TOWN OF
SAN ANSELMO
EST. 1907

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

Town Council

Agenda

Tuesday, June 24, 2025 **6:10 PM**

Meeting held In-Person and via Zoom:

https://us02web.zoom.us/j/87236513956

Or Telephone: +1 669 900 6833 | Webinar ID: 872 3651 3956

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

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

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

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

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

1. I. Interviews for the Board of Review and the Bicycle & Pedestrian Advisory Committee - 6:10 PM

1A. 6 Interviews by Time, Attachment No. and Applicant Name (10 Minutes Each)
Staff Report (DOC)
6:10 PM Attachment 2- Bonnie Barnish- Board of Review Application w/Resume (PDF)
6:20 PM Attachment 3- Sandra Becker- Bicycle & Pedestrian Advisory Committee Application w/Resume (PDF)
6:30 PM Attachment 4- Walter Meservey- Bicycle & Pedestrian Advisory Committee

Application w/Resume (PDF)
6:40 PM Attachment 5- Bridget Clark- Bicycle & Pedestrian Advisory Committee Application no Resume (PDF)
6:50 PM Attachment 6- Nick Pappas- Bicycle & Pedestrian Advisory Committee Application w/Resume (PDF)

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. 7:00 PM

Open time for public expression.

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

Council requests for future agenda items.

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

Special Presentations

Introduction of Jamie Bristow, Recreation Supervisor
Introduction of Mimi Fee, Parks and Recreation Administrative Assistant
Introduction of Eric Robbe, Building Official

1. Consent Agenda:

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

1.1 Approval of the Draft Minutes of the Regular Meeting of Tuesday, June 10, 2025
Staff Report (DOC)
Attachment 1- Draft Minutes of the Regular Meeting of June 10, 2024

1.2 Receive and File the Financial Report on Recreation Fund ending May 31, 2025
Staff Report (PDF)
Attachment 1 - May 2025 Budget Report (PDF)
Attachment 2 - May 2025 Capital Outlay (PDF)

1.3 Receive and File Revenue and Expenditure Reports, May 2025
Staff Report (DOCX)
Attachment 1 Budget Comparison Report by Subcategory, May 2025 (PDF)
Attachment 2 Budget Comparison Report by Department, May 2025 (PDF)

1.4 Approval of Resolution Revising a Statement of Investment Policy for Fiscal Year 2025-2026

Staff Report (DOCX)
Attachment 1 2025-2026 Investment Policy Resolution (DOCX)
Attachment 2 2025-2026 Statement of Investment Policy (DOCX)

1.5 Receive Final Progress Report for FY2023-25 Work Plan Priorities
Staff Report (DOC)
Attachment 1 - Work Plan Priorities by Department (DOC)
Attachment 2 - Work Plan Priorities by Category (XLS)
Attachment 3 - FINAL Work Plan Progress Report FY2023-25 (DOC)

1.6 Adopt Resolution Approving the 2025-2026 Budget and Workplan
Staff Report (DOCX)
Attachment 1 25-26 Resolution for Budget Adoption (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 Discussion and Consideration of Memorandum of Understanding Proposal with the Service Employees International Union, Local 1021 (SEIU) for the period of July 1, 2025, to June 30, 2028.
Staff Report (DOCX)
Attachment 1 SEIU Final Tentative Agreement (PDF)

2.2 Receive and File an Update on San Anselmo Flood Risk Reduction Project. Receiving an update on the status of the SAFRR project's application is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).
Staff Report (DOC)
Public Comment- Greenmyer (PDF)
Public Comment- McClung (PDF)
Public Comment- Crane (PDF)
Public Comment- Ablay (PDF)

Public Hearing:

In general, the following procedural order applies to public hearing items:
•Staff Presentation
•Town Council Questions
•PUBLIC COMMENT – limited to 3 minutes/person
•Town Council discussion/action

2.3 Public Hearing for 2nd Reading and Adoption of an Ordinance Adding Chapter 2 to Title 19 of the San Anselmo Municipal Code (SAMC) to prohibit individuals under 16 years of age from operating a Class 2 e-bike as defined in California Vehicle Code Section Section 312.5,

and require any person operating a Class 2 e-bike in the Town of San Anselmo to wear a helmet.
Staff Report (DOC)
Attachment 1 - DRAFT Ordinance (DOC)

Council Business Items:

2.4
Approve Memorandum of Understanding (MOU) and Donation Agreement for the Sequoia Park Safe Routes to School Project Areas #1 and #3; authorize the Town Manager to Negotiate and Execute an Agreement with Parametrix for the Design of Project Areas #1 and #3; and Find these Actions Exempt from the California Environmental Quality Act (14 Cal. Code Regs. § 15301)

Staff Report (PDF)
Attachment 1- Project map of all 5 areas (PDF)
Attachment 2- MOU Agreement (PDF)
Attachment 3- Donation Agreement (PDF)
Public Comment- WTB-TAM (PDF)

2.5 Authorize a Professional Services Agreement with Lotus Consulting for a Capital Campaign Feasibility Study and Plan. The Council's discussion and approval of this agreement is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).
Staff Report (DOC)
Attachment 1- Professional Services Agreement (PDF)

2.6 Consider Making Appointments to the Board of Review and Bicycle & Pedestrian Advisory Committee. 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 2- Sandra Becker- BPAC- Application w/Resume (PDF)
Attachment 1- Bonnie Barnish- Board of Review- Application w/Resume (PDF)
Attachment 3- Walter Meservey- BPAC- Application w/Resume (PDF)
Attachment 4- Bridget Clark- BPAC- Application no Resume (PDF)
Attachment 5- Nick Pappas- BPAC- Application w/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 July 22 2025.

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

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

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

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

STAFF REPORT

TOWN OF SAN ANSELMO Item #: Interviews

MEETING DATE: June 24, 2025

AGENDA TITLE: Conducting One Interview for the Board of Review and Four Interviews for the Bicycle & Pedestrian Advisory Committee

FROM: Administration, Serge Avila, Town Clerk

RECOMMENDATION

Staff recommends that the Town Council conduct one (1) interview for the Board of Review and four (4) interviews for the Bicycle & Pedestrian Advisory Committee.

Below are five (5) applicants scheduled to be interviewed by the Town Council.

Interview Time	Name	Board, Committee or Commission
6:10 PM	Bonnie Barnish	Board of Review
6:20 PM	Sandra Becker	Bicycle & Pedestrian Advisory Committee
6:30 PM	Walter Meservey	Bicycle & Pedestrian Advisory Committee
6:40 PM	Bridget Clark	Bicycle & Pedestrian Advisory Committee
6:50 PM	Nicholas Pappas	Bicycle & Pedestrian Advisory Committee

The Council will have the opportunity to make an appointment to the Board of Review and the Bicycle & Pedestrian Advisory Committee later today.

FISCAL IMPACT

None.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Conducting interviews is not defined as a project under CEQA (Section 15378 CEQA Guidelines).

ATTACHMENTS

Attachment 1- Bonnie Barnish- Board of Review- Application w/Resume
Attachment 2- Sandra Becker- Bicycle & Pedestrian Advisory Committee- Application w/Resume
Attachment 3- Walter Meservey- Bicycle & Pedestrian Advisory Committee- Application w/Resume
Attachment 4- Bridget Clark- Bicycle & Pedestrian Advisory Committee- Application no Resume
Attachment 5- Nicholas Pappas- Bicycle & Pedestrian Advisory Committee- Application w/Resume

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

Profile

Bonnie
First Name

Middle Initial

Barnish
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Retired federal employee

Employer's Address

Which Boards would you like to apply for?

Board of Review: Submitted

Number of years as resident of San Anselmo?

26

Number of years as a resident in Marin?

26

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

Christopher Martin Chloe Martin Karen Rosenquist

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 worked for over 20 years as an employee of the federal government, including serving as a manager for more than 15 years.

Reasons for this appointment:

I recently retired and am looking for opportunities to give back to my community. With my employment law and HR background, the Board of Review seems to be a great way for me to use my experience to help the town and its workforce.

What are your qualifications for this appointment?

As a manager with the federal government, I often participated in reviewing adverse actions against federal employees as part of my duties. For 10 years I taught leadership development programs, including labor and employee relations. Prior to that I worked as an employment attorney.

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

Ensuring fair and equitable processes are used in actions.

LinkedIn Profile

https://www.linkedin.com/in/bonnie-barnish-86a1bb7?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app

Copy_of_Bonnie_Barnish_DOL_SESCDP.docx

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:

Bonnie Barnish

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.

B o n n i e J. B a r n i s h

3139 18th St. N., Arlington, VA 22201 · (415)378-0758 · bonniebarnish@gmail

Experience

Office of Personnel Management (OPM), Workforce Policy and Innovation, Executive Services and Workforce Development

Washington DC, April 2024-March 2025

Supervisory HR Specialist, Talent, Learning and Development. (GS-0201-15). 40+ hours weekly.

- Direct seven employees charged with providing oversight to federal agencies on government-wide training and development policies and implementation. Ensure guidance meets the needs of the 2.2 million employee federal workforce.
- Act as lead contact for OPM with the Chief Learning Officers Council. Provide advice and counsel to the membership on best practices for training and development.
- Partner with federal agencies and external training consultants to develop products and programs that meet continuous learning needs for the federal workforce.
- Serve as the primary OPM contact with the White House and other Federal agencies and private sector organizations on leadership development.
- Lead research of private industry best practices and agency successes and barriers to develop ideas and solutions to assist agencies in developing solutions to human resource challenges surrounding learning and development.
- Prepared the first governmentwide Talent & Learning Survey in over 4 years within one month of onboarding into the position. Distilled relevant information from the survey and briefed the Chief Learning Officer Council on survey findings.
- Redesigned the President's Management Council's Interagency Rotation Program, creating the largest cohort in history with 99 employees participating across government.

U.S. Department of Labor, Wage and Hour Division (WHD)

San Francisco, CA Nov. 2005-March 2024

Director, Training and Education Division, Office of Performance and Communication, National Office (remotely based). (GS 14) Aug. 2016-present (except for time in details listed below). 40+ hours weekly.

- Directed seven employees (remotely based) charged with implementing agency-wide training programs to ensure 1400 employees have the skills needed to successfully perform their job duties, including oversight of over 50 on-site and virtual training courses annually.
- Designed, planned and facilitated over 10 agency-wide training webinars for over 1400 staff members annually.
- Regularly led cross-functional workgroups to update and improve training for the agency, including a complete redesign of all mission critical training curriculum.

B o n n i e J. B a r n i s h
3139 18th St. N., Arlington, VA 22201 · (415)378-0758 · bonniebarnish@gmail

Drafted workgroup plans for approval by senior leadership, including briefing memos and presentations.

- Oversaw an annual training budget between $500,000-2,000,000. Ensured all agency funds were spent within agency guidelines and OCFO conference requirements.
- Conducted a regular training needs assessment of all agency employees to determine skill gaps and develop new training programs in response. Ensured all WHD investigators, managers and technicians were skilled in conducting interviews, processing records and data, and applying legal and regulatory principles in their investigative work.
- Participated in agency accountability reviews of over 50 local offices to identify developmental obstacles, prepare reports and recommend plans to address skill gaps, and oversee corrective actions to improve office performance.
- Annually designed, planned, authored and executed training plans on new labor regulations and laws. Plans were prepared for review and approval by senior agency leadership.
- Designed and facilitated meetings of the agency Senior Executives and political leadership to identify strategic goals, obstacles to achieving those goals and plans to remove barriers and achieve results. Implemented use of OneNote to organize meetings and ensure accountability in decision-making.
- Developed and implemented an agency-wide shift to blended learning, modernizing classroom training into web-based classrooms and saving the agency hundreds of thousands of dollars annually.
- Since FY 16, successfully launched training on over 25 major regulatory developments, and 5 changes in acts enforced by the agency, including the Families First Coronavirus Response Act, which was implemented less than 30 days after the law was passed.
- Designed, planned and executed an agency-wide Career Development Program (CDP) in FY 17 to improve employee engagement and retention. Led a cross-functional team to determine agency needs. Consulted with other federal agencies to build program design based on best practices. Led monthly meeting with a Career Advisory Board that consisted of senior agency leadership to continually improve the program. Led and facilitated multiple CDP workshops during the FY focused on building leadership competencies. More than 50 staff members successfully graduated from the program, with over 80% achieving a promotion within one year of program completion.
- In FY 23, designed and planned the first in-person all-manager Leadership Conference for the agency since 2014. The conference served as a forum to re-align the agency's mission, vision and values. Over 280 managers attended the

conference, with participation from the DOL solicitor's office, the Acting Secretary's office and the Chief Diversity Officer.

- Designed, planned and launched the WHD Training Academy in FY 23. The academy is a training program that teaches investigative techniques to state and local labor agencies. Worked directly with state labor officials to design and pilot the program.

- Developed and executed an agency-wide equity training plan in FY 22 to infuse diversity, equity, inclusion and accessibility into the culture of the agency in accordance with executive orders.
- In FY 22, initiated an Equity Brain Trust to solicit agency needs from leadership and the field staff to build meaningful DEIA programs. Evaluated results from FY 22 programs and pivoted to an Equity Community of Practice that engaged all 1400 staff in practical discussions relevant to DEIA both in external agency work and internal staff engagement.
- Developed a network of DEIA experts across government to share best practices and training insights. Regularly attend OPM-sponsored DEIA events to better understand current trends and network with other federal agencies.
- Assisted DOL in evaluation of RISE training curriculum to build DEIA skills from US AID and received certification as instructor for course curriculum.

Acting Deputy Regional Administrator, Western Region (San Francisco). (GS 15) June-September 2022. 40+ hours weekly. Detail assignment.

- Supervised four District Office Directors (GS 14). Provided weekly guidance and coaching to District Directors on the development of FY 23 initiative plans and enforcement activities. Provided direction to managers and the Regional Solicitor on final resolution of significant cases, including 2 multi-million dollar investigations.
- Participated in the interviewing and hiring of the San Diego District Director.
- Planned the first in-person Regional Managers Meeting since the pandemic, improving employee engagement across District Offices.
- Oversaw the accountability review of the Seattle District Office to ensure compliance with agency policies and recommend course of action for improvement.
- Represented the agency at meetings with significant community based-organizations, including the Filipino Worker Center and the Fair Work Center.
- Oversaw end of FY budgetary spending for the Region.

Acting Senior Advisor, Office of Regional Enforcement and Support, National Office (remotely based). (GS 14) October 2020-August 2021. Detail assignment.

B o n n i e J. B a r n i s h

3139 18th St. N., Arlington, VA 22201 · (415)378-0758 · bonniebarnish@gmail

- Served as the lead Project Manager for a new electronic case file management system.
- Led the effort to develop a new policy for case collaboration across district offices to increase the impact of investigations in significant industries.
- Collaborated with SOL on modernization policy updates, including implementation of new procedures, use of e-signatures and digital settlement agreements.
- Regularly briefed senior executives on progress of the new system, identifying risks and providing solutions to ensure the project stayed on target.

Planning and Review Officer (PRO) and Training Coordinator, San Francisco Regional Office. (GS 13) February 2011-July 2016.

- Led implementation of the agency's strategic plan, including communicating goals and training all regional staff on annual objectives.
- Tracked progress of performance measures quarterly and adjusted strategies

  resulting in improvement in efficiency in investigations.
- Built coalitions with external stakeholders to increase awareness of agency mission.
- Selected to serve on a national workgroup to identify improvements to performance measures across the agency. Collaborated with other DOL agencies to better understand modern approaches and share best practices.
- Established an Innovation Council to address region-wide EVS results and provide an avenue for staff to provide their own solutions to identified areas of concern.

Education **Washington College of Law, American University**, Washington, D.C.
J.D., May 1997
James Madison University, Harrisonburg, VA
B.A. in History, Minor in Women's Studies, May 1994

Awards

Secretary's Worker Protection Awards
- Residential Health Care Initiative Team, 2013
- Phoenix Residential Construction Misclassification Team, 2015
- Western Region Garment Investigation Based Evaluation Team, 2017
- Career Development Program Team, 2018

Secretary's Innovation Award, 2021
- For transition of training materials into virtual environment in response to COVID-19 Pandemic

Secretary's Distinguished Customer Service Award
- Advanced Home Care Training, 2016

B o n n i e J. B a r n i s h

3139 18th St. N., Arlington, VA 22201 · (415)378-0758 · bonniebarnish@gmail

Secretary's Exceptional Achievement-Professional-Award

- Foreign Labor Certification Criminal Fraud Referrals Training Team, 2019
- Wise 1.0 Development and Launch Team, 2023

WHD Administrator's Impact Award, 2012
WHD Administrator's Coin Award, 2021

Activities

Regional Liaison, Friends of Frances Executive Board (affinity group), Sept. 2022-present

- Plan monthly (primarily virtual) DOL-wide events to promote the female workforce at DOL.

WHD Technician Pipeline Workgroup, Summer 2022-March 2024

- Team member on cross-functional workgroup that is re-evaluating the Technician position to determine how best to meet the agency needs. Successfully implemented providing credentials to all current and future Technicians.
-

Training

DOL Aspiring Executive Program Graduate-March 2024

Yale Executive Education Certificate-Foundations of Management Excellence, June 2021

Training Officers Consortium-Member since 2020

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.

Sandra
First Name

Middle Initial

Becker
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Nonprofit Consultant

Employer's Address

287 Butterfield Road San Anselmo, CA 94960

Which Boards would you like to apply for?

Bicycle and Pedestrian Committee: Submitted

Number of years as resident of San Anselmo?

14

Number of years as a resident in Marin?

35

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

Lynn Davison 415.526.2653 Kevin Fox 415.302.4977 Nancy Boughey 415.497-2340

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 served on the HEAC for San Anselmo I served as Treasurer of the board of Leadership Public Schools for 4 years. I am an Advisory Board member of Marin Environmental Housing Collaborative I am member, supporter and volunteer of Marin County Bicycle Coalition.

Reasons for this appointment:

As an avid cyclist and pedestrian, I am interested in improving the safety and quality of pathways for both. I believe communities must evolve to remain sustainable, as environmental impacts - particularly climate - increase their burdens on local communities. San Anselmo has an opportunity to encourage less dependency on cars by developing inviting and safe pathways for human powered transport.

What are your qualifications for this appointment?

I am the founder and principal consultant for Cycle Advisors, providing C-level advisory services to nonprofit organizations, with specific expertise in finance and strategic planning. I am experienced advising and serving on nonprofit boards of directors. I attend community meetings regularly to educate myself, support, and provide solutions to community based problems.

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

Based on the response of local merchants at the recent General Plan meeting, one challenge is to educate/communicate with the community to increase support for any proposed changes. Another important issue is to increase safety through the enforcement of current laws and by reducing traffic congestion on San Anselmo Ave in downtown San Anselmo.

LinkedIn Profile

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

CA_Summ_of_Services_2024.pdf

Upload a Resume

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

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

SBecker

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.

cycle advisors

exclusively for nonprofit organizations

Sandra Becker helps nonprofit organizations maximize their impact by ensuring they have the tools needed to enhance their strategic decision making. She builds bridges between development, finance, and program teams to provide meaningful data for all stakeholders. She has 25+ years of experience serving nonprofit clients across many sectors, successfully managing change to maximize impact.

Consulting Services

- CFO services, interim and/or fractional
- Budgets and forecasting
- Analyze and report on business processes
- Provide system needs assessment, recommendations and implementation
- Develop fiscal sponsorship programs
- Project Management

Organizational Development

- Strategic planning
- Board development
- Governance
- Financial literacy for boards of directors
- Restructure, recruit and coach finance teams
- Startup organizations

Selected Clients

- Marin Community Foundation, Novato, CA
- Aim High for High School, San Francisco
- Disruptive Technology Index, Los Angeles, CA
- USA for UNHCR, Washington, D.C.
- Village Enterprise Fund, San Carlos, CA
- Global Fund for Women, San Francisco
- End of Life Choices California, San Diego County
- National Equity Project, Oakland, CA
- Mercy for Animals, Los Angeles, CA
- Goodwill Industries Redwood Empire, Santa Rosa, CA

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.

Walter (First Name) | H (Middle Initial) | Meservey (Last Name)

Email Address

Home Address | Suite or Apt

City | State | Postal Code

Primary Phone | Alternate Phone

Occupation

retired

Employer's Address

n/a

Which Boards would you like to apply for?

Bicycle and Pedestrian Committee: Submitted

Number of years as resident of San Anselmo?

37

Number of years as a resident in Marin?

37

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

Ted Fehlhaber 415-846-4510 Tarrell Kullaway 206-240-2235 Peter Hively 415-377-1425

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 worked for the Office of Thrift Supervision, Department of the Treasury, from 1988 to 1999. My responsibilities included automating the production of S&L examination reports and supporting the West Region's Financial Analysis Unit.

Reasons for this appointment:

As a resident of San Anselmo and an avid bicyclist, I wish to assist in efforts to make local bicycling safer and more convenient.

What are your qualifications for this appointment?

Computer programming, financial, and systems analysis experience, and documentation experience.

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

As a long-term resident of San Anselmo, I have to say that one of the most important issues is the increase in automobile traffic through San Anselmo. One way to mitigate that increase is to figure out how to make bicycle traffic safer and more convenient, along with encouraging bicycle traffic where it is practical.

LinkedIn Profile

Walt_s_Resume_-_EK_s_edits.doc

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:

WALTER HATCH MESERVEY

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.

Walter H. Meservey
San Anselmo, CA 94960
(415) 457-2662
Wmeservey@gmail.com

Senior SQL Database Developer with expertise in design, development, and implementing database systems in financial, healthcare, insurance and banking industries. Excellent teamwork and collaboration skills, organized and detail oriented, ability to manage multiple projects and under tight deadlines in fast-paced and changing environments.

Software:

SQL Server 2008, T-SQL, SSIS, Microsoft Office VBA.

Systems:

Windows, LINUX/UNIX, VAX/VMS, VM/CMS, TSO/ISPF

EMPLOYMENT HISTORY:

Hudson Healthcare, Napa March 2007-August 2015
Senior Information Analyst (T-SQL, SSIS, VBA, Access databases and projects)

- Worked closely with CFO to re-write monthly close process in T-SQL, reducing closing time from one week to several hours.
- Supported database of record (Policy Submissions, Policies, Claims, Financial information)
- Automated production of Policy declaration Word documents from actuarial spreadsheets
- Automated production of several hundred Excel spreadsheets from SQL Server database
- Produced statistical reporting ETL files for state regulatory agencies, including several in XML.
- Supported the majority of Hudson Healthcare's Ad-Hoc database query requests

Wells Fargo, San Francisco June 2005-March 2007
Consultant and FTE (T-SQL, VBA, Access, Excel, ASP, HTML)

- Designed, implemented, pushed into production, and supported a multiple-user CRM with role-based security, probably saving WF at least $50,000 in licensing fees according to manager’s estimate
- Designed and implemented an automated process to extract and transpose financial institution (FIRE) data, saving WF at least $20,000 in internal consulting fees based on written estimates from another group
- Assisted in streamlining monthly Acordia referral reporting process from approximately ten business days to two business days, and took over responsibility for reporting process
- Automated a table-driven system producing 137 spreadsheets on a monthly basis
- Translated website database from Access to SQL Server. Modified and maintained website database
- Maintained website ASP code

- Supported the majority of group's Ad-Hoc database query requests

Aperio Group LLP, Larkspur CA November 2004-March 2005
Consultant (Access, VBA, SQL, Excel)

- Debugged, enhanced, and documented Access-based portfolio accounting system. Automated production of 25 Excel charts displaying cumulative returns. Replaced cumulative return calculation module with logarithm queries.
- Implemented contact tracking database to be used by Aperio partners.
- Contributed to partner user manual.
- Performed daily reconciliation of custodial portfolios and cash balances.

Previous Employment:
North American Honda, Torrance CA Consultant (Access, VBA, SQL)

- Maintained, supported and enhanced American Honda's Automobile System Engineering Information databases. Automated the data collection and database deployment procedures and collapsed three database variants into one code base.

McKesson Corporation, San Francisco, CA
Senior Technical Financial Analyst (FOCUS, Access, SQL, Excel, DB2 and ORACLE via ODBC)

- Designed, implemented and documented client Top 200 Product Indexing System.
- Analyzed, proposed and implemented SQL solution for nine-percent variances in package sizes for equivalent generic drugs.

Wells Fargo Bank, San Francisco, CA
Consultant (Access, SQL, Excel, Oracle)

- Analyzed and cleaned vendor data downloads. Documented data quality problems and presented detailed list to vendor.
- Imported cleaned vendor data into Access, performed QA testing on table relational.

BayView Bank, San Mateo, CA December
Vice President, Information Manager (Access, Brio/Oracle, SQL, Excel, PowerPoint)

- Created series of Brio Queries that collected delinquency information from Oracle databases; used Pivot Tables to summarize that information and export it to Excel.
- Automated production of Credit Department's monthly board package: a 32-page PowerPoint presentation.
- Created and maintained a 273 Million-Dollar Criticized Asset Portfolio database.
- Performed extensive data cleaning on portfolio servicing data and created a variety of Ad Hoc reports.

County of Marin, Information Services Department, Novato, CA June-November 1999
Principal Systems/Business Analyst (Access, Cold Fusion, SQL, HTML, Excel, PowerPoint, FrontPage)

- Participated in the analysis and design of the web-based financial reporting and budgeting system for Marin County.
-

OFFICE of THRIFT SUPERVISION, US Treasury, San Francisco, CA
Program Development/Business Analyst (SAS and Focus on VAX, SQL, Access, Excel, FrontPage, Paradox)
Implemented a cross-sectional nationwide thrift reporting system that is the core report for all agency examine

EDUCATION:

University of Chicago, MBA and BA in Biology

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.

Bridget (First Name) | A (Middle Initial) | Clark (Last Name)

Email Address

Home Address | Suite or Apt

City | State | Postal Code

Primary Phone | Alternate Phone

Occupation

Care Manager

Employer's Address

N/A

Which Boards would you like to apply for?

Bicycle and Pedestrian Committee: Submitted

Number of years as resident of San Anselmo?

25

Number of years as a resident in Marin?

50+

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

Susan Reed - 415-717-7688 Stacy Wilcox - 415-686-0607 Andrea Star - 415-717-4158

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've served on the BPAC for the past 3 years, on the Climate Action Commission for 2 years and have participated in the Butterfield Corridor Safety Committee for many years.

Reasons for this appointment:

I care deeply about the safety for pedestrians and cyclists (of all ages) in our community.

What are your qualifications for this appointment?

I've served as a Safe Routes to School Leader for 3 elementary schools, have been a mountain bike volunteer coach for several years and have good connections and relationships with the schools and the community.

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

Slower speeds on streets, safer crossings and increased communication of safety issues to the community.

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:

Bridget Clark

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

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.

Nicholas
First Name

Middle Initial

Pappas
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Consultant, Energy and Climate

Employer's Address

58 Spruce Ave, San Anselmo, CA 94960

Which Boards would you like to apply for?

Bicycle and Pedestrian Committee: Submitted

Number of years as resident of San Anselmo?

1

Number of years as a resident in Marin?

1

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

Jason Cardillo - 415-425-4575 Xantha Bruso - 415-730-6271 Jana Kopyciok - 510-225-8109

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 had various professional roles serving public offices, including roles as legislative staff in the California Assembly, advising local electeds as a staff member in a trade association supporting local government energy providers, and as a consultant to local governments. This would be my first appointed or elected position in public office.

Reasons for this appointment:

BPAC Application: As a parent of two young children in San Anselmo, I am deeply interested in supporting improved safety and access for kids, families, and others engaging in active transportation within our community. Active transportation is the most important tool the town has to reduce traffic and improve environmental outcomes. While we have, in many ways, a very solid infrastructure network for walking and biking, significant safety and connectivity issues remain unresolved, resulting in vehicle-on-bicycle and vehicle-on-pedestrian collisions leaving residents and visitors with life-altering injuries each and every year. CAC Application: Climate action at the state and national levels has been my professional focus throughout my career, and I am interested in applying my technical and policy expertise in support of my local community's efforts to achieve its climate goals.

What are your qualifications for this appointment?

BPAC Application: In addition to my personal interest and enthusiasm in improving bike and pedestrian access, I have a substantial professional background in policy and planning issues relevant to BPAC. Specifically, in my roles supporting state and local government officials, I have substantial experience originating and reviewing policy proposals, negotiating stakeholder perspectives towards aligned outcomes, and interfacing with stakeholders and the public on those policy processes. From a domain knowledge perspective, I have completed graduate coursework in transportation system design and transportation policy as part of a broader graduate-level curriculum on energy, transportation, and climate, as well as graduate coursework in public policy. I have extensive experience developing, informing, interpreting, and implementing statute and regulation through my experience working with state and local governments over a fifteen year career in energy and climate policy. As a recent arrival in the community, I have sought out opportunities to support existing bike and pedestrian programs, including the Safe Routes to School program, and worked with other Wade Thomas parent volunteers to build enthusiasm for student bike commuters along the San Anselmo bike spine. Among other examples, I recently organized several bike-themed booths at the Wade Thomas Earth Day Fair, including a bike repair clinic, bike blender station, and cargo bike demo event, and presented maps indicating school route safety hazards to the local Safe Routes task force and to the Bike and Pedestrian Advisory Committee. CAC Application: In addition to my personal interest and enthusiasm in supporting Town efforts to reduce emissions, I have a substantial professional background in energy and climate policy issues relevant to CAC. Through my professional and academic work, I have in-depth experience with the core emissions drivers in the Town's inventory (energy, heating, transportation, etc) and have substantial experience developing and implementing state-level climate policies relevant to the town's efforts. From a domain knowledge perspective, I have an MS degree in Energy Systems which encompassed engineering, economics, and policy coursework focused on energy and climate issues, and have fifteen years of professional experience working on state level energy and climate policies. I currently run a boutique consulting firm supporting clean energy, storage, and environmental organizations develop and implement energy policy at the state level. I also recently completed Marin's Resilient Neighborhoods program. In my personal life, I have worked extensively to build a lifestyle which is both joyful and low-carbon - enjoying active transportation, a rich, delicious, low-carbon diet, and travel leaning in to the amazing beauty in our backyard.

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

BPAC Application: Traffic and Safety Active transportation is the best tool available to reduce trips and congestion in the Ross Valley, with an abundance of weekday vehicle trips generated for school pick-up/drop-off and student extracurriculars which could readily be replaced with active transportation. Improving access to active transportation through safe, intuitive infrastructure connections is the best strategy the town can pursue to address the broader traffic crisis impacting quality of life in the community for all residents. In parallel, reducing safety hazards on active transportation corridors is critical to supporting user uptake. While we have safe bike corridors, arterial congestion and the rise of app-based navigation is pushing more and more traffic onto infrastructure designated as a "safe route" for kids to get to school. San Anselmo's narrow streets, often impacted by parking on one or both sides, leads to consistent "close call" conflict during morning and afternoon school commute hours. CAC Application "Climate Action" can refer to two very distinct activities: adaptation and mitigation. On climate hazard adaptation, San Anselmo faces major risks related to wildfires and severe storms (flooding / landslides) which pose serious risks to public safety, property values, and general quality of life for the town. While mitigating these risks is likely beyond the scope of the CAC, educating the community regarding the direct implications of climate change on local residents may be a useful engagement tool to support the CAC's core mission of supporting the development and execution of the Town's mitigation strategies. As noted in the San Anselmo 2030 Climate Action Plan, 55% of of 2016 community emissions come from transportation. Not only is transportation the majority share of emissions, transportation is the sector which is most directly in scope for Town policy action. As a member of the Commission, I would look forward to supporting the continued evolution and implementation of the Town's specific strategies and tactics to reduce transportation emissions, as well as the significant emissions from residential and commercial energy use.

LinkedIn Profile

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

Nick_Pappas_Resume.pdf
Upload a Resume

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

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

Nicholas Pappas

Nicholas Pappas

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.

Nicholas Pappas

Nick Pappas

925.262.3111 | Nick@NPEnergyCA.com | LinkedIn

SUMMARY

Electric sector consultant providing strategy and expertise for the 21st century grid. Mission-driven focus on the development and implementation of policy, market, and technology solutions to rapidly decarbonize global energy systems.

EXPERIENCE

NP Energy, San Anselmo, CA 03/2021-Present

Principal

- Lead a boutique consulting firm focused on supporting utility sector decarbonization, with particular emphasis on the intersection of reliability and decarbonization in utility resource planning.
- Provide synthesis, analysis, and strategy for clients adapting to structural changes in the energy market and policy design, with expertise in integrated resource planning, reliability markets and programs, and emissions policies.
- Develop and implement regulatory and legislative strategies for clean energy deployment; recent engagement and advocacy focused in western states (CPUC, OPUC, PUCN, WRAP) and wholesale markets (PJM, MISO, ISO-NE).
- Advise clean energy startups on product and go-to-market strategy in the highly complex utility industry.

California Community Choice Association (CalCCA), Sacramento, CA / San Francisco, CA 01/2019-03/2021

Director of Strategic Initiatives and Outreach

- Led CalCCA's resource planning and procurement efforts, including internal policy development and consensus-building, policymaker and stakeholder engagement, and thought leadership on the suite of electric sector policy and market transformations impacting competitive retailers in California's hybrid electricity market.
- Developed and managed CalCCA's energy data program, the engine of CalCCA's data-driven policy advocacy, communications, and internal benchmarking efforts across over twenty member CCAs.

UC Davis Energy Graduate Group (UCD), Davis, CA 09/2016-01/2019

Masters Student, Energy Systems & Graduate Student Researcher, UCD Department of Economics

- Augmented public policy career with interdisciplinary deep dive into 'hard skills' – theory, methods, data analysis, and other aspects of economics, policy, and engineering disciplines related to energy, transportation, and climate.
- Conducted research on electric sector policy design and transportation electrification under faculty advisors from Economics (Prof. James Bushnell) and Civil and Environmental Engineering (Prof. Alissa Kendall).

Energy and Environmental Economics (E3), San Francisco, CA 06/2018-09/2018

Summer Associate (Internship)

- Developed E3 policy research, strategic analysis, and recommendations for California's retail choice transition.
- Contributed data analysis, visualization, and financial modeling for joint-utility building electrification study.

Southern California Edison (SCE), Sacramento, CA 12/2012-05/2016

Senior Legislative Advocate | Legislative Advocate

- Managed SCE position development, negotiation, advocacy, and coalition outreach on dozens of bills spanning the full spectrum of utility operations, including resource planning, transmission, distribution, rate design, demand-side management, and distributed resources.
- Developed lasting relationships with energy sector policymakers and stakeholders through a collaborative approach emphasizing the development of viable, sustainable policy solutions for the energy transition.

California State Assembly, Sacramento, CA 10/2010-12/2012

Legislative Director | Jesse M. Unruh Assembly Fellow

- Developed an insider's view of energy policy and politics as the advisor to a key member of the Assembly Committee on Utilities and Commerce during the formative period of California's climate policy development.
- Managed the legislative agenda and bill analysis for thousands of committee and floor votes and met with hundreds of community and stakeholder interests on legislative and community issues.

EDUCATION

M.S. Energy Systems – University of California, Davis 2018
Jesse M. Unruh Assembly Fellowship – California State Legislature 2011
B.A. Economics; Minors Writing, Latin American Studies – University of California Davis 2010

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.1

MEETING DATE: June 24, 2025

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

FROM: Serge Avila, Town Clerk

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

ATTACHMENT:

Attachment 1- June 10, 2025 Draft Minutes

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

Call to Order: Optional Pledge of Allegiance

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

COUNCILMEMBERS ABSENT: Yoav Schlesinger

STAFF MEMBERS PRESENT: Dave Donery, Town Manager
Emily Longfellow, Assistant Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Community Development Director
Jerry Healy, Pubic Works Manager
Mark Matundan, Civil Engineer
Maddie O'Grady, Recreation Director
Will Messinger, Assistant Engineer

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

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

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

C. Public Comment on Closed Session Items

Mr. Jackson Dobronyi, Assistant Planner for the Town of San Anselmo and proud member of the Service Employees International Union Local 1021 (SEIU- Si, Se Puede!), Public Works Department employee Jordan Wright, Public Works Engineer Matthew Ferrer, Public Works Engineer Will Messinger, Recreation Coordinator Vincent Lin, and Public Works employee Kurt Reis discussed the on-going labor negotiations and asked for a fair contract.

D. Council adjourned to Open Session.

The Town of San Anselmo Town Council Reconvened in the Council Chambers and via Zoom at 525 San Anselmo Avenue, San Anselmo, CA 94960 at 7:00 PM.

Open Time for Public Expression

Mr. Ross Asselstine discussed flood control issues and Town liabilities. He thanked the Finance Committee for their assistance.

Mr. David Luskuman, Lincoln Park, congratulated the Council on the new parking system. He pointed out an inconsistency with respect to the area in front of the Post Office.

Mr. Rene Voss gave an update on goat grazing and was concerned about the impacts to biodiversity.
Bridget discussed the Start Smart Program stating on June 19th at the Central Marin Police Authority. It is a class that parents should attend regarding newly licensed drivers. She would like to see less plastic use at Live on the Avenue.

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

Council member Burke reported she is trying to organize Greenfield Avenue into a Fire Wise Neighborhood Group; attended the Memorial Park Committee meeting.

Council member Walker reported she attended the North Bay Cal Cities meeting; she would like to agendize the support of a Veterans Affinity Group. The Council supported this request.

Vice Mayor Burdo reported he attended the Memorial Park meeting; the Ross Valley Paramedic Authority (RVPA) meeting; had a question about parking in front of the Post Office.

Mayor Kullaway reported she attended the Infrastructure Committee meeting; would like to have a conversation about the botanical study done on the goat grazing- the Council supported this request; was interviewed by Marin Magazine; she, along with Vice Mayor Burdo, marched in the Fairfax Parade; met with some cargo bike families to discuss needs.

Town Manager Donery stated there was no reportable action taken during Closed Session

Town Manager Donery reported staff was looking at modifications to the parking program including the area in front of the Post Office.

Special Presentation

There were no Special Presentations.

1. Consent Agenda

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

1.2 Received and Filed a Report of Checks Issued for the Month of May 2025

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

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

1.5 Approved a Special Event Application- San Anselmo Community Parade 2025

1.6 Approved a Special Event Application- Goblin's BOOtacular 2025

1.7. Accepted and Filed the Resignation of Denise Krawitz from the Racial Equity Committee

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

Vice Mayor Burdo wanted to pull item #1.7 for discussion.

M/s, Burke/Burdo, Motion to approve Consent Calendar items #1.1 through #1.6.
AYES: Burke, Walker, Vice Mayor Burdo, Mayor Kullaway
ABSENT: Schlesinger

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

Vice Mayor Burdo recognized the work of Denise Krawitz.

M/s, Burdo/Walker, Motion to approve Consent Calendar item #1.7.
AYES: Burke, Walker, Vice Mayor Burdo, Mayor Kullaway
ABSENT: Schlesinger

2. Council Business Items

2.1 Approve the Isabel Cook Community Center (ICC) Paint Project

Engineer Matundan presented the staff report and a PowerPoint presentation that included the following: 1) ICC Paint Program; 2) History; 3) What is the ICC used for? 4) What is the purpose? 5) Gym/Vista; 6) Recreation Offices/Art Studios; 7) Breezeway; 8) Fiscal Impact. Jerry Healy, Public Works Manager was also available to answer questions from the Council regarding the dampness of the lower building; funding sources; if the building will need more work; if future improvements have been prioritized, if outdoor artwork could be incorporated.

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

M/s, Walker/Burke, Motion to approve the Isabel Cook Community Center (ICC) Paint Project.
AYES: Burke, Walker, Vice Mayor Burdo, Mayor Kullaway
ABSENT: Schlesinger

2.2 Provide staff feedback on the Preliminary Proposed 2025/2026 Budget and Work Plan

Finance Director Zuba presented a staff report and a PowerPoint presentation that included the following: 1) Thank you to staff, Finance and Administration team and IFMC; 2) 2024-2025 General Fund Review; 2) 2025-2026 Proposed Budget; 3) General Fund Budget Features; 4) General Fund Revenue Highlights; 5) General Fund Expenditure Highlights; 6) Special Revenue Funds; 7) Parking Fund; 8) Recreation Fund; 9) Library Tax Fund; 10) Debt Service Funds; 11) Capital Programs Fund; 12) Active Transportation; 13) Measure J Sales Tax Fund; 14) Road Maintenance Fund; 15) Internal Service Funds; 16) Five-Year Financial Forecast; 17) Recommendation. Staff answered questions from the Council regarding the Library Budget; the five-year outlook; the basis of the salary projections for Public Safety; the possibility of restructuring the costs for Public Safety.

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

Councilmember Walker stated it will be important to clarify the General Plan priorities.

Vice Mayor Burdo thanked staff for working to “tighten the belt”.

3 Public Hearing

3.1 Receive and File the Annual Report on Staff Vacancies, Recruitment and Retention Efforts as Required Under AB 2561

Finance Director Zuba presented the staff report and a PowerPoint presentation that included the following: 1) AB 2561 Compliance Presentation; 2) Background; 3) AB 2561 Summary; 4) Why AB 2561 Was Adopted; 5) Current Staffing; 6) Recruitment Highlights; 7) Retention Strategies; 8) Ongoing Challenges. Staff answered questions from the Council regarding a review of parity; paying candidates for interviewing.

Mayor Kullaway opened the Public Hearing.

There were no comments.

Mayor Kullaway closed the Public Hearing.

M/s, Burdo/Burke, Motion to Accept the Annual Report on Staff Vacancies, Recruitment and Retention Effort as Required Under AB 2561.
AYES: Burke, Walker, Vice Mayor Burdo, Mayor Kullaway
ABSENT: Schlesinger

M/s, Burdo/Schlesinger, Motion to adjourn the meeting at 8:55 p.m.
AYES: Burke, Walker, Vice Mayor Burdo, Mayor Kullaway
ABSENT: Schlesinger

Respectfully submitted,

Toni DeFrancis,
Recording Secretary

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.2

MEETING DATE: 6/24/25

AGENDA TITLE: Financial Report on Recreation Fund

FROM: Mattie O'Grady – Director of Community Services

RECOMMENDATION: That Town Council review the Recreation Fund revenue and expenditure report for the period ending May 31, 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 May 31, 2025, 92% of the fiscal year has elapsed and the Recreation Fund is listed at 107% of projected revenues and 88% of projected expenditures.

You will also find attached the capital outlay budget for the department, in addition to the Recreation Fund revenue and expenditure report.

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

FY		Revenue				Expenditures				Rev Over/(Under) Exp	
		Budget	Actual	%		Budget	Actual	%		$$	%
2024-25		**2,210,355**	**2,382,430**	**107%**		**2,210,355**	**1,954,970**	**88%**		**427,459**	**19%**
2023-24		1,984,971	2,154,457	108%		1,953,381	1,815,495	93%		338,962	17%
2022-23		1,875,414	2,074,701	111%		1,848,926	1,631,407	88%		443,293	24%
2021-22		1,348,625	2,142,104	159%		1,507,369	1,482,755	98%		659.349	49%
2020-21		1,408,125	1,317,950	94%		1,550,947	1,091,942	70%		226,007	16%
2019-20		1,627,269	1,454,793	90%		1,676,763	1,405,544	84%		49,249	3%
2018-19		1,510,604	1,867,312	124%		1,591,144	1,322,214	83%		545,099	36%
2017-18		1,514,000	1,679,943	111%		1,644,385	1,265,329	77%		414,614	27%
2016-17		1,384,325	1,628,481	118%		1,500,570	1,253,686	84%		374,795	27%

Attachment 1 - Revenue & Expenditure Report FY 2024-25: Recreation Fund as of 5/31/2025.
Attachment 2 – Capital Outlay Report FY 2024-25 as of 5/31/25

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 00 - UNDESIGNATED						
670 - TRANSFERS OUT	33,899.00	33,899.00	0.00	33,899.00	0.00	0.00%
Department: 00 - UNDESIGNATED Total:	**33,899.00**	**33,899.00**	**0.00**	**33,899.00**	**0.00**	**0.00%**
Department: 61 - SPORTS						
480 - FEES FOR SERVICES	568,375.00	568,375.00	72,951.50	782,236.57	213,861.57	37.63%
600 - SALARIES AND WAGES	30,000.00	30,000.00	2,136.25	19,513.25	10,486.75	34.96%
602 - EMPLOYEE BENEFITS	2,295.00	2,295.00	163.44	1,492.81	802.19	34.95%
611 - OUTSIDE SERVICES	222,650.00	222,650.00	60,330.85	282,778.34	-60,128.34	-27.01%
629 - MISCELLANEOUS	54,500.00	54,500.00	342.43	43,442.53	11,057.47	20.29%
Department: 61 - SPORTS Surplus (Deficit):	**258,930.00**	**258,930.00**	**9,978.53**	**435,009.64**	**176,079.64**	**-68.00%**
Department: 62 - CULTURE						
480 - FEES FOR SERVICES	177,860.00	177,860.00	7,184.22	192,361.72	14,501.72	8.15%
611 - OUTSIDE SERVICES	124,300.00	124,300.00	21,002.40	121,366.79	2,933.21	2.36%
629 - MISCELLANEOUS	3,500.00	3,500.00	0.00	940.21	2,559.79	73.14%
Department: 62 - CULTURE Surplus (Deficit):	**50,060.00**	**50,060.00**	**-13,818.18**	**70,054.72**	**19,994.72**	**-39.94%**
Department: 63 - CHILD CARE						
480 - FEES FOR SERVICES	1,408,120.00	1,408,120.00	67,934.50	1,340,248.14	-67,871.86	4.82%
600 - SALARIES AND WAGES	521,439.76	521,439.76	48,335.46	498,234.34	23,205.42	4.45%
601 - RETIREMENT	28,941.04	28,941.04	2,860.07	26,713.84	2,227.20	7.70%
602 - EMPLOYEE BENEFITS	117,494.32	117,494.32	9,737.35	101,005.49	16,488.83	14.03%
611 - OUTSIDE SERVICES	426,200.00	426,200.00	31,449.21	307,215.16	118,984.84	27.92%
622 - DEPARTMENT SUPPLIES	4,500.00	4,500.00	0.00	1,282.27	3,217.73	71.51%
629 - MISCELLANEOUS	37,600.00	37,600.00	0.00	31,655.73	5,944.27	15.81%
Department: 63 - CHILD CARE Surplus (Deficit):	**271,944.88**	**271,944.88**	**-24,447.59**	**374,141.31**	**102,196.43**	**-37.58%**
Department: 64 - EVENTS AND OTHER						
480 - FEES FOR SERVICES	29,000.00	29,000.00	7,775.00	47,898.00	18,898.00	65.17%
611 - OUTSIDE SERVICES	15,000.00	15,000.00	1,000.00	7,011.38	7,988.62	53.26%
629 - MISCELLANEOUS	0.00	0.00	0.00	29.99	-29.99	0.00%
Department: 64 - EVENTS AND OTHER Surplus (Deficit):	**14,000.00**	**14,000.00**	**6,775.00**	**40,856.63**	**26,856.63**	**-191.83%**
Department: 65 - PROGRAM ADMINISTRATION						
480 - FEES FOR SERVICES	27,000.00	27,000.00	308.00	19,686.00	-7,314.00	27.09%
600 - SALARIES AND WAGES	320,106.91	320,106.91	25,354.78	251,371.93	68,734.98	21.47%
601 - RETIREMENT	34,948.82	34,948.82	2,169.76	24,533.22	10,415.60	29.80%
602 - EMPLOYEE BENEFITS	62,562.69	62,562.69	8,746.11	68,881.41	-6,318.72	-10.10%
610 - TRAINING	8,000.00	8,000.00	407.00	4,720.96	3,279.04	40.99%
611 - OUTSIDE SERVICES	114,500.00	114,500.00	150.00	69,597.43	44,902.57	39.22%
613 - PUBLICATION / DUES	1,200.00	1,200.00	0.00	436.82	763.18	63.60%
614 - MAINTENANCE	900.00	900.00	0.00	0.00	900.00	100.00%
615 - BUILDING MAINTENANCE	200.00	200.00	0.00	432.00	-232.00	-116.00%
617 - UTILITIES	13,000.00	13,000.00	1,388.06	13,972.77	-972.77	-7.48%
618 - HIRING	800.00	800.00	0.00	6,316.64	-5,516.64	-689.58%
619 - MISCELLANEOUS	817.46	817.46	0.00	2,187.48	-1,370.02	-167.59%
620 - OFFICE SUPPLIES	25,000.00	25,000.00	18.56	31,449.44	-6,449.44	-25.80%
622 - DEPARTMENT SUPPLIES	6,000.00	6,000.00	293.30	4,489.50	1,510.50	25.18%
Department: 65 - PROGRAM ADMINISTRATION Surplus (Deficit):	**-561,035.88**	**-561,035.88**	**-38,219.57**	**-458,703.60**	**102,332.28**	**18.24%**
Report Surplus (Deficit):	**0.00**	**0.00**	**-59,731.81**	**427,459.70**	**427,459.70**	**0.00%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
21 - RECREATION	0.00	0.00	-59,731.81	427,459.70	427,459.70
Report Surplus (Deficit):	**0.00**	**0.00**	**-59,731.81**	**427,459.70**	**427,459.70**

Town of San Anselmo

Budget Report
Account Summary
For Fiscal: 2024-2025 Period Ending: 05/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION							
Expense							
SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION							
21.65.63100	CAPITAL OUTLAY - CONSTRUCTION	450,000.00	450,000.00	4,478.12	278,264.25	171,735.75	38.16 %
SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION Total:		**450,000.00**	**450,000.00**	**4,478.12**	**278,264.25**	**171,735.75**	**38.16%**
Expense Total:		**450,000.00**	**450,000.00**	**4,478.12**	**278,264.25**	**171,735.75**	**38.16%**
Fund: 21 - RECREATION Total:		**450,000.00**	**450,000.00**	**4,478.12**	**278,264.25**	**171,735.75**	**38.16%**
Report Total:		**450,000.00**	**450,000.00**	**4,478.12**	**278,264.25**	**171,735.75**	**38.16%**

Group Summary

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION						
Expense						
631 - CAPITAL OUTLAY - CONSTRUCTION	450,000.00	450,000.00	4,478.12	278,264.25	171,735.75	38.16%
Expense Total:	**450,000.00**	**450,000.00**	**4,478.12**	**278,264.25**	**171,735.75**	**38.16%**
Fund: 21 - RECREATION Total:	**450,000.00**	**450,000.00**	**4,478.12**	**278,264.25**	**171,735.75**	**38.16%**
Report Total:	**450,000.00**	**450,000.00**	**4,478.12**	**278,264.25**	**171,735.75**	**38.16%**

Fund Summary

Fund		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
21 - RECREATION		450,000.00	450,000.00	4,478.12	278,264.25	171,735.75	38.16%
	Report Total:	**450,000.00**	**450,000.00**	**4,478.12**	**278,264.25**	**171,735.75**	**38.16%**

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.3

MEETING DATE: June 24, 2025

AGENDA TITLE: Revenue and Expenditure Reports, May 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 May 31, 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 May 31, 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 performed identifying the key trends the Town Council should take note of.

