

**TOWN OF SAN ANSELMO
STAFF REPORT**

For the meeting of March 4, 2020

TO: Capital Program Monitoring Committee

FROM: Sean Condry, P.E., Public Works Director
Scott Schneider, P. E., Assistant Public Works Director

SUBJECT: Financial Report for fiscal year (FY) 2018/2019 Measure D Sales Tax Fund

RECOMMENDATION:

That Capital Program Monitoring Committee (CPMC) review the financial report for FY 2018/2019 for Measure D Sales Tax as well as capital expenditures from the Road Maintenance Fund, Capital Projects Fund and Grants Fund and recommend approval to the Town Council.

BACKGROUND:

On August 27, 2019, the Town Council approved the new 5 Year Capital Improvement Plan after presentations to CPMC and Planning Commission, incorporating priorities from the 7-Year CIP (previously approved in 2015) along with updated information from the Pavement Management Program.

The Town has 20 bridges, approximately 40 lane miles of road, 6 buildings, 6 parks, 3 major medians, traffic signals, street lights, and other miscellaneous infrastructure. The value of the Town's roads alone is estimated to be approximately \$85,000,000 adding in bridges, buildings, etc. the total value of the Town's infrastructure is in the hundreds of millions. However, the Town's annual budget, not including grants, to maintain this infrastructure is only about \$2,000,000 with most of the funds dedicated to roads or bridges.

San Anselmo's estimated repair costs for our roads, only, are about \$18 million. Adding in flood control, drainage, buildings, parks, and so on we have over \$100 million in projects that need funding. While this number is daunting for a small town with limited funds, there are some funding mechanisms that can and have been implemented to begin addressing our aging infrastructure.

In the early part of 2012, the Town of San Anselmo held two strategic planning meetings to determine the Town's priorities in a number of areas including but not limited to infrastructure, technology, community facilities, and shared services. From these meetings and surveys that were conducted, road maintenance, drainage, flood control, and community facilities were identified as top priorities, in that order.

In October 2012, Town Council appointed a Financial Advisory Committee (FAC) in response to the Strategic Planning community survey. The FAC then held a number of meetings which culminated in the recommendation to Town Council to create a sales tax to improve Town infrastructure. A ½ cents sales tax, Measure D, was authorized by Council to bring to the residents of San Anselmo. On

November 5, 2013 San Anselmo residents passed measure D with a two thirds majority thereby increasing infrastructure revenue from \$700,000 to about \$1,500,000.

The Capital Program Monitoring Committee is charged with reviewing and approving the implementation of the Town's capital improvement program (CIP) funded by Measure D as well as other sources of Town funding.

DISCUSSION

Attachment 1 shows the fiscal year 2018-2019 actual expenditures of Measure D funding, as well as funding from the Road Maintenance fund, grant funds, capital construction and the General Fund. The projects funded by Measure D included road repaving, improvements to the bike and pedestrian network, drainage improvements, retaining walls, as well as local match funding for federally-funded bridge replacement projects. Attachment 2 shows a more detailed listing of revenue and expenses shown in Attachment 1.

Attachment 3 shows a map with the streets that were paved in fiscal year 2018-2019. Attachment 4 shows the streets that were paved in fiscal year 2019-2020.

New 5 Year Capital Improvement Plan

Many of the priorities in the 2015 7-Year CIP were folded into the new 5-Year CIP that was approved in August 2019, but with the dynamic state of the budget, new funds becoming available, and the need to refresh the CIP, this represents a rough plan that may change over time. Attachment 5 is the 5-Year CIP spreadsheet showing the budget allocations to paving, bridges, parks, buildings, etc.

It is important to remember that given a limited budget and the dynamic, ever-changing state of the Town's infrastructure, that the cost, scheduling and prioritizing of projects is based on the need for flexibility. Throughout the course of a typical year, the Town receives grants, shares projects to reduce costs, and/or other funding that may be one time or recurring. In light of this need for flexibility, the budget below and in Attachment 5 are not fixed but represent the approximate budget.

