABOR COSTS

COMPENSATION

Compensation for each Councilmember is \$300 per month.

SERVICES & SUPPLIES

TRAINING

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

OUTSIDE SERVICES – OTHER

Election (\$15,000).

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

Heat/air, and minor repairs (\$2,500).

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

All utilities and internet connection (\$2,730).

DEPARTMENT SUPPLIES

Frames and certificates for Council commendations and ceremonies, and Council meeting supplies (\$6,000).

GENERAL FUND



TOWN OF SAN ANSELMO General Fund Town Council FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	% OF TOTAL BUDGET
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	
LABOR COSTS					
Salaries	18,600	18,600	18,600	18,600	28.95%
Payroll Taxes	1,423	1,430	1,423	1,430	2.23%
TOTAL LABOR COSTS	20,023	20,030	20,023	20,030	31.17%
SERVICES & SUPPLIES					
Training	7,747	15,500	20,000	18,000	28.01%
Outside Services	18,855	27,500	20,000	15,000	23.34%
Internal Service – Building Maintenance	2,365	2,215	2,215	2,500	3.89%
Internal Service – Information Technology	2,360	2,650	2,650	2,730	4.25%
Departmental Supplies	3,605	3,550	5,750	6,000	9.34%
TOTAL SERVICES & SUPPLIES	34,932	51,416	50,615	44,230	68.83%
TOTAL BUDGET	54,955	71,446	70,638	64,260	100.00%



GENERAL FUND

ADMINISTRATION & FINANCE

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

2024-2025 ACCOMPLISHMENTS

- Implemented a new phone system
- Started employee lunch & learn trainings
- Conducted a Town-wide compensation study
- Redesigned and refreshed the Town website
- Completed an agenda management software conversion
- Implemented Boards, Committees, and Commissions software
- Implemented and soft-launched eComment
- Implemented column software for electronic uploading of legal notices

2025-2027 GOALS & WORK PLAN

PRIORITY 1: IMPLEMENT TOWN-WIDE COMPENSATION STUDY RESULTS

Category: Investing in People

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

Staff Impact: High

Fiscal Impact: High

PRIORITY 2: INVEST IN HUMAN RESOURCE MANAGEMENT SOFTWARE (NEOGOV)

Category: Investing in People

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

Staff Impact: High

Fiscal Impact: High

GENERAL FUND



PRIORITY 3: UPDATE FINANCE, PAYROLL & HR SYSTEMS

Category: Excelling in Town Services

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

Staff Impact: High

Fiscal Impact: Medium

PRIORITY 4: ENHANCE TECHNOLOGY INFRASTRUCTURE & CYBERSECURITY

Category: Investing in People, Excelling in Town Services

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

Staff Impact: Medium

Fiscal Impact: Medium

PRIORITY 5: EVALUATE AND IMPLEMENT AI AND ROBOTIC PROCESS AUTOMATION (RPA) OPPORTUNITIES ACROSS ALL TOWN DEPARTMENTS

Category: Excelling in Town Services

Description: Robotic Process Automation (RPA) is a technology our team had the opportunity to see in action at the California Society of Municipal Finance Officers (CSMFO) conference in San Jose earlier this year. Based on what we saw, we believe RPA could significantly benefit our operations, particularly by automating recurring journal entries, running financial reports, and streamlining other repetitive tasks for both the Town and Ross Valley Fire Department. In tandem, artificial intelligence (AI) could assist with tabulating and summarizing large volumes of financial or operational data, improving the speed and accuracy of internal reporting

Staff Impact: High

Fiscal Impact: Medium

PRIORITY 6: IMPLEMENT A BI-ANNUAL TOWN STAFF SATISFACTION SURVEY

Category: Excelling in Town Services

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

Staff Impact: High

Fiscal Impact: Low

PRIORITY 7: IMPLEMENT ONLINE RECORDS MANAGEMENT PROGRAM

Category: Connecting with the Community

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

Staff Impact: Moderate to High

Fiscal Impact: Moderate



GENERAL FUND

LABOR COSTS

Title	2023-2024	2024-2025	2025-2026
Town Manager	1.00	1.00	1.00
Finance & Administrative Services Director	1.00	1.00	1.00
Deputy Town Clerk	1.00	1.00	1.00
Senior Accountant/Financial Supervisor	1.00	1.00	1.00
Community Engagement Coordinator	0.80	0.80	0.80
Management Analyst	0.00	1.00	1.00
Total	4.80	5.80	5.80

SERVICES & SUPPLIES

TRAINING

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

OUTSIDE SERVICES

Annual audits (\$33,500), financial reports and bank charges (\$25,000), Solid Waste Compliance consultation services (\$15,000), Sales Taxes and Property Taxes management (\$20,000); Business Licensing services (\$40,000), Record Management Software (\$20,000), Website (\$22,000), AI/Robotic Process Automation (\$35,000), Human Resource Software (\$20,000)

PUBLICATIONS & DUES

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

EQUIPMENT MAINTENANCE

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

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

Janitorial, heat/air, and minor repairs: Electricity, gas, telephone, water, and sewer (\$51,500).

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

Technology support for the department (\$68,000), and accounting software (\$30,000).

OFFICE & DEPARTMENT SUPPLIES

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

GENERAL FUND



TOWN OF SAN ANSELMO General Fund Administration & Finance FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	% OF TOTAL BUDGET
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	
LABOR COSTS					
Salaries	848,114	906,842	937,314	1,009,961	58.99%
Temporary Help	37,339	-	-	-	0.00%
Overtime	389	-	267	-	0.00%
Retirement	69,297	81,500	75,649	85,026	4.97%
Benefits	87,385	124,360	125,297	130,045	7.60%
Payroll Taxes	58,967	65,727	62,728	71,462	4.17%
LABOR COSTS	1,101,491	1,178,429	1,201,255	1,296,494	75.72%
SERVICES & SUPPLIES					
Training	5,595	11,000	9,750	9,750	0.57%
Outside Services	290,390	310,000	285,000	237,500	13.87%
Publications & Dues	8,765	9,000	10,500	9,000	0.53%
Equipment Maintenance	566	600	500	600	0.04%
Internal Service – Building Maintenance	48,750	50,000	50,000	51,500	3.01%
Internal Service – Information Technology	92,250	95,500	95,500	98,365	5.74%
Supplies	8,248	15,000	7,750	9,000	0.53%
TOTAL SERVICES & SUPPLIES	454,564	491,100	459,000	415,715	24.28%
TOTAL BUDGET	1,556,055	1,669,529	1,660,255	1,712,209	100.00%



GENERAL FUND

LEGAL SERVICES

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

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

2025-2026 CHANGES & HIGHLIGHTS

The Department budget for FY 2025-2026 reflects an hourly rate of \$275 for Town Attorney.

SERVICES & SUPPLIES

OUTSIDE SERVICES

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

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

TOWN OF SAN ANSELMO General Fund Legal Services FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
SERVICES & SUPPLIES					
Litigation	-	20,000	5,000	20,000	7.14%
General Legal Counsel	246,220	280,000	225,000	245,000	87.50%
Personnel Legal Services	13,545	30,000	30,000	15,000	5.36%
TOTAL SERVICES & SUPPLIES	259,765	330,000	260,000	280,000	100.00%
TOTAL BUDGET	259,765	330,000	260,000	280,000	100.00%

GENERAL FUND



LIBRARY

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

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

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

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

2023-2025 HIGHLIGHTS

- Received and implemented four grant-funded initiatives: Zip Books, Hiking Backpacks, iFixit Tool Kits, and Solar Charging Devices
- Partnered with Town Racial Equity Committee, Climate Action Commission and Arts Commission on programs and initiatives
- Redesigned and reorganized Library webpage
- Created a special Local Author collection

2025-2027 GOALS & WORK PLAN

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



GENERAL FUND

LABOR COSTS

Title	2023-2024	2024-2025	2025-2026
Town Librarian	1.00	1.00	1.00
Librarian II	1.00	1.00	1.00
Senior Library Assistant	0.80	0.80	0.80
Library Assistant	1.00	1.00	1.00
Total	3.80	3.80	3.80

SERVICES & SUPPLIES

MARINET MEMBERSHIP

County-wide automated catalog, circulation system, delivery, eBooks, and databases (\$72,444)

PRINT BOOKS, DIGITAL BOOKS, DVDS & PERIODICALS

Adult books (\$14,133), children's books (\$6,581), magazines and newspapers (\$6,087), videos (\$660), and audiobooks (\$3,289)

OUTSIDE SERVICES

Outside programs, guest artists, performers, and lecturers (\$21,250)

TRAINING

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

PUBLICATIONS & DUES

organization dues and publications for staff to maintain expertise in library, catalog, and information services (\$1,500)

INTERNAL SERVICE CHARGE - BUILDING MAINTENANCE

Janitorial, elevator, heat/air, minor repairs, electricity, gas, water, sewer, telephone, and Internet (\$29,275)

EQUIPMENT MAINTENANCE

Maintenance of office equipment and computers (\$250)

INTERNAL SERVICE CHARGE - INFORMATION TECHNOLOGY

Technology support for the department (\$18,746)

OFFICE & DEPARTMENT SUPPLIES

Postage, copy paper, miscellaneous supplies, cataloging, circulation, and materials repair supplies (\$11,750)

GENERAL FUND



TOWN OF SAN ANSELMO General Fund Library FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	% OF TOTAL BUDGET
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	
LABOR COSTS					
Salaries	394,167	413,395	408,885	443,873	47.90%
Temporary Help	74,684	75,000	72,287	70,000	7.55%
Overtime	-	-	-	-	0.00%
Retirement	45,507	47,128	47,380	51,098	5.51%
Benefits	92,262	103,615	98,983	116,890	12.61%
Payroll Taxes	34,150	36,544	35,000	37,903	4.09%
TOTAL LABOR COSTS	640,770	675,682	662,535	719,764	77.67%
SERVICES & SUPPLIES					
Training	(115)	1,000	500	1,000	0.11%
Outside Services	19,958	19,500	37,750	21,250	2.29%
MARINet Database	93,552	95,144	86,497	72,444	7.82%
Publications & Dues	1,907	2,000	750	1,500	0.16%
Internal Service – Building Maintenance	46,000	47,380	47,380	49,275	5.32%
Equipment Maintenance	-	1,485	250	250	0.03%
Internal Service – Information Technology	17,500	18,025	18,025	18,746	2.02%
Books, DVDs & Periodicals	38,715	29,000	24,443	30,750	3.32%
Supplies	9,863	10,500	11,614	11,750	1.27%
TOTAL SERVICES & SUPPLIES	227,380	224,034	227,209	206,965	22.33%
TOTAL BUDGET	868,150	899,716	889,744	926,729	100.00%



GENERAL FUND

PLANNING

The Planning Department plays a key role in shaping the Town's physical, environmental, and economic future through both current and long-range planning efforts. Staff review development applications, provide public information on land use and zoning, and maintain, implements, amends, and/or and develops major policy documents such as the General Plan, Housing Element, and Climate Action Plan.

Current planning focuses on reviewing land use permit applications for new homes, remodels, additions, accessory dwelling units (ADUs), commercial remodels, and other development projects to ensure compliance with zoning regulations, design standards, and state law. Staff also assist the public with zoning inquiries and guide applicants through the permitting process.

Long-range (advanced) planning focuses on developing and updating policies and programs that guide the Town's future character, growth, housing, sustainability, and resilience. Key initiatives include implementing and updating elements of the General Plan, such as the Housing Element, Safety Element, and related action plans, as well as updating the Zoning Code to comply with state requirements. This includes creating objective design standards and amending the Town's regulations for accessory dwelling units (ADUs).

The Planning Department also provides staff support to advisory bodies including the Planning Commission, Open Space Committee, Economic Development Committee, Sustainability Commission, and General Plan Advisory Committee, ensuring that community voices are reflected in the Town's planning decisions.

2024-2025 ACCOMPLISHMENTS

PLANNING COMMISSION REVIEW

- 8 Public Hearings

PLANNING PROJECTS

Completed 74 current planning projects, including:

- 14 address changes
- 23 administrative design reviews
- 1 non-ministerial accessory dwelling unit
- 1 appeal
- 2 chicken permits
- 1 conditional use permit
- 8 Planning Commission design reviews
- 2 lot line adjustments
- 2 minor exceptions
- 1 parcel merger
- 6 pre-applications
- 1 SB 9 development project
- 7 sign permits
- 1 study session
- 3 variances
- 1 wireless telecommunications (Section 6409) permit

GENERAL FUND



LONG RANGE (ADVANCED) PLANNING PROJECTS

- Initiated the 2045 General Plan Update
- Updated Zoning Code to implement Housing Element policies
- Revised Objective Design and Development Standards
- Updated Accessory Dwelling Unit (ADU) regulations
- Amended Safety Element
- Provided legislative updates on SB 9, SB 450, SB 684, and SB 1123
- Processed General Plan Amendments to align with State Density Bonus Law
- Planning Commission policy discussions:
 - *Story pole requirements*
 - *Zoning issues related to hillside and irregular lots*
 - *Priority Conservation Areas*
 - *R-1 zoning minimum lot size*
 - *Co-housing regulations*
 - *Residential standards for properties above/below 150 ft elevation*
- Annual Housing Progress Report and General Plan Implementation Update for 2024

PLANNING DEPARTMENT REFINEMENTS (JULY 2024-PRESENT)

- Developed new Climate Action Coordinator Onboarding Procedures and Templates
- Staff development and cross training
- Created new General Plan Update web page
- Created and amended Housing related webpages (sananselmo.gov/planning)
 - Updated pages for Accessory Dwelling Units, Fair Housing, Housing Element Implementation, Housing Assistance, and Inclusionary Housing
 - Created pages for Source of Income, "Share Your Thoughts," Short-Term Rentals, and Exploring Alternative Housing in San Anselmo
- Updated ADU/JADU information sheet (sananselmo.gov/ADUInfo)
- Updated SB 9 Development Project and Urban Lot Split Forms

COMPLETED GOALS FROM FY 2024-2025 WORK PLAN

1. Onboard new Climate Action Coordinator: Successfully hired and onboarded a new half-time Climate Action Coordinator to strengthen the Town's capacity for long-range policy work and climate action implementation. The Climate Action Coordinator is now integrated and actively contributing to key projects and initiatives.

2. Comprehensive General Plan Update, including the Circulation Update: Established the General Plan Advisory Committee (GPAC) and officially launched the General Plan Update. To date, the process has produced a Vision Statement and Guiding Principles, completed Existing Conditions Reports, and drafted General Plan Goals, Policies, and Actions. By June 2025, outreach efforts will include seven GPAC meetings, two Planning Commission meetings, 16 meetings with Boards, Committees, and Commissions, six stakeholder meetings, six public workshops, six pop-up events, and five community surveys.

3. Develop Gas Ban Ordinance: Finalized an Ordinance for Town Council consideration of a Gas Ban Ordinance, which required the preparation of a study to support the ban.

4. Continued Economic Development Growth in Town: The Town strengthened the Planning Department's Economic Development and Housing initiatives by implementing Housing Element actions to reduce barriers to housing and establishing clearer policies and frameworks. The Economic Development Committee was restructured to focus on targeted projects and programs in alignment with the Planning department, including communications, placemaking, collaboration with merchants, property owners, and the Chamber, tracking metrics, and supporting the General Plan Update.



GENERAL FUND

2025-2026 GOALS & WORK PLAN

PRIORITY 1: COMPREHENSIVE GENERAL PLAN UPDATE, INCLUDING THE CIRCULATION UPDATE

Category: Planning for the Future

Description: Continue the comprehensive update of the Town's 1988 General Plan. This effort involves updating all elements of the General Plan—excluding the already updated Housing and Safety Elements—and will incorporate new optional elements such as Sustainability and Economic Development.

Staff Impact: Moderate to High

Fiscal Impact: High. Aspects of the update can be offset by staff, but CEQA Analysis and technical aspects of the General Plan Update will need to be prepared by a consultant.

PRIORITY 2: CONTINUE TO ADVANCE ECONOMIC DEVELOPMENT AND HOUSING ELEMENT IMPLEMENTATION

Category: Planning for the Future

Description: The Planning Department will enhance economic development and housing initiatives by refining policies, including potential zoning code amendments, to adapt to evolving business and housing needs while implementing structured actions to achieve the Town's goals.

Staff Impact: Moderate to High

Fiscal Impact: Moderate

PRIORITY 3: CONTINUE TO ENHANCE THE PLANNING DEPARTMENTS LEVELS OF SERVICE

Category: Planning for the Future

Description: The Planning Department will improve customer service by refining its website for better navigation, streamlining processing timelines, ensuring prompt responses, and proactively guiding projects through discretionary processes. Efforts will include ongoing staff training, professional development opportunities, and cross-training where feasible within existing constraints.

Staff Impact: Moderate to High

Fiscal Impact: Low

LABOR COSTS

Title	2023-2024	2024-2025	2025-2026
Director	1.00	1.00	0.50*
Principal Planner	0.00	0.00	1.00
Senior Planner	1.00	1.00	0.00
Assistant Planner	1.00	1.00	1.00
Total	3.00	3.00	3.00

*50% of the Director is assigned to the Planning Department and the remaining 50% is assigned to the Building Department.