Revenues

Overall, through the May 2025 reporting period, the town's general fund revenue increased its base relative to the prior year by $0.708M. A majority of the Town's revenue is collected at specific times.

Category	MAY YTD FY25	MAY YTD FY24	$ Change	% Change
Property Tax	16,339,706.08	15,860,666.04	479,040.04	3.02%
Sales Tax	1,098,010.07	1,178,753.61	(80,743.54)	-6.85%
Property Transfer Tax	77,538.00	63,495.55	14,042.45	22.12%
Franchise Taxes	783,322.65	777,133.98	6,188.67	0.80%
Licenses & Permits	1,370,608.37	1,162,494.81	208,113.56	17.90%
Fines	69,345.11	94,073.30	(24,728.19)	-26.29%
Cash & Investment Interest	135,362.82	17,899.95	117,462.87	656.22%
Intergovernmental	227,076.03	290,679.33	(63,603.30)	-21.88%
Other Fees	365,791.88	329,796.77	35,995.11	10.91%
Transfers In	288,408.01	272,002.61	16,405.40	6.03%
Total	**20,755,169.02**	**20,046,995.95**	**708,173.07**	**3.53%**

As shown above, the Town's overall revenue base increased by $0.708M as its

- The Town receives property tax disbursements from the County of Marin in December (55%), April (40%), and June (5%). Property Tax revenue increased by $0.479M. The Town is expecting a 3.0% increase in property taxes in fiscal year 2024-2025. The 2022-2023 excess Education Revenue Augmentation Fund (ERAF) payment to the Town is offsetting that increase in Property Tax revenue. The payment is usually received in August however, it was received in October 2023. That is outside of 60 days of year-end, so it was not recorded back into 2022-23 but rather recorded as revenue in 2023-24.
- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2024-25 will begin in September. Revenues from Sales Tax decreased by $0.080M compared to the previous period, as individuals adjusting their dining habits as menu prices climbed, purchases of non-essential merchandise and general consumer goods slumped, and a weaker return from grocers.
- Revenue from Licenses & Permits increased by $0.208M compared to the previous period, due to construction activity in the Town and the timing of business license collections.
- Intergovernmental revenue decreased by $0.063M compared to the previous period due to receiving a $0.160M grant in fiscal year 2023-2024 from the Department of Housing and Community Development SB2 Grant for Objective Design & Development Standards, ADU Work, and Inclusionary Study. In the current fiscal year, the Town received a $0.065M grant for work on the Housing Element. The change is reduced by the timing of collections for Prop 172 sales from Marin County compared to the prior period.

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

Expenditures

Overall, through the May 2025 reporting period end, the Town's General Fund expenditures have increased by $0.478M compared to the prior year. This is primarily from increases in retirement, outside services, and debt service. All other activity is either flat year-over-year or nets correspondingly to an immaterial change—all of which are within management's expectations.

Category	MAY YTD FY25	MAY YTD FY24	$ Change	% Change
Compensation	4,037,432.42	3,797,910.39	239,522.03	6.31%
Retirement	378,637.59	268,302.64	110,334.95	41.12%
Training	49,267.61	35,592.25	13,675.36	38.42%
Outside Services	2,090,505.05	2,501,169.97	(410,664.92)	-16.42%
Outside Services - Public Safety	10,057,212.08	9,389,522.12	667,689.96	7.11%
Maintenance	112,110.21	229,430.63	(117,320.42)	-51.14%
Utilities	14,827.62	23,295.04	(8,467.42)	-36.35%
Supplies	183,728.63	234,119.42	(50,390.79)	-21.52%
Debt Service - Pension Bond	638,811.71	585,985.33	52,826.38	9.01%
Other Expenditure	195,200.01	160,310.04	34,889.97	21.76%
Internal Service Charge	1,380,494.15	1,284,760.38	95,733.77	7.45%
Transfers Out	640,000.00	789,895.72	(149,895.72)	0.00%
Total	**19,778,227.08**	**19,300,293.93**	**477,933.15**	**2.48%**

As shown above, the Town's expenditures base overall increased by $0.478M, which is driven by compensation, retirement, outside services – public safety, and debt service:

- Compensation (Salaries & Wages and Benefits) increased by $0.239M compared to the prior fiscal year, primarily due to the 3.0% cost of living adjustment effective July 1, 2024, step adjustments, staffed positions, and health insurance premiums.
- Retirement increased by $0.110M 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 $0.410M compared to the previous period due to the Memorial Park Parking Lot Project being completed in fiscal year 23-24 and a portion being funded by the General Fund.
- Outside Services – Public Safety increased by $0.667M compared to the previous fiscal year due to payments for Public Safety JPA's, Central Marin Police Authority, and Ross Valley Fire Department.
- Maintenance decreased by $0.117M compared to the previous period due to maintenance at the fire stations due to the replacement of the garage door, fixing a water leak, and restroom updates. In addition, there was additional work on medians in the prior year due to the removal of brush and weeds.
- Debt Service increased by $0.052M 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 increased by $0.095M compared to the previous period due to increased payments to the Internal Service Funds for Building Maintenance, Vehicle Replacement, and Information Technology.
- Transfers Out decreased by $0.150M compared to the previous fiscal year due to the Town, not budgeting transfers to the Special Events ($0.029M), Downtown Revitalization Fund ($0.015M) Information Technology Fund ($0.075M), and Vehicle Replacement Fund ($0.100M) offset by including a transfer to the Parks Capital Improvement Fund ($0.050M).

As far as the other expenditure streams, these changes either slightly changed or remained flat year-over-year, resulting in an immaterial change. All other changes are

taken together overall and are immaterial for further discussion and are expected given the Town's operations.

FISCAL IMPACT
None

GENERAL PLAN CONSISTENCY
Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS
Attachment #1: Budget Comparison Report by Subcategory, May 2025
Attachment #2: Budget Comparison Report by Department, May 2025

Town of San Anselmo
2024-2025 Rev & Exp Report
as of 05/31/2025

	2023-2024 Revised Budget	2023-2024 Audited Actuals	2023-2024 YTD Actuals	% of Audited Actuals	2024-2025 Adopted Budget	2024-2025 Revised Budget	2024-2025 YTD Actuals	% of Actual / Budget
Fund: 01 - GENERAL FUND								
Revenue								
400 - PROPERTY TAX GENERAL	9,609,527.00	9,721,536.77	9,270,884.10	95.36%	10,030,351.00	10,030,351.00	9,560,880.35	95.32%
401 - PENSION	2,756,290.00	2,920,096.50	2,866,917.13	98.18%	3,020,000.00	3,020,000.00	3,042,603.16	100.75%
402 - PROPERTY TAX OTHER	4,097,971.00	4,029,898.65	3,786,360.36	93.96%	3,998,058.00	3,998,058.00	3,813,760.57	95.39%
410 - OTHER TAXES	1,503,000.00	1,542,571.04	1,178,753.61	76.41%	1,559,106.00	1,530,000.00	1,098,010.07	71.77%
411 - FRANCHISE TAXES	848,000.00	933,022.37	777,133.98	83.29%	936,500.00	936,500.00	783,322.65	83.64%
420 - BUSINESS LICENSE	290,000.00	277,534.46	260,694.02	93.93%	290,000.00	290,000.00	300,614.42	103.66%
421 - PARKING	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
422 - CONSTRUCTION	1,141,000.00	1,047,323.09	901,800.79	86.11%	1,016,000.00	1,091,000.00	1,069,993.95	98.07%
430 - VEHICLE CODE	10,000.00	4,354.86	3,650.67	83.83%	15,000.00	15,000.00	10,009.66	66.73%
431 - LIBRARY	1,250.00	2,512.30	2,360.67	93.96%	1,500.00	1,500.00	2,257.38	150.49%
432 - PARKING	115,000.00	109,148.12	88,061.96	80.68%	117,990.00	117,990.00	57,078.07	48.38%
440 - USE OF MONEY AND PROPERTY	100,000.00	453,141.00	17,899.95	3.95%	100,000.00	100,000.00	135,362.82	135.36%
450 - STATE REVENUE	297,500.00	313,861.71	290,679.33	92.61%	170,500.00	235,500.00	227,076.03	96.42%
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	178,250.00	174,960.06	158,383.35	90.53%	198,500.00	198,500.00	201,801.78	101.66%
490 - MISCELLANEOUS REVENUE	102,772.00	179,796.79	171,413.42	95.34%	115,555.00	115,555.00	163,990.10	141.92%
519 - TRANSFERS IN	384,030.00	386,731.87	272,002.61	70.33%	403,318.00	403,318.00	288,408.01	71.51%
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Revenue:	**21,434,590.00**	**22,096,489.59**	**20,046,995.95**	**90.72%**	**21,972,378.00**	**22,083,272.00**	**20,755,169.02**	**93.99%**
Expense								
600 - SALARIES AND WAGES	3,336,127.00	3,286,881.51	3,004,699.72	91.41%	3,552,174.00	3,552,174.00	3,193,353.86	89.90%
601 - RETIREMENT	561,590.00	293,531.19	268,302.64	91.41%	428,706.00	428,706.00	378,637.59	88.32%
602 - EMPLOYEE BENEFITS	890,116.00	737,406.43	712,099.62	96.57%	872,566.00	872,566.00	765,272.98	87.70%
604 - RETIREE BENEFITS	164,779.00	164,779.00	81,111.05	49.22%	180,796.00	180,796.00	78,805.58	43.59%
610 - TRAINING	55,750.00	38,490.19	35,592.25	92.47%	68,750.00	68,750.00	49,267.61	71.66%
611 - OUTSIDE SERVICES	3,283,506.00	2,493,908.52	2,501,169.97	100.29%	2,659,465.00	2,734,465.00	2,090,505.05	76.45%
612 - OUTSIDE SERVICES - POLICE (CMPA) & FIRE (RVFD)	10,223,358.00	10,243,115.04	9,389,522.12	91.67%	10,974,172.00	10,974,172.00	10,057,212.08	91.64%
613 - PUBLICATION / DUES	25,272.00	17,472.68	17,444.68	99.84%	27,522.00	27,522.00	19,277.16	70.04%
614 - MAINTENANCE	119,135.00	102,103.92	97,934.18	95.92%	123,485.00	123,485.00	69,853.59	56.57%
615 - BUILDING MAINTENANCE	50,000.00	146,978.67	114,051.77	77.60%	60,000.00	60,000.00	22,979.46	38.30%
616 - VEHICLE MAINTENANCE	2,000.00	25,231.23	23,295.04	92.33%	16,050.00	16,050.00	14,827.62	92.38%
617 - UTILITIES	0.00	100,123.67	84,389.14	84.28%	0.00	0.00	91,921.35	0.00%
618 - HIRING	1,000.00	3,168.83	3,093.83	97.63%	1,000.00	1,000.00	13,269.10	1,326.91%
619 - MISCELLANEOUS	50,000.00	50,285.97	39,258.84	78.07%	25,000.00	25,000.00	4,562.64	18.25%
620 - OFFICE SUPPLIES	0.00	21,326.13	20,168.51	94.57%	32,754.00	32,754.00	30,659.32	93.60%
622 - DEPARTMENT SUPPLIES	202,450.00	195,567.55	174,692.07	89.33%	133,197.00	133,197.00	148,506.67	111.49%
623 - BOOKS / MAGAZINES / VIDEOS	27,500.00	38,714.81	29,077.49	75.11%	29,000.00	29,000.00	26,247.17	90.51%
628 - Internal Service Charge	1,333,375.00	1,333,374.96	1,284,760.38	96.35%	1,437,812.00	1,437,812.00	1,380,494.15	96.01%
629 - MISCELLANEOUS	38,500.00	45,520.30	43,406.21	95.36%	105,500.00	105,500.00	51,021.65	48.36%
630 - EQUIPMENT	500.00	0.00	343.37	0.00%	500.00	500.00	12,740.74	2,548.15%
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	381,015.63	0.00	0.00%	0.00	0.00	0.00	0.00%
640 - PRINCIPAL	410,000.00	410,000.00	410,000.00	100.00%	465,000.00	465,000.00	465,000.00	100.00%
641 - INTEREST	176,067.00	175,985.33	175,985.33	100.00%	173,929.00	173,929.00	173,811.71	99.93%
670 - TRANSFERS OUT	2,464,500.00	2,464,895.72	789,895.72	32.05%	605,000.00	640,000.00	640,000.00	100.00%
Total Expense:	**23,415,525.00**	**22,769,877.28**	**19,300,293.93**	**84.76%**	**21,972,378.00**	**22,082,378.00**	**19,778,227.08**	**89.57%**
Total Fund: 01 - GENERAL FUND:	**-1,980,935.00**	**-673,387.69**	**746,702.02**		**0.00**	**894.00**	**976,941.94**	
Report Total:	**-1,980,935.00**	**-673,387.69**	**746,702.02**		**0.00**	**894.00**	**976,941.94**	

Town of San Anselmo
2024-2025 Rev & Exp Report
as of 05/31/2025

	2023-2024 Revised Budget	2023-2024 Audited Actuals	2023-2024 YTD Actuals	% of Audited Actuals	2024-2025 Adopted Budget	2024-2025 Revised Budget	2024-2025 YTD Actuals	% of Actual / Budget
Fund: 01 - GENERAL FUND								
Expense								
00 - UNDESIGNATED	2,464,500.00	2,464,895.72	789,895.72	32.05%	605,000.00	640,000.00	640,000.00	100.00%
11 - TOWN COUNCIL	63,255.00	54,954.93	32,743.93	59.58%	71,446.00	71,446.00	65,702.51	91.96%
12 - ADMINISTRATION	1,565,944.00	1,556,055.62	1,403,844.89	90.22%	1,669,529.00	1,669,529.00	1,500,386.93	89.87%
16 - LEGAL SERVICES	425,000.00	259,765.00	222,610.50	85.70%	330,000.00	330,000.00	153,234.75	46.43%
18 - PLANNING	1,050,401.00	1,005,737.96	833,601.70	82.88%	1,169,800.00	1,169,800.00	948,458.83	81.08%
19 - Building & Inspections	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
21 - NON-DEPARTMENTAL	2,120,808.00	1,775,454.55	1,621,897.13	91.35%	1,488,431.00	1,488,431.00	1,339,139.61	89.97%
30 - POLICE	5,184,636.00	5,204,393.04	4,770,693.62	91.67%	5,474,469.00	5,474,469.00	5,020,713.25	91.71%
32 - ROSS VALLEY FIRE SERVICE	5,088,722.00	5,090,465.78	4,649,249.13	91.33%	5,559,703.00	5,559,703.00	5,047,995.40	90.80%
40 - DEBT SERVICE	587,567.00	587,285.33	587,285.33	100.00%	640,429.00	640,429.00	640,111.71	99.95%
41 - ENGINEERING AND INSPECTION	1,809,804.00	1,660,231.03	1,502,822.04	90.52%	1,699,695.00	1,774,695.00	1,555,577.65	87.65%
42 - STREETS	1,185,909.00	1,220,177.31	1,133,404.05	92.89%	1,278,642.00	1,278,642.00	1,092,828.84	85.47%
71 - LIBRARY	847,839.00	868,149.87	802,764.42	92.47%	899,716.00	899,716.00	841,243.66	93.50%
81 - PARKS	694,458.00	725,266.27	673,491.80	92.86%	768,688.00	768,688.00	642,471.19	83.58%
82 - RECREATION/GENERAL FUND	326,682.00	297,044.87	275,989.67	92.91%	316,830.00	316,830.00	290,362.75	91.65%
Total Expense:	**23,415,525.00**	**22,769,877.28**	**19,300,293.93**	**84.76%**	**21,972,378.00**	**22,082,378.00**	**19,778,227.08**	**89.57%**
Total Fund: 01 - GENERAL FUND:	**23,415,525.00**	**22,769,877.28**	**19,300,293.93**	**84.76%**	**21,972,378.00**	**22,082,378.00**	**19,778,227.08**	**89.57%**
Report Total:	**23,415,525.00**	**22,769,877.28**	**19,300,293.93**	**84.76%**	**21,972,378.00**	**22,082,378.00**	**19,778,227.08**	**89.57%**

STAFF REPORT

TOWN OF SAN ANSELMO Item # 1.4

MEETING DATE: June 24, 2025

AGENDA TITLE: Approval of Resolution Revising a Statement of Investment Policy for Fiscal Year 2025-2026

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider approving the attached Resolution setting the Statement of Investment Policy for fiscal year 2025-2026.

BACKGROUND

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

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

Staff has reviewed the 2025 update to the Local Agency Investment Guidelines issued by the California Debt and Investment Advisory Commission, as well as the Town's Statement of Investment Policy (attachment 2), to confirm that all investment types remain allowable. No changes have been made to the Statement of Investment Policy for Fiscal Year 2025-2026. The policy presented for Council consideration remains in compliance with California Government Code Section 53600 et seq.

In compliance with the policy, the Town's idle cash is invested when interest exceeds the interest generated by the operating fund bank account. Finance Department staff reconcile all Town accounts monthly. The Town Treasurer reviews the reconciliation reports and, together with the Director, prepares a Quarterly Investment Report for presentation to the Town Council.

At its meeting on April 22, 2025, the Town Council received an overview of the Town's depositories, investment accounts, and investment practices. In response to Council feedback, staff was directed to consider adding a goal or purpose statement to the

Investment Policy. This item will be brought forward to the Infrastructure and Fiscal Monitoring Committee for discussion in the fall.

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

GENERAL PLAN CONSISTENCY
Not applicable.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS
Attachment 1: 2025-2026 Investment Policy Resolution
Attachment 2: 2025-2026 Statement of Investment Policy

RESOLUTION NO. XXXX

RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL SETTING A STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2025-2026

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

NOW THEREFORE BE IT RESOLVED, as follows:

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

Section 2. Statement of Investment Policy
that the San Anselmo Town Council hereby adopts the revised Statement of Investment Policy for Fiscal Year 2025-2026 attached hereto.

RESOLUTION PASSED AND ADOPTED at the regular meeting of the San Anselmo Town Council on the 24th day of June, 2025, by the following vote:

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

_____
Tarrell Kullaway, Mayor

ATTEST:

_____
Serge Avila, Town Clerk

TOWN OF SAN ANSELMO

STATEMENT OF INVESTMENT POLICY
Fiscal Year 2025-2026

PURPOSE

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

OBJECTIVE

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

POLICY

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

Criteria for selecting investments and the order of priority are:

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

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

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

Investments may be made in the following instruments:

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

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

Safekeeping:

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

Town Constraints:

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

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

_____ Dated: _____

David P. Donery, Town Manager

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.5

MEETING DATE: June 24, 2025

AGENDA TITLE: 2023-25 Work Plan Priorities Final Progress Report

FROM: Administration

RECOMMENDATION: Receive final progress report, 2023-25 priorities work plan

SUMMARY

Town Council adopted the 2023-25 final work plan priorities at their June 27, 2023, meeting. Council requested regular updates on progress.

BACKGROUND

Council received progress reports at 6-month intervals over the course of the two-year work plan. The final work plan priorities were organized by Department in Attachment 1 and by Category in Attachment 2. Staff designed a reporting mechanism organized by Department to track progress for each priority. Percentages were assigned to measure progress over the two-year period.

DISCUSSION/ANALYSIS

The final progress report for the 2023-25 work plan priorities is found in Attachment 3. Included are detailed narratives detailing accomplishments and potential future goals for each priority.

FISCAL IMPACT

Impact varies by department and project.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment 1- Work Plan Priorities by Department – FY 2023-2025
Attachment 2- Work Plan Priorities by Category – FY2023-2025
Attachment 3- Work plan priorities final progress report, June 2025

DRAFT—2023-25 Priorities Work Plan

Finance/Admin Services Workplan

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

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

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

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

5) **Category:** Excelling in Town Services
   Priority: Update Fee Study
   Description: A review of the fee study is needed to ensure that the Town's fees are updated to reflect the latest cost information. The study will identify the full costs of providing each service, including direct, indirect, and overhead costs. Identifying the full

cost of a services will assist in determining the appropriate fee for each service and prevent the subsidization of individual services with taxpayer dollars.
Staff Impact: Low
Fiscal Impact: Low

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

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

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

Library – Department Work Plan Priorities

1) **Category:** Quality Facilities
Priority: Improved shelving for special collections
Description: Instead of holding special collections such as Take and Make Kits, memory kits out of public view, providing shelving in public area for better marketing and access.
Employee Impact: Moderate
Fiscal Impact: Depends on the plan and shelving found to meet needs of collections.

2) **Category:** Livability and Quality of Life, Connecting with the Community
Priority: Reimagine the Take and Make Kits collection
Description: This popular collection has expanded beyond the limits of "take and make" and needs to be reevaluated and rebranded for expansion.

Employee Impact: Moderate
Fiscal Impact: Low

3) **Category:** Quality Facilities
Priority: Study the organization of physical public space
Description: Enlist the services of a consultant to help redesign the public library space.
Employee Impact: High
Fiscal Impact: High

4) **Category:** Quality Facilities
Priority: Implement plan designed by consultant to redesign public library space
Description: Hire contractors, identify equipment/furniture, and execute plan
Employee Impact: High
Fiscal Impact: High

5) **Category:** Quality Facilities
Priority: Study the organization of physical staff workspace on lower level and implement recommendations.
Description: Enlist the services of a consultant to help redesign the public library staff workroom space.
Employee Impact: High
Fiscal Impact: High

6) **Category:** Excelling in Town Services
Priority: Complete implementation of RFID project
Description: Items have been tagged and staff has been using RFID pads and other equipment. Next steps in roll-out include peripherals to support the use of the technology and training patrons to use RFID enabled tools for checking out materials.
Employee Impact: High
Fiscal Impact: Moderate-High

7) **Category:** Livability and Quality of Life
Priority: Establish Zip Books program
Description: Organize and deploy zip books program, grant funded by the CA state library, to deliver books, unavailable in the local library system, to residents' homes via Amazon
Employee Impact: Moderate-High
Fiscal Impact: Low

Interdepartmental—Library and Public Works

8) **Category:** Quality Facilities
Priority: Repaint/Repair internal building, museum, and Council Chamber lobby areas
Description: There are many areas in need of repair where chunks of wall have eroded or chipped away. There are innumerable scuffs and scratches throughout the building which need to be cleaned up and walls improved with fresh paint.
Employee Impact: Moderate
Fiscal Impact: High

Planning—Department Work Plan Priorities

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

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

3) **Category:** Planning for the Future
Priority: Housing Element Implementation
Description: Implement at least 22 Housing Policy Action Items as required by the Housing Element
Employee Impact: Low to Moderate
Fiscal Impact: Low

4) **Category:**
Priority: Continue to Enhance the Planning Departments levels of service.
Description: Enhance levels of service by improving and updating the Planning Department's web presence to make it easy for users to navigate and find information

and resources, continue to improve processing timelines, improve, and maintain response times, and proactive shepherding of projects through the Town's discretionary processes.
Employee Impact: Low to Moderate
Fiscal Impact: Low

5) **Category:** Sustainable, Natural and Built Environment
Priority: Continue to grow Economic Development in Town
Description: Enhance and grow the Planning Department's Economic Development and Housing initiatives by providing more structure (policies and implementation of actions) to what we would like and need to accomplish.
Employee Impact: Low to Moderate
Fiscal Impact: Low

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

7) **Category:** Excelling in Town Services
Priority: Enhanced and consistent record keeping where information is accessible and easy to find.
Description: Digitize remaining Planning paper files, create any necessary databases, convert microfiche to digital pdf plans (soft file) and provide a comprehensive digital data file storage service, such as Docuware, Laserfiche, etc.
Employee Impact: Low to High depending on whether outside resources or internal staff will be used.
Fiscal Impact: Low to Moderate

8) **Category:** Planning for the Future, Sustainable, Natural and Built Environment
Priority: Develop Gas Ban Ordinance
Description: Finalize Ordinance for Town Council consideration of a Gas Ban Ordinance. Requires the preparation of a study to support the ban.
Employee Impact: Low to Moderate
Fiscal Impact: Low

9) **Category:** Planning for the Future, Sustainable, Natural and Built Environment
Priority: Update Downtown and other Commercial Land Uses

Description: Consider Zoning Code amendments to the Land Use Regulations Table 3A (Title 10, Chapter 3, Article 3, Section 10-3.302) to the Downtown and other commercial land uses that will attract businesses to the Town.
Employee Impact: Senior Planner and Planning Director staff time over 6 months.
Fiscal Impact: Approximately $12,000 (+/- 10% of staffs time over 6 months)

Police – Department Work Plan Priorities

1) **Category:** Investing in People
Priority: Address Staffing Issues: Retention and Recruiting
Description: The Central Marin Police is currently facing a significant staffing issue wherein; it is losing people faster than it can replace them. In addition, applicant numbers are dwindling at an alarming rate. This especially important work plan priority is to work closely with the Town and City Managers over the next two years to improve entry level recruitment and current employee retention.
Staff Impact: Moderate
Fiscal Impact: Impact to budget should "top-step" salaries be increased, or employees are brought in at a higher "step" than is currently allowed.

2) **Category:** Investing in People
Priority: Increase Training for all Staff
Description: Increase training for all staff to include new mandates and expectations from communities.
Staff Impact: Moderate
Fiscal Impact: Increase to training budget to pay for increase in training (e.g., tuition, travel costs, etc.)

3) **Category:** Connecting with the Community
Priority: Initiate complete overhaul and redesign of the website
Description: Currently, the website is over ten years old and is outdated and works poorly on smart phones. Conduct a complete overhaul and redesign of the website to bring it up to acceptable current day standards.
Staff Impact: High
Fiscal Impact: Cost of outside vendor for website design and staff time.

4) **Category:** Investing in People
Priority: Improve and evolve the organizational mental and physical wellness of staff
Description: Continue to improve and evolve the organizational mental and physical wellness of staff.
Staff Impact: Moderate
Fiscal Impact: Minimal cost since most will be covered by year two of a federal grant.

5) **Category:** Sustainable, Natural and Built Environment
Priority: Continue to convert the fleet of vehicles to electric & hybrid
Description: Continue to convert the fleet of vehicles away from sole combustion engines to fully electric and/or hybrid models. This will include patrol vehicles, CSO/Cadet vehicles, unmarked vehicles, and motorcycles.
Staff Impact: Minimal
Fiscal Impact: No increase to yearly budget. Cost will be about the same as purchasing combustion vehicles. Will only replace when a vehicle is at its end of life.

6) **Category:** Investing in People
Priority: Implement new SB2 legislation and mandates
Description: Implement new SB2 legislation and mandates regarding the certification and de-certification of police officers.
Staff Impact: Moderate
Fiscal Impact: Minimal.

Public Works – Department Work Plan Priorities

1) **Category:** Excelling in Town Services
Priority: Develop 5-year Capital Improvement Plan that includes a regular update and communication schedule for all capital improvement projects.
Description: Creation of a framework for Council to receive consistent updates of all Capital Improvement projects (CIP). Quarterly reports on CIP expenditures (budget status report from DPW). In addition, staff will be bringing forward a new 5 Year Capital Improvement Plan. Public Works typically reports twice a year to the Capital Program Monitoring Committee and the Financial Advisory Committee and will create a new format to provide an update to the Council on CIP projects.
Staff Impact: Moderate
Fiscal Impact: Low

2) **Category:** Excelling in Town Services
Priority: Improve pavement condition index and repair streets
Description: Continue to program paving, crack sealing and slurry sealing projects to improve road conditions and reduce reconstruction and maintenance costs by improving the Pavement Condition Index (PCI).
Staff Impact: Moderate
Fiscal Impact: High

3) **Category:** Excelling in Town Services
Priority: Coordinate with County on Flood Control. Finalize Bridge designs.
Description: Continue working towards 25-Year level (4% recurrence interval) flood protection with the removal and replacement of bridges and working with the County on the SAFRR project to remove Building Bridge 2.
Staff Impact: Moderate
Fiscal Impact: Moderate

4) **Category:** Sustainable, Natural and Built Environment
Priority: Rehabilitate Town Parks and Medians
Description: Work on improving general maintenance and rehabilitation of parks and medians.
Staff Impact: Moderate
Fiscal Impact: Moderate

5) **Category:** Quality Facilities
Priority: Develop an annual plan to address maintenance for all Town-maintained buildings and facilities
Description: Program funds to address painting, rot repair, heating/ventilation/air-conditioning (HVAC), and other building maintenance issues for all Town-maintained buildings and facilities.
Staff Impact: Moderate
Fiscal Impact: High

6) **Category:** Planning for the Future, Sustainable, Natural and Built Environment
Priority: Implementation of the Bicycle and Pedestrian Master Plan
Description: Town Staff will continue to prioritize the Bicycle and Pedestrian Master Plan as adopted in the Complete Streets Resolution by the integration of the Bicycle and Pedestrian Master Plan elements into public works projects.

Staff Impact: Moderate
Fiscal Impact: Moderate

7) **Category:** Planning for the Future, Sustainable, Natural and Built Environment
Priority: Evaluate and develop a Water Conservation plan for Town buildings, parks, and medians
Description: Due to the drought the Town has been working diligently on reducing domestic water usage throughout parks, medians, and buildings.

Staff Impact: Moderate
Fiscal Impact: Moderate

8) Category: Sustainable, Natural, and Built Environment
Priority: Design and seek funding for the development of the Resilient Hub project
Description: This project would install solar panels with battery storage on Town Hall or Library Buildings to create community-serving space equipped with an emergency power center that provides clean energy resilience for both town services and residents, equipped for extreme weather, providing power, broadband, cooling, water, social services, and older adult assistance in an emergency situation.
Staff Impact: High
Fiscal Impact: High

Public Works—Building

1) Category: Excelling in Town Services
Priority: Develop and implement residential Seismic Program.
Description: Provide homeowners with information on earthquake strengthening for existing one- and two-family dwellings, develop a soft-story program for existing structures, and an automatic gas shutoff valve program.
Staff Impact: High
Fiscal Impact: Low

2) Category: Excelling in Town Services
Priority: Develop and implement program with Ross Valley Fire Department (RVFD) to aid in fire resistance "hardening" of dwellings in the Wildland Urban Interface (WUI).
Description: The Building Department is interested in the possible allocation of fire abatement funding to help homeowners in the WUI to add WUI compliant vents and siding to reduce the potential of fires or the spread of fire within San Anselmo and Marin County.
Staff Impact: High
Fiscal Impact: Low

3) **Category:** Excelling in Town Services
Priority: Develop online permitting for solar systems-SB 379 compliance
Description: SB 379 requires local jurisdictions to adopt an online permitting system for residential solar energy systems. This bill would require every city, county, or city and county to implement an online, automated permitting platform that verifies code compliance and issues permits in real time or allows the city, county, or city and county to issue permits in real time for a residential solar energy system, as defined, that is no larger than 38.4 kilowatts alternating current nameplate rating and a residential energy storage system, as defined, paired with a residential solar energy system that is no larger than 38.4 kilowatts alternating current nameplate rating.
Staff Impact: High
Fiscal Impact: Moderate

4) **Category:** Excelling in Town Services
Priority: Implement expedited permitting program per AB 2234 requirements
Description: New bill will regulate response time for permit applications. If an application for a post entitlement phase permit is incomplete, the Town must provide applicants with list of incomplete items and description of how to make application complete within 15 business days of submission of application. If an application for a post entitlement phase permit is noncompliant, the Town must provide the applicant a full set of written comments with a comprehensive request for revisions within 30 business day (projects with 25 units or fewer) or 60 business days (projects with more than 25 units).
Staff Impact: High
Fiscal Impact: Moderate

5) **Category:** Excelling in Town Services, Sustainable, Natural and Built Environment
Priority: Update Green Building code
Description: The Sustainability Committee has raised the question of banning gas in residential new construction. If the Town bans the use of gas, the Building Department will update the Green Building Code to fulfill the new requirement.
Staff Impact: High
Fiscal Impact: Low

6) **Category:** Excelling in Town Services
Priority: Create Uniform Definition for "Substantial Remodels" throughout Town Code
Description: "Substantial remodels" are defined differently in different sections of the code. Standardizing language across the code will help streamline certain aspects of the building permitting process and.
Staff Impact: Moderate
Fiscal Impact: Low

7) **Category:** Excelling in Town Services
Priority: Evaluate Planning and Building Permit Processing
Description: Evaluate existing planning and building administrative processes including comparing requirements and fees to other local jurisdictions.
Staff Impact: Moderate
Fiscal Impact: Low

Recreation – Department Work Plan Priorities

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

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

3) **Category:** Connecting with the Community
Priority: Create a Volunteer Corps for Parks and Recreation Projects.

Description: The Parks and Recreation Commission will create a sub-committee to create a data base of past and future volunteers to work on parks and reaction projects. Projects would include earth day, tutoring, park clean-up projects and more. (Should I say something about coordinating with Kelley?)
Employee Impact: Moderate
Fiscal Impact: Minimal

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

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

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

Interdepartmental Projects - Recreation & Public Works

1) **Category:** Quality Facilities
Priority: Resurface Tennis Courts & Stripe Two for Pickle Ball

Description: Resurface tennis courts due to failing and cracked concrete
Employee Impact: High
Fiscal Impact: High

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

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

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

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

Ross Valley Fire – Department Work Plan Priorities

1) **Category:** Excelling in Town Services
Priority: Implement RVFD leadership reorganization
Description: The Ross Valley Fire Department is in leadership transition due to the expiration in June of the shared services agreement with County Fire. The member agencies and the Fire Board are exploring options including a potential shared services agreement with Central Marin Fire for Fire Chief and Chief Officer services.

Employee Impact: High
Fiscal Impact: Medium

2) **Category:** Quality Facilities
Priority: Perform needs assessment for living quarters at Station 20
Description: DPW staff to work with Fire Department staff to explore options to renovate the living quarters at Fire Station #20 with the goal of updating the space to accommodate a third member on each operational shift (scheduled for FY2025-26).
Employee Impact: High
Fiscal Impact: Low

3) **Category:** Quality Facilities
Priority: Renovate living quarters at Station 20
Description: Complete renovation construction on Fire Station #20.
Employee Impact: High
Fiscal Impact: High

Working Copy
Work Plan 2023-25

	C	D	E	F	G	H	I	J	K	L	M	N
1	**Livability & Quality of Life**		**Quality Facilities**		**Connecting with the Community**		**Sustainable, Natural and Built Environment**		**Excelling in Town Services**		**Planning for the Future**	
2												
3	Create opportunities for lifelong learning and diverse resources through innovative Recreation and Library activities and entertainment for residents of all ages.		Plan, maintain and improve Town facilities for residents and town staff.		Provide equitable community engagement that includes an outreach approach with intentional effort to engage a representation of the Town's diverse audiences.		Thoughtful planning and operations that ensure the long-term viability of the Town's infrastructure, facilities, and environment.		Provide excellent and sustainable delivery of services by making data driven investments & decisions. Support continuous improvement and cross departmental collaboration to improve service delivery to residents and provide for their public safety.		Utilize comprehensive planning to balance the community's character with its evolving needs	
4												
5	Implement Housing Element programs, policies and actions (PLAN)		Improve shelving for Library special collections (LIB)		Implement new Town telephone system (F/A)		Complete and implement Economic Development Plan (PLAN)		Update Town's Investment Policy (F/A)		Conduct comprehensive General Plan Update (PLAN)	
6												
7	Complete and implement Economic Development Plan (PLAN)		Study the organization of Library physical public space (LIB)		Implement Online Records Management Program (F/A)		Develop Gas Station Ban Ordinance (PLAN)		Update Fee Study (F/A)		Implement Housing Element programs, policies and actions (PLAN)	
8												
9	Implement the Bicycle and Pedestrian Master Plan (PW)		Implement Library reorg plan designed by consultant (LIB)		Reimagine the Library "Take and Make Kits" collection (LIB)		Continue to convert the fleet of vehicles to electric & hybrid (CMPA)		Update Finance/Payroll/HR Systems (F/A)		Develop Gas Station Ban Ordinance (PLAN)	
10												
11	Develop and implement Age-Friendly Strategic Plan (REC)		Study the organization of Library physical staff workspace on lower level (LIB)		Complete implementation of Library RFID project (LIB)		Develop an annual plan to address maintenance for all Town-maintained buildings and facilities (PW)		Complete implementation of Library RFID project (LIB)		Update downtown land uses (PLAN)	
12												
13	Expand Toddler Enrichment Programs (REC)		Repaint/Repair internal Library building, museum, and Council Chamber lobby areas (LIB)		Establish Zip Books program (LIB)		Design and seek funding for a Resilient Hub solar project for the Library roof (PW)		Invest in digital record keeping program (PLAN)		Develop and implement residential Seismic Program (PW-BLD)	
14												

Updated:6/16/2025

Working Copy
Work Plan 2023-25

	C	D	E	F	G	H	I	J	K	L	M	N
1	**Livability & Quality of Life**		**Quality Facilities**		**Connecting with the Community**		**Sustainable, Natural and Built Environment**		**Excelling in Town Services**		**Planning for the Future**	
15	Implement phase 3 of Millennium Playground restoration (REC)		Develop an annual plan to address maintenance for all Town-maintained buildings and facilities (PW)		Update the Planning Department web pages (PLAN)		Evaluate and develop a Water Conservation Plan for Town buildings, Parks, and medians(PW)		Continue to convert the fleet of vehicles to electric & hybrid (CMPA)		Develop and implement program with Ross Valley Fire Department (RVFD) to aid in fire resistance "hardening" of dwellings in WUI (PW-BLD)	
16												
17			Upgrade and Improve the facilities at the Robson Harrington House (REC)		Initiate complete overhaul and redesign of the website (CMPA)		Develop 5-year Capital Improvement Plan, that includes a regular update and communication schedule for all capital improvement projects (PW)		Implement new SB2 legislation regarding certification of officers (CMPA)		Update Green Building code (PW-BLD)	
18												
19			Resurface Tennis Courts & Stripe Two for Pickle Ball (REC)		Develop and implement Age-Friendly Strategic Plan (REC)		Develop and implement program with Ross Valley Fire Department (RVFD) to aid in fire resistance "hardening" of dwellings in WUI (PW-BLD)		Initiate complete overhaul and redesign of the website (CMPA)			
20												
21			Research and develop plan for improvements to Red Hill Dog Park (REC)		Create a Volunteer Corps for Parks and Recreation Projects (REC)		Develop online permiting for solar systems - SB 379 Compliance (PW-BLD)		Develop 5-year Capital Improvement Plan, that includes a regular update and communication schedule for all capital improvement projects (PW)			
22												
23			Implement phase 3 of Millennium Playground restoration (REC)		Update and reorganize Recreation Department webpage (REC)		Update Green Building code (PW-BLD)		Develop an annual plan to address maintenance for all Town-maintained buildings and facilities (PW)			
24												

Updated:6/16/2025

Working Copy
Work Plan 2023-25

	C	D	E	F	G	H	I	J	K	L	M	N
1	**Livability & Quality of Life**		**Quality Facilities**		**Connecting with the Community**		**Sustainable, Natural and Built Environment**		**Excelling in Town Services**		**Planning for the Future**	
25			Repair the walls within the Robson Harrington Community Gardens (REC)						Implement the Bicycle and Pedestrian Master Plan (PW)			
26												
27			Paint ICC Center (REC)						Evaluate and develop a Water Conservation Plan for Town buildings, Parks, and medians(PW)			
28												
29			Research and repurpose Carriage House area at Robson Harrington Park (REC)						Develop and implement residential Seismic Program (PW-BLD)			
30												
31			Rennovate living quarters at Fire Station 20 (RVFD)						Develop and implement program with Ross Valley Fire Department (RVFD) to aid in fire resistance "hardening" of dwellings in WUI (PW-BLD)			
32												
33			Perform needs assesment for living quarters at Station 19 (RVFD)						Develop online permiting for solar systems - SB 379 Compliance (PW-BLD)			
34												
35									Implement expedited permiting program - per AB 2234 requirements (PW-BLD)			
36												
37									Update Green Building code (PW-BLD)			
38												
39									Expand Toddler Enrichment Programs (REC)			
40												

Updated:6/16/2025

Working Copy
Work Plan 2023-25

	C	D	E	F	G	H	I	J	K	L	M	N
1	**Livability & Quality of Life**		**Quality Facilities**		**Connecting with the Community**		**Sustainable, Natural and Built Environment**		**Excelling in Town Services**		**Planning for the Future**	
41									Update and reorganize Recreation Department webpage (REC)			
42												
43									Re-format the Community Event Application and Process (REC)			
44												
45									Implement RVFD leadership reorganization (RVFD)			

Updated:6/16/2025

	O
1	**Investing in People**
2	
3	Provide professional management and training that encourages a culture of innovation, collaboration, and transparency to deliver quality service through an exceptional workforce.
4	
5	Conduct Town Compensation Study (F/A)
6	
7	Implement Ready Set Audit Results (F/A)
8	
9	Institute Employee Trainings (Lunch & Learn) (F/A)
10	
11	Study the organization of Library physical staff workspace on lower level (LIB)
12	
13	Onboard new Planner (PLAN)
14	

Updated:6/16/2025

	O
1	**Investing in People**
15	Develop a training program for Planning Department staff (PLAN)
16	
17	Invest in digital record keeping program (PLAN)
18	
19	Address staffing issues: retention & recruiting (CMPA)
20	
21	Increase training for all staff (CMPA)
22	
23	Improve and evolve the organizational mental and physical wellness of staff (CMPA)
24	

Updated:6/16/2025

	O
1	**Investing in People**
25	Implement new SB2 legislation regarding certification of officers (CMPA)
26	
27	Implement RVFD leadership reorganization (RVFD)
28	
29	Rennovate living quarters at Fire Station 20 (RVFD)
30	
31	Perform needs assesment for living quarters at Station 19 (RVFD)
32	
33	
34	
35	
36	
37	
38	
39	
40	

Updated:6/16/2025

	O
1	**Investing in People**
41	
42	
43	
44	
45	

Updated:6/16/2025

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

Administration and Finance

Work Plan Priority	Progress Report
1) **Category:** Investing in People **Priority:** Town-wide compensation study **Description:** Conduct a Town-wide compensation study. The goal in reviewing employee compensation is to benchmark the Town's salaries with the goal of providing competitive compensation to comparable local municipalities to assist in recruitment and retention of talented employees. Become Employer of Choice.	100% - The Town completed a class and compensation study with Gallagher in March 2025. The survey was completed in time for bargaining with SEIU Local 1021.
2) **Category:** Excelling in Town Services **Priority:** Update Town's Investment Policy **Description:** Update the existing Investment Policy (1997) to reflect best practices and to ensure compliance with federal, state, and applicable laws and regulations.	Complete – Finance will continue to review and update annually.

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

Administration and Finance	
3) Category: Investing in People **Priority:** Implement Ready Set Audit Results for Human Resources **Description:** An audit of the Town's rules, policies, ordinances, and other areas was conducted by Ready Set to assure that they are fair, equitable and completely bias free. As part of that audit, HR wants to implement new recruiting strategies to be sure that we are reaching all potential candidates.	50% - In progress
4) Category: Investing in People **Priority:** Employee Trainings (Lunch & Learn) **Description:** Develop a Lunch and Learn program, a joint lunch for their employees to encourage learning, foster building strong relationships, and enhance professional development. Lunch and Learn events offer opportunities for coworkers to share ideas and discuss issues in a relaxed atmosphere.	100% Complete – Kicked off the Lunch & Learn program in January 2025 and will hold them quarterly.

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

5) Category: Excelling in Town Services **Priority:** Update Fee Study **Description:** A review of the fee study is needed to ensure that the Town's fees are updated to reflect the latest cost information. The study will identify the full costs of providing each service, including direct, indirect, and overhead costs. Identifying the full cost of a service will assist in determining the appropriate fee for each service and prevent the subsidization of individual services with taxpayer dollars.	90% - Town issued an RFP at the end of September and anticipate awarded the project December 2024. We've completed the cost allocation study and are in the final stages of the fee study which should be presented to the Town Council in July 2025.
6) Category: Connecting with the Community **Priority:** Town telephone system **Description:** Update the current Town phone system from an analog system to allow for increased efficiency and usability. Voicemails can be integrated into the email system to allow for better response capabilities and customer service.	100% Complete – Town implemented Teams Phones in March 2025
7) Category: Excelling in Town Services **Priority:** Update Finance/Payroll/HR Systems **Description:** Review the options for a change in Town's software to a cloud-based system more suited for a smaller local municipality.	50% - Continuing to gather a list of software providers to reach out and demo to see if it would be a better fit for the Town.

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

8) **Category:** Connecting with the Community **Priority:** Implement Online Records Management Program **Description:** Through an RFP process, retain services of an online records retention service for the purposes of providing efficient access to Town records for both staff and the public.	20%- Have begun gathering proposals with detailed descriptions of services that would best fit the needs of the Town.

