

MEETING AGENDA
TOWN OF CORTE MADERA
SALES TAX CITIZENS OVERSIGHT COMMITTEE

Tuesday, July 19, 2016

4:00 P.M.

Corte Madera Town Hall Council Chambers
300 Tamalpais Drive, Corte Madera, CA 94925

1. CALL TO ORDER
2. OPEN TIME FOR PUBLIC REGARDING NON-AGENDA ITEMS *(Anyone wishing to speak on non-agenda items will be recognized at this time. These items can legally have no action as they are not on the agenda. There is a three minute time limit)*
3. GENERAL BUSINESS *(Anyone wishing to speak on agenda items will be recognized after the Committee has concluded their initial discussions. There is a three minute time limit for public comment per item)*
 - A. REVIEW AND DISCUSSION OF THE SALES TAX OVERRIDE REPORT OF EXPENDITURES AND ENCUMBRANCES TO DATE

The Committee will review the Report of Expenditures draft annual report provided and either approve or provide direction to staff regarding updates to the proposed report.
Attachments: 3.A.1 Report of expenditures/encumbrances to date for FY 2015-2016 (July 1, 2015-June 30, 2016 & Accounts Payable through July 12th)
3.A.2 FY 2016-2017 (July 1, 2016-July 12, 2016)
 - B. DISCUSSION OF TIMELINE FOR PREPARATION OF THE FISCAL YEAR 2015-2016 REPORT ON THE REVENUE AND EXPENDITURES OF THE TRANSACTIONS AND USE TAX

The Committee will discuss the timeline for preparation of the draft annual report.
 - C. APPROVAL OF MINUTES OF NOVEMBER 18, 2015 MEETING

Attachment: 3.C.1 Draft Minutes of November 18, 2015 meeting
4. DISCUSS NEXT MEETING DATE AND ADJOURN

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at 415-927-5086. For auxiliary aids or services or other reasonable accommodations to be provided by the Town at or before the meeting please notify the Town Clerk at least 3 business days (the Thursday before the meeting) in advance of the meeting date. If the town does not receive timely notification of your reasonable request, the town may not be able to make the necessary arrangements by the time of the meeting.

FY 15-16

120 000	CORTE MADERA SALES TAX OVERRIDE CAPITAL PROJECTS	Original Budget	Adjusted Budget	Monthly Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Prct Used	Remaining Balance
120-003	CASA BUENA STREET IMPROVE 15-021							
120-003-3000	PRIVATE CONTRACTUAL SERVICES							
120-003-3400	MISC. PROF. & SPECIALIZED SRV.	50,000	50,000	0.00	0.00	0.00	0.00	50,000.00
Total	PRIVATE CONTRACTUAL SERVICES	50,000	50,000	0.00	0.00	0.00	0.00	50,000.00
Total	CASA BUENA STREET IMPROVE 15-02'	50,000	50,000	0.00	0.00	0.00	0.00	50,000.00
120-004	HIGH CANAL BRIDGE PATH 14-003							
120-004-3000	PRIVATE CONTRACTUAL SERVICES							
120-004-3400	MISC. PROF. & SPECIALIZED SRV.	30,000	30,000	0.00	0.00	0.00	0.00	30,000.00
Total	PRIVATE CONTRACTUAL SERVICES	30,000	30,000	0.00	0.00	0.00	0.00	30,000.00
Total	HIGH CANAL BRIDGE PATH 14-003	30,000	30,000	0.00	0.00	0.00	0.00	30,000.00
120-007	PEDESTRIAN CROSSINGTIMING 15-019							
120-007-3000	PRIVATE CONTRACTUAL SERVICES							
120-007-3400	MISC. PROF. & SPECIALIZED SRV.	6,000	6,000	0.00	0.00	0.00	0.00	6,000.00
120-007-3401	D C ELECTRIC GROUP, INC.	0	0	0.00	5,000.00	0.00	0.00	-5,000.00
Total	PRIVATE CONTRACTUAL SERVICES	6,000	6,000	0.00	5,000.00	0.00	83.33	1,000.00
Total	PEDESTRIAN CROSSINGTIMING 15-019	6,000	6,000	0.00	5,000.00	0.00	83.33	1,000.00
120-008	PARADISE/GOLDENHIND TURN 15-006							
120-008-3000	PRIVATE CONTRACTUAL SERVICES							
120-008-3400	MISC. PROF. & SPECIALIZED SRV.	110,000	110,000	0.00	0.00	0.00	0.00	110,000.00
120-008-3401	NERVIANI PAVING, INC.	0	0	0.00	24,000.00	0.00	0.00	-24,000.00
120-008-3402	PARISI TRANS CONSULTING	0	0	0.00	1,856.23	0.00	0.00	-1,856.23
120-008-3403	D C ELECTRIC GROUP, INC.	0	0	0.00	13,975.00	0.00	0.00	-13,975.00
120-008-3404	FINE LINE STRIPING, INC.	0	0	0.00	11,395.00	0.00	0.00	-11,395.00
Total	PRIVATE CONTRACTUAL SERVICES	110,000	110,000	0.00	51,226.23	0.00	46.57	58,773.77
Total	PARADISE/GOLDENHIND TURN 15-006	110,000	110,000	0.00	51,226.23	0.00	46.57	58,773.77
120-009	PARADISE/PRINCE ROYAL CROSS 15-024							
120-009-3000	PRIVATE CONTRACTUAL SERVICES							
120-009-3400	MISC. PROF. & SPECIALIZED SRV.	30,000	30,000	0.00	0.00	0.00	0.00	30,000.00
Total	PRIVATE CONTRACTUAL SERVICES	30,000	30,000	0.00	0.00	0.00	0.00	30,000.00
Total	PARADISE/PRINCE ROYAL CROSS 15-0	30,000	30,000	0.00	0.00	0.00	0.00	30,000.00
120-012	PAVE MANAGE PLAN FORE SCH 15-027							
120-012-3000	PRIVATE CONTRACTUAL SERVICES							
120-012-3400	MISC. PROF. & SPECIALIZED SRV.	4,000	0	0.00	0.00	0.00	0.00	0.00
Total	PRIVATE CONTRACTUAL SERVICES	4,000	0	0.00	0.00	0.00	0.00	0.00