GENERAL FUND



SERVICES & SUPPLIES

TRAINING

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

OUTSIDE SERVICES

Participation in countywide GIS digital mapping system (\$XX plan checking); Update to Town's General and planning projects requiring the use of consultants (\$225,000)

PUBLICATIONS & DUES

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

EQUIPMENT MAINTENANCE

Set planning department share of Town Hall computers, copy machines, telephone, postage machine, and other equipment (\$XX)

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

Janitorial, heat/air, electricity, gas, telephone, Internet/e-mail, water, and sewer (\$29,000)

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

Technology support for the department (\$33,000)

SUPPLIES

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

TOWN OF SAN ANSELMO General Fund Planning FY 2025-2026					
	2023-2024	2024-2025		2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
LABOR COSTS					
Salaries	362,486	412,570	422,489	469,630	51.23%
Temporary Help	-	-	-	-	0.00%
Overtime	1,460	-	900	-	0.00%
Retirement	36,204	40,571	40,978	46,834	5.11%
Benefits	48,923	58,565	57,106	62,603	6.83%
Payroll Taxes	26,935	30,844	31,485	33,653	3.67%
TOTAL LABOR COSTS	476,008	542,550	552,958	612,720	66.84%
SERVICES & SUPPLIES					
Training	6,218	5,250	5,000	7,000	0.76%
Outside Services	452,521	550,000	540,000	225,000	24.54%
Publications & Dues	1,692	4,000	3,750	4,000	0.44%
Equipment Maintenance	-	-	-	-	0.00%
Internal Service – Building Maintenance	25,750	26,500	26,500	29,000	3.16%
Internal Service – Information Technology	30,000	31,000	31,000	33,000	3.60%
Supplies	13,549	10,500	5,250	6,000	0.65%
TOTAL SERVICES & SUPPLIES	529,730	627,250	611,500	304,000	33.16%
TOTAL BUDGET	1,005,738	1,169,800	1,164,458	916,720	100.00%



GENERAL FUND

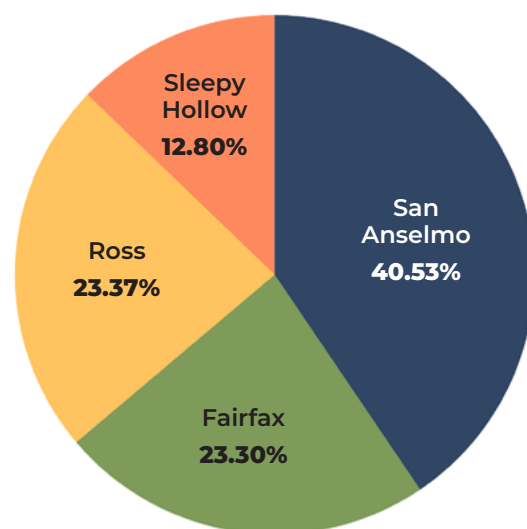
PUBLIC SAFETY — FIRE PROTECTION SERVICES

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

On July 1, 2010, Sleepy Hollow Fire Protection District became a full member of the joint power authority and on July 1, 2012, the Town of Ross joined as a full member. Today the JPA provides fire protection services to San Anselmo, Fairfax, Ross, and Sleepy Hollow. The Department is governed by an eight-member Board of Directors, two from each agency.

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

**ROSS VALLEY FIRE DEPARTMENT
BUDGET ALLOCATION BY
MEMBER AGENCY (%)**
FY 2025-2026



FY 2024-2025 ACCOMPLISHMENTS

- **Fire Station 20 Remodel:** The project was started on March 1, 2025.
- **Closure of Fire Station 18:** A Plan was implemented to ensure a fiscally responsible approach.
- **New Firefighter-Paramedic Position:** Three new Firefighter Paramedics were hired to begin transitioning to a three-person engine company on July 1, 2025.
- **Fire Chief:** The Fire Board approved the hire of a Department Fire Chief on June 14, 2024.
- **Battalion Chief (40 hours):** The Fire Board approved the creation of a new Battalion chief position working a 40-hour work week on June 12, 2024.

2025-2026 GOALS & WORK PLAN

PRIORITY 1: FIRE STATION 20 REMODEL

Description: Ensure project completion while remaining within budget.

PRIORITY 2: FIRE STATION 21 REMODEL

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

PRIORITY 3: HIRE FOUR ADDITIONAL FIREFIGHTER PARAMEDICS

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

PRIORITY 4: HUMAN RESOURCES SUPPORT FUNCTIONS

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

GENERAL FUND



OTHER COSTS

PROPERTY MAINTENANCE

A total of \$42,500 is budgeted for property maintenance at Stations 19 and 20, located in San Anselmo. Of the total budget, \$15,000 for each station is budgeted as reimbursement to the Fire Department for handling routine repairs and minor improvements. Capital expenditures made at Station 20 (Butterfield Road) are matched by the Sleepy Hollow Fire Protection District, up to a maximum of \$10,000. Routine Maintenance made at Station 19 (San Anselmo Ave) are matched by the Town of Ross, up to a maximum of \$4,050.

FIRE EQUIPMENT

With the recent update to the Vehicle and Apparatus Replacement Schedule and Funding Plan, San Anselmo's FY 2025-2026 contribution for vehicle and apparatus replacement is \$157,226.

TOWN OF SAN ANSELMO General Fund Public Safety – Fire Protection Services FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	% OF TOTAL BUDGET
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	
SERVICES & SUPPLIES					
Ross Valley Fire Department Services	5,038,722	5,499,703	5,499,703	5,917,420	99.29%
Station 19 Maintenance	25,872	30,000	27,500	25,000	0.42%
Station 20 Maintenance	25,872	30,000	25,250	17,500	0.29%
Ross Valley Fire Department – Disaster Coordinator	-	-	-	-	0.00%
Defensible Space Inspection	-	-	-	-	0.00%
TOTAL SERVICES & SUPPLIES	5,090,466	5,559,703	5,552,453	5,959,920	100.00%
TOTAL BUDGET	5,090,466	5,559,703	5,552,453	5,959,920	100.00%

ROSS VALLEY FIRE DEPARTMENT BUDGET

The Ross Valley Fire Department FY 2025-2026 Approved Budget along with annual audits and other financial information can be found at:

[ROSSVALLEYFIRE.ORG/ABOUT/FINANCIAL-INFORMATION](https://rossvalleyfire.org/about/financial-information)



GENERAL FUND

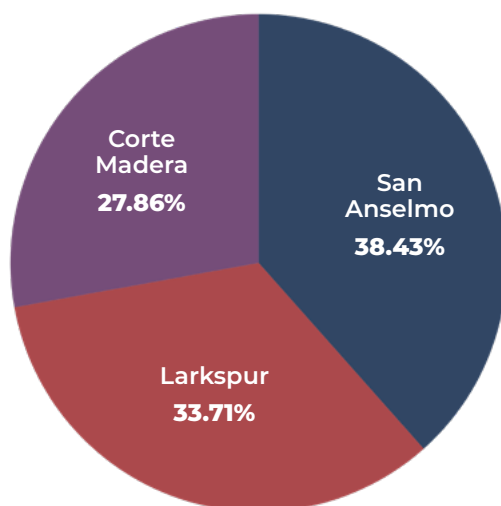
PUBLIC SAFETY — POLICE

On January 1, 2013, the San Anselmo Police Department joined the Twin Cities Police Authority, which included the City of Larkspur and the Town of Corte Madera. The new authority was named the Central Marin Police Authority (CMPA). CMPA operates as 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 respective City or Town Council.

An annual budget is adopted by the Central Marin Police Authority Council and funded through assessments to the three members. The costs for administration, communications, and investigations are shared equally, with each member paying one-third. The costs for Community Service Officers are shared on an equal basis between the Town of San Anselmo and the City of Larkspur, since they are the only jurisdictions using them.

The costs for field operations, juvenile and school resource officers, and traffic are allocated according to a funding formula based upon the number of calls for service, total crimes, citations, and accidents on a rolling three-year period. This method of cost allocation ensures that if one member has additional patrol field needs, the costs are fairly allocated to the town or city receiving the services.

**CENTRAL MARIN POLICE AUTHORITY
BUDGET ALLOCATION BY
MEMBER AGENCY (%)
FY 2025-2026**



FY 2024-2025 ACCOMPLISHMENTS

- Continued working with the Management Committee to address ongoing staffing issues in recruitment and hiring of new police officers
- Through recruitment efforts and the use of a marketing strategy, staff interviewed over 250 candidates, conducted 20 background investigations, and hired 12 police officers
- Two Officers in Field Training Program and nine Officers in the Police Academy
- Achieved full staffing of police officers for the first time in several years due to aggressive marketing, recruiting, and training
- Recruited, hired, and trained two records clerks to fill existing vacancies and a part-time Administrative Assistant to assist command staff members with clerical duties
- Continued the multi-year project to convert our fleet to electric vehicles to adopt more sustainable and renewable energy
- Purchased two Patrol all-electric Chevy Blazers and two Watch Commander all-electric Ford F-150s
- Conducted a needs assessment to determine the appropriate charging infrastructure to support an all-electric fleet
- Continued to focus on increased e-bike education and enforcement
- Trained in many areas, including, but not limited to:
 - Duty to Intercede
 - Crisis Intervention
 - De-escalation & Communication
 - Emotional Intelligence
 - First Aid & AED
 - Defensive Tactics
 - Safer Handcuffing Techniques
 - Firearms Skills
 - Active Shooter Response
 - Practical Decision-Making

GENERAL FUND



FY 2025-2026 CHANGES & HIGHLIGHTS

The FY 2025-2026 Budget and Work Plan represents CMPA's commitment to fiscal responsibility and long-term sustainability, ensuring the continuation of providing the highest level of police services. This budget reflects an overall increase of \$431,770 (7.89%) in San Anselmo's share over the FY 2024-2025 adopted budget. The changes in the CMPA FY 2025-2026 budget are attributed to:

INCREASES

- + Pers Lump Sum AUL
- + Health benefits for retired full-time employees
- + PERS costs for current employees
- + Academy and Training due to hiring of many new recruits and associated costs of sending them to the Police Academy for training
- + Cost to Pension Obligation Bond debt service
- + Dispatch Services contracted with Marin County Sheriff's Office
- + Vehicle replacement fund

DECREASES

- Estimated salaries for current full-time employees due to anticipated vacancies throughout the fiscal year. Budget has an applied anticipated vacancy factor of 2.5 full-time Police Officer positions
- Annual contribution to Insurance Fund
- Annual contribution to Reserve Fund
- Contribution to the OPEB Trust
- General Liability and Worker's Compensation contributions to Bay Cities Joint Powers Insurance Authority pool

FY 2025-2026 GOALS & WORK PLAN

- Focus on increased traffic enforcement and additional traffic safety programs
- Focus supervisory development to aid in proper supervision of the volume of new police officers
- Begin a trial period of studying the feasibility of implementing AI generated police reports through use of body worn camera footage. This emerging technology aims to significantly reduce report writing time and frees officer time to more efficiently respond to calls for service and perform traffic safety enforcement.
- Enter into a contract with The Six Foundation to provide physical and mental wellness services for all employees. Work with the Bay Cities Joint Powers Insurance Authority (BCJPIA) to study the benefits of these services with the anticipation of lowering workers' compensation liabilities.
- Continue the multi-year project to convert our fleet to electric vehicles to adopt more sustainable and renewable energy. This includes working with local and state entities to explore funding options for EV projects to reduce fiscal impacts to the Authority.



GENERAL FUND

TOWN OF SAN ANSELMO General Fund Public Safety – Police FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	% TOTAL
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	
SERVICES & SUPPLIES					
Police Services Contract	5,204,393	5,474,469	5,474,469	5,814,695	100.00%
Building Maintenance	-	-	-	-	0.00%
Supplies	-	-	2,450	-	0.00%
TOTAL SERVICES & SUPPLIES	5,204,393	5,474,469	5,476,919	5,814,695	100.00%
TOTAL BUDGET	5,204,393	5,474,469	5,476,919	5,814,695	100.00%

CENTRAL MARIN POLICE AUTHORITY BUDGET

The Central Marin Police Authority FY 2025-2026 Budget can be found at the Central Marin Police Authority Transparency Portal:

CENTRALMARINPOLICE.ORG/227/REPORTS-AND-BUDGETS

GENERAL FUND



ENGINEERING

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

The Towns infrastructure consists of the following:

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

FY 2024-2025 ACCOMPLISHMENTS

- The Town has continued to improve the Pavement Condition Index (currently at 72) over the past 8 years, by completing asset protection projects such as slurry seals and repaving streets throughout Town.
- Completed Firehouse 20 design and released project for bidding in record time
- Memorial Park Renovation including the parking lot, the field, the playground, and the Master Plan

2025-2027 GOALS & WORK PLAN

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

PRIORITY 1: IMPROVE ALL MODES OF TRANSPORTATION THROUGHOUT TOWN WITH AN EMPHASIS ON BICYCLING & WALKING

Category: Sustainable, Natural and Built Environment

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

Staff Impact: Medium

Fiscal Impact: Low

PRIORITY 2: GREENING OF TOWN INFRASTRUCTURE AND IMPROVING INFRASTRUCTURE TO BE MORE RESILIENT BOTH FOR ENERGY REDUCTION AND EMERGENCY PREPAREDNESS

Category: Planning for the Future

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

Staff Impact: Medium

Fiscal Impact: Medium

PRIORITY 3: IMPROVING PUBLIC PARKS, OPEN SPACE ACCESS, & COMMUNITY BUILDINGS THROUGHOUT TOWN

Category: Sustainable, Built and Natural Environment

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

Staff Impact: High

Fiscal Impact: High



GENERAL FUND

LABOR COSTS

Title	2023-2024	2024-2025	2025-2026
Director of Public Works/ Town Engineer*	0.70	0.70	0.70
Assistant Director of Public Works**	0.50	0.50	0.50
Assistant Civil Engineer*	0.25	0.50	0.50
Building Official	1.00	1.00	0.00
Building Inspector	1.00	1.00	1.00
Code Enforcement Official	1.00	1.00	0.00
Permit Services Technician	1.00	1.00	0.00
Administrative Services Assistant I/II	1.00	1.00	0.00
Total	6.45	6.75	1.70

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

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

*** The operations of the Building Department have transitioned to be under the direction of the Community Development Director and the Community Development Department in April 2024.

SERVICES & SUPPLIES

TRAINING

Attendance at professional training seminars and conferences (\$15,000)

OUTSIDE SERVICES

Participation in countywide GIS digital mapping system (\$9,000); Engineering services for special projects including traffic safety, emergency response, etc. (\$156,000)

PUBLICATIONS & DUES

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

INTERNAL SERVICE CHARGE - BUILDING MAINTENANCE

Janitorial, elevators, heat/air, and other maintenance (\$14,500); electricity and gas, water, telephone, Internet/e-mail, and sewer (\$14,500)

VEHICLE MAINTENANCE

Maintenance of department vehicles (\$3,550)

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

Technology support for the department (\$35,000)

OFFICE & DEPARTMENT SUPPLIES

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

GENERAL FUND



TOWN OF SAN ANSELMO General Fund Public Works – Engineering FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	% TOTAL
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	
LABOR COSTS					
Salaries	635,845	819,293	771,342	298,901	44.63%
Temporary Help	55,683	-	5,254	-	0.00%
Overtime	2,916	-	2,500	-	0.00%
Retirement	57,632	73,971	68,606	33,738	5.04%
Benefits	104,556	127,815	124,880	51,406	7.68%
Payroll Taxes	47,317	66,866	58,080	21,191	3.16%
LABOR COSTS	903,949	1,087,945	1,030,662	405,236	60.51%
SERVICES & SUPPLIES					
Training	16,114	27,500	23,500	15,000	2.24%
Outside Services	595,573	505,000	515,000	170,000	25.39%
Workers Compensation Claim	-	-	-	-	0.00%
Publications & Dues	1,485	2,250	2,100	1,125	0.17%
Equipment Maintenance	6,368	5,500	5,500	2,750	0.41%
Internal Service – Building Maintenance	55,000	56,650	56,650	29,000	4.33%
Vehicle Maintenance	9,117	3,550	3,550	3,550	0.53%
Internal Service – Information Technology	60,000	61,800	61,800	35,000	5.23%
Supplies	12,625	24,500	22,500	8,000	1.19%
SERVICES & SUPPLIES	756,282	686,750	690,600	264,425	39.49%
TOTAL BUDGET	1,660,231	1,774,695	1,721,262	669,661	100.00%



GENERAL FUND

STREET & PARK MAINTENANCE

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

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

2024-2025 ACCOMPLISHMENTS

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

2025-2026 GOALS & WORK PLAN

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

GENERAL FUND



LABOR COSTS

Title	2023-2024	2024-2025	2025-2026
Maintenance Supervisor	1.00	1.00	1.00
Senior Maintenance Worker	2.00	2.00	2.00
Maintenance Worker I/II	3.00	3.00	3.00
Public Works Manager	1.00	1.00	1.00
Total	7.00	7.00	7.00

TEMPORARY HIRES/OVERTIME

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

REIMBURSABLE COSTS

Safety and other work clothing provided

SERVICES & SUPPLIES

TRAINING

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

EQUIPMENT MAINTENANCE

Maintenance of field radios, mowers and other equipment

OUTSIDE SERVICES

Routine and specialized maintenance and repair of Town streetlights (\$31,000), traffic signals (\$58,000), sidewalks and other concrete work (\$55,000); mandated storm water pollution control program and projects (\$52,500); street sweeping (\$145,000); contractor services to help maintain the Town's landscaped grounds and trees, poison oak and other brush/fire hazard removal (\$60,000); and medians (\$85,000)