The CIP is funded with many funding sources, some of which are restricted to certain projects or types of expenditures. For example, Measure D funds are available to repair potholes, repave roads, reduce traffic congestions, maintain and improve sidewalks/drainage/street medians, preserve public safety and improve other general Town services facilities and infrastructure. Although Measure D funds could be used for park projects, typically Measure D funds are primarily programmed for paving-related projects.

Grant funds are typically slated for specific projects and often require a local match, sometimes coming from Measure D. Gas tax funds (including SB1) and Measure AA funds are typically restricted for use on Town-maintained streets and sidewalks, included associated drainage, but not to be used on Town buildings, parks or other facilities.

Typical Annual Budget (not including grants)

Description	Budget	Actual
Road Maintenance (General Fund) (includes state gas tax used for operations)	\$400,000	\$933,000
Road Impact Fees	\$263,600	\$332,766
Measure A (Marin’s ½ cent sales tax)	\$112,500	\$112,500
Measure AA (Marin’s ½ cent sales tax – renewed)	\$235,000	\$392,859
Measure D Infrastructure	\$882,000	\$1,011,996
SB1 (state gas tax)	\$230,000	\$253,057
Measure B (vehicle license fee)*	(\$100,00)	\$0
*Measure B funds come every 3 years.		
Total	\$2,123,100/yr	\$3,036,178

In addition to the funding sources above, the Town applies for grants that are restricted to those specific projects listed in the application. The Town has been very successful in obtaining grants from the Transportation Authority of Marin (TAM) to complete sidewalk gap closures through the Safe Pathways program. The Town has been awarded partial or full funding to replace 6 bridges (Madrone Avenue, Nokomis Avenue, Center Blvd/Bridge Avenue, Saunders Avenue and Center Blvd (Lansdale Park), as well as perform maintenance on the Sir Francis Drake Bridge just north of Tunstead Avenue. The Town also received federal funding for a school bike route signing and striping project (Bike Spine), re-paving Sir Francis Drake Boulevard from the Hub to Bolinas Avenue, as well as a traffic study for the Hub. In addition, the Town received a generous donation to rehabilitate the Red Hill Median with bio-retention, new trees and landscaping.

FISCAL IMPACT

The overall fiscal impact is shown on Attachment 5. Funds will come from Road Impact fees, Local measure AA Funds, SB1, the Road Maintenance Budget, Measure D Funds, and other funding through grants.

CONCLUSION

As can be seen by the projects included in the CIP, the Town has a lot on its plate, but a lot is also getting completed. Most, if not all, of these projects must incorporate the Town’s adopted Complete Streets Policy that requires improvements for all modes of transportation such as pedestrians, bicyclists, transit users and for the disabled. Every project must also look at disabled access to conform to Americans with Disability Act (ADA) and our ADA transition plan. The San Francisco Boulevard Demonstration Project incorporated Complete Streets, Safe Routes to School and ADA requirements. The project overall has been completed which includes bioretention, speed humps and traffic circles. The project was a very complicated project and while controversial for some, has been very successful. Overall the 85th percentile speed on San Francisco Boulevard has dropped from about 28 to 21 mph and staff will be looking at reducing the posted speed to 20 mph.

While the amount of funding for all of the Town’s needs is far from met, Measure D has had a significant impact on our failing roads bringing the Pavement Condition Index (PCI) up to 69 and staff hopes to continue increasing the PCI in the coming years. Town staff is always looking for new information, ideas, and sources of funding whether it is for roads or flood control and as can be seen in

Attachment 5 and above over 60% of the funds for Town projects from paving, medians, sidewalks, and flood control comes from outside funding, mostly consisting of grants. Without grants, Measure D, and other sources of funding, the Town's infrastructure, which is old and failing, much like most of the United States, would be completely failing and the Town would be in serious trouble both fiscally and infrastructure wise.

