

TOWN OF SAN ANSELMO

STAFF REPORT

March 3, 2014

TO: Town Council
FROM: Debra Stutsman, Town Manager
SUBJECT: Capital Program Monitoring Committee

For the meeting of March 11, 2014

RECOMMENDATION

That the Council approve the resolution re-establishing the Capital Program Monitoring Committee to include oversight of the expenditure of the successful Measure D one-half cent sales tax measure.

BACKGROUND

On November 5, 2013, the voters of San Anselmo passed by a 2/3 majority Measure D, a one-half cent sales tax to repair potholes, repave roads, reduce traffic congestion, maintain and improve sidewalks/drainage/street medians, preserve public safety, and improve other general Town services, facilities, and infrastructure. The Measure D sales tax measure also required that an independent citizens' oversight committee be established.

DISCUSSION

At the meeting of Tuesday, February 11, the Town Council received a report from the Public Works Director regarding planning for the Measure D Capital Improvement planning. Council gave staff direction at that meeting to use the Capital Program Monitoring Committee (CPMC) for the independent citizens' oversight committee and to present a resolution for approval to that end at a subsequent meeting.

Currently the CPMC has six seats for community members, Frank Ortiz, Robert Borinstein, Carey Lando, Craig Burton, Carl Basore and one vacancy. The terms of Mr. Ortiz, Mr. Borinstein and the vacant seat recently expired in February 2014. The two Councilmembers serve as voting members (currently Mayor McInerney and Councilmember Wright), while staff members (Town Manager and Public Works Director) were non-voting members.

Because Measure D calls for an independent citizens' oversight committee, staff recommends that the two Councilmembers, as well as the two staff members, have non-voting status on the committee. In addition, staff recommends increasing the number of community members to seven (7).

CONCLUSION

Staff recommends that the Town Council approve the attached draft resolution re-establishing the Capital Program Monitoring Committee to include oversight of the expenditure of funds received through the successful Measure D one-half cent sales tax. If the resolution is approved, staff will begin to advertise the openings.

Respectfully submitted,

Debra Stutsman

Debra Stutsman
Town Manager

Attachments:
Draft Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
RE- ESTABLISHING THE CAPITAL PROGRAM MONITORING COMMITTEE TO
INCLUDE OVERSIGHT OF THE EXPENDITURE OF THE FUNDS RECEIVED THROUGH
THE SUCCESSFUL MEASURE D ONE-HALF CENT SALES TAX**

WHEREAS, a \$10.8 million general obligation bond program, known as "Measure G," to finance improvements to streets, storm drains and the library building, was approved by more than two-thirds of San Anselmo voters on June 6, 1995; and

WHEREAS, the Measure G Monitoring Committee was established on September 12, 1995 to monitor the implementation of the Measure G general obligation bond program for improvements to San Anselmo's streets, storm drains, and library building, and its financing, construction and public information elements; and

WHEREAS, the Measure G bond funds were almost fully expended in 2009, with small amounts remaining for non-Town maintained streets and slurry sealing; and

WHEREAS, at the Town Council meeting of July 14, 2009 the Town Council agreed, on the recommendation of the Measure G Monitoring Committee, to rename the committee Capital Program Monitoring Committee, and to expand the charge of the committee to include all capital improvement projects, in addition to road and drainage projects; and

WHEREAS, on November 5, 2013 the voters of San Anselmo approved a one half cent sales tax measure (Measure D) to repair potholes, repave roads, reduce traffic congestion, maintain and improve sidewalks/drainage/street medians, preserve public safety, and improve other general Town services, facilities, and infrastructure; and

WHEREAS, the Measure D sales tax measure also required that an independent citizens' oversight committee be established; and

WHEREAS, the purpose and charge of the existing Capital Program Monitoring Committee is consistent with the requirements of the Measure D independent citizens' oversight committee with mandatory public expenditure reports; and

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Town Council re-establishes the Capital Program Monitoring Committee consistent with the requirements of the successful 2013 Measure D one-half cent sales tax measure for an independent citizens' oversight committee, as follows:

1. Purpose: To monitor the implementation of the Town's capital improvement program, funded by the voter-approved Measure D one-half cent sales tax funds, as well as grant funding, Road Maintenance Fund monies, and General Fund monies.
2. Charge: To issue an annual public report summarizing the progress of capital improvement projects funded by Measure D, as well as capital improvement projects funded by other sources of Town funding.
3. Organization: Seven (7) members, representing a wide variety of the community, with a range of skills, knowledge and experience in the following areas:
 - Finance (preferably public finance)
 - Engineering and/or construction
 - Public relations and communication
 - Familiarity with various aspects of the San Anselmo Community.

Two (2) Councilmembers and two (2) designated Town staff liaisons (Town Manager and Public Works Director) will serve in an advisory capacity only.

The community seats on the committee will be advertised in the local media, Town website and Town newsletter, and candidates will be interviewed and appointed by the Town Council.

4. Meeting Schedule: The Committee will meet once in the early spring to review planned capital improvement projects and once in late fall to review completed projects.

I hereby certify that the foregoing Resolution was duly passed and adopted at a regular meeting of the San Anselmo Town Council on the 11th day of March, 2014, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom McInerney, Mayor

ATTEST:

Barbara Chambers, Town Clerk