ATTACHMENT 3.A.1
FY 2015-2016

Expenditure Status Report
TOWN OF CORTE MADERA
6/1/2016 through 6/30/2016

Account Number	Description	Original Budget	Adjusted Budget	Monthly Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Prct Used	Remaining Balance
120 000	CORTE MADERA SALES TAX OVERRIDE CAPITAL PROJECTS							
Total	PAVE MANAGE PLAN FORE SCH 15-027	4,000	0	0.00	0.00		0.00	
120-013	PAVE MANAGE PLAN UPDATE 16-002							
120-013-3000	PRIVATE CONTRACTUAL SERVICES							
120-013-3400	MISC. PROF. & SPECIALIZED SRV.	0	4,000	0.00	0.00	0.00	0.00	4,000.00
120-013-3401	METROPOLITAN TRANS COMMISSION	0	0	0.00	3,000.00	0.00	0.00	-3,000.00
Total	PRIVATE CONTRACTUAL SERVICES	0	4,000	0.00	3,000.00	0.00	75.00	1,000.00
Total	PAVE MANAGE PLAN UPDATE 16-002	0	4,000	0.00	3,000.00	0.00	75.00	1,000.00
120-014	PUSH BUTTON LED PED SIGN 15-019							
120-014-3000	PRIVATE CONTRACTUAL SERVICES							
120-014-3400	MISC. PROF. & SPECIALIZED SRV.	13,300	13,300	0.00	0.00	0.00	0.00	13,300.00
120-014-3401	D C ELECTRIC GROUP, INC.	0	0	0.00	13,800.00	0.00	0.00	-13,800.00
Total	PRIVATE CONTRACTUAL SERVICES	13,300	13,300	0.00	13,800.00	0.00	103.76	-500.00
Total	PUSH BUTTON LED PED SIGN 15-019	13,300	13,300	0.00	13,800.00	0.00	103.76	-500.00
120-015	PARADISE/EL CAMINO/SEAWOLF 15-019							
120-015-3000	PRIVATE CONTRACTUAL SERVICES							
120-015-3400	MISC. PROF. & SPECIALIZED SRV.	10,000	10,000	0.00	0.00	0.00	0.00	10,000.00
120-015-3401	D C ELECTRIC GROUP, INC.	0	0	0.00	10,000.00	0.00	0.00	-10,000.00
Total	PRIVATE CONTRACTUAL SERVICES	10,000	10,000	0.00	10,000.00	0.00	100.00	0.00
Total	PARADISE/EL CAMINO/SEAWOLF 15-01	10,000	10,000	0.00	10,000.00	0.00	100.00	0.00
120-016	TAMALPAIS/SANFORD TRAFFIC 15-015							
120-016-3000	PRIVATE CONTRACTUAL SERVICES							
120-016-3400	MISC. PROF. & SPECIALIZED SRV.	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00
Total	PRIVATE CONTRACTUAL SERVICES	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00
Total	TAMALPAIS/SANFORD TRAFFIC 15-015	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00
120-017	TAMALPAIS PED CROSS ENHAN 15-003							
120-017-3000	PRIVATE CONTRACTUAL SERVICES							
120-017-3400	MISC. PROF. & SPECIALIZED SRV.	30,000	30,000	0.00	0.00	0.00	0.00	30,000.00
120-017-3401	PARISI TRANS CONSULTING	0	0	2,513.75	5,206.80	2,132.50	0.00	-7,339.30
120-017-3402	COASTLAND CIVIL ENGINEERING, INC.	0	0	0.00	0.00	30,000.00	0.00	-30,000.00
Total	PRIVATE CONTRACTUAL SERVICES	30,000	30,000	2,513.75	5,206.80	32,132.50	124.46	-7,339.30
Total	TAMALPAIS PED CROSS ENHAN 15-003	30,000	30,000	2,513.75	5,206.80	32,132.50	124.46	-7,339.30
120-018	AQMD BIKE RACK INSTALL 15-030							
120-018-3000	PRIVATE CONTRACTUAL SERVICES							
120-018-3400	MISC. PROF. & SPECIALIZED SRV.	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00
Total	PRIVATE CONTRACTUAL SERVICES	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00

Expenditure Status Report
TOWN OF CORTE MADERA
6/1/2016 through 6/30/2016

120 000		CORTE MADERA SALES TAX OVERRIDE CAPITAL PROJECTS							
Account Number	Description	Original Budget	Adjusted Budget	Monthly Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Prct Used	Remaining Balance	
Total	AQMD BIKE RACK INSTALL 15-030	20,000	20,000	0.00	0.00				
120-019	CAP PROJ DEVELOP/REVIEW 15-028								
120-019-3000	PRIVATE CONTRACTUAL SERVICES								
120-019-3400	MISC. PROF. & SPECIALIZED SRV.	75,000	75,000	0.00	0.00	0.00	0.00	75,000.00	
120-019-3401	TAMAL VISTA BIKE LANE	0	0	0.00	5,102.16	0.00	0.00	-5,102.16	
120-019-3402	ABAG GRANT APPLICATION ASSIST	0	0	7,447.50	7,447.50	0.00	0.00	-7,447.50	
Total	PRIVATE CONTRACTUAL SERVICES	75,000	75,000	7,447.50	12,549.66	0.00	16.73	62,450.34	
Total	CAP PROJ DEVELOP/REVIEW 15-028	75,000	75,000	7,447.50	12,549.66	0.00	16.73	62,450.34	
Total	CAPITAL PROJECTS	398,300	398,300	9,961.25	100,782.69	32,132.50	33.37	265,384.81	

