TOWN OF
SAN ANSELMO
EST. 1907

Town Council Agenda

Councilmember Schlesinger: 300 Roy Street, Seattle, WA 98109

Town Hall Council Chambers at 525 San Anselmo Avenue, San Anselmo, CA 94960

Town Council
Agenda

Tuesday, December 9, 2025 **6:00 PM**

Meeting held In-Person and via Zoom:

https://us02web.zoom.us/j/84301979268

Or Telephone: +1 669 900 6833 | Webinar ID: 843 0197 9268

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

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

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

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

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

A. 6:00 PM - Interviews for Infrastructure & Fiscal Monitoring Committee, Planning Commission and Tax Equity Board

Two (2) Interviews by Time, Attachment Number and Applicant Name:
Staff Report (DOC)

6:00 PM Attachment 1- Edie Heller- Incumbent- Tax Equity Board- Application no Resume (PDF)
6:10 PM Attachment 2- Russell Miller- Infrastructure & Fiscal Monitoring Committee- Application no Resume (PDF)
6:10 Attachment 3- Russell Miller- Planning Commission- Application no Resume (PDF)
6:10 Attachment 4- Russell Miller- Tax Equity Board- Application no Resume (PDF)

B. 6:30 PM Closed Session

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

B.1. Closed session pursuant to California Government Code § 54957.6 -Conference with Labor Negotiator.
Agency Negotiator: Jeff Zuba. Unrepresented Employee: Dave Donery

PUBLIC COMMENT on Closed Session Items (3 Minutes Each)

Council adjourns to Closed Session

7:00 PM Town Council Reconvenes in the Council Chambers at 525 San Anselmo Avenue , San Anselmo CA 94960 and via Zoom.
Call to Order. Optional Pledge of Allegiance: The Mayor or a designated Council member will recite the Pledge of Allegiance for members of the Council and the public who wish to join in the recitation.

Open time for public expression.

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

Written Public Comment
Public Comment- Schumacher (PDF)
Public Comment- Geithman (PDF)

Council requests for future agenda items.

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

Special Presentation. There are No Special Presentations.

1. Consent Agenda:

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

1.1 Approve the Draft Minutes of the Regular Meeting of November 10, 2025
Staff Report (DOC)
Attachment 1- Draft Minutes of the November 10, 2025 Regular Town Council Meeting (DOC)
Attachment 1- Draft Minute of the November 10, 2025 Regular Town Council Meeting (REVISED) (DOC)

1.2 Approve the Announcing and Publishing Impending Expiration Terms for Boards, Committees and Commission Seats (Maddy Act Posting)
Staff Report (DOC)
Attachment 1- 2026 Board and Commission Term Expirations (DOC)

1.3 Receive and File Report of Checks Issued, November 2025
Staff Report (DOCX)
Attachment 1 Check Report November 2025 (PDF)

1.4 Receive and File Revenue and Expenditure Reports, November 2025
Staff Report (DOCX)
Attachment 1 Budget Comparison Report by Subcategory, November 2025 (PDF)
Attachment 2 Budget Comparison Report by Department, November 2025 (PDF)
Attachment 3 Budget Comparison Report by Subcategory Measure J, November 2025 (PDF)
Attachment 4 Budget Comparison Report by Department Measure J, November 2025 (PDF)

1.5 Receive and File the Financial Report on Recreation Fund ending November 30, 2025
Staff Report (PDF)
Attachment 1 - November 2025 Budget Report (PDF)
Attachment 2 - November 2025 Recreation Capital Outlay (PDF)

1.6
Receive and Accept the Library Tax Oversight Committee review of the FY 2024-25 Library Tax expenditures

Staff Report (PDF)
Attachment 1 - Parcel Tax History and Revenue (PDF)
Attachment 2 - Library Tax Balance Sheet (PDF)
Attachment 3 - Library Tax Fund Budget Report (PDF)
Attachment 4 - Parcel Tax History and Revenue (PDF)

1.7 Approve the Reappointment of Incumbents to the Arts Commission, Historical Commission and Open Space Committee
Staff Report (DOC)
Attachment 1- Kathleen Edwards- Application no Resume (PDF)
Attachment 2- Barbara Shands- Application no Resume (PDF)
Attachment 3- Elizabeth Grasso- Application no Resume (PDF)
Attachment 4- Carol Acquaviva- Application no Resume (PDF)
Attachment 5- Jonathan Braun- Application no Resume (PDF)
Attachment 6- Brian Crawford- Application no Resume (PDF)
Attachment 7- Stanley Radtke- Application no Resume (PDF)

2. Council Business Items:

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

2.1 Recognizing the Service of Outgoing Mayor Tarrell Kullaway. This item is not considered a project under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).
Staff Report (DOC)

2.2 Reorganization of Town Council: Elect Mayor and Vice-Mayor to one-year terms. Discussing the Town Council reorganization is not considered a project under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).
Staff Report (DOC)
Attachment 1- Resolution No. 4073 (PDF)

2.3 Consider resolutions approving an increase in the Town Manager's compensation effective December 1, 2025. The Council's discussion and approval of the resolutions approving an increase in Town Manager Compensation 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 2 Redline showing proposed changes to Town Manager Employment Agreement (DOCX)
Attachment 1 Proposed Resolution Adopting Amended Employment Agreement (DOCX)
Attachment 3 Table of City Manager Salaries (XLXS)
Attachment 4 Resolution Repealing and Replacing Resolution No. 2025-4591 to Establish Salaries and Benefits for Town Manager and Management Employees effective July 1, 2025 to June 30, 2028 (DOCX)

2.4 Receive the General Plan Update: Draft Goals, Policies, and Actions (Part 2). Receipt of a presentation about the GPU and the ensuing discussion about the draft GPAs for the GPU is not a "project" under CEQA, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065). The draft GPAs will be evaluated in the Program Environmental Impact Report prepared for the General Plan Update prior to final adoption.
Staff Report (DOC)
Attachment 1 - Draft Goals, Policies, and Actions (GPAs) Economic Vitality (DOC)
Attachment 2- Draft GPAs Circulation (DOC)
Attachment 3 - Draft GPAs Parks Recreation and Public Facilities (DOC)

Attachment 4 - Draft GPAs Noise (DOC)
Attachment 5 - Draft Glossary (DOC)
Attachment 6- Summary of Community Engagement Activities (DOC)
Presentation (PPT)

2.5 Consider Making Appointments to the Infrastructure & Fiscal Monitoring Committee, Planning Commission and Tax Equity Board. Appointing volunteers to serve on a committee is not a "project" under the California Environmental Quality Act (CEQA) because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable physical change in the environment. (Cal. Pub. Res. Code Section 21065).
Staff Report (DOC)
Attachment 1- Russell Miller- Infrastructure & Fiscal Monitoring Committee- Application no Resume (PDF)
Attachment 2- Tara Ticknor- Planning Commission- Application w Resume (PDF)
Attachment 3- Paul Corning- Planning Commission- Application w Resume (PDF)
Attachment 4- Russell Miller- Planning Commission- Application no Resume (PDF)
Attachment 5- Edie Heller- Tax Equity Board- Application no Resume (PDF)
Attachment 6- Russell Miller- Tax Equity Board- Application no Resume (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 January 13, 2026.

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.

STAFF REPORT

TOWN OF SAN ANSELMO Item #: Interviews

MEETING DATE: December 9, 2025

AGENDA TITLE: Conducting Interviews for the Infrastructure & Fiscal Monitoring Committee, Planning Commission and Tax Equity Board

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For the Town Council to conduct two (2) interviews:

- Edie Heller for the Tax Equity Board
- Russell Miller for the Infrastructure & Fiscal Monitoring Committee, Planning Commission and Tax Equity Board

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Below are a total of (2) applicants scheduled to be interviewed by the Town Council.

Interview Time	Name		Board, Committee or Commission
6:00 PM	Edie Heller	Incumbent	-Tax Equity Board
6:10 PM	Russell Miller	Applicant	-Infrastructure & Fiscal Monitoring Committee -Planning Commission -Tax Equity Board

The Council will have the opportunity to appoint one voting member to the Infrastructure & Fiscal Monitoring Committee, Planning Commission and Tax Equity Board later today.

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment 1- Edie Heller- Incumbent- Application no Resume
Attachment 2- Russell Miller- Application no Resume

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

Profile

Edie
First Name

Middle Initial

Heller
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

CPA

Employer's Address

Which Boards would you like to apply for?

Tax Equity Board: Submitted

Number of years as resident of San Anselmo?

50

Number of years as a resident in Marin?

53

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

Judy Hebert (415) 454-4367 David Lusterman (415) 845-3485 Suellen Lamorte (415) 987-7832

Education Level Achieved *

- [x] Master's Degree

Interests & Experiences

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

Have been on this board for the past few years

Reasons for this appointment:

My current appointment is ending soon

What are your qualifications for this appointment?

Prior board member, CPA, SA resident

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

Providing financial relief to those in need and helping them stay in their SA homes

LinkedIn Profile

Upload a Resume

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

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

Edie Heller

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

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

Profile

Russell
First Name

A
Middle Initial

Miller
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Bond/Tax Attorney

Employer's Address

Which Boards would you like to apply for?

Infrastructure and Fiscal Monitoring Committee: Submitted

Number of years as resident of San Anselmo?

6

Number of years as a resident in Marin?

60+

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

John Fernsell, 802-384-5441 John Gray, 775-771-6019 Gabe Turner, 510-847-1430

Education Level Achieved *

- [x] College/University Degree
- [x] Master's Degree

Interests & Experiences

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

(•) Yes ( ) No

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

(•) Yes ( ) No

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

(•) Yes ( ) No

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

( ) Yes (•) No

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

I have served as bond (legal) counsel to various state and local governments and nonprofit organizations for 40+ years.

Reasons for this appointment:

As a resident I am very interested in the future of the Town of San Anselmo, including design review, zoning and development.

What are your qualifications for this appointment?

I have a significant background in finance, capital projects and bond financing on behalf of governmental and nonprofit entities. I am a life-long resident of Marin, and my family's business has been in Marin for almost 100 years.

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

Well thought-out and coordinated approach to Town projects and the ability to pay for such (e.g., downtown parking, town parks, flood control, new infrastructure, facility upgrades, and safe routes to schools).

LinkedIn Profile

https://www.linkedin.com/in/russell-miller-2a067a89/

Upload a Resume

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Middle Initial

Miller
Last Name

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Suite or Apt

City

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Postal Code

Primary Phone

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Occupation

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Which Boards would you like to apply for?

Planning Commission: Submitted

Number of years as resident of San Anselmo?

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Number of years as a resident in Marin?

60+

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- [x] Master's Degree

Interests & Experiences

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- [x] Yes
- [ ] No

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- [ ] No

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Primary Phone

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Bond/Tax Attorney

Employer's Address

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Tax Equity Board: Submitted

Number of years as resident of San Anselmo?

6

Number of years as a resident in Marin?

60+

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Education Level Achieved *

- [x] College/University Degree
- [x] Master's Degree

Interests & Experiences

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

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- [ ] No

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

- [x] Yes
- [ ] No

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

- [x] Yes
- [ ] No

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- [x] No

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E-Signature:

Russell A. Miller

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

Rec'd 12/9/25 Public Comment 6:53pm

Andrew Schumacher, Attorney at Law
180 Floribel Ave.
San Anselmo, CA 94960
(415) 386-4907

December 9, 2025

San Anselmo Town Council Dispute with Floribel Ave.

Presented at Town Counsel Meeting 12-9-25, 7:00 p.m.)

Legal Issues: Overview: Summary of Key Issues:

1. **No notice in 66% of the disclosures received by property owners from the Town of San Anselmo** that owners are responsible for the road.
2. **The town repaved Floribel September 1989** (and during the October Loma Prieta quake) despite disclosures. (This is a **SIGNIFICANT PARTIAL PERFORMANCE THAT belies the alleged contract and SUPPORTS THE TOWN'S CONTINUING RESPONSIBILITY FOR** Floribel Avenue.
3. **Basic real property law** requires certain documents and agreements involving real property to be recorded with the real property deed. This is true of arrangements that either benefit one party or burden the real property. In this case, San Anselmo claims to be the benefited party by burdening the property owners with responsibility for the road. But San Anselmo appears to be in violation of the contract and real property legal requirements, known as the **Statute of Frauds** (California Civil Code Section 1624).
4. No original document (or copy) has been found in the County Real Property files or in the San Anselmo Town files or in any Floribel Avenue residents' disclosures we received from the Town of San Anselmo. For all intents and purposes, such an agreement between San Anselmo and original property owners does not exist. It is effectively "Hearsay" and unenforceable. See #3, above.

5. A strong position against such an agreement holds that the city repaving all of Floribel at no cost to the Floribel residents holds that the city cancelled any alleged agreement in 1989 by repaving Floribel despite the alleged agreement and completely without notice of any exception or reinstating the alleged agreement.

DISCUSSION

The general rule for real property contracts requires all agreements, notices and other contractual arrangements to be in writing, signed by all parties involved. There are few exceptions, generally involving prior or part performance by one or both parties. The only main exception is when one party has completed partial performance of a property agreement. There is no record of Floribel being paved by its residents and no record of Floribel residents ever paying for repaving Floribel (although San Anselmo did do so in 1989).

In addition, some agreements must be recorded with the county where the property is located such as mortgages, liens, easements, and other official notices, including declaring a street "city" or "private."

This applies to most agreements or notices between a land owner and a city that either provides for or limits the rights and responsibilities of the parties. When a document is so recorded, it "runs with the land" and applies to the current and future property owners and the city.

The Statute of Frauds

The alleged agreement between San Anselmo and the Floribel property owners appears to be inconsistent with both general contract and property law and also with the Statute of Frauds (a term carried over from England) requiring real property contracts to be in writing (Adopted by our state in **California Civil Code Section 1624**). The Statute is complex but covers contracts for the sale or encumbering of real property and agreements that cannot be performed within one year. **An obligation for an entire street over generations should certainly apply to an alleged city contract with all property owners.** This statute safeguards against fraudulent claims by mandating written evidence of significant or complex agreements. It ensures that parties have a documented understanding of their obligations, to reduce potential disputes.

One major focus of the statute is real estate transactions, including contracts for the sale of land or long term land commitments. It requires a clear record of the transaction to protect both parties from misunderstandings or misrepresentations. All the owners on Floribel Avenue and San Anselmo are now in such a situation. Good RECORDED documentation might have prevented confusion and misunderstandings about the duration, scope, and obligations of the contract, particularly important in business or multiple party contracts.

Real estate transactions are a key focus of the Statute of Frauds, which mandates a clear record of the transaction to protect all parties from misunderstandings or misrepresentations, especially for long-term commitments or multigenerational contracts covering duration, scope, and obligations of a contract.

To Summarize: Where to begin?

According to the following findings, the California Statute of Frauds requirements have not been met between and among San Anselmo and the Floribel property owners.

1. No Floribel home owner appears to have a copy of the original contract.

2. The town of San Anselmo does not appear to have copy of, or the original contract. Copies are unlikely to be valid absent proof of accuracy and authenticity and signed by all parties involved.

3. Apparently only 33% of Floribel home owners have found even a reference in their purchase disclosures to the subject of the missing agreement that the city alleges they are liable for road repaving, but have no copy of the original agreement.

4. No original or copy of such an agreement has been found in Marin County files or property records. This violates Marin County and California state requirements that property deeds and property encumbrances be recorded.

5. Even if such a contract is found, it apparently was not recorded.

Conclusion: Therefore, there is no contract or agreement between and among the town of San Anselmo and the Floribel home owners. Therefore, Floribel is a City Road, and the town of San Anselmo is responsible and liable for repaving Floribel Avenue.

FINALLY: CAN WE COMPROMISE? OF COURSE.

Finding out you are standing on sand instead of bedrock is a shock. But we all have options. The Town Public Works Department has already made a generous offer, to have crews patch Floribel while this matter is being settled. That buys all parties time. Well done!

If the town of San Anselmo takes on what we on Floribel believe is its legal responsibility, a further compromise can be found in additional time. Assuming the San Anselmo officials accept that Floribel is, in fact, a city street, and will so document, patching extends the usability of the roadway for up to several years. This gives San Anselmo important time to budget for a later repaving, which the Floribel residents are likely to accept. I would strongly suggest such a compromise, such as, for example, a two year delay.

By Inclusion of Floribel Avenue in the upcoming resurfacing schedule, consistent with the Town's own criteria and notification procedures. It could be a year if we meet the criteria or more if we do not. Our understanding is that the town has a paving allocation each year and then selects the streets based on safety/condition criteria. We do not believe the town has a road paving rotation, it is more about need, so the possible compromise would be our inclusion in the process and if we don't meet criteria in the first round, we would gladly accept the patching and a later repaving.

Shall we begin discussions?

Thank you.

Rec'
12/9/2025

Public
Comment

6:53 pm



DocuSign Envelope ID: 68EDEC77-C67D-4FDC-A9DC-899E1C70F088

Revised 6/30/15

PROPERTY ADDRESS: 24 Floribel Avenue

This 1 page report was compiled from the records of the appropriate Town Departments and a physical inspection of the property. Though the Town will make every effort to provide accurate information, the Town will not warrant that the report lists every building and planning action on this property. Also, it does not constitute a full disclosure of all the material facts affecting the property since portions of the structure or property may not have been accessible at the time of the inspection. No statements contained in this report shall authorize the use or occupancy of any residential building contrary to the provision of any law or ordinance. This report shall not constitute a representation by the Town that the property in its present use is or is not in compliance with the law.

GENERAL PROPERTY INFORMATION

(Data reported by: ER Date: 5/3/17)

Assessor's parcel number: 007-091-02 Construction date: 1908

FEMA flood zone: zone x Street Town maintained: Yes

Property located within Wildland Urban Interface Zone? Yes

Note: Property owners are responsible for maintenance of: 1) abutting sidewalks, 2) abutting parkway street trees and plants, 3) storm drains located on their property.

PLANNING/ZONING INFORMATION

(Data reported by: SP Date: 5/1/17)

Planning Department staff did not conduct a physical inspection of the site. There are a number of issues that may arise during a discretionary planning review process that the Town will not identify in this report. For example, a structure may be considered "historic," or a site may contain sensitive archaeological resources, protected wildlife or habitat.

Zoning District: R-1 Single Family, Above 150 MSL (Mean Sea Level)

Second Unit: ☐ Yes ☒ No

Planning Department Records *Planning files are available for review at the Planning Department.*

No Planning Entitlements on File.

BUILDING PERMIT RECORDS

(Building records reported by: ER Date: 5/3/17)

Permit Number/Type	Date	Type of Work Done		Permit Number/Type	Date	Type of Work Done
9497/E	10/16/75	Electric service upgrade		16597/B	6/27/88	Deck repair
25531/BE	2/28/94	Repair single car garage		25567/B	3/7/94	Retaining wall
25594/ench	3/11/94	Curb and gutter		37858/B	4/27/01	Retaining wall
52945/BMPE	6/27/07	Kitchen and laundry		53258/E	7/31/07	Electric service upgrade
64530/M	4/2/12	furnace				

Type: B=Building, P=Plumbing, E=Electrical, M=Mechanical, Pool=Pool/Spa/Hot Tub, Enc=Encroachment, F=Fence, G=Grading

* Indicates permit expired as inspections were not performed or not requested as required by the Code. Town can not validate conformance to state codes or town ordinances.

PHYSICAL INSPECTION OF PROPERTY

(Performed by: ER Date: 5/5/17)

The following items were noted as not being in conformance with current State of California Building Codes, Town Ordinances or conflict with information in the town records. It is recommended that these items be corrected or resolved, but it is not required by the Town at this time, unless specifically stated. Planning issues must be resolved immediately. **WARNING: In the future, when a permit for any repair or remodel work is requested, these Building Division items will be required to be corrected before any permit for additional work will be issued. For retroactive permits for work done without a permit, penalty fees/fines may be accessed.**

1) **Install carbon monoxide detectors in the upper two level hallways.**
2) **Install smoke detectors in the bedrooms and hallway of each level.**

PROPERTY ADDRESS: 119 Floribel Avenue

This 1 page report was compiled from the records of the appropriate Town Departments and a physical inspection of the property. Though the Town will make every effort to provide accurate information, the Town will not warrant that the report lists every building and planning action on this property. Also, it does not constitute a full disclosure of all the material facts affecting the property since portions of the structure or property may not have been accessible at the time of the inspection. No statements contained in this report shall authorize the use or occupancy of any residential building contrary to the provision of any law or ordinance. This report shall not constitute a representation by the Town that the property in its present use is or is not in compliance with the law.

GENERAL PROPERTY INFORMATION

(Data reported by: ER Date: 11/1/18)

Assessor's parcel number: 007-091-06

Construction date: 1952

FEMA flood zone: zone x

Street Town maintained: Yes

Property located within Wildland Urban Interface Zone? Yes

Note: Property owners are responsible for maintenance of: 1) abutting sidewalks, 2) abutting parkway street trees and plants, 3) storm drains located on their property.

PLANNING/ZONING INFORMATION

(Data reported by: SP Date: 10/30/18)

Planning Department staff did not conduct a physical inspection of the site. There are a number of issues that may arise during a discretionary planning review process that the Town will not identify in this report. For example, a structure may be considered "historic," or a site may contain sensitive archaeological resources, protected wildlife or habitat.

Zoning District: R-1 Single Family, Below 150 MSL (Mean Sea Level)

Second Unit: ☐ Yes ☒ No

Planning Department Records *Planning files are available for review at the Planning Department.*

1979 – Use permit for home business and setback variance for roof over an existing parking deck.

BUILDING PERMIT RECORDS

(Building records reported by: Er Date: 11/1/18)

Permit Number/Type	Date	Type of Work Done		Permit Number/Type	Date	Type of Work Done
53743/B	9/24/07	Deck upgrade		46728/B	8/22/05	Re-roof
37349/P	1/12/01	Water heater		34408/M	5/4/99	furnace
22548/B	4/16/92	skylight		6266/B	10/8/80	building
8019/BMPE	5/6/74	Room addition and deck		4857/BMPE	6/3/70	Carport and addition

Type: B=Building, P=Plumbing, E=Electrical, M=Mechanical, Pool=Pool/Spa/Hot Tub, Enc=Encroachment, F=Fence, G=Grading

* Indicates permit expired as inspections were not performed or not requested as required by the Code. Town can not validate conformance to state codes or town ordinances.

PHYSICAL INSPECTION OF PROPERTY

(Performed by: ER Date: 11/2/18)

The following items were noted as not being in conformance with current State of California Building Codes, Town Ordinances or conflict with information in the town records. It is recommended that these items be corrected or resolved, but it is not required by the Town at this time, unless specifically stated. Planning issues must be resolved immediately. **WARNING: In the future, when a permit for any repair or remodel work is requested, these Building Division items will be required to be corrected before any permit for additional work will be issued. For retroactive permits for work done without a permit, penalty fees/fines may be accessed.**

Install four inch tall address numbers that are reflective or contrasting in color to their background.

PROPERTY ADDRESS: 182 Floribel Avenue

This 1 page report was compiled from the records of the appropriate Town Departments and a physical inspection of the property. Though the Town will make every effort to provide accurate information, the Town will not warrant that the report lists every building and planning action on this property. Also, it does not constitute a full disclosure of all the material facts affecting the property since portions of the structure or property may not have been accessible at the time of the inspection. No statements contained in this report shall authorize the use or occupancy of any residential building contrary to the provision of any law or ordinance. This report shall not constitute a representation by the Town that the property in its present use is or is not in compliance with the law.

GENERAL PROPERTY INFORMATION

(Data reported by: ER Date: 5/3/17)

Assessor's parcel number: 007-095-37

Construction date: 1965

FEMA flood zone: zone x

Street Town maintained: yes

Property located within Wildland Urban Interface Zone? yes

Note: Property owners are responsible for maintenance of: 1) abutting sidewalks, 2) abutting parkway street trees and plants, 3) storm drains located on their property.

PLANNING/ZONING INFORMATION

(Data reported by: SP Date: 5/1/17)

Planning Department staff did not conduct a physical inspection of the site. There are a number of issues that may arise during a discretionary planning review process that the Town will not identify in this report. For example, a structure may be considered "historic," or a site may contain sensitive archaeological resources, protected wildlife or habitat.

Zoning District: R-1 Single Family, Above 150 MSL (Mean Sea Level)

Second Unit: ☐ Yes ☒ No

Planning Department Records *Planning files are available for review at the Planning Department.*

No Planning Entitlements on File.

BUILDING PERMIT RECORDS

(Building records reported by: Er Date: 5/3/17)

Permit Number/Type	Date	Type of Work Done		Permit Number/Type	Date	Type of Work Done
2700/B	3/15/65	Single family dwelling		2231/P	5/21/65	plumbing
2233/P	5/21/65	plumbing		24527/E	7/8/93	electrical
28443/B	9/19/95	carport		28443/BE	9/19/95	Enclose carport
47428/F	11/10/05	fence		38545/M	9/10/05	furnace
48431/E	2/28/06	Electrical service upgrade		48607/M	3/20/06	furnace
49036/ench	5/3/06	Work in the public right of way		49066/B	5/4/06	Entry stairs and side retaining walls
0010/G	6/3/15	grading		0208/BMPE	4/6/15	394 sq foot addition of bed and bath
0042/ench	2/29/16	Street cut				

Type: B=Building, P=Plumbing, E=Electrical, M=Mechanical, Pool=Pool/Spa/Hot Tub, Enc=Encroachment, F=Fence, G=Grading

* Indicates permit expired as inspections were not performed or not requested as required by the Code. Town can not validate conformance to state codes or town ordinances.

PHYSICAL INSPECTION OF PROPERTY

(Performed by: ER Date: 5/4/17

The following items were noted as not being in conformance with current State of California Building Codes, Town Ordinances or conflict with information in the town records. It is recommended that these items be corrected or resolved, but it is not required by the Town at this time, unless specifically stated. Planning issues must be resolved immediately. **WARNING: In the future, when a permit for any repair or remodel work is requested, these Building Division items will be required to be corrected before any permit for additional work will be issued. For retroactive permits for work done without a permit, penalty fees/fines may be accessed.**

Install a smoke detector in one bedroom.

PROPERTY ADDRESS: **186 Floribel Avenue**
last revised: 12/2/09

This 2 page report was compiled from the records of the appropriate Town Departments and a physical inspection of the property. Though the Town will make every effort to provide accurate information, the Town will not warrant that the report lists every building and planning action on this property. Also, it does not constitute a full disclosure of all the material facts affecting the property since portions of the structure or property may not have been accessible at the time of the inspection. No statements contained in this report shall authorize the use or occupancy of any residential building contrary to the provision of any law or ordinance. This report shall not constitute a representation by the Town that the property in its present use is or is not in compliance with the law.

GENERAL PROPERTY INFORMATION (Data reported by: Eric R Date: 2/29/12)

Assessor's parcel number: 007-095-23 Construction date: 1925

FEMA flood zone: Zone X Street Town maintained: Yes

Property located within Wildland Urban Interface Zone? G Yes (contact RVFD for information) G No

Note: Property owners are responsible for maintenance of: 1) storm drains located on their property, 2) abutting sidewalks, 3) abutting street trees

GENERAL PLANNING/ZONING INFORMATION (Data reported by: PB Date: 2/27/12)

G Single-family residential (Zoned R-1).

G Mixed residential/commercial for _____ living units and _____ commercial units.

G Multi-family residential for _____ living units. (Zoned R-2 or R-3)

G Specific planned development for _____ living units.

SECOND UNIT: Is a second unit authorized on the property? No

PLANNING DIVISION RECORDS (Planning records reported by: PB Date: 2/27/12)

Contact the Planning Division within 15 days from the date of this report regarding any violations noted in this section.

2009 lot merger with 184 Floribel Ave .

BUILDING PERMIT RECORDS (Building records reported by: ER Date: 2/29/12

Permit Number/Type	Date	Type of Work Done		Permit Number/Type	Date	Type of Work Done
3364/B	8/28/78	Termite repairs		6337/BEP	10/27/80	remodel
12124/ BPEM	7/8/85	Second story addition		53963/P	10/17/07	Water heater
54377/M	12/11/07	Furnace		55034/E	3/5/08	Electric panel upgrade
60024/BPE	10/1/09	Hot tub, rear deck, BBQ, retaining wall, fountain		60424/B	1/4/10	Change rear window to door, revision to 60024

Type: B=Building, P=Plumbing, E=Electrical, M=Mechanical, Pool=Pool/Spa/Hot Tub, Enc=Encroachment, F=Fence, G=Grading

* Indicates permit expired as inspections were not performed or not requested as required by the Code. Town can not validate conformance to state codes or town ordinances.

PHYSICAL INSPECTION OF PROPERTY (Performed by: ER Date: 2/29/12)

The following items were noted as not being in conformance with current State of California Building Codes, Town Ordinances or conflict with information in the town records. It is recommended that these items be corrected or resolved, but it is not required by the Town at this time, unless specifically stated. Planning issues must be resolved immediately. WARNING: In the future, when a permit for any repair or remodel work is requested, these Building Division items will be required to be corrected before any permit for additional work will be issued.

1) Install smoke detectors in all bedrooms, hallways leading to bedrooms, and all habitable levels.
2) Install carbon monoxide detectors in hallways leading to bedrooms and all habitable levels.

TOWN OF SAN ANSELMO
REPORT OF RESIDENTIAL BUILDING RECORDS

Report Number 1837 Date 2/27/12

Fee $200 Receipt # 2318

Budget Account # 01.00.48054

Last revised: 7/6/11

THIS SECTION TO BE COMPLETED BY APPLICANT

This report is intended to identify the regularly authorized and legal use, occupancy, and zoning classifications of the property and all other pertinent information relating thereto. One copy of this report will be provided to the Applicant only.

PROPERTY ADDRESS: 186 Hibiscus Ave

APPLICANT: Jennifer Oh

SEND REPORT TO (if different than applicant): _____

VIA: ☐ Mail: _____

☐ Fax: _____ ☑ E-mail: oh.mayneco@gmail.com

PHONE NO. 755-8404 ☐ Office ☑ Cell ☐ Home

PROPERTY INFORMATION

NUMBER OF STRUCTURES ON THE PROPERTY (includes sheds greater than 120sf) 2

IS THERE A SECOND UNIT ON THE PROPERTY: ☑ No ☐ Yes

PARKING (each space minimum 9'X19')

1 No. of garage parking spaces 0 No. of carport/deck spaces

0 No. of open driveway spaces (surface material: _____)

(Town Ordinance requires all areas used for parking to be paved with either asphalt or concrete)

I am the (✓) owner, or ( ) legal agent of the legal owner, of the property listed above. I understand that prior to consummation of sale or exchange of this property, the law requires the seller to obtain a Report of Residential Building Records and deliver this report to the buyer. Prior to closing or transfer, the owner shall obtain from the buyer a written acknowledgment of receipt of the Report of Residential Records. (Municipal Code Title 10, Chapter 5, Ordinance 590; California Government Code Section 38780)

Signature of applicant _____ Date 2/23/12

TO BE COMPLETED BY TOWN

SCHEDULED DATE OF PHYSICAL INSPECTION OF PROPERTY: 2/29/12 2pm

PB 2/27/12

October 26, 2025

Brett Geithman
182 Floribel Avenue
San Anselmo, CA 94960

San Anselmo Town Council
525 San Anselmo Avenue
San Anselmo, CA 94960

Subject: Request for Inclusion of Floribel Avenue in Next Paving and Resurfacing Plan

Dear Members of the Town Council,

I am writing to respectfully request that Floribel Avenue be included in the Town of San Anselmo's next approved list of paving and resurfacing projects. The road has significantly deteriorated over the years and now poses safety and accessibility concerns for residents and emergency vehicles.

The following is a summary of my correspondence and communication with Town staff regarding the status and condition of Floribel Avenue:

1. **December 2021:** Floribel Avenue was in poor condition, and there was an old sign that appeared to be for Redwood stating, *"Not a Town Maintained Road."* Around that time, the *Marin Independent Journal* published an article about the state of roads in Marin. I submitted a Public Records Act (PRA) request to the Building Department asking for all supporting documentation related to that sign. The Town's response was to **refer me to my title disclosures** for information.

2. **March 2022:** I reviewed my 2017 Town-issued disclosure packet, which clearly states that **the Town is responsible for maintaining Floribel Avenue**. It is important to note that the Town's own 2017 resale disclosure, completed by Town staff and issued under California Civil Code §1102 et seq. identified Floribel Avenue as a Town maintained road. I relied on that official document when purchasing my home. Under principles of reasonable reliance and equitable estoppel (*City of Long Beach v. Mansell*, 3 Cal.3d 462 (1970)), the Town should not disregard its own representation. Additionally, because the Town collects a fee to prepare these resale disclosures, there is a legal expectation of accuracy and consistency.

3. **March 2022:** The Town's response was that my disclosure packet was *"wrong."*

4. **March 2022:** I replied, explaining that the Town's own documentation clearly states that Floribel Avenue is Town maintained, and I requested a meeting to discuss the discrepancy.

5. **March 2022:** I received a response from Public Works Director Sean Condry, which could be interpreted as a threat regarding possible abatement of properties on our street if the road continued to deteriorate. In that same message, he stated that he could meet to review the situation.

6. **September 2022:** I emailed Sean requesting dates and times for a meeting.

7. **December 2022:** I followed up on that request.

8. **December 2022:** Sean responded that he was fully booked for the remainder of the year but could meet in the new year.

9. **February 2023:** I followed up again to confirm a meeting.

10. **March 2023:** Sean and I met on Floribel Avenue. During that meeting, he stated he would obtain a paving quote for Floribel when he also obtained one for Melville Avenue. I updated our neighborhood, explaining that Sean was gathering this information for us. He also stated in that meeting that Floribel Avenue was too narrow in some sections to qualify as a Town maintained road. However, after measuring comparable roads such as Allyn Avenue and Canyon Road, both of which are Town maintained, I found that several sections of those roads are the same width as Floribel.

11. **July 2023:** I followed up to see if the Town had received an estimate.

12. **July 2023:** Sean responded that staff had not yet had time to complete this work and suggested I act as a neighborhood project coordinator to help obtain paving estimates and coordinate with a contractor.

13. **August 2023:** I met with Town Manager Dave Donery to discuss Floribel Avenue's ongoing status and my request for paving.

14. **September 26, 2023:** Assistant Engineer Tom Bautista followed up on my meeting with Dave Donery, stating that Floribel is not a Town maintained road.

Throughout this process, I have continued to raise the issue that my official Town disclosure document provided during the purchase of my home, states that Floribel Avenue is Town maintained, and that no record has ever been produced indicating a change in that designation. Furthermore . . .

- Allyn Avenue is a Town maintained road, and the only access to Allyn is through Floribel Avenue. Since COVID, there has been a substantial increase in home deliveries, meaning that large trucks and service vehicles must use the longer portion of Floribel (off Redwood) to access Allyn daily. These vehicles add considerable wear and tear to the already deteriorating road surface. Under California Government Code §815.6, the Town has a legal duty to ensure that access routes used by emergency vehicles and essential services are safe and passable for all residents.

- I have reviewed numerous Town-issued disclosure reports for properties along Floribel Avenue. Of these, approximately 80% state that the Town maintains the road, and these properties make up the majority of this stretch of Floribel Avenue.

- Our property taxes are no different than any other San Anselmo resident's. Yet residents of Floribel Avenue do not receive the same public maintenance services that similarly taxed homeowners receive throughout the Town. Equal protection and fairness principles require that similarly taxed residents receive comparable levels of service.

- The Town's claim that sections of Floribel are "too narrow" to be Town maintained is inconsistent with other Town maintained streets such as Allyn Avenue and Canyon Road, both of which have comparable widths.

All written documentation I have reviewed, including the official Town of San Anselmo resale disclosures completed by Town staff, consistently identifies Floribel Avenue as a Town maintained road. No legal record, resolution, or official action has ever been produced to the contrary.

Given the Town's own written representations, the continued collection of equal property taxes from Floribel Avenue residents, and the essential public use of this roadway as the only access route to Allyn Avenue, I respectfully request that Floribel Avenue be treated as the Town maintained road it is and included in the next approved paving and resurfacing schedule.

The *Marin Independent Journal*'s April 29, 2025 article on the Town's resurfacing lineup noted that roads with a Pavement Condition Index (PCI) between 12 and 56 were prioritized for this year's work. Floribel Avenue's condition clearly falls within that range and warrants inclusion based on both need and obligation.

The Town's own documentation already establishes responsibility; what remains is to act on that responsibility. I respectfully request that the Council direct staff to add Floribel Avenue to the upcoming resurfacing plan and to notify residents of the schedule for this long-overdue work.

Thank you for your attention to this matter and for ensuring consistency between the Town's written records and its public works actions.

Sincerely,

Brett Geithman
(562) 631-6755
bgeithman@gmail.com

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.1

MEETING DATE: December 9, 2025

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of November 10, 2025

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Regular Town Council meeting of November 10, 2025.

ATTACHMENT:

Attachment 1- November 10, 2025 Draft Minutes

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, November 10, 2025

Call to Order: Optional Pledge of Allegiance

COUNCILMEMBERS PRESENT: Terrell Kullaway (Mayor)
Steve Burdo
Eileen Burke
Yoav Schlesinger
Chantel Walker

STAFF MEMBERS PRESENT: Dave Donery, Town Manager
Megan Acevedo, Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Community Development Director
Sean Condry, Public Works Director
Scott Schneider, Assistant Public Works Director
Jeff Zuba, Finance Director
Rob Bastianon, Senior Fire Inspector
Eric Robbe, Building Official
Maddie O'Grady, Community Services Director
Kelley Warner, Community Engagement Coordinator

A. Call to Order 6:30 PM

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

Closed Session pursuant to California Government Code Section 54957.6
Conference with Labor Negotiator
Agency Negotiator: Jeff Zuba
Unrepresented Employee: Dave Donery

C. Public Comment on Closed Session Items

There were no public comments.

D. Council adjourned to Open Session.

Town Council reconvened in the Council Chambers at 7:00 PM

Mayor Kullaway stated there were no actionable items coming out of closed session.

Open Time for Public Expression

Ms. Ann Politzer, Brookside Drive, discussed the benefit-cost analysis for the SAFRR Project and the removal of Building Bridge 2. The County is asserting that the cost ratio is $11 million in expenditures for $23 million in benefits over a 50-year period.

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

staff; miscellaneous items

Councilmember Walker thanked Community Services Director O'Grady for the Youth Commissioners training; reported she will be sitting on the Marin County Council of Mayors and Councilmembers (MCCMC) Executive Committee for North Bay Cal Cities.

Vice Mayor Burdo reported he, along with Councilmember Schlesinger, met with Central Marin Police Authority (CMPA) Chief Norton; attended the Bicycle and Pedestrian Advisory Committee (BPAC) meeting; will be attending the upcoming Fire Board meeting; gave a Shout-Out to the Mini- Library; tickets for Breakfast with Santa go on sale this Wednesday!

Councilmember Schlesinger reported today is National Civic Pride Day; attended the Dia de los Muertos Celebration; he will be training the Town staff on the use of AI; there will be a full-time CMPA Traffic Enforcement team in place in December.

Councilmember Burke reported the Memorial Park Advisory Committee is working on Phase 3 of the plan to renovate the park and will be looking at the tennis court area.

Mayor Kullaway participated in the BPAC meeting; attended a celebration for local Olympian Kate Courtney.

Town Manager Donery reported staff is preparing for the winter and participated in a tabletop exercise at the County Office of Emergency Services. There has been a change in the Chamber of Commerce organizational status and the Town will be taking over the leadership role in producing several upcoming holiday events.

Special Presentation

There were no Special Presentations.

1. Consent Agenda

1.1 Approved the Draft Minutes of the Regular Meeting of October 28, 2025

1.2 Accepted Resignation of Gary Smith from the Planning Commission

1.3 Received and Filed Report of Checks Issued, October 2025

1.4 Accepted the 2025 Street Resurfacing Project and Authorized Staff to File a Notice of Completion

1.5 Received and Filed the Financial Report on Recreation Fund ending October 31, 2025

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

M/s, Burdo/Walker, Motion to approve Consent Calendar items #1.1 through #1.5.
AYES: Schlesinger, Walker, Burke, Vice Mayor Burdo, Mayor Kullaway

2. Public Hearing Items

2.1 Adopt Resolution No. 2025-4603 Approving Marin Sanitary Service Rate Increase and Franchise Agreement Amendment

Mayor Kullaway recused herself from this item.

Finance Director Zuba presented a staff report. Mr. Garth Schultz, representing R3, gave a PowerPoint presentation. Staff and the consultant answered a question from the Council regarding the reason why San Anselmo's rate increase is slightly larger than other municipalities.

Ms. Patti Garbarino, President of Marin Sanitary Service (MSS), stated MSS strives to do something better for the environment. She discussed Customer Appreciation Day, the Landfill Philharmonic musical group from Paraguay, and the award received from the North Bay Leadership Coalition.

Vice Mayor /Burdo opened the Public Hearing.

There were no comments.

Vice Mayor Burdo closed the Public Hearing.

M/s, Walker/Schlesinger, Motion to adopt a Resolution 2025-4603. Establishing Maximum Rates collected by Marin Sanitary Service Rate for solid waste recycling and organic waste services to be effective January 1, 2026, approving the First Amendment to the MSS Franchise Agreement and adopting the Town's cost of solid waste services fee and franchise fee for the use of Town property and the provision of solid waste related services.
AYES: Burke, Schlesinger, Vice Mayor Burdo, Walker
RECUSED: Mayor Kullaway

Mayor Kullaway returned to the dais.

