

**TOWN OF SAN ANSELMO  
STAFF REPORT**

For the meeting of November 12, 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) 2019/2020 Measure D Sales Tax Fund

**RECOMMENDATION:**

That Capital Program Monitoring Committee (CPMC) review the financial report for FY 2019/2020 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 and DISCUSSION:**

At the March 4, 2020 CPMC staff reviewed the approved 5 Year Capital Improvement Plan (CIP) and the Towns various infrastructure (Attachment 1). As can be seen on the 5 Year CIP, FY 2019 had a carryover of \$902,259 into FY 2020 as planned. The actual carryover as shown on Actual Expenditures, Attachment 2, was \$987,617. This carryover was planned to cover the large pavement project on Bolinas Avenue which was just completed this past summer.

Attachment 2 shows 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, as well as local match funding for federally-funded bridge replacement projects. Attachment 3 shows a more detailed listing of revenue and expenses shown in Attachment 2.

Pavement Projects that were completed in FY19/20 included Allyn Avenue, Plumas Avenue, Morton Lane, Merced Avnue, and Oakland Avenue, Attachment 4. In FY20/21 pavement that was just completed included Bolinas Avenue and Meadowcroft, as well as the slurry seal project (Attachment 5).

Respectfully submitted,



Sean Condry, P.E.  
Public Works Director



Scott Schneider, P. E.  
Assistant Public Works Director

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

# Attachment 1

## 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	<b>1,809,038</b>	<b>3,336,764</b>	<b>5,547,581</b>	<b>7,624,180</b>	<b>8,655,196</b>
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		
<b>Total Expense</b>		<b>3,519,038</b>	<b>3,776,764</b>	<b>5,822,581</b>	<b>7,699,180</b>	<b>8,760,196</b>
<b>Revenue</b>						
	Annual Town Funding*	<b>1,990,000</b>	<b>1,990,000</b>	<b>1,990,000</b>	<b>1,990,000</b>	<b>1,990,000</b>
	Budget Carryover		<b>902,259</b>	<b>382,089</b>	<b>281,713</b>	<b>180,158</b>
	Measure B	<b>100,000</b>			<b>100,000</b>	
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
<b>Total Budget</b>		<b>4,421,297</b>	<b>4,158,853</b>	<b>6,104,294</b>	<b>7,879,338</b>	<b>8,820,152</b>
Ending Balance		902,259	382,089	281,713	180,158	59,956

## Attachment 2

	2019-2020 Actuals					
	General Fund	Capital Construction	Grant Fund	Road Fund	Measure D	TOTAL
<b>Beginning Balance</b>	\$ -	\$ 67,906	\$ 18,449	\$ 368,808	\$ 67,501	\$ 522,664
<b>REVENUES</b>						
Gas Tax Fund	288,120					288,120
General Fund	673,341			400,000		1,073,341
Grant Fund						-
Federal			257,310			257,310
State			22,500			22,500
Local			160,550			160,550
Donation			1,606,663			1,606,663
Impact Fees				366,594		366,594
Measure D Sales Tax					948,953	948,953
Other		6,565		1,848		8,413
SB1				237,966		237,966
<b>Total Revenue</b>	<b>961,461</b>	<b>6,565</b>	<b>2,047,023</b>	<b>1,006,408</b>	<b>948,953</b>	<b>4,970,410</b>
<b>EXPENDITURES</b>						
Bicycle and Pedestrian System				35,704		35,704
Bridges			266,273		29,727	296,000
Buildings						-
Drainage				98,992		98,992
Equipment			22,298			22,298
Flood Control						-
Interfund Transfers/Loan Repay						-
LID - Greenfield/Corp Yard						-
Maintenance projects		5,458				5,458
Median Landscape			1,569,750		94,070	1,663,820
Other Grant-Funded Activities						-
Parking						-
Parks			23,545			23,545
Pavement Design			34,505	100	1,292	35,897
Pavement Construction				443,552	474,205	917,757
Project Management				188,506	80,291	268,797
Recycling Programs						-
Retaining Walls						-
Street Division Operation	961,461					961,461
Traffic Circulation						-
Trails		4,994				4,994
Urban Runoff						-
Wayfinding Signage		132,764				132,764
Zero Waste			37,970			37,970
<b>Total Expenditures</b>	<b>961,461</b>	<b>143,216</b>	<b>1,954,341</b>	<b>766,854</b>	<b>679,585</b>	<b>4,505,457</b>
Annual Net	-	(136,651)	92,682	239,554	269,368	464,953
<b>Ending Balance</b>	<b>\$ -</b>	<b>\$ (68,745)</b>	<b>\$ 111,131</b>	<b>\$ 608,362</b>	<b>\$ 336,869</b>	<b>\$ 987,617</b>