Expenditure Status Report
TOWN OF CORTE MADERA
6/1/2016 through 6/30/2016

120 300		CORTE MADERA SALES TAX OVERRIDE CAPITAL PROJECTS							
Account Number	Description	Original Budget	Adjusted Budget	Monthly Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Prct Used	Remaining Balance	
120-313	FIRE SUPPRESSION								
120-313-7000	CAPITAL EQUIPMENT								
120-313-7041	REPLACE 1999 PIERCE PUMPER-E14R	425,000	425,000	0.00	399,950.83	0.00	94.11	25,049.17	
120-313-7101	REPL 2006 FORD EXPEDITION-BC14	55,000	55,000	1,375.50	54,169.77	0.00	98.49	830.23	
Total	CAPITAL EQUIPMENT	480,000	480,000	1,375.50	454,120.60	0.00	94.61	25,879.40	
Total	FIRE SUPPRESSION	480,000	480,000	1,375.50	454,120.60	0.00	94.61	25,879.40	
Total	CAPITAL PROJECTS	480,000	480,000	1,375.50	454,120.60	0.00	94.61	25,879.40	

Expenditure Status Report
TOWN OF CORTE MADERA
 6/1/2016 through 6/30/2016

120 400		CORTE MADERA SALES TAX OVERRIDE CAPITAL PROJECTS							
Account Number	Description	Original Budget	Adjusted Budget	Monthly Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Prct Used	Remaining Balance	
120-411	DISASTER PREPAREDNESS								
120-411-3000	PRIVATE CONTRACTUAL SERVICES								
120-411-3400	MISC. PROF. & SPECIALIZED SRV.	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00	
Total	PRIVATE CONTRACTUAL SERVICES	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00	
Total	DISASTER PREPAREDNESS	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00	
Total	CAPITAL PROJECTS	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00	

Expenditure Status Report
TOWN OF CORTE MADERA
6/1/2016 through 6/30/2016

120 500		CORTE MADERA SALES TAX OVERRIDE CAPITAL PROJECTS						
Account Number	Description	Original Budget	Adjusted Budget	Monthly Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Prct Used	Remaining Balance
120-502	ROBIN DR GATE REPLACE 15-802							
120-502-3000	PRIVATE CONTRACTUAL SERVICES							
120-502-3400	MISC. PROF. & SPECIALIZED SRV.	25,000	25,000	0.00	0.00	0.00	0.00	25,000.00
120-502-3401	WATERMAN INDUSTRIES LLC	0	0	2,154.45	2,154.45	0.00	0.00	-2,154.45
120-502-3402	BOBCAT-REPLACE 30" FLAP GATE	0	0	18,500.00	18,500.00	0.00	0.00	-18,500.00
Total	PRIVATE CONTRACTUAL SERVICES	25,000	25,000	20,654.45	20,654.45	0.00	82.62	4,345.55
Total	ROBIN DR GATE REPLACE 15-802	25,000	25,000	20,654.45	20,654.45	0.00	82.62	4,345.55
120-503	PUMP STATION LIGHTING 15-803							
120-503-3000	PRIVATE CONTRACTUAL SERVICES							
120-503-3400	MISC. PROF. & SPECIALIZED SRV.	7,000	7,000	0.00	0.00	0.00	0.00	7,000.00
120-503-3401	JOHNSON ELECTRICAL	0	0	0.00	9,382.43	0.00	0.00	-9,382.43
Total	PRIVATE CONTRACTUAL SERVICES	7,000	7,000	0.00	9,382.43	0.00	134.03	-2,382.43
Total	PUMP STATION LIGHTING 15-803	7,000	7,000	0.00	9,382.43	0.00	134.03	-2,382.43
Total	CAPITAL PROJECTS	32,000	32,000	20,654.45	30,036.88	0.00	93.87	1,963.12

Expenditure Status Report
TOWN OF CORTE MADERA
6/1/2016 through 6/30/2016

120 600		CORTE MADERA SALES TAX OVERRIDE CAPITAL PROJECTS							
Account Number	Description	Original Budget	Adjusted Budget	Monthly Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Prct Used	Remaining Balance	
120-601	TAMALPAIS/PIXLEY ST LIGHT 15-804								
120-601-3000	PRIVATE CONTRACTUAL SERVICES								
120-601-3400	MISC. PROF. & SPECIALIZED SRV.	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00	
120-601-3401	D C ELECTRIC GROUP, INC.	0	0	0.00	0.00	15,000.00	0.00	-15,000.00	
Total	PRIVATE CONTRACTUAL SERVICES	20,000	20,000	0.00	0.00	15,000.00	75.00	5,000.00	
Total	TAMALPAIS/PIXLEY ST LIGHT 15-804	20,000	20,000	0.00	0.00	15,000.00	75.00	5,000.00	
Total	CAPITAL PROJECTS	20,000	20,000	0.00	0.00	15,000.00	75.00	5,000.00	

