



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

Town Council Agenda

Tuesday, July 22, 2025

6:40 PM

Meeting held In-Person and via Zoom:

<https://us02web.zoom.us/j/87964800894>

Or Telephone: +1 669 900 6833 | Webinar ID: 879 6480 0894

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.

I. Interviews for Climate Action Commission - 6:40 PM

2 Interviews by Time, Attachment No. and Applicant Name (10 Minutes Each)

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

[6:40 PM Attachment 1- Judith O'Rourke- Climate Action Commission- Application w/Resume \(PDF\)](#)

[6:50 PM Attachment 2- Nicholas Pappas- Climate Action Commission- 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.

Written Public Comment

[Public Comment- SEIU 1021 Bargaining Unit \(PDF\)](#)

Council requests for future agenda items.

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

Special Presentation. There are no Special Presentations.

1. Consent Agenda:

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

- 1.1** Approval of the Draft Minutes of the Regular Meeting of Tuesday, June 24, 2025
[Staff Report \(DOC\)](#)
[Attachment 1- Draft Minutes of the Regular Meeting of June 24, 2025 \(DOC\)](#)
- 1.2** Accept Resignation of William Wells from the Bicycle and Pedestrian Advisory Committee
[Staff Report \(DOC\)](#)
[Attachment 1- William Wells Resignation \(DOC\)](#)
- 1.3** Adopt a Resolution Adopting the Proposed Memorandum of Understanding, Local 1021 (SEIU) for the period of July 1, 2025, to June 30, 2028
[Staff Report \(DOCX\)](#)
[Attachment 1 Resolution for Memorandum of Understanding Adoption \(PDF\)](#)
- 1.4** Receive and File the Financial Report on Recreation Fund ending June 30, 2025
[Staff Report](#)
[Attachment 1 - June 2025 Budget Report](#)
[Attachment 2 - June 2025 Capital Outlay](#)
- 1.5** Receive and File Revenue and Expenditure Reports, June 2025
[Staff Report \(DOCX\)](#)
[Attachment 1 Budget Comparison Report by Subcategory, June 2025 \(PDF\)](#)

1.6 Receive and File a Report of Checks Issued for the Month of June 2025

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

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

1.7 Approve a Special Event Application - Chanukah Celebration and Menorah Lighting Ceremony 2025

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

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

1.8 Approval of a Special Event Application - Holiday Tree Lighting 2025 Ceremony

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

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

1.9 Authorize Town Staff to Seek Proposals and Retain a Consultant for the Design of the Sequoia Park Safe Routes to Schools Project Areas #1 and #3

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

1.10 Adopt Resolutions Adopting the Management and Confidential employees pay rates for the period of July 1, 2025, to June 30, 2028 and part-time employees pay rates for July 1, 2025.

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

[Attachment 1 Management Resolution \(DOCX\)](#)

[Attachment 2 Confidential Resolution \(DOCX\)](#)

[Attachment 3 Part-Time Resolution \(DOCX\)](#)

1.11 Receive and Approve the Quarterly Treasurer's Investment Report, June 2025

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

[Attachment 1 Quarterly Investment Report June 30, 2025 \(PDF\)](#)

2. Council Public Hearing:

In general, the following procedural order applies to public hearings and Council Business items:

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

2.1 Public Hearing to Consider an Ordinance Amendment to Repeal and Replace Title 4, Chapter 13 "Private Trees"; Adoption of Resolution Establishing In Lieu Tree and Replacement Fees. The Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility it would have a significant effect on the environment. The Ordinance makes no changes to land uses, development intensities, or the rate at which development is expected to occur.

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

[Attachment 1 - Draft Ordinance \(DOC\)](#)

[Attachment 2 - Resolution Establishing In-Lieu Fees \(DOC\)](#)

[PowerPoint Presentation \(PDF\)](#)

Council Business Item:

- 2.2** Receive the Town's 2023 Greenhouse Gas Inventory and the Update on the Climate Action Plan

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

[Attachment 1 - 2023 GHG Inventory \(PDF\)](#)

[Attachment 2 - GHG Presentation Updated](#)

Council Public Hearing:

- 2.3** Public Hearing to Adopt Resolution Amending the Master Fee Schedule for the Town of San Anselmo. Adoption of the attached Resolution is statutorily and categorically exempt from the California Environmental Quality Act (CEQA) under Public Resources Code section 21080(b)(8) and CEQA Guidelines section 15273, because it involves approval of charges by the Town which the Town finds are for the purpose of meeting operating expenses, as demonstrated by the Fee Study completed in July 2025.

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

[Attachment 1 Town of San Anselmo User Fee Study Report \(PDF\)](#)

[Attachment 2 -Resolution Amend Fee Schedule 2025 \(PDF\)](#)

Council Business Item:

- 2.4** Consider Making Appointments to the Climate Action Commission. Appointing volunteers to serve on a committee is not a "project" under the California Environmental Quality Act (CEQA) because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable physical change in the environment. (Cal. Pub. Res. Code Section 21065).

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

[Attachment 1- Michael Kamerick- CAC- Application w/Resume \(PDF\)](#)

[Attachment 2- Judith O'Rourke- CAC- Application w/Resume \(PDF\)](#)

[Attachment 3- Nicholas Pappas- CAC- 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 August 26, 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: July 22, 2025

AGENDA TITLE: Conducting Two Interviews for the Climate Action Commission

FROM: Administration, Serge Avila, Town Clerk

RECOMMENDATION

Staff recommends that the Town Council conduct two (2) interviews for the Climate Action Commission.

Below are two (2) applicants scheduled to be interviewed by the Town Council.

Interview Time	Name	Board, Committee or Commission
6:40 PM	Judith O'Rourke	Climate Action Commission
6:50 PM	Nicholas Pappas	Climate Action Commission

The Council will have the opportunity to make an appointment to the Climate Action Commission 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- Judith O'Rourke- Climate Action Commission- Application w/Resume
Attachment 2- Nicholas Pappas- Climate Action Commission- 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.

Judith L O'rourke
First Name Middle Initial Last Name

Email Address

Home Address

City

Suite or Apt

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Leadership Consultant

Employer's Address

87 Butterfield Road

Which Boards would you like to apply for?

Climate Action Commission: Submitted

Number of years as resident of San Anselmo?

45

Number of years as a resident in Marin?

51

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

Michael Stone, 415-686-3866 Ron Evans, 415-446-8012 April Orcutt, 415-999-004

Education Level Achieved *

Master's Degree

Interests & Experiences

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

I am a former member of the CAC, and left it about 1.5 years ago I have served on other boards in Marin County, among them, The Marin Abused Women's Shelter (MAWS)

Reasons for this appointment:

Commitment to climate action to reverse our climate crisis, and to use energy more efficiently

What are your qualifications for this appointment?

Former service on the commission; former community organizing for safe energy. Work as a facilitator, a team builder and leader; a leadership development consultant in a major corporation for over 21years. Observer of local town and county politics for decades.

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

1) The Resiliency Center implementation 2) Reduce gas engine travel through town. 3) Create real solutions and resources to help residents make the switch to electric appliances and vehicles. In other words, make the right thing to do the easy thing to do -- for all residents of San Anselmo.

LinkedIn Profile

[Resume.JudithOROURKE.2023.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:

Judith O'Rourke

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.

Profile

Experienced consultant and coach to leaders and physicians in health care administration.

Combines critical analysis with an empathic approach; ability to serve as a change agent.

Creative problem solver, intuitive thinker, with ability to integrate reality with vision.

Precise communicator; uses good judgment regarding timing, circumstance, audience.

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

Professional Experience

2013-Present
LLC

JLO Leadership Coaching and Consulting,

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

2011-2013

Kaiser Permanente, Oakland, CA

Director, STAR Leadership Development

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

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

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

2002-2010

Kaiser Permanente, Oakland, CA

Management Consultant and Team Lead

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

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

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

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

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

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

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

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

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

Developed a follow-up Leader's Lab for graduates of Facilitative Leadership to help them deepen and develop the seven leadership practices they learned in the program. Edited a newsletter to maintain contact with leaders and inspire continual growth and learning from each other.

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

1992-2002

Kaiser Permanente

Lead Program Coordinator, Program Director, Learning Consultant

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

Produced four video documentaries on ETP programs.

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

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

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

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

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

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

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

**1980-1992
CA**

People Speaking, Inc.

San Francisco,

Executive Director

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

Coached and counseled individuals to present their ideas in a persuasive manner that could reach demographically diverse groups.

Clients were architects, forestry officials, lawyers, psychologists, business owners, and political leaders.

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

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

Education and Training

The Leadership Circle, Whitehouse, Ohio

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

The Coaches Training Institute, San Rafael, California

Graduate of Coaches Training Program (160 hours)

Interaction Associates, San Francisco, California

Facilitative Leadership®, Master Trainer and Coach
The Coaching Edge
Advanced Facilitation
Strategic Leadership

Association for Psychological Type, Silver Spring, Maryland

Myers-Briggs Type Indicator® (MBTI®) Certification Program, Step I and Step II

The Challenge of Change in Organizations

Introduction to Type Development

Introduction to Type and Stress

Flex Talk: Practical Communication Skills Using Personality Type, with Judy Allen Type and Leadership, with Sharon Richmond

Center for Application of Psychological Type (CAPT), Gainesville, Florida

Healthcare Communication Using Personality Type: Patients Are Different Master Practitioner, the Myers-Briggs Type Indicator®

California Institute for Integral Studies, San Francisco, California

Imagery in Health, Department of Expressive Arts Therapies

New School for Democratic Management, San Francisco, California

Business Planning

Managing As If People Mattered

Fundraising in Challenging Times

Public Relations for Community Based Nonprofit Organizations

Memberships

Association for Psychological Type International (APTi)

Bay Area Association for Psychological Type, (BAAPT)

Bay Area Organizational Development Network (BAODN), former member

American Society for Training and Development (ASTD), former member

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

Bachelor of Arts, University of Cincinnati, Cincinnati, Ohio

Presentations and Publications

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

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

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

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

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

City

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

Occupation

Consultant, Energy and Climate

Employer's Address

58 Spruce Ave, San Anselmo, CA 94960

Which Boards would you like to apply for?

Climate Action Commission: 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 *

☒ 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.

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

Public Comment for Agenda Item 1.3 - Thank you from SEIU 1021

From Jackson Dobronyi

Date Mon 7/21/2025 10:25 AM

To Town Council <towncouncil@sananselmo.gov>; Serge Avila <savila@sananselmo.gov>

CAUTION: External Sender

Dear Mayor Kullaway and all members of the San Anselmo Town Council,

On behalf of the SEIU 1021 bargaining unit, I want to sincerely thank you for your time, thoughtful engagement, and commitment to negotiating a fair contract. We appreciate the open and honest communication throughout this process and your recognition of the importance of investing in the Town's workforce.

We look forward to continuing our work together in serving San Anselmo.

Best to you all,

Jackson Dobronyi
Assistant Planner
SEIU 1021 Bargaining Team Representative



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.1

MEETING DATE: July 22, 2025

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of the June 24, 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 24, 2025.

ATTACHMENT:

Attachment 1- June 24, 2025 Draft Minutes

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, June 24, 2025

Interviews for the Board of Review and the Bicycle & Pedestrian Advisory Committee- 6:10 p.m.

The Council interviewed Bonnie Barnish for the Board of Review and Sandra Becker, Walter Mesurvey, Bridget Clark, and Nick Pappas for the Bicycle and Pedestrian Advisory Committee.

Call to Order: Optional Pledge of Allegiance

COUNCILMEMBERS PRESENT:

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

STAFF MEMBERS PRESENT:

Dave Donery, Town Manager
Megan Acevedo, Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Community Development Director
Sean Condry, Public Works Director
Jeff Zuba, Finance Director
Maddie O'Grady, Community Services Director

Open Time for Public Expression

Mr. Ross Asselstine recognized Jeff Kroot and Roseanne dalBello for their service to San Anselmo.

Ms. Roseanne dalBello stated she signed a proposal for the preparation of an arborist report regarding the Redwood trees in Creek Park.

Mr. Guy Meyer, San Anselmo, spoke about government overreach, the Town of Ross' appeal of its Regional Housing Needs Assessment (RHNA) numbers, and, in general, democracy.

Mr. Warren Gardner stated the new downtown parking program does not fit within the brand of San Anselmo.

Mr. Nicolas Riley, Ash Avenue, talked about parking problems in his neighborhood including commercial vans parking overnight.

Ms. Kayae Bosey stated she is deeply disturbed by the new parking protocols.

Community Services Director O'Grady introduced Jamie Bristow and Mimi Fee. Community Development Director Scoble introduced Eric Robbe. Three new staff members.

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

Vice Mayor Burdo reported he attended the Ross Valley Fire Board meeting; the Sidewalk CPR Demonstration is scheduled for August 19th outside of Station 19 from 10:00 a.m. to 2:00 p.m.; talked about parking problems and enforcement.

Councilmember Burke reported she attended Live on the Avenue; the General Plan Advisory Committee (GPAC) meeting; is working on organizing the Greenfield Avenue neighborhood into a Fire Wise Neighborhood; attended the Marin Wildfire Prevention Agency (MWPA) Fire Wise leadership meeting.

Councilmember Walker reported she attended the Annual Association of Bay Area Governments (ABAG) meeting; the Ross Valley Fire Board meeting; a Freedom Day Celebration in Marin City; Live on the Avenue.

Councilmember Schlesinger reported that today is mid-summer where it is totally celebrated in Sweden; he attended the Economic Development Committee meeting; a Chamber of Commerce meeting; gave his perspective on the parking issue and said “nothing is written in stone”.

Mayor Kullaway reported she attended the Windsor SMART Train opening; there is a Birthday Party on Friday at the Log Cabin for anyone 90 years of age or older (party on!); Live on the Avenue; would like to agendize a presentation from Marin Public Housing about Isabel Cook. The Council agreed to this request.

Special Presentations

There were no Special Presentations.

1. Consent Agenda

- 1.1 Approve the Draft Minutes of the Regular Town Council Meeting- June 10, 2025
- 1.2 Receive and File Financial Report on Recreation Fund ending May 31, 2025
- 1.3 Receive and File Revenue and Expenditure Reports, May 2025
- 1.4 Approval of Resolution No. 2025-4588 Revising a Statement of Investment Policy for Fiscal Year 2025-2026
- 1.5 Receive Final Progress Report for Fiscal Year 2023-25 Work Plan Priorities
- 1.6 Adopt Resolution No. 2025-4589 Approving the 2025-2026 Budget and Workplan

M/s, Burdo/Walker, Motion to approve the Consent Calendar.

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

Council Business Items

- 2.1 Discussion and Consideration of Memorandum of Understanding Proposal with the Service Employees International Union (SEIU 1021- Si se puede!) for the period of July 1, 2025, to June 3, 2028

Finance Director Zuba presented the staff report and a PowerPoint presentation. There were no questions from the Council.

Mayor Kullaway opened the meeting to public comments

Mr. Kurt Reis, representing the SEIU 1021 Bargaining Unit, reported the union members have unanimously ratified the agreement.

Mayor Kullaway closed the meeting to public comments.

Vice Mayor Burdo stated this is an equitable contract for Town employees.

Councilmember Walker stated the negotiations took some time and they came up with a compromise.

Councilmember Burke noted the process was not antagonistic and was transparent, open, and fair.

Councilmember Schlesinger stated he was proud that they were able to arrive at this kind of agreement.

Mayor Kullaway thanked everyone involved in the negotiations.

2.2. Receive and File an Update on San Anselmo Flood Risk Reduction Project

Public Works Director Condry presented the staff report. Staff answered questions from the Council regarding the timing of the Conditional Letter of Map Revision (CLOMR) application submittal; if there is a deadline for submittal; the Town's role in the process; the permit and appeal process; the project area and boundaries; if legal notices have gone out to the downstream property owners; what the Town is reviewing with respect to the project; if a 2-D model is being used by the Town; if staff has reviewed the 1-D and 2-D modeling; if staff believes the 2-D modeling is more "state of the art"; if the Town notifies the impacted property owners about possible impacts; if it is the role of Town staff to confirm that the proposed mitigations are acceptable; the role of the homeowner in terms of contesting the findings; Exhibit E of the CLOMR application; when the CLOMR application becomes public; when the agenda item regarding the Redwoods in Creek Park will be coming to the Council; the Town's liability with respect to property damage due to the project; the impact of failure to sign the community concurrence; who would sign off on the community concurrence; if FEMA would take into account the signing or non-signing when processing the application; would it make sense to have a general community meeting to gain community concurrence on the project; is there an avenue through the Town if someone disagrees with the proposed mitigations; if the current agreement with the County indemnifies the Town.

Mayor Kullaway opened the meeting to public comments.

Carol asked the Council to read the information she sent from the district staff- it would answer many of the questions posed by the Council. She discussed CLOMR and LOMR mitigation requirements and impacts to homeowners. She asserted that homeowners were unaware of what is going on.

Mr. Ross Asselstine stated there was some incorrect information being disseminated tonight. He discussed the MT-2 process, the notification requirements, mitigation of impacts, and noted it seemed backwards. The Town Manager does not have the authority to sign off on something of this magnitude. The Town should put out a Request for Proposal (RFP) to repair BB2.

Ms. Karen Mendalow spoke in favor of the San Anselmo Flood Risk Reduction Program for flood mitigation with the removal of BB2.

Ms. Ann Politzer stated the Town has been told a fiction by the County. She agreed with the comments made by Carol. She discussed the history of the project and the CLOMR and LOMR process.

Mr. Guy Meyer stated there were many questions that remain unanswered. The demolition of BB2 would be very disruptive to the Town- it could be repaired.

Mr. Jeff Kroot was concerned about the liability to the Town. The project would be a disaster. BB2 is enjoyed by residents and removing it would not reduce flooding. It is a safe structure.

Mr. Charles Goodman, Ross, agreed with the comments made by Carol, Mr. Asselstine, and Mr. Kroot. He urged the Town of San Anselmo to meet with the Town of Ross and jointly talk to the County. He was concerned about downstream flooding.

Mr. Ford Greene stated the only remedy for a homeowner who is dissatisfied with proposed mitigations is to say "No". The Town is not indemnified for the SAFRR Project and could be left "holding the bag". The Town should stop kowtowing to the County.

Mr. Paul Chignell agreed with the comments made by Carol, Mr. Goodman, Mr. Kroot, and Mr. Greene. He urged the Council to listen to the residents.

Mr. Gabe Paulson, Chair of the Flood Zone Advisory Board, discussed the role and composition of the Board. He discussed recent activities of the Board.

Mayor Kullaway closed the meeting to public comments.

Councilmember Burke stated that this issue is complex and controversial. Impacted residents should be fully notified of the proposed impacts and mitigations before staff signs off on this. She was concerned about the three-foot discrepancy.

Councilmember Walker was glad to see the information about what the public process was going to look like. None of the next steps taken will be perfect and it sounds like there will be liability on either side.

Vice Mayor Burdo agreed with Councilmember Burke- they need to take a strong look at this. The information has changed so many times over a short period of time. He looks forward to hearing from the County and being able to ask questions.

Councilmember Schlesinger stated it is challenging that the timelines do not line up. He hoped that they can fend off the County's request for the timeline for review.

Mayor Kullaway stated everybody loves the plaza. If they do sign this they will get stuck with an ugly plaza and if they do not sign this and get appealed they are stuck with an ugly plaza. She looks forward to talking to the County.

Mayor Kullaway stated she would need to recuse herself from item #2.4 and asked that it be placed at the end of the agenda.

Councilmember Burke suggested hearing item #2.6 as the next item.

M/s, Walker/Burke, Motion to move item #2.4 to the end of the agenda and hear item #2.6 next on the agenda.

M/s, Walker/Burke, Motion to move Public Hearing item #2.4 to the end of the agenda and hear item #2.6 next on the agenda.

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

2.6 Consider Making Appointments to the Board of Review and Bicycle & Pedestrian Advisory Committee

Town Clerk Avila presented the staff report. There were no questions from the Council.

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

M/s, Burke/Burdo, Motion to appoint Bonnie Barnish to the Board of Review and Sandra Becker, Walter Meservey, Bridget Clark, and Nick Pappas to the Bicycle and Pedestrian Advisory Committee.

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

Public Hearing

2.3 Public Hearing for Second 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 by the California Vehicle Code Section 312.5 and requiring any person operating a Class 2 e-bike in the Town of San Anselmo to wear a helmet

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

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

M/s, Walker/Burdo, Motion to Adopt Ordinance No. 2025-1192 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 by the California Vehicle Code Section 312.5 and requiring any person operating a Class 2 e-bike in the Town of San Anselmo to wear a helmet.

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

Council Business Items

2.5 Authorize a Professional Services Agreement with Lotus Consulting for a Capital Campaign Feasibility Study and Plan

Town Manager Donery presented the staff report. Staff answered questions from the Council regarding whether staff sent out a Request for Proposal (RFP); if there were opportunities for others to offer their services; if something larger would require an RFP; if Councilmembers could comment on the case statement.

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

Mayor Kullaway stated she would be happy to assist with this component of the project.

Councilmember Burke noted all Councilmembers could assist in fundraising. This Capital Campaign for park renovations is the next large project over the next few years.

Mayor Kullaway stated she would like to see consideration of a Maintenance Fund.

Vice Mayor Burdo supported the agreement and was excited to take this important first step.

Councilmember Schlesinger stated this is more a “donor cultivation” exercise than a feasibility study.

M/s, Walker/Burdo, Motion to Authorize a Professional Services Agreement with Lotus Consulting for a Capital Campaign Feasibility Study and Plan
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo, Mayor Kullaway

Mayor Kullaway left the Council Chambers.

At 9:02 PM the Council took a 5-minute break.

At 9:08 PM the Council reconvened in the Council Chambers.

2.4 Approve Memorandum of Understanding (MOU) and Donation Agreement for the Sequoia Park Safe Routes to Schools 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 CEQA

Public Works Director Condry presented the staff report and a PowerPoint presentation. Staff answered questions from the Council regarding whether a change to another intersection is planned; the process for granting a right-of-way easement.

Acting Mayor Burdo opened the meeting to public comments.

Mr. Michael Cameron, Sequoia Drive, stated the line-of-sight on this street is very poor and people ignore the yield sign. He liked the idea of the continuity of sidewalks. He supported the project.

Acting Mayor Burdo closed the meeting to public comments.

Councilmember Burke thanked the anonymous donor.

Councilmember Schlesinger stated he loved the public/private partnership.

M/s, Walker/Schlesinger, Motion to Approve Memorandum of Understanding (MOU) and Donation Agreement for the Sequoia Park Safe Routes to Schools 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 CEQA
AYES: Burke, Schlesinger, Walker, Acting Mayor Burdo
RECUSED: Mayor Kullaway

M/s, Burdo/Burke, Motion to adjourn the meeting at 9:18 p.m.
AYES: Burke, Schlesinger, Walker, Acting Mayor Burdo
ABSENT: Mayor Kullaway

Respectfully submitted,

Toni DeFrancis,
Recording Secretary



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.2

MEETING DATE: July 22, 2025

AGENDA TITLE: Accept the Resignation of William Wells from the Bicycle & Pedestrian Advisory Committee

FROM: Serge Avila, Town Clerk

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

BACKGROUND:

On June 14, 2025 Town staff received written notice from William Wells resigning from his position on the Bicycle & Pedestrian Advisory Committee (see Attachment 1). His service on the BPAC is greatly appreciated, and he has been an asset during his time on the committee.

With William's resignation, the Council may direct staff to begin recruiting for the position.

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- William Wells Resignation

On Jun 14, 2025, at 11:32 AM, William Wells wrote:

Dear fellow BPAC members,

After three years, I have decided now is an appropriate time for me to resign from this committee to make room for someone with more energy and a closer connection to the current needs of the town's bike and pedestrian population. I have been honored to be a part of this group and have enjoyed interacting with the committee members and the town staff. I hope this doesn't cause any disruption and I wish the committee all the best.

Sincerely,

Bill Wells



STAFF REPORT

TOWN OF SAN ANSELMO

Item #1.3

MEETING DATE: July 22, 2025

AGENDA TITLE: Resolution Adopting the Proposed Memorandum of Understanding, 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 consider approving the attached Resolution adopting the 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 expired 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.

At its meeting of June 27, 2025, the Council reviewed and conducted a public hearing on the proposed collective bargaining agreement between the Town of San Anselmo and SEIU Local 1021 for the period of July 1, 2025, to June 30, 2028.

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 operational 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 PEPRAs 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 the Kaiser medical plan based on the employee's coverage level. It will no longer be under a cafeteria plan model where employees receive an allowance to purchase healthcare plans.

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 the 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 responsible 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 of the Town for the 27.93 full-time equivalent (FTE) positions of SEIU is \$729,860. The additional ongoing costs for the successor MOU beyond the FY2024-2025 budget are:

	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: Resolution Adopting the Memorandum of Understanding with Service Employees International Union, Local 1021 for the Period of July 1, 2025, to June 30, 2028.

RESOLUTION NO. XXXX

**A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL ADOPTING THE PROPOSED
MEMORANDUM OF UNDERSTANDING WITH THE SERVICE EMPLOYEES
INTERNATIONAL UNION, LOCAL 1021 (SEIU) FOR THE PERIOD OF JULY 1, 2025 TO
JUNE 30, 2028**

WHEREAS, the Service Employees International Union, Local 1021 (SEIU) has ratified the terms and conditions contained in the proposed successor Memorandum of Understanding on a Three-Year Proposal with the Town of San Anselmo (Town); and

WHEREAS, the San Anselmo Town Council held a public hearing on the Proposed Memorandum of Understanding on June 24, 2025; and

WHEREAS, the Council wishes to recognize and approve the terms and conditions of the Memorandum of Understanding.

NOW THEREFORE, BE IT RESOLVED as follows:

Section 1. California Environmental Quality Act

The Council's discussion and adoption of this resolution approving the Memorandum of Understanding 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. Memorandum of Understanding

The Town Council of the Town of San Anselmo does hereby approve and adopt the Memorandum of Understanding with SEIU, which is attached hereto as Exhibit “A” and incorporated by this reference.

Section 3. Execution

Be it further resolved that the Town Manager is hereby authorized and directed to execute documents pertaining to same for and on behalf of the Town of San Anselmo.

RESOLUTION PASSED AND ADOPTED, at a regular meeting of the San Anselmo Town Council held on the 22nd day of July 2025, by the following vote:

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

TARRELL KULLAWAY
MAYOR

ATTEST:

SERGE AVILA
TOWN CLERK

EXHIBIT A
SEIU COMPREHENSIVE TENTATIVE AGREEMENT FOR THE PERIOD JULY 1, 2025 TO
JUNE 30, 2028

**SEIU,
Local 1021**



TOWN OF
SAN ANSELMO

NEGOTIATIONS 2025

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

NEGOTIATIONS 2025

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



TOWN OF SAN ANSELMO

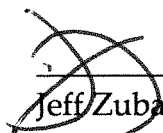
NEGOTIATIONS 2025

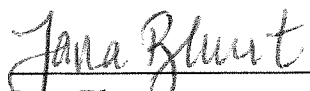
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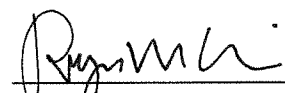
The parties agree to recommend positively this Final Comprehensive Tentative Agreement to their principals for ratification.

For the Town

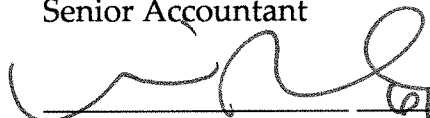
For the Union

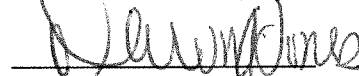
 6.11.25
 Jeff Zuba Date
 Finance & Admin Services Director

 6/11/25
 Jana Blunt Date
 SEIU Field Representative

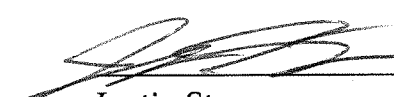
 6.11.2025
 Robyn Clifford Date
 Senior Accountant

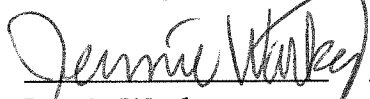
 6/11/25
 Jackson Dobronyi Date
 SEIU Chapter Bargaining Team Member

 6/11/25
 Christopher Boucher Date
 Labor & Employment Counsel

 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 PROPOSALJune 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
CB



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.4

MEETING DATE: 7/22/25

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 June 30, 2025

BACKGROUND

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

DISCUSSION/ANALYSIS

As of June 30, 2025, 100% of the fiscal year has elapsed and the Recreation Fund is listed at 126% of projected revenues and 99% of projected expenditures. The figures for June 2025 are still preliminary year-end numbers.

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	2,783,724	126%	2,210,355	2,184,528	99%	599,196	27%
2023-24	1,984,971	2,519,984	127%	1,984,971	1,995,564	100%	524,419	26%
2022-23	1,875,414	2,352,508	125%	1,848,926	1,850,179	100%	502,329	27%
2021-22	1,348,625	1,861,024	138%	1,507,369	1,741,116	116%	119,909	9%
2020-21	1,408,125	1,088,781	77%	1,550,947	1,278,123	82%	(189,342)	(13%)
2019-20	1,627,269	1,455,828	89%	1,676,763	1,490,744	88%	(34,916)	(2%)
2018-19	1,510,604	1,713,948	113%	1,591,144	1,529,254	96%	184,694	12%
2017-18	1,514,000	1,547,898	102%	1,644,385	1,488,011	90%	59,887	4%

Attachment 1 - Revenue & Expenditure Report FY 2024-25: Recreation Fund as of 6/30/2025.

Attachment 2 – Capital Outlay Report FY 2024-25 as of 6/30/25

Item #: 1.4



Town of San Anselmo

Budget Report Group Summary

For Fiscal: 2024-2025 Period Ending: 06/30/2025

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	114,278.75	896,570.32	328,195.32	57.74%
600 - SALARIES AND WAGES	30,000.00	30,000.00	360.00	19,873.25	10,126.75	33.76%
602 - EMPLOYEE BENEFITS	2,295.00	2,295.00	27.54	1,520.35	774.65	33.75%
611 - OUTSIDE SERVICES	222,650.00	222,650.00	1,757.70	284,838.03	-62,188.03	-27.93%
629 - MISCELLANEOUS	54,500.00	54,500.00	0.00	45,672.06	8,827.94	16.20%
Department: 61 - SPORTS Surplus (Deficit):	258,930.00	258,930.00	112,133.51	544,666.63	285,736.63	-110.35%
Department: 62 - CULTURE						
480 - FEES FOR SERVICES	177,860.00	177,860.00	293.00	192,654.72	14,794.72	8.32%
611 - OUTSIDE SERVICES	124,300.00	124,300.00	7,192.15	147,850.94	-23,550.94	-18.95%
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	-6,899.15	43,863.57	-6,196.43	12.38%
Department: 63 - CHILD CARE						
480 - FEES FOR SERVICES	1,408,120.00	1,408,120.00	277,911.13	1,618,159.27	210,039.27	14.92%
600 - SALARIES AND WAGES	521,439.76	521,439.76	49,634.76	547,869.10	-26,429.34	-5.07%
601 - RETIREMENT	28,941.04	28,941.04	2,757.27	29,471.11	-530.07	-1.83%
602 - EMPLOYEE BENEFITS	117,494.32	117,494.32	9,243.08	110,248.57	7,245.75	6.17%
611 - OUTSIDE SERVICES	426,200.00	426,200.00	34,482.58	345,589.15	80,610.85	18.91%
622 - DEPARTMENT SUPPLIES	4,500.00	4,500.00	198.36	3,053.96	1,446.04	32.13%
629 - MISCELLANEOUS	37,600.00	37,600.00	0.00	33,201.75	4,398.25	11.70%
Department: 63 - CHILD CARE Surplus (Deficit):	271,944.88	271,944.88	181,595.08	548,725.63	276,780.75	-101.78%
Department: 64 - EVENTS AND OTHER						
480 - FEES FOR SERVICES	29,000.00	29,000.00	7,583.50	55,481.50	26,481.50	91.32%
611 - OUTSIDE SERVICES	15,000.00	15,000.00	0.00	6,392.10	8,607.90	57.39%
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	7,583.50	49,059.41	35,059.41	-250.42%
Department: 65 - PROGRAM ADMINISTRATION						
480 - FEES FOR SERVICES	27,000.00	27,000.00	1,173.00	20,859.00	-6,141.00	22.74%
600 - SALARIES AND WAGES	320,106.91	320,106.91	25,844.52	277,216.45	42,890.46	13.40%
601 - RETIREMENT	34,948.82	34,948.82	2,266.93	26,800.15	8,148.67	23.32%
602 - EMPLOYEE BENEFITS	62,562.69	62,562.69	8,534.83	81,076.86	-18,514.17	-29.59%
610 - TRAINING	8,000.00	8,000.00	70.00	5,118.73	2,881.27	36.02%
611 - OUTSIDE SERVICES	114,500.00	114,500.00	48,270.18	122,677.58	-8,177.58	-7.14%
613 - PUBLICATION / DUES	1,200.00	1,200.00	0.00	489.15	710.85	59.24%
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	1,260.65	15,233.42	-2,233.42	-17.18%
618 - HIRING	800.00	800.00	0.00	6,480.78	-5,680.78	-710.10%
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	0.00	31,702.89	-6,702.89	-26.81%
622 - DEPARTMENT SUPPLIES	6,000.00	6,000.00	205.96	4,663.46	1,336.54	22.28%
Department: 65 - PROGRAM ADMINISTRATION Surplus (Deficit):	-561,035.88	-561,035.88	-85,280.07	-553,219.95	7,815.93	1.39%
Report Surplus (Deficit):	0.00	0.00	209,132.87	599,196.29	599,196.29	0.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
21 - RECREATION	0.00	0.00	209,132.87	599,196.29	599,196.29
Report Surplus (Deficit):	0.00	0.00	209,132.87	599,196.29	599,196.29



Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 06/30/2025

	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	11,491.84	298,208.06	151,791.94	33.73 %
SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION Total:	450,000.00	450,000.00	11,491.84	298,208.06	151,791.94	33.73%
Expense Total:	450,000.00	450,000.00	11,491.84	298,208.06	151,791.94	33.73%
Fund: 21 - RECREATION Total:	450,000.00	450,000.00	11,491.84	298,208.06	151,791.94	33.73%
Report Total:	450,000.00	450,000.00	11,491.84	298,208.06	151,791.94	33.73%

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	11,491.84	298,208.06	151,791.94	33.73%
Expense Total:		450,000.00	450,000.00	11,491.84	298,208.06	151,791.94	33.73%
Fund: 21 - RECREATION Total:		450,000.00	450,000.00	11,491.84	298,208.06	151,791.94	33.73%
Report Total:		450,000.00	450,000.00	11,491.84	298,208.06	151,791.94	33.73%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Remaining
					Favorable (Unfavorable)	
21 - RECREATION	450,000.00	450,000.00	11,491.84	298,208.06	151,791.94	33.73%
Report Total:	450,000.00	450,000.00	11,491.84	298,208.06	151,791.94	33.73%



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.5

MEETING DATE: July 22, 2025

AGENDA TITLE: Revenue and Expenditure Reports, June 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 June 30, 2025.

SUMMARY

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

BACKGROUND

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

DISCUSSION/ANALYSIS

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

Note: Finance has just begun year-end closing procedures, so the balances are not yet final. Revenues and expenditures related to FY 2024–2025 may still be received or processed through August. This report provides a preliminary look at the estimated ending balances.

Revenues

Overall, through the June 2025 reporting period, the town's general fund revenue decreased its base relative to the prior year by \$0.304M. A majority of the Town's revenue is collected at specific times.

Category	JUN YTD FY25	JUN YTD FY24	\$ Change	% Change
Property Tax	16,906,392.65	16,608,036.37	298,356.28	1.80%
Sales Tax	1,202,189.13	1,542,571.04	(340,381.91)	-22.07%
Property Transfer Tax	77,538.00	63,495.55	14,042.45	22.12%
Franchise Taxes	870,761.82	933,022.37	(62,260.55)	-6.67%
Licenses & Permits	1,465,902.33	1,324,857.55	141,044.78	10.65%
Fines	79,970.65	116,015.28	(36,044.63)	-31.07%
Cash & Investment Interest	165,469.11	453,141.00	(287,671.89)	-63.48%
Intergovernmental	240,617.98	313,861.71	(73,243.73)	-23.34%
Other Fees	495,114.84	354,756.85	140,357.99	39.56%
Transfers In	288,408.01	386,731.87	(98,323.86)	-25.42%
Total	21,792,364.52	22,096,489.59	(304,125.07)	-1.38%

As shown above, the Town's overall revenue base increased by \$0.298M 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 \$0.228M. 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. There may be some funds received after June 30th that the Town will record in fiscal year 24-25.
- 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 \$0.0340M compared to the previous period due to 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. Also, the Town receives payments in July and August from the State related to this fiscal year.
- Revenue from Licenses & Permits increased by \$0.141M compared to the previous period, due to construction activity in the Town and the timing of business license collections.
- Cash & Investment Interest – this is recorded as part of the Finance Department's year-end closing procedures.
- Intergovernmental revenue decreased by \$0.073M 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 June 2025 reporting period end, the Town's General Fund expenditures have decreased by \$0.802M 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	JUN YTD FY25	JUN YTD FY24	\$ Change	% Change
Compensation	4,507,203.71	4,189,066.94	318,136.77	7.59%
Retirement	407,334.57	293,531.19	113,803.38	38.77%
Training	50,974.81	38,490.19	12,484.62	32.44%
Outside Services	2,361,272.29	2,493,908.52	(132,636.23)	-5.32%
Outside Services - Public Safety	10,971,504.08	10,243,115.04	728,389.04	7.11%
Maintenance	121,457.46	266,555.27	(145,097.81)	-54.43%
Utilities	16,131.00	25,231.23	(9,100.23)	-36.07%
Supplies	223,125.26	267,179.65	(44,054.39)	-16.49%
Debt Service - Pension Bond	638,811.71	585,985.33	52,826.38	9.01%
Other Expenditure	211,516.52	187,527.61	23,988.91	12.79%
Internal Service Charge	1,437,811.80	1,333,374.96	104,436.84	7.83%
Transfers Out	640,000.00	2,464,895.72	(1,824,895.72)	0.00%
Total	21,587,143.21	22,388,861.65	(801,718.44)	-3.58%

As shown above, the Town's expenditures base overall decreased by \$0.801M, which is driven by compensation, retirement, outside services – public safety, and debt service:

- Compensation (Salaries & Wages and Benefits) increased by \$0.318M 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 \$0.113M 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 \$0.132M 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 \$0.728M 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 \$0.145M compared to the previous period due to maintenance at the fire stations including 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 \$0.087M 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 \$1.825M 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). At the end of the prior fiscal year, the Town Council approved \$1,690,000 transfer of general fund surplus to the Building Maintenance Fund, Active Transportation Fund, Insurance Fund, Park Capital Improvement Fund, Technology Fund, and Emergency Project Fund

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, June 2025

Attachment #2: Budget Comparison Report by Department, June 2025

Town of San Anselmo 2024-2025 Rev & Exp Report as of 06/30/2025 Fund: 01 - GENERAL FUND	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
Revenue								
400 - PROPERTY TAX GENERAL	9,609,527.00	9,721,536.77	9,721,536.77	100.00%	10,030,351.00	10,030,351.00	9,974,344.13	99.44%
401 - PENSION	2,756,290.00	2,920,096.50	2,920,096.50	100.00%	3,020,000.00	3,020,000.00	3,143,098.99	104.08%
402 - PROPERTY TAX OTHER	4,097,971.00	4,029,898.65	4,029,898.65	100.00%	3,998,058.00	3,998,058.00	3,866,487.53	96.71%
410 - OTHER TAXES	1,503,000.00	1,542,571.04	1,542,571.04	100.00%	1,559,106.00	1,530,000.00	1,202,189.13	78.57%
411 - FRANCHISE TAXES	848,000.00	933,022.37	933,022.37	100.00%	936,500.00	936,500.00	870,761.82	92.98%
420 - BUSINESS LICENSE	290,000.00	277,534.46	277,534.46	100.00%	290,000.00	290,000.00	303,612.69	104.69%
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	1,047,323.09	100.00%	1,016,000.00	1,091,000.00	1,162,289.64	106.53%
430 - VEHICLE CODE	10,000.00	4,354.86	4,354.86	100.00%	15,000.00	15,000.00	11,432.15	76.21%
431 - LIBRARY	1,250.00	2,512.30	2,512.30	100.00%	1,500.00	1,500.00	2,351.93	156.80%
432 - PARKING	115,000.00	109,148.12	109,148.12	100.00%	117,990.00	117,990.00	66,186.57	56.10%
440 - USE OF MONEY AND PROPERTY	100,000.00	453,141.00	453,141.00	100.00%	100,000.00	100,000.00	165,469.11	165.47%
450 - STATE REVENUE	297,500.00	313,861.71	313,861.71	100.00%	170,500.00	235,500.00	240,617.98	102.17%
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	174,960.06	100.00%	198,500.00	198,500.00	220,852.77	111.26%
490 - MISCELLANEOUS REVENUE	102,772.00	179,796.79	179,796.79	100.00%	115,555.00	115,555.00	274,262.07	237.34%
519 - TRANSFERS IN	384,030.00	386,731.87	386,731.87	100.00%	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	22,096,489.59	100.00%	21,972,378.00	22,083,272.00	21,792,364.52	98.68%
Expense								
600 - SALARIES AND WAGES	3,336,127.00	3,286,881.51	3,286,881.51	100.00%	3,552,174.00	3,552,174.00	3,493,701.89	98.35%
601 - RETIREMENT	561,590.00	293,531.19	293,531.19	100.00%	428,706.00	428,706.00	407,334.57	95.01%
602 - EMPLOYEE BENEFITS	890,116.00	737,406.43	737,406.43	100.00%	872,566.00	872,566.00	832,705.82	95.43%
604 - RETIREE BENEFITS	164,779.00	164,779.00	164,779.00	100.00%	180,796.00	180,796.00	180,796.00	100.00%
610 - TRAINING	55,750.00	38,490.19	38,490.19	100.00%	68,750.00	68,750.00	50,974.81	74.15%
611 - OUTSIDE SERVICES	3,283,506.00	2,493,908.52	2,493,908.52	100.00%	2,659,465.00	2,734,465.00	2,361,272.29	86.35%
612 - OUTSIDE SERVICES - POLICE (CMPA) & FIRE (RVFD)	10,223,358.00	10,243,115.04	10,243,115.04	100.00%	10,974,172.00	10,974,172.00	10,971,504.08	99.98%
613 - PUBLICATION / DUES	25,272.00	17,472.68	17,472.68	100.00%	27,522.00	27,522.00	19,422.09	70.57%
614 - MAINTENANCE	119,135.00	102,103.92	102,103.92	100.00%	123,485.00	123,485.00	78,892.59	63.89%
615 - BUILDING MAINTENANCE	50,000.00	146,978.67	146,978.67	100.00%	60,000.00	60,000.00	23,142.78	38.57%
616 - VEHICLE MAINTENANCE	2,000.00	25,231.23	25,231.23	100.00%	16,050.00	16,050.00	16,131.00	100.50%
617 - UTILITIES	0.00	100,123.67	100,123.67	100.00%	0.00	0.00	93,191.34	0.00%
618 - HIRING	1,000.00	3,168.83	3,168.83	100.00%	1,000.00	1,000.00	13,318.46	1,331.85%
619 - MISCELLANEOUS	50,000.00	50,285.97	50,285.97	100.00%	25,000.00	25,000.00	4,562.64	18.25%
620 - OFFICE SUPPLIES	0.00	21,326.13	21,326.13	100.00%	32,754.00	32,754.00	32,658.59	99.71%
622 - DEPARTMENT SUPPLIES	202,450.00	195,567.55	195,567.55	100.00%	133,197.00	133,197.00	185,904.03	139.57%
623 - BOOKS / MAGAZINES / VIDEOS	27,500.00	38,714.81	38,714.81	100.00%	29,000.00	29,000.00	32,063.78	110.56%
628 - Internal Service Charge	1,333,375.00	1,333,374.96	1,333,374.96	100.00%	1,437,812.00	1,437,812.00	1,437,811.80	100.00%
629 - MISCELLANEOUS	38,500.00	45,520.30	45,520.30	100.00%	105,500.00	105,500.00	60,202.20	57.06%
630 - EQUIPMENT	500.00	0.00	0.00	0.00%	500.00	500.00	12,740.74	2,548.15%
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	381,015.63	381,015.63	100.00%	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	2,464,895.72	100.00%	605,000.00	640,000.00	640,000.00	100.00%
Total Expense:	23,415,525.00	22,769,877.28	22,769,877.28	100.00%	21,972,378.00	22,082,378.00	21,587,143.21	97.76%
Total Fund: 01 - GENERAL FUND:	-1,980,935.00	-673,387.69	-673,387.69		0.00	894.00	205,221.31	
Report Total:	-1,980,935.00	-673,387.69	-673,387.69		0.00	894.00	205,221.31	

Town of San Anselmo	2023-2024	2023-2024		% of	2024-2025	2024-2025		% of
2024-2025 Rev & Exp Report	Revised	Audited	2023-2024	Audited	Adopted	Revised	2024-2025	Actual /
as of 06/30/2025	Budget	Actuals	YTD Actuals	Actuals	Budget	Budget	YTD Actuals	Budget
Fund: 01 - GENERAL FUND								
Expense								
00 - UNDESIGNATED	2,464,500.00	2,464,895.72	2,464,895.72	100.00%	605,000.00	640,000.00	640,000.00	100.00%
11 - TOWN COUNCIL	63,255.00	54,954.93	54,954.93	100.00%	71,446.00	71,446.00	70,383.79	98.51%
12 - ADMINISTRATION	1,565,944.00	1,556,055.62	1,556,055.62	100.00%	1,669,529.00	1,669,529.00	1,653,534.36	99.04%
16 - LEGAL SERVICES	425,000.00	259,765.00	259,765.00	100.00%	330,000.00	330,000.00	210,879.50	63.90%
18 - PLANNING	1,050,401.00	1,005,737.96	1,005,737.96	100.00%	1,169,800.00	1,169,800.00	1,032,484.69	88.26%
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	1,775,454.55	100.00%	1,488,431.00	1,488,431.00	1,453,682.46	97.67%
30 - POLICE	5,184,636.00	5,204,393.04	5,204,393.04	100.00%	5,474,469.00	5,474,469.00	5,476,919.00	100.04%
32 - ROSS VALLEY FIRE SERVICE	5,088,722.00	5,090,465.78	5,090,465.78	100.00%	5,559,703.00	5,559,703.00	5,506,081.65	99.04%
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	1,660,231.03	100.00%	1,699,695.00	1,774,695.00	1,703,994.42	96.02%
42 - STREETS	1,185,909.00	1,220,177.31	1,220,177.31	100.00%	1,278,642.00	1,278,642.00	1,209,403.82	94.59%
71 - LIBRARY	847,839.00	868,149.87	868,149.87	100.00%	899,716.00	899,716.00	942,271.99	104.73%
81 - PARKS	694,458.00	725,266.27	725,266.27	100.00%	768,688.00	768,688.00	733,481.80	95.42%
82 - RECREATION/GENERAL FUND	326,682.00	297,044.87	297,044.87	100.00%	316,830.00	316,830.00	313,914.02	99.08%
Total Expense:	23,415,525.00	22,769,877.28	22,769,877.28	100.00%	21,972,378.00	22,082,378.00	21,587,143.21	97.76%
Total Fund: 01 - GENERAL FUND:	23,415,525.00	22,769,877.28	22,769,877.28	100.00%	21,972,378.00	22,082,378.00	21,587,143.21	97.76%
Report Total:	23,415,525.00	22,769,877.28	22,769,877.28	100.00%	21,972,378.00	22,082,378.00	21,587,143.21	97.76%



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.6

MEETING DATE: July 22, 2025

AGENDA TITLE: Report of Checks Issued, June 2025

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council acknowledges, and files warrant numbers 99874 to 100090 issued during the month of June and bank draft numbers DFT06109, DFT06136-DFT06146, DFT06166, DFT06171, DFT06175, and DFT06202 in a total amount of \$2,493,812.70.

BACKGROUND

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

The following warrants were voided or canceled in June 2025: 99646, 99697, 99836, 99882-99883, 100010-100011, and 100018 .

ATTACHMENTS

Attachment #1: Check Report June 2025



Town of San Anselmo

Check Report

By Check Number

Date Range: 06/01/2025 - 06/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - OPERATING POOL						
03919	Devil Mountain Wholesale Nursery, LLC	06/12/2025	Regular	0.00	-669.16	99646
03927	Adel Shapiro	06/18/2025	Regular	0.00	-2,510.00	99697
03925	Mara Smaby	06/12/2025	Regular	0.00	-2,010.80	99836
03932	Acevedo and Longfellow LLP	06/12/2025	Regular	0.00	4,950.00	99874
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
25	Invoice	06/01/2025	06.01.2025 - PLANNING - MAY 2025	0.00	4,950.00	
	01.16.61138		GENERAL COUNSEL LEGA		4,950.00	
02920	Amazon Business	06/12/2025	Regular	0.00	555.63	99875
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
11HM-FVGL-7RY	Invoice	05/14/2025	05.14.2025 - CORPYARD - STRIPER SPRAY	0.00	99.61	
	01.42.62200		DEPARTMENTAL SUPPLIE		99.61	
11NV-CN4Y-GXR	Invoice	06/05/2025	06.05.2025 - LIBRARY - ADULT BOOKS	0.00	19.61	
	01.71.62301		ADULT BOOKS		19.61	
147Q-11RF-DKX3	Invoice	05/30/2025	05.30.2025 - LIBRARY - ZIP BOOKS	0.00	14.19	
	01.71.62310		Library Zip Grant		14.19	
14PD-JXRQ-TTR9	Invoice	06/01/2025	06.01.2025 - LIBRARY - ZIP BOOKS	0.00	26.21	
	01.71.62310		Library Zip Grant		26.21	
1CT1-6DT1-7L14	Invoice	05/14/2025	05.14.2025 - CORPYARD - CAT5 CABLE	0.00	159.12	
	01.81.62200		DEPARTMENTAL SUPPLIE		159.12	
1HKP-J999-HHN	Invoice	05/15/2025	05.15.2025 - LIBRARY - ZIP BOOKS	0.00	23.37	
	01.71.62310		Library Zip Grant		23.37	
1JQL-DGDM-WTL	Invoice	05/16/2025	05.16.2025 - LIBRARY - ZIP BOOKS	0.00	19.67	
	01.71.62310		Library Zip Grant		19.67	
1LW7-G17N-CNV	Invoice	05/30/2025	05.30.2025 - LIBRARY - CRAFT SUPPLIES	0.00	44.77	
	01.71.62200		DEPARTMENTAL SUPPLIE		44.77	
1RMH-HCGY-7YF	Invoice	05/21/2025	05.21.2025 - LIBRARY - DOOR HANDLE CO	0.00	30.56	
	27.71.62200		DEPARTMENTAL SUPPLIE		30.56	
1VPG-WCXL-RTT1	Invoice	05/19/2025	05.19.2025 - LIBRARY - CRAFT SUPPLIES	0.00	85.68	
	01.71.61132		OUTSIDE SVCS-PROGRAM		85.68	
1W6T-NR XR-XP9J	Invoice	05/20/2025	05.20.2025 - LIBRARY - ZIP BOOKS	0.00	32.84	
	01.71.62310		Library Zip Grant		32.84	
03299	Answer MTI	06/12/2025	Regular	0.00	172.05	99876
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
000036-489-651	Invoice	06/01/2025	06.01.2025 - CALL CENER SERVICE - MAY	0.00	172.05	
	01.41.61150		OUTSIDE SERVICES-OTHE		172.05	
00408	Astro Jump of Northbay	06/12/2025	Regular	0.00	1,657.00	99877
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
38449731	Invoice	06/03/2025	06.03.2025 - CAMP KIDMARIN WATERSLI	0.00	429.00	
	21.63.61184		CAMP KIDMARIN MIGHT		214.50	
	21.63.61207		CAMP KIDMARIN MINI SE		214.50	
38449813	Invoice	06/03/2025	06.03.2025 - CAMP KIDMARIN - WATERSLI	0.00	429.00	
	21.63.61184		CAMP KIDMARIN MIGHT		214.50	
	21.63.61207		CAMP KIDMARIN MINI SE		214.50	

Check Report

Date Range: 06/01/2025 - 06/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
38450067	Invoice	06/03/2025	06.03.2025 - CAMP KIDMARIN - BULL RID	0.00	799.00	
	21.63.61184		CAMP KIDMARIN MIGHT	06.03.2025 - CAMP KIDMARIN -	399.50	
	21.63.61207		CAMP KIDMARIN MINI SE	06.03.2025 - CAMP KIDMARIN -	399.50	
00001	AT&T Calnet	06/12/2025	Regular	0.00	186.43	99878
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
576-05272025	Invoice	05/27/2025	576 - TH CHAMBERS PHONE - 04.27.25-05	0.00	124.81	
	41.41.61701		UTILITIES	576 - TH CHAMBERS PHONE - 0	124.81	
583-05252025	Invoice	05/25/2025	583 - DPW FAX - 04.25.25-05.24.25	0.00	31.59	
	41.41.61701		UTILITIES	583 - DPW FAX - 04.25.25-05.24	31.59	
586-05252025	Invoice	05/25/2025	586 - REC DEPT FAX - 04.25.25-05.24.25	0.00	30.03	
	41.41.61701		UTILITIES	586 - REC DEPT FAX - 04.25.25-0	30.03	
02542	Avril Angevine	06/12/2025	Regular	0.00	125.00	99879
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
INV0014791	Invoice	06/06/2025	06.06.2025 - ART TALK TUESDAY - JUN 20	0.00	125.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM	06.06.2025 - ART TALK TUESDAY	125.00	
03921	AXL Brand LLC	06/12/2025	Regular	0.00	4,793.57	99880
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
251010-1-KIDMA	Invoice	06/04/2025	06.04.2025 - CAMP KIDMARIN - CIT UNIF	0.00	4,310.35	
	21.63.61184		CAMP KIDMARIN MIGHT	06.04.2025 - CAMP KIDMARIN -	3,366.85	
	21.63.61207		CAMP KIDMARIN MINI SE	06.04.2025 - CAMP KIDMARIN -	943.50	
251012-1-FLOWE	Invoice	05/30/2025	05.30.2025 - JBOND SIGNS - FLOWER BAS	0.00	483.22	
	95.41.61150		OUTSIDE SERVICES-OTHE	05.30.2025 - JBOND SIGNS - FLO	483.22	
00388	Baker & Taylor	06/12/2025	Regular	0.00	2,162.89	99881
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
2039067539	Invoice	05/28/2025	05.28.2025 - CHILDREN'S BOOKS	0.00	123.46	
	01.71.62302		CHILDRENS BOOKS	05.28.2025 - CHILDREN'S BOOK	123.46	
2039067540	Invoice	05/28/2025	05.28.2025 - CHILDREN'S BOOKS	0.00	19.26	
	01.71.62302		CHILDRENS BOOKS	05.28.2025 - CHILDREN'S BOOK	19.26	
2039067590	Invoice	05/28/2025	05.28.2025 - CHILDREN'S BOOKS	0.00	18.06	
	01.71.62302		CHILDRENS BOOKS	05.28.2025 - CHILDREN'S BOOK	18.06	
2039067591	Invoice	05/28/2025	05.28.2025 - CHILDREN'S BOOKS	0.00	15.32	
	01.71.62302		CHILDRENS BOOKS	05.28.2025 - CHILDREN'S BOOK	15.32	
2039067592	Invoice	05/28/2025	05.28.2025 - CHILDREN'S BOOKS	0.00	127.93	
	01.71.62302		CHILDRENS BOOKS	05.28.2025 - CHILDREN'S BOOK	127.93	
2039073170	Invoice	05/28/2025	05.28.2025 - ADULT BOOKS	0.00	21.88	
	01.71.62301		ADULT BOOKS	05.28.2025 - ADULT BOOKS	21.88	
2039073171	Invoice	05/28/2025	05.28.2025 - ADULT BOOKS	0.00	302.41	
	01.71.62301		ADULT BOOKS	05.28.2025 - ADULT BOOKS	302.41	
2039073172	Invoice	05/28/2025	05.28.2025 - ADULT BOOKS	0.00	22.25	
	01.71.62301		ADULT BOOKS	05.28.2025 - ADULT BOOKS	22.25	
2039073173	Invoice	05/28/2025	05.28.2025 - ADLT BOOKS	0.00	22.54	
	01.71.62301		ADULT BOOKS	05.28.2025 - ADLT BOOKS	22.54	
2039073174	Invoice	05/28/2025	05.28.2025 - ADULT BOOKS	0.00	22.55	
	01.71.62301		ADULT BOOKS	05.28.2025 - ADULT BOOKS	22.55	
2039073175	Invoice	05/28/2025	05.28.2025 - ADULT BOOKS	0.00	44.44	
	01.71.62301		ADULT BOOKS	05.28.2025 - ADULT BOOKS	44.44	
2039073176	Invoice	05/28/2025	05.28.2025 - ADULT BOOKS	0.00	14.24	
	01.71.62301		ADULT BOOKS	05.28.2025 - ADULT BOOKS	14.24	

Check Report

Date Range: 06/01/2025 - 06/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2039073177	Invoice	05/28/2025	05.28.2025 - ADULT BOOKS	0.00	22.55	
	01.71.62301		ADULT BOOKS		22.55	
2039073481	Invoice	05/27/2025	05.27.2025 - CHILDREN'S BOOKS	0.00	47.52	
	01.71.62302		CHILDRENS BOOKS		47.52	
2039073482	Invoice	05/27/2025	05.27.2025 - CHILDREN'S BOOKS	0.00	15.98	
	01.71.62302		CHILDRENS BOOKS		15.98	
203907480	Invoice	05/27/2025	05.27.2025 - CHILDREN'S BOOKS	0.00	55.08	
	01.71.62302		CHILDRENS BOOKS		55.08	
2039077754	Invoice	05/28/2025	05.28.2025 - CHILDREN'S BOOKS	0.00	35.30	
	01.71.62302		CHILDRENS BOOKS		35.30	
2039077947	Invoice	05/27/2025	05.27.2025 - CHILDREN'S BOOKS	0.00	17.40	
	01.71.62302		CHILDRENS BOOKS		17.40	
2039077948	Invoice	05/27/2025	05.27.2025 - CHILDREN'S BOOKS	0.00	97.53	
	01.71.62302		CHILDRENS BOOKS		97.53	
2039077949	Invoice	05/27/2025	05.27.2025 - CHILDREN'S BOOKS	0.00	55.56	
	01.71.62302		CHILDRENS BOOKS		55.56	
2039077971	Invoice	05/27/2025	05.27.2025 - TEEN BOOKS	0.00	100.53	
	01.71.62302		CHILDRENS BOOKS		100.53	
2039077972	Invoice	05/27/2025	05.27.2025 - TEEN BOOKS	0.00	23.30	
	01.71.62302		CHILDRENS BOOKS		23.30	
2039080515	Invoice	05/27/2025	05.27.2025 - ADULT BOOKS	0.00	23.87	
	01.71.62301		ADULT BOOKS		23.87	
2039080516	Invoice	05/27/2025	05.27.2025 - ADULT BOOKS	0.00	22.54	
	01.71.62301		ADULT BOOKS		22.54	
2039080517	Invoice	05/27/2025	05.27.2025 - ADULT BOOKS	0.00	13.85	
	01.71.62301		ADULT BOOKS		13.85	
2039080518	Invoice	05/27/2025	05.27.2025 - ADULT BOOKS	0.00	23.89	
	01.71.62301		ADULT BOOKS		23.89	
2039080519	Invoice	05/27/2025	05.27.2025 - ADULT BOOKS	0.00	23.87	
	01.71.62301		ADULT BOOKS		23.87	
2039080520	Invoice	05/27/2025	05.27.2025 - ADULT BOOKS	0.00	138.22	
	01.71.62301		ADULT BOOKS		138.22	
2039082641	Invoice	05/27/2025	05.27.2025 - CHILDREN'S BOOKS	0.00	27.96	
	01.71.62302		CHILDRENS BOOKS		27.96	
2039082642	Invoice	05/27/2025	05.27.2025 - CHILDREN'S BOOKS	0.00	129.56	
	01.71.62302		CHILDRENS BOOKS		129.56	
2039090866	Invoice	05/27/2025	05.27.2025 - ADULT BOOKS	0.00	21.25	
	01.71.62301		ADULT BOOKS		21.25	
2039090867	Invoice	05/27/2025	05.27.2025 - ADULT BOOKS	0.00	23.87	
	01.71.62301		ADULT BOOKS		23.87	
2039090868	Invoice	05/27/2025	05.27.2025 - ADULT BOOKS	0.00	21.24	
	01.71.62301		ADULT BOOKS		21.24	
2039090869	Invoice	05/27/2025	05.27.2025 - ADULT BOOKS	0.00	23.87	
	01.71.62301		ADULT BOOKS		23.87	
2039090913	Invoice	05/27/2025	05.27.2025 - CHILDREN'S BOOKS	0.00	14.31	
	01.71.62302		CHILDRENS BOOKS		14.31	
2039090914	Invoice	05/27/2025	05.27.2025 - CHILDREN'S BOOKS	0.00	15.32	
	01.71.62302		CHILDRENS BOOKS		15.32	
2099077755	Invoice	05/28/2025	05.28.2025 - CHILDREN'S BOOKS	0.00	197.98	
	01.71.62302		CHILDRENS BOOKS		197.98	
5019513722	Invoice	05/07/2025	05.07.2025 - CHILDREN'S BOOKS	0.00	22.56	
	01.71.62302		CHILDRENS BOOKS		22.56	