Council Business Items

2.2 Receive the General Plan Update: Draft Goals, Policies, and Actions (Part 1)

Community Development Director Scoble presented the staff report. She and Christine O'Rourke, O'Rourke and Associates, presented a PowerPoint presentation. Staff and the consultant answered questions from the Council regarding how the creation of an Historic Preservation District could negatively impact the Housing Element and development; how staff is looking at outside funding to create options for Historic Preservation; the upgrades and maintenance of those facilities; if the Council will be talking about prioritization or a hierarchy with respect to historic preservation; how the Town's plan feeds on work from other agencies; the level of deference, authority, and responsibility that the Town has as a municipality; regional collaboration and coordination; the definition of passive recreation; if the Circulation Element includes incentives for behavior change;

Mayor Kullaway opened the meeting to public comments.

Mr. Rene Voss stated they were ahead of the game in terms of the implementation of wildlife habitat corridors. The intent is to connect existing open spaces including those outside of the Town boundaries. The intent of the "passive recreation" definition was to allow people to wander a bit and not to single out any recreational use.

An individual stated he moved into a house that had a Historic Preservation designation and found some challenging non-monetary costs. It was difficult to make the house comfortable due to the constraints on the materials that would be allowed. He discussed the benefits of native plants.

Mr. Nick Pappas referred to the sustainability piece and noted transportation and transportation emissions are the primary lever that the Town can pull. Transportation planning and decisions about road infrastructure are an important climate tool. He suggested an amendment to include more specific reference to reducing vehicle miles traveled.

Mayor Kullaway closed the meeting to public comments.

Councilmember Schlesinger stated they should not be talking about compliance or a compilation of current practices but rather a vision of what the Town should look like in twenty years. The draft document feels like a 2025 operating manual and not a 2045 navigation chart. He would like to see a section on Futures and Adaptation.

Councilmember Burke stated she does not see the document as static and noted the Town is now a “cleaner and greener” version than when the General Plan was last updated. The General Plan does talk about how to continue this trajectory. The document is a long-term vision that happens incrementally.

Mayor Kullaway stated she would like to see more information about local mitigation of climate change and the impacts of AI.

Councilmember Walker stated the only areas of refinement are the thing that staff is working on already. She is looking for the Town’s set of principles and a comparison of the one and two year work plans. She would like to see a five year process that checks metrics and a map of how the elements work together.

Councilmember Burdo stated the General Plan is a guide. He agrees that there are future innovations and emerging technologies that should be accounted for as they look forward. The commitment has been to the character of the Town and the environment and he noted there have been marked improvements.

2.3 Receive and File the 2025 Live on the Avenue Recap and Review

Community Services Director O’Grady and Community Engagement Coordinator Warner presented the staff report and a PowerPoint presentation. Staff answered questions from the Council regarding the statistics about weekends; if staff can get information about which bands are drawing bigger crowds; if there was an opportunity to do live surveying; if there were staffing expenses for the Recreation Department; if staff could include the soft costs next year; information about unique cell phone holders; business survey results; if staff can find a way to screen Star Wars during Movie Night.

Stefan, Music Director, thanked the Council and staff for the opportunity to work on the Live on the Avenue event.

Mayor Kullaway opened the meeting to public comments.

An individual gave a shout-out to the Steele Collective, Wink Optics, and the kids’ face painting area. He discussed the data and noted it could be skewed. The survey questions should include more detail.

Mayor Kullaway closed the meeting to public comments.

Councilmember Burdo stated the event gets better and better each year. He stated there could be some refinements and suggested not adding on to the "recipe".

Councilmember Burke recommended finding a way to tweak the negatives or make them go away. She would like the persistent complaints addressed.

Councilmember Walker stated she did not think the event should get bigger.

Councilmember Schlesinger congratulated staff on a highly successful program. Follow trends in the data year over year will allow them to make tweaks and come up with options.

Public Hearings

2.4 Public Hearing and Adoption of an Ordinance of the San Anselmo Municipal Code to repeal and replace Title 3, Chapter 3, Article 8 to Adopt by Reference the 2025 Edition of the California Fire Code, and portions of the 2024 International Fire Code with Certain Local Amendments

Senior Fire Inspector Bastianon presented the staff report. There were no questions from the Council.

Mayor Kullaway opened the Public Hearing.

There were no comments.

Mayor Kullaway closed the Public Hearing.

M/s, Burke/Schlesinger Motion to Adopt Ordinance No. 2025-1194 of the San Anselmo Municipal Code to repeal and replace Title 3, Chapter 3, Article 8 to Adopt by Reference the 2025 Edition of the California Fire Code, and portions of the 2024 International Fire Code with Certain Local Amendments.
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo, Mayor Kullaway

M/s, Burke/Schlesinger, Motion to Adopt Resolution No. 2025-4601 adopting Findings of Fact and confirming the need for change or modifications to the California Fire Code because of local conditions.
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo, Mayor Kullaway

2.5 Public Hearing and Adoption of an Ordinance to repeal and replace Title 3, Chapter 3, Article 10 of the San Anselmo Municipal Code to Adopt by Reference the 2025 Edition of the California Wildland-Urban Interface Code and 2024 International Wildland-Urban Interface Code with Certain Local Amendments

Senior Fire Inspector Bastianon presented the staff report. There were no questions from the Council.

Mayor Kullaway opened the Public Hearing.

There were no comments.

Mayor Kullaway closed the Public Hearing.

M/s, Burke/Schlesinger, Motion to Adopt Ordinance No. 2025-1195 to Repeal and Replace Title 3, Chapter 3, Article 10 of the San Anselmo Municipal Code to Adopt by Reference the 2025 Edition of the California Wildland-Urban Interface Code and the 2024 International Wildland-Urban Interface Code with Certain Local Amendments
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo, Mayor Kullaway

M/s, Burke/Schlesinger, Motion to Adopt Resolution No.2025-4602 adopting Findings of Fact and confirming the need for change or modifications to the California Fire Code because of local conditions.
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo, Mayor Kullaway

2.6 Public Hearing and Adoption of an Ordinance of the San Anselmo Municipal Code to Repeal and Replace Title 9 and adopt by reference the most recent California Building Standards Code (California Code of Regulations, Title 24).

Building Official Robbe presented the staff report. There were no questions from the Council.

Mayor Kullaway opened the Public Hearing.

There were no comments.

Mayor Kullaway closed the Public Hearing.

M/s, Burke/Schlesinger, Motion to Adopt Ordinance No. 2025-1196 of the San Anselmo Municipal Code to Repeal and Replace Title 9 and adopt by reference the most recent California Building
Standards Code (California Code of Regulations, Title 24) as amended.
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo, Mayor Kullaway

Council Business Items

2.7 Second Reading and Adoption of an Ordinance Amending San Anselmo Municipal Code Section 2-1.02 to Increase Town Council Compensation

Town Manager Donery presented the staff report. There were no questions from the Council.

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

M/s, Burke/Burdo, Motion to approve the Second Reading and Adoption of Ordinance No. 2025-1197, which includes findings required by State Law, Amending San Anselmo Municipal Code Section 2-1.02 to Increase Town Council Compensation.
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo, Mayor Kullaway

2.8 Receive an Update on the Flood Horn

Public Works Director Condry presented the staff report. Staff answered a question from the Council regarding whether a pneumatic compressor is used to sound the horn; if there are alerts to signal that the horn has gone offline; the purpose of the weekly tests; if a once a month test would reduce emergency preparedness or safety; if sounding the horn can be done remotely; sounding “emergency alerts” in other areas of Town; how the staff recommendation meets the

needs of the businesses who were complaining; the likely failure rate; if the public is aware of the signal that indicates there could be flooding vs. a test.

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

Councilmember Schlesinger stated staff's proposal is a good solution. The horn has a function.

2.9 Approve the Adaptive Traffic Signal Improvement Project

Mayor Kullaway recused herself from this item and left the meeting at 9:58 PM.

Assistant Public Works Director Schneider presented the staff report and a PowerPoint presentation. Staff answered questions from the Council regarding the expected life of the equipment; the anticipated annual cost; funding sources for the project; if it would be possible to obtain on-going grants from the Transportation Authority of Marin (TAM); if this project eliminates the need for larger projects discussed about the Hub; could funds that come in through parking fees could be used for this project; if there is a kill switch that could turn all intersections off if needed; if Roundabout Technology is the only provider and if there would be an opportunity to change providers; if there are any downsides to this system; how often the models are updated to reflect local traffic patterns; how the system prioritizes safety in terms of modes of travel; who is responsible for monitoring performance metrics; who owns the input to the system; how Roundabout responds to law enforcement requests; physical limitations to storing the data; are there any public transparency requirements for AI driven infrastructure;

Vice Mayor Burdo opened the meeting to public comments.

Josh stated he would like to have a better understanding of what happens with the data. Averages can hide useful data and they should be broken down for direction, flow, and other variables.

Vice Mayor Burdo closed the meeting to public comments.

Councilmember Burke stated she had some concerns about the cost ($46,000 per year) but she supported the project.

Councilmember Walker noted it has already had a positive impact. She agreed that the contract needs to be clear about data retention and ownership of the data. She supported the project.

Councilmember Schlesinger stated he was a big supporter of AI and noted they need to be wide-eyed and clear-eyed about what they are taking on. He liked the fact that this will include all eleven intersections.

Acting Mayor Burdo stated he has heard positive comments about the system. He supports the project.

M/s, Walker/Burke, Motion to authorize the Town Manager to sign the contracts for each of the purposes as stated in the staff report.
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo
RECUSED: Mayor Kullaway

M/s, Burke/Walker, Motion to adjourn the meeting at 10:41 p.m.
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo
ABSENT: Mayor Kullaway

Respectfully submitted,

Toni DeFrancis,
Recording Secretary

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, November 10, 2025

Call to Order: Optional Pledge of Allegiance

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

STAFF MEMBERS PRESENT: Dave Donery, Town Manager
Megan Acevedo, Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Community Development Director
Sean Condry, Public Works Director
Scott Schneider, Assistant Public Works Director
Jeff Zuba, Finance Director
Rob Bastianon, Senior Fire Inspector
Eric Robbe, Building Official
Maddie O'Grady, Community Services Director
Kelley Warner, Community Engagement Coordinator

A. Call to Order 6:30 PM

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

Closed Session pursuant to California Government Code Section 54957.6
Conference with Labor Negotiator
Agency Negotiator: Jeff Zuba
Unrepresented Employee: Dave Donery

C. Public Comment on Closed Session Items

There were no public comments.

D. Council adjourned to Open Session.

Town Council reconvened in the Council Chambers at 7:00 PM

Mayor Kullaway stated there were no actionable items coming out of closed session.

Open Time for Public Expression

Ms. Ann Politzer, Brookside Drive, discussed the benefit-cost analysis for the SAFRR Project and the removal of Building Bridge 2. The County is asserting that the cost ratio is $11 million in expenditures for $23 million in benefits over a 50-year period.

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

staff; miscellaneous items

Councilmember Walker thanked Community Services Director O'Grady for the Youth Commissioners training; reported she will be sitting on the Marin County Council of Mayors and Councilmembers (MCCMC) Executive Committee for North Bay Cal Cities.

Vice Mayor Burdo reported he, along with Councilmember Schlesinger, met with Central Marin Police Authority (CMPA) Chief Norton; attended the Bicycle and Pedestrian Advisory Committee (BPAC) meeting; will be attending the upcoming Fire Board meeting; gave a Shout-Out to the Mini- Library; tickets for Breakfast with Santa go on sale this Wednesday!

Councilmember Schlesinger reported today is National Civic Pride Day; attended the Dia de los Muertos Celebration; he will be training the Town staff on the use of AI; there will be a full-time CMPA Traffic Enforcement team in place in December.

Councilmember Burke reported the Memorial Park Advisory Committee is working on Phase 3 of the plan to renovate the park and will be looking at the tennis court area.

Mayor Kullaway participated in the BPAC meeting; attended a celebration for local Olympian Kate Courtney.

Town Manager Donery reported staff is preparing for the winter and participated in a tabletop exercise at the County Office of Emergency Services. There has been a change in the Chamber of Commerce organizational status and the Town will be taking over the leadership role in producing several upcoming holiday events.

Special Presentation

There were no Special Presentations.

1. Consent Agenda

1.1 Approved the Draft Minutes of the Regular Meeting of October 28, 2025

1.2 Accepted Resignation of Gary Smith from the Planning Commission

1.3 Received and Filed Report of Checks Issued, October 2025

1.4 Accepted the 2025 Street Resurfacing Project and Authorized Staff to File a Notice of Completion

1.5 Received and Filed the Financial Report on Recreation Fund ending October 31, 2025

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

M/s, Burdo/Walker, Motion to approve Consent Calendar items #1.1 through #1.5.
AYES: Schlesinger, Walker, Burke, Vice Mayor Burdo, Mayor Kullaway

2. Public Hearing Items

2.1 Adopt Resolution No. 2025-4603 Approving Marin Sanitary Service Rate Increase and Franchise Agreement Amendment

Mayor Kullaway recused herself from this item.

Finance Director Zuba presented a staff report. Mr. Garth Schultz, representing R3, gave a PowerPoint presentation. Staff and the consultant answered a question from the Council regarding the reason why San Anselmo's rate increase is slightly larger than other municipalities.

Ms. Patti Garbarino, President of Marin Sanitary Service (MSS), stated MSS strives to do something better for the environment. She discussed Customer Appreciation Day, the Landfill Philharmonic musical group from Paraguay, and the award received from the North Bay Leadership Coalition.

Vice Mayor /Burdo opened the Public Hearing.

There were no comments.

Vice Mayor Burdo closed the Public Hearing.

M/s, Walker/Schlesinger, Motion to adopt a Resolution 2025-4603. Establishing Maximum Rates collected by Marin Sanitary Service Rate for solid waste recycling and organic waste services to be effective January 1, 2026, approving the First Amendment to the MSS Franchise Agreement and adopting the Town's cost of solid waste services fee and franchise fee for the use of Town property and the provision of solid waste related services.
AYES: Burke, Schlesinger, Vice Mayor Burdo, Walker
RECUSED: Mayor Kullaway

Mayor Kullaway returned to the dais.

Council Business Items

2.2 Receive the General Plan Update: Draft Goals, Policies, and Actions (Part 1)

Community Development Director Scoble presented the staff report. She and Christine O'Rourke, O'Rourke and Associates, presented a PowerPoint presentation. Staff and the consultant answered questions from the Council regarding how the creation of an Historic Preservation District could negatively impact the Housing Element and development; how staff is looking at outside funding to create options for Historic Preservation; the upgrades and maintenance of those facilities; if the Council will be talking about prioritization or a hierarchy with respect to historic preservation; how the Town's plan feeds on work from other agencies; the level of deference, authority, and responsibility that the Town has as a municipality; regional collaboration and coordination; the definition of passive recreation; if the Circulation Element includes incentives for behavior change;

Mayor Kullaway opened the meeting to public comments.

Mr. Rene Voss stated they were ahead of the game in terms of the implementation of wildlife habitat corridors. The intent is to connect existing open spaces including those outside of the Town boundaries. The intent of the "passive recreation" definition was to allow people to wander a bit and not to single out any recreational use.

An individual stated he moved into a house that had a Historic Preservation designation and found some challenging non-monetary costs. It was difficult to make the house comfortable due to the constraints on the materials that would be allowed. He discussed the benefits of native plants.

Mr. Nick Pappas referred to the sustainability piece and noted transportation and transportation emissions are the primary lever that the Town can pull. Transportation planning and decisions about road infrastructure are an important climate tool. He suggested an amendment to include more specific reference to reducing vehicle miles traveled.

Mayor Kullaway closed the meeting to public comments.

Councilmember Schlesinger stated they should not be talking about compliance or a compilation of current practices but rather a vision of what the Town should look like in twenty years. The draft document feels like a 2025 operating manual and not a 2045 navigation chart. He would like to see a section on Futures and Adaptation.

Councilmember Burke stated she does not see the document as static and noted the Town is now a “cleaner and greener” version than when the General Plan was last updated. The General Plan does talk about how to continue this trajectory. The document is a long-term vision that happens incrementally.

Mayor Kullaway stated she would like to see more information about local mitigation of climate change and the impacts of AI.

Councilmember Walker stated the only areas of refinement are the thing that staff is working on already. She is looking for the Town’s set of principles and a comparison of the one and two year work plans. She would like to see a five year process that checks metrics and a map of how the elements work together.

Councilmember Burdo stated the General Plan is a guide. He agrees that there are future innovations and emerging technologies that should be accounted for as they look forward. The commitment has been to the character of the Town and the environment and he noted there have been marked improvements.

2.3 Receive and File the 2025 Live on the Avenue Recap and Review

Community Services Director O’Grady and Community Engagement Coordinator Warner presented the staff report and a PowerPoint presentation. Staff answered questions from the Council regarding the statistics about weekends; if staff can get information about which bands are drawing bigger crowds; if there was an opportunity to do live surveying; if there were staffing expenses for the Recreation Department; if staff could include the soft costs next year; information about unique cell phone holders; business survey results; if staff can find a way to screen Star Wars during Movie Night.

Stefan, Music Director, thanked the Council and staff for the opportunity to work on the Live on the Avenue event.

Mayor Kullaway opened the meeting to public comments.

An individual gave a shout-out to the Steele Collective, Wink Optics, and the kids’ face painting area. He discussed the data and noted it could be skewed. The survey questions should include more detail.

Mayor Kullaway closed the meeting to public comments.

Councilmember Burdo stated the event gets better and better each year. He stated there could be some refinements and suggested not adding on to the "recipe".

Councilmember Burke recommended finding a way to tweak the negatives or make them go away. She would like the persistent complaints addressed.

Councilmember Walker stated she did not think the event should get bigger.

Councilmember Schlesinger congratulated staff on a highly successful program. Follow trends in the data year over year will allow them to make tweaks and come up with options.

Public Hearings

2.4 Public Hearing and Adoption of an Ordinance of the San Anselmo Municipal Code to repeal and replace Title 3, Chapter 3, Article 8 to Adopt by Reference the 2025 Edition of the California Fire Code, and portions of the 2024 International Fire Code with Certain Local Amendments

Senior Fire Inspector Bastianon presented the staff report. There were no questions from the Council.

Mayor Kullaway opened the Public Hearing.

There were no comments.

Mayor Kullaway closed the Public Hearing.

M/s, Burke/Schlesinger Motion to Adopt Ordinance No. 2025-1194 of the San Anselmo Municipal Code to repeal and replace Title 3, Chapter 3, Article 8 to Adopt by Reference the 2025 Edition of the California Fire Code, and portions of the 2024 International Fire Code with Certain Local Amendments.
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo, Mayor Kullaway

M/s, Burke/Schlesinger, Motion to Adopt Resolution No. 2025-4601 adopting Findings of Fact and confirming the need for change or modifications to the California Fire Code because of local conditions.
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo, Mayor Kullaway

2.5 Public Hearing and Adoption of an Ordinance to repeal and replace Title 3, Chapter 3, Article 10 of the San Anselmo Municipal Code to Adopt by Reference the 2025 Edition of the California Wildland-Urban Interface Code and 2024 International Wildland-Urban Interface Code with Certain Local Amendments

Senior Fire Inspector Bastianon presented the staff report. There were no questions from the Council.

Mayor Kullaway opened the Public Hearing.

There were no comments.

Mayor Kullaway closed the Public Hearing.

M/s, Burke/Schlesinger, Motion to Adopt Ordinance No. 2025-1195 to Repeal and Replace Title 3, Chapter 3, Article 10 of the San Anselmo Municipal Code to Adopt by Reference the 2025 Edition of the California Wildland-Urban Interface Code and the 2024 International Wildland-Urban Interface Code with Certain Local Amendments
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo, Mayor Kullaway

M/s, Burke/Schlesinger, Motion to Adopt Resolution No.2025-4602 adopting Findings of Fact and confirming the need for change or modifications to the California Fire Code because of local conditions.
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo, Mayor Kullaway

2.6 Public Hearing and Adoption of an Ordinance of the San Anselmo Municipal Code to Repeal and Replace Title 9 and adopt by reference the most recent California Building Standards Code (California Code of Regulations, Title 24).

Building Official Robbe presented the staff report. There were no questions from the Council.

Mayor Kullaway opened the Public Hearing.

There were no comments.

Mayor Kullaway closed the Public Hearing.

M/s, Burke/Schlesinger, Motion to Adopt Ordinance No. 2025-1196 of the San Anselmo Municipal Code to Repeal and Replace Title 9 and adopt by reference the most recent California Building
Standards Code (California Code of Regulations, Title 24) as amended.
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo, Mayor Kullaway

Council Business Items

2.7 Second Reading and Adoption of an Ordinance Amending San Anselmo Municipal Code Section 2-1.02 to Increase Town Council Compensation

Town Manager Donery presented the staff report. There were no questions from the Council.

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

M/s, Burke/Burdo, Motion to approve the Second Reading and Adoption of Ordinance No. 2025-1197, which includes findings required by State Law, Amending San Anselmo Municipal Code Section 2-1.02 to Increase Town Council Compensation.
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo, Mayor Kullaway

2.8 Receive an Update on the Flood Horn

Public Works Director Condry presented the staff report. Staff answered a question from the Council regarding whether a pneumatic compressor is used to sound the horn; if there are alerts to signal that the horn has gone offline; the purpose of the weekly tests; if a once a month test would reduce emergency preparedness or safety; if sounding the horn can be done remotely; sounding “emergency alerts” in other areas of Town; how the staff recommendation meets the

needs of the businesses who were complaining; the likely failure rate; if the public is aware of the signal that indicates there could be flooding vs. a test.

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

Councilmember Schlesinger stated staff's proposal is a good solution. The horn has a function.

2.9 Approve the Adaptive Traffic Signal Improvement Project

Mayor Kullaway recused herself from this item and left the meeting at 9:58 PM.

Assistant Public Works Director Schneider presented the staff report and a PowerPoint presentation. Staff answered questions from the Council regarding the expected life of the equipment; the anticipated annual cost; funding sources for the project; if it would be possible to obtain on-going grants from the Transportation Authority of Marin (TAM); if this project eliminates the need for larger projects discussed about the Hub; could funds that come in through parking fees could be used for this project; if there is a kill switch that could turn all intersections off if needed; if Roundabout Technology is the only provider and if there would be an opportunity to change providers; if there are any downsides to this system; how often the models are updated to reflect local traffic patterns; how the system prioritizes safety in terms of modes of travel; who is responsible for monitoring performance metrics; who owns the input to the system; how Roundabout responds to law enforcement requests; physical limitations to storing the data; are there any public transparency requirements for AI driven infrastructure;

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Josh stated he would like to have a better understanding of what happens with the data. Averages can hide useful data and they should be broken down for direction, flow, and other variables.

Vice Mayor Burdo closed the meeting to public comments.

Councilmember Burke stated she had some concerns about the cost ($46,000 per year) but she supported the project.

Councilmember Walker noted it has already had a positive impact. She agreed that the contract needs to be clear about data retention and ownership of the data. She supported the project.

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Acting Mayor Burdo stated he has heard positive comments about the system. He supports the project.

M/s, Walker/Burke, Motion to authorize the Town Manager to sign the contracts for each of the purposes as stated in the staff report.
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo
RECUSED: Mayor Kullaway

M/s, Burke/Walker, Motion to adjourn the meeting at 10:41 p.m.
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo
ABSENT: Mayor Kullaway

Respectfully submitted,

Toni DeFrancis,
Recording Secretary

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.2

MEETING DATE: December 11, 2025

AGENDA TITLE: To Consider the Approval of Announcing and Publicizing Impending Expiration Terms for Boards, Committees, and Commissions Seats (Maddy Act Posting)

FROM: Administration, Serge Avila, Town Clerk

RECOMMENDATION: Approve the impending expiration of terms to be announced and publicized, and that applications be solicited and forwarded to Council.

BACKGROUND

In compliance with the requirements of Government Code Section 54972 (Maddy Act), the attached list of scheduled Town of San Anselmo Committee and Commission vacancies for the calendar year 2026 is posted on an annual basis by no later than December 31. Staff also uses this list for recruitment planning and is requesting authorization to announce the impending term expirations for soliciting applications during this recruitment year.

FISCAL IMPACT

None

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).

ATTACHMENTS

Attachment 1- 2026 Board and Commission Term Expirations

Town of San Anselmo

The following positions on the Town's Boards, Committees and Commissions will expire during 2026:

Board, Committee or Commission	Name	Terms	Expiration
Arts Commission		3 years	
Bicycle and Pedestrian Committee	Jack DeNitto	4 years	6/26
Climate Action Commission	Bridget A. Clark Nuria Montalvo	3 years 3 years	10/26 10/26
Economic Development Committee	Gabe Turner Michael Fine Mark Jeffrey Ryan Olson Benedetto Cico Rebecca Bugas	3 years 3 years 3 years 3 years 3 years 3 years	12/26 6/26 6/26 6/26 3/26 3/26
Flood Committee	Erik Stromberg	4 years	9/26
Historical Commission	Alan Cascio	4 years	9/26
Infrastructure and Fiscal Monitoring Committee	Stanley Radtke Erik Selvig Marie Henrio	3 years 3 years 3 years	3/26 3/26 3/26
Library Advisory Board	Elihu Welber	4 years	11/26
Library Tax Oversight Committee	Joan Boodrookas	4 years	4/26
Marin Commission on Aging	Gene Ng	3 years	6/26
Open Space Committee	Kathleen Sanders	4 years	10/26
Planning Commission	Kim Pipkin Peter Strauss	4 years 4 years	8/26 8/26
Parks and Recreation Commission	Cat Austin Vance Frost	4 years 4 years	7/26 7/26
Racial Equity Committee	Robin Beers Hayes Handler	3 years 3 years	10/26 10/26
Ross Valley Paramedic Authority		4 years	
Tax Equity Board		3 years	

All interested residents are encouraged to apply. Descriptions of each board, commission and committee and any necessary qualifications are located online at www.sananselmo.gov or by emailing savila@sananselmo.gov.

Revised 11/15/2025

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.3

MEETING DATE: December 9, 2025

AGENDA TITLE: Report of Checks Issued, November 2025

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council acknowledges, and files warrant numbers 100764 to 100882 issued during the month of November and bank draft numbers DFT06458 to DFT06459, DFT06488 to DFT06494, DFT06496-DFT06497, and DFT06500, DFT06520-DFT06521, DFT06523, in a total amount of $2,445,813.48.

BACKGROUND

This report is an itemization of payments made to vendors during the months of November 2025. It also includes wires to Bank of America for November 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 November 2025: 100835,100836

ATTACHMENTS

Attachment #1: Check Report November 2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - OPERATING POOL						
01028	A & S Landscape Materials	11/13/2025	Regular	0.00	276.95	100764
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
A41894	Invoice	10/31/2025	10.31.2025 - DOG PARK - DRAIN ROCK	0.00	276.95	
	01.81.62200	DEPARTMENTAL SUPPLIE	10.31.2025 - DOG PARK - DRAIN	276.95		
00004	Alpine Awards Inc.	11/13/2025	Regular	0.00	2,253.54	100765
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
3110673	Invoice	11/04/2025	11.04.2025 - SOCCER AWARDS	0.00	2,253.54	
	21.61.62964	SOCCER SUPPLIES	11.04.2025 - SOCCER AWARDS	2,253.54		
02920	Amazon Business	11/13/2025	Regular	0.00	658.23	100766
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
11LC-9GXP-KC4V	Invoice	10/28/2025	10.28.2025 - LIBRARY - ADULT BOOKS	0.00	16.21	
	01.71.62301	ADULT BOOKS	10.28.2025 - LIBRARY - ADULT B	16.21		
11YG-MQLX-CFRF	Invoice	10/12/2025	10.12.2025 - LIBRARY - ADULT BOOKS	0.00	75.08	
	01.71.62301	ADULT BOOKS	10.12.2025 - LIBRARY - ADULT B	75.08		
16F3-RC7P-6NRY	Invoice	10/19/2025	10.19.2025 - LIBRARY - ADULT BOOKS	0.00	41.46	
	01.71.62301	ADULT BOOKS	10.19.2025 - LIBRARY - ADULT B	41.46		
176N-YMKV-7YVL	Invoice	10/23/2025	10.23.2025 - LIBRARY - ZIP BOOKS	0.00	33.85	
	01.71.62310	Library Zip Grant	10.23.2025 - LIBRARY - ZIP BOO	33.85		
1CGK-3F9K-XLWY	Invoice	10/22/2025	10.22.2025 - LIBRARY - ZIP BOOKS	0.00	15.14	
	01.71.62310	Library Zip Grant	10.22.2025 - LIBRARY - ZIP BOO	15.14		
1CK7-C633-CYCV	Invoice	10/15/2025	10.15.2025 - LIBRARY - ADULT BOOKS	0.00	131.34	
	01.71.62301	ADULT BOOKS	10.15.2025 - LIBRARY - ADULT B	131.34		
1FHH-LQWX-R1R	Invoice	10/13/2025	10.13.2025 - REC - ROBSON SUPPLIES	0.00	208.63	
	21.63.61187	ROBSON AFTER SCHOOL	10.13.2025 - REC - ROBSON SUP	208.63		
1GJV-KPCG-Y4NY	Invoice	10/22/2025	10.22.2025 - LIBRARY - ADULT BOOKS	0.00	17.03	
	01.71.62301	ADULT BOOKS	10.22.2025 - LIBRARY - ADULT B	17.03		
1KTW-P3NH-VLP	Invoice	10/27/2025	10.27.2025 - LIBRARY - OFFICE SUPPLIES	0.00	24.02	
	01.71.62000	OFFICE SUPPLIES	10.27.2025 - LIBRARY - OFFICE S	24.02		
1MNP-9VND-FN1	Invoice	10/28/2025	10.28.2025 - LIBRARY - ADULT BOOKS	0.00	18.03	
	01.71.62301	ADULT BOOKS	10.28.2025 - LIBRARY - ADULT B	18.03		
1RC7-J99Y-W436	Invoice	10/26/2025	10.26.2025 - LIBRARY - ZIP BOOKS	0.00	32.65	
	01.71.62310	Library Zip Grant	10.26.2025 - LIBRARY - ZIP BOO	32.65		
1TJM-D7X3-1KLH	Invoice	10/29/2025	10.29.2025 - LIBRARY - ZIP BOOKS	0.00	44.79	
	01.71.62310	Library Zip Grant	10.29.2025 - LIBRARY - ZIP BOO	44.79		
03903	Argo Construction, Inc.	11/13/2025	Regular	0.00	382,256.69	100767
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
G702-FH20-9	Invoice	10/31/2025	10.31.2025 - FH20 CONSTRUCTION - PAY	0.00	382,256.69	
	14.32.63100	CONSTRUCTION	10.31.2025 - FH20 CONSTRUCTI	382,256.69		
03354	Arlette Castellanos	11/13/2025	Regular	0.00	1,035.00	100768

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		
INV0015624	Invoice	11/06/2025	11.06.2025 - BILINGUAL STORYTIME - SEP	0.00	1,035.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM	11.06.2025 - BILINGUAL STORYT	1,035.00		
00001	AT&T Calnet	11/13/2025	Regular	0.00	62.82	100769
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
576-10272025	Invoice	10/27/2025	576 - TH CHAMBERS PHONE - 09.27.25-10	0.00	62.82	
	41.41.61701	UTILITIES	576 - TH CHAMBERS PHONE - 0	62.82		
00388	Baker & Taylor	11/13/2025	Regular	0.00	195.18	100770
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2039286377	Invoice	10/15/2025	10.15.2025 - CHILDREN'S BOOKS	0.00	27.15	
	01.71.62302	CHILDRENS BOOKS	10.15.2025 - CHILDREN'S BOOK	27.15		
2039286378	Invoice	10/15/2025	10.15.2025 - CHILDREN'S BOOKS	0.00	42.20	
	01.71.62302	CHILDRENS BOOKS	10.15.2025 - CHILDREN'S BOOK	42.20		
2039287921	Invoice	10/21/2025	10.21.2025 - ADULT BOOKS	0.00	42.49	
	01.71.62301	ADULT BOOKS	10.21.2025 - ADULT BOOKS	42.49		
2039287922	Invoice	10/21/2025	10.21.2025 - ADULT BOOKS	0.00	44.45	
	01.71.62301	ADULT BOOKS	10.21.2025 - ADULT BOOKS	44.45		
2039290788	Invoice	10/22/2025	10.22.2025 - CHILDREN'S BOOKS	0.00	17.65	
	01.71.62302	CHILDRENS BOOKS	10.22.2025 - CHILDREN'S BOOK	17.65		
2039290789	Invoice	10/21/2025	10.21.2025 - TEEN BOOKS	0.00	21.24	
	01.71.62302	CHILDRENS BOOKS	10.21.2025 - TEEN BOOKS	21.24		
00007	Bay Cities Joint Power Insurance Authority	11/13/2025	Regular	0.00	59.63	100771
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
BCJPIA-0084-202	Invoice	10/29/2025	10.29.2025 - WORKER'S COMP CLAIMS - S	0.00	59.63	
	40.21.61907	WORKERS COMPENSATIO	10.29.2025 - WORKER'S COMP	59.63		
03886	BELDEN Consulting Engineers	11/13/2025	Regular	0.00	3,000.00	100772
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
40031	Invoice	09/29/2025	09.29.2025 - MEMORIAL PARK EV CHARGI	0.00	1,500.00	
	13.42.61114	OUTSIDE SRV: PARKING	09.29.2025 - MEMORIAL PARK E	1,500.00		
40116	Invoice	10/29/2025	10.29.2025 - PINE STREET EV CHARGING -	0.00	1,500.00	
	14.41.63100	CAPITAL OUTLAY - CONST	10.29.2025 - PINE STREET EV CH	1,500.00		
00276	BK Krill Corp	11/13/2025	Regular	0.00	2,150.00	100773
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1729	Invoice	11/12/2025	11.12.2025 - WINTER/SPRING GUIDE 202	0.00	2,150.00	
	21.65.62004	PROGRAM BROCHURE &	11.12.2025 - WINTER/SPRING G	2,150.00		
00032	Brady Industries, NorCal	11/13/2025	Regular	0.00	804.54	100774
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
10817724	Invoice	10/29/2025	10.29.2025 - CORPYARD - JANITORIAL SUP	0.00	804.54	
	01.81.62200	DEPARTMENTAL SUPPLIE	10.29.2025 - CORPYARD - JANIT	804.54		
00193	CalMat Company	11/13/2025	Regular	0.00	287.96	100775
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2510-071826	Invoice	10/30/2025	10.30.2025 - TOPSOIL SUPREME MIX	0.00	287.96	
	01.81.62200	DEPARTMENTAL SUPPLIE	10.30.2025 - TOPSOIL SUPREME	287.96		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03135	CentralSquare Technologies	11/13/2025	Regular	0.00	6,268.12	100776

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
450331	Invoice	11/03/2025	11.03.2025 - HORIZON CLOUD TRAKIT AN	0.00	6,268.12
	42.21.61150	OUTSIDE SERVICES-OTHE	11.03.2025 - HORIZON CLOUD T	6,268.12	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02481	Chargepoint	11/13/2025	Regular	0.00	7,200.00	100777

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
IN373553	Invoice	10/23/2025	10.23.2025 - ASSURE EV CHARGING SUPP	0.00	7,200.00
	13.42.61114	OUTSIDE SRV: PARKING	10.23.2025 - ASSURE EV CHARG	7,200.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02163	City of Foster City	11/13/2025	Regular	0.00	582.00	100778

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
16772	Invoice	11/06/2025	11.06.2025 - CALOPPS POSTING - ASSOCIA	0.00	582.00
	01.18.61806	MISC HIRING EXPENSES	11.06.2025 - CALOPPS POSTING	582.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03774	ClientFirst Consulting Group., LLC	11/13/2025	Regular	0.00	52.50	100779

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
18831	Invoice	09/30/2025	09.30.2025 - LAND MGMT SYSADMIN - SE	0.00	52.50
	42.21.61150	OUTSIDE SERVICES-OTHE	09.30.2025 - LAND MGMT SYSA	52.50	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00072	Comcast	11/13/2025	Regular	0.00	197.67	100780

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
049-10222025	Invoice	10/22/2025	049 - TH INTERNET - 10.27.25-11.26.25	0.00	197.67
	41.41.61701	UTILITIES	049 - TH INTERNET - 10.27.25-1	197.67	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00533	Davis Sign Company	11/13/2025	Regular	0.00	1,016.70	100781

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
40629	Invoice	10/31/2025	10.31.2025 - STREET SIGNS	0.00	565.62
	01.42.62200	DEPARTMENTAL SUPPLIE	10.31.2025 - STREET SIGNS	565.62	
40638	Invoice	11/03/2025	11.03.2025 - TEMP TOW AWAY SIGN - LIB	0.00	451.08
	41.41.63117	CONSTRUCTION - BUILDI	11.03.2025 - TEMP TOW AWAY	451.08	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01320	DC Electric Group Inc	11/13/2025	Regular	0.00	18,729.13	100782

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
478113	Invoice	09/30/2025	09.30.2025 - M1007 TS ROUTINE - SEP 20	0.00	2,791.79
	01.42.61130	OUTSIDE SVCS-SIGNALS	09.30.2025 - M1007 TS ROUTIN	2,791.79	
478114	Invoice	09/30/2025	09.30.2025 - M1008 TS RESONSE - SEP 20	0.00	2,356.82
	01.42.61150	OUTSIDE SERVICES-OTHE	09.30.2025 - M1008 TS RESONS	2,356.82	
478147	Invoice	10/27/2025	10.27.2025 - SFD/BANK ST - ROUNDABOU	0.00	13,580.52
	15.41.63123	CAPITAL OUTLAY - SIGNAL	10.27.2025 - SFD/BANK ST - RO	13,580.52	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00035	Demco Inc	11/13/2025	Regular	0.00	249.07	100783

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
7716129	Invoice	10/22/2025	10.22.2025 - DYMO LABELWRITER/LABELS	0.00	249.07
	01.71.62000	OFFICE SUPPLIES	10.22.2025 - DYMO LABELWRIT	249.07	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00080	Department of Justice	11/13/2025	Regular	0.00	148.00	100784

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
002734	Invoice	11/04/2025	11.04.2025 - LIVESCAN PARKSIDE - OCT 20	0.00	148.00
	21.65.61137	FINGERPRINTING	11.04.2025 - LIVESCAN PARKSID	148.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02948	DocuSign Inc.	11/13/2025	Regular	0.00	3,391.80	100785
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
111100586394	Invoice	10/29/2025	10.29.2025 - ESIGN ENT PRO/SUPPORT 20	0.00	3,391.80	
	01.12.61150	OUTSIDE SERVICES-OTHE	10.29.2025 - ESIGN ENT PRO/SU	3,391.80		
00712	Donna Simonsen	11/13/2025	Regular	0.00	120.00	100786
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
10292025-1	Invoice	10/29/2025	10.29.2025 - HIKING/YOGA - OCT 2025	0.00	120.00	
	21.62.61171	ADULT CULTURE SERVICE	10.29.2025 - HIKING/YOGA - OC	120.00		
00086	Ebsco Subscription Services	11/13/2025	Regular	0.00	1,136.00	100787
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
91011034112	Invoice	10/30/2025	10.30.2025 - CONSUMER REPORTS 2025-	0.00	1,136.00	
	01.71.62305	MAGAZINES AND NEWSP	10.30.2025 - CONSUMER REPOR	1,136.00		
00087	Elite Tree Service	11/13/2025	Regular	0.00	5,380.00	100788
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2025-10-8	Invoice	10/31/2025	10.31.2025 - DEADWOOD - PINE STREET P	0.00	2,500.00	
	01.42.61105	OUTSIDE SERVICES-TREES	10.31.2025 - DEADWOOD - PINE	2,500.00		
2025-10-9	Invoice	10/31/2025	10.31.2025 - TRIMMING - CIRCLE PARKIN	0.00	2,880.00	
	01.42.61105	OUTSIDE SERVICES-TREES	10.31.2025 - TRIMMING - CIRCL	2,880.00		
03396	Emily B. Stucky	11/13/2025	Regular	0.00	500.00	100789
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
1025	Invoice	11/07/2025	11.07.2025 - SING AND STOMP - OCT 202	0.00	500.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM	11.07.2025 - SING AND STOMP -	500.00		
00092	Ewing Irrigation Products	11/13/2025	Regular	0.00	43.21	100790
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
28163290	Invoice	10/28/2025	10.28.2025 - SORICH PARK - STAKING FLA	0.00	43.21	
	01.81.62200	DEPARTMENTAL SUPPLIE	10.28.2025 - SORICH PARK - STA	43.21		
00017	Fairfax Building Supply Co. Inc.	11/13/2025	Regular	0.00	149.16	100791
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
303969	Invoice	10/23/2025	10.2.2025 - CREEK PARK - PEAT MOSS/UTI	0.00	79.54	
	01.81.62200	DEPARTMENTAL SUPPLIE	10.2.2025 - CREEK PARK - PEAT	79.54		
304216	Invoice	10/29/2025	10.29.2025 - TOWN HALL - TARPS/WINDO	0.00	69.62	
	41.41.61150	OUTSIDE SERVICES-OTHE	10.29.2025 - TOWN HALL - TARP	69.62		
04043	Fiona O'Sullivan	11/13/2025	Regular	0.00	24,200.00	100792
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0015625	Invoice	11/10/2025	11.10.2025 - SOCCER COACHING - PAYME	0.00	24,200.00	
	21.61.61164	SOCCER SERVICES	11.10.2025 - SOCCER COACHIN	24,200.00		
04081	Friends of the Ross Valley Arts	11/13/2025	Regular	0.00	4,361.97	100793
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0015632	Invoice	11/07/2025	11.07.2025 - 2025 MEMORIAL PARK REST	0.00	4,361.97	
	01.21.61150	OUTSIDE SERVICES-OTHE	11.07.2025 - 2025 MEMORIAL P	1,191.97		
	90.41.61150	OUTSIDE SERVICES-OTHE	11.07.2025 - 2025 MEMORIAL P	3,170.00		
02278	Gardeners' Guild	11/13/2025	Regular	0.00	5,937.00	100794