Expenditure Status Report
TOWN OF CORTE MADERA
6/1/2016 through 6/30/2016

Account Number	Description	Original Budget	Adjusted Budget	Monthly Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Prct Used	Remaining Balance
120 700	CORTE MADERA SALES TAX OVERRIDE CAPITAL PROJECTS							
120-733	FLOOD CONTROL/STORM DRAIN MAINT							
120-733-7000	CAPITAL EQUIPMENT							
120-733-7855	SHOREBIRD #1 PUMP-FP-6	60,000	60,000	0.00	0.00	0.00	0.00	60,000.00
120-733-7859	MARINA VILLAGE #2 PUMP-FP-10	100,000	100,000	6,810.00	27,388.62	0.00	27.39	72,611.38
120-733-7863	BLACK KETTLE #3 PUMP-FP-14	110,000	110,000	4,130.00	4,130.00	0.00	3.75	105,870.00
120-733-7866	SAN CLEMENTE #3 PUMP-FP-17	75,000	75,000	0.00	0.00	0.00	0.00	75,000.00
120-733-7870	HIGH CANAL #2 PUMP-FP-21	100,000	100,000	0.00	0.00	0.00	0.00	100,000.00
120-733-7915	ROBIN DRIVE-FG-36	15,000	15,000	0.00	0.00	0.00	0.00	15,000.00
Total	CAPITAL EQUIPMENT	460,000	460,000	10,940.00	31,518.62	0.00	6.85	428,481.38
Total	FLOOD CONTROL/STORM DRAIN MAIN	460,000	460,000	10,940.00	31,518.62	0.00	6.85	428,481.38
120-734	PARK & LANDSCAPING MAINT							
120-734-7000	CAPITAL EQUIPMENT							
120-734-7161	REPL 1998 GMC 1/2 TON EXT CAB-S-19	40,000	40,000	0.00	524.25	33,764.85	85.72	5,710.90
120-734-7581	REPL 2001 DODGE 2500 W/LIFT-S-54	45,000	45,000	0.00	35,460.89	0.00	78.80	9,539.11
120-734-7601	REPL 1998 CUSHMAN TRUCKSTER-L-5I	20,000	20,000	0.00	19,486.59	0.00	97.43	513.41
Total	CAPITAL EQUIPMENT	105,000	105,000	0.00	55,471.73	33,764.85	84.99	15,763.42
Total	PARK & LANDSCAPING MAINT	105,000	105,000	0.00	55,471.73	33,764.85	84.99	15,763.42
120-736	STREET MAINTENANCE							
120-736-7000	CAPITAL EQUIPMENT							
120-736-7171	REPL 2001 DODGE 2500 W/LIFT-S-4	40,000	40,000	0.00	0.00	33,140.28	82.85	6,859.72
120-736-7181	REPL 2001 DODGE 2500 W/LIFT-S-9	45,000	45,000	0.00	0.00	30,837.11	68.53	14,162.89
Total	CAPITAL EQUIPMENT	85,000	85,000	0.00	0.00	63,977.39	75.27	21,022.61
Total	STREET MAINTENANCE	85,000	85,000	0.00	0.00	63,977.39	75.27	21,022.61
120-738	STREET SWEEPING							
120-738-7000	CAPITAL EQUIPMENT							
120-738-7492	REPLACE 2007 TYMCO SWEEPER	200,000	200,000	0.00	257,236.73	0.00	128.62	-57,236.73
Total	CAPITAL EQUIPMENT	200,000	200,000	0.00	257,236.73	0.00	128.62	-57,236.73
Total	STREET SWEEPING	200,000	200,000	0.00	257,236.73	0.00	128.62	-57,236.73
Total	CAPITAL PROJECTS	850,000	850,000	10,940.00	344,227.08	97,742.24	52.00	408,030.68
Total	CORTE MADERA SALES TAX OVERRIDE	1,800,300	1,800,300	42,931.20	929,167.25	144,874.74	59.66	726,258.01