VEHICLE MAINTENANCE

Fuel, oil, maintenance, and repair of maintenance vehicles. (\$37,500)

EQUIPMENT RENTAL

Miscellaneous equipment rental

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

Technology support for departments (\$19,760)

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

Janitorial, heat/air, and minor repairs, streetlights, traffic signals, and other facilities; water for landscaping, electricity, internet/e-mail and sewer expenses (\$177,000)

SUPPLIES

Materials and supplies for paving, street maintenance, traffic control, and other services; supplies needed to maintain parklands and open space areas, park furnishing, and removal of graffiti. (\$139,400)



GENERAL FUND

TOWN OF SAN ANSELMO General Fund Public Works – Street & Park Maintenance FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	% TOTAL
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	
LABOR COSTS					
Salaries	602,966	633,403	603,939	680,486	33.12%
Temporary Help	44,660	55,000	23,000	50,000	2.43%
Overtime	2,233	5,000	2,500	4,500	0.22%
Retirement	61,347	64,822	62,177	71,212	3.47%
Benefits	137,431	145,402	142,721	161,359	7.85%
Payroll Taxes	49,777	54,050	47,120	57,231	2.79%
TOTAL LABOR COSTS	898,414	957,677	881,457	1,024,788	49.88%
SERVICES & SUPPLIES					
Training	426	5,000	500	4,000	0.19%
Outside Services	624,101	688,861	685,000	644,600	31.37%
Workers' Compensation Claims	-	-	-	-	0.00%
Equipment Maintenance	17,839	6,500	23,650	6,500	0.32%
Internal Service – Building Maintenance	166,400	171,492	171,492	177,000	8.62%
Vehicle Maintenance	37,675	43,500	51,000	37,500	1.83%
Internal Service – Information Technology	17,000	19,000	19,000	19,760	0.96%
Supplies	183,410	154,800	182,000	139,400	6.78%
Equipment Rental	0	500	4,000	1,000	0.05%
TOTAL SERVICES & SUPPLIES	1,046,851	1,089,653	1,136,642	1,029,760	50.12%
TOTAL BUDGET	1,945,265	2,047,330	2,018,099	2,054,548	100.00%

GENERAL FUND



BUILDING

The Town of San Anselmo Building Department is responsible for ensuring that all construction within the Town complies with adopted building codes, safety regulations, and the Planning and Zoning Code. The Department plays a critical role in safeguarding public health, safety, and welfare through the application of state and local codes related to structural integrity, fire protection, energy efficiency, and accessibility.

The Building Department provides services to property owners, contractors, design professionals, and the general public. Core functions include permit intake and issuance, plan review, building inspections, and code enforcement related to unpermitted or unsafe structures. In addition, the Department assists members of the public by responding to inquiries about building requirements, permit status, inspection procedures, and general code compliance. Staff are committed to providing clear, helpful, and timely information to support informed decision-making by residents and applicants.

The Department also coordinates with other Town departments including Planning, Public Works, and Fire to ensure consistent and efficient development review and construction oversight.

2024-2025 ACCOMPLISHMENTS

- Issued 1,079 total permits, including:
 - 909 for residential properties
 - 78 for commercial or mixed-use properties
 - 76 for solar installations
 - 16 for electric vehicle charging stations
- Completed 147 resale inspections and reports
- Both Permit Technicians completed ICC Permit Technician Certification training
- Full-time Inspector completed ICC Building Inspector Certification training

2024-25 GOALS & WORK PLAN

PRIORITY 1: BUILDING PERMIT PROCESS IMPROVEMENTS

Category: Excellence in Governance

Description: Streamline the building permit review process to improve efficiency and reduce turnaround times. Key actions include conducting a workflow analysis, implementing internal checklists and review templates, updating all third-party plan check review contracts to include reduced plan check timeframes, and increasing the number of in-house plan check reviews for projects that do not require structural review. The department will also explore digital plan check tools and coordinate interdepartmental training. The goal is to provide a more predictable and efficient permitting experience for applicants while maintaining compliance and quality control.

Staff Impact: Moderate to High

Fiscal Impact: Moderate

PRIORITY 2: CUSTOMER SERVICE AND ONLINE ACCESSIBILITY

Description: Enhance the Building Department's responsiveness and public interface by improving customer service practices and updating web content. Tasks include developing online customer feedback tools, updating permit guides and FAQs, implementing digital appointment and callback request features, and training staff on service protocols. A key component of this initiative is establishing and adhering to a 24–48 hour response timeframe for all public inquiries. These efforts aim to make the permit process more transparent, timely, and user-friendly.

Staff Impact: Moderate to High

Fiscal Impact: Low



GENERAL FUND

PRIORITY 3: ECONOMIC DEVELOPMENT SUPPORT

Category: Economic Vitality and Excellence in Governance

Description: Simplify and expedite the tenant improvement (TI) permit process to attract and support local businesses. This initiative includes publishing a TI Permit Guide, creating a fast-track option for small-scale improvements, coordinating interdepartmental reviews, including the Marin County Environmental Health Department, and continue to offer no charge pre-submittal meetings. The objective is to lower entry barriers for businesses and contribute to downtown revitalization and economic growth.

Staff Impact: Moderate

Fiscal Impact: Low

PRIORITY 4: DEVELOP AND IMPLEMENT RESIDENTIAL SEISMIC PROGRAM AND FIRE HOME HARDENING

Category: Climate Action, Resilience, and Sustainability; Safety and Preparedness; Housing

Description: Provide homeowners with information on earthquake strengthening for existing one- and two-family dwellings, develop a soft-story program for existing structures, and an automatic gas shutoff valve program. The Building Department is interested in the possible allocation of fire abatement funding to help homeowners in the WUI to add WUI compliant vents and siding to reduce the potential of fires or the spread of fire within San Anselmo and Marin County.

Staff Impact: Moderate

Fiscal Impact: Low

LABOR COSTS

Title	2023-2024	2024-2025	2025-2026
Director of Public Works/Town Engineer*	0.70	0.70	0.00
Community Development Director**	0.00	0.00	0.50
Building Official	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.50
Code Enforcement Official	1.00	1.00	1.00
Permit Technician/Administrative Services Assistant	2.00	2.00	2.00
Total	5.70	5.70	6.00

* 30% of the Public Works Director/Town Engineer is assigned to capital project management, therefore, their corresponding salaries are reflected in Measure J Sales Tax fund or Road Maintenance Fund.

**50% of the Director is assigned to the Planning Department and the remaining 50% is assigned to the Building Department.

GENERAL FUND



SERVICES & SUPPLIES

TRAINING

Attendance at professional training seminars and conferences (\$9,000)

OUTSIDE SERVICES

Participation in countywide GIS digital mapping system; plan checking, inspection services, and special project support (\$225,000)

PUBLICATIONS & DUES

Building Organizational dues and professional registration fees

EQUIPMENT MAINTENANCE

Set planning department share of Town Hall computers, copy machines, telephone, postage machine, and other equipment (\$1,500)

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

Janitorial, elevators, heat/air, other maintenance, electricity and gas, water, telephone, Internet/e-mail, and sewer (\$29,000)

VEHICLE MAINTENANCE

Maintenance of department vehicles

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

Technology support for the department (\$53,000)

OFFICE & DEPARTMENT SUPPLIES

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

TOWN OF SAN ANSELMO General Fund Building FY 2025-2026					
	2023-2024	2024-2025	2024-2025	2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
LABOR COSTS					
Salaries	-	-	-	604,837	53.33%
Temporary Help	-	-	-	-	0.00%
Overtime	-	-	-	3,000	0.26%
Retirement	-	-	-	55,780	4.92%
Benefits	-	-	-	96,130	8.48%
Payroll Taxes	-	-	-	46,926	4.14%
TOTAL LABOR COSTS	-	-	-	806,673	71.12%
SERVICES & SUPPLIES					
Training	-	-	-	9,000	0.79%
Outside Services	-	-	-	225,000	19.84%
Publications & Dues	-	-	-	4,000	0.35%
Equipment Maintenance	-	-	-	1,500	0.13%
Internal Service – Building Maintenance	-	-	-	29,000	2.56%
Internal Service – Information Technology	-	-	-	53,000	4.67%
Supplies	-	-	-	6,000	0.53%
TOTAL SERVICES & SUPPLIES	-	-	-	327,500	28.88%
TOTAL BUDGET	-	-	-	1,134,173	100.00%



GENERAL FUND

RECREATION – GENERAL FUND

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

2025-2026 CHANGES & HIGHLIGHTS

In FY 2025-2026, 100% of the Community Services Director's total compensation and the Administrative Assistant (0.8 FTE) is reflected in the General Fund, in addition to some Outside Services, including janitorial services and internet/email services.

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

SERVICES & SUPPLIES

INTERNAL SERVICE CHARGE - BUILDING MAINTENANCE

Janitorial, internet, e-mail (\$21,218).

DEPARTMENTAL SUPPLIES

Postage, miscellaneous supplies (\$2,250).

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

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

LABOR COSTS

Title	2023-2024	2024-2025	2025-2026
Community Services Director	1.00	1.00	1.00
Administrative Services Assistant	0.80	0.80	0.80
Total	1.80	1.80	1.80

GENERAL FUND



TOWN OF SAN ANSELMO General Fund Recreation FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	% TOTAL
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	
LABOR COSTS					
Salaries	189,199	213,071	173,845	226,520	63.09%
Temporary Help	16,141	-	45,000	-	0.00%
Retirement	21,716	23,811	17,453	25,620	7.14%
Benefits	34,068	40,379	37,750	63,831	17.78%
Payroll Taxes	14,213	16,969	12,946	17,329	4.83%
TOTAL LABOR COSTS	275,337	294,230	286,994	333,300	92.82%
SERVICES & SUPPLIES					
Internal Service – Building Maintenance	20,000	20,600	20,600	21,218	5.91%
Internal Service – Information Technology	-	-	-	2,300	0.64%
Supplies	1,708	2,000	1,500	2,250	0.63%
TOTAL SERVICES & SUPPLIES	21,708	22,600	22,100	25,768	7.18%
TOTAL BUDGET	297,045	316,830	309,094	359,068	100.00%



GENERAL FUND

DEBT SERVICE

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

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

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

The Town issued Pension Obligation Bonds to pay the employer side unfunded liability in September 2021. The fourth-year payment is reflected in the 2025-2026 budget. Overall, the issuance of the bonds is saving the Town approximately \$47,000 in year 4 and over \$5 million over the life of the bonds.

TOWN OF SAN ANSELMO General Fund Debt Service FY 2025-2026					
DESCRIPTION	2021-2022	2022-2023	2024-2025	2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% TOTAL
SERVICES					
Administration Fees	1,300	1,500	1,300	1,500	0.22%
Debt Service – Principal	410,000	465,000	465,000	510,000	74.81%
Debt Service – Interest	175,985	173,929	173,812	170,189	24.97%
TOTAL SERVICES	587,285	640,429	640,112	681,689	100.00%
TOTAL BUDGET	587,285	640,429	640,112	681,689	100.00%

GENERAL FUND



NON-DEPARTMENTAL SERVICES

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

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

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

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

SERVICES & SUPPLIES

RETIREE BENEFITS

The Town provides \$225/month for retiree health for the Town's retirees. The estimated payment needed to meet Actuarially Determined Contribution (ADC) is \$190,028

TRAINING

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

OUTSIDE SERVICES

Joint powers authorities, contracts, and memoranda of understanding with other agencies: Animal control services from the Marin Humane Society (\$157,000); Transportation Authority of Marin (\$26,847); MERA administrative fee and replacement fund (\$18,827), Marin Local Agency Formation Commission (\$12,277), Association of Bay Area Governments (\$5,058), Marin Climate and Energy Partnership (\$6,184)

INTERNAL SERVICE CHARGE – INSURANCE

Workers Compensation, Liability and Property Insurance (\$700,000)

PROMOTION OF COMMERCE

Town Holiday lights; miscellaneous advertisement, Economic Development activities (\$15,000)

PUBLICATIONS & DUES

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

DEPARTMENT SUPPLIES

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

SAFETY PROGRAM

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



GENERAL FUND

COMMUNITY SERVICE INVESTMENTS

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

Community Service Investments	2023-2024	2024-2025	2025-2026
Marin Abused Women's Services	\$5,000	\$5,000	\$5,000
Drake High School Safe & Sober	\$500	\$500	\$500
Marin Housing Below Market Rate (BMR) Program	\$2,250	\$2,250	\$2,250
Ross Valley School District Yellow Bus	\$35,500	\$37,500	\$38,400
Community Homeless Fund	\$14,152	\$14,576	\$15,013
Ross Vallet Healthy Communities	\$2,500	\$2,500	\$2,500
Total	\$59,902	\$62,326	\$63,663

TOWN OF SAN ANSELMO General Fund Non-Departmental FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025	2024-2025	2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% TOTAL
SERVICES & SUPPLIES					
Retirement	1,829	96,903	93,768	199,167	13.10%
Retiree Benefits	164,779	180,796	180,796	190,028	12.50%
Training	2,505	3,500	3,750	6,000	0.39%
Outside Services	413,692	317,960	311,760	340,414	22.39%
Publications & Dues	3,624	10,272	1,000	10,272	0.68%
Promotion of Commerce	50,286	25,000	7,500	15,000	0.99%
Safety Program	-	6,500	6,500	6,500	0.43%
Department Supplies	7,724	12,500	7,724	13,000	0.86%
Internal Service – Information Technology	-	25,000	25,000	40,000	2.63%
Internal Service – Insurance	750,000	750,000	750,000	700,000	46.04%
Internal Service – Vehicle Replacement	-	60,000	60,000	-	0.00%
Construction	381,016	-	-	-	0.00%
TOTAL SERVICES & SUPPLIES	1,775,455	1,488,431	1,447,798	1,520,382	100.00%
TOTAL BUDGET	1,775,455	1,488,431	1,447,798	1,520,382	100.00%

MEASURE D SALES TAX FUND



MEASURE D SALES TAX FUND

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

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

The Measure D Sales Tax expired on March 31, 2023. There are no reserves remaining in FY 2024-2025 and no budget set for FY 2025-26.

TOWN OF SAN ANSELMO Measure D Sales Tax Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	617,009	8,198	8,198	-
REVENUE				
Measure D Sales Tax	18,326	-	-	-
TOTAL REVENUE	18,326	-	-	-
TOTAL RESOURCES	635,335	8,198	8,198	-
EXPENDITURES				
TOTAL EXPENDITURES	627,137	-	8,198	-
NET INCREASE/(DECREASE)	(608,811)	-	(8,198)	-
ENDING BALANCE	8,198	8,198	-	-
TOTAL BUDGET	635,335	8,198	8,198	-



MEASURE D SALES TAX FUND

TOWN OF SAN ANSELMO Measure D Sales Tax Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure D Sales Tax	18,820	-	-	-
Use of Money & Property	(494)	-	-	-
TOTAL REVENUE	18,326	-	-	-
EXPENDITURES				
Arterial Median Work	-	-	-	-
Bolinas Ave Paving	-	-	-	-
Bridge Prevention Maintenance Program	-	-	-	-
Crescent Lane Catch Basin	-	-	-	-
Drainage	-	-	-	-
Madrone Ave Bridge	-	-	-	-
Memorial Park EV Stations	-	-	-	-
Memorial Park Field Project	-	-	-	-
Memorial Park Improvements	-	-	-	-
Memorial Park Paving	-	-	-	-
Project Management	7,398	-	-	-
Memorial Park Parking Lot	619,739	-	-	-
Street Paving	-	-	-	-
Slurry & Crack Seal, Digouts	-	-	8,198	-
Unprogrammed Resurfacing	-	-	-	-
TOTAL EXPENDITURES	627,137	-	8,198	-

EMERGENCY RESERVE FUND



EMERGENCY PROJECTS FUND

The Emergency Reserve Fund serves as a safety valve for unanticipated emergency needs. Prior to FY 2003-2004, the Town's policy was to maintain a fund balance of \$100,000 to ensure adequate cash flow in anticipation of emergency projects, disasters, or other unprogrammed demands. In 2003-04, \$50,000 of this fund was transferred to the General Fund.

