

**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	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				1,151,000		
	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

Attachment 2

	2019-2020 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 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
Total Revenue	961,461	6,565	2,047,023	1,006,408	948,953	4,970,410
EXPENDITURES						
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
Total Expenditures	961,461	143,216	1,954,341	766,854	679,585	4,505,457
Annual Net	-	(136,651)	92,682	239,554	269,368	464,953
Ending Balance	\$ -	\$ (68,745)	\$ 111,131	\$ 608,362	\$ 336,869	\$ 987,617

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



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



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



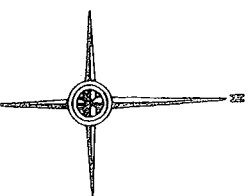
TOWN OF SAN ANSELMO 2019-2020 MEASURE D AND CAPITAL FUNDS SUMMARY

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

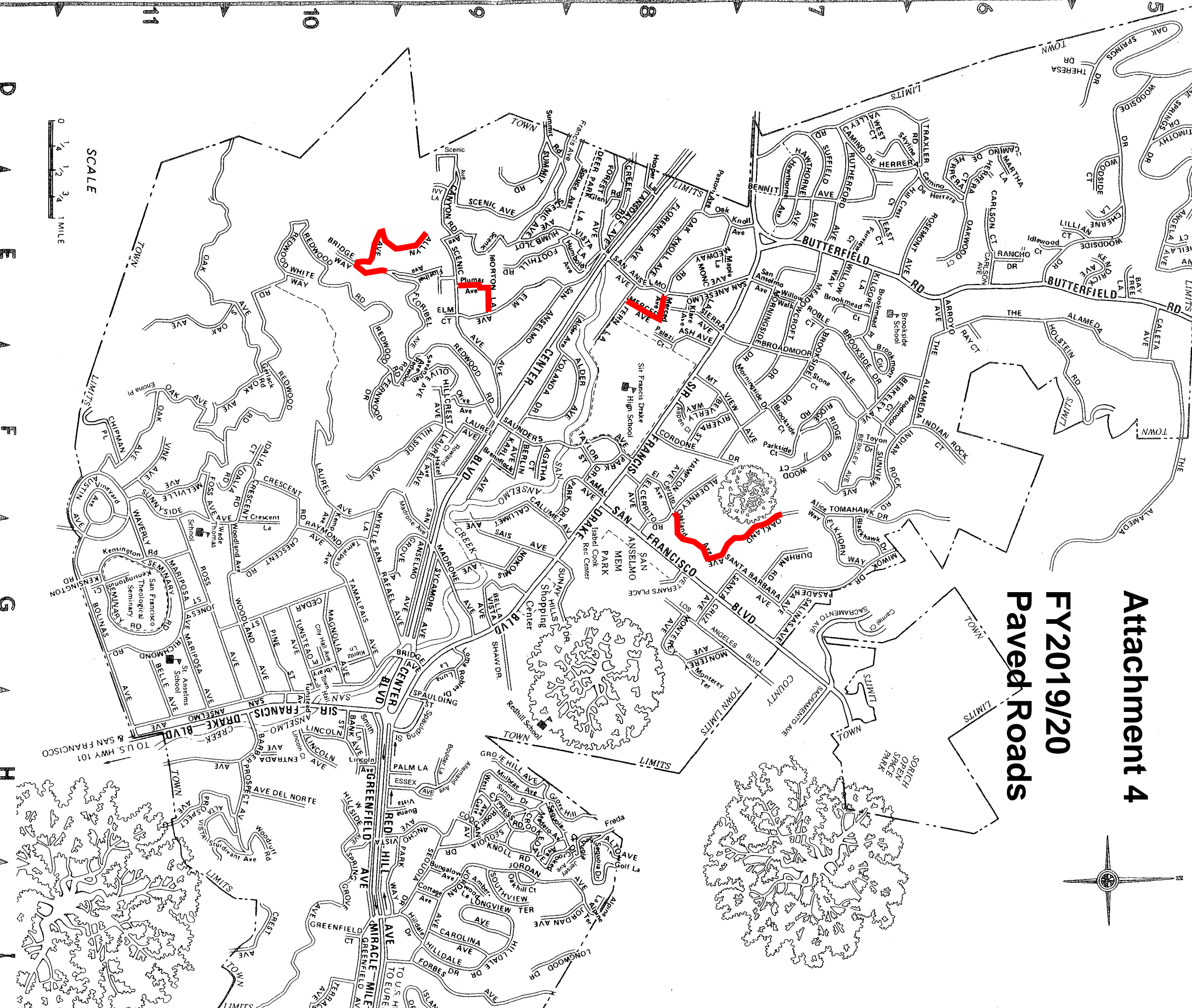
Attachment 4

FY2019/20

Paved Roads



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



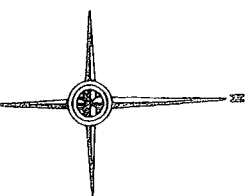
Attachment 5

FY2020/21

Paved Roads

 Pavement

 Slurry Seal



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

