



AGENDA

SAN RAFAEL CITY COUNCIL – TUESDAY, JUNE 21, 2022

REGULAR MEETING AT 7:00 P.M.

In-Person:

San Rafael City Council Chambers
1400 Fifth Avenue, San Rafael, CA 94901

Participate Virtually:

Watch on Zoom Webinar: <https://tinyurl.com/cc-2022-06-21>

Watch on YouTube: www.youtube.com/cityofsanrafael

Listen by phone: (669) 900-9128

ID: 899-2635-9885#

One Tap Mobile: US: +16699009128,,89926359885#

CORONAVIRUS (COVID-19) ADVISORY NOTICE

In response to Assembly Bill 361, the City of San Rafael is offering teleconference without complying with the procedural requirements of Government Code section 54953(b)(3). This meeting will be held in-person, virtually using Zoom and is being streamed to YouTube at www.youtube.com/cityofsanrafael.

How to participate in the meeting in-person:

- Stay home if you are experiencing COVID-19 symptoms
- Face coverings are recommended for attendees
- Use the sign-in sheet (optional) which allows notification of potentially exposed individuals if contact tracing reveals COVID-19 transmission may have occurred in a given meeting
- Attendance will be limited to 50 percent of room capacity (no more than 90 persons) and all in-person attendees should socially distance as recommended by public health authorities. If the Chambers are 50% occupied, please participate online instead or utilize the audio feed in the lobby.
- All attendees are encouraged to be fully vaccinated.

How to participate in the meeting virtually:

- Submit public comment in writing before 4:00 p.m. the day of the meeting to city.clerk@cityofsanrafael.org.
- Join the Zoom webinar and use the 'raise hand' feature to provide verbal public comment.
- Dial-in to Zoom's telephone number using the meeting ID and provide verbal public comment.

Any member of the public who needs accommodations should contact the City Clerk (email city.clerk@cityofsanrafael.org or phone at 415-485-3066) who will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

OPEN SESSION

1. None.

CLOSED SESSION

2. Closed Session: - None.

OPEN TIME FOR PUBLIC EXPRESSION

The public is welcome to address the City Council at this time on matters not on the agenda that are within its jurisdiction. Please be advised that pursuant to Government Code Section 54954.2, the City Council is not permitted to discuss or take action on any matter not on the agenda unless it determines that an emergency exists, or that there is a need to take immediate action which arose following posting of the agenda. Comments may be no longer than two minutes and should be respectful to the community.

CITY MANAGER AND COUNCILMEMBER REPORTS:

(including AB 1234 Reports on Meetings and Conferences Attended at City Expense)

3. City Manager and Councilmember Reports:

CONSENT CALENDAR:

The opportunity for public comment on consent calendar items will occur prior to the City Council's vote on the Consent Calendar. The City Council may approve the entire consent calendar with one action. In the alternative, items on the Consent Calendar may be removed by any City Council or staff member, for separate discussion and vote.

4. Consent Calendar Items:

a. **Approval of Minutes**

Approve Minutes of City Council / Successor Agency Regular Meeting of Monday, June 6, 2022 (CC)

Recommended Action - Approve minutes as submitted

b. **Use of Teleconferencing for Public Meetings During State of Emergency**

Resolution Pursuant to Assembly Bill 361 Making Findings and Confirming the Need for Continued Use of Teleconferencing to Hold Public Meetings of City Boards and Commissions During the Continuing State of Emergency Relating to the Covid-19 Pandemic (CA)

Recommended Action - Adopt Resolution

c. **Park and Recreation Commission Ordinance Update**

Final Adoption of Ordinance 2010: An Ordinance of the City of San Rafael Amending Sections 2.16.020 Through 2.16.023 of the San Rafael Municipal Code Related to the Park and Recreation Commission (CC)

Recommended Action - Final adoption of Ordinance 2010

d. **Planning Commission Ordinance Update**

Final Adoption of Ordinance 2011: An Ordinance of the City of San Rafael Amending Sections 2.16.040 Through 2.16.110 of the San Rafael Municipal Code Related to the Planning Commission (CC)

Recommended Action - Final adoption of Ordinance 2011

e. **Encampment Resolution Services**

Resolution Approving and Authorizing the City Manager to Execute a Professional Services Agreement with St. Vincent De Paul to Provide Encampment and Homelessness Services in An Amount Not to Exceed \$427,600 (CM)

Recommended Action - Adopt Resolution

- f. **Economic Development Strategic Plan**
Resolution Approving and Authorizing the City Manager to Execute a Professional Services Agreement with Kosmont Companies to Prepare the City of San Rafael Economic Development Strategic Plan in a Not-to-Exceed Amount of \$157,590 (ED)
Recommended Action - Adopt Resolution
- g. **City Investment Policy**
Annual Review and Resolution to Approve the City of San Rafael Investment Policy (Fin)
Recommended Action - Adopt Resolution
- h. **City Quarterly Investment Report**
Acceptance of City of San Rafael Quarterly Investment Report for the Quarter Ending March 31, 2022 (Fin)
Recommended Action - Accept report
- i. **FEMA Hazard Mitigation and Pre-Disaster Mitigation Grant Funds**
Resolution Authorizing Designated City Employees to Execute and File on Behalf of the City of San Rafael All Assurances and Agreements Required to Accept and Manage Funds of All Open and Future Disasters and Grants Up to Three Years from Date of Approval (FD)
Recommended Action - Adopt Resolution
- j. **Second Street/Fourth Street/Miracle Mile Intersection Improvements**
Resolution Approving and Authorizing the City Manager to Execute a Professional Services Agreement with CSW/Stuber-Stroeh Engineering Group Inc. for Engineering Design Services Associated with the Second Street/Fourth Street/Miracle Mile Intersection Improvements in an Amount Not to Exceed \$131,582 (PW)
Recommended Action - Adopt Resolution
- k. **Senate Bill 1, Road Maintenance and Rehabilitation Account (RMRA): FY 2022-23 Projects**
Resolution Approving the FY 2022-23 Projects List for Senate Bill 1: The Road Repair and Accountability Act (PW)
Recommended Action - Adopt Resolution

PUBLIC HEARING

5. Public Hearing:

- a. **Eviction Moratorium Through September 2022**
Consideration of An Urgency Ordinance of the City Council of the City of San Rafael, Pursuant to California Government Code Section 36937(B), Barring Evictions in the City of San Rafael Through September 30, 2022 Due to the Public Health Emergency Arising from COVID-19 (CD)
Recommended Action - Adopt Urgency Ordinance (4/5)

OTHER AGENDA ITEMS

6. Other Agenda Items:

- a. **Canal Community Based Transportation Plan**
Resolution Approving the 2022 Canal Community Based Transportation Plan (PW)
Recommended Action - Adopt Resolution

- b. **Outdoor On-Street Dining Guidelines for “Streetaries”**
Streetary Program Guidelines to Replace COVID-19 Temporary Outdoor Dining Program (PW/PS/ED/FD/PD/CD/CA)
Recommended Action – Accept report and approve staff recommendation on Streetary Program Guidelines

- c. **Final Citywide Proposed Budget for Fiscal Year 2022-2023 and Legal Spending Limit**
 - i. Resolution Approving the Citywide Budget and Capital Improvement Program for the Fiscal Year 2022-2023; Providing for the Appropriations and Expenditure of All Sums Set Forth in the Budget in the Amount of \$166,109,509; Authorizing an Increase to City Staff Headcount; Amending Resolution 14954 Regarding the Compensation and Working Conditions for Certain Unrepresented Executive Management Employees; And Approving a One-Time 5% Increase to Childcare Fees (AS/PW)
Recommended Action – Adopt Resolution

 - ii. Resolution Approving Fiscal Year 2022-2023 GANN Appropriations Limit at \$170,762,486 (AS/PW)
Recommended Action – Adopt Resolution

SAN RAFAEL SUCCESSOR AGENCY:

1. Consent Calendar:

- a. **Successor Agency Quarterly Investment Report**
Acceptance of Successor Agency Quarterly Investment Report for the Quarter Ending March 31, 2022 (Fin)
Recommended Action – Accept report

ADJOURNMENT:

Any records relating to an agenda item, received by a majority or more of the Council less than 72 hours before the meeting, shall be available for inspection online, in the City Clerk’s Office, Room 209, 1400 Fifth Avenue, and placed with other agenda-related materials on the table in front of the Council Chamber prior to the meeting. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing city.clerk@cityofsanrafael.org or using the California Telecommunications Relay Service by dialing “711”, at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request. To request Spanish language interpretation, please submit an online form at <https://www.cityofsanrafael.org/request-for-interpretation/>.



MINUTES

SAN RAFAEL CITY COUNCIL – MONDAY, JUNE 6, 2022

REGULAR MEETING AT 7:00 P.M.