# Attachment 3



## TOWN OF SAN ANSELMO 2019-2020 MEASURE D AND CAPITAL FUNDS SUMMARY

Account Number	Description	2018-2019 Total Activity	2019-2020 Total Activity	2019-2020 Revised Budget
<b>Fund: 12 - SALES TAX MEASURE D</b>				
<b>Beginning Balance</b>		<b>67,501</b>	<b>41,409</b>	<b>41,409</b>
<b>Revenue</b>				
<a href="#">12.00.41003</a>	MEASURE D SALES TAX	1,011,996	948,953	925,000
<b>Revenue Total:</b>		<b>1,011,996</b>	<b>948,953</b>	<b>925,000</b>
<b>Expense</b>				
<a href="#">12.41.60000</a>	REGULAR SALARIES	-	74,376	75,155
<a href="#">12.41.60020</a>	OVERTIME	-	129	-
<a href="#">12.41.60100</a>	RETIREMENT	-	6,326	7,045
<a href="#">12.41.60200</a>	BENEFITS	-	14,817	17,740
<a href="#">12.41.60215</a>	CAR ALLOWANCE	-	960	960
<a href="#">12.41.60220</a>	PAYROLL TAXES	-	5,173	6,000
<a href="#">12.41.63100</a>	CAPITAL OUTLAY - CONSTRUCTION	50	-	-
<a href="#">12.41.63101</a>	CAPITAL OUTLAY - PAVING DESIGN	53,246	1,291	80,000
<a href="#">12.41.63103</a>	CAPITAL OUTLAY - DRAINAGE CONSTRUCTION	89,625	-	-
<a href="#">12.41.63107</a>	CAPITAL OUTLAY - PAVING CONSTRUCTION	573,625	280,303	424,571
<a href="#">12.41.63109</a>	UNPROGRAMMED RESURFACING	294,027	172,412	100,000
<a href="#">12.41.63117</a>	CONSTRUCTION - BUILDING IMPROVEMENT	-	-	20,000
<a href="#">12.41.63119</a>	CAPITAL OUTLAY - BRIDGE DESIGN	27,515	29,726	28,000
<a href="#">12.41.63121</a>	ARTERIAL MEDIAN WORK	-	94,070	120,000
<a href="#">12.81.63100</a>	CONSTRUCTION	-	-	20,000
<b>Expense Total:</b>		<b>1,038,088</b>	<b>679,583</b>	<b>899,471</b>
<b>Fund: 12 - SALES TAX MEASURE D ENDING BALANCE</b>		<b>41,409</b>	<b>310,779</b>	<b>66,938</b>