Check Report

Date Range: 06/01/2025 - 06/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5019513723	Invoice	05/07/2025	05.07.2025 - CHILDREN'S BOOKS	0.00	193.64	
	01.71.62302		CHILDRENS BOOKS		193.64	
	Void	06/12/2025	Regular	0.00	0.00	99882
	Void	06/12/2025	Regular	0.00	0.00	99883
00058	Bay Alarm	06/12/2025	Regular	0.00	1,103.00	99884
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
22160617	Invoice	04/18/2025	04.18.2025 - CORPYARD - INSTALLATION D	0.00	775.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		775.00	
22223905	Invoice	05/20/2025	05.20.2025 - PERMIT CHARGES - RVFD W	0.00	328.00	
	41.41.61701		UTILITIES		328.00	
03886	BELDEN Consulting Engineers	06/12/2025	Regular	0.00	500.00	99885
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
39674	Invoice	05/30/2025	05.30.2025 - PINE STREET EV CHARGING	0.00	500.00	
	15.41.63100		CONSTRUCTION		500.00	
00061	Bill Jacobson	06/12/2025	Regular	0.00	361.25	99886
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
1649	Invoice	05/28/2025	05.28.2025 - SAN HUB SERVER - 2025 Q2	0.00	361.25	
	01.12.61150		OUTSIDE SERVICES-OTHE		361.25	
00276	BK Krill Corp	06/12/2025	Regular	0.00	1,030.00	99887
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
1714	Invoice	05/23/2025	05.23.2025 - GRAPHIC DESIGN SERVICES	0.00	1,030.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		250.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		250.00	
	13.41.61150		OUTSIDE SERVICES-OTHE		530.00	
02823	Boucher Law, PC	06/12/2025	Regular	0.00	3,456.00	99888
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2686	Invoice	06/09/2025	06.09.2025 - LABOR & EMPLOYMENT LA	0.00	288.00	
	01.16.61196		PERSONNEL LEGAL SERVI		288.00	
2687	Invoice	06/09/2025	06.09.2025 - SEIU NEGOTIATIONS - MAR	0.00	3,168.00	
	01.16.61196		PERSONNEL LEGAL SERVI		3,168.00	
02192	BPXpress	06/12/2025	Regular	0.00	751.40	99889
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
BEN-65167	Invoice	05/29/2025	05.29.2025 - ICC REROOF PROJECT - PLAN	0.00	372.40	
	15.41.63117		CONSTRUCTION - BUILDI		372.40	
BEN-65194	Invoice	05/29/2025	05.29.2025 - 2025 STREET RESURFACING -	0.00	379.00	
	15.41.63101		PAVING		379.00	
00032	Brady Industries, NorCal	06/12/2025	Regular	0.00	151.86	99890
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
10175057	Invoice	06/02/2025	06.02.2025 - JANITORIAL SUPPLIES	0.00	151.86	
	01.81.62000		OFFICE SUPPLIES		151.86	
00482	California Park & Recreation Society	06/12/2025	Regular	0.00	70.00	99891

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
06102025-3	Invoice	06/10/2025	06.10.2025 - SURF N TURF PART TIME STA	0.00	70.00	
	21.65.61000	TRAINING	06.10.2025 - SURF N TURF PART		70.00	
01534	Christine O'Rourke	06/12/2025	Regular	0.00	9,333.75	99892
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
991	Invoice	06/04/2025	06.04.2025 - GENERAL PLAN UPDATE - M	0.00	9,333.75	
	01.18.61150	OUTSIDE SERVICES-OTHE	06.04.2025 - GENERAL PLAN UP		9,333.75	
00308	CivicPlus	06/12/2025	Regular	0.00	19,686.51	99893
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
338319	Invoice	06/30/2025	06.30.2025 - CIVIC PLUS ANNUAL RENEW	0.00	19,686.51	
	01.00.16000	PREPAID EXPENSE	06.30.2025 - CIVIC PLUS ANNUA		19,686.51	
03774	ClientFirst Consulting Group., LLC	06/12/2025	Regular	0.00	97.50	99894
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
18116	Invoice	03/31/2025	03.31.2025 - LAND MGMT SYS ADMIN - M	0.00	97.50	
	01.41.61150	OUTSIDE SERVICES-OTHE	03.31.2025 - LAND MGMT SYS A		97.50	
02524	Code Source	06/12/2025	Regular	0.00	1,759.00	99895
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11911	Invoice	05/07/2025	05.07.2025 - PLAN REVIEW - 43 MAGNOLI	0.00	1,233.00	
	01.41.61157	PLAN CHECKING	05.07.2025 - PLAN REVIEW - 43		1,233.00	
11913	Invoice	05/09/2025	05.09.2025 - PLAN REVIEW - 34 SIR FRAN	0.00	526.00	
	01.41.61157	PLAN CHECKING	05.09.2025 - PLAN REVIEW - 34		526.00	
00072	Comcast	06/12/2025	Regular	0.00	183.69	99896
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
049-05222025	Invoice	05/22/2025	049 - TH INTERNET - 05.27.25-06.26.25	0.00	183.69	
	41.41.61701	UTILITIES	049 - TH INTERNET - 05.27.25-0		183.69	
01348	Community Media Center of Marin	06/12/2025	Regular	0.00	2,677.50	99897
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2425.11.27.61	Invoice	06/02/2025	06.02.2025 - VIDEO PRODUCTION TC/PC -	0.00	2,677.50	
	01.12.61194	OUTSIDE SERVICES - GRA	06.02.2025 - VIDEO PRODUCTIO		1,606.50	
	01.18.61194	OUTSIDE SERVICES - GRA	06.02.2025 - VIDEO PRODUCTIO		1,071.00	
02581	CSG Consultants	06/12/2025	Regular	0.00	3,062.50	99898
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
B250726	Invoice	06/02/2025	06.02.2025 - BLDG PLAN REVIEW - MAY 2	0.00	3,062.50	
	01.41.61157	PLAN CHECKING	06.02.2025 - BLDG PLAN REVIE		3,062.50	
03947	David Quinn	06/12/2025	Regular	0.00	6,680.00	99899
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R16065	Invoice	05/19/2025	05.19.2025 - REFUND - ROAD BOND 81 AL	0.00	6,680.00	
	01.00.20314	ROAD BOND	05.19.2025 - REFUND - ROAD B		6,680.00	
00533	Davis Sign Company	06/12/2025	Regular	0.00	1,829.94	99900

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
39882	Invoice	05/29/2025	05.29.2025 - SORICH PARK - AFRAME INSE	0.00	655.50	
	01.41.61150		OUTSIDE SERVICES-OTHE		655.50	
39883	Invoice	05/29/2025	05.29.2025 - PARK MOBILE - AFRAME INS	0.00	1,065.19	
	13.41.61150		OUTSIDE SERVICES-OTHE		1,065.19	
39918	Invoice	06/04/2025	06.04.2025 - SHAW DR MONUMENT SIGN	0.00	109.25	
	01.41.62200		DEPARTMENTAL SUPPLIE		109.25	
00080	Department of Justice	06/12/2025	Regular	0.00	64.00	99901
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
814564	Invoice	05/05/2025	05.05.2025 - FINGERPRINT APPS - APR 20	0.00	64.00	
	21.65.61137		FINGERPRINTING		64.00	
00087	Elite Tree Service	06/12/2025	Regular	0.00	16,822.00	99902
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-5-11	Invoice	05/23/2025	05.23.2025 - FIRE CLEARANCE - BUTTERFI	0.00	1,780.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		1,780.00	
2025-5-12	Invoice	05/23/2025	05.23.2025 - FIRE CLEARANCE - ANGELA H	0.00	2,880.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		2,880.00	
2025-5-13	Invoice	05/23/2025	05.23.2025 - FIRE CLEARANCE - ANGELA H	0.00	2,880.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		2,880.00	
2025-5-14	Invoice	05/30/2025	05.30.2025 - FIRE CLEARANCE - FOUDE PA	0.00	3,080.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		3,080.00	
2025-5-15	Invoice	05/30/2025	05.30.2025 - FIRE CLEARANCE - FOUDE PA	0.00	3,080.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		3,080.00	
2025-5-16	Invoice	05/30/2025	05.30.2025 - FIRE CLEARANCE - SAUNDER	0.00	3,122.00	
	35.41.61150		OUTSIDE SERVICES-OTHE		3,122.00	
03396	Emily B. Stucky	06/12/2025	Regular	0.00	1,000.00	99903
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0525	Invoice	06/06/2025	06.06.2025 - SING AND STOMP - MAY 202	0.00	500.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		500.00	
061825	Invoice	06/06/2025	06.06.2025 - SING AND STOMP - FAMILY P	0.00	500.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		500.00	
00017	Fairfax Building Supply Co. Inc.	06/12/2025	Regular	0.00	361.60	99904
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
297551	Invoice	05/23/2025	05.23.2025 - CONCRETE 60#	0.00	51.36	
	13.41.61150		OUTSIDE SERVICES-OTHE		51.36	
297564	Invoice	05/23/2025	05.23.2025 - CONCRETE 60#	0.00	38.52	
	13.41.61150		OUTSIDE SERVICES-OTHE		38.52	
297865	Invoice	05/30/2025	05.30.2025 - BUNGEE CORDS	0.00	89.64	
	01.81.62200		DEPARTMENTAL SUPPLIE		89.64	
298011	Invoice	06/03/2025	06.03.2025 - BRAD NAIL GUN	0.00	28.03	
	01.42.62200		DEPARTMENTAL SUPPLIE		28.03	
298029	Invoice	06/03/2025	06.03.2025 - ICC BATHROOM SUPPLIES	0.00	95.21	
	31.41.61506		BLDG. MAINT-OTHER		95.21	
298060	Invoice	06/04/2025	06.04.2025 - LED LIGHTS	0.00	58.84	
	01.81.62200		DEPARTMENTAL SUPPLIE		58.84	
02278	Gardeners' Guild	06/12/2025	Regular	0.00	6,388.00	99905

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
121486	Invoice	06/01/2025	06.01.2025 - SFD MEDIANS - JUN 2025	0.00	1,143.00	
	01.42.61144	Medians	06.01.2025 - SFD MEDIANS - JU		1,143.00	
121524	Invoice	06/01/2025	06.01.2025 - RED HILL MEDIAN - JUN 202	0.00	2,461.00	
	01.42.61144	Medians	06.01.2025 - RED HILL MEDIAN -		2,461.00	
121525	Invoice	06/01/2025	06.01.2025 - IMGTN PK/MAGNOLIA LOT -	0.00	2,333.00	
	14.81.61150	OUTSIDE SERVICES-OTHE	06.01.2025 - IMGTN PK/MAGN		2,333.00	
121605	Invoice	05/30/2025	05.30.2025 - TOWN HALL IRRIGATION REP	0.00	451.00	
	01.81.61104	OUTSIDE SERVICES-GROU	05.30.2025 - TOWN HALL IRRIG		451.00	
02917	Global Office	06/12/2025	Regular	0.00	2,036.75	99906
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
AR48832	Invoice	06/02/2025	06.02.2025 - CANON COPIER - LEASE CON	0.00	2,036.75	
	42.21.61150	OUTSIDE SERVICES-OTHE	06.02.2025 - CANON COPIER - L		2,036.75	
00021	Good & Clean Company Inc	06/12/2025	Regular	0.00	14,250.00	99907
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
75022	Invoice	05/30/2025	05.30.2025 - PRESSURE WASHING - TOW	0.00	1,625.00	
	01.42.61150	OUTSIDE SERVICES-OTHE	05.30.2025 - PRESSURE WASHIN		1,625.00	
75023	Invoice	05/30/2025	05.30.2025 - TH CLEANING - MAY 2025	0.00	11,305.00	
	31.41.61501	BLDG. MAINT-JANITORIAL	05.30.2025 - TH CLEANING - MA		2,825.00	
	34.41.61501	BLDG. MAINT-JANITORIAL	05.30.2025 - TH CLEANING - MA		1,775.00	
	41.41.61501	BLDG. MAINT-JANITORIAL	05.30.2025 - TH CLEANING - MA		6,705.00	
75024	Invoice	05/30/2025	05.30.2025 - LOWER TOWN HALL - MAY 2	0.00	1,320.00	
	41.41.61501	BLDG. MAINT-JANITORIAL	05.30.2025 - LOWER TOWN HAL		1,320.00	
00104	Grier Argall Plumbing Inc	06/12/2025	Regular	0.00	470.00	99908
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
18975	Invoice	05/28/2025	05.28.2025 - IMAGINATION PARK DRINKI	0.00	185.00	
	14.81.61150	OUTSIDE SERVICES-OTHE	05.28.2025 - IMAGINATION PAR		185.00	
18992	Invoice	05/30/2025	05.30.2025 - BACKFLOW TESTS	0.00	285.00	
	14.81.61150	OUTSIDE SERVICES-OTHE	05.30.2025 - BACKFLOW TESTS		285.00	
00020	Hannibal's Inc Electrical Construction	06/12/2025	Regular	0.00	17,010.84	99909
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
25340	Invoice	05/29/2025	05.29.2025 - MEMORIAL PARK - IRRIGATI	0.00	801.29	
	01.81.61150	OUTSIDE SERVICES-OTHE	05.29.2025 - MEMORIAL PARK -		801.29	
25341	Invoice	05/29/2025	05.29.2025 - PARKING PAY STATIONS	0.00	16,209.55	
	13.41.61150	OUTSIDE SERVICES-OTHE	05.29.2025 - PARKING PAY STATI		16,209.55	
03948	Hans & Mary Unger	06/12/2025	Regular	0.00	2,481.90	99910
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R16069	Invoice	05/28/2025	05.28.2025 - REFUND - ROAD BOND 26 SC	0.00	2,481.90	
	01.00.20314	ROAD BOND	05.28.2025 - REFUND - ROAD B		2,481.90	
02586	HdL Software LLC	06/12/2025	Regular	0.00	5,766.65	99911
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SIN050430	Invoice	04/30/2025	04.30.2025 - NEW ACCTS/CLCTN/DISCVRY	0.00	5,766.65	
	01.12.61150	OUTSIDE SERVICES-OTHE	04.30.2025 - NEW ACCTS/CLCT		5,766.65	
03332	Heidi Scoble	06/12/2025	Regular	0.00	52.46	99912

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014698	Invoice	06/03/2025	06.03.2025 - REIMB - BLDG OFFICIAL WEL	0.00	52.46	
	01.41.62200		DEPARTMENTAL SUPPLIE		52.46	
02236	HooplaDigital	06/12/2025	Regular	0.00	971.33	99913
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
507257399	Invoice	05/31/2025	05.31.2025 - DIGITAL ACCOUNT - MAY 20	0.00	971.33	
	27.71.62309		E BOOKS		971.33	
03913	Independent Distribution Collective LLC	06/12/2025	Regular	0.00	1,350.00	99914
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
LOTA-TP-2025-06	Invoice	06/11/2025	06.11.2025 - CONCERT SERIES MGMT - JU	0.00	1,350.00	
	60.14.62903		LIVE ON THE AVENUE		1,350.00	
03837	Ivy Tzur	06/12/2025	Regular	0.00	15,720.00	99915
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
9	Invoice	06/02/2025	06.02.2025 - PROJECT MGMT - 05.05.25-0	0.00	15,720.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		3,930.00	
	14.41.63127		SAFE ROUTES		1,572.00	
	15.41.63117		CONSTRUCTION - BUILDI		1,179.00	
	15.41.63117		CONSTRUCTION - BUILDI		1,179.00	
	41.41.63117		CONSTRUCTION - BUILDI		786.00	
	45.41.63100		CAPITAL OUTLAY - CONST		7,074.00	
00022	Jackson's Hardware Inc.	06/12/2025	Regular	0.00	82.52	99916
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
179488	Invoice	05/29/2025	05.29.2025 - HEX NUTS AND BOLTS/TOWE	0.00	82.52	
	01.42.62200		DEPARTMENTAL SUPPLIE		82.52	
00022	Jackson's Hardware Inc.	06/12/2025	Regular	0.00	225.00	99917
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
C37899	Invoice	05/29/2025	05.29.2025 - ELECTRIC LANDSCAPE REBAT	0.00	225.00	
	90.41.61100		OUTSIDE SERVICES		225.00	
03159	Jeff Cullen	06/12/2025	Regular	0.00	5,000.00	99918
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
257	Invoice	06/03/2025	06.03.2025 - 2025 ROSS VALLEY EV/EBIKE	0.00	5,000.00	
	90.41.61100		OUTSIDE SERVICES		5,000.00	
00113	Juan Olsen Sanchez	06/12/2025	Regular	0.00	1,757.70	99919
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING 2025-6	Invoice	06/10/2025	06.10.2025 - GYMNASTICS - SPRING 2025	0.00	1,757.70	
	21.61.61167		TUMBLING SERVICES		1,757.70	
03412	Juliana M.Kohl	06/12/2025	Regular	0.00	3,780.00	99920
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
06042025-1	Invoice	06/04/2025	06.04.2025 - PRIVATE MUSIC LESSONS - M	0.00	3,780.00	
	21.62.61175		KIDS CULTURE SERVICES		3,780.00	
02558	Kanopy	06/12/2025	Regular	0.00	860.00	99921

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
455455	Invoice	05/31/2025	05.31.2025 - VIDEOS - LIBRARY - MAY 202	0.00	860.00	
	27.71.62307		VIDEOS		860.00	
03549	Kid's Choice Camps LLC	06/12/2025	Regular	0.00	2,073.55	99922
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
06092025-1	Invoice	06/09/2025	06.09.2025 - CARPENTRY FOR KIDS - SPRI	0.00	2,073.55	
	21.62.61175		KIDS CULTURE SERVICES		2,073.55	
00150	Marin Color Service Inc.	06/12/2025	Regular	0.00	271.69	99923
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
S0762295	Invoice	06/03/2025	06.03.2025 - ROBSON HOUSE - PAINT SUP	0.00	271.69	
	15.41.63117		CONSTRUCTION - BUILDI		271.69	
00121	Marin I J - 2072661 AD	06/12/2025	Regular	0.00	713.40	99924
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0001444339	Invoice	04/30/2025	04.30.2025 - COLUMN - PUBLIC NOTICES	0.00	263.95	
	01.12.61151		LEGAL NOTICES		263.95	
0001446988	Invoice	05/31/2025	05.31.2025 - COLUMN - PULBIC NOTICES	0.00	449.45	
	01.12.61151		LEGAL NOTICES		449.45	
00029	Marin IT	06/12/2025	Regular	0.00	9,531.32	99925
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-127223	Invoice	06/04/2025	06.04.2025 - DUO RENEWAL	0.00	5,646.00	
	42.21.62200		DEPARTMENTAL SUPPLIE		5,646.00	
2025-127313	Invoice	05/29/2025	05.29.2025 - AGREEMENT OFFICE 365 - A	0.00	1,809.10	
	42.21.61150		OUTSIDE SERVICES-OTHE		1,809.10	
2025-127714	Invoice	06/05/2025	06.05.2025 - WIRELESS FOR SNACK SHAC	0.00	2,076.22	
	01.81.62206		Snack Shack		2,076.22	
03804	Martin/Martin Inc.	06/12/2025	Regular	0.00	2,402.50	99926
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24.0770-00006	Invoice	04/10/2025	04.10.2025 - FH20 DD/CD/CA - MAR 2025	0.00	2,402.50	
	45.41.63100		CAPITAL OUTLAY - CONST		2,402.50	
01036	Matrix HG Inc	06/12/2025	Regular	0.00	63.89	99927
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
186829	Invoice	05/30/2025	05.30.2025 - GRIPBELTS	0.00	63.89	
	31.41.61506		BLDG. MAINT-OTHER		63.89	
03951	Matt Anacker	06/12/2025	Regular	0.00	527.32	99928
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014832	Invoice	06/04/2025	06.04.2025 - REIMB - DRINK EXPENSES	0.00	527.32	
	01.00.20317		DOG PARK DONATIONS		527.32	
03926	Matt Ridella	06/12/2025	Regular	0.00	300.00	99929
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
994801	Invoice	06/03/2025	06.03.2025 - REIMB - POND FARM DOG JA	0.00	300.00	
	01.00.20317		DOG PARK DONATIONS		300.00	
03809	Noll & Tam Architects	06/12/2025	Regular	0.00	5,793.00	99930

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0061462	Invoice	05/22/2025	05.22.2025 - SA LIBRARY REFRESH - APR 2	0.00	3,731.00	
	01.71.61150		OUTSIDE SERVICES-OTHE		3,731.00	
0061463	Invoice	05/22/2025	05.22.2025 - LIBRARY MECH SYSTEM - AP	0.00	2,062.00	
	41.41.63117		CONSTRUCTION - BUILDI		2,062.00	
03211	ODP Business Solutions LLC	06/12/2025	Regular	0.00	203.58	99931
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
422750699001	Invoice	05/21/2025	05.21.2025 - LIBRARY - LAMINATING POU	0.00	47.92	
	27.71.62200		DEPARTMENTAL SUPPLIE		47.92	
422751191001	Invoice	05/22/2025	05.22.2025 - LIBRARY - OFFICE SUPPLIES	0.00	155.66	
	01.71.62200		DEPARTMENTAL SUPPLIE		155.66	
03652	Pace Supply Corp	06/12/2025	Regular	0.00	1,628.60	99932
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0410488608	Invoice	05/27/2025	05.27.2025 - GALVANIZED STEEL PIPES	0.00	1,628.60	
	01.42.62200		DEPARTMENTAL SUPPLIE		814.30	
	13.41.61150		OUTSIDE SERVICES-OTHE		814.30	
03884	Pacific Mobile Structures, Inc.	06/12/2025	Regular	0.00	92.86	99933
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV-00444573	Invoice	05/01/2025	05.01.2025 - FH20 - RENTAL CONTAINER	0.00	92.86	
	45.41.63100		CAPITAL OUTLAY - CONST		92.86	
00165	Pacific Telemanagement Services - PTS	06/12/2025	Regular	0.00	93.00	99934
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2142528	Invoice	05/22/2025	05.22.2025 - TH PAYPHONE - JUN 2025	0.00	93.00	
	01.42.61705		UTILITIES-TELEPHONE		93.00	
03523	Parametrix, Inc	06/12/2025	Regular	0.00	6,817.35	99935
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
67435	Invoice	05/27/2025	05.27.2025 - CPM SAN ANSELMO/FERN A	0.00	1,109.18	
	01.41.61150		OUTSIDE SERVICES-OTHE		1,109.18	
67482	Invoice	05/28/2025	05.28.2025 - SEQUOIA PARK SR2S PM/PLA	0.00	5,708.17	
	14.41.63127		SAFE ROUTES		5,708.17	
01139	Phillips Seabrook Associates	06/12/2025	Regular	0.00	11,440.00	99936
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
250161	Invoice	04/28/2025	04.28.2025 - INTERIM BLDG OFFICIAL - AP	0.00	5,720.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		5,720.00	
250211	Invoice	06/02/2025	06.02.2025 - INTERIM BLDG OFFICIAL - M	0.00	5,720.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		5,720.00	
03950	Priya Narayana	06/12/2025	Regular	0.00	525.00	99937
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014790	Invoice	06/06/2025	06.06.2025 - FAMILY PERFORMANCE 6/25	0.00	525.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		525.00	
02839	Quadient Finance USA, Inc	06/12/2025	Regular	0.00	1,049.00	99938

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
574-05212025	Invoice	05/21/2025	05.21.2025 - TOWN HALL POSTAGE	0.00	1,049.00	
	01.12.62003		POSTAGE		209.80	
	01.18.62003		POSTAGE		209.80	
	01.41.62003		POSTAGE		209.80	
	01.71.62003		POSTAGE		209.80	
	01.82.62003		POSTAGE		209.80	
00038	Rafael Lumber	06/12/2025	Regular	0.00	1,002.44	99939
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
97650	Invoice	05/29/2025	05.29.2025 - CONCRETE	0.00	170.21	
	13.41.61150		OUTSIDE SERVICES-OTHE		170.21	
98194	Invoice	06/03/2025	06.03.2025 - ROBSON HOUSE - SUPPLIES	0.00	769.35	
	15.41.63117		CONSTRUCTION - BUILDI		769.35	
98276	Invoice	06/04/2025	06.04.2025 - DISC GRINDER/TRIM/SCREW	0.00	62.88	
	15.41.63117		CONSTRUCTION - BUILDI		62.88	
03346	Sage Energy Consulting - NV5 Inc.	06/12/2025	Regular	0.00	10,331.25	99940
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
445282	Invoice	04/30/2025	04.30.2025 - MUNI RESILIENCY CENTER -	0.00	10,331.25	
	90.41.61100		OUTSIDE SERVICES		10,331.25	
01563	SCA	06/12/2025	Regular	0.00	7,202.90	99941
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
25000433	Invoice	05/15/2025	05.15.2025 - RES STREET SWEEPER - MAY	0.00	7,202.90	
	01.42.61135		STREET SWEEPING		7,202.90	
03571	SIERRA PACIFIC TURF SUPPLY, INC	06/12/2025	Regular	0.00	2,527.57	99942
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
01033837	Invoice	05/22/2025	05.22.2025 - CORPYARD - TURF SUPPLIES	0.00	2,527.57	
	01.81.62200		DEPARTMENTAL SUPPLIE		2,527.57	
02936	SMITH'S PEST MANAGEMENT	06/12/2025	Regular	0.00	640.00	99943
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
346200	Invoice	05/27/2025	05.27.2025 - MEMORIAL PARK PEST CONT	0.00	340.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		340.00	
346546	Invoice	05/28/2025	05.28.2025 - MISC SERVICE	0.00	300.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		300.00	
03415	Tom Frillman	06/12/2025	Regular	0.00	73.33	99944
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014833	Invoice	06/04/2025	06.04.2025 - REIMB - COMMUNITY GARD	0.00	73.33	
	32.81.62200		DEPARTMENTAL SUPPLIE		73.33	
03207	Toni DeFrancis	06/12/2025	Regular	0.00	400.00	99945
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-PC62	Invoice	06/08/2025	06.08.2025 - TRANSCRIPTION PC 06/02	0.00	160.00	
	01.18.61150		OUTSIDE SERVICES-OTHE		160.00	
2025-TC527	Invoice	06/03/2025	06.03.2025 - TRANSCRIPTION - TC 05/27	0.00	240.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		240.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03187	Tracy Hill	06/12/2025	Regular	0.00	435.00	99946
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
19971	Invoice	06/03/2025	06.03.2025 - CAMP KIDMARIN FIELD TRIP	0.00	435.00	
21.63.61184			CAMP KIDMARIN MIGHT		217.50	
21.63.61207			CAMP KIDMARIN MINI SE		217.50	
00215	Transbay Lock	06/12/2025	Regular	0.00	20.00	99947
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
93726	Invoice	05/30/2025	05.30.2025 - TENNIS COURT LOCK REPAIR	0.00	20.00	
01.81.61150			OUTSIDE SERVICES-OTHE		20.00	
00352	Tyler Technologies Inc	06/12/2025	Regular	0.00	18,684.95	99948
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
025-510215	Invoice	06/01/2025	06.01.2025 - ERP PRO/INCODE ESS - ANN	0.00	18,684.95	
42.00.16000			PREPAID EXPENSE		18,684.95	
00384	Van Midde & Son Concrete	06/12/2025	Regular	0.00	32,755.00	99949
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
15583	Invoice	06/10/2025	06.10.2025 - CURB & GUTTER - FERNWO	0.00	32,755.00	
19.41.63113			UNPROGRAMMED DRAIN		32,755.00	
03952	Virginia Anne de Mayo Huggins	06/12/2025	Regular	0.00	2,010.80	99950
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
06102025-2	Invoice	06/10/2025	06.10.2025 - SPRING 2025 - PRINTMAKIN	0.00	2,010.80	
21.63.61180			AFTER SCHOOL ENRICHM		2,010.80	
00033	Water Components & Building Supply	06/12/2025	Regular	0.00	139.77	99951
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
30665084	Invoice	05/29/2025	05.29.2025 - CREEK PARK SUPPLIES	0.00	139.77	
13.41.61150			OUTSIDE SERVICES-OTHE		139.77	
03454	Willdan Engineering	06/12/2025	Regular	0.00	9,618.75	99952
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
002-34885	Invoice	05/23/2025	05.23.2025 - BLDG/SAFETY PLAN CHECKS	0.00	9,618.75	
01.41.61157			PLAN CHECKING		9,618.75	
03953	Michelle Misino de Luca	06/12/2025	Regular	0.00	250.00	99953
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0014834	Invoice	07/01/2025	06.03.2025 - CAMP KIDMARIN - FIELD TRI	0.00	250.00	
21.63.61184			CAMP KIDMARIN MIGHT		125.00	
21.63.61207			CAMP KIDMARIN MINI SE		125.00	
00060	Elizabeth Touchette	06/17/2025	Regular	0.00	3,701.60	99954
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SPRING 2025	Invoice	05/21/2025	05.21.2025 - SPRING 2025 ASE - SCIENCE	0.00	3,701.60	
21.63.61180			AFTER SCHOOL ENRICHM		3,701.60	
03698	Newton Oldfather	06/17/2025	Regular	0.00	50,000.00	99955

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R16125	Invoice	06/17/2025	06.17.2025 - REFUND - UNDRGRNDNG 68	0.00	50,000.00	
	01.00.20377		Undergrounding Deposit		50,000.00	
03955	Claim #2025-01	06/20/2025	Regular	0.00	236.76	99956
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-01	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	236.76	
	01.00.40106		PENSION OVERRIDE - SEC		88.32	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03956	Claim #2025-02	06/20/2025	Regular	0.00	219.58	99957
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-02	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	219.58	
	01.00.40106		PENSION OVERRIDE - SEC		71.14	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03957	Claim #2025-03	06/20/2025	Regular	0.00	553.54	99958
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-03	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	553.54	
	01.00.40106		PENSION OVERRIDE - SEC		405.10	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03958	Claim #2025-04	06/20/2025	Regular	0.00	837.62	99959
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-04	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	837.62	
	01.00.40106		PENSION OVERRIDE - SEC		689.18	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03959	Claim #2025-06	06/20/2025	Regular	0.00	372.44	99960
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-06	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	372.44	
	01.00.40106		PENSION OVERRIDE - SEC		224.00	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03960	Claim #2025-07	06/20/2025	Regular	0.00	580.94	99961
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-07	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	580.94	
	01.00.40106		PENSION OVERRIDE - SEC		432.50	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03961	Claim #2025-08	06/20/2025	Regular	0.00	410.86	99962
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-08	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	410.86	
	01.00.40106		PENSION OVERRIDE - SEC		262.42	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03962	Claim #2025-09	06/20/2025	Regular	0.00	263.84	99963
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2025-09	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	263.84	
01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	115.40			
01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00			
27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	70.44			
03963	Claim #2025-10	06/20/2025	Regular	0.00	266.32	99964
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2025-10	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	266.32	
01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	117.88			
01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00			
27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	70.44			
03964	Claim #2025-11	06/20/2025	Regular	0.00	288.66	99965
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2025-11	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	288.66	
01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	140.22			
01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00			
27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	70.44			
03965	Claim #2025-12	06/20/2025	Regular	0.00	901.46	99966
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2025-12	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	901.46	
01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	753.02			
01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00			
27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	70.44			
03966	Claim #2025-14	06/20/2025	Regular	0.00	275.10	99967
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2025-14	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	275.10	
01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	126.66			
01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00			
27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	70.44			
03967	Claim #2025-15	06/20/2025	Regular	0.00	819.60	99968
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2025-15	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	819.60	
01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	749.16			
27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	70.44			
03968	Claim #2025-17	06/20/2025	Regular	0.00	435.76	99969
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2025-17	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	435.76	
01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	287.32			
01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00			
27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	70.44			
03969	Claim #2025-20	06/20/2025	Regular	0.00	198.54	99970

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Date Range: 06/01/2025 - 06/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-20	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	198.54	
	01.00.40106		PENSION OVERRIDE - SEC		50.10	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03970	Claim #2025-21	06/20/2025	Regular	0.00	208.10	99971
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-21	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	208.10	
	01.00.40106		PENSION OVERRIDE - SEC		59.66	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03972	Claim #2025-22	06/20/2025	Regular	0.00	616.04	99972
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-22	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	616.04	
	01.00.40106		PENSION OVERRIDE - SEC		467.60	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03973	Claim #2025-23	06/20/2025	Regular	0.00	674.98	99973
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-23	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	674.98	
	01.00.40106		PENSION OVERRIDE - SEC		526.54	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03974	Claim #2025-24	06/20/2025	Regular	0.00	726.74	99974
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-24	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	726.74	
	01.00.40106		PENSION OVERRIDE - SEC		578.30	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03975	Claim #2025-25	06/20/2025	Regular	0.00	190.38	99975
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-25	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	190.38	
	01.00.40106		PENSION OVERRIDE - SEC		41.94	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03976	Claim #2025-26	06/20/2025	Regular	0.00	282.06	99976
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-26	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	282.06	
	01.00.40106		PENSION OVERRIDE - SEC		133.62	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03977	Claim #2025-27	06/20/2025	Regular	0.00	438.78	99977

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Date Range: 06/01/2025 - 06/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-27	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	438.78	
	01.00.40106		PENSION OVERRIDE - SEC		290.34	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03978	Claim #2025-28	06/20/2025	Regular	0.00	200.38	99978
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-28	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	200.38	
	01.00.40106		PENSION OVERRIDE - SEC		51.94	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03979	Claim #2025-29	06/20/2025	Regular	0.00	569.30	99979
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-29	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	569.30	
	01.00.40106		PENSION OVERRIDE - SEC		420.86	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03980	Claim #2025-30	06/20/2025	Regular	0.00	308.18	99980
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-30	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	308.18	
	01.00.40106		PENSION OVERRIDE - SEC		159.74	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03981	Claim #2025-31	06/20/2025	Regular	0.00	447.80	99981
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-31	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	447.80	
	01.00.40106		PENSION OVERRIDE - SEC		299.36	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03982	Claim #2025-32	06/20/2025	Regular	0.00	405.22	99982
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-32	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	405.22	
	01.00.40106		PENSION OVERRIDE - SEC		256.78	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03983	Claim #2025-33	06/20/2025	Regular	0.00	248.52	99983
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-33	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	248.52	
	01.00.40106		PENSION OVERRIDE - SEC		100.08	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03984	Claim #2025-34	06/20/2025	Regular	0.00	546.38	99984

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Date Range: 06/01/2025 - 06/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-34	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	546.38	
	01.00.40106		PENSION OVERRIDE - SEC		397.94	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03985	Claim #2025-35	06/20/2025	Regular	0.00	357.40	99985
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-35	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	357.40	
	01.00.40106		PENSION OVERRIDE - SEC		279.40	
	01.00.40201		MUNI SERVICES		78.00	
03986	Claim #2025-37	06/20/2025	Regular	0.00	463.80	99986
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-37	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	463.80	
	01.00.40106		PENSION OVERRIDE - SEC		315.36	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03987	Claim #2025-38	06/20/2025	Regular	0.00	421.44	99987
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-38	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	421.44	
	01.00.40106		PENSION OVERRIDE - SEC		273.00	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03988	Claim #2025-39	06/20/2025	Regular	0.00	234.30	99988
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-39	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	234.30	
	01.00.40106		PENSION OVERRIDE - SEC		85.86	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03989	Claim #2025-40	06/20/2025	Regular	0.00	577.52	99989
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-40	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	577.52	
	01.00.40106		PENSION OVERRIDE - SEC		429.08	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03990	Claim #2025-41	06/20/2025	Regular	0.00	229.38	99990
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-41	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	229.38	
	01.00.40106		PENSION OVERRIDE - SEC		80.94	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03991	Claim #2025-42	06/20/2025	Regular	0.00	221.60	99991

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Date Range: 06/01/2025 - 06/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-42	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	221.60	
	01.00.40106		PENSION OVERRIDE - SEC		73.16	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03992	Claim #2025-43	06/20/2025	Regular	0.00	424.34	99992
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-43	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	424.34	
	01.00.40106		PENSION OVERRIDE - SEC		275.90	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03993	Claim #2025-44	06/20/2025	Regular	0.00	436.60	99993
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-44	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	436.60	
	01.00.40106		PENSION OVERRIDE - SEC		288.16	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03994	Claim #2025-45	06/20/2025	Regular	0.00	914.12	99994
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-45	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	914.12	
	01.00.40106		PENSION OVERRIDE - SEC		765.68	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03996	Claim #2025-46	06/20/2025	Regular	0.00	585.22	99995
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-46	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	585.22	
	01.00.40106		PENSION OVERRIDE - SEC		436.78	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03997	Claim #2025-47	06/20/2025	Regular	0.00	326.54	99996
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-47	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	326.54	
	01.00.40106		PENSION OVERRIDE - SEC		178.10	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03998	Claim #2025-48	06/20/2025	Regular	0.00	291.74	99997
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-48	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	291.74	
	01.00.40106		PENSION OVERRIDE - SEC		143.30	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03999	Claim #2025-49	06/20/2025	Regular	0.00	607.88	99998

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Date Range: 06/01/2025 - 06/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-49	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	607.88	
	01.00.40106		PENSION OVERRIDE - SEC		459.44	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
04000	Claim #2025-50	06/20/2025	Regular	0.00	384.96	99999
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-50	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	384.96	
	01.00.40106		PENSION OVERRIDE - SEC		236.52	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
04001	Claim #2025-51	06/20/2025	Regular	0.00	265.72	100000
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-51	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	265.72	
	01.00.40106		PENSION OVERRIDE - SEC		187.72	
	01.00.40201		MUNI SERVICES		78.00	
04002	Claim #2025-52	06/20/2025	Regular	0.00	297.04	100001
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-52	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	297.04	
	01.00.40106		PENSION OVERRIDE - SEC		148.60	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
04003	Claim #2025-53	06/20/2025	Regular	0.00	827.90	100002
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-53	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	827.90	
	01.00.40106		PENSION OVERRIDE - SEC		679.46	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
04004	Claim #2025-54	06/20/2025	Regular	0.00	471.88	100003
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-54	Invoice	06/17/2025	06.17.2025 - 2025 PROPERTY TAX REBATE	0.00	471.88	
	01.00.40106		PENSION OVERRIDE - SEC		323.44	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
02411	23 ELEPHANTS THEATRE COMPANY	06/26/2025	Regular	0.00	19,292.00	100004
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SUMMER 2025-1	Invoice	05/13/2025	05.13.2025 - SUMMER 2025 - THEATRE PR	0.00	19,292.00	
	21.62.61175		KIDS CULTURE SERVICES		19,292.00	
03932	Acevedo and Longfellow LLP	06/26/2025	Regular	0.00	14,520.00	100005
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24	Invoice	06/01/2025	06.01.2025 - GENERAL LEGAL COUNSEL -	0.00	14,520.00	
	01.16.61138		GENERAL COUNSEL LEGA		14,520.00	
03927	Adel Shapiro	06/26/2025	Regular	0.00	2,510.00	100006

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Date Range: 06/01/2025 - 06/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R15998-REISSUE	Invoice	04/30/2025	04.30.2025 - REFUND - ROAD BOND 76 L	0.00	2,510.00	
	01.00.20314		ROAD BOND		2,510.00	
03905	Aidin Eslami	06/26/2025	Regular	0.00	217.00	100007
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R16138	Invoice	06/24/2025	06.24.2025 - REFUND - UNUSED FEES 30	0.00	217.00	
	01.00.42201		CONSTR: PLAN CHECK		217.00	
00003	All Autos Inc.	06/26/2025	Regular	0.00	1,264.95	100008
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
61746	Invoice	06/18/2025	06.18.2025 - 2014 CHEVY SILVERADO - BR	0.00	1,264.95	
	01.81.61602		VEHICLE MAINTENANCE/		1,264.95	
02920	Amazon Business	06/26/2025	Regular	0.00	3,605.64	100009
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11GW-3DQX-X93	Invoice	05/08/2025	05.08.2025 - ST&PK - COVERALLS	0.00	192.68	
	01.81.62205		GRAFFITI ABATEMENT SU		192.68	
11R7-7VHX-LWXK	Invoice	04/12/2025	04.12.2025 - ST&PK - BINOCULARS	0.00	96.19	
	01.81.62200		DEPARTMENTAL SUPPLIE		96.19	
14M7-HGK6-363	Invoice	05/29/2025	05.29.2025 - ST&PK - STICKER PAPER	0.00	14.86	
	01.81.62000		OFFICE SUPPLIES		14.86	
14M7-HGK6-DR1	Invoice	05/30/2025	05.30.2025 - ST&PK - COAT HOOKS	0.00	110.10	
	31.41.61506		BLDG. MAINT-OTHER		110.10	
191F-QLG3-YKNX	Invoice	05/23/2025	05.23.2025 - ST&PK - ARROW STICKER LA	0.00	8.93	
	01.81.62200		DEPARTMENTAL SUPPLIE		8.93	
197T-JQDC-JGJ1	Invoice	05/31/2025	05.31.2025 - ST&PK - SUNSCREEN	0.00	75.76	
	01.81.62200		DEPARTMENTAL SUPPLIE		75.76	
19D9-PG4H-DL79	Invoice	05/09/2025	05.09.2025 - ST&PK - STRIPING PAINT	0.00	107.04	
	01.42.62200		DEPARTMENTAL SUPPLIE		107.04	
19DM-YT6X-3FCT	Invoice	04/30/2025	04.30.2025 - ST&PK - LANDSCAPING ROC	0.00	37.47	
	01.81.62200		DEPARTMENTAL SUPPLIE		37.47	
1DC3-JHVT-CKYG	Invoice	05/24/2025	05.24.2025 - ST&PK - POPUP FLOOR OUTL	0.00	126.32	
	41.41.61150		OUTSIDE SERVICES-OTHE		126.32	
1DJJ-JR1L-9HGL	Invoice	05/30/2025	05.30.2025 - ST&PK - U CLAMP SIGN HAR	0.00	345.60	
	01.42.62909		SUPPLIES-TRAFFIC CONTR		345.60	
1GV6-KXWG-9R3	Invoice	04/30/2025	04.30.2025 - ST&PK - DEPT SUPPLIES	0.00	5.89	
	01.81.62200		DEPARTMENTAL SUPPLIE		5.89	
1HY6-HD43-C94D	Invoice	04/30/2025	04.30.2025 - ST&PK - FAUCET TIMER/PRE	0.00	41.59	
	31.41.63000		EQUIPMENT		41.59	
1J4R-HF3C-HPD3	Invoice	06/05/2025	06.05.2025 - COMMDEV - OFFICE SUPPLIE	0.00	116.11	
	01.41.62000		OFFICE SUPPLIES		116.11	
1JWM-GK97-3JR	Invoice	04/30/2025	04.30.2025 - ST&PK - PAINT ROLLER COVE	0.00	54.11	
	01.81.62205		GRAFFITI ABATEMENT SU		54.11	
1JWY-3LWC-X7K3	Invoice	05/08/2025	05.08.2025 - ADMIN - LONG REACH STAPL	0.00	15.68	
	01.12.62000		OFFICE SUPPLIES		15.68	
1K1R-67RH-DD1K	Invoice	05/06/2025	05.06.2025 - ST&PK - LOCKING THERMOS	0.00	41.91	
	31.41.61506		BLDG. MAINT-OTHER		41.91	
1K3W-XM36-WN	Invoice	06/06/2025	06.06.2025 - ST&PK - WATER SPIGOT KEYS	0.00	173.90	
	01.81.62200		DEPARTMENTAL SUPPLIE		173.90	
1KLH-6N4Q-V7M	Invoice	04/16/2025	04.16.2025 - ST&PK - WINDSHIELD WASH	0.00	38.43	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.81.61602	VEHICLE MAINTENANCE/	04.16.2025 - ST&PK - WINDSHIE		38.43	
1KTP-WJV4-J7DK	Invoice	06/05/2025	06.05.2025 - COMMDEV - OFFICE SUPPLIE	0.00	73.19	
	01.41.62000	OFFICE SUPPLIES	06.05.2025 - COMMDEV - OFFIC		73.19	
1LRW-GQWG-MJ	Invoice	05/07/2025	05.07.2025 - ST&PK - PAINT ROLLER COVE	0.00	75.30	
	01.81.62205	GRAFFITI ABATEMENT SU	05.07.2025 - ST&PK - PAINT ROL		75.30	
1LW7-G17N-3DV	Invoice	05/29/2025	05.29.2025 - ST&PK - CHAIN LINK FENCE P	0.00	306.90	
	01.42.62200	DEPARTMENTAL SUPPLIE	05.29.2025 - ST&PK - CHAIN LIN		306.90	
1MLD-7N7J-CFXL	Invoice	05/18/2025	05.18.2025 - ST&PK - US/CA FLAGS	0.00	150.13	
	01.41.62200	DEPARTMENTAL SUPPLIE	05.18.2025 - ST&PK - US/CA FLA		150.13	
1MNR-G4CH-7M	Invoice	04/29/2025	04.29.2025 - COMMDEV - OFFICE SUPPLIE	0.00	55.90	
	01.41.62000	OFFICE SUPPLIES	04.29.2025 - COMMDEV - OFFIC		55.90	
1MP6-KQ1W-N1J	Invoice	05/07/2025	05.07.2025 - ST&PK - INDEX CARD STOCK	0.00	124.20	
	01.81.62000	OFFICE SUPPLIES	05.07.2025 - ST&PK - INDEX CA		124.20	
1MT6-6GT1-RJ91	Invoice	05/23/2025	05.23.2025 - ST&PK - SURGE PROTECTORS	0.00	92.54	
	01.81.62000	OFFICE SUPPLIES	05.23.2025 - ST&PK - SURGE PR		92.54	
1NPX-T7JM-4K16	Invoice	05/20/2025	05.20.2025 - COMMDEV - OFFICE SUPPLIE	0.00	66.97	
	01.41.62000	OFFICE SUPPLIES	05.20.2025 - COMMDEV - OFFIC		66.97	
1QHP-3NM9-QG	Invoice	04/16/2025	04.16.2025 - COMMDEV - OFFICE SUPPLIE	0.00	183.19	
	01.41.62000	OFFICE SUPPLIES	04.16.2025 - COMMDEV - OFFIC		183.19	
1R7W-NNKY-TFVJ	Invoice	04/27/2025	04.27.2025 - ST&PK - DOOR CLOSER	0.00	446.32	
	31.41.61506	BLDG. MAINT-OTHER	04.27.2025 - ST&PK - DOOR CLO		446.32	
1RMG-W94C-TQ	Invoice	04/16/2025	04.16.2025 - ST&PK - ISOPROPYL ALCOHO	0.00	19.03	
	01.81.62200	DEPARTMENTAL SUPPLIE	04.16.2025 - ST&PK - ISOPROPY		19.03	
1RXV-JVPQ-7JFC	Invoice	06/03/2025	06.03.2025 - COMMDEV - OFFICE SUPPLIE	0.00	78.55	
	01.41.62000	OFFICE SUPPLIES	06.03.2025 - COMMDEV - OFFIC		78.55	
1T36-XJJQ-4VLX	Invoice	04/17/2025	04.17.2025 - COMMDEV - OFFCE SUPPLIE	0.00	130.80	
	01.41.62000	OFFICE SUPPLIES	04.17.2025 - COMMDEV - OFFC		130.80	
1VLC-3H66-CV4H	Invoice	05/24/2025	05.24.2025 - ST&PK - US FLAGS	0.00	65.25	
	01.42.62200	DEPARTMENTAL SUPPLIE	05.24.2025 - ST&PK - US FLAGS		65.25	
1XDW-3WYK-3D6	Invoice	05/29/2025	05.29.2025 - ST&PK - SILICONE ROOF COA	0.00	109.25	
	41.41.61150	OUTSIDE SERVICES-OTHE	05.29.2025 - ST&PK - SILICONE		109.25	
1YH7-7FNQ-RJVP	Invoice	05/16/2025	05.16.2025 - LIBRARY - ZIP BOOKS	0.00	25.55	
	01.71.62310	Library Zip Grant	05.16.2025 - LIBRARY - ZIP BOO		25.55	
	Void	06/26/2025	Regular	0.00	0.00	100010
	Void	06/26/2025	Regular	0.00	0.00	100011
02806	AQUASCAPE POOL SERVICE	06/26/2025	Regular	0.00	209.00	100012
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
33814	Invoice	05/31/2025	05.31.2025 - MONTHLY POOL SERVICE - M	0.00	209.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		209.00	
00001	AT&T Calnet	06/26/2025	Regular	0.00	784.44	100013
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
574-06102025	Invoice	06/10/2025	574 - ALL DEPTS CENTREX - 05.10.25-06.0	0.00	272.23	
	41.41.61701		UTILITIES		272.23	
579-06102025	Invoice	06/10/2025	579 - TRAFFIC SIGNAL MODEM - 05.10.25	0.00	31.58	
	01.41.61705		UTILITIES-TELEPHONE		31.58	
580-06102025	Invoice	06/10/2025	580 - ROBSON HOUSE - 05.10.25-06.09.25	0.00	61.42	
	34.41.61705		UTILITIES-TELEPHONE		61.42	
634-06202025	Invoice	06/20/2025	634 - TRAFFIC SIGNAL MODEM - 05.20.25	0.00	419.21	
	41.41.61701		UTILITIES		419.21	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03848	Avenues Development	06/26/2025	Regular	0.00	2,337.50	100014
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
TOSA-7	Invoice	06/13/2025	06.13.2025 - S2RS PROJECT MGMT - MAY	0.00	2,337.50	
	14.41.63127		SAFE ROUTES		2,337.50	
03921	AXL Brand LLC	06/26/2025	Regular	0.00	93.36	100015
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
251014-1-FLOWE	Invoice	06/12/2025	06.12.2025 - JBOND SIGNS FLOWER BASK	0.00	62.52	
	95.41.61150		OUTSIDE SERVICES-OTHE		62.52	
251016-1-FLOWE	Invoice	06/16/2025	06.16.2025 - JBOND SIGNS - FLOWER BAS	0.00	30.84	
	95.41.61150		OUTSIDE SERVICES-OTHE		30.84	
03702	Ayrton B. Sobral	06/26/2025	Regular	0.00	4,745.00	100016
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0014872	Invoice	06/22/2025	06.22.2025 - PAINTING - ROBSON HOUSE	0.00	249.00	
	15.41.63117		CONSTRUCTION - BUILDI		249.00	
INV0014873	Invoice	06/22/2025	06.22.2025 - PAINTING - SEAN OFFICE	0.00	810.00	
	41.41.61150		OUTSIDE SERVICES-OTHE		810.00	
INV0014874	Invoice	06/22/2025	06.22.2025 - PAINTING - IMAGINATION PA	0.00	2,820.00	
	14.81.61150		OUTSIDE SERVICES-OTHE		2,820.00	
INV0014875	Invoice	06/22/2025	06.22.2025 - PAINTING - CREEKSIDE PARK	0.00	866.00	
	01.42.61150		OUTSIDE SERVICES-OTHE		866.00	
00388	Baker & Taylor	06/26/2025	Regular	0.00	525.86	100017
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2039100633	Invoice	05/30/2025	05.30.2025 - ADULT BOOKS	0.00	45.11	
	01.71.62301		ADULT BOOKS		45.11	
2039100634	Invoice	05/30/2025	05.30.2025 - ADULT BOOKS	0.00	22.55	
	01.71.62301		ADULT BOOKS		22.55	
2039100635	Invoice	05/30/2025	05.30.2025 - ADULT BOOKS	0.00	21.89	
	01.71.62301		ADULT BOOKS		21.89	
2039100636	Invoice	05/30/2025	05.30.2025 - ADULT BOOKS	0.00	23.88	
	01.71.62301		ADULT BOOKS		23.88	
2039100637	Invoice	05/30/2025	05.30.2025 - ADULT BOOKS	0.00	28.27	
	01.71.62301		ADULT BOOKS		28.27	
2039100638	Invoice	05/30/2025	05.30.2025 - ADULT BOOKS	0.00	23.87	
	01.71.62301		ADULT BOOKS		23.87	
2039100639	Invoice	05/30/2025	05.30.2025 - ADULT BOOKS	0.00	43.79	
	01.71.62301		ADULT BOOKS		43.79	
2039103298	Invoice	06/02/2025	06.02.2025 - CHILDREN'S BOOKS	0.00	35.51	
	01.71.62302		CHILDRENS BOOKS		35.51	
2039103299	Invoice	06/02/2025	06.02.2025 - CHILDREN'S BOOKS	0.00	12.57	
	01.71.62302		CHILDRENS BOOKS		12.57	
2039103300	Invoice	06/02/2025	06.02.2025 - CHILDREN'S BOOKS	0.00	15.32	
	01.71.62302		CHILDRENS BOOKS		15.32	
2039114442	Invoice	06/05/2025	06.05.2025 - CHILDREN'S BOOKS	0.00	14.66	
	01.71.62302		CHILDRENS BOOKS		14.66	
2039114443	Invoice	06/05/2025	06.05.2025 - CHILDREN'S BOOKS	0.00	15.30	
	01.71.62302		CHILDRENS BOOKS		15.30	
2039114444	Invoice	06/05/2025	06.05.2025 - CHILDREN'S BOOKS	0.00	21.63	
	01.71.62302		CHILDRENS BOOKS		21.63	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2039114445	Invoice	06/05/2025	06.05.2025 - CHILDREN'S BOOKS	0.00	14.95	
	01.71.62302		CHILDRENS BOOKS		14.95	
2039114631	Invoice	06/06/2025	06.06.2025 - ADULT BOOKS	0.00	65.67	
	01.71.62301		ADULT BOOKS		65.67	
2039114632	Invoice	06/06/2025	06.06.2025 - ADULT BOOKS	0.00	22.54	
	01.71.62301		ADULT BOOKS		22.54	
2039114633	Invoice	06/06/2025	06.06.2025 - ADULT BOOKS	0.00	45.11	
	01.71.62301		ADULT BOOKS		45.11	
5019528127	Invoice	05/19/2025	05.19.2025 - CHILDREN'S BOOKS	0.00	14.80	
	01.71.62302		CHILDRENS BOOKS		14.80	
H72527440	Invoice	05/20/2025	05.20.2025 - VIDEOS	0.00	38.44	
	01.71.62307		VIDEOS		38.44	
	Void	06/26/2025	Regular	0.00	0.00	100018
00058	Bay Alarm	06/26/2025	Regular	0.00	600.24	100019
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
22234246	Invoice	06/01/2025	06.01.2025 - Q3 MONITORING/SPRINKLE	0.00	600.24	
	01.81.61150		OUTSIDE SERVICES-OTHE		600.24	
00059	Bay Area Barricade Service	06/26/2025	Regular	0.00	3,482.13	100020
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
241053	Invoice	06/06/2025	06.06.2025 - CONES W COLLARS	0.00	3,482.13	
	01.42.62909		SUPPLIES-TRAFFIC CONTR		3,482.13	
00007	Bay Cities Joint Power Insurance Authority	06/26/2025	Regular	0.00	800.47	100021
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
BCJPIA-0277-202	Invoice	06/13/2025	06.13.2025 - WORKERS COMPENSATION	0.00	800.47	
	40.21.61907		WORKERS COMPENSATIO		800.47	
02823	Boucher Law, PC	06/26/2025	Regular	0.00	10,031.00	100022
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2729	Invoice	06/11/2025	06.11.2025 - SEIU NEGOTIATIONS 2025	0.00	10,031.00	
	01.16.61196		PERSONNEL LEGAL SERVI		10,031.00	
00032	Brady Industries, NorCal	06/26/2025	Regular	0.00	78.80	100023
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
10205772	Invoice	06/09/2025	06.09.2025 - REC DEPT - JANITORIAL SUPP	0.00	78.80	
	31.41.61501		BLDG. MAINT-JANITORIAL		78.80	
01345	BSN Sports Inc	06/26/2025	Regular	0.00	2,148.08	100024
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
310500358	Invoice	05/27/2025	05.27.2025 - SOCCER SUPPLIES	0.00	2,148.08	
	21.61.62964		SOCCER SUPPLIES		2,148.08	
03462	Bullet Liongson	06/26/2025	Regular	0.00	712.50	100025
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2554	Invoice	05/15/2025	05.15.2025 - GRAPHIC DESIGN SERVICES -	0.00	712.50	
	21.64.61185		SPECIAL EVENT EXPENSE		712.50	
01631	Caine Starelli	06/26/2025	Regular	0.00	427.00	100026

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
06182025-2	Invoice	06/18/2025	06.18.2025 - MAH JONHGG - WINTER/SP	0.00	427.00	
	21.62.61171		ADULT CULTURE SERVICE		427.00	
00308	CivicPlus	06/26/2025	Regular	0.00	40,160.80	100027
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
339348	Invoice	06/13/2025	06.13.2025 - REC MGMT ANNUAL FEE	0.00	40,160.80	
	21.65.61101		OUTSIDE SERVICES-PROF		40,160.80	
04007	Claim #2025-55	06/26/2025	Regular	0.00	903.72	100028
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-55	Invoice	06/24/2025	06.24.2025 - 2025 PROPERTY TAX REBATE	0.00	903.72	
	01.00.40106		PENSION OVERRIDE - SEC		755.28	
	01.00.40201		MUNI SERVICES		78.00	
	27.00.40205		LIBRARY TAX		70.44	
03774	ClientFirst Consulting Group., LLC	06/26/2025	Regular	0.00	345.00	100029
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
18353	Invoice	05/31/2025	05.31.2025 - SOLAR PERMITS PM - MAY 2	0.00	52.50	
	01.41.61157		PLAN CHECKING		52.50	
18354	Invoice	05/31/2025	05.31.2025 - LAND MGMT SYSADMIN - M	0.00	292.50	
	01.41.61157		PLAN CHECKING		292.50	
02315	Coastland Civil Engineering Inc.	06/26/2025	Regular	0.00	7,507.50	100030
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
62101	Invoice	05/31/2025	05.31.2025 - BLDG DEPT SVCS - MAY 2025	0.00	7,507.50	
	01.41.61150		OUTSIDE SERVICES-OTHE		7,507.50	
03430	COMPUMERIC ENGINEERING INC	06/26/2025	Regular	0.00	17,368.05	100031
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0000013030	Invoice	06/23/2025	06.23.2025 - TRASH CARTS/DECALS	0.00	17,368.05	
	01.81.62200		DEPARTMENTAL SUPPLIE		17,368.05	
01522	Conklin Brothers Inc	06/26/2025	Regular	0.00	7,130.00	100032
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
63565	Invoice	06/19/2025	06.19.2025 - COUNCIL CHAMBERS - CARP	0.00	7,130.00	
	41.41.61150		OUTSIDE SERVICES-OTHE		7,130.00	
00932	County of Marin Environmental Health Svcs	06/26/2025	Regular	0.00	749.00	100033
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
43388	Invoice	06/01/2025	06.01.2025 - TECH RENEWAL/SOLID WAST	0.00	749.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		749.00	
03853	Dana V. Beck	06/26/2025	Regular	0.00	13,650.00	100034
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
RVFH INVOICE 10	Invoice	05/16/2025	05.16.2025 - FH20 - ONSITE PROJECT MG	0.00	3,000.00	
	45.41.63100		CAPITAL OUTLAY - CONST		3,000.00	
RVFH INVOICE 11	Invoice	06/06/2025	06.06.2025 - FH20 - ONSITE PROJECT MG	0.00	4,650.00	
	45.41.63100		CAPITAL OUTLAY - CONST		4,650.00	
RVFH INVOICE 12	Invoice	06/20/2025	06.20.2025 - FH20 - ONSITE PROJECT MG	0.00	6,000.00	