Expenditure Status Report
TOWN OF CORTE MADERA
7/1/2016 through 7/31/2016

FY 16-17

120 000		CORTE MADERA SALES TAX OVERRIDE CAPITAL PROJECTS							
Account Number	Description	Original Budget	Adjusted Budget	Monthly Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Prct Used	Remaining Balance	
120-003	CASA BUENA STREET IMPROVE 15-021								
120-003-3000	PRIVATE CONTRACTUAL SERVICES								
120-003-3400	MISC. PROF. & SPECIALIZED SRV.	100,000	100,000	0.00	0.00	0.00	0.00	100,000.00	
Total	PRIVATE CONTRACTUAL SERVICES	100,000	100,000	0.00	0.00	0.00	0.00	100,000.00	
Total	CASA BUENA STREET IMPROVE 15-021	100,000	100,000	0.00	0.00	0.00	0.00	100,000.00	
120-005	MADERA/TAMAL VISTA ROUND 15-011								
120-005-3000	PRIVATE CONTRACTUAL SERVICES								
120-005-3400	MISC. PROF. & SPECIALIZED SRV.	250,000	250,000	0.00	0.00	0.00	0.00	250,000.00	
Total	PRIVATE CONTRACTUAL SERVICES	250,000	250,000	0.00	0.00	0.00	0.00	250,000.00	
Total	MADERA/TAMAL VISTA ROUND 15-011	250,000	250,000	0.00	0.00	0.00	0.00	250,000.00	
120-006	CENTRAL MARIN BIKEWAY 15-301								
120-006-3000	PRIVATE CONTRACTUAL SERVICES								
120-006-3400	MISC. PROF. & SPECIALIZED SRV.	400,000	400,000	0.00	0.00	0.00	0.00	400,000.00	
Total	PRIVATE CONTRACTUAL SERVICES	400,000	400,000	0.00	0.00	0.00	0.00	400,000.00	
Total	CENTRAL MARIN BIKEWAY 15-301	400,000	400,000	0.00	0.00	0.00	0.00	400,000.00	
120-010	PARADISE DR BIKEWAY 15-025								
120-010-3000	PRIVATE CONTRACTUAL SERVICES								
120-010-3400	MISC. PROF. & SPECIALIZED SRV.	200,000	200,000	0.00	0.00	0.00	0.00	200,000.00	
Total	PRIVATE CONTRACTUAL SERVICES	200,000	200,000	0.00	0.00	0.00	0.00	200,000.00	
Total	PARADISE DR BIKEWAY 15-025	200,000	200,000	0.00	0.00	0.00	0.00	200,000.00	
120-011	PARADISE DR SIDEWALK 15-007								
120-011-3000	PRIVATE CONTRACTUAL SERVICES								
120-011-3400	MISC. PROF. & SPECIALIZED SRV.	372,000	372,000	0.00	0.00	0.00	0.00	372,000.00	
Total	PRIVATE CONTRACTUAL SERVICES	372,000	372,000	0.00	0.00	0.00	0.00	372,000.00	
Total	PARADISE DR SIDEWALK 15-007	372,000	372,000	0.00	0.00	0.00	0.00	372,000.00	
120-012	PAVE MANAGE PLAN FORE SCH 15-027								
120-012-3000	PRIVATE CONTRACTUAL SERVICES								
120-012-3400	MISC. PROF. & SPECIALIZED SRV.	0	0	0.00	0.00	0.00	0.00	0.00	
Total	PRIVATE CONTRACTUAL SERVICES	0	0	0.00	0.00	0.00	0.00	0.00	
Total	PAVE MANAGE PLAN FORE SCH 15-027	0	0	0.00	0.00	0.00	0.00	0.00	
120-013	PAVE MANAGE PLAN UPDATE 16-002								
120-013-3000	PRIVATE CONTRACTUAL SERVICES								
120-013-3400	MISC. PROF. & SPECIALIZED SRV.	4,000	4,000	0.00	0.00	0.00	0.00	4,000.00	
120-013-3401	METROPOLITAN TRANS COMMISSION	0	0	0.00	0.00	0.00	0.00	0.00	

Expenditure Status Report
TOWN OF CORTE MADERA
7/1/2016 through 7/31/2016

120 000		CORTE MADERA SALES TAX OVERRIDE CAPITAL PROJECTS						
Account Number	Description	Original Budget	Adjusted Budget	Monthly Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Prct Used	Remaining Balance
Total	PRIVATE CONTRACTUAL SERVICES	4,000	4,000	0.00	0.00			
Total	PAVE MANAGE PLAN UPDATE 16-002	4,000	4,000	0.00	0.00	0.00	0.00	4,000.00
120-014	PUSH BUTTON LED PED SIGN 15-019							
120-014-3000	PRIVATE CONTRACTUAL SERVICES							
120-014-3400	MISC. PROF. & SPECIALIZED SRV.	3,500	3,500	0.00	0.00	0.00	0.00	3,500.00
Total	PRIVATE CONTRACTUAL SERVICES	3,500	3,500	0.00	0.00	0.00	0.00	3,500.00
Total	PUSH BUTTON LED PED SIGN 15-019	3,500	3,500	0.00	0.00	0.00	0.00	3,500.00
120-016	TAMALPAIS/SANFORD TRAFFIC 15-015							
120-016-3000	PRIVATE CONTRACTUAL SERVICES							
120-016-3400	MISC. PROF. & SPECIALIZED SRV.	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00
Total	PRIVATE CONTRACTUAL SERVICES	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00
Total	TAMALPAIS/SANFORD TRAFFIC 15-015	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00
120-019	CAP PROJ DEVELOP/REVIEW 15-028							
120-019-3000	PRIVATE CONTRACTUAL SERVICES							
120-019-3400	MISC. PROF. & SPECIALIZED SRV.	75,000	75,000	0.00	0.00	0.00	0.00	75,000.00
Total	PRIVATE CONTRACTUAL SERVICES	75,000	75,000	0.00	0.00	0.00	0.00	75,000.00
Total	CAP PROJ DEVELOP/REVIEW 15-028	75,000	75,000	0.00	0.00	0.00	0.00	75,000.00
Total	CAPITAL PROJECTS	1,424,500	1,424,500	0.00	0.00	0.00	0.00	1,424,500.00

Expenditure Status Report
TOWN OF CORTE MADERA
7/1/2016 through 7/31/2016

120 200		CORTE MADERA SALES TAX OVERRIDE CAPITAL PROJECTS							
Account Number	Description	Original Budget	Adjusted Budget	Monthly Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Prct Used	Remaining Balance	
120-201	BRIP 15-022								
120-201-3000	PRIVATE CONTRACTUAL SERVICES								
120-201-3400	MISC. PROF. & SPECIALIZED SRV.	300,000	300,000	0.00	0.00	0.00	0.00	300,000.00	
Total	PRIVATE CONTRACTUAL SERVICES	300,000	300,000	0.00	0.00	0.00	0.00	300,000.00	
Total	BRIP 15-022	300,000	300,000	0.00	0.00	0.00	0.00	300,000.00	
120-202	C M AVE PATH IMPROVE 15-010								
120-202-3000	PRIVATE CONTRACTUAL SERVICES								
120-202-3400	MISC. PROF. & SPECIALIZED SRV.	300,000	300,000	0.00	0.00	0.00	0.00	300,000.00	
Total	PRIVATE CONTRACTUAL SERVICES	300,000	300,000	0.00	0.00	0.00	0.00	300,000.00	
Total	C M AVE PATH IMPROVE 15-010	300,000	300,000	0.00	0.00	0.00	0.00	300,000.00	
120-203	RED HWY MULTI PATH 16-001								
120-203-3000	PRIVATE CONTRACTUAL SERVICES								
120-203-3400	MISC. PROF. & SPECIALIZED SRV.	10,000	10,000	0.00	0.00	0.00	0.00	10,000.00	
Total	PRIVATE CONTRACTUAL SERVICES	10,000	10,000	0.00	0.00	0.00	0.00	10,000.00	
Total	RED HWY MULTI PATH 16-001	10,000	10,000	0.00	0.00	0.00	0.00	10,000.00	
Total	CAPITAL PROJECTS	610,000	610,000	0.00	0.00	0.00	0.00	610,000.00	