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

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

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

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

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

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

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

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



EMERGENCY RESERVE FUND

TOWN OF SAN ANSELMO Emergency Projects Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	3,105,193	1,956,169	1,956,169	209,169
REVENUE				
Revenue	269,285	-	128,000	-
Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	269,285	-	128,000	-
TOTAL RESOURCES	3,374,478	1,956,169	2,084,169	209,169
EXPENDITURES				
TOTAL EXPENDITURES	1,418,309	1,439,701	1,875,000	-
NET INCREASE/(DECREASE)	(1,149,024)	(1,439,701)	(1,747,000)	-
ENDING BALANCE	1,956,169	516,468	209,169	209,169
TOTAL BUDGET	3,374,478	1,956,169	2,084,169	209,169

TOWN OF SAN ANSELMO Emergency Projects Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Other Miscellaneous Revenue	19,534	-	3,000	-
Use of Money & Property	124,751	-	125,000	-
Transfers In	125,000	-	-	-
TOTAL REVENUE & TRANSFERS IN	269,285	-	128,000	-
EXPENDITURES				
Department Supplies	-	-	-	-
Outside Services	1,418,309	1,439,701	1,875,000	-
Emergency Response	-	-	-	-
TOTAL EXPENDITURES	1,418,309	1,439,701	1,875,000	-

MEASURE J SALES TAX FUND



MEASURE J SALES TAX FUND

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

Measure J Sales Tax Revenue is anticipated to be approximately \$2,493,023. Expenditures are budgeted for the following:

Project	Cost (\$)
3-Person Engine Company (Ross Valley Fire Department)	282,653
Active Transportation	124,651
Annual Crack Seal	50,000
Bridge Prevention Maintenance Program	40,000
Bridge Ave Bridge	12,000
Center Blvd Bridge	12,000
Concrete Street Repair	50,000
EV Charging – Creek Park	25,000
EV Charging – Pine Street Parking Lot	25,000
EV Charging – Corp Yard	6,000
Fire Station 20	1,000,000
Hub Transit Roof	30,000
Isabel Cook Community Center Roof & Paint	320,000
Library Roof & HVAC	100,000
Madrone Ave Bridge	12,000
Nokomis Ave Bridge	12,000
Project Design & Inspection	200,000
Salary/Benefits for Engineers (1.05 FTE)	305,356
Sir Francis Drake/Sais/Sunnyhills Traffic Signals	161,913
Sidewalk Gap Closure Program	40,000
Sorich Parking Lot	10,000
Traffic Signal Controller	25,000
Unprogrammed Drainage & Resurfacing	100,000
Total Expenditures	\$2,958,573

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



MEASURE J SALES TAX FUND

LABOR COSTS

Title	2023-2024	2024-2025	2025-2026
Director of Public Works & Town Engineer	0.30	0.30	0.30
Assistant Engineer	0.75	1.13	1.13
Total	1.05	1.43	1.43

TOWN OF SAN ANSELMO Measure J Sales Tax Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	600,294	1,287,928	1,287,928	939,316
REVENUE				
Measure J Sales Tax	2,522,322	2,568,266	2,559,700	2,493,023
Reimbursement	-	-	-	363,005
Use of Money & Property	28,095	-	-	20,000
TOTAL REVENUE	2,550,417	2,568,266	2,559,700	2,876,028
TOTAL RESOURCES	3,150,711	3,856,194	3,847,628	3,815,344
EXPENDITURES				
TOTAL EXPENDITURES	1,862,783	3,515,501	2,908,312	2,958,573
NET INCREASE/(DECREASE)	687,634	(947,235)	(348,612)	(82,546)
ENDING BALANCE	1,287,928	340,693	939,316	856,770
TOTAL BUDGET	3,150,711	3,856,194	3,847,628	3,815,344

MEASURE J SALES TAX FUND



TOWN OF SAN ANSELMO Measure J Sales Tax Fund Revenue & Expenditure Summary FY 2025-2026				
	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure J Sales Tax	2,522,322	2,568,266	2,539,700	2,493,023
Reimbursement				363,005
Interest	28,095		20,000	20,000
TOTAL REVENUE	2,550,417	2,568,266	2,559,700	2,876,028
EXPENDITURES				
3-person Engine Company (RVFD)	-	261,716	261,716	282,653
ADA Access at Robson-Harrington House	-	50,000	-	-
ADA Curb Ramps (AT)	-	30,000	-	-
Annual Crack Seal		50,000	50,000	50,000
Active Transportation	25,410	-	-	-
Bridge Ave Bridge	-	12,000		12,000
Bridge Preventative Maintenance Program	-	40,000	-	40,000
Building Bridge #2 Site	-	-	-	-
Center Blvd Bridge	-	12,000	-	12,000
Concrete Street Repair	-	50,000	50,000	50,000
EV Infrastructure & EVs	-	-	-	-
EV Charging – Fire Station 19	11,500	21,000	-	-
EV Charging – Memorial Park	-	23,500	11,321	-
EV Charging – Creek Park	-	39,000	-	25,000
EV Charging – Pine Street Parking Lot	-	41,000		25,000
EV Charging – Corp Yard	-	7,000	-	6,000
Downtown Bike & Pedestrian Safety Study (AT)	-	-	-	-
Fire Station 19 Repairs	-	-	-	-
Fire Station 20				1,000,000
Hub Transit Station Roof				30,000
ICC Repainting	-	135,000	-	135,000
ICC Parkside Preschool Playground	-	25,000	27,534	-
ICC Roof Repair	-	200,000		200,000
Library HVAC & Roof Replacement	-		-	100,000
Madrone Ave Bridge	5,291	12,000	4,000	12,000
Memorial Park Parking Lot	130,385	-	-	-
Memorial Park Renovations	55,228	175,000	16,367	-
Millennium Playground Remodel	-	-	-	-
Multimodal Design	-	50,000	-	-
Nokomis Ave Bridge	1,429	12,000	4,000	12,000
Pedestrian Bridge – Peterson Bridge, Sais Ave to Karl Ave (AT)	-	20,000	-	-
Project Design & Inspection	171,648	200,000	150,000	200,000

Continued on next page



MEASURE J SALES TAX FUND

Continued from previous page

TOWN OF SAN ANSELMO Measure J Sales Tax Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
Project Management	190,132	245,928	239,055	305,356
Town Hall Resiliency Hub	189,016	353,357	1,021,000	-
Robson-Harrington House & Friends – Deck	-	35,000	-	-
Robson-Harrington House – Interior Restroom	-	50,000	-	-
Robson-Harrington House – Painting	-	180,000	150,000	-
Robson-Harrington House – Windows	20,770	-	22,896	-
Robson-Harrington House – Carriage House Removal	-	125,000	-	-
Robson-Harrington House – Outdoor Restroom	-	65,000	-	-
Sir Francis Drake Blvd, Broadmoor Ave & Sierra Ave Traffic Signal	-	120,000	118,000	-
Sir Francis Drake Blvd, Sais Ave & Sunnyhills Dr Traffic Signal				161,913
Sidewalk Gap Closure Program (AT)	-	40,000	-	40,000
Street Paving	312,781	400,000	286,674	
Slurry, Crack Seal & Digouts	487,020	200,000	377,749	
Sorich Park Parking Lot		-		10,000
Stormdrain Culvert Lining & Repair	-	80,000	-	-
Town Hall Doors	9,392			
Traffic Signal Controller	24,930	30,000	8,000	25,000
Unprogrammed Drainage & Resurfacing	225,306	125,000	110,000	100,000
Vista Room Improvements	-	-	-	-
Water Well Development & Groundwater Monitoring	2,545	-	-	-
TRANSFERS OUT – TO ACTIVE TRANSPORTATION	-	-	-	124,651
TOTAL EXPENDITURES	1,862,783	3,515,501	2,908,312	2,958,573

DOWNTOWN REVITALIZATION



DOWNTOWN REVITALIZATION

DOWNTOWN REVITALIZATION STRATEGY MISSION STATEMENT

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

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

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

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

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

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

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

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



DOWNTOWN REVITALIZATION

TOWN OF SAN ANSELMO Downtown Revitalization Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025	2024-2025	2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	21,577	34,981	34,981	27,481
REVENUE				
Revenue	16,904	-	10,351	24,390
TOTAL REVENUE	16,904	-	10,351	24,390
TOTAL RESOURCES	38,481	34,981	45,332	51,871
EXPENDITURES				
TOTAL EXPENDITURES	3,500	6,500	17,851	30,890
NET INCREASE/(DECREASE)	13,404	(6,500)	(7,500)	(6,500)
ENDING BALANCE	34,981	28,481	27,481	20,981
TOTAL BUDGET	38,481	34,981	45,332	51,871

TOWN OF SAN ANSELMO Downtown Revitalization Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025	2024-2025	2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	1,904	-	-	-
Donations & Reimbursements	-	-	10,351	24,390
Transfers In	15,000	-	-	-
TOTAL REVENUE	16,904	-	10,351	24,390
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	-	7,200	21,960
Payroll Taxes	-	-	551	1,680
TOTAL LABOR COSTS	-	-	7,751	23,640
SERVICES & SUPPLIES				
Outside Services – Tree	-	1,500	1,500	1,500
Outside Services – Other	3,500	5,000	8,600	5,750
TOTAL SERVICES & SUPPLIES	3,500	6,500	10,100	7,250
TOTAL EXPENDITURES	3,500	6,500	17,851	30,890

GRANTS FUND



GRANTS FUND

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

Included in the fund in FY 2025-26 are expenditures associated with the following grants:

Project	Cost (\$)
Creek Park Contraflow Bike Lanes – Design	166,142
EV Charging – Creek Park	39,000
EV Charging – Pine Street Parking Lot	39,000
EV Charging – Corp Yard	13,000
EV Charging – Isabel Cook Community Center	39,000
HAWK Pedestrian Signal at Saunders Ave & Sir Francis Drake Blvd	204,000
CalRecycle Recycling Grant	5,000
Total	505,142

BRIDGE PREVENTATIVE MAINTENANCE PROGRAM

Funds were granted by the State for preventative maintenance in the total amount of approximately \$1.2 million on three bridges consisting of Center Boulevard Bridge at Lansdale, Sir Francis Drake Bridge at Tunstead, and Barber Avenue Bridge. This funding is for bridges that do not need to be replaced but that need preventative maintenance.

MADRONE AVENUE BRIDGE

Federal Highway Bridge Program funding to rebuild the bridge over San Anselmo Creek at Madrone Avenue. Total grant for design is \$1,267,875. The required local match of 11.5% was being covered by the County of Marin Flood Zone 9 Flood Fee but now is incorporated into the Town budget. The remainder of the grant will be spent in subsequent years as the project progresses. Funding for the entire project was delayed but it appears that funding has been authorized by CalTrans to continue.

CENTER BOULEVARD AND BRIDGE AVENUE BRIDGES

Federal Highway Bridge Program funding for the replacement of bridges over San Anselmo Creek at Center Boulevard and Bridge Avenue. There is a required match for this bridge grant of 11.5% that was initially anticipated to be covered by the County of Marin Flood Zone 9 Flood Fee but is now covered in the Town budget. Initial funding has been approved for conceptual design. Subsequent funds will be available for design and construction phases of the project. Funding for the entire project has been allocated by CalTrans but construction has not been authorized. Funding for the conceptual design, final design and environmental process is approximately \$1,969,000 and will be authorized upon approval of the conceptual design. The remainder of the grant will be spent in subsequent years as the project progresses.



GRANTS FUND

NOKOMIS AVENUE

Federal Highway Bridge Program funding to rebuild the bridge over San Anselmo Creek at Nokomis Avenue. The estimated design dollars is \$50,000. There is no required local match for this bridge grant. The remainder of the grant will be spent in subsequent years as the project progresses. Funding for the entire project was delayed along with bridges throughout California due to funding issues but it appears that funding has been authorized by CalTrans to continue.

CALRECYCLE RECYCLING GRANT

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

TOWN OF SAN ANSELMO Grants Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	127,552	111,266	111,266	62,940
REVENUE				
Revenue	426,121	802,300	455,213	505,142
TOTAL REVENUE	426,121	802,300	455,213	505,142
TOTAL RESOURCES	553,673	913,566	566,479	568,082
EXPENDITURES				
TOTAL EXPENDITURES	442,407	802,300	503,539	505,142
NET INCREASE/(DECREASE)	(16,286)	-	(48,326)	-
ENDING BALANCE	111,266	111,266	62,940	62,940
TOTAL BUDGET	553,673	913,566	566,479	568,082

GRANTS FUND



TOWN OF SAN ANSELMO Grants Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Bridge Ave Bridge	-	-	-	-
Bridge Preventive Maintenance	25,474	-	14,014	-
Center Blvd Bridge	-	-	-	-
Creek Park Contraflow Bike Lanes – Design	-	166,142	-	166,142
EV Charging – Fire Station 19	-	13,000	13,000	-
EV Charging – Memorial Park	-	32,500	28,486	-
EV Charging – Creek Park	-	39,000	-	39,000
EV Charging – Pine Street Parking Lot	-	39,000	-	39,000
EV Charging – Corp Yard	-	13,000	-	13,000
EV Charging – Isabel Cook Community Center	-	-	-	39,000
Madrone Ave Bridge	7,717	-	7,717	-
Nokomis Ave Bridge	9,170	-	15,318	-
Sequoia Safe Routes to Schools	-	-	40,000	-
Sir Francis Drake Blvd Rehabilitation – Hub to Bolinas Ave	-	-	-	-
HAWK Pedestrian Signal at Saunders Ave & Sir Francis Drake Blvd	-	204,000	-	204,000
Hub Study	-	-	-	-
Other Revenue	73,432	-	46,020	-
State Recycling Grant	5,000	5,000	-	5,000
Street Paving – Measure AA	305,328	290,658	290,658	-
TOTAL REVENUE	426,121	802,300	455,213	505,142
EXPENDITURES				
Bridge Ave Bridge	-	-	-	-
Bridge Preventive Maintenance	38,381	-	-	-
Center Blvd Bridge	-	-	-	-
Creek Park Contraflow Bike Lanes – Design	-	166,142	-	166,142
EV Charging – Fire Station 19	13,000	13,000	13,000	-
EV Charging – Memorial Park	-	32,500	28,486	-
EV Charging – Creek Park	-	39,000	-	39,000
EV Charging – Pine Street Parking Lot	-	39,000	-	39,000
EV Charging – Corp Yard	-	13,000	-	13,000
EV Charging – Isabel Cook Community Center	-	-	-	39,000
Fire Station 20	-	-	5,257	-
Madrone Ave Bridge	9,848	-	900	-
Nokomis Ave Bridge	9,310	-	1,488	-
Sir Francis Drake Blvd Rehabilitation – Hub to Bolinas Ave	-	-	-	-
HAWK Pedestrian Signal at Saunders Ave & Sir Francis Drake Blvd	-	204,000	-	204,000
Hub Study	-	-	-	-
Imagination Park	61,540	-	60,000	-
Safe Routes to Schools	-	-	42,982	-
State Recycling Grant	5,000	5,000	-	5,000
Street Paving – Measure AA	305,328	290,658	290,658	-
TOTAL EXPENDITURES	442,407	802,300	503,539	505,142



RECREATION FUND

RECREATION

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

Town residents and the greater Ross Valley community are provided with a variety of sports, leisure, arts and recreational activities and classes for all ages and abilities throughout the year. Program highlights include adult programs, sports programs, gymnastics, afterschool care, afterschool enrichment and toddler enrichment classes. Childcare programs as well as summer day camps and specialty camps fill an important need in Ross Valley for affordable and quality childcare. The Parkside Preschool program has been serving preschool-aged children (and their parents) for over 48 years.

The Department also provides staff support to age and disability friendly programs. We work with the Ross Valley Seniors program and our Age & Disability Friendly Committee offers recreational, social, educational programming and outreach.

We provide staff support to the Parks and Recreation Commission and Arts Commission as well as the Red Hill Dog Park, Skate Park, Robson-Harrington Community Gardens, and Age & Disability Friendly committees.

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

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

2024-2025 ACCOMPLISHMENTS

EXPANDED COMMUNITY ACCESS TO PROGRAMS

Increased enrollment across recreation programs, enabling the Department to serve more community members by maximizing capacity and introducing additional offerings.

FACILITY ENHANCEMENTS AT ISABEL COOK COMMUNITY CENTER

Completed significant upgrades, including the installation of a new Parkside Preschool playground, new doors, and refreshed landscaping. These improvements were funded through capital outlay reserves allocated in the FY 2024–2025 Recreation Fund budget.

RECREATION FUND



ENHANCED EVENT CAPABILITIES

Acquired two new professional sound systems to support the Live on the Avenue music series and other Town events.

YOUTH SOCCER PROGRAM DEVELOPMENT

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

PUBLIC ART INITIATIVE

Collaborated with the Arts Commission on the successful installation of the Town's first mural.

AGE & DISABILITY FRIENDLY PLANNING

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

VOLUNTEER ENGAGEMENT

Coordinated the Spring Volunteer Park Clean-Up event in collaboration with the Parks and Recreation Commission, encouraging civic engagement and stewardship of public spaces.

NEW LEADERSHIP APPOINTMENT

Hired a Recreation Supervisor to oversee special events, marketing, social media, and production of the seasonal activity guide.

COMMUNITY BUILDING EVENTS

Hosted the inaugural Boards, Commissions, and Committees Spring Social in partnership with the Administrative Services Department, strengthening community leadership and recognizing volunteers for their service.

FACILITY IMPROVEMENT ADVOCACY

Advocated for and partnered with the Public Works Department to initiate key capital projects, including planning for a new roof at the Isabel Cook Community Center and exterior painting of the Robson-Harrington House.

2024-2025 CHANGES & HIGHLIGHTS

The Recreation Department saw an increase in participation levels in existing activities. Our in-house programs sold out quickly and most have waitlists. Our after-school programs, toddler enrichment and summer camps provide youth with affordable opportunities for learning and positive experiences.

2025-2027 WORK PLAN PRIORITIES

PRIORITY 1: DEVELOP AND STRENGTHEN COMMUNITY PARTNERSHIPS TO ENHANCE AND GROW SPORTS PROGRAMS

Category: Investing in People

Description: To expand the reach, impact, and sustainability of our sports programs, the department will work diligently to strengthen existing relationships with volunteers, organizations, and community leaders while also cultivating new partnerships that will ensure long-term growth and success.