## TOWN OF SAN ANSELMO 2019-2020 MEASURE D AND CAPITAL FUNDS SUMMARY

Account Number	Description	2018-2019 Total Activity	2019-2020 Total Activity	2019-2020 Revised Budget
<b>Fund: 14 - GRANTS FUND</b>				
<b>Beginning Balance</b>		<b>18,449</b>	<b>26,821</b>	<b>26,821</b>
<b>Revenue</b>				
<a href="#">14.00.45009</a>	STATE LIBRARY GRANT	-	22,500	22,500
<a href="#">14.00.45018</a>	STATE RECYCLING GRANT	5,000	-	5,000
<a href="#">14.00.45043</a>	SAFE ROUTES TO SCHOOL:STREET IMPROVEM	101,972	-	-
<a href="#">14.00.45062</a>	CALTRANS NOKOMIS BRIDGE	108,948	96,254	365,000
<a href="#">14.00.45063</a>	CALTRANS MADRONE BRIDGE	100,398	83,612	381,000
<a href="#">14.00.45066</a>	LOW IMPACT DEV GRANT MAGNOLIA PKG	497,836	-	-
<a href="#">14.00.45067</a>	BRIDGE PREVENTIVE MAINTENANCE GRANT	64,475	48,711	139,000
<a href="#">14.00.45069</a>	OBAG GRANT	-	-	35,313
<a href="#">14.00.46003</a>	MISC FEDERAL REVENUE	-	-	160,000
<a href="#">14.00.46004</a>	OBAG GRANT BOLINAS AVE/SFD	-	-	130,000
<a href="#">14.00.47001</a>	TAM SAFE PATHS ALLOCATION	11,123	28,733	346,074
<a href="#">14.00.47006</a>	COUNTY OF MARIN ZERO WASTE GRANT	21,080	21,080	38,000
<a href="#">14.00.47012</a>	TAM LOCAL STREETS MEASURE AA	59,872	135,871	59,872
<a href="#">14.00.47015</a>	TAM LOCAL STREETS MEASURE A	445,487	-	108,416
<a href="#">14.00.47016</a>	TAM LOCAL STREETS MEASURE B	107,141	-	107,141
<a href="#">14.00.47017</a>	COUNTY OF MARIN NOKOMIS BRIDGE	7,422	-	-
<a href="#">14.00.47018</a>	COUNTY OF MARIN MADRONE BRIDGE	22,026	3,599	-
<a href="#">14.00.47019</a>	COUNTY OF MARIN CENTER BRIDGE	46,385	-	-
<a href="#">14.00.47021</a>	TAM MISC REVENUE	23,981	-	-
<a href="#">14.00.49012</a>	OTHER MISC REVENUE	74,338	1,606,663	1,429,604
<b>Revenue Total:</b>		<b>1,697,484</b>	<b>2,047,023</b>	<b>3,326,920</b>
<b>Expense</b>				
<a href="#">14.21.61195</a>	ZERO WASTE GRANT OUTSIDE SERVICES	20,284	36,467	38,000
<a href="#">14.21.62992</a>	ZERO WASTE GRANT SUPPLIES	130	1,502	-
<a href="#">14.41.61101</a>	OUTSIDE SERVICES-PROF FEES	-	-	160,000
<a href="#">14.41.62913</a>	RECYCLING CANS	4,243	-	5,000
<a href="#">14.41.63101</a>	CAPITAL OUTLAY - PAVING DESIGN	11,123	34,505	511,387
<a href="#">14.41.63107</a>	CAPITAL OUTLAY - PAVING CONSTRUCTION	1,300,421	1,569,750	1,705,033
<a href="#">14.41.63119</a>	CAPTIAL OUTLAY - BRIDGE DESIGN	352,911	266,273	885,000
<a href="#">14.71.61140</a>	TECHNOLOGY	-	22,298	22,500
<a href="#">14.81.61150</a>	OUTSIDE SERVICES - OTHER	-	22,407	-
<a href="#">14.81.61701</a>	UTILITIES - ELECTRICITY	-	1,139	-
<b>Expense Total:</b>		<b>1,689,112</b>	<b>1,954,341</b>	<b>3,326,920</b>
<b>Fund: 14 - GRANTS FUND ENDING BALANCE</b>		<b>26,821</b>	<b>119,503</b>	<b>26,821</b>