In-Person:

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1400 Fifth Avenue, San Rafael, CA 94901

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Present: Mayor Kate
Vice Mayor Kertz
Councilmember Bushey
Councilmember Hill
Councilmember Llorens Gulati

Absent: None

Also Present: City Manager Jim Schutz

OPEN SESSION – THIRD FLOOR CONFERENCE ROOM, CITY HALL – 6:00 PM

Dial-in: (669) 900-9128, Meeting ID: 919-8305-6599#

1. Mayor Kate to announce Closed Session items.

CLOSED SESSION – THIRD FLOOR CONFERENCE ROOM, CITY HALL – 6:00 PM

2. Closed Session:
 - a. Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Sections 54956.9(d)(2) and (e)(3): 1 case
 - b. Conference with Legal Counsel - Anticipated Litigation
Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): 1 case

Mayor Kate called the meeting to order at 7:00 p.m. and invited City Clerk Lindsay Lara to call the roll. All members of the City Council were present.

City Attorney Robert Epstein announced that no reportable action was taken on the first item in the Closed Session held prior to the meeting. Regarding the second item, four Councilmembers voted unanimously to initiate litigation. Councilmember Hill abstained from the vote.

Mayor Kate provided opening remarks, which included gratitude to City Staff, the ongoing gun violence plaguing our society, the two proclamations on tonight's agenda, a shout-out to all the school graduates and a land acknowledgment.

City Clerk Lindsay Lara informed the community that the in-person meeting would also be recorded and streamed live to YouTube and through Zoom, and members of the public would provide public comment either on the telephone or through Zoom. She explained the process for community participation on the telephone, through Zoom and in-person.

OPEN TIME FOR PUBLIC EXPRESSION

- Paul Kuhlman, Baypoint Lagoons Association, addressed the City Council regarding his recently formed working group to address the persistent deterioration of the lagoon shoreline, known as the upper and lower buffer zones.

CITY MANAGER'S REPORT:

3. City Manager's Report:

City Manager Jim Schutz announced:

- Joint Community Conversation with Mayor Kate to be held on Wednesday, June 8 at the San Rafael Community Center at 5:30 p.m.
- Small Business Development Center (SBDC) announced \$2,500 COVID-19 Relief Grants for businesses in Marin that made less than \$50,000 in 2019.
- Eviction Moratorium Update
- Employee Recognition Annual Event Recap

COUNCILMEMBER REPORTS:

(including AB 1234 Reports on Meetings and Conferences Attended at City Expense)

4. Councilmember Reports:

- Councilmember Kertz reported on the Marin Wildfire Prevention Authority, the City Employee Recognition luncheon, a homeless forum with Sam Tsemberis (Housing First), a Terra Linda High School site meeting, the Chamber of Commerce State of the City dinner, a meeting with the mayor of Mérida, a MCCMC Homelessness Committee meeting, a Marin County Commission on Aging meeting and the Vivalon groundbreaking event.
- Councilmember Hill reported on the City Employee Recognition luncheon, the Ritter House Under the Stars event, the State of the City dinner, a MCCMC Water Policy subcommittee meeting and the Vivalon groundbreaking event.
- Councilmember Bushey reported on the Vivalon groundbreaking event, San Rafael Sanitation Agency meetings, Central Marin Sanitation Agency meetings, parking modification proposals in the Montecito/Dominican area, the Loch Lomond Oversight Committee, the State of the City dinner and MCCMC Water Policy committee meetings.
- Councilmember Llorens Gulati reported on a Marin Clean Energy meeting, the State of the City dinner, a MCCMC Climate Action Committee meeting, a stakeholder committee meeting around the priorities for the Transportation Plan in the Canal, Supervisor Rodoni's East San Rafael Office Hours and a Canal Arts Projects meeting
- Mayor Kate reported on the Marin Gun Buy Back Program, Marin Transit meetings, a SMART meeting, a homeless conference with Built for Zero, the State of the City dinner and a meeting with Villa Real property owners.

Mayor Kate invited public comment on the City Manager's Report and the Councilmember Reports; however, there was none.

CONSENT CALENDAR:

Mayor Kate invited public comment.

Speaker: Paul Kuhlman

Councilmember Llorens Gulati moved and Councilmember Kertz seconded to approve the Consent Calendar.

5. Consent Calendar Items:

- a. **Approval of Minutes**
Approve Minutes of City Council / Successor Agency Regular Meeting of Monday, May 16, 2022 (CC)
Approved minutes as submitted

- b. **Use of Teleconferencing for Public Meetings During State of Emergency**
Resolution Pursuant to Assembly Bill 361 Making Findings and Confirming the Need for Continued Use of Teleconferencing to Hold Public Meetings of City Boards and Commissions During the Continuing State of Emergency Relating to the Covid-19 Pandemic (CA)
Resolution 15073 - Resolution Pursuant to Assembly Bill 361 Making Findings and Confirming the Need for Continued Use of Teleconferencing to Hold Public Meetings of City Boards and Commissions During the Continuing State of Emergency Relating to the Covid-19 Pandemic

- c. **Vacancies on San Rafael Boards and Commissions**
Announcement of Vacancies on the Public Art Review Board (CC)
Received and filed

- d. **Statement of Economic Interests Annual Filings**
Accept Report on Fair Political Practices Commission Form 700, Statement of Economic Interests, 2021 Annual Filings, For Section 87200 Filers and Designated Employees, Including Consultants, Design Review Board, and Park and Recreation Commission (CC)
Accepted Report
- e. **Proposing General Municipal Election 2022**
Resolution Calling and Giving Notice of By-District Elections for Districts 2/Western and 3/Eastern, and San Rafael Board of Education Trustee Area Elections for Areas 2 and 4, to be Held on November 8, 2022, Requesting the Marin County Board of Supervisors to Consolidate with Any Other Election Conducted on Said Date, and Requesting Election Services (CC)
Resolution 15074 - Resolution Calling and Giving Notice of By-District Elections for Districts 2/Western and 3/Eastern, and San Rafael Board of Education Trustee Area Elections for Areas 2 and 4, to be Held on November 8, 2022, Requesting the Marin County Board of Supervisors to Consolidate with Any Other Election Conducted on Said Date, and Requesting Election Services
- f. **Annual Adjustment to the Library Parcel Tax**
Report Concerning the Annual Consumer Price Index (CPI) Rate Adjustment for the Special Library Services Parcel Tax for the Fiscal Year July 1, 2022 Through June 30, 2023 as Specified in Voter-Approved Measure D (San Rafael Municipal Code Chapter 3.36) (AS/LR)
Accepted Report
- g. **Crime Analyst Services**
Resolution Authorizing the City Manager to Execute an Agreement for Crime Analysis Services with LexisNexis Risk Solutions, Inc., In an Amount of \$146,675, and Appropriating this Amount from the Safety Grant Fund to Support the Agreement (PD)
Resolution 15075 - Resolution Authorizing the City Manager to Execute an Agreement for Crime Analysis Services with LexisNexis Risk Solutions, Inc., In an Amount of \$146,675, and Appropriating this Amount from the Safety Grant Fund to Support the Agreement
- h. **Congestion Management Program**
Resolution Electing to be Exempt from the Marin County Congestion Management Program (PW)
Resolution 15076 - Resolution Electing to be Exempt from the Marin County Congestion Management Program
- i. **Grand Avenue Cycle Track Grant Funding Agreement**
Resolution Approving and Authorizing the City Manager to Execute a Funding Agreement with Association of Bay Area Governments ("ABAG") In an Amount Not to Exceed \$240,000 (PW)
Resolution 15077 - Resolution Approving and Authorizing the City Manager to Execute a Funding Agreement with Association of Bay Area Governments ("ABAG") In an Amount Not to Exceed \$240,000
- j. **Bungalow and Woodland Resurfacing Project**
Resolution Approving the Re-Designed Plans for the Lower Bungalow Roadway Section and Authorizing the City Manager to Execute a Change Order to the Construction Agreement for the Bungalow and Woodland Resurfacing Project, City Project No. 11397, with Ghilotti Bros., Inc. In the Amount of \$352,369, And Authorizing Additional Project

Contingency Funds in the Amount of \$47,631, For a Total Additional Appropriated Amount of \$400,000 (PW)

Resolution 15078 - Resolution Approving the Re-Designed Plans for the Lower Bungalow Roadway Section and Authorizing the City Manager to Execute a Change Order to the Construction Agreement for the Bungalow and Woodland Resurfacing Project, City Project No. 11397, with Ghilotti Bros., Inc. In the Amount of \$352,369, And Authorizing Additional Project Contingency Funds in the Amount of \$47,631, For a Total Additional Appropriated Amount of \$400,000

k. 2021/22 Slurry Seal Project

Resolution Awarding and Authorizing the City Manager to Execute a Construction Agreement for 2021/22 Slurry Seal Project, City Project No. 11410, to Pavement Coatings Co. In the Amount of \$1,029,500, and Authorizing Contingency Funds In the Amount of \$120,500, for a Total Appropriated Amount of \$1,150,000 (PW)