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	45.41.63100	CAPITAL OUTLAY - CONST	06.20.2025 - FH20 - ONSITE PRO		6,000.00	
00533	Davis Sign Company	06/26/2025	Regular	0.00	27,674.72	100035
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
39895	Invoice	06/02/2025	06.02.2025 - PARK MOBILE PARKING SIGN	0.00	24,042.16	
13.41.61150			OUTSIDE SERVICES-OTHE		24,042.16	
39951	Invoice	06/11/2025	06.11.2025 - LIVE ON THE AVE VALET SIG	0.00	3,059.00	
60.14.62903			LIVE ON THE AVENUE		3,059.00	
39967	Invoice	06/12/2025	06.12.2025 - PAID PARKING AFRAME INSE	0.00	573.56	
13.41.61150			OUTSIDE SERVICES-OTHE		573.56	
01320	DC Electric Group Inc	06/26/2025	Regular	0.00	6,267.16	100036
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
477075	Invoice	05/31/2025	05.31.2025 - M5007 SL ROUTINE - MAY 2	0.00	683.28	
01.42.61131			OUTSIDE SVCS-STREET LI		683.28	
477113	Invoice	05/31/2025	05.31.2025 - M5008 SL RESPONSE - MAY	0.00	525.66	
01.42.61131			OUTSIDE SVCS-STREET LI		525.66	
477139	Invoice	05/31/2025	05.31.2025 - M1007 TS ROUTINE - MAY 2	0.00	2,336.22	
01.42.61130			OUTSIDE SVCS-SIGNALS		2,336.22	
477140	Invoice	05/31/2025	05.31.2025 - M1008 TS RESPONSE - MAY	0.00	2,722.00	
01.42.61130			OUTSIDE SVCS-SIGNALS		2,722.00	
04012	Dej Automotive	06/26/2025	Regular	0.00	51,896.60	100037
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
308996	Invoice	06/24/2025	06.24.2025 - 2025 KIA EV6 (VIN# 008295)	0.00	51,896.60	
43.41.63011			PUBLIC WORKS VEHICLE		51,896.60	
00080	Department of Justice	06/26/2025	Regular	0.00	64.00	100038
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
821360	Invoice	06/18/2025	06.18.2025 - FINGERPRINTING - MAY 202	0.00	64.00	
21.65.61137			FINGERPRINTING		64.00	
00087	Elite Tree Service	06/26/2025	Regular	0.00	32,913.57	100039
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2025-5-10	Invoice	05/23/2025	05.23.2025 - WINDSHIELD REPLACEMENT	0.00	555.57	
01.81.61105			OUTSIDE SERVICES-TREES		555.57	
2025-5-17	Invoice	05/30/2025	05.30.2025 - ROBSON PAINTING - SHRUB	0.00	2,080.00	
15.41.63117			CONSTRUCTION - BUILDI		2,080.00	
2025-5-18	Invoice	05/30/2025	05.30.2025 - ROBSON PAINTING - STUMP	0.00	650.00	
01.81.61150			OUTSIDE SERVICES-OTHE		650.00	
2025-5-4	Invoice	05/09/2025	05.09.2025 - FIRE CLEARANCE - LOMA RO	0.00	3,160.00	
35.41.61150			OUTSIDE SERVICES-OTHE		3,160.00	
2025-5-5	Invoice	05/09/2025	05.09.2025 - FIRE CLEARANCE - LOMA RO	0.00	2,880.00	
35.41.61150			OUTSIDE SERVICES-OTHE		2,880.00	
2025-5-8	Invoice	05/16/2025	05.16.2025 - FIRE CLEARANCE - WALGREE	0.00	3,138.00	
35.41.61150			OUTSIDE SERVICES-OTHE		3,138.00	
2025-5-9	Invoice	05/16/2025	05.16.2025 - FIRE CLEARANCE - PO ISLAN	0.00	3,120.00	
35.41.61150			OUTSIDE SERVICES-OTHE		3,120.00	
2025-6-2	Invoice	06/13/2025	06.13.2025 - FIRE CLEARANCE - ANGELA A	0.00	2,880.00	
35.41.61150			OUTSIDE SERVICES-OTHE		2,880.00	
2025-6-3	Invoice	06/13/2025	06.13.2025 - FIRE CLEARANCE - HAMPTO	0.00	2,880.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	35.41.61150	OUTSIDE SERVICES-OTHE	06.13.2025 - FIRE CLEARANCE -	2,880.00		
2025-6-5	Invoice	06/20/2025	06.20.2025 - FIRE CLERANCE - SYCAMORE	0.00	2,880.00	
	35.41.61150	OUTSIDE SERVICES-OTHE	06.20.2025 - FIRE CLERANCE - S	2,880.00		
2025-6-6	Invoice	06/20/2025	06.20.2025 - TRIM/CLEAN TREE WELLS	0.00	2,930.00	
	01.42.61105	OUTSIDE SERVICES-TREES	06.20.2025 - TRIM/CLEAN TREE	2,930.00		
2025-6-7	Invoice	06/20/2025	06.20.2025 - FIRE CLEARANCE - CREEK PA	0.00	2,880.00	
	35.41.61150	OUTSIDE SERVICES-OTHE	06.20.2025 - FIRE CLEARANCE -	2,880.00		
2025-6-8	Invoice	06/20/2025	06.20.2025 - FIRE CLERANCE - PO ISLAND/	0.00	2,880.00	
	35.41.61150	OUTSIDE SERVICES-OTHE	06.20.2025 - FIRE CLERANCE - P	2,880.00		
02777	Elizabeth Flanagan	06/26/2025	Regular	0.00	45.50	100040
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
06232025-3	Invoice	06/23/2025	06.23.2025 - PAINTING WORKSHOPS - JU	0.00	45.50	
	21.62.61171	ADULT CULTURE SERVICE	06.23.2025 - PAINTING WORKS	45.50		
00092	Ewing Irrigation Products	06/26/2025	Regular	0.00	31.95	100041
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
26569064	Invoice	06/23/2025	06.23.2025 - PVC CAPS	0.00	31.95	
	01.81.62200	DEPARTMENTAL SUPPLIE	06.23.2025 - PVC CAPS	31.95		
00017	Fairfax Building Supply Co. Inc.	06/26/2025	Regular	0.00	481.33	100042
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
296575	Invoice	05/01/2025	05.01.2025 - GARDEN HOSE	0.00	76.29	
	95.41.61150	OUTSIDE SERVICES-OTHE	05.01.2025 - GARDEN HOSE	76.29		
298091	Invoice	06/04/2025	06.04.2025 - HARDWARE/SUPPLIES	0.00	13.72	
	01.42.62200	DEPARTMENTAL SUPPLIE	06.04.2025 - HARDWARE/SUPPL	13.72		
298092	Invoice	06/04/2025	06.04.2025 - FERTILIZER	0.00	20.91	
	95.41.61150	OUTSIDE SERVICES-OTHE	06.04.2025 - FERTILIZER	20.91		
298137	Invoice	06/05/2025	06.05.2025 - CAULK/PAINT SUPPLIES	0.00	141.57	
	31.41.61506	BLDG. MAINT-OTHER	06.05.2025 - CAULK/PAINT SUP	141.57		
298212	Invoice	06/07/2025	06.07.2025 - SAW BLADES	0.00	78.23	
	01.42.62200	DEPARTMENTAL SUPPLIE	06.07.2025 - SAW BLADES	78.23		
298363	Invoice	06/11/2025	06.11.2025 - PUTTY KNIFE/RESPIRATOR/H	0.00	41.31	
	01.42.62200	DEPARTMENTAL SUPPLIE	06.11.2025 - PUTTY KNIFE/RESP	41.31		
298743	Invoice	06/19/2025	06.19.2025 - FERTILIZER	0.00	31.36	
	95.41.61150	OUTSIDE SERVICES-OTHE	06.19.2025 - FERTILIZER	31.36		
298774	Invoice	06/20/2025	06.20.2025 - CORNER BRACE	0.00	13.32	
	01.81.61506	BLDG. MAINT-OTHER	06.20.2025 - CORNER BRACE	13.32		
298869	Invoice	06/23/2025	06.23.2025 - BUILDING TRUCK	0.00	5.44	
	31.41.61506	BLDG. MAINT-OTHER	06.23.2025 - BUILDING TRUCK	5.44		
298890	Invoice	06/24/2025	06.24.2025 - AUGER/PVC CAPS	0.00	41.76	
	31.41.61506	BLDG. MAINT-OTHER	06.24.2025 - AUGER/PVC CAPS	41.76		
298908	Invoice	06/24/2025	06.24.2025 - DRAIN CLEANER	0.00	17.42	
	31.41.61506	BLDG. MAINT-OTHER	06.24.2025 - DRAIN CLEANER	17.42		
01062	Forster Pump & Well, A Division of Arolo Comp	06/26/2025	Regular	0.00	1,495.00	100043
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2506096-IN	Invoice	06/05/2025	06.05.2025 - CREEK WELL PRESSURE REPA	0.00	788.00	
	01.81.61104	OUTSIDE SERVICES-GROU	06.05.2025 - CREEK WELL PRESS	788.00		
2506110-IN	Invoice	06/06/2025	06.06.2025 - CHECK SOFT START VALVE	0.00	707.00	
	14.81.61150	OUTSIDE SERVICES-OTHE	06.06.2025 - CHECK SOFT START	707.00		

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02278	Gardeners' Guild	06/26/2025	Regular	0.00	1,143.00	100044
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
120434	Invoice	03/01/2025	03.01.2025 - SFD MEDIANS - MAR 2025	0.00	1,143.00	
01.42.61144	Medians		03.01.2025 - SFD MEDIANS - M		1,143.00	
00104	Grier Argall Plumbing Inc	06/26/2025	Regular	0.00	9,340.00	100045
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
19086	Invoice	06/17/2025	06.17.2025 - ICC - PRV AND SHUTOFF	0.00	2,840.00	
31.41.61506	BLDG. MAINT-OTHER		06.17.2025 - ICC - PRV AND SHU		2,840.00	
19089	Invoice	06/17/2025	06.17.2025 - ICC - URINAL REPLACEMENT	0.00	6,500.00	
21.65.63100	CAPITAL OUTLAY - CONST		06.17.2025 - ICC - URINAL REPL		6,500.00	
00020	Hannibal's Inc Electrical Construction	06/26/2025	Regular	0.00	6,455.54	100046
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
25343	Invoice	06/04/2025	06.04.2025 - PAY STATION INSTALL	0.00	5,228.34	
13.41.61150	OUTSIDE SERVICES-OTHE		06.04.2025 - PAY STATION INSTA		5,228.34	
25345	Invoice	06/04/2025	06.04.2025 - ROBSON HOUSE - IRRIGATIO	0.00	727.20	
01.81.61150	OUTSIDE SERVICES-OTHE		06.04.2025 - ROBSON HOUSE - I		727.20	
25347	Invoice	06/09/2025	06.09.2025 - CREEK PARK - REFLECTIVE B	0.00	500.00	
13.41.61150	OUTSIDE SERVICES-OTHE		06.09.2025 - CREEK PARK - REFL		500.00	
02586	HdL Software LLC	06/26/2025	Regular	0.00	2,459.57	100047
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SIN051597	Invoice	05/31/2025	05.31.2025 - NEW ACCTS/CLLCTN/DISCOV	0.00	2,459.57	
01.12.61150	OUTSIDE SERVICES-OTHE		05.31.2025 - NEW ACCTS/CLLCT		2,459.57	
02410	Hinderliter de Llamas & Associates	06/26/2025	Regular	0.00	2,501.92	100048
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SIN050896	Invoice	06/07/2025	06.07.2025 - CONTRACT SVCS TRNS TX - Q	0.00	616.20	
01.12.61150	OUTSIDE SERVICES-OTHE		06.07.2025 - CONTRACT SVCS T		616.20	
SIN050926	Invoice	06/15/2025	06.15.2025 - CONTRACT/AUDIT SVCS SALE	0.00	1,885.72	
01.12.61150	OUTSIDE SERVICES-OTHE		06.15.2025 - CONTRACT/AUDIT		1,885.72	
03913	Independent Distribution Collective LLC	06/26/2025	Regular	0.00	1,000.00	100049
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0014871	Invoice	06/24/2025	06.24.2025 - LOTA SHOW MANAGER 06.2	0.00	1,000.00	
60.14.62903	LIVE ON THE AVENUE		06.24.2025 - LOTA SHOW MANA		1,000.00	
00022	Jackson's Hardware Inc.	06/26/2025	Regular	0.00	63.45	100050
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
179955	Invoice	06/05/2025	06.05.2025 - NUTS/BOLTS/PAINT SUPPLIE	0.00	63.45	
01.42.62200	DEPARTMENTAL SUPPLIE		06.05.2025 - NUTS/BOLTS/PAIN		63.45	
00022	Jackson's Hardware Inc.	06/26/2025	Regular	0.00	45.63	100051
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
179956	Invoice	06/05/2025	06.05.2025 - WASHERS/BOLTS	0.00	45.63	
01.42.62200	DEPARTMENTAL SUPPLIE		06.05.2025 - WASHERS/BOLTS		45.63	
00022	Jackson's Hardware Inc.	06/26/2025	Regular	0.00	262.19	100052

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
180884	Invoice	06/20/2025	06.20.2025 - LOTA - STEEL UTILITY CART	0.00	262.19	
	60.14.62903		LIVE ON THE AVENUE		262.19	
03008	Jara, Inc,	06/26/2025	Regular	0.00	459.00	100053
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014869	Invoice	06/24/2025	06.24.2025 - SWIRL WEEK 1 - MINI/MIGH	0.00	459.00	
	21.63.61184		CAMP KIDMARIN MIGHT		301.50	
	21.63.61207		CAMP KIDMARIN MINI SE		157.50	
03782	Jessica Fairchild	06/26/2025	Regular	0.00	39,993.75	100054
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2397	Invoice	06/09/2025	06.09.2025 - FH20 - CONSTRUCTION ADM	0.00	16,087.50	
	45.41.63100		CAPITAL OUTLAY - CONST		16,087.50	
2398	Invoice	06/09/2025	06.09.2025 - FH20 - PROJECT MGMT	0.00	23,906.25	
	45.41.63100		CAPITAL OUTLAY - CONST		23,906.25	
04006	Kyocera Document Solutions Northern Californ	06/26/2025	Regular	0.00	516.00	100055
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
55E1833241	Invoice	06/11/2025	06.11.2025 - CONTRACT BASE RATE - EGO	0.00	516.00	
	42.21.63003		COMPUTER HARDWARE/		516.00	
00150	Marin Color Service Inc.	06/26/2025	Regular	0.00	681.22	100056
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
S0763997	Invoice	06/10/2025	06.10.2025 - PARK STOCK	0.00	651.21	
	01.81.62200		DEPARTMENTAL SUPPLIE		651.21	
S0764533	Invoice	06/12/2025	06.12.2025 - WOOD FILLER/FILTERS	0.00	30.01	
	15.41.63117		CONSTRUCTION - BUILDI		30.01	
00029	Marin IT	06/26/2025	Regular	0.00	19,706.20	100057
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2025-127655	Invoice	06/19/2025	06.19.2025 - AGREEMENT MANAGED OFF	0.00	2,012.85	
	42.21.61150		OUTSIDE SERVICES-OTHE		2,012.85	
2025-127780	Invoice	06/10/2025	06.10.2025 - QUALYS INTERNAL VULNERA	0.00	1,247.14	
	42.21.61150		OUTSIDE SERVICES-OTHE		1,247.14	
2025-127797	Invoice	06/11/2025	06.11.2025 - VERKADA CORPYARD	0.00	207.02	
	42.21.61150		OUTSIDE SERVICES-OTHE		207.02	
2025-127819	Invoice	06/13/2025	06.13.2025 - AGREEMENT HOSTED BACK	0.00	1,000.00	
	42.21.61150		OUTSIDE SERVICES-OTHE		1,000.00	
2025-127833	Invoice	06/13/2025	06.13.2025 - AGREEMENT ONSITE SUPPO	0.00	5,720.00	
	42.21.61150		OUTSIDE SERVICES-OTHE		5,720.00	
2025-127860	Invoice	06/17/2025	06.17.2025 - RECREATION LAPTOPS	0.00	4,991.84	
	21.65.63100		CAPITAL OUTLAY - CONST		4,991.84	
2025-127913	Invoice	06/20/2025	06.20.2025 - VERKADA CORPYARD	0.00	4,527.35	
	01.42.62200		DEPARTMENTAL SUPPLIE		2,263.68	
	01.81.62200		DEPARTMENTAL SUPPLIE		2,263.67	
04010	Mark Swanson	06/26/2025	Regular	0.00	1,271.90	100058

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R16140	Invoice	06/24/2025	06.24.2025 - REFUND - UNUSED FEES 42 S	0.00	1,271.90	
	01.00.48012		GENERAL PLAN MAINT FE		110.60	
	01.00.48057		PLANNING FEES		1,106.00	
	01.00.48059		PLANNING TRAINING FEE		55.30	
01036	Matrix HG Inc	06/26/2025	Regular	0.00	927.00	100059
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
187076	Invoice	06/17/2025	06.17.2025 - QTRLY PREV MAINT TH - MA	0.00	702.00	
	41.41.61150		OUTSIDE SERVICES-OTHE		702.00	
187089	Invoice	06/17/2025	06.17.2025 - QTRLY PREV MAINT SFB - JU	0.00	225.00	
	41.41.61150		OUTSIDE SERVICES-OTHE		225.00	
02323	Maze & Associates	06/26/2025	Regular	0.00	14,338.00	100060
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
54164	Invoice	06/23/2025	06.23.2025 - PROFESSIONAL SERVICES - F	0.00	14,338.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		14,338.00	
00609	Midwest Tape	06/26/2025	Regular	0.00	24.67	100061
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
507269172	Invoice	06/03/2025	06.03.2025 - VIDEOS	0.00	24.67	
	01.71.62307		VIDEOS		24.67	
01346	Nerviani Paving Inc	06/26/2025	Regular	0.00	9,200.00	100062
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
7674	Invoice	06/09/2025	06.09.2025 - ASPHALT PAVING - FERNWO	0.00	9,200.00	
	19.41.63113		UNPROGRAMMED DRAIN		9,200.00	
03524	Northwest Cascade, Inc.	06/26/2025	Regular	0.00	2,993.70	100063
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0554649597	Invoice	01/14/2025	01.14.2025 - UNIT RENTALS 01.14.25-02.1	0.00	1,300.46	
	01.81.61150		OUTSIDE SERVICES-OTHE		1,685.24	
	01.81.61150		OUTSIDE SERVICES-OTHE		-384.78	
0554903220	Invoice	06/03/2025	06.03.2025 - UNIT RENTALS 06.03.25-06.3	0.00	1,693.24	
	01.81.61150		OUTSIDE SERVICES-OTHE		1,693.24	
03884	Pacific Mobile Structures, Inc.	06/26/2025	Regular	0.00	6,116.91	100064
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV-00461909	Invoice	06/30/2025	07.01.2025 - FH20 - TEMP FACILITIES	0.00	6,116.91	
	45.41.63100		CAPITAL OUTLAY - CONST		6,116.91	
03523	Parametrix, Inc	06/26/2025	Regular	0.00	11,609.83	100065
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
67876	Invoice	06/11/2025	06.11.2025 - PM SIGNAL TIMING SFD/BU	0.00	916.25	
	01.41.61150		OUTSIDE SERVICES-OTHE		916.25	
67979	Invoice	06/13/2025	06.13.2025 - SEQUOIA PARK SR2S - MAY 2	0.00	10,693.58	
	14.41.63127		SAFE ROUTES		10,693.58	
02554	Parkmobile LLC	06/26/2025	Regular	0.00	340.40	100066

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV-US032-2025-	Invoice	05/31/2025	05.31.2025 - END USER FEES - MAY 2025	0.00	340.40	
	13.42.61114		OUTSIDE SRV: PARKING		340.40	
03397	Patrick O' Neill	06/26/2025	Regular	0.00	16,827.00	100067
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
183	Invoice	06/20/2025	06.20.2025 - ROBSON HOUSE - DRY ROT R	0.00	11,176.00	
	15.41.63117		CONSTRUCTION - BUILDI		11,176.00	
186	Invoice	06/20/2025	06.20.2025 - HUB CONCRETE - PARKING K	0.00	5,651.00	
	13.41.61150		OUTSIDE SERVICES-OTHE		5,651.00	
00558	Peterson	06/26/2025	Regular	0.00	1,764.34	100068
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SW270061688	Invoice	06/17/2025	06.17.2025 - FUEL GAUGE DIAG/REPAIR	0.00	1,764.34	
	41.41.61150		OUTSIDE SERVICES-OTHE		1,764.34	
03639	Quadient Leasing USA, Inc.	06/26/2025	Regular	0.00	576.62	100069
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
Q1895701	Invoice	06/10/2025	06.10.2025 - POSTAGE MACHINE	0.00	576.62	
	01.12.62003		POSTAGE		115.32	
	01.18.62003		POSTAGE		115.32	
	01.41.62003		POSTAGE		115.32	
	01.71.62003		POSTAGE		115.34	
	01.82.62003		POSTAGE		115.32	
00038	Rafael Lumber	06/26/2025	Regular	0.00	464.35	100070
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
98631	Invoice	06/06/2025	06.06.2025 - WOOD FILLER/LUMBER	0.00	240.37	
	15.41.63117		CONSTRUCTION - BUILDI		240.37	
98796	Invoice	06/09/2025	06.09.2025 - CORNER GUARDS	0.00	16.52	
	15.41.63117		CONSTRUCTION - BUILDI		16.52	
98977	Invoice	06/10/2025	06.10.2025 - STAPLES/SUBFLOOR	0.00	23.55	
	15.41.63117		CONSTRUCTION - BUILDI		23.55	
99918	Invoice	06/17/2025	06.17.2025 - ROBSON HOUSE - LUMBER	0.00	183.91	
	15.41.63117		CONSTRUCTION - BUILDI		183.91	
04005	Redwood Building Company LLC	06/26/2025	Regular	0.00	2,980.00	100071
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R16121	Invoice	06/16/2025	06.16.2025 - REFUND - ROAD BOND 150 T	0.00	2,980.00	
	01.00.20314		ROAD BOND		2,980.00	
00339	Redwood Security Systems	06/26/2025	Regular	0.00	400.00	100072
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
4168060	Invoice	06/06/2025	06.06.2025 - SERVICE CALL - TOWN HALL	0.00	400.00	
	41.41.61150		OUTSIDE SERVICES-OTHE		400.00	
00181	Ross Valley Fire Department	06/26/2025	Regular	0.00	5,317.29	100073
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014838	Invoice	05/22/2025	05.22.2025 - RVFD FEES COLLECTED - MA	0.00	5,317.29	
	01.00.20354		DUE TO ROSS VALLEY FIR		5,317.29	

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Date Range: 06/01/2025 - 06/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03346	Sage Energy Consulting - NV5 Inc.	06/26/2025	Regular	0.00	4,840.00	100074
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
454544	Invoice	06/17/2025	06.17.2025 - MUNI RESILIENCY CENTER - J	0.00	4,840.00	
15.90.63100			CONSTRUCTION		4,840.00	
03696	Sequoia Ecological Consulting, Inc.	06/26/2025	Regular	0.00	157.50	100075
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2025294	Invoice	06/05/2025	06.05.2025 - AMENDED BOTANICAL SURV	0.00	157.50	
35.41.61150			OUTSIDE SERVICES-OTHE		157.50	
03602	Serge Ndjemba	06/26/2025	Regular	0.00	1,653.60	100076
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
06182025-1	Invoice	06/18/2025	06.18.2025 - FRENCH IMMERSION CAMP	0.00	877.50	
21.63.61186			SPECIALTY CAMPS SERVIC		877.50	
06232025-1	Invoice	06/23/2025	06.23.2025 - FRENCH CONVERSATION 05.	0.00	776.10	
21.62.61171			ADULT CULTURE SERVICE		776.10	
03571	SIERRA PACIFIC TURF SUPPLY, INC	06/26/2025	Regular	0.00	4,658.18	100077
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
01035643	Invoice	06/17/2025	06.17.2025 - TURF SUPPLIES	0.00	4,658.18	
01.81.62200			DEPARTMENTAL SUPPLIE		4,658.18	
03533	Sterling Johnson	06/26/2025	Regular	0.00	350.00	100078
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0014870	Invoice	06/18/2025	06.18.2025 - CAMP KIDMARIN FIELD TRIP	0.00	350.00	
21.63.61184			CAMP KIDMARIN MIGHT		175.00	
21.63.61207			CAMP KIDMARIN MINI SE		175.00	
02474	T2 SYSTEMS CANADA INC.	06/26/2025	Regular	0.00	554.83	100079
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INVSTD00000701	Invoice	06/18/2025	06.18.2025 - PARKING METER BATTERIES	0.00	554.83	
13.41.61150			OUTSIDE SERVICES-OTHE		554.83	
00348	The Bank of New York Mellon	06/26/2025	Regular	0.00	825.00	100080
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
00252-25-003717	Invoice	06/13/2025	06.13.2025 - 2020 GOB PAYING AGENT FE	0.00	825.00	
28.00.61143			OUTSIDE SERVICES: BON		825.00	
03590	The Marin Dojo, Inc.	06/26/2025	Regular	0.00	90.00	100081
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
06232025-2	Invoice	06/23/2025	06.23.2025 - TAI CHAI - JUN 2025	0.00	90.00	
21.62.61171			ADULT CULTURE SERVICE		90.00	
03207	Toni DeFrancis	06/26/2025	Regular	0.00	160.00	100082
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2025-TC610	Invoice	06/19/2025	06.19.2025 - TRANSCRIPTION TC 06/10	0.00	160.00	
01.12.61150			OUTSIDE SERVICES-OTHE		160.00	
00215	Transbay Lock	06/26/2025	Regular	0.00	520.58	100083

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Date Range: 06/01/2025 - 06/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
93838	Invoice	06/05/2025	06.05.2025 - PUBLIC WORKS MASTER KEY	0.00	370.58	
	01.81.62200		DEPARTMENTAL SUPPLIE		370.58	
93894	Invoice	06/18/2025	06.18.2025 - TOWN HALL - DIGITAL LOCK	0.00	150.00	
	01.41.61506		BLDG. MAINT-OTHER		150.00	
00384	Van Midde & Son Concrete	06/26/2025	Regular	0.00	1,400.00	100084
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
15597	Invoice	06/24/2025	06.24.2025 - SIDEWALK RPLCMNT - 130	0.00	1,400.00	
	01.00.20304		CONCRETE CONTRACT		1,400.00	
03637	Verdek LLC	06/26/2025	Regular	0.00	9,018.59	100085
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
87764	Invoice	04/30/2025	04.30.2025 - CHARGEPOINT CLOUD SVCS	0.00	4,586.32	
	15.41.63100		CONSTRUCTION		4,586.32	
87836	Invoice	06/17/2025	06.17.2025 - CORPYARD EV CHARGING 50	0.00	4,432.27	
	14.41.63100		CAPITAL OUTLAY - CONST		4,432.27	
03878	Wandzia Rose	06/26/2025	Regular	0.00	250.00	100086
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2517	Invoice	06/15/2025	06.15.2025 - MSLA 2024-2025 - ORG CO	0.00	250.00	
	97.00.62006		INSTRUCTION - MSLA		250.00	
02905	Wells Fargo Vendor Financial Services, LLC	06/26/2025	Regular	0.00	925.01	100087
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
5034723127	Invoice	06/11/2025	06.11.2025 - CANON COPIER - JUN 2025	0.00	925.01	
	42.21.63003		COMPUTER HARDWARE/		925.01	
03595	William Meeker	06/26/2025	Regular	0.00	9,620.00	100088
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
R16133	Invoice	06/06/2025	06.06.2025 - ROAD BOND - 1 SAUNDERS A	0.00	9,620.00	
	01.00.20314		ROAD BOND		9,620.00	
03954	William Vela	06/26/2025	Regular	0.00	35.00	100089
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0014835	Invoice	06/12/2025	06.12.2025 - REIMB - RETURNED/REPLAC	0.00	35.00	
	01.71.62301		ADULT BOOKS		35.00	
03052	ZUMAR	06/26/2025	Regular	0.00	2,719.16	100090
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
52788	Invoice	06/20/2025	06.20.2025 - SIGNS/CONTROLLERS/RADA	0.00	2,719.16	
	16.41.62200		DEPARTMENTAL SUPPLIE		2,719.16	

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Date Range: 06/01/2025 - 06/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00391	Verizon Wireless	06/01/2025	Bank Draft	0.00	634.91	DFT06109
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
6113381377	Invoice	05/12/2025	05.12.2025 - CELLULAR - 04.13.25-05.12.2	0.00	634.91	
01.12.61705	UTILITIES-TELEPHONE	05.12.2025 - CELLULAR - 04.13.	51.48			
01.41.61705	UTILITIES-TELEPHONE	05.12.2025 - CELLULAR - 04.13.	370.70			
01.42.61705	UTILITIES-TELEPHONE	05.12.2025 - CELLULAR - 04.13.	109.77			
21.63.61179	PARKSIDE SERVICES	05.12.2025 - CELLULAR - 04.13.	51.48			
21.63.61187	ROBSON AFTER SCHOOL	05.12.2025 - CELLULAR - 04.13.	51.48			
00362	Town of San Anselmo	06/09/2025	Bank Draft	0.00	318,433.70	DFT06136
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0014822	Invoice	06/09/2025	6-15-2025 TSA To Fund Payroll	0.00	318,433.70	
01.00.20299	PAYROLL PAYABLE	6-15-2025 TSA To Fund Payroll	223,560.06			
01.00.20299	PAYROLL PAYABLE	6-15-2025 TSA To Fund Payroll	3,582.48			
01.00.20299	PAYROLL PAYABLE	6-15-2025 TSA To Fund Payroll	430.72			
01.00.20299	PAYROLL PAYABLE	6-15-2025 TSA To Fund Payroll	-1,269.71			
15.00.20299	PAYROLL PAYABLE	6-15-2025 TSA To Fund Payroll	10,703.73			
15.00.20299	PAYROLL PAYABLE	6-15-2025 TSA To Fund Payroll	-41.25			
19.00.20299	PAYROLL PAYABLE	6-15-2025 TSA To Fund Payroll	12,656.49			
21.00.20299	PAYROLL PAYABLE	6-15-2025 TSA To Fund Payroll	53,035.25			
27.00.20299	PAYROLL PAYABLE	6-15-2025 TSA To Fund Payroll	13,709.05			
95.00.20299	PAYROLL PAYABLE	6-15-2025 TSA To Fund Payroll	2,066.88			
00128	Pacific Gas & Electric	06/10/2025	Bank Draft	0.00	29.92	DFT06137
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
717-06102025	Invoice	06/10/2025	717 - CORPYARD UTILITIES - 05.03.25-05.3	0.00	29.92	
41.41.61701	UTILITIES	717 - CORPYARD UTILITIES - 05.	29.92			
00072	Comcast	06/05/2025	Bank Draft	0.00	162.20	DFT06138
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
426-06052025	Invoice	06/05/2025	426 - CREEK CAMERA - 06.14.25-07.13.25	0.00	162.20	
42.21.61150	OUTSIDE SERVICES-OTHE	426 - CREEK CAMERA - 06.14.25	162.20			
03344	CSG Forte Payments Inc.	06/10/2025	Bank Draft	0.00	1,926.85	DFT06139
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0013692593	Invoice	05/31/2025	05.31.2025 - REC DEPT - CREDIT CARD PR	0.00	1,926.85	
21.65.61177	CHG CARDS	05.31.2025 - REC DEPT - CREDIT	1,926.85			
03344	CSG Forte Payments Inc.	06/10/2025	Bank Draft	0.00	2,819.12	DFT06140
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0013692896	Invoice	05/31/2025	05.31.2025 - REC DEPT - CREDIT CARD PR	0.00	2,819.12	
21.65.61177	CHG CARDS	05.31.2025 - REC DEPT - CREDIT	2,819.12			
00128	Pacific Gas & Electric	06/16/2025	Bank Draft	0.00	680.52	DFT06141
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
146-06162025	Invoice	06/16/2025	146 - EV CHARGING - 05.05.25-06.05.25	0.00	680.52	
13.42.61114	OUTSIDE SRV: PARKING	146 - EV CHARGING - 05.05.25-0	680.52			
00128	Pacific Gas & Electric	06/27/2025	Bank Draft	0.00	160.62	DFT06142
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
216-06272025	Invoice	06/27/2025	216 - IMAGINATION PARK - 05.05.25-06.0	0.00	160.62	
14.81.61701	UTILITIES-ELECTRICITY	216 - IMAGINATION PARK - 05.0	160.62			

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00128	Pacific Gas & Electric	06/13/2025	Bank Draft	0.00	989.54	DFT06143
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
355-06132025	Invoice	06/13/2025	355 - CORPYARD UTILITIES - 05.02.25-06.0	0.00	989.54	
41.41.61701	UTILITIES		355 - CORPYARD UTILITIES - 05.		989.54	
00072	Comcast	06/12/2025	Bank Draft	0.00	266.16	DFT06144
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
583-06122025	Invoice	06/12/2025	583 - CORPYARD UTILITIES - 05.21.25-06.2	0.00	266.16	
41.41.61701	UTILITIES		583 - CORPYARD UTILITIES -		266.16	
01102	Central Marin Police Authority	06/02/2025	Bank Draft	0.00	456,205.75	DFT06145
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0014837	Invoice	06/02/2025	06.02.2025 - MEMBER CONTRIBUTION - J	0.00	456,205.75	
01.30.61199	POLICE SERVICES CONTR		06.02.2025 - MEMBER CONTRIB		456,205.75	
00181	Ross Valley Fire Department	06/16/2025	Bank Draft	0.00	479,895.92	DFT06146
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0014836	Invoice	06/16/2025	06.16.2025 - RVFD MEMBER CONTRIBUTI	0.00	479,895.92	
01.32.61139	RVFS CONTRACT		06.16.2025 - RVFD MEMBER CO		458,086.25	
15.32.61150	OUTSIDE SERVICES-OTHE		06.16.2025 - RVFD MEMBER CO		21,809.67	
00362	Town of San Anselmo	06/19/2025	Bank Draft	0.00	256,958.24	DFT06166
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0014865	Invoice	06/19/2025	6-30-2025 TSA To Fund Payroll	0.00	256,958.24	
01.00.20299	PAYROLL PAYABLE		6-30-2025 TSA To Fund Payroll		178,708.01	
01.00.20299	PAYROLL PAYABLE		6-30-2025 TSA To Fund Payroll		3,583.81	
01.00.20299	PAYROLL PAYABLE		6-30-2025 TSA To Fund Payroll		430.72	
01.00.20299	PAYROLL PAYABLE		6-30-2025 TSA To Fund Payroll		-1,269.71	
15.00.20299	PAYROLL PAYABLE		6-30-2025 TSA To Fund Payroll		9,014.50	
15.00.20299	PAYROLL PAYABLE		6-30-2025 TSA To Fund Payroll		-41.25	
19.00.20299	PAYROLL PAYABLE		6-30-2025 TSA To Fund Payroll		11,315.55	
21.00.20299	PAYROLL PAYABLE		6-30-2025 TSA To Fund Payroll		44,502.32	
27.00.20299	PAYROLL PAYABLE		6-30-2025 TSA To Fund Payroll		8,776.59	
95.00.20299	PAYROLL PAYABLE		6-30-2025 TSA To Fund Payroll		1,937.70	
01662	CalPERS	06/26/2025	Bank Draft	0.00	94,825.47	DFT06171
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
10000001796421	Invoice	06/24/2025	06.24.2025 - CERBT CONTRIBUTIONS - ST	0.00	94,825.47	
01.21.60401	RETIREE HEALTH BENEFIT		06.24.2025 - CERBT CONTRIBUT		94,825.47	
00128	Pacific Gas & Electric	06/27/2025	Bank Draft	0.00	16,393.28	DFT06175
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
461-06272025	Invoice	06/27/2025	461 - TH UTILITIES - 05.06.25-06.04.25	0.00	16,393.28	
21.65.61701	UTILITIES-ELECTRICITY		461 - TH UTILITIES - 05.06.25-06		493.44	
21.65.61701	UTILITIES-ELECTRICITY		461 - TH UTILITIES - 05.06.25-06		767.21	
31.41.61701	UTILITIES-ELECTRICITY		461 - TH UTILITIES - 05.06.25-06		1,362.28	
31.41.61702	UTILITIES-GAS		461 - TH UTILITIES - 05.06.25-06		862.29	
34.41.61701	UTILITIES-ELECTRICITY		461 - TH UTILITIES - 05.06.25-06		308.19	
34.41.61702	UTILITIES-GAS		461 - TH UTILITIES - 05.06.25-06		196.72	
41.41.61701	UTILITIES		461 - TH UTILITIES - 05.06.25-06		12,403.15	
00402	US Bank	06/01/2025	Bank Draft	0.00	26,024.76	DFT06202

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0014699	Invoice	05/22/2025	04.24.2025 - LEYLAND - SAFEWAY	0.00	103.95	
	01.71.61132		OUTSIDE SVCS-PROGRAM 04.24.2025 - LEYLAND - SAFEWA		103.95	
INV0014700	Invoice	05/22/2025	04.25.2025 - LEYLAND - ANDRONICO'S	0.00	2.29	
	01.71.61132		OUTSIDE SVCS-PROGRAM 04.25.2025 - LEYLAND - ANDRO		2.29	
INV0014701	Invoice	05/22/2025	04.30.2025 - DONERY - INSALATA'S	0.00	75.27	
	01.11.61000		TRAINING 04.30.2025 - DONERY - INSALAT		75.27	
INV0014702	Invoice	05/22/2025	05.06.2025 - DONERY - KURO NAMI	0.00	61.15	
	01.11.61000		TRAINING 05.06.2025 - DONERY - KURO N		61.15	
INV0014703	Invoice	05/22/2025	05.19.2025 - DONERY - MARIN INDEPEND	0.00	18.00	
	01.12.61150		OUTSIDE SERVICES-OTHE 05.19.2025 - DONERY - MARIN I		18.00	
INV0014704	Invoice	05/22/2025	05.20.2025 - DONERY - BUBBALA'S	0.00	52.96	
	01.11.61000		TRAINING 05.20.2025 - DONERY - BUBBAL		52.96	
INV0014705	Invoice	05/22/2025	04.24.2025 - WARNER - MARIN COFFEE R	0.00	24.95	
	01.11.62200		DEPARTMENTAL SUPPLIE 04.24.2025 - WARNER - MARIN		24.95	
INV0014706	Invoice	05/22/2025	04.30.2025 - WARNER - NOTHING BUNDT	0.00	170.78	
	21.65.62000		OFFICE SUPPLIES 04.30.2025 - WARNER - NOTHIN		170.78	
INV0014707	Invoice	05/22/2025	05.02.2025 - HILLARD - TRADER JOE'S	0.00	236.85	
	21.64.61185		SPECIAL EVENT EXPENSE 05.02.2025 - HILLARD - TRADER		236.85	
INV0014708	Invoice	05/22/2025	05.02.2025 - HILLARD - TRADER JOE'S	0.00	35.10	
	21.63.62987		ROBSON AFTER SCHOOL 05.02.2025 - HILLARD - TRADER		35.10	
INV0014709	Invoice	05/22/2025	05.06.2025 - HILLARD - CHASE ACE HARD	0.00	44.32	
	21.63.62978		TODDLER ENRICHMENT S 05.06.2025 - HILLARD - CHASE A		44.32	
INV0014710	Invoice	05/22/2025	05.06.2025 - HILLARD - AMAZON	0.00	42.60	
	21.63.62984		CAMP KIDMARIN MIGHT 05.06.2025 - HILLARD - AMAZO		42.60	
INV0014711	Invoice	05/22/2025	05.08.2025 - HILLARD - BEST BUY	0.00	1,542.98	
	21.65.63100		CAPITAL OUTLAY - CONST 05.08.2025 - HILLARD - BEST BU		1,542.98	
INV0014712	Invoice	05/22/2025	05.08.2025 - HILLARD - AMAZON	0.00	35.01	
	21.63.62984		CAMP KIDMARIN MIGHT 05.08.2025 - HILLARD - AMAZO		35.01	
INV0014713	Invoice	05/22/2025	05.12.2025 - HILLARD - AMAZON	0.00	648.89	
	21.63.62984		CAMP KIDMARIN MIGHT 05.12.2025 - HILLARD - AMAZO		648.89	
INV0014714	Invoice	05/22/2025	05.14.2025 - HILLARD - ETSY	0.00	3.50	
	21.63.62987		ROBSON AFTER SCHOOL 05.14.2025 - HILLARD - ETSY		3.50	
INV0014715	Invoice	05/22/2025	05.14.2025 - HILLARD - ANDRONICO'S	0.00	34.95	
	21.63.62987		ROBSON AFTER SCHOOL 05.14.2025 - HILLARD - ANDRO		34.95	
INV0014716	Invoice	05/22/2025	05.17.2025 - HILLARD - CANVA	0.00	30.00	
	21.65.61302		DUES 05.17.2025 - HILLARD - CANVA		30.00	
INV0014717	Invoice	05/22/2025	04.23.2025 - MIHAN - CHASE ACE HARDW	0.00	18.56	
	21.61.61165		SOFTBALL SERVICES 04.23.2025 - MIHAN - CHASE AC		18.56	
INV0014718	Invoice	05/22/2025	04.24.2025 - MIHAN - AMAZON	0.00	65.54	
	21.61.61165		SOFTBALL SERVICES 04.24.2025 - MIHAN - AMAZON		65.54	
INV0014719	Invoice	05/22/2025	04.24.2025 - MIHAN - AMAZON	0.00	41.48	
	21.61.62964		SOCCER SUPPLIES 04.24.2025 - MIHAN - AMAZON		41.48	
INV0014720	Invoice	05/22/2025	04.28.2025 - MIHAN - FAIRFAX LUMBER &	0.00	217.89	
	21.61.61165		SOFTBALL SERVICES 04.28.2025 - MIHAN - FAIRFAX L		217.89	
INV0014721	Invoice	05/22/2025	05.01.2025 - MIHAN - RED HILL CLEANERS	0.00	41.20	
	21.64.61185		SPECIAL EVENT EXPENSE 05.01.2025 - MIHAN - RED HILL		41.20	
INV0014722	Invoice	05/22/2025	05.01.2025 - MIHAN - CVS	0.00	4.69	
	21.65.62000		OFFICE SUPPLIES 05.01.2025 - MIHAN - CVS		4.69	
INV0014723	Invoice	05/22/2025	05.06.2025 - MIHAN - AMAZON	0.00	27.31	
	21.65.62000		OFFICE SUPPLIES 05.06.2025 - MIHAN - AMAZON		92.85	

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	21.65.62000	OFFICE SUPPLIES	05.06.2025 - MIHAN - AMAZON		-65.54	
INV0014724	Invoice	05/22/2025	05.18.2025 - MIHAN - AMAZON	0.00	39.97	
	21.61.62964	SOCCER SUPPLIES	05.18.2025 - MIHAN - AMAZON		39.97	
INV0014725	Invoice	05/22/2025	04.22.2025 - JONES - AMAZON	0.00	11.87	
	21.63.62979	PARKSIDE SUPPLIES	04.22.2025 - JONES - AMAZON		11.87	
INV0014726	Invoice	05/22/2025	04.24.2025 - JONES - AMAZON	0.00	39.32	
	21.63.62979	PARKSIDE SUPPLIES	04.24.2025 - JONES - AMAZON		39.32	
INV0014727	Invoice	05/22/2025	04.24.2025 - JONES - NOAH'S BAGELS	0.00	105.48	
	21.65.61000	TRAINING	04.24.2025 - JONES - NOAH'S B		105.48	
INV0014728	Invoice	05/22/2025	04.27.2025 - JONES - AMAZON	0.00	45.85	
	21.63.62979	PARKSIDE SUPPLIES	04.27.2025 - JONES - AMAZON		45.85	
INV0014729	Invoice	05/22/2025	04.30.2025 - JONES - TARGET	0.00	131.93	
	21.65.61000	TRAINING	04.30.2025 - JONES - TARGET		131.93	
INV0014730	Invoice	05/22/2025	05.02.2025 - JONES - AMAZON	0.00	10.83	
	21.63.62979	PARKSIDE SUPPLIES	05.02.2025 - JONES - AMAZON		10.83	
INV0014731	Invoice	05/22/2025	05.02.2025 - JONES - AMAZON	0.00	101.83	
	21.63.62979	PARKSIDE SUPPLIES	05.02.2025 - JONES - AMAZON		101.83	
INV0014732	Invoice	05/22/2025	05.02.2025 - JONES - AMAZON	0.00	73.72	
	21.63.62979	PARKSIDE SUPPLIES	05.02.2025 - JONES - AMAZON		73.72	
INV0014733	Invoice	05/22/2025	05.02.2025 - JONES - COMFORTS	0.00	760.00	
	21.64.61185	SPECIAL EVENT EXPENSE	05.02.2025 - JONES - COMFORT		760.00	
INV0014734	Invoice	05/22/2025	05.06.2025 - JONES - AMAZON	0.00	6.98	
	21.65.62000	OFFICE SUPPLIES	05.06.2025 - JONES - AMAZON		6.98	
INV0014735	Invoice	05/22/2025	05.07.2025 - JONES - TARGET	0.00	65.55	
	21.63.61184	CAMP KIDMARIN MIGHT	05.07.2025 - JONES - TARGET		65.55	
INV0014736	Invoice	05/22/2025	05.05.2025 - JONES - PAYPAL	0.00	277.44	
	21.63.62979	PARKSIDE SUPPLIES	05.05.2025 - JONES - PAYPAL		277.44	
INV0014737	Invoice	05/22/2025	05.08.2025 - JONES - GOOD EARTH	0.00	25.05	
	21.63.61179	PARKSIDE SERVICES	05.08.2025 - JONES - GOOD EAR		25.05	
INV0014738	Invoice	05/22/2025	05.09.2025 - JONES - AMAZON	0.00	164.51	
	21.63.62985	CAMP KIDMARIN MINI S	05.09.2025 - JONES - AMAZON		164.51	
INV0014739	Invoice	05/22/2025	05.12.2025 - JONES - AMAZON	0.00	550.95	
	21.63.62985	CAMP KIDMARIN MINI S	05.12.2025 - JONES - AMAZON		550.95	
INV0014740	Invoice	05/22/2025	05.13.2025 - JONES - AMAZON	0.00	30.58	
	21.63.62985	CAMP KIDMARIN MINI S	05.13.2025 - JONES - AMAZON		30.58	
INV0014741	Invoice	05/22/2025	05.13.2025 - JONES - AMAZON	0.00	29.46	
	21.63.62985	CAMP KIDMARIN MINI S	05.13.2025 - JONES - AMAZON		29.46	
INV0014742	Invoice	05/22/2025	05.13.2025 - JONES - AMAZON	0.00	29.46	
	21.63.62985	CAMP KIDMARIN MINI S	05.13.2025 - JONES - AMAZON		29.46	
INV0014743	Invoice	05/22/2025	05.17.2025 - JONES - AMAZON	0.00	155.12	
	21.63.62985	CAMP KIDMARIN MINI S	05.17.2025 - JONES - AMAZON		155.12	
INV0014744	Invoice	05/22/2025	05.18.2025 - JONES - AMAZON	0.00	221.40	
	21.63.62985	CAMP KIDMARIN MINI S	05.18.2025 - JONES - AMAZON		221.40	
INV0014745	Invoice	05/22/2025	05.18.2025 - JONES - AMAZON	0.00	31.66	
	21.63.62985	CAMP KIDMARIN MINI S	05.18.2025 - JONES - AMAZON		31.66	
INV0014746	Invoice	05/22/2025	05.18.2025 - JONES - AMAZON	0.00	91.73	
	21.63.62985	CAMP KIDMARIN MINI S	05.18.2025 - JONES - AMAZON		91.73	
INV0014747	Invoice	05/22/2025	05.18.2025 - JONES - AMAZON	0.00	21.82	
	21.63.62985	CAMP KIDMARIN MINI S	05.18.2025 - JONES - AMAZON		21.82	
INV0014748	Invoice	05/22/2025	04.24.2025 - O'GRADY - GREEN POINT NU	0.00	508.23	
	21.64.61185	SPECIAL EVENT EXPENSE	04.24.2025 - O'GRADY - GREEN		508.23	
INV0014749	Invoice	05/22/2025	04.26.2025 - O'GRADY - SAFEWAY	0.00	28.10	

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	21.64.61185	SPECIAL EVENT EXPENSE	04.26.2025 - O'GRADY - SAFEWA		28.10	
INV0014750	Invoice	05/22/2025	04.24.2025 - O'GRADY - URBAN TREE FAR	0.00	719.96	
	21.64.61185	SPECIAL EVENT EXPENSE	04.24.2025 - O'GRADY - URBAN		719.96	
INV0014751	Invoice	05/22/2025	04.25.2025 - O'GRADY - PARTY CENTER	0.00	50.00	
	21.64.61185	SPECIAL EVENT EXPENSE	04.25.2025 - O'GRADY - PARTY C		50.00	
INV0014752	Invoice	05/22/2025	04.25.2025 - O'GRADY - FAIRFAX LUMBER	0.00	392.27	
	21.64.61185	SPECIAL EVENT EXPENSE	04.25.2025 - O'GRADY - FAIRFAX		392.27	
INV0014753	Invoice	05/22/2025	04.28.2025 - O'GRADY - MARIN INDEPEN	0.00	5.95	
	21.65.61302	DUES	04.28.2025 - O'GRADY - MARIN		5.95	
INV0014754	Invoice	05/22/2025	04.28.2025 - O'GRADY - AMAZON	0.00	98.77	
	21.64.61185	SPECIAL EVENT EXPENSE	04.28.2025 - O'GRADY - AMAZO		98.77	
INV0014755	Invoice	05/22/2025	04.30.2025 - O'GRADY - COMCAST	0.00	99.21	
	21.63.61187	ROBSON AFTER SCHOOL	04.30.2025 - O'GRADY - COMCA		99.21	
INV0014756	Invoice	05/22/2025	04.30.2025 - O'GRADY - AMAZON	0.00	16.38	
	21.65.61302	DUES	04.30.2025 - O'GRADY - AMAZO		16.38	
INV0014757	Invoice	05/22/2025	05.03.2025 - O'GRADY - OFFICE DEPOT	0.00	43.69	
	21.65.62000	OFFICE SUPPLIES	05.03.2025 - O'GRADY - OFFICE		43.69	
INV0014758	Invoice	05/22/2025	05.02.2025 - O'GRADY - SAFEWAY	0.00	15.27	
	21.64.61185	SPECIAL EVENT EXPENSE	05.02.2025 - O'GRADY - SAFEWA		15.27	
INV0014759	Invoice	05/22/2025	05.02.2025 - O'GRADY - ANDRONICO'S	0.00	93.32	
	21.64.61185	SPECIAL EVENT EXPENSE	05.02.2025 - O'GRADY - ANDRO		93.32	
INV0014760	Invoice	05/22/2025	05.01.2025 - O'GRADY - PARTY CENTER	0.00	298.71	
	21.64.61185	SPECIAL EVENT EXPENSE	05.01.2025 - O'GRADY - PARTY C		298.71	
INV0014761	Invoice	05/22/2025	05.02.2025 - O'GRADY - AMAZON	0.00	933.89	
	21.65.63100	CAPITAL OUTLAY - CONST	05.02.2025 - O'GRADY - AMAZO		933.89	
INV0014762	Invoice	05/22/2025	05.05.2025 - O'GRADY - LUDWIG'S	0.00	327.75	
	21.64.61185	SPECIAL EVENT EXPENSE	05.05.2025 - O'GRADY - LUDWI		327.75	
INV0014763	Invoice	05/22/2025	05.05.2025 - O'GRADY - TAQUERIA MI FA	0.00	90.36	
	21.65.61000	TRAINING	05.05.2025 - O'GRADY - TAQUER		90.36	
INV0014764	Invoice	05/22/2025	05.06.2025 - O'GRADY - BUBBALA'S	0.00	666.54	
	21.64.61185	SPECIAL EVENT EXPENSE	05.06.2025 - O'GRADY - BUBBAL		666.54	
INV0014765	Invoice	05/22/2025	05.08.2025 - O'GRADY - SWEETWATER SO	0.00	4,766.56	
	21.65.63100	CAPITAL OUTLAY - CONST	05.08.2025 - O'GRADY - SWEET		4,766.56	
INV0014766	Invoice	05/22/2025	05.08.2025 - O'GRADY - GREEN POINT NU	0.00	146.10	
	21.64.61185	SPECIAL EVENT EXPENSE	05.08.2025 - O'GRADY - GREEN		146.10	
INV0014767	Invoice	05/22/2025	05.08.2025 - O'GRADY - AMAZON	0.00	106.46	
	21.63.62984	CAMP KIDMARIN MIGHT	05.08.2025 - O'GRADY - AMAZO		106.46	
INV0014768	Invoice	05/22/2025	05.14.2025 - O'GRADY - AMAZON	0.00	378.26	
	21.65.63100	CAPITAL OUTLAY - CONST	05.14.2025 - O'GRADY - AMAZO		378.26	
INV0014769	Invoice	05/22/2025	05.21.2025 - O'GRADY - AMAZON	0.00	34.33	
	21.63.62987	ROBSON AFTER SCHOOL	05.21.2025 - O'GRADY - AMAZO		34.33	
INV0014770	Invoice	05/22/2025	05.21.2025 - O'GRADY - AMAZON	0.00	65.50	
	21.64.61185	SPECIAL EVENT EXPENSE	05.21.2025 - O'GRADY - AMAZO		65.50	
INV0014771	Invoice	05/22/2025	05.21.2025 - O'GRADY - COSTCO	0.00	830.28	
	21.65.63100	CAPITAL OUTLAY - CONST	05.21.2025 - O'GRADY - COSTCO		830.28	
INV0014772	Invoice	05/22/2025	04.28.2025 - CLIFFORD - PARTEK SOLUTIO	0.00	294.57	
	13.42.61114	OUTSIDE SRV: PARKING	04.28.2025 - CLIFFORD - PARTEK		294.57	
INV0014773	Invoice	05/22/2025	04.28.2025 - CLIFFORD - MARIN INDEPEN	0.00	36.43	
	01.12.61302	DUES	04.28.2025 - CLIFFORD - MARIN		36.43	
INV0014774	Invoice	05/22/2025	04.28.2025 - CLIFFORD - PAYPAL	0.00	49.36	
	01.18.61806	MISC HIRING EXPENSES	04.28.2025 - CLIFFORD - PAYPAL		49.36	
INV0014775	Invoice	05/22/2025	04.30.2025 - CLIFFORD - T2 SYSTEMS CAN	0.00	2.00	

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	13.42.61114	OUTSIDE SRV: PARKING	04.30.2025 - CLIFFORD - T2 SYST		2.00	
INV0014776	Invoice	05/22/2025	04.29.2025 - CLIFFORD - COMFORTS	0.00	29.15	
	21.65.61806	MISC HIRING EXPENSES	04.29.2025 - CLIFFORD - COMF		29.15	
INV0014777	Invoice	05/22/2025	04.30.2025 - CLIFFORD - COMFORTS	0.00	85.63	
	21.65.61806	MISC HIRING EXPENSES	04.30.2025 - CLIFFORD - COMF		85.63	
INV0014778	Invoice	05/22/2025	05.06.2025 - CLIFFORD - ADOBE	0.00	775.78	
	42.21.63003	COMPUTER HARDWARE/	05.06.2025 - CLIFFORD - ADOBE		775.78	
INV0014779	Invoice	05/22/2025	05.10.2025 - CLIFFORD - PAYPAL	0.00	49.36	
	21.65.61806	MISC HIRING EXPENSES	05.10.2025 - CLIFFORD - PAYPAL		49.36	
INV0014780	Invoice	05/22/2025	05.17.2025 - CLIFFORD - DELL	0.00	267.65	
	01.12.62200	DEPARTMENTAL SUPPLIE	05.17.2025 - CLIFFORD - DELL		267.65	
INV0014781	Invoice	05/22/2025	04.23.2025 - KENTON - ZOOM	0.00	159.90	
	01.71.61150	OUTSIDE SERVICES-OTHE	04.23.2025 - KENTON - ZOOM		159.90	
INV0014782	Invoice	05/22/2025	04.22.2025 - AVILA - SAFEWAY	0.00	22.96	
	01.11.62200	DEPARTMENTAL SUPPLIE	04.22.2025 - AVILA - SAFEWAY		22.96	
INV0014783	Invoice	05/22/2025	04.23.2025 - AVILA - INSALATA'S	0.00	431.50	
	01.11.62200	DEPARTMENTAL SUPPLIE	04.23.2025 - AVILA - INSALATA'S		431.50	
INV0014784	Invoice	05/22/2025	04.24.2025 - AVILA - SAFEWAY	0.00	113.58	
	01.11.62200	DEPARTMENTAL SUPPLIE	04.24.2025 - AVILA - SAFEWAY		113.58	
INV0014785	Invoice	05/22/2025	04.25.2025 - AVILA - CURIO HOTELS	0.00	1,295.22	
	01.11.61000	TRAINING	04.25.2025 - AVILA - CURIO HOT		1,295.22	
INV0014786	Invoice	05/22/2025	05.01.2025 - AVILA - S&H CLEANERS	0.00	174.00	
	01.11.62200	DEPARTMENTAL SUPPLIE	05.01.2025 - AVILA - S&H CLEAN		174.00	
INV0014787	Invoice	05/22/2025	05.04.2025 - AVILA - COSTCO	0.00	47.05	
	01.11.61000	TRAINING	05.04.2025 - AVILA - COSTCO		47.05	
INV0014788	Invoice	05/22/2025	05.13.2025 - AVILA - SAFEWAY	0.00	20.97	
	01.11.62200	DEPARTMENTAL SUPPLIE	05.13.2025 - AVILA - SAFEWAY		20.97	
INV0014789	Invoice	05/22/2025	05.13.2025 - AVILA - THE HUB	0.00	177.68	
	01.11.62200	DEPARTMENTAL SUPPLIE	05.13.2025 - AVILA - THE HUB		177.68	
INV0014823	Invoice	05/22/2025	04.24.2025 - WASKEY - WAYFINDER BOOK	0.00	47.95	
	01.71.61132	OUTSIDE SVCS-PROGRAM	04.24.2025 - WASKEY - WAYFIN		47.95	
INV0014824	Invoice	05/22/2025	04.25.2025 - WASKEY - MICHAEL'S	0.00	49.13	
	01.71.61132	OUTSIDE SVCS-PROGRAM	04.25.2025 - WASKEY - MICHAEL		49.13	
INV0014825	Invoice	05/22/2025	05.01.2025 - WASKEY - SUSTAINABLE EXC	0.00	90.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM	05.01.2025 - WASKEY - SUSTAIN		90.00	
INV0014826	Invoice	05/22/2025	05.03.2025 - WASKEY - SAMSON-RS.COM	0.00	76.46	
	01.71.62200	DEPARTMENTAL SUPPLIE	05.03.2025 - WASKEY - SAMSON		76.46	
INV0014827	Invoice	05/22/2025	05.13.2025 - WASKEY - ACE HARDWARE	0.00	41.48	
	01.71.61132	OUTSIDE SVCS-PROGRAM	05.13.2025 - WASKEY - ACE HAR		41.48	
INV0014828	Invoice	05/22/2025	05.14.2025 - WASKEY - COMFORTS	0.00	9.89	
	01.71.61132	OUTSIDE SVCS-PROGRAM	05.14.2025 - WASKEY - COMFO		9.89	
INV0014829	Invoice	05/22/2025	05.08.2025 - SCOBLE - CLOUDWAYS	0.00	11.50	
	01.18.61150	OUTSIDE SERVICES-OTHE	05.08.2025 - SCOBLE - CLOUDW		11.50	
INV0014830	Invoice	05/22/2025	05.21.2025 - SCOBLE - WP ENGINE	0.00	49.00	
	01.18.61150	OUTSIDE SERVICES-OTHE	05.21.2025 - SCOBLE - WP ENGI		49.00	
INV0014831	Invoice	05/22/2025	05.22.2025 - SCOBLE - GRAVITY FORMS	0.00	259.00	
	01.18.61150	OUTSIDE SERVICES-OTHE	05.22.2025 - SCOBLE - GRAVITY		259.00	
INV0014839	Invoice	05/22/2025	04.25.2025 - BORTIS - MATT & JEFF'S	0.00	39.99	
	01.41.62200	DEPARTMENTAL SUPPLIE	04.25.2025 - BORTIS - MATT & J		39.99	
INV0014840	Invoice	05/22/2025	05.01.2025 - BORTIS - DROPBOX	0.00	199.00	
	01.41.62200	DEPARTMENTAL SUPPLIE	05.01.2025 - BORTIS - DROPBOX		199.00	
INV0014841	Invoice	05/22/2025	05.01.2025 - BORTIS - COSTCO	0.00	98.34	

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	01.41.62000	OFFICE SUPPLIES	05.01.2025 - BORTIS - COSTCO		98.34	
INV0014842	Invoice	05/22/2025	05.09.2025 - BORTIS - MARIN COUNTY CL	0.00	102.50	
	01.41.61300	PUBLICATIONS	05.09.2025 - BORTIS - MARIN C		102.50	
INV0014843	Invoice	05/22/2025	05.10.2025 - BORTIS - INTERNATIONAL CO	0.00	65.55	
	01.41.61000	TRAINING	05.10.2025 - BORTIS - INTERNAT		65.55	
INV0014844	Invoice	05/22/2025	05.15.2025 - BORTIS - USPS	0.00	6.00	
	01.41.61300	PUBLICATIONS	05.15.2025 - BORTIS - USPS		6.00	
INV0014914	Invoice	05/22/2025	05.04.2025 - CONDRY - UPCODES	0.00	708.00	
	01.41.62200	DEPARTMENTAL SUPPLIE	05.04.2025 - CONDRY - UPCODE		708.00	
INV0014915	Invoice	05/22/2025	05.14.2025 - CONDRY - ZOOM	0.00	159.90	
	01.41.61150	OUTSIDE SERVICES-OTHE	05.14.2025 - CONDRY - ZOOM		159.90	
INV0014916	Invoice	05/22/2025	05.06.2025 - SHAW - O'REILLY	0.00	323.01	
	01.42.62988	VEHICLE-FUEL/OIL/TIRES	05.06.2025 - SHAW - O'REILLY		323.01	
INV0014917	Invoice	05/22/2025	05.12.2025 - SHAW - GRAINGER	0.00	69.25	
	01.42.62909	SUPPLIES-TRAFFIC CONTR	05.12.2025 - SHAW - GRAINGER		69.25	
INV0014918	Invoice	05/22/2025	05.15.2025 - SHAW - GRAINGER	0.00	418.59	
	01.42.62909	SUPPLIES-TRAFFIC CONTR	05.15.2025 - SHAW - GRAINGER		418.59	
INV0014919	Invoice	05/22/2025	04.30.2025 - HEALY - WEDGE ROOFING	0.00	850.00	
	41.41.61150	OUTSIDE SERVICES-OTHE	04.30.2025 - HEALY - WEDGE RO		850.00	
INV0014920	Invoice	05/22/2025	05.02.2025 - HEALY - DEVIL MOUNTAIN W	0.00	669.16	
	01.42.61105	OUTSIDE SERVICES-TREES	05.02.2025 - HEALY - DEVIL MO		669.16	
INV0014921	Invoice	05/22/2025	05.02.2025 - HEALY - MATT & JEFF'S	0.00	119.99	
	01.42.62988	VEHICLE-FUEL/OIL/TIRES	05.02.2025 - HEALY - MATT & JE		119.99	
INV0014922	Invoice	05/22/2025	05.09.2025 - HEALY - CVS	0.00	24.67	
	01.81.62000	OFFICE SUPPLIES	05.09.2025 - HEALY - CVS		24.67	
INV0014923	Invoice	05/22/2025	05.09.2025 - HEALY - MATT & JEFF'S	0.00	59.99	
	01.42.62988	VEHICLE-FUEL/OIL/TIRES	05.09.2025 - HEALY - MATT & JE		59.99	
INV0014924	Invoice	05/22/2025	05.13.2025 - HEALY - MIGHTY MEN PEST C	0.00	125.00	
	41.41.61150	OUTSIDE SERVICES-OTHE	05.13.2025 - HEALY - MIGHTY M		125.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	411	212	0.00	842,595.70
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	-5,189.96
Bank Drafts	132	16	0.00	1,656,406.96
EFT's	0	0	0.00	0.00
	543	236	0.00	2,493,812.70

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	411	212	0.00	842,595.70
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	-5,189.96
Bank Drafts	132	16	0.00	1,656,406.96
EFT's	0	0	0.00	0.00
	543	236	0.00	2,493,812.70

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	6/2025	2,493,812.70
			2,493,812.70



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.7

MEETING DATE: 07.22.25

AGENDA TITLE: Consideration of Special Event Application –
Community Hanukkah Celebration and Menorah
Lighting Ceremony 2025

FROM: Jamie Bristow – Recreation Supervisor

RECOMMENDATION: That Town Council approve the Chabad of West Marin's application for the Community Chanukah Celebration and Menorah Lighting Ceremony event scheduled for Sunday, December 14th, 2025, from 3:00 – 6:00 pm.