Expenditure Status Report
 TOWN OF CORTE MADERA
 7/1/2016 through 7/31/2016

120 400		CORTE MADERA SALES TAX OVERRIDE CAPITAL PROJECTS							
Account Number	Description	Original Budget	Adjusted Budget	Monthly Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Prct Used	Remaining Balance	
120-411	DISASTER PREPAREDNESS								
120-411-3000	PRIVATE CONTRACTUAL SERVICES								
120-411-3400	MISC. PROF. & SPECIALIZED SRV.	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00	
Total	PRIVATE CONTRACTUAL SERVICES	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00	
Total	DISASTER PREPAREDNESS	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00	
Total	CAPITAL PROJECTS	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00	

Expenditure Status Report
TOWN OF CORTE MADERA
7/1/2016 through 7/31/2016

120 500		CORTE MADERA SALES TAX OVERRIDE CAPITAL PROJECTS							
Account Number	Description	Original Budget	Adjusted Budget	Monthly Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Prct Used	Remaining Balance	
120-501	MORNINGSIDE DR REPAIR 16-006								
120-501-3000	PRIVATE CONTRACTUAL SERVICES								
120-501-3400	MISC. PROF. & SPECIALIZED SRV.	50,000	50,000	0.00	0.00	0.00	0.00	50,000.00	
Total	PRIVATE CONTRACTUAL SERVICES	50,000	50,000	0.00	0.00	0.00	0.00	50,000.00	
Total	MORNINGSIDE DR REPAIR 16-006	50,000	50,000	0.00	0.00	0.00	0.00	50,000.00	
120-503	PUMP STATION LIGHTING 15-803								
120-503-3000	PRIVATE CONTRACTUAL SERVICES								
120-503-3400	MISC. PROF. & SPECIALIZED SRV.	7,000	7,000	0.00	0.00	0.00	0.00	7,000.00	
Total	PRIVATE CONTRACTUAL SERVICES	7,000	7,000	0.00	0.00	0.00	0.00	7,000.00	
Total	PUMP STATION LIGHTING 15-803	7,000	7,000	0.00	0.00	0.00	0.00	7,000.00	
Total	CAPITAL PROJECTS	57,000	57,000	0.00	0.00	0.00	0.00	57,000.00	

