

**TOWN OF SAN ANSELMO**  
**STAFF REPORT**  
November 6, 2013

For the Meeting of November 12, 2013

TO: Town Council

FROM: David P. Donery, Community Services Director

SUBJECT: Use of Measure A Funds

---

**RECOMMENDATION**

That Council receive report on options for work plan for the Town's allotment of Measure A funds and provide direction to staff.

**BACKGROUND**

On November 6, 2012, Marin County voters approved the Marin Parks, Open Space, and Farmland Preservation Transactions and Use Tax Ordinance ("MEASURE A"). MEASURE A levies a one-quarter percent transactions and use tax in Marin County and is estimated to generate approximately \$10,000,000 per year for the ten-year term of the measure.

The MEASURE A expenditure plan allocates 15% of the revenues from the sales tax increment to the City, Town, and Special District Program (CTSD) "to assist Marin's municipalities and applicable special districts in managing their parks, open space preserves, recreation programs, and vegetation to promote biodiversity and reduce wildfire risk". Of this 15% share, cities and towns will receive 73.55%, and Special Districts will share the remaining 26.45%. San Anselmo will receive 6.65% of the City and Town portion of the proceeds. The County will send the initial disbursements on January 6, 2014 and estimates the Town's first nine month disbursement, covering April 1 to December 31, 2013, to be in the amount of \$35,897. This disbursement represents a six-month span and accounts for an estimated three month delay in payment from the sales tax by the Board of Equalization (B.O.E.).

In subsequent years, the first disbursement of the year (Disbursement 1) will occur on or about the first Monday in July each year. Disbursement 1 will consist of program funds from Measure A revenue received from the B.O.E. during the preceding January 1 through June 30 period and allocated to the Town according to the defined allocation method.

Disbursement 2 will occur on or about the first Monday in January and will consist of program funds from Measure A revenue received from the B.O.E. during the preceding July 1 through December 31 period.

**ANALYSIS**

On October 22, 2013, staff presented general recommendations regarding the use of Measure A proceeds, which at the time were estimated to be \$36,000 for the first partial year disbursement. Staff's presentation and the ensuing discussion focused on options which included making a contribution towards the purchase of the Sky Ranch property for open space, using the funds to complete small

Item 5

projects within existing recreation and park facilities including previous recommendations made by the Parks & Recreation Commission, and reserving the allocation for future use for a defined project or for a project to be named later. Council requested that staff return with options for the Town's initial Work Plan, which is due to the County on December 15, 2013.

Town staff has developed the following work plan options and corresponding budgets for the Town Council's consideration:

Option	Description	Amount	Funding Source
Contribution towards purchase of Sky Ranch Property	Sky Ranch lies on a ridge between Fairfax and San Anselmo. It has been a horse facility for at least 50 years. The 16 acre property is contiguous with the Bald Hill preserve and it is listed in the General Plan for open space acquisition.	Unknown	Meas A + Other
Robson Outdoor Restroom	Outdoor restroom installed in lower Robson Park adjacent to the barbeque area.	\$45-\$55K	Meas A + Other
Paint and Stain downtown pedestrian bridges + various improvements in Creek Park	Wash, paint and stain pedestrian bridges linking San Anselmo Avenue and Creek Park. Repair or replace fencing, benches, and stairs in Creek Park. Replace park signage.	\$36K	Meas A
Retain Funding - Project	Retain funding for use in larger, identified project	\$36K	Meas A
Retain Funding - General	Retain funding for later use. No project identified.	\$36K	Meas A

The Council asked that staff confirm the legality of reserving the funds without a defined plan. Staff received confirmation that this is acceptable and that this would simply need to be defined in the Work Plan submission. Once allocated, funds would need to be expended within the guidelines of the program, and a future work plan would include the reserved funds. The corresponding expenditure report would also reflect those expenditures.

#### **FISCAL IMPACT**

The execution of the agreement with the County of Marin provides access to the Town of San Anselmo of approximately \$72,000 in Measure A revenues annually for the next nine years. The approval of the fiscal year 2013-2014 spending plan appropriates \$35,897 to the Measure A special revenue fund for use as directed by the Town Council.

Respectfully submitted,



David P. Donery  
Community Services Director



## **Work Plan**

### **Measure A City, Town, and Applicable Special District Program Proposed Expenditure of Measure A Funds for April 1, 2013 to June 30, 2014**

Timely and accurate completion of this report is a condition of receiving Measure A funds.

#### **Instructions:**

- This work plan must be completed by an authorized representative of the recipient.
- Please complete this work plan, then scan and e-mail it to Kevin Wright, Marin County Parks External Affairs Coordinator ([kwright@marincounty.org](mailto:kwright@marincounty.org)), by December 15, 2013. In future years, this work plan will be due on June 1, before the start of the new fiscal year.
- Contact Mr. Wright by e-mail ([kwright@marincounty.org](mailto:kwright@marincounty.org)) or phone (415) 473-2129 if you have any questions, or if you have suggestions to improve this form.
- Marin County Parks will review this plan within one month of its receipt to ensure that proposed expenditures are consistent with Marin County Ordinance 3586 (Measure A).
- Recipients must provide Marin County Parks with 30-days prior notice of any project additions or substitutions that are proposed while a work plan is in effect.
- Marin County Parks will provide the recipient with an estimate of recipient's Measure A funding for Fiscal Year 2013-14 by October 18, 2013.
- Total actual project expenditures may not exceed recipient's actual Measure A funding for any given fiscal year, plus any balance remaining from previous years.

---

This portion of page is intentionally blank. Proceed to next page.

**A. Name of Recipient (city, town, or special district):** \_\_\_\_\_

**B. Recipient's representative and contact information:** (Please print all information)

**Name:** \_\_\_\_\_  
(Print)

**Title:** \_\_\_\_\_  
(Print)

**Address:** \_\_\_\_\_

**City, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**C. Total estimated funds for current fiscal year 2013-14:**

<b>i.. Balance of recipient's Measure A funds from previous fiscal years</b>	<b>ii. Estimate of recipient's Measure A funds for Fiscal Year 2013-14. (This information will be provided by Marin County Parks)</b>	<b>iii. Total estimated available funds for current fiscal year (i + ii).</b>
\$ 0	\$	\$

**D. Recipient's Measure A Work Plan for Fiscal Year 2013-14:**

Name of work or project:	Primary purpose of work or project. Select only one from list below. **	Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.	Amount of Measure A funds estimated to be used:	Source(s) and amount(s) of matching funds projected for use. If none, enter "0"	Total expenditures projected for work or project in current reporting year
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
<b>Estimated Total</b>					\$

\*\*Select work or project purpose only from the following menu: (see next page for additional choices)

- a) Routine maintenance
- b) Renovation of existing recreational facility, including infrastructure (includes planning, environmental review, permitting, design development, etc.)

- c) Construction of new park or recreation facility (includes planning, environmental review, permitting, design development, etc.)
- d) Parkland acquisition
- e) Vegetation management to reduce wildfire risk
- f) Vegetation management to promote biodiversity
- g) Vegetation management to control invasive, non-native weeds

**E. Certification**

I certify that the information contained herein is true and accurate, to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date