That Council approve closing San Anselmo Avenue between Tunstead Avenue and Magnolia on Sunday, December 14th, 2025, beginning with closing the street to incoming traffic at 2:30pm and closing San Anselmo to all vehicles from 3:00pm-6:30pm.

That Council approve installing a large Menorah in front of Town Hall prior to Sunday, December 14, 2025 until Monday, December 22, 2025 when it is disassembled.

BACKGROUND

This family-oriented event is sponsored by the Chabad of West Marin in partnership with the San Anselmo Chamber of Commerce.

This is a two-part event that includes both a multi-day Menorah lighting and a one-day celebration filled with crafts, food, music, and games. The Chamber is expecting around 200 people in attendance.

The Chamber is proposing that the Menorah be assembled on either December 10th, 11th, or 12th, depending on staff schedules. That way it will be ready to be lit on Sunday, December 14th in conjunction with the start of Chanukah. One additional light will be lit the following seven evenings until the eighth and final evening of Sunday, December 21. On the first evening of December 14th, the celebratory event and ceremonial lighting of the 1st light will take place from 3:00-6:00pm. At the event there will be activities, food, and a ceremony for lighting the Menorah. The Chabad of West Marin is requesting the closure of San Anselmo Avenue on December 14^h from Tunstead to Magnolia from

2:30-6:30pm (with a hard closure beginning at 3:00pm). The Menorah will be disassembled and removed on either December 22nd or December 23rd depending on staff schedules.

DISCUSSION/ANALYSIS

The Menorah measures 9' tall by 7.5' wide and will be secured by 2-4 sandbags which total will be between 100-200 lbs. The assembly will be completed by Chabad of West Marin with oversight from town staff and will be located on the decomposed granite area in front of Town Hall (due to proximity to electrical). The Menorah is equipped with a dual fire/incandescent system which means it can accommodate both fire and lightbulbs. The lighting of the fire will only occur in a supervised and ceremonial manner on the first night of Hanukkah on December 14th. After the flames are lit they will be turned off and replaced with incandescent lightbulbs. There is a timer that makes it add a light each night on its own - so long as it stays connected to power.

Central Marin Police Department will assist with the closure and clearing cars from the Avenue. Due to staffing issues an officer will not be present for the duration of the event. The Chamber may elect to hire additional private security should they feel a need to do so.

The Chabad of West Marin is also proposing to have a fire element during the celebration and will need to submit a Fire Permit application and receive approval from the Fire Department prior to securing the entertainment.

The Town will provide event infrastructure such as tables, chairs, barricades and road closure signage. Town staff will also coordinate janitorial services and street closure attendants.

In the event of inclement weather, the Chamber may have to provide outdoor tents for coverage.

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

FISCAL IMPACT

The fiscal impact to the town for providing street closure attendants and a janitorial team is \$235.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

Attachment 1 – Event Application



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

APPLICATION FOR COMMUNITY-BASED EVENTS

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

EVENT INFORMATION

Name of event: 3rd Annual San Anselmo Chanuka Festival

Organization(s) presenting the event: Menorah Lighting

Other event sponsor(s), if any: 12/14/25

Contact Person: Moshe Berkowitz

Phone Number: 415-910-8186

Address: 283 Butterfield Rd, SA

Email: moshe@jewishwestmarin.org

Event Date(s): 12/14/25

Start and end times: 3-6pm

Number of attendees (estimate): 200

Location: Town Hall and DG area in front of Police station

Will alcohol be served or sold?

Yes ☐ No ☐

Brief Event Description:

For all ages for the whole community to come together and celebrate Chanukah. Menora is displayed on DG area before Sunday 12/14 and taken down after Sunday 12/21 - when best for the town. Menorah auto adds 1 light each night. 12/14 event has cultural Chanukah food, crafts and music, Menora lighting with tikis at 4:15 and entertainment at 5:00pm. Preferably fire show or magician.

Public space requested:

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

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

Additional Comments on the Public Space Requested:

1) 1 block street closure requested due to many children expected and for more space. Preferably at 2:30pm
 2) A Police officer or 2 to ease concerns of locals - Chabad happy to pay a fee if necessary, and a fire truck like last year.

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

- ❖ Town-Sponsored Events
- ❖ Ross Valley* accredited or licensed schools (pre-kindergarten through 12th grade, (both public and private schools)
- ❖ Ross Valley* Youth Organized Sporting of Cultural Events
- ❖ Organizations located in the Ross Valley* which have received tax-exempt status pursuant to Internal Revenue Service Code Section 501(c)(6)
- ❖ Merchant associations located in incorporated San Anselmo and established as of 2006

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

Standards & Objectives

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

Does the event:

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

CONDITIONS OF APPROVAL

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

- A. **Police:** Off-duty police officers may be required for the event, as determined by the Police Chief, depending on the number of people attending and the nature of the event. Off-duty police officers are required during events where alcohol is served or sold.
- B. **Emergency access:** An emergency access lane of at least 14 feet wide must be maintained at all times.
- C. **Insurance:** Proof of general liability insurance, naming the Town, its employees, and agents as additional insured, at limits no less than \$1,000,000.
- D. **Recycling and garbage:** Extra containers for recycling cans and bottles, and garbage cans must be placed throughout the area of the event. Containers and cans are to be emptied when full during the event, and picked up after the event.
- E. **Compostable/Disposable Foodware:** In accordance with the Town of San Anselmo's Ordinance 1136 all food vendors will provide takeout food in reusable foodware or compostable disposable foodware, or items composed entirely of aluminum. If a compostable disposable foodware item is not available, an alternative foodware item made of other materials, except polystyrene foam and polystyrene food ware, may be substituted.
- F. **Toilet facilities:** Events estimated to attract more than 100 people and lasting more than two hours must provide portable toilets, in the number and location as approved by the Parks superintendent, unless alternate arrangements for toilet facilities are otherwise required or arranged to the approval of the Parks Superintendent. Toilet facilities must be provided for disabled persons at each location where portable facilities are provided. Hand washing facilities must be provided where food is served.
- G. **Traffic control:** A traffic and parking control plan, including enforcement measures, must be approved by the Police Chief.
- H. **Noticing:** Events that include closure of the street will require advance written notice to businesses and residents on the street(s) that will be closed. These notices must be distributed a minimum of five days prior to the Town Council meeting date that the event application will be considered.
- I. **Sales tax:** Persons or businesses selling items as part of the event shall designate San Anselmo as the point of sale for sales tax purposes.
- J. **Alcoholic beverages:** A permit is required from the Police Chief and the State Department of Alcohol Beverage Control in order to serve or sell alcoholic beverages. Off-duty police officers are required if alcohol is served or sold.
- K. **Fire inspection:** A fire inspection is required of any and all appliances or devices that produce an open or enclosed flame and/or hot materials, including food.
- L. **Creek Park:** No more than three booths are allowed inside the turf areas of the park.
- M. **Signs and barricades:** Any "No parking signs" that are needed are to be provided by the event organizers, and posted according to the traffic control plan prior to the event. Barricades, detour signs, and other traffic control devices are to be provided by the event organizers.
- N. **Parking:** Temporary accessible parking must be provided if a street closure or other event condition renders permanent accessible parking unusable.
- O. **Cables:** Cables must be covered so as not to create a tripping hazard. When cable covers are used, they must not create a tripping hazard and must be navigable by wheelchair. The path of travel must be no more than 1:12.

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

Name:

moshe Berkowitz
m. Berkowitz

Ben H. S.A. CHAMBER of COMMERCE
5/11/25

Date: 05/07/2025

NAME OF EVENT: Menorah Lighting

DATE OF EVENT: 12/14/25

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE	Off duty police officers may be required for the event as determined by the Chief of Police	M. Norton
FIRE	Applicant required to submit a fire permit for the proposed fire elements. If the applicants would like to request the presence of an apparatus, please have them send their request directly to our Battalion Chiefs at info@rossvalleyfire.org .	D. Mahoney
RECREATION	Applicant must deliver notices to merchants affected by the street closure (and include notification of live music) Applicant must abide by Ordinance 1136 stating that all food vendors must provide items in reusable foodware or compostable disposable foodware. Applicant must sign an agreement for the temporary display.	D. Mauk & M. O'Grady
PUBLIC WORKS	Installation and removal depend on staff schedules. Requires compliance with all ADA regulations, including providing ADA-approved cord covers on all cords located on public right of way.	S. Condry & J. Healy
ADMINISTRATION		D. Donery
TOWN COUNCIL		



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.8

MEETING DATE: 07/22/25

AGENDA TITLE: Consideration of Special Event Application – Holiday Tree Lighting Ceremony 2025

FROM: Jamie Bristow – Recreation Supervisor

RECOMMENDATION: That Council approve the San Anselmo Chamber of Commerce's application for the Annual Holiday Tree Lighting Ceremony event scheduled for Saturday, December 6, 2025, from 5:00 – 8:00 pm.

That Council approve closing San Anselmo Avenue between Tunstead Avenue and Tamalpais Avenue on Saturday, December 6th, 2025 beginning with closing the street to incoming traffic at 3:00pm and closing San Anselmo to all vehicles from 4:00pm-8:00pm.

BACKGROUND

As in years past, the Holiday Lighting Ceremony has been scheduled for the first Saturday of December. This family-oriented event is sponsored by the San Anselmo Chamber of Commerce in partnership with the San Anselmo Recreation Department. For the fifth year in a row, the Chamber is requesting the closure of San Anselmo Avenue (from Tunstead to Tamalpais) from 4:00-8:00pm with a soft closure beginning at 3:00pm. This event is very well attended so the early street closure is imperative to public safety. Central Marin Police Department will assist with clearing the Avenue and Ross Valley Fire will assist with delivering Santa safely.

DISCUSSION/ANALYSIS

Over the years and depending on weather conditions, the Holiday Lighting Ceremony has attracted between 400 and 800 people to see the whimsical lighting of a tree in Imagination Park.

This is a very magical evening in downtown San Anselmo where the holiday tree is lit and then Santa magically arrives on his chariot. Spectators will visit with Santa, listen to holiday music, and sip hot chocolate under the lights. For a fourth year in a row the Chamber is proposing an electric trackless train adorned with lights that will take children and families for rides up and down the Avenue.

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

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

Attachment 1 – Event Application



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

APPLICATION FOR COMMUNITY-BASED EVENTS

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

EVENT INFORMATION

Name of event: Annual Tree Lighting Celebration

Organization(s) presenting the event: San Anselmo Chamber of Commerce

Other event sponsor(s), if any:

Contact Person: Benedetto Cico

Phone Number: 415-455-5366

Address: 339 San Anselmo Ave

Email: cico@usabound.com

Event Date(s): December 6, 2025

Start and end times: 5:00pm - 8:00pm **Number of attendees (estimate):** 400-800

Location: Downtown San Anselmo

Will alcohol be served or sold?

Yes ☐ No ☒

Brief Event Description:

Annual Tree Lighting Celebration that is free to attend with train rides for children, santa photo booth, etc.

Public space requested:

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

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

Additional Comments on the Public Space Requested:

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

- ❖ Town-Sponsored Events
- ❖ Ross Valley* accredited or licensed schools (pre-kindergarten through 12th grade, (both public and private schools)
- ❖ Ross Valley* Youth Organized Sporting of Cultural Events
- ❖ Organizations located in the Ross Valley* which have received tax-exempt status pursuant to Internal Revenue Service Code Section 501(c)(6)
- ❖ Merchant associations located in incorporated San Anselmo and established as of 2006

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

Standards & Objectives

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

Does the event:

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

CONDITIONS OF APPROVAL

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

- A. **Police:** Off-duty police officers may be required for the event, as determined by the Police Chief, depending on the number of people attending and the nature of the event. Off-duty police officers are required during events where alcohol is served or sold.
- B. **Emergency access:** An emergency access lane of at least 14 feet wide must be maintained at all times.
- C. **Insurance:** Proof of general liability insurance, naming the Town, its employees, and agents as additional insured, at limits no less than \$1,000,000.
- D. **Recycling and garbage:** Extra containers for recycling cans and bottles, and garbage cans must be placed throughout the area of the event. Containers and cans are to be emptied when full during the event, and picked up after the event.
- E. **Compostable/Disposable Foodware:** In accordance with the Town of San Anselmo's Ordinance 1136 all food vendors will provide takeout food in reusable foodware or compostable disposable foodware, or items composed entirely of aluminum. If a compostable disposable foodware item is not available, an alternative foodware item made of other materials, except polystyrene foam and polystyrene food ware, may be substituted.
- F. **Toilet facilities:** Events estimated to attract more than 100 people and lasting more than two hours must provide portable toilets, in the number and location as approved by the Parks superintendent, unless alternate arrangements for toilet facilities are otherwise required or arranged to the approval of the Parks Superintendent. Toilet facilities must be provided for disabled persons at each location where portable facilities are provided. Hand washing facilities must be provided where food is served.
- G. **Traffic control:** A traffic and parking control plan, including enforcement measures, must be approved by the Police Chief.
- H. **Noticing:** Events that include closure of the street will require advance written notice to businesses and residents on the street(s) that will be closed. These notices must be distributed a minimum of five days prior to the Town Council meeting date that the event application will be considered.
- I. **Sales tax:** Persons or businesses selling items as part of the event shall designate San Anselmo as the point of sale for sales tax purposes.
- J. **Alcoholic beverages:** A permit is required from the Police Chief and the State Department of Alcohol Beverage Control in order to serve or sell alcoholic beverages. Off-duty police officers are required if alcohol is served or sold.
- K. **Fire inspection:** A fire inspection is required of any and all appliances or devices that produce an open or enclosed flame and/or hot materials, including food.
- L. **Creek Park:** No more than three booths are allowed inside the turf areas of the park.
- M. **Signs and barricades:** Any "No parking signs" that are needed are to be provided by the event organizers, and posted according to the traffic control plan prior to the event. Barricades, detour signs, and other traffic control devices are to be provided by the event organizers.
- N. **Parking:** Temporary accessible parking must be provided if a street closure or other event condition renders permanent accessible parking unusable.
- O. **Cables:** Cables must be covered so as not to create a tripping hazard. When cable covers are used, they must not create a tripping hazard and must be navigable by wheelchair. The path of travel must be no more than 1:12.

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

Name:

BELEDETTO LLC
SAN ANSELMO CHAMBER of Commerce

Date:

6/25/25

NAME OF EVENT: Special Event Application

DATE OF EVENT: December 6th

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE		M. Norton
FIRE		D. Mahoney
RECREATION	Insurance required for trackless train	M. O'Grady
PUBLIC WORKS		S. Condry & J. Healy
ADMINISTRATION		D. Donery
TOWN COUNCIL		

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.9

MEETING DATE: July 22, 2025

AGENDA TITLE: Authorize Town Staff to Seek Proposals and Retain a Consultant for the Design of the Sequoia Park Safe Routes to Schools Project Areas #1 and #3

FROM: Scott Schneider, Assistant Public Works Director

RECOMMENDATION:

That the Town Council authorize Town staff to seek proposals and the Town Manager to award and execute an agreement with a consultant to design the construction drawings for the Sequoia Park Safe Routes to Schools Project Areas #1 and #3.

BACKGROUND AND DISCUSSION

At its meeting of June 24, 2025, the Town Council received a report about the Sequoia Park Safe Routes to Schools Project ("Project"), which seeks to improve safety for residents by creating safer intersections and prioritizing access to sidewalks, bike routes, and public transportation. (See June 24 staff report at https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/3432334/SPSR_Staff_Report_061625_FINAL_v2.pdf).

The Council also entered into a Memorandum of Understanding (MOU) and a Donation Agreement with an anonymous donor to fully fund two areas of the Project:

- **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

Finally, the Council authorized the Town Manager to negotiate and execute an agreement with Parametrix to complete design drawings for Areas #1 and #3 of the Project. Town staff has since determined that it would be in the best interest of the Town to consider other potential engineering consultants to complete the design. Although Parametrix completed preliminary drawings for Project Areas #1 and #3, the next phase of design may benefit from utilizing a consultant with more roadway engineering expertise. Therefore, Town staff is seeking the Council's authorization to seek informal proposals from qualified firms and to allow the Town Manager to retain the most qualified consultant for this work.

FISCAL IMPACT

Given the donation provided to the Town for this portion of the Project, the fiscal impact to the Town will be negligible.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

At its meeting of June 24, 2025, the Town Council found this Project to be categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 Class 1, because 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).



STAFF REPORT

TOWN OF SAN ANSELMO

Item #1.10

MEETING DATE: July 22, 2025

AGENDA TITLE: Resolutions Adopting Management and Confidential employee salaries and benefits for the period of July 1, 2025, to June 30, 2028 and part-time employees pay rates for July 1, 2025.

FROM: David Donery, Town Manager
Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider approving the three attached Resolutions adopting the Management and Confidential Employees pay rates for a period of July 1, 2025, to June 30, 2028 and part-time employees pay rates for July 1, 2025.

SUMMARY

The Town's proposed Memorandum of Understanding (MOU) with Service Employees International Union (SEIU) Local 1021 includes the following cost-of-living adjustments to the salary schedule:

- 6.0% effective July 1, 2025
- 5.5% effective July 1, 2026
- 4.0% effective July 1, 2027

The tentative agreement was ratified by SEIU members on June 18, 2025.

In addition to salary increases, the agreement includes a one-time, non-pensionable payment of \$3,000 and an increase to the Town's health insurance contribution, covering the full cost of the Kaiser medical plan based on the employee's coverage level.

DISCUSSION/ANALYSIS

It has been the Town's long-standing practice to provide Management and Confidential employees with salary adjustments consistent with those negotiated by SEIU. According to this practice, Town staff prepared the attached resolutions for the Council's consideration. In addition, the Council is being asked to adopt a resolution that updates the hourly employee pay rates. The rates included in each of these resolutions will be effective retroactively to July 1, 2025.

- **Attachment #1:** Updates the Management Employee salary schedule and confirms that Section 9 of the resolution incorporates SEIU MOU benefits.
- **Attachment #2:** Updates the Confidential Employee salary schedule and benefit provisions to match SEIU MOU terms.
- **Attachment #3:** Adjusts Part-Time Employee pay rates and benefits to reflect SEIU MOU terms.

FISCAL IMPACT

The total annual salary and benefit cost for the Town's 13 full-time equivalent (FTE) Management, Mid-Management, and Confidential employees is currently \$499,497. Estimated additional ongoing costs for the term of the MOU are shown below:

	FY2025-26 (6%)	FY2026-27 (5.5%)	FY2027-28 (4%)
Salary	\$176,994	\$110,315	\$90,076
Benefits	\$43,127	\$46,411	\$32,574
Total Cost	\$220,121	\$156,726	\$122,650

An additional \$39,000 is estimated in one-time payments (including Social Security and Medicare taxes). These payments are non-pensionable and do not impact pension liabilities under either the Classic or PEPRA retirement formulas.

Note: Pension cost projections reflect only wage-related increases and exclude the Town's annual lump-sum unfunded actuarial liability payments.

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's adoption of the attached resolutions establishing salaries and pay rates for Management and Confidential employees and part-time employees is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENTS

Attachment #1: RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 4510 TO ESTABLISH SALARIES AND BENEFITS FOR TOWN MANAGER AND MANAGEMENT EMPLOYEES EFFECTIVE JULY 1, 2025 TO JUNE 30, 2028

Attachment #2: RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 4389 TO ESTABLISH SALARIES AND BENEFITS FOR CONFIDENTIAL EMPLOYEES EFFECTIVE JULY 1, 2025 TO JUNE 30, 2028

Attachment #3: RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 4511 TO ESTABLISH SALARIES AND BENEFITS FOR PART TIME EMPLOYEES EFFECTIVE JULY 1, 2025

RESOLUTION NO. XXXX

**A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 4510 TO
ESTABLISH SALARIES AND BENEFITS FOR TOWN MANAGER AND
MANAGEMENT EMPLOYEES EFFECTIVE JULY 1, 2025 TO JUNE 30, 2028**

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

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

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

Town Manager

Department Managers

Community Development Director

Community Services Director

Finance and Administrative Services Director

Librarian

Public Works and Building Director

Mid-Managers

Assistant Public Works Director (2)

Building Official

Community Engagement Coordinator

Deputy Town Clerk/Municipal Information Officer

Public Works Manager

Senior Accountant/Financial Supervisor

Senior Civil Engineer

NOW THEREFORE, BE IT RESOLVED that Resolution No. 4510 is hereby repealed and replaced in its entirety as follows:

Section 1. California Environmental Quality Act

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

Section 2. Monthly Salaries

	<u>July 1, 2025</u>	<u>July 1, 2026</u>	<u>July 1, 2027</u>
Town Manager	\$21,265	\$22,435	\$23,332
Public Works Director	\$18,234	\$19,237	\$20,006
Fin & Adm Services Director	\$16,915	\$17,845	\$18,559
Community Development Director	\$17,745	\$18,721	\$19,470
Librarian	\$14,125	\$14,902	\$15,498
Community Services Director	\$14,125	\$14,902	\$15,498

Building Official	\$14,125	\$14,902	\$15,498
Senior Civil Engineer	\$12,212	\$12,884	\$13,399
Dep. Town Clerk/Muni Info Off.	\$11,433	\$12,062	\$12,544
Assistant Public Works Director	\$14,125	\$14,902	\$15,498

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

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

Section 2. Salary Adjustments

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

Section 3. Administrative Leave

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

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

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

Section 4. Employment Agreements

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

Section 5. Vehicle Allowance

The Town Manager and Public Works Director are granted a monthly car allowance of \$400, the Community Development Director a monthly car allowance of \$150, and the Building Official and Assistant Public Works Director a monthly car allowance of \$100. All other management employees are reimbursed for specific job-related travel at the rate per mile recognized by the Internal Revenue Service.

Section 6. Vacation Leave

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

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

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

Section 7. Assistant Town Manager

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

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

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

Section 9. Other Benefits

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

Section 10. Salary Schedule by Steps

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

San Anselmo Unrepresented Management Salary Schedule
Effective July 1, 2025

Position	A	B	C	D	E
Community Development Director	\$14,599	\$15,329	\$16,096	\$16,900	\$17,745

ITEM 1.10 - ATTACHMENT 1

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

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

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

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

San Anselmo Unrepresented Management Salary Schedule
Effective July 1, 2026

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

Position	Monthly Salary
Town Manager (Appointed)	\$22,435

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

Position	A	B	C	D	E
	\$12,137	\$12,777	\$13,449	\$14,157	\$14,902

ITEM 1.10 - ATTACHMENT 1

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

San Anselmo Unrepresented Management Salary Schedule
Effective July 1, 2027

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

Position	Monthly Salary
Town Manager (Appointed)	\$23,332

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

Position	A	B	C	D	E
Assistant Public Works Director	\$12,622	\$13,288	\$13,987	\$14,723	\$15,498
Building Official	\$12,622	\$13,288	\$13,987	\$14,723	\$15,498
Community Engagement Coordinator	\$8,691	\$9,125	\$9,580	\$10,061	\$10,565
Deputy Town Clerk/ Municipal Info Officer	\$10,317	\$10,835	\$11,376	\$11,944	\$12,544
Senior Accountant/ Financial Supervisor	\$9,827	\$10,318	\$10,834	\$11,374	\$11,946
Public Works Manager	\$10,912	\$11,488	\$12,092	\$12,730	\$13,399
Senior Civil Engineer	\$10,912	\$11,488	\$12,092	\$12,730	\$13,399

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

RESOLUTION PASSED AND ADOPTED, at a regular meeting of the San Anselmo Town Council held on the 22nd day of July 2025, by the following vote:

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

TARRELL KULLAWAY
MAYOR

ATTEST:

SERGE AVILA
TOWN CLERK

RESOLUTION NO. XXXX

**A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 4389 TO
ESTABLISH SALARIES AND BENEFITS FOR CONFIDENTIAL EMPLOYEES
EFFECTIVE JULY 1, 2025 TO JUNE 30, 2028**

WHEREAS, the performance of the confidential employees and changes in the cost of living have been reviewed by the Town Manager and the Finance and Administrative Services Director; and

WHEREAS, the duties, responsibilities, and compensation of the confidential staff of the Town of San Anselmo have been reviewed in relation to comparable positions in comparable cities and towns in Marin; and

WHEREAS, the Service Employees International Union (SEIU) Local 1021 Memorandum of Understanding provides for a 6% salary increase effective July 1, 2025, a 5.5% salary increase effective July 1, 2026, and a 4% salary increase effective July 1, 2027; and

NOW THEREFORE, BE IT RESOLVED that Resolution No. 4389 is hereby repealed and replaced in its entirety as follows:

Section 1. California Environmental Quality Act.

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

Section 2. Monthly Salaries.

San Anselmo Unrepresented Confidential Employees Salary Schedule
Effective July 1, 2025

Position	A	B	C	D	E
Management Analyst (37.5 hours workweek)	\$6,536	\$6,862	\$7,205	\$7,565	\$7,943

Effective July 1, 2026

Position	A	B	C	D	E
Management Analyst (37.5 hours workweek)	\$6,895	\$7,239	\$7,601	\$7,981	\$8,380

Effective July 1, 2027

Position	A	B	C	D	E
Management Analyst (37.5 hours workweek)	\$7,171	\$7,529	\$7,905	\$8,300	\$8,715

Section 2. Other Benefits

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

Section 3. Management Analyst

That as of June 1, 2016, the Management Analyst position has assumed responsibility for the Ross Valley Fire Department (RVFD) finance and human resources functions, which entail significant increased responsibility, for which the Management Analyst will receive an additional 20% on the incumbent's current salary, for as long as the position is responsible for the RVFD functions. The Ross Valley Fire Department will pay the Town for these accounting services.

RESOLUTION PASSED AND ADOPTED, at a regular meeting of the San Anselmo Town Council held on the 22nd day of July 2025, by the following vote:

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

TARRELL KULLAWAY
MAYOR

ATTEST:

SERGE AVILA
TOWN CLERK

RESOLUTION NO. XXXX**A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 4511 TO ESTABLISH PAY RATES AND BENEFITS FOR PART TIME EMPLOYEES EFFECTIVE JULY 1, 2025**

WHEREAS, the Town employs individuals in a part time capacity to perform ongoing work functions; and

WHEREAS, the term “part time capacity” identifies individuals who are typically employed with the Town on an hourly basis for an annual average of less than twenty hours per week;

WHEREAS, the duties and responsibilities of part time employees are monitored by department managers, and further, that compensation is based on specific hours worked as recorded by employees on semi-monthly timesheets and approved by department managers.

NOW THEREFORE, BE IT RESOLVED that resolution No. 4511 is hereby repealed and replaced in its entirety as follows:

Section 1. California Environmental Quality Act.

The Council's discussion and adoption of this resolution approving part time employee pay rates 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. Hourly Pay Rates.

Job Title	July 1, 2025
Clerical Assistant	\$15.50 - \$22.71
Library Assistant (on-call)	\$18.00 - \$33.42
Library Pages	\$15.50 - \$20.08
Librarian (on-call)	\$28.00 - \$47.11
Maintenance Worker	\$15.50 - \$31.27
Professional Temp	\$20.00 - \$119.10
Recreation Childcare Aide	\$15.50 - \$23.62
Recreation Childcare Instructor	\$15.50 - \$29.05
Recreation Facility/Equipment Assistant	\$15.50 - \$26.25

Recreation Specialist	\$15.50 - \$31.96
Sports Official/Coach	\$15.50 - \$63.67

BE IT FURTHER RESOLVED, that:

- Initial placement on an hourly pay range as well as periodic increases within the range are made at the discretion of the department manager and in consideration of an individual's knowledge and skills, prior work experience and job performance in the current position;
- Pursuant to federal law an employee who works four consecutive hours is entitled to one paid 15 minutes break, an employee who works eight consecutive hours is entitled to a second paid 15 minutes break, and an employee who works five or more consecutive hours is required to take an unpaid lunch break of at least 30 minutes in length;
- Pursuant to State law, employees are entitled to accrue one hour of sick leave, paid at the employee's hourly wage, for every 30 hours worked. Employees are entitled to accrue sick leave if they work more than 30 days within a year from the commencement of their employment and are entitled to begin using accrued sick leave after 90 days of employment. Sick leave may be used in increments of 2 hours or greater. Use of sick leave is limited to 3 workdays, or 24 hours, in a calendar year.
- Positions in this classification are not eligible for paid Town holidays;
- Positions in this classification are not eligible for accrual of paid vacation leave or floating holidays;
- Positions in this classification are eligible for Social Security contributions including FICA and Medicare as required by law but are not eligible for membership in the Public Employees Retirement System (PERS) unless provided for by PERS membership requirements.
- Positions identified in this classification are not eligible for Town paid employee health insurance benefits including but not limited to medical, dental, vision, life and long-term disability;
- Except positions in this classification who work more than half-time during the prior fiscal year and become CalPERS eligible may enroll in the lowest cost employee plus dependents CalPERS medical health plan. The Town shall contribute \$225.00 toward premiums for an employee who enrolls. Such employee who becomes eligible will have *sixty (60) days* from the end of the fiscal year to enroll. He/she may choose to waive participation in the CalPERS medical plan, provided that the employee provides acceptable proof of equivalent coverage through another source and executes an opt-out waiver. If the employee within this classification, who works more than half-time during the prior fiscal year is eligible to waive participation in the CalPERS medical plan, the Town will provide the \$225.00 to the employee as cash-in-lieu, subject to applicable taxes.

RESOLUTION PASSED AND ADOPTED, at a regular meeting of the San Anselmo Town Council held on the 22nd day of July 2025, by the following vote:

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

TARRELL KULLAWAY
MAYOR

ATTEST:

SERGE AVILA
TOWN CLERK



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.11

MEETING DATE: July 22, 2025

AGENDA TITLE: Quarterly Treasurer's Investment Report, June 2025

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider approving the Treasurer's Investment Report for the quarter ending June 30, 2025.

SUMMARY

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

DISCUSSION/ANALYSIS

The attached report itemizes the Town's investments and states the market value of each investment as of June 30, 2025. The Wells Fargo bank account is the Town's primary checking account used for the deposit and expenditure of operating funds. The Bank of America checking account is a controlled account used for payroll processing only.

The Town holds three investment accounts: one with Moreton Capital with funds held at U.S. Bank, one with Wells Fargo Securities with funds held at Wells Fargo, and one with RBC Capital Markets held at RBC. The investments held are allowable by the Town's investment policy.

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

The Town's cash balance as of June is \$18,139,709, which is \$612,780 less than the balances at this time last year.

FISCAL IMPACT

Not applicable

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment #1: Quarterly Treasurer's Investment Report, June 30, 2025

TOWN OF SAN ANSELMO

TREASURER'S INVESTMENT REPORT for the quarter ending June 30, 2025

INSTITUTION	TYPE OF INVESTMENT	MATURITY DATE	EFFECTIVE YIELD	MARKET VALUE OF AMOUNT ON DEPOSIT	NOTES	
					BOOK VALUE	UNREALIZED GAIN
Wells Fargo Bank	Government Advantage Checking	None	1.65%	-		
Wells Fargo Bank	Government Sweep Account	None	4.21%	9,827,523		
Bank of America	Business Checking Account	None	0.49%	80,557		
LAIF (Local Agency Investment Fund) Operating Account	State Treasurer's Pool	None	4.31%	8,406		
LAIF (Local Agency Investment Fund) Measure G Proceeds	State Treasurer's Pool	None	4.31%	101,262		
Moreton Capital	Money Market	None	4.26%	2,458,428		
Moreton Capital	Municipal Bonds	Varies	4.53%	3,274,536		
Moreton Capital	Certificate of Deposits	Varies	0.00%	-		
Moreton Capital	Treasury/Federal Agency	Varies	0.00%	-		
Wells Fargo	Treasury/Federal Agency	Varies	0.00%	-		
Wells Fargo	Money Market	None	4.16%	280,223		
RBC Wealth Management	Certificate of Deposits	Varies	4.61%	1,121,837		
RBC Wealth Management	Treasury/Federal Agency	Varies	0.00%	-		
RBC Wealth Management	Money Market	None	3.92%	986,936		
Total Investment Portfolio:				<u>18,139,709</u>		

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

John Mahl Digitally signed by John Mahl
Date: 2025.07.16 14:11:54
-07'00'



John Mahl, Town Treasurer

Jeff Zuba, Finance & Administrative Services Director

July 9, 2025
Date

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.1

MEETING DATE: July 22, 2025

AGENDA TITLE: Public Hearing to Consider an Ordinance Amendment to Repeal and Replace Title 4, Chapter 13 “Private Trees”; Adoption of Resolution Establishing In Lieu Tree and Replacement Fees; and Making CEQA Exemption Finding

FROM: Department of Public Works and Town Attorney’s Office

RECOMMENDATION:

1. That the Town Council hold a public hearing and consider the attached Ordinance Amendment, repealing and replacing Title 4, Chapter 13 “Private Trees”; the Resolution establishing in lieu tree and replacement fees; and making associated CEQA exemption finding.
 2. Motion to read the Ordinance Amendment by title only. The Town Manager will then read the full title of the Ordinance.
 3. Motion to approve the first reading of the Ordinance Amendment and waive future readings in their entirety.
 4. Motion to adopt the Resolution establishing in lieu tree and replacement fees.
-

SUMMARY AND BACKGROUND

Staff recommends that the Town Council approve the first reading of the Draft Tree Ordinance and adopt the Fee Resolution.

Trees play an important role in the natural beauty of San Anselmo and the Town has been regulating trees since 1907. Now, with the impact of climate change and the growing risk of devastating wildfires in populated areas, it is also important that properties comply with changing fire codes with respect to trees and other vegetation management. The Town seeks to balance the environmental and aesthetic importance of trees while reducing wildfire risk.

Currently, private trees are regulated by Town Municipal Code Chapter 4-13, which may be found [here](#). It was last updated in 2001. (Please note that the proposed Ordinance does not regulate public trees or “[street trees](#)”.) In September 2024, the Town Council

directed staff to bring a draft Tree Ordinance amendment to the Planning Commission for its review and recommendation.

The Planning Commission held 4 public hearings on the Tree Ordinance on October 21 and November 4, 2024, and on February 3 and May 5 2025. The Commission gave feedback to staff regarding ways to improve the Ordinance and staff has incorporated the Planning Commission's changes. On May 5, 2025, the Planning Commission voted unanimously to recommend Town Council approval of the draft Ordinance and associated Fee Resolution.

DISCUSSION

A. Summary of Key Ordinance Provisions.

1. Preservation of "Protected" and "Heritage" Trees. The proposed Ordinance defines categories of trees that the Town seeks to preserve: Heritage Trees and Protected Trees. A full listing of tree varieties may be found in the draft Ordinance and includes trees such as the Coast Redwood, California Bay Laurel, California Live Oak, and the Common Manzanita.

If a listed tree is below a certain diameter, it will be considered a "Protected Tree", and larger diameter trees are "Heritage Trees". While both trees are protected under the Ordinance, Heritage Trees – due to their age, size, and history in the community – have additional protections.

2. Tree Permit Required for Removal or Protected or Heritage Trees.

Developed Property. A tree permit is required to remove or alter a Protected or Heritage Tree on *developed property*. The removal or alteration of a non-Protected or Heritage Tree does not require a permit.

Undeveloped Property. On *undeveloped property*, a tree permit is required for the removal or alteration of a Protected or Heritage Tree, and *all trees 7" or greater in diameter*. The purpose of this is to ensure that undeveloped properties retain as many trees as possible. This is the same as the Town's current regulations.

Please note that "Removal" and "alter" are defined in the Ordinance. "Alteration" *does not include* the removal of no more than 25% of a tree's crown, which may be done without a permit.

3. Tree Permit Review.

- Application. An application must include certain requirements such as an arborist report. The Director of Public Works may also require a third-party peer review by a Town Arborist. Reports are paid by the applicant. (A full list of requirements is found at Section 4-13.05 of the Draft Ordinance.)

- Review Authority. A Tree Permit associated with a larger project will be reviewed by the Planning Commission. A stand-alone tree permit will be reviewed by the Director of Public Works.
 - Findings. Findings are required to grant a Tree Permit and include factors such as: the condition of the tree and if it will adversely impact the property or neighbors. More stringent findings are required to remove or alter a Heritage Tree than a Protected Tree. (All criteria can be found in Section 4-13.06 of the Draft Ordinance.) The decision may be appealed.
 - Replacement Tree or In-Lieu Fee. Unless exempt, the removal of a tree requires a replacement tree, and if not feasible, an in-lieu fee. Funds from the in-lieu fee shall be placed in a Tree Preservation Fund that will be used to plant and maintain trees, and provide community outreach and education. The Draft Resolution establishes the in-lieu fee and associate fund.
4. Nesting Birds. Federal and State law protect most birds with limited exceptions. Federal and State agencies are responsible for enforcement, not the Town.¹ In order to further encourage compliance with law and protect birds, the Ordinance provides that tree removal or alteration is not allowed during the nesting season, which runs from February 1 through August 31, with exceptions for emergencies.
 5. Penalties. Anyone who impermissibly removes or alters a Heritage Tree must pay twice the amount of the appraised value of the Tree as determined by an arborist and replace the tree. Anyone who impermissibly removes or alters a Protected Tree must replace the tree.
 6. Exemptions.
 - Process. If a tree falls under an exemption, it will not require a Tree Permit. The applicant will complete an Exemption Form. If staff determines that the request qualifies for an exemption, then no permit is required, and the applicant may remove or alter the tree. No fee shall be required.
 - Exemptions. The following is a summary of exemptions. Many of the exemptions are contained in the Town's current Ordinance.

Please note that it was important for the Planning Commission to ensure that residents could easily comply with the fire code and were able to implement the fire protection plans from fire authorities such as Marin Wildfire Prevention Authority and the Ross Valley Fire Department ("RVFD"). The Planning Commission heard a presentation from RVFD Senior Inspector Rob Bastianon at its February 2025 meeting and directed

¹ The U.S. Department of Fish and Wildlife is responsible for enforcing the Federal Migratory Bird Treaty Act. The California Department of Fish and Wildlife is responsible for enforcing State bird protection laws such as Fish and Game Code section 3503 that prohibits the destruction of nests and eggs.

staff to return with a more robust exemption for fire protection, detailed below. Please see the Planning Commission staff report [here](#) for a detailed explanation of the intersection between fire codes and protection of trees.

- Diseased and Dying Trees. Diseased trees that are unlikely to survive or a threat to the surrounding area as determined by an arborist are exempt.
- Emergency. A tree that is an imminent threat to public safety is exempt and the Town or other emergency personnel may remove/alter.
- Nuisance. A tree that qualifies as a public nuisance may be abated by the Town per the Town's nuisance abatement code.
- Consistent with State Housing Law. Tree removal or alteration associated with ministerially approved housing units (such as qualifying Accessory Dwelling Units), and projects approved pursuant to the Town's Objective Design and Development Standards are exempt consistent with State housing law.
- Fire Hazard. A tree that qualifies as a "fire hazard" (defined) as determined by the Public Works Director, is exempt.
- Fire Protection and Compliance with Fire Code. A tree removal or alteration is exempt if a fire code official requires or recommends it as either mandated by the fire code or deemed necessary for fire protection. A "fire code official" is defined as the RVFD Chief or any fire official as defined in California Fire Code section [202](#) (fire chief or designated authority.)

B. Conclusion. Staff appreciates the extensive work by the Planning Commission in the development and refinement of the proposed Ordinance. The Commission sought to strike a balance between the protection of trees and prevention of wildfire. Staff suggests that the Council pass the first reading of the Draft Ordinance. Alternatively, it may give direction to staff to return with revisions or decline to pass a first reading.

FISCAL IMPACT

The Draft Ordinance will have minimal fiscal impact.

GENERAL PLAN CONSISTENCY

The proposed Ordinance is consistent with the Town's General Plan: Land Use Element Objective 2, Policy 2.2, requiring development to preserve certain natural and cultural characteristics; Conservation Element, Conservation and Environmental Policy Guideline No. 12, to avoid unnecessarily cutting trees; and the Safety Element (adopted 2024) which discusses and includes policies to address the increasing risk of wildfires given climate change.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility it would have a significant effect on the environment. The Ordinance makes no changes to land uses, development intensities, or the rate at which development is expected to occur. The Ordinance is consistent with the Town’s Climate Action Plan as the preservation of trees will help contribute to the environmental health of the Town, preservation of wildlife, and contribute to cleaner air.

ATTACHMENTS

Attachment 1-Draft Ordinance

Attachment 2-Resolution Establishing Tree In-Lieu Fees

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
REPEALING AND REPLACING TITLE 4, “PUBLIC WELFARE, MORALS AND
CONDUCT”, CHAPTER 13 “PRIVATE TREES”; AND MAKING ASSOCIATED CEQA
EXEMPTION FINDINGS**

WHEREAS, in September 2024, the Town Council directed staff to bring a proposed Private Tree Ordinance to the Planning Commission for its consideration and input; and

WHEREAS, the Planning Commission held four public hearings where it received public comment, and discussed and considered the proposed Private Tree Ordinance on: October 21 and November 4, 2024; and February 3 and May 5, 2025; and

WHEREAS, the Planning Commission unanimously voted to recommend Town Council approval of the repeal and replacement of Title 4, Chapter 13 “Private Trees” (“Ordinance Amendment”); and

WHEREAS, the Ordinance Amendment will protect and preserve trees in San Anselmo by requiring a tree permit for the removal or alteration of heritage and protected trees, while also allowing for exemptions as necessary for issues such as wildfire prevention; and

WHEREAS, pursuant to Article XI, Section 7 of the California Constitution, the Town may adopt and enforce ordinances and regulations not in conflict with general laws to protect and promote the public health, safety, and welfare of its citizens; and

WHEREAS, the Ordinance Amendment is in the public interest because it will help protect and preserve trees in the Town which improves the environment and aesthetics of the community, while providing for appropriate tree removal and alteration in instances such as when necessary for wildfire prevention; and

WHEREAS, the Ordinance Amendment is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility it would have a significant effect on the environment. The Ordinance makes no changes to land uses, development intensities, or the rate at which development is expected to occur; and

WHEREAS, the Ordinance Amendment is consistent with the Town’s General Plan: Land Use Element Objective 2, Policy 2.2, requiring development to preserve certain natural and cultural characteristics; Conservation Element, Conservation and Environmental Policy Guideline No. 12, to avoid unnecessarily cutting trees; and the Safety Element (adopted 2024) which discusses and includes policies to address the increasing risk of wildfires given climate change; and

WHEREAS, the Ordinance Amendment is consistent with the Town’s Climate Action Plan as the preservation of trees by requiring tree permits for a wide range of trees, will help contribute to the environmental health of the Town, preservation of wildlife, and contribute to cleaner air; and

WHEREAS, the Town Clerk caused notice of a Town Council public hearing regarding the Town Council’s adoption of the Ordinance Amendment in the Marin Independent Journal newspaper on as required by Government Code section 36933 and published the text of the Ordinance Amendment as required by State law; and

WHEREAS, the Town Council held a duly noticed public hearing on May 27, 2025 to consider adoption of the Ordinance Amendment.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The above recitals are true and correct and incorporated as findings herein.

SECTION 2. Environmental Review. The Ordinance Amendment is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility it would have a significant effect on the environment. The Ordinance Amendment makes no changes to land uses, development intensities, or the rate at which development is expected to occur.

SECTION 3. General Plan Consistency Finding. The Ordinance Amendment is consistent with the Town’s General Plan: Land Use Element Objective 2, Policy 2.2, requiring development to preserve certain natural and cultural characteristics; Conservation Element, Conservation and Environmental Policy Guideline No. 12, to avoid unnecessarily cutting trees; and the Safety Element (adopted 2024) which discusses and includes policies to address the increasing risk of wildfires given climate change.

SECTION 4: Ordinance Amendment. Title 4 “Public Welfare, Morals and Conduct”, Chapter 13 “Private Trees” is hereby repealed in its entirety and replaced as follows:

CHAPTER 13 PRIVATE TREES

4-13.01 Purpose.

The purpose of this Chapter is to regulate the removal and alteration of Trees to preserve the Town’s natural heritage, the environment, and wildlife habitat, while also recognizing the importance of vegetation and tree management in the prevention of wildfires.

4-13.02 Definitions.

For the purposes of this Chapter, certain words and phrases used in this Chapter are defined as follows:

- A. “Alter” or “Alteration” means to take an action that diminishes the health and vigor of a Tree including but not limited to, excessive or improper pruning of a Tree, grade changes around or near a Tree, excessive irrigation of a Tree, trenching in the root zone of a Tree, and excessive use of herbicides, insecticides, or fungicides. “Alter” or “Alteration” does not include: periodic trimming, shaping, thinning, or pruning of a Tree to preserve or protect its health, growth, or appearance, in accordance with accepted arboricultural standards and practices and involving a removal of no more than 25% of an individual Tree’s crown consistent with the Approved American National Standard (ANSI) Pruning, Repairing, Maintaining, and Removing Trees and Cutting

Brush – Safety Requirements and Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Pruning).

- B. “Certified Arborist” means a person who has been tested by, and is currently certified as, an “arborist” by the International Society of Arboriculture, or who is currently a member or registered consulting arborist of the American Society of Consulting Arborists.
- C. “Developed Private Property” means a parcel or a portion of a lot or parcel where improvements exist or have been constructed for human habitation or accessory use.
- D. “Director” means the Director of the Public Works Department or designee.
- E. “Diameter” means the average Diameter of the trunk of a Tree measured at four feet and six inches (4’-6”) above the average ground level immediately surrounding the trunk of the Tree. If there are multiple stems below 4’-6” feet, the Diameter shall be the average diameter of all stems; except if only two or more stems are present, then the Tree is considered to be forked and the Diameter shall be the measurement of the smallest trunk Diameter below the fork. The final interpretation of Diameter shall be by the Director.
- F. “Fire Code Official” means the Chief of the Ross Valley Fire Department or designee, or any Fire Code Official defined in California Fire Code section 202, as may be amended from time to time.
- G. “Fire Hazard” means any Tree that is identified as highly flammable due to being dead or diseased as determined by the Director. The Director shall use all relevant information available in making this decision including, but not limited to, advice from a Fire Code Official and the Director’s own expert opinion.
- H. “Nesting Season,” means a time where various species of birds engage in courtship rituals, build nests, lay eggs, and care for their chicks, and occurs from February 1 and through August 31.
- I. “Non-Intrusion Zone” means the area of ground surrounding the trunk of a Tree within which certain activities may be restricted or prohibited to protect the Tree. The table below shall serve as a general guideline for determining non-intrusion zones; the precise non-intrusion zone shall be determined by the project arborist and shall reflect individual site conditions.

Trunk Diameter (inches)	Protected Distance (radius in feet)
4”	6’
6”	10’
12”	12’
18”	16’
24”	18’
30”	20’

36"

24'

42"

28'

>48"

32'

J. "Protected Tree" and "Heritage Tree" means any one of the following as indicated in the Table below:

COMMON NAME	BOTANICAL NAME	PROTECTED SIZE DIAMETER AT BREAST HEIGHT	HERITAGE SIZE DIAMETER AT BREAST HEIGHT
Arroyo willow	<i>S. lasiolepis</i>	6 inches	18 inches
Big-leaf maple	<i>Acer macrophyllum</i>	10 inches	30 inches
Bishop pine	<i>Pinus muricata</i>	10 inches	30 inches
Blue oak	<i>Q. douglasii</i>	4 inches	9 inches
Box elder	<i>A. negundo</i> var. <i>californicum</i>	10 inches	30 inches
California bay laurel	<i>Umbellularia californica</i>	10 inches	30 inches
California black oak	<i>Q. kelloggii</i>	6 inches	18 inches
California buckeye	<i>Aesculus californica</i>	10 inches	30 inches
California nutmeg	<i>Torreya californica</i>	10 inches	30 inches
Canyon live oak	<i>Q. chrysolepis</i>	6 inches	18 inches
Chaparral oak	<i>Q. wislizeni</i>	6 inches	18 inches
Coast live oak	<i>Quercus agrifolia</i>	6 inches	18 inches
Coast redwood	<i>Sequoia sempervirens</i>	10 inches	20 inches
Common manzanita	<i>Arctostaphylos manzanita</i>	4 inches	12 inches
Douglas-fir	<i>Pseudotsuga menziesii</i>	10 inches	30 inches
Giant Chinquapin	<i>Castanopsis chrysophylla</i>	10 inches	30 inches
Hawthorn	<i>Crataegus douglasii</i>	10 inches	30 inches
Mountain- mahogany	<i>Cercocarpus betuloides</i>	10 inches	30 inches
Narrow leaved willow	<i>Salix exigua</i>	6 inches	12 inches
Evergreen red oak	<i>Q. parvula</i> var. <i>shrevei</i>	6 inches	18 inches
Oregon ash	<i>Fraxinus latifolia</i>	10 inches	30 inches
Oregon oak	<i>Q. garryana</i>	6 inches	18 inches
Pacific madrone	<i>Arbutus menziesii</i>	6 inches	18 inches
Pacific yew	<i>Taxus brevifolia</i>	10 inches	30 inches
Red alder	<i>A. rubra</i>	10 inches	30 inches
Red elderberry	<i>Sambucus callicarpa</i>	10 inches	30 inches
Red willow	<i>S. laevigata</i>	6 inches	18 inches

Sargent cypress	Cupressus sargentii	6 inches	18 inches
Scouler's willow	S. scouleriana	6 inches	18 inches
Service-berry	Amelanchier alnifolia	10 inches	30 inches
Shining willow	S. lucida ssp. lasiandra	6 inches	18 inches
Silk tassel	Garrya elliptica	10 inches	30 inches
Sitka willow	S sitchensis	6 inches	18 inches
Tanoak	Notholithocarpus densiflorus	10 inches	30 inches
Toyon	Heteromeles arbutifolia	6 inches	12 inches
Valley oak	Q. lobata	6 inches	18 inches
Wax myrtle	Myrica californica	10 inches	30 inches
White alder	Alnus rhombifolia	10 inches	30 inches

- K. "Remove" or "Removal" means the physical removal of a Tree or any action that causes a Tree to die.
- L. "Tree" means any woody perennial plant characterized by having one or more trunks, any one of which has a Diameter at an approximate height of four and one-half (4.5') feet of at least seven (7") inches.
- M. "Undeveloped Private Property" shall mean any lot or parcel, or portion of a lot or parcel, that does not have a structure on it suitable for human habitation and/or can be further subdivided or further developed under the provisions of Title 10 of the San Anselmo Municipal Code; or that are in a Wildlife Habitat Corridor, which means the designated area or pathway that connects fragmented habitats, allowing wildlife to move safely between them as shown on an approved Wildlife Habitat Corridor Map.

4-13.03 Alteration or Removal of Trees.

- A. It is unlawful for persons not employed or designated by the Town to do any of the following related to Protected and/or Heritage Tree without a Tree Permit:
 - 1) Permanently affixing any signs, wire, or hardware to any Protected and/or Heritage Tree.
 - 2) Placing or maintaining any stone, pavement, or other substance so that it impedes access of water or air to the roots of any Protected and/or Heritage Tree.
 - 3) Topping or any other practice that is considered unacceptable under the current ANSI A300 Tree Care Standards.
 - 4) Placing or storing construction equipment or construction material within the trunk protection zone.
 - 5) Applying any harmful substance within the trunk protection zone to the extent that it threatens the existence or health of the Tree.

4-13.04 Tree Permit Required.

- A. Tree Permit Required. Unless exempt pursuant to this Chapter, a Tree Permit is required for the Alteration or Removal of a Tree as follows:
- 1) Developed Private Property. Protected or Heritage Tree, Tree Permit Required.
 - 2) Undeveloped Private Property.
 - a. Protected or Heritage Tree, Tree Permit Required
 - b. Any Tree 7" or greater in Diameter, Tree Permit Required.
- B. Tree Permit Review.
- 1) Tree Permits are reviewed by the Director pursuant to the requirements of this Chapter.
 - 2) Notwithstanding the foregoing, a Tree Permit for the Alteration or Removal of a Protected Tree, Heritage Tree, and/or any Tree greater than seven (7") in Diameter on either Undeveloped or Developed Private Property associated with an application for a discretionary planning permit listed in Title 10, Planning and Zoning, including, but not limited to, Design Review, Variance, Conditional Use Permit, or Tentative Subdivision Map where the Planning Commission or Town Council is the designated review authority, a Tree Permit shall be filed with the Planning Department at the same time the discretionary planning permit application is submitted, and in such cases the Planning Commission or the Town Council, as applicable, shall be the designated review authority for the Tree Permit based on the applicable factors contained in this Chapter.

4-13.05 Tree Permit Application.

A Tree Permit Application shall be made in writing to the Department of Public Works and contain the following information:

- A. Arborist Report. An arborist report shall be prepared by a Certified Arborist and include the following information:
- 1) International Society of Arboriculture number, contact information, and name and signature.
 - 2) Date and time of the most recent assessment. An Arborist report older than 6 months will not be accepted.
 - 3) A list of all Trees, including Protected and Heritage Trees affected. The list shall specify the species of Tree(s) that are proposed to be Altered, Removed, or within the non-intrusion zones, the taxonomic identification, size, condition, location, and extent of root cover.
- B. Tree Protection plan when Tree Alteration or Removal is associated with a discretionary development planning permit application. The Tree Protection plan shall include the following:
- 1) Project design and construction requirements related to the protection of Trees shall be implemented in accordance with International Society of Arboriculture guidelines.

2) Before the start of any clearing, excavation, construction, or other work on the site, or the issuance of a Building or Demolition Permit, every Protected and/or Heritage Tree shall be securely fenced-off at the non-intrusion zone, or other limit as may be delineated in approved plans. Such fences shall remain continuously in place for the duration of the work undertaken in connection with the development.

3) If the proposed development, including any site work, will encroach upon the non-intrusion zone of a Protected and/or Heritage Tree, special measures shall be utilized, as approved by the project arborist, to allow the roots to obtain necessary oxygen, water, and nutrients.

4) Underground trenching shall avoid the major support and absorbing Tree roots of Protected and/or Heritage Tree. If avoidance is impractical, hand excavation undertaken under the supervision of the project arborist may be required. Trenches shall be consolidated as much as possible.

5) Concrete or asphalt paving shall not be placed over the root zones of Protected and/or Heritage Trees, unless otherwise permitted by the project arborist.

6) Artificial irrigation shall not occur within the root zone of oaks, unless deemed appropriate on a temporary basis by the project arborist to improve Tree vigor or mitigate root loss.

7) Compaction of the soil within the non-intrusion zone of Protected and/or Heritage Tree shall be avoided. Use of bridging/protective materials such as layered mulch, trench plates, plywood or rubber mats is encouraged within non-intrusion zones.