Draft General Plan Guiding Principles Alignment:

- Healthy Community
- Excellence in Governance

PRIORITY 2: DEVELOP AND IMPLEMENT A COMPREHENSIVE MARKETING STRATEGY

Category: Connecting with the Community

Description: Modernize and streamline communications with constituents to maintain engagement and build a strong sense of community. The development and execution of a comprehensive marketing strategy will ensure that the Recreation Department effectively promotes its programs, events, and activities to a broad and diverse audience.

Draft General Plan Guiding Principles Alignment:

- Excellence in Governance



RECREATION FUND

PRIORITY 3: EVALUATE AND INCREASE AGE & DISABILITY FRIENDLY PROGRAMS AND SPACES

Category: Livability and Quality of Life

Description: The Recreation Department will prioritize the evaluation and enhancement of its programs and spaces to ensure they are accessible, inclusive, and welcoming for individuals of all ages and abilities. This initiative will focus on both the expansion of age-specific and disability-friendly programs, as well as the creation of physical environments that accommodate these programs.

Draft General Plan Guiding Principles Alignment:

- A Community of Belonging
- Healthy Community

PRIORITY 4: SUSTAINABLY FUND AND PRODUCE LIVE ON THE AVENUE

Category: Livability and Quality of Life

Description: The Recreation Department is committed to ensuring the continued success and growth of the Live on The Avenue event series. The event series brings people together, celebrating music, arts, culture, and local talent in a lively, inclusive environment. However, to sustain its future, it is essential to explore diverse and sustainable funding sources and to strategically plan for its long-term viability.

Draft General Plan Guiding Principles Alignment:

- A Community of Belonging
- Economic Vitality

INTERDEPARTMENTAL PROJECTS – RECREATION & PUBLIC WORKS

PRIORITY 1: COMMITMENT TO MAINTAINING AND ENHANCING RECREATION FACILITIES

Category: Quality Facilities

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

Draft General Plan Guiding Principles Alignment:

- Healthy Community
- Architectural and Scenic Beauty

SERVICES & SUPPLIES

OUTSIDE SERVICES

Credit card charges, registration software, technology services, professional fees (\$120,000)

TEMPORARY SALARIES

Part-time recreation staffing costs (\$301,500)

DUES

Professional organization dues and publications required for staff to maintain expertise in recreation, catalog and information services (\$1,000)

TRAINING

Seminars, workshops and conferences to keep staff current on recreation trends, best practices and policies and procedures (\$8,000)

UTILITIES

Electricity (\$14,150).

OFFICE SUPPLIES

Postage, copy paper, ink cartridges, and miscellaneous supplies (\$11,000).

PROMOTIONAL/MARKETING

Advertising, program brochure and mailing (\$36,000)

CAPITAL OUTLAY

Program area improvements (\$300,000).

RECREATION FUND



LABOR COSTS

Title	2023-2024	2024-2025	2025-2026
Recreation Manager	1.00	1.00	0.00
Recreation Senior Supervisor	1.00	1.00	1.00
Recreation Supervisor	0.00	1.00	3.00
Recreation Coordinator II/III	3.00	2.00	1.00
Recreation Program Leader	0.00	0.00	1.00
Childcare Instructor	1.00	2.00	1.00
Total	6.00	7.00	7.00

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

PROGRAMS

Revenues and expenses are budgeted for each program area:

SPORTS

Includes youth and adult sports leagues, classes, and clinics, and tumbling and gymnastics classes

CULTURE

Includes art, theatre, food, music, babysitting certification, painting, Mah-Jong, Tai-Chi, and language classes for youth and adults

CHILD CARE

Includes Parkside Preschool, toddler enrichment, on-campus after-school enrichment classes, Robson After Care, and summer art, sports, and general day camps for youth

FACILITY RENTALS & OTHER

Includes picnic reservations and field rental revenue; Robson House and ICC facility rental revenue; advertising revenue and other miscellaneous items

ADMINISTRATION

Includes staff salaries, benefits, and training; office expenses; utilities expense; credit card fees; registration software fees; activity guide production costs; marketing costs; and equipment maintenance costs



RECREATION FUND

TOWN OF SAN ANSELMO Recreation Fund Income Statement FY 2025-2026				
	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	869,405	1,157,131	1,157,131	1,097,616
REVENUE				
Revenue	2,473,904	2,210,355	2,479,431	2,401,020
TOTAL REVENUE	2,473,904	2,210,355	2,479,431	2,401,020
TOTAL RESOURCES	3,343,309	3,367,486	3,636,562	3,498,636
EXPENDITURES				
Operating Expenditures	2,139,888	2,176,456	2,190,047	2,387,205
Capital Expenditures	14,700	400,000	315,000	300,000
Transfers Out	31,590	33,899	33,899	38,815
TOTAL EXPENDITURES & TRANSFERS OUT	2,186,178	2,610,355	2,538,946	2,726,020
NET INCREASE/(DECREASE)	287,726	(400,000)	(59,515)	(325,000)
ENDING BALANCE	1,157,131	757,131	1,097,616	772,616
TOTAL BUDGET	3,343,309	3,367,486	3,636,562	3,498,636

RECREATION FUND



TOWN OF SAN ANSELMO Recreation Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Sports Programs	646,195	568,375	709,692	685,000
Cultural Programs	193,660	177,860	185,238	181,000
School Programs & Childcare	1,479,732	1,408,120	1,525,000	1,484,500
Events & Other Revenue	154,317	56,000	59,501	50,520
TOTAL REVENUE	2,473,904	2,210,355	2,479,431	2,401,020
EXPENDITURES – PROGRAMS ADMINISTRATION				
ADMINISTRATION LABOR COSTS				
Regular Salaries	291,400	318,107	261,925	299,430
Temporary Help	4,155	-	15,000	5,000
Overtime	1,524	2,000	2,000	2,000
Retirement	32,051	34,949	26,703	32,684
Other Benefits	54,226	37,739	57,529	63,256
Payroll Taxes	22,467	24,823	20,098	24,113
SUBTOTAL – ADMINISTRATION LABOR COSTS	405,823	417,618	383,255	426,483
SERVICES & SUPPLIES				
Outside Services	228,650	114,500	114,500	120,637
Training	7,474	8,000	7,000	8,000
Publications & Dues	1,447	1,200	800	1,000
Building Maintenance	235	700	500	14,500
Equipment Maintenance	118	400	1,000	850
Utilities	14,185	13,000	13,500	14,450
Promotion & Marketing	22,543	20,818	31,717	36,000
Furniture	-	-	-	-
Office & Departmental Supplies	10,301	11,800	11,800	11,000
SUBTOTAL – SERVICES & SUPPLIES	284,953	170,418	180,817	206,437
TOTAL EXPENDITURES – PROGRAM ADMINISTRATION	690,776	588,036	564,072	632,920
EXPENDITURES – PROGRAMS OPERATIONS				
Sports Programs	338,137	309,445	352,000	407,924
Cultural Programs	136,056	127,800	127,800	114,200
School Programs & Childcare	974,344	1,136,175	1,136,175	1,207,161
Events & Other	575	15,000	10,000	25,000
TOTAL EXPENDITURES – PROGRAMS OPERATIONS	1,449,112	1,588,420	1,625,975	1,754,285
CAPITAL OUTLAY – CONSTRUCTION	14,700	400,000	315,000	300,000
TRANSFERS OUT – GENERAL FUND	31,590	33,899	33,899	38,815
TOTAL EXPENDITURES	2,186,178	2,610,355	2,538,946	2,726,020



SPECIAL REVENUE FUNDS

COMMUNITY SERVICES MASTER PLAN FUND

The Community Services Master Plan Fund was initiated in FY 2014-2015 to reflect the revenue and expenditures associated with the Community Facilities Master Planning process. This fund is intended to be used for master planning projects related to Town parks and recreation activities and facilities.

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

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

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

In FY 2018-2019, the Town Council allocated \$30,000 from the General Fund reserve balance for use in a public information program to increase awareness about the Memorial Park Restoration Project.

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Community Services Master Plan Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	4,950	5,202	5,202	5,202
REVENUE				
Revenue & Transfers In	252	-	-	-
TOTAL REVENUE & TRANSFERS IN	252	-	-	-
TOTAL RESOURCES	5,202	5,202	5,202	5,202
EXPENDITURES				
TOTAL EXPENDITURES	-	4,000	-	4,000
NET INCREASE/(DECREASE)	-	(4,000)	-	(4,000)
ENDING BALANCE	5,202	1,202	5,202	1,202
TOTAL BUDGET	5,202	5,202	5,202	5,202

TOWN OF SAN ANSELMO Community Services Master Plan Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	252	-	-	-
Transfers In	-	-	-	-
TOTAL REVENUE	252	-	-	-
EXPENDITURES				
Outside Services	-	4,000	-	4,000
TOTAL EXPENDITURES	-	4,000	-	4,000



SPECIAL REVENUE FUNDS

ROAD MAINTENANCE

With the adoption of the FY 2002-2003 budget, the Town Council formally recognized its commitment to the ongoing need for road maintenance beyond the resources provided by the Measure G bond funds. To provide additional funds for road maintenance, the Town Council directed staff to budget \$400,000 in this fund annually. A Road Impact Fee for construction to be charged on construction projects was approved and collection of that fee began in December 2002. The road impact fee was extended to garbage vehicles in December 2004. Revenue received from the Road Impact Fee and the Garbage Impact Fee is restricted to the Road Maintenance Fund.

In FY 2025-26, Road Impact fees for construction are estimated at \$400,000 and for garbage trucks at \$84,000. A General Fund contribution of \$450,000 to the fund is included to reflect the Town's continued commitment to road maintenance. This fund also includes Senate Bill 1 (SB) gas tax at approximately \$346,261.

A new 5-Year Capital Improvement Plan (CIP) was prepared by staff in 2024 based on the pavement management program report that outlines the pavement condition index (PCI) of Town streets. It was reviewed and recommended to the Town Council by the Infrastructure and Fiscal Monitoring Committee. The 5 Year CIP was approved by the Town Council in 2024.

The Plan calls for the following projects to be completed in FY 2025-2026:

Project	Cost (\$)
Salary & Benefits for Engineers (1.88 FTE)	310,712
Street Paving Project	1,230,000
Traffic Signal Controller	20,000
Unprogrammed Drainage & Paving	150,000
Total Expenditures	\$1,710,712

The Capital Improvement Plan document is available for review on the Town's website at sananselmo.gov/CIP

LABOR COSTS

Title	2023-2024	2024-2025	2025-2026
Assistant Director of Public Works	0.50	0.50	0.50
Assistant Civil Engineer	1.00	1.38	1.38
Total	1.50	1.88	1.88

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Road Maintenance Fund Income Statement FY 2025-2026				
	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	258,419	435,660	435,660	600,579
REVENUE				
Revenue & Transfers In	1,271,700	1,264,437	1,248,299	1,593,419
TOTAL REVENUE & TRANSFERS IN	1,271,700	1,264,437	1,248,299	1,593,419
TOTAL RESOURCES	1,530,119	1,700,097	1,683,959	2,193,998
EXPENDITURES				
TOTAL EXPENDITURES	1,094,459	1,661,296	1,083,380	1,710,712
NET INCREASE/(DECREASE)	177,241	(396,859)	164,919	(117,293)
ENDING BALANCE	435,660	38,801	600,579	483,286
TOTAL BUDGET	1,530,119	1,700,097	1,683,959	2,193,998



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO Road Maintenance Fund Revenue & Expenditure Summary FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	10,136	20,000	5,000	20,000
Road Impact Fees – Construction	389,356	375,000	375,000	400,000
Road Impact Fees – Garbage Trucks	84,000	84,000	84,000	84,000
Reimbursements	15,000	-	-	-
Measure AA	-	-	-	290,658
Pavement Moratorium	-	-	-	2,500
TOTAL REVENUE	498,492	479,000	464,000	797,158
TRANSFERS IN				
from General Fund	450,000	450,000	450,000	450,000
from SBI	323,208	335,437	334,299	346,261
TOTAL TRANSFERS IN	773,208	785,437	784,299	796,261
TOTAL REVENUE & TRANSFERS IN	1,271,700	1,264,437	1,248,299	1,593,419
EXPENDITURES				
CMP Replacement	-	-	-	-
HAWK Pedestrian Signal	-	-	-	-
Hub Study	-	-	-	-
Miscellaneous Intersection Striping	-	-	-	-
Salaries & Benefits	235,501	330,186	291,768	310,712
Multimodal Design	13,645	-	3,098	-
Sir Francis Drake Blvd Rehabilitation – Hub to Bolinas Ave	-	-	-	-
Street Paving	502,537	911,110	568,514	1,230,000
Stormwater Regulations	-	100,000	-	-
Other ADA	-	-	-	-
Slurry Seal	317	-	-	-
Traffic Signal Controller	-	20,000	-	20,000
Unprogrammed Drainage & Resurfacing	342,459	300,000	220,000	150,000
TOTAL EXPENDITURES	1,094,459	1,661,296	1,083,380	1,710,712

SPECIAL REVENUE FUNDS



STATE GASOLINE TAX FUND

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

Starting in FY 1997-1998, the full amount of gas tax revenue received in the fiscal year is transferred to the General Fund on an ongoing basis, rather than just the projected revenue amount, as long as estimated Street Maintenance costs exceed the Town's gas tax revenue.

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

TOWN OF SAN ANSELMO State Gasoline Tax Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	-	-	-	-
REVENUE				
Revenue	678,350	702,875	707,985	720,631
TOTAL REVENUE	678,350	702,875	707,985	720,631
TOTAL RESOURCES	678,350	702,875	707,985	720,631
EXPENDITURES				
TOTAL EXPENDITURES & TRANSFERS OUT	678,350	702,875	707,985	720,631
NET INCREASE/(DECREASE)	-	-	-	-
ENDING BALANCE	-	-	-	-
TOTAL BUDGET	678,350	702,875	707,985	720,631



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO State Gasoline Tax Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
State Gasoline Tax – Regular	355,142	367,438	373,686	374,370
State Gasoline Tax – SBI	323,208	335,437	334,299	346,261
TOTAL REVENUE	678,350	702,875	707,985	720,631
EXPENDITURES				
Transfers Out – General Fund	355,142	367,438	373,686	374,370
Transfers Out – Road Maintenance Fund	323,208	335,437	334,299	346,261
TOTAL EXPENDITURES	678,350	702,875	707,985	720,631

SPECIAL REVENUE FUNDS



LIBRARY TAX FUND

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

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

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

In November of 2022, voters renewed the existing library parcel tax (expiring in 2024) and extended it for another nine years, until 2033. It is anticipated that the Special Library Services Tax will create projected revenue of \$309,111 for the Library in FY 2025-2026.

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

The amount budgeted in the General Fund for the Library in this proposed budget is \$899,716, which is within the allowable parameters established in the Special Library Tax Services measure.

2024-2025 HIGHLIGHTS

- Launched the Seed Library in partnership with Marin Master Gardeners
- Rebranded and expanded the Library of Things to include a telescope, boombox, DVD player and a collection of board games
- Provided opportunities for sustainable practice through three swaps: puzzles, clothing, and art supplies
- Hosted popular children's programs throughout the year including summer reading, Fratello Marionettes, Graham Cracker House construction and the San Francisco Opera Guild's Sing a Story



SPECIAL REVENUE FUNDS

LABOR COSTS

Title	2023-2024	2024-2025	2025-2026
Children's Librarian	1.00	1.00	1.00
Library Assistant	1.00	1.00	1.00
Senior Library Assistant	0.20	0.20	0.20
Total	2.20	2.20	2.20

SERVICES & SUPPLIES

MARINET

Membership in Link Plus, a Statewide inter-library loan service, and additional databases, such as Mango Language, and Overdrive e-books (\$16,406)

INTERNET— CORPORATION FOR EDUCATION NETWORK INITIATIVES IN CALIFORNIA (CENIC)

High-speed Internet (\$8,358)

MATERIALS

Print and digital books, magazines, newspapers, and film (\$48,451)

OUTSIDE SERVICES

Program and special events expenditures (\$3,500)

DEPARTMENT SUPPLIES

Postage, copy paper, miscellaneous supplies, cataloging, circulation, and materials repair supplies (\$4,000)

TOWN OF SAN ANSELMO Library Tax Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	28,917	29,297	29,297	(1,964)
REVENUE				
Revenue	323,182	325,995	316,518	325,550
TOTAL REVENUE	323,182	325,995	316,518	325,550
TOTAL RESOURCES	352,099	355,292	345,815	323,586
EXPENDITURES				
TOTAL EXPENDITURES	322,802	343,166	347,779	359,322
NET INCREASE/(DECREASE)	380	(17,171)	(31,261)	(33,772)
ENDING BALANCE	29,297	12,126	(1,964)	(35,736)
TOTAL BUDGET	352,099	355,292	345,815	323,586

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Library Tax Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Library Tax	307,741	325,995	316,518	325,550
Use of Money & Property	45	-	-	-
Transfer In	15,396	-	-	-
TOTAL REVENUE	323,182	325,995	316,518	325,550
EXPENDITURES				
LABOR COSTS				
Regular Salaries	129,599	138,387	138,104	146,000
Temporary Help	54,018	50,000	52,301	50,000
Retirement	11,633	12,577	12,522	13,354
Overtime	-	-	-	-
Other Benefits	47,525	49,842	49,541	51,186
Payroll Taxes	13,527	10,765	13,856	15,172
TOTAL LABOR COSTS	256,302	261,571	266,324	275,712
SERVICES & SUPPLIES				
Outside Services – Programming	3,500	250	3,500	250
MARINet Database	7,535	7,760	8,646	7,222
Equipment Maintenance	-	-	-	-
Internet – CENIC	8,306	8,555	8,358	8,358
Link+	-	-	7,750	6,319
Department Supplies	4,972	8,000	4,000	4,500
Adult Books	14,949	15,000	14,500	13,000
Childrens' Books	8,582	11,500	8,500	8,500
Audio & Visual Books	845	1,030	750	1,000
DVDs	-	9,500	7,750	7,000
E-Books	17,811	20,000	18,951	18,951
TOTAL SERVICES & SUPPLIES	66,500	81,595	82,705	75,100
TOTAL EXPENDITURES	322,802	343,166	349,029	350,812



SPECIAL REVENUE FUNDS

ROBSON HOUSE FUND

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

Revenue from the rental of the upstairs offices has been sufficient over the past years to cover the ongoing operation and routine maintenance of the house. However, since FY 2011-2012, personnel, utility, and maintenance costs have risen to the point that rental revenue does not cover the regular costs. Rental increases were implemented in FY 2015-2016, but even with a rental increase, rental revenue is not sufficient to cover the considerable deferred maintenance work and capital improvements that are needed to restore and maintain the house. The Town is budgeting \$50,000 for adding an ADA bathroom, half of the cost will be funded through the Measure J Sales Tax fund.