With so many projects occurring at one time or another and our limited funds, flexibility and adaptability in the Towns CIP budget are fundamental to meeting the Town's most critical needs. Over the coming years the Town along with most of our utilities will be completing major projects and this is yet another reason why the Town's budget cannot be static but must be dynamic. Even with our current staff size, staff is fully loaded between projects in the 5 Year CIP, day-to-day permitting, coordinating utility projects, and serving the residents of San Anselmo. Therefore, prioritizing work to ensure that staff and the crew are not overloaded is critical to maintain productivity. With this in mind Public Works balances the needs of the community with the needs of the individual on a daily basis to maintain efficiency and provide good public service.

Respectfully submitted,



Sean Condry, P.E.
Public Works Director



Scott Schneider, P. E.
Assistant Public Works Director

- Attachment: Attachment 1 – FY 2018-2019 Actual Expenditures
Attachment 2 – FY 2018-2019 Measure D and Capital Funds Summary
Attachment 3 – Map of Paving projects completed in FY 2018-2019
Attachment 4 – Map of Paving projects completed in FY 2019-2020
Attachment 5 – 2019 5 Year CIP revised

Attachment 1

	2018-2019 Actuals					
	General Fund	Capital Construction	Grant Fund	Road Fund	Measure D	TOTAL
Beginning Balance	\$ -	\$ 67,906	\$ 18,449	\$ 368,808	\$ 67,501	\$ 522,664
REVENUES						
Gas Tax	260,672					260,672
General Fund Revenue	658,106	220,000		933,000		1,811,106
Grant			1,697,484			1,697,484
Impact Fees				334,760		334,760
Measure D Sales Tax					1,011,996	1,011,996
Other		18,434				18,434
SB1				253,057		253,057
Total Revenue	918,778	238,434	1,697,484	1,520,817	1,011,996	5,387,509
EXPENDITURES						
Bicycle and Pedestrian System					19,300	19,300
Bridges		18,355	352,910		27,514	398,779
Buildings						-
Drainage				57,604	18,587	76,191
Equipment		74,833				74,833
Flood Control						-
LID - Greenfield/Corp Yard			209,000	108,950		317,950
Maintenance projects		17,365				17,365
Median Landscape			74,338	15,252		89,590
Other Grant-Funded Activities						-
Parking			306,425	267,517		573,942
Parks				18,090		18,090
Pavement Maintenance			721,782	732,215	768,635	2,222,632
Project Management				265,200		265,200
Recycling Programs			4,243			4,243
Retaining Walls				265,277	204,052	469,329
Street Division Operation	918,778					918,778
Traffic Circulation						-
Trails		61,420				61,420
Urban Runoff						-
Wayfinding Signage		12,735				12,735
Zero Waste			20,414			20,414
Total Expenditures	918,778	184,708	1,689,112	1,730,105	1,038,088	5,560,791
Annual Net	-	53,726	8,372	(209,288)	(26,092)	(173,282)
Ending Balance	\$ -	\$ 121,632	\$ 26,821	\$ 159,520	\$ 41,409	\$ 349,382

Attachment 2



TOWN OF SAN ANSELMO 2018-2019 MEASURE D AND CAPITAL FUNDS SUMMARY

Account Number	Description	2017-2018 Total Activity	2018-2019 Total Activity	2018-2019 Revised Budget
Fund: 12 - SALES TAX MEASURE D				
Beginning Balance		355,764	67,501	67,501
Revenue				
12.00.41003	MEASURE D SALES TAX	887,475	1,011,996	882,000
Revenue Total:		887,475	1,011,996	882,000
Expense				
12.41.62906	SUPPLIES-OTHER	-	-	-
12.41.63100	CAPITAL OUTLAY - CONSTRUCTION	50	50	-
12.41.63101	CAPITAL OUTLAY - PAVING DESIGN	92,818	53,246	86,000
12.41.63103	CAPITAL OUTLAY - DRAINAGE CONSTRUCTION	42,447	89,625	186,000
12.41.63107	CAPITAL OUTLAY - PAVING CONSTRUCTION	383,802	573,625	242,500
12.41.63109	UNPROGRAMMED RESURFACING	489,817	294,027	388,000
12.41.63119	CAPITAL OUTLAY - BRIDGE DESIGN	1,600	27,515	37,000
12.41.63121	ARTERIAL MEDIAN WORK	17,104	-	-
12.41.63200	SLURRY RESURFACING CONST ENG	148,100	-	-
Expense Total:		1,175,738	1,038,088	939,500
Fund: 12 - SALES TAX MEASURE D ENDING BALANCE		67,501	41,409	10,001