8) Any excavation, cutting, or filling of the existing ground surface within the non-intrusion zone shall be minimized and subject to such conditions as the project arborist may impose. Retaining walls shall likewise be designed, sited, and constructed to minimize their impact on Protected and/or Heritage Trees.

9) Burning or use of equipment with an open flame near or within the non-intrusion zone shall be avoided. All brush, earth, and other debris shall be removed in a manner that prevents injury to the Protected and/or Heritage Tree.

10) Oil, gas, paint, cement, chemicals, or other substances that may be harmful to Trees shall not be stored or dumped within the non-intrusion zone of any Protected and/or Heritage Tree, or at any other location on the site from which such substances might enter the non-intrusion zone of a Protected or Heritage Tree.

11) Construction materials shall not be stored within the non-intrusion zone of a Protected and/or Heritage Tree. On-site parking shall be kept outside non-intrusion zones.

C. Other information deemed necessary by the Department of Public Works, including, but not limited to photographs, or other supporting information.

D. The Director may require a third-party peer review by a Certified Arborist selected by the Town. The fees to pay for the Certified Arborist peer review report shall be paid by the applicant.

E. Fees. The application shall be accompanied by the appropriate fee, the amount of which shall be determined by resolution of the Town Council.

F. Notice. Once the Tree Permit application is deemed to be complete, the Department of Building and Public works shall give notice that a Tree Permit is being considered for approval and indicate that an administrative hearing shall be held if

objection are received ("Notice"). The Notice shall be given to all property owners within 300 feet of the subject property.

4-13.06 Tree Permit Review Criteria.

A. Protected Trees. A Tree Permit for the Alteration or Removal of a Protected Tree will be made based on meeting one or more of the following criteria:

- 1) The condition of the Trees with respect to disease, danger of falling, proximity to existing structures, and interference with utility services.
- 2) The necessity of the contemplated work to allow the economic enjoyment of the property.
- 3) The topography of the land and the effect of the contemplated work on erosion, soil retentions, and the diversion of increased flows of surface water.
- 4) The Alteration or Removal will not adversely impact the subject property or neighboring properties; nor result in significant erosion or the diversion of increased flows of surface water.
- 5) Additional Criteria. Criteria for approval of a Tree Permit will be weighed against the following:
 - a. The number, species, age, size, and location of existing Trees in the area.
 - b. The effect of the requested Alteration or Removal on shade areas or solar access.
 - c. The effect of the requested Alteration or Removal on soil retention, water retention, and diversion or increased flow of surface water.
 - d. The effect of the requested Alteration or Removal on wildlife or native riparian (creek) habitat.
 - e. The effect of the requested Alteration or Removal on historic value.
 - f. The effect of the requested Alteration or Removal on scenic beauty.
 - g. The effect of the requested Alteration or Removal on the general welfare of the Town as a whole.

B. Heritage Trees. A Tree Permit for the Alteration or Removal of a Heritage Tree shall only be granted if it is determined that one of the following conditions exists:

- 1) The Heritage Tree is dead or in irreversible decline, posing a safety hazard.
- 2) The Heritage Tree is infected with a disease or pest infestation that cannot be controlled and threatens other nearby Trees or vegetation.
- 3) The Heritage Tree poses a severe risk to public safety due to its structural instability, such as a significant risk of falling onto a public area, road, or structure.
- 4) The Heritage Tree is causing substantial damage to essential infrastructure (e.g., foundations, water pipes, roads), and/or the Tree's roots are causing

severe, unmanageable damage to property, and there is no possibility of relocating the Tree without causing irreparable harm.

- 5) The Heritage Tree is an invasive species that is harmful to the local ecosystem and native plant species.
 - 6) The Heritage Tree is negatively impacting a protected or sensitive ecosystem, and its Removal is necessary to preserve ecological balance.
 - 7) The Heritage Tree's location conflicts with essential public infrastructure projects, such as roads, schools, or hospitals, where no feasible alternatives exist.
 - 8) The Heritage Tree is on a site where significant public benefits are expected from development, and all other options for preservation have been exhausted.
 - 9) The Removal of the Heritage Tree is recommended by a Certified Arborist after a thorough assessment of the Tree's condition and a review by the Town Arborist in the Director's discretion.
- C. Town Departments. A Town Department including the Department of Public Works or the Parks Department may apply for a general permit to Alter or Remove a Heritage Tree, Protected Tree, or other Tree as necessary to maintain the safety of public improvements, utilities, or as necessary to maintain traffic safety or the safe public use of public property. Such permit shall require that pruning be performed under the supervision of a Certified Arborist. A Town Department may apply for a Tree Permit to Remove or Alter a Heritage Tree pursuant to the procedures set forth in this Chapter.
- E. Posting of Tree Permit. During the full course of any activity associated with Tree Removal or Alteration requiring a Tree Permit, the property owner and Tree contractor shall ensure that a copy of the Tree Permit and current Tree contractor business license is posted on the subject property. The Tree Permit shall be posted adjacent to the main entry drive and must be clearly visible from the right-of-way. Failure to post the Tree Permit and business license as required herein may result in the issuance of a stop work order.

4-13.07 Appeal and Hearings.

- A. If a written objection to a Notice is received within fifteen (15) days of the mailing of the Notice, an administrative hearing shall be scheduled pursuant to this Section. The hearing shall occur within a reasonable time after receiving objection to the Notice.
- B. The hearing officer shall be the Director and/or designee. The hearing officer shall consider all written material submitted and testimony presented at the hearing. The hearing officer may uphold the Tree Permit with or without conditions, or deny the Tree Permit. The hearing officer's decision may be appealed to the Planning Commission, and the Planning Commission's decision may be appealed to the Town Council. The decision of the Town Council shall be the final Town decision. Decisions under this Section shall be based on the applicable Tree Permit criteria set forth in this Chapter.
- C. Any objection to the proposed Removal or Alteration of Trees submitted part of a larger discretionary planning permit and reviewed by the Planning Commission pursuant

to Section 4-13.04(B)(2) of this Chapter shall be appealed pursuant to the appeal provisions applicable to appealing Planning Commission decisions.

4-13.08 Protection of Nesting Birds.

Any Tree Alteration and/or Removal, including Protected Trees and Heritage Trees, is prohibited during the Nesting Season unless otherwise specified in this Section or in the event of an imminent threat to public safety or property pursuant to this Chapter. If the Tree removal will occur during the Nesting Season, the applicant must submit a nesting bird survey prepared by a qualified biologist or ornithologist using best practice survey methods. If the survey demonstrates that the proposed Tree Removal will not impact nesting birds, a Tree Permit may be issued if all other requirements of this Chapter are met. If there is evidence of active nesting birds, then the Tree may not be Removed until the conclusion of the nesting. A Tree may not be Altered unless a qualified biologist or ornithologist determines that such Alteration will not impact the nesting birds. Any Tree Alteration or Removal must comply with the Federal Migratory Bird Act, California Fish and Game Code section 3513, and other applicable State and/or Federal laws and regulations for the protection of nesting birds.

4-13.09 Tree Permit Exemptions; Exemption Form Required.

The Alteration or Removal of any Tree, including Protected and Heritage Trees, on Undeveloped or Developed Private Property, is exempt from the Tree Permit requirements of this Chapter in the following instances. There shall be no Tree Permit fee if exempt. Unless otherwise specified in this Section, any person desiring to remove or alter a tree as exempt under this Section shall be required to complete an Exemption Form provided by the Director or designee to document certain information including, but not limited to: the applicable exemption; address and location of tree(s); the type of tree to be removed or altered; and any other background information required by the Director or designee and/or pursuant to this Section. If the Director or designee determines that the request does not qualify for an exemption, a Tree Permit application will be required. The Exemption Form shall be kept on file with the Town's Public Work Department.

- A. Diseased Tree, Unlikely to Survive. The Director has determined based on an Arborist Report prepared by a Certified Arborist that the general health of the Protected and/or Heritage Tree is so poor due to disease, damage, or age that efforts to ensure its long-term health and survival are unlikely to be successful. The Arborist Report shall be paid for, and supplied by, the applicant.
- B. Diseased Tree, Threat to Surrounding Trees. The Director has determined based on an Arborist Report prepared by a Certified Arborist that the Tree is infected by a pathogen or attacked by insects or similar pests that imminently threaten surrounding Tree as determined by a Certified Arborist. The Arborist Report shall be paid for, and supplied by, the applicant.
- C. Emergency Conditions. The Director has determined that the Tree poses an imminent threat to public safety or property and constitutes an emergency condition, including but not limited to, risk of falling and structural instability. In the event the Director is not available, a police officer or firefighter may also authorize the Removal or Alteration of said Tree(s), in which case the Director shall be promptly notified of the nature of

the emergency and action taken. No Exemption Form is required under this Subsection if initiated by the Town.

- D. Public Nuisance. If the Director determines that the Tree constitutes a public nuisance, the Director may cause the Removal or Alteration of said Tree consistent with summary abatement provisions San Anselmo Municipal Code section 1-2.08. No Exemption Form is required under this Subsection.
- E. Ministerially Approved Housing Units. Building Permit has been issued for the construction of a ministerially approved housing unit including an Accessory Dwelling Unit pursuant to Municipal Code Title 10, Chapter 6; a unit approved pursuant to Municipal Code Title 10, Chapter 4; or other unit requiring ministerial approval pursuant to State law, as may be amended from time to time. No Exemption Form is required under this Subsection.
- F. Consistent with Objective Design and Development Standards. Building Permit has been issued for a Housing Development that has been approved pursuant to Municipal Code Title 10, Chapter 20, Objective Design and Development Standards. No Exemption Form is required under this Subsection.
- G. Fire Protection and Compliance with Fire Code. Fire Code Official requires or recommends Removal of the tree(s) as either required by law or as deemed necessary for fire protection.
- H. Fire Hazard. Tree is a Fire Hazard as defined by this Chapter.

4-13.10 Tree Replacement and In-Lieu Fee.

Unless exempt pursuant to Section 4-13.09 of this Chapter, the Removal of any Tree shall require Tree replacement using native and drought resistance landscaping. Replacement Trees shall be required at the following ratios:

- A. A Tree in good or excellent condition and structure shall be replaced on a one to-one trunk Diameter basis. (Example: 1 21" DBH Tree in good or excellent condition must be replaced with new Trees totaling 21" trunk Diameter).
- B. A Tree in fair or marginal condition or structure shall be replaced on a three to-one trunk Diameter basis. (Example: a 21" DBH Tree in fair or marginal condition must be replaced with new Trees totaling 7" trunk Diameter).
- C. A Tree in poor condition or creating a hazard to a building and/or structure or is identified as a Fire Hazard, shall be replaced with 2 inches replacement trunk Diameter.

Inches of replacement Tree may be translated into standard nursery planting sizes using the following formulas:

- 1) 24" box replacement Tree = 2-inch replacement trunk Diameter
- 2) 36" box replacement Tree = 3-inch replacement trunk Diameter
- 3) 48" box replacement Tree = 4-inch replacement trunk Diameter

If native species are Removed, replacement Trees shall preferably be of the same species or a species native to those lands that now constitute the Town of San Anselmo.

Replacement Trees should be the same mature size as the Trees that have been Removed unless the Director recommends otherwise based on specific site circumstances. In any case, the replacement Tree(s) shall not pose a fire risk. If there is a conflict between arborists regarding the condition or structure of a Tree, the Town Arborist decision shall be upheld. The Director, Planning Commission, or the Town Council may reduce the number of replacement Trees or the Tree replacement ratio, as applicable, if the reduction will not negatively impact the environmental functions and value of the urban forest or the aesthetic values of the community.

- D. The applicant shall complete Tree replacement within ninety (90) days of Tree Removal unless the Town has approved a longer time. Failure to plant the required Tree replacement may subject the property owner to Administrative Penalties under Section 4-13.13 (Violations-Penalties) until the replacement Trees are planted.
- E. In-Lieu Fee Alternatives to Tree replacement. If onsite Tree replacement is not feasible or desirable due to physical constraints or lack of adequate space on site, fire safety requirements, or Tree canopy separation requirements, the applicant may instead make a payment as an in-lieu fee to the Town for provision of off-site Trees equivalent to the trunk Diameter and related improvements, or for the addition or the replacement of Trees or vegetation on private or public property (where necessary) located within the Town if approved by the Director and/or designee. The Town Council shall establish the amount of the in-lieu fee by resolution.
- F. Landscape restoration or screening. The Director, Planning Commission, or the Town Council may consider other measures designed to mitigate the Removal of Trees, such as screening shrubs, native shrubs, groundcover, and related improvements, if Tree replacement is not feasible.

4-13.11 Establishment of Tree Preservation Fund.

The Town shall establish a Tree Preservation Fund to further the purposes set forth in this Chapter.

- A. The following sources may be deposited into the Tree Fund:
 - 1) All funds (e.g., in lieu fees) received pursuant to Title 4, Chapter 9 and Chapter 13.
 - 2) Donations and grants for Tree planting purposes.
 - 3) Penalties collected pursuant to this Ordinance.
 - 4) Other funds allocated by the Town Council.
- B. The Town shall administer and use the Tree Fund for the following purposes:
 - 1) Purchasing, planting, and maintaining Trees within the Town.
 - 2) Acquiring, maintaining, and preserving Trees within the Town to remain in a naturalistic state in perpetuity.
 - 3) Performing and maintaining a Town-wide Tree inventory.
 - 4) Outreach and educating residents and developers on the preservation, care, maintenance, benefits and value of Trees within the Town of San Anselmo.
 - 5) Supporting programs for the purpose of increasing the Tree canopy within the Town of San Anselmo as approved by the Town Council.

- 6) For Trees in parks or open space as recommended and approved by the Parks and Recreation or Open Space Committees.

4-13.12 Inactive and Incomplete Applications; Expiration.

- A. The Director may administratively deny without prejudice any application that remains incomplete or inactive for a period of greater than ninety (90) calendar days or is continued at the applicant's request for more than sixty (60) calendar days.
- B. Failure to complete Tree Alteration or Removal within six (6) months from the date of approval will cause Tree Permit approval to expire without further notice unless an extension is granted by the Director.

4-13.13 Penalties.

- A. Any person who Removes or Alters a Heritage Tree in violation of this Chapter shall pay a penalty equal to twice the amount of the appraised value of the Tree that was Removed, or the diminution in value due to its Alteration. A Certified Arborist shall estimate the appraised value of Tree prior to the Removal or Alteration accordance with industry standards, including but not limited to the most recent edition of the "Guide for Plant Appraisal" published by the Council of Tree and Landscape Appraisers.
- B. Any person who Removes or Alters a Protected Tree and/or Heritage Tree shall be required to replace said Tree with a new Tree and/or additional plantings of the same species. The Director shall determine the size and location of replacement Tree(s). The Director may refer to the recommendation of a Town Arborist.
- C. A violation of this Chapter is a public nuisance subject to abatement under San Anselmo Municipal Code Section 1-2.06, and a misdemeanor punishable pursuant to San Anselmo Municipal Code Section 1-2.01. A civil action may be commenced to abate, enjoin, or otherwise compel the cessation of a violation of this Chapter. In any civil action brought pursuant to this Chapter in which the Town prevails, the Court shall award to the Town all costs of investigation and preparation for trial, the costs of trial, reasonable expenses including overhead and administrative costs incurred in prosecuting the action, and reasonable attorney fees.
- D. The remedies provided for in this Section shall be in addition to any other remedy or remedies or penalties provided in this title or any other law or ordinance.

SECTION 5: Severability. The Town Council hereby declares every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of this Ordinance Amendment for any reason is found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 6: 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.

INTRODUCED AND ADOPTED AT A PUBLIC HEARING at a regular meeting of the San Anselmo Town Council on July 22, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSED:

APPROVED: _____
Tarrell Kullaway, Mayor

ATTEST: _____
Serge Avila, Town Clerk

RESOLUTION NO 2025-XX

A RESOLUTION OF THE TOWN OF SAN ANSELMO TOWN COUNCIL ESTABLISHING A TREE IN-LIEU FEE PROGRAM FOR THE PRESERVATION AND REPLACEMENT OF TREES

WHEREAS, the Town of San Anselmo recognizes the importance of maintaining a healthy and sustainable urban forest to enhance the environment, aesthetics, and quality of life for its residents; and

WHEREAS, trees provide significant environmental, economic, and social benefits, including improving air quality, conserving energy, providing habitat for wildlife, reducing stormwater runoff, and enhancing property values; and

WHEREAS, the Town of San Anselmo has established tree preservation and replacement requirements to protect and enhance the urban canopy under Town Municipal Code Title 4, Chapter 13 “Private Trees” (“Ordinance”); and

WHEREAS, there may be circumstances where it is not feasible or desirable to preserve existing trees or to plant replacement trees on-site due to space constraints, site design limitations, or other factors; and

WHEREAS, the Ordinance authorizes the establishment of a Tree In-Lieu Fee Program to provide an alternative mechanism for compliance with tree replacement requirements, allowing developers and property owners to contribute to the preservation and expansion of the urban forest when on-site planting is not practical, and the Ordinance authorizes the Town Council to establish such in-lieu fees; and

WHEREAS, the collected in-lieu fees will be used to plant and maintain trees in public spaces, parks, rights-of-way, and other suitable locations within the Town of San Anselmo to ensure that the overall tree canopy is maintained and enhanced; and

WHEREAS, the Tree In-Lieu Fee Program aligns with the goals of the Town of San Anselmo’s General Plan, Climate Action Plan, and other relevant policies promoting environmental sustainability and community livability; and

WHEREAS, this Resolution shall be effective upon the final adoption of the Ordinance to repeal and replace Town of San Anselmo Municipal Code Chapter 4-13 “Private Trees” (the “Ordinance”).

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

Section 1. Establishment of Tree In-Lieu Fee Program

The Town of San Anselmo hereby establishes the Tree In-Lieu Fee Program as an alternative option for compliance with tree replacement requirements in development projects as set forth in the Ordinance. The program shall allow property owners and developers to pay a fee in-lieu of planting trees on-site when it is determined by the Department of Public Works or other relevant authorities that on-site planting is infeasible.

Section 2. Fee Structure

The in-lieu fee amount shall be the cost of the tree to be removed as assessed by a Certified Arborist, estimated planting cost, and the estimated cost to maintain the tree for two years. The fee schedule may be reviewed and updated periodically by the Town Council.

Section 3. Use of Funds

The fees collected under the Tree In-Lieu Fee Program shall be deposited into a dedicated Tree Preservation Fund. The funds shall be used exclusively for the following:

1. Purchasing, planting, and maintaining trees within the Town.
2. Acquiring, maintaining, and preserving trees within the Town.
3. Outreach and Educating residents and developers on the preservation, care, maintenance, benefits and value of trees within the Town of San Anselmo.
4. Supporting programs for the purpose of increasing the tree canopy within the Town of San Anselmo as approved by the Town Council.
5. For trees in parks or open space as recommended and approved by the Parks and Recreation or Open Space Committees.

Section 4. Administration

The Department of Department of Public Works shall administer the Tree In-Lieu Fee Program. This includes determining eligibility for participation in the program, collecting fees, identifying appropriate planting sites, and overseeing the use of funds for tree-related projects.

Section 5. Reporting

The Town Council may request the Department of Public Works provide a report to the Town Council which may include the amount of fees collected, the number and location of trees planted, and any other relevant information regarding the implementation and impact of the Tree In-Lieu Fee Program.

Section 6. Severability

If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution.

Section 7. Effective Date

This Resolution shall be effective upon the final adoption of the associated Ordinance to repeal and replace Town of San Anselmo Municipal Code Chapter 4-13 "Private Trees".

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the San Anselmo Town Council on July 22, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor Tarrell Kullaway

Attest:

Town Clerk, Serge Avila



Town of San Anselmo

Tree Ordinance Amendment

Town Council- July 22, 2025

Purpose

- In September 2024, the Town Council directed staff to revise the Town's Tree Ordinance and submit to the Planning Commission for its review and recommendation
 - The Town Council determined that the existing Tree Ordinance should be updated to provide more predictability and clarity
- The Planning Commission held 4 public hearings on the Draft Tree Ordinance and gave feedback on ways to improve the Ordinance, which has been incorporated



Reason for Update

- The current Tree Ordinance protects Trees that aren't considered Heritage
- Proposed Protected Trees are disease-resistant and provide biodiversity
- Current Ordinance does not have high enough fines for unauthorized removal of Heritage Trees
- Update to Ordinance on Replacement Trees
- Update to Definitions



Current Tree Permit Process

- Tree permit requires:
 - Arborist Report that includes images and recommendations for maintenance practices
 - Questionnaire that requires valuation, description of work, details of tree
- Residents within 300' of property are notified regarding this Tree application. Once the application reaches minimum 10 days, a hearing is held for any objections
- Once a hearing is held, Public Works Director makes a final decision on Tree permit
- If a tree is dead, dying, or dangerous, it does not need to go through notification and hearing, but still requires a permit for removal

Department of Public Works
525 San Anselmo Avenue
San Anselmo CA 94960

(415) 258-4616
Fax (415) 454-4683



TOWN OF
SAN ANSELMO
EST. 1907

SUPPLEMENTAL QUESTIONNAIRE FOR TREE WORK PERMIT

A permit is required to remove or significantly prune any heritage tree, any tree on undeveloped property and any street tree. A heritage tree is defined as a tree with a minimum diameter at breast height (DBH = 4.5 feet above grade) of 22 inches. A permit is required to remove any tree on undeveloped property with a DBH of 7 inches. Pruning is defined as, and limited to, removal of less than 25% of the tree's foliage. **An arborist's report and photograph of the tree(s) are required prior to an application being complete. Application must include at least one photo showing the context of the tree or application may be deemed incomplete.** NOTE: Acacia, Eucalyptus, Plum, Privet and Monterey Pine trees are considered nuisance trees and do not require a permit to remove. S.A.M.C. Sections 4-9 & 4-13

ANY PERSON VIOLATING THE PROVISIONS OF THIS CHAPTER SHALL BE GUILTY OF EITHER AN INFRACTION OR A MISDEMEANOR.

1. Value of work: \$ (A licensed contractor Class D-49, C-60 or C-27) is required for work of \$300 or more.
2. Describe the type of tree work that is proposed including **type of tree(s)**, number, remove, prune, etc.:
3. Describe the reason for the work:
4. Location of tree(s): ☐ Front Yard ☐ Side Yard ☐ Rear Yard
5. Is this proposed tree a: ☐ Heritage Tree ☐ Street Tree ☐ Undeveloped lot tree
6. What is the DBH?
7. What is the health of the tree(s)?
8. How close is the tree to a major structure(s) i.e. the house?
9. Does the tree interfere with utility services?
10. Does the tree threaten or impede upon existing structures? ☐ Yes ☐ No If Yes, describe how
11. What is the topography of land in the vicinity of the tree? Will the proposed work cause increased soil erosion, soil instability, or will it cause the redirection of surface flow?
12. What will the general effect of the tree work be on property values in the area?



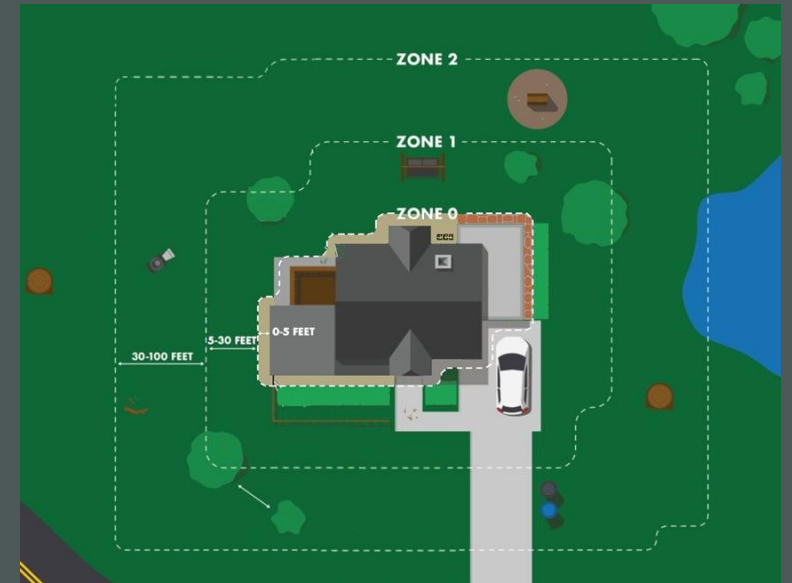
Summary of Amendment Changes

- Permit process retains 300' noticing and hearing
- Consideration of Defensible Space
- Adds Protected and Heritage Trees
- Protects Trees on Undeveloped Property greater than 7" in diameter
- Penalties will begin as x2 valuation of Tree or diminution in Alteration
- Adds replacement Tree guidelines and In-Lieu Fees
- Permit **exemptions** are still required to be submitted to Public Works for the preservation of Trees, and no fees will be required if found exempt



Defensible Space

- “Fire Code Official” means the Chief of the Ross Valley Fire Department or designee, or any Fire Code Official defined in California Fire Code section 202, as may be amended from time to time
- “Fire Hazard” means any Tree that is identified as highly flammable due to being dead or diseased as determined by the Director. The Director shall use all relevant information available in making this decision, including but not limited to, advice from a Fire Code Official and the Director’s own expert opinion
- In consideration of Defensible Space and to the recommendation of the Planning Commission, any requests for exemption or emergency work on behalf of Fire Protection and Compliance with Fire Code, as recommended by a Fire Code Official, will be approved
- A permit exemption is required to be filed after the fact in cases of emergency



Protected and Heritage Trees

- “Protected Trees” are defined as a list of native and non-invasive species
 - Each species has a different size protection
- “Heritage Trees” are Protected Trees at larger diameters
 - Coast Redwood, California Bay Laurel, California Live Oak, and the Common Manzanita are examples of Protected Trees
- Trees that are not defined as Protected or Heritage are not protected *except* on Undeveloped Properties- which protect ALL trees 7” or greater in Diameter
- Trees not on this list that are removed will require a permit exemption

COMMON NAME	BOTANICAL NAME	PROTECTED SIZE DIAMETER AT BREAST HEIGHT	HERITAGE SIZE DIAMETER AT BREAST HEIGHT
Arroyo willow	<i>S. lasiolepis</i>	6 inches	18 inches
Big-leaf maple	<i>Acer macrophyllum</i>	10 inches	30 inches
Bishop pine	<i>Pinus muricata</i>	10 inches	30 inches
Blue oak	<i>Q. douglasii</i>	4 inches	9 inches
Box elder	<i>A. negundo</i> var. <i>californicum</i>	10 inches	30 inches
California bay laurel	<i>Umbellularia californica</i>	10 inches	30 inches
California black oak	<i>Q. kelloggii</i>	6 inches	18 inches
California buckeye	<i>Aesculus californica</i>	10 inches	30 inches
California nutmeg	<i>Torreya californica</i>	10 inches	30 inches
Canyon live oak	<i>Q. chrysolepis</i>	6 inches	18 inches
Chaparral oak	<i>Q. wislizeni</i>	6 inches	18 inches
Coast live oak	<i>Quercus agrifolia</i>	6 inches	18 inches
Coast redwood	<i>Sequoia sempervirens</i>	10 inches	20 inches
Common manzanita	<i>Arctostaphylos manzanita</i>	4 inches	12 inches
Douglas-fir	<i>Pseudotsuga menziesii</i>	10 inches	30 inches
Giant Chinquapin	<i>Castanopsis chrysophylla</i>	10 inches	30 inches
Hawthorn	<i>Crataegus douglasii</i>	10 inches	30 inches
Mountain-mahogany	<i>Cercocarpus betuloides</i>	10 inches	30 inches
Narrow leaved willow	<i>Salix exigua</i>	6 inches	12 inches
Evergreen red oak	<i>Q. parvula</i> var. <i>shrevei</i>	6 inches	18 inches
Oregon ash	<i>Fraxinus latifolia</i>	10 inches	30 inches
Oregon oak	<i>Q. garryana</i>	6 inches	18 inches
Pacific madrone	<i>Arbutus menziesii</i>	6 inches	18 inches
Pacific yew	<i>Taxus brevifolia</i>	10 inches	30 inches
Red alder	<i>A. rubra</i>	10 inches	30 inches
Red elderberry	<i>Sambucus callicarpa</i>	10 inches	30 inches
Red willow	<i>S. laevigata</i>	6 inches	18 inches
Sargent cypress	<i>Cupressus sargentii</i>	6 inches	18 inches
Scouler's willow	<i>S. scouleriana</i>	6 inches	18 inches
Service-berry	<i>Amelanchier alnifolia</i>	10 inches	30 inches
Shining willow	<i>S. lucida</i> ssp. <i>lasiandra</i>	6 inches	18 inches
Silk tassel	<i>Garrya elliptica</i>	10 inches	30 inches
Sitka willow	<i>S. sitchensis</i>	6 inches	18 inches
Tanoak	<i>Notholithocarpus densiflorus</i>	10 inches	30 inches
Toyon	<i>Heteromeles arbutifolia</i>	6 inches	12 inches
Valley oak	<i>Q. lobata</i>	6 inches	18 inches
Wax myrtle	<i>Myrica californica</i>	10 inches	30 inches
White alder	<i>Alnus rhombifolia</i>	10 inches	30 inches



In-Lieu Tree Planting

- The removal of Heritage Trees will require the planting of another tree that is native or Protected
- Replacement Tree and size are based on the condition of the Tree being removed
- The proposed In-Lieu Tree Fee will allow residents to pay a fee if planting a new tree is not feasible on their property
- The resolution will start the fee as the valuation of the tree, cost of planting, and maintenance for two years

A. A Tree in good or excellent condition and structure shall be replaced on a one to-one trunk Diameter basis. (Example: 1 21" DBH Tree in good or excellent condition must be replaced with new Trees totaling 21" trunk Diameter).

B. A Tree in fair or marginal condition or structure shall be replaced on a three to-one trunk Diameter basis. (Example: a 21" DBH Tree in fair or marginal condition must be replaced with new Trees totaling 7" trunk Diameter).

C. A Tree in poor condition or creating a hazard to a building and/or structure or is identified as a Fire Hazard, shall be replaced with 2 inches replacement trunk Diameter.

Inches of replacement Tree may be translated into standard nursery planting sizes using the following formulas:

- 1) 24" box replacement Tree = 2-inch replacement trunk Diameter
- 2) 36" box replacement Tree = 3-inch replacement trunk Diameter
- 3) 48" box replacement Tree = 4-inch replacement trunk Diameter



Exemptions

- Diseased Tree's; Unlikely to Survive
- Diseased Tree; Threat to Surrounding Trees
- Emergency Conditions
- Public Nuisance
- Ministerially Approved Housing Units
- Housing Consistent with Objective Design and Development Standards
- Fire Protection and Compliance with Fire Code
- Fire Hazard
- Fire Hazard or vegetation management for utilities



Questions?





STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.2

MEETING DATE: July 22nd, 2025

AGENDA TITLE: 2023 Greenhouse Gas Inventory Summary and Climate Action Plan Implementation Update

FROM: Bridget Wipfler, Climate Action Coordinator

RECOMMENDATION: Receive the Town's 2023 Greenhouse Gas Inventory and the Update to the Climate Action Plan.

BACKGROUND

Each year, greenhouse gas (GHG) inventory reports are prepared for all Marin Climate & Energy Partnership (MCEP) member jurisdictions, including San Anselmo, by Sustainability Coordinator Christine O'Rourke, with staff review. These inventories track the Town's progress toward its goal of reducing GHG emissions 45% below 1990 levels by 2030, in line with state targets. Emissions from carbon dioxide, methane, and nitrous oxide are converted to metric tons of carbon dioxide equivalents (MTCO₂e) for consistency. Emissions are categorized into seven community sectors: Built Environment - Electricity, Built Environment - Natural Gas, Transportation, Off-Road Equipment, Waste, Water, and Wastewater. Emissions from air travel and out-of-town goods production are excluded.

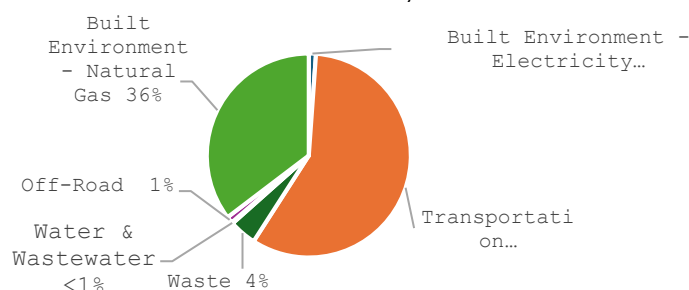
The report also highlights progress on the Climate Action Plan since the new Climate Coordinator started in October 2024, detailing actions taken over the past nine months and outlining future priorities.

DISCUSSION

A. Annual GHG Inventory Report

Figure 1 shows the relative contribution of emissions from these sectors in 2023. Transportation emissions represent the largest share of communitywide emissions (58%), while the use of natural gas and propane in the Built Environment accounts for 36% of emissions.

FIGURE 1: EMISSIONS BY SECTOR, 2023



The latest San Anselmo GHG inventory report, with data available through 2023, is attached. It reviews emissions from 2005 to 2023, with a focus on 2023 data. The findings suggest San Anselmo must accelerate reductions in transportation and building-related emissions. **While community emissions have decreased 38% since 2005, the community needs to reduce emissions by another 17% to meet its local goal by 2030.**

Below is a sector-by-sector summary:

Built Environment – Electricity: From 2005 to 2023, electricity use in San Anselmo homes and businesses decreased 24% due to more efficient energy systems. Additionally, emissions from electricity use dropped 95% due to cleaner energy sources. In 2023, PG&E’s mix was 33% renewable, 14% large hydro, and 53% nuclear; MCE Light Green was 60% renewable and 40% hydro. That year, 10.5% of MCE electricity used in San Anselmo, including by the Town, was 100% renewable energy from their Deep Green program.

Built Environment – Natural Gas: Natural gas is used in buildings for heating and appliances, with usage varying by weather. In 2023, natural gas consumption rose 2% from the previous year but remained 10% below 2005 levels. Unlike electricity, emissions from natural gas are based solely on how much is used.

Transportation: Transportation accounted for 58% of San Anselmo’s greenhouse gas emissions in 2023 with personal vehicles responsible for 85% of those transportation-related emissions. Since 2005, overall emissions have decreased 33% largely due to cleaner vehicle technologies, while vehicle miles traveled decreased by 14%. As of 2023, 11.5% of registered vehicles in San Anselmo are electric. San Anselmo’s Climate Action Plan supports reductions through EV infrastructure, land use policy, and active transportation improvements.

Waste: Landfilled waste increased 2% from 2022 to 2023 but is 23% lower than in 2005. Emissions from waste disposal dropped 48% due to less organic content and alternative landfill cover materials. The Town, with Marin Sanitary Service and Zero Waste Marin, continue to promote waste sorting and provide multi-stream receptacles.

Water Use: Since 2005, water use in San Anselmo has declined 28%. Emissions from

water-related energy use dropped 100% between 2005 and 2023, as water agencies transitioned to carbon-free electricity. Marin Municipal Water District uses Marin Clean Energy (MCE) Deep Green, and Sonoma County Water Agency uses renewables. Marin Water supports conservation through rebates, water-use evaluations, and efficient fixtures, with the Town promoting these efforts.

Wastewater: Greenhouse gas emissions are created from the wastewater treatment process itself, in addition to the energy used in these treatment facilities. These wastewater-related emissions have increased 8% since 2005 as San Anselmo's population has increased. Overall, wastewater emissions have declined 64% since 2005.

B. Climate Action Plan Updates

The Climate Action Plan¹ (CAP) is the Town's tool to develop the strategies and guide the implementation of local, measurable actions needed to (1) mitigate climate change by dramatically reducing our GHG while also sequestering GHG from the atmosphere, and (2) prepare for and adapt to increasing extremes and impacts. The following completed and ongoing/future projects represent steps that the Town has taken toward meeting the CAP goals. Note that each of the projects includes the relevant CAP action item associated with the work (e.g., E-4, E-7).

Energy Efficiency and Renewable Energy

- Gearing up for 2025 Code Adoption with Marin Climate and Energy Partnership (MCEP)'s steering committee. (E-4 Green Building Reach Code)
- Applied for and was awarded \$100K for the Bay Area Regional Energy Network (BayREN)'s Decarbonization Showcase. Will contribute to electrification of Library's HVAC system and coordinated education on the project. (E-7: Municipal Energy Efficiency Audit and Retrofits)
- Submitted Residential Solar Permit Reporting (SB 379) compliance. (R-1a Renewable Energy Generation: Permit Streamlining)
- Received Historical Energy Data from the County (E-2 Energy Audits)
- Council adopted the Countywide Building Electrification Roadmap (E-7: Municipal Energy Efficiency Audit and Retrofits)

Transportation

- EV work:
 - o Created San Anselmo EV Workplan in accordance with the Countywide EV Acceleration Strategy Plan (T-1 Zero Emission Vehicles)
 - o Collaborated with MCEP on a regional Request for Information (RFI) to kick start a regional collaboration on charging connectivity and regional

¹ The Town's Climate Action Plan 2030 is available at <https://www.townofsananselmo.org/DocumentCenter/View/24823/San-Anselmo-Climate-Action-Plan-2030-pdf?bidId=>

management and operations. (T-1 Zero Emission Vehicles; T-5 Public Transit)

- New Public EV stations at Memorial Park
- New Fleet EV stations at the Corps Yard
- In process with PG&E: Pine Street Lot, Isabel Cook
- Collaborated with Ride and Drive Clean on an EV and E Bike Show in Red Hill Shopping Center; utilized a \$2500 grant from MCE to fund. (O-2 Community Engagement, T-1 Zero Emission Vehicles, T-2 Bicycling).
- Beginning MTC on Fleet Planning Assistance (an outcome of a 100K grant) (T-1 Zero Emission Vehicles; T-11 Zero and Low Emission Town Vehicles; Low Carbon Fuels)
- Applying for the Bay Area Air District's 'Charge!' public EV charger grants. (T-1 Zero Emission Vehicles)
- Collaborating with MCEP on a regional active transportation campaign (T-2 Bicycling, T-3 Walking)

Adaptation and Resilience (Long Range Planning (Key Strategy #7: Climate Adaptation and Resilience - Holistic Planning)

- Created SA workplan in accordance with the Climate Action Plan. Wove in CAC participation and collaboration with town departments.
- Reviewed and provided input on General Plan's Sustainability, Resilience, and Climate Change Section, Conservation Element, and Circulation Element.
- Facilitating the CAC's inventory of resilience in town functions and assets (A-1 Adaptation and Resilience Preparation and Response)

Waste Reduction and Sequestration (Key Strategies: Resource Conservation of Waste and Carbon Sequestration)

- SB 1383 compliance and implementation record (W-1 Commercial Organic Waste; W-2 Residential Organic Waste; W-4 Mandatory Waste Diversion)
- Planning Reuse Fair with San Anselmo Library (W-7 Inorganic Waste; O-1 Community Education)
- Facilitating the CAC's Pollinator Garden Master Plan (S-1 Urban Forests and Ecosystems) – Working with the Library to plant milkweed in their plots.
- Compost application across Town (S-2 Habitat Restoration and Soil Regeneration; W-1 Commercial Organic Waste)
- OWR1 compliance reporting (I-1 Annual Monitoring)
- Coordinating Zero Waste Marin's \$2,000 funding for waste projects (W. Waste Reduction)

Community Outreach and Education (O-1 Community Education; O-2 Community Engagement)

- Coordinate newsletter and outreach content with MCEP and Zero Waste Marin (ZWM)
- Outreach / Education / Events cohosted with Fairfax:
 - o Supported CAC with Climate Art and Policy Event
 - o Supported CAC with Electrification Fair Event
 - o Supported the EV and Ebike Show planning
- Supporting the CAC and Art Commission's collaborative Climate Mural Project
- Reorganizing the Climate Action/CAC webpages for clarity

Reporting and Administration

- SB 1383 Reporting – Implementation Reports and EAR
- OWR1 Reporting
- Advanced Clean Fleet Reporting on TRUCRS
- CalRecycle Reporting
- SolarAPP+ Reporting
- CAC meeting administration

FISCAL IMPACT

There is no fiscal impact associated with receiving this report.

GENERAL PLAN CONSISTENCY

This report is consistent with the following measures of the adopted General Plan:

- Objective 17 of Circulation Element: Work to lower greenhouse gas emissions from transportation.
- Goal 5 of the Circulation Element: Support emerging technologies that help reduce GHG emissions.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's acceptance of the Annual GHG Inventory Report and Update on the CAP 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).

This report is consistent with the following measures of the adopted CAP:

- I-2: Update GHG Emissions Inventories: Update the greenhouse gas emissions inventory for community emissions annually and every five years for government operations.

ATTACHMENTS

Attachment 1- 2023 Greenhouse Gas Inventory Report for San Anselmo

Attachment 2- Presentation



TOWN OF SAN ANSELMO

COMMUNITY GREENHOUSE GAS EMISSIONS INVENTORY FOR THE YEAR 2023

April 2025

Prepared by the
Marin Climate & Energy Partnership



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EXECUTIVE SUMMARY

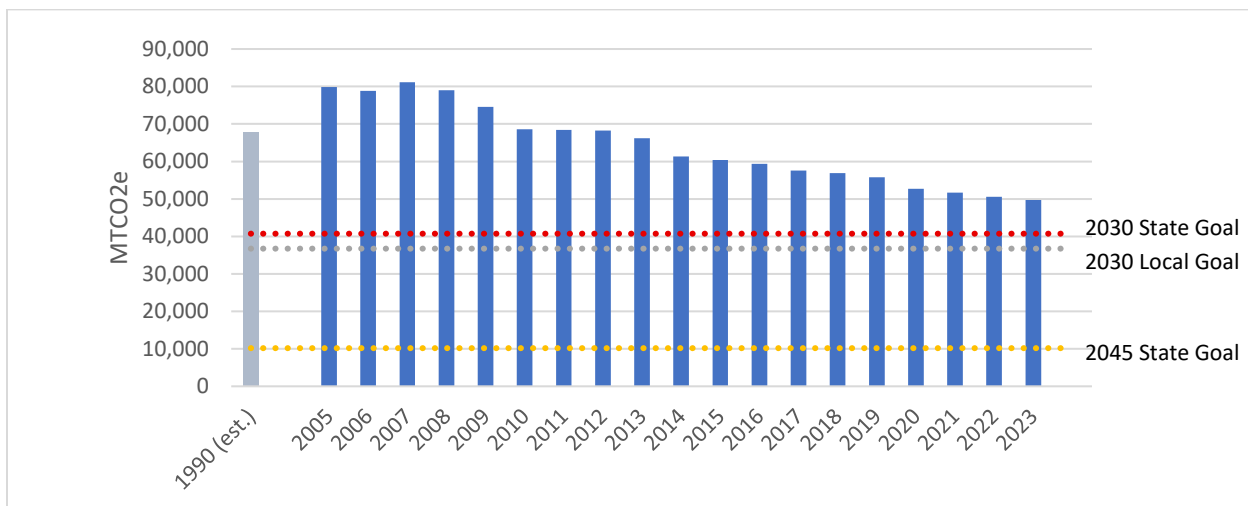
The Takeaway: San Anselmo needs to accelerate emissions reductions from transportation and the built environment. Though community emissions are down 38% from 2005, the community still needs to reduce emissions another

San Anselmo publishes annual community greenhouse gas (GHG) emissions estimates through the Marin Climate & Energy Partnership (MCEP). Annual inventories help the Town to monitor its progress in meeting its local GHG reduction goal to reduce community emissions to 54% below 2005 emissions by 2030 (45% below 1990 levels) and carbon neutrality by 2045 as well as the statewide goal to reduce emissions 40% below 1990 levels by 2030. In addition to the community inventories, MCEP periodically prepares inventories for government operations emissions. Municipal emissions accounted for less than 1% of community emissions when the municipal

inventory was last conducted for year 2016.

This report reviews emissions generated from the community from 2005 through 2023, the most recent year data is available. The inventory shows that the San Anselmo community has reduced emissions 38% since 2005. Emissions dropped from about 79,859 metric tons carbon dioxide equivalents (MTCO₂e) in 2005 to 49,709 MTCO₂e in 2023, which is equivalent to 27% below 1990 levels. The community emissions trend and targets are shown below in Figure 1. San Anselmo needs to reduce emissions another 12,974 MTCO₂e to meet the Town's Climate Action Plan target for 2030 and another 39,527 MTCO₂e to meet the State's net zero emissions target for 2045, which includes a GHG mitigation target of 85% below 1990 levels.

FIGURE 1: SAN ANSELMO GHG EMISSIONS AND TARGETS



Recognizing the need for a collaborative approach to greenhouse gas reductions, City, Town, and county leaders launched the Marin Climate and Energy Partnership (MCEP) in 2007. The Town of San Anselmo is a member of MCEP and works with representatives from the County of Marin and the other Marin cities and towns to address and streamline the implementation of a variety of greenhouse gas reduction measures. Funding for this inventory was provided by the Marin County Energy Watch Partnership, which administers public goods charges collected by PG&E. Community inventories are available on the MCEP website at marinclimate.org and are used to update the [Marin Sustainability Tracker](#).

INTRODUCTION

PURPOSE OF INVENTORY

The objective of this greenhouse gas emissions inventory is to identify the sources and quantify the amounts of greenhouse gas emissions generated by the activities of the San Anselmo community in 2023. This inventory provides a comparison to 2005 and estimated 1990 emissions and identifies the sectors where significant reductions in greenhouse gas emissions have occurred. In some instances, previous year emissions were updated with new data and/or recalculated to ensure the same methodology was employed for all inventory years. In particular, off-road emissions were revised due to an update in the California Air Resources Board OFFROAD model.

GENERAL METHODOLOGY

This inventory uses the national standard for the accounting and reporting of community-wide greenhouse gas emissions, the [U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions, version 1.2 \(July 2019\)](#). Quantification methodologies, emission factors, and activity and source data are detailed in the appendix.

Community emissions are categorized according to seven sectors:

- Built Environment - Electricity
- Built Environment – Natural Gas
- Transportation
- Off-Road Vehicles and Equipment
- Waste
- Water
- Wastewater

CALCULATING EMISSIONS

Emissions are quantified by multiplying the measurable activity data – e.g., kilowatt hours of electricity, therms of natural gas, gallons of diesel or gasoline, etc. – by emissions factors specific to the greenhouse gas-generating source. Most emissions factors are the same from year to year. Emission factors for electricity, however, change from year to year due to the specific sources that are used to produce electricity. For example, electricity that is produced from coal generates more greenhouse gases than electricity that is generated from natural gas and therefore has a higher emissions factor. Electricity that is produced solely from renewable energy sources such as solar and wind has an emissions factor of zero.

This inventory calculates individual greenhouse gases – i.e., carbon dioxide, methane and nitrous oxide – and converts each greenhouse gas emission to a standard metric, known as “carbon dioxide equivalents” or CO₂e, to provide an apple-to-apples comparison among the various emissions. Table 1 shows the greenhouse gases identified in this inventory and their global warming potential (GWP), a measure of the amount of warming each gas causes when compared to a similar amount of carbon dioxide over 100 years. Methane, for example, is 28 times as potent as carbon dioxide over 100 years; therefore, one metric ton of methane is equivalent to 28 metric tons of carbon

dioxide. Greenhouse gas emissions are reported in this inventory as metric tons of carbon dioxide equivalents, or MTCO₂e.

TABLE 1: GREENHOUSE GASES

Gas	Chemical Formula	Emission Source	Global Warming Potential
Carbon Dioxide	CO ₂	Combustion of natural gas, gasoline, diesel, and other fuels	1
Methane	CH ₄	Combustion, anaerobic decomposition of organic waste in landfills and wastewater treatment	28
Nitrous Oxide	N ₂ O	Combustion, wastewater treatment	265

Source: IPCC Fifth Assessment Report (2014), 100-year values

TYPES OF EMISSIONS

Emissions from each of the greenhouse gases can come in a number of forms:

- **Stationary or mobile combustion** resulting from the on-site combustion of fuels (natural gas, diesel, gasoline, etc.) to generate heat or electricity, or to power vehicles and equipment.
- **Purchased electricity** resulting from the generation of power from utilities outside the jurisdictional boundary.
- **Fugitive emissions** resulting from the unintentional release of greenhouse gases into the atmosphere, such as methane from waste decomposition.
- **Process emissions** from physical or chemical processing of a material, such as wastewater treatment.

UNDERSTANDING TOTALS

The totals listed in the tables and discussed in the report are a summation of emissions using available estimation methods. Each inventoried sector may have additional emissions sources associated with them that were unaccounted for due to a lack of data or robust quantification methods. For example, consumption-based greenhouse gas emissions associated with air travel and the production of goods outside the community's boundary are not included in the inventory. Additionally, the community inventory does not include refrigerants released into the atmosphere from the use of air conditioning in cars and buildings.

COMMUNITY INVENTORY

COMMUNITY INVENTORY SUMMARY

In 2005, activities in San Anselmo resulted in approximately 79,859 metric tons of CO₂e.¹ In 2023, those activities resulted in approximately 49,709 metric tons of CO₂e, a reduction of 38% from 2005 levels, which is equivalent to 27% below 1990 levels.

The community inventory tracks emissions in seven sectors:

- The **Built Environment – Electricity** sector represents emissions generated from the use of electricity in San Anselmo homes and commercial, industrial, and governmental buildings and facilities.
- The **Built Environment – Natural Gas** sector represents emissions generated from the use of natural gas in San Anselmo homes and commercial, industrial, and governmental buildings and facilities. Propane used as a primary heating source is also included, although it represents less than 1% of emissions in this sector.
- The **Transportation** sector includes tailpipe emissions from passenger vehicle trips originating and ending in San Anselmo, as well as a share of tailpipe emissions generated by medium and heavy-duty vehicles travelling on Marin County roads. The sector also includes emissions from Marin Transit and Golden Gate Transit buses as these vehicles travel within San Anselmo’s boundaries. Electricity used to power electric vehicles is embedded in electricity consumption reported in the Built Environment - Electricity sector.
- The **Waste** sector represents fugitive methane emissions that are generated over time as organic material decomposes in the landfill. Although most methane is captured or flared off at the landfill, approximately 25% escapes into the atmosphere.
- The **Off-Road** sector represents emissions from the combustion of gasoline and diesel fuel from the operation of off-road vehicles and equipment used for construction and landscape maintenance.
- The **Water** sector represents emissions from energy used to pump, treat, and convey potable water from the water source to the San Anselmo water users.
- The **Wastewater** sector represents stationary, process and fugitive greenhouse gases that are created during the treatment of wastewater generated by the community as well as emissions created from electricity used to convey and treat wastewater.

Table 2 shows how emissions in each sector have changed since 2005. The greatest reductions have occurred in the Transportation sector (14,430 MTCO₂e), followed by the Built Environment – Electricity sector (10,622 MTCO₂e) and the Built Environment – Natural Gas sector (2,005 MTCO₂e). The likely reasons for the largest emissions decreases are described in the remainder of this report.

¹ Baseline and historical emissions are recalculated in the annual inventory to integrate new data and improved calculation methodologies and to ensure consistent comparison across each year. For this reason, emission levels may differ from levels reported in previous inventories.

TABLE 2: EMISSIONS SUMMARY BY SECTOR (MTCO₂E), 2005 THROUGH 2023

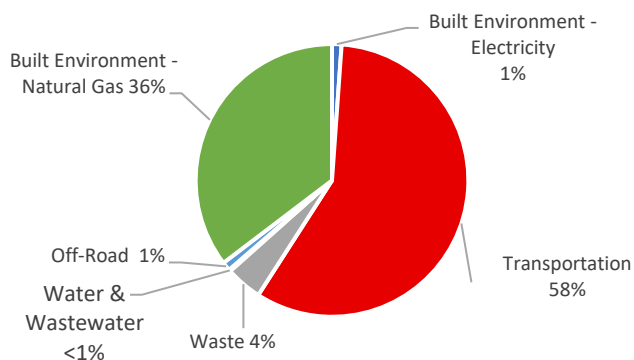
Year	Built Environment - Electricity	Built Environment - Natural Gas	Transportation	Waste	Off-Road	Water	Wastewater	Total	% Change from 2005	% Change from 1990 ²
1990 (est.) ¹								67,880		
2005	11,185	19,621	43,244	4,101	914	510	284	79,859		
2006	10,485	20,300	42,278	4,063	964	446	274	78,809	-1%	
2007	14,266	19,329	41,776	3,653	1,190	599	344	81,157	2%	
2008	14,311	20,108	39,705	3,041	939	552	351	79,008	-1%	
2009	12,819	19,568	37,939	2,617	768	555	310	74,577	-7%	
2010	9,698	19,801	35,247	2,566	676	318	254	68,560	-14%	
2011	8,906	20,692	35,158	2,504	655	225	235	68,375	-14%	
2012	9,264	19,428	35,821	2,602	639	243	251	68,248	-15%	
2013	8,457	19,028	34,948	2,635	627	283	246	66,224	-17%	
2014	7,555	15,823	34,226	2,665	617	255	212	61,352	-23%	
2015	7,193	16,121	33,314	2,764	604	200	208	60,403	-24%	
2016	5,895	16,840	32,465	3,253	587	149	190	59,379	-26%	
2017	3,134	17,926	32,370	3,398	568	43	142	57,582	-28%	
2018	3,287	17,922	31,966	3,019	544	0	127	56,864	-29%	
2019	3,345	18,090	30,833	2,875	517	0	107	55,766	-30%	-18%
2020	2,264	17,240	29,983	2,647	501	0	106	52,741	-34%	-22%
2021	1,965	16,953	30,001	2,186	507	0	106	51,717	-35%	-24%
2022	1,297	17,186	29,340	2,096	511	0	104	50,534	-37%	-26%
2023	563	17,566	28,814	2,146	517	0	103	49,709	-38%	-27%
Change from 2005	-10,622	-2,055	-14,430	-1,955	-397	-510	-181	-30,150		
% Change from 2005	-95%	-10%	-33%	-48%	-43%	-100%	-64%	-38%		

¹ Per California Air Resources Board guidance, 1990 levels are estimated at 15% below 2005 levels.

² In 2019, San Anselmo adopted a Climate Action Plan that established a goal to reduce emissions 45% below 1990 levels by 2030. This column will track that progress over time.

Figure 2 shows the relative contribution of emissions from these sectors in 2023. Transportation emissions represent the largest share of communitywide emissions (58%), while the use of natural gas and propane in the Built Environment accounts for 36% of emissions.

FIGURE 2: EMISSIONS BY SECTOR, 2023

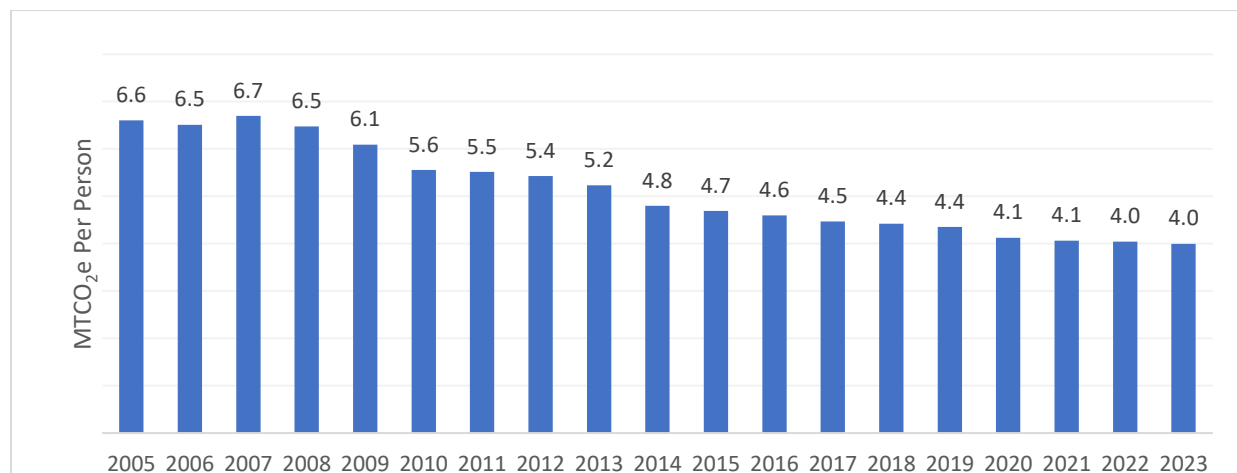


PER CAPITA EMISSIONS

Per capita emissions can be a useful metric for measuring progress in reducing greenhouse gases and for comparing one community's emissions with neighboring cities and against regional and national averages. That said, due to differences in emission inventory methods, it can be difficult to produce directly comparable per capita emissions numbers. Per capita emission rates may be compared among Marin jurisdictions, although some jurisdictions may have higher rates due to the presence of commercial and industrial uses.

Dividing the total communitywide GHG emissions by residents yields a result of 6.6 metric tons CO₂e per capita in 2005. Per capita emissions decreased 39% between 2005 and 2023, falling to 4.0 metric tons per person. Figure 3 shows the trend in per capita emissions over time. It is important to understand that this number is not the same as the carbon footprint of the average individual living in San Anselmo, which would include consumption-based emissions resulting from air travel, the manufacturing and distribution of products and food, etc.

FIGURE 3: EMISSIONS PER CAPITA



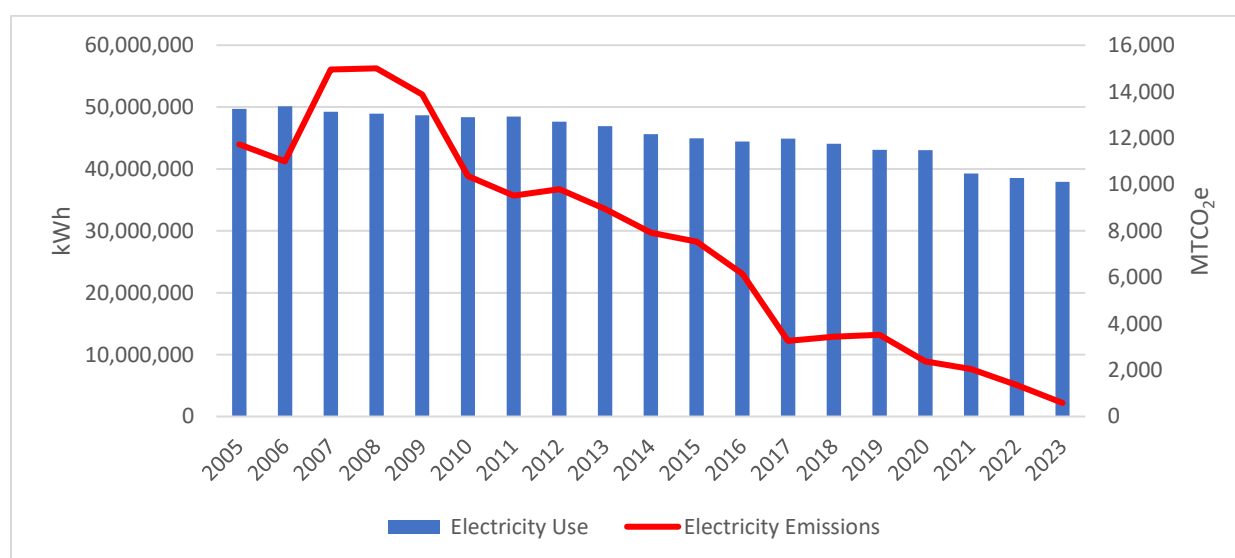
SIGNIFICANT SOURCES OF EMISSIONS

The following sections provide a year-by-year analysis of the changes in source GHG emissions in the Built Environment, Transportation, Waste, Water, and Wastewater sectors. Whenever possible, each section discusses the change in emissions from previous years and the likely influence of state and local programs or policies and external factors on reducing emissions.

BUILT ENVIRONMENT - ELECTRICITY

Purchased electricity use in homes and businesses in San Anselmo decreased 24% between 2005 and 2023.² Greenhouse gas emissions from electricity consumption decreased 95% since 2005, as shown in Figure 4. This is primarily due to the lower carbon intensity of electricity. PG&E has been steadily increasing the amount of renewable energy in its electricity mix. In 2023, PG&E electricity came from a mix of renewable (33%), large hydroelectric (14%), and nuclear (53%) energy sources.³ MCE Light Green electricity came primarily from renewable (60%) and hydroelectric (40%) sources.⁴ In 2023, about 10.5% of MCE electricity purchased by San Anselmo customers was 100% renewable Deep Green electricity, including electricity purchased by the Town government.