Resolution 15079 - Resolution Awarding and Authorizing the City Manager to Execute a Construction Agreement for 2021/22 Slurry Seal Project, City Project No. 11410, to Pavement Coatings Co. In the Amount of \$1,029,500, and Authorizing Contingency Funds In the Amount of \$120,500, for a Total Appropriated Amount of \$1,150,000

l. Temporary Street Closure to Support Canal Alliance Community Fair Event and Ongoing Mobile COVID-19 Vaccinations in the Canal Neighborhood

Resolution Authorizing Street Closure on Saturday, June 18, 2022 from 9 AM to 7 PM to Support Canal Alliance's Community Fair Event and Saturdays in July, 2022 for COVID-19 Mobile Vaccinations (PW)

Resolution 15080 - Resolution Authorizing Street Closure on Saturday, June 18, 2022 from 9 AM to 7 PM to Support Canal Alliance's Community Fair Event and Saturdays in July, 2022 for COVID-19 Mobile Vaccinations

m. Baypoint Lagoons Assessment District

Baypoint Lagoons Landscaping and Lighting Assessment District Annual Assessment FY 2022-23: (PW)

i. Resolution Directing Filing of Engineer's Annual Report FY 2022-23

Resolution 15081 - Resolution Directing Filing of Engineer's Annual Report FY 2022-23

ii. Resolution Approving Engineer's Annual Report FY 2022-23

Resolution 15082 - Resolution Approving Engineer's Annual Report FY 2022-23

iii. Resolution of Intention to Order Improvements and Setting a Public Hearing on the Annual Assessment for the City Council Meeting of July 5, 2022

Resolution 15083 - Resolution of Intention to Order Improvements and Setting a Public Hearing on the Annual Assessment for the City Council Meeting of July 5, 2022

n. Point San Pedro Road Median Landscaping Assessment District

Point San Pedro Road Median Landscaping Assessment District Annual Assessment: (PW)

i. Resolution Directing Filing of Engineer's 2022-23 Annual Report

Resolution 15084 - Resolution Directing Filing of Engineer's 2022-23 Annual Report

ii. Resolution Approving Engineer's 2022-23 Annual Report

Resolution 15085 - Resolution Approving Engineer's 2022-23 Annual Report

iii. **Resolution of Intention to Order Improvements and Setting a Public Hearing on the Annual Assessment for the City Council Meeting of July 5, 2022**

Resolution 15086 - Resolution of Intention to Order Improvements and Setting a Public Hearing on the Annual Assessment for the City Council Meeting of July 5, 2022

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES: Councilmembers: None
ABSENT: Councilmembers: None

SPECIAL PRESENTATIONS

6. Special Presentations:

Mayor Kate invited public comment on the two Special Presentations; however, there was none.

a. [Presentation of LGBTQ+ Pride Month Proclamation \(CM\)](#)

Mayor Kate presented the proclamation.

Lynn Murphy, Police Mental Health Outreach Provider provided comments.

b. [Presentation of Juneteenth Proclamation \(AS\)](#)

Mayor Kate presented the proclamation.

Antoinette Bullock "Tiny", Police Community Services Officer provided comments.

OTHER AGENDA ITEMS:

7. Other Agenda Items:

a. [Special Tax on Properties at Loch Lomond 10 - Mello-Roos District No. 1992-1](#)
Resolution Setting the Special Tax for Community Facilities District No. 1992-1 (Loch Lomond #10) for Fiscal Year 2022-23 (PW)

Bill Guerin, Public Works Director introduced Stephen Acker, Sr. Management Analyst presented the Staff Report.

Staff, including Al Cornwell, CSW/Stuber-Stroeh Engineering Group responded to questions from Councilmembers.

Mayor Kate invited public comment; however, there was none.

Councilmember Bushey moved and Councilmember Kertz seconded to adopt the resolution.

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES: Councilmembers: None
ABSENT: Councilmembers: None

Resolution 15087 - Resolution Setting the Special Tax for Community Facilities District No. 1992-1 (Loch Lomond #10) for Fiscal Year 2022-23

- b. [The Village at Loch Lomond Marina – Mello-Roos District No. 2](#)
Resolution Setting the Special Tax for City of San Rafael Community Facilities District No. 2 (The Village at Loch Lomond Marina) for Fiscal Year 2022-23 (PW)
Stephen Acker, Sr. Management Analyst presented the Staff Report.

Staff responded to questions from Councilmembers.

Mayor Kate invited public comment; however, there was none.

Councilmembers provided comments.

Councilmember Bushey moved and Councilmember Hill seconded to adopt the resolution.

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES: Councilmembers: None
ABSENT: Councilmembers: None

Resolution 15088 - Resolution Setting the Special Tax for City of San Rafael Community Facilities District No. 2 (The Village at Loch Lomond Marina) for Fiscal Year 2022-23

PUBLIC HEARING

8. Public Hearing:

- a. [Board and Commission Updates](#)
Resolution and Ordinance Changes to Existing City Boards and Commissions

Lindsay Lara, City Clerk presented the Staff Report.

Staff caught an inconsistency and recommended removing the recommended wording in the body and title of the Planning Commission Ordinance on page 2, under 2.16.070, where it says “commission composition” and then changing the title, “Composition of planning commission”. The new recommended wording would be:

2.16.070 – Operations of the Planning Commission.

Meeting frequency and other operations of the Planning Commission shall be set by resolution of the council.

Staff responded to questions from Councilmembers.

Mayor Kate invited public comment.

Speakers: Amy Likover, Kate Powers, Bicycle & Pedestrian Advisory Committee (BPAC), Jean Severinghaus, Susan Coleman

- i. **Resolution Amending the Bicycle and Pedestrian Advisory Committee Bylaws**

Councilmember Bushey moved and Councilmember Kertz seconded to adopt the resolution.

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES: Councilmembers: None
ABSENT: Councilmembers: None

Resolution 15089 - Resolution Amending the Bicycle and Pedestrian Advisory Committee Bylaws

ii. Pass to Print an Ordinance of the City of San Rafael Amending Title 2.16.020 Through 2.16.023 of the San Rafael Municipal Code Related to the Park and Recreation Commission

Councilmember Llorens Gulati moved and Councilmember Hill seconded to pass the Ordinance to print.

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES: Councilmembers: None
ABSENT: Councilmembers: None

Passed Ordinance No. 2010 to Print Amending Title 2.16.020 Through 2.16.023 of the San Rafael Municipal Code Related to the Park and Recreation Commission

iii. Resolution Amending the Park and Recreation Commission Bylaws

Councilmember Kertz moved and Councilmember Bushey seconded to adopt the resolution.

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES: Councilmembers: None
ABSENT: Councilmembers: None

Resolution 15090 - Resolution Amending the Park and Recreation Commission Bylaws

iv. Pass to Print an Ordinance of the City of San Rafael Amending Title 2.16.040 Through 2.16.110 of the San Rafael Municipal Code Related to the Planning Commission

Councilmember Hill moved and Councilmember Llorens Gulati seconded to pass the Ordinance to print, including modifications made by Staff.

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES: Councilmembers: None
ABSENT: Councilmembers: None

Passed Ordinance No. 2011 to Print Amending Title 2.16.040 Through 2.16.110 of the San Rafael Municipal Code Related to the Planning Commission

v. Resolution Amending the Planning Commission Bylaws

Councilmember Bushey moved and Councilmember Llorens Gulati seconded to adopt the resolution.

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES: Councilmembers: None
ABSENT: Councilmembers: None

Resolution 15091 - Resolution Amending the Planning Commission Bylaws

SAN RAFAEL SUCCESSOR AGENCY:

1. Consent Calendar: - None

ADJOURNMENT:

Mayor Kate adjourned the meeting at 8:51 p.m.

LINDSAY LARA, City Clerk

APPROVED THIS ____ DAY OF _____, 2022

KATE COLIN, Mayor

DRAFT



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: City Attorney

Prepared by: Genevieve Coyle,
Assistant City Attorney

City Manager Approval: _____

A handwritten signature in black ink, appearing to be the initials 'AS' or similar, written over a horizontal line.

TOPIC: USE OF TELECONFERENCING FOR PUBLIC MEETINGS DURING STATE OF EMERGENCY

SUBJECT: RESOLUTION PURSUANT TO ASSEMBLY BILL 361 MAKING FINDINGS AND CONFIRMING THE NEED FOR CONTINUED USE OF TELECONFERENCING TO HOLD PUBLIC MEETINGS OF CITY BOARDS AND COMMISSIONS DURING THE CONTINUING STATE OF EMERGENCY RELATING TO THE COVID-19 PANDEMIC

RECOMMENDATION:

Adopt the resolution pursuant to Assembly Bill 361 making findings and confirming the need for continued use of teleconferencing to hold public meetings of City boards and commissions during the continuing state of emergency relating to the COVID-19 pandemic.