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**		
123332	Invoice	11/01/2025	11.01.2025 - SFD MEDIANS - NOV 2025	0.00	1,143.00	
	01.42.61144	Medians	11.01.2025 - SFD MEDIANS - NO	1,143.00		
123368	Invoice	11/01/2025	11.01.2025 - RED HILL MEDIAN - NOV 202	0.00	2,461.00	
	01.42.61144	Medians	11.01.2025 - RED HILL MEDIAN -	2,461.00		
123369	Invoice	11/01/2025	11.01.2025 - IMAGINATION PK/TH/MAG L	0.00	2,333.00	
	01.81.61104	OUTSIDE SERVICES-GROU	11.01.2025 - IMAGINATION PK/	1,166.50		
	14.81.61150	OUTSIDE SERVICES-OTHE	11.01.2025 - IMAGINATION PK/	1,166.50		
00021	Good & Clean Company Inc	11/13/2025	Regular	0.00	13,580.00	100795
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
76384	Invoice	10/28/2025	10.28.2025 - PRESSURE WASHING	0.00	2,275.00	
	41.41.61501	BLDG. MAINT-JANITORIAL	10.28.2025 - PRESSURE WASHIN	2,275.00		
76388	Invoice	11/02/2025	11.02.2025 - GENERAL CLEANING - OCT 2	0.00	11,305.00	
	31.41.61501	BLDG. MAINT-JANITORIAL	11.02.2025 - GENERAL CLEANIN	2,825.00		
	34.41.61501	BLDG. MAINT-JANITORIAL	11.02.2025 - GENERAL CLEANIN	1,775.00		
	41.41.61501	BLDG. MAINT-JANITORIAL	11.02.2025 - GENERAL CLEANIN	6,705.00		
01526	Granicus Inc	11/13/2025	Regular	0.00	4,045.47	100796
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
217631	Invoice	10/31/2025	10.31.2025 - ECOMMENT 2025-2026	0.00	4,045.47	
	01.12.61150	OUTSIDE SERVICES-OTHE	10.31.2025 - ECOMMENT 2025-	4,045.47		
00104	Grier Argall Plumbing Inc	11/13/2025	Regular	0.00	778.77	100797
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
19621	Invoice	10/28/2025	10.28.2025 - MOTORCYCLE SHED	0.00	778.77	
	41.41.61150	OUTSIDE SERVICES-OTHE	10.28.2025 - MOTORCYCLE SHE	778.77		
02861	H & H PRINTING, INC	11/13/2025	Regular	0.00	400.95	100798
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
14313	Invoice	09/26/2025	09.26.2025 - LIBRARY BOOKMARKS	0.00	400.95	
	41.41.63117	CONSTRUCTION - BUILDI	09.26.2025 - LIBRARY BOOKMA	400.95		
02399	HdL Coren & Cone	11/13/2025	Regular	0.00	2,302.58	100799
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
SIN055942	Invoice	10/29/2025	10.29.2025 - CONTRACT SVCS PROP TAX -	0.00	2,302.58	
	01.12.61150	OUTSIDE SERVICES-OTHE	10.29.2025 - CONTRACT SVCS P	2,302.58		
02236	HooplaDigital	11/13/2025	Regular	0.00	789.09	100800
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
507968247	Invoice	10/31/2025	10.31.2025 - DIGITAL ACCOUNT - LIBRARY	0.00	789.09	
	27.71.62309	E BOOKS	10.31.2025 - DIGITAL ACCOUNT	789.09		
04079	HT Paving and Sealcoating Services	11/13/2025	Regular	0.00	18,200.00	100801
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
09-24-2033	Invoice	11/04/2025	11.04.2025 - SEALER APPLICATION/LINE S	0.00	18,200.00	
	15.41.63109	UNPROGRAMMED DRAIN	11.04.2025 - SEALER APPLICATI	18,200.00		
03087	International Effectiveness Center	11/13/2025	Regular	0.00	40.00	100802

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**		
43644	Invoice	10/23/2025	10.23.2025 - TRANSLATION SVCS - ENGL T	0.00	40.00	
	01.71.61150	OUTSIDE SERVICES-OTHE	10.23.2025 - TRANSLATION SVC	40.00		
03837	Ivy Tzur	11/13/2025	Regular	0.00	21,060.00	100803
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
14	Invoice	11/03/2025	11.3.2025 - PROJECT MGMT - 09.29.25-10	0.00	21,060.00	
	01.41.61150	OUTSIDE SERVICES-OTHE	11.3.2025 - PROJECT MGMT - 0	5,265.00		
	01.41.61150	OUTSIDE SERVICES-OTHE	11.3.2025 - PROJECT MGMT - 0	2,106.00		
	14.41.63127	SAFE ROUTES	11.3.2025 - PROJECT MGMT - 0	1,053.00		
	15.32.63100	CONSTRUCTION	11.3.2025 - PROJECT MGMT - 0	2,106.00		
	41.41.63117	CONSTRUCTION - BUILDI	11.3.2025 - PROJECT MGMT - 0	10,530.00		
00022	Jackson's Hardware Inc.	11/13/2025	Regular	0.00	43.54	100804
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
189288	Invoice	10/30/2025	10.30.2025 - HARDWARE	0.00	43.54	
	41.41.61150	OUTSIDE SERVICES-OTHE	10.30.2025 - HARDWARE	43.54		
04083	Jacqueline Ryan	11/13/2025	Regular	0.00	1,500.00	100805
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
R16467	Invoice	10/29/2025	10.29.2025 - REFUND - ROAD BOND 135 R	0.00	1,500.00	
	01.00.20314	ROAD BOND	10.29.2025 - REFUND - ROAD B	1,500.00		
04028	Jaime Fabian Lopez San Juan	11/13/2025	Regular	0.00	2,550.00	100806
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0015626	Invoice	10/28/2025	10.28.2025 - SOCCER TRAINING 2025 - PA	0.00	1,650.00	
	21.61.61164	SOCCER SERVICES	10.28.2025 - SOCCER TRAINING	1,650.00		
INV0015627	Invoice	11/10/2025	11.10.2025 - SOCCER TRAINING 2025 - PA	0.00	900.00	
	21.61.61164	SOCCER SERVICES	11.10.2025 - SOCCER TRAINING	900.00		
00113	Juan Olsen Sanchez	11/13/2025	Regular	0.00	7,500.00	100807
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
FALL 2025-4	Invoice	11/10/2025	11.10.2025 - FALL 2025 GYMNASTICS - PA	0.00	7,500.00	
	21.61.61167	TUMBLING SERVICES	11.10.2025 - FALL 2025 GYMNA	7,500.00		
02558	Kanopy	11/13/2025	Regular	0.00	627.00	100808
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
477181	Invoice	10/31/2025	10.31.2025 - VIDEOS - LIBRARY - OCT 202	0.00	627.00	
	27.71.62307	VIDEOS	10.31.2025 - VIDEOS - LIBRARY -	627.00		
04080	Karen Petterson	11/13/2025	Regular	0.00	151.78	100809
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0015630	Invoice	11/10/2025	11.10.2025 - REIMB - OWL BOX	0.00	151.78	
	21.63.62987	ROBSON AFTER SCHOOL	11.10.2025 - REIMB - OWL BOX	151.78		
03549	Kid's Choice Camps LLC	11/13/2025	Regular	0.00	60.00	100810
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
11032025-1	Invoice	11/03/2025	11.03.2025 - FALL 2025 - KIDS CARPENTRY	0.00	60.00	
	21.63.61186	SPECIALTY CAMPS SERVIC	11.03.2025 - FALL 2025 - KIDS C	60.00		
04085	Laura Seligsohn	11/13/2025	Regular	0.00	1,900.00	100811

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**		
R16496	Invoice	10/23/2025	10.23.2025 - REFUND ROAD BOND 1337 S	0.00	1,900.00	
	01.00.20314	ROAD BOND	10.23.2025 - REFUND ROAD BO	1,900.00		
01057	Linscott Engineering Contractors Inc	11/13/2025	Regular	0.00	19,465.02	100812
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
4545	Invoice	10/28/2025	10.28.2025 - CULVERT RPLCMNT - 25 SUF	0.00	19,465.02	
	15.41.63113	UNPROGRAMMED DRAIN	10.28.2025 - CULVERT RPLCMN	19,465.02		
00029	Marin IT	11/13/2025	Regular	0.00	2,472.00	100813
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2025-129347	Invoice	11/03/2025	11.03.2025 - AGMNT AUTOMATE & DEFE	0.00	2,472.00	
	42.21.61150	OUTSIDE SERVICES-OTHE	11.03.2025 - AGMNT AUTOMAT	2,472.00		
03951	Matt Anacker	11/13/2025	Regular	0.00	187.92	100814
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0015629	Invoice	11/10/2025	11.10.2025 - REIMB - DOG JAM 5 FUNDR	0.00	187.92	
	01.00.20317	DOG PARK DONATIONS	11.10.2025 - REIMB - DOG JAM	187.92		
03926	Matt Ridella	11/13/2025	Regular	0.00	479.87	100815
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
10272025-2	Invoice	10/27/2025	10.27.2025 - REIMB - DOG JAM 5 BAND -	0.00	400.00	
	01.00.20317	DOG PARK DONATIONS	10.27.2025 - REIMB - DOG JAM	400.00		
INV0015633	Invoice	11/03/2025	11.03.2025 - REIMB - DOG PARK SUPPLIES	0.00	79.87	
	01.00.20317	DOG PARK DONATIONS	11.03.2025 - REIMB - DOG PARK	79.87		
03823	Miller Management & Consulting Group	11/13/2025	Regular	0.00	6,404.35	100816
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2025-1031-02	Invoice	10/31/2025	10.31.2025 - MSLA 2025-2026 - SESSION	0.00	6,404.35	
	97.00.62001	ADMINISTRATIVE EXP - M	10.31.2025 - MSLA 2025-2026 -	2,973.35		
	97.00.62006	INSTRUCTION - MSLA	10.31.2025 - MSLA 2025-2026 -	3,431.00		
01388	NCSI	11/13/2025	Regular	0.00	37.00	100817
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
63441	Invoice	11/01/2025	11.01.2025 - BACKGROUND CHECKS - REC	0.00	37.00	
	21.65.61137	FINGERPRINTING	11.01.2025 - BACKGROUND CHE	37.00		
03524	Northwest Cascade, Inc.	11/13/2025	Regular	0.00	2,170.79	100818
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
0555180931	Invoice	10/21/2025	10.21.2025 - RENTAL UNITS - 10.02.25-11.	0.00	2,170.79	
	01.81.61150	OUTSIDE SERVICES-OTHE	10.21.2025 - RENTAL UNITS - 10	2,170.79		
00165	Pacific Telemanagement Services - PTS	11/13/2025	Regular	0.00	93.00	100819
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2147513	Invoice	10/23/2025	10.23.2025 - TH PAYPHONE - NOV 2025	0.00	93.00	
	01.42.61705	UTILITIES-TELEPHONE	10.23.2025 - TH PAYPHONE - NO	93.00		
02554	Parkmobile LLC	11/13/2025	Regular	0.00	1,007.60	100820

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		
INV-US032-2025-	Invoice	10/31/2025	10.31.2025 - END USER FEES - OCT 2025	0.00	1,007.60	
	13.42.61114	OUTSIDE SRV: PARKING	10.31.2025 - END USER FEES - O	1,007.60		
02936	SMITH'S PEST MANAGEMENT	11/13/2025	Regular	0.00	659.00	100821
369496	Invoice	10/27/2025	10.27.2025 - MEMORIAL PARK - PEST CON	0.00	350.00	
	01.81.61150	OUTSIDE SERVICES-OTHE	10.27.2025 - MEMORIAL PARK -	350.00		
369757	Invoice	10/28/2025	10.28.2025 - IMAGINATION PARK - MISC S	0.00	309.00	
	14.81.61150	OUTSIDE SERVICES-OTHE	10.28.2025 - IMAGINATION PAR	309.00		
02474	T2 SYSTEMS CANADA INC.	11/13/2025	Regular	0.00	238.16	100822
IRIS0000153677	Invoice	10/28/2025	10.28.2025 - DIGITAL IRIS SERVICES - NOV	0.00	238.16	
	13.41.61150	OUTSIDE SERVICES-OTHE	10.28.2025 - DIGITAL IRIS SERVI	238.16		
02087	Telecom Law Firm PC	11/13/2025	Regular	0.00	175.00	100823
20014	Invoice	10/28/2025	10.28.2025 - 1509 SFD - T-MOBILE - CORR	0.00	175.00	
	01.00.20371	PLANNING COSTS TO BE	10.28.2025 - 1509 SFD - T-MOBI	175.00		
00209	The Corner Office	11/13/2025	Regular	0.00	1,140.57	100824
64126	Invoice	10/20/2025	10.20.2025 - CDD - OFFICE CHAIR	0.00	1,140.57	
	01.19.62200	DEPARTMENTAL SUPPLIE	10.20.2025 - CDD - OFFICE CHAI	1,140.57		
03415	Tom Frillman	11/13/2025	Regular	0.00	23.99	100825
INV0015628	Invoice	11/10/2025	11.10.2025 - COMMUNITY GARDEN PADL	0.00	23.99	
	32.81.62200	DEPARTMENTAL SUPPLIE	11.10.2025 - COMMUNITY GAR	23.99		
03207	Toni DeFrancis	11/13/2025	Regular	0.00	540.00	100826
2025-PC1029	Invoice	10/27/2025	10.27.2025 - TRANSCRIPTION - PC 10/20	0.00	140.00	
	01.18.61150	OUTSIDE SERVICES-OTHE	10.27.2025 - TRANSCRIPTION -	140.00		
2025-PC106	Invoice	10/15/2025	10.15.2025 - TRANSCRIPTION - PC 10/6	0.00	220.00	
	01.18.61150	OUTSIDE SERVICES-OTHE	10.15.2025 - TRANSCRIPTION -	220.00		
2025-TC1028	Invoice	11/04/2025	11.04.2025 - TRANSCRIPTION TC 10/28	0.00	180.00	
	01.12.61150	OUTSIDE SERVICES-OTHE	11.04.2025 - TRANSCRIPTION T	180.00		
00696	Town of Fairfax	11/13/2025	Regular	0.00	17,121.41	100827
5-2025-0930	Invoice	11/05/2025	11.05.2025 - REIMB - CLIMATE ACTION C	0.00	17,121.41	
	90.41.61100	OUTSIDE SERVICES	11.05.2025 - REIMB - CLIMATE A	17,121.41		
03454	Willdan Engineering	11/13/2025	Regular	0.00	472.50	100828
002-36249	Invoice	10/24/2025	10.24.2025 - BLDG/SAFETY PLAN CHECKS	0.00	472.50	
	01.19.61157	PLAN CHECKING	10.24.2025 - BLDG/SAFETY PLA	472.50		
03853	Dana V. Beck	11/17/2025	Regular	0.00	6,000.00	100829

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**		
RVFH INVOICE 19	Invoice	09/26/2025	09.26.2025 - RVFH20 ONSITE PROJECT M	0.00	6,000.00	
	15.32.63100	CONSTRUCTION	09.26.2025 - RVFH20 ONSITE PR	6,000.00		
03823	Miller Management & Consulting Group	11/17/2025	Regular	0.00	7,312.57	100830
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2025-1115-01	Invoice	11/17/2025	2025-26 Marin Sonoma Leadership Acade	0.00	7,312.57	
	97.00.62001	ADMINISTRATIVE EXP - M	2025-26 Marin Sonoma Leaders	25.00		
	97.00.62002	OTHER OPERATIONAL - M	2025-26 Marin Sonoma Leaders	3,571.20		
	97.00.62006	INSTRUCTION - MSLA	2025-26 Marin Sonoma Leaders	3,716.37		
03878	Wandzia Rose	11/17/2025	Regular	0.00	9,106.18	100831
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2524	Invoice	11/17/2025	2025-26 Marin Sonoma Leasdership Acad	0.00	9,106.18	
	97.00.62001	ADMINISTRATIVE EXP - M	2025-26 Marin Sonoma Leasder	500.00		
	97.00.62006	INSTRUCTION - MSLA	2025-26 Marin Sonoma Leasder	8,606.18		
04089	AEM	11/20/2025	Regular	0.00	5,620.00	100832
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0015646	Invoice	11/19/2025	B2022-0217, SFD Blvd, Road Bond Refund	0.00	5,620.00	
	01.00.20314	ROAD BOND	B2022-0217, SFD Blvd, Road Bo	5,620.00		
00196	Altec Systems, Inc	11/20/2025	Regular	0.00	92.00	100833
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
63076	Invoice	11/10/2025	File Submission & Orignal Fiche Shipping	0.00	92.00	
	01.00.20313	PLAN STORAGE FEE	File Submission & Orignal Fiche	92.00		
02920	Amazon Business	11/20/2025	Regular	0.00	4,911.96	100834
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
117L-H6P9-7KQD	Invoice	11/04/2025	11.04.2025 - REC - PARKSIDE SUPPLIES	0.00	36.98	
	21.63.62979	PARKSIDE SUPPLIES	11.04.2025 - REC - PARKSIDE SU	36.98		
117L-H6P9-93HD	Invoice	11/04/2025	Laminated White Tape - Label Maker	0.00	21.73	
	01.71.62200	DEPARTMENTAL SUPPLIE	Laminated White Tape - Label M	21.73		
11DP-WJKX-CHPC	Invoice	11/18/2025	Recreation Supplies	0.00	148.26	
	21.65.62200	DEPARTMENTAL SUPPLIE	Recreation Supplies	148.26		
11MF-WRGC-VG	Invoice	10/28/2025	10.28.2025 - REC - ROBSON SUPPLIES	0.00	18.55	
	21.63.61187	ROBSON AFTER SCHOOL	10.28.2025 - REC - ROBSON SUP	18.55		
14DW-YPYW-7XF	Invoice	11/04/2025	11.04.2025 - REC - CAMP KIDMARIN MIG	0.00	280.37	
	21.63.62984	CAMP KIDMARIN MIGHT	11.04.2025 - REC - CAMP KIDM	280.37		
16HM-9DML-J9Q	Invoice	10/23/2025	10.23.2025 - REC - DEPT SUPPLIES	0.00	114.75	
	21.65.62200	DEPARTMENTAL SUPPLIE	10.23.2025 - REC - DEPT SUPPLI	114.75		
16JP-XVG9-J1GY	Invoice	10/28/2025	10.28.2025 - REC - PARKSIDE SUPPLIES	0.00	8.79	
	21.63.62979	PARKSIDE SUPPLIES	10.28.2025 - REC - PARKSIDE SU	8.79		
16PC-3C9W-MPQ	Invoice	11/14/2025	Aduilt Books	0.00	20.98	
	27.71.62301	ADULT BOOKS	Aduilt Books	20.98		
171X-R3RF-DJQY	Invoice	11/18/2025	The Seven Rings: the Lost Bride Trilogy, Bo	0.00	18.03	
	27.71.62301	ADULT BOOKS	The Seven Rings: the Lost Bride	18.03		
173L-C6K3-DXPN	Invoice	10/27/2025	10.27.2025 - REC - OFFICE CHAIR	0.00	331.22	
	21.65.63100	CAPITAL OUTLAY - CONST	10.27.2025 - REC - OFFICE CHAI	331.22		
17JR-7L9D-9KD4	Invoice	11/13/2025	11.13.2025 - REC - PARKSIDE SUPPLIES	0.00	92.20	
	21.63.62979	PARKSIDE SUPPLIES	11.13.2025 - REC - PARKSIDE SU	92.20		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
17P9-1V9L-CH79	Invoice	11/18/2025	1200 Pieces Wooden Craft Sticks	0.00	205.90	
	21.63.62979	PARKSIDE SUPPLIES	1200 Pieces Wooden Craft Stick		205.90	
17TL-1JVL-H77N	Invoice	11/10/2025	11.10.2025 - REC - OFFICE SUPPLIES	0.00	155.67	
	21.65.62200	DEPARTMENTAL SUPPLIE	11.10.2025 - REC - OFFICE SUPP		155.67	
17YH-9QVT-L36H	Invoice	11/17/2025	Nash Falls	0.00	19.23	
	27.71.62301	ADULT BOOKS	Nash Falls		19.23	
19J6-GVXN-73DQ	Invoice	11/12/2025	11.12.2025 - REC - ROSS VALLEY SENIORS	0.00	5.46	
	21.62.62971	ADULT ART & CULTURE S	11.12.2025 - REC - ROSS VALLEY		5.46	
1C1K-769C-LVNW	Invoice	10/28/2025	Community Development/Engineer Suppl	0.00	352.10	
	01.18.62200	DEPARTMENTAL SUPPLIE	Community Development/Engin		176.05	
	01.41.62200	DEPARTMENTAL SUPPLIE	Community Development/Engin		176.05	
1CG7-YLRT-6CXN	Invoice	11/04/2025	11.04.2025 - REC - DEPT SUPPLIES	0.00	41.12	
	21.65.62200	DEPARTMENTAL SUPPLIE	11.04.2025 - REC - DEPT SUPPLI		41.12	
1CGT-16KL-PCCG	Invoice	11/07/2025	Adult Books	0.00	436.73	
	01.71.62301	ADULT BOOKS	Adult Books		436.73	
1CYX-VRP9-TNYN	Invoice	11/11/2025	Aduilt Books	0.00	173.04	
	27.71.62301	ADULT BOOKS	Aduilt Books		173.04	
1F6D-D3YT-64DV	Invoice	11/04/2025	11.04.2025 - REC - TODDLER ENRICHMEN	0.00	42.29	
	21.63.62978	TODDLER ENRICHMENT S	11.04.2025 - REC - TODDLER EN		42.29	
1FVV-3D7H-KK76	Invoice	11/10/2025	Adult Books	0.00	491.88	
	27.71.62301	ADULT BOOKS	Adult Books		491.88	
1FWK-HGT4-CJJ	Invoice	11/18/2025	LIUYAXI 20 Colors 100 Yard Satin Ribbon F	0.00	131.09	
	21.64.61200	OLDER ADUILT PROGRAM	LIUYAXI 20 Colors 100 Yard Satin		131.09	
1GCK-DRXW-HG7	Invoice	11/12/2025	Adult Books	0.00	17.41	
	27.71.62301	ADULT BOOKS	Adult Books		17.41	
1GTF-W7WY-F6Q	Invoice	11/10/2025	11.10.2025 - REC - OLDER ADULT PROGRA	0.00	49.80	
	21.64.61200	OLDER ADUILT PROGRAM	11.10.2025 - REC - OLDER ADUL		49.80	
1HJR-RXXH-XGRG	Invoice	11/15/2025	Rough Guides Walks and Tours Rome: Tra	0.00	17.30	
	01.71.62304	AUDIO/VISUAL BOOKS	Rough Guides Walks and Tours R		17.30	
1JNW-HNNN-14Q	Invoice	11/15/2025	TerraSlate Waerproof Paper	0.00	48.70	
	01.42.62200	DEPARTMENTAL SUPPLIE	TerraSlate Waerproof Paper		48.70	
1JXN-HL4Y-Y197	Invoice	10/27/2025	10.27.2025 - REC - PARKSIDE SUPPLIES	0.00	65.22	
	21.63.62979	PARKSIDE SUPPLIES	10.27.2025 - REC - PARKSIDE SU		65.22	
1KRK-FLG4-L76W	Invoice	11/10/2025	Aduilt Books	0.00	118.00	
	27.71.62301	ADULT BOOKS	Aduilt Books		118.00	
1KYD-PQCX-DXF	Invoice	11/10/2025	11.10.2025 - REC - OLDER ADULT PROGRA	0.00	21.64	
	21.64.61200	OLDER ADUILT PROGRAM	11.10.2025 - REC - OLDER ADUL		21.64	
1L4X-1VG9-KTYT	Invoice	10/28/2025	10.28.2025 - ADMIN - TOWN COUNCIL SU	0.00	22.68	
	01.12.62200	DEPARTMENTAL SUPPLIE	10.28.2025 - ADMIN - TOWN CO		22.68	
1NGK-6HFF-KV7C	Invoice	10/28/2025	10.28.2025 - REC - ROBSON SUPPLIES	0.00	392.32	
	21.63.61187	ROBSON AFTER SCHOOL	10.28.2025 - REC - ROBSON SUP		392.32	
1P1K-P13D-D3YK	Invoice	11/18/2025	Kitchen Wooden Spoons Mixing Baking Ut	0.00	102.84	
	21.64.61200	OLDER ADUILT PROGRAM	Kitchen Wooden Spoons Mixing		102.84	
1PCF-Y194-19G4	Invoice	11/15/2025	Children Books	0.00	65.65	
	27.71.62302	CHILDRENS BOOKS	Children Books		65.65	
1PNF-HGXJ-977C	Invoice	11/04/2025	11.04.2025 - REC - TODDLER ENRICHMEN	0.00	143.46	
	21.63.62978	TODDLER ENRICHMENT S	11.04.2025 - REC - TODDLER EN		143.46	
1QYW-M9PX-RGT	Invoice	11/11/2025	Adult Books	0.00	207.22	
	27.71.62301	ADULT BOOKS	Adult Books		207.22	
1TKV-VJMM-DN4	Invoice	11/18/2025	Adult Books	0.00	35.51	
	27.71.62301	ADULT BOOKS	Adult Books		35.51	
1W1V-GGX7-D1P	Invoice	11/05/2025	11.05.2025 - REC - PARKSIDE SUPPLIES	0.00	61.03	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	21.63.62979 PARKSIDE SUPPLIES		11.05.2025 - REC - PARKSIDE SU		61.03	
1XWJ-DD3M-LNG	Invoice	11/10/2025	Children Books	0.00	99.83	
	27.71.62302 CHILDRENS BOOKS		Children Books		99.83	
1Y4H-YYJ9-JJFG	Invoice	10/28/2025	10.28.2025 - REC - OFFICE SUPPLIES	0.00	296.98	
	21.65.62000 OFFICE SUPPLIES		10.28.2025 - REC - OFFICE SUPP		296.98	
	Void	11/20/2025	Regular	0.00	0.00	100835
	Void	11/20/2025	Regular	0.00	0.00	100836
03299	Answer MTI	11/20/2025	Regular	0.00	206.50	100837
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
000038-096-081	Invoice	11/01/2025	Call Center Service	0.00	206.50	
	01.41.61150 OUTSIDE SERVICES-OTHE		Call Center Service		206.50	
01345	BSN Sports Inc	11/20/2025	Regular	0.00	713.47	100838
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
INV0015654	Invoice	11/20/2025	Basketballs	0.00	713.47	
	21.61.62961 BASKETBALL SUPPLIES		Basketballs		713.47	
04094	Carolyn Pistone	11/20/2025	Regular	0.00	100.00	100839
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
INV0015650	Invoice	11/19/2025	Racial Equity Committee Film - Panelist H	0.00	100.00	
	01.21.61150 OUTSIDE SERVICES-OTHE		Racial Equity Committee Film - P		100.00	
00656	Charmian Stewart	11/20/2025	Regular	0.00	125.00	100840
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
INV0015642	Invoice	11/19/2025	Honoranium for Violin and Cello Winter C	0.00	125.00	
	01.71.61132 OUTSIDE SVCS-PROGRAM		Honoranium for Violin and Cello		125.00	
00308	CivicPlus	11/20/2025	Regular	0.00	16,498.58	100841
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
354777	Invoice	11/19/2025	SeeClickFix 311, App, Chatbot	0.00	16,498.58	
	01.19.61150 OUTSIDE SERVICES-OTHE		SeeClickFix 311, App, Chatbot		3,024.65	
	01.21.61150 OUTSIDE SERVICES-OTHE		SeeClickFix 311, App, Chatbot		4,400.00	
	01.41.61150 OUTSIDE SERVICES-OTHE		SeeClickFix 311, App, Chatbot		3,024.65	
	01.42.61150 OUTSIDE SERVICES-OTHE		SeeClickFix 311, App, Chatbot		3,024.63	
	01.81.61150 OUTSIDE SERVICES-OTHE		SeeClickFix 311, App, Chatbot		3,024.65	
01348	Community Media Center of Marin	11/20/2025	Regular	0.00	2,677.50	100842
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
2526.09.30.06	Invoice	10/11/2025	Town Council and Planning Commission S	0.00	2,677.50	
	01.12.61194 OUTSIDE SERVICES - GRA		Town Council and Planning Com		1,657.50	
	01.18.61194 OUTSIDE SERVICES - GRA		Town Council and Planning Com		1,020.00	
03853	Dana V. Beck	11/20/2025	Regular	0.00	13,200.00	100843
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
Invoice 21	Invoice	10/24/2025	RVFH20 Onsite Project Management	0.00	6,600.00	
	15.32.63100 CONSTRUCTION		RVFH20 Onsite Project Manage		6,600.00	
Invoice 22	Invoice	11/19/2025	RVFD 20 Onsite Project Management	0.00	6,600.00	
	15.32.63100 CONSTRUCTION		RVFD 20 Onsite Project Manage		6,600.00	
04093	David Duncan	11/20/2025	Regular	0.00	100.00	100844

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		
INV0015649	Invoice	11/19/2025	Racial Equity Committee Film - Panelist H	0.00	100.00	
	01.21.61150	OUTSIDE SERVICES-OTHE	Racial Equity Committee Film - P	100.00		
00533	Davis Sign Company	11/20/2025	Regular	0.00	81.94	100845
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
40681	Invoice	11/10/2025	Library Construction Sign	0.00	81.94	
	41.41.63117	CONSTRUCTION - BUILDI	Library Construction Sign	81.94		
00035	Demco Inc	11/20/2025	Regular	0.00	43.64	100846
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
7726588	Invoice	11/13/2025	ExcelMark Flash - Pre Inked	0.00	43.64	
	01.71.62200	DEPARTMENTAL SUPPLIE	ExcelMark Flash - Pre Inked	43.64		
04091	ECOGREEN FURNITURE, LLC	11/20/2025	Regular	0.00	12,256.82	100847
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1722	Invoice	11/12/2025	San Anselmo Library Furniture	0.00	12,256.82	
	01.71.61506	BLDG. MAINT-OTHER	San Anselmo Library Furniture	12,256.82		
02777	Elizabeth Flanagan	11/20/2025	Regular	0.00	95.20	100848
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11182025-2	Invoice	11/20/2025	Painting Workshops - November 2025	0.00	95.20	
	21.62.61171	ADULT CULTURE SERVICE	Painting Workshops - November	95.20		
00021	Good & Clean Company Inc	11/20/2025	Regular	0.00	14,065.00	100849
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
76243	Invoice	10/16/2025	Cleaning Services September	0.00	14,065.00	
	31.41.61501	BLDG. MAINT-JANITORIAL	Cleaning Services September	2,825.00		
	34.41.61501	BLDG. MAINT-JANITORIAL	Cleaning Services September	1,775.00		
	41.41.61501	BLDG. MAINT-JANITORIAL	Cleaning Services September	6,705.00		
	60.14.62903	LIVE ON THE AVENUE	Cleaning Services September	2,760.00		
00020	Hannibal's Inc Electrical Construction	11/20/2025	Regular	0.00	274.13	100850
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
25431	Invoice	11/17/2025	New Door - Replace Outlet and reset two	0.00	274.13	
	41.41.61150	OUTSIDE SERVICES-OTHE	New Door - Replace Outlet and	274.13		
03332	Heidi Scoble	11/20/2025	Regular	0.00	792.24	100851
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015652	Invoice	11/19/2025	Reimb - SLO EXCHG - Marin ECON VITLTY	0.00	792.24	
	01.18.61000	TRAINING	Reimb - SLO EXCHG - Marin ECO	792.24		
02785	JACKSON DOBRONYI	11/20/2025	Regular	0.00	48.30	100852
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015644	Invoice	11/14/2025	CEQA Training - Parking	0.00	48.30	
	01.18.61000	TRAINING	CEQA Training - Parking	48.30		
00113	Juan Olsen Sanchez	11/20/2025	Regular	0.00	8,000.00	100853

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**		
Fall 2025-5	Invoice	11/20/2025	Payment 5 out of 7 - Fall 2025 Gymnastics	0.00	8,000.00	
	21.61.61167	TUMBLING SERVICES	Payment 5 out of 7 - Fall 2025 G	8,000.00		
03412	Juliana M.Kohl	11/20/2025	Regular	0.00	1,974.00	100854
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
11182025-3	Invoice	11/20/2025	Instructor Payment for Private Music Less	0.00	1,974.00	
	21.62.61175	KIDS CULTURE SERVICES	Instructor Payment for Private	1,974.00		
03337	Kelley Warner	11/20/2025	Regular	0.00	24.00	100855
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0015643	Invoice	11/19/2025	Supplies for Fall Volunteer Cleanup	0.00	24.00	
	01.21.62200	DEPARTMENTAL SUPPLIE	Supplies for Fall Volunteer Clean	24.00		
04006	Kyocera Document Solutions Northern Californ	11/20/2025	Regular	0.00	65.55	100856
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
55E1852363	Invoice	11/10/2025	KCIM Starter Basic Plan	0.00	65.55	
	42.21.61150	OUTSIDE SERVICES-OTHE	KCIM Starter Basic Plan	65.55		
04025	Lotus Consulting Team Corporation	11/20/2025	Regular	0.00	12,500.00	100857
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2040	Invoice	11/19/2025	Feasibility Study - Payment #3	0.00	12,500.00	
	01.21.61150	OUTSIDE SERVICES-OTHE	Feasibility Study - Payment #3	12,500.00		
00121	Marin I J - 2072661 AD	11/20/2025	Regular	0.00	486.87	100858
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
0001459172	Invoice	10/31/2025	Legal Notices - SB450, Building Code, Fire	0.00	486.87	
	01.12.61151	LEGAL NOTICES	Legal Notices - SB450, Building	292.49		
	01.18.61151	LEGAL NOTICES	Legal Notices - SB450, Building	194.38		
00029	Marin IT	11/20/2025	Regular	0.00	1,195.33	100859
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2025-129450	Invoice	11/13/2025	Dell Memory Upgrade - 16GB	0.00	195.33	
	42.21.62200	DEPARTMENTAL SUPPLIE	Dell Memory Upgrade - 16GB	195.33		
2025-129529	Invoice	11/13/2025	Hosted Backups - October	0.00	1,000.00	
	42.21.61150	OUTSIDE SERVICES-OTHE	ACCOUNT - DESCRIPTION - DATE	1,000.00		
04087	Medina Plumbng	11/20/2025	Regular	0.00	1,500.00	100860
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0015651	Invoice	11/19/2025	ENC2025-0193, 61 Nokomis, Road Bond R	0.00	1,500.00	
	01.00.20314	ROAD BOND	ENC2025-0193, 61 Nokomis, Ro	1,500.00		
03809	Noll & Tam Architects	11/20/2025	Regular	0.00	5,325.00	100861
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
0061704	Invoice	10/23/2025	San Anselmo Library Mechanical System -	0.00	5,325.00	
	41.41.63117	CONSTRUCTION - BUILDI	San Anselmo Library Mechanica	5,325.00		
00992	OverDrive Inc.	11/20/2025	Regular	0.00	729.92	100862

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		
02883CO253520	Invoice	11/06/2025	Ebook & Audio books	0.00	729.92	
	27.71.62309	E BOOKS	Ebook & Audio books	729.92		
00128	Pacific Gas & Electric	11/20/2025	Regular	0.00	388.94	100863
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015653	Invoice	11/03/2025	722 - Memorial Park EV	0.00	388.94	
	13.42.61114	OUTSIDE SRV: PARKING	722 - Memorial Park EV	388.94		
03884	Pacific Mobile Structures, Inc.	11/20/2025	Regular	0.00	6,209.77	100864
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV-00497127	Invoice	11/20/2025	Rental - Office, ADA Ramp, ADA Step	0.00	6,116.91	
	15.32.63100	CONSTRUCTION	Rental - Office, ADA Ramp, ADA	6,116.91		
INV-00497128	Invoice	11/20/2025	Rental - Container	0.00	92.86	
	15.32.63100	CONSTRUCTION	Rental - Container	92.86		
00893	Perfect Timing Personnel Services, Inc.	11/20/2025	Regular	0.00	3,495.53	100865
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
54935	Invoice	11/17/2025	Administrative Support for week ending 1	0.00	1,408.65	
	01.19.61150	OUTSIDE SERVICES-OTHE	Administrative Support for wee	1,408.65		
65348	Invoice	11/10/2025	11.10.2025 - ADMIN SUPPORT - MRVOS	0.00	2,086.88	
	01.19.61150	OUTSIDE SERVICES-OTHE	11.10.2025 - ADMIN SUPPORT -	2,086.88		
00181	Ross Valley Fire Department	11/20/2025	Regular	0.00	8,618.83	100866
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015647	Invoice	11/19/2025	RVFD Fees Collected for October 2025	0.00	8,618.83	
	01.00.20354	DUE TO ROSS VALLEY FIR	RVFD Fees Collected for Octobe	8,618.83		
03346	Sage Energy Consulting - NV5 Inc.	11/20/2025	Regular	0.00	1,358.75	100867
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
465385	Invoice	11/19/2025	TSA IRA Support - Services through 8.2.20	0.00	1,358.75	
	15.90.63100	CONSTRUCTION	TSA IRA Support - Services throu	1,358.75		
00752	San Francisco Chronicle	11/20/2025	Regular	0.00	589.21	100868
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015645	Invoice	11/13/2025	San Anselmo Library Subscription 214598	0.00	589.21	
	01.71.62305	MAGAZINES AND NEWSP	San Anselmo Library Subscriptio	589.21		
03696	Sequoia Ecological Consulting, Inc.	11/20/2025	Regular	0.00	2,998.10	100869
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025575	Invoice	10/21/2025	10.21.2025 - SORICH BOTANICAL SVYS - A	0.00	2,998.10	
	35.41.61150	OUTSIDE SERVICES-OTHE	10.21.2025 - SORICH BOTANICA	2,998.10		
04092	Shirley Hasley	11/20/2025	Regular	0.00	100.00	100870
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015648	Invoice	11/19/2025	Racial Equity Committee Film - Panelist H	0.00	100.00	
	01.21.61150	OUTSIDE SERVICES-OTHE	Racial Equity Committee Film - P	100.00		
01359	Siegfried Engineering Inc	11/20/2025	Regular	0.00	19,351.64	100871

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**		
50885	Invoice	11/12/2025	11.12.2025 - SEQUOIA SR2S - OCT 2025	0.00	19,351.64	
	14.41.63127	SAFE ROUTES	11.12.2025 - SEQUOIA SR2S - O	19,351.64		
02936	SMITH'S PEST MANAGEMENT	11/20/2025	Regular	0.00	309.00	100872
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
364980	Invoice	09/28/2025	Pest Management Imagination Park	0.00	309.00	
	14.81.61150	OUTSIDE SERVICES-OTHE	Pest Management Imagination	309.00		
04086	The Little Flower Shop	11/20/2025	Regular	0.00	498.00	100873
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
10001	Invoice	11/12/2025	11.10.2025 - WINTER WREATH CLASS 202	0.00	498.00	
	21.64.61200	OLDER ADUILT PROGRAM	11.10.2025 - WINTER WREATH C	498.00		
03590	The Marin Dojo, Inc.	11/20/2025	Regular	0.00	90.00	100874
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
11182025-1	Invoice	11/20/2025	Payment for Tai Chi - November 2025	0.00	90.00	
	21.62.61171	ADULT CULTURE SERVICE	Payment for Tai Chi - November	90.00		
03207	Toni DeFrancis	11/20/2025	Regular	0.00	220.00	100875
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2025-TC1110	Invoice	11/17/2025	November 10th Town Council Minutes	0.00	220.00	
	01.12.61150	OUTSIDE SERVICES-OTHE	November 10th Town Council M	220.00		
03349	U.S. Bank	11/20/2025	Regular	0.00	1,600.00	100876
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
7941167	Invoice	10/24/2025	10.24.2025 - PENSION OBLGTN BONDS SR	0.00	1,600.00	
	01.40.61143	OUTSIDE SERVICES: BON	10.24.2025 - PENSION OBLGTN	1,600.00		
00384	Van Midde & Son Concrete	11/20/2025	Regular	0.00	31,340.00	100877
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
15822	Invoice	11/18/2025	Gutter, Sidewalk, Driveway Concete Work	0.00	31,340.00	
	15.32.63100	CONSTRUCTION	Gutter, Sidewalk, Driveway Conc	31,340.00		
00033	Water Components & Building Supply	11/20/2025	Regular	0.00	339.77	100878
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
30677755	Invoice	11/04/2025	Fire House 20 Supplies	0.00	339.77	
	15.32.63100	CONSTRUCTION	Fire House 20 Supplies	339.77		
04095	Allwood co. Jim Robinson	11/20/2025	Regular	0.00	2,720.00	100879
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0015655	Invoice	11/20/2025	B2022-0576, 729 SFD Blvd, Road Bond ref	0.00	2,720.00	
	01.00.20314	ROAD BOND	B2022-0576, 729 SFD Blvd, Roa	2,720.00		
03346	Sage Energy Consulting - NV5 Inc.	11/20/2025	Regular	0.00	3,401.25	100880
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
462592	Invoice	11/20/2025	Municipal Resiliency Cneter Contracting &	0.00	3,401.25	
	15.90.63100	CONSTRUCTION	Municipal Resiliency Cneter Con	3,401.25		
00362	Town of San Anselmo	11/20/2025	Regular	0.00	2,672.00	100881