The Town took over management of Robson House in FY 2006-2007.

SERVICES & SUPPLIES

OUTSIDE SERVICES

Pest control services, landscape services, fire safety equipment and special assistance for repairs (\$2,110)

BUILDING MAINTENANCE

Janitorial Service (\$23,500) and other repair services (\$1,500)

UTILITIES

Electricity, water, telephone, and sewer (\$7,000)

DEPARTMENT SUPPLIES

Material and supplies needed to maintain Robson house (\$1,000)

POSSESSORY TAX PAYMENT

Taxable possessory interest assessment (\$2,400)

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Robson House Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	(63,789)	(79,801)	(79,801)	(91,971)
REVENUE				
Revenue & Transfers In	25,880	26,220	26,759	26,220
TOTAL REVENUE & TRANSFERS IN	25,880	26,220	26,759	26,220
TOTAL RESOURCES				
	(37,909)	(53,581)	(53,042)	(65,751)
EXPENDITURES				
TOTAL EXPENDITURES	41,892	42,510	38,929	43,597
NET INCREASE/(DECREASE)	(16,012)	(16,290)	(12,170)	(17,377)
ENDING BALANCE	(79,801)	(96,091)	(91,971)	(109,348)
TOTAL BUDGET				
	(37,909)	(53,581)	(53,042)	(65,751)



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO Robson House Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Dovetail	-	-	-	-
Moment Records	20,400	20,400	20,400	20,400
Social Rep, LLC	5,500	5,820	5,500	5,820
Use of Money & Property	(20)	-	859	-
Transfers In	-	-	-	-
TOTAL REVENUE	25,880	26,220	26,759	26,220
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	-	-	4,556
Overtime	-	-	-	-
Retirement	-	-	-	363
Other Benefits	-	-	-	819
Payroll Taxes	-	-	-	349
TOTAL LABOR COSTS	-	-	-	6,087
SERVICES & SUPPLIES				
Outside Services	-	2,110	1,750	2,110
Building Maintenance	33,160	30,000	25,287	25,000
Utilities	6,344	7,000	6,556	7,000
Supplies	793	1,000	1,500	1,000
Possessory Tax Payment	1,595	2,400	3,836	2,400
TOTAL SERVICES & SUPPLIES	41,892	42,510	38,929	37,510
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES	41,892	42,510	38,929	43,597

SPECIAL REVENUE FUNDS



SPECIAL EVENTS FUND

This fund was established in FY 2000-2001 to track the revenues and expenses associated with the annual special events sponsored by the Town.

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

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

\$100,882 is committed for expenditures for the annual Town events.

TOWN OF SAN ANSELMO Special Events Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	ACTUAL
BEGINNING BALANCE	34,561	39,052	39,052	9,535
REVENUE				
Revenue	42,451	31,000	31,000	12,600
TOTAL REVENUE	42,451	31,000	31,000	12,600
TOTAL RESOURCES	77,012	70,052	70,052	22,135
EXPENDITURES				
TOTAL EXPENDITURES	37,960	92,075	60,517	101,882
NET INCREASE/(DECREASE)	4,491	(61,075)	(29,517)	(89,282)
ENDING BALANCE	39,052	(22,023)	9,535	(79,747)
TOTAL BUDGET	77,012	70,052	70,052	22,135



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO Special Events Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Breakfast with Santa	5,850	4,000	4,000	5,500
Egg Hunt	2,000	2,000	2,000	3,000
Goblins Parade	2,000	2,000	2,000	2,500
United Against Hate	-	1,000	1,000	1,000
Live on the Avenue	680	-	-	600
Use of Money & Property	2,421	-	-	-
Transfers In	29,500	22,000	22,000	-
TOTAL REVENUE	42,451	31,000	31,000	12,600
EXPENDITURES				
Temporary Help	565	8,000	1,600	8,000
Overtime	-	-	-	-
Retirement	-	-	-	-
Payroll Taxes	43	-	86	612
Outside Services	-	-	-	-
Special Event Supplies	130	500	-	500
ASCAP Royalties – Events	418	400	418	420
BMI Royalties – Events	842	375	842	850
Breakfast with Santa	3,535	2,000	3,687	4,000
Parade/Country Fair	-	500	-	-
Egg Hunt	2,815	2,000	1,758	3,000
Goblins Parade	1,762	2,000	2,207	2,500
United Against Hate	-	1,000	-	1,000
Teens Battle of the Bands	-	-	-	1,000
Live on the Avenue	27,689	75,000	49,919	80,000
Holiday Tree Lighting	161	300	-	-
TOTAL EXPENDITURES	37,960	92,075	60,517	101,882

SPECIAL REVENUE FUNDS



MEASURE A PARKS TAX FUND

Revenue and expenditures associated with San Anselmo's share of the Marin County one-quarter per cent (0.25%) transactions and use tax, entitled Marin Parks, Open Space, and Farmland Preservation Transactions and Use Tax Ordinance are accounted for in this fund. Countywide, the tax is estimated to generate \$10,000,000 per year for ten years. Fifteen per cent (15%) of the Measure A revenue is allocated to cities, towns, and special districts. San Anselmo's share is 6.65% of that revenue.

The Town Council annually determines the distribution of these funds. For FY 2014-2015, and including the partial funding for FY 2013-2014, \$55,494 was contributed to the Sky Ranch open space acquisition and \$66,794 to Memorial Park improvements.

In FY 2015-2016 and going forward, the Town Council decided that on an ongoing basis, 70% of the annual funding will go to Memorial Park and 30% to open space acquisition.

On January 26, 2021, the Town Council approved the Memorial Park Playing Field Repair Project for an estimated amount of \$675,000, which \$47,000 will come from General Fund Reserve and approximately \$439,000 from Measure A Parks Tax Fund to supplement \$177,982 from State Proposition 68 Per Capita funding. The project was completed in FY 2022-2023.

In FY 2023-2024, the Town Council approved a donation towards Open Space's purchase of Upper Hawthorne Canyon from Measure A for \$202,560.

TOWN OF SAN ANSELMO Measure A – Parks Tax Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	37,103	126,578	126,578	244,063
REVENUE				
Revenue	304,479	117,485	117,485	123,916
TOTAL REVENUE	304,479	117,485	117,485	123,916
TOTAL RESOURCES	341,582	244,063	244,063	367,979
EXPENDITURES				
TOTAL EXPENDITURES	215,004	232,870	-	367,979
NET INCREASE/(DECREASE)	89,475	(115,385)	117,485	(244,063)
ENDING BALANCE	126,578	11,193	244,063	-
TOTAL BUDGET	341,582	244,063	244,063	367,979



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO Measure A – Parks Tax Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure A Parks Tax	127,924	117,485	117,485	123,916
Interest	(1,397)	-	-	-
Proposition 68 Park Grant	177,952	-	-	-
Donation & Transfers In	-	-	-	-
TOTAL REVENUE	304,479	117,485	117,485	123,916
EXPENDITURES				
SERVICES & SUPPLIES				
Memorial Park Improvement	12,832	182,301	-	276,878
Open Space Miscellaneous Services	202,172	50,569	-	91,101
TOTAL SERVICES & SUPPLIES	215,004	232,870	-	367,979
TOTAL EXPENDITURES	215,004	232,870	-	367,979

SPECIAL REVENUE FUNDS



ISABEL COOK CENTER (ICC)

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

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

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

SERVICES & SUPPLIES

OUTSIDE SERVICES

Special assistance for repair of facility and equipment. Outside services during employee vacation/leave (\$5,000)

BUILDING MAINTENANCE

Janitorial service, heat/air HVAC; routine and emergency building maintenance projects (\$70,000); Roof & Master Switch (\$50,000)

UTILITIES

Electricity, gas, telephone, and sewer (\$23,000). Water is paid for through the Parks budget.

SUPPLIES

Miscellaneous office supplies and minor supply items for building operation.



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO Isabel Cook Center (ICC) Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	39,948	59,481	59,481	(2,836)
REVENUE				
Revenue	115,855	107,668	119,032	122,524
TOTAL REVENUE	115,855	107,668	119,032	122,524
TOTAL RESOURCES				
	155,803	167,149	178,513	119,688
EXPENDITURES				
TOTAL EXPENDITURES	94,503	222,500	181,349	154,587
NET INCREASE/(DECREASE)	21,352	(114,832)	(62,317)	(32,063)
ENDING BALANCE	61,300	(55,351)	(2,836)	(34,899)
TOTAL BUDGET	155,803	167,149	178,513	119,688

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Isabel Cook Center (ICC) Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
ICC Rental Income	115,855	107,668	119,032	122,524
TOTAL REVENUE	115,855	107,668	119,032	122,524
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	-	-	4,556
Overtime	-	-	-	-
Retirement	-	-	-	363
Other Benefits	-	-	-	819
Payroll Taxes	-	-	-	349
TOTAL LABOR COSTS	-	-	-	6,087
SERVICES & SUPPLIES				
Outside Services	-	5,000	5,000	5,000
Outside Services – Roof & Master Switch	-	125,000	-	50,000
Building Maintenance	69,380	70,000	152,799	70,000
Utilities	24,558	22,000	23,000	23,000
Office & Department Supplies	565	500	550	500
TOTAL SERVICES & SUPPLIES	94,503	222,500	181,349	148,500
TOTAL EXPENDITURES	94,503	222,500	181,349	154,587



SPECIAL REVENUE FUNDS

MEASURE C WILDFIRE TAX FUND

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

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

Local-specific wildfire prevention efforts will be funded by 20% of the tax measure proceeds and allocated to each member in proportion to revenue raised in each member's respective tax rate areas. Members must certify that the tax measure proceeds are used consistently with the purpose of the Authority and that the tax measure expenses result in a higher level of service than would otherwise be provided by the member. The approximate allocation to the Town is \$405,000 in FY 2025-2026.

TOWN OF SAN ANSELMO Measure C – Wildfire Tax Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	119,367	189,431	189,431	324,431
REVENUE				
Revenue	399,742	380,000	410,000	410,000
TOTAL REVENUE	399,742	380,000	410,000	410,000
TOTAL RESOURCES	519,109	569,431	599,431	734,431
EXPENDITURES				
TOTAL EXPENDITURES	329,678	380,000	275,000	410,000
NET INCREASE/(DECREASE)	70,064	-	135,000	-
ENDING BALANCE	189,431	189,431	324,431	324,431
TOTAL BUDGET	519,109	569,431	599,431	734,431

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Measure C – Wildfire Tax Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure C Wildfire Tax	395,991	380,000	410,000	410,000
Use of Money & Property	3,751	-	-	-
TOTAL REVENUE	399,742	380,000	410,000	410,000
EXPENDITURES				
SERVICES & SUPPLIES				
Outside Services – Fire Prevention	329,678	380,000	275,000	410,000
TOTAL SERVICES & SUPPLIES	329,678	380,000	275,000	410,000
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	329,678	380,000	275,000	410,000



SPECIAL REVENUE FUNDS

CLIMATE ACTION FUND

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

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

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

In FY 2021-2022, \$50,000 was budgeted to hire a part-time Climate Action Coordinator and support related expenses for identifying and implementing policies, programs, and grants aligned with the Town's climate action goals, as outlined in the San Anselmo 2021-2023 Work Plan Priorities (Administrative & Finance Priority #10, adopted April 27, 2021).

The Climate Action Fund budget for FY 2024-2025 was \$155,000. Of this amount, \$150,000 is allocated for outside services, which includes covering half of the salary for the part-time Climate Action Coordinator and retaining consultants on an as-needed basis to support implementation of climate action initiatives. These may include assistance with programs such as SolarAPP+ and SB 1383. Additional expenditures may support pilot projects (e.g., streetlight-connected EV chargers, micromobility charging networks), rebate programs (e.g., electric landscaping equipment, heat pumps, E-bikes), Zero Waste activities, an EV and E-bike show, and educational/outreach materials.

The budget for FY 2025-2026 is proposed to remain at \$155,000 and is expected to cover staff costs as well as related climate action initiatives, including consultant support, pilot projects, rebate programs, Zero Waste activities, community events, and outreach and educational materials.

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Climate Action Fund Income Statement FY 2025-2026				
	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	85,795	64,677	64,677	82,722
REVENUE				
Revenue	136,405	106,000	106,000	106,000
TOTAL REVENUE & TRANSFERS IN	136,405	106,000	106,000	106,000
TOTAL RESOURCES	222,200	170,677	170,677	188,722
EXPENDITURES				
TOTAL EXPENDITURES	157,523	155,000	87,955	150,000
NET INCREASE/(DECREASE)	(21,118)	(49,000)	18,045	(44,000)
ENDING BALANCE	64,677	15,677	82,722	38,722
TOTAL BUDGET	222,200	170,677	170,677	188,722

TOWN OF SAN ANSELMO Climate Action Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Intergovernmental Revenue	27,402	1,000	1,000	1,000
Use of Money & Property	4,003	-	-	-
Transfers In	105,000	105,000	105,000	105,000
TOTAL REVENUE	136,405	106,000	106,000	106,000
EXPENDITURES				
SERVICES & SUPPLIES				
Outside Services	157,523	150,000	87,205	150,000
Equipment Grant	-	5,000	750	-
TOTAL SERVICES & SUPPLIES	157,523	155,000	87,955	150,000
TOTAL EXPENDITURES	157,523	155,000	87,955	150,000



SPECIAL REVENUE FUNDS

CREEKSIDE COMMON FUND

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

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

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

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

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

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

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Creekside Commons Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	34,932	(69,968)	(69,968)	(69,968)
REVENUE				
Revenue	207,196	-	-	-
TOTAL REVENUE	207,196	-	-	-
TOTAL RESOURCES	242,128	(69,968)	(69,968)	(69,968)
EXPENDITURES				
TOTAL EXPENDITURES	312,096	-	-	-
NET INCREASE/(DECREASE)	(104,900)	-	-	-
ENDING BALANCE	(69,968)	(69,968)	(69,968)	(69,968)
TOTAL BUDGET	242,128	(69,968)	(69,968)	(69,968)

TOWN OF SAN ANSELMO Creekside Commons Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Donations	-	-	-	-
Use of Money & Property	(1,192)	-	-	-
Miscellaneous Revenue	208,388	-	-	-
TOTAL REVENUE	207,196	-	-	-
EXPENDITURES				
SERVICES & SUPPLIES				
Outside Services	312,096	-	-	-
Miscellaneous Services	-	-	-	-
Transfers Out	-	-	-	-
TOTAL SERVICES & SUPPLIES	312,096	-	-	-
TOTAL EXPENDITURES	312,096	-	-	-



SPECIAL REVENUE FUNDS

PARKING FUND

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

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

In FY 2025-2026, the Parking Fund will incorporate revenue from the new paid parking program in San Anselmo. Additionally, both the costs associated with parking enforcement provided by Community Service Officers from the Central Marin Police Authority (CMPA) and the corresponding enforcement revenue have been reallocated to the Parking Fund from the General Fund.

TOWN OF SAN ANSELMO Parking Fund Income Statement FY 2025-2026				
	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	90,058	96,802	96,802	(93,198)
REVENUE				
Revenue & Transfers In	45,816	35,000	40,000	375,000
TOTAL REVENUE AND TRANSFERS IN	45,816	35,000	40,000	375,000
TOTAL RESOURCES	135,874	131,802	136,802	281,802
EXPENDITURES				
TOTAL EXPENDITURES	39,072.00	85,000	230,000	177,713
NET INCREASE/(DECREASE)	6,744	(50,000)	(190,000)	197,287
ENDING BALANCE	96,802	46,802	(93,198)	104,089
TOTAL BUDGET	135,874	131,802	136,802	281,802

SPECIAL REVENUE FUNDS



TOWN OF SAN ANSELMO Parking Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Parking Fees & Fines	41,179	35,000	40,000	375,000
Use of Money & Property	4,637	-	-	-
Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	45,816	35,000	40,000	375,000
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	-	-	11,399
Retirement	-	-	-	1,299
Benefits	-	-	-	2,573
Payroll Taxes	-	-	-	898
TOTAL LABOR COSTS	-	-	-	16,169
SERVICES & SUPPLIES				
Outside Services – CMPA Parking Enforcement	-	-	-	91,544
Outside Services – Parking Meters	39,072	85,000	230,000	70,000
TOTAL SERVICES & SUPPLIES				161,544
TOTAL EXPENDITURES	39,072	85,000	230,000	177,713



CAPITAL PROJECTS FUND

ACTIVE TRANSPORTATION FUND

On June 21, 2023, the Town Council adopted Resolution 4507: A Resolution of the Town Council of the Town of San Anselmo Adopting an Active Transportation Fund Description and Active Transportation Fund Expenditure Guidelines.