BACKGROUND:

The Ralph M. Brown Act (“Brown Act”) requires that except as specifically provided, “meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body”. (Gov. Code §54953(a).) For many years, the Brown Act has authorized members of a local agency’s legislative body to attend a public meeting by teleconference in compliance with strict procedural requirements. Under Government Code section 54953(b)(3), to use teleconferencing, at least a quorum of the legislative body must participate from locations within the agency’s boundaries, and the agency must give notice of each teleconference location, post an agenda at each teleconference location, provide for public access to each teleconference location, and allow members of the public to address the Council at each teleconference location.

On March 4, 2020, Governor Newsom declared a statewide state of emergency in connection with the COVID-19 pandemic. Subsequently, on March 18, 2020, the Governor issued Executive Order [No. N-29-20](#) suspending the Brown Act’s requirements for in-person meetings and facilitating the use of teleconferencing for public meetings during the state of emergency. The Executive Order authorized public meetings to be held by teleconference only, provided that notice and accessibility requirements are met, members of the public are allowed to observe and address the legislative body at the meeting, and there is a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities. This order allowed the City Council and the City’s other formal boards and commissions to hold their public meetings using teleconferencing technologies until the order expired on

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2

September 30, 2021. On September 16, 2021 Governor Newsom signed into law as an urgency measure Assembly Bill (AB) 361. [AB 361](#) amended the Brown Act provisions governing the use of teleconferencing for public meetings of a local agency's legislative bodies, allowing more liberal teleconferencing requirements to continue during the current and future state-declared emergencies. Therefore, since October 1, 2021, the City has relied on the amendments enacted by AB 361 as its authority to continue to hold meetings using teleconferencing technologies.

Government Code section 54953, as amended by AB 361, now provides in new subsection (e)(1), that during the current and any future state-declared state of emergency, the legislative body of a local agency may use teleconferencing without complying with the procedural requirements of Government Code section 54953(b)(3) in any of three circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

Certain additional requirements would apply under the new law, however, including specific requirements as to how public comment must be allowed and heard, with which the City already complies. In addition:

- In the event of a disruption which prevents the City from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the City's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.
- If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:
 - The legislative body has reconsidered the circumstances of the state of emergency.
 - Any of the following circumstances exist:
 - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - (ii) State or local officials continue to impose or recommend measures to promote social distancing.

ANALYSIS:

The City Council has determined that it is now safe to hold in person meetings in the City Council Chambers, and the Council held its first such meeting on April 18, 2022. The City Council Chambers are roomy enough to allow for social distancing in most cases and are now equipped with teleconferencing equipment that also allows participation in public meetings from other locations. This hybrid meeting model provides an alternative means to attend for those persons who feel they cannot safely attend in person, as well as for those persons who may find it more convenient to participate in the meetings through teleconferencing.

Other boards and commissions that meet in the City Council Chambers will also be able to meet in person. However, not all City boards and commissions meet in the City Council Chambers and staff has not yet been able to make comparable arrangements for hybrid meetings in those other meeting locations. Therefore, staff recommends that the City Council continue to adopt the resolution required by AB 361, so that these other boards and commissions can continue to meet using teleconferencing technology.

The resolution before the City Council is intended to comply with the requirement to make specified findings every 30 days. The resolution finds that the state of emergency continues in effect, that measures to promote social distancing are still being imposed or recommended by the state and county, and that the state of emergency directly impacts the ability of the public and the members of the City's Council, boards, and commissions to meet safely in person. The proposed resolution confirms the City Council's determination that all public meetings of the City's legislative bodies (the Council and all formal boards and commissions) may continue to be held using only teleconferencing technology.

FISCAL IMPACT:

There is no fiscal impact associated with the adoption of the attached resolution.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Adopt the resolution as proposed.
2. Adopt a modified resolution.
3. Direct staff to return with more information.
4. Take no action.

RECOMMENDED ACTION:

Adopt the resolution pursuant to Assembly Bill 361 making findings and confirming the need for continued use of teleconferencing to hold public meetings of the San Rafael City boards and commissions during the continuing state of emergency relating to the COVID-19 pandemic.

ATTACHMENTS:

1. Resolution

RESOLUTION NO.

RESOLUTION OF THE SAN RAFAEL CITY COUNCIL PURSUANT TO ASSEMBLY BILL 361 MAKING FINDINGS AND CONFIRMING THE NEED FOR CONTINUED USE OF TELECONFERENCING TO HOLD PUBLIC MEETINGS OF CITY BOARDS AND COMMISSIONS DURING THE CONTINUING STATE OF EMERGENCY RELATING TO THE COVID-19 PANDEMIC

WHEREAS, on March 4, 2020 Governor Newsom issued a proclamation pursuant to Government Code Section 8625 declaring a state of emergency in California due to the COVID-19 pandemic; and

WHEREAS, the Ralph M. Brown Act (Gov. Code §§ 54950 et seq.) (hereafter, the “Brown Act”) provides in Government Code section 54953 that “all meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided by this chapter”; and

WHEREAS, Government Code section 54953(b)(3) permits the legislative body of a local agency to use teleconferencing for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law, subject to specified procedural requirements including, but not limited to, the posting of agendas at all teleconference locations, the opportunity for members of the public to address the legislative body directly at each teleconference location, and that at least a quorum of the members of the legislative body participate from locations within the boundaries of the territory over which the legislative body exercises jurisdiction; and

WHEREAS, Government Code section 54953(e), added by Assembly Bill 361 effective September 16, 2021, provides, in section 54953(e)(1), that during a state of emergency proclaimed pursuant to Government Code section 8625, the legislative body of a local agency may hold a meeting using teleconferencing without complying with the procedural requirements of section 54953(b)(3), provided that the legislative body complies with the requirements of section 54953(e)(2); and

WHEREAS, pursuant to Government Code section 54953(e)(3), if a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, then in order to continue to teleconference without compliance with the requirements of section 54953(b)(3), the legislative body shall make specified findings at least every 30 days; and

WHEREAS, the City Council has reconsidered the circumstances of the proclaimed COVID-19-related state of emergency and finds that it remains active; and

WHEREAS, the City Council finds that state and/or local officials continue to impose or recommend measures to promote social distancing, including masking in certain indoor public settings; and

WHEREAS, the City Council finds that the state of emergency continues to directly impact the ability of certain City boards and commissions to meet safely in person;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Rafael that in order to protect the safety of the members of the public and its legislative bodies, for the 30 days following adoption of this resolution, public meetings of the City's legislative bodies may continue to be held using teleconferencing technology in compliance with the requirements of Government Code section 54953(e)(2) and all other applicable laws.

I, **Lindsay Lara**, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of San Rafael, held on Tuesday, the 21st day of June 2022 by the following vote, to wit:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Lindsay Lara, City Clerk

Agenda Item 4.c

ORDINANCE NO. 2010

**AN ORDINANCE OF THE CITY OF SAN RAFAEL AMENDING
SECTIONS 2.16.020 THROUGH 2.16.023 OF THE SAN RAFAEL
MUNICIPAL CODE RELATED TO THE PARK AND RECREATION
COMMISSION**

WHEREAS, regulations governing the requirement to have a Park and Recreation Commission of the City of San Rafael are located in Article VIII, Section 11 of the San Rafael Charter; and

WHEREAS, regulations governing the Park and Recreation Commission of the City of San Rafael are located in the San Rafael Municipal Code (SRMC) Sections 2.16.020 through 2.16.023 of Chapter 2.16 (Board and Commissions); and

WHEREAS, in an effort to move our advisory bodies to a total of five voting members, staff is recommending the Park and Recreation Commission be comprised of five voting members; and

WHEREAS, changes to membership will happen through attrition. As terms expire, staff will not fill vacancies until the new membership number is reached. No current members will be removed to meet the new composition of the Commission; and

WHEREAS, staff recommends the removal of the Commission's power to review, and make comments and recommendations regarding the annual operating budget of the department; and

WHEREAS, there are instances throughout the SRMC where masculine language is used, and changes are being recommended to amend language to be gender-neutral; and

WHEREAS, the provisions of section 2.16.022 of the SRMC, regarding term of office and removal of Commission members, are already set forth in Article VIII, Section 11 of the San Rafael Charter and staff recommends eliminating those provisions from this section of the SRMC.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL
DOES ORDAIN AS FOLLOWS:**

Division 1. Amendment of Municipal Code.