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		
2025-26MSLA01	Invoice	11/20/2025	2025-26 Marin Sonoma Leadership Acade	0.00	2,672.00	
	01.21.61000	TRAINING	2025-26 Marin Sonoma Leaders	2,672.00		
02905	Wells Fargo Vendor Financial Services, LLC	11/20/2025	Regular	0.00	833.23	100882
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5036226644	Invoice	10/15/2025	450-0173140-00 11/30-12/29/2025	0.00	833.23	
	42.21.61150	OUTSIDE SERVICES-OTHE	450-0173140-00 11/30-12/29/2	833.23		
01102	Central Marin Police Authority	11/03/2025	Bank Draft	0.00	492,186.58	DFT06458
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015584	Invoice	11/03/2025	11.03.2025 - CMPA MEMBER CONTRIBUTI	0.00	492,186.58	
	01.30.61199	POLICE SERVICES CONTR	11.03.2025 - CMPA MEMBER C	484,557.91		
	13.30.61199	POLICE SERVICES CONTR	11.03.2025 - CMPA MEMBER C	7,628.67		
00391	Verizon Wireless	11/01/2025	Bank Draft	0.00	1,057.31	DFT06459
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6125873961	Invoice	10/12/2025	10.12.2025 - CELLULAR - 09.13.25-10.12.2	0.00	1,057.31	
	01.12.61705	UTILITIES-TELEPHONE	10.12.2025 - CELLULAR - 09.13.	91.55		
	01.41.61705	UTILITIES-TELEPHONE	10.12.2025 - CELLULAR - 09.13.	479.14		
	01.42.61705	UTILITIES-TELEPHONE	10.12.2025 - CELLULAR - 09.13.	369.87		
	01.81.62206	Snack Shack	10.12.2025 - CELLULAR - 09.13.	40.01		
	21.63.61179	PARKSIDE SERVICES	10.12.2025 - CELLULAR - 09.13.	38.37		
	21.63.61187	ROBSON AFTER SCHOOL	10.12.2025 - CELLULAR - 09.13.	38.37		
00362	Town of San Anselmo	11/06/2025	Bank Draft	0.00	337,528.92	DFT06488
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015623	Invoice	11/06/2025	11-15-2025 TSA To Fund Payroll	0.00	337,528.92	
	01.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	234,246.33		
	01.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	3,519.56		
	01.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	420.27		
	01.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	-1,280.37		
	13.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	906.11		
	13.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	-1.38		
	15.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	11,221.78		
	15.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	-41.25		
	19.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	15,497.09		
	21.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	64,037.55		
	27.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	6,868.64		
	31.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	378.43		
	34.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	378.43		
	41.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	378.47		
	42.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	638.37		
	60.00.20299	PAYROLL PAYABLE	11-15-2025 TSA To Fund Payroll	360.89		
00181	Ross Valley Fire Department	11/17/2025	Bank Draft	0.00	515,037.10	DFT06489
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0015631	Invoice	11/17/2025	11.17.2025 - RVFD MEMBER CONTRIBUTI	0.00	515,037.10	
	01.32.61139	RVFS CONTRACT	11.17.2025 - RVFD MEMBER CO	491,482.68		
	15.32.61150	OUTSIDE SERVICES-OTHE	11.17.2025 - RVFD MEMBER CO	23,554.42		
03344	CSG Forte Payments Inc.	11/10/2025	Bank Draft	0.00	1,562.74	DFT06490

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**		
0014601822	Invoice	11/10/2025	Town of San Anselmo Recreation October	0.00	1,562.74	
	21.65.61177	PROCESSING FEES	Town of San Anselmo Recreatio	1,562.74		
03344	CSG Forte Payments Inc.	11/10/2025	Bank Draft	0.00	2,589.83	DFT06491
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
0014602141	Invoice	11/10/2025	Town of San Anselmo Recreation ACH/CC	0.00	2,589.83	
	21.65.61177	PROCESSING FEES	Town of San Anselmo Recreatio	2,589.83		
00128	Pacific Gas & Electric	11/12/2025	Bank Draft	0.00	911.64	DFT06492
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0015634	Invoice	11/12/2025	355 - Corpyard Utilities	0.00	911.64	
	41.41.61701	UTILITIES	355 - Corpyard Utilities	911.64		
00128	Pacific Gas & Electric	11/10/2025	Bank Draft	0.00	35.57	DFT06493
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0015635	Invoice	11/10/2025	717 - Corpyard Utilities	0.00	35.57	
	41.41.61701	UTILITIES	717 - Corpyard Utilities	35.57		
00128	Pacific Gas & Electric	11/14/2025	Bank Draft	0.00	2,608.30	DFT06494
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0015636	Invoice	11/14/2025	146 - EV Charging	0.00	2,608.30	
	13.42.61114	OUTSIDE SRV: PARKING	146 - EV Charging	2,608.30		
00128	Pacific Gas & Electric	11/12/2025	Bank Draft	0.00	266.16	DFT06496
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0015638	Invoice	11/12/2025	583 - Corpyard Utilities	0.00	266.16	
	41.41.61701	UTILITIES	583 - Corpyard Utilities	266.16		
00128	Pacific Gas & Electric	11/05/2025	Bank Draft	0.00	162.20	DFT06497
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0015639	Invoice	11/05/2025	426 - Creek Camera	0.00	162.20	
	42.21.61150	OUTSIDE SERVICES-OTHE	426 - Creek Camera	162.20		
01281	Payroll Resource Group	11/13/2025	Bank Draft	0.00	840.00	DFT06500
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
19129	Invoice	11/13/2025	Section 125 Administration April to Nove	0.00	840.00	
	01.12.61107	OUTSIDE SVCS-ACCOUNTI	Section 125 Administration April	840.00		
00362	Town of San Anselmo	11/20/2025	Bank Draft	0.00	261,316.15	DFT06520

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**		
	INV0015675 Invoice	11/20/2025	11-30-2025 TSA To Fund Payroll	0.00	261,316.15	
	01.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	184,214.35		
	01.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	420.27		
	01.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	3,519.15		
	01.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	-1,280.38		
	13.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	541.26		
	13.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	-1.38		
	14.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	391.89		
	15.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	9,532.58		
	15.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	-41.25		
	19.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	11,786.59		
	21.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	48,207.46		
	27.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	2,845.92		
	31.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	221.64		
	34.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	221.64		
	41.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	221.60		
	42.00.20299	PAYROLL PAYABLE	11-30-2025 TSA To Fund Payroll	514.81		
02905	Wells Fargo Vendor Financial Services, LLC	11/20/2025	Bank Draft	0.00	833.23	DFT06521
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
	INV0015680 Invoice	11/20/2025	COPIER LEASE	0.00	833.23	
	42.21.61150	OUTSIDE SERVICES-OTHE	COPIER LEASE	833.23		
00128	Pacific Gas & Electric	11/25/2025	Bank Draft	0.00	14,701.80	DFT06523
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
	INV0015683 Invoice	11/25/2025	1546-1- TH UTILITIES - 10/04/2025-11/04	0.00	14,701.80	
	21.65.61701	UTILITIES-ELECTRICITY	ACCOUNT - DESCRIPTION - DATE	442.52		
	21.65.61701	UTILITIES-ELECTRICITY	ACCOUNT - DESCRIPTION - DATE	688.04		
	31.41.61701	UTILITIES-ELECTRICITY	ACCOUNT - DESCRIPTION - DATE	1,221.72		
	31.41.61702	UTILITIES-GAS	ACCOUNT - DESCRIPTION - DATE	773.31		
	34.41.61701	UTILITIES-ELECTRICITY	ACCOUNT - DESCRIPTION - DATE	276.39		
	34.41.61702	UTILITIES-GAS	ACCOUNT - DESCRIPTION - DATE	176.42		
	41.41.61701	UTILITIES	ACCOUNT - DESCRIPTION - DATE	11,123.40		

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	189	117	0.00	814,175.95
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	15	15	0.00	1,631,637.53
EFT's	0	0	0.00	0.00
	204	**134**	**0.00**	**2,445,813.48**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	189	117	0.00	814,175.95
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	15	15	0.00	1,631,637.53
EFT's	0	0	0.00	0.00
	204	**134**	**0.00**	**2,445,813.48**

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	11/2025	2,445,813.48
			2,445,813.48

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.4

MEETING DATE: December 9, 2025

AGENDA TITLE: Revenue and Expenditure Reports, November 2025

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That Town Council consider approving the monthly year-to-date Revenue and Expenditure Reports and corresponding activity for the period ending through November 30, 2025.

SUMMARY

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

BACKGROUND

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

DISCUSSION/ANALYSIS

The revenue and expenditure data through November 30, 2025, is a compilation of all operating activity that is year-to-date for the current and prior fiscal year. These reports are sourced directly from the Town's financial system, of which a corresponding analysis has been carried out by identifying the key trends the Town Council should take note of.

Revenues
Overall, through the November 2025 reporting period, the Town's general fund revenue decreased its base relative to the prior year by $0.057M. A majority of the Town's revenue is collected at specific times.

Category	NOV YTD FY26	NOV YTD FY25	$ Change	% Change
Property Tax	242,640.69	248,266.99	(5,626.30)	-2.27%
Sales Tax	367,465.78	357,401.88	10,063.90	-
Property Transfer Tax	8,791.74	14,781.80	(5,990.06)	-
Franchise Taxes	187,671.95	186,884.34	787.61	0.42%
Licenses & Permits	520,087.07	542,829.62	(22,742.55)	-4.19%
Fines	16,118.03	22,270.67	(6,152.64)	-27.63%
Cash & Investment Interest	-	-	-	-
Intergovernmental	70,310.28	134,584.50	(64,274.22)	-47.76%
Other Fees	196,197.99	159,632.18	36,565.81	22.91%
Transfers In	103,176.38	103,104.19	72.19	-
Total	**1,712,459.91**	**1,769,756.17**	**(57,296.26)**	**-3.24%**

As shown above, the Town's overall revenue base decreased by $0.057M due to the following:

- The Town receives property tax disbursements from the County of Marin in December, April, and June.
- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2025-26 for the months of September, October, and November have been comparable to the prior year and remain on track to the budgeted amount.
- Revenue from Licenses & Permits decreased by $0.023M compared to the previous period, due to a reduction in construction activity in the Town from the cost of goods and services, economy, or just the normal slowdown during the fall/winter season. There is also a slight decrease in business license collections for fiscal year 2025-2026 compared to FY2024-2025.

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

Expenditures
Overall, through the November 2025 reporting period end, the Town's General Fund expenditures have increased by $0.428M compared to the prior year. This is primarily from increases in compensation, retirement, outside services, and debt service. All other activity is either flat year-over-year or nets to an immaterial change, all of which are within management's expectations.

Category	NOV YTD FY26	NOV YTD FY25	$ Change	% Change
Compensation	2,175,600.49	1,817,772.26	357,828.23	19.68%
Retirement	351,897.86	220,077.77	131,820.09	59.90%
Training	15,478.93	17,456.91	(1,977.98)	-11.33%
Outside Services	776,570.76	1,012,748.98	(236,178.22)	-23.32%
Outside Services - Public Safety	4,880,406.79	4,571,460.08	308,946.71	6.76%
Maintenance	55,231.11	43,023.34	12,207.77	28.37%
Utilities	9,494.14	7,215.58	2,278.56	31.58%
Supplies	36,239.65	70,410.62	(34,170.97)	-48.53%
Debt Service - Pension Bond	596,120.07	552,599.61	43,520.46	7.88%
Other Expenditure	79,378.31	101,949.18	(22,570.87)	-22.14%
Internal Service Charge	952,955.80	1,036,588.25	(83,632.45)	-8.07%
Transfers Out	555,000.00	605,000.00	(50,000.00)	0.00%
Total	**10,484,373.91**	**10,056,302.58**	**428,071.33**	**4.26%**

As shown above, the Town's expenditures base overall increased by $0.428M, which is driven by compensation, retirement, outside services – public safety, and debt service:

- Compensation (Salaries & Wages and Benefits) increased by $0.358M compared to the prior fiscal year, primarily due to the 6.0% cost of living adjustment effective July 1, 2025, step adjustments, one-time payment upon the signing of the Memorandum of Understanding (MOU) 2025-2028, vacation cashout and sick time roll overs per the MOU and health insurance premiums.
- Retirement increased by $0.131M compared to the prior period due to the Town's CalPERS unfunded liability payment, cost of living, step adjustments, and fully staffed positions.
- Outside Services decreased by $0.236M compared to the previous period due to lower allocated costs for Animal Control Services with the County and Library Marinet Membership, no contracted building inspector, and fewer plan check fees for third party consultants.
- Outside Services – Public Safety increased by $0.309M compared to the previous fiscal year due to payments for Public Safety JPA's, Central Marin Police Authority, and Ross Valley Fire Department. These increases are in line with the budgeted amounts set by the Police Council and Fire Board.
- Debt Service increased by $0.043M compared to the previous fiscal year due to the repayment of the 2021 Pension Obligation Bonds. The bond payments are due in August and February.
- Internal Service Fund Charge decreased by $0.083M compared to the previous period due to decreased payment to the Internal Service Funds for Insurance and vehicle replacement, offset by increases for Building Maintenance and Information Technology.
- Transfers Out decreased by $0.050M compared to the previous period due to no budgeted transfers to the Parks Capital Improvement Fund in fiscal year 2025-2026 because of budget constraints.

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

Overall, the General Fund is in good financial standing for 5 months through fiscal year 2025-2026. We remain on track with our projections and only see a couple of items that will be discussed at our mid-year budget review meeting.

MEASURE J

Revenues

Overall, through the November 2025 reporting period, the Town's Measure J Fund revenue increased its base relative to the prior year by $0.006M.

Category	NOV YTD FY26	NOV YTD FY25	$ Change	% Change
Sales Tax	619,480.57	615,829.34	3,651.23	0.59%
Cash & Investment Interest	-	-	-	-
Reimbursement	2,390.87	-	2,390.87	(2,390.87)
Total	**621,871.44**	**615,829.34**	**6,042.10**	**0.98%**

- The Town receives disbursements monthly from the State for Measure J Sales Tax. The collections for the fiscal year 2025-26 for the months of September, October, and November have been comparable to the prior year and remain on track to the budgeted amount.

Expenditures

Overall, through the November 2025 reporting period end, the Town's Measure J expenditures have increased by $0.720M compared to the prior year. This is primarily from increases in compensation, retirement, outside services, and construction. All other activity is either flat year-over-year or nets correspondingly to an immaterial change, all of which are within management's expectations

Category	NOV YTD FY26	NOV YTD FY25	$ Change	% Change
Compensation	101,866.76	87,484.39	14,382.37	16.44%
Retirement	7,752.19	6,890.42	861.77	12.51%
Training	-	-	-	-
Outside Services	117,772.10	116,090.02	1,682.08	1.45%
Construction	1,714,319.58	1,011,657.95	702,661.63	69.46%
Transfers Out	-	-	-	-
Total	**1,941,710.63**	**1,222,122.78**	**719,587.85**	**58.88%**

- Outside Services increased by $0.002 million compared to the prior period due to Ross Valley Fire Department staffing costs, including a 3% COLA, 3% equity adjustment, and continued step increases for Firefighter/Paramedic personnel.
- Construction increased by $0.703M compared to the previous period due to the Fire Station 20 Project and Isabel Cook Community Center Roof Project. In the prior period through September, the Town had completed some bridge design work, repairs on concrete roads, wrapped up of Town Hall roof & HVAC project, minor work at Memorial Park, and slurry seal project. There is no slurry seal project scheduled for FY25 due to major ongoing projects at Fire Station 20 and

the Resilience Hub. The Town anticipates a slurry seal project in fiscal year 2026-2027.

- The Fire Station 20 project is still on target to be completed on time. The project has had about 10% change orders on the original contract amount.

FISCAL IMPACT

None

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment #1: Budget Comparison Report by Subcategory, November 2025
Attachment #2: Budget Comparison Report by Department, November 2025
Attachment #3: Budget Comparison Report by Subcategory Measure J, November 2025
Attachment #4: Budget Comparison Report by Department Measure J, November 2025

Town of San Anselmo 2025-2026 Rev & Exp Report as of 11/30/2025 Fund: 01 - GENERAL FUND	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Revenue								
400 - PROPERTY TAX GENERAL	10,030,351.00	10,050,213.98	191,897.67	1.91%	10,487,401.00	10,487,401.00	187,765.46	1.79%
401 - PENSION	3,020,000.00	3,171,137.39	20,548.28	0.65%	3,097,000.00	3,097,000.00	27,212.71	0.88%
402 - PROPERTY TAX OTHER	3,998,058.00	4,062,920.53	50,602.84	1.25%	4,109,847.00	4,109,847.00	36,454.26	0.89%
410 - OTHER TAXES	1,530,000.00	1,454,484.46	357,401.88	24.57%	1,471,120.00	1,471,120.00	367,465.78	24.98%
411 - FRANCHISE TAXES	936,500.00	939,820.99	186,884.34	19.89%	976,000.00	976,000.00	187,671.95	19.23%
420 - BUSINESS LICENSE	290,000.00	325,689.18	36,319.14	11.15%	298,000.00	298,000.00	25,665.68	8.61%
421 - PARKING	0.00	192.54	0.00	0.00%	0.00	0.00	2,685.34	0.00%
422 - CONSTRUCTION	1,091,000.00	1,167,221.10	506,510.48	43.39%	1,105,000.00	1,105,000.00	491,736.05	44.50%
430 - VEHICLE CODE	15,000.00	13,101.62	3,669.00	28.00%	0.00	0.00	4,420.56	0.00%
431 - LIBRARY	1,500.00	2,351.93	633.64	26.94%	2,500.00	2,500.00	758.55	30.34%
432 - PARKING	117,990.00	82,449.77	17,968.03	21.79%	10,000.00	10,000.00	10,938.92	109.39%
440 - USE OF MONEY AND PROPERTY	100,000.00	420,448.71	0.00	8.57%	135,000.00	135,000.00	0.00	0.00%
450 - STATE REVENUE	235,500.00	256,356.88	134,584.50	52.50%	171,000.00	171,000.00	70,310.28	41.12%
460 - FEDERAL REVENUE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
470 - LOCAL AGENCY REVENUE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
480 - FEES FOR SERVICES	198,500.00	214,551.93	100,434.39	46.81%	215,500.00	215,500.00	115,337.02	53.52%
490 - MISCELLANEOUS REVENUE	115,555.00	279,866.05	59,197.79	21.15%	157,500.00	157,500.00	80,860.97	51.34%
519 - TRANSFERS IN	403,318.00	398,987.58	103,104.19	25.84%	413,185.00	413,185.00	103,176.38	24.97%
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Revenue:	**22,083,272.00**	**22,839,794.64**	**1,769,756.17**	**7.75%**	**22,649,053.00**	**22,649,053.00**	**1,712,459.91**	**7.56%**
Expense								
600 - SALARIES AND WAGES	3,552,174.00	3,493,701.89	1,444,768.24	41.35%	3,922,641.00	3,922,641.00	1,784,262.80	45.49%
601 - RETIREMENT	428,706.00	407,334.57	220,077.77	54.03%	568,476.00	568,476.00	351,897.86	61.90%
602 - EMPLOYEE BENEFITS	872,566.00	832,705.82	337,408.07	40.52%	953,970.00	953,970.00	356,018.35	37.32%
604 - RETIREE BENEFITS	180,796.00	180,796.00	35,595.95	19.69%	190,028.00	190,028.00	35,319.34	18.59%
610 - TRAINING	68,750.00	51,805.43	17,456.91	33.70%	69,750.00	69,750.00	15,478.93	22.19%
611 - OUTSIDE SERVICES	2,734,465.00	2,525,643.13	1,012,748.98	40.10%	2,112,045.00	2,112,045.00	776,570.76	36.77%
612 - OUTSIDE SERVICES - POLICE (CMPA) & FIRE (RVFD)	10,974,172.00	10,971,504.08	4,571,460.08	41.67%	11,732,115.00	11,732,115.00	4,880,406.79	41.60%
613 - PUBLICATION / DUES	27,522.00	19,719.73	3,899.68	19.78%	28,645.00	28,645.00	5,225.19	18.24%
614 - MAINTENANCE	123,485.00	80,460.09	29,743.34	36.97%	105,750.00	105,750.00	30,440.43	28.79%
615 - BUILDING MAINTENANCE	60,000.00	48,951.16	9,380.32	19.16%	42,500.00	42,500.00	19,565.49	46.04%
616 - VEHICLE MAINTENANCE	16,050.00	19,072.48	7,215.58	37.83%	16,050.00	16,050.00	9,494.14	59.15%
617 - UTILITIES	0.00	119,494.51	59,675.89	49.94%	0.00	0.00	23,819.19	0.00%
618 - HIRING	1,000.00	13,318.46	12,637.81	94.89%	1,000.00	1,000.00	582.00	58.20%
619 - MISCELLANEOUS	25,000.00	4,562.64	3,225.00	70.68%	15,500.00	15,500.00	0.00	0.00%
620 - OFFICE SUPPLIES	32,754.00	33,760.59	15,372.63	45.53%	800.00	800.00	6,887.28	860.91%
622 - DEPARTMENT SUPPLIES	133,197.00	192,875.10	51,812.99	26.86%	132,950.00	132,950.00	29,352.37	22.08%
623 - BOOKS / MAGAZINES / VIDEOS	29,000.00	32,201.33	9,329.17	28.97%	30,750.00	30,750.00	5,066.22	16.48%
628 - Internal Service Charge	1,437,812.00	1,437,811.80	1,036,588.25	72.09%	1,307,094.00	1,307,094.00	952,955.80	72.91%
629 - MISCELLANEOUS	105,500.00	67,845.10	20,306.31	29.93%	183,800.00	183,800.00	49,910.90	27.16%
630 - EQUIPMENT	500.00	12,740.74	0.00	0.00%	0.00	0.00	0.00	0.00%
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
640 - PRINCIPAL	465,000.00	465,000.00	465,000.00	100.00%	510,000.00	510,000.00	510,000.00	100.00%
641 - INTEREST	173,929.00	173,811.71	87,599.61	50.40%	170,189.00	170,189.00	86,120.07	50.60%
670 - TRANSFERS OUT	640,000.00	640,000.00	605,000.00	94.53%	555,000.00	555,000.00	555,000.00	100.00%
Total Expense:	**22,082,378.00**	**21,825,116.36**	**10,056,302.58**	**46.08%**	**22,649,053.00**	**22,649,053.00**	**10,484,373.91**	**46.29%**
Total Fund: 01 - GENERAL FUND:	**894.00**	**1,014,678.28**	**-8,286,546.41**		**0.00**	**0.00**	**-8,771,914.00**	
Report Total:	**894.00**	**1,014,678.28**	**-8,286,546.41**		**0.00**	**0.00**	**-8,771,914.00**	

Town of San Anselmo 2025-2026 Rev & Exp Report as of 11/30/2025 Fund: 01 - GENERAL FUND Expense	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
00 - UNDESIGNATED	640,000.00	640,000.00	605,000.00	94.53%	555,000.00	555,000.00	555,000.00	100.00%
11 - TOWN COUNCIL	71,446.00	72,327.28	20,556.35	28.42%	64,260.00	64,260.00	14,846.41	23.10%
12 - ADMINISTRATION	1,669,529.00	1,671,278.59	627,793.59	37.56%	1,712,209.00	1,712,209.00	692,206.12	40.43%
16 - LEGAL SERVICES	330,000.00	220,398.50	60,597.50	27.49%	280,000.00	280,000.00	59,222.00	21.15%
18 - PLANNING	1,169,800.00	1,050,424.51	360,876.28	34.36%	916,720.00	916,720.00	363,175.14	39.62%
19 - Building & Inspections	0.00	0.00	0.00	0.00%	1,134,173.00	1,134,173.00	440,972.73	38.88%
21 - NON-DEPARTMENTAL	1,488,431.00	1,472,164.52	1,102,982.14	74.92%	1,494,217.00	1,494,217.00	1,163,718.69	77.88%
30 - POLICE	5,474,469.00	5,476,919.00	2,281,028.75	41.65%	5,814,695.00	5,814,695.00	2,422,789.57	41.67%
32 - ROSS VALLEY FIRE SERVICE	5,559,703.00	5,531,890.03	2,297,266.52	41.53%	5,959,920.00	5,959,920.00	2,464,010.89	41.34%
40 - DEBT SERVICE	640,429.00	640,111.71	553,899.61	86.53%	681,689.00	681,689.00	597,720.07	87.68%
41 - ENGINEERING AND INSPECTION	1,774,695.00	1,760,842.33	729,914.92	41.45%	669,661.00	669,661.00	257,475.99	38.45%
42 - STREETS	1,278,642.00	1,251,926.33	533,710.16	42.63%	1,302,235.00	1,302,235.00	518,146.57	39.79%
71 - LIBRARY	899,716.00	958,206.51	421,784.61	44.02%	952,892.00	952,892.00	506,521.16	53.16%
81 - PARKS	768,688.00	763,422.31	320,323.92	41.96%	752,314.00	752,314.00	289,147.97	38.43%
82 - RECREATION/GENERAL FUND	316,830.00	315,204.74	140,568.23	44.60%	359,068.00	359,068.00	139,420.60	38.83%
Total Expense:	**22,082,378.00**	**21,825,116.36**	**10,056,302.58**	**46.08%**	**22,649,053.00**	**22,649,053.00**	**10,484,373.91**	**46.29%**
Total Fund: 01 - GENERAL FUND:	**22,082,378.00**	**21,825,116.36**	**10,056,302.58**	**46.08%**	**22,649,053.00**	**22,649,053.00**	**10,484,373.91**	**46.29%**
Report Total:	**22,082,378.00**	**21,825,116.36**	**10,056,302.58**	**46.08%**	**22,649,053.00**	**22,649,053.00**	**10,484,373.91**	**46.29%**

Town of San Anselmo 2025-2026 Rev & Exp Report as of 11/30/2025	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Fund: 15 - SALES TAX - MEASURE J								
Revenue								
410 - OTHER TAXES	2,539,700.00	2,479,818.93	615,829.34	24.83%	2,493,023.00	2,493,023.00	619,480.57	24.85%
440 - USE OF MONEY AND PROPERTY	0.00	43,562.13	0.00	0.00%	20,000.00	20,000.00	0.00	0.00%
490 - MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00%	363,005.00	363,005.00	2,390.87	0.66%
Total Revenue:	**2,539,700.00**	**2,523,381.06**	**615,829.34**	**24.40%**	**2,876,028.00**	**2,876,028.00**	**621,871.44**	**21.62%**
Expense								
600 - SALARIES AND WAGES	184,552.82	178,688.70	72,908.88	40.80%	194,877.00	194,877.00	86,991.14	44.64%
601 - RETIREMENT	17,403.96	16,871.90	6,890.42	40.84%	18,606.00	18,606.00	7,752.19	41.67%
602 - EMPLOYEE BENEFITS	43,971.10	37,283.51	14,575.51	39.09%	41,874.00	41,874.00	14,875.62	35.52%
611 - OUTSIDE SERVICES	261,716.00	268,757.71	116,090.02	43.20%	332,653.00	332,653.00	117,772.10	35.40%
631 - CAPITAL OUTLAY - CONSTRUCTION	2,807,857.00	1,859,183.28	633,909.25	34.10%	2,245,912.00	2,245,912.00	1,714,319.58	76.33%
632 - SLURRY	200,000.00	377,748.70	377,748.70	100.00%	0.00	0.00	0.00	0.00%
670 - TRANSFERS OUT	0.00	0.00	0.00	0.00%	124,651.00	124,651.00	0.00	0.00%
Total Expense:	**3,515,500.88**	**2,738,533.80**	**1,222,122.78**	**44.63%**	**2,958,573.00**	**2,958,573.00**	**1,941,710.63**	**65.63%**
Total Fund: 15 - SALES TAX - MEASURE J:	**-975,800.88**	**-215,152.74**	**-606,293.44**		**-82,545.00**	**-82,545.00**	**-1,319,839.19**	
Report Total:	**-975,800.88**	**-215,152.74**	**-606,293.44**		**-82,545.00**	**-82,545.00**	**-1,319,839.19**	

Town of San Anselmo 2025-2026 Rev & Exp Report as of 11/30/2025 Fund: 15 - SALES TAX - MEASURE J Expense	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
00 - UNDESIGNATED	0.00	0.00	0.00	0.00%	124,651.00	124,651.00	0.00	0.00%
32 - ROSS VALLEY FIRE SERVICE	261,716.00	565,658.44	109,048.35	19.28%	1,282,653.00	1,282,653.00	1,073,549.42	83.70%
41 - ENGINEERING AND INSPECTION	2,725,427.88	1,544,573.13	944,495.05	61.15%	1,020,269.00	1,020,269.00	658,215.99	64.51%
71 - LIBRARY	0.00	0.00	0.00	0.00%	100,000.00	100,000.00	0.00	0.00%
81 - PARKS	175,000.00	66,735.47	58,915.39	88.28%	375,000.00	375,000.00	180.26	0.05%
90 - Climate Action	353,357.00	561,566.76	109,663.99	19.53%	56,000.00	56,000.00	209,764.96	374.58%
Total Expense:	**3,515,500.88**	**2,738,533.80**	**1,222,122.78**	**44.63%**	**2,958,573.00**	**2,958,573.00**	**1,941,710.63**	**65.63%**
Total Fund: 15 - SALES TAX - MEASURE J:	**3,515,500.88**	**2,738,533.80**	**1,222,122.78**	**44.63%**	**2,958,573.00**	**2,958,573.00**	**1,941,710.63**	**65.63%**
Report Total:	**3,515,500.88**	**2,738,533.80**	**1,222,122.78**	**44.63%**	**2,958,573.00**	**2,958,573.00**	**1,941,710.63**	**65.63%**

STAFF REPORT

TOWN OF SAN ANSELMO Item 1.5

MEETING DATE: 12/9/25

AGENDA TITLE: Financial Report on Recreation Fund

FROM: Mattie O'Grady – Director of Community Services

RECOMMENDATION: That the Town Council review the Recreation Fund revenue and expenditure report for the period ending November 30, 2025.

BACKGROUND

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

DISCUSSION/ANALYSIS

As of November 30th, 2025, 42% of the fiscal year has elapsed and the Recreation Fund is listed at 47% of projected revenues and 42% of projected expenditures.

Attached are the department's capital outlay budget and the Recreation Fund revenue and expenditure report. For this fiscal year, the Recreation Department has allocated funds to support special events and older adult programming that are not expected to be cost-recoverable.

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

FY		Revenue				Expenditures				Rev Over/(Under) Exp	
		Budget	Actual	%		Budget	Actual	%		$$	%
2025-26		**2,362,320**	**1,107,284**	**47%**		**2,362,320**	**996,858**	**42%**		**110,425**	**5%**
2024-25		2,210,355	1,096,769	50%		2,210,355	872,592	39%		224,177	10%
2023-24		1,984,971	1,089,773	55%		2,284,971	845,220	37%		244,553	11%
2022-23		1,875,414	1,176,770	62%		1,848,926	743,687	40%		433,082	23%

Attachment 1 - Revenue & Expenditure Report FY 2025-26: Recreation Fund as of 11/30/2025

Attachment 2 – Capital Outlay Report FY 2025-26 as of 11/30/2025

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 00 - UNDESIGNATED						
670 - TRANSFERS OUT	38,815.00	38,815.00	0.00	0.00	38,815.00	100.00%
Department: 00 - UNDESIGNATED Total:	**38,815.00**	**38,815.00**	**0.00**	**0.00**	**38,815.00**	**100.00%**
Department: 61 - SPORTS						
480 - FEES FOR SERVICES	669,000.00	669,000.00	10,548.61	335,094.28	-333,905.72	49.91%
600 - SALARIES AND WAGES	30,120.00	30,120.00	10,481.36	26,622.74	3,497.26	11.61%
602 - EMPLOYEE BENEFITS	2,304.00	2,304.00	0.00	342.04	1,961.96	85.15%
611 - OUTSIDE SERVICES	305,000.00	305,000.00	40,600.00	91,850.56	213,149.44	69.89%
629 - MISCELLANEOUS	44,990.00	44,990.00	2,967.01	24,594.93	20,395.07	45.33%
Department: 61 - SPORTS Surplus (Deficit):	**286,586.00**	**286,586.00**	**-43,499.76**	**191,684.01**	**-94,901.99**	**33.11%**
Department: 62 - CULTURE						
480 - FEES FOR SERVICES	181,000.00	181,000.00	4,426.00	66,984.00	-114,016.00	62.99%
611 - OUTSIDE SERVICES	110,800.00	110,800.00	2,159.20	42,460.60	68,339.40	61.68%
629 - MISCELLANEOUS	1,500.00	1,500.00	5.46	483.97	1,016.03	67.74%
Department: 62 - CULTURE Surplus (Deficit):	**68,700.00**	**68,700.00**	**2,261.34**	**24,039.43**	**-44,660.57**	**65.01%**
Department: 63 - CHILD CARE						
480 - FEES FOR SERVICES	1,461,000.00	1,461,000.00	89,494.50	676,816.46	-784,183.54	53.67%
600 - SALARIES AND WAGES	615,904.00	615,904.00	56,420.47	343,650.62	272,253.38	44.20%
601 - RETIREMENT	33,755.00	33,755.00	3,149.50	15,015.35	18,739.65	55.52%
602 - EMPLOYEE BENEFITS	127,125.00	127,125.00	5,982.36	47,663.91	79,461.09	62.51%
611 - OUTSIDE SERVICES	336,200.00	336,200.00	60.00	144,913.37	191,286.63	56.90%
622 - DEPARTMENT SUPPLIES	7,000.00	7,000.00	0.00	2,389.58	4,610.42	65.86%
629 - MISCELLANEOUS	42,600.00	42,600.00	1,014.01	14,690.94	27,909.06	65.51%
Department: 63 - CHILD CARE Surplus (Deficit):	**298,416.00**	**298,416.00**	**22,868.16**	**108,492.69**	**-189,923.31**	**63.64%**
Department: 64 - EVENTS AND OTHER						
480 - FEES FOR SERVICES	31,020.00	31,020.00	2,165.00	21,271.00	-9,749.00	31.43%
611 - OUTSIDE SERVICES	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%
Department: 64 - EVENTS AND OTHER Surplus (Deficit):	**11,020.00**	**11,020.00**	**2,165.00**	**21,271.00**	**10,251.00**	**-93.02%**
Department: 65 - PROGRAM ADMINISTRATION						
480 - FEES FOR SERVICES	20,300.00	20,300.00	730.00	7,118.45	-13,181.55	64.93%
600 - SALARIES AND WAGES	313,039.00	313,039.00	27,773.73	142,625.35	170,413.65	54.44%
601 - RETIREMENT	29,741.00	29,741.00	2,498.78	12,493.90	17,247.10	57.99%
602 - EMPLOYEE BENEFITS	104,879.00	104,879.00	5,735.35	36,423.59	68,455.41	65.27%
610 - TRAINING	7,500.00	7,500.00	0.00	1,566.67	5,933.33	79.11%
611 - OUTSIDE SERVICES	114,748.00	114,748.00	4,337.57	27,886.80	86,861.20	75.70%
613 - PUBLICATION / DUES	1,000.00	1,000.00	0.00	28.28	971.72	97.17%
614 - MAINTENANCE	850.00	850.00	0.00	0.00	850.00	100.00%
615 - BUILDING MAINTENANCE	11,000.00	11,000.00	0.00	1,137.99	9,862.01	89.65%
617 - UTILITIES	14,450.00	14,450.00	0.00	4,285.12	10,164.88	70.35%
618 - HIRING	4,000.00	4,000.00	0.00	314.87	3,685.13	92.13%
620 - OFFICE SUPPLIES	33,500.00	33,500.00	2,150.00	12,990.91	20,509.09	61.22%
622 - DEPARTMENT SUPPLIES	11,500.00	11,500.00	345.05	2,426.86	9,073.14	78.90%
Department: 65 - PROGRAM ADMINISTRATION Surplus (Deficit):	**-625,907.00**	**-625,907.00**	**-42,110.48**	**-235,061.89**	**390,845.11**	**62.44%**
Report Surplus (Deficit):	**0.00**	**0.00**	**-58,315.74**	**110,425.24**	**110,425.24**	**0.00%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
21 - RECREATION	0.00	0.00	-58,315.74	110,425.24	110,425.24
Report Surplus (Deficit):	**0.00**	**0.00**	**-58,315.74**	**110,425.24**	**110,425.24**

Town of San Anselmo

Budget Report
Account Summary
For Fiscal: 2025-2026 Period Ending: 11/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION							
Expense							
SubCategory: 619 - MISCELLANEOUS							
21.64.61185	SPECIAL EVENT EXPENSE	10,000.00	10,000.00	0.00	1,852.40	8,147.60	81.48 %
21.64.61200	OLDER ADUILT PROGRAMMING	15,000.00	15,000.00	803.37	1,528.95	13,471.05	89.81 %
	SubCategory: 619 - MISCELLANEOUS Total:	**25,000.00**	**25,000.00**	**803.37**	**3,381.35**	**21,618.65**	**86.47%**
SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION							
21.65.63100	CAPITAL OUTLAY - CONSTRUCTION	300,000.00	300,000.00	0.00	60,550.12	239,449.88	79.82 %
	SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION Total:	**300,000.00**	**300,000.00**	**0.00**	**60,550.12**	**239,449.88**	**79.82%**
	Expense Total:	**325,000.00**	**325,000.00**	**803.37**	**63,931.47**	**261,068.53**	**80.33%**
	Fund: 21 - RECREATION Total:	**325,000.00**	**325,000.00**	**803.37**	**63,931.47**	**261,068.53**	**80.33%**
	Report Total:	**325,000.00**	**325,000.00**	**803.37**	**63,931.47**	**261,068.53**	**80.33%**

Group Summary

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION						
Expense						
619 - MISCELLANEOUS	25,000.00	25,000.00	803.37	3,381.35	21,618.65	86.47%
631 - CAPITAL OUTLAY - CONSTRUCTION	300,000.00	300,000.00	0.00	60,550.12	239,449.88	79.82%
Expense Total:	**325,000.00**	**325,000.00**	**803.37**	**63,931.47**	**261,068.53**	**80.33%**
Fund: 21 - RECREATION Total:	**325,000.00**	**325,000.00**	**803.37**	**63,931.47**	**261,068.53**	**80.33%**
Report Total:	**325,000.00**	**325,000.00**	**803.37**	**63,931.47**	**261,068.53**	**80.33%**

Fund Summary

Fund		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
21 - RECREATION		325,000.00	325,000.00	803.37	63,931.47	261,068.53	80.33%
	Report Total:	**325,000.00**	**325,000.00**	**803.37**	**63,931.47**	**261,068.53**	**80.33%**

STAFF REPORT

TOWN OF SAN ANSELMO Item # 1.6

MEETING DATE: December 2, 2025

AGENDA TITLE: Review 2024-25 Library Tax Expenditures

FROM: Linda Kenton, Town Librarian

RECOMMENDATION: That the Town Council receive and accept the Library Tax Oversight Committee review of theFY 2024-25 Library Tax expenditures.

BACKGROUND

In June of 2014, voters of the Town of San Anselmo approved a renewal of the 2010 library parcel tax. The 2014 renewal, known as Measure E, passed with 73% of the vote. The role of the Library Tax oversight committee was codified in this measure since it had not been part of the original 2010 parcel tax. The group had been an instrumental part of the process and met twice a year to observe the upcoming fiscal year budget and review the previous fiscal year expenditures.

Measure E was renewed as Measure H in November 2022 by 85% of voters. The existing tax had been set to expire in 2024 at which point Measure H would take effect, continuing at the current rate, with the 3% escalator. The ballot question read as follows:

To continue expiring funding for San Anselmo Library to maintain library operating hours; increase book/ebook collections; maintain programs for children, families, seniors/people with disabilities; and maintain free internet access, computers/technology, shall the measure be adopted extending the existing San Anselmo library services tax at the existing rate of $70 per parcel, providing $320,000 annually, for nine years, with annual adjustments, mandatory audits, independent citizens' oversight and all funds locally controlled for San Anselmo Library?

The Library Parcel Tax was meant to supplement the Library's budget and was not meant to replace the Town's general fund contribution to the department. Parcel tax history and expected revenue can be reviewed in Attachment 1.