**TOWN OF SAN ANSELMO  
2019-2020 MEASURE D AND CAPITAL FUNDS SUMMARY**

Account Number	Description	2018-2019 Total Activity	2019-2020 Total Activity	2019-2020 Revised Budget
<b>Fund: 19 - ROAD MAINTENANCE FUND</b>				
<b>Beginning Balance</b>		<b>368,808</b>	<b>159,520</b>	<b>159,520</b>
<b>Revenue</b>				
<a href="#">19.00.44001</a>	INTEREST	2,118	1,848	1,500
<a href="#">19.00.48004</a>	ROAD IMPACT FEE: CONSTRUCT	289,166	302,794	220,000
<a href="#">19.00.48005</a>	ROAD IMPACT FEE: GARB TRUCKS	43,600	63,800	63,800
<a href="#">19.00.49012</a>	OTHER MISC REVENUE	(124)	-	-
<a href="#">19.00.51999</a>	TRANSFERS IN	1,186,057	637,966	628,313
<b>Revenue Total:</b>		<b>1,520,817</b>	<b>1,006,408</b>	<b>913,613</b>
<b>Expense</b>				
<a href="#">19.41.60000</a>	REGULAR SALARIES	201,325	126,757	202,950
<a href="#">19.41.60024</a>	LEAVE BUYOUT	-	15,783	-
<a href="#">19.41.60100</a>	RETIREMENT	18,700	12,676	20,745
<a href="#">19.41.60200</a>	BENEFITS	22,730	17,506	23,055
<a href="#">19.41.60203</a>	CASH BACK	4,380	1,825	4,380
<a href="#">19.41.60215</a>	CAR ALLOWANCE	2,700	450	-
<a href="#">19.41.60220</a>	PAYROLL TAXES	15,366	9,989	15,370
<a href="#">19.41.61101</a>	OUTSIDE SERVICES-PROF FEES	-	-	41,000
<a href="#">19.41.63100</a>	CAPITAL OUTLAY - CONSTRUCTION	107,460	24,498	66,000
<a href="#">19.41.63101</a>	CAPITAL OUTLAY - PAVING DESIGN	27,417	100	32,000
<a href="#">19.41.63107</a>	CAPITAL OUTLAY - PAVING CONSTRUCTION	1,257,171	436,289	340,000
<a href="#">19.41.63109</a>	UNPROGRAMMED RESURFACING	590	-	-
<a href="#">19.41.63113</a>	UNPROGRAMMED DRAINAGE	39,677	119,087	150,000
<a href="#">19.41.63125</a>	CAPITAL OUTLAY - MEDIAN IMPROVEMENT	15,252	-	-
<a href="#">19.42.63124</a>	SEMINARY DRAINAGE	17,337	1,895	9,000
<b>Expense Total:</b>		<b>1,730,105</b>	<b>766,855</b>	<b>904,500</b>
<b>Fund: 19 - ROAD MAINTENANCE FUND ENDING BALANCE</b>		<b>159,520</b>	<b>399,073</b>	<b>168,633</b>



## TOWN OF SAN ANSELMO 2019-2020 MEASURE D AND CAPITAL FUNDS SUMMARY

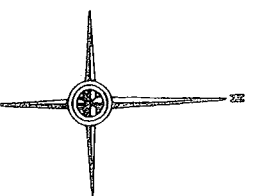
Account Number	Description	2018-2019 Total Activity	2019-2020 Total Activity	2019-2020 Revised Budget
<b>Fund: 10 - CAPITAL RECONSTRUCTION</b>				
<b>Beginning Balance</b>		<b>67,906</b>	<b>121,632</b>	<b>121,632</b>
<b>Revenue</b>				
<a href="#">10.00.49012</a>	OTHER MISC REVENUE	-	6,565	10,000
<a href="#">10.00.49017</a>	SNACK SHACK REVENUE	8,434	-	4,000
<a href="#">10.32.49025</a>	RVFD REIMBURSEMENT	10,000	-	-
<a href="#">10.00.51999</a>	TRANSFERS IN	220,000	-	-
<b>Revenue Total:</b>		<b>238,434</b>	<b>6,565</b>	<b>14,000</b>
<b>Expense</b>				
<a href="#">10.32.61505</a>	BLDG. MAINT-HEAT/AIR	12,364	530	-
<a href="#">10.32.61506</a>	BLDG. MAINT-OTHER	285	225	-
<a href="#">10.32.63100</a>	CAPITAL OUTLAY - FIRE DEPARTMENT	61,825	3,087	10,000
<a href="#">10.41.62906</a>	SUPPLIES-OTHER	360	-	-
<a href="#">10.41.63117</a>	CONSTRUCTION - BUILDING IMPROVEMENTS	-	-	10,000
<a href="#">10.42.63100</a>	CAPITAL OUTLAY - CONSTRUCTION	43,117	132,764	100,000
<a href="#">10.81.63100</a>	CONSTRUCTION - REDHILL TRAIL	(295)	-	-
<a href="#">10.81.63200</a>	CONSTRUCTION - MEMORIAL TRAIL	61,714	4,994	4,331
<a href="#">10.82.61150</a>	OUTSIDE SERVICES - SNACK SHACK	3,569	1,145	-
<a href="#">10.82.62906</a>	SUPPLIES-SNACK SHACK	1,769	471	-
<b>Expense Total:</b>		<b>184,708</b>	<b>143,216</b>	<b>124,331</b>
<b>Fund: 10 - CAPITAL RECONSTRUCTION ENDING BALANCE</b>		<b>121,632</b>	<b>(15,019)</b>	<b>11,301</b>