TOWN OF SAN ANSELMO 2018-2019 MEASURE D AND CAPITAL FUNDS SUMMARY

Account Number	Description	2017-2018 Total Activity	2018-2019 Total Activity	2018-2019 Revised Budget
Fund: 14 - GRANTS FUND				
Beginning Balance		77,463	18,449	18,449
Revenue				
14.00.45009	STATE LIBRARY GRANT	-	-	25,000
14.00.45018	STATE RECYCLING GRANT	5,000	5,000	5,000
14.00.45043	SAFE ROUTES TO SCHOOL:STREET IMPROVEN	(52,015)	101,972	-
14.00.45062	CALTRANS NOKOMIS BRIDGE	110,376	108,948	200,000
14.00.45063	CALTRANS MADRONE BRIDGE	90,612	100,398	200,000
14.00.45064	CALTRANS CENTER AVE BRIDGE	-	-	65,000
14.00.45066	LOW IMPACT DEV GRANT MAGNOLIA PKG	17,589	497,836	515,425
14.00.45067	BRIDGE PREVENTIVE MAINTENANCE GRANT	120,622	64,475	208,000
14.00.45068	CALTRANS BRIDGE ST. BRIDGE	-	-	65,000
14.00.45069	OBAG GRANT	-	-	44,000
14.00.46003	MISC FEDERAL REVENUE	77,254	-	75,000
14.00.47001	TAM SAFE PATHS ALLOCATION	16,308	11,123	366,000
14.00.47006	COUNTY OF MARIN ZERO WASTE GRANT	21,080	21,080	21,080
14.00.47015	TAM LOCAL STREETS MEASURE AA	-	59,872	-
14.00.47015	TAM LOCAL STREETS MEASURE A	153,447	445,487	612,500
14.00.47016	TAM LOCAL STREETS MEASURE B	-	107,141	-
14.00.47017	COUNTY OF MARIN NOKOMIS BRIDGE	27,907	7,422	-
14.00.47018	COUNTY OF MARIN MADRONE BRIDGE	43,289	22,026	-
14.00.47019	COUNTY OF MARIN CENTER BRIDGE	41,261	46,385	-
14.00.47021	TAM MISC REVENUE	-	23,981	-
14.00.49012	OTHER MISC REVENUE	-	74,338	1,400,000
Revenue Total:		672,730	1,697,484	3,802,005



TOWN OF SAN ANSELMO 2018-2019 MEASURE D AND CAPITAL FUNDS SUMMARY

Account Number	Description	2017-2018 Total Activity	2018-2019 Total Activity	2018-2019 Revised Budget
Expense				
14.21.61195	ZERO WASTE GRANT OUTSIDE SERVICES	29,772	20,284	21,080
14.21.62992	ZERO WASTE GRANT SUPPLIES	6,934	130	-
14.41.61101	OUTSIDE SERVICES-PROF FEES	-	-	-
14.41.61150	OUTSIDE SERVICES-OTHER	-	-	-
14.41.62913	RECYCLING CANS	-	4,243	5,000
14.41.63100	CAPITAL OUTLAY - CONSTRUCTION	11,248	-	-
14.41.63101	CAPITAL OUTLAY - PAVING DESIGN	16,308	11,123	410,000
14.41.63102	CAPITAL OUTLAY - ENGINEERING	-	-	-
14.41.63106	CAPITAL OUTLAY - TOWN BRIDGES	-	-	-
14.41.63107	CAPITAL OUTLAY - PAVING CONSTRUCTION	259,808	1,300,421	2,602,925
14.41.63114	PROJECT MANAGEMENT	-	-	-
14.41.63119	CAPTIAL OUTLAY - BRIDGE DESIGN	407,674	352,911	738,000
14.71.61140	TECHNOLOGY	-	-	25,000
Expense Total:		731,744	1,689,112	3,802,005
Fund: 14 - GRANTS FUND ENDING BALANCE		18,449	26,821	18,449