FIGURE 4: ELECTRICITY USE AND EMISSIONS



² Due to California Public Utility Commission data privacy rules, PG&E-generated electricity usage by commercial customers was not reported in 2023. This artificially reduces the total amount of electricity purchased by the community, but most likely does not significantly affect the overall GHG emissions due to the high GHG-free content of PG&E electricity in 2023.

³ PG&E 2023 Power Content Label, <https://www.energy.ca.gov/filebrowser/download/7281>. Nuclear and large hydro sources are considered GHG-free.

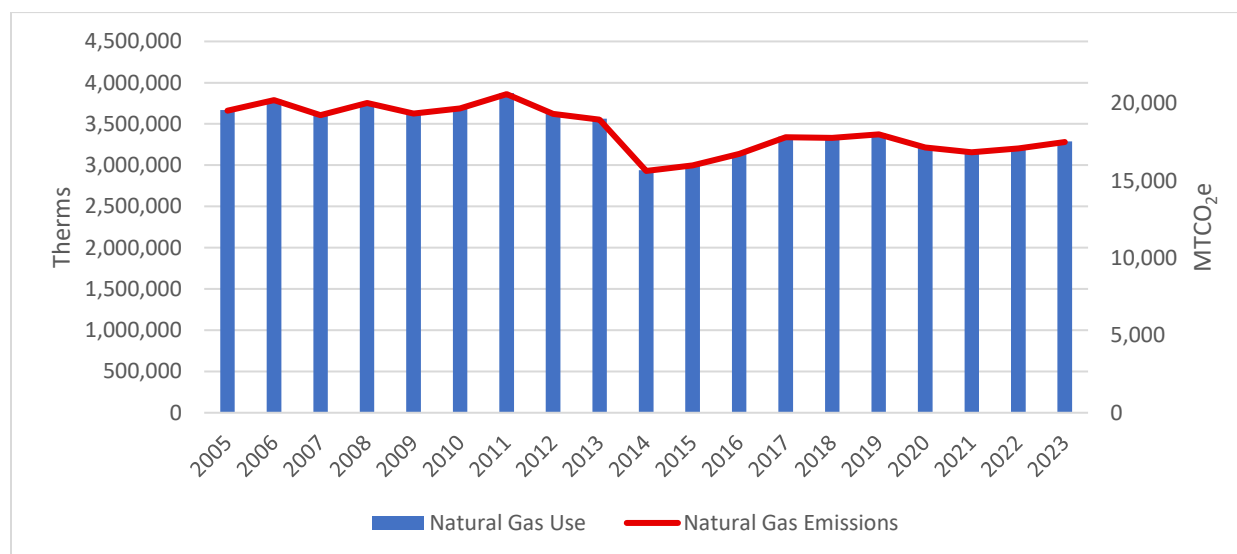
⁴ MCE 2023 Power Content Label, <https://www.energy.ca.gov/filebrowser/download/7276>.

BUILT ENVIRONMENT - NATURAL GAS

Natural gas is used in residential, commercial, and industrial buildings to provide space and water heating and power appliances. Use of natural gas is highly variable depending on the weather conditions. This variability has led natural gas use consumption in San Anselmo to fluctuate from year to year, from a high of 3.8 million therms in 2011 to a low of 2.9 million therms in 2014. Reduction in energy use may also be attributed to energy efficiency programs and rebates, local green building ordinances, and State building codes.

Natural gas consumption increased 2% between 2022 and 2023 and was 10% below the 2005 level in 2023. Unlike electricity emissions which reflect the power content mix, natural gas emissions track the amount of natural gas consumed (Figure 5).

FIGURE 5: NATURAL GAS USE AND EMISSIONS



TRANSPORTATION

Transportation activities accounted for approximately 58% of San Anselmo's emissions in 2023. According to the transportation model and annual data the Town uses to calculate passenger and commercial vehicle miles, vehicle miles traveled (VMT) have decreased approximately 14% since 2005 and were essentially flat between 2022 and 2023.

Transportation emissions decreased 33% since 2005 due to the reduction in VMT as well as more fuel-efficient and alternatively fueled cars (Figure 6). As shown in Figure 7, most transportation emissions come from passenger vehicles, accounting for 85% of transportation emissions in 2023. Marin County continues to be a leader in zero emission vehicles (ZEVs) – second only to Santa Clara County – with 19,221 ZEVs in Marin at the end of 2023, or about 9.3% of registered automobiles. ZEVs include battery electric cars, plug-in hybrid electric cars, hydrogen fuel cell cars, and zero-emission motorcycles. San Anselmo had 1,373 ZEVs by the end of 2023 or 11.5% of registered light-duty vehicles.⁵ San Anselmo's Climate Action Plan targets 3,000 ZEVs registered to San Anselmo residents by 2030, and 25% of passenger vehicles registered in Marin and travelling in San Anselmo to be ZEVs by 2030.

⁵ 987 EVs, 385 PHEVs, and 1 FCEV.

While it is difficult to pinpoint exactly how each land use and transportation policy affects emissions, the Town has undertaken many efforts to reduce transportation emissions. The Town encourages workforce housing through its Housing Element and has made improvements to the transportation network to make it easier for residents to bicycle, walk, and take public transportation. The Town has also promoted electric vehicle adoption by installing publicly available EV charging stations and adopting green building codes that require more EV charging stations to be installed for new construction and remodels of existing buildings than State requirements.

FIGURE 6: VEHICLE MILES TRAVELED AND TRANSPORTATION EMISSIONS

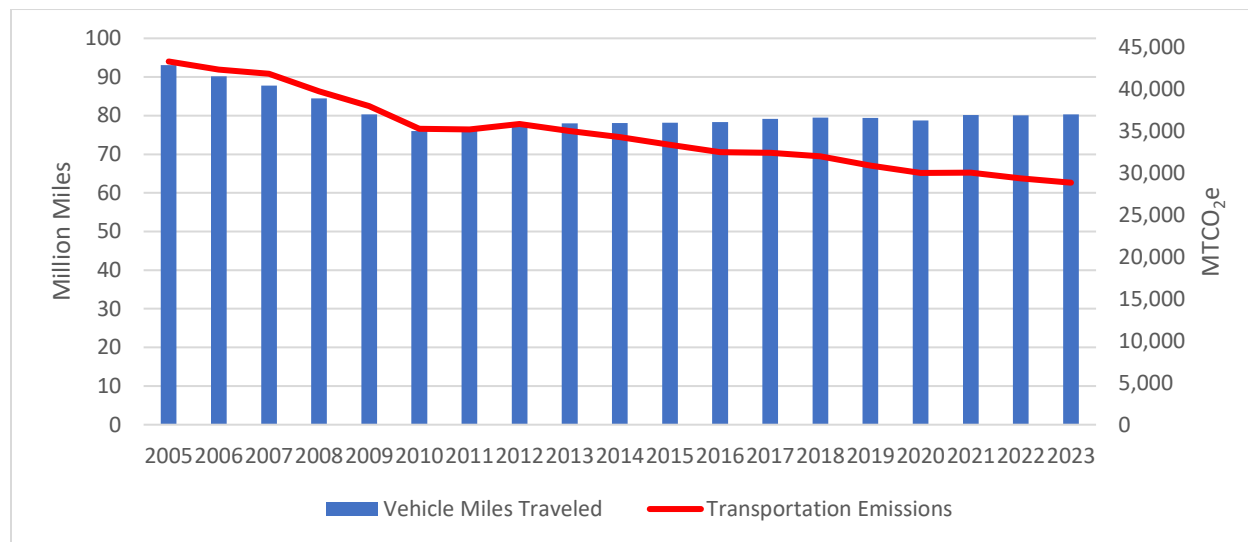
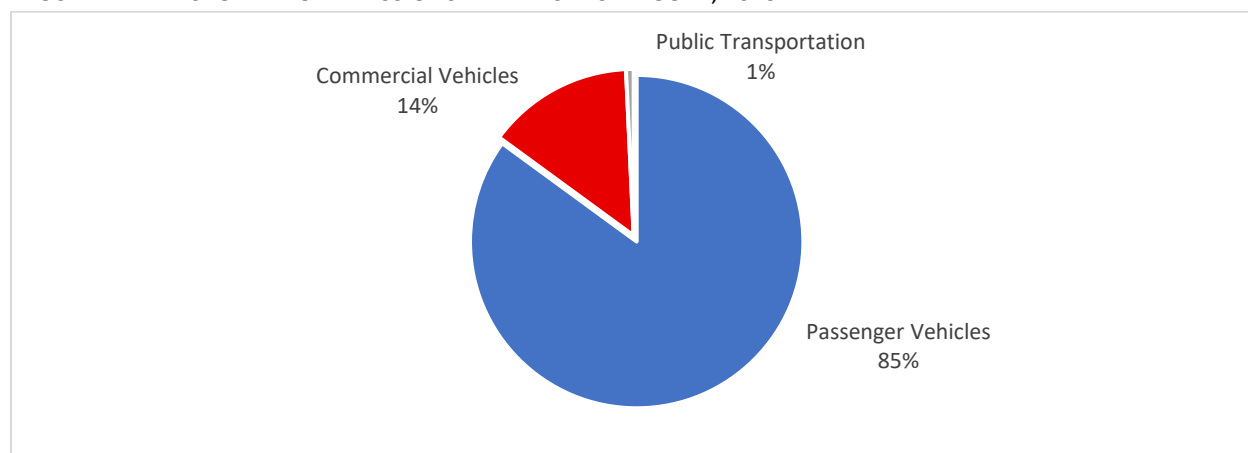


FIGURE 7: TRANSPORTATION EMISSIONS BY VEHICLE CATEGORY, 2023

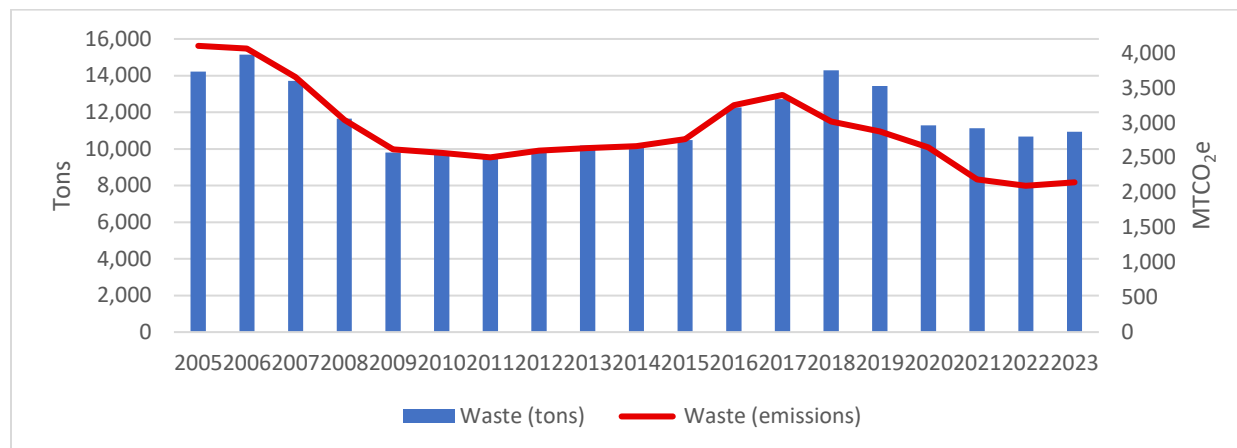


Note: Public transportation represents emissions from Marin Transit and Golden Gate Transit fixed-route buses.

WASTE DISPOSAL

Landfilled waste generated by the San Anselmo community increased 2% between 2022 and 2023 as shown in Figure 8 (based on countywide disposal data). Total landfilled waste (including alternative daily cover)⁶ was 23% below the 2005 baseline in 2023. Emissions from waste disposal decreased 48% due to the lower organic content of disposed waste and material used for alternative daily cover. Marin Sanitary Service, Zero Waste Marin, and the Town continue to provide outreach and education to residents and businesses on proper waste sorting and the Town continues to install more public multi-stream waste receptacles.

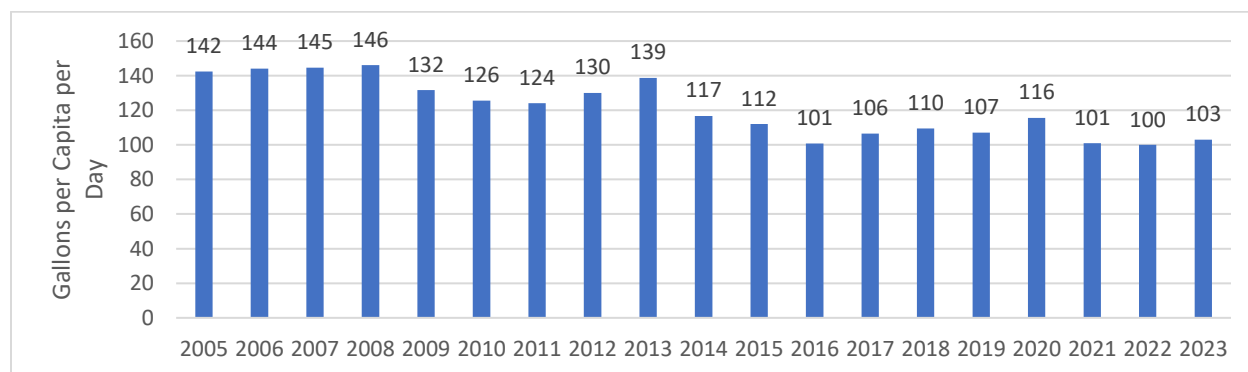
FIGURE 8: DISPOSED WASTE AND EMISSIONS



WATER USE

Per capita water use declined 28% since 2005, as shown in Figure 9 (based on Marin Water district-wide data). Emissions, which are based on an estimate of energy used to pump, treat, and convey water from the water source to the Town limits, dropped 100% between 2005 and 2023 due to the water agencies' use of carbon-free electricity. Marin Water purchases MCE Deep Green for its electricity needs, and the Sonoma County Water Agency, which supplies approximately 25% of Marin Water's water, uses renewable and carbon-free sources for its electricity.

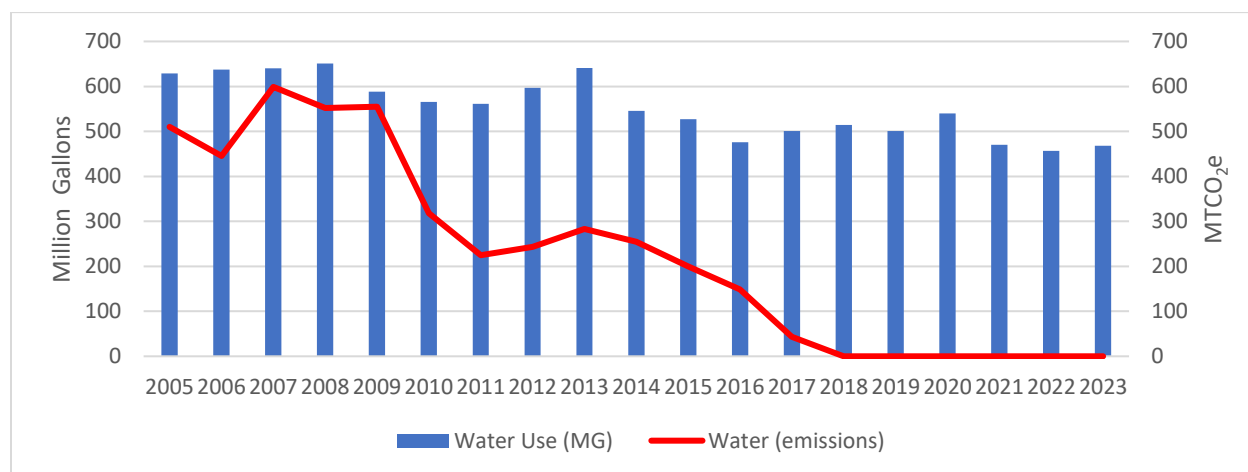
FIGURE 9: PER CAPITA WATER USE



Source: Marin Water

⁶ Alternative daily cover is cover material other than earthen material placed on the surface of the active face of a municipal solid waste landfill at the end of each operating day to control vectors, fires, odors, blowing litter, and scavenging.

FIGURE 10: WATER CONSUMPTION AND EMISSIONS



Marin Water provides rebates and programs to reduce water use. Rebates are available to replace fixtures with high-efficiency clothes washers and to purchase cisterns and rain barrels. Marin Water provides free home and landscape water-use evaluations as well as free high-efficiency showerheads and faucet aerators. The Town promotes Resilient Neighborhoods Climate Action Workshops that teach residents how to conserve water among other climate actions.

WASTEWATER

The Central Marin Sanitation Agency (CMSA), located in San Rafael, has two anaerobic digesters that process primary sludge, thickened waste-activated sludge, and organic waste to produce biogas. The biogas is used to generate heat and renewable electricity via the cogeneration system. CMSA normally produces 100% of the facility’s power needs, and, at times, exports renewable energy to the grid, which is procured by MCE. As a result, emissions from the use of energy in the wastewater treatment process have essentially been eliminated.

Greenhouse gas emissions are also created from the wastewater treatment process itself. These emissions have increased 8% since 2005 as San Anselmo’s population has increased. Overall, wastewater emissions have declined 64% since 2005.

APPENDIX: COMMUNITY INVENTORY

Community GHG Emissions Summary Table

Jurisdiction: Town of San Anselmo

Population: 12,433 (CA Department of Finance)

Number of Households: 5,272 (CA Department of Finance)

Inventory Year: 2023

Date Prepared: April 1, 2025

Reporting Framework: Communitywide Activities

ID	Emissions Type	Source or Activity	Included, Required Activities	Included, Optional Activities	Excluded (IE, NA, NO or NE)	Notes	Emissions (MTCO ₂ e)
1.0	Built Environment						
1.1	Use of fuel in residential and commercial stationary combustion equipment	Both	•				17,566
1.2	Industrial stationary sources	Source			NE		
1.3	Power generation in the community	Source			NO		
1.4	Use of electricity in the community	Activity	•			Includes transmission and distribution losses	563
1.5	District heating/cooling facilities in the community	Source			NE		
1.6	Use of district heating/cooling facilities in the community	Activity			NE		
1.7	Industrial process emissions in the community	Source			NO		
1.8	Refrigerant leakage in the community	Source			NE		
2.0	Transportation and Other Mobile Sources						
2.1	On-road passenger vehicles operating within the community boundary	Source			IE	Obtained data for preferred activity-based method instead	
2.2	On-road passenger vehicles associated with community land uses	Activity	•				24,504
2.3	On-road freight and service vehicles operating within the community boundary	Source			IE	Obtained data for preferred activity-based method instead	
2.4	On-road freight and service vehicles associated with community land uses	Activity	•				4,098
2.5	On-road transit vehicles associated with community land uses	Activity		•		Emissions calculated for transit vehicles operating within the community boundary	212
2.6	Transit rail vehicles operating with the community boundary	Source			NO		

2.7	Use of transit rail travel by the community	Activity			NE		
2.8	Inter-city passenger rail vehicles operating within the community boundary	Source			NO		
2.9	Freight rail vehicles operating within the community boundary	Source			NO		
2.10	Marine vessels operating within the community boundary	Source			NE		
2.11	Use of ferries by the community	Activity			NE		
2.12	Off-road surface vehicles and other mobile equipment operating within the community boundary	Source		•			517
2.13	Use of air travel by the community	Activity			NE		
3.0	Solid Waste						
3.1	Operation of solid waste disposal facilities in the community	Source			NE		
3.2	Generation and disposal of solid waste by the community	Activity	•			Includes alternative daily cover	2,146
4.0	Water and Wastewater						
4.1	Operation of water delivery facilities in the community	Source			IE	Energy use is included in 1.1 and 1.4	
4.2	Use of energy associated with use of potable water by the community	Activity	•				0
4.3	Use of energy associated with generation of wastewater by the community	Activity	•				0
4.4	Process emissions from operation of wastewater treatment facilities located in the community	Source			NO		
4.5	Process emissions associated with generation of wastewater by the community	Activity	•				103
4.6	Use of septic systems in the community	Source			NE		
5.0	Agriculture						
5.1	Domesticated animal production	Source			NE		
5.2	Manure decomposition and treatment	Source			NE		
6.0	Upstream Impacts of Communitywide Activities						
6.1	Upstream impacts of fuels used in stationary applications by the community	Activity			NE		
6.2	Upstream and transmission and distribution (T&D) impacts of purchased electricity used by the community	Activity			IE	Transmission and distribution losses included in 1.4	
6.3	Upstream impacts of fuels used by water and wastewater facilities for water used and wastewater generated within the community boundary	Activity			IE		
6.4	Upstream impacts of select materials (concrete, food, paper, carpets, etc.) used by the whole community.	Activity			NE		

Legend

IE – Included Elsewhere: Emissions for this activity are estimated and presented in another category of the inventory. The category where these emissions are included should be noted in the explanation.

NE – Not Estimated: Emissions occur but have not been estimate or reported (e.g., data unavailable, effort required not justifiable).

NA – Not Applicable: The activity occurs but does not cause emissions; explanation should be provided.

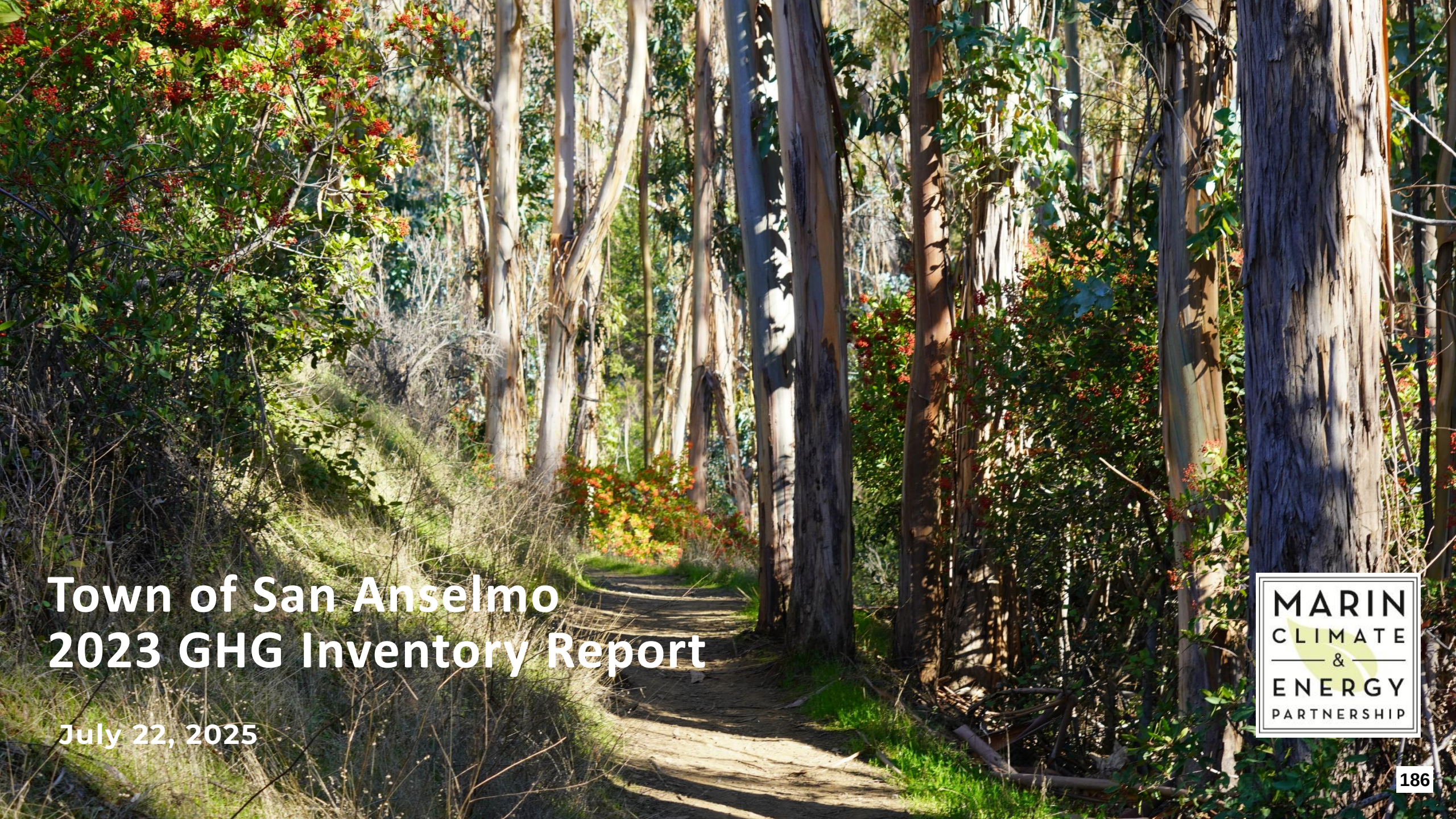
NO – Not Occurring: The source or activity does not occur or exist within the community.

Community Emissions Data Sources and Calculation Methodologies

Sector/ID	Emissions Source	Source and/or Activity Data	Emission Factor and Methodology
1.0 Built Environment			
1.1 Stationary Combustion	Stationary Combustion (CO ₂ , CH ₄ & N ₂ O)	Known fuel use (meter readings by PG&E) and estimated fuel use (American Community Survey 5-Year Estimates, and U.S. Energy Information Administration Household Site Fuel Consumption data).	Default CO ₂ , CH ₄ & N ₂ O emission factors by fuel type (U.S. Community Protocol v. 1.1, Appendix C, Tables B.1 and B.3). U.S. Community Protocol v. 1.1, Appendix C, Method BE.1.1 and BE.1.2.
1.4 Electricity Use	Electricity Use (CO ₂ , CH ₄ & N ₂ O)	Known electricity use (meter readings by PG&E and MCE) and estimated direct access electricity consumption. Commercial PG&E electricity consumption failed the CPUC 15/15 rule and was estimated in this report using alternative sources.	Verified utility-specific emission factors (PG&E and MCE) and eGrid subregion default emission factors. U.S. Community Protocol v. 1.1, Appendix C, Method BE.2.1.
	Electric Power Transmission and Distribution Losses (CO ₂ , CH ₄ & N ₂ O)	Estimated electricity grid loss for Western region from eGrid.	U.S. Community Protocol v. 1.1, Appendix C, Method BE.4.1.
2.0 Transportation and Other Mobile Sources			
2.2 On-Road Passenger Vehicle Operation	On-Road Mobile Combustion (CO ₂)	Estimated passenger vehicle miles traveled associated with origin and destination land uses (Metropolitan Transportation Commission, CAPVMT Data Portal 2.0 (mtcanalytics.org)).	CO ₂ for on-road passenger vehicles quantified in the EMFAC2021 v.1.0.2 model. Passenger vehicle emissions calculated according to U.S. Community Protocol v. 1.1, Appendix D, Method TR.1.A.
	On-Road Mobile Combustion (CH ₄ & N ₂ O)	Estimated vehicle miles traveled associated with origin and destination land uses (Metropolitan Transportation Commission, CAPVMT Data Portal 2.0 (mtcanalytics.org)).	CH ₄ and N ₂ O for on-road passenger vehicles quantified in the EMFAC2021 v.1.0.2 model. Passenger vehicle emissions calculated according to U.S. Community Protocol v. 1.1, Appendix D, Method TR.1.A.
2.4 On-Road Freight and Service Truck Freight Operation	On-Road Mobile Combustion (CO ₂)	Estimated commercial vehicle miles traveled within the boundary (Metropolitan Transportation Commission utilizing Plan Bay Area 2050).	CO ₂ for on-road commercial vehicles quantified in the EMFAC2021 v.1.0.2 model. Emissions allocated utilizing LEHD data according to U.S. Community Protocol v. 1.1, Appendix D, Method TR.2.A.
	On-Road Mobile Combustion (CH ₄ & N ₂ O)	Estimated commercial vehicle miles traveled within the boundary (Metropolitan Transportation Commission utilizing Plan Bay Area 2050).	CH ₄ and N ₂ O for on-road commercial vehicles quantified in the EMFAC2021 v.1.0.2 model. Emissions allocated utilizing LEHD data according to U.S. Community Protocol v. 1.1, Appendix D, Method TR.2.A.
2.5 On-Road Transit Operation	On-Road Mobile Combustion (CO ₂)	Estimated vehicle miles traveled within the boundary (Marin Transit and Golden Gate Transit) and estimated diesel fuel efficiency for transit fleet (Golden Gate Transit). Fuel type provided by Marin Transit and Golden Gate Transit.	Renewable diesel emission factor provided by NEXGEN . U.S. Community Protocol v. 1.1, Appendix D, Method TR.4.A.
	On-Road Mobile Combustion (CH ₄ & N ₂ O)	Estimated vehicle miles traveled within the boundary (Marin Transit and Golden Gate Transit) and estimated diesel fuel efficiency for transit fleet (Golden Gate Transit). Fuel type provided by Marin Transit and Golden Gate Transit.	Renewable diesel emission factor provided by NEXGEN . U.S. Community Protocol v. 1.1, Appendix D, Method TR.4.B.

2.12 Off-Road Vehicles and Equipment	Off-Road Mobile Combustion (CO ₂)	Estimated fuel use from OFFROAD v.1.0.1 for Lawn and Garden and Construction equipment. All categories are allocated by share of countywide households.	CO ₂ emissions calculated according U.S. Community Protocol v. 1.1, Appendix D, Method TR.8. Emission factors provided in Table TR.1.6.
	Off-Road Mobile Combustion (CH ₄ & N ₂ O)	Estimated fuel use from OFFROAD v.1.0.1 for Lawn and Garden and Construction equipment. All categories are allocated by share of countywide households.	CH ₄ and N ₂ O emissions calculated according to U.S. Community Protocol v. 1.1, Appendix D, Method TR.8. Emission factors provided in the Local Government Operations Protocol Table G.11 and G.14.
3.0 Solid Waste			
3.2 Solid Waste Generation and Disposal	Fugitive Emissions from Landfilled Waste (CH ₄)	Estimated landfilled tons based on reporting to CalRecycle by Marin County Solid and Hazardous Waste JPA and allocated to jurisdiction based on share of countywide population. Waste characterization based on the Statewide Waste Characterization Study (2008, 2014, 2018, and 2021) and Alternative Daily Cover by Jurisdiction of Origin and Material Type as reported to CalRecycle.	Emission factors calculated utilizing U.S. Community Protocol for Accounting and Report of Greenhouse Gas Emissions, Version 1.1, July 2013, Appendix E, Method SW.4.
4.0 Water and Wastewater			
4.2 Water Supply & Conveyance, Treatment and Distribution	Electricity Use (CO ₂)	Water consumption data provided by Marin Municipal Water District (MMWD). Electricity consumption data provided by MMWD.	Verified utility-specific emission factors (PG&E, MCE and SCWA). Emissions calculated according to U.S. Community Protocol v. 1.1, Appendix F, Method WW.14.
	Electricity Use (CH ₄ & N ₂ O)	Water consumption data provided by Marin Municipal Water District (MMWD). Electricity consumption data provided by MMWD.	eGrid subregion default emission factors. Emissions calculated according to U.S. Community Protocol v. 1.1, Appendix F, Method WW.14.
4.5 Treatment of Wastewater	Stationary Emissions from Combustion of Digester Gas (CH ₄)	Known amount of digester gas produced per day and known percent of methane in digester gas provided by Central Marin Sanitation Agency.	Emissions calculated according to U.S. Community Protocol v. 1.1, Appendix F, Method WW.1.a.
	Stationary Emissions from Combustion of Digester Gas (N ₂ O)	Known amount of digester gas produced per day and known percent of methane in digester gas provided by Central Marin Sanitation Agency.	Emissions calculated according to U.S. Community Protocol v. 1.1, Appendix F, Method WW.2.a.
	Process Emissions from Wastewater Treatment Plant without Nitrification or Denitrification	Estimated population served by wastewater treatment plant provided by Central Marin Sanitation Agency.	Emissions calculated according to U.S. Community Protocol v. 1.1, Appendix F, Method WW.8.

	Fugitive Emissions from Effluent Discharge (N ₂ O)	Estimated population served by wastewater treatment plant provided by Central Marin Sanitation Agency. Assumed significant industrial or commercial input.	Emissions calculated according to U.S. Community Protocol v. 1.1, Appendix F, Method WW.12(alt).
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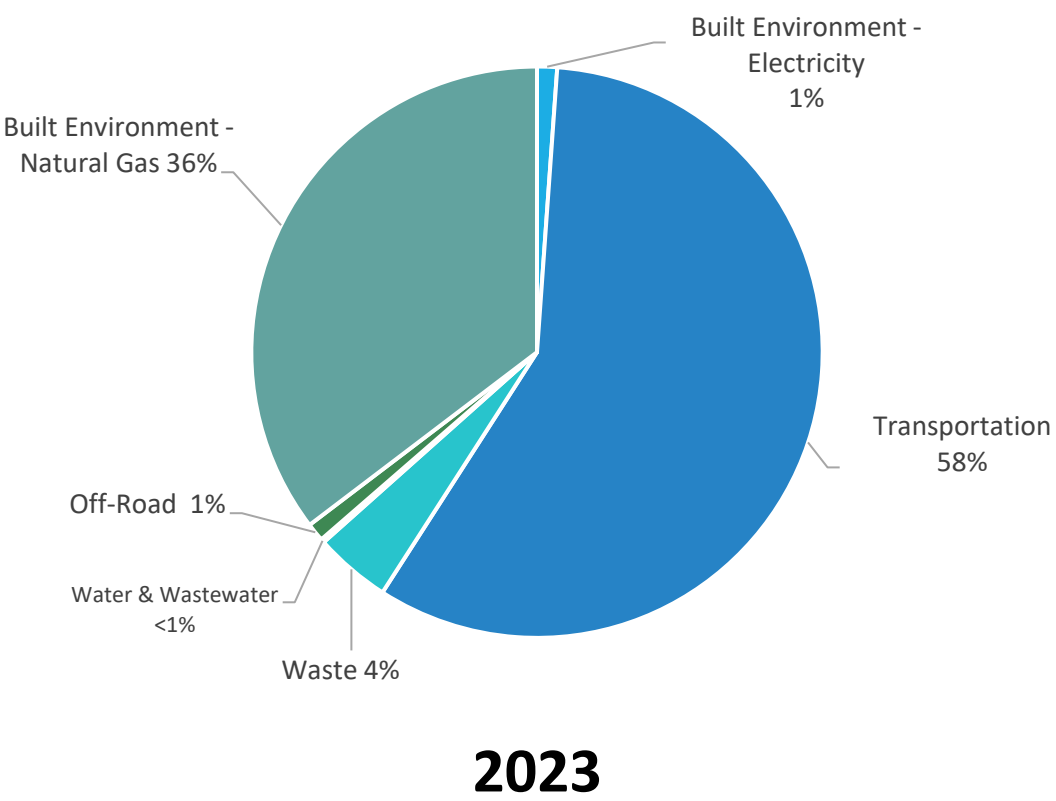
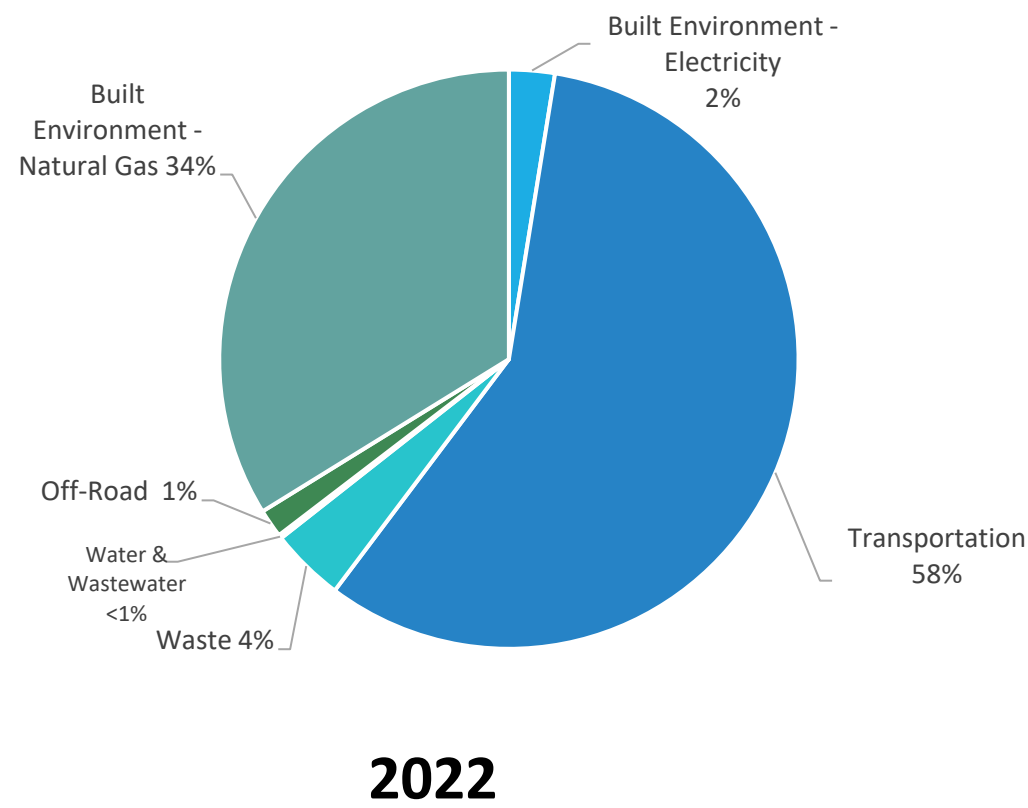


Town of San Anselmo 2023 GHG Inventory Report

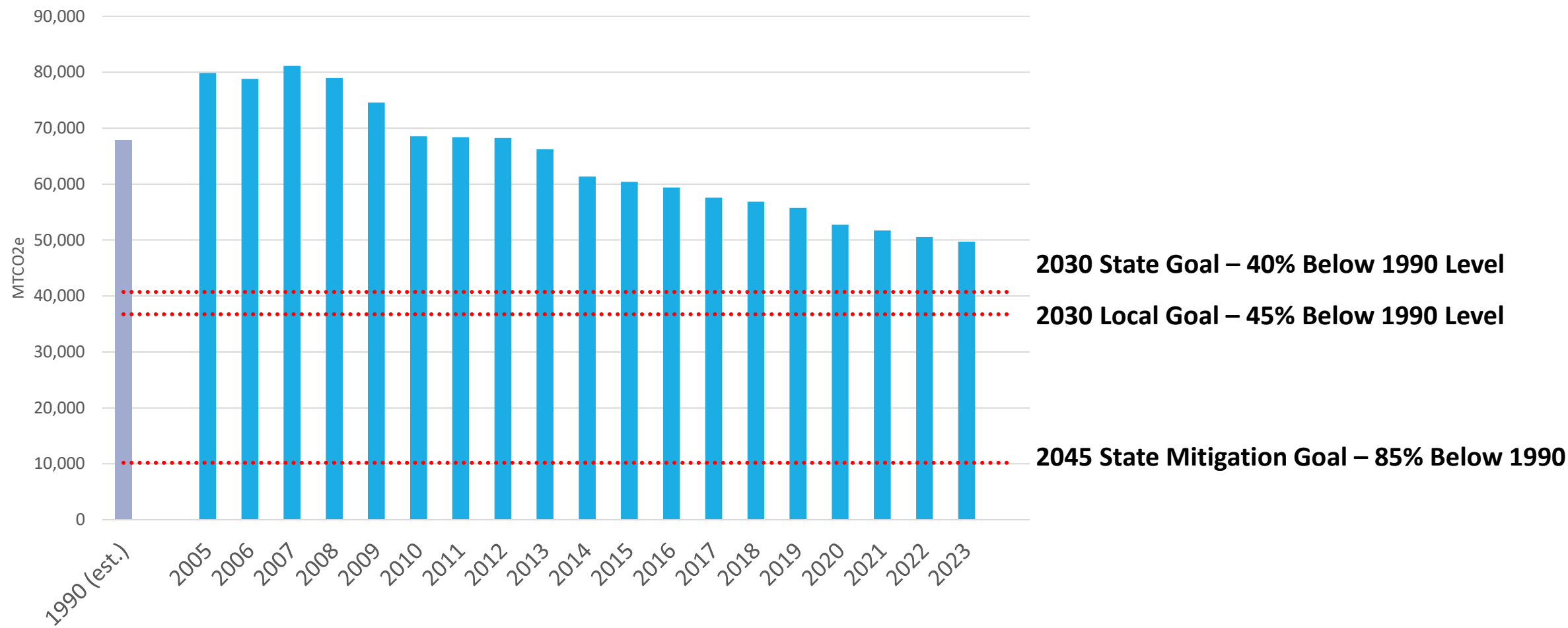
July 22, 2025



Emissions by Source



Emissions Down 27% Since 1990

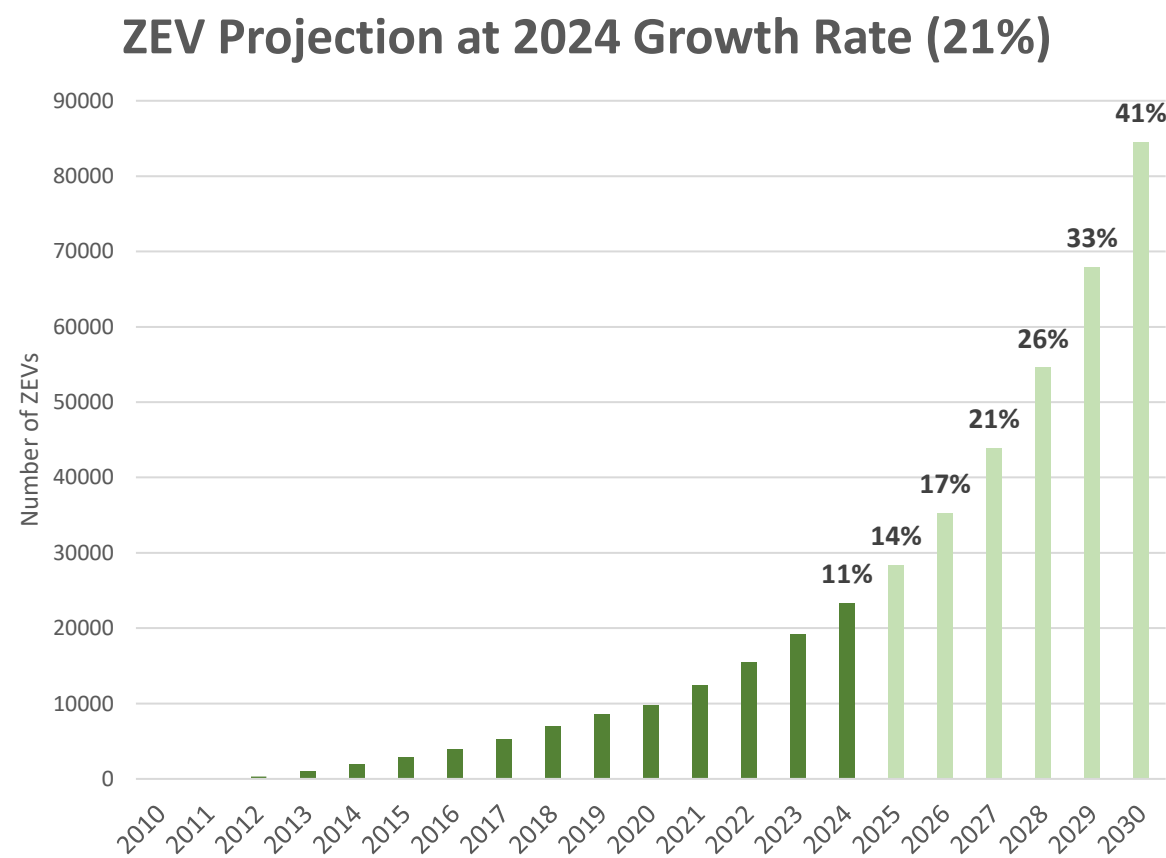
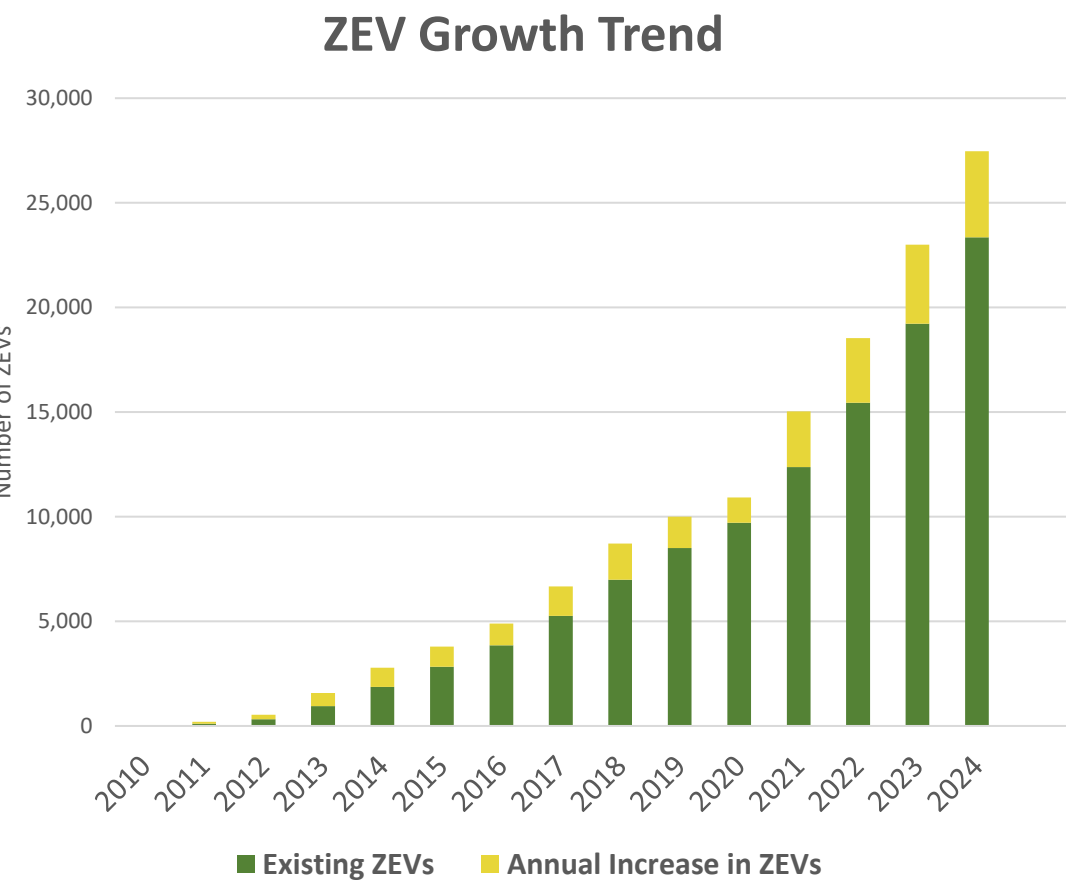


Sector Highlights

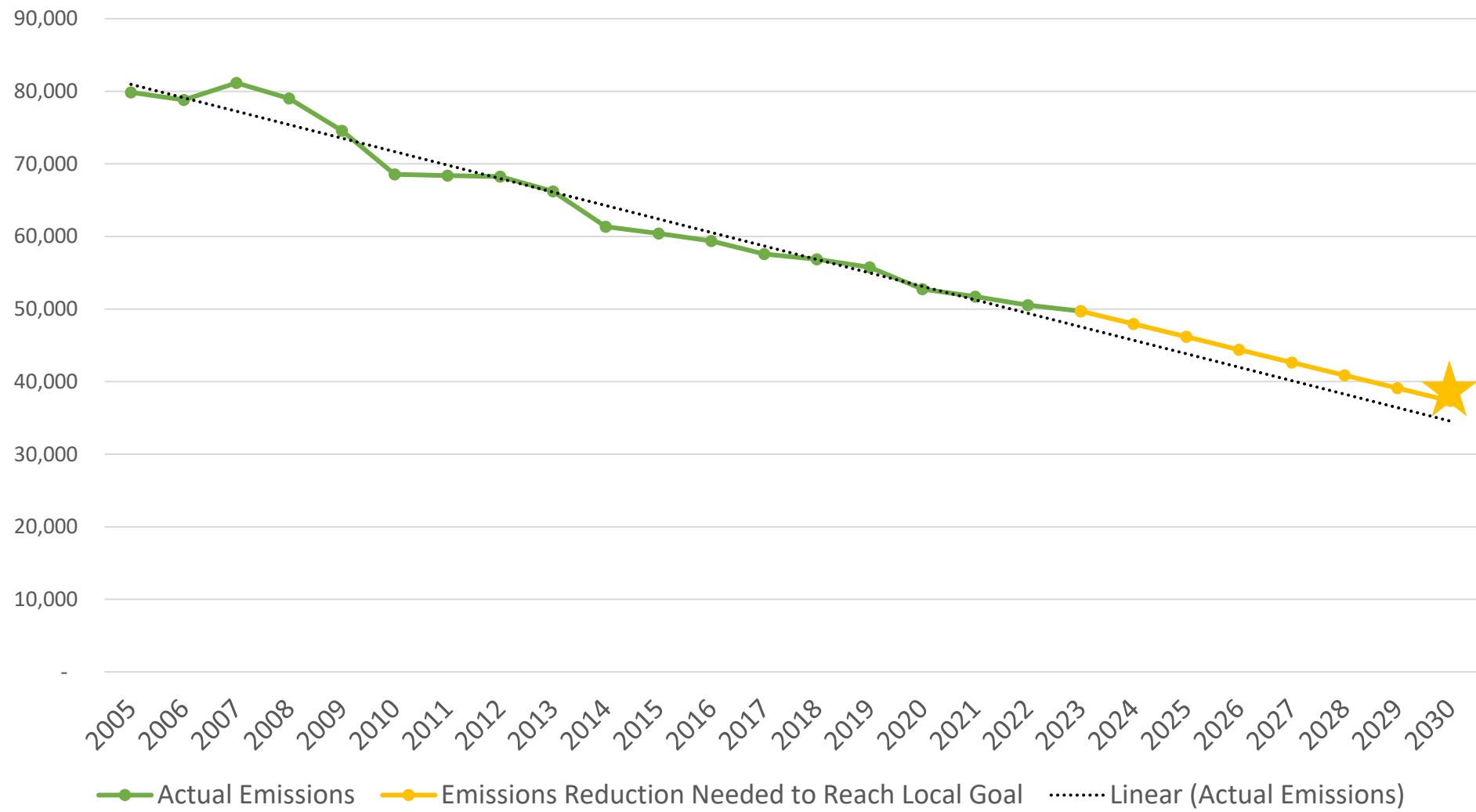
Since 2005...

- **Electricity** emissions down 95% due to lower carbon intensity of electricity
- **Natural gas** emissions down 10%
- **Transportation** emissions down 33% due to less VMT, better fuel efficiency, and more ZEVs
 - Vehicle miles traveled (VMT) down 14%
 - 9.3% ZEVs in Marin County and 11.5% ZEVs in San Anselmo in 2023 (1,373 ZEVs)
 - CAP target is 3,000 ZEVs in San Anselmo and 25% ZEVs in Marin by 2030
- **Waste** emissions down 48% due to lower organic content in landfilled waste
 - Waste disposal in landfills down 23%

ZEV Growth in Marin



Emissions Projection with 2005-2023 Trendline



Workplan Updates

CAP Implementation Highlights

- **Building Electrification**
 - \$100,000 BayREN grant supporting the Library's electric HVAC system
 - Created workplan for Marin County Building Electrification Roadmap
- **Transportation**
 - New EV Chargers in the Corps Yard and Memorial Park
 - Applied to Charge! Grant Program, will fund next rounds of chargers
 - Another successful EV & E-bike Show with Ride and Drive Clean
- **Waste**
 - 17 new green bins around town
 - 100 tons of compost applied throughout the Town in 2024

Workplan Updates

Going Forward

- **Building Electrification**
 - 2025 Code Cycle Adoption in the Fall
 - Outreach
- **Transportation**
 - \$100,000 MTC grant for Fleet Electrification Planning Assistance
 - Applying to \$100,000 grant for public fast chargers
- **Waste**
 - SB 1383 targeted outreach to food waste generators and residents
 - September Repair Fair at the San Anselmo Library

A photograph of a dirt path winding through a forest. The path is made of dry leaves and dirt, curving into the distance. Tall, slender trees with light-colored bark line the path. On either side of the path, there are dense bushes with green leaves and clusters of small red berries. Sunlight filters through the trees, creating dappled shadows on the path and foliage.

Questions?

MARIN
CLIMATE
— & —
ENERGY
PARTNERSHIP



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:2.3

MEETING DATE: July 22, 2025

AGENDA TITLE: Amending the Master Fee Schedule for the Town of San Anselmo; Find Adoption of the Fee Schedule Exempt from CEQA Under Public Resources Code section 21080(b)(8) and CEQA Guidelines section 15273

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider adopting a resolution approving the updated user fee schedule as recommended in the 2025 User Fee Study prepared by Willdan Financial Services; find the adoption of the resolution exempt from the California Environmental Quality Act (CEQA) pursuant to Public Resources Code section 21080(b)(8) and CEQA Guidelines section 15273.

SUMMARY

The Town of San Anselmo periodically reviews and updates its Master Fee Schedule to reflect the actual cost of providing services. The 2025 User Fee Study, prepared by Willdan Financial Services, provides a comprehensive analysis of the Town's user fees and recommends updates based on full cost recovery principles. The proposed updates ensure fees are compliant with California law and reduce reliance on General Fund subsidies.

BACKGROUND

The Town of San Anselmo User Fee Study (Attachment 1), prepared by Willdan Financial Services and dated July 15, 2025, provides a comprehensive update to the prior fee analysis completed in 2018. The purpose of this study is to determine the full cost of providing user fee-supported services and to ensure fees reflect actual service costs in accordance with California legal requirements, such as Propositions 13, 218, and 26.

The study is grounded in the principle of full cost recovery and aims to minimize General Fund subsidies for services that primarily benefit individuals or specific groups. It incorporates fully burdened hourly rates, departmental overhead, and central services costs, and is based on interviews with Town staff, budget data, and service time

estimates. Best practice recommends user fee updates every five years, with interim annual reviews for inflationary adjustments.

DISCUSSION/ANALYSIS

User fees are charges for services that provide a specific benefit to individuals rather than the general public. These fees must conform to California law, including Proposition 13, Proposition 218, and Proposition 26, which prohibit fees from exceeding the reasonable estimated cost of service.

The 2025 User Fee Study:

- Provides a full-cost analysis for each service, including direct labor, departmental overhead, and Town-wide indirect costs via the Cost Allocation Plan.
- Identifies whether the Town is recovering 100% of its service costs or subsidizing service delivery through the General Fund.
- Recommends adjustments to align fee levels with the actual cost of providing each service.

The study analyzed fees in the following departments:

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

Key findings and recommendations include:

- **Administration & Finance:** 5 increases, 1 decrease, 1 new fee; average increase of 4%.
- **Public Works:** 34 increases, 2 decreases, 22 unchanged; average increase of 19%.
- **Library:** No changes; fees remain below full cost due to policy.
- **Building:** 26 increases, 1 decrease, 2 new fees; average increase of 109%; moved to full cost recovery.
- **Planning:** 14 increases, 8 decreases, 9 new fees; net increase of 0.2%.

- **Recreation:** 5 increases, 2 decreases, 1 new fee; average decrease of 2%; 66% cost recovery.
- **Police:** No changes; fees serve a deterrent function.

Each department's proposed fee adjustments are listed in Appendix C of the study. The updated fees reflect the Town's efforts to ensure fairness, transparency, and fiscal responsibility in the allocation of public resources.

The Town may choose to subsidize certain fees to achieve broader policy goals. The proposed fee schedule reflects a balance between full cost recovery and community accessibility, especially for services with public benefit.

Staff recommends continuation of the annual CPI-based fee adjustment authorized by Resolution No. 4258, based on the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-Hayward region.

Pursuant to California Government Code Section 66017(a), the fees adopted by this resolution shall take effect 60 days after the date of adoption by the Town Council, unless a longer period is specified in the resolution. This 60-day waiting period does not apply to fees imposed as a condition of approval of a development project, which may become effective immediately pursuant to Government Code Section 66017(b).

Accordingly, unless otherwise specified, the updated fees will take effect 60 days (September 20, 2025) from the date of Council adoption.

FISCAL IMPACT

Assuming fee-related activity remains relatively stable, the proposed fee changes are anticipated to generate roughly \$300,000 in additional annual revenues.

It is important to note that while adjusting fees will have a fiscal impact in the form of additional revenue, the revenue is not intended to be used to fund new services. Rather the revenue is intended to offset the costs of providing existing services that are recoverable from fees. Consequently, while fees may rise annually, typically labor and service costs (the primary drivers of fee-related costs) also rise annually. Recalibration of these fees simply provides an offset of existing expenditures/needs rather than a source of funding for expanded service levels.

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adoption of the attached Resolution is statutorily and categorically exempt from the California Environmental Quality Act (CEQA) under Public Resources Code section

21080(b)(8) and CEQA Guidelines section 15273, because it involves approval of charges by the Town which the Town finds are for the purpose of meeting operating expenses, as demonstrated by the Fee Study completed in July 2025.

ATTACHMENTS

Attachment #1: 2025 Fee Study by Willdan Financial Services

Attachment #2: Resolution Amending Fee Schedule

Town of San Anselmo



User Fee Study

July 15, 2025



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Executive Summary

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



User Fee Background

Background

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

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, Proposition 26, and the California Code of Regulations. The Code also requires that the Town Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee. There are no fees suggested to be set above the cost of service and as such a public vote is not required.

California User Fee History

Before Proposition 13, in times of fiscal shortages, California cities were able to raise property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

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

In addition, on November 2, 2010, California voters approved Proposition 26, the “Stop Hidden Taxes Initiative”, which is aimed at defining “regulatory fees” as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person’s activities. Proposition 26 contains seven categories of exceptions. The fees analyzed as part of a User Fee study typically fall under categories one through five consisting of charges for specific benefits, government service, regulatory need, for use of government property, or a fine/penalty.



Additional Policy Considerations

State regulations require that municipalities update their fee schedules to reflect the actual costs of certain public services primarily benefiting users. User Fees recover costs associated with the provision of specific services benefiting the user, thereby typically reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover reasonable support costs. Support costs are those costs relating to a local government's central service departments that are allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the City's Cost Allocation Plan. A Cost Allocation Plan identifies the central service functions of the City such as Finance, City Manager, and Human Resources and allocates their cost to the departments and funds of the City that they support. This plan was used in the User Fee study to account for the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost through the study.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the Town include an inflationary factor in the resolution adopting the fee schedule to allow the Town to annually increase or decrease the fees by changes in a pre-approved inflationary index, as described below. However, such inflationary increases shall not exceed the reasonable estimated cost of providing the services each year.

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

Each Town should use an inflator that they believe works the best for their specific situation and needs but cannot rely solely on the CPI increase as it is incumbent upon each agency to ensure the amount of the fees charged does not exceed the reasonable estimated costs of providing the services. It is also recommended that the Town perform this internal review annually with a comprehensive review of services and fees performed every five years, which would include adding, amending, or removing fees for programs/services.