Sections 2.16.020 through 2.16.023 of Chapter 2.16 (Board and Commissions) of the San Rafael Municipal Code are hereby amended to read as follows. Additions are shown in underline, and deletions are shown in ~~strikethrough~~.

2.16.020 - Park and recreation commission.*

A park and recreation commission is created.

* *Park commission—See San Rafael Charter, Art. III § 52 and Art. VIII § 11.*

2.16.021 - Commission membership—Compensation.

Agenda Item 4.c

The park and recreation commission shall consist of ~~seven~~ five members appointed by the city council, one of whom may be a ~~councilman~~ councilmember. All members of the park and recreation commission shall serve without compensation. The city council may establish compensation for members of the park and recreation commission by resolution.

2.16.022 –Commission term of office and removal.Reserved.

~~Members of the park and recreation commission shall serve for a term of four years and shall be subject to removal by the affirmative vote of three members of the council. The terms of office of members of the commission shall be staggered in the manner provided by resolution of the city council.~~

2.16.023 - Commission powers and duties.

Subject to the direction and control of the city council, as provided in [Section 2.04.030](#) of this code, the powers and duties of the parks and recreation commissioners shall be:

To assist in the preparation and adoption of a review annually and revise as necessary a long-range plan for parks including neighborhood parks, community-wide parks, special use facilities and open space lands;

To focus public attention upon the need for adequate parks and healthful and creative year-round supervised recreation for all age groups;

To assist in promoting the public recreation programs;

To solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein;

To assist the parks and recreation director in establishing general policies and procedures in respect to park usage;

~~To review, comment and make recommendations regarding the annual operating budget of the department;~~

To receive periodic reports from the department head concerning the general operations and functions of the department; and

To perform such other duties as may be prescribed by the council.

Division 2. Severability.

If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares it would have passed and adopted this Ordinance and each and all provisions hereof irrespective of the fact that any one or more of said provisions be declared invalid.

Division 3. CEQA Determination.

Agenda Item 4.c

This Ordinance makes only administrative changes to the operations of a City commission and is therefore exempt from the requirements of the California Environmental Quality Act (CEQA) under 14 Cal. Code Regs. §15061(b)(3), the common sense exemption, because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.

Division 4. Publication; Effective Date.

This Ordinance shall be published once, in full or in summary form, before its final passage, in a newspaper of general circulation, published, and circulated in the City of San Rafael, and shall be in full force and effect thirty (30) days after its final passage. If published in summary form, the summary shall also be published within fifteen (15) days after the adoption, together with the names of those Councilmembers voting for or against same, in a newspaper of general circulation published and circulated in the City of San Rafael, County of Marin, State of California.



KATE COLIN, Mayor

ATTEST:



LINDSAY LARA, City Clerk

The foregoing Ordinance No. 2010 was introduced at a Regular Meeting of the City Council of the City of San Rafael, held on the 6th day of June 2022 and ordered passed to print by the following vote, to wit:

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES: Councilmembers: None
ABSENT: Councilmembers: None

and will come up for adoption as an Ordinance of the City of San Rafael at a Regular Meeting of the Council to be held on the 21st day of June 2022.



LINDSAY LARA, City Clerk

SUMMARY OF ORDINANCE NO. 2010

AN ORDINANCE OF THE CITY OF SAN RAFAEL AMENDING SECTIONS 2.16.020 THROUGH 2.16.023 OF THE SAN RAFAEL MUNICIPAL CODE RELATED TO THE PARK AND RECREATION COMMISSION

This Summary concerns a proposed ordinance of the City Council of the City of San Rafael, designated as Ordinance No. 2010, which will amend the Park and Recreation Commission. Ordinance No. 2010 is scheduled for adoption by the San Rafael City Council at its regular meeting of Tuesday, June 21, 2022. The City Clerk has been directed to publish this Summary pursuant to City Charter and California Government Code section 36933(c)(1).

SUMMARY OF ORDINANCE

Ordinance No. 2010 amends Sections 2.16.020 through 2.16.023 of the San Rafael City Municipal Code, changing the composition of membership from seven to five members, removing masculine language and replacing it with gender neutral language, removing the clause relating to compensation of commissioners and providing authority to the city council to approve compensation by resolution, removing duplicative language in the code, and removing the review of the department budget from the powers and duties of the commission. The City Council's adoption of this ordinance creates uniformity across the City's boards and commissions program.

For a complete copy of the text of the Ordinance, please contact the City Clerk Lindsay Lara at 415-485-3065 or Lindsay.lara@cityofsanrafael.org. Copies of the Ordinance are also available for public review by contacting the City Clerk's office by email to city.clerk@cityofsanrafael.org.

/s/ Lindsay Lara
LINDSAY LARA
San Rafael City Clerk
Dated: 06/10/2022

Agenda Item 4.d

ORDINANCE NO. 2011

**AN ORDINANCE OF THE CITY OF SAN RAFAEL AMENDING
SECTIONS 2.16.040 THROUGH 2.16.110 OF THE SAN RAFAEL
MUNICIPAL CODE RELATED TO THE PLANNING COMMISSION**

WHEREAS, regulations governing the planning commission of the City of San Rafael are located in the San Rafael Municipal Code (SRMC) Sections 2.16.040 through 2.16.110 of Chapter 2.16 (Board and Commissions); and

WHEREAS, currently, any changes to the planning commission requires an amendment to the Municipal Code and staff is recommending amending the code to allow specific details of the commission to be approved by resolution of the City Council, such as meeting frequency, eligibility requirements for becoming a planning commissioner, and composition of the commission, and specific compensation of planning commissioners; and

WHEREAS, Section 2.16.050 of the municipal code currently outlines the process for the initial implementation of the planning commission and is no longer needed, and staff is recommending deleting the implementation process; and

WHEREAS, the municipal code currently outlines the process for chair and secretary selection and staff is recommending that changes to eligibility requirements, meetings and Commission composition be established by resolution; and

WHEREAS, the municipal code currently outlines meeting frequency and quorum and staff is recommending the deletion of this section because it will be outlined in the bylaws to be consistent with other boards and commissions; and

WHEREAS, the municipal code currently states that members of the planning commission will serve without compensation and staff is recommending an amendment to the code providing City Council authority to approve compensation of commissioners by resolution; and

WHEREAS, the municipal code outlines the powers and duties of the planning commission and references duties and documents that are no longer relevant to the current role of the planning commission;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL
DOES ORDAIN AS FOLLOWS:**

Division 1. Amendment of Municipal Code.

Sections 2.16.040 through 2.16.110 of Chapter 2.16 (Board and Commissions) of the San Rafael Municipal Code are hereby amended to read as follows. Additions are shown in underline, and deletions are shown in ~~strike through~~.

2.16.040 – Planning commission—Creation—Membership.

There is created a planning commission for the city, consisting of seven members, not officials of the city, appointed by the mayor with the approval of the city council. Eligibility requirements for members of the planning commission are as follows:

Agenda Item 4.d

The Commission shall be composed of seven (7) regular voting members, one commissioner from each of the city's four city council electoral districts, and three at-large commissioners.

Requirements for eligibility:

1. District Representatives: Each district representative must reside in the district they represent.
2. At-Large Members: Must reside in city limits.

2.16.050 – Terms of planning commission members.

~~Of the members of the commission first appointed, two shall be appointed for the terms of one year; two for the terms of two years; two for the terms of three years; and one for the term of four years. Their successors~~ Planning commissioners shall be appointed for terms of four years; if a vacancy occurs otherwise than by expiration of term it shall be filled by appointment for the unexpired portion of the term.

2.16.060 – Advisory members of planning commission.

Advisory members of the commission shall be the city manager, the city attorney, and the city engineer. The advisory members shall not have the power to vote and their terms shall correspond to their respective official tenure.

~~2.16.070 – Chairman and secretary of planning commission.~~ Operations of the planning commission.

~~The commission shall elect a chairman from its appointed members, and may also elect a secretary who may be an employee of the city.~~ Meeting frequency and other operations of the planning commission shall be set by resolution of the council.

~~2.16.080 – Meetings and quorum of planning commission.~~ Reserved.

~~At least one regular meeting shall be held each month on a date selected by the commission.~~

~~Four of the appointed members of the commission shall be required to constitute a quorum for the transaction of the business of the commission.~~

2.16.090 – Removal from planning commission.

Any appointed member of the commission may be removed by the mayor with the approval of the city council or by a majority vote of the council.

2.16.100– Compensation of planning commission.

~~All members of the commission shall serve as such without compensation.~~ The city council may establish compensation for members of the planning commission by resolution.

2.16.110– Powers and duties of planning commission.

It shall be the function and duty of the planning commission to act as a decision-making body on quasi-legislative matters including but not limited to:

Agenda Item 4.d

- major subdivisions as delegated to the planning commission under Title 15 of this Code
- conditional use permits delegated to the planning commission
- environmental and design review permits delegated to the planning commission
- appeals made by a lower body and appealed to the planning commission.