DISCUSSION/ANALYSIS

Parcel tax revenue for FY2024–25 totaled **$316,712**. With an ending balance of **$29,298** carried over from the prior fiscal year, the Library Parcel Tax Fund began the year with a projected balance of **$346,010**.

Expenses for the year came to **$348,218**, exceeding the budget by **$31,506**. After applying the prior-year balance, this resulted in a **$2,208 deficit**, which will need to be covered by FY2025–26 parcel tax revenue.

The current report focuses solely on Library Parcel Tax expenditures (Attachments 2 and 3). The **Town of San Anselmo contributed $912,922** from the General Fund to support library operations. Together, the two funding sources provided the essential resources required to operate the library.

The projected beginning fund balance for FY2025–26 is **–$2,208**.

Fiscal year 2024–25 was a period of reimagining and adapting to the community's evolving library needs, marked by the introduction of a wide range of new programs and services. Attachment 4 provides a statistical snapshot of this activity.

The Youth Services Librarian continued to be a vital part of the team by scheduling, promoting, and conducting programs for youth of all ages. In-person storytimes on the library lawn continued and were moved indoors during inclement weather. Just under 15,178 attended 235 children's programs. In addition, the Youth Services Librarian purchased materials, staffed public service desks, and planned for the future of Youth Services.

This year, the library introduced a rotating monthly children's display paired with themed coloring pages. In addition to the Children's and Teen Summer Reading Programs, several popular annual activities continued, including the Oak Cabinet "I Spy" display, the outdoor Story Walk, and weekly engagement questions throughout the summer. Several beloved annual events, including the Graham Cracker House–making workshop, the Lion Dance in partnership with the Marin Chinese Cultural Association, the Halloween marionette show, and our Día de los Niños celebration were well attended.

In partnership with Archie Williams High School and Tamiscal High School, two teen interns planned and led programs under the supervision of the Youth Services Librarian, contributing a combined 120 volunteer hours. An additional 18 teen volunteers contributed 79 hours. New programs this year included two graphic novel workshops for teens; a three-session children's Read-Aloud series in partnership with Branson School; and a middle-school Public Speaking Workshop series taught by two teen volunteers.

An extra-hire Library Assistant continued to oversee the monthly Crafternoon program and the children's area bulletin board displays. The Library Assistant also supported the Youth Services Librarian with programming, updated the library website, provided public desk services, and assisted the circulation department as needed.

This fiscal year, adult programs attracted 841 attendees across 79 events. Highlights included a League of Women Voters presentation on the 2024 Propositions, which clearly outlined what a "yes" or "no" vote meant for each measure, including existing law, proposed changes, fiscal impacts, and key supporters and opponents. We also hosted a screening of *Carved in Silence* (1988), Felicia Lowe's documentary on the detention of Chinese immigrants at Angel Island, followed by an engaging Q&A with the director.

The 2024 Star Party attracted 95 participants to Memorial Park to explore the moon, stars, and planets; a Scouts troop joined as part of earning a related badge. In addition, the Writers in Conversation virtual author talk series—funded by this parcel tax—continued to resonate strongly with patrons, garnering 1,312 views across 37 programs.

Temporary/extra-hire employees were essential for covering public service desks and providing general staff support. This staffing category offered the most flexibility in maintaining operations and filling gaps created by vacancies, meetings, vacations, and absences due to illness. The temporary help budget also supported an extra-hire Technical Services Librarian. While most of this position's hours were funded by the General Fund, additional desk coverage was paid for by the library tax. This librarian handled the cataloging, processing, and management of all new materials and represented the San Anselmo Library at the MARINet consortium's quarterly Bibliographic Standards Committee.

The Library's Outreach program, OWLS, was designed to reach San Anselmo residents of all ages with a temporary or permanent illness, injury, impairment, medical condition, or disability that prevented them from visiting the library. FY2024-25 was the third year of this program, and staff and volunteers made 48 deliveries.

Automated catalog expenses included new, and the maintenance of, shared services with MARINet. The CENIC Internet network, the backbone of the library's robust Internet and Wi-Fi connection, was paid from the parcel tax budget. Shared digital resources included a selection of databases and digital subscriptions to Ancestry.com, the New York Times, and the Washington Post.

Librarians continued to purchase physical books, and most pandemic-era supply chain issues appeared to have been resolved. However, the Library's primary vendor, Baker & Taylor, again experienced fulfillment challenges. Of the $15,000 allocated for adult books **$12,349** was expended. $11,500 was budgeted for youth books and **$8,449** was spent.

Circulation of digital materials remained robust. $20,000 was allocated for eBooks/eAudiobooks, **$19,646** was spent. This included digital materials purchased in OverDrive, as well as pay per use checkouts in Hoopla.

For online resources, the parcel tax funded **$1118** for ConsumerReports.org, the online version of the classic *Consumer Reports* magazine, available exclusively to San Anselmo residents. For streaming video, $9,500 was budgeted and **$8,523** was spent under Kanopy's pay per use model.

The Friends of the San Anselmo Public Library remained the primary source of funding for programs serving all ages. Through sales at Town Books, their online ventures and memberships, the Friends continued to provide vital financial support. This year, they pledged **$200,000** toward the renovation of the children's area, with work scheduled to begin in the new fiscal year.

The library continued to serve as a vibrant gathering place—both in person and online—offering the community resources and opportunities to meet its educational, social, cultural, and recreational needs.

The Oversight Committee met on December 2nd to review and accept the Library Tax expenditures and unanimously found that monies had been spent according to the letter and spirit of the parcel tax.

FISCAL IMPACT

None

GENERAL PLAN CONSISTENCY

None

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

CEQQ not applicable

ATTACHMENTS

Attachment 1- Parcel Tax History and Expected Revenue
Attachment 2- Balance Sheet
Attachment 3 - Budget Report
Attachment 4 - Statistics Snapshot

Library Parcel Tax History & Expected Revenue

Ballot Measure	Terms- Annual, Per Parcel	Date on Ballot	Expiration	Pass/No Pass Status	Percent Pass
Measure C, by Initiative	$49, 5 years	June 2010	2015	First Parcel Tax Passed	75%
Measure E	$54, 3% annual cost of living increase, 9 years	November 2014	2024	Passed	72%
Measure H	$70, 3% annual cost of living increase, 9 years	November 2022	2033	Passed	85%

San Anselmo Measure H Library Parcel Tax

Annual Expected Revenue with 3% Cost of Living Increase

Year	Annual Parcel Tax	Revenue, based on 4678 parcels
1	$70.00	$327,460
2	$72.10	$337,283
3	$74.26	$347,388
4	$76.49	$357,820
5	$78.79	$368,579
6	$81.15	$379,619
7	$83.59	$391,034
8	$86.09	$402,729
9	$88.67	$414,798

Based on 3% annual increase starting from $70 base rate

Total over 9 years: $711.14 per individual parcel



Town of San Anselmo

Balance Sheet
Account Summary
As Of 06/30/2025

Account	Name	Balance	
Fund: 27 - LIBRARY TAX FUND			
Assets			
27.00.10100	WELLS FARGO CHECKING ACCOUNT	-7,091.26	
27.00.10101	BANK OF AMERICA PAYROLL ACCT	3,582.82	
27.00.10202	MM Investment Acct	0.00	
27.00.10211	Investments	0.00	
27.00.10212	Sweep Account	0.00	
27.00.12001	ACCOUNTS RECEIVABLE	2,636.14	
27.00.13000	DUE FROM OTHER FUNDS	0.00	
27.00.16000	PREPAID EXPENSE	3,994.69	
	Total Assets:	**3,122.39**	**3,122.39**
Liability			
27.00.20100	ACCOUNTS PAYABLE	0.00	
27.00.20101	AP PENDING DUE TO POOL	1,747.60	
27.00.20279	LIFE AND DISABILITY INSURANCE	0.00	
27.00.20280	VISION INSURANCE	0.00	
27.00.20281	DENTAL INSURANCE	0.00	
27.00.20282	STATE DISABILITY INSURANCE	0.00	
27.00.20283	PERS EMPLOYER CONTRIBUTION	0.00	
27.00.20284	PERS EMPLOYEE CONTRIBUTION	0.00	
27.00.20285	STATE INCOME TAX	0.00	
27.00.20286	SOCIAL SECURITY	0.00	
27.00.20287	MEDICARE	0.00	
27.00.20288	FEDERAL INCOME TAX	0.00	
27.00.20289	UNION DUES SEIU	0.00	
27.00.20292	INSURANCE AFTER TAX	0.00	
27.00.20293	INSURANCE PRE TAX	0.00	
27.00.20296	457 B PLAN	0.00	
27.00.20297	S125 UNREIMBURSED MEDICAL	0.00	
27.00.20298	S125 DEPENDENT CARE	2,475.32	
27.00.20299	PAYROLL PAYABLE	1,107.53	
27.00.22400	Discounts	0.00	
	Total Liability:	**5,330.45**	
Equity			
27.00.30000	FUND BALANCE	-43,824.67	
27.00.30105	NONSPENDABLE FUND BALANCE	3,994.69	
27.00.30108	RESTRICTED FOR LIBRARY PARCEL TAX	69,127.68	
27.00.39999	USE ONLY FOR CONVERSION	0.00	
	Total Beginning Equity:	**29,297.70**	
Total Revenue		316,712.80	
Total Expense		348,218.56	
Revenues Over/Under Expenses		**-31,505.76**	
	Total Equity and Current Surplus (Deficit):	**-2,208.06**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**3,122.39**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 27 - LIBRARY TAX FUND							
Revenue							
SubCategory: 402 - PROPERTY TAX OTHER							
27.00.40205	LIBRARY TAX	325,995.00	325,995.00	0.00	316,712.80	-9,282.20	2.85 %
SubCategory: 402 - PROPERTY TAX OTHER Total:		**325,995.00**	**325,995.00**	**0.00**	**316,712.80**	**-9,282.20**	**2.85%**
Revenue Total:		**325,995.00**	**325,995.00**	**0.00**	**316,712.80**	**-9,282.20**	**2.85%**
Expense							
SubCategory: 600 - SALARIES AND WAGES							
27.71.60000	REGULAR SALARIES	138,387.00	138,387.00	0.00	138,103.64	283.36	0.20 %
27.71.60010	TEMPORARY HELP	50,000.00	50,000.00	0.00	52,144.41	-2,144.41	-4.29 %
SubCategory: 600 - SALARIES AND WAGES Total:		**188,387.00**	**188,387.00**	**0.00**	**190,248.05**	**-1,861.05**	**-0.99%**
SubCategory: 601 - RETIREMENT							
27.71.60100	RETIREMENT	12,577.00	12,577.00	0.00	12,522.08	54.92	0.44 %
SubCategory: 601 - RETIREMENT Total:		**12,577.00**	**12,577.00**	**0.00**	**12,522.08**	**54.92**	**0.44%**
SubCategory: 602 - EMPLOYEE BENEFITS							
27.71.60200	BENEFITS	49,842.00	49,842.00	0.00	47,053.68	2,788.32	5.59 %
27.71.60203	CASH BACK	0.00	0.00	0.00	2,335.92	-2,335.92	0.00 %
27.71.60220	PAYROLL TAXES	10,765.00	10,765.00	0.00	13,843.73	-3,078.73	-28.60 %
SubCategory: 602 - EMPLOYEE BENEFITS Total:		**60,607.00**	**60,607.00**	**0.00**	**63,233.33**	**-2,626.33**	**-4.33%**
SubCategory: 611 - OUTSIDE SERVICES							
27.71.61132	OUTSIDE SVCS-PROGRAMMING	250.00	250.00	0.00	3,500.00	-3,250.00	-1,300.00 %
27.71.61197	AUTOMATED CALTALOG AND CIRCU	7,760.00	7,760.00	0.00	16,395.44	-8,635.44	-111.28 %
SubCategory: 611 - OUTSIDE SERVICES Total:		**8,010.00**	**8,010.00**	**0.00**	**19,895.44**	**-11,885.44**	**-148.38%**
SubCategory: 617 - UTILITIES							
27.71.61706	CENIC NETWORK SERVICE	8,670.00	8,670.00	0.00	8,358.06	311.94	3.60 %
SubCategory: 617 - UTILITIES Total:		**8,670.00**	**8,670.00**	**0.00**	**8,358.06**	**311.94**	**3.60%**
SubCategory: 622 - DEPARTMENT SUPPLIES							
27.71.62200	DEPARTMENTAL SUPPLIES	8,000.00	8,000.00	0.00	3,662.25	4,337.75	54.22 %
SubCategory: 622 - DEPARTMENT SUPPLIES Total:		**8,000.00**	**8,000.00**	**0.00**	**3,662.25**	**4,337.75**	**54.22%**
SubCategory: 623 - BOOKS / MAGAZINES / VIDEOS							
27.71.62301	ADULT BOOKS	15,000.00	15,000.00	0.00	12,349.14	2,650.86	17.67 %
27.71.62302	CHILDRENS BOOKS	11,500.00	11,500.00	0.00	8,449.45	3,050.55	26.53 %
27.71.62304	AUDIO/VISUAL BOOKS	1,030.00	1,030.00	0.00	213.70	816.30	79.25 %
27.71.62305	MAGAZINES AND NEWSPAPERS	0.00	0.00	0.00	1,118.05	-1,118.05	0.00 %
27.71.62307	VIDEOS	9,500.00	9,500.00	0.00	8,522.73	977.27	10.29 %
27.71.62309	E BOOKS	20,000.00	20,000.00	0.00	19,646.28	353.72	1.77 %
SubCategory: 623 - BOOKS / MAGAZINES / VIDEOS Total:		**57,030.00**	**57,030.00**	**0.00**	**50,299.35**	**6,730.65**	**11.80%**
Expense Total:		**343,281.00**	**343,281.00**	**0.00**	**348,218.56**	**-4,937.56**	**-1.44%**
Fund: 27 - LIBRARY TAX FUND Surplus (Deficit):		**-17,286.00**	**-17,286.00**	**0.00**	**-31,505.76**	**-14,219.76**	**-82.26%**
Report Surplus (Deficit):		**-17,286.00**	**-17,286.00**	**0.00**	**-31,505.76**	**-14,219.76**	**-82.26%**

Group Summary

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
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Revenue						
402 - PROPERTY TAX OTHER	325,995.00	325,995.00	0.00	316,712.80	-9,282.20	2.85%
Revenue Total:	**325,995.00**	**325,995.00**	**0.00**	**316,712.80**	**-9,282.20**	**2.85%**
Expense						
600 - SALARIES AND WAGES	188,387.00	188,387.00	0.00	190,248.05	-1,861.05	-0.99%
601 - RETIREMENT	12,577.00	12,577.00	0.00	12,522.08	54.92	0.44%
602 - EMPLOYEE BENEFITS	60,607.00	60,607.00	0.00	63,233.33	-2,626.33	-4.33%
611 - OUTSIDE SERVICES	8,010.00	8,010.00	0.00	19,895.44	-11,885.44	-148.38%
617 - UTILITIES	8,670.00	8,670.00	0.00	8,358.06	311.94	3.60%
622 - DEPARTMENT SUPPLIES	8,000.00	8,000.00	0.00	3,662.25	4,337.75	54.22%
623 - BOOKS / MAGAZINES / VIDEOS	57,030.00	57,030.00	0.00	50,299.35	6,730.65	11.80%
Expense Total:	**343,281.00**	**343,281.00**	**0.00**	**348,218.56**	**-4,937.56**	**-1.44%**
Fund: 27 - LIBRARY TAX FUND Surplus (Deficit):	**-17,286.00**	**-17,286.00**	**0.00**	**-31,505.76**	**-14,219.76**	**-82.26%**
Report Surplus (Deficit):	**-17,286.00**	**-17,286.00**	**0.00**	**-31,505.76**	**-14,219.76**	**-82.26%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
27 - LIBRARY TAX FUND	-17,286.00	-17,286.00	0.00	-31,505.76	-14,219.76
Report Surplus (Deficit):	**-17,286.00**	**-17,286.00**	**0.00**	**-31,505.76**	**-14,219.76**

Library Parcel Tax History & Expected Revenue

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San Anselmo Measure H Library Parcel Tax

Annual Expected Revenue with 3% Cost of Living Increase

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4	$76.49	$357,820
5	$78.79	$368,579
6	$81.15	$379,619
7	$83.59	$391,034
8	$86.09	$402,729
9	$88.67	$414,798

Based on 3% annual increase starting from $70 base rate

These figures represent gross revenue. Marin County processing fees and parcel tax rebates for low-income households are assessed each year.

Total over 9 years: $711.14 per individual parcel

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.7

MEETING DATE: December 9, 2025

AGENDA TITLE: Consider reappointing Incumbents to the Arts Commission, Historical Commission and Open Space Committee

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For the Council to consider reappointing:
(3) incumbents: Kathleen Edwards, Barbara Shands and Elizabeth Grasso to the Arts Commission;
(1) incumbent: Carol Acquaviva to the Historical Commission;
(3) incumbents: Jonathan Braun, Brian Crawford and Stanley Radtke to the Open Space Committee;
and direct staff to continue to advertise the open seat(s) to fill vacancies

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BACKGROUND & DISCUSSION

Per the Council's direction provided during the meeting of May 9, 2023. There is no need for the Council to hold interviews for incumbents if no additional candidates applied for this position.

Arts Commission

The Arts Commission promotes the growth and flourishing of art and culture activities in the community by advising Town Council and working cooperatively with town departments. Its goal is to add to the cultural character of Ross Valley through any form of artistic expression. The objectives include providing a structure to facilitate the creation of art in all disciplines in the community, promoting and exhibiting art and cultural works produced by Ross Valley artists and promoting art education in the community and schools.

The Arts Commission has a membership of nine seats appointed by the Town Council to serve three-year terms.

Currently, four terms have expired. The Committee is composed of the following members with their respective expiring or expired terms:

Name	***Term***	***Term Expiration***
Kathleen Edwards	Expired	September 1, 2025
Jane Cunningham	Expired	September 1, 2025
Barbara Shands	Expired	October 1, 2025
Elizabeth Grasso	Expired	October 1, 2025
Kathee Schaefer	Current	April 2027
Tara Pandeya	Current	April 2027
Grace Angel	Current	February 2028
Tanya Henry	Current	February 2028
Marc Cohen	Current	February 2028
Julia Wise*	Current	June 2026
Hanna Janson*	Current	June 2026
Ryan Cunningham**	Current	June 2026
Esme Charles**	Current	June 2026

*Youth Commissioner
**Youth Commissioner- Alternate

Council may consider the reappointment of the following incumbents who have expressed an interest in serving for another three-year term, and their applications are attached:

- **Kathleen Edwards (Attachment 1)**
- **Barbara Shands (Attachment 2)**
- **Elizabeth Grasso (Attachment 3)**

The Council may also direct staff to advertise Jane Cunningham's open seat and fill the vacancy.

Historical Commission

The Historical Commission aims to preserve the rich history of San Anselmo and make its historical heritage known to present-day residents. The goal of the Commission is to prevent the loss of historical knowledge, aspects, and relics related to the history of San Anselmo. Including identification, collection, and research of historical data to maintain the rich history of San Anselmo.

The Historical Commission has a membership of nine members appointed by the Town Council to serve a four-year term.

Currently, one term has expired. The Committee is composed of the following members with their respective expired term(s):

Name	***Term***	***Term Expiration***
Carol Acquaviva	Expired	September 1, 2025

Alan Cascio	Current	September 2026
Andrea Pearce	Current	December 2027
Antone Sousa	Current	December 2027
Elizabeth Anderson	Current	January 2029
David Lillevand	Current	January 2029
Judy Coy	Current	January 2029
Marcie Miller	Current	January 2029
Charlie Fee*	Current	June 2026
Stella Gueits*	Current	June 2026

*Youth Commissioners

Council may consider the reappointment of the following incumbent who has expressed an interest in serving for another four-year term, and the application is attached:

- **Carol Acquaviva (Attachment 4)**

Open Space Committee

The Open Space Committee was established in 1981. The committee has responsibility for the long-term planning of open space in and near San Anselmo, and for generating community support and fundraising for open space.

The Open Space Committee has a membership of eleven members appointed by the Town Council to serve a four-year term.

Currently, one term has expired. The Committee is composed of the following members with their respective expired term(s):

Name	***Term***	***Term Expiration***
Jonathan Braun	Expired	October 1, 2025
Brian K. Crawford	Expired	October 1, 2025
Stanley Radtke	Expired	October 1, 2025
Kathleen Sanders	Current	October 2026
Oriana Bleecher Snyder	Current	October 2026
Ken Husband	Current	October 2027
Mark Fogelman	Current	December 2027
Jamie Mackie	Current	February 2028
Daniel S. Krebs	Current	February 2029
Rene Voss	Current	February 2029
Claire Palmer*	Current	June 2026
Nico Less*	Current	June 2026
Sophie Macdonald**	Current	June 2026

*Youth Commissioner
**Youth Commissioner Alternate

Council may consider the reappointment of the following incumbents who have expressed an interest in serving for another four-year term, and their applications are attached:

- **Jonathan Braun (Attachment 5)**
- **Brian Crawford (Attachment 6)**
- **Stanley Radtke (Attachment 7)**

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment 1- Katleen Edwards- Application no Resume
Attachment 2- Barbara Shands- Application no Resume
Attachment 3- Elizabeth Grasso- Application no Resume
Attachment 4- Carol Acquaviva- Application no Resume
Attachment 5- Jonathan Braun- Application no Resume
Attachment 6- Brian Crawford- Application no Resume
Attachment 7- Stanley Radtke- Application no Resume

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

Profile

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

Kathleen
First Name

Middle Initial

Edwards
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

artist

Employer's Address

Which Boards would you like to apply for?

Arts Commission: Submitted

Question applies to Arts Commission
Do you live in the Ross Valley?

Number of years as resident of San Anselmo?

25

Number of years as a resident in Marin?

32

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

Steve Unze 415-299-1028 Jane Cunningham 415-717-5009 Mary Porter 415-505-6892

Education Level Achieved *

- [x] Master's Degree

Interests & Experiences

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

I have served 2 terms on the Arts Commission and now serve as the Co-chair, facilitating the meetings.

Reasons for this appointment:

I would love to continue with my work on the Arts Commission. I've been very involved in the process of public art and murals in town, in particular the Utility Box art, the Hub Beautification, the mural at 1608 Sir Francis Drake, and the Climate Action mural almost completed at Memorial Park. In addition, I worked on the Teen Art Show at Imagination Park and am currently working with art teachers at Archie Williams on more support and celebration of teen art. Also I work in whatever capacity need on various other Commission projects including our big fundraiser, Beatles in the Park.

What are your qualifications for this appointment?

My many years as a professional artist have given me a broad understanding of working with the arts community. I also enjoy working with the variety of people on the Commission and in the community and believe my skills at organization and diplomacy have been an asset :-) https://www.kathleenedwardsartist.com/

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

We have several new projects that are being proposed by Commission members, so it may be some new territory to explore.

LinkedIn Profile

Upload a Resume

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

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

Kathleen Edwards

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

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

Profile

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

Barbara
First Name

Middle Initial

Shands
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Architect

Employer's Address

Which Boards would you like to apply for?

Arts Commission: Submitted

Question applies to Arts Commission
Do you live in the Ross Valley?

Number of years as resident of San Anselmo?

13

Number of years as a resident in Marin?

13

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

Carolyn Gencarella 415-505-8491 Nina Rowan 415-613-9707 Katherine Austen 415-297-1961

Education Level Achieved *

- [x] Master's Degree

Interests & Experiences

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

I have been a member of the San Anselmo Arts Commission since 2019. I am also currently part of the Friends Circle for Creativity Explored in San Francisco and have previously served on the Housing Committee at AIASF.

Reasons for this appointment:

I continue to be passionate about promoting the Arts in our community and expanding opportunities for youth interested in the arts.

What are your qualifications for this appointment?

As an architect and champion of the arts, I have played an active role in recent resolutions and ordinances promoting public art in the Town of San Anselmo. I have also been involved in many other projects including Youth Scholarships, Art on the Avenue, Beatles in the Park and partnerships with Cedars.

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

As a commission, we have expanded the programs for youth and accomplished several public art projects in Town. We have also begun forming partnerships for projects and I feel that there are many more opportunities for the arts to be an integral part of making San Anselmo a destination, supporting small businesses while also promoting the Arts in Ross Valley.

LinkedIn Profile

https://www.linkedin.com/in/barbara-shands-95b63399/

Upload a Resume

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

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

Barbara Shands

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

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

Profile

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

Elizabeth
First Name

Middle Initial

Grasso
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Volunteer

Employer's Address

456 Laurel Ave

Which Boards would you like to apply for?

Arts Commission: Submitted

Question applies to Arts Commission
Do you live in the Ross Valley?

Number of years as resident of San Anselmo?

10

Number of years as a resident in Marin?

10

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

Amy Ginsberg 440-781-3391 Kim Lewis 415-244-8616 Susan Garcia 415-717-3536

Education Level Achieved *

☑ College/University Degree

Interests & Experiences

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

Currently on the Arts Commission

Reasons for this appointment:

Continuation of current appointment

What are your qualifications for this appointment?

I have consistently taken on leadership roles through years of community service, including extensive volunteer work in schools across the country. I spent six years with the National Charity League, here in Marin, five of those in board positions—Webmaster, VP of Communications, President, and Past Presidential Advisor. For the past six years, I have served on the San Anselmo Arts Commission, where I am currently Treasurer. When I began, the Commission's balance was modest, with Beatles in the Park generating a similarly modest amount each year. I introduced sponsorships to cover event expenses, which increased gross revenue threefold and allowed us to build a strong financial reserve. This growth has funded public art projects, scholarships, youth music prizes, and multiple murals. As I look toward the remainder of my tenure, my personal capstone goal is to help the Commission successfully launch a sculpture initiative. This ambitious project would be both a legacy for our community and a testament to the financial stability we have built.

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

In my view, two of the most critical issues facing this Commission are fiscal responsibility and the advancement of public art initiatives. As Treasurer, I see firsthand how constrained budgets are in San Anselmo, which makes thoughtful fundraising and careful allocation of resources critical to sustaining and expanding our work. At the same time, we must continue building momentum with public art. Over the past six years, we've brought murals to life—from the Hub to Sir Francis Drake—and we're close to realizing the Climate Action Mural. I would like to see us expand further, with several additional mural sites identified. In addition, developing a sculpture initiative would be a significant milestone for San Anselmo. While more complex—requiring site approval, acquisition or loans, and long-term maintenance—it has the potential to transform our public spaces. To make this possible, we will need to diversify revenue sources beyond Beatles in the Park to ensure the initiative is financially sustainable. Together, these issues—fiscal stewardship and ambitious, sustainable public art—are, in my opinion, central to the future success of this Commission.

LinkedIn Profile

Upload a Resume

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

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

Elizabeth Grasso

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

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

Profile

Question applies to multiple boards

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

Carol (First Name) | A. (Middle Initial) | Acquaviva (Last Name)

Email Address

Home Address | Suite or Apt

City | State | Postal Code

Primary Phone | Alternate Phone

Occupation

Archivist & Librarian

Employer's Address

Self-employed. Working with West Marin archives and historical societies.

Which Boards would you like to apply for?

Historical Commission: Submitted

Number of years as resident of San Anselmo?

13

Number of years as a resident in Marin?

25

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

Dana Ritter -- 415-577-0054 Brad Rippe -- 415-577-4006 Scott Coopwood -- 513-975-9085

Education Level Achieved *

- [x] Master's Degree

Interests & Experiences

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

(•) Yes ( ) No

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

(•) Yes ( ) No

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

(•) Yes ( ) No

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

( ) Yes (•) No

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

I have been fortunate to have been on the San Anselmo Historical Commission for over 12 years, currently serving as Commissioner. I am in charge of creating the monthly meeting agenda, and running the meetings. I have served as the Treasurer for the San Anselmo Historical Society for over two years. I also currently serve on the Marin History Museum's Emeritus / Auxiliary Board; the Jack Mason Museum of West Marin History Committee; the West Marin Historical Society Collective; and the Marin Archives Collective.

Reasons for this appointment:

I am passionate about San Anselmo's history! I feel a duty to contribute to the community that has given so much to me. We are all so fortunate to get to live here, and volunteering on the Historical Commission has been one of the most rewarding experiences. I truly believe that everyone can participate in local government in some way, at some point. I'm lucky to be able to lend my knowledge and experience to assist the San Anselmo Historical Commission. Also, my fellow Commissioners are outstanding individuals, and the knowledge they share with me and our community is priceless! I am honored to get to work alongside them in this role.

What are your qualifications for this appointment?

I have been employed as a local history librarian and archivist for the last 25 years. I was a Digital Archivist and then head Librarian at the Anne T. Kent California Room, Marin County Free Library, from 2002 to 2023. I have conducted research and written about local history, and assisted countless members of the public with research pertaining to Marin County and San Anselmo's history. I've given and hosted public presentations on local history, and have assisted with the Historical Commission's many projects, including proofreading the newsletter, participating in the annual photography documentation project, and developing and updating the Museum's "Disaster Preparedness Plan."

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

Public engagement with San Anselmo's local history is crucial. Collecting and disseminating our town's history helps connect how people in San Anselmo lived in the past, to how we live in the present, and how we plan for the future. Local history can involve learning about the people who had an impact on our town, analyzing local government, social issues, and even the evolution of the landscape itself. As we make the history of San Anselmo more accessible to all, we create a more informed, engaged, and active community. The Historical Commission is doing an excellent job with the History Museum's hallway displays, our popular walking tours, our website, and our newsletter. We have wonderful Youth Commissioners who help to engage a younger audience. I'd love to continue to be part of efforts to share the diverse history of San Anselmo!

LinkedIn Profile

Upload a Resume

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

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

Carol A. Acquaviva

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

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

Profile

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

Jonathan
First Name

Middle Initial

Braun
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Self Employed

Employer's Address

Which Boards would you like to apply for?

Open Space Committee: Submitted

Number of years as resident of San Anselmo?

69

Number of years as a resident in Marin?

69

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

Barbara Tornton 415-457-6067 Stan Radtke 415-258-4561 Kathy Sanders 415-456-4576

Education Level Achieved *

- [x] High School Diploma or GED

Interests & Experiences

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

(•) Yes ( ) No

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

(•) Yes ( ) No

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

(•) Yes ( ) No

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

( ) Yes (•) No

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

1979-1980 Town of San Anselmo Hillside Zoning Committee 1981-Present San Anselmo Open Space Committee. Currently serving as Co-Chair 2003-2012 Weekly Town Hall volunteer, Town of San Anselmo Planning,Building and Public Works Departments. 2010-Present Board member, Marin Open Space Trust. Currently Vice Chair.

Reasons for this appointment:

Continue to apply my nearly 50 years of experience with planning and conservation in San Anselmo and the Ross Valley to protect open space.

What are your qualifications for this appointment?

I have been directly involved in purchasing 260 acres of public open space in the Ross Valley. Have worked extensively on open space and land use planning policy.

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

State imposed housing mandates and pro development land use laws are unsustainable and put development pressure on remaining potential open space lands. Managing our existing public open space lands to protect their intrinsic natural condition.

LinkedIn Profile

Upload a Resume

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

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

/s/ Jonathan Braun

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

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

Profile

Question applies to multiple boards

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

Brian (First Name) | K (Middle Initial) | Crawford (Last Name)

Email Address

Home Address | Suite or Apt

City | State | Postal Code

Primary Phone | Alternate Phone

Occupation

retired

Employer's Address

Which Boards would you like to apply for?

Open Space Committee: Submitted

Number of years as resident of San Anselmo?

39

Number of years as a resident in Marin?

39

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

Vanca and Anna Frost, 4158474701 Jim and Sarah Poindexter, 4153985811 Jonathan Braun, 4154196230

Education Level Achieved *

- [x] Associate's Degree

Interests & Experiences

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

(•) Yes ( ) No

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

(•) Yes ( ) No

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

(•) Yes ( ) No

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

( ) Yes (•) No

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

I have served on the committee for 23 years. I'm also a member of other local open space groups.

Reasons for this appointment:

Acquire and preserve open space.

What are your qualifications for this appointment?

Knowledge and experience

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

State mandates to develop more housing and reducing local planning control.

LinkedIn Profile

Upload a Resume

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

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

Brian K Crawford

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

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

Profile

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

Stanley
First Name

Middle Initial

Radtke
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Attorney

Employer's Address

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

Which Boards would you like to apply for?

Open Space Committee: Submitted

Number of years as resident of San Anselmo?

18

Number of years as a resident in Marin?

18

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

Jonathan Braun - (415) 459-6973 Kathy Sanders - (415) 342-8654 Ieneke Wassanaar - (415) 871-8430

Education Level Achieved *

- [x] College/University Degree

Interests & Experiences

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

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

Reasons for this appointment:

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

What are your qualifications for this appointment?

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

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

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

LinkedIn Profile

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

Upload a Resume

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

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

Stanley Radtke

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

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.1

MEETING DATE: December 9, 2025

AGENDA TITLE: Recognizing the Service of Outgoing Mayor Tarrell Kullaway

FROM: Administration

RECOMMENDATION: Recognize the service of outgoing Mayor Tarrell Kullaway

BACKGROUND

Tarrell Kullaway was appointed by the Council as the Town of San Anselmo Mayor in December 2024 and served throughout 2025.

FISCAL IMPACT

There is no fiscal impact for this item.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Recognizing the service of outgoing Mayor is not considered 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

None

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.2

MEETING DATE: December 9, 2024

AGENDA TITLE: Reorganization of Town Council: Elect Mayor and Vice-Mayor to One-Year Terms

FROM: Administration

RECOMMENDATION: For the Council to conduct the reorganization of the Town Council and selecting the 2026 Mayor and Vice Mayor.

BACKGROUND

The Council approved Resolution 4073 in June of 2014, outlining the process for selection the mayor and Vice Mayor (Attachment 1). The resolution sets out the criteria for selection, and notes for staff to keep rotation based on seniority of consecutive years in the office of Councilmembers.

The 2026 rotation list based on seniority is as follows:

Councilmember	Current Term	# of Consecutive Years in Office
Tarrell Kullaway	Nov. 2022 – Nov. 2026	3
Steve Burdo (Mayor in 2023 and Vice Mayor in 2025)	Nov. 2022 – Nov. 2026	7
Chantel Walker	Nov. 2024 – Nov. 2028	1
Yoav Schlesinger	Nov. 2024 – Nov. 2028	1
Eileen Burke	Nov. 2024 – Nov. 2028	5

FISCAL IMPACT

There is no fiscal impact for this item.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Discussing the Town Council reorganization is not considered a project under the California Environmental Quality Act, because it does not involve an activity which has

the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENT

Attachment 1- Resolution No. 4073

RESOLUTION NO. 4073

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ESTABLISHING POLICIES REGARDING APPOINTMENT OF MAYOR AND VICE MAYOR

WHEREAS, the Town Council is authorized and directed by Government Code Section 36801 to meet after a general municipal election and choose one of its number as Mayor and one of its number as Vice Mayor; and

WHEREAS, the Town Council has determined that it is in the best interest of the Town of San Anselmo to establish policies regarding the appointment of Mayor and Vice Mayor; and

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

1. The Town Council shall appoint a Mayor and Vice Mayor on an annual basis to a term of one year. The appointment shall be made at the first Town Council meeting in December. The Mayor and Vice Mayor shall serve until their successors are appointed.

2. The Mayor and Vice Mayor shall be selected by the affirmative vote of not less than three members of the Town Council. In the interest of harmony, unanimous consensus is sought and encouraged.

3. The Mayor shall not serve two consecutive terms.

4. When selecting the Mayor and Vice Mayor, the Town Council shall use the following criteria:

    a. The Vice Mayor is normally considered the next mayor.
    b. To the extent possible, each member shall be given the opportunity to serve as Vice Mayor and then Mayor.
    c. A rotation list based on seniority of consecutive years in the office of Councilmember will be kept by staff.
    d. The Council may choose to appoint a person to the position of Mayor or Vice Mayor based on factors other than those set forth in this resolution.

I hereby certify that the foregoing Resolution No. 4073 was duly passed and adopted at a regular meeting of the San Anselmo Town Council on the 10th day of June, 2014, by the following vote, to wit:

AYES:	Coleman, Greene, Kelly, Wright
NOES:	None
ABSENT:	McInerney
ABSTAIN:	None

Tom McInerney, Mayor

ATTEST:

Joanne Kessel for
Barbara Chambers, Town Clerk

STAFF REPORT

TOWN OF SAN ANSELMO Item #:2.3

MEETING DATE: December 9, 2025

AGENDA TITLE: Consider resolutions approving an increase in the Town Manager's compensation effective December 1, 2025

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION:

1. That Town Council consider adopting the attached resolution approving the amended Town Manager employment agreement effective December 1, 2025 (Attachment 1).
2. That Town Council consider adopting the attached resolution repealing and replacing resolution no. 2025-4591 to Establish Salaries and Benefits for the Town Manager and Management Employees Effective July 1, 2025, to June 30, 2028 (Attachment 4).

BACKGROUND

The Town Council appointed David Donery as Town Manager and approved his employment agreement on March 1, 2017. His at-will agreement will continue to be in effect until terminated. Per the employment agreement, any increase in base salary shall be at the sole discretion of the Town Council.

At its meeting of November 10, 2025, the Town Council held a closed session with the Town's labor negotiator, Jeff Zuba, to discuss the terms of the Town Manager's employment agreement. The Town Council directed the negotiator to bring the Town Manager position in line with the median salary for city/town managers in the area.

DISCUSSION/ANALYSIS

Salary and Benefits

Mr. Donery began serving as Town Manager on March 1, 2017, and at that time he agreed to the same salary and benefits that the former Town Manager, Debbie Stutsman, had received. Mr. Donery's only contract negotiation in the past 6 years was in November 2019, when his agreement was first amended. Since that time, the Town

Manager has received the same cost of living adjustments and benefit changes that the other Management employees have received. Most recently, this occurred through adoption of Resolution No. 2025-4591 in June 2025.

In the interest of aligning the Town Manager's salary with that of other similar positions, staff gathered the salaries of city managers throughout Marin County, which is provided in the attached table (Attachment 3). The survey consisted of 10 other Marin agencies (Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Rafael, Sausalito, and Tiburon.) After considering this information, the Town Council found the Town Manager's current salary is $2,115 per month below the median.

Accordingly, the proposed amendment to the Town Manager's employment agreement would place the Town Manager's salary at approximately the median compared with the agencies mentioned above. (See Attachments 1 and 2). The proposed amendment to Mr. Donery's employment agreement reflects the following changes:

	Current	**Proposed**
Monthly Salary	$21,265	$23,380
Employee pickups the Town's share of PERS cost	2% or ($425.30)	2% or ($486.30)
Longevity*	$850.60	$935.20
Town Contribution to Deferred Compensation Account (457 Plan)	$1,500.00	$1,500.00
Vehicle Allowance	$400.00	$400.00
Total Monthly Compensation	$23,590.30	$25,728.90

* Longevity is available to employees at the following years of service: 2% at 10 years, 4% at 15 years, 6% at 20 years. Mr. Donery's service time with the Town began in April 2009 as Community Services Director, making him eligible for the 4% longevity.

This change in Town Manager compensation is also included in the proposed resolution at Attachment 4, which would repeal and replace Resolution No. 2025-4591 to Establish Salaries and Benefits for Town Manager and Management Employees effective July 1, 2025 to June 30, 2028. Aside from the addition of the Town Manager's new base salary, the provisions related to Management Employee pay remain unchanged.

Evaluation Process

Following the December 9th meeting, a Town Council subcommittee will convene to develop a proposal for the Town Manager's evaluation process. In the New Year, the Council will conduct Mr. Donery's evaluation.

FISCAL IMPACT

For 2025-2026, approval of the amendment to the Town Manager's employment contract would result in an increase in expenditures of $17,556.87 for the remainder of fiscal year 2025-2026 as compared to the adopted budget. This includes an increase to salaries of $15,397.20 ($2,157.30 per month for 7 months, beginning December 1, 2025), $1,936.97 for employer CalPERS contributions, and $222.70 for payroll taxes.

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's discussion and approval of the resolutions approving an increase in Town Manager Compensation 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: Proposed Resolution Adopting Amended Employment Agreement
Attachment #2: Redline showing proposed changes to Town Manager Employment Agreement
Attachment #3: Table of City Manager Salaries
Attachment #4: Resolution Repealing and Replacing Resolution No. 2025-4591 to Establish Salaries and Benefits for Town Manager and Management Employees effective July 1, 2025 to June 30, 2028.

TOWN OF SAN ANSELMO

TOWN MANAGER EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") was originally entered into by and between the Town of San Anselmo ("Town") and David P. Donery ("Employee") (collectively, the "Parties") on December 13, 2016, and was amended on November 13,2019, and is hereby further amended on December 9, 2025.

The Parties enter into this Agreement with the intent that Employee shall be employed by the Town in the position of Town Manager. This Agreement is subject to approval at a regular meeting of the Town Council in open session pursuant to Assembly Bill 1344 ("AB 1344") requirements.

1. EFFECTIVE DATE. The Employee's employment commenced on March 1, 2017, and Employee's first day of employment was on March 1, 2017, and shall continue until this Agreement is terminated.