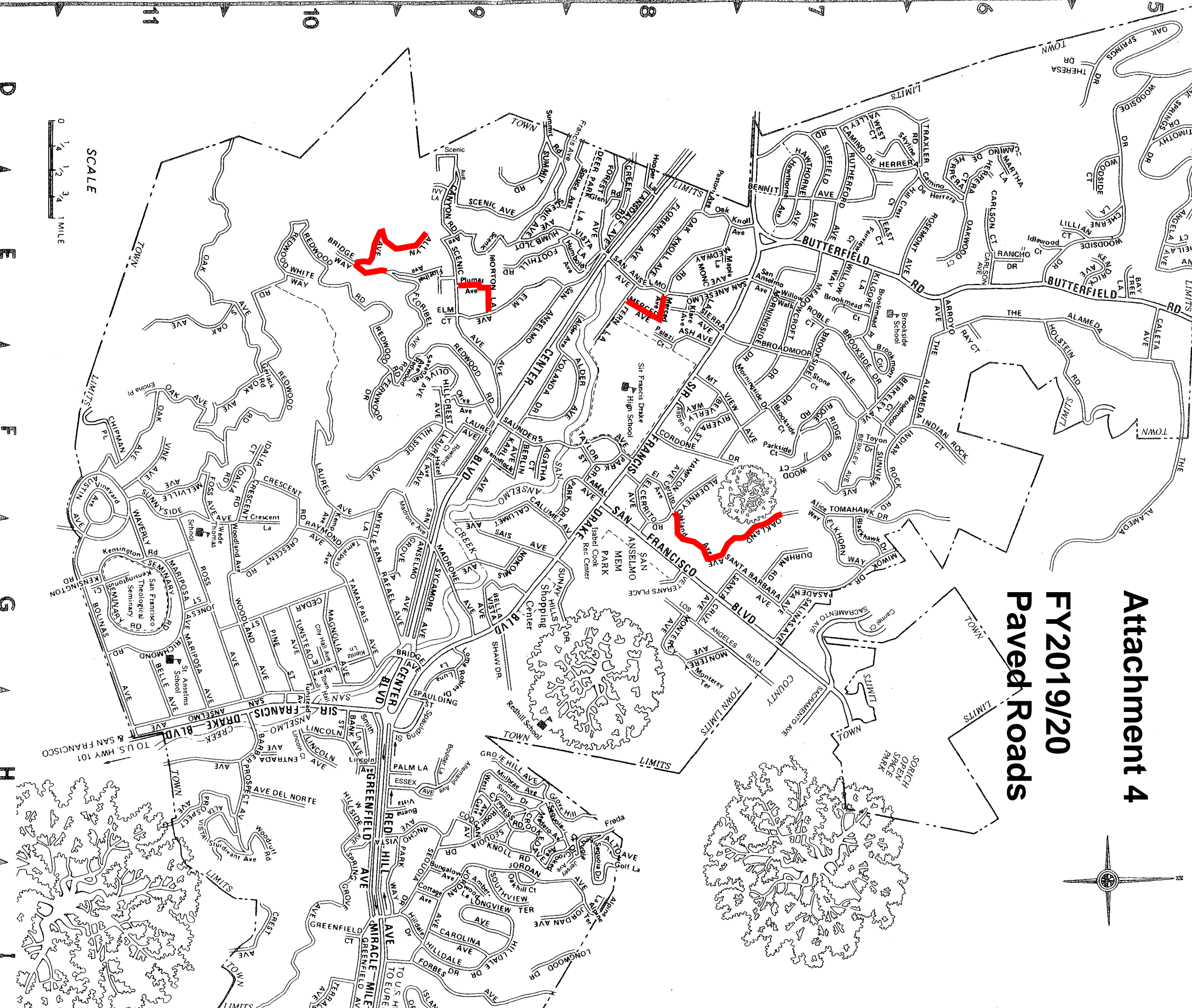
# Attachment 4

## FY2019/20

### Paved Roads



SCALE  
0 1/4 1/2 3/4 1 MILE



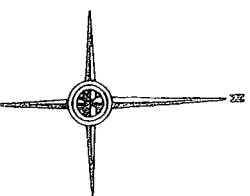
# Attachment 5

## FY2020/21

### Paved Roads

 Pavement

 Slurry Seal



SCALE  
0 1/4 1/2 3/4 1 MILE