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

Central Marin Police Department

Work Plan Priority	Progress Report
1) **Category:** Investing in People **Priority:** Address Staffing Issues: Retention and Recruiting **Description:** The Central Marin Police is currently facing a significant staffing issue wherein; it is losing people faster than it can replace them. In addition, applicant numbers are dwindling at an alarming rate. This especially important work plan priority is to work closely with the Town and City Managers over the next two years to improve entry level recruitment and current employee retention.	50% This has been the main focus of the Chief of Police, the Human Resources Manager, and the three City/Town Managers for the past 2 years. The Central Marin Police Authority was down 15 Officers on the street when this report was made 2 years ago. At full staffing, CMPA has 42 officers. We are currently down 10 Officers on the street which includes 1 vacancy, 3 officers at the academy, 5 officers on field training, and 1 officer off work on worker's compensation. Even though staffing has improved dramatically we are currently anticipating an additional 4-6 more vacancies before the end of 2025, with the next police academy starting in January 2026. In the meantime, 2 Traffic Officers, 2 Detectives, and 1 School Resource Officer have been reassigned to the patrol division to

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

	keep up with the routine calls for service. In addition, all patrol teams are down 1 to 2 officers as well.
2) **Category:** Investing in People **Priority:** Increase Training for all Staff **Description:** Increase training for all staff to include new mandates and expectations from communities.	100% Increased training was completed for perishable skills. CMPA has also added ABLE training to its yearly training rotation.
3) **Category:** Connecting with the Community **Priority:** Initiate complete overhaul and redesign of the website **Description:** Currently, the website is over ten years old and is outdated and works poorly on smart phones. Conduct a complete overhaul and redesign of the website to bring it up to acceptable current standards.	100% The website redesign was completed in March 2024. https://www.centralmarinpolice.org/
4) **Category:** Investing in People **Priority:** Improve and evolve the organizational mental and physical wellness of staff **Description:** Continue to improve and evolve the organizational mental and physical wellness of staff.	100% Created a Peer Support team, a wellness app for your phone, and a wellness room at the station. Positive feedback from all staff on the changes.

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

5) **Category:** Sustainable, Natural and Built Environment **Priority:** Continue to convert the fleet of vehicles to electric & hybrid **Description:** Continue to convert the fleet of vehicles away from sole combustion engines to fully electric and/or hybrid models. This will include patrol vehicles, CSO/Cadet vehicles, unmarked vehicles, and motorcycles.	100% Created 6-year plan to convert all police vehicles to all electric models. Purchased 2 electric patrol SUVs (currently being outfitted). They will replace 2 combustion vehicles. Purchased 2 electric watch commander trucks (currently being built). They will replace one combustion vehicle that runs 24/7. Purchased 2 electric CSO vehicles for routine parking matters. Replaced 2 combustion vehicles. FY 25/26 budget contains the purchase of 3 more electric patrol SUVs and 2 more electric unmarked vehicles. Preparing to break ground on EV charger infrastructure project which will outfit our main station parking lot with 220v EV chargers.
6) **Category:** Investing in People **Priority:** Implement new SB2 legislation and mandates **Description:** Implement new SB2 legislation and mandates regarding the certification and de-certification of police officers.	100% Completed.

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

Library

Work Plan Priority	Progress Report
1) **Category:** Quality Facilities **Priority:** Improved shelving for special collections **Description:** Instead of holding special collections such as Take and Make Kits, memory kits out of public view, providing shelving in public area for better marketing and access.	85% A medium-term solution is currently being employed to rotate the collection in and out of the public space. Staff continues to identify a good permanent solution.
2) **Category:** Livability and Quality of Life, Connecting with the Community **Priority:** Reimagine the Take and Make Kits collection **Description:** This popular collection has expanded beyond the limits of "take and make" and needs to be reevaluated and rebranded for expansion.	100% The collection has been rebranded as the "Library of Things." An assortment of board games has been added. The "Library of Things" will continue to be an evolving part of the permanent collection.
3) **Category:** Quality Facilities **Priority:** Study the organization of physical public space	100% Architects have designed a plan. It is in fundraising phase.

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

Description: Enlist the services of a consultant to help redesign the public library space.	
4) **Category:** Quality Facilities **Priority:** Implement plan designed by consultant to redesign public library space **Description:** Hire contractors, identify equipment/furniture, and execute plan	Construction not yet started though there is a project design. The plan is solidly in a fundraising phase.
5) **Category:** Quality Facilities **Priority:** Study the organization of physical staff workspace on lower level and implement recommendations. **Description:** Enlist the services of a consultant to help redesign the public library staff workroom space.	15% Focus has shifted to improving the public space. Addressing needs in the staff area will take place during a later phase.
6) **Category:** Excelling in Town Services **Priority:** Complete implementation of RFID project **Description:** Items have been tagged and staff has been using RFID pads and other equipment. Next steps in roll-out include peripherals to support the use of the technology and training patrons to use RFID enabled tools for checking out materials.	100%
7) **Category:** Livability and Quality of Life	100%

Priority: Establish Zip Books program **Description:** Organize and deploy zip books program, grant funded by the CA state library, to deliver books, unavailable in the local library system, to residents' homes via Amazon	

Interdepartmental—Library and Public Works

Work Plan Priority	Progress Report
Category: Quality Facilities **Priority:** Repaint/Repair internal building, museum, and Council Chamber lobby areas **Description:** There are many areas in need of repair where chunks of wall have eroded or chipped away. There are innumerable scuffs and scratches throughout the building which need to be cleaned up and walls improved with fresh paint.	50% Lobby and hallway areas completed. Interior Library will be completed after new HVAC system is installed, fall 2025.

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

Planning

Work Plan Priority	Progress Report
1) **Category:** Investing in people **Priority:** Onboard new Planner **Description:** Hire and train a new planner to provide current planning activities such processing land use permits, assisting the public over the phone, via email, and at the counter	100% Complete Assistant Planner Jackson Dobronyi started working for the Planning Department on October 1, 2023. Jackson has been successfully onboarded and is working at full capacity processing current planning land use projects, providing Zoning Code information to the public over the counter, via email, and over the phone, and conducting planning related reviews for building permits.
2) **Category:** Planning for the Future **Priority:** Comprehensive General Plan Update, including the Circulation Update **Description:** Begin the comprehensive General Plan Update of the 1988 current General Plan. Will update all elements of the General Plan (exception of the Housing Element and Safety Element) and include new optional element, such as Environmental Justice and Economic Development.	50% Complete On April 23, 2024, the Town Council executed a Professional Services Agreement with a planning consultant to support the General Plan Update (GPU). The first GPU phase, Visioning, kicked off in late spring and summer, and the Planning Department engaged the community at 21 events and through 642 survey responses to shape the long-term vision for San Anselmo. This phase produced the Vision Statement and Guiding Principles, which will anchor the General Plan. In fall 2024, the second phase — Gathering Information — began, and the Planning Department collected data on key topics like climate change and economic development. Thirteen

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

	community engagement events were held, with six more planned by May 2025, to culminate in the publication of 11 Existing Conditions Reports. The Planning Department aims to complete three of four phases by the end of 2025, with Town adoption of the updated General Plan expected in 2026.
3) **Category:** Planning for the Future **Priority:** Housing Element Implementation **Description:** Implement at least 22 Housing Policy Action Items as required by the Housing Element	100% Complete The Town Council adopted the Housing Element on December 12, 2023, completed all related General Plan, General Plan Map, Zoning Code, and Zoning Code Map amendments, and received certification from the State of California Department of Housing and Community Development on March 28, 2023.
4) **Category:** **Priority:** Continue to Enhance the Planning Departments levels of service. **Description:** Enhance levels of service by improving and updating the Planning Department's web presence to make it easy for users to navigate and find information and resources, continue to improve processing timelines, improve, and maintain response times, and proactive shepherding of projects through the Town's discretionary processes.	75% Complete Since January 2024, the Planning Department has conducted a comprehensive assessment of the existing Planning Department webpages and conduct a comprehensive overhaul. Many of the Planning Department webpages have been updated. The remaining pages to be updated are the following: 1. Climate Action and Sustainability 2. Economic Development and Business-related webpages The Planning Department expects to complete the updated webpages by the end of December 2024.
5) **Category:** Sustainable, Natural and Built Environment **Priority:** Continue to grow Economic Development in Town	75% Complete During the 2023-2024 Fiscal Year, the Town Council adopted Zoning Code amendments to facilitate economic development

Description: Enhance and grow the Planning Department's Economic Development and Housing initiatives by providing more structure (policies and implementation of actions) to what we would like and need to accomplish.	by addressing optimal land uses in certain commercial zoning districts and the Housing Element to facilitate housing in all zoning districts. Additionally, as part of the General Plan Update, the new Economic Element will be incorporated into the General Plan that will establish a roadmap to address economic development over the next 10-20 years.
6) **Category:** Investing in People **Priority:** Develop a training program for Planning Department staff **Description:** Create a cohesive team where there is training to keep informed with up-to-date information, cross training of duties and responsibilities (where possible given job descriptions constraints by union and job descriptions), experiences to help grow staff.	100% Complete The Planning Department is fully staffed with three full-time staff members (Planning Director, Senior Planner, Assistant Planner, and a part-time Climate Action Coordinator). The Planning Department currently has limited administrative support, and that support is limited to public notices and some support related to the Town's online permit tracking system. All Planning Department related staff have been successfully onboarded and continue to learn and grow into their respective roles. The following training and resource guides have been developed related to filing structure, Marinmap User Guide, staff onboarding checklist, project time tracker for cost recovery projects, CEQA, Historic Resource Evaluation requirements, How to prepare a public notice, How to Refund a Deposit Fee, Resolution Preparation Steps, Staff Report writing Tips and Tricks, How to Process Telecommunications Facilitates Applications, How to coordinate with Telecom Law (consultant) to facilitate the review of Telecommunication Facilities

	Applications, How to upload agendas and minutes to Granicus (agenda management for website presence), How to upload videos to Granicus, How to Process Resale Inspections related to the Planning Department, How the Planning Department reviews EV Chargers, PEAK Agenda Publishing Checklist for the Planning Department, PEAK Agenda PEAK Agenda Preparation Steps, Planning Commission Day of Meeting Preparation Checklist, and created templates for all Planning Department related actions. The Planning Department also continues to keep up to date with current training opportunities to further enhance skills. Notably, Senior Planner Lindsey Klein successfully completed the Sonoma Marin Leadership Academy. The Sonoma Marin Leadership Academy is a program designed for emerging leaders. Planning Director Heidi Scoble recently completed as inaugural cohort for the Municipal Management Association of North California's UpNext program, a leadership community designed for city and county leadership roles. Both Klein and Scoble continue to maintain their continuing education credits related to their American Institute of Certified Planner (AICP) credential. Kelin and Scoble also attended a training on, "Cultivating Lean Practices", which was focused on tools to identify process obstacles and process mapping to provide efficiencies and higher levels of customer service. Lastly, Klein and Jackson Dobronyi, Assistant Planner, attended the California Chapter of the American Planning Association's annual conference (September 28 through October 1). The theme was, "Cultivating our Future".

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

7) **Category:** Excelling in Town Services **Priority:** Enhanced and consistent record keeping where information is accessible and easy to find. **Description:** Digitize remaining Planning paper files, create any necessary databases, convert microfiche to digital pdf plans (soft file) and provide a comprehensive digital data file storage service, such as Docuware, Laserfiche, etc. **Employee Impact:** Low to High depending on whether outside resources or internal staff will be used.	25% Complete The Planning Department continues discussion with the Town Clerk to integrate the Planning Department digital records into a new Townwide digital records data file storage service.
8) **Category:** Planning for the Future, Sustainable, Natural and Built Environment **Priority:** Develop Gas Ban Ordinance **Description:** Finalize Ordinance for Town Council consideration of a Gas Ban Ordinance. Requires the preparation of a study to support the ban. **Employee Impact:** Low to Moderate	100% Complete On December 12, 2023, the Town Council adopted Ordinance No. 1183 to prohibit the construction of new gas stations and the expansion of existing gas stations.
9) **Category:** Planning for the Future, Sustainable, Natural and Built Environment **Priority:** Update Downtown and other Commercial Land Uses	100% Complete On August 22, 2023, the Town Council adopted Ordinance No. 1179 to adopt amendments to Land Use Regulations Table 3A (Title 10, Chapter 3, Article 3, Section 10-3.302) to the

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

Description: Consider Zoning Code amendments to the Land Use Regulations Table 3A (Title 10, Chapter 3, Article 3, Section 10-3.302) to the Downtown and other commercial land uses that will attract businesses to the Town.	Downtown and other commercial land uses to facilitate and attract businesses to the Town.

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

Public Works

Work Plan Priority	Progress Report
1) Category: Excelling in Town Services **Priority**: Develop 5-year Capital Improvement Plan that includes a regular update and communication schedule for all capital improvement projects. **Description:** Creation of a framework for Council to receive consistent updates of all Capital Improvement projects (CIP). Quarterly reports on CIP expenditures (budget status report from DPW). In addition, staff will be bringing forward a new 5 Year Capital Improvement Plan. Public Works typically reports twice a year to the Capital Program Monitoring Committee and the Financial Advisory Committee and will create a new format to provide an update to the Council on CIP projects.	Ongoing. The 5 Year CIP was approved by Town Council with over 70 projects and other daily work. Public Works and Building is currently working on implementing new project management software, Envisio, which can be used for both internal project management and public access to view all town projects including project description, schedule and budgets.
2) **Category:** Excelling in Town Services **Priority**: Improve pavement condition index and repair streets **Description:** Continue to program paving, crack sealing and slurry sealing projects to improve road conditions and reduce reconstruction and	Ongoing. This summer the Town's pavement condition index hit an all-time high for at least the last 20-plus years at 75 PCI.

maintenance costs by improving the Pavement Condition Index (PCI).	
3) **Category:** Excelling in Town Services **Priority**: Coordinate with County on Flood Control. Finalize Bridge designs. **Description:** Continue working towards 25-Year level (4% recurrence interval) flood protection with the removal and replacement of bridges and working with the County on the SAFRR project to remove Building Bridge 2.	Ongoing. SAFRR- The County has submitted draft plans as part of the building permit application for the removal of Building Bridge 2. The County is still working on addressing FEMA questions etc. but is moving forward with the project. Bridges- Nokomis and Madrone bridges are still in the environmental stage but are finishing up and slated for construction 2026-2028. Center and Bridge Street Bridges are in the Caltrans queue for funding but have been approved.
4) **Category:** Sustainable, Natural and Built Environment **Priority**: Rehabilitate Town Parks and Medians **Description:** Work on improving general maintenance and rehabilitation of parks and medians.	Ongoing. Staff completed rehabilitation of Memorial Park parking lot and paved the west side path between Alderney Road and the restroom building. Other improvements to the playground are being worked on. New bollard lights have been added to the pathway from the Log Cabin down to Sunnyhills. Hilldale Phase 2 of the pocket park is underway including a climbing structure, potential swing and/or community gathering space.
5) **Category:** Quality Facilities **Priority**: Develop an annual plan to address maintenance for all Town-maintained buildings and facilities **Description:** Program funds to address painting, rot repair, heating/ventilation/air-conditioning	Ongoing. Construction completed on the Town Hall Roof and HVAC. Town Hall gutters were replaced as a separate project. Robson Harrington kitchen windows have been replaced. Robson Harrington House will be painted in 2025.

(HVAC), and other building maintenance issues for all Town-maintained buildings and facilities.	The Resilience Hub is under construction and expected to be completed in August 2025. Library roof and HVAC are in design pending construction in 2025. ICC Roof replacement is scheduled for summer 2025, and ICC will be painted in Fall 2025. Parkside Preschool play area was constructed in fall 2024. Town Hall, Library and ICC LED light replacement program was completed. Town Hall Carpet replacement completed. Firehouse 20 renovation currently under construction, completion estimated in 2026.
6) **Category:** Planning for the Future, Sustainable, Natural and Built Environment **Priority:** Implementation of the Bicycle and Pedestrian Master Plan **Description:** Town Staff will continue to prioritize the Bicycle and Pedestrian Master Plan as adopted in the Complete Streets Resolution by the integration of the Bicycle and Pedestrian Master Plan elements into public works projects.	Ongoing. Funding has been obtained from TAM and measure J to improve Bicycle and Pedestrian modes of transportation including a two-way bike lane in Creek Park. Town received a TAM grant for $900,000 for sidewalks on Butterfield Road near Brookside Elementary School, and $100,000 for other sidewalk infill projects. A downtown active transportation safety and circulation study completed.

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

7) **Category:** Planning for the Future, Sustainable, Natural and Built Environment **Priority:** Evaluate and develop a Water Conservation plan for Town buildings, parks, and medians **Description:** Due to the drought the Town has been working diligently on reducing domestic water usage throughout parks, medians, and buildings.	Ongoing. Water monitoring is ongoing but to date the use of groundwater has not had a long-term impact on the groundwater table. The Memorial Park wells can supply up to 100,000 gallons a month.
8) **Category:** Sustainable, Natural, and Built Environment **Priority:** Design and seek funding for the development of the Resilient Hub project **Description:** This project would install solar panels with battery storage on Town Hall or Library Buildings to create community-serving space equipped with an emergency power center that provides clean energy resilience for both town services and residents, equipped for extreme weather, providing power, broadband, cooling, water, social services, and older adult assistance in an emergency situation.	100%. The Resilience Hub is under construction and expected to be completed in August 2025.

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

Public Works /Planning- Building

Work Plan Priority	Progress Report
1) **Category:** Excelling in Town Services **Priority**: Develop and implement residential Seismic Program. **Description:** Provide homeowners with information on earthquake strengthening for existing one- and two-family dwellings, develop a soft-story program for existing structures, and an automatic gas shutoff valve program.	5% Complete San Anselmo Building Department met with Mill Valley Building Official to inquire about their soft-story program.
2) **Category:** Excelling in Town Services **Priority**: Develop and implement program with Ross Valley Fire Department (RVFD) to aid in fire	0% Complete

resistance “hardening” of dwellings in the Wildland Urban Interface (WUI). **Description:** The Building Department is interested in the possible allocation of fire abatement funding to help homeowners in the WUI to add WUI compliant vents and siding to reduce the potential of fires or the spread of fire within San Anselmo and Marin County.	
3) **Category:** Excelling in Town Services **Priority:** Develop online permitting for solar systems-SB 379 compliance **Description:** SB 379 requires local jurisdictions to adopt an online permitting system for residential solar energy systems. This bill would require every city, county, or city and county to implement an online, automated permitting platform that verifies code compliance and issues permits in real time or allows the city, county, or city and county to issue permits in real time for a residential solar energy system, as defined, that is no larger than 38.4 kilowatts alternating current nameplate rating and a residential energy storage system, as defined, paired with a residential solar energy system that is no larger than 38.4 kilowatts alternating current nameplate rating.	100% Complete San Anselmo applied for a received a grant (CalAPP Grant) to implement Solar APP to fulfill SB 379. After reviewing Solar APP and Symbium as options to fulfill SB 379, the Building Department saw the potential use of Symbium in expediting other over the counter permits. The Grant was amended for use with Symbium. Symbium has been implemented, along with a webpage, and eTrakit modifications to aid applicants applying for solar permits. https://www.townofsananselmo.org/1979/Symbium-Solar-Permits

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

4) **Category:** Excelling in Town Services **Priority:** Implement expedited permitting program per AB 2234 requirements **Description:** New bill will regulate response time for permit applications. If an application for a post entitlement phase permit is incomplete, the Town must provide applicants with list of incomplete items and a description of how to make the application complete within 15 business days of submission of application. If an application for a post entitlement phase permit is noncompliant, the Town must provide the applicant a full set of written comments with a comprehensive request for revisions within 30 business day (projects with 25 units or fewer) or 60 business days (projects with more than 25 units).	100% Complete Permitting staff currently uses a combination of eTrakit and excel to keep track of response timelines. It is inefficient to update excel, so the Building Department has contracted with Client First and meets regularly to discuss and implement changes to eTrakit to "track" permit response timeline. The goal in making these modifications is to reduce staff time on clerical work.
5) **Category:** Excelling in Town Services, Sustainable, Natural and Built Environment **Priority**: Update Green Building code **Description:** The Sustainability Committee has raised the question of banning gas in residential new construction. If the Town bans the use of gas, the Building Department will update the Green Building Code to fulfill the new requirement.	100% Complete The San Anselmo Building Department was part of the Green Building Steering Committee (total of five people from Marin County) that began in January 2022 to begin developing the current Green Building Reach Code. It took nearly a year after the Council's adoption for the state's Energy Commission (one staff member available for the state to review applications) to give approval for implementation of the ordinance. The Building Department began requiring the new Green Building Reach Code but has provided a couple of months grace period at the

	beginning for applicants using the older code. Many times, drawing sets can take several months to produce and to help applicants with obtaining a building permit without delay, the Building Department felt a grace period for enforcement was necessary.
6) **Category:** Excelling in Town Services **Priority:** Create Uniform Definition for "Substantial Remodels" throughout Town Code **Description:** "Substantial remodels" are defined differently in different sections of the code. Standardizing language across the code will help streamline certain aspects of the building permitting process.	20% Complete The use of substantial remodels was revised in the new Green Building Ordinance. The other instances are within the Planning code. Staff will discuss whether it makes sense to change to one definition.
7) **Category:** Excelling in Town Services **Priority:** Evaluate Planning and Building Permit Processing **Description:** Evaluate existing planning and building administrative processes including comparing requirements and fees to other local jurisdictions.	15% Complete The Town has two permit techs now who are getting trained to provide a better completeness check for initial permit submission. This will help ensure that plans that are complete get checked quicker and those that are not complete will not be in the system until they are ready. In addition, the Town has visited other jurisdiction(s) to look at their permit process. The Town is looking at an over-the-counter day every other week to help with permit processing and questions for small to medium permits with Fire, Planning, Build. The Town is looking at Qless which is a queue management system to give permit counter visitors the opportunity to "get in line" before they arrive at Town Hall or grab a cup of coffee while they wait. An AI software that the Town would like to integrate is called Acata.

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

	Acata generates email responses with useful forms and information based on the questions asked within an email. Currently, the Town's two permit techs are at full capacity with the daily processing of permits and occasional mailer or other department tasks. With using Acata, the Town hopes to free up more time. Lastly, the Town will get new internet phones. Currently, the Town's phones do not provide a call back number. Most weeks, permit staff receives 50 voicemails, Acata will transcribe voicemails and should free up staff time for more critical tasks.
8) **Category:** Sustainable, Natural and Built Environment **Priority:** Local Hazard Mitigation **Description:** Updating, adopting and implementing the new Local Hazard Mitigation Plan	100% Complete Local Hazard Mitigation Plan completed by the Building Department. Town staff began the process with the Office of Emergency Management in October of 2021 with monthly meetings and tasks. The plan was adopted in August of 2024. San Anselmo is the first Marin jurisdiction to adopt the Multi-jurisdictional Mitigation Plan and make amendments to the Safety Element making San Anselmo AB2140 compliant.
9) **Category:** Sustainable, Natural and Built Environment **Priority:** Gate Ordinance **Description:** Providing guidelines and requirements for the permitting and periodic inspection of large gates	100% Complete The Town was contacted by Mr. Quanbeck, who lost his son to a gate accident. The Building Department strives to keep its residents and visitors safe. When the Town was contacted by Mr. Quanbeck, staff began immediately talking to other jurisdictions and schools as well as researching how to best implement an ordinance and working policy that would prevent future accidents from large gates. The Ordinance was adopted in April of 2023 and there have been several large gates permitted under the new requirements since adoption.

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

10) **Category:** **Priority:** All-Electric Ordinance Suspension **Description:** New ordinance regulating gates.	100% The Town adopted an All-Electric for Residential new construction ordinance in May of 2022. As a result of The Energy Policy and Conservation Act's (EPCA's) preemption of building codes, the Town has suspended the All-Electric Ordinance.
11) **Category:** Excelling in Town Services, Sustainable, Natural and Built Environment **Priority:** AB 1332 Pre-approved ADU Plans **Description:** Pre-approved accessory dwelling unit (ADU) plans for construction to help expedite ADUs for those who want a simpler process to add an ADU to their property.	90% By January 1, 2025, the Town will have a process in place to approve ADU designs and "shelve" them for a pre-approved use. Additionally, the Town will have a process in place to allow applicants to choose a pre-approved ADU and gain approval for their site-specific project. Staff has begun meeting with Client First to develop the non-site-specific permit types for ADU designs and will possibly use Symbium which is already used for solar apps, as the platform to ease the application process.

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

Recreation

Work Plan Priority	Progress Report
1) **Category:** Quality Facilities **Priority:** Upgrade and improve the facilities located at the Robson Harrington House. **Description:** Make improvements to the inside program space, home to our after-care programs. Improvements would include painting, replacing carpets, kitchen improvements and replacing blinds. Addition of an office space for staff to work and hold meetings with both parents and staff. **Employee Impact:** Moderate	100% - The interior room and the exterior porch have been repainted. New carpets have been installed, floors refinished, and new facility chairs purchased. Windows have been replaced and window treatments/blinds have been installed. A new sink has been installed in the kitchen.
2) **Category:** Connecting with the Community **Priority:** Age-Friendly Strategic Plan **Description:** Age-Friendly San Anselmo will present a completed strategic plan to Town Council. To achieve the Vision of the strategic	100% - Marin Age & Disability Institute (MADI) was awarded a grant and is partnering with the Town to create the first county Age & Disability Friendly platform.

plan, the Town and the community will develop and reinforce a culture that allows for people to actively age with dignity, respect, and independence. Nurturing a commitment to an age-friendly future will be an essential factor in successfully implementing the strategies in the plan.	The Age and Disability Friendly 15-person advisory committee filmed interviews with community members about their experiences and conducted Ageism and Ableism trainings for both town staff and the community in January. A survey was conducted, assessment report findings presented, and the final 2025-2028 Age and Disability Friendly Action Plan was approved by both the Parks and Recreation Commission and Town Council in May of 2025. The Action Plan will be used as a roadmap for
3) **Category:** Connecting with the Community **Priority:** Create a Volunteer Corps for Parks and Recreation Projects. **Description:** The Parks and Recreation Commission will create a sub-committee to create a database of past and future volunteers to work on parks and reaction projects. Projects would include earth day, tutoring, park clean-up projects and more.	100% - The Town Manager's office purchased a volunteer database platform and has conducted staff training. The platform has been successfully launched for the Fall 2024 Downtown Clean-up, Spring 2025 Park Clean up, and Spring 2025 Boards, Committees, and Commissions Social.
4) **Category:** Livability and Quality of Life **Priority:** Expand Toddler Enrichment Programs **Description:** The new early childhood classes will be designed to build a community of caregivers and create an environment for toddlers to socialize, play and learn. Teachers and caregivers will encourage early childhood	100% - Staff has created consistent programming for the toddler age group which includes: toddler phonics, art in the park, sensory classes, and music.

development by guiding children to explore through stories, songs, sensory and art. Our goal is to have programs at both the Robson Harrington House and Memorial Park.	
5) **Category:** Connecting with the Community **Priority:** Update and reorganize the Recreation Department webpage. **Description:** The new Recreation registration software, Civic Rec, pairs with the Town website, Civic Plus. The department will connect the two platforms to update and reorganize our website and registration process. This will create a better experience for our recreation community.	100% - The department has completed webpage updates.
6) **Category:** Excelling in Town Services **Priority:** Re-format the Community Event Application and Process. **Description:** The Town of San Anselmo is vibrant community. The Recreation department receives many requests for events throughout the year. Requests include everything from concerts to bake sales. Currently there is one application that goes to Town Council for approval. The department will develop a process and applications for larger events, smaller events, and tables at	Ongoing. An updated application and process will be reviewed by the new events supervisor in the coming year.

existing events. The application process will include interdepartmental communications, insurance requirements and street closure and janitorial costs.	

Interdepartmental Projects - Recreation & Public Works

Work Plan Priority	Progress Report
1) **Category:** Quality Facilities **Priority:** Resurface Tennis Courts & Stripe Two for Pickle Ball **Description:** Resurface tennis courts due to failing and cracked concrete	15% The Town held a one-month pickle ball pilot program during the month of April (2024) and due to the success of the program, striped pickleball courts will remain on court 4. On June 11,2024 the Town Council approved the amendment to the 2018 master plan which includes a vision for the western side of the park from Sunny Hills Drive to the Snack Shack. This includes replacing the tennis courts, designing a new parking lot with a drop-off/pick-up area, updates to the snack shack, basketball court, and skate park, as well as considering bathrooms and picnic areas.

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

	The Memorial Park Advisory Committee is currently exploring funding options.
2) **Category:** Quality Facilities **Priority:** improvements to Red Hill Dog Park **Description:** This project would include improvements to the drainage and ground covering.	50% - Drainage and decomposing wood chips continue to be an issue. The dog park steering committee continually hosts volunteer work parties to maintain the park, but an alternative solution is needed to address the drainage.
3) **Category:** Quality Facilities **Priority:** Implement phase 3 of Millennium Playground restoration **Description:** Phase three will involve enhancing the playground with new features placed in areas of the playground where former features existed. This will begin with a community engagement process to help determine the plan. The plan will go through a cost estimating process and a fundraising program will be launched. The improvements will be made once these goals are met.	10% - The Town Mager, Community Services Director and Public Works Director met with the Scientific Art Studio to discuss phase 3 of Millennium playground. This project is currently on hold as staff is focusing on the Memorial Park Master Plan Amendment.
4) **Category:** Quality Facilities **Priority:** Repair the walls within the Robson Harrington Community Gardens. **Description:** The crumbling walls have become a safety issue.	30% - One wall in the community gardens has been restored. The Community Gardens Committee is working on prioritizing projects next fiscal year and will continue to focus on repairing the walls in the gardens.

5) **Category:** Quality Facilities **Priority:** Paint ICC Center **Description:** The paint is peeling.	15% - The northern facing side of the building was recently painted in conjunction with the Parkside Preschool playground project. The rest of the building will be painted in FY 25-26 with support from Measure J and the Recreation Fund.

Ross Valley Fire Department

Work Plan Priority	**Progress Report**
1) **Category:** Excelling in Town Services **Priority:** Implement RVFD leadership reorganization **Description:** The Ross Valley Fire Department is in leadership transition due to the expiration in June of the shared services agreement with County Fire. The member agencies and the Fire Board are exploring options including a potential shared services agreement with Central Marin Fire for Fire Chief and Chief Officer services.	Completed The Department has hired a stand-alone Fire Chief. An additional Battalion Chief position was also added to the leadership team. Shared services discussion with Central Marin Fire have been placed on hold.
2) **Category:** Quality Facilities **Priority:** Perform needs assessment for living quarters at Station 20	Completed

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

Description: DPW staff to work with Fire Department staff to explore options to renovate the living quarters at Fire Station #20 with the goal of updating the space to accommodate a third member on each operational shift (scheduled for FY2025-26).	The Department has worked with DPW and expects to have a decision on one of the two proposed conceptual drawings of fire Station 20 before July 2024.
3) **Category:** Quality Facilities **Priority:** Renovate living quarters at Station 20 **Description: Complete** renovation construction on Fire Station #20.	25% The project has begun as of March 1, 2025, and is expected to be completed by July 1, 2026.
*4) **Category:** Excelling in Town Services **Priority:** Increase fire engine staffing to three firefighters **Description:** The Ross Valley Fire Department is the only fire agency in Marin that still only has two firefighters on a fire engine. The Department's goal is to increase staffing to three firefighters per fire engine. ***This is an additional priority added to the RVFD work plan.***	Completed In November 2023 the Ross Valley Fire Department Board of Directors approved a funding plan to staff all fire engines with three firefighters by July 2025.
5) **Category:** Excelling in Town Services	90%

2023-2025 Work Plan Priorities FINAL Progress Report –June 2025

Priority: Filling Firefighter Vacancies **Description: Complete**: July 1, 2025	The Department has hired 5 Firefighter Paramedics between July 1, 2024 and June 1, 2025. Three positions are still unfilled. A recruitment to fill the remaining three positions will take place by July 1, 2025. The Department is currently experiencing recruitment challenges. Current and expected open positions are forecast to be at 3-4 vacancies.

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.6

MEETING DATE: June 24, 2025

AGENDA TITLE: FY 2025-2026 Budget and Workplan

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider adopting the attached resolution approving the Fiscal Year 2025-2026 Budget and Workplan.

BACKGROUND

At its June 10, 2025, meeting, Town Council held a public hearing to review and provide feedback on the FY 2025-2026 proposed budget presented by staff.

DISCUSSION/ANALYSIS

The Town Council directed staff to proceed with the proposed Budget and Workplan without modification. The attached resolution formally adopts the FY 2025-2026 Budget and Workplan.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment #1: Resolution Adopting FY 2025-2026 Budget

RESOLUTION NO. XXXX

A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL ADOPTING THE FISCAL YEAR 2025-2026 BUDGET AND WORKPLAN

WHEREAS, the San Anselmo Town Council held a public hearing on the Proposed FY 2025-2026 Budget and Workplan on June 10, 2025; and

WHEREAS, the Council has determined that the FY 2025-2026 Proposed Budget and Workplan will allow for the continuation of basic municipal services and the necessary construction of capital improvements.

NOW THEREFORE, BE IT RESOLVED as follows:

Section 1. California Environmental Quality Act
The Council's discussion and adoption of this resolution approving the fiscal year 2025-2026 budget and workplan is not a "project" under the California Environmental Quality Act ("CEQA") because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code§ 21065).

Section 2. 2025-2026 Budget & Workplan
Be it further resolved that the San Anselmo Town Council adopts the FY 2025-2026 Budgeted Expenditures and Transfers Out as allocated below and as reflected in the Budget and Workplan, which is attached hereto and incorporated herein by reference:

Major Funds	
General Fund	$22,649,053
Measure J Sales Tax Fund	2,958,573
Grants Fund	505,142
Recreation Fund	2,687,320
Road Maintenance Fund	1,710,712
Special Revenue Funds	
Community Services Master Plan Fund	4,000
Downtown Revitalization Fund	30,890
Emergency Reserve Fund	-
State Gasoline Tax	720,631
Library Tax Fund	331,160
Robson House Fund	43,597
Special Events	101,882
Measure A Parks Tax Fund	367,979
Isabel Cook Center	154,587
Measure C Wildfire Tax Fund	410,000
Climate Action Fund	150,000
Capital Project Funds	
Active Transportation	75,000
Equipment Replacement Fund	-

Park Improvement Fund	232,000
Debt Service Funds	
Measure G Debt Service Fund	402,584
Internal Service Funds	
Insurance Fund	822,515
Building Maintenance Fund	1,202,301
Technologies Replacement Fund	290,109
Vehicle Replacement Fund	100,000
Total	**$35,950,035**

RESOLUTION PASSED AND ADOPTED, at a regular meeting of the San Anselmo Town Council held on the 24th day of June 2025, by the following vote:

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

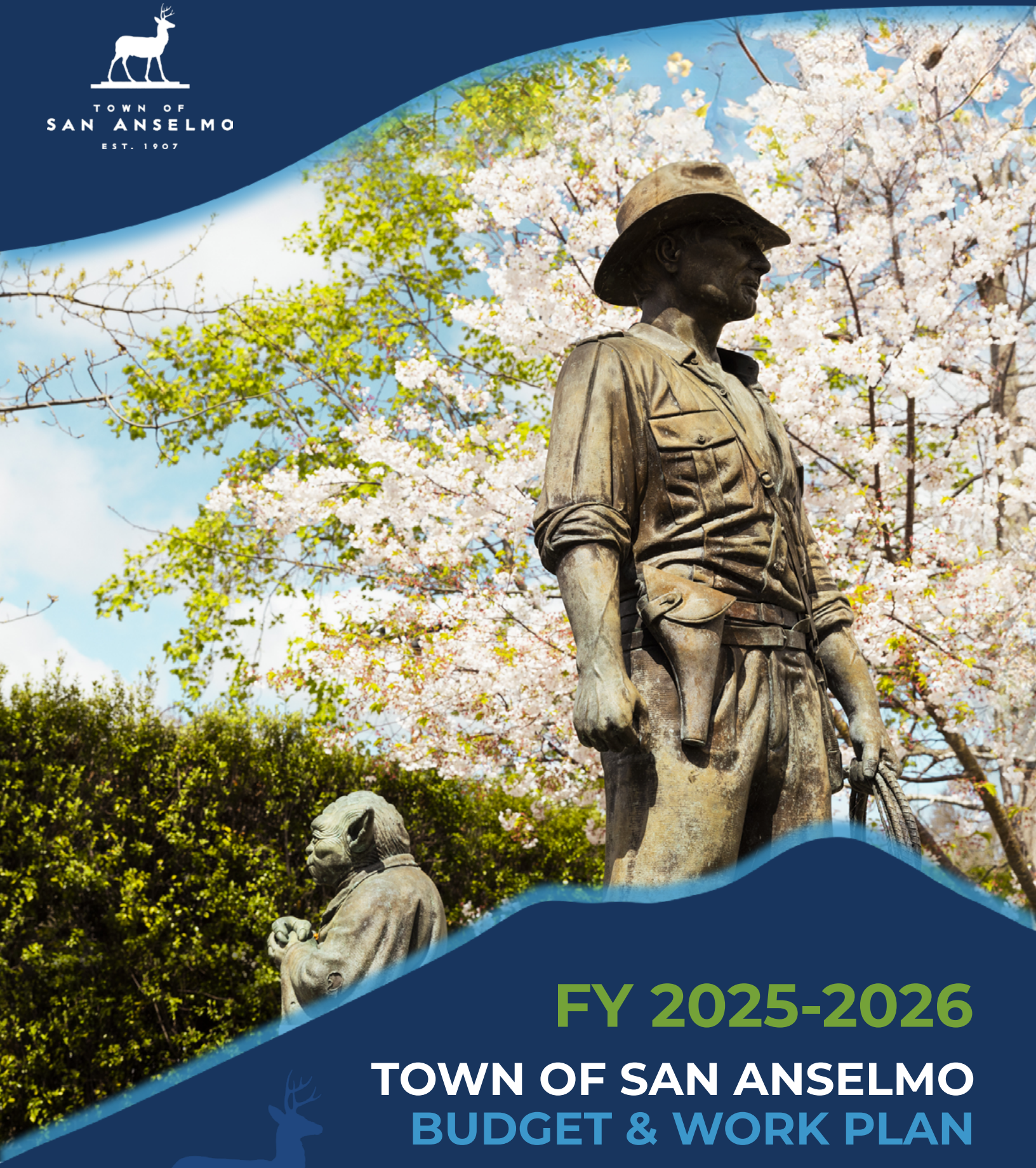
_____
TARRELL KULLAWAY
MAYOR

ATTEST:

_____
SERGE AVILA
TOWN CLERK

EXHIBIT A
FY 2025-2026 BUDGET AND WORKPLAN

TOWN OF
SAN ANSELMO
EST. 1907



FY 2025-2026

TOWN OF SAN ANSELMO
BUDGET & WORK PLAN

SANANSELMO.GOV/BUDGET

TABLE OF CONTENTS

TOWN MANAGER'S MESSAGE 4
OVERVIEW OF FUNDS 9
TABLE: OVERVIEW OF FUNDS 9
GENERAL FUND 10
GENERAL FUND REVENUE 10
GENERAL FUND EXPENDITURES 12
TOWN COUNCIL 22
ADMINISTRATION & FINANCE 24
LEGAL SERVICES 28
LIBRARY 29
PLANNING 32
PUBLIC SAFETY – FIRE PROTECTION SERVICES 36
PUBLIC SAFETY – POLICE 38
ENGINEERING 40
STREET & PARK MAINTENANCE 44
BUILDING 47
RECREATION 50
DEBT SERVICE 52
NON-DEPARTMENTAL SERVICES 53
MEASURE D SALES TAX FUND 55
MEASURE D SALES TAX FUND 59
EMERGENCY RESERVE FUND 61
EMERGENCY PROJECTS FUND 61
MEASURE J SALES TAX FUND 59
MEASURE J SALES TAX FUND 59
DOWNTOWN REVITALIZATION 63
DONWTOWN REVITALIZATION FUND 63
GRANTS FUND 65
GRANTS FUND 65
RECREATION FUND 68
RECREATION FUND 68

TABLE OF CONTENTS

SPECIAL REVENUE FUNDS 74
COMMUNITY SERVICES MASTER PLAN FUND 74
ROAD MAINTENANCE FUND 76
STATE GASOLINE TAX FUND 79
LIBRARY TAX FUND 81
ROBSON HOUSE FUND 84
SPECIAL EVENTS FUND 87
MEASURE A – PARKS TAX FUND 89
ISABEL COOK CENTER (ICC) FUND 91
MEASURE C – WILDFIRE TAX FUND 94
CLIMATE ACTION FUND 96
CREEKSIDE COMMONS FUND 98
PARKING FUND 100
CAPITAL PROJECTS FUNDS 102
ACTIVE TRANSPORTATION FUND 102
CAPITAL RECONSTRUCTION FUND 104
EQUIPMENT REPLACEMENT FUND 106
PARK IMPROVEMENT FUND 108
DEBT SERVICE FUND 110
MEASURE G – DEBT SERVICE FUND 110
MUNICIPAL LEASE – DEBT SERVICE FUND 114
INTERNAL SERVICE FUNDS 115
INSURANCE FUND 115
BUILDING MAINTENANCE FUND 117
TECHNOLOGIES REPLACEMENT FUND 119
VEHICLE REPLACEMENT FUND 121
APPENDIX A 123
TABLE: CAPITAL PROJECTS BUDGET SUMMARY 123

TOWN MANAGER'S MESSAGE

Tarrell Kullaway
Mayor

Steve Burdo
Vice Mayor

Eileen Burke
Council Member

Chantel Walker
Council Member

Yoav Schlesinger
Council Member

TOWN OF
SAN ANSELMO
EST. 1907

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

June 12, 2025

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

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

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

TOWN MANAGER'S MESSAGE

CHALLENGES

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

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

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

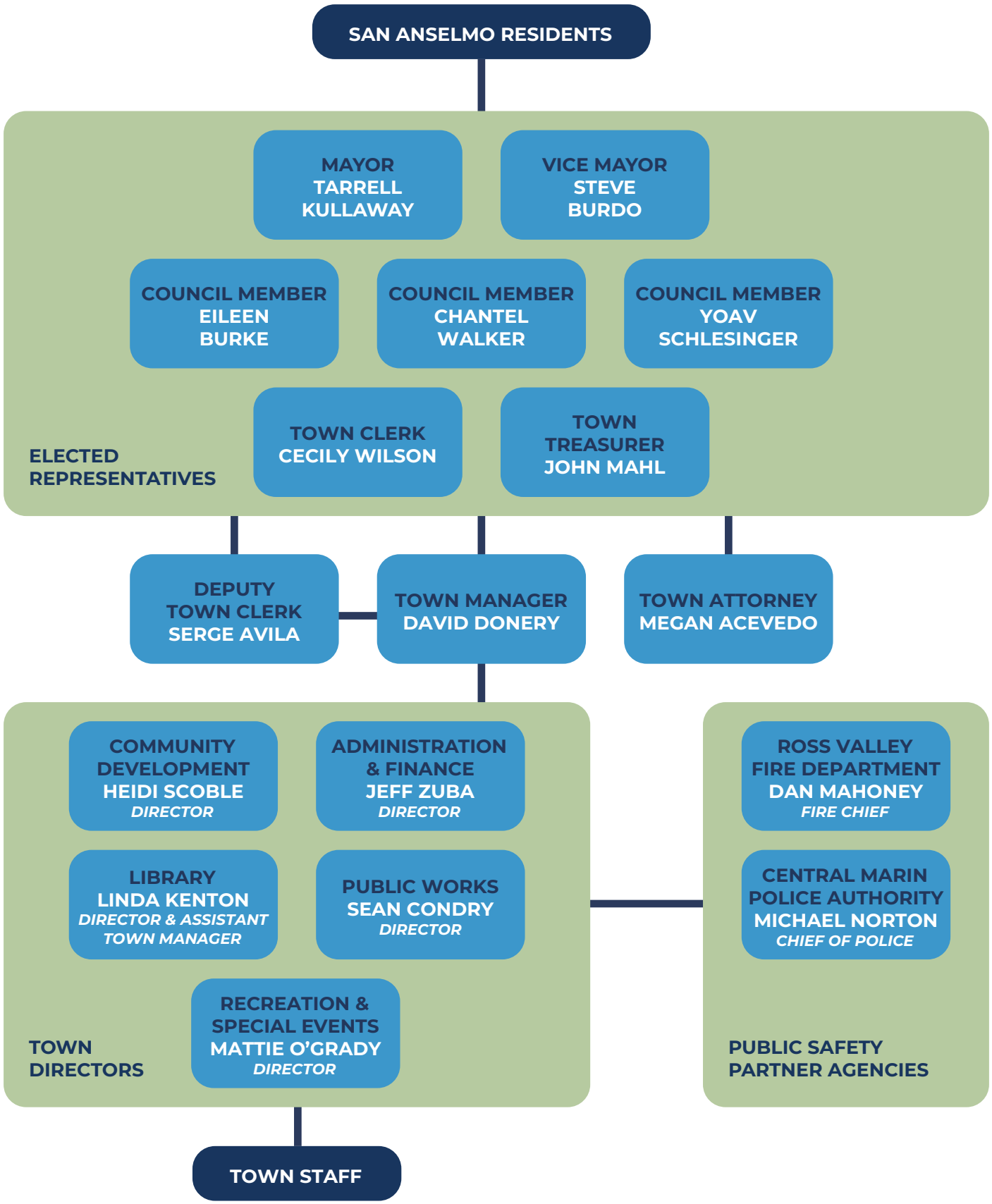
TOWN ORGANIZATIONAL STRUCTURE

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

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

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

TOWN MANAGER'S MESSAGE



TOWN MANAGER'S MESSAGE

CAPITAL PROGRAMS

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

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

5-YEAR CAPITAL IMPROVEMENT PLAN

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

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

Project categories within the current CIP include:

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

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

TOWN MANAGER'S MESSAGE

BUDGET FORMAT

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

CONCLUSION

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

ACKNOWLEDGEMENTS

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

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

Respectfully submitted,



David P. Donery,

Town Manager

OVERVIEW OF FUNDS

TOWN OF SAN ANSELMO Overview of Funds Changes in Fund Balance 2025-2026							
DESCRIPTION	EST. FUND BALANCE JUNE 30, 2025	REVENUE	TRANSFERS IN	TOTAL RESOURCES AVAILABLE	EXPENDITURES	TRANSFERS OUT	EST. FUND BALANCE & RESERVE JUNE 30, 2026
GENERAL FUND	**8,138,206**	**22,240,868**	**413,185**	**30,792,259**	**22,094,053**	**555,000**	**8,143,207**
SPECIAL REVENUE FUNDS							
Community Services Master Plan Fund	5,202	-	-	5,202	4,000	-	1,202
Road Maintenance Fund	600,579	797,158	796,261	2,193,998	1,710,712	-	483,286
State Gasoline Tax Fund	-	720,631	-	720,631	-	720,631	-
Measure J Sales Tax Fund	939,316	2,493,023	-	3,432,339	2,958,573	-	473,766
Emergency Reserve Fund	209,169	-	-	209,169	-	-	209,169
Downtown Revitalization Fund	27,481	24,390	-	51,871	30,890	-	20,981
Grants Fund	62,940	505,142	-	568,082	505,142	-	62,940
Recreation Fund	1,097,616	2,362,320	-	3,459,936	2,648,505	38,815	772,616
Library Tax Fund	3,808	327,353	-	331,161	331,160	-	1
Robson House	(91,971)	26,220	-	(65,751)	43,597	-	(109,348)
Special Events Fund	9,535	12,600	-	22,135	101,882	-	(79,747)
Measure A Parks Tax Fund	244,063	123,916	-	367,979	367,979	-	-
Isabel Cook Center (ICC) Fund	(2,836)	122,524	-	119,688	154,587	-	(34,899)
Measure C Wildfire Tax Fund	324,431	410,000	-	734,431	410,000	-	324,431
Climate Action Fund	82,722	-	105,000	187,722	150,000	-	37,722
Creekside Commons Fund	(69,968)	-	-	(69,968)	-	-	(69,968)
CAPITAL PROJECT FUNDS							
Active Transportation	85,270	124,651	-	209,921	75,000	-	134,921
Capital Reconstruction	630	-	-	630	-	-	630
Equipment Replacement	-	-	-	-	-	-	-
Park Improvement	561,214			561,214	232,000		329,214
Debt Service Fund	-	-	-	-	-	-	-
Measure G Debt Service	403,939	207,000	-	610,939	402,584	-	208,355
Municipal Lease Fund	-	-	-	-	-	-	-
Internal Service Fund	-	-	-	-	-	-	-
Insurance Fund	621,367	700,000	-	1,321,367	822,515	-	498,852
Building Maintenance Fund	866,772	493,493	-	1,360,265	1,202,301	-	157,965
Technologies Replacement	19,215	302,901	-	322,116	290,109	-	32,006
Vehicle Replacement Fund	352,672	-	-	352,672	100,000	-	252,672
TOTAL	**14,491,372**	**31,994,190**	**1,314,446**	**47,800,008**	**34,635,589**	**1,314,446**	**11,849,973**

GENERAL FUND

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

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

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

GENERAL FUND REVENUE

PROPERTY TAXES

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

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

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

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

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

HOMEOWNERS' EXEMPTION (HOPTR)
Reimbursement for the property tax lost on the $7,000 homeowners' property tax exemption.