It shall be the function and duty of the planning commission to act as an advisory body to the city council on legislative matters related to but not limited to the following:

- general plan updates and amendments
- zoning text and zoning map amendments
- other land use matters requiring city council action.

It shall be the duty of the members of the planning commission to inform themselves on matters affecting the functions and duties of the commission and all planning matters, and, to that end, they may attend training and planning conferences and the reasonable traveling expenses incidental to the attendance shall be charged upon the funds allocated to the commission.

The planning commission shall endeavor to promote public interest and understanding of plans developed, and the regulations relating thereto. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which records shall be a public record.

~~It shall be the function and duty of the planning commission to prepare and adopt, in accordance with and as provided by the Conservation and Planning Act of the state of California, comprehensive long-term general plans for the physical development of the city of San Rafael, and of any land outside the boundary thereof which bears relation to the city. The plans may be comprised of the following or other and additional plans and maps which may in commission's judgment relate to the physical development of the city:~~

~~Streets and highway plan
Parking plan
Recreation plan
Public buildings plan
Transit plan~~

~~The planning commission shall be charged with the duty of making investigations, reports on the design and improvements of proposed subdivisions, and shall have such powers in connection therewith as are outlined in the Subdivision Map Act of the state of California, and the subdivision regulations adopted by the city of San Rafael.~~

~~It shall be the duty of the members of the planning commission, including advisory members and members of its staff, to inform themselves on matters affecting the functions and duties of the commission and all planning matters, and, to that end, when authorized by a majority of the commission, may attend planning conferences, or meetings of planning executives, hearings on planning legislation or matters affecting the master plan or any part thereof, and the reasonable traveling expenses incidental to the attendances shall be charges upon the funds allocated to the commission.~~

Agenda Item 4.d

~~The planning commission shall endeavor to promote public interest and understanding of plans developed, and the regulations relating thereto. It shall be part of its duty to consult with and advise the public officials, agencies, public utilities companies, school boards, civic and other organizations, and with the citizens generally in relation to carrying out the plans.~~

~~The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which records shall be a public record.~~

Division 2. Severability.

If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares it would have passed and adopted this Ordinance and each and all provisions hereof irrespective of the fact that any one or more of said provisions be declared invalid.

Division 3. CEQA Determination.

This Ordinance makes only administrative changes to the operations of a City board and is therefore exempt from the requirements of the California Environmental Quality Act (CEQA) under 14 Cal. Code Regs. §15061(b)(3), the common sense exemption, because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.

Division 4. Publication; Effective Date.

This Ordinance shall be published once, in full or in summary form, before its final passage, in a newspaper of general circulation, published, and circulated in the City of San Rafael, and shall be in full force and effect thirty (30) days after its final passage. If published in summary form, the summary shall also be published within fifteen (15) days after the adoption, together with the names of those Councilmembers voting for or against same, in a newspaper of general circulation published and circulated in the City of San Rafael, County of Marin, State of California.



KATE COLIN, Mayor

ATTEST:



LINDSAY LARA, City Clerk

Agenda Item 4.d

The foregoing Ordinance No. 2011 was introduced at a Regular Meeting of the City Council of the City of San Rafael, held on the 6th day of June 2022 and ordered passed to print by the following vote, to wit:

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate

NOES: Councilmembers: None

ABSENT: Councilmembers: None

and will come up for adoption as an Ordinance of the City of San Rafael at a Regular Meeting of the Council to be held on the 21st day of June 2022.



LINDSAY LARA, City Clerk

SUMMARY OF ORDINANCE NO. 2011

AN ORDINANCE OF THE CITY OF SAN RAFAEL AMENDING SECTIONS 2.16.040 THROUGH 2.16.110 OF THE SAN RAFAEL MUNICIPAL CODE RELATED TO THE PLANNING COMMISSION

This Summary concerns a proposed ordinance of the City Council of the City of San Rafael, designated as Ordinance No. 2011, which will amend the Planning Commission. Ordinance No. 2011 is scheduled for adoption by the San Rafael City Council at its regular meeting of Tuesday, June 21, 2022. The City Clerk has been directed to publish this Summary pursuant to City Charter and California Government Code section 36933(c)(1).

SUMMARY OF ORDINANCE

Ordinance No. 2011 amends Sections 2.16.040 through 2.16.110 of the San Rafael City Municipal Code, changing membership eligibility to include four district representatives and three at-large members, removing outdated implementation guidelines, allowing meeting frequency and operations of the commission to be approved by resolution, removing duplicative information, removing the clause relating to compensation of commissioners and providing authority to the city council to approve compensation by resolution, and updating the powers and duties of the commission to reflect the current practices of the commission.

For a complete copy of the text of the Ordinance, please contact the City Clerk Lindsay Lara at 415-485-3065 or Lindsay.lara@cityofsanrafael.org. Copies of the Ordinance are also available for public review by contacting the City Clerk's office by email to city.clerk@cityofsanrafael.org.

/s/ Lindsay Lara
LINDSAY LARA
San Rafael City Clerk
Dated: 06/10/2022



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: City Manager's Office

Prepared by: Marc Sabin
Homeless Services Director

City Manager Approval:  _____

TOPIC: ENCAMPMENT RESOLUTION SERVICES

SUBJECT: RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH ST. VINCENT DE PAUL TO PROVIDE ENCAMPMENT AND HOMELESSNESS SERVICES IN AN AMOUNT NOT TO EXCEED \$427,600

RECOMMENDATION:

Adopt the resolution approving and authorizing the City Manager to execute a professional services agreement with St. Vincent De Paul to provide encampment and homelessness services in an amount not to exceed \$427,600.

BACKGROUND:

In July 2021, the City of San Rafael created a Services Support Area ("SSA") to provide a safe area for up to 49 homeless individuals to reside temporarily and to easily connect with service providers for needed support services. To further support the efforts to best serve San Rafael's homeless community at the SSA, the City applied for and received \$522,619 from the State of California Encampment Resolution Funding Program ("ERF"). The City wants to ensure that the homeless community is receiving enhanced services to assist them with the process of returning to stable housing. To support this success, the City requires the contract services of an established organization with the experience and demonstrated success in serving the homeless community.

ANALYSIS:

St. Vincent De Paul (SVDP) has provided services in the City of San Rafael since 1946. SVDP has provided street-based outreach (Homeless Outreach Team), case management, and essential services to the unhoused and underserved community which have had a positive impact on San Rafael's homeless community. SVDP has been key in the efforts that have resulted in housing over 400 individuals in Marin County. SVDP is well-poised to begin providing services funded by the ERF grant upon execution of a contract with the City.

FISCAL IMPACT:

There is no fiscal impact as this agreement is fully funded by the ERF grant which will be provided as one lump sum payment to the City of \$522,619. The contract with SVDP will not exceed \$427,600. The agreement will cover Intensive Case Management, a consistent presence at the SSA, outreach supplies,

FOR CITY CLERK ONLY

Council Meeting: _____

Disposition: _____

technology to assist with case management (computers, internet access) and transportation for clients. These funds are to be expended by June 30, 2024.

The balance of \$95,019 of the ERF grant remains to be utilized for Homeless and Encampment Resolution services by the City. These funds will be utilized to cover administrative costs and direct services to be identified as the program develops.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Adopt resolution approving the agreement with SVDP.
2. Adopt resolution with modifications to the attached agreement.
3. Direct staff to return with more information.
4. Take no action.

RECOMMENDED ACTION:

Adopt the resolution approving and authorizing the City Manager to execute a professional services agreement with St. Vincent De Paul to provide encampment and homelessness services in an amount not to exceed \$427,600.

ATTACHMENTS:

1. Resolution
2. Proposed Agreement with St. Vincent De Paul

RESOLUTION NO.