Expenditure Status Report
TOWN OF CORTE MADERA
7/1/2016 through 7/31/2016

Account Number	Description	Original Budget	Adjusted Budget	Monthly Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Prct Used	Remaining Balance
120 700	CORTE MADERA SALES TAX OVERRIDE CAPITAL PROJECTS							
120-733	FLOOD CONTROL/STORM DRAIN MAINT							
120-733-7000	CAPITAL EQUIPMENT							
120-733-7240	REPL 1986 PORTABLE 50K GEN-F-4	50,000	50,000	0.00	0.00	0.00	0.00	50,000.00
120-733-7251	REPL 2000 F-450 UTILITY/CRANE-S-2A	60,000	60,000	0.00	0.00	0.00	0.00	60,000.00
120-733-7401	REPL 1997 F-800 DUMP TRUCK-S-7	55,000	55,000	0.00	0.00	0.00	0.00	55,000.00
120-733-7550	REPL 90 PORTABLE 200K GEN-MV-F-6	100,000	100,000	0.00	0.00	0.00	0.00	100,000.00
120-733-7700	REPL 1995 KLAMATH JON BOAT-F-1	3,000	3,000	0.00	0.00	0.00	0.00	3,000.00
120-733-7802	REPL 2006 SHOREBIRD ENGINE #2-F-8	40,000	40,000	0.00	0.00	0.00	0.00	40,000.00
120-733-7810	REPL 1990 400K GEN-SCPS-F-10	120,000	120,000	0.00	0.00	0.00	0.00	120,000.00
120-733-7825	REP 02 200K GEN-BLACK KETTLE-F-16	90,000	90,000	0.00	0.00	0.00	0.00	90,000.00
120-733-7857	SHOREBIRD #3 PUMP-FP-8	60,000	60,000	0.00	0.00	0.00	0.00	60,000.00
120-733-7860	MARINA VILLAGE #3 PUMP-FP-11	100,000	100,000	0.00	0.00	0.00	0.00	100,000.00
120-733-7862	BLACK KETTLE #2 PUMP-FP-13	110,000	110,000	0.00	0.00	0.00	0.00	110,000.00
120-733-7865	SAN CLEMENTE #2 PUMP-FP-16	80,000	80,000	0.00	0.00	0.00	0.00	80,000.00
120-733-7871	HIGH CANAL #3 PUMP-FP-22	115,000	115,000	0.00	0.00	0.00	0.00	115,000.00
120-733-7876	LAGOON #1 OUTFALL-FP-26	60,000	60,000	0.00	0.00	0.00	0.00	60,000.00
120-733-7883	LUCKY GATE ACTUATORS-FG-4	30,000	30,000	0.00	0.00	0.00	0.00	30,000.00
120-733-7901	MARINA VILLAGE OUTFALL-FG-22	8,000	8,000	0.00	0.00	0.00	0.00	8,000.00
120-733-7902	MARQUART LAGOON OUTSIDE-FG-23	25,000	25,000	0.00	0.00	0.00	0.00	25,000.00
120-733-7904	NORDSTROM GATE-FG-25	70,000	70,000	0.00	0.00	0.00	0.00	70,000.00
120-733-7908	SHOREBIRD OUTSIDE-FG-29	60,000	60,000	0.00	0.00	0.00	0.00	60,000.00
120-733-7909	SHOREBIRD INSIDE-FG-30	60,000	60,000	0.00	0.00	0.00	0.00	60,000.00
120-733-7910	SHOREBIRD 60 X 60 FLAP-FG-31	40,000	40,000	0.00	0.00	0.00	0.00	40,000.00
120-733-7999	DEFERRED REPLACEMENTS	-731,000	-731,000	0.00	0.00	0.00	0.00	-731,000.00
Total	CAPITAL EQUIPMENT	605,000	605,000	0.00	0.00	0.00	0.00	605,000.00
Total	FLOOD CONTROL/STORM DRAIN MAIN	605,000	605,000	0.00	0.00	0.00	0.00	605,000.00
120-734	PARK & LANDSCAPING MAINT							
120-734-7000	CAPITAL EQUIPMENT							
120-734-7331	REPL 2001 LP FLAIL MOWER-L-2A	25,000	25,000	0.00	0.00	0.00	0.00	25,000.00
120-734-7580	REPL 1992 CHEVY 3500 UTILITY-S-13	40,000	40,000	0.00	0.00	0.00	0.00	40,000.00
120-734-7582	REPL 2006 CHEVY UTILITY-S-53B	40,000	40,000	0.00	0.00	0.00	0.00	40,000.00
120-734-7711	REPL 2005 TORO RIDE MOWER-L-7C	45,000	45,000	0.00	0.00	0.00	0.00	45,000.00
120-734-7741	REPL 2003 KUBOTA ZT MOWER-L-11D	25,000	25,000	17,859.02	17,859.02	0.00	71.44	7,140.98
120-734-7751	REPL 02 CUSHMAN TRUCKSTER-L-14A	20,000	20,000	0.00	0.00	0.00	0.00	20,000.00
Total	CAPITAL EQUIPMENT	195,000	195,000	17,859.02	17,859.02	0.00	9.16	177,140.98
Total	PARK & LANDSCAPING MAINT	195,000	195,000	17,859.02	17,859.02	0.00	9.16	177,140.98
120-741	WEED ABATEMENT							
120-741-7000	CAPITAL EQUIPMENT							
120-741-7760	REPL 1997 DEERE TRACTOR/MOWER	100,000	100,000	0.00	0.00	0.00	0.00	100,000.00

Expenditure Status Report
TOWN OF CORTE MADERA
7/1/2016 through 7/31/2016

120 CORTE MADERA SALES TAX OVERRIDE		Original	Adjusted	Monthly	Year-to-date	Year-to-date	Prct	Remaining
700 CAPITAL PROJECTS		Budget	Budget	Expenditures	Expenditures	Encumbrances	Used	Balance
Account Number	Description							
Total	CAPITAL EQUIPMENT	100,000	100,000	0.00	0.00			
Total	WEED ABATEMENT	100,000	100,000	0.00	0.00	0.00	0.00	100,000.00
Total	CAPITAL PROJECTS	900,000	900,000	17,859.02	17,859.02	0.00	1.98	882,140.98
Total	CORTE MADERA SALES TAX OVERRIDE	3,011,500	3,011,500	17,859.02	17,859.02	0.00	0.59	2,993,640.98

DRAFT

MINUTES OF NOVEMBER 18, 2015

MEETING OF THE
SALES TAX CITIZENS OVERSIGHT COMMITTEE

Chair Costa called the Regular Meeting to order at Town Hall Council Chambers, 300 Tamalpais Drive, Corte Madera, CA on November 18, 2015 at 4:05 p.m.

1. CALL TO ORDER, ROLL CALL

Committee members Present: Chair Costa, Vice Chair Flahive and Committee members Gerbosi, Greenbaum and Howard

Committee members Absent: None

Staff Present: Town Manager/Town Engineer David Bracken
Director of Administrative Services/Town Treasurer George T. Warman, Jr.
Town Clerk/Assistant to the Town Manager Rebecca Vaughn

SALUTE TO THE FLAG: Chair Costa led in the Pledge of Allegiance.

2. OPEN TIME FOR PUBLIC REGARDING NON-AGENDA ITEMS - None

3. GENERAL BUSINESS

A. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE FISCAL YEAR 2013-2014 AND FISCAL YEAR 2014-2015 REPORTS ON THE REVENUE AND EXPENDITURES OF THE TRANSACTIONS AND USE TAX

The Committee will review the draft annual reports provided and either approve or provide direction to staff regarding updates to the proposed report.

*Attachments: 3.A.1 Proposed Report for Fiscal Year 2013-2014
3.A.2 Proposed Report for Fiscal Year 2014-2015*

Town Manager Bracken explained that Item 3A refers to a Transactions and Use Tax and Item B refers to Sales Tax Override, however these items are one and the same. The Committee proceeded to review the draft annual reports.