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

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

TOWN OF SAN ANSELMO Active Transportation Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	100,509	178,270	178,270	85,270
REVENUE				
Use of Money & Property	7,063	-	-	-
Transfers In	100,000	-	-	124,651
TOTAL REVENUE	107,063	-	-	124,651
TOTAL RESOURCES	207,572	178,270	178,270	209,921
EXPENDITURES				
TOTAL EXPENDITURES	29,302	130,000	93,000	75,000
NET INCREASE/(DECREASE)	77,761	(130,000)	(93,000)	49,651
ENDING BALANCE	178,270	48,270	85,270	134,921
TOTAL BUDGET	207,572	178,270	178,270	209,921

CAPITAL PROJECTS FUND



TOWN OF SAN ANSELMO Active Transportation Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	7,063	-	-	-
Transfers In	100,000	-	-	124,651
TOTAL REVENUE	107,063	-	-	124,651
EXPENDITURES				
Active Transportation	29,302	60,000	93,000	15,000
Bike Racks & Lockers	-	20,000	20,000	10,000
Traffic Calming Program	-	50,000	25,000	50,000
TOTAL EXPENDITURES	29,302	130,000	93,000	75,000



CAPITAL PROJECTS FUND

CAPITAL RECONSTRUCTION FUND

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

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

COMMITMENTS DUE TO GRANTS AND LOANS

These are projects for which the Town has entered into written agreements for repayment of funds, or for which the Town would be responsible for returning funds to the grantee; in some cases, these funds have already been spent.

RECOMMENDED DUE TO LIABILITY AND/OR SAFETY CONCERNS

The projects in this category have been identified as having safety and/or liability risks for the Town if they are not accomplished.

RECOMMENDED BASED ON PRIOR COMMITMENTS AND/OR DIRECTION

These are projects for which Council has previously appropriated funds, established by policy as a priority, or given direction to staff to accomplish.

OTHER

These projects or other funding recommendations do not fit into another category. The unprogrammed projects appropriation is used to fund unanticipated and emergency needs and cost overruns in budgeted projects.

CAPITAL PROJECTS FUND



TOWN OF SAN ANSELMO Capital Reconstruction Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	10,928	630	630	630
REVENUE				
Revenue & Transfers In	(21)	-	-	-
TOTAL REVENUE & TRANSFERS IN	(21)	-	-	-
TOTAL RESOURCES	10,907	630	630	630
EXPENDITURES				
TOTAL EXPENDITURES	10,277	-	-	-
NET INCREASE/(DECREASE)	(10,298)	-	-	-
ENDING BALANCE	630	630	630	630
TOTAL BUDGET	10,907	630	630	630

TOWN OF SAN ANSELMO Capital Reconstruction Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Snack Shack Revenue	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Use of Money & Property	(21)	-	-	-
Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	(21)	-	-	-
EXPENDITURES				
Snack Shack Improvement	-	-	-	-
Fire Station Building Repair	-	-	-	-
Capital Outlay – Construction	10,277	-	-	-
Construction – Trails	-	-	-	-
TOTAL EXPENDITURES	10,277	-	-	-



CAPITAL PROJECTS FUND

EQUIPMENT REPLACEMENT FUND

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

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

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

During FY 2020-2021, the Town updated its inventory listings for Vehicle and Technology programs. The Town decided to create two separate Internal Services Funds: Technologies Replacement and Vehicle Replacement funds to maintain the Town's future Technology and Vehicle replacement activities.

TOWN OF SAN ANSELMO Equipment Replacement Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	13,561	18,017	18,017	-
REVENUE				
Revenue & Transfers In	4,456	-	-	-
TOTAL REVENUE & TRANSFERS IN	4,456	-	-	-
TOTAL RESOURCES	18,017	18,017	18,017	-
EXPENDITURES				
TOTAL EXPENDITURES	-	18,061	18,017.00	-
NET INCREASE/(DECREASE)	4,456	(18,061)	(18,017)	-
ENDING BALANCE	18,017	(44)	-	-
TOTAL BUDGET	18,017	18,017	18,017	-

CAPITAL PROJECTS FUND



TOWN OF SAN ANSELMO Equipment Replacement Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Miscellaneous Revenue	4,500	-	-	-
Use of Money & Property	(44)	-	-	-
Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	4,456	-	-	-
EXPENDITURES				
Computer Hardware & Software	-	-	-	-
MERA Debt Service Payment	-	-	-	-
Public Works Capital Outlay	-	-	-	-
Parking Meters	-	-	-	-
Climate Action Plan Initiatives	-	-	-	-
Public Works Vehicle Replacement	-	18,061	18,017	-
Transfers Out	-	-	-	-
TOTAL EXPENDITURES	-	18,061	18,017	-



CAPITAL PROJECTS FUND

PARK IMPROVEMENT FUND

The Park Improvement Fund is used to account for designated for the development, enhancement, and maintenance of public parks and recreational facilities. The Park Capital Improvement Fund is used to develop new parks, playgrounds, trails, and other recreational facilities. Existing parks and facilities are improved or upgraded through the installation of new equipment, landscaping, lighting, and accessibility features. Major maintenance projects, such as repairing infrastructure like walking paths, restrooms, and picnic areas, are financed through this fund.

The Park Capital Improvement Fund plays a crucial role in the sustainable development and maintenance of community parks and recreational facilities. Through strategic planning and investment, it helps create vibrant, accessible, and enjoyable public spaces that enhance the overall quality of life for community members.

TOWN OF SAN ANSELMO Park Capital Improvement Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	-	516,299	516,299	561,214
REVENUE				
Use of Money & Property	16,299	-	3,000	1,500
Transfers In	500,000	50,000	50,000	-
TOTAL REVENUE	516,299	-	53,000	1,500
TOTAL RESOURCES	516,299	516,299	569,299	562,714
EXPENDITURES				
TOTAL EXPENDITURES	-	230,000	8,085	232,000
NET INCREASE/(DECREASE)	516,299	(230,000)	44,915	(230,500)
ENDING BALANCE	516,299	286,299	561,214	330,714
TOTAL BUDGET	516,299	516,299	569,299	562,714

CAPITAL PROJECTS FUND



TOWN OF SAN ANSELMO Park Capital Improvement Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	16,299	-	3,000	1,500
Transfers In	500,000	50,000	50,000	-
TOTAL REVENUE	516,299	50,000	53,000	1,500
EXPENDITURES				
Creek Park	-	-	-	-
Hilldale Park	-	30,000	8,085	22,000
Lansdale Park	-	-	-	-
Red Hill Dog Park	-	-	-	-
Robson-Harrington Park	-	200,000	-	210,000
Sorich Park	-	-	-	-
TOTAL EXPENDITURES	-	230,000	8,085	232,000



DEBT SERVICE FUND

MEASURE G DEBT SERVICE

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

Series 1995

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

1995-1996	1.4 cents	2004-2005	0.9 cents
1996-1997	1.2 cents	2005-2006	0.8 cents
1997-1998	1.1 cents	2006-2007	0.8 cents
1998-1999	1.2 cents	2007-2008	0.6 cents
1999-2000	1.3 cents	2008-2009	0.7 cents
2000-2001	1.1 cents	2009-2010	0.6 cents
2001-2002	1.1 cents	2010-2011	0.8 cents
2002-2003	1.1 cents	2011-2012	<i>Refunded in conjunction with</i>
2003-2004	0.6 cents		<i>1997 and 2000 issues</i>

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

Series 1997

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

1997-1998	1.7 cents	2006-2007	1.2 cents
1998-1999	1.9 cents	2007-2008	1.1 cents
1999-2000	2.0 cents	2008-2009	1.0 cents
2000-2001	1.8 cents	2009-2010	1.0 cents
2001-2002	1.8 cents	2010-2011	1.2 cents
2002-2003	1.8 cents	2011-2012	<i>Refunded in conjunction with 1995</i>
2003-2004	0.7 cents		<i>and 2000 issues</i>
2004-2005	1.4 cents		
2005-2006	1.2 cents		

DEBT SERVICE FUND



Series 2000

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

2001-2002	1.2 cents	2008-2009	0.7 cents
2002-2003	1.2 cents	2009-2010	0.7 cents
2003-2004	0.8 cents	2010-2011	0.8 cents
2004-2005	1.0 cents	2011-2012	<i>Refunded in conjunction with 1995 and 1997 issues</i>
2005-2006	0.9 cents		
2006-2007	0.8 cents		
2007-2008	0.8 cents		

Series 2003

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

2003-2004	1.1 cents	2013-2014	0.7 cents
2004-2005	0.8 cents	2014-2015	0.6 cents
2005-2006	0.7 cents	2015-2016	0.6 cents
2006-2007	0.8 cents	2016-2017	0.6 cents
2007-2008	0.6 cents	2017-2018	0.5 cents
2008-2009	0.6 cents	2018-2019	0.6 cents
2009-2010	0.6 cents	2019-2020	0.5 cents
2010-2011	0.7 cents	2020-2021	0.5 cents
2011-2012	0.7 cents	2021-2022	<i>Refunded by 2020 Series</i>
2012-2013	0.7 cents		

Series 2011 (Refunded Series 1995, 1997 and 2000)

2011-2012	2.4 cents	2019-2020	1.8 cents
2012-2013	2.3 cents	2020-2021	1.2 cents
2013-2014	2.3 cents	2021-2022	1.1 cents
2014-2015	2.2 cents	2022-2023	0.5 cents
2015-2016	2.2 cents	2023-2024	0.3 cents
2016-2017	1.9 cents	2024-2025	0.3 cents
2017-2018	1.9 cents	2025-2026	<i>Matures August 1, 2025</i>
2018-2019	1.8 cents		

Series 2020 (Refunded Series 2003)

2021-2022	0.4 cents	2024-25	0.3 cents
2022-2023	0.4 cents	2025-26	0.4 cents
2023-2024	0.4 cents		

The total estimated Measure G Debt Service in 2025-2026 is estimated at 0.4 cents per \$100 of assessed valuation.



DEBT SERVICE FUND

Fund Balance

The revenue in this fund is collected as part of the property tax bill. The Town receives this revenue in December and April. The Debt Service payments are due in August and February. Due to the timing difference, it is necessary to maintain a fund balance sufficient to make the August payment of the succeeding fiscal year.

TOWN OF SAN ANSELMO Measure G – Debt Service Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	547,795	497,012	497,012	403,939
REVENUE				
Revenue	340,323	304,040	304,040	207,000
TOTAL REVENUE	340,323	304,040	304,040	207,000
TOTAL RESOURCES	888,118	801,052	801,052	610,939
EXPENDITURES				
TOTAL EXPENDITURES	391,106	397,113	397,113	402,584
NET INCREASE/(DECREASE)	(50,783)	(93,073)	(93,073)	(195,584)
ENDING BALANCE	497,012	403,939	403,939	208,355
TOTAL BUDGET	888,118	801,052	801,052	610,939

DEBT SERVICE FUND



TOWN OF SAN ANSELMO Measure G – Debt Service Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure G	322,776	302,040	302,040	205,000
Interest	17,547	2,000	2,000	2,000
Bond Proceed	-	-	-	-
TOTAL REVENUE	340,323	304,040	304,040	207,000
EXPENDITURES				
Debt Service – Principal	330,000	350,000	350,000	370,000
Debt Service – Interest	60,281	45,613	45,613	30,584
Bond Administrative Fees	825	1,500	1,500	2,000
Refunding Escrow Deposit	-	-	-	-
Cost of Issuance	-	-	-	-
TOTAL EXPENDITURES	391,106	397,113	397,113	402,584



DEBT SERVICE FUND

MUNICIPAL LEASE — DEBT SERVICE FUND

On February 1, 2008, the Town entered into an agreement with Municipal Asset Management, Inc. (Corporation), to finance the restoration, remodeling, and expansion of the downtown Fire Station, Station 19. The financing was accomplished by the Corporation entering into a lease with the Town and the corporation leasing back the property under a Lease/Purchase Agreement, under which the Town is obligated to make rental payments to the Corporation.

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

TOWN OF SAN ANSELMO Municipal Lease – Debt Service Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	-	-	-	-
REVENUE				
Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	-	-	-	-
TOTAL RESOURCES	-	-	-	-
EXPENDITURES				
TOTAL EXPENDITURES & TRANSFERS OUT	-	-	-	-
NET INCREASE/(DECREASE)	-	-	-	-
ENDING BALANCE	-	-	-	-
TOTAL BUDGET	-	-	-	-

TOWN OF SAN ANSELMO Municipal Lease – Debt Service Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE AND TRANSFERS IN				
Transfers In	-	-	-	-
TOTAL REVENUE	-	-	-	-
EXPENDITURES				
Lease Payment: Principal	-	-	-	-
Lease Payment: Interest	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-

INTERNAL SERVICE FUNDS



INSURANCE FUND

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

LIABILITY INSURANCE

On July 1, 1996, the Town became a member of the Bay Cities Joint Powers Insurance Authority (Bay Cities), a self-insurance pool that provides liability insurance coverage to twenty agencies in the Bay Area. Each member agency selects a self-insured retention limit. With the transition to Central Marin Police Authority for police services, the Town's self-insured retention has been reduced to \$10,000 (from the previous amount of \$100,000), below which the agency pays the claim costs. The insurance authority is responsible for costs above the limit, although it purchases excess insurance coverage for costs above \$1 million, up to \$20 million. A premium for coverage is charged based on the self-insured limit selected, the member agency's claim history and exposure, and the financial standing of the pool. Beginning in FY 1999-2000, Bay Cities coverage includes personnel-related liabilities.

WORKERS' COMPENSATION

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

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

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

2025-2026 Highlights

An internal service charge of \$700,000 has been made to the General Fund Non-Departmental budget to ensure an adequate claims reserve, as required by Bay Cities.



INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO Insurance Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	494,305	595,418	595,418	626,606
REVENUE				
Revenue	867,434	789,060	956,631	700,000
TOTAL REVENUE & TRANSFERS IN	867,434	789,060	956,631	700,000
TOTAL RESOURCES	1,361,739	1,384,478	1,552,049	1,326,606
EXPENDITURES				
TOTAL EXPENDITURES	766,321	786,912	925,443	819,829
NET INCREASE/(DECREASE)	101,113	2,148	31,188	(119,829)
ENDING BALANCE	595,418	597,566	626,606	506,777
TOTAL BUDGET	1,361,739	1,384,478	1,552,049	1,326,606

TOWN OF SAN ANSELMO Insurance Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	42,434	-	-	-
Internal Service Charges	750,000	750,000	750,000	700,000
Reimbursement	-	39,060	206,631	-
Transfers In	75,000	-	-	-
TOTAL REVENUE	867,434	789,060	956,631	700,000
EXPENDITURES				
Employee Assistance Program (EAP) Premiums	1,474	1,600	1,605	1,600
Cyber Insurance Program	9,842	21,521	28,996	19,487
Flood Insurance – Premiums	24,043	27,148	27,148	30,597
Liability Insurance – Premiums	452,288	452,224	461,320	479,308
Liability Insurance – Claims	99,115	30,000	185,000	30,000
Workers' Compensation Insurance – Premiums	191,689	189,419	198,374	203,837
Workers' Compensation Insurance – Claims	(13,581)	50,000	22,000	40,000
State Unemployment Insurance	1,451	15,000	1,000	15,000
TOTAL EXPENDITURES	766,321	786,912	925,443	819,829

INTERNAL SERVICE FUNDS



BUILDING MAINTENANCE FUND

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

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

TOWN OF SAN ANSELMO Building Maintenance Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	281,652	1,161,958	1,161,958	866,772
REVENUE				
Revenue	452,491	374,837	374,837	493,493
Transfers In	800,000	-	-	-
TOTAL REVENUE & TRANSFERS IN	1,252,491	374,837	374,837	493,493
TOTAL RESOURCES	1,534,143	1,536,795	1,536,795	1,360,265
EXPENDITURES				
TOTAL EXPENDITURES	372,185	787,500	670,023	1,202,301
NET INCREASE/(DECREASE)	880,306	(412,663)	(295,186)	(708,807)
ENDING BALANCE	1,161,958	749,295	866,772	157,965
TOTAL BUDGET	1,534,143	1,536,795	1,536,795	1,360,265



INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO Building Maintenance Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Internal Service Charge	364,050	374,837	374,837	388,493
Grant – Intergovernmental	-	-	-	100,000
Miscellaneous Revenue	55,596	-	-	-
Use of Money & Property	32,845	-	25,000	5,000
Transfers In	800,000	-	-	-
TOTAL REVENUE	1,252,491	374,837	399,837	493,493
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	-	-	4,598
Overtime	-	-	-	-
Retirement	-	-	-	366
Other Benefits	-	-	-	1,985
Payroll Taxes	-	-	-	352
TOTAL LABOR COSTS	-	-	-	7,301
SERVICES & SUPPLIES				
Building Maintenance	372,185	225,000	175,000	125,000
ICC Master Switch	-	75,000	-	75,000
Janitorial	-	97,500	97,500	100,000
Library Roof & HVAC	-	100,000	75,000	625,000
Town Hall Gutters	-	65,000	47,523	-
Utilities	-	225,000	275,000	270,000
TOTAL SERVICES & SUPPLIES	372,185	787,500	670,023	1,195,000
TOTAL EXPENDITURES	372,185	787,500	670,023	1,202,301

INTERNAL SERVICE FUNDS



TECHNOLOGIES REPLACEMENT FUND

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

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

TOWN OF SAN ANSELMO Technologies Replacement Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	(6,530)	36,240	36,240	19,215
REVENUE				
Revenue	228,354	252,975	252,975	302,901
Transfers In	150,000	-	-	-
TOTAL REVENUE & TRANSFERS IN	378,354	252,975	252,975	302,901
TOTAL RESOURCES	371,824	289,215	289,215	322,116
EXPENDITURES				
TOTAL EXPENDITURES	335,584	275,000	270,000	290,109
NET INCREASE/(DECREASE)	-	(22,025)	(17,025)	12,791
ENDING BALANCE	36,240	14,215	19,215	32,006
TOTAL BUDGET	371,824	289,215	289,215	322,116



INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO Technologies Replacement Fund Revenue & Expenditures Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Internal Service Charge	219,325	252,975	252,975	302,901
Miscellaneous Revenue	9,708	-	-	-
Use of Money & Property	(679)	-	-	-
Transfers In – Equipment Fund	-	-	-	-
Transfers In – General Fund	150,000	-	-	-
TOTAL REVENUE	378,354	252,975	252,975	302,901
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	-	-	12,122
Overtime	-	-	-	-
Retirement	-	-	-	625
Other Benefits	-	-	-	1,641
Payroll Taxes	-	-	-	722
TOTAL LABOR COSTS				15,109
SERVICES & SUPPLIES				
Computer Hardware & Software	335,584	275,000	270,000	275,000
TOTAL SERVICES & SUPPLIES				275,000
TOTAL EXPENDITURES	335,584	275,000	270,000	290,109

INTERNAL SERVICE FUNDS



VEHICLE REPLACEMENT FUND

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

During the FY 2020-2021, the Town updated its vehicle inventory list and developed a replacement strategy. Historically, vehicle replacement, repair, or lease expenses have been budgeted in the Equipment Fund or run through the Public Works Department operating cost.