2. PERIOD OF EMPLOYMENT. Employee shall serve as an at-will employee of the Town. Nothing in this Agreement, or in the Town personnel rules, policies, procedures, ordinances, or resolutions, shall limit the rights of the Town to treat Employee as an at-will employee.

3. DUTIES. Employee shall perform the functions and duties of Town Manager for the Town, as specified in the Town of San Anselmo Municipal Code, and shall perform such other duties and functions as the Town Council may assign.

4. SALARY. Employee shall receive a monthly base salary of $23,380.00 , which shall be paid on the same pay warrant schedule other salaried employees of the Town are paid and shall be reflected in the Town's Management Resolution. Employee shall be entitled to participate in all Town benefit programs consistent with other management level employees. The Employee's salary and other benefits shall be reviewed by the Town Council in conjunction with an annual performance evaluation and may be adjusted to such extent as the Town Council may determine desirable and appropriate, and subject to the requirements of AB 1344 regarding contracts for public employees.

5. HOURS OF WORK. Employee shall work a minimum of forty (40) hours per week, based on a standard work week designated as Monday through Friday, and shall not be eligible for overtime compensation or compensatory time off. Employee shall be entitled to Administrative Leave pursuant to Section 6 of this Agreement.

6. ADMINISTRATIVE LEAVE. In recognition of the additional time required to perform the duties of the Town Manager for the Town of San Anselmo, above and beyond normal working hours, Employee shall be entitled to paid Administrative Leave each fiscal year, in accordance with section 3 of the Management Resolution.

7. VACATION. Employee shall be entitled to accrue vacation time in accordance with the rate set forth in section 6 of the Management Resolution.

8. PROFESSIONAL AND CIVIC MEMBERSHIP DUES, SUBSCRIPTIONS, AND RELATED MEETINGS. In recognition of the need for Employee to remain current in his/her profession, particularly in those areas directly related to the Town and its business, and to encourage the Employee's active involvement in local community affairs so as to better understand the current needs and desires of the San Anselmo community, the Town shall include in its annual budget a reasonable amount for membership dues, subscriptions, conferences, and related meetings of professional and community organizations, inclusive of reasonable travel related expenses, taking into due consideration Employee's requests as well as the financial condition of the Town.

9. VEHICLE ALLOWANCE. Employee shall provide his/her own vehicle. The Town shall provide Employee a monthly transportation allowance of $400.00 to reimburse him/her for the use of his/her vehicle or other transportation for Town business. The Town shall reimburse Employee at the Town's mileage reimbursement rate, for use of his/her vehicle outside of San Anselmo when he/she is on Town business.

10. RETIREMENT. Employee shall be enrolled in the State of California Public Employees' Retirement System (PERS). Employee shall pay 2% of the Employer's and 100% of Employee's portions of the PERS contribution. The PERS contribution is subject to revision by PERS. In addition, The Town shall make a monthly contribution of $1,500 to Employee's deferred compensation account.

11. PERFORMANCE EVALUATION. Not less than once per year, the Town Council shall review and evaluate the performance of Employee. During the first year of Employee's employment, the Town Council shall conduct an interim review at six months, on or about August 15, 2016. Such review and evaluation shall be in accordance with specific written criteria to be developed jointly by and between the Town Council and Employee. Failure of Town to provide a performance evaluation shall not limit the Town's ability to terminate this Agreement or the employment of the Employee.

12. SEVERANCE. Employee acknowledges that his/her employment with the Town is at-will.

a. The Town may terminate, without cause, the employment of Employee by providing written notice of such termination to Employee in a manner set forth in section 15 of this Agreement.

b. If the Town terminates Employee's employment with the Town without cause, Employee shall be entitled to severance pay amounting to a gross amount equal to six (6) month's pay at the salary set forth in section 4 of this Agreement, subject to taxes, withholding and/or applicable contributions. Employee shall also be entitled to continuation of health benefits for up to six (6) months, if Employee is not otherwise eligible for health benefits during the six (6) months after separation. In no case shall the severance payment exceed the amount permitted under California Government Code section 3511.2(b). The Town agrees that it will not terminate Employee's employment without cause during the first 90 days following any Town Council election.

c. This provision shall not apply if termination is for cause. For the purpose of this Agreement, "termination for cause" shall mean that Employee is terminated for any of the following reasons:

i. willful misconduct;

ii. abuse of drugs or alcohol which materially affects the performance of his/her duties;

iii. repeated and protracted unexcused absences from work;

iv. conviction of a felony;

v. conviction of a misdemeanor involving moral turpitude;

vi. acceptance of employment from another source inconsistent with this agreement; or

vii. material breach of this Agreement.

13. REIMBURSEMENT BY EMPLOYEE TO TOWN – AB 1344 REQUIREMENTS.

a. Pursuant to California Government Code section 53243.2, if this Agreement is terminated, any cash settlement related to the termination that Employee may receive from the Town shall be fully reimbursed to the Town if Employee is convicted of a crime involving an abuse of his/her office or position as defined by Government Code section 53243.4.

b. Pursuant to California Government Code section 53243, if any express or implied provision of this Agreement or any policy or practice of the Town provide paid leave salary to Employee pending an investigation, said paid leave salary shall be fully reimbursed by the Employee to the Town if Employee is convicted of a crime involving an abuse of his/her office or position as defined by Government Code section 53243.4.

c. Pursuant to California Government Code section 53243.1, if any express or implied provision of this Agreement or any policy or practice of the Town provide for payment of funds for the legal criminal defense of Employee, said funds paid for his legal criminal defense shall be fully reimbursed by Employee to the Town if Employee is convicted of a crime involving an abuse of his/her office or position as defined by Government Code section 53243.4.

14. PROPRIETARY INFORMATION. "Proprietary Information" is all information and any idea pertaining in any manner to the business of Town (or any Town affiliate), its employees, clients, consultants, or business associates, which was produced by any employee of Town in the course of his or her employment or otherwise produced or acquired by or on behalf of Town. Proprietary Information shall include, without limitation, trade secrets, product ideas, inventions, processes, formulae, data, know-how, software and other computer programs, copyrightable material, marketing plans, strategies, sales, financial reports, forecasts, and

customer lists. All Proprietary Information not generally known outside of Town's organization, and all Proprietary Information so known only through improper means, shall be deemed "Confidential Information." During his/her employment by Town, Employee shall use Proprietary Information, and shall disclose Confidential Information, only for the benefit of Town and as is or may be necessary to perform his/her job responsibilities under this Agreement. Following termination, Employee shall not use any Proprietary Information and shall not disclose any Confidential Information, except with the express written consent of Town. Employee's obligations under this Section shall survive the termination of his/her employment and the expiration of this Agreement.

15. NOTICES. All notices, requests, demands and other communications under this Agreement shall be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to Town at the address below, and or at the last known address maintained in Employee's personnel file. Employee agrees to notify Town in writing of any change in his/her address during his/her employment with Town. Notice of change of address shall be effective only when accomplished in accordance with this Section.

Town's Notice Address:

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

Employee's Notice:

(hand-delivered or to current residence as noted in personnel file)

16. ACTION BY TOWN. All actions required or permitted to be taken under this Agreement by Town including, without limitation, exercise of discretion, consent, waiver and amendment to this Agreement, shall be made and authorized only by the Town Council or its authorized designee.

17. INTEGRATION. This Agreement is intended to be the final, complete, and exclusive statement of the terms of Employee's employment by Town. This Agreement supersedes all other prior and contemporaneous agreements and statements, whether written or oral, express or implied, pertaining in any manner to his/her employment with the Town, and it may not be contradicted by evidence of any prior to contemporaneous statements or agreement(s).

18. AMENDMENTS. This Agreement may not be amended except in a written document signed by each of the parties hereto. Failure to exercise any right under this Agreement shall not constitute a waiver of any such or other rights of the parties hereto.

TOWN OF SAN ANSELMO

Dated: _____ _____

Mayor

EMPLOYEE

Dated: _____ _____

ATTEST: **APPROVED AS TO FORM:**

_____ _____

Serge Avila, Town Clerk Megan Holt Acevedo, Town Attorney

RESOLUTION NO. xxxx-xxxx

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO APPROVING THE AMENDED EMPLOYMENT AGREEMENT WITH TOWN MANAGER DAVID DONERY

WHEREAS, David Donery began serving as San Anselmo Town Manager on March 1, 2017; and

WHEREAS, the Town Council conducted a salary survey of comparable jurisdictions and determined that the Town Manager's compensation was below the median; and

WHEREAS, the Town Council desires to bring the Town Manager's compensation in line with the median of comparable Marin County jurisdictions to remain competitive and retain talented leadership.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of San Anselmo that:

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

Section 2. Town Manager Employment Agreement. The Town Council approves the amended employment agreement with Town Manager Dave Donery attached hereto as Exhibit "A". The Mayor is hereby authorized to execute the agreement on behalf of the Town.

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the Town of San Anselmo on the 9th day of December 2025, by the following vote:

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

_____
STEVE BURDO, MAYOR

ATTEST: _____
SERGE AVILA, TOWN CLERK

EXHIBIT A

Town Manager Employment Agreement, as Amended December 9, 2025

TOWN OF SAN ANSELMO

TOWN MANAGER EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") was originally entered into by and between the Town of San Anselmo ("Town") and David P. Donery ("Employee") (collectively, the "Parties") on December 13, 2016, and was amended on November 13, 2019, and is hereby further amended on December 9, 2025.

The Parties enter into this Agreement with the intent that Employee shall be employed by the Town in the position of Town Manager. This Agreement is subject to approval at a regular meeting of the Town Council in open session pursuant to Assembly Bill 1344 ("AB 1344") requirements.

1. EFFECTIVE DATE. The Employee's employment commenced on March 1, 2017, and Employee's first day of employment was on March 1, 2017, and shall continue until this Agreement is terminated.

2. PERIOD OF EMPLOYMENT. Employee shall serve as an at-will employee of the Town. Nothing in this Agreement, or in the Town personnel rules, policies, procedures, ordinances, or resolutions, shall limit the rights of the Town to treat Employee as an at-will employee.

3. DUTIES. Employee shall perform the functions and duties of Town Manager for the Town, as specified in the Town of San Anselmo Municipal Code, and shall perform such other duties and functions as the Town Council may assign.

4. SALARY. Employee shall receive a monthly base salary of $23,380.00, which shall be paid on the same pay warrant schedule other salaried employees of the Town are paid and shall be reflected in the Town's Management Resolution. Employee shall be entitled to participate in all Town benefit programs consistent with other management level employees. The Employee's salary and other benefits shall be reviewed by the Town Council in conjunction with an annual performance evaluation and may be adjusted to such extent as the Town Council may determine desirable and appropriate, and subject to the requirements of AB 1344 regarding contracts for public employees.

5. HOURS OF WORK. Employee shall work a minimum of forty (40) hours per week, based on a standard work week designated as Monday through Friday, and shall not be eligible for overtime compensation or compensatory time off. Employee shall be entitled to Administrative Leave pursuant to Section 6 of this Agreement.

6. ADMINISTRATIVE LEAVE. In recognition of the additional time required to perform the duties of the Town Manager for the Town of San Anselmo, above and beyond normal working hours, Employee shall be entitled to paid Administrative Leave each fiscal year, in accordance with section 3 of the Management Resolution.

7. VACATION. Employee shall be entitled to accrue vacation time in accordance with the rate set forth in section 6 of the Management Resolution.

8. PROFESSIONAL AND CIVIC MEMBERSHIP DUES, SUBSCRIPTIONS, AND RELATED MEETINGS. In recognition of the need for Employee to remain current in his/her profession, particularly in those areas directly related to the Town and its business, and to encourage the Employee's active involvement in local community affairs so as to better understand the current needs and desires of the San Anselmo community, the Town shall include in its annual budget a reasonable amount for membership dues, subscriptions, conferences, and related meetings of professional and community organizations, inclusive of reasonable travel related expenses, taking into due consideration Employee's requests as well as the financial condition of the Town.

9. VEHICLE ALLOWANCE. Employee shall provide his/her own vehicle. The Town shall provide Employee a monthly transportation allowance of $400.00 to reimburse him/her for the use of his/her vehicle or other transportation for Town business. The Town shall reimburse Employee at the Town's mileage reimbursement rate, for use of his/her vehicle outside of San Anselmo when he/she is on Town business.

10. RETIREMENT. Employee shall be enrolled in the State of California Public Employees' Retirement System (PERS). Employee shall pay 2% of the Employer's and 100% of Employee's portions of the PERS contribution. The PERS contribution is subject to revision by PERS. In addition, The Town shall make a monthly contribution of $1,500 to Employee's deferred compensation account.

11. PERFORMANCE EVALUATION. Not less than once per year, the Town Council shall review and evaluate the performance of Employee. During the first year of Employee's employment, the Town Council shall conduct an interim review at six months, on or about August 15, 2016. Such review and evaluation shall be in accordance with specific written criteria to be developed jointly by and between the Town Council and Employee. Failure of Town to provide a performance evaluation shall not limit the Town's ability to terminate this Agreement or the employment of the Employee.

12. SEVERANCE. Employee acknowledges that his/her employment with the Town is at-will.

a. The Town may terminate, without cause, the employment of Employee by providing written notice of such termination to Employee in a manner set forth in section 15 of this Agreement.

b. If the Town terminates Employee's employment with the Town without cause, Employee shall be entitled to severance pay amounting to a gross amount equal to six (6) month's pay at the salary set forth in section 4 of this Agreement, subject to taxes, withholding and/or applicable contributions. Employee shall also be entitled to continuation of health benefits for up to six (6) months, if Employee is not otherwise eligible for health benefits during the six (6) months after separation. In no case shall the severance payment exceed the amount permitted under California Government Code

section 3511.2(b). The Town agrees that it will not terminate Employee's employment without cause during the first 90 days following any Town Council election.

c. This provision shall not apply if termination is for cause. For the purpose of this Agreement, "termination for cause" shall mean that Employee is terminated for any of the following reasons:

i. willful misconduct;

ii. abuse of drugs or alcohol which materially affects the performance of his/her duties;

iii. repeated and protracted unexcused absences from work;

iv. conviction of a felony;

v. conviction of a misdemeanor involving moral turpitude;

vi. acceptance of employment from another source inconsistent with this agreement; or

vii. material breach of this Agreement.

13. REIMBURSEMENT BY EMPLOYEE TO TOWN – AB 1344 REQUIREMENTS.

a. Pursuant to California Government Code section 53243.2, if this Agreement is terminated, any cash settlement related to the termination that Employee may receive from the Town shall be fully reimbursed to the Town if Employee is convicted of a crime involving an abuse of his/her office or position as defined by Government Code section 53243.4.

b. Pursuant to California Government Code section 53243, if any express or implied provision of this Agreement or any policy or practice of the Town provide paid leave salary to Employee pending an investigation, said paid leave salary shall be fully reimbursed by the Employee to the Town if Employee is convicted of a crime involving an abuse of his/her office or position as defined by Government Code section 53243.4.

c. Pursuant to California Government Code section 53243.1, if any express or implied provision of this Agreement or any policy or practice of the Town provide for payment of funds for the legal criminal defense of Employee, said funds paid for his legal criminal defense shall be fully reimbursed by Employee to the Town if Employee is convicted of a crime involving an abuse of his/her office or position as defined by Government Code section 53243.4.

14. PROPRIETARY INFORMATION. "Proprietary Information" is all information and any idea pertaining in any manner to the business of Town (or any Town

affiliate), its employees, clients, consultants, or business associates, which was produced by any employee of Town in the course of his or her employment or otherwise produced or acquired by or on behalf of Town. Proprietary Information shall include, without limitation, trade secrets, product ideas, inventions, processes, formulae, data, know-how, software and other computer programs, copyrightable material, marketing plans, strategies, sales, financial reports, forecasts, and customer lists. All Proprietary Information not generally known outside of Town's organization, and all Proprietary Information so known only through improper means, shall be deemed "Confidential Information." During his/her employment by Town, Employee shall use Proprietary Information, and shall disclose Confidential Information, only for the benefit of Town and as is or may be necessary to perform his/her job responsibilities under this Agreement. Following termination, Employee shall not use any Proprietary Information and shall not disclose any Confidential Information, except with the express written consent of Town. Employee's obligations under this Section shall survive the termination of his/her employment and the expiration of this Agreement.

15. NOTICES. All notices, requests, demands and other communications under this Agreement shall be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to Town at the address below, and or at the last known address maintained in Employee's personnel file. Employee agrees to notify Town in writing of any change in his/her address during his/her employment with Town. Notice of change of address shall be effective only when accomplished in accordance with this Section.

Town's Notice Address:

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

Employee's Notice:

(hand-delivered or to current residence as noted in personnel file)

16. ACTION BY TOWN. All actions required or permitted to be taken under this Agreement by Town including, without limitation, exercise of discretion, consent, waiver and amendment to this Agreement, shall be made and authorized only by the Town Council or its authorized designee.

17. INTEGRATION. This Agreement is intended to be the final, complete, and exclusive statement of the terms of Employee's employment by Town. This Agreement supersedes all other prior and contemporaneous agreements and statements, whether written or oral, express or implied, pertaining in any manner to his/her employment with the Town, and it may not be contradicted by evidence of any prior to contemporaneous statements or agreement(s).

18. AMENDMENTS. This Agreement may not be amended except in a written document signed by each of the parties hereto. Failure to exercise any right under this

Agreement shall not constitute a waiver of any such or other rights of the parties hereto.

TOWN OF SAN ANSELMO

Dated: _____ _____

Mayor

EMPLOYEE

Dated: _____ _____

ATTEST: **APPROVED AS TO FORM:**

_____ _____

Serge Avila, Town Clerk Megan Holt Acevedo, Town Attorney

ATTACHMENT 2
City Manager's Compensation Study

AGENCY	Population	General Fund Budget (in millions)	# of Employees (FTE)	EFFECTIVE DATE	MONTHLY BASE SALARY	Performance Pay	Longevity	SALARY SUPPLEMENT OR ALLOWANCE	CITY PICKUP OF EMP PENSION, OR, (EMP PICKUP OF CITY COST)	VEHICLE ALLOWANCE	OTHER MONTHLY MISC.	TOTAL MTHLY COMP
NOVATO	52,900	57.73	205	7/1/2025	$ 25,504		$ 765		$ (637)	$ 500	$ 1,229	$ 27,361
SAN RAFAEL	59,665	113.25	416.15	7/1/2025	28,646	119.38		400	(286)	500	1,958	31,337
MILL VALLEY	14,157	36.36	150	7/1/2025	24,909					400	1,245	26,554
TIBURON	9,146	18.25	40.5	7/1/2025	22,356					420	1,181	23,957
ROSS	2,338	11.17	25.41	11/8/2025	23,880					400	1,901	26,180
SAN ANSELMO	12,830	22.65	43	7/1/2025	21,265		851		(425)	400	1,500	23,590
LARKSPUR	13,064	26.03	33	9/22/2025	24,320	101.33		150	(729)	400	1,291	25,533
CORTE MADERA	10,222	26.56	33	7/1/2025	22,445	94		150		450		23,138
FAIRFAX	7,605	14.82	34.5	7/1/2025	21,264					400	744	22,408
SAUSALITO	7,269	22.15	79	7/1/2025	22,880	95				City car	2,728	25,703
BELVEDERE	2,126	14.23	21	6/17/2025	19,875					417	700	20,992
				Average	$ 23,395	$ 102	$ 808	$ 233	$ (519)	$ 429	$ 1,448	$ 25,160
MEDIAN					$ 23,380						MEDIAN	$ 25,618
SAN ANSELMO					21,265						SAN ANSELMO	$ 23,590
UNDER MEDIAN					$ (2,115)						UNDER MEDIAN	$ (2,028)

Special Contractual Benefits

Belvedere	Medical, Dental, Vision paid by employer; annual cash-out of unused sick leave; Other Misc is $515/mo. to 457 & 60/mo. cell.
Corte Madera	Cola 7/1/24; 3.5% Cashable Admin and Vacation Leave (5 days each)
Fairfax	Other monthly misc. includes 3.5% of base pay to 457 Plan. Will receive a COLA matching Management employees (4% in FY 24/25, 3.5% in FY 25/26,
Larkspur	Other Monthly Misc are deferred compensation contributions. Annual performance pay up to 5% of salary . Cashable Admin Leave (up to 15 days). Pay supplement ($150) is a technology allowance. 3% COLA in FY25-26.
Mill Valley	3% Cola 7/1/25; 3% raise effective 1/1/26; 3% Cola 7/1/26 ; Other Misc 2% 457-B Contribution and 3% to RHS.
Novato	PERS EE pick up 2.5% of ER; $1,827.48/mo. medical (Kaiser EE +1); Supplemental $250 mo. tech allowance; Other misc. is $958/mo. 457 match (1/2 a
Ross	Other includes $1,295/month into deferred comp plan and $110/month for cell phone stipend. Town pays full Kaiser family rates plus portion of dental. T
San Anselmo	TM serves as Exec. Officer of RVFD at $300 additional monthly allowance. Other compensation includes Longevity Pay (4%), and an annual contributio contribution. Cell phone and service provided by the Town. Town participates in Social Security.
San Rafael	EE picks up 1% of ER contribution. Other Monthly Misc includes city's monthly contribution of $1917 to 457 deferred comp and $400 monthly wellness b
Sausalito	Other Monthly Misc are $204 (City pays 1% of salary to deferred compensation contributions) and ($30K for an annual retention bonus that is non Persab
Tiburon	Other Misc includes $125/month cell phone allowance and $1,000/month housing allowance if I live in Tiburon (which I do)

PERS FORMULA	VACA-TION LEAVE	ADMIN LEAVE	TOTAL LEAVE	APPT DATE	TIME IN POSITION
2% @ 55	13.3	10	23.3	5/14/2024	1.58
2% @ 62	25	10	35	6/1/2023	2.50
2% @ 55	20	10	30	9/1/2022	3.25
2% @ 62	20	10	30	1/1/2016	9.92
2% @ 60	20	10	30	11/8/2021	4.08
2% @ 55	25	10	35	3/1/2017	8.75
2.5% @ 55	25	25	50	5/17/2010	15.58
2% @ 62	20	12	32	7/20/2022	3.42
2% @ 62	15	20	35	3/1/2022	3.75
2% @ 62	17	20	35	7/1/2021	4.42
2% @ 55	20	6.7	26.7	6/17/2022	3.50
	20	13	33		5.52

Updated as Nov-25

-

, 3% in FY 26/27).
3% against PERS ER. Salary

nnual limit for 2024)
own participates in Social Security.
n of $18,000 to 457 Plan. EE picks up 2% of ER

enefit.
ole).

RESOLUTION NO. XXXX

A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 2025-4591 TO ESTABLISH SALARIES AND BENEFITS FOR TOWN MANAGER AND MANAGEMENT EMPLOYEES EFFECTIVE JULY 1, 2025 TO JUNE 30, 2028

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

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

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

Town Manager

Department Managers
Community Development Director
Community Services Director
Finance and Administrative Services Director
Librarian
Public Works and Building Director

Mid-Managers
Assistant Public Works Director (2)
Building Official
Community Engagement Coordinator
Deputy Town Clerk/Municipal Information Officer
Public Works Manager
Senior Accountant/Financial Supervisor
Senior Civil Engineer

NOW THEREFORE, BE IT RESOLVED that Resolution No. 2025-4591 is hereby repealed and replaced in its entirety as follows:

Section 1. California Environmental Quality Act
The Council's discussion and adoption of this resolution approving management employee salaries is not a "project" under the California Environmental Quality Act ("CEQA") because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code§ 21065).

Section 2. **Monthly Salaries**

	July 1, 2025	December 1, 2025	July 1, 2026	July 1, 2027
Town Manager	$21,265	$23,380	$24,666	$25,653
Public Works Director	$18,234		$19,237	$20,006
Fin & Adm Services Director	$16,915		$17,845	$18,559

Community Development Director	$17,745	$18,721	$19,470
Librarian	$14,125	$14,902	$15,498
Community Services Director	$14,125	$14,902	$15,498
Building Official	$14,125	$14,902	$15,498
Senior Civil Engineer	$12,212	$12,884	$13,399
Dep. Town Clerk/Muni Info Off.	$11,433	$12,062	$12,544
Assistant Public Works Director	$14,125	$14,902	$15,498

	July 1, 2025	**July 1, 2026**	**July 1, 2027**
Senior Accountant/ Financial Supervisor (Step E)	$10,888	$11,487	$11,946
Public Works Manager (Step E)	$12,212	$12,884	$13,399
Community Engagement Coordinator (Step E)	$9,629	$10,159	$10,565

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

Section 2. **Salary Adjustments**

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

Section 3. Administrative Leave

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

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

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

Section 4. Employment Agreements

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

Section 5. Vehicle Allowance

The Town Manager and Public Works Director are granted a monthly car allowance of $400, the Community Development Director a monthly car allowance of $150, and the Building Official and Assistant Public Works Director a monthly car allowance of $100. All other management employees are

reimbursed for specific job-related travel at the rate per mile recognized by the Internal Revenue Service.

Section 6. Vacation Leave

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

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

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

Section 7. Assistant Town Manager

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

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

The Finance and Administrative Services Director and Senior Accountant/Finance Manager position's have assumed complete responsibility for the Ross Valley Fire Department (RVFD) financial reporting and human resource systems, including budgeting, financial software management, audit management,, supervision of the payroll, benefit administration, and hiring processes, which entail significant increased responsibility, for which the Finance and Administrative Services Director and Senior Accountant/Finance Manager will receive an additional 20% on the incumbent's current salary, effective June 1, 2016, for as long as the position is responsible for the RVFD functions. The Ross Valley Fire Department will pay the Town for these accounting services.

Section 9. Other Benefits

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

Section 10. Salary Schedule by Steps

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

San Anselmo Unrepresented Management Salary Schedule
Effective July 1, 2025

Position	A	B	C	D	E

Community Development Director	$14,599	$15,329	$16,096	$16,900	$17,745
Community Services Director	$11,504	$12,111	$12,748	$13,419	$14,125
Fin & Admin Services Director	$13,778	$14,502	$15,266	$16,072	$16,915
Public Works Director	$14,853	$15,635	$16,457	$17,323	$18,234
Town Librarian	$11,504	$12,111	$12,748	$13,419	$14,125

Position	**Monthly Salary**
Town Manager (Appointed)	$21,265

San Anselmo Unrepresented Mid-Management Salary Schedule
Effective December 1, 2025

Position	**Monthly Salary**
Town Manager (Appointed)	$23,380

San Anselmo Unrepresented Mid-Management Salary Schedule
Effective July 1, 2025

Position	**A**	**B**	**C**	**D**	**E**
Assistant Public Works Director	$11,504	$12,111	$12,748	$13,419	$14,125
Building Official	$11,504	$12,111	$12,748	$13,419	$14,125
Community Engagement Coordinator	$7,921	$8,317	$8,732	$9,170	$9,629
Deputy Town Clerk/ Municipal Info Officer	$9,403	$9,875	$10,368	$10,886	$11,433
Senior Accountant/ Financial Supervisor	$8,956	$9,404	$9,874	$10,367	$10,888
Public Works Manager	$9,945	$10,470	$11,021	$11,602	$12,212
Senior Civil Engineer	$9,945	$10,470	$11,021	$11,602	$12,212

San Anselmo Unrepresented Management Salary Schedule
Effective July 1, 2026

Position	**A**	**B**	**C**	**D**	**E**
Community Development Director	$ 15,402	$16,172	$16,981	$17,830	$18,721
Community Services Director	$12,137	$12,777	$13,449	$14,157	$14,902
Fin & Admin Services Director	$14,536	$15,300	$16,106	$16,956	$17,845
Public Works Director	$15,670	$16,495	$17,362	$18,276	$19,237
Town Librarian	$12,137	$12,777	$13,449	$14,157	$14,902

Position	Monthly Salary
Town Manager (Appointed)	$24,666

San Anselmo Unrepresented Mid-Management Salary Schedule
Effective July 1, 2026

Position	A	B	C	D	E
Assistant Public Works Director	$12,137	$12,777	$13,449	$14,157	$14,902
Building Official	$12,137	$12,777	$13,449	$14,157	$14,902
Community Engagement Coordinator	$8,357	$8,774	$9,212	$9,674	$10,159
Deputy Town Clerk/ Municipal Info Officer	$9,920	$10,418	$10,938	$11,485	$12,062
Senior Accountant/ Financial Supervisor	$9,449	$9,921	$10,417	$10,937	$11,487
Public Works Manager	$10,492	$11,046	$11,627	$12,240	$12,884
Senior Civil Engineer	$10,492	$11,046	$11,627	$12,240	$12,884

San Anselmo Unrepresented Management Salary Schedule
Effective July 1, 2027

Position	A	B	C	D	E
Community Development Director	$16,018	$16,819	$17,660	$18,543	$19,470
Community Services Director	$12,622	$13,288	$13,987	$14,723	$15,498
Fin & Admin Services Director	$15,117	$15,912	$16,750	$17,634	$18,559
Public Works Director	$16,297	$17,155	$18,056	$19,007	$20,006
Town Librarian	$12,622	$13,288	$13,987	$14,723	$15,498

Position	Monthly Salary
Town Manager (Appointed)	$25,652

San Anselmo Unrepresented Mid-Management Salary Schedule
Effective July 1, 2027

Position	A	B	C	D	E
Assistant Public Works Director	$12,622	$13,288	$13,987	$14,723	$15,498
Building Official	$12,622	$13,288	$13,987	$14,723	$15,498
Community Engagement Coordinator	$8,691	$9,125	$9,580	$10,061	$10,565
Deputy Town Clerk/ Municipal Info Officer	$10,317	$10,835	$11,376	$11,944	$12,544
Senior Accountant/ Financial Supervisor	$9,827	$10,318	$10,834	$11,374	$11,946

Public Works Manager	$10,912	$11,488	$12,092	$12,730	$13,399
Senior Civil Engineer	$10,912	$11,488	$12,092	$12,730	$13,399

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

RESOLUTION PASSED AND ADOPTED, at a regular meeting of the San Anselmo Town Council held on the 9th day of December 2025, by the following vote:

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

_____
STEVE BURDO
MAYOR

ATTEST:

_____
SERGE AVILA
TOWN CLERK

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.4

MEETING DATE: December 9, 2025

AGENDA TITLE: General Plan Update: Draft Goals, Policies, and Actions (Part 2)

FROM: Heidi Scoble, Community Development Director
O'Rourke and Associates

RECOMMENDATION: Review and provide feedback on the draft goals, policies, and actions for the General Plan Update (GPU) project (see **Attachments 1, 2, 3, 4**, and **5**).

SUMMARY

This staff report presents the draft goals, policies, and actions (GPAs) for the General Plan Update (GPU) project for review and feedback. These GPAs, shaped by extensive community engagement and policy direction collected over the past 1.5 years, cover the Economic Vitality, Circulation, Parks, Recreation, and Public Facilities, and Noise Elements of the General Plan.

The draft GPAs would serve as a foundational tool to guide Town decisions over the 20-year lifespan of the updated General Plan. Staff recommend the Town Council review and provide feedback on the draft GPAs and corresponding glossary (see **Attachments 1, 2, 3, 4**, and **5**).

BACKGROUND

General Plan Update Process

The Town of San Anselmo is currently in the process of updating its General Plan, an overarching policy document that will guide the Town's growth and development over the next 20 years. The project is expected to span two years, with the adoption of an updated General Plan and accompanying Environmental Impact Report (EIR) at project culmination in 2026.

General Plan Requirements

General Plans are governed by California Government Code Section 65302 and are divided into the following mandatory elements: land use, transportation and circulation, housing, conservation, open space, safety, and noise.[1] The State also allows and

[1] The Safety Element and Housing Element were updated and adopted separately in 2023.

provides guidance to local governments to include additional optional elements on topics that reflect the specific needs and circumstances of a community. The Town Council opted to include the following optional elements in the General Plan Update: public facilities, parks and recreation, economic development, sustainability and climate change, and community design.[2]

Community Engagement

To inform the General Plan Update process, the Town has conducted extensive community outreach to inform existing conditions and establish the community's vision for the future. To date, the Town has facilitated 73 events or activities to solicit input on the General Plan Update (see a summary in **Attachment 6**).

The project has been presented to the Town Council at several key milestones, including: initiation of the General Plan Update in November 2023; selection of the consultant team in April 2024; appointment of GPAC members in June 2024; review of the draft vision statement and guiding principles in October 2024; review of the draft land use map in September 2025; and review of the draft General Plan Amendments for the Land Use and Community Design Element, Open Space and Conservation Element, and Sustainability, Climate Change, and Resiliency Element in November 2025.

Draft Goals, Policies, and Actions

The updated General Plan will include a set of GPAs to guide Town decisions through 2045. These GPAs have been shaped by extensive community engagement and analysis of various resources, including existing Town plans, on-the-ground conditions, federal and state legislation, and data collected from commercial surveys and traffic counts.

Recently, the General Plan Advisory Committee (GPAC) reviewed the draft GPAs at their September 11, 2025, meeting and the Planning Commission reviewed them at their November 17, 2025, meeting. The draft GPAs are organized into the following elements before the Town Council:

- Economic Vitality (see **Attachment 1**)
- Circulation (see **Attachment 2**)
- Parks, Recreation, and Public Facilities (see **Attachment 3**)
- Noise (see **Attachment 4**)
- Definitions (see **Attachment 5**)

DISCUSSION

The purpose of this item is to gather Town Council feedback on the draft GPAs for the following elements: Economic Vitality Element, Circulation Element, Parks, Recreation, and Public Facilities Element, and Noise Element. The feedback received from the Town Council would be incorporated into a final draft GPAs.

Town staff request feedback from the Town Council on the following questions:

[2] Some of these topics are addressed in separate chapters while others are woven throughout multiple elements, as applicable.

- Do the GPAs align with the community's vision for the future?
- Are there specific strategies or approaches within the GPAs that could be strengthened to better align with the community's vision?
- Are the proposed GPAs realistic and achievable given the Town's resources and capacity? If not, what adjustments would you suggest?

Following this meeting, the final draft GPAs would be incorporated into the Public Review Draft General Plan, to be released following completion of the Draft Program EIR in 2026.

FISCAL IMPACT

On April 23, 2024, the Town Council authorized a Professional Services Agreement with O'Rourke and Associates to prepare the GPU and related environmental review pursuant to CEQA for a total not-to-exceed contract amount of $1,022,805. The scope of work for the GPU includes the preparation of a draft land use map.

The Town's 2024-2025 and 2025-2026 Adopted Budgets allocate $775,000 total from the General Fund to support the GPU. An additional $241,000 from the General Plan Maintenance Fee fund is reserved to fund the GPU. The remaining costs are anticipated to be budgeted in Fiscal Year 2026-2027.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Receipt of a presentation about the GPU and the ensuing discussion about the draft GPAs for the GPU is not a "project" under CEQA, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065). The draft GPAs will be evaluated in the Program Environmental Impact Report prepared for the General Plan Update prior to final adoption.

The current Climate Action Plan (CAP) for the Town of San Anselmo does not specifically address the GPU. The draft GPAs provides an opportunity to align future policies with the Town's climate goals.

ATTACHMENTS

Attachment 1 - Draft Goals, Policies, and Actions (GPAs) for Economic Vitality
Attachment 2 - Draft GPAs for Circulation
Attachment 3 - Draft GPAs for Parks, Recreation, and Public Facilities
Attachment 4 - Draft GPAs for Noise
Attachment 5 - Draft Glossary
Attachment 6 - Summary of Community Engagement Activities

DRAFT GOALS, POLICIES, AND ACTIONS

December 3, 2025

Economic Vitality Element

Goal EV-A: Sustain and grow a diverse, collaborative, business-friendly, and resilient townwide economy that supports community wellbeing.

Policy EV-A.1: Business Diversity. Encourage a balanced, complementary, and diverse mix of businesses that serve various segments of residents, workers, and visitors while adapting to evolving community needs and market trends.

Action EV-A.1.a: Supportive Regulations. Continue to regularly evaluate and update Town regulations to attract a mix of businesses that meet community needs, address vacant storefronts, and leverage San Anselmo's strengths, such as its artistic community and local-serving retail.

Action EV-A.1.b: Information & Resources. Provide access to Town, regional, and State-level information and resources online and at Town facilities to support business creation, expansion, business literacy, and workforce development.

Action EV-A.1.c: Business Growth. Foster local entrepreneurship and small businesses through responsive and streamlined Town permitting assistance, available funding opportunities, and regular tracking of business metrics to guide continuous improvement.

Action EV-A.1.d: Communication with Business Community. Maintain regular communication with community members and commercial real estate representatives to identify gaps in business offerings and support tenant recruitment and other efforts.

Action EV-A.1.e: Economic Development Committee Collaboration. Work with the Economic Development Committee to explore and implement strategies to attract businesses that address evolving community needs, such as casual dining options, family-friendly activities, evening entertainment, and pop-ups, to improve business retention and economic vitality.

Policy EV-A.2: Strategic Economic Vitality Investments. Establish and maintain funding sources for economic vitality programs, investments, and partnership initiatives with local business advocacy groups, such as the San Anselmo Chamber of Commerce, without imposing undue burdens on small businesses.

Action EV-A.2.a: Grants and Partnerships. Pursue grant opportunities and public-private partnerships for economic vitality initiatives, with a focus on placemaking projects, small business support, and activation of underutilized commercial spaces.

Action EV-A.2.b: Business Financing. Explore potential for new sustainable business-friendly financing mechanisms, such as low-interest loans and grants or a business improvement district, without imposing undue burdens on small businesses.

Action EV-A.2.c: Economic Vitality Initiatives. Collaborate with the San Anselmo Chamber of Commerce, the Economic Development Committee, and other business associations on economic vitality initiatives, including through available funding support, that broadly benefit downtown and the other commercial areas of the town.

Action EV-A.2.d: Economic Vitality in Town Budgeting. Consider economic vitality initiatives and Town capital improvements that benefit economic vitality as part of annual Town budgeting processes.

Action EV-A.2.e: Business License Fee Deferral Program. Evaluate the feasibility of implementing a program that allows new businesses to defer business license fees for their first year of operation. This analysis should consider fiscal impacts, eligibility criteria, and potential benefits to economic vitality. If determined viable, develop program guidelines and present recommendations to the Town Council for consideration.

Policy EV-A.3: Stakeholder Coordination. Maintain ongoing communication, coordination, and partnerships with the Economic Development Committee, San Anselmo Chamber of Commerce, employers, property owners, Marin County, and other stakeholders in San Anselmo's local economy to foster partnerships, collect feedback on issues, disseminate information, and inform Town decision-making.

Action EV-A.3.a: Communication with Business Stakeholders. Enhance communication with commercial property owners, business owners, the San Anselmo Chamber of Commerce and other stakeholders through targeted digital and in-person outreach, and other communication channels.

Action EV-A.3.b: Collaboration with Business Advocacy Groups. Facilitate increased collaboration among San Anselmo's multiple business advocacy groups to support synergistic townwide economic vitality activities.

Action EV-A.3.c: Economic Development Committee Engagement. Continue to regularly present to and engage the Economic Development Committee on local economic vitality issues, strategy, and implementation to ensure business community input and support Town decision-making.

Action EV-A.3.d: Economic Vitality Action Plan. Work with the Economic Development Committee to prepare and implement an annual or biannual action plan that identifies priority, near-term economic vitality initiatives, with progress updates provided to the Town Council.

- *See the Land Use and Community Design Element for additional policies and actions related to land use planning, community engagement, and Town communications and budgeting.*

Goal EV-B: Support economic growth throughout San Anselmo by preserving its classic charm, residential character, and small-town appeal, while implementing strategic placemaking improvements to public spaces and amenities that foster a vibrant business community and enhance connections between people, places, and local businesses.

Policy EV-B.1: Community-Focused Investments. Encourage investments throughout San Anselmo, including the downtown core along San Anselmo Avenue and

commercial hubs along Greenfield Avenue, Red Hill Avenue, and Sir Francis Drake Boulevard, to maintain and enhance defining features of the town.

Action EV-B.1.a: **Town Beautification.** Leverage Town committees and commissions to identify and support efforts to beautify the town.

Action EV-B.1.b: **Public Infrastructure.** Plan, fund, and implement public realm improvements in each commercial hub, such as improved streetscapes, parks and open space, wayfinding signage, and other public amenities.

Policy EV-B.2: Minimize Vacancies. Minimize the impact of vacancies and increase maintenance to enhance community aesthetics and improve economic potential.

Action EV-B.2.a: **Pop-Up Tenancies.** Encourage tenanting of vacant spaces, including through “pop up” short-term tenancies.

Action EV-B.2.b: **Creative Solutions for Vacant Space.** Where vacancies are persistent, encourage window exhibits and other solutions that minimize the effect of unoccupied space on aesthetics and vibrancy.

Action EV-B.2.c: New Business Uses for Vacant Space. Work with the Economic Development Committee to create and introduce innovative business uses in vacant storefronts.

Action EV-B.2.d: **Vacancy Data.** Collect and maintain data on existing vacancies and evaluate options for a commercial vacancy tax or other programs intended to motivate leasing.

Action EV-B.2.e: Building Maintenance. Maintain public buildings and encourage private property owners to conduct periodic maintenance that minimizes deterioration.

Action EV-B.2.f: Property Improvement Incentives. Develop incentives for private property owners to pursue façade improvements for aging buildings in need of revitalization and lease long-vacant spaces to businesses that fill community needs, such as neighborhood services and intergenerational activities.