A RESOLUTION OF THE SAN RAFAEL CITY COUNCIL APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH ST. VINCENT DE PAUL TO PROVIDE ENCAMPMENT AND HOMELESSNESS SERVICES IN AN AMOUNT NOT TO EXCEED \$427,600

WHEREAS, in July 2021, the City of San Rafael created a Services Support Area (“SSA”) to provide a safe area for up to 49 homeless individuals to reside temporarily and to easily connect with service providers for needed support services; and

WHEREAS, to further support the efforts to best serve San Rafael’s homeless community at the SSA, the City applied for and received \$522,619 from the State of California Encampment Resolution Funding Program (“ERF”); and

WHEREAS, the City wants to ensure that the homeless community is receiving enhanced services to assist them with the process of returning to stable housing, and to support this success, the City requires the contract services of an established organization with the experience and demonstrated success in serving the homeless community; and

WHEREAS, St. Vincent De Paul (“SVDP”) has provided services in the City of San Rafael since 1946, has provided street-based outreach (Homeless Outreach Team), case management, and essential services to the unhoused and underserved community which have had a positive impact on San Rafael’s homeless community, and has been key in the efforts that have resulted in housing over 400 individuals in Marin County; and

WHEREAS, SVDP is well-poised to begin providing services funded by the ERF grant upon execution of an agreement with the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL RESOLVES as follows:

The City Council hereby approves and authorizes the City Manager to execute a Professional Services Agreement with St. Vincent De Paul for encampment and homelessness

services in an amount not to exceed \$427,600, subject to final approval as to form by the City Attorney.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on Tuesday, the 21st day of June 2022, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

AGREEMENT FOR PROFESSIONAL CASE MANAGEMENT SERVICES

This Agreement is made and entered into this _____ day of _____, 20____, by and between the CITY OF SAN RAFAEL (hereinafter "**CITY**"), and St. Vincent De Paul Society, District Council of Marin County, a California non-profit corporation (hereinafter "**CONSULTANT**").

RECITALS

WHEREAS, the **CITY** has established a temporary Support Services Area (“SSA”) at which a limited number of individuals experiencing chronic homelessness in San Rafael can receive services and engage in intensive case management in a meaningful way, in a secure area; and

WHEREAS, **CITY** has immediate need for professional case management services at the SSA and **CONSULTANT** is qualified and able to provide the required services;

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. **PROJECT COORDINATION.**

A. **CITY’S Project Manager.** The City Manager is hereby designated the **PROJECT MANAGER** for the **CITY** and said **PROJECT MANAGER** shall supervise all aspects of the progress and execution of this Agreement.

B. **CONSULTANT’S Project Director.** **CONSULTANT** shall assign a single **PROJECT DIRECTOR** to have overall responsibility for the progress and execution of this Agreement for **CONSULTANT**. Christine Paquette is hereby designated as the **PROJECT DIRECTOR** for **CONSULTANT**. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute **PROJECT DIRECTOR**, for any reason, the **CONSULTANT** shall notify the **CITY** within ten (10) business days of the substitution.

2. **DUTIES OF CONSULTANT.**

CONSULTANT shall perform the duties and/or provide services as described in Exhibit A attached hereto and incorporated herein by reference.

3. **DUTIES OF CITY.**

Upon services rendered by **CONSULTANT**, the **CITY** shall pay the compensation as provided in Paragraph 4.

4. COMPENSATION.

For the full performance of the services described herein by **CONSULTANT**, **CITY** shall pay **CONSULTANT** as set forth in Exhibit A attached hereto and incorporated herein by reference, in a total amount not to exceed of \$427,600 (or \$213,800 per year).

Payment will be made monthly upon receipt by PROJECT MANAGER of itemized invoices submitted by **CONSULTANT**.

5. TERM OF AGREEMENT.

The term of this Agreement shall be from the date of execution of this Agreement through June 30, 2024.

6. TERMINATION.

A. **Discretionary.** Either party may terminate this Agreement without cause upon ninety (90) days written notice mailed or personally delivered to the other party.

B. **Cause.** Either party may terminate this Agreement for cause upon fifteen (15) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination, to the reasonable satisfaction of the party giving such notice, within such fifteen (15) day time period.

C. **Effect of Termination.** Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

D. **Return of Documents.** Upon termination, any and all **CITY** documents or materials provided to **CONSULTANT** and any and all of **CONSULTANT's** documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to **CITY** as soon as possible, but not later than thirty (30) days after termination.

7. OWNERSHIP OF DOCUMENTS.

The written documents and materials prepared by the **CONSULTANT** in connection with the performance of its duties under this Agreement, shall be the sole property of **CITY**. **CITY** may use said property for any purpose, including projects not contemplated by this Agreement.

8. INSPECTION AND AUDIT.

Upon reasonable notice, **CONSULTANT** shall make available to **CITY**, or its agent, for inspection and audit, all documents and materials maintained by **CONSULTANT** in connection with its performance of its duties under this Agreement. **CONSULTANT** shall fully cooperate with **CITY** or its agent in any such audit or inspection.

9. ASSIGNABILITY.

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

10. INSURANCE.

A. **Scope of Coverage.** During the term of this Agreement, **CONSULTANT** shall maintain, at no expense to **CITY**, the following insurance policies:

1. A commercial general liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, for death, bodily injury, personal injury, or property damage.

2. An automobile liability (owned, non-owned, and hired vehicles) insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence.

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, to cover any claims arising out of the **CONSULTANT's** performance of services under this Agreement. Where **CONSULTANT** is a professional not required to have a professional license, **CITY** reserves the right to require **CONSULTANT** to provide professional liability insurance pursuant to this section.

4. If it employs any person, **CONSULTANT** shall maintain worker's compensation insurance, as required by the State of California, with statutory limits, and employer's liability insurance with limits of no less than one million dollars (\$1,000,000) per accident for bodily injury or disease. **CONSULTANT's** worker's compensation insurance shall be specifically endorsed to waive any right of subrogation against **CITY**.

B. **Other Insurance Requirements.** The insurance coverage required of the **CONSULTANT** in subparagraph A of this section above shall also meet the following requirements:

1. Except for professional liability insurance or worker's compensation insurance, the insurance policies shall be specifically endorsed to include the **CITY**, its officers, agents, employees, and volunteers, as additional insureds (for both ongoing and completed operations) under the policies.

2. The additional insured coverage under **CONSULTANT'S** insurance policies shall be "primary and noncontributory" with respect to any insurance or coverage maintained by **CITY** and shall not call upon **CITY's** insurance or self-insurance coverage for any contribution. The "primary and noncontributory" coverage in **CONSULTANT'S** policies shall be at least as broad as ISO form CG20 01 04 13.

3. Except for professional liability insurance or worker's compensation insurance, the insurance policies shall include, in their text or by endorsement, coverage for contractual liability and personal injury.

4. By execution of this Agreement, **CONSULTANT** hereby grants to **CITY** a waiver of any right to subrogation which any insurer of **CONSULTANT** may acquire against **CITY** by virtue of the payment of any loss under such insurance. **CONSULTANT** agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not **CITY** has received a waiver of subrogation endorsement from the insurer.

5. If the insurance is written on a Claims Made Form, then, following termination of this Agreement, said insurance coverage shall survive for a period of not less than five years.

6. The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement.

7. The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of **CITY** (if agreed to in a written contract or agreement) before **CITY'S** own insurance or self-insurance shall be called upon to protect it as a named insured.

8. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to **CITY** or any other additional insured party. Furthermore, the requirements for coverage and limits shall be: (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater. No representation is made that the minimum Insurance requirements of this agreement are sufficient to cover the obligations of the **CONSULTANT** under this agreement.

C. Deductibles and SIR's. Any deductibles or self-insured retentions in **CONSULTANT's** insurance policies must be declared to and approved by the PROJECT MANAGER and City Attorney and shall not reduce the limits of liability. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or **CITY** or other additional insured party. At **CITY's** option, the deductibles or self-insured retentions with respect to **CITY** shall be reduced or eliminated to **CITY's** satisfaction, or **CONSULTANT** shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

D. Proof of Insurance. **CONSULTANT** shall provide to the PROJECT MANAGER or **CITY'S** City Attorney all of the following: (1) Certificates of Insurance evidencing the insurance coverage required in this Agreement; (2) a copy of the policy declaration page and/or endorsement page listing all policy endorsements for the commercial general liability policy, and (3) excerpts of

policy language or specific endorsements evidencing the other insurance requirements set forth in this Agreement. **CITY** reserves the right to obtain a full certified copy of any insurance policy and endorsements from **CONSULTANT**. Failure to exercise this right shall not constitute a waiver of the right to exercise it later. The insurance shall be approved as to form and sufficiency by **PROJECT MANAGER** and the City Attorney.

11. INDEMNIFICATION.

A. Except as otherwise provided in Paragraph B., **CONSULTANT** shall, to the fullest extent permitted by law, indemnify, release, defend with counsel approved by **CITY**, and hold harmless **CITY**, its officers, agents, employees and volunteers (collectively, the “**City Indemnitees**”), from and against any claim, demand, suit, judgment, loss, liability or expense of any kind, including but not limited to attorney's fees, expert fees and all other costs and fees of litigation, (collectively “**CLAIMS**”), arising out of **CONSULTANT’S** performance of its obligations or conduct of its operations under this Agreement. The **CONSULTANT'S** obligations apply regardless of whether or not a liability is caused or contributed to by the active or passive negligence of the **City Indemnitees**. However, to the extent that liability is caused by the active negligence or willful misconduct of the **City Indemnitees**, the **CONSULTANT'S** indemnification obligation shall be reduced in proportion to the **City Indemnitees’** share of liability for the active negligence or willful misconduct. In addition, the acceptance or approval of the **CONSULTANT’S** work or work product by the **CITY** or any of its directors, officers or employees shall not relieve or reduce the **CONSULTANT’S** indemnification obligations. In the event the **City Indemnitees** are made a party to any action, lawsuit, or other adversarial proceeding arising from **CONSULTANT’S** performance of or operations under this Agreement, **CONSULTANT** shall provide a defense to the **City Indemnitees** or at **CITY’S** option reimburse the **City Indemnitees** their costs of defense, including reasonable attorneys’ fees, incurred in defense of such claims.