TOWN OF SAN ANSELMO 2018-2019 MEASURE D AND CAPITAL FUNDS SUMMARY

Account Number	Description	2017-2018 Total Activity	2018-2019 Total Activity	2018-2019 Revised Budget
Fund: 19 - ROAD MAINTENANCE FUND				
Beginning Balance		276,362	368,808	368,808
Revenue				
19.00.44001	INTEREST	1,642	2,118	800
19.00.48001	RD IMPROVE: BALDHILL-REDWOOD	5,075	-	-
19.00.48004	ROAD IMPACT FEE: CONSTRUCT	211,439	289,166	220,000
19.00.48005	ROAD IMPACT FEE: GARB TRUCKS	43,600	43,600	43,600
19.00.49012	OTHER MISC REVENUE	2,408	(124)	-
19.00.51999	TRANSFERS IN	795,512	1,186,057	1,163,000
Revenue Total:		1,059,676	1,520,817	1,427,400
Expense				
19.41.60000	REGULAR SALARIES	180,770	201,325	198,543
19.41.60100	RETIREMENT	13,217	18,700	15,168
19.41.60200	BENEFITS	21,500	22,730	25,635
19.41.60203	CASH BACK	4,380	4,380	4,380
19.41.60215	CAR ALLOWANCE	3,150	2,700	-
19.41.60220	PAYROLL TAXES	14,302	15,366	15,189
19.41.61101	OUTSIDE SERVICES-PROF FEES	-	-	41,000
19.41.61150	OUTSIDE SERVICES-OTHER	-	-	-
19.41.63100	CAPITAL OUTLAY - CONSTRUCTION	51,679	107,460	100,000
19.41.63101	CAPITAL OUTLAY - PAVING DESIGN	7,380	27,417	67,000
19.41.63102	CAPITAL OUTLAY - ENGINEERING	-	-	-
19.41.63105	CAPITAL OUTLAY - ELECTRICAL REPAIR	-	-	-
19.41.63107	CAPITAL OUTLAY - PAVING CONSTRUCTION	311,326	1,257,171	1,238,000
19.41.63108	CAPITAL OUTLAY - DESIGN	-	-	-
19.41.63109	UNPROGRAMMED RESURFACING	-	590	-
19.41.63113	UNPROGRAMMED DRAINAGE	187,041	39,677	50,000
19.41.63125	CAPITAL OUTLAY - MEDIAN IMPROVEMENT	13,406	15,252	-
19.41.63200	SLURRY RESURFACING	109,222	-	-
19.41.63204	BALDHILL IMPROVEMENT	25,988	-	-
19.42.63124	SEMINARY DRAINAGE	23,869	17,337	39,667
Expense Total:		967,230	1,730,105	1,794,582
Fund: 19 - ROAD MAINTENANCE FUND ENDING BALANCE		368,808	159,520	1,626