The Town Council adopted Resolution No. 2024-4527 at its meeting on February 13, 2024, establishing a Fleet Zero-Emissions Vehicle Policy. The purpose of the policy is to document the process and department responsibilities for purchasing and managing the Town's vehicle fleet in a manner that minimizes GHG emissions and considers life-cycle costs when purchasing fleet vehicles. The policy helps implement several measures from the Town's Climate Action Plan, ensures compliance with the Advanced Clean Fleets regulation, saves the Town money through reduced fuel and maintenance costs by purchasing ZEVs, and would serve as a model for the community by transitioning to ZEVs in a timely and cost-effective manner. Furthermore, the policy is focused on reducing vehicle size/weight and optimizing the fleet size to reduce overall fleet management costs and reduce environmental impacts associated with the manufacturing and distribution of new vehicles.

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

TOWN OF SAN ANSELMO Vehicle Replacement Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	231,341	307,672	307,672	352,672
REVENUE				
Revenue	114,295	60,000	60,000	-
TOTAL REVENUE & TRANSFERS IN	114,295	60,000	60,000	-
TOTAL RESOURCES	345,636.00	367,672	367,672	352,672
EXPENDITURES				
TOTAL EXPENDITURES	37,964	100,000	15,000	100,000
NET INCREASE/(DECREASE)	76,331	(40,000)	45,000	(100,000)
ENDING BALANCE	307,672	267,672	352,672	252,672
TOTAL BUDGET	345,636	367,672	367,672	352,672



INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO Vehicle Replacement Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Internal Service Charge	-	-	-	-
Use of Money & Property	14,295	-	-	-
Transfers In – Equipment Fund	-	-	-	-
Transfers In – General Fund	100,000	60,000	60,000	-
TOTAL REVENUE	114,295	60,000	60,000	-
EXPENDITURES				
Public Works Vehicle Replacement	37,964	100,000	15,000	100,000
TOTAL EXPENDITURES	37,964	100,000	15,000	100,000

APPENDIX A



TOWN OF SAN ANSELMO Department of Public Works Capital Projects Budget Summary FY 2025-2026		
PROJECT	FUNDING TYPE	FY 2025-2026 FUNDING
3-PERSON ENGINE COMPANY (RVFD)	TOTAL	282,653
	Measure J Sales Tax Fund	282,653
BRIDGE AVENUE BRIDGE (PW052)	TOTAL	12,000
	Measure J Sales Tax Fund	12,000
BRIDGE PREVENTIVE MAINTENANCE PROGRAM (PW037)	TOTAL	40,000
	Measure J Sales Tax Fund	40,000
CENTER BLVD BRIDGE (PW025)	TOTAL	12,000
	Measure J Sales Tax Fund	12,000
CONCRETE STREET REPAIR	TOTAL	50,000
	Measure J Sales Tax Fund	50,000
CREEK PARK CONTRAFLOW BIKE LANES STUDY	TOTAL	166,142
	Grants Fund	166,142
EV CHARGING	TOTAL	186,000
	Grants Fund	130,000
	Measure J Sales Tax Fund	56,000
FIRE STATION 20 REMODEL	TOTAL	1,000,000
	Measure J Sales Tax Fund	1,000,000
HAWK PEDESTRIAN SIGNAL AT SAUNDERS AVE & SIR FRANCIS DRAKE BLVD	TOTAL	204,000
	Grants Fund	204,000
	Road Maintenance Fund	-
HUB TRANSIT STATION ROOF	TOTAL	30,000
	Measure J Sales Tax Fund	30,000
ICC REPAINTING	TOTAL	135,000
	Measure J Sales Tax Fund	135,000
ICC PARKSIDE PRESCHOOL PLAYGROUND	TOTAL	-
	Measure J Sales Tax Fund	-
ICC ROOF REPAIR	TOTAL	200,000
	Measure J Sales Tax Fund	200,000
LIBRARY HVAC & ROOF REPLACEMENT	TOTAL	100,000
	Measure J Sales Tax Fund	100,000
MADRONE AVE BRIDGE (PW018)	TOTAL	12,000
	Measure J Sales Tax Fund	12,000
NOKOMIS AVE BRIDGE (PW017)	TOTAL	12,000
	Grants Fund	-
	Measure J Sales Tax Fund	12,000
PROJECT DESIGN & INSPECTION - N/A	TOTAL	200,000
	Measure J Sales Tax Fund	200,000
PROJECT MANAGEMENT - N/A	TOTAL	616,068
	Road Maintenance Fund	310,712
	Measure J Sales Tax Fund	305,356

Continued on next page



APPENDIX A

Continued from previous page

TOWN OF SAN ANSELMO Department of Public Works Capital Projects Budget Summary FY 2025-2026		
PROJECT	FUNDING TYPE	FY 2025-2026 FUNDING
STATE RECYCLING GRANT	TOTAL	5,000
	Grants Fund	5,000
SORICH PARK PARKING LOT	TOTAL	10,000
	Measure J Sales Tax Fund	10,000
ROBSON HOUSE	TOTAL	20,000
	Measure J Sales Tax Fund	-
	Robson House Fund	20,000
SIR FRANCIS DRAKE BLVD, SAIS AVE & SUNNYHILLS DR TRAFFIC SIGNAL	TOTAL	161,913
	Measure J Sales Tax Fund	161,913
SIDEWALK GAP CLOSURE (PW042)	TOTAL	40,000
	Measure J Sales Tax Fund	40,000
SLURRY, CRACK SEAL & DIGOUTS - N/A	TOTAL	50,000
	Measure J Sales Tax Fund	50,000
STREET PAVING (PW106)	TOTAL	1,230,000
	Road Maintenance Fund	1,230,000
TRAFFIC SIGNALS	TOTAL	45,000
	Road Maintenance Fund	20,000
	Measure J Sales Tax Fund	25,000
UNPROGRAMED RESURFACING, DRAINAGE & FLOOD CONTROL (N/A)	TOTAL	250,000
	Measure J Sales Tax Fund	100,000
	Road Maintenance Fund	150,000
SUBTOTAL - GRANTS FUND		505,142
SUBTOTAL - MEASURE J SALES TAX FUND		2,833,922
SUBTOTAL - ROAD MAINTENANCE FUND		1,710,712
SUBTOTAL - ROBSON HOUSE FUND		20,000
GRAND TOTAL		5,069,776

Town of San Anselmo
General Fund
2025-26 through 2029-30 Five-Year Financial Forecast

REVENUE	2023-2024 Revised Budget	2023-2024 Actual	2024-2025 Proposed Budget	2024-2025 Budget Projection	2025-2026 Budget Projection	2026-27 Budget Projection	2027-28 Budget Projection	2028-29 Budget Projection	2029-30 Budget Projection
Property Tax	16,463,788	16,671,531	17,048,409	17,073,848	17,694,248	18,256,504	18,852,104	19,645,778	20,472,865
Franchise Taxes	848,000	933,022	936,500	930,940	976,000	991,000	1,003,040	1,033,131	1,064,125
Sales Tax	1,503,000	1,542,571	1,702,106	1,608,033	1,610,620	1,649,679	1,698,243	1,740,699	1,792,920
Licenses and Permits	1,431,000	1,324,857	1,306,000	1,398,344	1,403,000	1,424,000	1,498,000	1,535,450	1,573,836
Fines & Forfeitures	126,250	116,015	134,490	89,540	12,500	12,500	12,500	12,625	12,751
Use of Money and Property	100,000	453,141	100,000	100,000	135,000	135,000	135,000	125,000	125,000
Intergovernmental	297,500	313,862	27,500	88,441	31,500	31,500	33,000	33,330	33,663
Charges for Services	178,250	176,558	198,500	177,875	215,500	218,500	246,000	253,380	260,981
Other revenue	102,772	179,796	115,555	190,818	157,500	177,080	174,282	179,510	184,896
Transfers In	384,030	386,732	403,318	394,871	413,185	435,000	455,449	476,487	488,141
Total Revenues and Transfers In	21,434,590	22,098,085	21,972,378	22,052,710	22,649,053	23,330,763	24,107,618	25,035,390	26,009,179
EXPENDITURES									
Salaries	3,063,145	3,286,882	3,552,174	3,488,122	3,852,304	4,083,422	4,269,180	4,397,255	4,529,173
Retirement	692,141	293,531	609,502	586,807	754,255	768,949	819,678	844,268	869,596
Other Benefits	893,107	894,480	872,567	835,519	1,027,298	1,035,763	1,054,461	1,086,095	1,118,678
Outside Services: Other	2,812,955	2,921,802	2,865,100	2,844,754	2,280,701	2,141,104	2,108,465	2,182,261	2,256,696
Outside Services: RVFD	4,869,951	5,090,466	5,559,703	5,552,453	5,959,920	6,291,540	6,705,512	7,007,260	7,357,623
Outside Services: CMPA	4,938,129	5,204,393	5,474,469	5,476,919	5,814,695	6,018,209	6,223,905	6,503,981	6,829,180
Supplies	152,594	255,609	262,350	268,531	233,650	232,500	234,395	241,427	248,670
Training, Publications, Dues	59,046	55,963	94,772	81,100	99,647	97,147	91,897	98,345	101,296
Internal Service Fund - Insurance	600,000	750,000	750,000	750,000	700,000	700,000	675,000	700,000	721,000
Internal Service Fund - Building	344,784	364,265	374,837	374,837	388,493	390,453	396,740	408,642	420,901
Internal Service Fund- Info Tech	183,000	219,110	252,975	252,975	302,901	301,658	293,596	302,404	311,476
Internal Service Fund- Vehicle Replacement			60,000	60,000	-	-	-	-	-
Debt Service	533,976	587,285	638,929	638,812	680,189	715,018	738,087	764,300	783,837
Transfers Out	863,517	2,464,896	605,000	640,000	555,000	555,000	555,000	555,000	555,000
Capital Outlay		381,016							
Total Expenditures and Transfers Out	20,006,345	22,769,698	21,972,378	21,850,829	22,649,053	23,330,763	24,165,916	25,091,239	26,103,126
Operating Surplus (Deficit)	1,428,245	(671,613)	-	201,881	-	-	(58,298)	(55,849)	(93,946)
Beginning Balance estimated	7,501,148	8,492,480	7,820,867	7,820,867	8,022,748	8,022,748	8,022,748	7,964,450	7,908,601
Estimated Ending Balance	8,929,393	7,820,867	7,820,867	8,022,748	8,022,748	8,022,748	7,964,450	7,908,601	7,814,655
GF Reserve Commitment + Unassigned	6,227,990	6,158,999	6,158,999	6,360,880	6,360,880	6,360,880	6,302,582	6,246,733	6,152,787
Percentage of Reserve	31%	28%	28%	29%	27%	26%	25%	24%	24%



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:3.1

MEETING DATE: June 10, 2025

AGENDA TITLE: Annual Report on Staff Vacancies, Recruitment and Retention Efforts as Required Under AB 2561

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council conduct a public hearing and consider accepting the Annual AB 2561 Report on Staff Vacancies, Recruitment, and Retention Efforts.

SUMMARY

Assembly Bill (AB) 2561 was signed into law on September 22, 2024, and added §3502.3 to the California Government Code (Attachment 1). This legislation requires public agencies to present the status of job vacancies and recruitment/retention efforts at a public hearing at least once per fiscal year, and prior to adoption of the agency's final budget. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the agency must, upon request of the recognized employee organization, include additional information during the public hearing.

DISCUSSION/ANALYSIS

This report is provided in compliance with Government Code §3502.3. As of May 30, 2025, the Town of San Anselmo's three recognized employee groups have the following vacancy rates:

Employee Group	Budgeted FTE	Vacancies	Vacancy Rate
SEIU Local 1021	29	0	0%
Confidential	1	0	0%
Mid-Management	6	0	0%
Management	6	0	0%
Total	42	0	0%

Since no employee group currently has a vacancy rate equal to or exceeding 20%, the Town is not required to present the additional information specified in §3502.3(c). Nonetheless, this report includes general information on recruitment and retention efforts, as required.

The Town has continued to evaluate and refine its recruitment strategies, including:

- Enhanced job postings and outreach strategies
- Improved communication with applicants
- Expanded use of professional networks and regional recruiting platforms

Like other agencies in Marin County, San Anselmo faces challenges related to high housing costs, long commute distances for non-resident employees, and competition with neighboring jurisdictions for skilled professionals. Town staff continue to monitor workforce trends and evaluate policies that may improve recruitment outcomes and reduce turnover.

The Town of San Anselmo offers a few unique and competitive benefits designed to enhance employee retention, including:

1. Flexible work arrangements, including 9/80 and remote work opportunities where operationally feasible, to support regional recruitment, work-life balance, and improve employee retention.
2. Professional development and career advancement. The Town encourages and provides opportunities for career growth. Employees are supported in pursuing additional training and education. The Town also participates in the Marin/Sonoma leadership academy to support employee growth and advancement within the organization.

FISCAL IMPACT

Not applicable

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment #1: Text of AB 2561

Assembly Bill No. 2561

CHAPTER 409

An act to add Section 3502.3 to the Government Code, relating to public employment.

[Approved by Governor September 22, 2024. Filed with
Secretary of State September 22, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2561, McKinnor. Local public employees: vacant positions.

Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations and to consider fully presentations that are made by the employee organization on behalf of its members before arriving at a determination of policy or course of action.

This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency, upon request of the recognized employee organization, to include specified information during the public hearing. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include related legislative findings.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement shall be made pursuant to these statutory provisions for costs mandated by the state pursuant to this act, but would recognize that a local agency or school district may pursue any available remedies to seek reimbursement for these costs.

The people of the State of California do enact as follows:

SECTION 1. The Legislature finds and declares as follows:

(a) Job vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements.

(b) High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges.

(c) There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

SEC. 2. Section 3502.3 is added to the Government Code, to read:

3502.3. (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.

(2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.

(3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

(b) The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

(c) If the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions, the public agency shall, upon request of the recognized employee organization, include all of the following information during the public hearing:

(1) The total number of job vacancies within the bargaining unit.

(2) The total number of applicants for vacant positions within the bargaining unit.

(3) The average number of days to complete the hiring process from when a position is posted.

(4) Opportunities to improve compensation and other working conditions.

(d) This section shall not prevent the governing board from holding additional public hearings about vacancies.

(e) The provisions of this section are severable. If any provision of this section or its application is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(f) For purposes of this section, “recognized employee organization” has the same meaning as defined in subdivision (a) of Section 3501.

SEC. 3. The Legislature finds and declares that Section 2 of this act, which adds Section 3502.3 to the Government Code, furthers, within the

meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

It is in the public interest, and it furthers the purposes of paragraph (7) of subdivision (b) of Section (3) of Article I of the California Constitution, to ensure that information concerning public agency employment is available to the public.

SEC. 4. No reimbursement shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other law.