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

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

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

PROPERTY TAX IN LIEU OF MOTOR VEHICLE LICENSE FEES (VLF)
The motor vehicle license fee (VLF), or motor vehicle in-lieu tax, is a tax on the ownership of a registered vehicle in place of taxing vehicles as personal property.

GENERAL FUND

OTHER TAXES

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

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

FRANCHISE TAXES

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

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

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

PERMITS & LICENSES

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

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

FINES

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

USE OF MONEY & PROPERTY

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

STATE REVENUE

PROPOSITION 172 SALES TAX
Allocation of 0.5% of sales tax approved by California voters to fund public safety costs.

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

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

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

GENERAL FUND

FEES FOR SERVICE

GENERAL PLAN MAINTENANCE FEE
Fees collected from Planning applicants for General Plan maintenance.

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

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

TRANSFERS IN

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

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

MISCELLANEOUS

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

DONATIONS
Donations from community groups or residents.

GENERAL FUND EXPENDITURES

LABOR COSTS

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

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

PAYROLL TAXES
The Town participates in Social Security at a rate of 6.2% of total salary up to a limit of $176,100 in 2025 and in Medicare at a rate of 1.45% of total salary without limit.

OVERTIME & TEMPORARY HIRES
Costs associated with overtime pay and temporary help.

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

ITEM 1.6 - Exhibit A

GENERAL FUND

RETIREMENT

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

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

Group	Tier	Formula	2025-2026 Rate	2024-2025 Rate
Miscellaneous	**Tier 1** *Effective prior to Feb 2007*	2.7% @ 55	16.09%	16.02%
	Tier 2 *Effective Feb 2007 to Jan 2013*	2.0% @ 55	12.58%	12.52%
	PEPRA *Effective Jan 2013*	2.0% @ 62	7.96%	7.87%

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

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

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

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

GENERAL FUND

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

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

SERVICES & SUPPLIES

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

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

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

PUBLICATIONS & DUES
Professional and technical publications and membership dues in professional organizations.

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

TRAINING
Workshops, seminars, and conferences to keep staff current.

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE
Janitorial, heating and air conditioning, minor repairs, telephone, gas, electricity, water, and sewer.

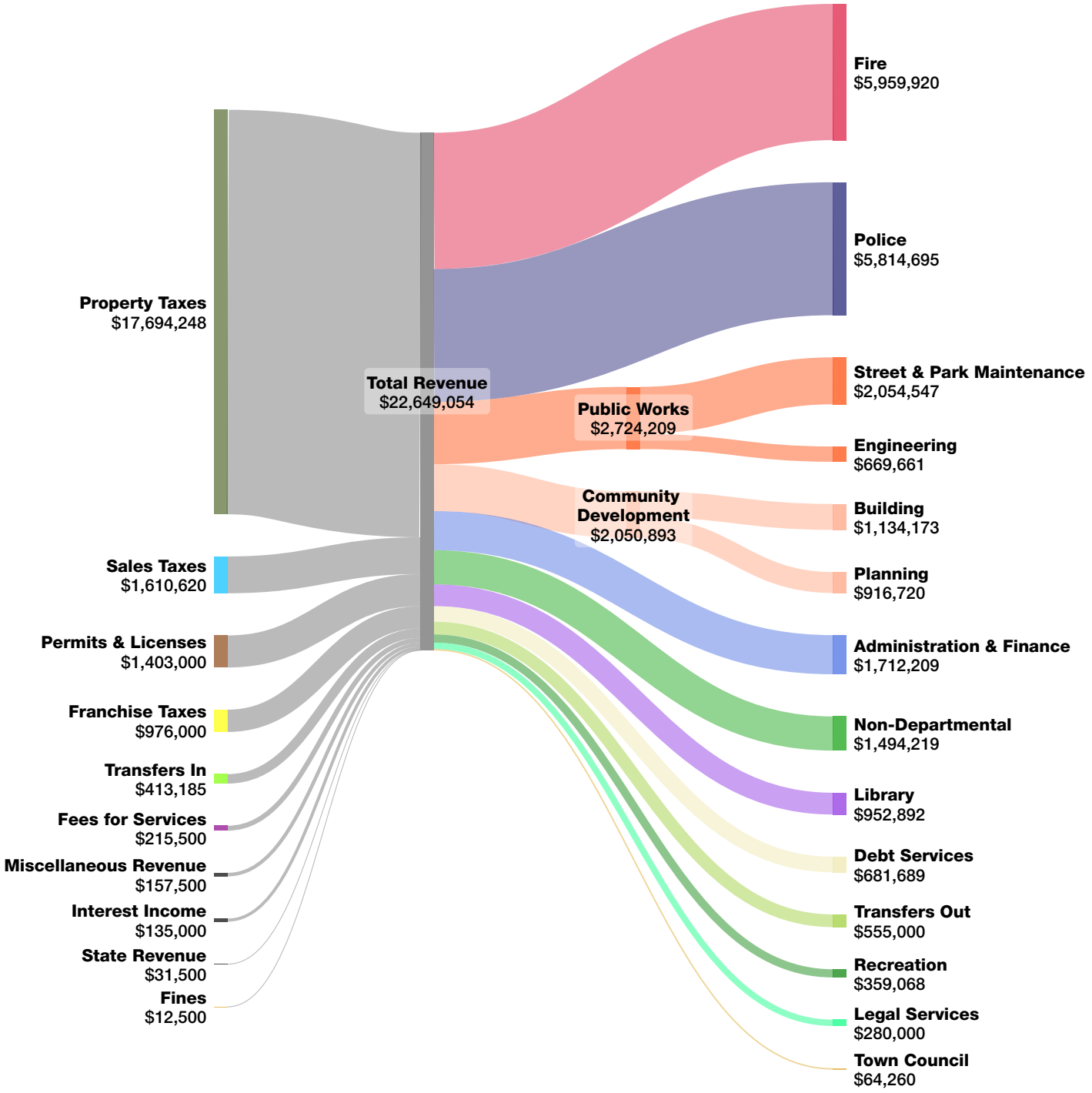
INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY
Technology support for departments

SUPPLIES
Postage, copy paper, reimbursable employees costs (such as mileage allowance, uniforms, boots, and protective clothing tools), and miscellaneous supplies and services related to the technical functions of each department.

GENERAL FUND

SUMMARY OF GENERAL FUND REVENUES & EXPENDITURES

FY 2025-2026



GENERAL FUND

PROPERTY TAX ALLOCATION

Property taxes in San Anselmo provide over 78% of the Town's operating revenue for FY 2025-2026. For every $1.00 of property tax paid by San Anselmo property owners, the Town receives approximately $0.26. The illustration below demonstrates how each dollar of property taxes is allocated:

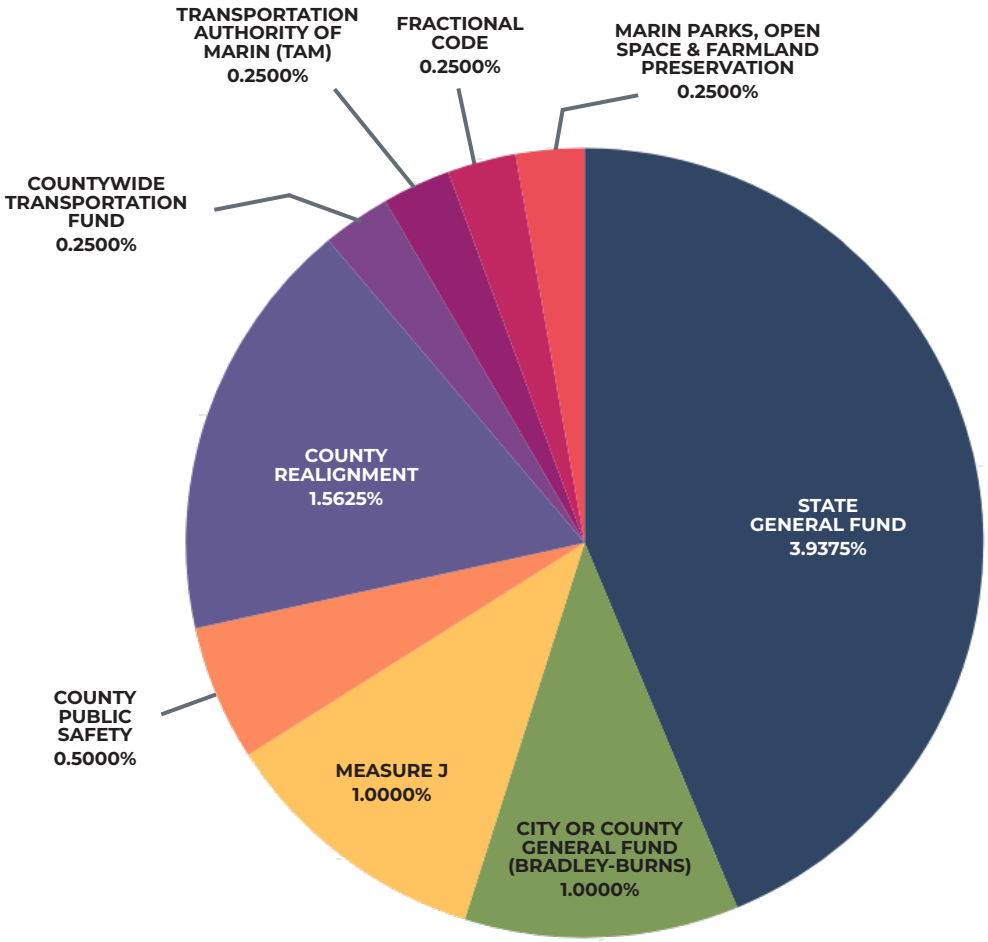


ITEM 1.6 - Exhibit A

GENERAL FUND

SALES & USE TAX ALLOCATION

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



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

GENERAL FUND

TOWN OF SAN ANSELMO General Fund Income Statement FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	%TOTAL
BEGINNING BALANCE	**8,492,480**	**7,820,868**	**7,820,868**	**8,138,206**	
REVENUE					
Property Taxes	16,671,531	17,048,409	17,103,281	17,694,248	78.1%
Franchise Taxes	933,022	936,500	924,047	976,000	4.3%
Sales Taxes	1,679,152	1,673,000	1,608,033	1,610,620	7.1%
Licenses, Permits, Fees, Fines	1,440,872	1,515,490	1,540,155	1,415,500	6.2%
Use of Money & Property	453,141	100,000	100,000	135,000	0.6%
Other Agency Revenue	177,281	92,500	88,441	31,500	0.1%
Fees for Services & Miscellaneous	356,354	314,055	381,953	373,000	1.6%
SUBTOTAL	**21,711,353**	**21,679,954**	**21,745,910**	**22,235,868**	**98.2%**
TRANSFERS IN	**386,732**	**403,318**	**394,871**	**413,185**	**1.8%**
TOTAL REVENUE AND TRANSFERS IN	**22,098,085**	**22,083,272**	**22,140,781**	**22,649,053**	**100.0%**
TOTAL RESOURCES	**30,590,565**	**29,904,139**	**29,961,648**	**30,787,259**	
EXPENDITURES					
Salaries	3,286,882	3,552,174	3,492,693	3,905,307	17.2%
Retirement	293,532	609,502	587,799	758,504	3.3%
Other Benefits	902,186	872,566	841,317	971,303	4.3%
Office, Departmental Supplies & Library Materials	279,447	262,350	288,297	233,400	1.0%
Training, Publications & Dues	55,963	94,772	91,562	99,397	0.4%
Outside Services – Other	2,891,557	2,940,100	2,792,195	2,279,944	10.1%
Outside Services – Ross Valley Fire Department	5,090,466	5,559,703	5,536,036	5,959,920	26.3%
Outside Services – Central Marin Police Authority	5,204,393	5,474,469	5,476,919	5,814,695	25.7%
Internal Charge – Information Technology	219,110	252,975	252,975	302,901	1.3%
Internal Charge – Building Maintenance	364,265	374,837	374,837	388,493	1.7%
Internal Charge – Insurance	750,000	750,000	750,000	700,000	3.1%
Internal Charge – Vehicle Replacement	-	60,000	60,000	-	0.0%
Debt Service – Principal	410,000	465,000	465,000	510,000	2.3%
Debt Service – Interest	175,985	173,929	173,812	170,189	0.8%
Capital Outlay	381,016	-	-	-	0.0%
SUBTOTAL	**20,304,802**	**21,442,378**	**21,183,442**	**22,094,053**	**97.5%**
TRANSFERS OUT	**2,464,896**	**640,000**	**640,000**	**555,000**	**2.5%**
TOTAL EXPENDITURES & TRANSFERS OUT	**22,769,698**	**22,082,378**	**21,823,442**	**22,649,053**	**100.0%**
NET INCREASE/(DECREASE)	**(671,613)**	**894**	**317,339**	**-**	**-**
ENDING BALANCE	**7,820,868**	**7,821,761**	**8,138,206**	**8,138,207**	
Committed	3,699,225	3,699,225	3,810,202	3,810,202	16.8%
Reserves	6,180,999	6,180,105	6,497,444	6,497,444	28.7%
TOTAL BUDGET	**30,590,565**	**29,904,139**	**29,961,648**	**30,787,259**	

GENERAL FUND

TOWN OF SAN ANSELMO General Fund Revenue Summary FY 2025-2026					
DESCRIPTION	2023-2024 ACTUALS	2024-2025 REVISED BUDGET	2024-2025 ESTIMATED ACTUALS	2025-2026 BUDGET	% OF TOTAL BUDGET
PROPERTY TAXES					
Secured	9,290,805	9,624,122	9,624,122	10,041,000	44.33%
Unitary	77,891	77,891	77,891	87,856	0.39%
Unsecured	175,459	185,588	181,694	196,213	0.87%
Supplemental	144,298	110,000	139,433	130,000	0.57%
HOPTR	33,083	32,750	33,083	32,332	0.14%
Pension Override	2,920,096	3,020,000	3,029,000	3,097,000	13.67%
Municipal Services	448,229	455,019	455,019	448,117	1.98%
ERAF – Excess (County)	1,618,953	1,550,000	1,550,000	1,575,000	6.95%
Property Tax in Lieu of VLF	1,838,863	1,903,039	1,903,039	1,981,730	8.75%
Property Transfer Tax	123,854	90,000	110,000	105,000	0.46%
TOTAL PROPERTY TAXES	**16,671,531**	**17,048,409**	**17,103,281**	**17,694,248**	**78.12%**
SALES TAXES					
Sales Tax – State 1%	1,542,571	1,530,000	1,465,033	1,471,120	6.50%
Proposition – 172 Sales Tax	136,581	143,000	143,000	139,500	0.62%
TOTAL SALES TAXES	**1,679,152**	**1,673,000**	**1,608,033**	**1,610,620**	**7.11%**
FRANCHISE TAXES					
Garbage Franchise – Marin Sanitary Service	561,632	545,000	578,481	605,000	2.67%
Cable Franchises – AT&T, Comcast	206,809	227,500	181,620	206,000	0.91%
Electricity & Gas Franchise – PG&E	164,581	164,000	163,946	165,000	0.73%
TOTAL FRANCHISE TAXES	**933,022**	**936,500**	**924,047**	**976,000**	**4.31%**
PERMITS & LICENSES					
Business License Tax	277,534	290,000	300,615	298,000	1.32%
Meter Parking	-	-	-	-	0.00%
Merchant Parking	-	-	-	-	0.00%
Construction Permits	1,047,323	1,091,000	1,150,000	1,105,000	4.88%
TOTAL PERMITS & LICENSES	**1,324,857**	**1,381,000**	**1,450,615**	**1,403,000**	**6.20%**
FINES					
Vehicle Code	4,355	15,000	7,500	10,000	0.04%
Library	2,512	1,500	2,040	2,500	0.01%
Parking	109,148	117,990	80,000	-	0.00%
TOTAL FINES	**116,015**	**134,490**	**89,540**	**12,500**	**0.06%**
USE OF MONEY & PROPERTY					
Interest	453,141	100,000	100,000	135,000	0.60%
TOTAL USE OF MONEY & PROPERTY	**453,141**	**100,000**	**100,000**	**135,000**	**0.60%**

Continued on next page

GENERAL FUND

Continued from previous page

TOWN OF SAN ANSELMO General Fund Revenue Summary FY 2025-2026					
DESCRIPTION	2023-2024 ACTUALS	2024-2025 REVISED BUDGET	2024-2025 ESTIMATED ACTUALS	2025-2026 BUDGET	% OF TOTAL BUDGET
STATE REVENUE					
State Library Aid	1,500	-	12,000	6,500	0.03%
State Mandated Reimbursements	-	-	11,441	-	0.00%
Other State Revenue	175,781	92,500	65,000	25,000	0.11%
TOTAL STATE REVENUE	**177,281**	**92,500**	**88,441**	**31,500**	**0.14%**
FEES FOR SERVICES					
General Plan Maintenance Fee	21,283	15,000	35,000	24,000	0.11%
Resale Inspections	53,171	52,000	50,000	55,000	0.24%
Planning Fees	68,424	111,500	86,135	111,500	0.49%
Other Fees	33,679	20,000	20,000	25,000	0.11%
TOTAL FEES FOR SERVICES	**176,557**	**198,500**	**191,135**	**215,500**	**0.95%**
MISCELLANEOUS REVENUE					
Friends of the Library Donations	58,755	-	58,506	-	0.00%
Library Fundraising	(288)	-	-	-	0.00%
Ross Valley Fire Department	92,772	95,555	104,555	136,000	0.60%
Other Miscellaneous Revenue	28,558	20,000	27,757	21,500	0.09%
TOTAL MISCELLANEOUS REVENUE	**179,797**	**115,555**	**190,818**	**157,500**	**0.70%**
GENERAL FUND OPERATING REVENUE	**21,711,353**	**21,679,954**	**21,745,910**	**22,235,868**	**98.18%**
TRANSFERS IN					
Transfers In	386,732	403,318	394,871	413,185	1.82%
TOTAL TRANSFERS IN	**386,732**	**403,318**	**394,871**	**413,185**	**1.82%**
TOTAL REVENUE & TRANSFERS IN	**22,098,085**	**22,083,272**	**22,140,781**	**22,649,053**	**100.00%**

GENERAL FUND

TOWN OF SAN ANSELMO General Fund Expenditures Summary FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
GENERAL FUND DEPARTMENTS					
EXPENDITURES					
Town Council	54,955	71,446	71,435	64,260	0.28%
Administration & Finance	1,556,055	1,669,529	1,675,983	1,712,209	7.56%
Legal Services	259,765	330,000	237,500	280,000	1.24%
Library	868,150	899,716	912,922	952,892	4.21%
COMMUNITY DEVELOPMENT					
Planning	1,005,738	1,169,800	1,123,630	916,720	4.05%
Building	-	-	-	1,134,173	5.01%
PUBLIC SAFETY					
Fire	5,090,466	5,559,703	5,536,036	5,959,920	26.31%
Police	5,204,393	5,474,469	5,476,919	5,814,695	25.67%
PUBLIC WORKS					
Engineering	1,660,231	1,774,695	1,713,518	669,661	2.96%
Street & Park Maintenance	1,945,265	2,047,330	2,024,304	2,054,548	9.07%
Recreation	297,045	316,830	318,262	359,068	1.59%
Debt Service – Pension Obligation Bonds	587,285	640,429	640,112	681,689	3.01%
Non-Departmental	1,775,455	1,488,431	1,452,824	1,494,219	6.60%
TOTAL EXPENDITURES	**20,304,803**	**21,442,378**	**21,183,445**	**22,094,053**	**97.55%**
GENERAL FUND TRANSFERS OUT					
to Building Maintenance Fund	800,000	-	-	-	0.00%
to Active Transportation Fund	100,000	-	-	-	0.00%
to Capital Reconstruction Fund	-	-	-	-	0.00%
to Climate Fund	105,000	105,000	105,000	105,000	0.46%
to Special Events Fund	29,500	35,000	35,000	-	0.00%
to Downtown Revitilization	15,000	-	-	-	0.00%
to Insurance Fund	75,000	-	-	-	0.00%
to Measure A Parks Tax Fund	-	-	-	-	0.00%
to Library Tax Fund	15,396	-	-	-	0.00%
to Municipal Lease Fund	-	-	-	-	0.00%
to Park Capital Improvement	500,000	50,000	50,000	-	0.00%
to Road Maintenance Fund	450,000	450,000	450,000	450,000	1.99%
to Technology Replacement Fund	150,000	-	-	-	0.00%
to Vehicle Replacement Fund	100,000	-	-	-	0.00%
to Emergency Project Fund	125,000	-	-	-	0.00%
TOTAL GENERAL FUND TRANSFERS OUT	**2,464,896**	**640,000**	**640,000**	**555,000**	**2.45%**
TOTAL EXPENDITURES & TRANSFERS OUT	**22,769,699**	**22,082,378**	**21,823,445**	**22,649,053**	**100.00%**

GENERAL FUND

TOWN COUNCIL

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

LABOR COSTS

COMPENSATION

Compensation for each Councilmember is $300 per month.

SERVICES & SUPPLIES

TRAINING

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

OUTSIDE SERVICES – OTHER

Election ($15,000).

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE

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

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

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

DEPARTMENT SUPPLIES

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

GENERAL FUND

TOWN OF SAN ANSELMO General Fund Town Council FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
LABOR COSTS					
Salaries	18,600	18,600	18,600	18,600	28.95%
Payroll Taxes	1,423	1,430	1,423	1,430	2.23%
TOTAL LABOR COSTS	**20,023**	**20,030**	**20,023**	**20,030**	**31.17%**
SERVICES & SUPPLIES					
Training	7,747	15,500	21,497	18,000	28.01%
Outside Services	18,855	27,500	19,250	15,000	23.34%
Internal Service – Building Maintenance	2,365	2,215	2,215	2,500	3.89%
Internal Service – Information Technology	2,360	2,650	2,650	2,730	4.25%
Departmental Supplies	3,605	3,550	5,800	6,000	9.34%
TOTAL SERVICES & SUPPLIES	**34,932**	**51,416**	**51,412**	**44,230**	**68.83%**
TOTAL BUDGET	**54,955**	**71,446**	**71,435**	**64,260**	**100.00%**

GENERAL FUND

ADMINISTRATION & FINANCE

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

2024-2025 ACCOMPLISHMENTS

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

2025-2027 GOALS & WORK PLAN

PRIORITY 1

IMPLEMENT TOWN-WIDE COMPENSATION STUDY RESULTS

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

STAFF IMPACT HIGH

FISCAL IMPACT HIGH

PRIORITY 2

INVEST IN HUMAN RESOURCE MANAGEMENT SOFTWARE (NEOGOV)

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

STAFF IMPACT HIGH

FISCAL IMPACT HIGH

GENERAL FUND

PRIORITY 3

UPDATE FINANCE, PAYROLL & HR SYSTEMS

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

STAFF IMPACT: HIGH
FISCAL IMPACT: MODERATE

PRIORITY 4

ENHANCE TECHNOLOGY INFRASTRUCTURE & CYBERSECURITY

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

STAFF IMPACT: MODERATE
FISCAL IMPACT: MODERATE

PRIORITY 5

EVALUATE & IMPLEMENT AI AND ROBOTIC PROCESS AUTOMATION (RPA) OPPORTUNITIES ACROSS ALL TOWN DEPARTMENTS

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

STAFF IMPACT: HIGH
FISCAL IMPACT: MODERATE

PRIORITY 6

IMPLEMENT A BI-ANNUAL TOWN STAFF SATISFACTION SURVEY

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

STAFF IMPACT: HIGH
FISCAL IMPACT: LOW

GENERAL FUND

PRIORITY 7

IMPLEMENT ONLINE RECORDS MANAGEMENT PROGRAM

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

STAFF IMPACT: MODERATE TO HIGH

FISCAL IMPACT: MODERATE

LABOR COSTS

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

SERVICES & SUPPLIES

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

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

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

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

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE
Janitorial, heat/air, and minor repairs: Electricity, gas, telephone, water, and sewer ($51,500).

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY
Technology support for the department ($68,000), and accounting software ($30,000).

OFFICE & DEPARTMENT SUPPLIES
Postage, copy paper, ink cartridges, miscellaneous supplies, updates of the Municipal Code.

ITEM 1.6 - Exhibit A

GENERAL FUND

TOWN OF SAN ANSELMO General Fund Administration & Finance FY 2025-2026					
	2023-2024	2024-2025		2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
LABOR COSTS					
Salaries	848,114	906,842	938,146	1,009,961	58.99%
Temporary Help	37,339	-	-	-	0.00%
Overtime	389	-	267	-	0.00%
Retirement	69,297	81,500	75,649	85,026	4.97%
Benefits	87,385	124,360	123,693	130,045	7.60%
Payroll Taxes	58,967	65,727	62,728	71,462	4.17%
TOTAL LABOR COSTS	**1,101,491**	**1,178,429**	**1,200,483**	**1,296,494**	**75.72%**
SERVICES & SUPPLIES					
Training	5,595	11,000	9,250	9,750	0.57%
Outside Services	290,390	310,000	300,000	237,500	13.87%
Publications & Dues	8,765	9,000	10,000	9,000	0.53%
Equipment Maintenance	566	600	500	600	0.04%
Internal Service – Bldg Maint	48,750	50,000	50,000	51,500	3.01%
Internal Service – Info Tech	92,250	95,500	95,500	98,365	5.74%
Supplies	8,248	15,000	10,250	9,000	0.53%
TOTAL SERVICES & SUPPLIES	**454,564**	**491,100**	**475,500**	**415,715**	**24.28%**
TOTAL BUDGET	**1,556,055**	**1,669,529**	**1,675,983**	**1,712,209**	**100.00%**

GENERAL FUND

LEGAL SERVICES

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

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

2025-2026 CHANGES & HIGHLIGHTS

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

SERVICES & SUPPLIES

OUTSIDE SERVICES

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

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

TOWN OF SAN ANSELMO
General Fund
Legal Services
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
SERVICES & SUPPLIES					
Litigation	-	20,000	5,000	20,000	7.14%
General Legal Counsel	246,220	280,000	205,000	245,000	87.50%
Personnel Legal Services	13,545	30,000	27,500	15,000	5.36%
TOTAL SERVICES & SUPPLIES	**259,765**	**330,000**	**237,500**	**280,000**	**100.00%**
TOTAL BUDGET	**259,765**	**330,000**	**237,500**	**280,000**	**100.00%**

GENERAL FUND

LIBRARY

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

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

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

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

2023-2025 HIGHLIGHTS

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

2025-2027 GOALS & WORK PLAN

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

GENERAL FUND

LABOR COSTS

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

SERVICES & SUPPLIES

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

PRINT BOOKS, DIGITAL BOOKS, DVDS & PERIODICALS
Adult books ($14,133), children's books ($6,581), magazines and newspapers ($6,087), videos ($660), and audiobooks ($3,289)

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

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

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

INTERNAL SERVICE CHARGE - BUILDING MAINTENANCE
Janitorial, elevator, heat/air, minor repairs, electricity, gas, water, sewer, telephone, and Internet ($29,275)

EQUIPMENT MAINTENANCE
Maintenance of office equipment and computers ($250)

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY
Technology support for the department ($18,746)

OFFICE & DEPARTMENT SUPPLIES
Postage, copy paper, miscellaneous supplies, cataloging, circulation, and materials repair supplies ($11,750)

GENERAL FUND

TOWN OF SAN ANSELMO General Fund Library FY 2025-2026					
	2023-2024	2024-2025		2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
LABOR COSTS					
Salaries	394,167	413,395	408,885	443,873	46.58%
Temporary Help	74,684	75,000	74,598	95,000	9.97%
Overtime	-	-	-	-	0.00%
Retirement	45,507	47,128	47,380	51,098	5.36%
Benefits	92,262	103,615	98,983	116,890	12.27%
Payroll Taxes	34,150	36,544	35,059	39,815	4.18%
TOTAL LABOR COSTS	**640,770**	**675,682**	**664,905**	**746,676**	**78.36%**
SERVICES & SUPPLIES					
Training	(115)	1,000	865	1,000	0.10%
Outside Services	19,958	19,500	52,000	21,250	2.23%
MARINet Database	93,552	95,144	86,497	72,444	7.60%
Publications and Dues	1,907	2,000	750	1,250	0.13%
Internal Service – Building Maintenance	46,000	47,380	47,380	49,275	5.17%
Equipment Maintenance	-	1,485	250	-	0.00%
Internal Service – Information Technology	17,500	18,025	18,025	18,746	1.97%
Books, DVDs & Periodicals	38,715	29,000	29,000	30,750	3.23%
Supplies	9,863	10,500	13,250	11,500	1.21%
TOTAL SERVICES & SUPPLIES	**227,380**	**224,034**	**248,017**	**206,215**	**21.64%**
TOTAL BUDGET	**868,150**	**899,716**	**912,922**	**952,892**	**100.00%**

GENERAL FUND

PLANNING

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

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

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

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

2024-2025 ACCOMPLISHMENTS

PLANNING COMMISSION REVIEW

- 8 Public Hearings

PLANNING PROJECTS

Completed 74 current planning projects, including:

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

ITEM 1.6 - Exhibit A

GENERAL FUND

LONG RANGE (ADVANCED) PLANNING PROJECTS

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

PLANNING DEPARTMENT REFINEMENTS (JULY 2024-PRESENT)

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

COMPLETED GOALS FROM FY 2024-2025 WORK PLAN

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

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

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

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

GENERAL FUND

2025-2026 GOALS & WORK PLAN

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

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

STAFF IMPACT: MODERATE TO HIGH

FISCAL IMPACT: HIGH

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

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

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

STAFF IMPACT: MODERATE TO HIGH

FISCAL IMPACT: MODERATE

PRIORITY 3 — CONTINUE TO ENHANCE THE PLANNING DEPARTMENT'S LEVELS OF SERVICE

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

STAFF IMPACT: MODERATE TO HIGH

FISCAL IMPACT: LOW

LABOR COSTS

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

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

GENERAL FUND

SERVICES & SUPPLIES

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

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

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

EQUIPMENT MAINTENANCE
Set planning department share of Town Hall computers, copy machines, telephone, postage machine, and other equipment

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE
Janitorial, heat/air, electricity, gas, telephone, Internet/e-mail, water, and sewer ($29,000)

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY
Technology support for the department ($33,000)

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

TOWN OF SAN ANSELMO
General Fund
Planning
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
LABOR COSTS					
Salaries	362,486	412,570	421,320	469,630	51.23%
Temporary Help	-	-	-	-	0.00%
Overtime	1,460	-	900	-	0.00%
Retirement	36,204	40,571	40,903	46,834	5.11%
Benefits	48,923	58,565	57,106	62,603	6.83%
Payroll Taxes	26,935	30,844	31,401	33,653	3.67%
TOTAL LABOR COSTS	**476,008**	**542,550**	**551,630**	**612,720**	**66.84%**
SERVICES & SUPPLIES					
Training	6,218	5,250	5,000	7,000	0.76%
Outside Services	452,521	550,000	500,000	225,000	24.54%
Publications & Dues	1,692	4,000	2,750	4,000	0.44%
Equipment Maintenance	-	-	-	-	0.00%
Internal Service – Building Maintenance	25,750	26,500	26,500	29,000	3.16%
Internal Service – Information Technology	30,000	31,000	31,000	33,000	3.60%
Supplies	13,549	10,500	6,750	6,000	0.65%
TOTAL SERVICES & SUPPLIES	**529,730**	**627,250**	**572,000**	**304,000**	**33.16%**
TOTAL BUDGET	**1,005,738**	**1,169,800**	**1,123,630**	**916,720**	**100.00%**

GENERAL FUND

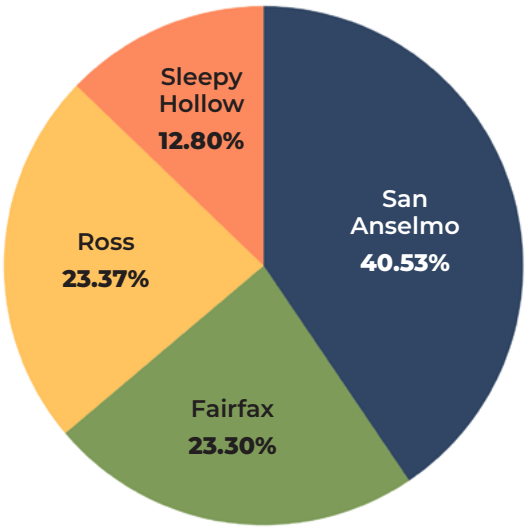
PUBLIC SAFETY — FIRE PROTECTION SERVICES

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

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

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

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



FY 2024-2025 ACCOMPLISHMENTS

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

2025-2026 GOALS & WORK PLAN

PRIORITY 1

FIRE STATION 20 REMODEL
Description: Ensure project completion while remaining within budget.

PRIORITY 2

FIRE STATION 21 REMODEL
Description: Secure funding and create a set of construction plans.

PRIORITY 3

HIRE FOUR ADDITIONAL FIREFIGHTER PARAMEDICS
Description: Bring staffing level to full staffing with no vacant positions

PRIORITY 4

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

GENERAL FUND

OTHER COSTS

PROPERTY MAINTENANCE

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

FIRE EQUIPMENT

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

TOWN OF SAN ANSELMO
General Fund
Public Safety – Fire Protection Services
FY 2025-2026

	2023-2024	2024-2025		2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% OF TOTAL BUDGET
SERVICES & SUPPLIES					
Ross Valley Fire Department – Fire Services	5,038,722	5,499,703	5,497,036	5,917,420	99.29%
Station 19 Maintenance	25,872	30,000	19,500	25,000	0.42%
Station 20 Maintenance	25,872	30,000	19,500	17,500	0.29%
Ross Valley Fire Department – Disaster Coordinator	-	-	-	-	0.00%
Defensible Space Inspection	-	-	-	-	0.00%
TOTAL SERVICES & SUPPLIES	**5,090,466**	**5,559,703**	**5,536,036**	**5,959,920**	**100.00%**
TOTAL BUDGET	**5,090,466**	**5,559,703**	**5,536,036**	**5,959,920**	**100.00%**

ROSS VALLEY FIRE DEPARTMENT BUDGET

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

ROSSVALLEYFIRE.ORG/ABOUT/FINANCIAL-INFORMATION

GENERAL FUND

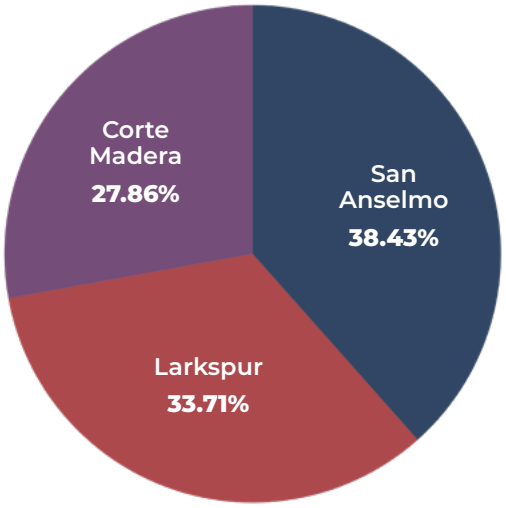
PUBLIC SAFETY — POLICE

On January 1, 2013, the San Anselmo Police Department joined the Twin Cities Police Authority, which included the City of Larkspur and the Town of Corte Madera. The new authority was named the Central Marin Police Authority (CMPA). CMPA operates as a Joint Powers Authority to provide police services to San Anselmo, Corte Madera, and Larkspur. The agency is governed by the Police Council, comprised of two members from each respective City or Town Council.

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

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

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



FY 2024-2025 ACCOMPLISHMENTS

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

GENERAL FUND

FY 2025-2026 CHANGES & HIGHLIGHTS

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

INCREASES

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

DECREASES

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

FY 2025-2026 GOALS & WORK PLAN

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

GENERAL FUND

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

CENTRAL MARIN POLICE AUTHORITY BUDGET

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

CENTRALMARINPOLICE.ORG/227/REPORTS-AND-BUDGETS

GENERAL FUND

ENGINEERING

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

The Towns infrastructure consists of the following:

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

FY 2024-2025 ACCOMPLISHMENTS

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

2025-2027 GOALS & WORK PLAN

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

PRIORITY 1

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

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

STAFF IMPACT: MODERATE
FISCAL IMPACT: LOW

PRIORITY 2

IMPROVEMENTS & GREENING OF TOWN INFRASTRUCTURE TO PROMOTE RESILIENCE, BOTH FOR ENERGY REDUCTION & EMERGENCY PREPAREDNESS

Category: Planning for the Future
Description: Looking at ways to reduce energy use and water usage while improving infrastructure to adapt to climate change.

STAFF IMPACT: MODERATE
FISCAL IMPACT: MODERATE

GENERAL FUND

PRIORITY 3

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

Category: Sustainable, Built and Natural Environment
Description: Rebuilding playgrounds, public parking lots, renovation of park facilities, new trails in open space, building upgrades.

STAFF IMPACT HIGH | FISCAL IMPACT HIGH

LABOR COSTS

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

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

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

****In April 2024, the operations of the Building Department transitioned to the Community Development Department, under the direction of the Community Development Director.*

SERVICES & SUPPLIES

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

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

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

VEHICLE MAINTENANCE
Maintenance of department vehicles ($3,550)

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

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY
Technology support for the department ($35,000)

OFFICE & DEPARTMENT SUPPLIES
Postage, copy paper, ink cartridges, miscellaneous supplies, tools, and supplies for engineering, surveying, and drafting ($8,000)

GENERAL FUND

TOWN OF SAN ANSELMO General Fund Public Works – Engineering FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% TOTAL
LABOR COSTS					
Salaries	635,845	819,293	769,241	298,901	44.63%
Temporary Help	55,683	-	5,254	-	0.00%
Overtime	2,916	-	2,191	-	0.00%
Retirement	57,632	73,971	68,478	33,738	5.04%
Benefits	104,556	127,815	127,259	51,406	7.68%
Payroll Taxes	47,317	66,866	57,395	21,191	3.16%
TOTAL LABOR COSTS	**903,949**	**1,087,945**	**1,029,818**	**405,236**	**60.51%**
SERVICES & SUPPLIES					
Training	16,114	27,500	23,500	15,000	2.24%
Outside Services	595,573	505,000	515,000	170,000	25.39%
Workers' Compensation Claim	-	-	-	-	0.00%
Publications & Dues	1,485	2,250	3,000	1,125	0.17%
Equipment Maintenance	6,368	5,500	-	2,750	0.41%
Internal Service – Building Maintenance	55,000	56,650	56,650	29,000	4.33%
Vehicle Maintenance	9,117	3,550	1,250	3,550	0.53%
Internal Service – Information Technology	60,000	61,800	61,800	35,000	5.23%
Supplies	12,625	24,500	22,500	8,000	1.19%
TOTAL SERVICES & SUPPLIES	**756,282**	**686,750**	**683,700**	**264,425**	**39.49%**
TOTAL BUDGET	**1,660,231**	**1,774,695**	**1,713,518**	**669,661**	**100.00%**

GENERAL FUND

STREET & PARK MAINTENANCE

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

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

2024-2025 ACCOMPLISHMENTS

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

2025-2026 GOALS & WORK PLAN

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

GENERAL FUND

LABOR COSTS

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

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

REIMBURSABLE COSTS
Safety and other work clothing provided

SERVICES & SUPPLIES

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

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

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

EQUIPMENT MAINTENANCE
Maintenance of field radios, mowers and other equipment

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

EQUIPMENT RENTAL
Miscellaneous equipment rental

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY
Technology support for departments ($19,760)

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

GENERAL FUND

TOWN OF SAN ANSELMO General Fund Public Works – Street & Park Maintenance FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% TOTAL
LABOR COSTS					
Salaries	602,966	633,403	612,268	680,486	33.12%
Temporary Help	44,660	55,000	11,000	50,000	2.43%
Overtime	2,233	5,000	4,595	4,500	0.22%
Retirement	61,347	64,822	63,372	71,212	3.47%
Benefits	137,431	145,402	147,438	161,359	7.85%
Payroll Taxes	49,777	54,050	48,048	57,231	2.79%
TOTAL LABOR COSTS	**898,414**	**957,677**	**886,721**	**1,024,788**	**49.88%**
SERVICES & SUPPLIES					
Training	426	5,000	700	4,000	0.19%
Outside Services	624,101	688,861	695,000	644,600	31.37%
Workers Compensation Claim	-	-	-	-	0.00%
Equipment Maintenance	17,839	6,500	11,150	6,500	0.32%
Internal Service – Building Maintenance	166,400	171,492	171,492	177,000	8.62%
Vehicle Maintenance	37,675	43,500	40,000	37,500	1.83%
Internal Service – Information Technology	17,000	19,000	19,000	19,760	0.96%
Supplies	183,410	154,800	187,000	139,400	6.78%
Equipment Rental	-	500	13,241	1,000	0.05%
TOTAL SERVICES & SUPPLIES	**1,046,851**	**1,089,653**	**1,137,583**	**1,029,760**	**50.12%**
TOTAL BUDGET	**1,945,265**	**2,047,330**	**2,024,304**	**2,054,548**	**100.00%**

GENERAL FUND

BUILDING

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

The Building Department provides services to property owners, contractors, design professionals, and the general public. Core functions include permit intake and issuance, plan review, building inspections, and code enforcement related to unpermitted or unsafe structures. In addition, the Department assists members of the public by responding to inquiries about building requirements, permit status, inspection procedures, and general code compliance. Staff are committed to providing clear, helpful, and timely information to support informed decision-making by residents and applicants. The Department also coordinates with other Town departments including Planning, Public Works, and Fire to ensure consistent and efficient development review and construction oversight.

2024-2025 ACCOMPLISHMENTS

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

2024-2025 GOALS & WORK PLAN

PRIORITY 1

BUILDING PERMIT PROCESS IMPROVEMENTS

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

STAFF IMPACT: MODERATE TO HIGH
FISCAL IMPACT: MODERATE

PRIORITY 2

CUSTOMER SERVICE AND ONLINE ACCESSIBILITY

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

STAFF IMPACT: MODERATE TO HIGH
FISCAL IMPACT: LOW

GENERAL FUND

PRIORITY 3

ECONOMIC DEVELOPMENT SUPPORT

Category: Economic Vitality and Excellence in Governance

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

STAFF IMPACT: MODERATE

FISCAL IMPACT: LOW

PRIORITY 4

DEVELOP AND IMPLEMENT RESIDENTIAL SEISMIC PROGRAM AND FIRE HOME HARDENING

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

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

STAFF IMPACT: MODERATE

FISCAL IMPACT: LOW

LABOR COSTS

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

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

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

GENERAL FUND

SERVICES & SUPPLIES

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

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

PUBLICATIONS & DUES
Building Organizational dues and professional registration fees

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

INTERNAL SERVICE CHARGE – BUILDING MAINTENANCE
Janitorial, elevators, heat/air, other maintenance, electricity and gas, water, telephone, Internet/e-mail, and sewer ($29,000)

VEHICLE MAINTENANCE
Maintenance of department vehicles

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY
Technology support for the department ($53,000)

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

TOWN OF SAN ANSELMO
General Fund
Building
FY 2025-2026

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

GENERAL FUND

RECREATION – GENERAL FUND

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

2025-2026 CHANGES & HIGHLIGHTS

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

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

SERVICES & SUPPLIES

INTERNAL SERVICE CHARGE - BUILDING MAINTENANCE

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

INTERNAL SERVICE CHARGE – INFORMATION TECHNOLOGY

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

DEPARTMENTAL SUPPLIES

Postage, miscellaneous supplies ($2,250).

LABOR COSTS

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

ITEM 1.6 - Exhibit A

GENERAL FUND

TOWN OF SAN ANSELMO General Fund Recreation FY 2025-2026					
DESCRIPTION	2023-2024	2024-2025		2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% TOTAL
LABOR COSTS					
Salaries	189,199	213,071	175,008	226,520	63.09%
Temporary Help	16,141	-	50,420	-	0.00%
Retirement	21,716	23,811	17,453	25,620	7.14%
Benefits	34,068	40,379	37,750	63,831	17.78%
Payroll Taxes	14,213	16,969	13,034	17,329	4.83%
TOTAL LABOR COSTS	**275,337**	**294,230**	**293,665**	**333,300**	**92.82%**
SERVICES & SUPPLIES					
Internal Service – Building Maintenance	20,000	20,600	20,600	21,218	5.91%
Internal Service – Information Technology	-	-	-	2,300	0.64%
Supplies	1,708	2,000	3,997	2,250	0.63%
TOTAL SERVICES & SUPPLIES	**21,708**	**22,600**	**24,597**	**25,768**	**7.18%**
TOTAL BUDGET	**297,045**	**316,830**	**318,262**	**359,068**	**100.00%**

GENERAL FUND

DEBT SERVICE

In 2012-2013 the Town's PERS rate was reduced to reflect the sale of Pension Obligation Bonds to pay the Town's Employer Side Fund liability of $3,521,183.91.

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

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

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

TOWN OF SAN ANSELMO
General Fund
Debt Service
FY 2025-2026

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

ITEM 1.6 - Exhibit A

GENERAL FUND

NON-DEPARTMENTAL SERVICES

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

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

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

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

SERVICES & SUPPLIES

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

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

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

INTERNAL SERVICE CHARGE – INSURANCE
Workers Compensation, Liability and Property Insurance ($700,000)

PROMOTION OF COMMERCE
Town Holiday lights; miscellaneous advertisement, Economic Development activities ($15,000)

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

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

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

GENERAL FUND

COMMUNITY SERVICE INVESTMENTS

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

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

TOWN OF SAN ANSELMO
General Fund
Non-Departmental
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026	
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET	% TOTAL
SERVICES & SUPPLIES					
Retirement	1,829	96,903	93,768	199,167	13.33%
Retiree Benefits	164,779	180,796	180,796	190,028	12.72%
Training	2,505	3,500	9,250	6,000	0.40%
Outside Services	413,692	317,960	311,760	314,251	21.03%
Publications & Dues	3,624	10,272	5,000	10,272	0.69%
Promotion of Commerce	50,286	25,000	7,500	15,000	1.00%
Safety Program	-	6,500	-	6,500	0.44%
Department Supplies	7,724	12,500	9,750	13,000	0.87%
Internal Service – Information Technology	-	25,000	25,000	40,000	2.68%
Internal Service – Insurance	750,000	750,000	750,000	700,000	46.85%
Internal Service – Vehicle Replacement	-	60,000	60,000	-	0.00%
Construction	381,016	-	-	-	0.00%
TOTAL SERVICES & SUPPLIES	**1,775,455**	**1,488,431**	**1,452,824**	**1,494,219**	**100.00%**
TOTAL BUDGET	**1,775,455**	**1,488,431**	**1,452,824**	**1,494,219**	**100.00%**

MEASURE D SALES TAX FUND

MEASURE D SALES TAX FUND

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

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

The Measure D Sales Tax expired on March 31, 2023. There are no reserves remaining in FY 2024-2025 and no budget set for FY 2025-2026.