Policy EV-B.3: Third Spaces and Community Gathering Areas. Encourage the activation and economic sustainability of “third spaces,” informal gathering places such as cafés, patios, courtyards, small-scale food collectives or shared dining spaces, and

public plazas, that foster social connection, community identity, and economic vitality within San Anselmo's commercial districts.

Action EV-B.3.a: Third Space Activation Program. Collaborate with property owners, businesses, and community organizations to activate underutilized spaces, such as alleys, courtyards, or vacant lots, for temporary or permanent use as public gathering or event areas.

Action EV-B.3.b: Public Realm Integration. Incorporate third-space design principles that support economic vitality and community interaction, such as flexible seating for outdoor dining establishments, outdoor retail, and shared work areas, into streetscape and public space improvements in commercial districts.

Action EV-B.3.c: Community Activation Partnerships. Partner with the Chamber of Commerce, businesses, and community organizations to program events and activities that bring people into third spaces and support local economic vitality.

- *See the Land Use and Community Design Element and the Parks, Recreation, and Public Facilities Element for additional policies and actions related to community gateways, placemaking, community design, and public realm improvements.*

Goal EV-C: Sustain and grow San Anselmo business activity for the benefit of residents, workers, and visitors. Support new and recurring cultural, educational, and entertainment events that increase economic activity and promote community cohesion. Consider programs, events, and other initiatives throughout the town that respond to evolving community demands and market trends, draw in visitors, add retail activity, and increase local employment.

Policy EV-C.1: Land Use Planning for Economic Growth. Ensure that land use planning provides capacity for economic growth.

Action EV-C.1.a: Development Incentives. Encourage the development of new commercial spaces, live-work units, and mixed-use projects by providing development incentives such as streamlined approval processes. Focus on commercial areas with high potential for revitalization, ensuring that new

developments support a diverse range of land uses, including housing, retail, hotels, and services, to foster long-term economic growth and vitality.

Action EV-C.1.b: Zoning Updates. Revisit zoning and other Town regulations, as needed, to adapt to changing demands and improve progress toward land use objectives.

Action EV-C.1.c: Temporary Use Permits. Continue to allow temporary use permits that enable new businesses to pilot emerging and innovative concepts on a smaller, experimental scale.

Policy EV-C.2: Community Events. Continue regular and special events, including music, shows, markets, and more, throughout the town that increase visitation, invigorate San Anselmo-based businesses, and foster community spirit.

Action EV-C.2.a: Town-Led Events. Engage residents of all ages and foster San Anselmo's vibrant community spirit by continuing to provide successful Town-led events and programs, such as Live on the Avenue, and exploring opportunities to create smaller-scale, recurring activities, such as weekly music nights, holiday festivities, or art walks, at local destinations like Creek Park, Memorial Park, Greenfield Avenue, Red Hill Shopping Center, and other community hubs.

Action EV-C.2.b: Community-Led Events and Programs. Encourage and support the San Anselmo Chamber of Commerce and/or individual businesses to create and host events and programs which are financially sustainable long-term.

Action EV-C.2.c: **Local Event Synergy.** Collaborate with the business community to create strategic connections between events and local business activity, maximizing the economic benefits of local events.

Policy EV-C.3: Economic Metrics. Maintain data that reveals economic conditions and trends and help guide Town priorities for economic vitality initiatives.

Action EV-C.3.a: Economic Data. Continue to gather and analyze economic data (e.g., visitor counts, retail spending, permitting timelines and trends) and gather input from commercial real estate brokers, business owners, and property owners on an ongoing basis to identify economic trends, address barriers to business growth, and inform attraction and retention efforts.

Action EV-C.3.b: Business Inventory. Create and maintain an up-to-date inventory of businesses within the town and establish a platform that collects and analyzes economic data from business licenses. This platform will define key business characteristics, such as industry type, size, and location, and will be used to track evolving community needs and inform Town programs, policies, and strategic planning efforts to support economic growth and business development.

- *See the Land Use and Community Design Element and the Parks, Recreation, and Public Facilities Element for additional policies and actions related to land use planning, governance, and recreation events and programming.*

Goal EV-D: Continue to coordinate townwide marketing and branding efforts to promote the town as a destination, attract new and returning visitors, and leverage the positive reputation of San Anselmo as a place to live, work, and visit.

Policy EV-D.1: Town-Led Marketing Efforts. Continue and evolve Town-led marketing efforts, including signage and publicity.

Action EV-D.1.a: Coordinated Signage and Marketing. Continue and enhance signage efforts around the town to highlight new businesses, special events, or other attractions to San Anselmo. Ensure messaging supports all commercial hubs in San Anselmo and consider townwide business feedback on an ongoing basis.

Action EV-D.1.b: Local Business and Retail Promotion. Continue to promote shopping locally with consistent Town branding and Town-branded promotional materials and market the town, including during annual Small Business Month local shopping event.

Policy EV-D.2: Town Branding. Continue to maintain a strong brand identity for the town that highlights its unique attributes and appeals to residents, visitors, and investors.

Action EV-D.2.a: San Anselmo Promotion. Create promotional materials highlighting San Anselmo's unique assets, including its charming community atmosphere, access to nature, local shopping and dining, and proximity to regional destinations.

Action EV-D.2.b: Consumer Marketing. Expand and adapt marketing efforts to support all commercial hubs and target a diversity of consumer segments, including young families, “foodies,” outdoor recreationists, and culture enthusiasts.

Policy EV-D.3: Partner-Led Marketing. Provide coordination, assistance, and support for partner-led marketing of businesses or events in the town.

Action EV-D.3.a: Marketing Channels. Continue to use digital and traditional marketing strategies in coordination with tourism and hospitality entities in the region, such as the San Anselmo Chamber of Commerce, and other potential entities, such as the Marin County Visitors Bureau, to market San Anselmo as a destination.

Goal EV-E: Maintain downtown San Anselmo as the center of town life and activity and ensure it is accessible to all residents and visitors. Continue to foster the thriving social, cultural, and economic activity present downtown.

Policy EV-E.1: Downtown Charm. Preserve downtown’s “Main Street” charm and maintain physical building facades while integrating new uses and building environmental resilience.

Action EV-E.1.a: Town History. Leverage the efforts and resources of the San Anselmo Historical Commission and the San Anselmo Historical Museum to promote the significance and value of downtown buildings with vintage charm.

Action EV-E.1.b: Adaptive Reuse and Restoration. Promote the preservation, restoration, and adaptive reuse of older and classic buildings and facades for new purposes while maintaining the old-town feel of downtown.

Action EV-E.1.c: Downtown Regulations. Continue ongoing review and evolution of downtown regulations to increase economic potential, evolve with community needs, and support the mix of land uses downtown.

Action EV-E.1.d: Improvements Financing. Consider grants, permitting incentives, financing assistance, or other Town support for priority building improvements, such as façade upgrades or seismic retrofits, that enhance high-visibility structures, preserve town charm, and/or address deterioration.

Action EV-E.1.e: Flood Risk Mitigation. Support ongoing efforts to mitigate risk of loss due to flooding downtown.

Action EV-E.1.f: Building Upgrades. Encourage building owners to pursue renovations, modernizations, flood mitigation, or other measures to preserve aging spaces.

Policy EV-E.2: Increase Downtown Visitation. Encourage a diverse mix of businesses and events that attract residents and visitors downtown.

Action EV-E.2.a: Ground-floor Spaces. Encourage tenanting downtown ground-floor spaces with land uses that promote a vibrant, pedestrian-friendly commercial hub.

Action EV-E.2.b: Downtown Events. Continue to produce downtown events that promote local business and reinforce San Anselmo as a regional destination in Marin County.

Policy EV-E.3: Downtown Accessibility. Improve downtown accessibility to make the area desirable and convenient for visitors to reach.

Action EV-E.3.a: Downtown Wayfinding. Enhance downtown wayfinding to attract and direct visitors.

Action EV-E.3.b: Parking Management. Implement parking strategies that ensure parking is convenient for visitors and suitable for employees.

Action EV-E.3.c: Pedestrian Accessibility. Seek opportunities to increase foot traffic downtown, such as through improvements to pedestrian-friendly infrastructure, improved bicycle parking, and exploration of shuttle or alternative transit options.

Action EV-E.3.d: Universal Design Principles for Accessibility. Ensure that commercial hubs in San Anselmo are accessible to people of all abilities by adhering to universal design principles.

Action EV-E.3.e: Bike Safety and Infrastructure. Promote safe biking initiatives and collaborate with local cycling groups to assess infrastructure improvements that enhance San Anselmo’s reputation as a bike-friendly town.

Policy EV-E.4: Downtown as a Destination. Showcase downtown as a regional destination for shopping, dining, and leisure.

Action EV-E.4.a: Downtown Identity. Further cultivate the town identity by promoting downtown San Anselmo's unique features and offerings, such as local boutiques, notable dining establishments, range of services, and community gathering spaces.

Action EV-E.4.b: Regional Attractor. Continue to plan, promote, and support downtown events that attract visitors from Marin County, the San Francisco Bay Area, and beyond.

- *See the Land Use and Community Design Element, Circulation Element, and Safety Element for additional policies and actions related to placemaking, community design, historic preservation, transportation, and flooding in the downtown.*

DRAFT GOALS, POLICIES, AND ACTIONS

December 3, 2025

Circulation Element

SAFE SUSTAINABLE, AND ACTIVE TRANSPORTATION

Goal C-A: Promote a safe multimodal transportation network that helps reduce greenhouse gas emissions and offers strong transit, pedestrian, and bikeway alternatives to the automobile.

Policy C-A.1: Complete Streets. Provide Complete Streets that ensure safe, comfortable, and convenient multimodal access to essential community destinations, increase the use of alternative modes of transportation, enable active travel as part of daily activities, reduce pollution, and meet the evolving needs of all roadway users.

> **Action C-A.1.a: Complete Streets Design Features**. Approach every transportation project and program as an opportunity to improve the transportation network for all users regardless of age, ability, or mobility choice, and work in coordination with other departments, agencies, and jurisdictions to incorporate “Complete Streets” design features, such as accessible curb ramps, crosswalks, transit facilities, sidewalks, and bicycle facilities into existing streets to improve the safety and convenience for all users.
>
> **Action C-A.1.b: Human-Scale Amenities**. Incorporate aesthetic and quality of life improvements into transportation infrastructure projects whenever possible, including street trees, landscaping, benches, pedestrian-scale lighting, and other amenities that encourage walking and travel by bicycle and transit.
>
> **Action C-A.1.c: Standards for Infrastructure Improvements**. Develop Public Improvement Engineering Standards or other objective standards for property subdivision or development projects to specify required off-site infrastructure

improvements, such as sidewalks, that would accommodate or mitigate estimated project traffic impacts.

Policy C-A.2: Existing Infrastructure. Prioritize the maintenance and continued improvement of existing multimodal transportation infrastructure within current rights-of-way as opposed to roadway widening or extensions.

Policy C-A.3: Reduction of Vehicle Miles Traveled (VMT). Support infill, context-sensitive development, walkable neighborhoods, and infrastructure improvements that reduce the demand for single-occupancy vehicle travel while recognizing that many families and people with mobility limitations will continue to depend on cars.

Action C-A.3.a: VMT and Land Use. Encourage residential housing development in areas with low levels of home-based VMT, such as those near transit and retail services that offer greater potential for alternatives to driving and shorter trips to daily destinations.

Action C-A.3.b: VMT and Transportation Improvements. When planning and prioritizing upcoming capital improvements, account for the potential of projects to reduce VMT.

Policy C-A.4: VMT in Transportation Impact Evaluations. Evaluate land use projects for potential transportation impacts by considering the effect on VMT.

Action C-A.4.a: VMT Policy. Continue to apply San Anselmo's VMT Screening Criteria and Thresholds of Significance for evaluation of VMT associated with discretionary land use projects and periodically review and update these thresholds as appropriate to reflect new data, standards, or local conditions.

Action C-A.4.b: VMT Mitigation. Develop and implement VMT mitigation measures and an in-lieu fee structure that can be applied to applicable projects to reduce potential VMT impacts to less-than-significant levels.

Action C-A.4.c: Regional Coordination on VMT Reduction. Coordinate with the Transportation Authority of Marin to reduce VMT and improve multimodal transportation by applying guidance from the VMT Reduction / Mobility Enhancement Toolkit.

Policy C-A.5: Emerging Transportation Technologies. Explore and support implementation of emerging transportation technologies and strategies to reduce greenhouse gas emissions and VMT, enhance social equity, and support economic vibrancy.

Action C-A.5.a: Effective and Equitable Emerging Transportation Strategies. Establish evaluation criteria to assess alignment of emerging

transportation solutions, prioritizing emerging mobility strategies that are affordable and accessible to residents with limited incomes, older adults, and persons with disabilities.

- *See the Sustainability, Climate Change, and Resiliency Element for additional policies and actions related to reducing greenhouse gas emissions.*

ROADWAY NETWORK

Goal C-B: Continue improving the roadway network to ensure mobility, accessibility, and a high quality of life for all community members.

Policy C-B.1: Local Neighborhood Streets. Protect the quality of life and residential identity on local neighborhood streets from the effects of speeding vehicles and cut-through traffic with traffic calming measures that slow vehicle speeds and direct pass-through traffic to arterial streets which are designed to handle higher vehicle speeds and volumes.

Action C-B.1.a: Programmed Traffic Calming. Incorporate installation of traffic calming measures on neighborhood residential streets as a programmed component of the Town's road maintenance and rehabilitation measures within the Capital Improvement Plan.

Action C-B.1.b: Resident Participation in Traffic Calming. Support resident-initiated traffic calming efforts by promoting the Town's Traffic Calming Guidebook.

Action C-B.1.c: Traffic Calming Evaluation. Estimate the potential effectiveness for reduction of pass-through traffic and conduct community engagement with the surrounding neighborhood as part of the Town's Neighborhood Traffic Calming Process. After traffic calming installation, evaluate effectiveness of measures on traffic volumes and vehicle speeds.

Policy C-B.2: Roadway Traffic Circulation. Maintain adequate traffic circulation while balancing the needs of all system users along Sir Francis Drake Boulevard, Center Boulevard, Red Hill Avenue, Butterfield Road, and in downtown.

Action C-B.2.a: Progress Evolution of The Hub. Develop designs and secure funding for near-term improvements to the Hub as identified in The Hub Transportation Study. This includes incorporation of traffic, transit, pedestrian, and bicycle enhancements.

Action C-B.2.b: Major Thoroughfare Roadway Improvements. Improve Sir Francis Drake Boulevard, Center Boulevard, Red Hill Avenue, and intersections along these roadways by investing in transportation infrastructure to improve

safety and accessibility for pedestrians and other non-vehicle roadway users while maintaining adequate circulation for regional through traffic.

Policy C-B.3: Circulation in Commercial Hubs. Ensure efficient and distinguishable access to and within the town's downtown and commercial hub along Greenfield Avenue through targeted multimodal improvements.

Action C-B.3.a: Circulation Monitoring. Continue to monitor and study traffic circulation, safety, and parking within the town's commercial hubs and implement improvements as recommended.

- *See the Land Use and Community Design Element and the Economic Development Element for additional policies and actions related to community design and commercial hubs.*

Policy C-B.4: Hillside Roadways. Allow limited improvements to existing roadways serving hillside properties on a case-by-case basis for restricted efforts such as spot widening and access/egress improvements. Efforts should be made to balance mobility and safety needs with the desire to maintain the residential identity.

Action C-B.4.a: New Roadways Accessing Hillside Properties. Require newly constructed roadways serving hillside properties to be constructed in accordance with current health, safety, and emergency access requirements.

Action C-B.4.b: Limited Construction Impact on Hillside Roadways. Require the submission and approval of a Construction Management Plan prior to the issuance of any grading or building permits for any improvements on hillside properties.

Action C-B.4.c: Fire Response Vehicle Access. Conduct a study to identify roadways that should restrict on-street parking during certain fire risk days in order to provide access to fire response vehicles.

- *See the Land Use and Community Design Element and the Safety Element for additional policies and actions related to hillside development and emergency response planning.*

Policy C-B.5: Roadway Extensions to Adjoining Communities. Prioritize protection of existing neighborhoods by discouraging new vehicular roadway extensions north of Sir Francis Drake Boulevard or Red Hill Road, while retaining flexibility to review potential connections should future studies identify significant mobility or safety benefits.

- *See the Land Use and Community Design Element for additional policies and actions related to growth management.*

Policy C-B.6: Traffic Level of Service. Maintain a traffic Level of Service (LOS) standard of "E" for signalized intersection operations during peak hours to ensure an efficient roadway network and allow for consistent evaluation of development project impact on local roadway traffic.

> **Action C-B.6.a: Traffic Impact Studies**. Require that discretionary development projects be evaluated for level of service impacts in accordance with the Town of San Anselmo's Vehicle Miles Traveled (VMT) Screening Criteria and Thresholds of Significance. Projects that exceed the level of service threshold for signalized intersections shall provide feasible mitigation measures to reduce level of service impacts to levels consistent with Town policy.

ALTERNATIVE TRANSPORTATION

Goal C-C: Promote a universally accessible transportation network which offers strong transit, pedestrian, and bikeway alternatives to the automobile for all ages and abilities.

Policy C-C.1: Bicycle and Pedestrian Master Plan. Continue to review, update, and implement the Town's Bicycle and Pedestrian Master Plan as required to ensure eligibility for applicable grant funding.

> **Action C-C.1.a: Maintenance of Pedestrian and Bicycle Facilities**. Develop a program for prioritizing and funding the construction and maintenance of new and existing pedestrian and bicycle facilities based on safety, connectivity, overcoming barriers to access, existing and planned land use adjacencies, and other selected criteria.

> **Action C-C.1.b: Pedestrian-Oriented Improvements in Commercial Hubs**. Support planned pedestrian-oriented improvements along Sir Francis Drake Boulevard, San Anselmo Avenue, Red Hill Avenue, and Greenfield Avenue as identified in the Town's Bicycle and Pedestrian Master Plan.

Policy C-C.2: Pedestrian Safety and Access. Provide a safe and accessible walking environment along San Anselmo's pedestrian network, which is intended to link residential areas to schools, shopping, work, recreation areas, and other important community destinations.

> **Action C-C.2.a: Accessibility Improvements**. Continue to construct improvements that provide access for all individuals along the Town's pedestrian network, including reconstruction of facilities in compliance with federal and State accessibility requirements.

Action C-C.2.b: Downtown Pedestrian Infrastructure. Implement sidewalk and pedestrian crossing improvement recommendations as included in the Pedestrian and Bicycle Master Plan. Evaluate and implement the recommendations in the Downtown Active Transportation & Circulation Study, where feasible.

Policy C-C.3: Bicycle Network. Continue to expand San Anselmo's bicycle network to safely and comfortably connect residents to schools, shopping, work, recreation, and other daily destinations, with a focus on improved paths and crossings at larger and high vehicle volume roadways and traffic calming installations and signage on local streets.

Action C-C.3.a: Bicycle Infrastructure. Implement bicycle infrastructure recommendations, such as multi-use paths, bicycle priority routes, bike racks, and lockers in areas with high demand, and traffic calming installations, as included in the Pedestrian and Bicycle Master Plan.

Policy C-C.4: Bicycle Parking. Seek opportunities to install bicycle parking facilities at public destinations, including at transit stops, parks, schools, shopping locations, and other essential public facilities, and require bicycle parking facilities in new development.

Action C-C.4.a: Bicycle Parking Requirements. Require short-term and long-term bicycle parking facilities for commercial and multifamily developments in accordance with or more stringent than the California Green Building Standards Code.

Policy C-C.5: Safe Routes to School. Coordinate with the Transportation Authority of Marin to identify locations for improvements that provide safe walking and bicycling routes for children to travel to and from schools.

Policy C-C.6: Transit Service. Continue to support the improvement and expansion of local and regional transit and paratransit service.

Action C-C.6.a: Transit Agency Partnerships. Partner with Marin Transit and the Golden Gate Bridge Highway and Transportation District to survey transit needs and to improve bus routing, frequency, and service provisions in response to evolving trends.

Action C-C.6.b: **Transit-dependent Population**. Actively encourage local and regional transit agencies, providers, and initiatives to expand reliable and accessible alternative transportation options for non-driving adults and persons with disabilities in San Anselmo.

Policy C-C.7: Transit Stop Access and Provisions. Collaborate with local and regional transit operators to provide transit stops that are safe, accessible, and comfortable for residents and visitors to utilize.

Action C-C.7.a: Transit Stop Amenities and Connections. Partner with local and regional transit operators to improve transit stop amenities such as benches, shelters, lighting, signage, and trash receptacles and align transit stops along bicycle and pedestrian routes.

Action C-C.7.b: Accessible Transit Stops. For development projects within 200 feet of a transit stop, require ADA-accessible infrastructure improvements in compliance with the Americans with Disabilities Act of 1991 that provide comfortable and fully accessible access to transit stops.

Action C-C.7.c: Hub Transit Stop. Improve transit vehicle access to transit stops within or near the Hub through implementation of recommendations from the Hub Transportation Study.

Action C-C.7.d: Mobility Hub Program. Partner with the Transportation Authority of Marin to investigate the benefits and obligations of participation in the Metropolitan Transportation Commission Bay Area Mobility Hub program, which provides support for multiple travel options that provide first and last mile connections to significant transit stops such as the Hub.

Action C-C.7.e: Commuter Connections. Study locations within walking distance of major thoroughfares and collaborate with transit and regional agencies to identify where ridesharing/carpooling pick-ups and park-and-ride would be best suited.

PARKING

Goal C-D: Provide and manage parking in a manner that meets resident, business, and visitor needs while balancing the guiding principles of economic development, sustainability, and excellence in governance.

Policy C-D.1: Adequate Parking. Encourage provision of public and private parking that serves measured parking demand and encourages travel by means of transportation other than by single-occupancy vehicle.

Action C-D.1.a: Parking Needs Assessment. Regularly conduct a study of appropriate parking types (e.g., long-term spaces, two-hour spaces, 10-minute spaces) and locations for public parking facilities within commercial hubs.

Action C-D.1.b: Parking Ordinance Updates. Continue to monitor and amend, as needed, the Town's parking ordinance to accommodate varied land uses,

encourage efficient use of limited space for parked vehicles, balance parking demand with other community goals, and reflect parking best practices from other jurisdictions.

Policy C-D.2: Parking Management. Use parking regulations, metered parking, enforcement, and curb management strategies to manage growing parking demand and maximize efficient use of the parking supply in downtown, while monitoring and addressing potential spillover parking impacts on surrounding neighborhoods.

Action C-D.2.a: Parking Management Recommendations. Continue to implement general and location-specific recommendations from the San Anselmo Downtown Parking Study to increase effective turnover and utilization of existing parking spaces through increased parking enforcement, parking management strategies, adjustment of parking fees, and reducing maximum parking duration. As parking demand evolves over time, monitor for potential spillover effects in adjacent neighborhoods and apply appropriate parking management strategies, such as time limits, permitting, or enforcement adjustments, to minimize impacts without constructing additional parking. These strategies are intended to optimize existing supply and do not preclude the Town from considering additional parking facilities if needed in the future.

Policy C-D.3: Residential Off-Street Parking. Require the provision of off-street parking spaces on residential lots, to the extent permitted by State law, to reduce on-street parking demand and circulation network conflicts.

Policy C-D.4: Attractive Parking. Provide public and private parking in an attractive manner that enhances the sense of place, aligns with neighborhood context, and mitigates the urban heat island effect.

Action C-D.4.a: Parking Landscaping Requirements. Require that all parking lots be landscaped, set back from the right-of-way, and screened from public view; for parking lots with eight or more parking spaces, require them to minimize impervious surface area and provide shade through shade trees, solar arrays, and other cooling technologies.

- *See the Economic Development Element, Land Use and Community Design Element, and Sustainability, Climate Change, and Resiliency Element for additional policies and actions related to parking provision and management, community design, electric vehicle (EV) charging, and resilience.*

DRAFT GOALS, POLICIES, AND ACTIONS

December 3, 2025

Parks, Recreation, and Public Facilities Element

Goal PR-A Provide a network of high-quality parks and recreational facilities that meet the needs of all residents, strengthen community connections, increase biodiversity and habitat connectivity, and improve overall health and well-being.

Policy PR-A.1: Park and Facility Improvements. Regularly upgrade and replace aging or deficient Town facilities and parks to meet the community's recreational needs and enhance accessibility. Effectively balance the needs of various groups, including the aging community, children, teenagers, people with disabilities, and dog owners.

Action PR-A.1.a: Needs Assessment. Conduct assessments every five years of recreational facility needs in response to community desires, trends, demographics, and changing conditions.

Action PR-A.1.b: Park and Recreation Master Plans. Prepare or update master plans, develop cost estimates, and identify possible funding sources to improve neighborhood and community parks and recreation facilities, including the following:

- All Parks: Identify and implement accessibility improvements to ensure all parks, playgrounds, and facilities are usable by children, older adults, and adults with disabilities. Incorporate landscaping improvements that support biological diversity and climate resilience through the increased use of California native plants, prioritizing locally native plant species where they best meet site needs and functions.

- Robson-Harrington House and Park: Identify needed maintenance, structural repairs, and accessibility upgrades to increase public use of the mansion, landscape improvements, and restoration of historical components.
- Sorich Park: Update the park master plan, including consideration of possible relocation of the Town's corporation yard and/or visual enhancements that would improve the interface with the adjacent public uses.
- Isabel Cook Community Center: Identify improvements or redevelopment options to increase efficient use of the facility for desired programs that evolve with community needs, as identified in the 2015 Community Facilities Master Plan. Develop cost estimates and identify possible funding sources.
- Memorial Park: Continue the phased implementation of the adopted master plan. If the opportunity arises, consider minor updates to the plan.

Action PR-A.1.c: Creek Park. Implement the planned improvements to Creek Park.

Action PR-A.1.d: Pocket Parks. Create additional pocket parks when opportunities arise to address gaps in the existing parks network.

Action PR-A.1.e: Parkland Dedication. Evaluate the feasibility of establishing a parkland dedication and impact fee requirement, consistent with the Quimby Act, to support the development of new parkland in conjunction with future subdivisions.

Policy PR-A.2: Memorial Park. In accordance with Measure D, approved by the San Anselmo voters in November 2015, Memorial Park may not be utilized as a flood detention basin, nor may any non-recreational uses be permitted that adversely affect or reduce the recreational amenities of the park. Additionally, no public land within Memorial Park may be sold or transferred by the Town without voter approval in a general election.

Policy PR-A.3: Park and Facility Maintenance. Continually improve the condition of parks and recreation facilities to create a high quality, safe, diverse, and enjoyable recreation experience for all San Anselmo residents.

Action PR-A.3.a: Funding for Maintenance. Identify and pursue new funding strategies to increase resources dedicated to maintaining park and recreation facilities.

Action PR-A.3.b: Sustainable Park Operations and Design. Incorporate sustainability principles such as reduced water and energy, use of recycled and non-toxic materials, stormwater capture, and carbon sequestration in the design of park facilities. Parks should be maintained and managed to enhance their value as biological resources and natural habitat.

Action PR-A.3.c: Dog Use of Parks. Educate park users about permitted dog use

of parks through communications and infrastructure, such as signage and clean up materials.

Action PR-A.3.d: Public Safety in Parks. Work with local law enforcement and the Town Council to address issues related to public safety and the quality of the parks experience.

Policy PR-A.4: Parkland Acreage Standard. Strive to achieve a citywide standard of 3.0 acres of improved park and recreation land per 1,000 residents, and pursue opportunities to enhance and expand park facilities over time to move toward this standard.

Action PR-A.4.a: Parkland Dedication Ordinance. Amend the Municipal Code to include a parkland dedication ordinance including an option for payment of a fee in-lieu of land dedication to ensure that new residential subdivisions contribute to addressing community park needs. Consider exempting deed-restricted affordable housing units from the parkland dedication requirement to reduce the costs of providing affordable units.

Action PR-A.4.b: Park In-Lieu Fees. Evaluate park in-lieu fees every two years and update them to reflect current and anticipated land and facility costs.

Policy PR-A.5: Coordinate Park and Recreation Planning. Continue to build strong working relationships between departments and appointed bodies responsible for park and recreation planning, design, and maintenance.

Policy PR-A.6: Community Connection. Continue to build a strong connection between the Public Works Department, the Recreation Department, and the San Anselmo community.

Policy PR-A.7: Community Support. Actively encourage and support volunteerism and fundraising initiatives to support high-quality park facilities and recreation programs. Support sustainable, long-term initiatives that could include partnerships with individuals, businesses, non-profit organizations, and community groups.

Action PR-A.7.a: Encouragement and Promotion. Promote the benefits and opportunities of private fundraising for parks through public awareness campaigns, informational materials, and community outreach. Offer incentives to encourage private donations, such as naming rights, plaques, public acknowledgements, and tax deductions. Celebrate contributions through official events and press releases.

Goal PR-B Provide high-quality recreational services and programs that meet the needs of and are accessible to all residents, promoting fitness, health, knowledge, and cultural understanding.

Policy PR-B.1: Community Programs. Provide accessible, affordable recreation programming and services that are sustainable and responsive to public needs, activate parks and community centers for safe and inclusive community use, and promote fitness, health, knowledge, and cultural understanding.

> **Action PR-B.1.a: Sustainable Programs.** Ensure the long-term financial sustainability of the Recreation Department by setting program fees that recover costs and offering a schedule of programs that align with community need and demand.

Policy PR-B.2: Respond to Changing Community Needs. Continually adapt recreational programs to meet changing community needs and interests.

> **Action PR-B.2.a: Community Needs Assessment.** Conduct a community needs assessment in various languages and formats to evaluate recreational needs in the community.

Policy PR-B.3: Coordinated Programming. Work across Town departments and with local schools, the County of Marin, sports leagues, and athletic associations to provide complementary and mutually supportive programming year-round.

> **Action PR-B.3.a: Joint Use.** Explore joint use and maintenance agreements with local schools to utilize their facilities available for mutually supportive programming.

Policy PR-B.4: Equal Access to Recreation Programs. Ensure recreation programming is responsive to and serves the needs, interests, and desires of the entire community, including those of different ages, abilities, and income levels.

> **Action PR-B.4.a: Facility and Event Locations.** Continue to identify Town facilities and locate Town events in places that are easily accessible by public transit, walking, biking, and rolling to the greatest extent possible.

> **Action PR-B.4.b: Financial Assistance.** Explore ways of providing financial support to allow more residents of need to access recreation programs, services, and events. When available, leverage recreation programming revenues to support equitable program access.

Policy PR-B.5: Age-Specific Programs. Provide facilities, programs, and resources that are specifically designed to meet the needs of children, teens, and older adults, as well as those designed for intergenerational participants.

Action PR-B.5.a: Child Care. Continue to ensure the availability of accessible and affordable childcare services and support childcare services by private providers as well.

Action PR-B.5.b: Age-friendly Community. Pursue becoming an age-friendly community by implementing the San Anselmo Age and Disability Action Plan, which plans for age-friendly and accessible older adult services and infrastructure.

Action PR-B.5.c: Age and Disability Action Plan. Annually review progress on San Anselmo Age and Disability Action Plan implementation. Annually prioritize programs for implementation.

Action PR-B.5.d: Healthy Aging. Support agencies, service providers, and initiatives that promote healthy aging, and coordinate with them to explore ways to further increase and strengthen services in San Anselmo.

Action PR-B.5.e: Outreach to Aging Adults. Provide regular and timely communication to aging adults about the services, programs, and other opportunities available to them, using age-appropriate outreach channels.

Policy PR-B.6: Community Events. Improve community health and unity by providing community-wide, family-oriented special events that bring the community together.

Goal PR-C Provide high-quality public facilities and infrastructure that meet the needs of current and future residents, businesses, and visitors in the most efficient and cost-effective ways possible.

Policy PR-C.1: Ongoing Maintenance. Proactively maintain public facilities and infrastructure through ongoing preventative care, and ensure the timely repair, replacement, and upgrading of Town facilities, infrastructure, and equipment.

Action PR-C.1.a: Capital Improvement Program. Maintain and regularly update a multi-year Capital Improvement Plan (CIP) addressing Town-owned and operated infrastructure and public facilities.

Action PR-C.1.b: Asset Management Program. Develop a proactive Asset Management Program to identify needed facility and infrastructure maintenance,

upgrade, and replacement timing and costs. Seek additional funding opportunities and strategies to avoid increased costs of deferred maintenance.

Action PR-C.1.c: Funding Strategies and Coordination. Coordinate maintenance and improvements to infrastructure and facilities with other public agencies to reduce overlap, maximize use of resources, and provide economies of scale.

Policy PR-C.2: Sustainable Design and Operations. Design and operate public facilities and infrastructure to minimize non-renewable energy and resource consumption, improve environmental quality, and reduce greenhouse gas emissions.

Policy PR-C.3: Schools. Maintain effective, collaborative relationships with the Ross Valley School District and the Tamalpais Union High School District to optimize the use of school facilities for public benefit.

Policy PR-C.4: Emergency Services. Work closely with the Central Marin Police Authority and the Ross Valley Fire Department to provide exceptional fire, public safety, and paramedic services.

Policy PR-C.5: Traffic Safety. Coordinate traffic enforcement programs with the Central Marin Police Authority to ensure the safety of pedestrians, bicycles, and motorists and to evaluate and mitigate potential traffic hazards.

Policy PR-C.6: Street Maintenance. Provide efficient, effective street maintenance, sweeping, and lighting programs to assure well-maintained and safe streets.

Action PR-C.6.a: Pavement Maintenance. Continue to maintain and implement the Pavement Condition Index (PCI) program to evaluate and prioritize street resurfacing projects. Regularly review and adjust prioritization criteria as needed to ensure that pavement condition, traffic safety, equity, and community input are addressed.

Action PR-C.6.b: Sidewalk Repair. Continue to implement the Sidewalk Improvement Program to repair sidewalks on an ongoing basis and to require that new development upgrade street frontages to current standards, where practicable, to enhance accessibility.

Policy PR-C.7: Storm Drainage. Continue to monitor and pursue improvements to the storm drainage system, including programs to reduce flooding, improve water quality, remove debris, and respond to climate-related changes. Evaluate the potential for restoration of the natural hydrologic function of creeks and drainageways where possible.

Policy PR-C.8: Potable Water. Work with the Marin Municipal Water District (Marin Water) to meet projected water demand, encourage water conservation, and ensure the reliability and safety of the water supply and distribution system.

Policy PR-C.9: Energy Reliability. Support efforts of local energy service providers and other public agencies to improve the safety and resilience of the local power grid. Encourage local energy service providers and seek local opportunities to accelerate electric infrastructure planning and installation.

> **Action PR-C.9.a: Backup Energy.** Evaluate backup energy provisions for critical public facilities and upgrade them, as needed, with renewable energy alternatives (e.g., solar generators, renewable fuel cells, and battery storage) rather than gasoline-powered generators.

Policy PR-C.10: Utility Undergrounding. Continue to pursue undergrounding of overhead utility lines, and support utility maintenance and replacement programs to reduce wildfire hazards.

Policy PR-C.11: Wastewater. Support efforts by the Ross Valley Sanitary District to maintain high quality wastewater collection and treatment facilities and implement sustainability programs.

- *See the Land Use and Community Design Element, Circulation Element, Safety Element, Conservation and Open Space Element, and the Sustainability, Climate Change, and Resiliency Element for additional policies and actions related to utilities, sidewalks, flooding, stormwater, water quality, energy, and sustainability in Town facilities and services.*

Goal PR-D Cultivate a vibrant, accessible, and financially sustainable library that serves as a vital community hub, enriching lives through diverse programs, resources, and technological opportunities for all residents.

Policy PR-D.1: Library Services and Resources. Continue to enhance and adapt library services and resources to support individual and community connection, discovery, and lifelong learning.

> **Action PR-D.1.a: Library Services.** Maintain adequate staffing and service hours to support high-quality library programs, services, and resources that meet community needs.
>
> **Action PR-D.1.b: Technological Resources.** Continue to provide access to the internet and technological resources at the library to meet community needs and adapt to ongoing changes in information technology.

Policy PR-D.2: Library Funding. Maintain a dedicated and sustainable funding source for the library to provide high-quality services, resources, and facilities while evaluating opportunities for facility and service enhancements that adapt with evolving needs of the community.

Action PR-D.2.a: Library Grants. Actively seek and apply for grants and alternative funding sources to further enhance library offerings.

Action: PR- D.2.b: Funding Strategies and Coordination. Within five years, conduct a feasibility study to identify sustainable funding strategies (including dedicated revenue, grants, and public-private partnerships) and assess future library space, program, and expansion needs to ensure the library's continued role as a vibrant community hub.

SAN ANSELMO GENERAL PLAN 2045

DRAFT GOALS, POLICIES, AND ACTIONS

December 3, 2025

Noise Element

Goal N-A Protect and preserve the peace and quiet of San Anselmo by minimizing community exposure to excessive noise and vibration.

Policy N-A.1: Compatibility of New Land Uses. Use the Noise and Land Use Compatibility Guidelines in Figure N-3 to establish and maintain acceptable noise levels for different land uses consistent with state and federal guidelines and require noise attenuation methods for new land uses as warranted in noise-impacted areas.

> **Action N-A.1.a: Acoustical Study Requirements.** Require acoustical studies for new development projects or land use changes requiring discretionary approvals that may be exposed to or create noise levels that exceed the Noise and Land Use Compatibility Guidelines in Figure N-3. Noise control measures shall be identified to ensure that noise levels remain at acceptable levels.
>
> **Action N-A.1.b: Interior Noise Levels.** Incorporate appropriate noise control measures into the project design of new residential or transient lodging uses to maintain an interior noise level not exceeding 45 dBA Ldn.
>
> **Action N-A.1.c: Noise Ordinance.** Review and update the Town's Noise Ordinance within two years of General Plan adoption to set clear noise limits for residential, commercial, and mixed-use areas, addressing both long-term and temporary construction-related noise, to protect residents and guide compliance.
>
> **Action N-A.1.d: Landscaping Equipment Noise.** Advance and implement regulations to limit noise from landscaping equipment, such as quiet hours, and continue to enforce the Town's ban on gas-powered landscape equipment.

Policy N-A.2: Significant Noise Increases. Protect noise-sensitive receptors from adverse impacts by requiring mitigation to the degree feasible for discretionary projects that would increase permanent noise in excess of the following thresholds:

- Greater than 5 dB increase in ambient noise environments of less than 60 dB;
- Greater than 3 dB increase in ambient noise environments of 60 to 65 dB;
- Greater than 1.5 dB increase in ambient noise environments of greater than 65 dB.

If increases in noise levels occur where no noise-sensitive receptors are located, the Town may use its discretion in determining if there is any impact at all.

Policy N-A.3: Noise Impacts of New Development. Use the Noise and Land Use Compatibility Guidelines in Figure N-3 in discretionary land use decisions to determine what noise levels in the community are acceptable or unacceptable and to require noise attenuation methods as warranted in noise-impacted areas.

> **Action N-A.3.a: Objective Standards.** Establish objective noise standards and adopt conditions of approval as warranted through the development review process for activities and equipment with the potential to create noise conflicts and enforce those conditions once projects become operational.

Policy N-A.4: Construction Noise. Minimize noise impacts from construction activities on noise-sensitive receptors, such as residential neighborhoods and schools, and encourage quieter construction practices and technologies.

> **Action N-A.4.a: Construction Noise Regulation.** Enforce limitations on the hours of construction. Where applicable, use the development review process to identify measures to minimize exposure of neighboring properties to excessive noise levels from construction activities. In making a determination of temporary construction impacts under the California Environmental Quality Act (CEQA) for discretionary projects, an increase of 12 dBA shall be used as the threshold of significance.
>
> **Action N-A-4.b: Construction Equipment.** Require contractors to implement noise-reducing features, such as sound barriers, muffled equipment, and properly maintained machinery.
>
> **Action N-A-4.c: Construction Notice.** Require project applicants provide advance notice of construction to nearby residents and businesses. Notice shall include information about project timelines, the Town's noise regulations and construction hours, and contact information for complaints or concerns. Develop guidelines for the content, timing, and distribution of these notices.

Action N-A-4.d: Construction Noise Management Plans. Require major development projects to submit a Construction Noise Management Plan detailing noise and monitoring strategies.

Policy N-A.5: Traffic Noise. Minimize exposure of residents to traffic noise through land use policies, law enforcement, street design and improvements, and landscaping.

Action N-A.5.a: Vehicle Code Noise Enforcement. Enforce the California Vehicle Code pertaining to excessively loud vehicles operated on Town streets.

Action N-A.5.b: Roadway Surfacing. Evaluate the use of paving material for street surfacing and/or other materials that absorb and minimize noise from arterial and collector streets in high-noise environments.

Action N-A.5.c: Sound Walls. Discourage the use of sound walls if other noise reduction measures such as berms, landscaping, or building placement are available. Any sound walls or solid barriers should be appropriately screened and aesthetically compatible with the surrounding neighborhood, regularly maintained, and designed to minimize the potential for reflected sound.

Policy N-A.6: Vibration Impacts. Require evaluation and mitigation of vibration during demolition and construction projects to avoid potential impacts on nearby noise-sensitive receptors.