Committee member Greenbaum noted that there was a typographical error in the opening balance in Attachment A was incorrect and requested that the full name of the committee, Sales Tax Citizens Oversight Committee and the Chair's name be added to both reports. Another question was asked pertaining to the implementation fee and asked if an

1 explanation could be added to the report. Town Manager Bracken replied that the expense
2 was related to set up / administrative cost paid to the State Board of Equalization and that
3 would be noted in the report.
4

5 Chair Costa asked if the memos were to be authored by the Committee. Town Manager
6 Bracken replied that the memos were drafts for the Committee's consideration and the
7 Committee could edit them as needed or rewrite if desired. The first reports are simple
8 because there were no expenditures to note.
9

10 Committee member Gerbosi has a question about the previously noted typographical error.
11 She added up the four cases of income received from the State of California and the total
12 was \$700,671.19, but one of those payments was noted in the second year so she wondered
13 why this payment received 9/26/14 was included in both years' reports, making it appear
14 that we received the reports twice.
15

16 Administrative Services Director Warman indicated that the payment has two fiscal years
17 on it. The payment that comes in September is reconciliation through June of the prior year
18 and includes an advance for the next year. It is posted on an accrual basis, not a cash basis.
19 Mr. Warman ran a tape of the transactions and returned to explain the reconciliation
20 transactions to the committee. Every three months there is a reconciliation payment and
21 an advance, and he presented a summary that he prepared for both fiscal years 2013-14
22 and 2014-15 in order to better explain the reconciliation process. The State Board of
23 Equalization is always three months behind. The Board advances the amount of money
24 they believe you will receive in a particular quarter and then adds to, or takes back money
25 as needed in the next quarter's allocation. Mr. Warman will send out an expenditure report
26 to the group every week in which sales tax override money is spent.
27

28 Committee member Gerbosi asked if there is a reason why the amounts vary so much, and
29 is there a seasonality to the amount of sales tax revenue received. Town Manager Bracken
30 replied that it is based on sales and there is a seasonality to the sales tax revenue received,
31 and tends to be higher during the holiday season.
32

33 Committee member Howard asked Mr. Warman how much revenue is anticipated annually.
34 Mr. Warman replied that the Town anticipates receiving between \$2.5 million and \$3
35 million annually.
36

37 Committee member Gerbosi asked if the Committee wished to entertain a motion to
38 approve the reports as amended.
39

40 MOTION: Moved by Gerbosi, seconded by Greenbaum, and approved unanimously by
41 the following vote: 5-0 (Ayes: Gerbosi, Greenbaum, Howard, Flahive, Costa;
42 Noes: None).
43

1 To Approve the Annual Expenditure Report for Fiscal Year 2013-14 as
2 amended to correct the dollar amounts for the beginning balance, add brief
3 description that the expenditure was to cover the implementation fee, and to
4 spell out both the Committee Chair's name and the name of the committee.
5

6
7 MOTION: Moved by Gerbosi, seconded by Howard, and approved unanimously by the
8 following vote: 5-0 (Ayes: Gerbosi, Greenbaum, Howard, Flahive, Costa; Noes:
9 None).

10
11 To Approve the Annual Expenditure Report for Fiscal Year 2014-15 as
12 amended to spell out both the Committee Chair's name and the name of the
13 committee.
14

15
16
17 B. DISCUSSION OF THE FISCAL YEARS 2015-2016 AND 2016-2017 APPROVED
18 CAPITAL PROJECTS, STUDIES, AND DEFERRED EQUIPMENT AND
19 MACHINERY REPLACEMENT BUDGET FUNDED FROM CORTE MADERA
20 SALES TAX OVERRIDE

21 The Committee will review and discuss Attachment 4 from the Approved
22 Capital Projects Budget.

23 *Attachments: 3.B.1 Attachment 4 from the Approved Capital Projects*
24 *Budget*
25

26
27 Chair Costa asked for comments from the Committee members.
28

29 Committee member Greenbaum asked questions about specific projects. First, Accessibility
30 of Streets and how required it is, for example Corte Madera Avenue Path. Town Manager
31 Bracken explained that it is a pathway off the street and is dilapidated, and could
32 potentially be a liability issue. It starts a little after the shops and continues to the 400
33 block. Second, she inquired about Complete Streets. Mr. Bracken explained that it is a
34 project for bicycles, pedestrians and vehicles. If we receive an Active Transportation Grant
35 we will be required to provide matching funds, the amount for this line item is not the
36 project cost, just the matching portion. Ms. Greenbaum asked if this was tied into another
37 project listed as Paradise Drive Bicycle Extension? Mr. Bracken stated that this was a
38 separate project, that would build a Class 1 path on the east side of town up Paradise Drive
39 to Marin Country Day School.
40

41 Committee member Howard asked a question about the original intent of Measure B.
42 Senior and Youth Programs and Disaster Preparedness Programs both appear to be
43 underrepresented in this budget. He recognizes that there are still several years to go, but
44 he would like to get staff thinking about how to allocate more money to those particular

1 items. Councilmember Bailey spoke to the Committee in response and stated that he would
2 recommend that the Committee Chair attend the next Town Council meeting and report on
3 the Committee's activities, present the annual reports and make these recommendations
4 for future consideration.

5
6 Chair Costa stated that his goal in communicating the Committee's findings is to present
7 expenditures in a chart that describes the percentage of the sales tax override allocated to
8 each category outlined in Measure B. It was determined that the Committee would report
9 to the Town Council at the December 15 Town Council meeting.

10
11
12
13
14 **4. ADJOURNMENT**

15
16 The meeting was adjourned at 5:12 p.m. to the next Sales Tax Citizens Oversight Committee
17 meeting tentatively scheduled for April 27, 2016 at Town Hall Council Chambers.