Study Objective

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

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

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

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

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

Scope of the Study

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

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



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

Aim of the Report

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



Project Approach and Methodology

Conceptual Approach

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

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

Fully Burdened Hourly Rates

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

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

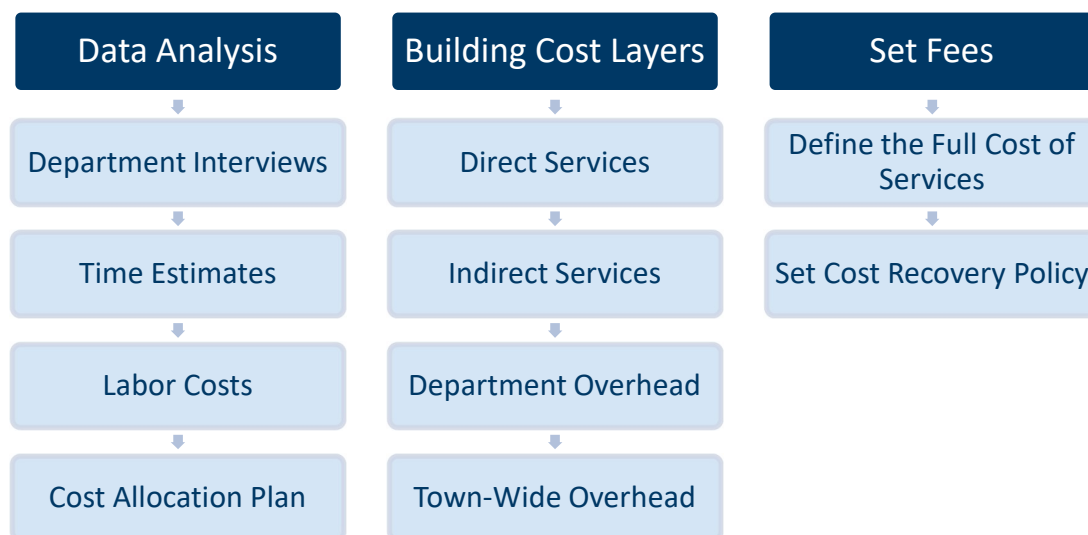
An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to 1,650 productive or billable hours to account for calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, holidays, and other considerations as necessary. Dividing the full cost, including overhead, of a position by the number of productive hours provides the FBHR.

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



Summary Steps of the Study

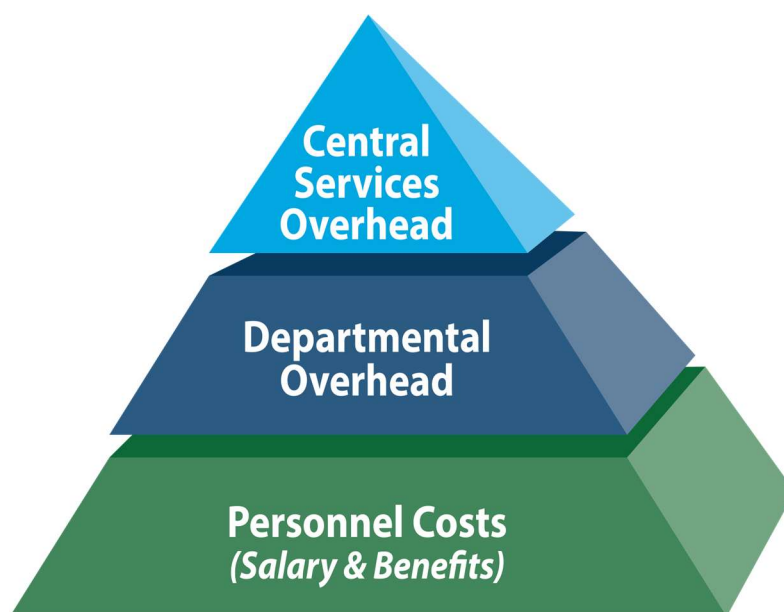
The process of the study is straightforward and simple in concept. The following list provides a summary of the study process steps:



Allowable Costs

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

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





Methodology

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

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

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

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

Quality Control/Quality Assurance

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

- Involvement of knowledgeable Town staff
- Clear instructions and guidance to Town staff
- Reasonableness tests and validation
- Internal and external reviews
- Cross-checking

Reasons for cost increases/decreases over current fees

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



-
- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
 - Position staffing levels, seniority, and the positions that complete fee and service activity may vary from when the previous costs were calculated
 - Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
 - Changes in processes and procedures within a department, or the Town as a whole
 - Changes in the demand for services in a Town may have also changed the staffing or cost structure of departments over time

Town Staff Contributions

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

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

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



San Anselmo User Fees

Cost Recovery

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

It is important to note that the time data used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service and will differ from Town to Town depending on staffing, positions involved, experience of staff, the use of consultants, and the policies and procedures in place for each Town. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

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

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

Subsidization

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

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the Town, but it is important to distinguish the difference between any purported possible benefits that may be conveyed through the result of activities of the service receiver and the direct benefit being conveyed through the Town providing the service to the requestor.

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



Of course, subsidization can be an effective public policy tool since it can be used to reduce fees to encourage certain activities (such as to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without overburdensome costs.

Despite the intent, it is important for the Town and public to understand that subsidies must be covered by another revenue source, typically the General Fund's other unrestricted funds.

Impact on Demand (Elasticity)

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

Summary

Town staff is recommending setting user fees at suggested fee amounts as detailed in [Appendix C](#). Town and departmental goals, Town Council priorities, policy initiatives, past performance, implementation issues, and other internal and external factors should influence staff recommendations and Town Council decisions. In this case, the proper identification of additional services (new or existing services) and the update to a consistent and comprehensive fee schedule were the primary objectives of this study. Town staff has reviewed the full costs and identified the recommended fee levels for consideration by Town Council.

The following sections provide background for each department, division, and fee group and the results of this study's analysis of their fees. For the full list of each fee's analysis, refer to [Appendix C](#) of this report.



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.

Analysis

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

The services listed for Administration & Finance are primarily Business Licenses which were not analyzed as a part of this study. The analysis of the remaining Administration & Finance services relied primarily upon a standard unit cost build-up approach for fees, excluding fees set by the State, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are currently below the full cost of providing services. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- An increase to 5 fees;
- 1 fee will decrease;
- 1 new Notary fee will be added;
- 53 fees would remain as currently set, and;
- the average fee change would be an increase of 4% for current fees.



Public Works

The Public Works Department is responsible for the planning, design, construction, and maintenance of the Town's infrastructure, including streets, sidewalks, storm drains, bridges, parks, and public buildings. The department oversees capital improvement projects and plays a key role in implementing the Town's 5-Year Capital Improvement Plan. Public Works is divided into two main divisions: Engineering & Inspection and Street & Park Maintenance. Projects also support active transportation, ADA compliance, traffic calming, and stormwater management. The department emphasizes long-term maintenance, safety, and resilience of Town assets.

Analysis

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

The analysis of the Public Works services relied primarily upon a standard unit cost build-up approach for fees, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are currently below the full cost of providing services. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- An increase to 34 fees;
- 2 fees will decrease;
- 22 fees will remain as currently set, and;
- the average fee change would be an increase of 19% for current fees.



Library

The Library Department provides library services to the San Anselmo community, focusing on promoting literacy, lifelong learning, and community engagement. It manages a range of materials and programs for all age groups and offers a welcoming space for reading, research, and cultural enrichment. The department also collaborates with Friends of the Library and receives funding support through the Library Tax Fund. The Library Director also serves as the Assistant Town Manager, reflecting the department's integration in overall Town leadership.

Analysis

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

The services included in Library are a mixture of fines and user fees. The fines are set to deter the listed activities, and the analysis of user fees relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for Town central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are not in line with the full cost of providing service. Staff is recommending the fees remain as currently set as detailed in [Appendix C](#).



Building

The Building Division is responsible for enforcing the California Building Code and local building regulations to ensure the safety, health, and welfare of the community. It manages the permitting process for construction, remodels, and renovations, and conducts plan checks, inspections, and code enforcement. The division supports property resale inspections and maintains standards for structural integrity, accessibility, and energy efficiency. It also collects fees that support cost recovery for services rendered.

Analysis

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

The analysis of Building services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for Town central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that services are currently set below the full cost of providing them. It is recommended that the Town increase cost recovery to or near 100% for Building services as detailed in [Appendix C](#). As a result, there would be:

- An increase to 26 fees;
- 1 fee will decrease;
- 2 new fees will be added;
- 25 fees would remain as currently set, and;
- the average fee change would be an increase of 109% for current fees.

In addition to the above referenced fees listed under Building, the Building Permit fees are also provided by this division. For the Building Permit fees, valuation is used as a proxy for measuring the effort needed to provide services on a case-by-case basis. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, the more time and effort that is required to provide the service. Project valuation also follows that trend. By using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future trends, current cost recovery along with variability in charges due to project type and scale is determined. The result of the cost analysis completed for the Building Permit program found that the program is currently operating at 75% cost recovery based on activity level from fiscal years 2022-2024. Staff is recommending that the fees be increased to 100% cost recovery as detailed in [Appendix C](#).



Planning

The Planning Department manages land use, zoning, and long-term community development consistent with the Town's General Plan and Municipal Code. It processes planning applications for variances, design review, use permits, and subdivisions. The department leads strategic efforts to maintain San Anselmo's small-town character while encouraging appropriate growth and development. It also supports the Planning Commission and collaborates with other departments on housing, transportation, and environmental policy.

Analysis

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

The analysis of the Planning services relied primarily upon a standard unit cost build-up approach for fees, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are currently below and above the full cost of providing services. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- an increase to 14 fees;
- 8 fees would decrease;
- 26 fees would remain as currently set;
- 9 new fees will be added, and;
- the average fee change would be an increase of 0.2% for current fees.



Recreation

The Recreation Department delivers a wide range of community programs and special events that enhance quality of life for residents of all ages. It oversees sports leagues, fitness classes, youth camps, and cultural activities, and manages facilities such as the Isabel Cook Community Center and Robson-Harrington House. The department plays a key role in community engagement through programs like “Live on the Avenue” and maintains cost recovery through the Recreation Fund. It also leads initiatives under the Community Services Master Plan.

Analysis

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

The analysis of most Recreation programs encompassed facility rentals and other recreation services. The fee for use for government owned facilities and property can be set discretionally by the City, typically based on past usage characteristics, policy goals, and surrounding jurisdiction comparison. The cost of capital acquisition, maintenance, repair, and upgrade to the City and subsequently the public is offset through rental or use fees. As such these fees should be set using the knowledge of activity use for the facilities, policy desires of the City, and market factors when desirable. It is generally accepted that some Recreation programs provide a measure of public benefit to the residents and City as a whole, and as such is it common for services to bear significant subsidies. In addition, cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions. For most fees in Recreation a standard cost of service approach was used, but some of the additional cost considerations above were not included as this is primarily an operational cost analysis study that does not include considerations for capital. The analysis found that the current fees for facility use and services are below the cost of providing them. The analysis also included a cost recovery analysis for Community Services as a whole and it was determined to be operating at around 66% cost recovery. The suggested fees detailed in [Appendix C](#). would result in:

- An increase to 5 fees;
- 1 new Street Closure fee would be added;
- 2 fees would decrease;
- 25 fees would remain as currently set, and;
- the average fee change would be a decrease of 2%



Police

The Police Department provides public safety services through its membership in the Central Marin Police Authority (CMPA). It is responsible for law enforcement, crime prevention, traffic safety, and emergency response. Through CMPA, the department benefits from shared resources and staffing efficiencies while maintaining local responsiveness. The department focuses on community-oriented policing and proactive safety strategies to ensure a safe and secure environment for San Anselmo residents.

Analysis

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



Appendix A – Total Allowable Cost to be Recovered

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

Town of San Anselmo, CA - User Fee Study

Overhead Rate Calculations

Department	Total Salaries & Benefits	Department Operating and Internal Service Cost	Department & Internal Service Overhead %	Indirect Allocation %
01: ADMINISTRATION	1,178,429	181,100	15%	0%
01: LIBRARY	675,682	224,034	33%	34%
01: PLANNING	542,550	77,250	14%	20%
01: PUBLIC WORKS/BUILDING	2,045,622	1,691,403	83%	27%
01: RECREATION	294,230	22,600	8%	36%
21: RECREATION	1,117,789	1,016,667	91%	27%
27: LIBRARY TAX FUND	261,571	81,710	31%	42%

Appendix B –Salary and Benefit Hourly Rates

Below are Salary and Benefit hourly rates of staff positions. The hourly rates were used in the study to determine the full cost of each service when combined with the associated overhead rates. They include the salary and benefit costs for each position based on the City's salary step schedule for positions as well as the appropriate benefits depending on each position's bargaining unit. The total salary and benefits are then divided by 1,650 productive or billable hours to reduce the total 2,080 workable hours in a year to remove hours when positions are paid but not on the job such as holidays, paid leave, and sick pay. A further reduction of under 10% is made for administrative, general, or non-specific work hours. When a position is used in the study to identify direct work hours spent on a fee or service the applicable overhead rates of the operating unit (shown in [Appendix A](#)) is applied to that positions' salary and benefit rate to determine full cost recovery. For any user fee service request that is outside the scope of the fees detailed in [Appendix C](#), or for services for which there is no fee currently set, the City can charge up to the full cost of the service by using the salary benefit rate of the positions below along with the appropriate overhead factors from [Appendix A](#).



Town of San Anselmo, CA - User Fee Study

Salary and Benefit Hourly Rate Calculation

Position	S&B Hourly Rate
Administrative Serv Asst II	\$68.42
Admin/Permit Serv Technician	\$77.86
Administrative Serv Asst	\$62.85
Assistant Civil Engineer	\$94.39
Assistant Planner	\$88.09
Assistant Public Works Director	\$138.46
Associate Planner	\$96.92
Building Inspector	\$100.83
Building Official	\$138.46
Child Care Instructor	\$47.67
Code Enforcement Officer	\$81.08
Community Development Director	\$174.16
Community Engagement Coordinator	\$94.39
Community Services Director	\$138.46
Deputy Town Clerk/Municipal Info Officer	\$112.08
Fin & Admin Services Director	\$165.82
Groundskeeper Trainee	\$29.61
Lead Library Assistant	\$63.37
Librarian I	\$75.75
Librarian II	\$84.79
Library Assistant	\$58.92
Library Technician	\$67.18
Maintenance Supervisor	\$90.18
Maintenance Worker I	\$63.28
Maintenance Worker II	\$69.64
Management Analyst	\$77.86
Planning Director	\$158.18
Planning Technician	\$79.93
Principal Planner	\$117.29
Project Coordinator	\$88.09
Public Works Director	\$178.75
Public Works Manager	\$119.71
Recreation Coordinator I	\$62.85
Recreation Coordinator II	\$68.42
Recreation Coordinator III	\$75.30
Recreation Manager	\$98.61
Recreation Program Leader	\$52.43
Recreation Senior Supervisor	\$90.39
Recreation Supervisor	\$82.17
Senior Accountant/Financial Supervisor	\$106.74

Town of San Anselmo, CA - User Fee Study

Salary and Benefit Hourly Rate Calculation

Position	S&B Hourly Rate
Senior Building Inspector	\$105.67
Senior Civil Engineer	\$119.71
Senior Maintenance Worker	\$75.17
Senior Planner	\$106.63
Town Librarian	\$138.46
Town Manager	\$208.45

Appendix C – Cost Recovery Analysis

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

Finance & Administration

#	Description	Current Fee/Charge	Unit	Type	Notes
1	Photocopies	\$0.20	Per page	Fee	Document with State requirements are charged per State Mandate
2	Returned check charge	\$25.00	Per incident	Regulated	
3	Certification	\$21.00	Per certification	Fee	
4	Appeals - Planning Applicant	\$2,933.00	Per appeal	Fee	Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost of anticipated town attorney time
5	Appeals - Non-Applicant	\$940.00	Per appeal	Fee	Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost of anticipated town attorney time
6	Appeals - General	\$940.00	Per Appeal	Fee	Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost of anticipated town attorney time
7	Proof of Residency/Living Certification	\$16.00	Per request	Fee	
8	Notary Fee	New	per signature		
Business License Fees:					
9	Transfer Fee	\$20.00	Per transfer	Fee	
10	Business License Penalty	10%	Per month	Penalty	Max. 50%
Gross receipts:					
11	\$0 - \$7,500	\$15.00		Tax	
12	\$7,501 - \$15,000	\$30.00		Tax	
13	\$15,001 - \$25,000	\$45.00		Tax	
14	\$25,001 - \$50,000	\$60.00		Tax	
15	\$50,001 - \$100,000	\$100.00		Tax	
16	\$100,001 - \$250,000	\$150.00		Tax	
17	\$250,001 - \$500,000	\$300.00		Tax	
18	\$500,001 - \$750,000	\$450.00		Tax	
19	\$750,001 - \$1,000,000	\$600.00		Tax	
20	\$1,000,001 - \$2,000,000	\$800.00		Tax	
21	\$2,000,001 - \$3,000,000	\$1,200.00		Tax	
22	\$3,000,001 - \$4,000,000	\$1,500.00		Tax	
23	\$4,000,001 - \$5,000,000	\$2,100.00		Tax	
24	\$5,000,001 - \$10,000,000	\$3,000.00		Tax	
25	\$10,000,001 - \$25,000,000	\$4,500.00		Tax	
26	\$25,000,000 - and over	\$4500 + .01%		Tax	
27	Hotels/Motels/Inns	\$17.00	Per unit	Tax	
28	Rental of one or more dwelling units or guest rooms within a rooming house, boarding house, single family dwelling, apartment, condominium, houseboat, or other residential structure containing guest rooms or dwelling units	\$17.00	Per unit	Tax	
29	General contractors and subcontractors	\$30.00	Per quarter	Tax	
30	General contractors and subcontractors	\$100.00	Per year	Tax	
31	Auctioneers	\$50.00	Per day	Tax	
32	Peddlers, solicitors	\$25.00	Per day	Tax	
33	Peddlers, solicitors	\$150.00	Per quarter	Tax	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$0.20	\$0
NA	NA	\$25.00	\$0
\$64.65	61%	\$25.00	\$4
\$3,749.03	0%	\$3,749.03	\$816
\$3,749.03	73%	\$1,000.00	\$60
\$3,749.03	73%	\$1,000.00	\$60
\$21.55	7%	\$20.00	\$4
NA	NA	\$15.00	NA
\$29.94	67%	\$10.00	-\$10
NA	NA	10%	\$0
NA	NA	\$15.00	\$0
NA	NA	\$30.00	\$0
NA	NA	\$45.00	\$0
NA	NA	\$60.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$150.00	\$0
NA	NA	\$300.00	\$0
NA	NA	\$450.00	\$0
NA	NA	\$600.00	\$0
NA	NA	\$800.00	\$0
NA	NA	\$1,200.00	\$0
NA	NA	\$1,500.00	\$0
NA	NA	\$2,100.00	\$0
NA	NA	\$3,000.00	\$0
NA	NA	\$4,500.00	\$0
NA	NA	\$4500 + .01%	\$0
NA	NA	\$17.00	\$0
NA	NA	\$17.00	\$0
NA	NA	\$30.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$25.00	\$0
NA	NA	\$150.00	\$0

Finance & Administration

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

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$500.00	\$0
NA	NA	\$400.00	\$0
NA	NA	\$300.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$200.00	\$0
NA	NA	\$300.00	\$0
NA	NA	\$400.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$150.00	\$0
NA	NA	\$200.00	\$0
NA	NA	\$60.00	\$0
NA	NA	\$22.50	\$0
NA	NA	\$37.50	\$0
NA	NA	\$75.00	\$0
NA	NA	\$112.50	\$0
NA	NA	\$150.00	\$0
NA	NA	\$225.00	\$0
NA	NA	\$45.00	\$0
NA	NA	\$0.02	\$0
NA	NA	\$50.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$10.00	\$0
NA	NA	\$150.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$1.00	\$0
NA	NA	\$50.00	\$0

Public Works

Miscellaneous Items					
#	Description	Current Fee/Charge	Unit	Type	Notes
1	Road Impact Fee	1.5% value of project	Percentage	Fee	
	Tree Removal Fees:				
2	Heritage Tree &/or Undeveloped Parcel Tree	\$275.00	For 1st hour, hourly rate thereafter/per permit	Fee	For dead, dying or dangerous trees fee may be waived. Replacement trees may required for each tree removed.
3	Street Tree	\$140.00	Per permit	Fee	This is the cost for both removal and planting of street trees
4	After the fact - Tree or Heritage Tree Removal Fine	\$2,301.00	Per tree	Penalty	\$2,050 Maximum as determined by the Public Works Director
	Encroachment Permit Fees:				
5	Minor work	\$174.00	Per project	Fee	7-1.03 - Permit for curb cut for driveway entrance or approach (Street Superintendent) 7-1.08 – Adjustment and variance from driveway standards (City Engineer) 7-3.02 – Street cut or excavation permits (Public Works) 7-4.02 - Temporary street obstruction permits 7-5.09 - Permits to construct sidewalk, walkway, and/or driveway from curb to property line (Public Works)
6	Major work (over \$2,500)	4% value of project or as Determined by Public Works Director per Town Code	Percentage	Fee	7-1.03 - Permit for curb cut for driveway entrance or approach 7-1.08 – Adjustment and variance from driveway standards 7-3.02 – Street cut or excavation permits 7-4.02 - Temporary street obstruction permits 7-5.09 - Permits to construct sidewalk, walkway, and/or driveway from curb to property line Major Work Fees vary depending on time to review and inspect during the course of the project
7	Sidewalks/Driveways - new & repair; debris or storage box	\$121.00	Per project	Fee	
8	Revocable Encroachment Permit for structures in town right-of-way	\$355.00	Per project	Fee	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	1.5% value of project	\$0
\$429.91	24%	\$325.00	\$50
\$286.92	34%	\$190.00	\$50
NA	NA	\$2,301.00	\$0
\$513.84	51%	\$250.00	\$76
NA	NA	4% value of project or as Determined by Public Works Director per Town Code	\$0
\$438.84	54%	\$200.00	\$79
\$719.97	41%	\$425.00	\$70

Public Works

Miscellaneous Items					
#	Description	Current Fee/Charge	Unit	Type	Notes
9	Revocable Encroachment Permit for temporary use of town right-of-way (restaurant outdoor seating)	\$150.00	Per project	Fee	7-5.11-permit for mailbox in right of way
10	Plan Check-when applicable	Hourly Staff Rate	Per hour	Fee	Rate depends on actual Staff rate
11	Private Parklet Application	\$950.00	Per Application	Fee	
12	Private Parklet	\$2,520.00	Per space	Fee	
Fence Permit Fees:					
13	Fences within setbacks abutting street	\$113.00	Per project	Fee	
14	Stop Work Fee for working without a permit	Up to 3 times value of Public Works Permit Fee	Per project	Penalty	Determined by the Public Works Director. 0-3 times based on stop work circumstances. If unpermitted work is identified by the Town and the owner addresses issues promptly, fee may be waived or 1 times the permit fee. However, if unpermitted work is not addressed and owner is uncooperative, fee may be up to 3 times the permit fee.
15	Plan Check-when applicable	\$160.00	Per hour	Fee	
Grading Permit Fees: UBC Appendix Chapter 33 Table A-33B					
16	100cy or less	\$134.00	100 cy or less	Fee	
17	101cy to 1,000cy	\$134.00	First 100 cy	Fee	Plus \$17.85 for each add'l 100 cy
18	1,001cy to 10,000cy	\$411.00	First 1,000 cy	Fee	Plus \$14.80 for each add'l 1,000cy
19	10,001cy to 100,000cy	\$411.00	First 10,000 cy	Fee	Plus \$67.50 for each add'l 10,000cy
20	100,001 and above	\$1,368.00	First 100,000 cy	Fee	Plus \$37.00 for each add'l 100,000cy
Grading Plan Review Fees: UBC Appendix Chapter 33 Table A-33A					
21	100cy or less	\$134.00	100 cy or less	Fee	
22	101cy to 1,000cy	\$266.00	First 100 cy	Fee	
23	1,001cy to 10,000cy	\$355.00	First 1,000 cy	Fee	
24	10,001cy or more	\$355.00	First 10,000 cy	Fee	\$25.00 each add'l 10,000cy
25	Grading permit fee for work without a permit	3 times value of Public Works Permit Fee	Per project	Penalty	\$500 minimum- determined by PW Director
26	Water Wells - potable and landscape wells	\$203.00	Per well	Fee	
27	Grading Permit Extension Fee	\$179.00	Per permit	Fee	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$242.99	20%	\$195.00	\$45
NA	NA	Hourly Staff Rate	\$0
NA	NA	\$950.00	\$0
NA	NA	\$2,520.00	\$0
\$438.84	56%	\$195.00	\$82
NA	NA	Up to 3 times value of Public Works Permit Fee	\$0
\$538.82	58%	\$225.00	\$65
\$492.79	59%	\$200.00	\$66
\$827.24	76%	\$200.00	\$66
\$1,240.86	52%	\$600.00	\$189
\$1,654.49	47%	\$875.00	\$464
\$2,068.11	0%	\$2,068.11	\$700
\$246.39	21%	\$195.00	\$61
\$413.62	21%	\$325.00	\$59
\$620.43	33%	\$415.00	\$60
\$827.24	50%	\$415.00	\$60
NA	NA	3 times value of Public Works Permit Fee	\$0
\$413.62	36%	\$265.00	\$62
\$285.98	16%	\$240.00	\$61

Public Works

Miscellaneous Items					
#	Description	Current Fee/Charge	Unit	Type	Notes
	Sidewalk Maintenance Program - Administration Fees				
28	First \$200	\$54.00		Fee	
29	\$201 - \$500	\$50 plus 15% of amount over \$200 (\$100 Max)		Fee	\$100 Max
30	\$501 - \$1,500	\$85 plus 10% of amount over \$500 (\$200 Max)		Fee	\$200 Max
31	Over \$1,500	\$197 plus 5% of amount over \$1,500		Fee	No Max
32	Arborist Site Visit and Arborist Report	\$244.00	Per hour	Fee	
33	Street Cut Inspection	\$236.00	Per hour	Fee	
34	Street Crew Cost (Red Curb Painting)	Fees Waived	Per project	Fee	
35	Temporary Trailer Fee	Fees Waived	Per Trailer	Fee	Permit for temporary trailers for habitation during construction and after disasters
36	Abandonment	\$1,000 min + # hours of consultant time and/or staff time	Per hour	Fee	\$1,000 minimum to be billed hourly
37	Penalty fee for After The Fact permits	3x permit cost or \$500 min. <i>Determined by building official or DPW director</i>	Per project	Penalty	
38	DPW- RED TAG FEE	3x permit cost or \$500 min. <i>Determined by building official or DPW director</i>	Per project	Penalty	
39	Encroachment permit extension fee	\$91.00	Per project	Fee	
40	Charging Interest on Abatements	1% Monthly	Per project	Fee	
41	Oversize Vehicle Permit - Single	\$20.00	Per trip	Fee	\$92 - Annual
42	Street Light Shield	\$296.00	Per shield	Fee	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$667.42	90%	\$65.00	\$11
\$771.76	94%	\$50 plus 15% of amount over \$200 (\$100 Max)	\$0
\$876.11	90%	\$85 plus 10% of amount over \$500 (\$200 Max)	\$0
\$1,084.79	82%	\$197 plus 5% of amount over \$1,500	\$0
\$255.00	2%	\$250.00	\$6
\$284.10	1%	\$280.00	\$44
\$640.75	100%	Fee Waived	\$0
\$323.68	100%	Fee Waived	\$0
\$2,068.11	52%	\$1,000 min + # hours of consultant time and/or staff time	\$0
NA	NA	3x permit cost or \$500 min. Determined by building official or DPW director	\$0
NA	NA	3x permit cost or \$500 min. Determined by building official or DPW director	\$0
\$182.57	32%	\$125.00	\$34
NA	NA	1% Monthly	\$0
\$1,234.31	98%	\$25.00	\$5
\$250.00	0%	\$250.00	-\$46

Public Works

Miscellaneous Items					
#	Description	Current Fee/Charge	Unit	Type	Notes
43	Stormwater Violation Fees	\$100 - 1ST VIOLATION \$200 - 2ND VIOLATION \$500 - 3RD VIOLATION, ETC	Per occurrence	Fee	
44	Block Party Fee	Fees Waived	Per occurrence	Fee	
45	Extension Fee- For Permits Excluding Encroachment	\$91.00	Per project	Fee	
46	Reactivation Fee	\$121.00	Per project	Fee	
47	Flatwork Permit - Small/Medium less than 1000 sq ft	\$121.00	Per project	Fee	
48	Flatwork Permit - Large Over 1000 sq ft	\$355.00	Per project	Fee	
49	Floodplain Development Permit	\$100 deposit + hourly	Per hour	Fee	7-11.403 Special flood hazard area development permit 7-11.402 – Review of required certifications for floodplain Development permits: (1) Certification required by Section 7-11.501(c)(1) and Section 7-11.504 (lowest floor elevations); (2) Certification required by Section 7-11.501(c)(2) (elevation or floodproofing of nonresidential structures); (3) Certification required by Section 7-11.501(c)(3) (wet floodproofing standard); (4) Certification of elevation required by Section 7-11.503(a)(3) (subdivisions and other proposed development standards); (5) Certification required by Section 7-11.506(b) (floodway encroachments); (6) "NON-CONVERSION AGREEMENT FOR CONSTRUCTION WITHIN FLOOD HAZARD AREAS" recorded deed restriction, review by town attorney
50	Permit to place newsrack on public property	\$100 deposit + hourly	Per rack	Fee	
51	Frontage Improvement Fees	At Cost of Requirement	Per project	Fee or work in lieu of	Public Works reviews frontage improvement requirements based on the code requirements in the right of way related to ADA, drainage, emergency vehicle access etc.
52	Watercourse Permit	\$236.00	Per project	Fee	Fee may be waived for emergency projects at the discretion of Public Works Director

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$100 - 1ST VIOLATION \$200 - 2ND VIOLATION \$500 - 3RD VIOLATION, ETC	\$0
\$239.37	100%	Fees Waived	\$0
\$142.99	13%	\$125.00	\$34
\$246.39	39%	\$150.00	\$29
\$228.90	34%	\$150.00	\$29
\$607.52	33%	\$405.00	\$50
NA	NA	\$100 deposit + hourly	\$0
NA	NA	\$100 deposit + hourly	\$0
NA	NA	At Cost of Requirement	\$0
\$959.62	66%	\$325.00	\$89

Public Works

Miscellaneous Items					
#	Description	Current Fee/Charge	Unit	Type	Notes
53	Floodplain Development Permit	\$121.00	Per project	Fee	
54	Lot Line(Property Line Adjustment)	\$1,000.00	Deposit	Fee	25% administration plus hourly thereafter
55	Well Permit	\$266.00	Per project	Fee	
56	Maintenance Supervisor	\$157.00	Per hour	Fee	
57	Maintenance Worker I	\$98.00	Per hour	Fee	
58	Senior Maintenance Worker	\$135.00	Per hour	Fee	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$719.97	72%	\$200.00	\$79
\$906.41	1%	\$900.00	-\$100
\$401.48	19%	\$325.00	\$59
\$208.69	4%	\$200.00	\$43
\$146.43	4%	\$140.00	\$42
\$173.94	2%	\$170.00	\$35

Library

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

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	Actual Cost	\$0
\$105.29	95%	\$5.00	\$0
NA	NA	Actual Cost	\$0
\$0.50	100%	\$0.00	\$0
\$5.00	0%	\$5.00	\$0
\$0.20	0%	\$0.20	\$0
\$0.75	0%	\$0.75	\$0
NA	NA	Actual Cost	\$0
NA	NA	\$0.00	\$0

Building

#	Description	Current Fee/Charge	Unit	Type	Notes
1	Pre Application Meeting - Non-commercial uses (Building)	\$226.00	Flat fee	Fee	Plus applicant pays \$100 to Ross Valley Fire Department
2	PreApplication Meeting - Commercial Uses (Building)	\$0.00	Flat fee	Fee	
3	Building Permit Plan Review- In-House Review	65% of permit fee <i>Building Valuation table will increase 2.5% for all base rates</i>	Percentage	Fee	Plan check beyond 2 submittals @ in house plan review hourly rate (see fee no. 54)
4	3rd Party Plan Review Town Peer Review Fee (not including 3rd Party Fee)	50% of permit fee on top of third-party costs	Percentage	Fee	This fee is in addition to the 3rd Party fee and covers internal plan check costs including assignment to 3rd party, review of 3rd party plan check, response to applicant, architect and engineering questions, etc.
5	Stop Work Fee for working without a permit; retroactive permit penalty fee	Up to 5 times value of Permit Fee (Minimum \$500)	Per project	Penalty	Determined by the Department Director or Building Official. 2-5 times based on stop work circumstances. If work stops immediately and the owner addresses issues promptly, the fee may be waived or 1-3 times the permit fee. However, if work continues and owner is uncooperative, fee may be up to 5 times the permit fee.
6	Energy Fees - projects affecting heated space	15% of Bldg Permit Fee	Percentage	Fee	
7	Code Compliance/Enforcement Fee	\$339.00	Per hour	Fee	Fee to cover the time it takes for the Town's Code Enforcement Officer to receive, file, inspect, result findings, respond, and update the Town's records regarding a Municipal Code violation complaint.
8	Plumbing Permit	15% of Bldg Permit fee or \$168 if not associated w/other work	Percentage	Fee	Fee waived for graywater projects
9	Electrical Permit	15% of Bldg Permit fee or \$168 if not associated w/other work	Percentage	Fee	Fee waived for local EV charging, roof top solar, and tankless water heater

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$226.00	\$0
NA	NA	\$0.00	\$0
NA	NA	65% of permit fee Building Valuation table will increase 2.5% for all base rates	\$0
NA	NA	50% of permit fee on top of third-party costs	\$0
NA	NA	Up to 5 times value of Permit Fee (Minimum \$500)	\$0
NA	NA	15% of Bldg Permit Fee	\$0
\$2,214.93	0%	\$2,210.00	\$1,871
NA	NA	15% of Bldg Permit fee or \$168 if not associated w/other work	\$0
NA	NA	15% of Bldg Permit fee or \$168 if not associated w/other work	\$0

Building

#	Description	Current Fee/Charge	Unit	Type	Notes
10	Mechanical Permit	15% of Bldg Permit fee or \$168 if not associated w/other work	Percentage	Fee	
11	Demolition Permit	\$266.00	Per project	Fee	
12	Swimming Pool Permit	\$703.00	Per project	Fee	
13	Spa/Hot Tub Permit	\$353.00	Per project	Fee	
14	Photo-voltaic System Permit and EV charging	\$205.00	Per project	Fee	
15	Water Heater Replacement Permit	\$153.00	Per project	Fee	No longer Fee waived for Tankless Water Heater
16	Furnace Replacement Permit	\$152.00	Per project	Fee	
17	Re-Roof Permit Residential	\$179.00	Per project	Fee	Fee waived for Cool Roof Initiatives
18	Re-Roof Permit Commercial	Bldg Permit Fee	Per project	Fee	Fee waived for Cool Roof Initiatives
19	Technology Fee	8.8%	of Bldg Permit fees	Fee	
20	Training Fee	3%	of Bldg Permit fee	Fee	
21	Permit Administrative Fee (change of owner, contractor, arch/engr.)	\$44.00	Per project	Fee	
22	Window replacement (not associated with other work)	\$266.00	Per project	Fee	
23	Minor Bathroom Remodel Permit Fee	\$706.00	Per project	Fee	OTC \$15,000 max. value of project
24	Minor Kitchen Remodel Permit Fee	\$946.00	Per project	Fee	OTC \$25,000 max. value of project
Plan Checks:					
25	Plumbing Plan Check	15% of Bldg Permit Fee or 65% of Plumbing Permit Fee	Percentage	Fee	If work not associated with Bldg Permit (\$25 min). Fee waived for graywater projects
26	Electrical Plan Check	15% of Bldg Permit Fee or 25% of Electrical Permit Fee	Percentage	Fee	If work not associated with Bldg Permit (\$25 min)
27	Mechanical Plan Check	10% of Bldg Permit Fee or 65% of Mechanical Permit Fee	Percentage	Fee	If work not associated with Bldg Permit (\$25 min)
28	Pool Plan Check	\$500.00	Per project	Fee	65% of Pool Permit fee
29	Spa/Hot Tub Plan Check	\$230.00	Per project	Fee	65% of Spa/Hot Tub
30	Plan Checks after 2 Plan Checks	Consultant Fee	Per hour	Fee	Consultant Fee
31	Plan Check for revisions after permit issued	\$217.00	Per hour	Fee	Time charged at hourly Building Official rate and an additional hour for each submittal. Minimum one hour per submittal.
Staff Hourly Rate:					
32	Building Official	\$217.00	Per hour	Fee	
33	Building Inspector	\$157.00	Per hour	Fee	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	15% of Bldg Permit fee or \$168 if not associated w/other work	\$0
\$632.90	0%	\$630.00	\$364
\$1,060.17	0%	\$1,060.00	\$357
\$534.34	1%	\$530.00	\$177
\$949.35	1%	\$940.00	\$735
\$254.17	2%	\$250.00	\$97
\$254.17	2%	\$250.00	\$98
\$312.50	1%	\$310.00	\$131
NA	NA	Bldg Permit Fee	\$0
3%	0%	3%	-5.6%
NA	NA	3%	\$0
\$158.34	5%	\$150.00	\$106
\$473.63	1%	\$470.00	\$204
\$1,143.10	0%	\$1,140.00	\$434
\$1,419.96	1%	\$1,410.00	\$464
NA	NA	15% of Bldg Permit Fee or 65% of Plumbing Permit Fee	\$0
NA	NA	15% of Bldg Permit Fee or 25% of Electrical Permit Fee	\$0
NA	NA	10% of Bldg Permit Fee or 65% of Mechanical Permit Fee	\$0
\$759.55	1%	\$750.00	\$250
\$759.55	1%	\$750.00	\$520
NA	NA	Consultant Fee	\$0
\$320.40	0%	\$320.00	\$103
\$320.40	0%	\$320.00	\$103
\$233.33	1%	\$230.00	\$73

Building

#	Description	Current Fee/Charge	Unit	Type	Notes
34	Street Bond	Determined by Public Works Director	Per project	Bond	Reimbursable if no damage to street/public right of way
35	Gross Receipts Tax on all projects done by a contractor	\$0.50	Per \$1,000 valuation	Fee	
36	Seismic Fee - State fee on all residential and commercial work	\$0.10	Per \$1,000 valuation	Fee	
37	Green Building Fee	\$1.00	Per \$25,000 valuation	Fee	
Residential Resale Reports:					
38	Single Family Residence	\$355.00	Per report	Fee	
39	Multi-Family Residences	\$346.00	Per report	Fee	
40	Multi-Family Residences - additional unit	\$59.00	Per report	Fee	
41	Failure To Obtain Report	1 X Report Fee	Per report	Fee	
42	Reinstatement of Building Permit Fee	50% of bulding permit fee	Per project	Fee	
43	Extension of Building Permit Fee	\$121.00	Per project	Fee	
44	Penalty fee for After The Fact permits	Up to 5 times value of Permit Fee; (Minimum \$500)	Per project	Fee	Determined by the Department Director or Building Official. 0-5 times based on stop work circumstances. If unpermitted work is identified by the Town and the owner addresses issues promptly, the fee may be waived or 1-3 times the permit fee. However, if unpermitted work is not addressed and the owner is uncooperative, fee may be up to 5 times the permit fee.
45	Flood Gate Buidling Permits	Fees Waived	Per project	Fee	
46	Admin./Permit Services Technician	\$99.00	Per hour	Fee	
47	Public Works Director	\$275.00	Per hour	Fee	
48	Assistant Public Works Director	\$217.00	Per hour	Fee	
49	Assistant Engineer	\$137.00	Per hour	Fee	
50	Construction Inspector	Consultant Fee + 25%	Per hour	Fee	
51	Building Permit Plan Review- 3rd Party Consultant	Consultant cost + 25%	Per Hour	Fee	Plan check or review as required by outside consultant
52	Hourly Fee Community Development Director	\$196.00	Per Hour	Fee	This used to be the Planning Director and the position has been changed to Community Development Director
53	Plan Storage	New	Per Page	Fee	
54	In-House Plan Review	New	Per Hour	Fee	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	Determined by Public Works Director	\$0
NA	NA	\$0.50	\$0
NA	NA	\$0.10	\$0
NA	NA	\$1.00	\$0
\$1,012.50	0%	\$1,010.00	\$655
\$1,245.83	0%	\$1,240.00	\$894
\$138.34	6%	\$130.00	\$71
NA	NA	2 X Report Fee	\$0
NA	NA	50% of bulding permit fee	\$0
\$199.78	5%	\$190.00	\$69
NA	NA	Up to 5 times value of Permit Fee; (Minimum \$500)	\$0
NA	NA	Fees Waived	\$0
\$158.34	5%	\$150.00	\$51
\$413.62	1%	\$410.00	\$135
\$320.40	0%	\$320.00	\$103
\$218.42	4%	\$210.00	\$73
NA	NA	Consultant Fee + 25%	\$0
NA	NA	Consultant cost + 25%	\$0
\$216.26	3%	\$210.00	\$14
\$2.00	0%	\$2.00	NA
\$320.40	32%	\$217.00	NA

Building Permit Valuation Table Current (All New Construction)

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.00	3,999.00	149.11	199.62	0.00	0.00	100.00
4,000.00	24,999.00	149.11	199.62	19.46	26.06	1,000.00
25,000.00	49,999.00	557.88	746.87	11.83	15.84	1,000.00
50,000.00	99,999.00	853.82	1,143.06	8.95	11.98	1,000.00
100,000.00	499,999.00	1,301.14	1,741.92	7.27	9.74	1,000.00
500,000.00	999,999.00	4,211.78	5,638.57	6.29	8.42	1,000.00
1,000,000.00	and above	7,355.05	9,846.66	4.96	6.63	1,000.00

Percent Change = 34%
Cost Recovery Level = 100%

Planning

#	Description	Current Fee/Charge	Unit	Type	Notes
1	Planning Commission Action Applications: Annexation	\$11,727.00	Per application	Deposit	Plus 25% overhead on consultant costs
2	Planning Commission Action Applications: General Plan Amendment	\$5,000.00	Per hour	Deposit	Plus 25% overhead on consultant costs
3	Planning Commission Action Applications: Rezoning	\$5,000.00	Per hour	Deposit	Plus 25% overhead on consultant costs
4	Planning Commission First Application/Hearing (<u>For applications with a Planning Commission hearing such as Conditional Use Permit, Variance, Subdivision, Parcel Map, Lot Line Adjustment, Exceptions, Illuminated Sign, FAR Exception, Demolition Permit, Grading Permits, Sign Program, move building</u>). Includes review of one plan revision.	\$3,500.00	Per hour	Deposit	
5	Minor Exception - Administrative	\$500.00	Per hour	Deposit	
6	Lot Merger - Administrative	\$500.00	Per hour	Deposit	
7	Residential Design Review - Planning Director	\$1,200.00	Per hour	Deposit	
8	Commercial Design Review - Planning Director	\$1,200.00	Per hour	Deposit	
9	Administrative Sign Review, conforming	\$58.00	Flat fee	Fee	
10	Mural Review	\$58.00	Flat fee	Fee	
11	Certificates of Compliance	\$2,728.00	Per certification	Deposit	Plus 25% overhead on consultant costs
12	Initial Study & Negative Declarations	Consultant cost + 25%	N/A	Deposit	
13	Environmental Impact Reports	Consultant cost + 25%	N/A	Deposit	
14	Peer Reviews	Consultant cost + 25%	N/A	Deposit	
15	Hourly Fee Planner	\$140.00	Per hour	Fee	
16	Hourly Fee Senior Planner	\$156.00	Per hour	Fee	
17	Hourly Fee Principle Planner	New	Per hour	Fee	
18	Hourly Fee Director	\$196.00	Per hour	Fee	
19	General Plan maintenance	10%	of Building Permit and Planning fees	Fee	
20	Training fee	5%	of application fees	Fee	
21	Technology Fee	New	of application fees	Fee	
22	Photocopies, per page (State requirement documents are charged per State Mandate)	\$0.20	Per copy	Fee	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$11,727.00	\$0
\$5,106.52	0%	\$5,100.00	\$100
\$5,106.52	0%	\$5,100.00	\$100
NA	NA	\$3,500.00	\$0
\$289.65	3%	\$280.00	-\$220
\$396.91	2%	\$390.00	-\$110
\$1,351.24	0%	\$1,350.00	\$150
\$1,351.24	0%	\$1,350.00	\$150
\$60.70	1%	\$60.00	\$2
\$92.66	3%	\$90.00	\$32
NA	NA	\$2,728.00	\$0
NA	NA	Consultant cost + 25%	\$0
NA	NA	Consultant cost + 25%	\$0
NA	NA	Consultant cost +	\$0
\$120.44	0%	\$120.00	-\$20
\$145.78	4%	\$140.00	-\$16
\$160.36	0%	\$160.00	NA
\$216.26	3%	\$210.00	\$14
11%	11%	10%	\$0
NA	NA	5%	\$0
3%	0%	3%	NA
\$0.20	0%	\$0.20	\$0

Planning

#	Description	Current Fee/Charge	Unit	Type	Notes
23	Planning Director requests for reasonable accommodation SAMC Sec. 10-10.03	\$539.00	Flat fee	Fee	
24	Zoning ordinance amendment SAMC Sec. 10-3.803	\$10,500.00	Per hour	Deposit	plus 25% overhead on any consultant costs
25	Preliminary or Specific Planned Development District SAMC Sec. 10-3.904	\$5,000.00	Per hour	Deposit	
26	Final Map (if dedications are involved) SAMC Sec. 10-2.603	\$5,000.00	Per hour	Deposit	plus 25% overhead for consultant costs
27	Tentative parcel and tract map and final parcel and tract maps – Planning Director SAMC Sec. 10-3.1201	\$1,200.00	Per hour	Deposit	Plus \$2,000 deposit to cover consultant and 25% overhead
28	Conditional Use Permit Planning Director SAMC Sec. 10-3.1303	\$1,200.00	Per hour	Deposit	
29	Notice of public hearing - SAMC Sec. 10-3.1602 and 10-3.1603	\$196.00	Flat fee	Fee	Plus cost of publication if required
30	Renewal of a discretionary action SAMC Sec. 10-3.1608	\$1,200.00	Per hour	Deposit	
31	Applications and determinations of unmergers (Public Works or Council) SAMC Sec. 10-3.273	\$3,500.00	Per hour	Deposit	
32	Application for expanded telecommunication facilities Administrative	\$1,200.00	Per hour	Deposit	plus \$10,000 deposit to cover consultant cost plus 25%
33	Application for design review/use permit for telecommunication facilities (Planning Commission)	\$3,500.00	Per facility	Deposit	plus \$10,000 deposit to cover consultant cost plus 25%
34	Application for density bonus SAMC Sec. 10-11.050 Administrative	\$1,200.00	Per hour	Deposit	
35	Remove deed restriction - Administrative	\$1,200.00	Per hour	Deposit	Plus any notary and recording costs
36	Residential chicken-keeping permit SAMC Sec. 5-1.05	\$0.00	N/A	N/A	
37	PreApplication Meeting - Non-commercial uses (Planning)	\$108.00	Flat fee	Fee	Plus applicant pays \$100 to Ross Valley Fire Department
38	Review of Home Occupation Application	\$0.00	N/A	N/A	
39	Review of Use Proposal or Business License Application	\$0.00	N/A	N/A	
40	Penalty for work without a permit	3x Application Fee	Per application	Penalty	
41	Remove deed restriction to allow a second unit	\$0.00	N/A	N/A	Plus any notary and recording costs
42	PreApplication Meeting - Commercial Uses	\$0.00	N/A	N/A	
43	Lot Line Adjustment - Planning Director	\$1,200.00	Per hour	Deposit	Plus \$5000 deposit to cover consultant cost plus 25%
44	Streamlined Review under Ca.Govt. Code Sec. 65913.4 (SB 35)	\$5,000.00	Per hour	Deposit	
45	Change of Address (property owner request)	\$308.00	Flat fee	Fee	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$615.47	1%	\$610.00	\$71
NA	NA	\$10,500.00	\$0
\$5,747.14	0%	\$5,740.00	\$740
NA	NA	\$5,000.00	\$0
\$629.88	2%	\$620.00	-\$580
\$1,351.24	0%	\$1,350.00	\$150
\$216.26	1%	\$215.00	\$19
\$168.78	5%	\$160.00	-\$1,040
NA	NA	\$3,500.00	\$0
\$1,979.25	0%	\$1,970.00	\$770
\$4,144.19	0%	\$4,140.00	\$640
\$1,155.14	0%	\$1,150.00	-\$50
\$432.51	1%	\$430.00	-\$770
\$120.44	100%	\$0.00	\$0
\$1,096.24	1%	\$1,090.00	\$982
\$30.11	100%	\$0.00	\$0
\$30.11	100%	\$0.00	\$0
NA	NA	3x Application Fee	\$0
\$216.26	100%	\$0.00	\$0
\$1,096.24	100%	\$0.00	\$0
NA	NA	\$1,200.00	\$0
NA	NA	\$5,000.00	\$0
NA	NA	\$308.00	\$0

Planning

#	Description	Current Fee/Charge	Unit	Type	Notes
46	Inclusionary Housing In Lieu Fee	\$406,051.00	Flat fee	Fee	Per Town Council Resolution No. 4498, the fee is increased on January 1 annually based on the CCI from December to December.
Commercial/Non-Residential Development Projects					
47	Commercial linkage fee - Office	\$10.00	Fee per Sq Ft of Net New Gross Floor Area	Fee	
48	Commercial linkage fee - Retail	\$8 up to 2500 sq ft \$10 for over 2500 sq ft	Fee per Sq Ft of Net New Gross Floor Area	Fee	
49	Commercial linkage fee - Restaurant	\$5.00	Fee per Sq Ft of Net New Gross Floor Area	Fee	
50	Commercial linkage fee - Other	Fee calculated using Excel-Based Fee Calculator	Fee per Sq Ft of Net New Gross Floor Area	Fee	
51	Penalty fee for After The Fact permits	New	Per Project	Penalty	
52	SB 9 Urban Lot Split- Title 10, Chapter 4-GOVERNMENT CODE SECTION 65852.21	New	Per hour	Deposit	Plus \$5000 deposit to cover consultant cost plus 25%
53	SB 9 Development Project-Title 10, Chapter 4-GOVERNMENT CODE SECTION 65852.21	New	Per hour	Deposit	
54	ODDS- Ministerial Review Per Title 10, Chapter 20	New	Per Hour	Deposit	
55	Plan Storage	New	Per Page	Fee	
56	Mural-Private	New	Flat fee	Fee	
57	CEQA- Notice of Exemption	New	Flat fee	Fee	

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

ALL PLANNING APPLICATIONS: Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost DEPOSITS will be charged at the fully burdened hourly rate calculation for each staff position.

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$406,051.00	\$0
NA	NA	\$10.00	\$0
NA	NA	\$8 up to 2500 sq ft \$10 for over 2500 sq ft	\$0
NA	NA	\$5.00	\$0
NA	NA	Fee calculated using Excel-Based Fee Calculator	\$0
NA	NA	3x permit cost or \$500 min. Determined by Community Development Director or Designee	NA
NA	NA	\$1,200.00	NA
NA	NA	\$1,200.00	NA
NA	NA	\$5,000.00	NA
\$2.00	0%	\$2.00	NA
\$216.26	3%	\$210.00	NA
\$524.14	1%	\$520.00	NA

Recreation

#	Description	Current Fee/Charge	Unit	Type	Notes
Administrative Rates					
1	Administrative Registration Fee	\$10.00	Per class	Fee	
2	Older Adult Fee	\$1.00	Per Transaction	Fee	\$1/transaction to subsidize older adult
3	Cancellation Fee	\$25.00	Per class	Fee	
4	Event Application Fee	\$95.00	Per application	Fee	Fee for special event applications to cover staff time
5	Security Deposit - Picnic Rentals	\$85.00	Per occurrence	Deposit	
6	Security deposit - Facility Rentals	\$350.00	Per occurrence	Deposit	
Tennis Key Fees:					
7	Resident (R): Full Year	\$43.00	Per year	Fee	
8	Resident (R): Jul-Dec	\$32.00	Every six months	Fee	
9	Non-Resident (NR): Full Year	\$101.00	Per year	Fee	
10	Non-Resident (NR): Jul-Dec	\$66.00	Every six months	Fee	
Sign Fees					
11	Hub Sign	\$126.00	Per week	Fee	
12	Sir Francis Drake Street Banner	\$383.00	Per week	Fee	
Facility Rental Fees - Picnic & Park Areas 3 Hour Minimum Rental					
13	Memorial Park - Small Picnic Area - R	\$40.00	Per hour	Fee	
14	Memorial Park - Small Picnic Area -NR	\$43.00	Per hour	Fee	
15	Memorial Park - Large Picnic Area - R	\$51.00	Per hour	Fee	
16	Memorial Park - Large Picnic Area - NR	\$56.00	Per hour	Fee	
17	Memorial Park - Large Picnic Area - Inflatable Jumper Fee	\$66.00	Per hour	Fee	
18	Robson Park - Upper Picnic Area - R	\$35.00	Per hour	Fee	
19	Robson Park - Upper Picnic Area - NR	\$43.00	Per hour	Fee	
20	Robson Park - Lower Picnic Area - R	\$41.00	Per hour	Fee	
21	Robson Park - Lower Picnic Area - NR	\$54.00	Per hour	Fee	
Athletic Field Rental Fees - 2 Hour Minimum Rental					
Memorial Park - Single Baseball Field					
22	Group A	\$55.00	Per hour	Fee	Non-Profit organizations, school related groups, community organizations that charge a nominal fee to cover their expenses (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)
23	Group B	\$78.00	Per hour	Fee	Private individuals, non-profit fundraising activities
24	Group C	\$97.00	Per hour	Fee	Commercial, for profit groups
Indoor Facilities					

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$10.00	\$0
NA	NA	\$1.00	\$0
NA	NA	\$25.00	\$0
\$240.47	60%	\$95.00	\$0
NA	NA	\$100.00	\$15
NA	NA	\$350.00	\$0
NA	NA	\$0.00	-\$43
NA	NA	\$0.00	-\$32
NA	NA	\$101.00	\$0
NA	NA	\$66.00	\$0
\$137.96	9%	\$126.00	\$0
NA	NA	\$390.00	\$7
\$60.12	33%	\$40.00	\$0
\$60.12	27%	\$44.00	\$1
\$60.12	15%	\$51.00	\$0
\$60.12	4%	\$58.00	\$2
NA	NA	\$70.00	\$4
\$60.12	42%	\$35.00	\$0
\$60.12	28%	\$43.00	\$0
\$60.12	32%	\$41.00	\$0
\$60.12	10%	\$54.00	\$0
\$60.12	9%	\$55.00	\$0
NA	NA	\$78.00	\$0
NA	NA	\$97.00	\$0

Recreation

#	Description	Current Fee/Charge	Unit	Type	Notes
25	ICC Kitchen, Lower Classrooms (2 hr min.) Resident	\$34.00	Per hour	Fee	
26	ICC Kitchen, Lower Classrooms (2 hr min.) Non-Resident	\$46.00	Per hour	Fee	
27	ICC Vista Room, (2 hr min.) Resident	\$39.00	Per hour	Fee	
28	ICC Vista Room, (2 hr min.) Non- Resident	\$57.00	Per hour	Fee	
	Robson Harrington Weekend Rental - First Floor (4 hr min.)				
29	Group A	\$91.00	Per hour	Fee	Non-Profit organizations, school related groups, community organizations (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)
30	Group B	\$96.00	Per hour	Fee	Private individuals, non-profit fundraising activities
31	Group C	\$113.00	Per hour	Fee	Commercial, for profit groups
	Community Gardens				
32	Dues	\$154.00	Per plot	Fee	
33	Street Closure Fee	New			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$60.12	43%	\$34.00	\$0
\$60.12	23%	\$46.00	\$0
\$60.12	35%	\$39.00	\$0
\$60.12	5%	\$57.00	\$0
\$120.24	24%	\$91.00	\$0
\$120.24	20%	\$96.00	\$0
\$120.24	6%	\$113.00	\$0
NA	NA	\$154.00	\$0
\$325.00	0%	\$325.00	NA

Police

#	Description	Current Fee/Charge	Unit	Type	Notes
1	Merchant Parking Permits	\$25.00	Per year	Fee	
2	Overnight Parking Permits	\$50.00	Per year	Fee	
3	Vehicle Impound Release	\$100.00	Per incident	Fee	
4	Clearance/Citizen Letter	\$20.00	Per request	Fee	
5	Report Copy fee	\$10.00	Per report	Fee	
6	Fingerprinting "rolling" fee	\$20.00	Per event	Fee	
Violations:					
7	Sign Retrieval	\$26.00	Per violation	Penalty	
8	Parked without permit	\$47.00	Per violation	Penalty	
9	Parked contrary to signs & markings	\$47.00	Per violation	Penalty	
10	Improperly parked in marked space	\$47.00	Per violation	Penalty	
11	No Parking/Stopping Red Zone	\$67.00	Per violation	Penalty	
12	No Parking Yellow/Green/White	\$54.00	Per violation	Penalty	
13	Failure to Curb Wheels on 3% Grade	\$47.00	Per violation	Penalty	
14	Parked in Excess of 72 Hours	\$167.00	Per violation	Penalty	
15	Parked in Excess of 2 Hours	\$47.00	Per violation	Penalty	
16	Restricted Parking Only	\$47.00	Per violation	Penalty	
17	Night Parking - 30 minute Limit 2AM-6AM	\$26.00	Per violation	Penalty	
18	Posted No Parking	\$47.00	Per violation	Penalty	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$25.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$20.00	\$0
NA	NA	\$10.00	\$0
NA	NA	\$20.00	\$0
NA	NA	\$26.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$67.00	\$0
NA	NA	\$54.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$167.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$26.00	\$0
NA	NA	\$47.00	\$0

Police

#	Description	Current Fee/Charge	Unit	Type	Notes
19	Parked without 12' clearance	\$59.00	Per violation	Penalty	
20	No Parking on Private Property without consent	\$47.00	Per violation	Penalty	
21	Expired Meter	\$47.00	Per violation	Penalty	
22	No Parking on Crosswalk	\$47.00	Per violation	Penalty	
23	No Parking Blocking Driveway	\$47.00	Per violation	Penalty	
24	No Parking on Sidewalk	\$47.00	Per violation	Penalty	
25	No Parking Wheelchair Ramp Access	\$312.00	Per violation	Penalty	
26	No Parking/Stopping in Fire Lane/Road	\$47.00	Per violation	Penalty	
27	Parked in excess of 18" from curb	\$47.00	Per violation	Penalty	
28	Blue Zone - Handicapped Only	\$312.00	Per violation	Penalty	
29	No Parking within 15' of Fire Hydrant	\$47.00	Per violation	Penalty	
30	Parked on school grounds for sale	\$35.00	Per violation	Penalty	
31	Parked in intersection, crosswalk, sidewalk, in front of a driveway, more than 18" from the curb or facing the wrong way	\$47.00	Per violation	Penalty	
32	Double parked	\$47.00	Per violation	Penalty	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$59.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$312.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$312.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$35.00	\$0
NA	NA	\$47.00	\$0
NA	NA	\$47.00	\$0

Police

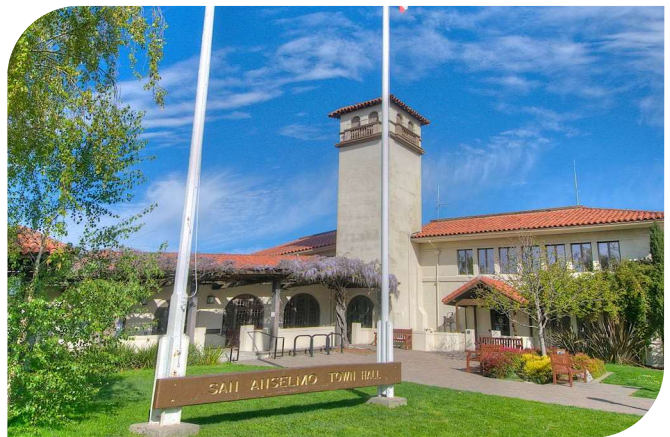
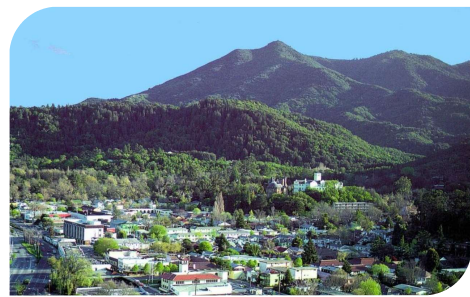
#	Description	Current Fee/Charge	Unit	Type	Notes
33	Overtime parking, illegally parked on school grounds, vehicle parked for sale on street, illegally parked, posted vehicle for sale and loading zone	\$47.00	Per violation	Penalty	
34	Tow Away Zone	\$52.00	Per violation	Penalty	
35	Expired tabs	\$93.00	Per violation	Penalty	
36	Vehicle for sale on street	\$120.00	Per violation	Penalty	
37	Parked on parkway	\$120.00	Per violation	Penalty	
38	Abandoned vehicle	\$299.00	Per violation	Penalty	
39	Parked in area for handicapped	\$312.00	Per violation	Penalty	
40	Blocking handicapped access ramp	\$312.00	Per violation	Penalty	
41	Handicapped parking	\$312.00	Per violation	Penalty	
42	Disabled crosshatch markings	\$312.00	Per violation	Penalty	
43	Parked in restricted EV charging spaces and Town's on- and off-street parking facilities	\$47.00	Per violation	Penalty	
OVERSIZED VEHICLE FEES:					
44	Single trip permit	\$16.00	Per trip	Regulated	
45	Repetitive trip permit	\$16.00	Per trip	Regulated	max \$90 for 6 mo period
46	Annual trip permit	\$16.00	Per trip	Regulated	max of \$90 for 1 yr period

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$47.00	\$0
NA	NA	\$52.00	\$0
NA	NA	\$93.00	\$0
NA	NA	\$120.00	\$0
NA	NA	\$120.00	\$0
NA	NA	\$299.00	\$0
NA	NA	\$312.00	\$0
NA	NA	\$312.00	\$0
NA	NA	\$312.00	\$0
NA	NA	\$312.00	\$0
NA	NA	\$47.00	\$0
NA	NA		
NA	NA	\$16.00	\$0
NA	NA	\$16.00	\$0
NA	NA	\$16.00	\$0

Police

#	Description	Current Fee/Charge	Unit	Type	Notes
47	Oversized Vehicle Escort Fee	\$22.00	Per trip	Fee	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$22.00	\$0



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RESOLUTION NO. XXXX**A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL
AMENDING CERTAIN USER FEES FOR TOWN SERVICES**

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

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

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

WHEREAS, the Town retained Willdan Financial Services to conduct a comprehensive update of the 2018 study, and the 2025 User Fee Study, dated July 15, 2025, reflects current service costs, including fully burdened labor rates, departmental overhead, and Town-wide indirect costs, as supported by the Town’s cost allocation plan; and

WHEREAS, the 2025 User Fee Study recommends adjustments to user fees across all Town departments, including increases, decreases, and new fees, in accordance with applicable laws, including Propositions 13, 218, and 2

WHEREAS, the Town Council has reviewed the 2025 User Fee Study and the proposed Master Fee Schedule, as attached hereto in Exhibit “A,” and finds that the updated fees do not exceed the reasonable estimated cost of providing the service; and

WHEREAS, the Town has provided all required public notice and conducted a duly noticed public hearing in accordance with California Government Code Section 66018 and other applicable laws.