DRAFT GOALS, POLICIES, AND ACTIONS

December 3, 2025

Glossary

Access and Functional Needs (AFN). A person with a disability, temporary or permanent, or other condition that would require them to need assistance during an evacuation.

Acoustics: The science of sound.

Adaptation. The process of adjusting to and preparing for the current and future impacts of climate change.

Age-Friendly Community: A place that adapts its services and physical structures to be more inclusive and receptive to the needs of its population to improve their quality of life as they age.

Ambient Noise: The distinctive acoustical characteristics of a given area consisting of all noise sources audible at that location. In many cases, the term ambient is used to describe an existing or pre-project condition such as the setting in an environmental noise study.

Attenuation: The reduction of noise.

A-Weighting: A frequency-response adjustment of a sound level meter that conditions the output signal to approximate human response.

Bay Area Air District (BAAD). The public agency that regulates the stationary sources of air pollution in the nine counties of the San Francisco Bay Area.

Best Management Practices (BMPs). Proven stormwater management techniques or methods used to reduce pollution, erosion, or other environmental impacts.

Big-Box Store: A large-format retail establishment, typically 50,000 square feet or larger and part of a national or regional chain, operating in a stand-alone building designed for high-volume sales and automobile access.

Biocapacity. The capacity of ecosystems to regenerate what people demand from those surfaces.

Carbon Sequestration: The process of capturing and storing atmospheric carbon dioxide (CO_2) to mitigate or delay the effects of climate change.

Conservation Easement. A voluntary, legal agreement that permanently constrains land uses of a specified property in order to protect its conservation values.

Belonging. The felt and lived experience of being valued, safe, respected, and essential within a community, such that individuals feel secure being their authentic selves without fear of marginalization or exclusion. Belonging emerges when diversity is welcomed, equity is practiced, and inclusion is sustained—resulting in environments where people not only have access and voice, but also feel they matter and are integral to the shared purpose and culture of the community.

CNEL: Community Noise Equivalent Level. Defined as the 24-hour average noise level with noise occurring during evening hours (7 p.m. - 10 p.m.) weighted by a factor of three and nighttime hours weighted by a factor of 10 prior to averaging.

Commercial Corridors. A commercial corridor is an area along a major arterial roadway that is lined by commercial uses with goods and services serving the community and surrounding communities.

Context-Sensitive Design. A design approach that emphasizes characteristics of a design element's particular locale, such as to relate to adjacent or nearby features or to relate to a locale's history or built traditions. In architecture, context-sensitive design gives attention to building orientation to the street, style, scale, massing, colors, and materials.

Criteria Pollutants. Six gaseous pollutants (carbon monoxide, nitrogen dioxide, ozone, and sulfur dioxide) used by the Environmental Protection Agency and California Air Resources Board as indicators of regional air quality, setting maximum concentration limits for each pollutant, above which adverse effects on human health may occur.

Critical Habitat. The specific areas within the geographic area, occupied by the species at the time it was listed, that contain the physical or biological features that are essential to the conservation of endangered and threatened species and that may need special management or protection. Critical habitat may also include areas that were not occupied by the species at the time of listing but are essential to its conservation.

Cultural Resource. A historical resource or a unique archaeological resource as defined under CEQA Guidelines Section 15064.5. This definition includes objects, buildings, structures, sites, areas, places, records and manuscripts of historical, architectural, or cultural importance.

Decibel or dB: Fundamental unit of sound, defined as ten times the logarithm of the ratio of the sound pressure squared over the reference pressure squared.

Density. The number of dwelling units per gross acre.

Disadvantaged Communities. Areas which are experiencing disproportionately high and adverse economic, health, environmental, and social burdens.

Diversity. The full spectrum of differences that everyone brings to the table. It includes characteristics such as race, ethnicity, gender identity, sexual orientation, age, disability, language, and socioeconomic status, as well as neurodiversity, worldviews, and life experiences. Embracing diversity acknowledges the value of multiple perspectives, ideas, and solutions provided when individuals with different backgrounds, identities, and views collaborate and are heard.

Economic Development: The creation of wealth in which community benefits are realized. It is an investment in growing the economy.

Ecological footprint. A measure of how much area of biologically productive land and water an individual, population, or activity requires to produce all the resources it consumes and to absorb the waste it generates, using prevailing technology and resource management practices.

Economic Vitality: The capacity of a community to maintain and grow its economic activities through productive means and resourcefulness, ensuring a sustainable future.

Equity. Fair treatment and access to all individuals or groups irrespective of their identity. Equity is not sameness; it is justice in design, practice, and outcome. This requires the identification, recognition, and remediation of historic, systemic, and structural barriers that create unequal access to resources, opportunities, and power.

Essential Public Facilities. Include facilities such as hospitals and health care facilities, emergency shelters, fire and police stations, emergency command centers, and emergency communications facilities.

Floor Area Ratio. The ratio of a building's total floor area to the area of the lot on which it is situated.

Frequency: The measure of the rapidity of alterations of a periodic acoustic signal, expressed in cycles per second or Hertz.

Fuel Cells: Devices that generate electricity through an electrochemical process by converting hydrogen or other fuels into energy, producing minimal emissions.

Fuel Modification. The practice of reducing or modifying vegetation to decrease fire intensity and spread in fire-sensitive areas.

Greenbelt: Natural or undeveloped lands that surround urban areas.

High-Hazard Areas. High-hazard areas are identified areas subject to a high risk of environmental hazards such as flooding (from storms, sea level rise, dam and levee failure, tsunami, etc.), wildfire, landslide, debris flows, earthquake, and land subsidence. High-hazard areas in the San Anselmo Planning Area are identified on maps located in the Safety Element.

Hillsides. All land area located above 150 feet mean sea level.

Hydraulic Models. Simulations that predict how water flows through drainage systems and waterways under different conditions.

Inclusion. The active, continuous practice of reshaping environments, relationships, and systems so that all individuals and groups can fully participate, contribute, and lead in the greater community. It includes valuing difference as a resource and building cultures rooted in trust, respect, and shared purpose.

$\mathbf{L_{dn}}$: Day/Night Average Sound Level. Similar to CNEL but with no evening weighting.

$\mathbf{L_{eq}}$: Equivalent or energy-averaged sound level.

$\mathbf{L_{max}}$: The highest root-mean-square (RMS) sound level measured over a given period of time.

$\mathbf{L_{(n)}}$:The sound level exceeded as a described percentile over a measurement period. For instance, an hourly L_{50} is the sound level exceeded 50 percent of the time during the one-hour period.

Legal Non-Conforming Uses. Land uses that were lawfully established under previous zoning regulations but no longer comply with current zoning laws. These uses are typically allowed to continue ("grandfathered in") but may face restrictions on expansion, alteration, or reconstruction if significantly damaged or abandoned.

Level 2 charging. Level 2 charging is a method of charging an electric vehicle that uses 240-volt AC power in residential settings or 208-volt AC power in commercial

settings. It's a faster way to charge an EV than Level 1 charging, which uses 120-volt AC power from a standard household outlet. Level 2 charging can add 10–20 miles of range per hour of charging. Level 2 chargers are common at homes, workplaces, and commercial parking lots.

Level 3 charging. Level 3 charging, also known as DC fast charging, is a method of charging electric vehicles. Level 3 chargers use direct current (DC) electricity at a voltage of 400–1000 volts and can add 100-250 miles of range in 30-45 minutes. Level 3 charging is typically only available at public charging stations, such as those found in shopping centers and along major travel corridors.

Lifecycle emissions. Lifecycle emissions are the total emissions produced during the production, use, and disposal of a product or service.

Low-carbon footprint diet. A way of eating that prioritizes plant-based, locally sourced, seasonal, and minimally processed foods in sustainable packaging while reducing food waste and limiting high-emission products (like red meat and dairy) to minimize greenhouse gas emissions.

Low-Impact Design (LID). A land development approach that aims to minimize the environmental impact of a site by mimicking natural processes to manage stormwater runoff, primarily through techniques like infiltration, filtration, and retention, rather than relying on traditional storm drains and pipes to convey water away from the site; essentially, it seeks to maintain a site’s pre-development water flow patterns by capturing and treating rainwater where it falls.

Microgrid. A microgrid is a localized energy system that can operate independently from the larger power grid during outages, often powered by renewable sources like solar panels paired with battery storage. A microgrid can connect and disconnect from the grid to enable it to operate in both grid-connected or island mode. These systems improve reliability and reduce dependence on vulnerable centralized infrastructure.

Mitigation. Preventing or reducing the emission of greenhouse gases into the atmosphere to make the impacts of climate change less severe.

National Pollutant Discharge Elimination System (NPDES). A permit program that regulates the discharge of pollutants to navigable waters of the United States, which includes any discharge to surface waters, including lakes, rivers, streams, bays, the ocean, dry stream beds, wetlands, and storm sewers that are tributary to any surface water body. NPDES permits are issued under the Federal Clean Water Act.

Non-Vehicular Access. Travel by modes other than motorized vehicles, generally along paths, trails, or other routes not intended for cars, motorcycles, or similar vehicles.

Mixed Use Development. Any combination of land uses, including mixing housing with commercial, offices with retail, or housing with offices and retail, within a defined area. Vertical mixed-use is the mix of uses within one building; horizontal mixed use is the mix of uses behind or next to each other but in different buildings on the same site.

Neighborhood Services: Essential local amenities and retail businesses situated within a residential neighborhood and designed to meet the everyday needs of residents within walking or cycling distance, such as small grocery stores, hardware stores, pharmacies, dry cleaners, cafes, and small restaurants.

Noise: Unwanted sound.

Noise-Sensitive Receptors: Land uses consisting of, but not limited to, schools, residences, libraries, hospitals, and other care facilities, where excessive noise could adversely affect people or planned activities.

Ocean acidification. A reduction in the pH of the ocean over an extended period of time, caused primarily by uptake of carbon dioxide (CO_2) from the atmosphere. Ocean acidification can make building and maintaining shells difficult for organisms such as oysters, clams, sea urchins, and corals, with negative consequences to the food web.

Parks:

- **Community Park:** A park that serves the needs of a range of people, from several neighborhoods to the entire town. They typically contain a wide variety of facilities for active and passive recreation and organized sports. They also provide amenities typical of neighborhood parks for use by the surrounding residents. Parks containing fewer elements but that contain facilities that serve the entire town may be considered to be community parks.
- **Neighborhood Park:** A park that provides for the daily recreation needs of nearby residents with primarily passive and informal recreation facilities. Neighborhood parks often include play areas, picnic areas, open turf areas or green space, basketball courts, and tennis courts. A neighborhood park may also contain play fields.
- **Pocket Parks:** Small, urban green spaces, typically less than one acre, designed to provide recreational opportunities, natural areas, and community gathering spots in denser neighborhoods or underutilized urban spaces.

Particulates. A mixture of many chemical solids and aerosols composed of small droplets of liquid, dry solid fragments, and solid cores with liquid coatings which may have adverse health impacts to human populations exposed to high concentrations of particles.

Pedestrian-Friendly Development. Features of the built environment that encourage pedestrian activity and improve pedestrian mobility. Examples include wide sidewalks, walkable connections to local destinations, and interactive building facades along sidewalks through strategic placement of windows and doors.

Pilot Urbanism. The use of short-term, small-scale projects to evaluate potential long-term changes to public spaces and urban areas, without major investments.

Protected Ridge Zones. Areas within 150 horizontal feet in both directions from the lowest elevation of the ridgelines, or 50 feet vertically, whichever is more restrictive, as mapped on Figure LU-3.

Recreation, Active: A type of recreation or activity that requires the use of organized play areas including, but not limited to, softball, baseball, football and soccer fields, tennis and basketball courts, and various forms of children's play equipment.

Recreation, Passive: Passive recreation refers to outdoor recreational activities that require minimal development or disturbance of natural landscapes and infrastructure. Unlike active recreation, which typically involves constructed facilities such as sports fields, playgrounds, or paved courts, passive recreation emphasizes low-impact interaction with the natural environment. These activities often depend on existing natural features and are designed to maintain the ecological health and integrity of a site. Examples may include, but are not limited to, the following activities:

- Hiking and walking
- Bird watching
- Wildlife observation and photography
- Nature study
- Horseback riding on designated trails
- Picnicking
- Fishing
- Swimming in natural water bodies
- Climbing (e.g., bouldering, scrambling)
- Bicycling on designated trails
- Running and jogging

Regional Housing Needs Allocation (RHNA). The number of housing units a local government must plan for during an eight-year housing element cycle. The allocation is made through a process that is prescribed by State law.

Reserve Areas. Areas shown in Figure LU-2 intended for potential future increases in residential density and development incentives. These areas are held in reserve to accommodate anticipated housing needs over time, allowing growth to occur in a planned and orderly manner while ensuring that infrastructure, services, and the visual design of the community are maintained.

Resilience. Resilience is the ability of people and their communities to anticipate, accommodate, and positively adapt to or thrive amidst changing climate conditions and

hazard events. Resilient communities enjoy a high quality of life, reliable systems, and economic vitality, and they conserve resources for present and future generations.

Resilience hub. A resilience hub is a community-serving facility, often a library, school or recreation center, that supports residents and local government operations before, during, and after emergencies and power outages. The hub is equipped with clean water, medical supplies, communication resources, and backup power (often from a microgrid) to operate independently of the grid. The backup power often combines a solar energy system, battery storage, and electric vehicle charging, which operate outside of emergencies to provide renewable energy and reduce greenhouse gas emissions. A resilience hub also provides a site for gathering, sharing information, and accessing resources. During emergencies, indoor space provides cooling, heating, relief from wildfire smoke, Wi-Fi access, and device charging.

Ridgelines. Those specific ridges delineated by Figure LU-3.

Riparian Corridor. An area of vegetation and habitat along a creek, river, or stream that provides flood protection, water filtration, and wildlife habitat.

Rip Rap. Large stones or concrete blocks placed along shorelines or slopes to prevent erosion from water flow.

Sensitive Receptors. A location where human populations, especially children, seniors, and sick persons, are present and where there is a reasonable expectation of continuous human exposure to pollutants. Examples of sensitive receptors include residences, hospitals, and schools.

Sir Francis Drake Boulevard (North): The segment of Sir Francis Drake Boulevard in San Anselmo that is located north of the Hub.

Sir Francis Drake Boulevard (South): The segment of Sir Francis Drake Boulevard in San Anselmo that is located south of the Hub.

Special-Status Species. Plants and animals that, because of their recognized rarity or vulnerability to various causes of habitat loss or population decline, are recognized by federal, state, or other agencies.

Stewardship. Active and responsible management, care, and protection of open spaces through a long-term commitment to restoring, preserving, and enhancing ecological health and biodiversity.

Stormwater Capture: The process of collecting and managing rainwater or runoff from storms before it flows into storm drains, rivers, or oceans to minimize flooding, water pollution, and erosion.

Stormwater Management. The practice of controlling and treating rainwater runoff to prevent flooding and water pollution.

Sustainable landscaping. The practice of designing, creating, and maintaining landscapes in an environmentally friendly and climate-appropriate manner for long-term resilience. This approach may include the use of native or drought-tolerant plants, permeable surfaces, electric or manual gardening tools, composting, soil enrichment, and other techniques that promote resource efficiency and ecological health.

The Hub. The roadway intersection in San Anselmo where Sir Francis Drake Boulevard, Red Hill Avenue, Greenfield Avenue, and Center Boulevard intersect.

Third Space. A place distinct from home and work where people gather to socialize, connect, and build community. Examples include parks, plazas, cafés, libraries, community centers, farmers markets, cultural venues, performance spaces, co-working lounges, and other accessible public or semi-public gathering spaces. Third spaces foster interaction, creativity, and inclusion, helping to strengthen neighborhood identity, support local businesses, and enhance overall quality of life.

Tiny forest. A tiny forest is a small, dense, fast-growing woodland, typically planted in an urban area and in a plot about the size of a tennis court. Tiny forests are densely planted with native trees and shrubs and are designed to mimic the natural structure of a woodland. They provide a variety of benefits, including wildlife habitat and carbon sequestration.

Tribal Cultural Resource. Sites, features, places, cultural landscapes, sacred places, and objects with cultural value to a California Native American tribe or determined by a lead agency as established by Public Resources Code Section 21074.

Universal Design. The design of environments and structures to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.

Urban heat island effect. An urban heat island effect occurs when a city experiences much warmer temperatures than nearby rural areas. A major cause of the heat island effect is the use of concrete, asphalt, and other materials that absorb heat. Other causes are the reduction of trees and vegetation, and waste heat generated by energy usage in buildings and vehicles.

Vulnerable populations. Vulnerable populations include, but are not limited to, people with disabilities and limited mobility; children and seniors; people with existing health conditions that may be exacerbated by heat, smoke, and utility disruptions; and people with limited English proficiency.

Waste diversion. Waste diversion is the process of diverting waste from landfills through activities such as source reduction, reuse, recovery, recycling, composting, and energy production.

Watershed. A land area that drains water into a body of water, such as a stream, river, bay, or ocean.

Wildland-Urban Interface (WUI). The geographical area where structures and other human development meets or intermingles with wildland and vegetative fuels, as identified by CAL FIRE and the Ross Valley Fire Department.

Xeriscape. Landscaping designed to reduce or eliminate the need for irrigation by using drought-tolerant plants and efficient design.

General Plan Update Community Engagement

The following provides a summary of the community engagement efforts conducted as part of the General Plan Update project. The input generated from these events informed existing conditions analysis and established the community's vision for the future. The draft land use map and policy framework are directly informed by the feedback received at these events.

- **General Plan Advisory Committee (GPAC) Meetings:** Met ten times from August 2024 through September 2025 to discuss various topics including visioning, climate change, hillside land uses, circulation, and more. The GPAC is scheduled to meet two more times during the General Plan Update process. Meeting minutes can be found online here.
- **Stakeholder Meetings**: Held with families, churches, private schools, and special districts (including school districts) in June 2024. Meeting summaries are available online.
- **Economic Development Stakeholder Meetings**: Conducted 10 one-on-one interviews with economic development stakeholders in the community. Stakeholders included local business owners, commercial property owners, Chamber of Commerce representatives, and more. The 2024 Economic Development Analysis summarizes these meetings.
- **Pop-Up Events**: Hosted pop-up tables to collect feedback on key town issues at local community events, including:
    - Live on the Avenue events (Summer and Fall 2024)
    - Imagination Park (December 11, 2024)
    - Softball Opening Day (March 8, 2025)
    - Earth Day Fair (April 19, 2025)

  These events focused on long-range planning topics such as open space, recreation, economic development, and climate resilience.
- **Board, Committee, and Commission Meetings**: Attended over 18 meetings from June 2024 to July 2025 with various boards, committees, and commissions to collect targeted input on climate change, equity, transportation, open space, and economic development.
- **Workshops**: Hosted three public workshops from October 2024 to February 2025, focusing on climate change, economic development, and circulation and noise. Workshop summaries are posted online here.
- **Open House:** Held an open house on April 2, 2025, to discuss and solicit input on community programming, parks, and open spaces. A summary of the open house is posted online here.

- **General Plan Notice of Preparation of Draft Program Environmental Impact Report:** Hosted a Notice of Preparation (NOP) scoping meeting on November 13, 2025, in accordance with State CEQA Guidelines Section 15082. The purpose of the meeting was to advise agencies and the public, and to solicit comments and suggestions on the scope and content of the Environmental Impact Report for the proposed project.

- **Online Surveys**: Conducted five online surveys, summarized online, on the topics of:
    - Long-term community vision (Summer 2024)
    - Climate change (Fall 2024)
    - Economic development (Winter 2024-2025)
    - Circulation and noise (Winter 2025)
    - Community Programming, Parks, Open Space, and Conservation (Spring 2025)

TOWN OF SAN ANSELMO

GENERAL PLAN UPDATE

Goals, Policies, and Actions Review
December 9, 2025

AGENDA

1. Review Draft Goals, Policies, and Actions for:
   - Economic Vitality Element
   - Circulation Element
   - Parks, Recreation, and Public Facilities Element
   - Noise Element



PURPOSE

1. Provide feedback on the draft Goals, Policies, and Actions:
   - Are there areas where additional refinement is needed?
   - Are their important community issues that remain unaddressed?
   - Are there policies or actions that seem unrealistic or unachievable?

GENERAL PLAN UPDATE PROCESS

We are here

PHASE 1: SETTING PRIORITIES

Vision Statement/ Guiding Principles

PHASE 2: GATHER INFORMATION

Background Reports

PHASE 3: ALTERNATIVES & DRAFT GOALS

Draft Goals, Policies, and Actions

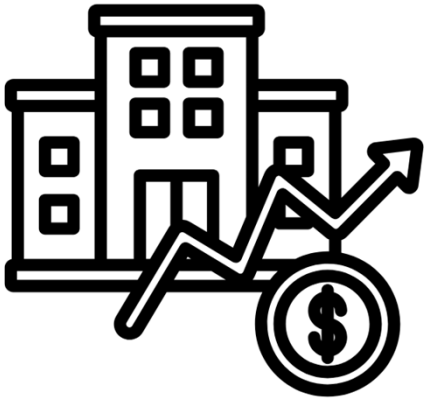
PHASE 4: DRAFT THE GENERAL PLAN AND EIR

DRAFT GENERAL PLAN

DRAFT EIR

SUMMER 2024 | SPRING 2025 | SUMMER 2025 | WINTER 2025

ADOPT GENERAL PLAN Fall 2026



ECONOMIC VITALITY ELEMENT

Icon from the nounproject.com

SAN ANSELMO GENERAL PLAN 2045

ECONOMIC VITALITY ELEMENT

Key Policies and Actions:

- Collaborate with local businesses and Economic Development Committee (EV-A.1.d&e)
- Minimize vacancies (EV-B.2)
- Continue special events (EV-C.2)
- Continue and evolve Town-led marketing efforts (EV-D.1)
- Preserve downtown's "Main Street" charm (EV-E.1)



* Placemaking policies and actions are located in the Land Use and Community Design Element.

ECONOMIC VITALITY ELEMENT

Future-Forward Strategic Directions:

- Strengthen local economy through Downtown and corridor revitalization and street-oriented activity
- Promote resilience of small businesses amid economic shifts

Future-Forward Policies and Actions:

- Community-focused investments along corridors and Downtown (EV-B.1)
- Third-space activation program (EV-B.3.a)



ECONOMIC VITALITY ELEMENT

Future-Forward Policies and Actions:

- Evolve downtown regulations (EV-E.1.c)
- Encourage pop-up tenancies (EV-B.2.c)
- Creative solutions for vacant spaces (EV-B.2.b &.c)
- Monitor vacancy data (EV-B.2.d)
- Analyze economic data (EV-C.3.a)
- Maintain a business inventory (EV-C.3.b)



ECONOMIC VITALITY ELEMENT

Actions that entail significant staff time or expenditures:

- Pursue grants, partnerships, and financing tools to support economic vitality initiatives and businesses. (EV-A.2.a and EV-A.2.b)
- Develop incentives for property owners to pursue façade improvements for aging buildings, lease long-vacant spaces, and invest in revitalization projects. (EV-B.2.f and EV-C.1.a)

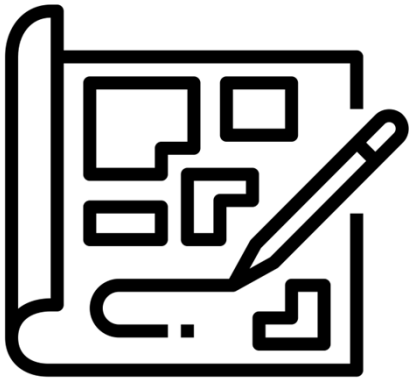


ECONOMIC VITALITY ELEMENT

Actions that entail significant staff time or expenditures:

- Maintain an inventory of businesses in town and track evolving community needs. (EV-C.3.b)
- Support flood mitigation efforts downtown. (EV-E.1.e)





CIRCULATION ELEMENT

SAN ANSELMO GENERAL PLAN 2045

CIRCULATION ELEMENT

Organization:

- Multi-modal Transportation Network
- Roadway Network
- Transit, Pedestrian, and Bicycle Network
- Parking



CIRCULATION ELEMENT

Future-Forward Strategic Directions:

- SFD/Red Hill corridor safety enhancements and congestion management
- Anticipate technological changes like self-driving vehicles and AI transportation management systems
- Enhance everyday mobility, including e-bikes and micro-mobility networks connecting schools, parks and downtown
- Adapt corridors to higher pedestrian and bicycle demand



CIRCULATION ELEMENT

Future-Forward Policies and Actions:

- Provide multimodal complete streets (C-A.1 and C-A.1.a)
- Monitor traffic circulation conditions (C-B.3.a)
- Explore emerging transportation technologies (C-A.5 and C-A.5.a)
- Provide safe walking environment linking residences to schools, recreation and shopping (C-C.2)
- Expand the bicycle network connecting residences to schools, recreation and shopping (C-C.3 and C-C.3.a)



CIRCULATION ELEMENT

Actions that entail significant staff time or expenditures:

- Develop designs and secure funding for near-term improvements to the Hub as identified in The Hub Transportation Study including traffic, transit, pedestrian and bicycle enhancements.(C-B.2.b)
- Improve Sir Francis Drake Blvd., Center Blvd. and Red Hill Ave. By investing in transportation infrastructure to improve safety and accessibility while maintaining adequate circulation for regional through traffic. (C-B.2.b)



CIRCULATION ELEMENT

Actions that entail significant staff time or expenditures:

- Develop Public Improvement Engineering Standards for off-site infrastructure improvements by new development projects. (C-A.1.c)
- Develop a program to prioritize funding for construction and maintenance of new and existing pedestrian and bicycle facilities. (C-C.1.a)



CIRCULATION ELEMENT

Actions that entail significant staff time or expenditures:

- Update the Town's Bicycle and Pedestrian Master Plan to reflect planned pedestrian-oriented improvements along:
  - Sir Francis Drake Blvd
  - San Anselmo Ave
  - Red Hill Ave
  - Greenfield Ave (C-C.1.b)
- Regularly conduct parking needs assessments in commercial hubs. (C-D.1.a)





PARKS, RECREATION, and PUBLIC FACILITIES ELEMENT

SAN ANSELMO GENERAL PLAN 2045

PARKS, RECREATION AND PUBLIC FACILITIES ELEMENT

Organization:

- Park and Recreation Facilities
- Recreation Programs
- Public Facilities and Infrastructure
- Library Services



PARKS, RECREATION AND PUBLIC FACILITIES ELEMENT

Key Policies and Actions:

- Evaluate establishing a parkland dedication impact fee for new development. (PR-A.1.e)
- Provide accessible, sustainable recreation programs that serve diverse community needs. (PR-B.1)
- Maintain a systematic approach to Town facility and infrastructure maintenance and replacement. (PR-C.1 and PR-C.6)



PARKS, RECREATION AND PUBLIC FACILITIES ELEMENT

Future-Forward Strategic Directions:

- Improve pedestrian and bicycle access to parks, recreation, and community services (*addressed in Circulation Element*)
- Evaluate and upgrade vulnerable utilities
- Implement incremental green infrastructure (*addressed in Sustainability/Climate Change/Resilience Element*)



PARKS, RECREATION AND PUBLIC FACILITIES ELEMENT

Future-Forward Policies and Actions:

- Conduct recreational facilities needs assessments every 5 years (PR-A.1.a)
- Incorporate sustainable design and operations into public facilities and infrastructure (PR-C.2)
- Monitor and improve storm drainage system to respond to climate-related changes (PR-C.7)
- Improve safety and resilience of the power grid (PR-C.9)
- Upgrade energy systems for critical public facilities (PR-C.9.a)



PARKS, RECREATION AND PUBLIC FACILITIES ELEMENT

Actions that entail significant staff time or expenditures:

- Conduct recreation facility needs assessments every 5 years. (PR-A.1.a)
- Prepare or update master plans for:
  - Robson-Harrington House and Park
  - Sorich Park
  - Isabel Cook Community Center (PR-A.1.b)
- Implement planned improvements at:
  - Creek Park
  - Memorial Park (PR-A.1.b and PR-A.1.c)



PARKS, RECREATION AND PUBLIC FACILITIES ELEMENT

Actions that entail significant staff time or expenditures:

- Create additional pocket parks (PR-A.1.d)
- Explore ways to increase financial support for:
  - Equitable access to recreation programs (PR-B.4.b)
  - Future library space & program needs (PR-D.2.b)
- Pursue becoming an age-friendly community by implementing the San Anselmo Age and Disability Action Plan. (PR-B.5.b)



PARKS, RECREATION AND PUBLIC FACILITIES ELEMENT

Actions that entail significant staff time or expenditures:

- Develop an Asset Management Program to identify needed facility and infrastructure needs, costs, and replacement timing. (PR-C.1.b)





NOISE ELEMENT

SAN ANSELMO GENERAL PLAN 2045

NOISE ELEMENT

Actions that entail significant staff time or expenditures:

- Update the Town's Noise Ordinance. (N-A.1.c)
- Explore regulations limiting noise from landscape equipment. (N-A.1.d)
- Establish objective noise standards for new development. (N-A.3.a)
- Require permit applicants to provide advance notice of construction to nearby residents and businesses. (N-A.4.c)



STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.5

MEETING DATE: December 9, 2025

AGENDA TITLE: Consider Appointing One Member to the Infrastructure & Fiscal Monitoring Committee, Planning Commission and Tax Equity Board

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For the Town Council to consider appointing:
One (1) member to the Infrastructure & Fiscal Monitoring Committee
One (1) member to Planning Commission
One (1) member to the Tax Equity Board

BACKGROUND & DISCUSSION

Infrastructure & Fiscal Monitoring Committee

The Infrastructure & Fiscal Monitoring Committee (IFMC) ensures the Town's finances are open and transparent and to engage residents in the process of allocating the Town's limited financial resources. The Committee reviews and reports on the use of the general purpose revenues generated by local tax measures, reviews the Town's capital improvement plan and current budget, identifies the Town's primary unmet needs, and makes recommendations to the Town Council regarding how best to accomplish and fund the Town's priority needs.

The IFMC has a membership of seven voting members serving three-year terms.

Currently there is one vacancy. The Committee is composed of the following members with their respective expiring terms:

Name	***Term***	***Term Expiration***
Erik Selvig	Current	March 2026
Marie Henrio	Current	March 2026
Stanley Radtke	Current	March 2026
Viktoriya Wise	Current	March 2028

Richard Berkson	Current	March 2028
Bob Marcucci	Current	March 2028
Vacancy		

There is one (1) seat available.

The Council interviewed Russell Miller earlier today (application is attached).

The Council may consider making one (1) appointment to the IFMC or direct staff to continue recruitment and schedule interviews at a future date.

Planning Commission

The Planning Commission is an active committee established in 1938. Its primary role is to consider how land use decisions affect the Town. In this role, the Commission has review and approval authority for design review, use permits, variances, zoning changes and planned developments. The Commission makes recommendations to the Town Council regarding plan and ordinance updates.

The Planning Commission has a membership of seven seats appointed by the Town Council to serve four-year terms.

Currently there is one vacancy. The Committee is composed of the following members with their respective expiring terms:

Name	***Term***	***Term Expiration***
Peter Thomas Strauss	Current	August 2026
Kim Pipkin	Current	August 2026
Jennifer Asselstine	Current	September 2029
Elizabeth Thomas	Current	September 2029
Tim Heiman	Current	September 2029
Jake Shemano	Current	September 2029
Vacant		

There is one (1) seat available.

The Council may consider making (1) appointment to the Planning Commission from the following list of applicants:

List of applicants:

Tara Ticknor- interviewed on September 9, 2025 (Application is attached)
Paul Corning- interviewed on September 9, 2025 (Application is attached)
Russell Miller- interviewed earlier today (Application is attached)

Or direct staff to continue recruitment and schedule interviews at a future meeting.

Tax Equity Board

The Tax Equity Board is charged with hearing applications for tax rebate from San Anselmo property owners claiming inability to pay the town's Municipal Services Tax, Pension Override Tax and Library Parcel Tax.

The Tax Equity Board has a membership of three seats appointed by the Town Council to serve three-year terms.

Currently there is one term expired. The Committee is composed of the following members with their respective expiring terms:

Name	***Term***	***Term Expiration***
Edie Heller	**Expired**	September 1, 2025
Tom Verkozen	Current	June 2027
Richard Berkson	Current	July 2027

There is one (1) seat available.

The Council may consider making (1) appointment to the Tax Equity Board from the below list of applicants.

List of applicants:

Edie Heller- Incumbent and interviewed earlier today (Application is attached)
Russell Miller- Interviewed earlier today (Application is attached)

Or direct staff to continue recruiting and schedule interviews at a future meeting.

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment 1- Russell Miller- IFMC- Application no Resume

Attachment 2- Tara Ticknor- Interviewed September 9, 2025, Planning Commission- Application w/Resume
Attachment 3- Paul Corning- Interviewed September 9, 2025, Planning Commission- Application w/Resume
Attachment 4- Russell Miller- Planning Commission- Application no Resume

Attachment 5- Edie Heller- Tax Equity Board- Application no Resume
Attachment 6- Russell Miller- Tax Equity Board- Application no Resume

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

Profile

Russell
First Name

A
Middle Initial

Miller
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Bond/Tax Attorney

Employer's Address

Which Boards would you like to apply for?

Infrastructure and Fiscal Monitoring Committee: Submitted

Number of years as resident of San Anselmo?

6

Number of years as a resident in Marin?

60+

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

John Fernsell, 802-384-5441 John Gray, 775-771-6019 Gabe Turner, 510-847-1430

Education Level Achieved *

- [x] College/University Degree
- [x] Master's Degree

Interests & Experiences

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

○ Yes ◉ No

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

I have served as bond (legal) counsel to various state and local governments and nonprofit organizations for 40+ years.

Reasons for this appointment:

As a resident I am very interested in the future of the Town of San Anselmo, including design review, zoning and development.

What are your qualifications for this appointment?

I have a significant background in finance, capital projects and bond financing on behalf of governmental and nonprofit entities. I am a life-long resident of Marin, and my family's business has been in Marin for almost 100 years.

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

Well thought-out and coordinated approach to Town projects and the ability to pay for such (e.g., downtown parking, town parks, flood control, new infrastructure, facility upgrades, and safe routes to schools).

LinkedIn Profile

https://www.linkedin.com/in/russell-miller-2a067a89/

Upload a Resume

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

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

Russell A. Miller

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

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

Profile

Tara (First Name) | M (Middle Initial) | Ticknor (Last Name)

Email Address

Home Address | Suite or Apt

City | State | Postal Code

Primary Phone | Alternate Phone

Occupation

Structural Engineer

Employer's Address

Which Boards would you like to apply for?

Planning Commission: Submitted

Number of years as resident of San Anselmo?

18

Number of years as a resident in Marin?

20

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

John Merten 415-721-0905 Scott Henderson (415) 521-0564 Kirsten Barre (415) 794-9001

Education Level Achieved *

- [x] College/University Degree

Interests & Experiences

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

N/a

Reasons for this appointment:

Extensive and valuable experience in the construction industry

What are your qualifications for this appointment?

I have worked in the field of structural engineering for 25 years. I have worked on residential, commercial, and public projects. I am very familiar with the construction industry and how building and design impact communities. I have worked on projects in seismic and flood and WUI zones and am familiar with requirements of these projects.

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

Housing quantity and affordability and flooding of our downtown areas

LinkedIn Profile

https://www.linkedin.com/in/taraticknor?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app

Upload a Resume

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

Please Agree with the Following Statement

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☑ I Agree

E-Signature:

Tara Ticknor

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

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

Profile

Paul
First Name

Middle Initial

Corning
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Retired

Employer's Address

Which Boards would you like to apply for?

Planning Commission: Submitted

Number of years as resident of San Anselmo?

3.5

Number of years as a resident in Marin?

7

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

Bon Pipkin - (415) 246-6528 Ben Burtt - (415) 456-0591 Kathryn Acevedo - (415) 450-1204

Education Level Achieved *

☑ Master's Degree

Interests & Experiences

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

I served on the board of the Pacific Heights Residents Association in San Francisco, which included mediation disputes between neighbors over permit applications.

Reasons for this appointment:

I am looking for a way to serve the Town, and have always been interested in real estate, construction projects and planning decisions.

What are your qualifications for this appointment?

I listen and analyze well, and communicate clearly. I can read architectural plans, zoning and planning documents, and building codes. I have mediated disputes between neighbors over proposed construction projects. I have experience with rules and conduct requirements of public meetings. And I have made a commitment to live in San Anselmo.

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

The main challenges seem to be supporting development of housing for income-diverse residents, and achieving Housing Element-related objectives, while conforming to the General Plan. and preserving both San Anselmo's essential character and its economic vitality.

LinkedIn Profile

Resume_Paul_Corning_2025.pdf

Upload a Resume

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

Please Agree with the Following Statement

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☑ I Agree

E-Signature:

Paul Corning

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

Paul Corning

Clear Academy LLC – Cheyenne, WY (2013-2017)

Principal, Founder – Co-founded startup to develop mobile applications

- Developed Clear English app to help English language learners improve their pronunciation.

BMP Holdings LLC – San Francisco, CA (2007-2010)

CEO, Co-Founder – Co-founded startup to develop social editing technology.

- Developed Daily Paws, a consumer web site to support research in novel collaborative filtering techniques.

Springcreek Advisors LLC – Corte Madera, CA (2003 – 2009)

Director – Joined to help transform a small investment advisory firm.

- Served as acting co-CEO, hired investment advisory and legal teams, recruited permanent CEO.

OpenDesign, Inc. – South San Francisco, CA (2000 – 2001)

Director of Product Management – Experimental peer-to-peer networking startup.

NetSanity, Inc. – Redwood City, CA (1999 – 2000)

Director of Mobile Products – Internet applications for mobile phones.

Diamond Multimedia Systems, Inc. – San Jose, CA (1995 – 1999)

Country Manager (1997 – 1999) – Managed Australia and New Zealand business for a leading manufacturer of personal computer peripheral hardware.

- Incorporated company in Australia, ran sales, marketing and advertising.

Product Line Manager (1997 – 1997)

- Defined and launched consumer hardware/software products..

Fakespace, Inc. – Menlo Park, CA (1993-1994)

Sales and Marketing Manager – Managed sales, wrote business plan for a VR display manufacturer.

SRI International – Menlo Park, CA (1988 – 1993)

Consultant to SRI – Worked for Sciences Division of a non-profit research institute.

- Worked with 3 research teams to win development projects, wrote org plan for $90 million business unit.

Education: **University of California at Berkeley** – Berkeley, CA (*M.B.A.*)
Wesleyan University – Middletown, CT (*B.A.* – *Philosophy*)

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

Profile

Russell
First Name

A
Middle Initial

Miller
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Bond/Tax Attorney

Employer's Address

Which Boards would you like to apply for?

Planning Commission: Submitted

Number of years as resident of San Anselmo?

6

Number of years as a resident in Marin?

60+

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

John Fernsell, 802-384-5441 John Gray, 775-771-6019 Gabe Turner, 510-847-1430

Education Level Achieved *

- [x] College/University Degree
- [x] Master's Degree

Interests & Experiences

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

○ Yes ◉ No

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

I have served as bond (legal) counsel to various state and local governments and nonprofit organizations for 40+ years.

Reasons for this appointment:

As a resident I am very interested in the future of the Town of San Anselmo, including design review, zoning and development.

What are your qualifications for this appointment?

I have a significant background in finance, capital projects and bond financing on behalf of governmental and nonprofit entities. I am a life-long resident of Marin, and my family's business has been in Marin for almost 100 years.

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

Well thought-out and coordinated approach to Town projects and the ability to pay for such (e.g., downtown parking, town parks, flood control, new infrastructure, facility upgrades, and safe routes to schools).

LinkedIn Profile

https://www.linkedin.com/in/russell-miller-2a067a89/

Upload a Resume

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☑ I Agree

E-Signature:

Russell A. Miller

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

Profile

Edie
First Name

Middle Initial

Heller
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

CPA

Employer's Address

Which Boards would you like to apply for?

Tax Equity Board: Submitted

Number of years as resident of San Anselmo?

50

Number of years as a resident in Marin?

53

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

Judy Hebert (415) 454-4367 David Lusterman (415) 845-3485 Suellen Lamorte (415) 987-7832

Education Level Achieved *

- [x] Master's Degree

Interests & Experiences

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

Have been on this board for the past few years

Reasons for this appointment:

My current appointment is ending soon

What are your qualifications for this appointment?

Prior board member, CPA, SA resident

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

Providing financial relief to those in need and helping them stay in their SA homes

LinkedIn Profile

Upload a Resume

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☑ I Agree

E-Signature:

Edie Heller

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

Profile

Russell
First Name

A
Middle Initial

Miller
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Bond/Tax Attorney

Employer's Address

Which Boards would you like to apply for?

Tax Equity Board: Submitted

Number of years as resident of San Anselmo?

6

Number of years as a resident in Marin?

60+

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

John Fernsell, 802-384-5441 John Gray, 775-771-6019 Gabe Turner, 510-847-1430

Education Level Achieved *

- [x] College/University Degree
- [x] Master's Degree

Interests & Experiences

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

◉ Yes ○ No

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◉ Yes ○ No

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

◉ Yes ○ No

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○ Yes ◉ No

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

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LinkedIn Profile

https://www.linkedin.com/in/russell-miller-2a067a89/

Upload a Resume

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☑ I Agree

E-Signature:

Russell A. Miller

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