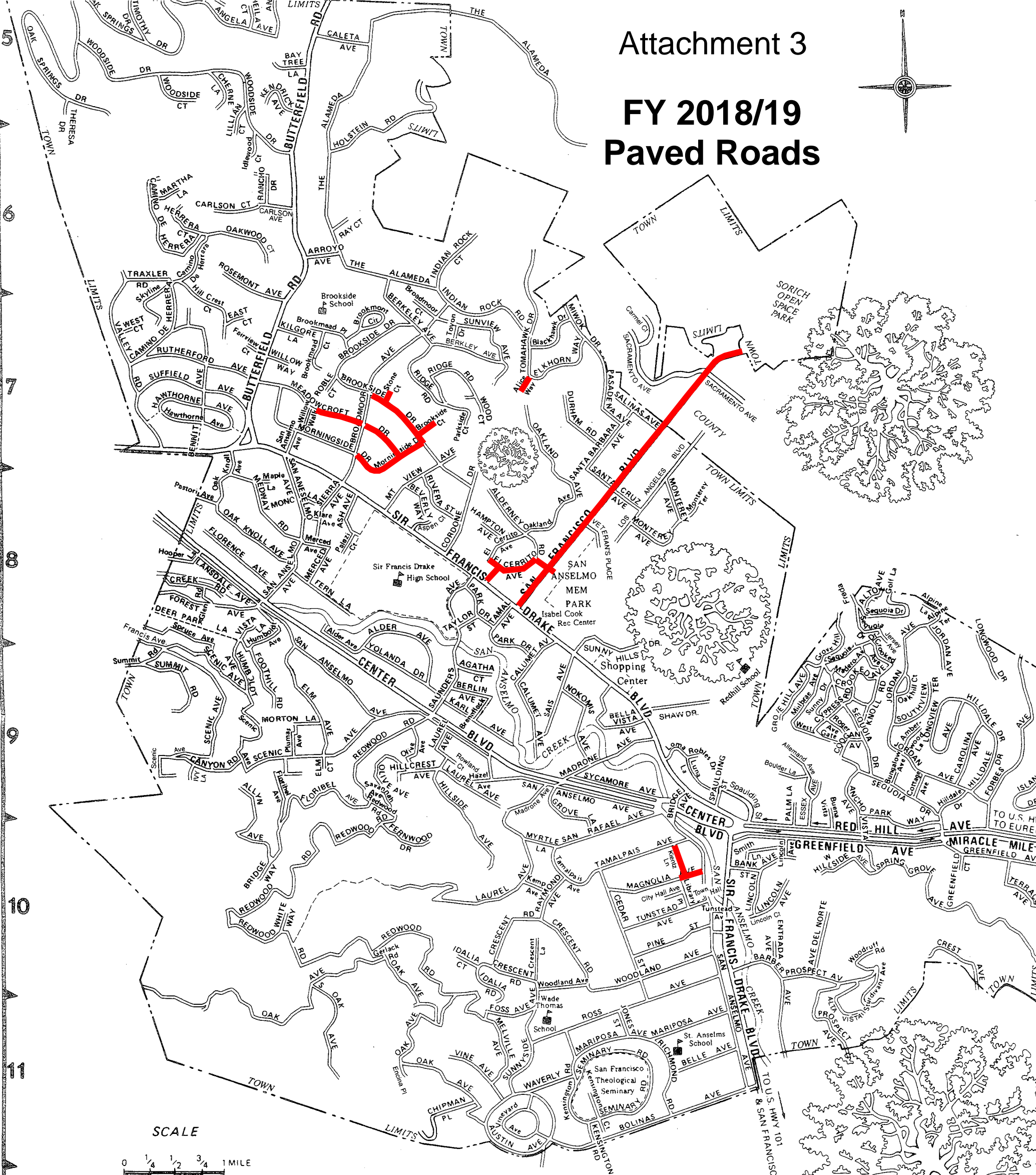
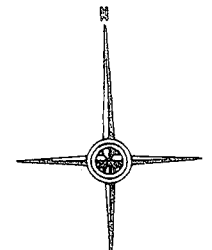
TOWN OF SAN ANSELMO 2018-2019 MEASURE D AND CAPITAL FUNDS SUMMARY