NOW, THEREFORE, THE TOWN COUNCIL HEREBY RESOLVES:

Section 1. Environment Review

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

Section 2. Adoption of Amended Master Fee Schedule

The Town Council hereby adopts the amended Town of San Anselmo Schedule of User Fees attached hereto as Exhibit A and incorporated herein by reference (“Master Fee Schedule”). Unless otherwise specified in the Master Fee Schedule, all user fees shall be paid to the Town prior to the Town’s performance of requested services. Pursuant to Resolution No. 4197, fees may be paid by credit card, debit card, or electronic fund transfer.

Section 3. Effective Date of Fees

The fees listed on the Master Fee Schedule at Exhibit A will take effect on September 20, 2025. The Master Fee Schedule at Exhibit A will replace the Town’s existing Master Fee Schedule adopted by Resolution No. 2024-4539.

Section 4. Severability

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

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the San Anselmo Town Council on the 22nd day of July, 2025, by the following vote:

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

TARREL KULLAWAY
MAYOR

ATTEST:

SERGE AVILA
TOWN CLERK

EXHIBITS
A. FEE SCHEDULE FY25-26



TOWN OF
SAN ANSELMO
EST. 1907

Schedule of User Fees

Effective September 20, 2025

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Finance & Administration

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Photocopies	\$0.20	\$0.20	Per page	Fee	Document with State requirements are charged per State Mandate
2	Returned check charge	\$25.00	\$25.00	Per incident	Regulated	
3	Certification	\$21.00	\$25.00	Per certification	Fee	
4	Appeals - Planning Applicant	\$2,933.00	\$3,749.00	Per appeal	Fee	Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost of anticipated town attorney time
5	Appeals - Non-Applicant	\$940.00	\$1,000.00	Per appeal	Fee	Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost of anticipated town attorney time
6	Appeals - General	\$940.00	\$1,000.00	Per Appeal	Fee	Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost of anticipated town attorney time
7	Proof of Residency/Living Certification	\$16.00	\$20.00	Per request	Fee	
8	Notary Fee		\$15.00	Per Signature	Fee	
	Business License Fees:					
9	Transfer Fee	\$20.00	\$10.00	Per transfer	Fee	
10	Business License Penalty	10%	10%	Per month	Penalty	Max. 50%
	Gross receipts:					
11	\$0 - \$7,500	\$15.00	\$15.00		Tax	
12	\$7,501 - \$15,000	\$30.00	\$30.00		Tax	
13	\$15,001 - \$25,000	\$45.00	\$45.00		Tax	
14	\$25,001 - \$50,000	\$60.00	\$60.00		Tax	
15	\$50,001 - \$100,000	\$100.00	\$100.00		Tax	
16	\$100,001 - \$250,000	\$150.00	\$150.00		Tax	
17	\$250,001 - \$500,000	\$300.00	\$300.00		Tax	

Finance & Administration

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
18	\$500,001 - \$750,000	\$450.00	\$450.00		Tax	
19	\$750,001 - \$1,000,000	\$600.00	\$600.00		Tax	
20	\$1,000,001 - \$2,000,000	\$800.00	\$800.00		Tax	
21	\$2,000,001 - \$3,000,000	\$1,200.00	\$1,200.00		Tax	
22	\$3,000,001 - \$4,000,000	\$1,500.00	\$1,500.00		Tax	
23	\$4,000,001 - \$5,000,000	\$2,100.00	\$2,100.00		Tax	
24	\$5,000,001 - \$10,000,000	\$3,000.00	\$3,000.00		Tax	
25	\$10,000,001 - \$25,000,000	\$4,500.00	\$4,500.00		Tax	
26	\$25,000,000 - and over	\$4500 + .01%	\$4500 + .01%		Tax	
27	Hotels/Motels/Inns	\$17.00	\$17.00	Per unit	Tax	
28	Rental of one or more dwelling units or guest rooms within a rooming house, boarding house, single family dwelling, apartment, condominium, houseboat, or other residential structure containing guest rooms or dwelling units	\$17.00	\$17.00	Per unit	Tax	
29	General contractors and subcontractors	\$30.00	\$30.00	Per quarter	Tax	
30	General contractors and subcontractors	\$100.00	\$100.00	Per year	Tax	
31	Auctioneers	\$50.00	\$50.00	Per day	Tax	
32	Peddlers, solicitors	\$25.00	\$25.00	Per day	Tax	
33	Peddlers, solicitors	\$150.00	\$150.00	Per quarter	Tax	
34	Peddlers, solicitors	\$500.00	\$500.00	Per year	Tax	
35	Circuses or carnivals	\$400.00	\$400.00	First day	Tax	
36	Circuses or carnivals	\$300.00	\$300.00	Per additional day	Tax	
37	Commercial & still film permits (public property) : 1-3 persons	\$100.00	\$100.00	Per day	Tax	
38	Commercial & still film permits (public property) : 4-6 persons	\$200.00	\$200.00	Per day	Tax	
39	Commercial & still film permits (public property) : 7-9 persons	\$300.00	\$300.00	Per day	Tax	
40	Commercial & still film permits (public property) : 10 + persons	\$400.00	\$400.00	Per day	Tax	
41	Commercial & still film permits (private property): 1-3 persons	\$50.00	\$50.00	Per day	Tax	
42	Commercial & still film permits (private property): 4-6 persons	\$100.00	\$100.00	Per day	Tax	
43	Commercial & still film permits (private property): 7-9 persons	\$150.00	\$150.00	Per day	Tax	
44	Commercial & still film permits (private property): 10+ persons	\$200.00	\$200.00	Per day	Tax	

Finance & Administration

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
45	Taxicabs	\$60.00	\$60.00	Per vehicle	Tax	
46	Trucks/vans/delivery vehicles - less than 1/2 ton capacity	\$22.50	\$22.50	Per vehicle	Tax	
47	Trucks/vans/delivery vehicles - not exceeding 1 ton capacity	\$37.50	\$37.50	Per vehicle	Tax	
48	Trucks/vans/delivery vehicles - not exceeding 1-1/2 ton capacity	\$75.00	\$75.00	Per vehicle	Tax	
49	Trucks/vans/delivery vehicles - not exceeding 2 ton capacity	\$112.50	\$112.50	Per vehicle	Tax	
50	Trucks/vans/delivery vehicles - not exceeding 3 ton capacity	\$150.00	\$150.00	Per vehicle	Tax	
51	Trucks/vans/delivery vehicles - over 3 ton capacity	\$225.00	\$225.00	Per vehicle	Tax	
52	Christmas tree lots	\$45.00	\$45.00	Per year	Tax	
53	Commercial leased property	\$0.02	\$0.02	Per sq ft.	Tax	\$50 minimum, \$220 Maximum
54	Business located out of San Anselmo but use San Anselmo P.O. Box for business	\$50.00	\$50.00	Per year	Tax	
55	Real estate broker in San Anselmo	\$100.00	\$100.00	Per year	Tax	Plus \$10 per desk
56	Real estate broker in San Anselmo	\$10.00	\$10.00	Per desk	Tax	
57	Real estate broker out of San Anselmo	\$150.00	\$150.00	Per year	Tax	
58	Omnibus (all other categories)	\$50.00	\$50.00	Per year	Tax	
59	Business License List	\$1.00	\$1.00	Per page	Tax	
60	Tobacco Retailer License	\$50.00	\$50.00	Per year	Fee	

Public Works

Miscellaneous Items						
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Road Impact Fee	1.5% value of project	1.5% value of project	Percentage	Fee	
	Tree Removal Fees:					
2	Heritage Tree &/or Undeveloped Parcel Tree	\$275 for 1st hour Hourly rate thereafter	\$325 for 1st hour Hourly rate thereafter	Per permit	Fee	For dead, dying or dangerous trees fee may be waived. Replacement trees may required for each tree removed.
3	Street Tree	\$140.00	\$190.00	Per permit	Fee	This is the cost for both removal and planting of street trees
4	After the fact - Tree or Heritage Tree Removal Fine	\$2,301.00	\$2,301.00	Per tree	Penalty	\$2,050 Maximum as determined by the Public Works Director
	Encroachment Permit Fees:					
5	Minor work	\$174.00	\$250.00	Per project	Fee	7-1.03 - Permit for curb cut for driveway entrance or approach (Street Superintendent) 7-1.08 – Adjustment and variance from driveway standards (City Engineer) 7-3.02 – Street cut or excavation permits (Public Works) 7-4.02 - Temporary street obstruction permits 7-5.09 - Permits to construct sidewalk, walkway, and/or driveway from curb to property line (Public Works)
6	Major work (over \$2,500)	4% value of project or as Determined by Public Works Director per Town Code	4% value of project or as Determined by Public Works Director per Town Code	Percentage	Fee	7-1.03 - Permit for curb cut for driveway entrance or approach 7-1.08 – Adjustment and variance from driveway standards 7-3.02 – Street cut or excavation permits 7-4.02 - Temporary street obstruction permits 7-5.09 - Permits to construct sidewalk, walkway, and/or driveway from curb to property line Major Work Fees vary depending on time to review and inspect during the course of the project
7	Sidewalks/Driveways - new & repair; debris or storage box	\$121.00	\$200.00	Per project	Fee	
8	Revocable Encroachment Permit for structures in town right-of-way	\$355.00	\$425.00	Per project	Fee	
9	Revocable Encroachment Permit for temporary use of town right-of-way (restaurant outdoor seating)	\$150.00	\$195.00	Per project	Fee	7-5.11-permit for mailbox in right of way
10	Plan Check-when applicable	Hourly Staff Rate	Hourly Staff Rate	Per hour	Fee	Rate depends on actual Staff rate
11	Private Parklet Application	\$950.00	\$950.00	Per Application	Fee	
12	Private Parklet	\$2,520.00	\$2,520.00	Per space	Fee	

Public Works

Miscellaneous Items						
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
	Fence Permit Fees:					
13	Fences within setbacks abutting street	\$113.00	\$195.00	Per project	Fee	
14	Stop Work Fee for working without a permit	Up to 3 times value of Public Works Permit Fee	Up to 3 times value of Public Works Permit Fee	Per project	Penalty	Determined by the Public Works Director. 0-3 times based on stop work circumstances. If unpermitted work is identified by the Town and the owner addresses issues promptly, fee may be waived or 1 times the permit fee. However, if unpermitted work is not addressed and owner is uncooperative, fee may be up to 3 times the permit fee.
15	Plan Check-when applicable	\$160.00	\$225.00	Per hour	Fee	
	Grading Permit Fees: UBC Appendix Chapter 33 Table A-33B					
16	100cy or less	\$134.00	\$200.00	100 cy or less	Fee	
17	101cy to 1,000cy	\$134.00	\$200.00	First 100 cy	Fee	Plus \$17.85 for each add'l 100 cy
18	1,001cy to 10,000cy	\$411.00	\$600.00	First 1,000 cy	Fee	Plus \$14.80 for each add'l 1,000cy
19	10,001cy to 100,000cy	\$411.00	\$875.00	First 10,000 cy	Fee	Plus \$67.50 for each add'l 10,000cy
20	100,001 and above	\$1,368.00	\$2,068.11	First 100,000 cy	Fee	Plus \$37.00 for each add'l 100,000cy
	Grading Plan Review Fees: UBC Appendix Chapter 33 Table A-33A					
21	100cy or less	\$134.00	\$195.00	100 cy or less	Fee	
22	101cy to 1,000cy	\$266.00	\$325.00	First 100 cy	Fee	
23	1,001cy to 10,000cy	\$355.00	\$415.00	First 1,000 cy	Fee	
24	10,001cy or more	\$355.00	\$415.00	First 10,000 cy	Fee	\$25.00 each add'l 10,000cy
25	Grading permit fee for work without a permit	3 times value of Public Works Permit Fee	3 times value of Public Works Permit Fee	Per project	Penalty	\$500 minimum- determined by PW Director
26	Water Wells - potable and landscape wells	\$203.00	\$265.00	Per well	Fee	
27	Grading Permit Extension Fee	\$179.00	\$240.00	Per permit	Fee	

Public Works

Miscellaneous Items						
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
	Sidewalk Maintenance Program - Administration Fees					
28	First \$200	\$54.00	\$65.00		Fee	
29	\$201 - \$500	\$50 plus 15% of amount over \$200 (\$100 Max)	\$50 plus 15% of amount over \$200 (\$100 Max)		Fee	\$100 Max
30	\$501 - \$1,500	\$85 plus 10% of amount over \$500 (\$200 Max)	\$85 plus 10% of amount over \$500 (\$200 Max)		Fee	\$200 Max
31	Over \$1,500	\$197 plus 5% of amount over \$1,500	\$197 plus 5% of amount over \$1,500		Fee	No Max
32	Arborist Site Visit and Arborist Report	\$244.00	\$250.00	Per hour	Fee	
33	Street Cut Inspection	\$236.00	\$280.00	Per hour	Fee	
34	Street Crew Cost (Red Curb Painting)	Fees Waived	Fees Waived	Per project	Fee	
35	Temporary Trailer Fee	Fees Waived	Fees Waived	Per Trailer	Fee	Permit for temporary trailers for habitation during construction and after disasters
36	Abandonment	\$1,000 min + # hours of consultant time	\$1,000 min + # hours of consultant time	Per hour	Fee	\$1,000 minimum to be billed hourly
37	Penalty fee for After The Fact permits	3x permit cost or \$500 min. <i>Determined by building official or DPW director</i>	3x permit cost or \$500 min. <i>Determined by building official or DPW director</i>	Per project	Penalty	
38	DPW- RED TAG FEE	3x permit cost or \$500 min. <i>Determined by building official or DPW director</i>	3x permit cost or \$500 min. <i>Determined by building official or DPW director</i>	Per project	Penalty	
39	Encroachment permit extension fee	\$91.00	\$125.00	Per project	Fee	
40	Charging Interest on Abatements	1% Monthly	1% Monthly	Per project	Fee	
41	Oversize Vehicle Permit - Single	\$20.00	\$25.00	Per trip	Fee	\$92 - Annual
42	Street Light Shield	\$296.00	\$250.00	Per shield	Fee	
43	Stormwater Violation Fees	\$100 - 1ST VIOLATION \$200 - 2ND VIOLATION \$500 - 3RD VIOLATION, ETC	\$100 - 1ST VIOLATION \$200 - 2ND VIOLATION \$500 - 3RD VIOLATION, ETC	Per occurrence	Fee	
44	Block Party Fee	Fees Waived	Fees Waived	Per occurrence	Fee	

Public Works

Miscellaneous Items						
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
45	Extension Fee- For Permits Excluding Encroachment	\$91.00	\$125.00	Per project	Fee	
46	Reactivation Fee	\$121.00	\$150.00	Per project	Fee	
47	Flatwork Permit - Small/Medium less than 1000 sq ft	\$121.00	\$150.00	Per project	Fee	
48	Flatwork Permit - Large Over 1000 sq ft	\$355.00	\$405.00	Per project	Fee	
49	Floodplain Development Permit	\$100 deposit + hourly	\$100 deposit + hourly	Per hour	Fee	7-11.403 Special flood hazard area development permit 7-11.402 – Review of required certifications for floodplain Development permits: (1) Certification required by Section 7-11.501(c)(1) and Section 7-11.504 (lowest floor elevations); (2) Certification required by Section 7-11.501(c)(2) (elevation or floodproofing of nonresidential structures); (3) Certification required by Section 7-11.501(c)(3) (wet floodproofing standard); (4) Certification of elevation required by Section 7-11.503(a)(3) (subdivisions and other proposed development standards); (5) Certification required by Section 7-11.506(b) (floodway encroachments); (6) "NON-CONVERSION AGREEMENT FOR CONSTRUCTION WITHIN FLOOD HAZARD AREAS" recorded deed restriction, review by town attorney
50	Permit to place newsrack on public property	\$100 deposit + hourly	\$100 deposit + hourly	Per rack	Fee	
51	Frontage Improvement Fees	At Cost of Requirement	At Cost of Requirement	Per project	Fee or work in lieu of	Public Works reviews frontage improvement requirements based on the code requirements in the right of way related to ADA, drainage, emergency vehicle access etc.
52	Watercourse Permit	\$236.00	\$325.00	Per project	Fee	Fee may be waived for emergency projects at the discretion of Public Works Director
53	Floodplain Development Permit	\$121.00	\$200.00	Per project	Fee	
54	Lot line (Propety Line Adjustment)	\$1,000.00	\$900.00	Deposit	Fee	
55	Well Permit	\$266.00	\$325.00	Per project	Fee	
56	Maintenance Supervisor	\$157.00	\$200.00	Per hour	Fee	
57	Maintenance Worker I	\$98.00	\$140.00	Per hour	Fee	
58	Senior Maintenance Worker	\$135.00	\$170.00	Per hour	Fee	

Library

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

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	PreApplication Meeting - Non-commercial uses (Building)	\$226.00	\$226.00	Flat fee	Fee	Plus applicant pays \$100 to Ross Valley Fire Department
2	PreApplication Meeting - Commercial Uses (Building)	\$0.00	\$0.00	Flat fee	Fee	
3	Fee for Building Permit Plan-Check	65% of permit fee Building Valuation table will increase 2.5% for all base rates	65% of permit fee <i>Building Valuation table will increase 2.5% for all base rates</i>	Percentage	Fee	Plan check beyond 2 submittals @ staff hr rate
4	Building Permit Plan Review - 3rd Party Consultant	Consultant cost + 25%	Consultant cost + 25%	Per hour	Fee	Plan check or review as required by outside consultant
5	Building Third Party Plan Check Fee (not including 3rd Party Fee)	50% of permit fee on top of third-party costs	50% of permit fee on top of third-party costs	Percentage	Fee	This fee is in addition to the 3rd Party fee and covers internal plan check costs including assignment to 3rd party, review of 3rd party plan check, response to applicant, architect and engineering questions, etc.
6	Stop Work Fee for working without a permit; retroactive permit penalty fee	Up to 5 times value of Permit Fee (Minimum \$500)	Up to 5 times value of Permit Fee (Minimum \$500)	Per project	Penalty	Determined by the Department Director or Building Official. 0-5 times based on stop work circumstances. If work stops immediately and the owner addresses issues promptly, the fee may be waived or 1-3 times the permit fee. However, if work continues and owner is uncooperative, fee may be up to 5 times the permit fee.
7	Energy Fees - projects affecting heated space	15% of Bldg Permit Fee	15% of Bldg Permit Fee	Percentage	Fee	
8	Code Compliance Fee	\$339.00	\$2,210.00	Per hour	Fee	
9	Plumbing Permit	15% of Bldg Permit fee or \$168 if not associated w/other work	15% of Bldg Permit fee or \$168 if not associated w/other work	Percentage	Fee	Fee waived for graywater projects
10	Electrical Permit	15% of Bldg Permit fee or \$168 if not associated w/other work	15% of Bldg Permit fee or \$168 if not associated w/other work	Percentage	Fee	Fee waived for local EV charging, roof top solar, and tankless water heater

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
11	Mechanical Permit	15% of Bldg Permit fee or \$168 if not associated w/other work	15% of Bldg Permit fee or \$168 if not associated w/other work	Percentage	Fee	
12	Demolition Permit	\$266.00	\$630.00	Per project	Fee	
13	Swimming Pool Permit	\$703.00	\$1,060.00	Per project	Fee	
14	Spa/Hot Tub Permit	\$353.00	\$530.00	Per project	Fee	
15	Photo-voltaic System Permit and EV charging	\$205.00	\$940.00	Per project	Fee	
16	Water Heater Replacement Permit	\$153.00	\$250.00	Per project	Fee	No longer Fee waived for Tankless Water Heater
17	Furnace Replacement Permit	\$152.00	\$250.00	Per project	Fee	
18	Re-Roof Permit Residential	\$179.00	\$310.00	Per project	Fee	Fee waived for Cool Roof Initiatives
19	Re-Roof Permit Commercial	Bldg Permit Fee	Bldg Permit Fee	Per project	Fee	Fee waived for Cool Roof Initiatives
20	Technology Fee	8.8% of Bldg Permit fees	3% of Bldg Permit fees	Percentage	Fee	
21	Training Fee	3% of Bldg Permit fee	3% of Bldg Permit fee	Percentage	Fee	
22	Permit Administrative Fee (change of owner, contractor, arch/engr.)	\$44.00	\$150.00	Per project	Fee	
23	Window replacement (not associated with other work)	\$266.00	\$470.00	Per project	Fee	
24	Minor Bathroom Remodel Permit Fee	\$706.00	\$1,140.00	Per project	Fee	OTC \$15,000 max. value of project
25	Minor Kitchen Remodel Permit Fee	\$946.00	\$1,410.00	Per project	Fee	OTC \$25,000 max. value of project
Plan Checks:						
26	Plumbing Plan Check	15% of Bldg Permit Fee or 65% of Plumbing Permit Fee	15% of Bldg Permit Fee or 65% of Plumbing Permit Fee	Percentage	Fee	If work not associated with Bldg Permit (\$25 min). Fee waived for graywater projects
27	Electrical Plan Check	15% of Bldg Permit Fee or 25% of Electrical Permit Fee	15% of Bldg Permit Fee or 25% of Electrical Permit Fee	Percentage	Fee	If work not associated with Bldg Permit (\$25 min)

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
28	Mechanical Plan Check	10% of Bldg Permit Fee or 65% of Mechanical Permit Fee	10% of Bldg Permit Fee or 65% of Mechanical Permit Fee	Percentage	Fee	If work not associated with Bldg Permit (\$25 min)
29	Pool Plan Check	\$500.00	\$750.00	Per project	Fee	
30	Spa/Hot Tub Plan Check	\$230.00	\$750.00	Per project	Fee	
31	Plan Checks after 2 Plan Checks	Consultant Fee	Consultant Fee	Per hour	Fee	Consultant Fee
32	Plan Check for revisions after permit issued	\$217.00	\$320.00	Per hour	Fee	Time charged at hourly Building Official rate and an additional hour for each submittal. Minimum one hour per submittal.
Staff Hourly Rate:						
33	Building Official	\$217.00	\$320.00	Per hour	Fee	
34	Building Inspector	\$157.00	\$230.00	Per hour	Fee	
35	Street Bond	Determined by Public Works Director	Determined by Public Works Director	Per project	Bond	Reimbursable if no damage to street/public right of way
36	Gross Receipts Tax on all projects done by a contractor	\$0.50	\$0.50	Per \$1,000 valuation	Fee	
37	Seismic Fee - State fee on all residential and commercial work	\$0.10	\$0.10	Per \$1,000 valuation	Fee	
38	Green Building Fee	\$1.00	\$1.00	Per \$25,000 valuation	Fee	
Residential Resale Reports:						
39	Single Family Residence	\$355.00	\$1,010.00	Per report	Fee	
40	Multi-Family Residences	\$346.00	\$1,240.00	Per report	Fee	
41	Multi-Family Residences - additional unit	\$59.00	\$130.00			
42	Failure To Obtain Report	1X Report Fee	2X Report Fee	Per report	Fee	
43	Reinstatement of Building Permit Fee	50% of bulding permit fee	50% of bulding permit fee	Per project	Fee	
44	Extension of Building Permit Fee	\$121.00	\$190.00	Per project	Fee	
45	Penalty fee for After The Facts permits	Up to 5 times value of Permit Fee; (Minimum \$500)	Up to 5 times value of Permit Fee; (Minimum \$500)	Per project	Fee	Determined by the Department Director or Building Official. 0-5 times based on stop work circumstances. If unpermitted work is identified by the Town and the owner addresses issues promptly, the fee may be waived or 1-3 times the permit fee. However, if unpermitted work is not addressed and the owner is uncooperative, fee may be up to 5 times the permit fee.
46	Flood Gate Buidling Permits	Fees Waived	Fees Waived	Per project	Fee	
47	Admin./Permit Services Technician	\$99.00	\$150.00	Per hour	Fee	
48	Public Works Director	\$275.00	\$410.00	Per hour	Fee	

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
49	Assistant Public Works Director	\$217.00	\$320.00	Per hour	Fee	
50	Assistant Engineer	\$137.00	\$210.00	Per hour	Fee	
51	Construction Inspector	Consultant Fee + 25%	Consultant Fee + 25%	Per hour	Fee	
52	Hourly Fee Community Development Director	\$196.00	\$210.00	Per hour	Fee	This used to be the Planning Director and the position has been changed to Community Development Director
53	Plan Storage		\$2.00	Per hour	Fee	
54	In-house Plan Review		\$217.00	Per Hour	Fee	

CEQA- Notice of Exemption

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

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

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

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

**Building Valuation Table
Current (All New Construction)**

Minimum Value	Maximum Value	Base Rate	Plus \$\$	For every \$1,000 and fraction thereof
0.00	0.00	0.00	0.00	0.00
1.00	3,999.00	149.11	0.00	0.00
4,000.00	24,999.00	149.11	19.46	1,000.00
25,000.00	49,999.00	557.88	11.83	1,000.00
50,000.00	99,999.00	853.82	8.95	1,000.00
100,000.00	499,999.00	1,301.14	7.27	1,000.00
500,000.00	999,999.00	4,211.78	6.29	1,000.00
1,000,000.00	and above	7,355.05	4.96	1,000.00

**Building Valuation Table
Proposed (All New Construction)**

Minimum Value	Maximum Value	Base Rate	Plus \$\$	For every \$1,000 and fraction thereof
0.00	0.00	0.00	0.00	0.00
1.00	3,999.00	199.81	0.00	0.00
4,000.00	24,999.00	199.81	26.06	1,000.00
25,000.00	49,999.00	746.87	15.84	1,000.00
50,000.00	99,999.00	1,143.06	11.98	1,000.00
100,000.00	499,999.00	1,741.92	9.74	1,000.00
500,000.00	999,999.00	5,638.57	8.42	1,000.00
1,000,000.00	and above	9,846.60	6.63	1,000.00

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Planning Commission Action Applications: Annexation	\$11,727.00	\$11,727.00	Per application	Deposit	Plus 25% overhead on consultant costs
2	Planning Commission Action Applications: General Plan Amendment	\$5,000.00	\$5,100.00	Per hour	Deposit	Plus 25% overhead on consultant costs
3	Planning Commission Action Applications: Rezoning	\$5,000.00	\$5,100.00	Per hour	Deposit	Plus 25% overhead on consultant costs
4	Planning Commission First Application/Hearing (<u>For applications with a Planning Commission hearing such as Conditional Use Permit, Variance, Subdivision, Parcel Map, Lot Line Adjustment, Exceptions, Illuminated Sign, FAR Exception, Demolition Permit, Grading Permits, Sign Program, move building</u>). Includes review of one plan revision.	\$3,500.00	\$3,500.00	Per hour	Deposit	
5	Minor Exception - Administrative	\$500.00	\$280.00	Per hour	Deposit	
6	Lot Merger - Administrative	\$500.00	\$390.00	Per hour	Deposit	
7	Residential Design Review - Planning Director	\$1,200.00	\$1,350.00	Per hour	Deposit	
8	Commercial Design Review - Planning Director	\$1,200.00	\$1,350.00	Per hour	Deposit	
9	Administrative Sign Review, conforming	\$58.00	\$60.00	Flat fee	Fee	
10	Mural Review	\$58.00	\$90.00	Flat fee	Fee	
11	Certificates of Compliance	\$2,728.00	\$2,728.00	Per certification	Deposit	Plus 25% overhead on consultant costs
12	Initial Study & Negative Declarations	Consultant cost + 25%	Consultant cost + 25%	N/A	Deposit	
13	Environmental Impact Reports	Consultant cost + 25%	Consultant cost + 25%	N/A	Deposit	
14	Peer Reviews	Consultant cost + 25%	Consultant cost + 25%	N/A	Deposit	

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
15	Hourly Fee Planner	\$140.00	\$120.00	Per hour	Fee	
16	Hourly Fee Senior Planner	\$156.00	\$140.00	Per hour	Fee	
17	Hourly Fee Principle Planner	\$0.00	\$160.00	Per hour	Fee	
18	Hourly Fee Director	\$196.00	\$210.00	Per hour	Fee	
19	General Plan maintenance	10% of Building Permit and Planning fees	10% of Building Permit and Planning fees	Percentage	Fee	
20	Training fee	5% of application fees	5% of application fees	Percentage	Fee	
21	Technology Fee	5% of application fees	3% of application fees	Percentage	Fee	
22	Photocopies, per page (State requirement documents are charged per State Mandate)	\$0.20	\$0.20	Per copy	Fee	
23	Planning Director requests for reasonable accommodation SAMC Sec. 10-10.03	\$539.00	\$610.00	Flat fee	Fee	
24	Zoning ordinance amendment SAMC Sec. 10-3.803	\$10,500.00	\$10,500.00	Per hour	Deposit	plus 25% overhead on any consultant costs
25	Preliminary or Specific Planned Development District SAMC Sec. 10-3.904	\$5,000.00	\$5,740.00	Per hour	Deposit	
26	Final Map (if dedications are involved) SAMC Sec. 10-2.603	\$5,000.00	\$5,000.00	Per hour	Deposit	plus 25% overhead for consultant costs

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
27	Tentative parcel and tract map and final parcel and tract maps – Planning Director SAMC Sec. 10-3.1201	\$1,200.00	\$620.00	Per hour	Deposit	Plus \$2,000 deposit to cover consultant and 25% overhead
28	Conditional Use Permit Planning Director SAMC Sec. 10-3.1303	\$1,200.00	\$1,350.00	Per hour	Deposit	
29	Notice of public hearing - SAMC Sec. 10-3.1602 and 10-3.1603	\$196.00	\$215.00	Flat fee	Fee	Plus cost of publication if required
30	Renewal of a discretionary action SAMC Sec. 10-3.1608	\$1,200.00	\$160.00	Per hour	Deposit	
31	Applications and determinations of unmergers (Public Works or Council) SAMC Sec. 10-3.273	\$3,500.00	\$3,500.00	Per hour	Deposit	
32	Application for expanded telecommunication facilities Administrative	\$1,200.00	\$1,970.00	Per hour	Deposit	plus \$10,000 deposit to cover consultant cost plus 25%
33	Application for design review/use permit for telecommunication facilities (Planning Commission)	\$3,500.00	\$4,140.00	Per facility	Deposit	plus \$10,000 deposit to cover consultant cost plus 25%
34	Application for density bonus SAMC Sec. 10-11.050 Administrative	\$1,200.00	\$1,150.00	Per hour	Deposit	
35	Remove deed restriction - Administrative	\$1,200.00	\$430.00	Per hour	Deposit	Plus any notary and recording costs
36	Residential chicken-keeping permit SAMC Sec. 5-1.05	\$0.00	\$0.00	N/A	N/A	
37	PreApplication Meeting - Non-commercial uses (Planning)	\$108.00	\$1,090.00	Flat fee	Fee	Plus applicant pays \$100 to Ross Valley Fire Department
38	Review of Home Occupation Application	\$0.00	\$0.00	N/A	N/A	
39	Review of Use Proposal or Business License Application	\$0.00	\$0.00	N/A	N/A	

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
40	Penalty for work without a permit	3x Application Fee	3x Application Fee	Per application	Penalty	
41	Remove deed restriction to allow a second unit	\$0.00	\$0.00	N/A	N/A	Plus any notary and recording costs
42	PreApplication Meeting - Commercial Uses	\$0.00	\$0.00	N/A	N/A	
43	Lot Line Adjustment - Planning Director	\$1,200.00	\$1,200.00	Per hour	Deposit	
44	Streamlined Review under Ca.Govt. Code Sec. 65913.4 (SB 35)	\$5,000.00	\$5,000.00	Per hour	Deposit	
45	Change of Address (property owner request)	\$308.00	\$308.00	Flat fee	Fee	
46	Inclusionary Housing and Commercial Linkage Fee	\$406,051.00	\$406,051.00	Flat fee	Fee	
Commercial/Non-Residential Development Projects						
47	Commercial linkage fee - Office	\$10.00	\$10.00	Fee per Sq Ft of Net New Gross Floor Area		
48	Commercial linkage fee - Retail	\$8 up to 2500 sq ft \$10 for over 2500 sq ft	\$8 up to 2500 sq ft \$10 for over 2500 sq ft	Fee per Sq Ft of Net New Gross Floor Area	Fee	
49	Commercial linkage fee - Restaurant	\$5.00	\$5.00	Fee per Sq Ft of Net New Gross Floor Area	Fee	
50	Commercial linkage fee - Other	Fee calculated using Excel-Based Fee Calculator	Fee calculated using Excel-Based Fee Calculator	Fee per Sq Ft of Net New Gross Floor Area	Fee	
51	Penalty fee for After The Fact permits		3x permit cost or \$500 min. Determined by Community Development Director or Designee	Per Project	Fee	
52	SB 9 Urban Lot Split- Title 10, Chapter 4- GOVERNMENT CODE SECTION 65852.21		\$1,200.00	Per hour	Deposit	Plus \$5000 deposit to cover consultant cost plus 25%
53	SB 9 Development Project-Title 10, Chapter 4- GOVERNMENT CODE SECTION 65852.21		\$1,200.00	Per hour	Deposit	
54	ODDS- Ministerial Review Per Title 10, Chapter 20		\$5,000.00	Per hour	Deposit	
55	Plan Storage		\$2.00	Per Page	Fee	
56	Mural-Private		\$210.00	Flat fee	Fee	
57	CEQA- Notice of Exemption		\$520.00	Flat fee	Fee	

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

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

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

Recreation

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
	Administrative Rates					
1	Administrative Registration Fee	\$10.00	\$10.00	Per class	Fee	
2	Older Adult Fee	\$1.00	\$1.00	Per Transaction	Fee	\$1/transaction to subsidize older adult
3	Cancellation Fee	\$25.00	\$25.00	Per class	Fee	
4	Event Application Fee	\$95.00	\$95.00	Per application	Fee	Fee for speical event applications to cover staff time
5	Security Deposit - Picnic Rentals	\$85.00	\$100.00	Per occurrence	Deposit	
6	Security deposit - Facility Rentals	\$350.00	\$350.00	Per occurrence	Deposit	
	Tennis Key Fees:					
7	Resident (R): Full Year	\$43.00	\$0.00	Per year	Fee	
8	Resident (R): Jul-Dec	\$32.00	\$0.00	Every six months	Fee	
9	Non-Resident (NR): Full Year	\$101.00	\$101.00	Per year	Fee	
10	Non-Resident (NR): Jul-Dec	\$66.00	\$66.00	Every six months	Fee	
	Sign Fees					
11	Hub Sign	\$126.00	\$126.00	Per week	Fee	
12	Sir Francis Drake Street Banner	\$383.00	\$390.00	Per week	Fee	
	Facility Rental Fees - Picnic & Park Areas 3 Hour Minimum Rental					
13	Memorial Park - Small Picnic Area - R	\$40.00	\$40.00	Per hour	Fee	
14	Memorial Park - Small Picnic Area -NR	\$43.00	\$44.00	Per hour	Fee	
15	Memorial Park - Large Picnic Area - R	\$51.00	\$51.00	Per hour	Fee	
16	Memorial Park - Large Picnic Area - NR	\$56.00	\$58.00	Per hour	Fee	
17	Memorial Park - Large Picnic Area - Inflatable Jumper Fee	\$66.00	\$70.00	Per hour	Fee	
18	Robson Park - Upper Picnic Area - R	\$35.00	\$35.00	Per hour	Fee	
19	Robson Park - Upper Picnic Area - NR	\$43.00	\$43.00	Per hour	Fee	
20	Robson Park - Lower Picnic Area - R	\$41.00	\$41.00	Per hour	Fee	
21	Robson Park - Lower Picnic Area - NR	\$54.00	\$54.00	Per hour	Fee	

Recreation

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
	Athletic Field Rental Fees - 2 Hour Minimum Rental					
	Memorial Park - Single Baseball Field					
22	Group A	\$55.00	\$55.00	Per hour	Fee	Non-Profit organizations, school related groups, community organizations that charge a nominal fee to cover their expenses (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)
23	Group B	\$78.00	\$78.00	Per hour	Fee	Private individuals, non-profit fundraising activities
24	Group C	\$97.00	\$97.00	Per hour	Fee	Commercial, for profit groups
	Indoor Facilities					
25	ICC Kitchen, Lower Classrooms (2 hr min.) Resident	\$34.00	\$34.00	Per hour	Fee	
26	ICC Kitchen, Lower Classrooms (2 hr min.) Non-Resident	\$46.00	\$46.00	Per hour	Fee	
27	ICC Vista Room, (2 hr min.) Resident	\$39.00	\$39.00	Per hour	Fee	
28	ICC Vista Room, (2 hr min.) Non- Resident	\$57.00	\$57.00	Per hour	Fee	
	Robson Harrington Weekend Rental - First Floor (4 hr min.)					
29	Group A	\$91.00	\$91.00	Per hour	Fee	Non-Profit organizations, school related groups, community organizations (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)
30	Group B	\$96.00	\$96.00	Per hour	Fee	Private individuals, non-profit fundraising activities
31	Group C	\$113.00	\$113.00	Per hour	Fee	Commercial, for profit groups
	Community Gardens					
32	Dues	\$154.00	\$154.00	Per plot	Fee	
33	Street Closure Fee	\$0.00	\$325.00	Per Event	Fee	

Police

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Merchant Parking Permits	\$25.00	\$25.00	Per year	Fee	
2	Overnight Parking Permits	\$50.00	\$50.00	Per year	Fee	
3	Vehicle Impound Release	\$100.00	\$100.00	Per incident	Fee	
4	Clearance/Citizen Letter	\$20.00	\$20.00	Per request	Fee	
5	Report Copy fee	\$10.00	\$10.00	Per report	Fee	
6	Fingerprinting "rolling" fee	\$20.00	\$20.00	Per event	Fee	
	Violations:					
7	Sign Retrieval	\$26.00	\$26.00	Per violation	Penalty	
8	Parked without permit	\$47.00	\$47.00	Per violation	Penalty	
9	Parked contrary to signs & markings	\$47.00	\$47.00	Per violation	Penalty	
10	Improperly parked in marked space	\$47.00	\$47.00	Per violation	Penalty	
11	No Parking/Stopping Red Zone	\$67.00	\$67.00	Per violation	Penalty	
12	No Parking Yellow/Green/White	\$54.00	\$54.00	Per violation	Penalty	
13	Failure to Curb Wheels on 3% Grade	\$47.00	\$47.00	Per violation	Penalty	
14	Parked in Excess of 72 Hours	\$167.00	\$167.00	Per violation	Penalty	
15	Parked in Excess of 2 Hours	\$47.00	\$47.00	Per violation	Penalty	
16	Restricted Parking Only	\$47.00	\$47.00	Per violation	Penalty	
17	Night Parking - 30 minute Limit 2AM-6AM	\$26.00	\$26.00	Per violation	Penalty	
18	Posted No Parking	\$47.00	\$47.00	Per violation	Penalty	
19	Parked without 12' clearance	\$59.00	\$59.00	Per violation	Penalty	
20	No Parking on Private Property without consent	\$47.00	\$47.00	Per violation	Penalty	
21	Expired Meter	\$47.00	\$47.00	Per violation	Penalty	
22	No Parking on Crosswalk	\$47.00	\$47.00	Per violation	Penalty	
23	No Parking Blocking Driveway	\$47.00	\$47.00	Per violation	Penalty	
24	No Parking on Sidewalk	\$47.00	\$47.00	Per violation	Penalty	
25	No Parking Wheelchair Ramp Access	\$312.00	\$312.00	Per violation	Penalty	
26	No Parking/Stopping in Fire Lane/Road	\$47.00	\$47.00	Per violation	Penalty	
27	Parked in excess of 18" from curb	\$47.00	\$47.00	Per violation	Penalty	
28	Blue Zone - Handicapped Only	\$312.00	\$312.00	Per violation	Penalty	
29	No Parking within 15' of Fire Hydrant	\$47.00	\$47.00	Per violation	Penalty	
30	Parked on school grounds for sale	\$35.00	\$35.00	Per violation	Penalty	
31	Parked in intersection, crosswalk, sidewalk, in front of a driveway, more than 18" from the curb or facing the wrong way	\$47.00	\$47.00	Per violation	Penalty	
32	Double parked	\$47.00	\$47.00	Per violation	Penalty	
33	Overtime parking, illegally parked on school grounds, vehicle parked for sale on street, illegally parked, posted vehicle for sale and loading zone	\$47.00	\$47.00	Per violation	Penalty	
34	Tow Away Zone	\$52.00	\$52.00	Per violation	Penalty	

Police

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
35	Expired tabs	\$93.00	\$93.00	Per violation	Penalty	
36	Vehicle for sale on street	\$120.00	\$120.00	Per violation	Penalty	
37	Parked on parkway	\$120.00	\$120.00	Per violation	Penalty	
38	Abandoned vehicle	\$299.00	\$299.00	Per violation	Penalty	
39	Parked in area for handicapped	\$312.00	\$312.00	Per violation	Penalty	
40	Blocking handicapped access ramp	\$312.00	\$312.00	Per violation	Penalty	
41	Handicapped parking	\$312.00	\$312.00	Per violation	Penalty	
42	Disabled crosshatch markings	\$312.00	\$312.00	Per violation	Penalty	
43	Parked in restricted EV charging spaces and Town's on- and off-street parking facilities	\$47.00	\$47.00	Per violation	Penalty	
44	Daylighting Parking	\$47.00	\$47.00	Per violation	Penalty	
	OVERSIZED VEHICLE FEES:					
45	Single trip permit	\$16.00	\$16.00	Per trip	Regulated	
46	Repetitive trip permit	\$16.00	\$16.00	Per trip	Regulated	max \$90 for 6 mo period
47	Annual trip permit	\$16.00	\$16.00	Per trip	Regulated	max of \$90 for 1 yr period
48	Oversized Vehicle Escort Fee	\$22.00	\$22.00	Per trip	Fee	

Town of San Anselmo - User Fee

Fully Burdened Hourly Rate

Position	Fully Burdened Hourly Rate
Position Rates	Proposed
Administrative Serv Asst II	68.42
Admin/Permit Serv Technician	77.86
Administrative Serv Asst	62.85
Assistant Civil Engineer	94.39
Assistant Planner	88.09
Assistant Public Works Director	138.46
Associate Planner	96.92
Building Inspector	100.83
Building Official	138.46
Child Care Instructor	47.67
Code Enforcement Officer	81.08
Community Development Director	174.16
Community Engagement Coordinator	94.39
Community Services Director	138.46
Fin & Admin Services Director	165.82
Groundskeeper Trainee	29.61
Lead Library Assistant	63.37
Librarian I	75.75
Librarian II	84.79
Library Assistant	58.92
Library Technician	67.18
Maintenance Supervisor	90.18
Maintenance Worker I	63.28
Maintenance Worker II	69.64
Management Analyst	77.86
Planning Director	158.18
Planning Technician	79.93
Principal Planner	117.29
Project Coordinator	88.09
Public Works Director	178.75
Public Works Manager	119.71
Recreation Coordinator I	62.85
Recreation Coordinator II	68.42
Recreation Coordinator III	75.30
Recreation Manager	98.61
Recreation Program Leader	52.43
Recreation Senior Supervisor	90.39

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.4

MEETING DATE: July 22, 2025

AGENDA TITLE: Consider making appointments to the Climate Action Commission

FROM: Administration, Serge Avila, Town Clerk

RECOMMENDATION:

The Council may consider reappointing Incumbent Michael Kamerick and consider appointing Judith O'Rourke and Nicholas Pappas to the Climate Action Commission

DISCUSSION

1. Climate Action Commission

The Climate Action Commission has a membership consisting of nine (9) members appointed by the Town Council to serve three-year terms. Current membership is as follows:

<i>Name</i>	<i>Appointing Authority</i>	<i>Term</i>	<i>Term Expiration</i>
Michael Kamerick	Town Council	Expired	April 2025
Bridget Clark	Town Council	Current	October 2026
Nuria Montalvo	Town Council	Current	October 2026
Karen Mendelow	Town Council	Current	April 2027
Susannah Saunders	Town Council	Current	April 2027
Lucy Matthews	Town Council	Current	April 2027
Katherine Ellison	Town Council	Current	June 2027
Stella Gueits	Climate Action Commission	Current	June 2026
Charlie Fee	Climate Action Commission	Current	June 2026

There are 3 seats available.

Item #: 2.4

The Council may consider reappointing Incumbent Michael Kamerick and consider making (2) appointments to the Climate Action Commission from the following list of applicants or direct staff to continue recruitment and schedule interviews.

List of applicants:

Judith O'Rourke- 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- Michael Kamerick- Climate Action Commission- Application w/Resume

Attachment 2- Judith O'Rourke- Climate Action Commission- Application w/Resume

Attachment 3- Nicholas Pappas- Climate Action Commission- 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.

Michael	J	Kamerick
First Name	Middle Initial	Last Name

Email Address

Home Address

City

Suite or Apt

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Retired

Employer's Address

510 Sequoia Drive

Which Boards would you like to apply for?

Climate Action Commission: Submitted

Number of years as resident of San Anselmo?

23

Number of years as a resident in Marin?

23

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

Richard Lucas - 415-473-1175 Sue Saunders - 415-686-0448 Steve Murch - 415-419-6246

Education Level Achieved *

☒ College/University Degree

Interests & Experiences

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

I am applying for a renewed three year term on the Climate Action Commission, as my current term expires in April. I am currently the chair of the Commission, and I expect to continue to serve in that capacity if my term is renewed. I am also a FireWise leader and a FireSafeMarin Ambassador.

Reasons for this appointment:

I wish to continue to serve on the Commission and to continue to serve as the chair.

What are your qualifications for this appointment?

I have served on the Commission for the last three years, so I am very familiar with its workings, recent history, and projects going forward.

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

The most important issue we face is the impact of severe climate change. Our response to this challenge is shaped by two goals. The first is to mitigate the causes of climate change as much as we can, chiefly by reducing our use of fossil fuels. The second is to create as much resiliency as possible in the face of changes we cannot prevent. To this end the Commission created and sponsored the creation of the Resiliency Hub, which the Town is now implementing, and we are creating a 'Resilience Inventory' of crucial businesses and services within San Anselmo to help us and the Town understand how we need to respond to significantly disruptive events.

LinkedIn Profile

www.linkedin.com/in/michaelkamerick

[Michael_Kamerick-resume_Data_Privacy_Officer.docx](#)

Upload a Resume

[Michael_Kamerick-resume_Data_Privacy_Officer.docx](#)

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

[Michael_Kamerick-resume_Data_Privacy_Officer.docx](#)

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:

Michael Kamerick

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.

Michael Kamerick

President, Sequoia Consulting

Summary

I have held positions of leadership and management on the forefront of high technology for over 30 years. For the last 17 plus years I have been focused on the issues and challenges of the role of IT in the transformation of healthcare and bio-medical research. I have been active in the movement to leverage the data being captured in Electronic Medical Record systems to bring insight and intelligence to the business of medicine and medical research. I have participated in multiple national and international research initiatives, in both the public and private sectors, including EDRN, caBIG, the CTSA, and TriNetX. I have participated in and led teams that have built several distributed research networks and data warehouses providing Real World Evidence to investigators and have co-authored papers and posters on the subjects. In 2020 I was named as a Fellow of the American Medical Informatics Association.

My community activities include a lifetime membership in the Sierra Club, membership in the Environmental Forum of Marin and a graduate of their Master Class, MALT (Marin Agricultural Land Trust), training in CERT (Community Emergency Response Team) and Resilient Neighborhoods, serving as a commissioner and chair of the San Anselmo Climate Action Commission, and I am the organizer and leader of our local FireWise community as well as a FireSafeMarin ambassador.

Experience

President, Sequoia Consulting

March 2000 – Present

Consultation and expertise in Biomedical Research Organizations, Distributed Research Networks, Real World Data/Evidence, Healthcare Data Governance, Healthcare IT Security and Compliance, Clinical Research Informatics, Healthcare Data Warehousing

- Customers include Prognosis Data, LLC, TriNetX, Inc., Prometheus Research, Inc., GLG, Inc., and AlphaSights, Ltd.

VP of Provider Solutions at TriNetX, Inc.

June 2014 – March 2016

Sales and Business Development with customers of the TriNetX Real World Data networking solution set, member of the Executive Leadership Team.

First sales representative for TriNetX. Responsible for developing the initial markets for TriNetX, primarily among Academic Medical Centers and Health Sciences Campuses, and for mentoring new sales representatives as they were hired into the company.

- Customers included Georgetown University, Thomas Jefferson University, the University of Pennsylvania, University of Arizona, Medical University of South Carolina, University of Alabama Birmingham, University of Wisconsin-Madison, Medical College of Wisconsin, University of Iowa, University of Colorado

Chair, American Medical Informatics Association (AMIA) Industry Advisory Council, AMIA Board of Directors, ex-officio

January 2015 – December 2015

Led the development of Council initiatives and funding opportunities, helped develop panels and presentation sessions at AMIA conferences.

Participated in regular AMIA Board meetings, discussed strategic goals, specific initiatives, and budgets of the organization.

Specialist Leader, VP of Informatics at ConvergeHEALTH by Deloitte

October 2012 – June 2014

Responsible for leading and expanding the Informatics Services Group of ConvergeHEALTH

- Responsible for Informatics staff utilization metrics and project allocations.
- Sales, Strategic Consulting, Business Development, and Account Management
- Customers included U. of Colorado, Geisinger Health System, Ohio State University, University of California (UCSF, UC Davis, UCLA, UC Irvine, UC San Diego), University of Texas, University of Southern California, and others
- Partnerships include SAP, EMC/Greenplum, IBM, Forte Research
- Deloitte Representative on the AMIA Industry Advisory Council
- Member of Georgetown University's External Advisory Board for Informatics
- Led the development team for the SAFTINet project at U. Colorado, a Real World Data project focused on underserved populations with data derived from Federally Qualified Health Centers

Managing Director, Health Systems Solutions at Recombinant Data Corporation

December 2010 - October 2012

Business Development, Account Management, and Strategic Consulting for Academic Medical Centers in the US and Canada. Recombinant focused on the secondary use of healthcare data to build data warehouses, analytic solutions, and scientific tools providing Real World Data to support the data driven transformation of healthcare and translational medicine.

- Customers included the University of California, University of Colorado, Ohio State University, University of Texas Medical Branch, University of Minnesota

**Director, Academic Research Systems, co-Director, Biomedical Informatics at UCSF,
Interim Director, Enterprise Information Security and Chief Information Security Officer**
October 2003 - November 2010

Co-Director, Biomedical Informatics, Clinical and Translational Sciences Institute – 2008 to 2010

Interim Information Security Officer and Director, Enterprise Information Security – June 2009 to Dec. 2009

- IT Director of campus-wide IT organization
- Co-Director of Biomedical Informatics for UCSF CTSA (Clinical and Translational Science Awards)
- Developed and modernized security policies for campus email, laptops and mobile devices
- Chair CTSA-wide Data Repository Working Group
- Member of CTSA-wide Informatics Key Function Committee
- Developed a centralized IT infrastructure to support the UCSF research community
- Negotiated and managed the outsourcing of IT infrastructure to cloud-based services
- Oversaw development of comprehensive data repository of clinical and life sciences data
- Provided a highly secure environment for storage and management of research data.
- Provided a HIPAA-defined Honest Broker service for UCSF investigators.
- Developed a clinical systems reporting function for research data.
- Developed clinical decision support tools for breast cancer patients

Partner at mVortex

2002 - 2003

- Developed technology strategy and product architecture for consolidated company.
- Analyzed existing companies for acquisition potential.
- Defined acquisition roadmaps.
- Engaged in funding/development efforts with private equity firms and late stage venture capitalists.

VP of Services at Ventaso

1998 - 1999

- Wrote original executive summary, helped secure first and second rounds of funding.
- Negotiated contracts and secured deals with original customers.
- Wrote Services Operations Plan, hired staff, articulated services strategy to industry analysts and venture firms

Director of Systems Engineering at Weblogic

May 1997 - September 1998

- Hired and managed staff in San Francisco, New York, Boston, Atlanta, Dallas, Washington, Denver, and Chicago.
- Designed compensation and training structures.
- Designed and delivered company presentations to customers and investors.

Enterprise Computing Consultant, Product Manager, Systems Engineer at Sun Microsystems

1985 - 1997

Contract Programmer at Space Sciences Lab, UC Berkeley

1984 - 1985

Education

San Francisco State University

BS, Computer Science, 1981 - 1984

Activities and Societies: Phi Beta Kappa

Select Publications and Presentations

- *Securing the Data Warehouse*, AMIA Clinical Research Informatics Conference, San Francisco, March 2010
- *Bio-Banking and Governance in the Clinical Research Enterprise*, University of Miami Bio-Repositories Retreat, Miami, May 2010
- *Research Information Exchanges in Healthcare*, Redwood Mednet HIE conference, Santa Rosa, CA, Jul 2010
- *The MyResearch Secure Research Information Portal*, Georgetown University CTSA Informatics Forum, Washington, DC, Nov 2010
- *Implementation of a deidentified federated data network for population-based cohort discovery.* **Journal of the American Medical Informatics Association** (impact factor: 3.61). 08/2011; 19(e1):e60-e67. DOI:10.1136/amiajnl-2011-000133
- *Governance of Secondary Data in Shared Infrastructure*, AMIA Annual Symposium, Chicago, November 2012
- *A Research Information Exchange for Oncology*, Cancer Informatics Summit, Dallas, January 2013
- *Scalable Architecture for Federated Translational Inquiries Network (SAFTINet) Technology Infrastructure for a Distributed Data Network*, eGEMS 07/2013; 1(1):Article 11. DOI:10.13063/2327-9214.1027
- *Organizing Drugs in RxNorm by Therapeutic Classes*
Poster presentation, AMIA Annual Symposium, San Francisco, November 2015
- *The Personal Journey – Informaticists Confront Their Own Health Issues*
Panel presentation, AMIA Annual Symposium, Washington, DC, November 2017

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.

Judith

First Name

L

Middle Initial

O'rourke

Last Name

Email Address

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

Occupation

Leadership Consultant

Employer's Address

87 Butterfield Road

Which Boards would you like to apply for?

Climate Action Commission: Submitted

Number of years as resident of San Anselmo?

45

Number of years as a resident in Marin?

51

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

Michael Stone, 415-686-3866 Ron Evans, 415-446-8012 April Orcutt, 415-999-004

Education Level Achieved *

☒ Master's Degree

Interests & Experiences

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

I am a former member of the CAC, and left it about 1.5 years ago I have served on other boards in Marin County, among them, The Marin Abused Women's Shelter (MAWS)

Reasons for this appointment:

Commitment to climate action to reverse our climate crisis, and to use energy more efficiently

What are your qualifications for this appointment?

Former service on the commission; former community organizing for safe energy. Work as a facilitator, a team builder and leader; a leadership development consultant in a major corporation for over 21years. Observer of local town and county politics for decades.

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

1) The Resiliency Center implementation 2) Reduce gas engine travel through town. 3) Create real solutions and resources to help residents make the switch to electric appliances and vehicles. In other words, make the right thing to do the easy thing to do -- for all residents of San Anselmo.

LinkedIn Profile

[Resume.JudithOROURKE.2023.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:

Judith O'Rourke

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.

Profile

Experienced consultant and coach to leaders and physicians in health care administration.

Combines critical analysis with an empathic approach; ability to serve as a change agent.

Creative problem solver, intuitive thinker, with ability to integrate reality with vision.

Precise communicator; uses good judgment regarding timing, circumstance, audience.

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

Professional Experience

2013-Present
LLC

JLO Leadership Coaching and Consulting,

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

2011-2013

Kaiser Permanente, Oakland, CA

Director, STAR Leadership Development

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

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

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

2002-2010

Kaiser Permanente, Oakland, CA

Management Consultant and Team Lead

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

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

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

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

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

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

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

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

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

Developed a follow-up Leader's Lab for graduates of Facilitative Leadership to help them deepen and develop the seven leadership practices they learned in the program. Edited a newsletter to maintain contact with leaders and inspire continual growth and learning from each other.

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

1992-2002

Kaiser Permanente

Lead Program Coordinator, Program Director, Learning Consultant

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

Produced four video documentaries on ETP programs.

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

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

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

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

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

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

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

**1980-1992
CA**

People Speaking, Inc.

San Francisco,

Executive Director

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

Coached and counseled individuals to present their ideas in a persuasive manner that could reach demographically diverse groups.

Clients were architects, forestry officials, lawyers, psychologists, business owners, and political leaders.

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

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

Education and Training

The Leadership Circle, Whitehouse, Ohio

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

The Coaches Training Institute, San Rafael, California

Graduate of Coaches Training Program (160 hours)

Interaction Associates, San Francisco, California

Facilitative Leadership®, Master Trainer and Coach
The Coaching Edge
Advanced Facilitation
Strategic Leadership

Association for Psychological Type, Silver Spring, Maryland

Myers-Briggs Type Indicator® (MBTI®) Certification Program, Step I and Step II

The Challenge of Change in Organizations

Introduction to Type Development

Introduction to Type and Stress

Flex Talk: Practical Communication Skills Using Personality Type, with Judy Allen Type and Leadership, with Sharon Richmond

Center for Application of Psychological Type (CAPT), Gainesville, Florida

Healthcare Communication Using Personality Type: Patients Are Different Master Practitioner, the Myers-Briggs Type Indicator®

California Institute for Integral Studies, San Francisco, California

Imagery in Health, Department of Expressive Arts Therapies

New School for Democratic Management, San Francisco, California

Business Planning

Managing As If People Mattered

Fundraising in Challenging Times

Public Relations for Community Based Nonprofit Organizations

Memberships

Association for Psychological Type International (APTi)

Bay Area Association for Psychological Type, (BAAPT)

Bay Area Organizational Development Network (BAODN), former member

American Society for Training and Development (ASTD), former member

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

Bachelor of Arts, University of Cincinnati, Cincinnati, Ohio

Presentations and Publications

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

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

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

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

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 Pappas
First Name Middle Initial Last Name

Email Address

Home Address

City

Suite or Apt

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?

Climate Action Commission: 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 *

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.

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