TOWN OF SAN ANSELMO
Measure D Sales Tax Fund
Income Statement
FY 2025-2026

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

MEASURE D SALES TAX FUND

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

EMERGENCY RESERVE FUND

EMERGENCY PROJECTS FUND

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

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

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

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

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

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

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

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

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

EMERGENCY RESERVE FUND

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

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

MEASURE J SALES TAX FUND

MEASURE J SALES TAX FUND

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

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

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

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

MEASURE J SALES TAX FUND

LABOR COSTS

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

TOWN OF SAN ANSELMO
Measure J Sales Tax Fund
Income Statement
FY 2025-2026

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

MEASURE J SALES TAX FUND

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

Continued on next page

MEASURE J SALES TAX FUND

Continued from previous page

TOWN OF SAN ANSELMO
Measure J Sales Tax Fund
Revenue & Expenditure Summary
FY 2025-2026

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

DOWNTOWN REVITALIZATION

DOWNTOWN REVITALIZATION

DOWNTOWN REVITALIZATION STRATEGY MISSION STATEMENT

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

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

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

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

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

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

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

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

DOWNTOWN REVITALIZATION

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

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

GRANTS FUND

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

Included in the fund in FY 2025-2026 are expenditures associated with the following grants:

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

BRIDGE PREVENTATIVE MAINTENANCE PROGRAM

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

MADRONE AVENUE BRIDGE

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

CENTER BOULEVARD AND BRIDGE AVENUE BRIDGES

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

GRANTS FUND

NOKOMIS AVENUE

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

CALRECYCLE RECYCLING GRANT

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

TOWN OF SAN ANSELMO
Grants Fund
Income Statement
FY 2025-2026

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

GRANTS FUND

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

RECREATION FUND

RECREATION

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

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

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

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

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

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

2024-2025 ACCOMPLISHMENTS

EXPANDED COMMUNITY ACCESS TO PROGRAMS

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

FACILITY ENHANCEMENTS AT ISABEL COOK COMMUNITY CENTER

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

RECREATION FUND

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

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

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

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

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

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

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

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

2024-2025 CHANGES & HIGHLIGHTS

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

2025-2027 WORK PLAN PRIORITIES

PRIORITY 1

DEVELOP AND STRENGTHEN COMMUNITY PARTNERSHIPS TO ENHANCE AND GROW SPORTS PROGRAMS

Category: Investing in People

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

Draft General Plan Guiding Principles Alignment:

- Healthy Community
- Excellence in Governance

PRIORITY 2

DEVELOP AND IMPLEMENT A COMPREHENSIVE MARKETING STRATEGY

Category: Connecting with the Community

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

Draft General Plan Guiding Principles Alignment:

- Excellence in Governance

RECREATION FUND

PRIORITY 3

EVALUATE AND INCREASE AGE & DISABILITY FRIENDLY PROGRAMS AND SPACES

Category: Livability and Quality of Life

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

Draft General Plan Guiding Principles Alignment:

- A Community of Belonging
- Healthy Community

PRIORITY 4

SUSTAINABLY FUND AND PRODUCE LIVE ON THE AVENUE

Category: Livability and Quality of Life

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

Draft General Plan Guiding Principles Alignment:

- A Community of Belonging
- Economic Vitality

INTERDEPARTMENTAL PROJECTS – RECREATION & PUBLIC WORKS

PRIORITY 1

COMMITMENT TO MAINTAINING AND ENHANCING RECREATION FACILITIES

Category: Quality Facilities

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

Draft General Plan Guiding Principles Alignment:

- Healthy Community
- Architectural and Scenic Beauty

SERVICES & SUPPLIES

OUTSIDE SERVICES

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

TEMPORARY SALARIES

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

DUES

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

TRAINING

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

UTILITIES

Electricity ($14,150).

OFFICE SUPPLIES

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

PROMOTIONAL/MARKETING

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

CAPITAL OUTLAY

Program area improvements ($300,000).

RECREATION FUND

LABOR COSTS

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

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

PROGRAMS

Revenues and expenses are budgeted for each program area:

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

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

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

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

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

RECREATION FUND

TOWN OF SAN ANSELMO Recreation Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**869,405**	**1,157,131**	**1,157,131**	**1,097,616**
REVENUE				
Revenue	2,473,904	2,210,355	2,479,431	2,362,320
TOTAL REVENUE	**2,473,904**	**2,210,355**	**2,479,431**	**2,362,320**
TOTAL RESOURCES	**3,343,309**	**3,367,486**	**3,636,562**	**3,459,936**
EXPENDITURES				
Operating Expenditures	2,139,888	2,176,456	2,190,047	2,348,505
Capital Expenditures	14,700	400,000	315,000	300,000
Transfers Out	31,590	33,899	33,899	38,815
TOTAL EXPENDITURES & TRANSFERS OUT	**2,186,178**	**2,610,355**	**2,538,946**	**2,687,320**
NET INCREASE/(DECREASE)	**287,726**	**(400,000)**	**(59,515)**	**(325,000)**
ENDING BALANCE	**1,157,131**	**757,131**	**1,097,616**	**772,616**
TOTAL BUDGET	**3,343,309**	**3,367,486**	**3,636,562**	**3,459,936**

RECREATION FUND

TOWN OF SAN ANSELMO Recreation Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Sports Programs	646,195	568,375	709,692	669,000
Cultural Programs	193,660	177,860	185,238	181,000
School Programs & Childcare	1,479,732	1,408,120	1,525,000	1,461,000
Events & Other Revenue	154,317	56,000	59,501	51,320
TOTAL REVENUE	**2,473,904**	**2,210,355**	**2,479,431**	**2,362,320**
EXPENDITURES – PROGRAMS ADMINISTRATION				
ADMINISTRATION LABOR COSTS				
Regular Salaries	291,400	318,107	261,925	306,839
Temporary Help	4,155	-	15,000	4,700
Overtime	1,524	2,000	2,000	1,500
Retirement	32,051	34,949	26,703	29,741
Other Benefits	54,226	37,739	57,529	80,918
Payroll Taxes	22,467	24,823	20,098	23,961
SUBTOTAL – ADMINISTRATION LABOR COSTS	405,823	417,618	383,255	447,659
SERVICES & SUPPLIES				
Outside Services	228,650	114,500	114,500	118,748
Training	7,474	8,000	7,000	7,500
Publications & Dues	1,447	1,200	800	1,000
Building Maintenance	235	700	500	11,000
Equipment Maintenance	118	400	1,000	850
Utilities	14,185	13,000	13,500	14,450
Promotion & Marketing	22,543	20,818	31,717	35,000
Furniture	-	-	-	-
Office & Departmental Supplies	10,301	11,800	11,800	10,000
SUBTOTAL – SERVICES & SUPPLIES	**284,953**	**170,418**	**180,817**	**198,548**
TOTAL EXPENDITURES – PROGRAM ADMINISTRATION	**690,776**	**588,036**	**564,072**	**646,207**
EXPENDITURES – PROGRAMS OPERATIONS				
Sports Programs	338,137	309,445	352,000	382,414
Cultural Programs	136,056	127,800	127,800	112,300
School Programs and Childcare	974,344	1,136,175	1,136,175	1,162,584
Events and Other	575	15,000	10,000	45,000
TOTAL EXPENDITURES – PROGRAMS OPERATIONS	**1,449,112**	**1,588,420**	**1,625,975**	**1,702,298**
CAPITAL OUTLAY – CONSTRUCTION	**14,700**	**400,000**	**315,000**	**300,000**
TRANSFERS OUT – GENERAL FUND	**31,590**	**33,899**	**33,899**	**38,815**
TOTAL EXPENDITURES	**2,186,178**	**2,610,355**	**2,538,946**	**2,687,320**

SPECIAL REVENUE FUNDS

COMMUNITY SERVICES MASTER PLAN FUND

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

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

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

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

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

SPECIAL REVENUE FUNDS

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

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

SPECIAL REVENUE FUNDS

ROAD MAINTENANCE

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

In FY 2025-2026, Road Impact fees for construction are estimated at $400,000 and for garbage trucks at $84,000. A General Fund contribution of $450,000 to the fund is included to reflect the Town's continued commitment to road maintenance. This fund also includes Senate Bill 1 (SB) gas tax at approximately $346,261.

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

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

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

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

LABOR COSTS

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

ITEM 1.6 - Exhibit A

SPECIAL REVENUE FUNDS

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

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO Road Maintenance Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	10,136	20,000	5,000	20,000
Road Impact Fees – Construction	389,356	375,000	375,000	400,000
Road Impact Fees – Garbage Trucks	84,000	84,000	84,000	84,000
Reimbursements	15,000	-	-	-
Measure AA	-	-	-	290,658
Pavement Moratorium	-	-	-	2,500
TOTAL REVENUE	**498,492**	**479,000**	**464,000**	**797,158**
TRANSFERS IN				
from General Fund	450,000	450,000	450,000	450,000
from SB1	323,208	335,437	334,299	346,261
TOTAL TRANSFERS IN	**773,208**	**785,437**	**784,299**	**796,261**
TOTAL REVENUE & TRANSFERS IN	**1,271,700**	**1,264,437**	**1,248,299**	**1,593,419**
EXPENDITURES				
CMP Replacement	-	-	-	-
HAWK Pedestrian Signal	-	-	-	-
Hub Study	-	-	-	-
Miscellaneous Intersection Striping	-	-	-	-
Salaries & Benefits	235,501	330,186	291,768	310,712
Multimodal Design	13,645	-	3,098	-
Sir Francis Drake Blvd Rehabilitation – Hub to Bolinas Ave	-	-	-	-
Street Paving	502,537	911,110	568,514	1,230,000
Stormwater Regulations	-	100,000	-	
Other ADA	-	-	-	-
Slurry Seal	317	-	-	-
Traffic Signal Controller	-	20,000	-	20,000
Unprogrammed Drainage & Resurfacing	342,459	300,000	220,000	150,000
TOTAL EXPENDITURES	**1,094,459**	**1,661,296**	**1,083,380**	**1,710,712**

SPECIAL REVENUE FUNDS

STATE GASOLINE TAX FUND

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

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

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

TOWN OF SAN ANSELMO
State Gasoline Tax Fund
Income Statement
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	-	-	-	-
REVENUE				
Revenue	678,350	702,875	707,985	720,631
TOTAL REVENUE	**678,350**	**702,875**	**707,985**	**720,631**
TOTAL RESOURCES	**678,350**	**702,875**	**707,985**	**720,631**
EXPENDITURES	678,350	702,875	707,985	720,631
TOTAL EXPENDITURES & TRANSFERS OUT	**678,350**	**702,875**	**707,985**	**720,631**
NET INCREASE/(DECREASE)	-	-	-	-
ENDING BALANCE	-	-	-	-
TOTAL BUDGET	**678,350**	**702,875**	**707,985**	**720,631**

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO State Gasoline Tax Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
State Gasoline Tax – Regular	355,142	367,438	373,686	374,370
State Gasoline Tax – SB1	323,208	335,437	334,299	346,261
TOTAL REVENUE	**678,350**	**702,875**	**707,985**	**720,631**
EXPENDITURES				
Transfers Out – General Fund	355,142	367,438	373,686	374,370
Transfers Out – Road Maintenance Fund	323,208	335,437	334,299	346,261
TOTAL EXPENDITURES	**678,350**	**702,875**	**707,985**	**720,631**

SPECIAL REVENUE FUNDS

LIBRARY TAX FUND

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

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

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

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

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

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

2024-2025 HIGHLIGHTS

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

SPECIAL REVENUE FUNDS

LABOR COSTS

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

SERVICES & SUPPLIES

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

INTERNET— CORPORATION FOR EDUCATION NETWORK INITIATIVES IN CALIFORNIA (CENIC)
High-speed Internet ($8,358)

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

OUTSIDE SERVICES
Program and special events expenditures ($3,500)

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

TOWN OF SAN ANSELMO
Library Tax Fund
Income Statement
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**28,917**	**29,297**	**29,297**	**3,808**
REVENUE				
Revenue	323,182	325,995	317,053	327,353
TOTAL REVENUE	**323,182**	**325,995**	**317,053**	**327,353**
TOTAL RESOURCES	**352,099**	**355,292**	**346,350**	**331,161**
EXPENDITURES				
TOTAL EXPENDITURES	**322,802**	**343,166**	**342,542**	**331,160**
NET INCREASE/(DECREASE)	380	(17,171)	(25,489)	(3,807)
ENDING BALANCE	**29,297**	**12,126**	**3,808**	**1**
TOTAL BUDGET	**352,099**	**355,292**	**346,350**	**331,161**

ITEM 1.6 - Exhibit A

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO Library Tax Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Library Tax	307,741	325,995	316,603	326,853
Use of Money & Property	45	-	450	500
Transfer In	15,396	-	-	-
TOTAL REVENUE	**323,182**	**325,995**	**317,053**	**327,353**
EXPENDITURES				
LABOR COSTS				
Regular Salaries	129,599	138,387	138,104	147,457
Temporary Help	54,018	50,000	52,302	25,000
Retirement	11,633	12,577	12,522	13,549
Overtime	-	-	-	-
Other Benefits	47,525	49,842	49,541	62,182
Payroll Taxes	13,527	10,765	13,856	13,372
TOTAL LABOR COSTS	**256,302**	**261,571**	**266,325**	**261,560**
SERVICES & SUPPLIES				
Outside Services – Programming	3,500	250	250	250
MARINet Database	7,535	7,760	8,646	7,222
Internet - CENIC	8,306	8,555	8,358	8,358
Link+	-	-	7,750	6,319
Department Supplies	4,972	8,000	3,950	4,000
Adult Books	14,949	15,000	12,800	11,000
Childrens' Books	8,582	11,500	8,500	8,500
Audio & Visual Books	845	1,030	213	-
DVDs	-	9,500	7,250	5,000
E-Books	17,811	20,000	18,500	18,951
TOTAL SERVICES & SUPPLIES	**66,500**	**81,595**	**76,217**	**69,600**
TOTAL EXPENDITURES	**322,802**	**343,166**	**342,542**	**331,160**

SPECIAL REVENUE FUNDS

ROBSON HOUSE FUND

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

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

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

SERVICES & SUPPLIES

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

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

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

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

POSSESSORY TAX PAYMENT
Taxable possessory interest assessment ($2,400)

ITEM 1.6 - Exhibit A

SPECIAL REVENUE FUNDS

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

SPECIAL REVENUE FUNDS

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

SPECIAL REVENUE FUNDS

SPECIAL EVENTS FUND

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

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

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

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

TOWN OF SAN ANSELMO
Special Events Fund
Income Statement
FY 2025-2026

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

SPECIAL REVENUE FUNDS

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

SPECIAL REVENUE FUNDS

MEASURE A PARKS TAX FUND

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

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

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

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

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

TOWN OF SAN ANSELMO
Measure A – Parks Tax Fund
Income Statement
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**37,103**	**126,578**	**126,578**	**244,063**
REVENUE				
Revenue	304,479	117,485	117,485	123,916
TOTAL REVENUE	**304,479**	**117,485**	**117,485**	**123,916**
TOTAL RESOURCES	**341,582**	**244,063**	**244,063**	**367,979**
EXPENDITURES				
TOTAL EXPENDITURES	**215,004**	**232,870**	**-**	**367,979**
NET INCREASE/(DECREASE)	89,475	(115,385)	117,485	(244,063)
ENDING BALANCE	**126,578**	**11,193**	**244,063**	**-**
TOTAL BUDGET	**341,582**	**244,063**	**244,063**	**367,979**

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO Measure A – Parks Tax Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure A Parks Tax	127,924	117,485	117,485	123,916
Interest	(1,397)	-	-	-
Proposition 68 Park Grant	177,952	-	-	-
Donation & Transfers In	-	-	-	-
TOTAL REVENUE	**304,479**	**117,485**	**117,485**	**123,916**
EXPENDITURES				
SERVICES & SUPPLIES				
Memorial Park Improvement	12,832	182,301	-	276,878
Open Space Miscellaneous Services	202,172	50,569	-	91,101
TOTAL SERVICES & SUPPLIES	**215,004**	**232,7870**	**-**	**367,979**
TOTAL EXPENDITURES	**215,004**	**232,870**	**-**	**367,979**

SPECIAL REVENUE FUNDS

ISABEL COOK CENTER (ICC)

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

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

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

SERVICES & SUPPLIES

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

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

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

SUPPLIES
Miscellaneous office supplies and minor supply items for building operation.

SPECIAL REVENUE FUNDS

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

SPECIAL REVENUE FUNDS

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

SPECIAL REVENUE FUNDS

MEASURE C WILDFIRE TAX FUND

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

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

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

TOWN OF SAN ANSELMO
Measure C – Wildfire Tax Fund
Income Statement
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**119,367**	**189,431**	**189,431**	**324,431**
REVENUE				
Revenue	399,742	380,000	410,000	410,000
TOTAL REVENUE	**399,742**	**380,000**	**410,000**	**410,000**
TOTAL RESOURCES	**519,109**	**569,431**	**599,431**	**734,431**
EXPENDITURES				
TOTAL EXPENDITURES	**329,678**	**380,000**	**275,000**	**410,000**
NET INCREASE/(DECREASE)	70,064	-	135,000	-
ENDING BALANCE	**189,431**	**189,431**	**324,431**	**324,431**
TOTAL BUDGET	**519,109**	**569,431**	**599,431**	**734,431**

SPECIAL REVENUE FUNDS

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

SPECIAL REVENUE FUNDS

CLIMATE ACTION FUND

On June 11, 2019, the Town Council adopted **Resolution 4286**: *A Resolution of the Town Council of the Town of San Anselmo Adopting San Anselmo Climate Action Plan 2030* (sananselmo.gov/Resolution4286). The Climate Action Plan 2030 (CAP) is a master plan to guide the development and implementation of local, measurable actions and initiatives to reduce local greenhouse gas emissions 54% by 2030 (from a 2005 baseline, or 45% below 1995 levels), with the goal of community-scale carbon neutrality by no later than 2045.

On February 11, 2020, the Town Council adopted **Resolution No. 4325:** *A Resolution of the Town Council of the Town of San Anselmo Declaring a Climate and Ecological Emergency in San Anselmo* (sananselmo.gov/Resolution4325). In declaring a Climate and Ecological Emergency, the Town Council directed the Town Manager to:

- Work with staff to include consideration and prioritization of consistency with the Climate Action Plan 2030, as amended or updated, in staff reports to Council
- Earmark specific funds for greenhouse gas and climate change mitigation annually, beginning in the FY 2020-2021

Subsequently, the FY 2020-2021 budget, adopted on June 23, 2020, included the addition of Appendix B, which tracked the Town's anticipated spending on Climate Action Plan Implementation Programs.

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

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

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

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

SPECIAL REVENUE FUNDS

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

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

SPECIAL REVENUE FUNDS

CREEKSIDE COMMON FUND

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

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

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

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

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

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

SPECIAL REVENUE FUNDS

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

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

SPECIAL REVENUE FUNDS

PARKING FUND

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

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

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

TOWN OF SAN ANSELMO
Parking Fund
Income Statement
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**90,058**	**96,802**	**96,802**	**(38,198)**
REVENUE				
Revenue & Transfers In	45,816	35,000	45,000	375,000
TOTAL REVENUE & TRANSFERS IN	**45,816**	**35,000**	**45,000**	**375,000**
TOTAL RESOURCES	**135,874**	**131,802**	**141,802**	**336,802**
EXPENDITURES				
TOTAL EXPENDITURES	**39,072.00**	**85,000**	**180,000**	**177,713**
NET INCREASE/(DECREASE)	6,744	(50,000)	(135,000)	197,287
ENDING BALANCE	**96,802**	**46,802**	**(38,198)**	**159,089**
TOTAL BUDGET	**135,874**	**131,802**	**141,802**	**336,802**

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO Parking Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Parking Fees & Fines	41,179	35,000	45,000	375,000
Use of Money & Property	4,637	-	-	-
Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	**45,816**	**35,000**	**45,000**	**375,000**
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	-	-	11,399
Retirement	-	-	-	1,299
Benefits	-	-	-	2,573
Payroll Taxes	-	-	-	898
TOTAL LABOR COSTS				**16,169**
SERVICES & SUPPLIES				
Outside Services – CMPA Parking Enforcement				91,544
Outside Services – Parking Meters	39,072	85,000	180,000	70,000
TOTAL SERVICES & SUPPLIES				**161,544**
TOTAL EXPENDITURES	**39,072**	**85,000**	**180,000**	**177,713**

CAPITAL PROJECTS FUND

ACTIVE TRANSPORTATION FUND

On June 21, 2023, the Town Council adopted Resolution 4507: *A Resolution of the Town Council of the Town of San Anselmo Adopting an Active Transportation Fund Description and Active Transportation Fund Expenditure Guidelines* (sananselmo.gov/Resolution4507).

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

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

TOWN OF SAN ANSELMO
Active Transportation Fund
Income Statement
FY 2025-2026

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

CAPITAL PROJECTS FUND

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

CAPITAL PROJECTS FUND

CAPITAL RECONSTRUCTION FUND

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

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

COMMITMENTS DUE TO GRANTS AND LOANS

These are projects for which the Town has entered into written agreements for repayment of funds, or for which the Town would be responsible for returning funds to the grantee; in some cases, these funds have already been spent.

RECOMMENDED DUE TO LIABILITY AND/OR SAFETY CONCERNS

The projects in this category have been identified as having safety and/or liability risks for the Town if they are not accomplished.

RECOMMENDED BASED ON PRIOR COMMITMENTS AND/OR DIRECTION

These are projects for which Council has previously appropriated funds, established by policy as a priority, or given direction to staff to accomplish.

OTHER

These projects or other funding recommendations do not fit into another category. The unprogrammed projects appropriation is used to fund unanticipated and emergency needs and cost overruns in budgeted projects.

CAPITAL PROJECTS FUND

TOWN OF SAN ANSELMO Capital Reconstruction Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**10,928**	**630**	**630**	**630**
REVENUE				
Revenue & Transfers In	(21)	-	-	-
TOTAL REVENUE & TRANSFERS IN	**(21)**	**-**	**-**	**-**
TOTAL RESOURCES	**10,907**	**630**	**630**	**630**
EXPENDITURES				
TOTAL EXPENDITURES	**10,277**	**-**	**-**	**-**
NET INCREASE/(DECREASE)	(10,298)	-	-	-
ENDING BALANCE	**630**	**630**	**630**	**630**
TOTAL BUDGET	**10,907**	**630**	**630**	**630**

TOWN OF SAN ANSELMO Capital Reconstruction Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Snack Shack Revenue	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Use of Money & Property	(21)	-	-	-
Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	**(21)**	**-**	**-**	**-**
EXPENDITURES				
Snack Shack Improvement	-	-	-	-
Fire Station Building Repair	-	-	-	-
Capital Outlay – Construction	10,277	-	-	-
Construction – Trails	-	-	-	-
TOTAL EXPENDITURES	**10,277**	**-**	**-**	**-**

CAPITAL PROJECTS FUND

EQUIPMENT REPLACEMENT FUND

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

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

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

During FY 2020-2021, the Town updated its inventory listings for Vehicle and Technology programs. The Town decided to create two separate Internal Services Funds: Technologies Replacement and Vehicle Replacement funds to maintain the Town's future Technology and Vehicle replacement activities.

TOWN OF SAN ANSELMO
Equipment Replacement Fund
Income Statement
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**13,561**	**18,017**	**18,017**	**-**
REVENUE				
Revenue & Transfers In	4,456	-	-	-
TOTAL REVENUE & TRANSFERS IN	**4,456**	**-**	**-**	**-**
TOTAL RESOURCES	**18,017**	**18,017**	**18,017**	**-**
EXPENDITURES				
TOTAL EXPENDITURES	**-**	**18,061**	**18,017.00**	**-**
NET INCREASE/(DECREASE)	4,456	(18,061)	(18,017)	-
ENDING BALANCE	**18,017**	**(44)**	**-**	**-**
TOTAL BUDGET	**18,017**	**18,017**	**18,017**	**-**

CAPITAL PROJECTS FUND

TOWN OF SAN ANSELMO Equipment Replacement Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Miscellaneous Revenue	4,500	-	-	-
Use of Money & Property	(44)	-	-	-
Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	**4,456**	**-**	**-**	**-**
EXPENDITURES				
Computer Hardware & Software	-	-	-	-
MERA Debt Service Payment	-	-	-	-
Public Works Capital Outlay	-	-	-	-
Parking Meters	-	-	-	-
Climate Action Plan Initiatives	-	-	-	-
Public Works Vehicle Replacement	-	18,061	18,017	-
Transfers Out	-	-	-	-
TOTAL EXPENDITURES	**-**	**18,061**	**18,017**	**-**

CAPITAL PROJECTS FUND

PARK IMPROVEMENT FUND

The Park Improvement Fund is used to account for designated for the development, enhancement, and maintenance of public parks and recreational facilities. The Park Capital Improvement Fund is used to develop new parks, playgrounds, trails, and other recreational facilities. Existing parks and facilities are improved or upgraded through the installation of new equipment, landscaping, lighting, and accessibility features. Major maintenance projects, such as repairing infrastructure like walking paths, restrooms, and picnic areas, are financed through this fund.

The Park Capital Improvement Fund plays a crucial role in the sustainable development and maintenance of community parks and recreational facilities. Through strategic planning and investment, it helps create vibrant, accessible, and enjoyable public spaces that enhance the overall quality of life for community members.

TOWN OF SAN ANSELMO
Park Capital Improvement Fund
Income Statement
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**-**	**516,299**	**516,299**	**561,214**
REVENUE				
Use of Money & Property	16,299	-	3,000	1,500
Transfers In	500,000	50,000	50,000	-
TOTAL REVENUE	**516,299**	**-**	**53,000**	**1,500**
TOTAL RESOURCES	**516,299**	**516,299**	**569,299**	**562,714**
EXPENDITURES				
TOTAL EXPENDITURES	**-**	**230,000**	**8,085**	**232,000**
NET INCREASE/(DECREASE)	516,299	(230,000)	44,915	(230,500)
ENDING BALANCE	**516,299**	**286,299**	**561,214**	**330,714**
TOTAL BUDGET	**516,299**	**516,299**	**569,299**	**562,714**

CAPITAL PROJECTS FUND

TOWN OF SAN ANSELMO Park Capital Improvement Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	16,299	-	3,000	1,500
Transfers In	500,000	50,000	50,000	-
TOTAL REVENUE	**516,299**	**50,000**	**53,000**	**1,500**
EXPENDITURES				
Creek Park	-	-	-	-
Hilldale Park	-	30,000	8,085	22,000
Lansdale Park	-	-	-	-
Red Hill Dog Park	-	-	-	-
Robson-Harrington Park	-	200,000	-	210,000
Sorich Park	-	-	-	-
TOTAL EXPENDITURES	**-**	**230,000**	**8,085**	**232,000**

DEBT SERVICE FUND

MEASURE G DEBT SERVICE

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

Series 1995

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

1995-1996	1.4 cents
1996-1997	1.2 cents
1997-1998	1.1 cents
1998-1999	1.2 cents
1999-2000	1.3 cents
2000-2001	1.1 cents
2001-2002	1.1 cents
2002-2003	1.1 cents
2003-2004	0.6 cents
2004-2005	0.9 cents
2005-2006	0.8 cents
2006-2007	0.8 cents
2007-2008	0.6 cents
2008-2009	0.7 cents
2009-2010	0.6 cents
2010-2011	0.8 cents
2011-2012	*Refunded in conjunction with 1997 and 2000 issues*

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

Series 1997

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

1997-1998	1.7 cents
1998-1999	1.9 cents
1999-2000	2.0 cents
2000-2001	1.8 cents
2001-2002	1.8 cents
2002-2003	1.8 cents
2003-2004	0.7 cents
2004-2005	1.4 cents
2005-2006	1.2 cents
2006-2007	1.2 cents
2007-2008	1.1 cents
2008-2009	1.0 cents
2009-2010	1.0 cents
2010-2011	1.2 cents
2011-2012	*Refunded in conjunction with 1995 and 2000 issues*

DEBT SERVICE FUND

Series 2000

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

2001-2002	1.2 cents
2002-2003	1.2 cents
2003-2004	0.8 cents
2004-2005	1.0 cents
2005-2006	0.9 cents
2006-2007	0.8 cents
2007-2008	0.8 cents
2008-2009	0.7 cents
2009-2010	0.7 cents
2010-2011	0.8 cents
2011-2012	*Refunded in conjunction with 1995 and 1997 issues*

Series 2003

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

2003-2004	1.1 cents
2004-2005	0.8 cents
2005-2006	0.7 cents
2006-2007	0.8 cents
2007-2008	0.6 cents
2008-2009	0.6 cents
2009-2010	0.6 cents
2010-2011	0.7 cents
2011-2012	0.7 cents
2012-2013	0.7 cents
2013-2014	0.7 cents
2014-2015	0.6 cents
2015-2016	0.6 cents
2016-2017	0.6 cents
2017-2018	0.5 cents
2018-2019	0.6 cents
2019-2020	0.5 cents
2020-2021	0.5 cents
2021-2022	*Refunded by 2020 Series*

Series 2011 (Refunded Series 1995, 1997 and 2000)

2011-2012	2.4 cents
2012-2013	2.3 cents
2013-2014	2.3 cents
2014-2015	2.2 cents
2015-2016	2.2 cents
2016-2017	1.9 cents
2017-2018	1.9 cents
2018-2019	1.8 cents
2019-2020	1.8 cents
2020-2021	1.2 cents
2021-2022	1.1 cents
2022-2023	0.5 cents
2023-2024	0.3 cents
2024-2025	0.3 cents
2025-2026	*Matures August 1, 2025*

Series 2020 (Refunded Series 2003)

2021-2022	0.4 cents
2022-2023	0.4 cents
2023-2024	0.4 cents
2024-2025	0.3 cents
2025-2026	0.4 cents

The total estimated Measure G Debt Service in 2025-2026 is estimated at 0.4 cents per $100 of assessed valuation.

DEBT SERVICE FUND

Fund Balance

The revenue in this fund is collected as part of the property tax bill. The Town receives this revenue in December and April. The Debt Service payments are due in August and February. Due to the timing difference, it is necessary to maintain a fund balance sufficient to make the August payment of the succeeding fiscal year.

TOWN OF SAN ANSELMO
Measure G – Debt Service Fund
Income Statement
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**547,795**	**497,012**	**497,012**	**403,939**
REVENUE				
Revenue	340,323	304,040	304,040	207,000
TOTAL REVENUE	**340,323**	**304,040**	**304,040**	**207,000**
TOTAL RESOURCES	**888,118**	**801,052**	**801,052**	**610,939**
EXPENDITURES				
TOTAL EXPENDITURES	**391,106**	**397,113**	**397,113**	**402,584**
NET INCREASE/(DECREASE)	(50,783)	(93,073)	(93,073)	(195,584)
ENDING BALANCE	**497,012**	**403,939**	**403,939**	**208,355**
TOTAL BUDGET	**888,118**	**801,052**	**801,052**	**610,939**

ITEM 1.6 - Exhibit A

DEBT SERVICE FUND

TOWN OF SAN ANSELMO Measure G – Debt Service Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Measure G	322,776	302,040	302,040	205,000
Interest	17,547	2,000	2,000	2,000
Bond Proceed	-	-	-	-
TOTAL REVENUE	**340,323**	**304,040**	**304,040**	**207,000**
EXPENDITURES				
Debt Service – Principal	330,000	350,000	350,000	370,000
Debt Service – Interest	60,281	45,613	45,613	30,584
Bond Administrative Fees	825	1,500	1,500	2,000
Refunding Escrow Deposit	-	-	-	-
Cost of Issuance	-	-	-	-
TOTAL EXPENDITURES	**391,106**	**397,113**	**397,113**	**402,584**

DEBT SERVICE FUND

MUNICIPAL LEASE — DEBT SERVICE FUND

On February 1, 2008, the Town entered into an agreement with Municipal Asset Management, Inc. (Corporation), to finance the restoration, remodeling, and expansion of the downtown Fire Station, Station 19. The financing was accomplished by the Corporation entering into a lease with the Town and the corporation leasing back the property under a Lease/Purchase Agreement, under which the Town is obligated to make rental payments to the Corporation.

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

TOWN OF SAN ANSELMO
Municipal Lease – Debt Service Fund
Income Statement
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	-	-	-	-
REVENUE				
Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	-	-	-	-
TOTAL RESOURCES	-	-	-	-
EXPENDITURES				
TOTAL EXPENDITURES & TRANSFERS OUT	-	-	-	-
NET INCREASE/(DECREASE)	-	-	-	-
ENDING BALANCE	-	-	-	-
TOTAL BUDGET	-	-	-	-

TOWN OF SAN ANSELMO
Municipal Lease – Debt Service Fund
Revenue & Expenditure Summary
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE & TRANSFERS IN				
Transfers In	-	-	-	-
TOTAL REVENUE	-	-	-	-
EXPENDITURES				
Lease Payment – Principal	-	-	-	-
Lease Payment – Interest	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-

INTERNAL SERVICE FUNDS

INSURANCE FUND

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

LIABILITY INSURANCE

On July 1, 1996, the Town became a member of the Bay Cities Joint Powers Insurance Authority (Bay Cities), a self-insurance pool that provides liability insurance coverage to twenty agencies in the Bay Area. Each member agency selects a self-insured retention limit. With the transition to Central Marin Police Authority for police services, the Town's self-insured retention has been reduced to $10,000 (from the previous amount of $100,000), below which the agency pays the claim costs. The insurance authority is responsible for costs above the limit, although it purchases excess insurance coverage for costs above $1 million, up to $20 million. A premium for coverage is charged based on the self-insured limit selected, the member agency's claim history and exposure, and the financial standing of the pool. Beginning in FY 1999-2000, Bay Cities coverage includes personnel-related liabilities.

WORKERS' COMPENSATION

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

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

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

2025-2026 Highlights

An internal service charge of $700,000 has been made to the General Fund Non-Departmental budget to ensure an adequate claims reserve, as required by Bay Cities.

INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO Insurance Fund Income Statement FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**494,305**	**595,418**	**595,418**	**621,367**
REVENUE				
Revenue	867,434	789,060	956,631	700,000
TOTAL REVENUE & TRANSFERS IN	**867,434**	**789,060**	**956,631**	**700,000**
TOTAL RESOURCES	**1,361,739**	**1,384,478**	**1,552,049**	**1,321,367**
EXPENDITURES				
TOTAL EXPENDITURES	**766,321**	**786,912**	**930,682**	**822,515**
NET INCREASE/(DECREASE)	101,113	2,148	25,949	(122,515)
ENDING BALANCE	**595,418**	**597,566**	**621,367**	**498,852**
TOTAL BUDGET	**1,361,739**	**1,384,478**	**1,552,049**	**1,321,367**

TOWN OF SAN ANSELMO Insurance Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Use of Money & Property	42,434	-	-	-
Internal Service Charges	750,000	750,000	750,000	700,000
Reimbursement	-	39,060	206,631	-
Transfers In	75,000	-	-	-
TOTAL REVENUE	**867,434**	**789,060**	**956,631**	**700,000**
EXPENDITURES				
Employee Assistance Program (EAP) – Premiums	1,474	1,600	1,605	1,600
Cyber Insurance Program	9,842	21,521	28,996	22,835
Flood Insurance – Premiums	24,043	27,148	27,148	30,597
Liability Insurance – Premiums	452,288	452,224	461,320	478,870
Liability Insurance – Claims	99,115	30,000	185,000	30,000
Workers' Compensation Insurance – Premiums	191,689	189,419	203,613	203,613
Workers' Compensation Insurance – Claims	(13,581)	50,000	22,000	40,000
State Unempolyment Insurance	1,451	15,000	1,000	15,000
TOTAL EXPENDITURES	**766,321**	**786,912**	**930,682**	**822,515**

INTERNAL SERVICE FUNDS

BUILDING MAINTENANCE FUND

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

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

TOWN OF SAN ANSELMO
Building Maintenance Fund
Income Statement
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**281,652**	**1,161,958**	**1,161,958**	**866,772**
REVENUE				
Revenue	452,491	374,837	374,837	493,493
Transfers In	800,000	-	-	-
TOTAL REVENUE & TRANSFERS IN	**1,252,491**	**374,837**	**374,837**	**493,493**
TOTAL RESOURCES	**1,534,143**	**1,536,795**	**1,536,795**	**1,360,265**
EXPENDITURES				
TOTAL EXPENDITURES	**372,185**	**787,500**	**670,023**	**1,202,301**
NET INCREASE/(DECREASE)	880,306	(412,663)	(295,186)	(708,807)
ENDING BALANCE	**1,161,958**	**749,295**	**866,772**	**157,965**
TOTAL BUDGET	**1,534,143**	**1,536,795**	**1,536,795**	**1,360,265**

INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO Building Maintenance Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Internal Service Charge	364,050	374,837	374,837	388,493
Grant – Intergovernmental	-	-	-	100,000
Miscellaneous Revenue	55,596	-	-	-
Use of Money & Property	32,845	-	25,000	5,000
Transfers In	800,000	-	-	-
TOTAL REVENUE	**1,252,491**	**374,837**	**399,837**	**493,493**
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	-	-	4,598
Overtime	-	-	-	-
Retirement	-	-	-	366
Other Benefits	-	-	-	1,985
Payroll Taxes	-	-	-	352
TOTAL LABOR COSTS	**-**	**-**	**-**	**7,301**
SERVICES & SUPPLIES				
Building Maintenance	372,185	225,000	175,000	125,000
ICC Master Switch	-	75,000	-	75,000
Janitorial	-	97,500	97,500	100,000
Library Roof & HVAC	-	100,000	75,000	625,000
Town Hall Gutters	-	65,000	47,523	-
Utilities	-	225,000	275,000	270,000
TOTAL SERVICES & SUPPLIES	**372,185**	**787,500**	**670,023**	**1,195,000**
TOTAL EXPENDITURES	**372,185**	**787,500**	**670,023**	**1,202,301**

INTERNAL SERVICE FUNDS

TECHNOLOGIES REPLACEMENT FUND

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

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

TOWN OF SAN ANSELMO
Technologies Replacement Fund
Income Statement
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**(6,530)**	**36,240**	**36,240**	**19,215**
REVENUE				
Revenue	228,354	252,975	252,975	302,901
Transfers In	150,000	-	-	-
TOTAL REVENUE & TRANSFERS IN	**378,354**	**252,975**	**252,975**	**302,901**
TOTAL RESOURCES	**371,824**	**289,215**	**289,215**	**322,116**
EXPENDITURES				
TOTAL EXPENDITURES	**335,584**	**275,000**	**270,000**	**290,109**
NET INCREASE/(DECREASE)	-	(22,025)	(17,025)	12,791
ENDING BALANCE	**36,240**	**14,215**	**19,215**	**32,006**
TOTAL BUDGET	**371,824**	**289,215**	**289,215**	**322,116**

INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO Technologies Replacement Fund Revenue & Expenditures Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Internal Service Charge	219,325	252,975	252,975	302,901
Miscellaneous Revenue	9,708	-	-	-
Use of Money & Property	(679)	-	-	-
Transfers In – Equipment Fund	-	-	-	-
Transfers In – General Fund	150,000	-	-	-
TOTAL REVENUE	**378,354**	**252,975**	**252,975**	**302,901**
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	-	-	12,122
Overtime	-	-	-	-
Retirement	-	-	-	625
Other Benefits	-	-	-	1,641
Payroll Taxes	-	-	-	722
TOTAL LABOR COSTS				**15,109**
SERVICES & SUPPLIES				
Computer Hardware & Software	335,584	275,000	270,000	275,000
TOTAL SERVICES & SUPPLIES				**275,000**
TOTAL EXPENDITURES	**335,584**	**275,000**	**270,000**	**290,109**

INTERNAL SERVICE FUNDS

VEHICLE REPLACEMENT FUND

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

During the FY 2020-2021, the Town updated its vehicle inventory list and developed a replacement strategy. Historically, vehicle replacement, repair, or lease expenses have been budgeted in the Equipment Fund or run through the Public Works Department operating cost.

On February 13, 2024, the Town Council adopted Resolution No. 2024-4527: *A Resolution of the Town of San Anselmo Town Council Adopting a Fleet Zero-Emissions Vehicle Policy* (sananselmo.gov/resolution4527). The purpose of the policy is to document the process and department responsibilities for purchasing and managing the Town's vehicle fleet in a manner that minimizes GHG emissions and considers life-cycle costs when purchasing fleet vehicles. The policy helps implement several measures from the Town's Climate Action Plan, ensures compliance with the Advanced Clean Fleets regulation, saves the Town money through reduced fuel and maintenance costs by purchasing ZEVs, and would serve as a model for the community by transitioning to ZEVs in a timely and cost-effective manner. Furthermore, the policy is focused on reducing vehicle size/weight and optimizing the fleet size to reduce overall fleet management costs and reduce environmental impacts associated with the manufacturing and distribution of new vehicles.

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

TOWN OF SAN ANSELMO
Vehicle Replacement Fund
Income Statement
FY 2025-2026

DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
BEGINNING BALANCE	**231,341**	**307,672**	**307,672**	**352,672**
REVENUE				
Revenue	114,295	60,000	60,000	-
TOTAL REVENUE & TRANSFERS IN	**114,295**	**60,000**	**60,000**	**-**
TOTAL RESOURCES	**345,636.00**	**367,672**	**367,672**	**352,672**
EXPENDITURES				
TOTAL EXPENDITURES	**37,964**	**100,000**	**15,000**	**100,000**
NET INCREASE/(DECREASE)	76,331	(40,000)	45,000	(100,000)
ENDING BALANCE	**307,672**	**267,672**	**352,672**	**252,672**
TOTAL BUDGET	**345,636**	**367,672**	**367,672**	**352,672**

INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO Vehicle Replacement Fund Revenue & Expenditure Summary FY 2025-2026				
DESCRIPTION	2023-2024	2024-2025		2025-2026
	ACTUALS	REVISED BUDGET	ESTIMATED ACTUALS	BUDGET
REVENUE				
Internal Service Charge	-	-	-	-
Use of Money & Property	14,295	-	-	-
Transfers In – Equipment Fund	-	-	-	-
Transfers In – General Fund	100,000	60,000	60,000	-
TOTAL REVENUE	**114,295**	**60,000**	**60,000**	**-**
EXPENDITURES				
Public Works Vehicle Replacement	37,964	100,000	15,000	100,000
TOTAL EXPENDITURES	**37,964**	**100,000**	**15,000**	**100,000**

ITEM 1.6 - Exhibit A

APPENDIX A

TOWN OF SAN ANSELMO Department of Public Works Capital Projects Budget Summary FY 2025-2026		
PROJECT	FUNDING TYPE	FY 2025-2026 FUNDING
3-PERSON ENGINE COMPANY (RVFD)	**TOTAL**	**282,653**
	Measure J Sales Tax Fund	282,653
BRIDGE AVENUE BRIDGE (PW052)	**TOTAL**	**12,000**
	Measure J Sales Tax Fund	12,000
BRIDGE PREVENTIVE MAINTENANCE PROGRAM (PW037)	**TOTAL**	**40,000**
	Measure J Sales Tax Fund	40,000
CENTER BLVD BRIDGE (PW025)	**TOTAL**	**12,000**
	Measure J Sales Tax Fund	12,000
CONCRETE STREET REPAIR	**TOTAL**	**50,000**
	Measure J Sales Tax Fund	50,000
CREEK PARK CONTRAFLOW BIKE LANES STUDY	**TOTAL**	**166,142**
	Grants Fund	166,142
EV CHARGING	**TOTAL**	**186,000**
	Grants Fund	130,000
	Measure J Sales Tax Fund	56,000
FIRE STATION 20 REMODEL	**TOTAL**	**1,000,000**
	Measure J Sales Tax Fund	1,000,000
HAWK PEDESTRIAN SIGNAL AT SAUNDERS AVE & SIR FRANCIS DRAKE BLVD	**TOTAL**	**204,000**
	Grants Fund	204,000
	Road Maintenance Fund	-
HUB TRANSIT STATION ROOF	**TOTAL**	**30,000**
	Measure J Sales Tax Fund	30,000
ICC REPAINTING	**TOTAL**	**135,000**
	Measure J Sales Tax Fund	135,000
ICC PARKSIDE PRESCHOOL PLAYGROUND	**TOTAL**	**-**
	Measure J Sales Tax Fund	-
ICC ROOF REPAIR	**TOTAL**	**200,000**
	Measure J Sales Tax Fund	200,000
LIBRARY HVAC & ROOF REPLACEMENT	**TOTAL**	**100,000**
	Measure J Sales Tax Fund	100,000
MADRONE AVE BRIDGE (PW018)	**TOTAL**	**12,000**
	Measure J Sales Tax Fund	12,000
NOKOMIS AVE BRIDGE (PW017)	**TOTAL**	**12,000**
	Grants Fund	-
	Measure J Sales Tax Fund	12,000
PROJECT DESIGN & INSPECTION - N/A	**TOTAL**	**200,000**
	Measure J Sales Tax Fund	200,000
PROJECT MANAGEMENT - N/A	**TOTAL**	**616,068**
	Road Maintenance Fund	310,712
	Measure J Sales Tax Fund	305,356

Continued on next page

APPENDIX A

Continued from previous page

TOWN OF SAN ANSELMO Department of Public Works Capital Projects Budget Summary FY 2025-2026		
PROJECT	**FUNDING TYPE**	**FY 2025-2026 FUNDING**
STATE RECYCLING GRANT	**TOTAL**	**5,000**
	Grants Fund	5,000
SORICH PARK PARKING LOT	**TOTAL**	**10,000**
	Measure J Sales Tax Fund	10,000
ROBSON HOUSE	**TOTAL**	**20,000**
	Measure J Sales Tax Fund	-
	Robson House Fund	20,000
SIR FRANCIS DRAKE BLVD, SAIS AVE & SUNNYHILLS DR TRAFFIC SIGNAL	**TOTAL**	**161,913**
	Measure J Sales Tax Fund	161,913
SIDEWALK GAP CLOSURE (PW042)	**TOTAL**	**40,000**
	Measure J Sales Tax Fund	40,000
SLURRY, CRACK SEAL & DIGOUTS - N/A	**TOTAL**	**50,000**
	Measure J Sales Tax Fund	50,000
STREET PAVING (PW106)	**TOTAL**	**1,230,000**
	Road Maintenance Fund	1,230,000
TRAFFIC SIGNALS	**TOTAL**	**45,000**
	Road Maintenance Fund	20,000
	Measure J Sales Tax Fund	25,000
UNPROGRAMED RESURFACING, DRAINAGE & FLOOD CONTROL (N/A)	**TOTAL**	**250,000**
	Measure J Sales Tax Fund	100,000
	Road Maintenance Fund	150,000
SUBTOTAL – GRANTS FUND		**505,142**
SUBTOTAL – MEASURE J SALES TAX FUND		**2,833,922**
SUBTOTAL – ROAD MAINTENANCE FUND		**1,710,712**
SUBTOTAL – ROBSON HOUSE FUND		**20,000**
GRAND TOTAL		**5,069,776**

STAFF REPORT

TOWN OF SAN ANSELMO Item #:2.1

MEETING DATE: June 24, 2025

AGENDA TITLE: Discussion and Consideration of Memorandum of Understanding Proposal with the Service Employees International Union, Local 1021 (SEIU) for the period of July 1, 2025, to June 30, 2028.

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

RECOMMENDATION: That the Town Council conduct a public hearing on the Proposed Memorandum of Understanding (MOU) between the Town of San Anselmo and SEIU Local 1021 for the period of July 1, 2025, to June 30, 2028.

SUMMARY

SEIU Local 1021 represents approximately 29 employees in various departments across the Town. The SEIU Local 1021 MOU expires on June 30, 2025. Over the past few months, representatives of the Town and Local SEIU 1021 have met in good faith and worked diligently to negotiate the terms of a successor MOU. The Town and SEIU 1021 reached a tentative agreement on June 11, 2025, for a three-year successor MOU. The SEIU bargaining team recommended the tentative agreement to its membership.

DISCUSSION/ANALYSIS

The following are the highlights that reflect the terms and significant economic items included in the tentative agreement between the Town and SEIU Local 1021. In addition to the economic items, some operations items were also addressed in the successor MOU.

1. Term of the Agreement: July 1, 2025, through June 30, 2028

2. Salary Increase: Job classes represented in this bargaining group will receive a 6.0% increase to the salary schedule effective July 1, 2025, a 5.5% increase effective July 1, 2026, and a 4%

increase effective July 1, 2027.