Account Number	Description	2017-2018 Total Activity	2018-2019 Total Activity	2018-2019 Revised Budget
Fund: 10 - CAPITAL RECONSTRUCTION				
Beginning Balance		91,207	67,906	67,906
Revenue				
10.00.49012	OTHER MISC REVENUE	35,000	-	-
10.00.49017	SNACK SHACK REVENUE	5,494	8,434	7,000
10.32.49025	RVFD REIMBURSEMENT	-	10,000	10,000
10.00.51999	TRANSFERS IN	54,000	220,000	220,000
Revenue Total:		94,494	238,434	237,000
Expense				
10.32.61502	REPAIRS	-	-	-
10.32.61505	BLDG. MAINT-HEAT/AIR	15,071	12,364	-
10.32.61506	BLDG. MAINT-OTHER	14,029	285	-
10.32.63100	CAPITAL OUTLAY - FIRE DEPARTMENT	3,445	61,825	90,000
10.41.62906	SUPPLIES-OTHER	3,225	360	-
10.41.63117	CONSTRUCTION - BUILDING IMPROVEMENTS	-	-	-
10.42.61505	BLDG. MAINT-HEAT/AIR	305	-	-
10.42.62906	SUPPLIES-OTHER	870	-	-
10.42.63100	CAPITAL OUTLAY - CONSTRUCTION	54,020	43,117	149,133
10.81.63100	CONSTRUCTION - REDHILL TRAIL	23,734	(295)	7,966
10.81.63200	CONSTRUCTION - MEMORIAL TRAIL	3,096	61,714	54,204
10.82.61150	OUTSIDE SERVICES - SNACK SHACK	-	3,569	-
10.82.62906	SUPPLIES-SNACK SHACK	-	1,769	-
Expense Total:		117,795	184,708	301,303
Fund: 10 - CAPITAL RECONSTRUCTION ENDING BALANCE		67,906	121,632	3,603

Attachment 3

FY 2018/19

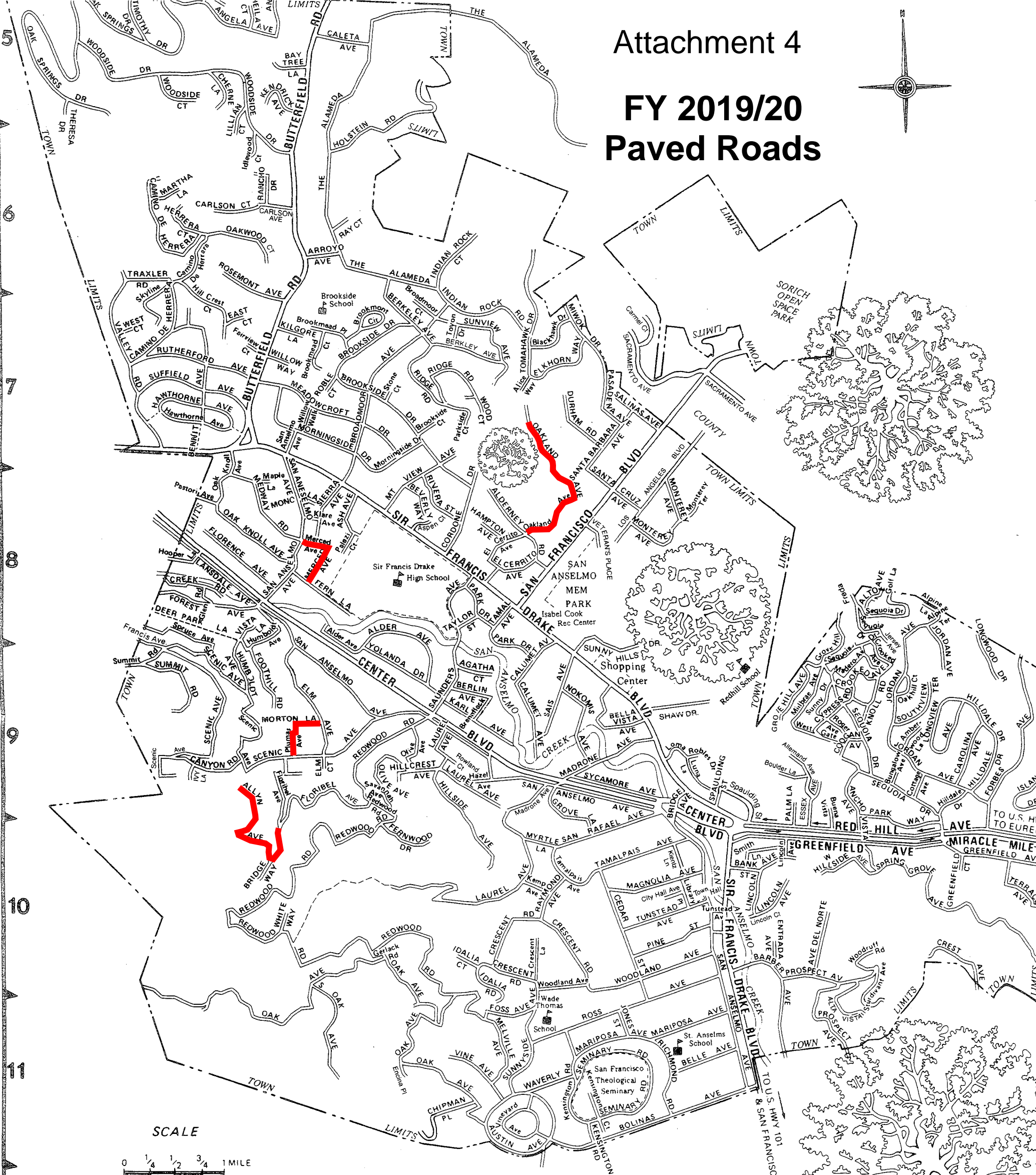
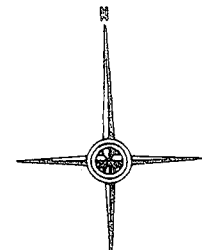
Paved Roads



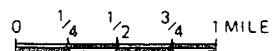
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Attachment 4

FY 2019/20 Paved Roads



SCALE



D E F G H I

Attachment 5

2019 5 Year CIP

Annual Budget \$1.990 million

CIP Project Expense/Year		2019	2020	2021	2022	2023
Road Maintenance						
	Paving	331,032	1,377,063	2,220,200	1,115,230	855,871
	Signals, Ped, bike, EV	35,000	35,000	35,000	35,000	35,000
	Other ADA	10,000		10,000	10,000	10,000
	Unprogrammed Streets	100,000	100,000	100,000	100,000	100,000
Bridges						
	Nokomis	365,000	365,000	1,260,000	2,217,081	2,217,081
	Madrone	381,000	381,000	843,680	2,957,174	2,957,174
	Center		251,190	251,190	251,190	1,541,565
	Bridge		240,505	240,505	240,505	240,505
	BPMP	157,006	157,006	157,006	268,000	268,000
	Total	903,006	1,394,701	2,752,381	5,933,950	7,224,325
Other						
	Storm drain Study	0	0	0	0	0
	Unprogrammed Drains	100,000	100,000	100,000	100,000	100,000
	Project Design Consultants/Staffing	330,000	330,000	330,000	330,000	330,000
	subtotal	1,809,038	3,336,764	5,547,581	7,624,180	8,655,196
Flooding		0	0	0	0	0
Buildings						
	Robson Harrington ADA Bath 2019 and Town Hall Roof in 2020	40,000	250,000	35,000	35,000	35,000
Parks		20,000	20,000	20,000	20,000	50,000
Medians						
	Red Hill Median 2019	1,500,000	20,000	20,000	20,000	20,000
Measure D payback		150,000	150,000	200,000		
Total Expense		3,519,038	3,776,764	5,822,581	7,699,180	8,760,196
Revenue						
	Annual Town Funding*	1,990,000	1,990,000	1,990,000	1,990,000	1,990,000
	Budget Carryover		902,259	382,089	281,713	180,158
	Measure B	100,000			100,000	
Grants						
	SFD			1,151,000		
	Red Hill Median	1,500,000				
	Nokomis	355,000	355,000	1,260,000	2,217,081	2,217,081
	Madrone	337,299	337,299	746,910	2,617,986	2,617,986
	Center Blvd. @ Sycamore	0	222,379	222,379	222,379	1,364,747
	Bridge Avenue	0	212,919	212,919	212,919	212,919
	BPMP	138,997	138,997	138,997	237,260	237,260
	Total Grants	2,331,297	1,266,594	3,732,205	5,507,625	6,649,994
Total Town contribution for grants		71,709	128,107	171,176	426,325	574,331
Total Budget		4,421,297	4,158,853	6,104,294	7,879,338	8,820,152
Ending Balance		902,259	382,089	281,713	180,158	59,956