Longevity: Longevity pays employees based on their continuous years of service with the Town. Employees become eligible for longevity pay at the following milestones: 2% after 10 years, 4% after 15 years, and 6% after 20 years of continuous service. These percentages are not cumulative; rather, the employee receives the percentage corresponding to their current tier of service only. In order to qualify, service must be continuous from the original date of hire. If an employee separates from Town employment and is later rehired, the new hire date will serve as the basis for calculating longevity eligibility, and any prior service will not be credited. Additionally, for employees hired on or after July 1, 2025, part-time service will be prorated when calculating longevity eligibility.

3. One-Time Payment: Employees represented by the bargaining group will receive a one-time, non-pensionable payment of $3,000 on August 1, 2025, or the pay period following Council ratification of a new MOU, whichever occurs later. This payment will not contribute to Classic or PEPRA employees' pensions and is just for normal payroll taxes. This payment is a one-time payment only and is not scheduled to recur in the future.

4. Cost of Health Insurance Premium: Effective July 2025, the Town will cover the full cost of Kaiser medical plan based on the employee's coverage level. It will no longer be under a cafeteria plan model where employees receive an allowance to purchase healthcare plans.

   For example, the Town's healthcare contributions for an employee who is eligible for employee-only coverage will be based on the 2025 cost of Kaiser employee-only premium. Should the employee select a health plan that exceeds the cost of the Kaiser employee-only premium, the employee shall be solely for any difference in premiums (i.e. the 2025 Kaiser employee-only cost is $1,112.90; if an employee selects the PERS Platinum employee-only coverage cost is $1,476.10, so the employee shall pay $363.20 per month for the premium difference).

   As another example, the 2025 Kaiser family premium is $2,893.54. If the employee with family coverage selects the Blue Shield Trio HMO plan family plan, they shall pay the difference between the Kaiser family rate and $2,950.45, which is $56.91 per month). For employees hired prior to June 30, 2014 – per Section 8 of the MOU, any unused portion of the healthcare benefits will be given to the employee, up to $365 per month for full time employees. For employees hired on or after July 1, 2006, who work less than full time, the $365 per month maximum shall be prorated based on the ratio that the regular part-time employees' regular work week bears to a regular full-time work week. Employees hired on or after July 1, 2015, will not receive cash back unless they waive all Town insurance other than dental insurance.

5. Non-Economic Items: In addition to the items discussed above, agreement was reached on other proposals, which reflect minor changes to existing provisions with little or no significant cost. The attached final tentative agreement includes all the changes agreed to by the parties. These negotiated MOU sections include:

a. Safe Conditions: Revision of language.
b. Holiday (Section 13c): Revision of language when floating holidays are earned.

As part of the Town's ongoing efforts to ensure competitive and equitable compensation, a Compensation and Pay Equity Study was conducted this year by Gallagher. The study evaluated the Town of San Anselmo's wages and benefits compared to ten similar jurisdictions, primarily within Marin County, with the inclusion of Orinda as an outside comparator. The results showed that SEIU-represented positions were, on average, approximately 7.1% below the market in terms of total compensation. One of the key areas where the Town was lagging was in health care offerings. The tentative agreement to provide full-family Kaiser coverage would bring the Town to the median level for most positions. Additionally, the agreed salary increases of 6%, 5.5%, and 4% over the three-year term are not only cost-of-living adjustments, but also include equity adjustments intended to bring all positions to or above the market median, supporting the Town's ability to recruit and retain qualified employees.

FISCAL IMPACT

The current total annual salary and benefit cost ot the Town for the 27.93 full-time equivalent (FTE) positions of SEIU is $729,860. The additional ongoing costs fo the successor MOU beyond the FY2024-2025 budget is:

	FY2025-26 (6%)	FY2026-27 (5.5%)	FY2027-28 (4%)
Salary	$207,502	$185,364	$130,899
Benefits	$54,666	$81,702	$69,727
Total Cost	$262,168	$267,066	$200,625

*This pension cost results only from the negotiated wage increase and does not include the annual contribution of lump sum unfunded pension liability. With the assumption of the terms and conditions of the pension benefit plan remains unchanged. The cost is $262,168 for fiscal year 2025-2026, $267,066 for fiscal year 2026-2027, and $200,625 for fiscal year 2027-2028. In addition, there is a cost of $84,000 in one-time payments, which includes Social Security and Medicare taxes. These one-time payments will not contribute to Classic and PEPRA employee pension costs.

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's discussion 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: SEIU Final Tentative Agreement

SEIU, Local 1021

EST. 1907
TOWN OF
SAN ANSELMO

Correspondence

FINAL TENTATIVE AGREEMENT

DATE: **June 11, 2025** **TIME:** **AM / PM**

The following represents a comprehensive tentative agreement between the Town of San Anselmo ("Town") and Service Employees International Union, Local 1021 ("Local 1021" or "Union") as a result of the parties' collaborative discussions for a successor Memorandum of Understanding ("MOU").

Category	Town's Proposal / Response
Term	Three years (July 1, 2025 – June 30, 2028)
Base Wages (Increases)	July 2025 - 6.0% July 2026 – 5.5% July 2027 - 4.0%
Longevity	Based on an employee's hire date with the Town, the employee will receive longevity pay as follows: 10 Years – 2% 15 Years – 4% 20 Years – 6% Service must be continuous from the date of hire to be eligible for longevity tiers. If an employee separates from Town service and subsequently gets rehired, the new date of hire will be used for service credit, and no prior service will be counted for longevity. For employees hired on or after July 1, 2025, part-time service will be prorated for longevity purposes. Percentages are not additive to the previous tier. For example, an employee with 15 years of Town service will receive 4% for longevity (not 6% or 4% + 2% under the 10 years tier).
Cafeteria Plan	Effective July 2025, the Town will cover the full cost of Kaiser medical plan based on the employee's coverage level. It will no longer be under a cafeteria plan model where employees receive an allowance to purchase

SEIU, Local 1021



TOWN OF SAN ANSELMO

Correspondence

	healthcare plans. For example, the Town's healthcare contributions for an employee who is eligible for employee-only coverage will be based on the 2025 cost of Kaiser employee-only premium. Should the employee select a health plan that exceeds the cost of the Kaiser employee-only premium, the employee shall be solely for any difference in premiums (i.e. the 2025 Kaiser employee-only cost is $1,112.90; if an employee selects the PERS Platinum employee-only coverage cost is $1,476.10, so the employee shall pay $363.20 per month for the premium difference). As another example, the 2025 Kaiser family premium is $2,893.54. If the employee with family coverage selects the Blue Shield Trio HMO plan family plan, they shall pay the difference between the Kaiser family rate and $2,950.45, which is $56.91 per month). For employees hired prior to June 30, 2014 – per Section 8 of the MOU, any unused portion of the healthcare benefits will be given to the employee, up to $365 per month for full time employees. For employees hired on or after July 1, 2006 who work less than full time, the $365 per month maximum shall be prorated based on the ratio that the regular part-time employees' regular work week bears to a regular full-time work week. Employees hired on or after July 1, 2015 will not receive cash back unless they waive all Town insurance other than dental insurance.
One-Time Lump Sum	A one-time, non-pensionable lump sum payment of $3,000 to each bargaining unit member in the first full pay period following the union's ratification and Town Council's approval of a successor MOU.
Article 13 - Holidays	c. Each employee earns three Floating Holidays per Fiscal Year, which will be credited to the employee's leave bank on July 1 of each year Floating Holiday hours do not carry over to the next Fiscal Year. Employees that earn the floating holidays may use one of their existing floating holidays on Cesar Chavez Holiday, March 31, as long as minimum staffing levels as determined by the supervisor are maintained.
Article 27 – Safe Conditions, Maximum Working Hours & Fatigue Time	Per Town Counter Proposal dated June 11, 2025.

All outstanding proposals to which there is no Tentative Agreement or which are not addressed above are to be withdrawn or deemed denied.

SEIU, Local 1021

EST. 1907
TOWN OF
SAN ANSELMO

Correspondence

The parties agree to recommend positively this Final Comprehensive Tentative Agreement to their principals for ratification.

For the Town

6.11.25
Jeff Zuba Date
Finance & Admin Services Director

6.11.2025
Robyn Clifford Date
Senior Accountant

6/11/25
Christopher Boucher Date
Labor & Employment Counsel

For the Union

Jana Blunt 6/11/25
Jana Blunt Date
SEIU Field Representative

6/11/25
Jackson Dobronyi Date
SEIU Chapter Bargaining Team Member

6/17/25
Dawn Jones Date
SEIU Chapter Bargaining Team Member

6/11/25
Curt Ries Date
SEIU Chapter Bargaining Team Member

6/11/25
Justin Stevenson Date
SEIU Chapter Bargaining Team Member

6/11/2025
Jennie Waskey Date
SEIU Chapter Bargaining Team Member

TOWN OF SAN ANSELMO'S COUNTER TO SEIU PROPOSAL
June 11, 2025

Date/Time:	6/11/2025
SEIU Local 1021 Proposal #	**UP7**
MOU Section(s):	**27 Safe Conditions & Rest Time**

PROPOSAL:

27. SAFE CONDITIONS AND REST TIME

The Town agrees to provide safe and adequate working conditions.

Employees required to work beyond or outside their regularly scheduled shift will be provided a minimum of six (6) hours of rest time without any loss of pay before returning to work. This provision does not apply in cases where employee is required to work either two (2) hours before or after their regular work shift. In emergency circumstances, this limit may be exceeded on a short-term basis.

6/11/25

Agreed: JB

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.2

MEETING DATE: June 24, 2025

AGENDA TITLE: Update on San Anselmo Flood Risk Reduction Project

FROM: Sean Condry, P.E., Public Works Director

RECOMMENDATION: Receive update from Town staff on San Anselmo Flood Risk Reduction Project application process.

BACKGROUND AND DISCUSSION

On September 18, 2018, the Board of Supervisors held a public hearing and adopted Resolution No. 2018-99 certifying the final environmental impact report (FEIR) for the SAFRR Project and Resolution No. 2018-100 approving the Project. The approval included flood mitigation projects on two parcels, "one to remove a channel-constricting building on San Anselmo Creek at 634-636 San Anselmo Avenue [BB2] …."

In November 2018, the District purchased BB2, intending to remove the building as part of its SAFRR Project. In April 2020, the Town and the District entered into a cooperative agreement for the design and construction of the Project. The agreement facilitated the removal of the structures atop BB2 and allowed for the creation of a plaza. The District leased BB2 to the Town for use as public park space until the District terminated the lease on September 15, 2022.

In the spring of 2023, the Town informed the District that it would require the District to submit a Conditional Letter of Map Revision (CLOMR) as part of its application for Town permits for the SAFRR project, as required by the Town Code and federal regulations. In the Town comment response letter regarding BB2, sent on January 30, 2025 to the District, the Town notified the District that it would need approximately six weeks to review the application for a CLOMR, also known as the MT-2 application.

On June 13, 2025, the Town received a draft MT-2 application from the District and a request that the Town's review be completed in two weeks. Town staff and the consultant will begin reviewing the application and accompanying documentation and modeling. The MT-2 form includes a "Community Concurrence" section that allows for a signature from the "community official responsible for floodplain management," which indicates that the floodplain manager would be signing the document. However, FEMA's instructions and the regulations related to this submission suggest that the form

must be signed by “the Chief Executive Officer (CEO) for the community involved in this revision request or an official legally designated by the CEO.” (https://www.fema.gov/flood-maps/change-your-flood-zone/paper-application-forms/mt-2/instructions-form-1-overview-and-concurrence).

Town staff will provide further updates to the Town Council related to this process following a thorough review of the District’s submission.

FISCAL IMPACT

None

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Receiving an update on the status of the SAFRR project’s application 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).

Outlook

Save the trees!

From Rachel Greenmyer <rmgreenmyer@gmail.com>
Date Tue 6/24/2025 12:42 PM
To Town Council <towncouncil@sananselmo.gov>

CAUTION: External Sender

Dear Mayor Kullaway and council members Burdo, Burke, Schlesinger and Walker,

I recently learned that the redwood trees in Creek Park are at risk of being removed by the county as part of a flood mitigation plan, and that you, the town council, must sign a permit in order for the county to proceed.

Redwood forests, as part of their role in the water cycle, help capture and store large amounts of rainwater, which helps mitigate flooding. Why would we want to lose that benefit? These trees also provide wildlife habitat, noise reduction, shade, and beauty that draws people to Creek Park as a vital community space and indirect source of town revenue. In addition, the town could be held liable if any protected species were harmed in the tree removal process.

There must be another option for flood mitigation that saves the trees, it would be a sad part of San Anselmo's history if no work-around was attempted and these beautiful redwoods were cut down. Please do not sign the permit, and explore other options.

Thank you for your time and consideration,
Rachel Greenmyer

Outlook

Save the Redwoods

From Gigi M <bendgigi@yahoo.com>
Date Tue 6/24/2025 11:52 AM
To Town Council <towncouncil@sananselmo.gov>

CAUTION: External Sender

These majestic trees provide more than beauty. Do your research and see how this will impact ALL humans! I say no to the destruction of this beautiful part of San Anselmo!
Judy McClung
Sent from my iPhone

Outlook

The Fight to Save the Natural Beauty of Creek Park

From John Crane <johncranefilms@gmail.com>

Date Tue 6/24/2025 1:03 PM

To Garril Page (IMAP) <obility@comcast.net>; Judd Goodman <Judd.Goodman@marincounty.gov>; Eileen Burke Contact <EileenBurke100@gmail.com>; Ann Politzer <annpolitzer@gmail.com>; Tony Swan <Tony.Swan@marincounty.gov>; Derek Johnson <Derek.Johnson@marincounty.gov>; BOS <BOS@marincounty.gov>; Flood Inquiry <FloodInquiry@marincounty.gov>; Eric Lucan <Eric.Lucan@marincounty.gov>; Dennis Rodoni <Dennis.Rodoni@marincounty.gov>; Stephanie MoultonPeters <Stephanie.MoultonPeters@marincounty.gov>; Sackett, Mary <Mary.Sackett@marincounty.gov>; bcolbert@marincounty.org <bcolbert@marincounty.org>; Eileen Burke <eileenburke@mindspring.com>; Dave Donery <ddonery@sananselmo.gov>; Sean Condry <scondry@sananselmo.gov>; John Crane <johncranefilms@gmail.com>; Charles Goodman <charlie@charlesgoodman.com>; Ross <ross.asselstine@comcast.net>; Julie McMillian <jmcmillan@townofrossca.gov>

1 attachment (375 KB)

TC Minutes 02.09.88.pdf;

CAUTION: External Sender

June 24th, 2025
Mayor and Town Council of San Anselmo

Dear Mayor and Council:

RE: June 24, 2025, San Anselmo Agenda Item 2.2

Dear Mayor and Town Council:

THE FIGHT TO SAVE THE TREES, THE PLAZA AND CREEK PARK AS AN OASIS OF NATURAL BEAUTY

In 2024 Creek Park turned 50 years old, and tonight I hope the Town Council has the courage to once again protect Creek Park and the Redwoods for future generations as it did in 1988. The County's misguided attempts to remove BB2, will destroy the Plaza, and dramatically alter Creek Park forever. This is not what people want as Measure F demonstrated.

In 1988 the Town Council adopted the Campaign for a "Healthy Community for Children." Please read the attached MINUTES OF THE TOWN COUNCIL MEETING OF FEBRUARY 9, 1988, it was a wise decision to preserve Creek Park for future generations. Please read the attached minutes and please respect the wishes of the community, to maintain the natural beauty of Creek Park that we treasure. It is now your opportunity to act in accordance with the preservation of our community's heritage.



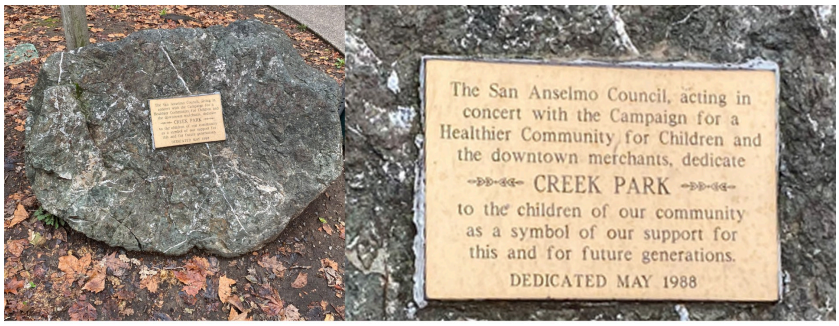
In 1987 a nine-member committee submitted its final report to the Town Council: *"The members had agreed that the purpose of Creek Park was to serve as a quiet and restful oasis that enhances the environment of downtown San Anselmo and the Creek Park Shopping District. It is a community statement that San Anselmo cares for the environment, the Town's natural beauty and the comfort of people of all ages."*

Here is what one resident said about the Plaque dedicated in May 1988: *"Thats why that stone was made. To remind people forever with a big rock they would signify the work and effort of people to speak up when any authoritative measure attempts to slip through the cracks and loot public areas where enjoyment and gathering.*

Please protect and respect Creek Park's natural beauty and put an end to the San Anselmo Flood Risk Reduction project which has been flawed from the beginning.

Respectfully,

John Crane



3. REQUEST FROM THE CAMPAIGN FOR A HEALTHIER COMMUNITY FOR CHILDREN FOR THE FESTIVAL OF THE CHILDREN, AND RESOLUTION PROCLAIMING MAY 31 - JUNE 5 AS THE WEEK OF THE CHILDREN.

Children participating in the Campaign recited a poem and sang a song in which they requested permission for the use of the Town Hall portico and lawn and installation of "Avenue of the Children" signs on San Anselmo Avenue during their week-long celebration. The Campaign also requested dedication of Creek Park to the children of San Anselmo, as previously discussed, and installation of a symbol and plaque stating the dedication.

Dickens reported that the plaque was proposed to be placed on a large rock at the east end of the concrete pedestrian bridge that enters Creek Park from San Anselmo Avenue. Since the Campaign's project to place a statue or some other type of symbol in the park will take some time, he recommended the Council approve the concept so that the Campaign can begin seeking a donation of a symbol or the funds for purchase of one. The Campaign would be required to come back to the Council for approval prior to the actual placement of any such "symbol."

William Jelinek, 53 Florence Avenue, commented that one of the recommendations of the Creek Park Planning Committee was that the park be dedicated to children and that a bollard be designed with a symbol

and plaque signifying this dedication at the former location of the tulip tree at the bridge entrance on San Anselmo Avenue.

M/S, Sharp/Wooliever, to approve Resolution No. 3048 proclaiming May 31 through June 5, 1988 as the Week of the Children. Motion passed unanimously.

John Crane Films

415.847.5054

email: johncranefilms@gmail.com

MINUTES OF THE TOWN COUNCIL MEETING OF FEBRUARY 9, 1988

Mayor Cordingley convened the regular meeting at 8:00 p.m., following a closed session regarding personnel matters, with Councilmembers Chignell, Sharp, Walsh and Wooliever present.

2. OPEN TIME FOR PUBLIC EXPRESSION

Bill Jelinek, 53 Florence Avenue, said he researched the existence of the arborist report referred to at the last meeting during a discussion about removal of redwood trees in the Robson-Harrington Park and found that Sohner Tree Service had made a report dated April 3, 1987, which stated that the group of trees is not overcrowded. Regarding the argument that the trees should be removed to make more lawn space, he noted that during the budget hearings staff said they did not have enough personnel to take care of the existing parks. Town Administrator Dickens responded that according to Public Works Director Kottage, the Town had received conflicting opinions from experts about the trees and recommended that a written arborists report be solicited, and that furthermore, removal of the trees may require environmental review.

Mary Glass, 25 Foss Avenue, said there was room to play in the park without removal of the trees. She said that Mrs. Bruce's view would be blocked more by a tree on her own property, that it was a frivolous request on her part, and that trees are the community's greatest beauty.

Cordingley commented that it was the overcrowding, not the view, that initiated the discussion about the trees.

Dave Bacigalupi, 56 Alder Avenue, asked questions regarding the General Plan workshops, saying that their outcome will have far-reaching affects, and that the Town should make more effort in notifying the public about the workshops.

Bob Wipfler, 1659 San Anselmo Avenue, said he attended the hearings that took place recently in Ft. Bragg on off-shore oil drilling on the Northern California coast. He said he felt that this is a situation that will effect everyone, especially coastal communities, and asked the Council to submit a letter opposing oil rigs along the northern California coast. The Councilmembers asked that the matter be placed on the next agenda.

Town Attorney Roth requested that agenda item #11 be moved up to follow item #6. M/S, Chignell/Wooliever, to move item #11 up to follow item #6. Motion passed unanimously.

3. REQUEST FROM THE CAMPAIGN FOR A HEALTHIER COMMUNITY FOR CHILDREN FOR THE FESTIVAL OF THE CHILDREN, AND RESOLUTION PROCLAIMING MAY 31 - JUNE 5 AS THE WEEK OF THE CHILDREN.

Children participating in the Campaign recited a poem and sang a song in which they requested permission for the use of the Town Hall portico and lawn and installation of "Avenue of the Children" signs on San Anselmo Avenue during their week-long celebration. The Campaign also requested dedication of Creek Park to the children of San Anselmo, as previously discussed, and installation of a symbol and plaque stating the dedication.

Dickens reported that the plaque was proposed to be placed on a large rock at the east end of the concrete pedestrian bridge that enters Creek Park from San Anselmo Avenue. Since the Campaign's project to place a statue or some other type of symbol in the park will take some time, he recommended the Council approve the concept so that the Campaign can begin seeking a donation of a symbol or the funds for purchase of one. The Campaign would be required to come back to the Council for approval prior to the actual placement of any such "symbol."

William Jelinek, 53 Florence Avenue, commented that one of the recommendations of the Creek Park Planning Committee was that the park be dedicated to children and that a bollard be designed with a symbol

and plaque signifying this dedication at the former location of the tulip tree at the bridge entrance on San Anselmo Avenue.

M/S, Sharp/Wooliever, to approve Resolution No. 3048 proclaiming May 31 through June 5, 1988 as the Week of the Children. Motion passed unanimously.

M/S, Sharp/Wolliever, to grant permission for the use of Town Hall lawn and the installation of the Avenue of the Children signs, and that the large rock at the east end of the concrete pedestrian bridge that enters Creek Park from San Anselmo Avenue be approved as the location for a plaque dedicating Creek Park to the children of San Anselmo, and approve in concept placing a statue or some other symbol in the park, and that there be consideration given to the report of the Creek Park Planning Committee. Motion passed unanimously.

4. REQUEST FROM THE SAN ANSELMO SCHOOL OF BALLET FOR ENDORSEMENT OF ITS BALLET TOUR OF RUSSIA.

Virginia Richardson, Director of the San Anselmo School of Ballet, explained that the students will be going to Russia in March and will be the first to be allowed to take ballet classes with Russian students. Ann Barrar, representing the Cascade Canyon School, explained that this was a collaborative effort between the two schools. The students come from average families; some cannot afford to go and the ballet school wants all of its students to go, so they are conducting fundraisers and seeking donations.

The Councilmembers congratulated the students on their efforts and noted that the ballet school, which is conducted through the Town's Recreation Department, is a valuable program that benefits the town.

M/S, Chignell/Walsh, that $200 be expended from the Contingency Fund for the express purpose of supporting the trip to Russia by the San Anselmo School of Ballet, and that the San Anselmo Town Council strongly endorses the schools' trip to Russia. Motion passed unanimously.

5. PUBLIC HEARING ON INTRODUCTION OF AN INTERIM ORDINANCE TO PROHIBIT APPLICATIONS FOR A GENERAL PLAN AMENDMENT, ZONE CHANGE, ZONING ORDINANCE AMENDMENT, ANNEXATION, PREZONING, SUBDIVISION OF LANDS IN THE R1-H ZONING DISTRICT, AND SUBDIVISIONS, DEVELOPMENT AND LAND USE APPLICATIONS ON PROPERTIES WHERE THE CURRENT ZONING IS INCONSISTENT WITH THE CURRENT SAN ANSELMO GENERAL PLAN.

Town Attorney Roth explained that this ordinance is the same as the interim ordinance adopted by the Town Council on January 19, 1988, except that it is not an urgency ordinance and the expiration date being recommended is different. This would be a dormant ordinance that would be enacted only if the two interim ordinance preceding this ordinance are declared invalid. The Planning Commission, after a public hearing on February 1, recommended adoption of the ordinance, with the further recommendation that the planning process necessitating the ordinance be completed as expeditiously as possible.

The interim ordinance adopted January 19, 1988 will expire May 12, 1988. Roth recommended that the ordinance before the Council tonight be given an expiration date of August 12, 1988 to give the Town enough time to extend it, if necessary.

Herman Kramer, 1 Allemand Lane, asked if there had been a legal challenge to the original ordinance. Roth replied that he had been advised there may be a lawsuit.

Peter Fraser, 12 Kientz Lane, said this ordinance was not needed, the previous ordinance was not needed, there have been no policy issues raised at the General Plan workshops that would affect his property, and that there are existing laws to protect the Town. He said that alot of money has been spent on his part and on the part of the Town on this issue for no reason and no benefit.

Andy Bochich, 327 Irwin Street, San Rafael, opposed the ordinance, saying he did not feel there was a necessity it.

Jacqueline Harmes, 8 Ivy Lane, spoke in favor of the ordinance, saying that it was needed to give the Town time to prepare for the next 10 years in its current review of the General Plan.

M/s, Sharp/Wooliever, to waive reading of Ordinance No. 897. Motion passed unanimously.

M/S, Sharp/Wooliever, to introduce Ordinance No. 897, an interim ordinance of the Town Council of the Town of San Anselmo, prohibiting applications for a General Plan amendment; zone change; zoning ordinance amendment; annexation; prezoning, subdivision of lands in the R1-H zoning district; and subdivisions, development and land use applications on properties where the current zoning is inconsistent with the current San Anselmo General Plan, on the grounds set forth in findings one through seven in the text of the ordinance on pages one and two, subject to the change in the date of its expiration in Section 3 to August 12, 1988. Motion passed by the following vote:

AYES: Chignell, Sharp, Wooliever, Cordingley

NOES: Walsh

6. REQUEST TO SEEK RELIEF FROM PAYMENT OF FEES TO PROCESS AN APPLICATION FOR AN EXCEPTION TO ORDINANCE NO. 893, BY PETER FRASER.

According to Ordinance No. 893, the fees associated with the processing of an application for exception shall be limited to the Town's actual cost of providing this service. The Town informed Fraser of the deposit required to be made to cover the Town's cost for processing the application. Fraser's attorney, Gary Ragghianti, submitted a letter seeking relief from these fees on the grounds that the application was identical to Fraser's previous application for exception and therefore the fees being requested were not warranted. He also stated that the purpose in seeking to obtain the exception was to exhaust the administrative remedies.

Roth said he informed Fraser and Ragghianti that if their intent in submitting a second application for an exception to the interim ordinance is to exhaust their administrative remedies, if they withdraw the application for an exception he is willing to recommend to the Council that he stipulate that no objection to a lawsuit filed by them would be made on the grounds that the administrative remedies had not been exhausted. If Fraser is still interested in pursuing relief from the fees, Roth said he would recommend that the deposit be reduced to $250, based on the information about the processing of the application received from the Town's planning consultant.

Fraser said circumstances are unchanged since the review of his previous request for an exception, and that the application made in December for processing another exception application is dormant.

Andy Bochich, 327 Irwin, has filed an exception application. He felt the fee was unfair, saying that it was the Town that passed the ordinance but he had to pay a $500 deposit and it was not fair for people to have to pay while the Town regroups.

There was support on the Council to lower the deposit to $250 since it was a second application.

Fraser said there has been no decision that he would file a lawsuit, and said he would agree to withdraw the exception application. He thanked staff, in particular Town Planner Wight and Administrative Assistant Calamar, for their assistance in his contact with the Town.

6A. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS, COMMENTS AND DIRECTIONS TO STAFF; STAFF MISCELLANEOUS ITEMS.

Roth advised the Council to conduct a closed session prior to February 17 regarding a claim filed against the Town by Herman Kramer. The Council set a special closed session meeting on this topic for Friday, February 12, 1988, at 8:00 p.m. in Town Hall.

7. DISCUSSION OF LAST MARIN COUNTY COUNCIL OF MAYORS AND COUNCILMEMBERS MEETING REGARDING MAJOR TRANSPORTATION ISSUES:

(a) General discussion/direction to Town's representatives to the 101 Corridor Committee and Transportation Expenditure Committee.
(b) Discussion/action regarding funding for staffing of Transportation Expenditure Plan Committee.

At the January 27 meeting of the Marin County Council of Mayors and Councilmembers, a presentation was made on the efforts being made by both committees.

At the February 4 meeting of the Transportation Expenditure Plan Committee, the consensus was to try for November 1988 for an election on a sales tax for transportation purposes. Since it will take a long time to develop a consensus for large solutions and the enabling state legislation allows two elections at the rate of a 1/2 cent each, the idea was to go to the voters in November with projects that currently have some support and wait until later to go to the voters with the remainder of the solution. Funding is now available for the widening of Highway 101 through San Rafael, which is likely to be lost if matching funds are not obtained soon.

Sharp reported that a subject up for discussion at the next meeting of the 101 Corridor Action Committee is whether the railroad right of way should be used for light rail or bus, noted that this was a divisive issue, and expressed skepticism that a plan would be ready in time for the November ballot.

Wooliever commented that the transportation issue was an enormous problem with complicated solutions, the decision making process was cumbersome and overwhelming.

Dickens reported that one of the next things the Transportation Expenditure Committee will address is the make-up on the authority that would allocate transportation sales tax revenue.

Chignell commented that there appeared to be alot of contingencies for the use of taxpayers money, namely the $7 million defecit of the Golden Gate Bridge District.

It was the consensus of the Council that San Anselmo's funding of staffing for the Transportation Expenditure Plan Committee should be contingent upon have a San Anselmo Councilmember on the authority for distribution of the transportation funds.

Herman Kramer said it was inequitable for San Anselmo to pay as much as $4,800 when comparing the size of this Town to others in Marin. He said there ought to be some benefits to the Town attached to this funding.

Dickens noted that if even one municipality does not agree to the funding, the funding and staffing are cancelled.

M/S, Sharp/Wooliever, to approve Resolution 3049 committing to fund San Anselmo's share of the Marin County Transportation Expenditure Plan Committee Budget in the amount of $4,813, with the added contingency that the authority appointed to allocate the transportation funds include a San Anselmo Councilmember as a voting member. Motion passed unanimously.

8. OBJECTIVES AND COMPOSITION OF THE LIBRARY FUNDING COMMITTEE

Town Administrator Dickens, Town Librarian Wingate, Stephany Kramer - Chairman of the Library Planning Committee, and Cynthia Barrows from the Friends of the Library recommended that the purpose of the committee be to examine the fiscal realities of various ways of operating the library over the long term, including different staffing levels and funding mechanisms, and to identify potential sources of funding for a new library building appropriate to the long term operation of the library. The committee would then make recommendations to the Council. They also made a recommendation on the composition of the committee, which they suggested include either 7 or 9 members.

Wooliever said that since the Tamalpais High School District had contacted the Town about sharing library resources, they should be asked to participate.

Chignell said that if four committee members would be representing specific groups, the committee should also have five public representatives.

M/S, Wooliever/Chignell, to approve the objectives and composition of the Library Funding Committee as outlined in the staff memorandum, with the committee consisting of nine members, with one to be appointed from each of the following organizations: Library Advisory Board, Library Planning Committee, Friends of the Library, and the Tamalpais School District, and others also to be appointed by the Town Council with special emphasis on familiarity with the library needs of the local schools and with the process of obtaining funding for projects such a libraries, and representation of the downtown business community. Motion passed unanimously.

9. APPROVAL OF MORTGAGE CREDIT CERTIFICATE PROGRAM COOPERATION AGREEMENT.

M/S, Chignell/Wooliever, to approve Resolution No. 3050 approving Agreement of Cooperation between the County of Marin Town of San Anselmo for purpose of issuing Mortgage Credit Certificates with respect to property within the Town and authorizing the execution thereof. Motion passed unanimously.

10. CONSENT AGENDA

(a) Approval of warrants: Nos. 2250-2281, 5775-5852, and 6670-6674 in the amount of $598,907.49.
(b) Approval of minutes: January 19 and 26, 1988.

M/S, Sharp/Chignell, to approve the Consent Agenda. Motion passed unanimously.

11. ADJOURNMENT

The Council adjourned at 10:15 p.m. in memory of Linda Kottage, to a closed session on February 12, 1988, 8:00 a.m., and thereafter to a General Plan workshop on February 17, 1988, at 7:00 p.m.

Beth Calamar

Outlook

Save the Trees!

From Jennifer Ablay <jennifer.ablay21@gmail.com>
Date Tue 6/24/2025 1:58 PM
To Town Council <towncouncil@sananselmo.gov>

CAUTION: External Sender

Dear Mayor Kullaway and council members Burdo, Burke, Schlesinger and Walker,

I recently learned that the redwood trees in Creek Park are at risk of being removed by the county as part of a flood mitigation plan, and that you, the town council, must sign a permit in order for the county to proceed.

Redwood forests, as part of their role in the water cycle, help capture and store large amounts of rainwater, which helps mitigate flooding. Why would we want to lose that benefit? These trees also provide wildlife habitat, noise reduction, shade, and beauty that draws people to Creek Park as a vital community space and indirect source of town revenue. In addition, the town could be held liable if any protected species were harmed in the tree removal process.

There must be another option for flood mitigation that saves the trees, it would be a sad part of San Anselmo's history if no workaround was attempted and these beautiful redwoods were cut down. Please do not sign the permit, and explore other options.

Thank you for your time and consideration,

Jennifer Ablay

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.3

MEETING DATE: June 24, 2025

AGENDA TITLE: Public Hearing for 2nd Reading and Adoption of an Ordinance Adding Chapter 2 to Title 19 of the San Anselmo Municipal Code (SAMC) to prohibit individuals under 16 years of age from operating a Class 2 e-bike as defined in California Vehicle Code Section Section 312.5, and require any person operating a Class 2 e-bike in the Town of San Anselmo to wear a helmet

FROM: Central Marin Police Authority

RECOMMENDATION: Staff recommends that the Town Council hold a public hearing to conduct the 2nd reading of the proposed Ordinance (Attachment 1) and vote to adopt the Ordinance, which would add a new chapter to Title 19 of the San Anselmo Municipal Code to prohibit individuals under the age of 16 years of age from operating a Class 2 e-bike and require any person operating a Class 2 e-bike in San Anselmo to wear a helmet in accordance with Section 21214.5 of the California Vehicle Code (CVC).

SUMMARY

Traffic collision data, complaints received by the Central Marin Police Authority, and the observations from police officer enforcement efforts highlight a concerning trend related to youth, under the age of 16 years, unsafely operating Class 2 e-bikes. Assembly Bill 1778 authorizes Marin municipalities to adopt the Marin Electric Bicycle Safety Pilot Program, making the use of Class 2 e-bikes unlawful for anyone under the age of 16 years and adding a provision requiring anyone, regardless of age, to wear an approved helmet when operating a Class 2 e-bike.

BACKGROUND

During the regular Town Council meeting of May 27, 2025, the San Anselmo Town Council received a report from Captain Khalili about the growing popularity of e-bikes among school-aged youth in Marin and their safety concerns. Following that presentation, the Town Council took public comment and voted to introduce by title only and to waive further reading of the proposed Ordinance consistent with AB 1778. To

meet the notice requirements, the Ordinance is being brought before Council as a public hearing for its 2nd reading and adoption.

From 2019 to 2022, 911 calls in Marin related to all bikes rose 110% among school-aged youth. To better understand this alarming trend, in 2023 Marin County Public Health began to collect data on 911 accidents involving e-bikes vs. conventional bikes. That data has shown us that the e-bike accident rate in Marin for 10-15 year olds is 5x higher than for all other age groups. On conventional bikes, 10-15 year olds have a 1.5x higher accident rate compared to other age groups.

Beyond the numbers, what was especially concerning was that Marin's emergency room physicians were reporting that the injuries they saw in teen patients from e-bike accidents were much more serious than injuries from accidents on conventional bicycles. Physicians documented e-bike injuries are more akin to motor vehicle accidents including internal bleeding, pelvic fractures, damage to vital organs, and brain trauma.

It is important to note that while Marin is at the forefront in examining the disproportionate safety risk that e-bikes pose to young riders, Marin's local data mirrors national trends. The federal Consumer Product Safety Commission's September 2023 report "Micromobility Products-Related Deaths, Injuries, and Hazard Patterns: 2017–2022" highlighted that all injuries nationally associated with e-bikes, e-scooters and hoverboards ("micromobility") have increased 23% annually since 2017 – and 21% from 2022 to 2021 alone. The report also notes that children under 14 accounted for about 36% of injuries from 2017 to 2022, double their 18% proportion of the U.S. population.

Currently, the California Vehicle Code defines the various classifications of e-bikes as follows:

Class 1: Pedal-assist only (no throttle), max. assisted speed 20 mph
Class 2: Has a throttle (no pedaling required), max. assisted speed 20 mph
Class 3*: Pedal-assist only (no throttle), max. assisted speed 28 mph
*State law already requires Class 3 riders to be over 16

In Marin, schools and law enforcement have seen that young riders are riding much heavier, more powerful throttle-powered e-bikes often even before they become experienced bicycle riders and understand traffic rules. Some throttle-powered e-bikes can also be modified by teens (illegally) to go up to 40 or 50mph. These illegal modifications make e-bikes function more like electric motorcycles -- ridden on roads with cars by teens who don't have driver licenses. Helmet usage on e-bikes can also be just as inconsistent as with conventional bicycles.

On September 30, 2024, the California Legislature passed Assembly Bill 1778 the Marin Electric Bicycle Safety Pilot Program, which authorizes Marin County and its municipalities to adopt ordinances or resolutions to prohibit the operation of Class 2 electric bicycles by individuals under the age of 16 years and require that all Class 2

electric bicycle operators wear approved bicycle helmets. AB 1778 requires that the proposed ordinance become inoperative on January 1, 2029.

Adoption of an ordinance governing the provisions of Assembly Bill 1778 changes the following:

Assembly Bill 1778 requires that law enforcement collect particular information for traffic stops for violation of the safety requirements. However, as described, Assembly Bill 1778 is not intended to be used as a stand-alone enforcement violation to initiate traffic stops, but rather will be used in the vast majority of cases as a "secondary element to a primary infraction" – the primary infraction being passing a stop sign, riding unsafely, not wearing a helmet, etc. In those cases where law enforcement is using Assembly Bill 1778 as a "secondary element", the citation will simply include the standard data collected in all traffic stops – and officers will not be required to collect any additional data associated with the AB 1778 citation.

In very rare cases where an officer initiates a stop based on an Assembly Bill 1778 citation, they will need to include the additional data collection required under the bill. Marin County Public Health and the Marin County Sheriff's Office are taking the lead in compiling the required data from Marin's jurisdictions and submitting the required report to the Legislature by January 1, 2028, as required by the law.

Additionally, the legislation requires that a public information campaign be administered for at least 30 calendar days prior to the enactment of an ordinance or resolution implementing the pilot program. The County of Marin will be resToponsible for conducting the public information campaign.

The attached proposed Ordinance reflects the provisions introduced by Assembly Bill 1778.

DISCUSSION/ANALYSIS

The purpose of adopting an ordinance outlining the provisions of Assembly Bill 1778 is to provide an additional enforcement tool to law enforcement, as well as to provide clear guidance to parents and teens about the unlawful use of Class 2 e-bikes.

A countywide initiative is underway to have all Marin County municipalities adopt similar ordinances. What is most important in countywide uniformity in passing Assembly Bill 1778 ordinances is that the message to parents and teens can be clear and consistent across Marin County: riders under 16 cannot ride Class 2 throttle e-bikes. Currently, young riders are strongly encouraged to ride Class 1 e-bikes.

However, while Assembly Bill 1778 serves as a valuable policy and messaging tool, effective public education for teens and parents remains the most crucial strategy for reducing e-bike-related violations and collision-related injuries among youth in Marin County.

Marin Electric Bicycle Safety Program:

The proposed Ordinance would add the requirements outlined within Assembly Bill 1778, which are required when establishing local adoption of the Marin Electric Bicycle Safety Program. The proposed ordinance provisions are as follows:

A. California Vehicle Code Section 21214.5 authorizes local governments in Marin County to adopt ordinances prohibiting persons under 16 years of age from operating Class 2 Electric Bicycles and requiring all persons operating Class 2 Electric Bicycles to wear a bicycle helmet that complies, provided the local government administers a public information campaign regarding the ordinance at least 30 days before enactment. The Town wishes to participate in the Marin Electric Bicycle Safety Program in order to promote the safe and efficient use of sidewalks, bicycle paths, pathways, trails, bicycle lanes, and other pedestrian and bicycle facilities in the Town.

B. Enforcement. A violation of the age and helmet requirements related to Class 2 Electric Bicycles described in this Chapter and adopted pursuant to the Marin Electric Bicycle Safety Program shall be deemed an infraction and may be punished as follows:

1. For the first 60 days after the adoption of the proposed ordinance, a violation shall be punishable by a warning.

2. After the first 60 days following adoption of the municipal code prohibiting a person under the age of 16 years from operating a Class 2 e-bike, a violation of the proposed ordinance shall be an infraction punishable by a fine not exceeding $25.00. A fee shall not be imposed upon a citation of this infraction if the parent or legal guardian of the person who violated the prohibition delivers proof to the issuing agency within 120 days after the citation was issued that the person has completed an electric bicycle safety and training course pursuant to California Streets and Highways Code section 894, or an electrical bicycle safety course offered by any local jurisdiction, if one is available.

3. After the first 60 days following adoption of the municipal code requiring a person operating a class 2 e-bike to wear a bicycle helmet, a violation of the proposed ordinance shall be an infraction punishable by a fine of twenty-five dollars ($25). A record of the action shall not be transmitted to the court and a fee shall not be imposed upon a citation of this infraction if the person who violated the requirement, or if that person is an unemancipated minor, their parent or guardian, delivers proof to the issuing agency within 120 days after the citation was issued that the person has a helmet meeting the requirements specified in subdivision (a) of Section 21212 and the person has completed a local bicycle safety course or a related safety course, if one is available, as prescribed by authorities in the local jurisdiction.

C. Expiration. The proposed ordinance shall remain in effect until January 1, 2029, and as of that date is repealed.

FISCAL IMPACT

None. Adoption of this ordinance will require the County of Marin to conduct the public information campaign and the Marin County Sheriff's Office to collect data and provide the report to the legislature.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adoption of the proposed Ordinance is not a project within the meaning of the California Environmental Quality Act (CEQA) Public Resources Code section 21065 as it will not result in any direct or indirect physical change in the environment.

ATTACHMENTS

Attachment 1- Proposed Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ADDING A NEW CHAPTER 2 TO TITLE 19 OF THE SAN ANSELMO MUNICIPAL CODE TO PROHIBIT PERSONS UNDER 16 YEARS OLD FROM OPERATING A CLASS 2 ELECTRIC BICYCLE AND REQUIRING ANY RIDER OF A CLASS 2 ELECTRIC BICYCLE TO WEAR A HELMET

WHEREAS, the popularity and growth of electric bicycle use has grown in Marin County, and with it concerns the safety of riders and all road users; and

WHEREAS, California Vehicle Code section 312.5(a) classifies electric bicycles into three classes, all electric bicycles are equipped with fully operable pedals and an electric motor that produces less than 750 watts of power. Class 1 consists of low-speed pedal-assisted electric bicycles equipped with a motor incapable of exclusively propelling the bicycle (and providing assistance at speeds no greater than 20 miles per hour). Class 2 consists of throttle-assisted electric bicycles equipped with a motor that may be used exclusively to propel the bicycle (and providing assistance at speeds no greater than 20 miles per hour). Class 3 consists of pedal-assisted electric bicycles equipped with a motor that provides assistance only when the rider is pedaling, that ceases to provide assistance when the bicycle reaches a speed of 28 miles per hour, and is equipped with a speedometer; and

WHEREAS, On September 30, 2024, the California Legislature passed Assembly Bill 1778, the Marin Electric Bicycle Safety Program, which authorizes Marin County and local entities within Marin County to enact ordinances to prohibit any person under 16 years of age from operating a Class 2 electric bicycle and to require any person, regardless of age, operating a Class 2 electric bicycle to wear a bicycle helmet; and

WHEREAS, Assembly Bill 1778, includes a requirement that the County of Marin submit a report to the Legislature that includes, among other things, the total number of traffic stops initiated for violations, the results of the traffic stops, and the actions taken by peace officers during the traffic stops, and data relating to electric bicycle crashes, including the ages of those involved in each reported crash; and

WHEREAS, Assembly Bill 1778 further requires the County of Marin to administer a public information campaign for at least 30 calendar days prior to the enactment of the ordinance or resolution.

NOW, THEREFORE, BE IT HEREBY ORDAINED THAT:

SECTION 1: Findings.

The ordinance furthers the public health, safety, and welfare and the above recitals are true and

correct and are incorporated as findings herein.

SECTION 2: Ordinance Amendments.
Town of San Anselmo Municipal Code **Title 19 (Central Marin Police Matters)** is hereby amended to add the following new chapter:

Chapter 2 - Marin Electric Bicycle Safety Pilot Program

19-2.01 Purpose and Scope.

The provisions of this Chapter are intended to enact the program authorized by Vehicle Code Section 21214.5, et seq., in the Town of San Anselmo, on all public roadways, highways, multi-use paths, and other areas where Class 2 Electric Bicycles are allowed under federal, state, and local law.

19-2.02 Definitions.

For purposes of this Chapter, the following definitions apply:

Class 2 Electric Bicycle is defined in Vehicle Code Section 312.5(a)(2).

19-2.03 Prohibitions and Restrictions.

A. No person under sixteen (16) years of age shall operate a Class 2 Electric Bicycle.

B. No person shall operate a Class 2 Electric Bicycle without wearing a bicycle helmet that complies with Vehicle Code Section 21213(b).

19-2.04 Violations.

A. Within sixty (60) days of the effective date this Chapter comes into effect, any violation of this ordinance shall be punishable by warning notices.

B. Beginning on the sixty-first (61) day after the date this Chapter comes into effect, and thereafter until this Chapter expires, the following violation shall be punishable as follows:

1. A violation of the prohibition set forth in Section 19-2.03(A) shall be an infraction, punishable by a fine of twenty-five dollars ($25). A fee shall not be imposed upon a citation of this infraction if the parent or legal guardian of the person who violated the prohibition delivers proof to the issuing agency within 120 days after the citation was issued that the person has completed an electric bicycle safety and training course pursuant to Streets and Highways Code section 894, or an electrical bicycle safety course offered by any local jurisdiction, if one is available.

2. A violation of the prohibition set forth in Section 19-2.03(B) shall be an infraction punishable by a fine of twenty-five dollars ($25). A fee shall not be imposed upon a citation of this infraction if the person who violated the requirement, or, if that person is an unemancipated minor, their parent or guardian, delivers proof to the issuing agency within 120 days after the citation was issued that the person has a helmet meeting the requirements specified in Vehicle Code section 21212(a) and the person has completed

a safety course established pursuant to Streets and Highways Code section 894, or an electrical bicycle safety course offered by any local jurisdiction, if one is available.

C. No record of any violation of this Chapter shall be transmitted to any Superior Court of the State of California.

D. If this Chapter is violated by a person who is an unemancipated minor, the parent or legal guardian having control or custody of the minor shall be jointly and severally liable with the minor for the amount of any fine imposed pursuant to this subdivision.

19-2.05 – Expiration of Program.

Marin Electric Bicycle Safety Pilot Program shall become inoperative on January 1, 2029, and as of that date is repealed.

SECTION 3: Compliance with the California Environmental Quality Act.
The Ordinance 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 (Pub. Res. Code § 21065).

SECTION 4: Severability.
The Town Council hereby declares every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of these ordinance amendments are for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 5: **Effective Date.**
This Ordinance Amendment shall go into effect thirty (30) days from its adoption. Prior to the expiration of fifteen (15) days of adoption, this Ordinance Amendment or a summary thereof pursuant to Government Code Section 36933, shall be published at least once in a newspaper of general circulation, along with the names of the members of the Town Council voting for and against its adoption.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the San Anselmo Town Council on May 27, 2025, and was adopted at a regular meeting of the San Anselmo Council on June 24, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:

APPROVED:_____
Tarrell Kullaway, Mayor

ATTEST:_____
Serge Avila, Town Clerk

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.4

MEETING DATE: June 24, 2025

AGENDA TITLE: Approval of the Memorandum of Understanding (MOU) and Donation Agreement for the Sequoia Park Safe Routes to School Project Areas #1 and #3; authorize the Town Manager to Negotiate and Execute an Agreement with Parametrix for the Design of Project Areas #1 and #3; and Find these Actions Exempt for the California Environmental Quality Act (14 Cal. Code Regs. § 15301)

FROM: Sean Condry, P.E., Public Works Director

RECOMMENDATION:

A. That Town Council Authorize the Town Manager to sign the MOU and Donation Agreement for Project Areas #1 and #3
B. That Town Council Authorize the Town Manager to negotiate and execute a consultant agreement with Parametrix for Project Areas #1 and #3

BACKGROUND AND DISCUSSION

The Sequoia Park neighborhood is located within half a mile of San Anselmo's central business district, and within one mile of several key community destinations, including schools, parks, places of worship, and trailheads. However, the Sequoia Park neighborhood lacks sidewalks, crosswalks, and pedestrian connectivity—issues that residents have raised as concerns over the years.

The Town has also adopted a Complete Streets Resolution as well as active Americans with Disabilities Transition Plan, and it participates in the Safe Routes to School program. There are state and federal requirements that the Town must follow in terms of improving all modes of transportation, whether walking, biking or driving. Following the state and federal requirements ensures that we are in compliance and will receive state and federal funding in term of grants and other funds that impact our roads, sidewalks, and other modes of transportation.

In response, the Town developed the framework for the Sequoia Park Safe Routes to Schools Project ("Project"), aimed to improve safety for residents by creating safer intersections, and prioritizing access to sidewalks, bike routes, and public transportation. The Town evaluated several key areas for infrastructure improvements

and conducted a three-part community workshop series to engage residents in the development of the Project.

- **February 13: Workshop 1** focused on reviewing existing conditions in five key project areas within the Sequoia Park neighborhood. Residents identified their key concerns, including blind intersections, gaps in sidewalk continuity, lack of crosswalks, and limited pedestrian connectivity. The Town gathered input on these issues and facilitated discussion around possible solutions.
- **March 13: Workshop 2** presented proposed improvements for each project area. Attendees participated in breakout sessions where they had the opportunity to review and comment on the design concepts, providing valuable feedback on the proposed changes.

- **May 22: Workshop 3** showcased refined designs that incorporated community feedback from the previous sessions. The Town shared that potential funding opportunities were available for 4 of the 5 project areas in the near term and emphasized how resident input helped shape the final set of recommendations aimed at improving safety and accessibility for residents.

Two Project areas in the neighborhood requiring infrastructure improvements will be funded through a generous contribution from an anonymous private donor. The attached Memorandum of Understanding (MOU) outlines the responsibilities of both the Town and the donor, and the Donation Agreement outlines a schedule of payments tied to specific project milestones. This partnership will allow for the timely advancement of critical improvements while reducing the financial burden on the Town.

The two areas are:

- **Project Area #1: Red Hill/Greenfield Avenues.**
  - Constructing a new bulb-out and other features to increase pedestrian safety and connectivity
- **Project Area #3: Intersection of Sequoia Drive and Ancho Vista Avenue**.
  - Relocating road alignment to enhance visibility and safety

With the donor's commitment to funding up to $1,470,000 for this portion of the Project, staff is prepared to move forward with design and construction in the coming months. Therefore, staff is seeking the Council's authorization to have the Town Manager negotiate and execute an agreement with Parametrix to complete design drawings for Areas #1 and #3. Parametrix created preliminary drawings for the Project and is uniquely qualified to prepare the final design for the bid package that will be used in the construction phase of this portion of the Project.

FISCAL IMPACT

The proposed scope of work for Project areas #1 and #3 is estimated to cost approximately $1,470,000. However, as reflected in the attached MOU and Donation Agreement, the fiscal impact to the Town will be negligible due to the proposed contribution from the donor.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

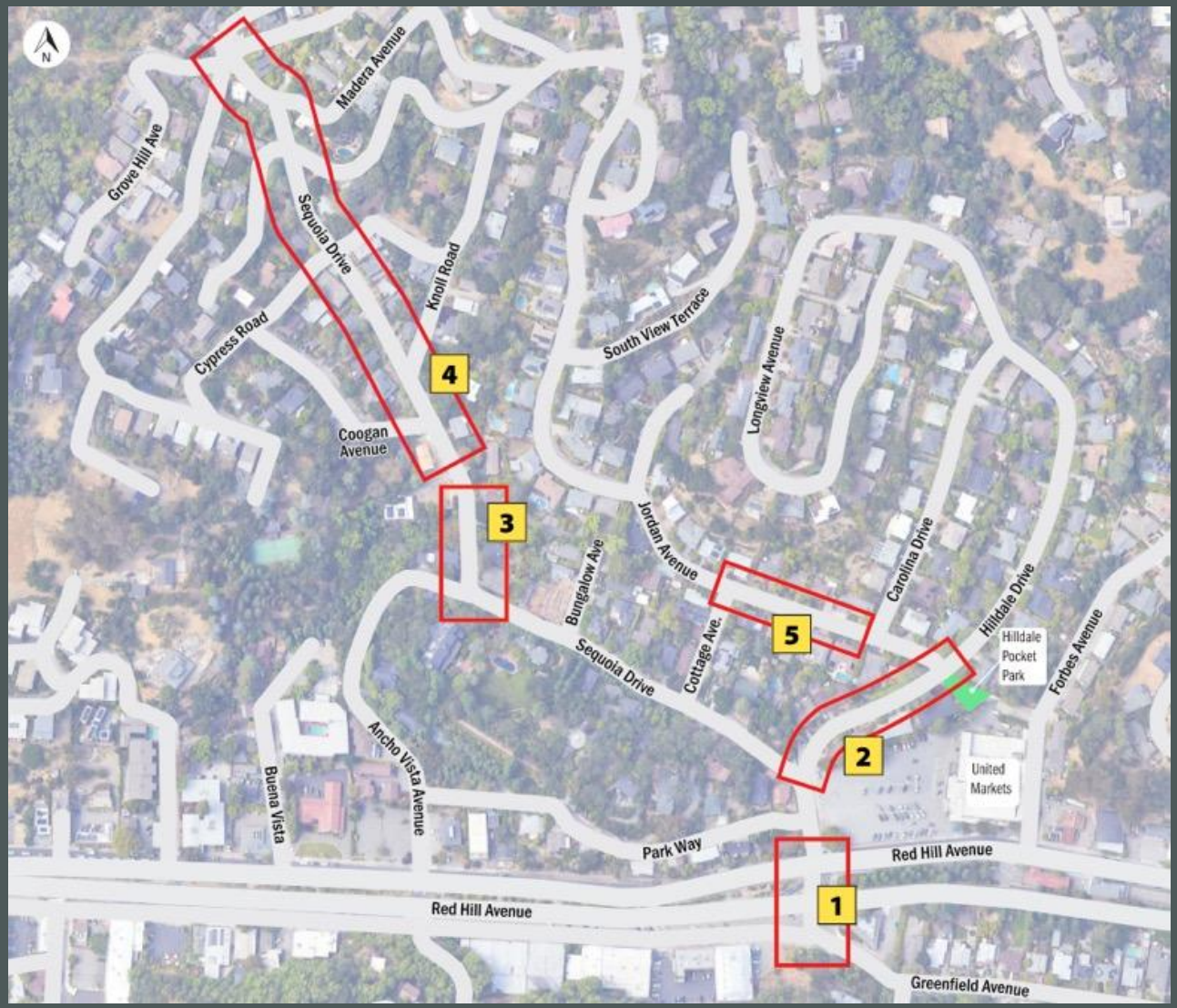
This Project is consistent with the Town's Climate Action Plan, in that it makes this neighborhood safer for pedestrians and cyclists, and it supports Safe Routes to School (See CAP T-2, T-3, and T-4).

ATTACHMENTS

Attachment 1- Project map of all 5 areas
Attachment 2- MOU agreement
Attachment 3- Donation agreement

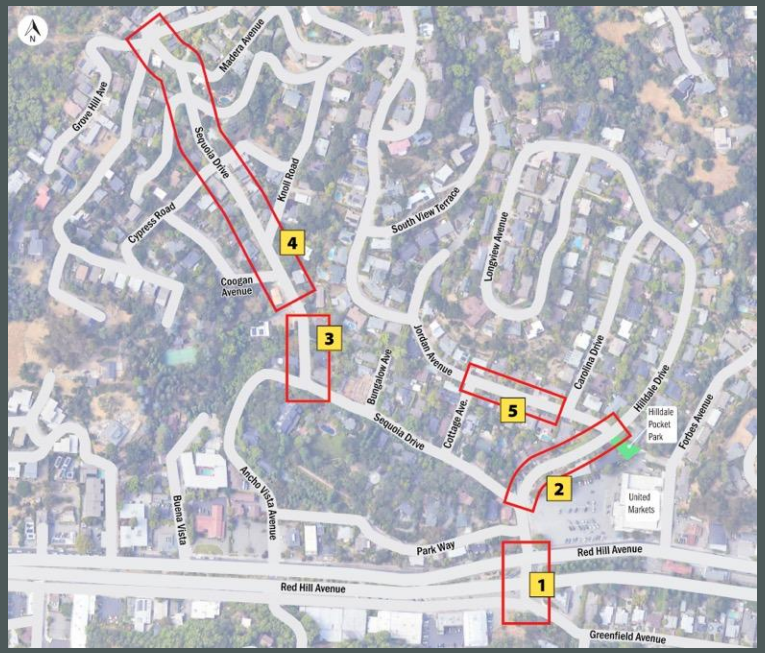
Sequoia Park Safe Routes to School

Project map:



1. **RED HILL / GREENFIELD AVE.** Small landing area; dangerous to stand on. Takes too long to cross Red Hill at this intersection.
2. **HILLDALE DR.** No sidewalk connectivity from the new Hilldale Pocket Park to United Markets and Red Hill Avenue.
3. **INTERSECTION OF SEQUOIA DR AND ANCHO VISTA AVE.** Blind turn at the intersection. No continuous sidewalk access or crosswalks.
4. **SEQUOIA DR.** Gaps in sidewalk between Coogan and Grove Hill Ave. No continuous pedestrian access.
5. **JORDAN AVE.** Issues with speeding on Jordan Avenue.

The Sequoia Park neighborhood lacks continuous sidewalks, crosswalks, and pedestrian connectivity – issues that residents and the San Anselmo Safe Routes to Schools Task Force have raised for many years.



1. **RED HILL / GREENFIELD AVE.** Small landing area; dangerous to stand on. Takes too long to cross Red Hill at this intersection.
2. **HILLDALE DR.** No sidewalk connectivity from the new Hilldale Pocket Park to United Markets and Red Hill Avenue.
3. **INTERSECTION OF SEQUOIA DR AND ANCHO VISTA AVE.** Blind turn at the intersection. No continuous sidewalk access or crosswalks.
4. **SEQUOIA DR.** Gaps in sidewalk between Coogan and Grove Hill Ave. No continuous pedestrian access.
5. **JORDAN AVE.** Issues with speeding on Jordan Avenue.

DRAFT

MEMORANDUM OF UNDERSTANDING
Between the Town of San Anselmo and
[redacted]
Regarding the Sequoia Park Safe Routes to Schools Project

This Memorandum of Understanding (this "**MOU**") is entered into this _____ day of _____, 2025, by and between the Town of San Anselmo, a municipal corporation (the "**Town**"), and [redacted] ("**Donor**"). The Town and Donor are collectively referred to as the "**Parties**".

Purpose

As part of its Sequoia Park Safe Routes to Schools project (the "**Safe Routes Project**"), the Town wishes to complete improvements to roadways, sidewalks, crosswalks, and adjacent areas to enhance pedestrian safety in several areas, including Red Hill and Greenfield Avenue (Area #1) and the intersection of Sequoia Drive and Ancho Vista Avenue (Area #3). For purposes of this MOU, the improvements contemplated to be made within Area #1 and Area #3 are collectively referred to as the "**Project**". The Project is described below and represented in the drawings attached hereto as **Exhibit A**.

Donor is considering donating an amount up to the Budgeted Funds (as hereinafter defined), along with a right-of-way easement over certain real property owned by Donor as provided below (the "**Easement**") required for completion of the Project. The Safe Routes Project as currently envisioned by the Town involves improvements to five (5) areas located within the boundaries of the Town, commonly referred to as Area #1 through Area #5, inclusive. For the avoidance of doubt, the term "Project" as used in this MOU shall mean only the improvements described herein to Area #1 and Area #3, and not to any improvements to Area #2, Area #4, or Area #5.

The Parties desire to enter into this MOU for the purpose of setting forth their respective understandings of the terms on which the Parties would negotiate the terms of and potentially enter into a binding legal agreement (the "**Donation Agreement**") pursuant to which the Town would complete the Project and Donor would contribute (i) an amount up to the sum of the Budgeted Funds (the "**Monetary Donation**") and (ii) the Easement.

Both the Town and Donor acknowledge that this MOU and the provisions set forth herein are intended as a preliminary outline of the general business terms of a potential donation and are expressly subject to the execution of a binding Donation Agreement, which shall be in form and substance mutually acceptable to the Town and Donor. Neither the Town's nor Donor's execution of this MOU is intended to create, nor shall result in, any liability or obligation of any kind which is legally binding upon or enforceable against either the Town or Donor, it being understood that either the Town or Donor may terminate negotiations on the proposed improvements by the Town and donation by Donor without liability or obligation at any time prior to the finalization and full execution of the Donation Agreement.

Project Description

The following is a general description of the improvements that would constitute the Project.

Area #1 – Red Hill/Greenfield Avenue

Enhance intersection appearance, increase pedestrian safety and optimize connectivity by completing the following:

- Install concrete bulb-outs.
- Reconstruct curb ramps.
- Realign crosswalks.
- Any other associated improvements that may be required due to the above work, including but not limited to, traffic signal upgrades, street light changes, etc.

Area #3 – Intersection of Sequoia Drive and Ancho Vista Avenue

Relocate road alignment to enhance visibility and safety by completing the following:

- Demolish and remove existing, non-habitable structure on 100 Sequoia to provide the Town sufficient space to construct its improvements.
- Realign roadway and install improvements within realigned right of way, including gutters and sidewalks.
- Install speed humps and curb ramps.
- Any other associated improvements that may be required due to the above work, including but not limited to, paving realigned roadway.

Project Budget

A detailed Project budget is included as **Exhibit B** (the "**Budget**").

This Budget will be used as the basis for the Donation Agreement with the understanding that the exact amount of the Monetary Donation will be determined upon receipt of General Contractor bids and award of the contract(s), but in no event would the amount of the Monetary Donation exceed the sum shown in the line item contained in the Budget as "Total Construction Phase" (the "**Budgeted Funds**"). In the event the aggregate cost of the Project shall be less than the amount of the Budgeted Funds, then the amount of the Monetary Donation would be reduced to said aggregate cost. The donation would be made in installments upon the satisfaction of the milestones to be set forth in a Donation Agreement. The Monetary Donation would be refundable to Donor if the Town does not complete the Project in accordance with the terms of the Donation Agreement.

Responsibilities

Town Duties

The Town would agree to fulfill the following duties:

- Accept Donor's grant of the Easement over approximately 2,300 sq. ft. of the property commonly known as 100 Sequoia Drive, as shown in **Exhibit C** (the "**Easement Area**"), to allow for realignment of the roadway.
- Follow the statutory process to approve the abandonment of portions of the public right of way abutting 79 Sequoia Drive, as shown in **Exhibit D**.
- Process Donor's right-of-way abandonment and demolition permit applications.
- Ensure that the Town's consultant prepares schematic level and construction drawings for the Project in a timely manner.
- Afford the Donor the opportunity to review and provide comments on the schematic designs for the Project, and incorporate with the schematic designs any comments reasonably provided by Donor.
- Hire an engineering design firm for the Project and manage preparation of the construction documents.
- Oversee permitting, bidding, contractor selection, project management, and construction of the Project.

Donor Duties

The Donor would fulfill the following duties:

- Grant the Easement to the Town over the Easement Area, as shown in **Exhibit C**.
- Apply for and provide all documentation reasonably requested by the Town for the Town's abandonment of the portion of the right of way abutting 79 Sequoia Drive, as shown in **Exhibit D**, including a survey, map, and legal description for the area to abandoned.
- Obtain a demolition permit and complete demolition of the existing structure on 100 Sequoia.
- Provide design feedback and review upon request from the Town.
- Following completion of the Project on Area #3, maintain sidewalk within the Easement Area as required by State law.
- Donate up to **$1,470,000** for the Project in accordance with the provisions of this MOU and the Donation Agreement.

Non-Binding Effect

This MOU is not all inclusive and contains only general parameters of a possible transaction. It does not constitute an offer, an acceptance, or a commitment and is not intended to be binding on or enforceable against the Town or Donor.

Complete Agreement

This document represents the entire and integrated MOU between the Town and Donor and supersedes all prior negotiations, representations, and agreements, either written or oral. This document may be amended only by a written instrument agreed to and signed by both the Town Manager and Donor. The body of this MOU shall supersede any discrepancy that may exist with respect to any attached exhibits or documents incorporated by reference. No oral agreement or representation by any officer, agent, or employee of either party made during or after the execution of this MOU shall become a part of this MOU except to the extent such oral agreement or representation is expressly reflected in this written MOU or a written amendment to this MOU.

Confidentiality

The parties understand and respect the Donor's right to privacy. The parties shall keep this agreement and the Donor's name confidential, to the maximum extent allowable under applicable state or federal law and, except as required by federal or state law, no party will make any public disclosure with respect to this agreement without the prior written consent of the other parties.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the date first written above.

TOWN OF SAN ANSELMO

By: _____
Dave Donery
Town Manager

DONOR

By: _____
[redacted]

EXHIBIT A

SEQUOIA PARK SAFE ROUTES TO SCHOOLS
AREA #1 & AREA #3 SCHEMATIC PLANS

EXHIBIT B

PROJECT BUDGET

Detailed Engineer's Estimate					
For Construction Items Only					
Agency: Town of San Anselmo					
Project Name: Sequoia Park Safe Routes to Schools					
Project Location: Area #1 Red Hill Ave/Greenfield Ave					
Date of Estimate: 12/18/2024					
Prepared by: Scott Schneider, Assistant Public Works Director					
Item No.	Description	Unit	Quantity	Unit Cost	Total
1	Mobilization	LS	1	$ 45,000	$ 45,000
2	Traffic Control	LS	1	$ 30,000	$ 30,000
3	Stormwater Controls (SWPPP)	LS	1	$ 5,000	$ 5,000
4	Survey/Layout	LS	1	$ 10,000	$ 10,000
5	Demolition	LS	1	$ 30,000	$ 30,000
6	Earthwork	LS	1	$ 10,000	$ 10,000
7	Aggregate Base	CY	40	$ 300	$ 12,000
8	Grading	LS	1	$ 10,000	$ 10,000
9	Sidewalk (4" thick)	SF	1650	$ 35	$ 57,750
10	Junction Boxes	EA	3	$ 1,500	$ 4,500
11	ADA Ramp	EA	1	$ 10,000	$ 10,000
12	Curb & Gutter	LF	135	$ 100	$ 13,500
13	New Type 1B Pole	EA	1	$ 15,000	$ 15,000
14	AC plug	TON	10	$ 250	$ 2,500
15	Asphalt - 2"	TON	4	$ 350	$ 1,400
16	Striping	LS	1	$ 5,000	$ 5,000
17	Manhole	EA	1	$ 5,000	$ 5,000
18	Storm Drain Inlet	EA	2	$ 5,000	$ 10,000
19	Sidewalk underdrains UCS 145	EA	2	$ 1,500	$ 3,000
				Subtotal	$ 279,650
			Construction Contingency		$ 55,930
				Subtotal	**$ 335,580**
				Design	$ 67,220
			Project Management		$ 33,600
		Construction Management			$ 33,600
			Total Constuction Phase		**$ 470,000**
	Scope: Bulbout Redhill Ave at Greenfield Ave to provide pedestrian refuge area,				
	including relocated traffic signal, new curb/gutter/sidewalk, drainage				

Detailed Engineer's Estimate					
For Construction Items Only					
Agency: Town of San Anselmo					
Project Name: Sequoia Park Safe Routes to Schools					
Project Location: Area #3 Sequoia Drive/Ancho Vista Ave					
Date of Estimate: 12/18/2024					
Prepared by: Scott Schneider, Assistant Public Works Director					
Item No.	Description	Unit	Quantity	Unit Cost	Total
1	Mobilization	LS	1	$ 100,000	$ 100,000
2	Traffic Control	LS	1	$ 35,000	$ 35,000
3	Stormwater Controls (SWPPP)	LS	1	$ 5,000	$ 5,000
4	Survey/Layout	LS	1	$ 10,000	$ 10,000
5	Demolition	LS	1	$ 40,000	$ 40,000
6	Earthwork	CY	344	$ 300	$ 103,200
7	Aggregate Base	CY	60	$ 300	$ 18,000
8	Grading	LS	1	$ 10,000	$ 10,000
9	Sidewalk (4" thick)	SF	1200	$ 35	$ 42,000
10	Driveway (8" thick)	SF	725	$ 40	$ 29,000
11	ADA Ramp	EA	3	$ 5,000	$ 15,000
12	Curb & Gutter	LF	510	$ 100	$ 51,000
13	Landscaping (prep)	SF	2000	$ 10	$ 20,000
14	AC plug	TON	63	$ 250	$ 15,750
15	Asphalt - 2"	TON	40	$ 350	$ 14,000
16	Striping	LS	1	$ 5,000	$ 5,000
17	Manhole	EA	1	$ 5,000	$ 5,000
18	Speedhumps	EA	3	$ 6,000	$ 18,000
19	Sidewalk underdrains UCS 145	EA	3	$ 1,500	$ 4,500
20	Urility Adjustments	LS	1	$ 5,000	$ 5,000
21	Fence Construction	LF	130	$ 200	$ 26,000
				Subtotal	$ 571,450
			Construction Contingency		$ 114,350
				Subtotal	**$ 685,800**
				Design	$ 177,000
			Project Management		$ 68,600
			Construction Management		$ 68,600
			Total Constuction Phase		**$ 1,000,000**
	Scope: Relocate road for better sightlines, install new sidewalks on both sides, midblock				
	crosswalk, speedhumps, signage				

EXHIBIT C

RIGHT-OF-WAY EASEMENT AREA

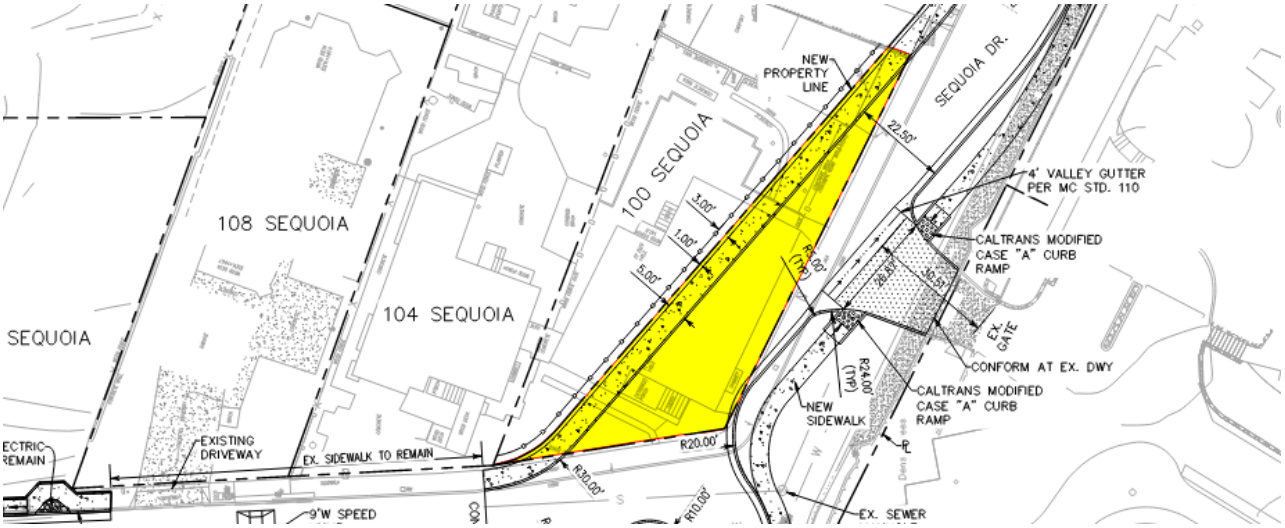
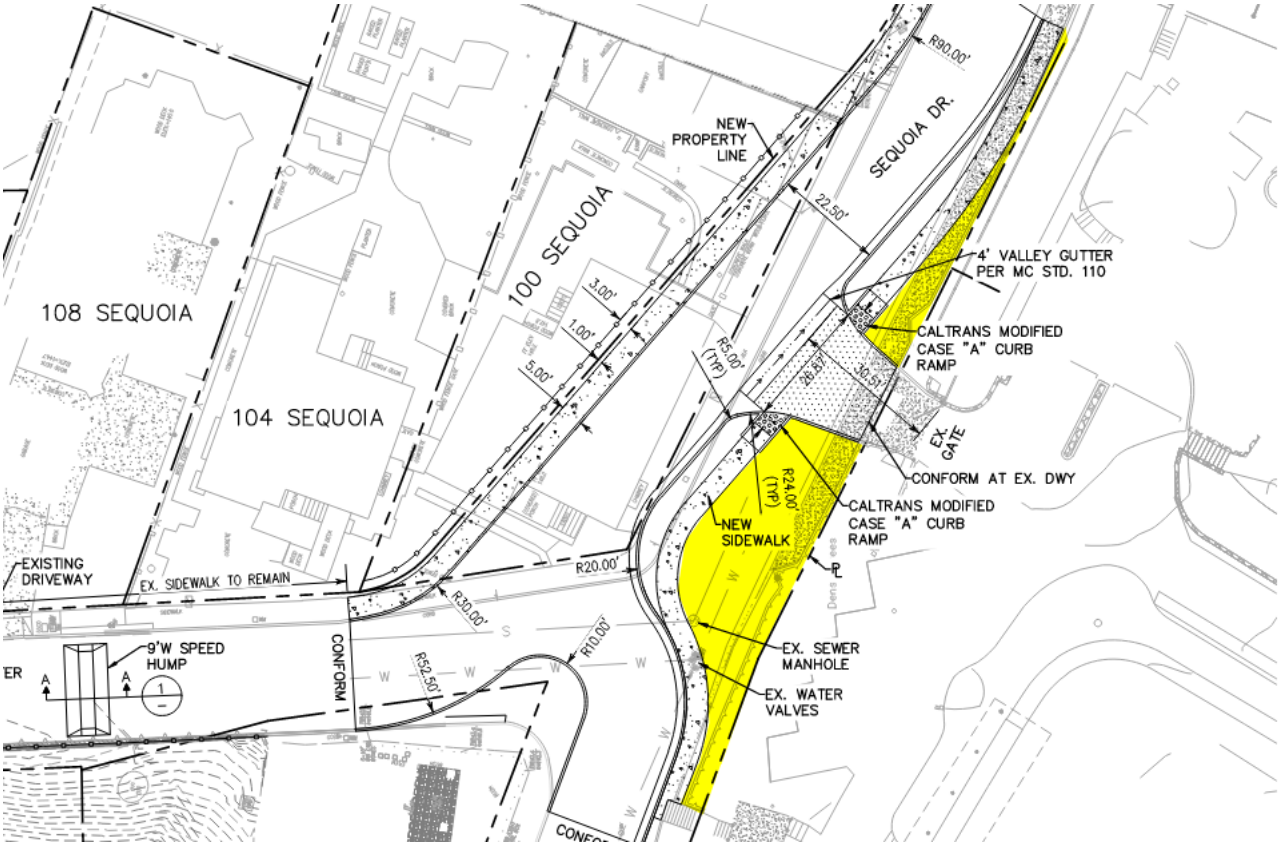


EXHIBIT D

ABANDONMENT AREA



DONATION AGREEMENT

Between the Town of San Anselmo and [redacted]

This Donation Agreement (this "**Agreement**") is entered into this ___ day of _____, 2025, by and between the Town of San Anselmo, a municipal corporation ("**Town**"), and [redacted], a California limited liability company ("**Donor**"). The Town and the Donor may each be referred to individually as a "**Party**" and collectively as the "**Parties**."

WHEREAS, as part of its Sequoia Park Safe Routes to Schools project, the Town wishes to complete improvements to roadways, sidewalks, crosswalks, and adjacent areas to enhance pedestrian safety in several areas, including Red Hill and Greenfield Avenue (Area #1) and the intersection of Sequoia Drive and Ancho Vista Avenue (Area #3). For purposes of this Donation Agreement, the improvements contemplated to be made within Area #1 and Area #3 are collectively referred to as the "**Project**". The Project is described below in Section 2 and represented in the drawings attached hereto as Exhibit A. For the avoidance of doubt, the Safe Routes Project as currently envisioned by the Town involves improvements to five (5) areas located within the boundaries of the Town, commonly referred to as Area #1 through Area #5, inclusive. The term "Project" as used in this Agreement shall mean only the improvements described herein to Area #1 and Area #3, and not to any improvements to Area #2, Area #4, or Area #5.

WHEREAS, the Donor has agreed to support the Project through the making of the Monetary Donation (as hereinafter defined) and the granting of the Easement (as hereinafter defined); and

WHEREAS, the Parties wish to set forth their mutual obligations with respect to the Project and formalize the Donor's support.

NOW, THEREFORE, the Parties hereto agree as follows:

1. Purpose.

Subject to the terms and conditions contained in this Agreement, the Donor agrees to contribute up to One Million Four Hundred Seventy Thousand Dollars ($1,470,000) (the "**Aggregate Budgeted Amount**") to pay the actual cost of the planning, design, permitting, and construction of the Project, as more fully detailed below (the "**Monetary Donation**"). The exact amount of the Monetary Donation will be determined upon receipt of general contractor bids and the award of the contract(s), but shall in no event exceed the Aggregate Budgeted Amount. In the event the aggregate cost of the Project shall be less than the Aggregate Budgeted Amount, then the amount of the Monetary Donation shall be reduced to said aggregate cost. Town shall use the Monetary Donation solely to pay the Direct Costs (as hereinafter defined) of the Project and in accordance with the terms of this Agreement.

2. Project Description and Project Budget

2.1 Project Description

The following is a general description of the improvements that would constitute the Project.

Area #1 – Red Hill/Greenfield Avenue

Enhance intersection appearance, increase pedestrian safety and optimize connectivity by completing the following:

- Install concrete bulb-outs.
- Reconstruct curb ramps.
- Realign crosswalks.
- Any other associated improvements that may be required due to the above work, including but not limited to, traffic signal upgrades, street light changes, etc.

Area #3 – Intersection of Sequoia Drive and Ancho Vista Avenue

Relocate road alignment to enhance visibility and safety by completing the following:

- Demolish and remove existing, non-habitable structure on 100 Sequoia to provide the Town sufficient space to construct its improvements.
- Realign roadway and install improvements within realigned right of way, including gutters and sidewalks.
- Install speed humps and curb ramps.
- Any other associated improvements that may be required due to the above work, including but not limited to, paving realigned roadway.

2.2 Project Budget

A detailed Project budget is attached hereto as Exhibit B.

2.3 Project Design; Project Management

The Town shall engage a licensed architect or engineer to prepare schematic level and construction drawings for the Project promptly following the execution of this Agreement. Donor shall have the opportunity to review and provide comments on the schematic designs and construction drawings. The Town shall incorporate into the schematic designs and construction drawings any comments reasonably provided by Donor.

The Town shall be solely responsible for overseeing the permitting, bidding, contractor selection, project management, and construction of the Project in accordance with the construction drawings.

3. Monetary Donation and Payment Schedule

3.1 Monetary Donation Milestones.

Subject to the satisfaction of the applicable Milestones and the certification provisions in Section 3.2, the Donor agrees to make donations to the Town according to the following milestone-based (each, a "**Milestone**") schedule. Upon written request (each, a "**Donation Request**") from time to time, from the Town to the Donor, the Donor will donate the following estimated amounts at the intervals indicated in the table below. However, the amount of each Donation Request will be determined by the payments made to-date and anticipated costs to accomplish the next milestone. Where a Donation Request indicates that the estimated amount for a milestone is insufficient to accomplish the next milestone, the Donor may increase the Monetary Donation amount for that milestone payment. In no event shall the total Donation Requests equal more than the Aggregate Budgeted Amount.

Project Milestone				
Traffic Study		$40,000*		
	Area #1	Area #3	Total	Estimated Date
Town Council Action #1 - Execution of Memorandum of Understanding and Donation Agreement by Town and Donor and authorize Town Manager to negotiate and execute an agreement with a consultant for completion of design for the Project (inclusive of project management and design costs incurred by the Town to date)	$80,000	$80,000	$160,000	6/24/25
Town Council Action #2 - Approval to proceed with Bidding for Construction; Acceptance of Easement, Adoption of Resolution of Intent to Abandon ROW. Planning Commission approval** of the 100 Sequoia demolition permit.	$50,000	$150,000	$200,000	8/12/25
Receipt of contractor bids and general contractor selection	$30,000	$100,000	$180,000	12/1/25
Work 25% Complete	$100,000	$180,000	$280,000	2/1/26

Work 50% Complete	$70,000	$150,000	$220,000	3/15/26
Work 75% Complete	$70,000	$150,000	$220,000	5/1/26
Work 100% Complete	$70,000	$150,000	$220,000	6/15/26
Total	$470,000	$1,000,000	$1,470,000	

* Donor provided this donation to Town in 2024 and this amount shall be credited toward the Donor's total contribution amount. Town shall make best efforts to swiftly execute the design, planning and construction of the Project**.**

** This does not obligate the Planning Commission to approve the demolition permit; rather, this serves as a milestone for purposes of the donation schedule.

3.2. Town Certification.

Each Donation Request will include a record of payments made to-date and the requested amount in the Donation Request will reflect those costs along with anticipated costs to accomplish the next milestone, less the aggregate amount of the Donation installments made to date. Each Donation Request shall be accompanied by a certification of the Town executed by the Town Public Works Director or their designee certifying (i) that the applicable Milestone has been achieved and that (where applicable) the design or construction of the Project has progressed to the percent of completion for the applicable donation draw and (ii) that all prior installments of the Monetary Donation have been expended solely on Direct Costs of the Project. The Donor shall have no obligation to contribute any installment of the Monetary Donation absent such a certification (or such certification being accurate) or to donate any amount set forth above prior to the Project achieving the applicable Milestone and (where applicable) the percent of construction completion corresponding to such Milestone.

At any time, Donor or its designee may request copies and/or inspect all invoices and payments related to the Project.

3.3 Limitations and Exclusions.

The Monetary Donation shall be used only for the Project's direct costs (the "**Direct Costs**"), which shall mean:

a. Design, engineering, permitting, and construction
b. Construction contingency to the extent actually needed and expended on hard construction costs
c. Consultant fees directly related to the Project

Excluded Costs include all costs other than Direct Costs, specifically, including, without limitation:

a. Town legal fees
b. Town administrative or overhead costs

4. Property Contribution.

4.1 Right of Way Easement Donation.

Donor agrees to grant the to the Town, and the Town agrees to accept, a right-of-way easement, in the form of Exhibit C attached hereto (the "**Easement**"), over approximately 2,300 square feet of the 100 Sequoia Drive parcel (APN 006-164-06), as depicted and described in Exhibit D attached hereto, for roadway and sidewalk improvements. The Donor shall provide the legal description and easement map at Donor's sole cost.

In addition to the Easement, the Town agrees to (i) process the abandonment of portions of the public right of way abutting the property commonly known as 79 Sequoia Drive, as shown on Exhibit E attached hereto, and (ii) issue (subject only to the payment of customary Town fees) all necessary documentation for such abandonment (collectively, the "**Right-of-Way Abandonment Documentation**").

4.2 Demolition of Non-Habitable Structure.

To facilitate construction of the Project, the Donor agrees to obtain and the Town agrees to process all necessary permits, including a demolition permit (collectively, the "**Demolish Permits**"), and the Donor agrees to demolish the non-habitable structure on 100 Sequoia Drive at Donor's expense.

5. Miscellaneous

5.1. Indemnification.

The Town shall indemnify, defend with legal counsel reasonably approved by Donor, and hold harmless Donor, Donor's heirs, and Donor's successors and assigns from and against any and all liability, loss, damage, expense, and cost of every nature arising out of or in connection with Town's or Town's officers', employees', agents', representatives', or contractors' negligence, recklessness, or willful misconduct in the design or construction of the Project, or the Town's failure to comply with any of its obligations contained in this Agreement, except such loss or damage caused by the gross negligence or willful misconduct of the Donor. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

5.2 Disputes.

If a dispute should arise regarding the performance of this Agreement, the parties hereby agree to make good faith and reasonable attempts for a period of thirty (30) days to settle the dispute through subsequent agreement between Donor and the Town. Nothing shall prohibit the

parties from seeking remedies available to them at law after they have made a good faith and reasonable attempt for such thirty (30) day period to resolve the dispute pursuant to the provisions of this section.

5.3 Governing Law.

This Agreement shall be governed by the laws of the State of California.

5.4 Notices.

All notices shall be delivered to the addresses below or to such other addresses as designated in writing.

Town:

Town Manager
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960
ddonery@sananselmo.gov

Donor:



5.5 Complete Agreement.

This document represents the entire and integrated Agreement between the Town and Donor and supersedes all prior negotiations, representations, or agreements, either written or oral. This document may be amended only by written instrument, agreed to and signed by both the Town Manager and Donor. The body of this Agreement shall supersede any discrepancy that may exist with respect to any attached exhibits or documents incorporated by reference. No oral agreement or representation by any officer, agent, or employee of either party made during or after the execution of this Agreement shall become a part of this Agreement except to the extent such oral agreement or representation is expressly reflected in this written Agreement or a written amendment to this Agreement.

5.6 **Confidentiality.**

The parties understand and respect the Donor's right to privacy. The parties shall keep this agreement and the Donor's name confidential, to the maximum extent allowable under applicable state or federal law and, except as required by federal or state law, no party will make

any public disclosure with respect to this agreement without the prior written consent of the other parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

Town:

TOWN OF SAN ANSELMO

By: _____
Dave Donery
Town Manager

Donor:

[redacted]

[redacted]

EXHIBIT A

SEQUOIA PARK SAFE ROUTES TO SCHOOLS
AREA #1 AND AREA #3 SCHEMATIC PLANS

EXHIBIT B

PROJECT BUDGET

EXHIBIT C

FORM OF EASEMENT

EXHIBIT D

RIGHT-OF-WAY EASEMENT AREA

EXHIBIT E

ABANDONMENT AREA

June 23, 2025

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

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

Re: June 24, 2025 San Anselmo Town Council Meeting Agenda Item 2.4

Dear San Anselmo Town Council,

WTB-TAM supports the staff recommendations for Agenda Item 2.4 to negotiate and execute an agreement with Parametrix to complete the designs for Project Areas #1 and #3 of the Sequoia Park Safe Routes to School Project.

We applaud the work that has been done on this project so far, and support the staff recommendations to take the next steps towards implementing the improvements that were presented to the public for Project Areas #1 and #3 during the recent community workshops. The proposed improvements in Project Area #1 will make the intersection of Red Hill Avenue, Sequoia Drive, and Greenfield Avenue safer for all users, including bicyclists utilizing the Cross – Marin Bikeway route on Greenfield Avenue. We especially applaud the closing of the existing free right turn slip line at the southeast corner of the intersection.

The proposed improvements in Project Area #3 will make the intersection of Sequoia Drive and Ancho Vista Avenue safer for all users, particularly with regard to visibility around this blind corner. We also applaud the traffic calming measures to be implemented on Sequoia Drive as part of this improvements package. We urge you to approve this agenda item and move forward with this excellent project.

Respectfully,



Patrick Seidler
President, WTB-TAM



Matthew Hartzell
Director of Planning, WTB-TAM

CC:
David Donery, Town Manager
Sean Condry, Public Works Director
Scott Schneider, Asst. Public Works Director
Serge Avila, Town Clerk

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.5

MEETING DATE: May 27, 2025

AGENDA TITLE: Capital Campaign Feasibility Study and Plan

FROM: David P. Donery, Town Manager

RECOMMENDATION: Consider authorizing the Town Manager to execute an agreement with Lotus Consulting to conduct a Capital Campaign Feasibility Assessment and Plan for funding of the Memorial Park Master Plan amendment project.

BACKGROUND

In 2018, the Town Council approved the framework for the Memorial Park Master Plan. The staff reports and attachments can be viewed using this link and are listed under Item 8:

https://sananselmo-ca.granicus.com/GeneratedAgendaViewer.php?view_id=8&clip_id=273

In 2019, the Town placed a parcel tax measure on the November general election ballot designed to fund the renovation of Memorial Park in its entirety at a cost of approximately $8 million. This measure asked voters to consider a $99 per year tax on living units for 30 years. The tax was set to $49 for residents over 65 years of age. This Measure, which required a two-thirds majority vote to pass, lost with only 39.19% voter approval.

Since 2019, the Town has been able to complete several of the high priority components of the original master plan, including the restoration of the Millenium Playground, renovating the playing fields with new drainage, irrigation and sod, renovating the skate park and renovating the Veteran's Place parking lot. These projects were completed using a combination of Measure A funds, State Park Bond Act funding and General Fund reserves.

In 2023, the Town Council directed staff to revisit the plans related to the southwestern area of the park, which includes the tennis courts, skate park and basketball courts. Staff conducted a community process which yielded an updated design. This design was reviewed and approved by the Town Council in June of 2024.

The staff report and attachments for the approved Master Plan amendments can be viewed using this link and are listed under Item 2.2:

https://granicus_production_attachments.s3.amazonaws.com/sananselmo-ca/c143d4db0a0b8a0c6a65cf409a56769b0.pdf

The updated estimated cost for the improvements outlined in the master plan amendments is upwards of $6 million.

DISCUSSION/ANALYSIS

The Town Council's Memorial Park Subcommittee, consisting of Vice Mayor Steve Burdo and Councilmember Eileen Burke have been working with staff on a plan to fund the master plan amendment project. It has been determined that the Town has the potential to fund 50% of the project over the course of three years using Measure J, Measure A, Recreation Fund reserves along with the potential of using General Fund reserve funding if needed. The remaining funding will need to be raised through other sources.

The subcommittee considered putting a modest parcel tax on the ballot but determined, based on past experience and current conditions, that the likelihood of success is low. They ultimately decided that the only option would be to conduct a capital campaign to raise the remaining funds through philanthropic sources.

Capital Campaign Feasibility Assessment and Plan

The first step in a capital campaign process is in the execution of a campaign feasibility assessment to determine the potential capacity for fundraising for a project. As stated in the proposal, "A feasibility study is Phase I of a capital campaign and has the power to align volunteers, civic leaders, staff and a broader community of supporters in understanding the critical and urgent need for this project. Beyond that and most importantly, it answers what – if certain conditions are met – is possible to raise from institutional and individual donors".

The proposal outlines the process and methodology for conducting the assessment with the deliverable of a final report that will contain findings, conclusions and recommendations that will be presented to the subcommittee and ultimately to the Town Council. The report will describe how much can be raised, factors most likely to affect giving, donor prospects and campaign leaders with the most promise, and suggested campaign timing. A campaign implementation plan and schedule will be developed once the Town Council has approved the Study and agreed to move forward as recommended.

To perform this work, staff is recommending contracting with Lotus Consulting. Lotus is a local firm with extensive experience in fundraising in California and was founded by Melissa Irish, a longtime San Anselmo resident and avid user of Memorial Park.

FISCAL IMPACT

The cost for the assessment and plan is $50,000, with the scope of work outline in Exhibit A of the attached professional services agreement. Staff recommend using $15,000 from Recreation Fund reserves and $35,000 from General Fund reserves to fund this work.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment 1: Professional Services Agreement

AGREEMENT FOR PROFESSIONAL SERVICES
FOR FUNDRAISING STUDY AND CAMPAIGN
FOR MEMORIAL PARK MASTER PLAN

This Agreement is made and entered into this _____ day of _____, 2025, by and between the TOWN OF SAN ANSELMO (hereinafter "**TOWN**"), and LOTUS CONSULTING (hereinafter "**CONSULTANT**").

RECITALS

WHEREAS, CONSULTANT has over thirty years of fundraising experience in the Bay Area and is prepared to conduct a fundraising feasibility study and potential campaign to raise $3million to complete the Memorial Park Master Plan; and

WHEREAS, TOWN's Memorial Park subcommittee has reviewed the proposal and is supportive of moving forward with the initial feasibility study and development of a campaign; and

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

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. PROJECT COORDINATION.

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

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

2. DUTIES OF CONSULTANT.

CONSULTANT shall perform the duties and/or provide services as described in Exhibit A, which hereby incorporated by reference.

3. DUTIES OF TOWN.

TOWN shall pay the compensation as provided in Paragraph 4, and perform the duties as

follows:

a. Provide basic administrative support for the project, including coordinating Task Force meeting dates and distributing materials.
b. Review drafts of CONSULTANT's work product and provide feedback as needed.

4. COMPENSATION.

For the full performance of the services described herein by **CONSULTANT**, **TOWN** shall pay **CONSULTANT** $50,000 as a fixed fee for the Services described in Exhibit A.

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

5. TERM OF AGREEMENT.

The term of this Agreement shall be for one (1) year(s) commencing on _____ and ending on _____. Upon mutual agreement of the parties, and subject to the approval of the TOWN Manager the term of this Agreement may be extended for an additional period of up to two (2) years.

6. TERMINATION.

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

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

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

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

7. OWNERSHIP OF DOCUMENTS.

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

8. INSPECTION AND AUDIT.

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

9. ASSIGNABILITY.

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

10. INSURANCE.

A. **Scope of Coverage.** During the term of this Agreement, **CONSULTANT** shall maintain, at no expense to **TOWN**, the following insurance policies with insurers admitted in the State of California and with an AM Best rating of A- VII or higher:

1. A commercial general liability insurance policy with coverage as broad as Insurance Services Office (ISO) CG 00 01, in the minimum amount of one million dollars ($1,000,000) per occurrence, two million dollars ($2,000,000) general aggregate, and one million dollars ($1,000,000) products and completed operations aggregate, for death, bodily injury, personal injury, or property damage.

2. An automobile liability coverage (owned, non-owned, and hired vehicles) using ISO Business Auto Coverage form CA 00 01 (or equivalent) in the minimum amount of one million dollars ($1,000,000) dollars each accident combined single limit.

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

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

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

1. Except for professional liability insurance or worker's compensation insurance, the insurance policies shall be specifically endorsed to include the **TOWN**, its officers, agents, employees, and volunteers, as additional insureds (for ongoing operations, and for construction services, completed operations) under the policies.

2. The additional insured coverage under **CONSULTANT'S** insurance policies shall allow and be endorsed "primary and noncontributory" with respect to any insurance or coverage maintained by **TOWN** and shall not call upon **TOWN's** insurance or self-insurance coverage for any contribution. The "primary and noncontributory" coverage in **CONSULTANT'S** policies shall be at least as broad as ISO form CG 20 01 04 13.

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

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

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

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

7. The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of **TOWN**. The **TOWN'S** own insurance or self-insurance shall not be called upon to protect it as a named insured.

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

C. **Deductibles and SIR's.** Any deductibles or self-insured retentions in

CONSULTANT's insurance policies must be declared to and approved by the PROJECT MANAGER and TOWN Attorney and shall not reduce the limits of liability. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or **TOWN** or other additional insured party. At **TOWN's** option, the deductibles or self-insured retentions with respect to **TOWN** shall be reduced or eliminated to **TOWN's** satisfaction, or **CONSULTANT** shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

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

11. INDEMNIFICATION.

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

B. Where the services to be provided by **CONSULTANT** under this Agreement are design professional services to be performed by a design professional as that term is defined under Civil Code Section 2782.8, then, to the extent permitted by law including without limitation, Civil Code sections 2782, 2782.6 and 2782.8, **CONSULTANT** shall indemnify and hold harmless the **TOWN** and its officers, officials, and employees (collectively **TOWN Indemnitees**) from and against damages, liabilities or costs (including incidental damages. Court costs, reasonable

attorney's fees as may be determined by the Court, litigation expenses and fees of expert witnesses incurred in connection therewith and costs of investigation) to the extent they are caused by the negligence, recklessness, or willful misconduct of **CONSULTANT**, or any subconsultants, or subcontractor or anyone directly or indirectly employed by them, or anyone for whom they are legally liable (collectively Liabilities). Such obligation to hold harmless and indemnify any indemnity shall not apply to the extent that such Liabilities are caused in part by the negligence or willful misconduct of such TOWN Indemnitee.

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

12. NONDISCRIMINATION.

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

13. COMPLIANCE WITH ALL LAWS.

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

14. NO THIRD PARTY BENEFICIARIES.

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

15. NOTICES.

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

TO **TOWN'**s Project Manager: _____

_____

_____

_____

TO **CONSULTANT**'s Project Director: _____

_____

_____

16. INDEPENDENT CONTRACTOR.

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

17. ENTIRE AGREEMENT -- AMENDMENTS.

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

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

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

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

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

18. SET-OFF AGAINST DEBTS.

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

19. WAIVERS.

The waiver by either party of any breach or violation of any term, covenant or condition of this Agreement, or of any ordinance, law or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent

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

20. TOWN BUSINESS LICENSE / OTHER TAXES.

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

21. SURVIVAL OF TERMS.

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

22. APPLICABLE LAW.

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

23. COUNTERPARTS AND ELECTRONIC SIGNATURE.

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

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

TOWN OF SAN ANSELMO

_____
_ DAVID DONERY, Town Manager

CONSULTANT

By:_____

Name:_____

Title:_____

ATTEST:

SERGE AVILA, Town Clerk

By:_____

LOTUS CONSULTING

Balancing mission with margin
to unleash possibilities

Project Overview to the Town of San Anselmo for:

Phase I of the Campaign – Feasibility Assessment and Plan

Submitted by Lotus Consulting

– June 2025 –

Following conversations with David Donery, Town Manager for San Anselmo, Lotus Consulting (Lotus) is pleased to provide this proposal to assess the feasibility of raising up to $3M million from philanthropic sources to complete the long-awaited master plan for Memorial Park. This initiative will significantly enhance multiple features of the park and add to its appeal and functionality, and complete the dream of a pristine town park – the heart center - that will serve generations to come.

As a homeowner and resident of San Anselmo, parent, dog-owner and avid park user I couldn't be more thrilled to help advance this project. The leaders of this important effort have worked tirelessly over the past decade facing many hurdles and I am grateful for their perseverance. The park really is the "central address" of our town and provides opportunities for all walks of life at any stage to enjoy free access to recreation, respite, and connection enhancing quality of life and well-being. It is time to invite support from the community – its primary users – to see it through. I anticipate raising these funds will have its challenges but with every challenge is an opportunity and this will present the chance for residents to step into a wonderful project for our community.

A feasibility study is really Phase I of your campaign and has the power to align volunteers, civic leaders, staff and a broader community of supporters in understanding the critical and urgent need for this project. Beyond that and most importantly, it answers what – if certain conditions are met – is possible to raise from institutional and individual donors. The following proposal outlines the recommended steps for this Phase – assessment and planning – that will allow the Town's leadership to chart an informed and inspired course for the future.

I. OBJECTIVES OF THE CONSULTATION

A. Assess the feasibility of a comprehensive campaign to raise $3 million to complete the master plan for Memorial Park.

B. Devise a fundraising strategy based on the findings of the feasibility assessment and the availability of philanthropic funds for the initiative.

C. Craft a recommended implementation framework for this campaign including the sequence of fundraising action, project timeline, table of campaign organization and description of resources required to conduct the campaign.

D. Advise on any leadership gift opportunities that may arise during the course of the consultation.

II. CRITERIA FOR MEASURING FEASIBILITY & ESTABLISHING STRATEGY

Lotus will design and conduct a Study to provide the Town of San Anselmo with data relevant to three fundamental questions:

- *Who* might become investors in this campaign?
- *Under what conditions* will these individuals, businesses, and funding institutions support the initiative?
- What specific *levels of financial support* will ensue if these conditions are satisfied?

The Assessment will test for the presence and strength of five elements essential in achieving larger-scale fundraising success:

Strength of the Case

The "Case" is everything in a competitive fundraising environment. It must resonate strongly with major donor prospects, reflect their concerns and passions, specifically describe the proposed capital program, and serve as an overall rallying cry for the initiative. Conversations about the Case will enable Town leadership to learn about perceptions, image, and other concerns relevant to fundraising.

Working in conjunction with leadership, Lotus will use our skilled writing team to draft a campaign "case statement" specific to the potential funding market and, thereafter, test its effectiveness with select major donor prospects who are connected to the project.

The Case is not a "brochure." Rather, it is an internal document that serves as a road-tested platform for all talking points, proposals, fundraising collateral materials, messaging, and language for future donor conversations. Feedback from the interviews, refined through exposure to the donor marketplace, will help us craft a sound, persuasive Case to guide our future campaign.

Depth of the Prospect Pool

There must be a sufficient number of potential donors in the prospect pool from which to draw a qualified group of donors. The size of this prospect base is a quantifiable indicator of fundraising feasibility. Access to these individuals is likewise a key determinant. Lotus anticipates that a cohort of high-net worth individuals as well as institutional donors will be the primary focus of the Study. A full inventory of the Board, staff and Task Force* members' existing relationships will be taken to identify possible donors. Further research can be conducted to identify additional prospects as needed for an additional fee and only with permission of the Town of San Anselmo. (*See "Task Force" defined in section "III. STUDY METHODOLOGY").

Availability of Leadership

Campaign feasibility is closely linked to the availability of credible, committed volunteer leaders who are prepared not only to make their own substantial gift commitments but also to ask others to participate financially. The Assessment will measure the presence of potential campaign leaders from the community as surfaced through the interviews, and determine the readiness of the Town's leadership to step into a donor solicitation role. Beyond identification, the Study will also determine the Town's *access* to these new volunteer leaders.

Timing

Lotus will assess general macro socio-economic conditions and scan for potentially competing fundraising forces in the Study area by evaluating other campaigns now underway or in the planning stages that may be targeting a similar prospect cohort. No matter how effective the Case, how deep the pool of prospects, or how strong the leadership base, external forces can have a decisive impact on campaign feasibility and timing.

Organizational Readiness

Conducting a multi-million-dollar campaign will require the efficient and robust functioning of campaign and communications systems, a reliable donor data management system, moves management practices for major donors, grant writing and grants management expertise, Board readiness, and an administrative structure that can adapt and accommodate the demands of a campaign of this magnitude. Therefore, as part of the study, Lotus will prepare recommendations of the staffing and systems that need to be in place to conduct a successful campaign. These investments will help form the development efforts that can also conduct ongoing fundraising to support the new facility post-campaign.

III. STUDY METHODOLOGY

Role of Leadership and Staff

Lotus will conduct the consultation in concert with a project Task Force that would include Town staff, select Town Board and Council members, business and civic leaders and major donors. The Task Force provides insight into the current case statement, the study design and will select the pool of interviewees and help to secure their agreement to participate. They will attend three 90-minute meetings scheduled to coincide with specific junctures in the Study process. Often members of the Task Force eventually form the nucleus of the capital campaign leadership team.

To facilitate the successful execution of the Study, Lotus will look to the Town Manager to be our main point of contact and thought partner in identifying the interview cohort list and supporting communications to and management of the Task Force. This typically takes the form of weekly meetings to check in on Study progress and having the staff member initiate the scheduling of the interviews. As referenced under "Organizational Readiness," we will look to the staff to work with us on the assessment. Outside of these activities, Lotus drives the study and preparation for the Task Force meetings and reports.

The Interviews

Lotus will utilize methods designed and tested over many years to gather data and information that will accurately measure campaign feasibility. Our Study methodology has three components: the appraisal of the donor and prospect pool, the confirmation of campaign readiness, and a series of confidential, one-on-one interviews with up to 25 well-vetted individuals selected by the Task Force. These interviewees are those presumed to have the financial capacity to make a "leadership gift" and/or have access to such individuals or funding organizations.

There may be exceptions where it will benefit the organization more to have a leader from the Task Force participate in an interview as a way to strengthen the relationship. Lotus is more than happy to explore where this may be a fit and work with you to coordinate co-conducting these conversations with counsel.

An accurate assessment of any multi-million-dollar initiative focuses on "major gifts," defined here as charitable investments of $100,000 and greater. Input from the interviews and Lotus's assessment of the Town's consolidated donor/prospect pool (should that be available) will be used to build a Gifts Table from which overall campaign performance can be forecast based on reliable projections of the highest giving levels.

While no gift solicitations will occur during this phase of the project, the discussions with interviewees will, by their very nature, serve as the opening conversation in a process leading to gift decisions. Interviews also serve to identify additional donors while raising the visibility and understanding of the organization's programs and mission. This Study is therefore, in a very real sense, the opening stage of the campaign.

The consultants will conduct the interviews using a questionnaire developed specifically for this assessment to ensure consistency and comparability across all interviews. The quality of the data and the integrity of the process rely on the confidentiality of the interviews. All findings, therefore, will be reported back to the Town leaders without attribution unless otherwise specified by the respondent or in the case where a Task Force member participates in the interview.

Lotus will guide the Task Force in choosing a diverse interview cohort for the assessment that would include the Town's lead funders and donors, local philanthropists, individuals assumed to possess high-giving capacity who are projected as campaign prospects, thought leaders, and current or former civic leaders.

IV. THE FINAL REPORT, CAMPAIGN IMPLEMENTATION PLAN AND SCHEDULE

A Final Report containing findings, conclusions and Study recommendations will be submitted to the Task Force at their third, and last meeting. They, in turn, will present the accepted report to the Town Council or decision-making body. The report will describe how much can be raised, factors most likely to affect giving, donor prospects and campaign leaders with the most promise, and suggested campaign timing. A campaign implementation plan and schedule (described in more detail below) will be developed once the Town Council has approved the Study and agreed to move forward as recommended.

In our experience, the two key ingredients for success in any campaign are qualified, committed leaders who serve as the "public face" of a campaign, backed by a sound, customized fundraising strategy. The Campaign Plan provides the framework for these and other essential campaign features. By the time the campaign is ready to launch, those who constitute the campaign leadership group will have an in-depth understanding of donor motivations and key selling points.

As part of this study, Lotus will provide an implementation framework and a general timeline as campaign "architecture," including:

- **A Campaign Calendar and Recommended Sequence of Campaign Activity**, including pre-campaign capacity-building measures and gifts phases.

- **Suggested Structure for the Volunteer Leadership Team,** including options such as a specially convened campaign cabinet, or the possibility of campaign co-chairs.

- **Campaign Gifts Table delineating the projected number of donors at each giving level,** based on the findings of the feasibility assessment.

- Recommendations on the substance and format of **written and digital campaign promotional materials.**

- Recommended **campaign management requirements** including staff support, donor database and information systems oversight, production of campaign collateral, and website utilization.

- **Training and Coaching Requirements** for project leaders and staff during cultivation and solicitation phases, customized based on the needs of the campaign cabinet.

- **Projected costs** for campaign implementation.

V. CONSULTING SUPPORT FOR CAPITAL CAMPAIGN IMPLEMENTATION

Many organizations utilize experienced consultants to assist with the actual execution of a capital campaign and Lotus can provide a full range of campaign management services and support. The scope and function of outside counsel vis-a-vis the organization's professional staff will be identified in the implementation framework as well as the costs associated with that level of service. Upon completion of the Study, and upon invitation, Lotus can design and submit a proposal for consulting support for the actual campaign.

VI. COSTS AND PROJECT TIMETABLE

Costs for the services and deliverable products described in this proposal, on a fixed-fee basis of $50,000 based on the scope of the campaign and goal to be tested. The fee covers case development, interviews, all meetings of the Task Force, the organizational readiness assessment, production of an implementation framework and all reports. We will look to the Town Manager and his staff to provide basic administrative support for the project including coordinating Task Force meeting dates and distributing materials. Should formal research be necessary to identify additional interviewees to include in the study to reach a qualified, healthy cohort of 25 individuals and institutions, a fee for these services can be provided at that time based on the scope of work and typically averages about $400 per prospect record. The project timeframe would range from 90 - 120 days from the start of the interviews. A suggested workplan is below. The range is dependent on the typical challenges in interview scheduling and vacation periods. Lotus will be available to begin the feasibility assessment process on July 7, 2025.

The fee does not include standard out-of-pocket costs associated with the consultation such as travel outside of the nine-county Bay Area, printing, or express delivery. Since Lotus is a local firm, additional expenses would be nominal, if any.

PRELIMINARY WORK-PLAN FOR FEASIBILITY STUDY AND STRATEGY DEVELOPMENT

Task	**Timing - Week of**	**Who**
Hold Kick off Meeting with staff to start developing the Case, advise on recruiting Task Force (TF) and developing the interviewee cohort list.	Week 1	Town staff and Lotus
Hold First TF Mtg to discuss project overview and objectives, role of TF, case discussion, interview cohort identification	Week 4 - 5	Town staff, TF and Lotus
Finalize case for support and initial interviewee cohort list, commence setting up interviews	Week 6 - 7	Town staff, TF and Lotus
Conduct Interviews	Week 8 – 16	Lotus and Town staff, TF opens doors as needed. Timing depends largely on availability of interviewees.
Hold Interim TF Mtg to report on progress with approx. 2/3 interviews complete	Week 14	Lotus runs, TF attends
Conduct Internal Assessment	Week 13- 16	Lotus and Town staff
Hold Final TF Mtg to review DRAFT report and get approval to send to Board	Week 18	Lotus runs, TF attends
Deliver Final Report to Board for adoption	Week 20	TF with support from Lotus

VII. THE PROJECT TEAM

Melissa Irish, MBA, Lotus's Founder and President, will serve as Project Lead. Melissa has lived in Bay Area for 35 years and is a seasoned fundraising professional with 31 years of experience raising private sector funds for both local and national organizations. She has resided in San Anselmo for 20 years, raising her two boys, attending the public schools and being an active and engaged member of the community serving on the Yes Board and Site Council of the public schools were her kids attended. She brings for-profit know-how to the nonprofit community to help them achieve a competitive advantage, particularly as they embark on new fundraising paths. Melissa acted as the Managing Director for Partnership Resources Group (PRG) for eight years until launching Lotus Consulting in 2022, growing the firm's practice for feasibility studies and capital campaigns.

She has worked with several municipalities to help translate their dreams into reality including:

- The City of East Palo Alto – Feasibility Study for a new library and community use space
- Pickleweed Park, San Rafael – Feasibility Study for repair of the multi-use outdoor field and park
- The City of South San Francisco – Feasibility Study for a new library
- The City of San Bruno – Strategic Planning for its Foundation funding local projects
- Play Marin, Marin City – Feasibility study for a new recreational sport field and community gathering space

Early in her career, Melissa served as a volunteer in Nicaragua through a local organization called La Casa de La Mujer working with women and children on health care and education issues. She serves on the Board of Association of Fundraising Professionals Golden Gate and Wine Country Chapter to design quality education programs to advance the field of fundraising and equip development professionals with tools and strategies for success. More can be found on Melissa and Lotus consulting at www.lotusconsultingteam.com.

Marcella Brawley, Lotus's Lead Consultant, **will serve as the Project Coordinator**. She is an experienced fundraising practitioner, values-based leader, and passionate advancement professional with on- the-ground experience spanning more than 16 years. Marcella has dedicated her career to mission-driven work for a variety of non-profit organizations ranging from large, national charities like the American Red Cross to local, community-based organizations like the Marin Agricultural Land Trust. In this time, she is proud to have built, strengthened, and led successful major gift, annual fund and planned giving programs, and has coached teams toward achieving their goals. As a consultant and certified coach, Marcella strives to broaden her impact by working with individuals, teams and volunteers seeking to become more strategic, confident, and collaborative fundraisers leading organizations to fundraising success. https://lotusconsultingteam.com/our-team/

Innovative Resources Group's *Creative Innovations Studio* will collaborate with Lotus to prepare the test case for the campaign study. Innovative Resources has 34 years of experience developing, writing, and designing print and digital publications, digital media, and websites that communicate impact, value, and strategic vision. Our team of content developers and graphic designers has assisted more than 300 nonprofit organizations, institutions, and local and state governments around the country, creating campaign materials, social media toolkits, and comprehensive communications. Innovative Resources Group Partial Client list

Other Lotus associates may assist with specific aspects of the project in writing, research, data analysis, and reports.

CONCLUDING COMMENTS…

The Lotus team would be honored to advance this project and help get it over the finish line. I deeply connect with this initiative personally and will bring that passion and commitment to our partnership with you. *Nonetheless, worthiness and need alone are rarely determinants of funding success* – our communities are replete with needs and worthy projects. Successful fundraising is a product of a sound strategy, keen market understanding, a well-articulated case, and leadership on all levels. It is to these attributes that Lotus dedicates its professional efforts.

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.6

MEETING DATE: June 24, 2025

AGENDA TITLE: Consider making appointments to the Board of Review and Bicycle & Pedestrian Advisory Committee

FROM: Administration, Serge Avila, Town Clerk

RECOMMENDATION: For the Council to consider appointing:
(1) Voting member to the Board of Review
and to consider appointing:
(4) Voting members to the Bicycle and Pedestrian Advisory Committee

DISCUSSION

1. Board of Review

The Board of Review has a membership consisting of five (5) members appointed by the Town Council to serve six-year terms. Current membership is as follows:

Name	***Appointing Authority***	***Term***	***Term Expiration***
Pat Cook	Town Council	Current	December 2026
Carla Overberger	Town Council	Current	December 2028
Warren Dodge	Town Council	Current	December 2025
Vacancy			
Vacancy			

There are 2 seats available.

The Council may consider making (1) appointment to the Board of Review from the below list of applicants or direct staff to continue recruitment and schedule interviews.

List of Board of Review applicant(s):

Bonnie Barnish- Interviewed earlier today

---

2. Bicycle & Pedestrian Advisory Committee

The Bicycle & Pedestrian Advisory Committee has a membership consisting of seven members appointed by the Town Council to serve four-year terms and up to two youth commissioners to serve one year. Current membership is as follows:

Name	***Appointing Authority***	***Term***	***Term Expiration***
Bridget Clark	Town Council	Expired	May 2025
Ken Husband	Town Council	Expired	May 2025
Dylan Donner	Town Council	Current	May 2026
Ted Fehlhaber	Town Council	Current	Feb 2027
Vacancy			
Vacancy			
Vacancy			
Dylan Donner *	Town Council	Current	June 2025
Kailen J Brod-Naeve *	Town Council	Current	June 2025

*Youth Commissioners

There are 5 seats available.

The Council may consider making (4) appointments to the Bicycle & Pedestrian Advisory Committee from the following list of applicants or direct staff to continue recruitment and schedule interviews.

List of applicants:

Sandra Becker- interviewed earlier today
Walter Meservey- interviewed earlier today
Bridget Clark- incumbent- interviewed earlier today
Nicholas Pappas- interviewed earlier today

FISCAL IMPACT

There would be no direct fiscal impact to 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 that has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENTS

Attachment 1- Bonnie Barnish- Board of Review- Application w/Resume

Attachment 2- Sandra Becker- Bicycle & Pedestrian Advisory Committee- Application w/Resume

Attachment 3- Walter Meservey- Bicycle & Pedestrian Advisory Committee- Application w/Resume

Attachment 4- Bridget Clark- Bicycle & Pedestrian Advisory Committee- Application no Resume

Attachment 5- Nicholas Pappas- Bicycle & Pedestrian Advisory Committee- Application w/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.

Sandra
First Name

Middle Initial

Becker
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Nonprofit Consultant

Employer's Address

287 Butterfield Road San Anselmo, CA 94960

Which Boards would you like to apply for?

Bicycle and Pedestrian Committee: Submitted

Number of years as resident of San Anselmo?

14

Number of years as a resident in Marin?

35

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

Lynn Davison 415.526.2653 Kevin Fox 415.302.4977 Nancy Boughey 415.497-2340

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 served on the HEAC for San Anselmo I served as Treasurer of the board of Leadership Public Schools for 4 years. I am an Advisory Board member of Marin Environmental Housing Collaborative I am member, supporter and volunteer of Marin County Bicycle Coalition.

Reasons for this appointment:

As an avid cyclist and pedestrian, I am interested in improving the safety and quality of pathways for both. I believe communities must evolve to remain sustainable, as environmental impacts - particularly climate - increase their burdens on local communities. San Anselmo has an opportunity to encourage less dependency on cars by developing inviting and safe pathways for human powered transport.

What are your qualifications for this appointment?

I am the founder and principal consultant for Cycle Advisors, providing C-level advisory services to nonprofit organizations, with specific expertise in finance and strategic planning. I am experienced advising and serving on nonprofit boards of directors. I attend community meetings regularly to educate myself, support, and provide solutions to community based problems.

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

Based on the response of local merchants at the recent General Plan meeting, one challenge is to educate/communicate with the community to increase support for any proposed changes. Another important issue is to increase safety through the enforcement of current laws and by reducing traffic congestion on San Anselmo Ave in downtown San Anselmo.

LinkedIn Profile

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

CA_Summ_of_Services_2024.pdf

Upload a Resume

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

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

SBecker

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.

cycle advisors

exclusively for nonprofit organizations

Sandra Becker helps nonprofit organizations maximize their impact by ensuring they have the tools needed to enhance their strategic decision making. She builds bridges between development, finance, and program teams to provide meaningful data for all stakeholders. She has 25+ years of experience serving nonprofit clients across many sectors, successfully managing change to maximize impact.

Consulting Services

- CFO services, interim and/or fractional
- Budgets and forecasting
- Analyze and report on business processes
- Provide system needs assessment, recommendations and implementation
- Develop fiscal sponsorship programs
- Project Management

Organizational Development

- Strategic planning
- Board development
- Governance
- Financial literacy for boards of directors
- Restructure, recruit and coach finance teams
- Startup organizations

Selected Clients

- Marin Community Foundation, Novato, CA
- Aim High for High School, San Francisco
- Disruptive Technology Index, Los Angeles, CA
- USA for UNHCR, Washington, D.C.
- Village Enterprise Fund, San Carlos, CA
- Global Fund for Women, San Francisco
- End of Life Choices California, San Diego County
- National Equity Project, Oakland, CA
- Mercy for Animals, Los Angeles, CA
- Goodwill Industries Redwood Empire, Santa Rosa, CA

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

Profile

Bonnie
First Name

Middle Initial

Barnish
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Retired federal employee

Employer's Address

Which Boards would you like to apply for?

Board of Review: Submitted

Number of years as resident of San Anselmo?

26

Number of years as a resident in Marin?

26

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

Christopher Martin Chloe Martin Karen Rosenquist

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 worked for over 20 years as an employee of the federal government, including serving as a manager for more than 15 years.

Reasons for this appointment:

I recently retired and am looking for opportunities to give back to my community. With my employment law and HR background, the Board of Review seems to be a great way for me to use my experience to help the town and its workforce.

What are your qualifications for this appointment?

As a manager with the federal government, I often participated in reviewing adverse actions against federal employees as part of my duties. For 10 years I taught leadership development programs, including labor and employee relations. Prior to that I worked as an employment attorney.

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

Ensuring fair and equitable processes are used in actions.

LinkedIn Profile

https://www.linkedin.com/in/bonnie-barnish-86a1bb7?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app

Copy_of_Bonnie_Barnish_DOL_SESCDP.docx

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:

Bonnie Barnish

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.

B o n n i e J. B a r n i s h

3139 18th St. N., Arlington, VA 22201 · (415)378-0758 · bonniebarnish@gmail

Experience

Office of Personnel Management (OPM), Workforce Policy and Innovation, Executive Services and Workforce Development

Washington DC, April 2024-March 2025

Supervisory HR Specialist, Talent, Learning and Development. (GS-0201-15). 40+ hours weekly.

- Direct seven employees charged with providing oversight to federal agencies on government-wide training and development policies and implementation. Ensure guidance meets the needs of the 2.2 million employee federal workforce.
- Act as lead contact for OPM with the Chief Learning Officers Council. Provide advice and counsel to the membership on best practices for training and development.
- Partner with federal agencies and external training consultants to develop products and programs that meet continuous learning needs for the federal workforce.
- Serve as the primary OPM contact with the White House and other Federal agencies and private sector organizations on leadership development.
- Lead research of private industry best practices and agency successes and barriers to develop ideas and solutions to assist agencies in developing solutions to human resource challenges surrounding learning and development.
- Prepared the first governmentwide Talent & Learning Survey in over 4 years within one month of onboarding into the position. Distilled relevant information from the survey and briefed the Chief Learning Officer Council on survey findings.
- Redesigned the President's Management Council's Interagency Rotation Program, creating the largest cohort in history with 99 employees participating across government.

U.S. Department of Labor, Wage and Hour Division (WHD)

San Francisco, CA Nov. 2005-March 2024

Director, Training and Education Division, Office of Performance and Communication, National Office (remotely based). (GS 14) Aug. 2016-present (except for time in details listed below). 40+ hours weekly.

- Directed seven employees (remotely based) charged with implementing agency-wide training programs to ensure 1400 employees have the skills needed to successfully perform their job duties, including oversight of over 50 on-site and virtual training courses annually.
- Designed, planned and facilitated over 10 agency-wide training webinars for over 1400 staff members annually.
- Regularly led cross-functional workgroups to update and improve training for the agency, including a complete redesign of all mission critical training curriculum.

B o n n i e J. B a r n i s h
3139 18th St. N., Arlington, VA 22201 · (415)378-0758 · bonniebarnish@gmail

Drafted workgroup plans for approval by senior leadership, including briefing memos and presentations.

- Oversaw an annual training budget between $500,000-2,000,000. Ensured all agency funds were spent within agency guidelines and OCFO conference requirements.
- Conducted a regular training needs assessment of all agency employees to determine skill gaps and develop new training programs in response. Ensured all WHD investigators, managers and technicians were skilled in conducting interviews, processing records and data, and applying legal and regulatory principles in their investigative work.
- Participated in agency accountability reviews of over 50 local offices to identify developmental obstacles, prepare reports and recommend plans to address skill gaps, and oversee corrective actions to improve office performance.
- Annually designed, planned, authored and executed training plans on new labor regulations and laws. Plans were prepared for review and approval by senior agency leadership.
- Designed and facilitated meetings of the agency Senior Executives and political leadership to identify strategic goals, obstacles to achieving those goals and plans to remove barriers and achieve results. Implemented use of OneNote to organize meetings and ensure accountability in decision-making.
- Developed and implemented an agency-wide shift to blended learning, modernizing classroom training into web-based classrooms and saving the agency hundreds of thousands of dollars annually.
- Since FY 16, successfully launched training on over 25 major regulatory developments, and 5 changes in acts enforced by the agency, including the Families First Coronavirus Response Act, which was implemented less than 30 days after the law was passed.
- Designed, planned and executed an agency-wide Career Development Program (CDP) in FY 17 to improve employee engagement and retention. Led a cross-functional team to determine agency needs. Consulted with other federal agencies to build program design based on best practices. Led monthly meeting with a Career Advisory Board that consisted of senior agency leadership to continually improve the program. Led and facilitated multiple CDP workshops during the FY focused on building leadership competencies. More than 50 staff members successfully graduated from the program, with over 80% achieving a promotion within one year of program completion.
- In FY 23, designed and planned the first in-person all-manager Leadership Conference for the agency since 2014. The conference served as a forum to re-align the agency's mission, vision and values. Over 280 managers attended the

conference, with participation from the DOL solicitor's office, the Acting Secretary's office and the Chief Diversity Officer.

- Designed, planned and launched the WHD Training Academy in FY 23. The academy is a training program that teaches investigative techniques to state and local labor agencies. Worked directly with state labor officials to design and pilot the program.

- Developed and executed an agency-wide equity training plan in FY 22 to infuse diversity, equity, inclusion and accessibility into the culture of the agency in accordance with executive orders.
- In FY 22, initiated an Equity Brain Trust to solicit agency needs from leadership and the field staff to build meaningful DEIA programs. Evaluated results from FY 22 programs and pivoted to an Equity Community of Practice that engaged all 1400 staff in practical discussions relevant to DEIA both in external agency work and internal staff engagement.
- Developed a network of DEIA experts across government to share best practices and training insights. Regularly attend OPM-sponsored DEIA events to better understand current trends and network with other federal agencies.
- Assisted DOL in evaluation of RISE training curriculum to build DEIA skills from US AID and received certification as instructor for course curriculum.

Acting Deputy Regional Administrator, Western Region (San Francisco). (GS 15) June-September 2022. 40+ hours weekly. Detail assignment.

- Supervised four District Office Directors (GS 14). Provided weekly guidance and coaching to District Directors on the development of FY 23 initiative plans and enforcement activities. Provided direction to managers and the Regional Solicitor on final resolution of significant cases, including 2 multi-million dollar investigations.
- Participated in the interviewing and hiring of the San Diego District Director.
- Planned the first in-person Regional Managers Meeting since the pandemic, improving employee engagement across District Offices.
- Oversaw the accountability review of the Seattle District Office to ensure compliance with agency policies and recommend course of action for improvement.
- Represented the agency at meetings with significant community based-organizations, including the Filipino Worker Center and the Fair Work Center.
- Oversaw end of FY budgetary spending for the Region.

Acting Senior Advisor, Office of Regional Enforcement and Support, National Office (remotely based). (GS 14) October 2020-August 2021. Detail assignment.

B o n n i e J. B a r n i s h

3139 18th St. N., Arlington, VA 22201 · (415)378-0758 · bonniebarnish@gmail

- Served as the lead Project Manager for a new electronic case file management system.
- Led the effort to develop a new policy for case collaboration across district offices to increase the impact of investigations in significant industries.
- Collaborated with SOL on modernization policy updates, including implementation of new procedures, use of e-signatures and digital settlement agreements.
- Regularly briefed senior executives on progress of the new system, identifying risks and providing solutions to ensure the project stayed on target.

Planning and Review Officer (PRO) and Training Coordinator, San Francisco Regional Office. (GS 13) February 2011-July 2016.

- Led implementation of the agency's strategic plan, including communicating goals and training all regional staff on annual objectives.
- Tracked progress of performance measures quarterly and adjusted strategies

  resulting in improvement in efficiency in investigations.
- Built coalitions with external stakeholders to increase awareness of agency mission.
- Selected to serve on a national workgroup to identify improvements to performance measures across the agency. Collaborated with other DOL agencies to better understand modern approaches and share best practices.
- Established an Innovation Council to address region-wide EVS results and provide an avenue for staff to provide their own solutions to identified areas of concern.

Education

Washington College of Law, American University, Washington, D.C.
J.D., May 1997

James Madison University, Harrisonburg, VA
B.A. in History, Minor in Women's Studies, May 1994

Awards

Secretary's Worker Protection Awards

- Residential Health Care Initiative Team, 2013
- Phoenix Residential Construction Misclassification Team, 2015
- Western Region Garment Investigation Based Evaluation Team, 2017
- Career Development Program Team, 2018

Secretary's Innovation Award, 2021

- For transition of training materials into virtual environment in response to COVID-19 Pandemic

Secretary's Distinguished Customer Service Award

- Advanced Home Care Training, 2016

B o n n i e J. B a r n i s h

3139 18th St. N., Arlington, VA 22201 · (415)378-0758 · bonniebarnish@gmail

Secretary's Exceptional Achievement-Professional-Award

- Foreign Labor Certification Criminal Fraud Referrals Training Team, 2019
- Wise 1.0 Development and Launch Team, 2023

WHD Administrator's Impact Award, 2012
WHD Administrator's Coin Award, 2021

Activities

Regional Liaison, Friends of Frances Executive Board (affinity group), Sept. 2022-present

- Plan monthly (primarily virtual) DOL-wide events to promote the female workforce at DOL.

WHD Technician Pipeline Workgroup, Summer 2022-March 2024

- Team member on cross-functional workgroup that is re-evaluating the Technician position to determine how best to meet the agency needs. Successfully implemented providing credentials to all current and future Technicians.
-

Training

DOL Aspiring Executive Program Graduate-March 2024

Yale Executive Education Certificate-Foundations of Management Excellence, June 2021

Training Officers Consortium-Member since 2020

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.

Walter (First Name) | H (Middle Initial) | Meservey (Last Name)

Email Address

Home Address | Suite or Apt

City | State | Postal Code

Primary Phone | Alternate Phone

Occupation

retired

Employer's Address

n/a

Which Boards would you like to apply for?

Bicycle and Pedestrian Committee: Submitted

Number of years as resident of San Anselmo?

37

Number of years as a resident in Marin?

37

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

Ted Fehlhaber 415-846-4510 Tarrell Kullaway 206-240-2235 Peter Hively 415-377-1425

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 worked for the Office of Thrift Supervision, Department of the Treasury, from 1988 to 1999. My responsibilities included automating the production of S&L examination reports and supporting the West Region's Financial Analysis Unit.

Reasons for this appointment:

As a resident of San Anselmo and an avid bicyclist, I wish to assist in efforts to make local bicycling safer and more convenient.

What are your qualifications for this appointment?

Computer programming, financial, and systems analysis experience, and documentation experience.

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

As a long-term resident of San Anselmo, I have to say that one of the most important issues is the increase in automobile traffic through San Anselmo. One way to mitigate that increase is to figure out how to make bicycle traffic safer and more convenient, along with encouraging bicycle traffic where it is practical.

LinkedIn Profile

Walt_s_Resume_-_EK_s_edits.doc

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:

WALTER HATCH MESERVEY

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.

Walter H. Meservey
San Anselmo, CA 94960
(415) 457-2662
Wmeservey@gmail.com

Senior SQL Database Developer with expertise in design, development, and implementing database systems in financial, healthcare, insurance and banking industries. Excellent teamwork and collaboration skills, organized and detail oriented, ability to manage multiple projects and under tight deadlines in fast-paced and changing environments.

Software:

SQL Server 2008, T-SQL, SSIS, Microsoft Office VBA.

Systems:

Windows, LINUX/UNIX, VAX/VMS, VM/CMS, TSO/ISPF

EMPLOYMENT HISTORY:

Hudson Healthcare, Napa March 2007-August 2015
Senior Information Analyst (T-SQL, SSIS, VBA, Access databases and projects)

- Worked closely with CFO to re-write monthly close process in T-SQL, reducing closing time from one week to several hours.
- Supported database of record (Policy Submissions, Policies, Claims, Financial information)
- Automated production of Policy declaration Word documents from actuarial spreadsheets
- Automated production of several hundred Excel spreadsheets from SQL Server database
- Produced statistical reporting ETL files for state regulatory agencies, including several in XML.
- Supported the majority of Hudson Healthcare's Ad-Hoc database query requests

Wells Fargo, San Francisco June 2005-March 2007
Consultant and FTE (T-SQL, VBA, Access, Excel, ASP, HTML)

- Designed, implemented, pushed into production, and supported a multiple-user CRM with role-based security, probably saving WF at least $50,000 in licensing fees according to manager’s estimate
- Designed and implemented an automated process to extract and transpose financial institution (FIRE) data, saving WF at least $20,000 in internal consulting fees based on written estimates from another group
- Assisted in streamlining monthly Acordia referral reporting process from approximately ten business days to two business days, and took over responsibility for reporting process
- Automated a table-driven system producing 137 spreadsheets on a monthly basis
- Translated website database from Access to SQL Server. Modified and maintained website database
- Maintained website ASP code

- Supported the majority of group's Ad-Hoc database query requests

Aperio Group LLP, Larkspur CA November 2004-March 2005
Consultant (Access, VBA, SQL, Excel)

- Debugged, enhanced, and documented Access-based portfolio accounting system. Automated production of 25 Excel charts displaying cumulative returns. Replaced cumulative return calculation module with logarithm queries.
- Implemented contact tracking database to be used by Aperio partners.
- Contributed to partner user manual.
- Performed daily reconciliation of custodial portfolios and cash balances.

Previous Employment:
North American Honda, Torrance CA Consultant (Access, VBA, SQL)

- Maintained, supported and enhanced American Honda's Automobile System Engineering Information databases. Automated the data collection and database deployment procedures and collapsed three database variants into one code base.

McKesson Corporation, San Francisco, CA
Senior Technical Financial Analyst (FOCUS, Access, SQL, Excel, DB2 and ORACLE via ODBC)

- Designed, implemented and documented client Top 200 Product Indexing System.
- Analyzed, proposed and implemented SQL solution for nine-percent variances in package sizes for equivalent generic drugs.

Wells Fargo Bank, San Francisco, CA
Consultant (Access, SQL, Excel, Oracle)

- Analyzed and cleaned vendor data downloads. Documented data quality problems and presented detailed list to vendor.
- Imported cleaned vendor data into Access, performed QA testing on table relational.

BayView Bank, San Mateo, CA December
Vice President, Information Manager (Access, Brio/Oracle, SQL, Excel, PowerPoint)

- Created series of Brio Queries that collected delinquency information from Oracle databases; used Pivot Tables to summarize that information and export it to Excel.
- Automated production of Credit Department's monthly board package: a 32-page PowerPoint presentation.
- Created and maintained a 273 Million-Dollar Criticized Asset Portfolio database.
- Performed extensive data cleaning on portfolio servicing data and created a variety of Ad Hoc reports.

County of Marin, Information Services Department, Novato, CA June-November 1999
Principal Systems/Business Analyst (Access, Cold Fusion, SQL, HTML, Excel, PowerPoint, FrontPage)

- Participated in the analysis and design of the web-based financial reporting and budgeting system for Marin County.
-

OFFICE of THRIFT SUPERVISION, US Treasury, San Francisco, CA
Program Development/Business Analyst (SAS and Focus on VAX, SQL, Access, Excel, FrontPage, Paradox)
Implemented a cross-sectional nationwide thrift reporting system that is the core report for all agency examine

EDUCATION:

University of Chicago, MBA and BA in Biology

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.

Bridget (First Name) | A (Middle Initial) | Clark (Last Name)

Email Address

Home Address | Suite or Apt

City | State | Postal Code

Primary Phone | Alternate Phone

Occupation

Care Manager

Employer's Address

N/A

Which Boards would you like to apply for?

Bicycle and Pedestrian Committee: Submitted

Number of years as resident of San Anselmo?

25

Number of years as a resident in Marin?

50+

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

Susan Reed - 415-717-7688 Stacy Wilcox - 415-686-0607 Andrea Star - 415-717-4158

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've served on the BPAC for the past 3 years, on the Climate Action Commission for 2 years and have participated in the Butterfield Corridor Safety Committee for many years.

Reasons for this appointment:

I care deeply about the safety for pedestrians and cyclists (of all ages) in our community.

What are your qualifications for this appointment?

I've served as a Safe Routes to School Leader for 3 elementary schools, have been a mountain bike volunteer coach for several years and have good connections and relationships with the schools and the community.

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

Slower speeds on streets, safer crossings and increased communication of safety issues to the community.

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:

Bridget Clark

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

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.

Nicholas
First Name

Middle Initial

Pappas
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Consultant, Energy and Climate

Employer's Address

58 Spruce Ave, San Anselmo, CA 94960

Which Boards would you like to apply for?

Bicycle and Pedestrian Committee: Submitted

Number of years as resident of San Anselmo?

1

Number of years as a resident in Marin?

1

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

Jason Cardillo - 415-425-4575 Xantha Bruso - 415-730-6271 Jana Kopyciok - 510-225-8109

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 had various professional roles serving public offices, including roles as legislative staff in the California Assembly, advising local electeds as a staff member in a trade association supporting local government energy providers, and as a consultant to local governments. This would be my first appointed or elected position in public office.

Reasons for this appointment:

BPAC Application: As a parent of two young children in San Anselmo, I am deeply interested in supporting improved safety and access for kids, families, and others engaging in active transportation within our community. Active transportation is the most important tool the town has to reduce traffic and improve environmental outcomes. While we have, in many ways, a very solid infrastructure network for walking and biking, significant safety and connectivity issues remain unresolved, resulting in vehicle-on-bicycle and vehicle-on-pedestrian collisions leaving residents and visitors with life-altering injuries each and every year. CAC Application: Climate action at the state and national levels has been my professional focus throughout my career, and I am interested in applying my technical and policy expertise in support of my local community's efforts to achieve its climate goals.

What are your qualifications for this appointment?

BPAC Application: In addition to my personal interest and enthusiasm in improving bike and pedestrian access, I have a substantial professional background in policy and planning issues relevant to BPAC. Specifically, in my roles supporting state and local government officials, I have substantial experience originating and reviewing policy proposals, negotiating stakeholder perspectives towards aligned outcomes, and interfacing with stakeholders and the public on those policy processes. From a domain knowledge perspective, I have completed graduate coursework in transportation system design and transportation policy as part of a broader graduate-level curriculum on energy, transportation, and climate, as well as graduate coursework in public policy. I have extensive experience developing, informing, interpreting, and implementing statute and regulation through my experience working with state and local governments over a fifteen year career in energy and climate policy. As a recent arrival in the community, I have sought out opportunities to support existing bike and pedestrian programs, including the Safe Routes to School program, and worked with other Wade Thomas parent volunteers to build enthusiasm for student bike commuters along the San Anselmo bike spine. Among other examples, I recently organized several bike-themed booths at the Wade Thomas Earth Day Fair, including a bike repair clinic, bike blender station, and cargo bike demo event, and presented maps indicating school route safety hazards to the local Safe Routes task force and to the Bike and Pedestrian Advisory Committee. CAC Application: In addition to my personal interest and enthusiasm in supporting Town efforts to reduce emissions, I have a substantial professional background in energy and climate policy issues relevant to CAC. Through my professional and academic work, I have in-depth experience with the core emissions drivers in the Town's inventory (energy, heating, transportation, etc) and have substantial experience developing and implementing state-level climate policies relevant to the town's efforts. From a domain knowledge perspective, I have an MS degree in Energy Systems which encompassed engineering, economics, and policy coursework focused on energy and climate issues, and have fifteen years of professional experience working on state level energy and climate policies. I currently run a boutique consulting firm supporting clean energy, storage, and environmental organizations develop and implement energy policy at the state level. I also recently completed Marin's Resilient Neighborhoods program. In my personal life, I have worked extensively to build a lifestyle which is both joyful and low-carbon - enjoying active transportation, a rich, delicious, low-carbon diet, and travel leaning in to the amazing beauty in our backyard.

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

BPAC Application: Traffic and Safety Active transportation is the best tool available to reduce trips and congestion in the Ross Valley, with an abundance of weekday vehicle trips generated for school pick-up/drop-off and student extracurriculars which could readily be replaced with active transportation. Improving access to active transportation through safe, intuitive infrastructure connections is the best strategy the town can pursue to address the broader traffic crisis impacting quality of life in the community for all residents. In parallel, reducing safety hazards on active transportation corridors is critical to supporting user uptake. While we have safe bike corridors, arterial congestion and the rise of app-based navigation is pushing more and more traffic onto infrastructure designated as a "safe route" for kids to get to school. San Anselmo's narrow streets, often impacted by parking on one or both sides, leads to consistent "close call" conflict during morning and afternoon school commute hours. CAC Application "Climate Action" can refer to two very distinct activities: adaptation and mitigation. On climate hazard adaptation, San Anselmo faces major risks related to wildfires and severe storms (flooding / landslides) which pose serious risks to public safety, property values, and general quality of life for the town. While mitigating these risks is likely beyond the scope of the CAC, educating the community regarding the direct implications of climate change on local residents may be a useful engagement tool to support the CAC's core mission of supporting the development and execution of the Town's mitigation strategies. As noted in the San Anselmo 2030 Climate Action Plan, 55% of of 2016 community emissions come from transportation. Not only is transportation the majority share of emissions, transportation is the sector which is most directly in scope for Town policy action. As a member of the Commission, I would look forward to supporting the continued evolution and implementation of the Town's specific strategies and tactics to reduce transportation emissions, as well as the significant emissions from residential and commercial energy use.

LinkedIn Profile

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

Nick_Pappas_Resume.pdf
Upload a Resume

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

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

Nicholas Pappas

Nicholas Pappas

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.

Nick Pappas

925.262.3111 | Nick@NPEnergyCA.com | LinkedIn

SUMMARY

Electric sector consultant providing strategy and expertise for the 21st century grid. Mission-driven focus on the development and implementation of policy, market, and technology solutions to rapidly decarbonize global energy systems.

EXPERIENCE

NP Energy, San Anselmo, CA 03/2021-Present

Principal

- Lead a boutique consulting firm focused on supporting utility sector decarbonization, with particular emphasis on the intersection of reliability and decarbonization in utility resource planning.
- Provide synthesis, analysis, and strategy for clients adapting to structural changes in the energy market and policy design, with expertise in integrated resource planning, reliability markets and programs, and emissions policies.
- Develop and implement regulatory and legislative strategies for clean energy deployment; recent engagement and advocacy focused in western states (CPUC, OPUC, PUCN, WRAP) and wholesale markets (PJM, MISO, ISO-NE).
- Advise clean energy startups on product and go-to-market strategy in the highly complex utility industry.

California Community Choice Association (CalCCA), Sacramento, CA / San Francisco, CA 01/2019-03/2021

Director of Strategic Initiatives and Outreach

- Led CalCCA's resource planning and procurement efforts, including internal policy development and consensus-building, policymaker and stakeholder engagement, and thought leadership on the suite of electric sector policy and market transformations impacting competitive retailers in California's hybrid electricity market.
- Developed and managed CalCCA's energy data program, the engine of CalCCA's data-driven policy advocacy, communications, and internal benchmarking efforts across over twenty member CCAs.

UC Davis Energy Graduate Group (UCD), Davis, CA 09/2016-01/2019

Masters Student, Energy Systems & Graduate Student Researcher, UCD Department of Economics

- Augmented public policy career with interdisciplinary deep dive into 'hard skills' – theory, methods, data analysis, and other aspects of economics, policy, and engineering disciplines related to energy, transportation, and climate.
- Conducted research on electric sector policy design and transportation electrification under faculty advisors from Economics (Prof. James Bushnell) and Civil and Environmental Engineering (Prof. Alissa Kendall).

Energy and Environmental Economics (E3), San Francisco, CA 06/2018-09/2018

Summer Associate (Internship)

- Developed E3 policy research, strategic analysis, and recommendations for California's retail choice transition.
- Contributed data analysis, visualization, and financial modeling for joint-utility building electrification study.

Southern California Edison (SCE), Sacramento, CA 12/2012-05/2016

Senior Legislative Advocate | Legislative Advocate

- Managed SCE position development, negotiation, advocacy, and coalition outreach on dozens of bills spanning the full spectrum of utility operations, including resource planning, transmission, distribution, rate design, demand-side management, and distributed resources.
- Developed lasting relationships with energy sector policymakers and stakeholders through a collaborative approach emphasizing the development of viable, sustainable policy solutions for the energy transition.

California State Assembly, Sacramento, CA 10/2010-12/2012

Legislative Director | Jesse M. Unruh Assembly Fellow

- Developed an insider's view of energy policy and politics as the advisor to a key member of the Assembly Committee on Utilities and Commerce during the formative period of California's climate policy development.
- Managed the legislative agenda and bill analysis for thousands of committee and floor votes and met with hundreds of community and stakeholder interests on legislative and community issues.

EDUCATION

M.S. Energy Systems – University of California, Davis 2018
Jesse M. Unruh Assembly Fellowship – California State Legislature 2011
B.A. Economics; Minors Writing, Latin American Studies – University of California Davis 2010