B. Where the services to be provided by **CONSULTANT** under this Agreement are design professional services to be performed by a design professional as that term is defined under Civil Code Section 2782.8, then, to the extent permitted by law including without limitation, Civil Code sections 2782, 2782.6 and 2782.8, **CONSULTANT** shall indemnify and hold harmless the **CITY** and its officers, officials, and employees (collectively **City Indemnitees**) from and against damages, liabilities or costs (including incidental damages, Court costs, reasonable attorney’s fees as may be determined by the Court, litigation expenses and fees of expert witnesses incurred in connection therewith and costs of investigation) to the extent they are caused by the negligence, recklessness, or willful misconduct of **CONSULTANT**, or any subconsultants, or subcontractor or anyone directly or indirectly employed by them, or anyone for whom they are legally liable (collectively **Liabilities**). Such obligation to hold harmless and indemnify any indemnity shall not apply to the extent that such **Liabilities** are caused in part by the negligence or willful misconduct of such **City Indemnitee**.

C. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement, and shall survive the termination or completion of this Agreement for the full period of time allowed by law.

12. NONDISCRIMINATION.

CONSULTANT shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

13. COMPLIANCE WITH ALL LAWS.

CONSULTANT shall observe and comply with all applicable federal, state and local laws, ordinances, codes and regulations, in the performance of its duties and obligations under this Agreement. **CONSULTANT** shall perform all services under this Agreement in accordance with these laws, ordinances, codes and regulations. **CONSULTANT** shall release, defend, indemnify and hold harmless **CITY**, its officers, agents and employees from any and all damages, liabilities, penalties, fines and all other consequences from any noncompliance or violation of any laws, ordinances, codes or regulations.

14. NO THIRD PARTY BENEFICIARIES.

CITY and **CONSULTANT** do not intend, by any provision of this Agreement, to create in any third party, any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

15. NOTICES.

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery, or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery, or if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO CITY 's Project Manager:	Jim Schutz, City Manager City of San Rafael 1400 Fifth Avenue San Rafael, CA 94901
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TO CONSULTANT 's Project Director:	Christine Paquette
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16. INDEPENDENT CONTRACTOR.

For the purposes, and for the duration, of this Agreement, **CONSULTANT**, its officers, agents and employees shall act in the capacity of an Independent Contractor, and not as employees of the **CITY**. **CONSULTANT** and **CITY** expressly intend and agree that the status of **CONSULTANT**, its officers, agents and employees be that of an Independent Contractor and not

that of an employee of **CITY**.

17. ENTIRE AGREEMENT -- AMENDMENTS.

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference, represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter between the **CONSULTANT** and the **CITY**.

C. No other agreement, promise or statement, written or oral, relating to the subject matter of this Agreement, shall be valid or binding, except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the **CONSULTANT** and the **CITY**.

E. If any conflicts arise between the terms and conditions of this Agreement, and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

18. SET-OFF AGAINST DEBTS.

CONSULTANT agrees that **CITY** may deduct from any payment due to **CONSULTANT** under this Agreement, any monies which **CONSULTANT** owes **CITY** under any ordinance, agreement, contract or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks or other amounts.

19. WAIVERS.

The waiver by either party of any breach or violation of any term, covenant or condition of this Agreement, or of any ordinance, law or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, covenant of this Agreement or any applicable law, ordinance or regulation.

20. COSTS AND ATTORNEY'S FEES.

The prevailing party in any action brought to enforce the terms and conditions of this Agreement, or arising out of the performance of this Agreement, may recover its reasonable costs (including claims administration) and attorney's fees expended in connection with such action.

21. CITY BUSINESS LICENSE / OTHER TAXES.

CONSULTANT shall obtain and maintain during the duration of this Agreement, a **CITY** business license as required by the San Rafael Municipal Code **CONSULTANT** shall pay any and all state and federal taxes and any other applicable taxes. **CITY** shall not be required to pay for any work performed under this Agreement, until **CONSULTANT** has provided **CITY** with a completed Internal Revenue Service Form W-9 (Request for Taxpayer Identification Number and Certification).

22. SURVIVAL OF TERMS.

Any terms of this Agreement that by their nature extend beyond the term (or termination) of this Agreement shall remain in effect until fulfilled and shall apply to both Parties' respective successors and assigns.

23. APPLICABLE LAW.

The laws of the State of California shall govern this Agreement.

24. COUNTERPARTS AND ELECTRONIC SIGNATURE.

This Agreement may be executed by electronic signature and in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one document. Counterpart signature pages may be delivered by telecopier, email or other means of electronic transmission.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

[Signatures are on the following page.]

CITY OF SAN RAFAEL

CONSULTANT

JIM SCHUTZ, City Manager

By: _____

Name: _____

Title: _____

ATTEST:

[If CONSULTANT is a corporation, add signature of second corporate officer]

LINDSAY LARA, City Clerk

By: _____

APPROVED AS TO FORM:

Name: _____

Title: _____

ROBERT F. EPSTEIN, City Attorney



ST. VINCENT DE PAUL
SOCIETY OF MARIN

The City of San Rafael created a Service Support Area (SSA) on July 6th, 2021. The SSA is a **temporary** location for folks to receive services in a secure area. The SSA helps chronically homeless individuals engage in Intensive Case Management in a meaningful way. SSA residents can trust that they will meet with their case manager (CM) every day, and the CM has consistent access to the folks they serve

Currently, there is one Case Manager dedicated to the SSA who provides services to 17 individuals. To increase the case management pattern through adding **two full time Case Managers, who would provide services EXPLICITLY to SSA Residents**, the City of San Rafael procured Encampment Resolution Funding Grant from the State of California. One position will be an Intensive Case Manager and a second role would be a Mental Health-Intensive Case Manager (MHC). The MHC has a laser focus on working with SSA residents to ensure they are linked into Mental Health Services. The MHC will stay connected to SSA residents when they discharge (housing or otherwise) from the SSA and keep them linked to mental wellness services. Both roles, are focused on assisting SSA residents to exit homelessness.

The services which are to be delivered include:

- Assess (VISPIDAT) the client continually along the following

client strengths and resources, housing needs, Cultural Identity, Behavioral Health, Medical, Social, Family Support, Education and Employment History.

- Work in partnership with the client to create an individualized plan that articulates the client's goals for housing, treatment, and documents (in case notes and HMIS systems) the specific interventions planned to assist the client to achieve these goals.
- Develop and provide (or connect to) high quality interventions and services in support of wellness and recovery.
- Provide strength-based case management, skills development, medication support, therapy, crisis intervention, and peer and family support.
- Provide the type and intensity of service that the client needs to have the best opportunity for success exiting homelessness. This can mean frequent check-ins, transportation to services, addressing issues related to mental illness and/or substance use, enlisting stabilization and/or crisis services.
- Provide Intensive case management services tailored to the individual needs and preferences of the client.
- Provide Housing location services which include, but are not limited to, determining the characteristics of a unit appropriate for a client (geographic location, community ties, safety, unit accessibility, etc.); locating potential units near public transportation and other amenities; networking and maintaining relationships with landlords; and accompanying client to open houses and housing application appointments.
- Screen available units to determine the potential for a unit to pass Housing

Quality Inspections (HQS) performed by the MHA.

- Assist client in securing necessary personal documentation and completing required paperwork, including “reasonable accommodation” to qualify for a MHA, or other, rental subsidy/housing voucher.
- Directly assist and work in partnership with clients to help them move into housing. This may include arranging for or directly helping the client move their items to the unit and ensuring the client is set up with basic items.
- Provide housing stabilization services, such as ensuring the client can maintain a space clean enough to pass inspection, can manage their finances or is connected to a representative payee, and can navigate transportation if necessary to reach appointments related to health and benefits; and intervening with landlords if needed.
- Work collaboratively with client to mitigate tenancy issues early to help retain housing (e.g., resolving roommate or community disputes, setting boundaries around guest behavior, submitting timely rental payments, maintaining cleanliness in and around the unit, avoiding lease violations, etc.). At move-in, make attempts to meet with client weekly. Meet 60-90 days after move-in to housing to discuss client successes and any challenges. At least one of these meetings per month will be a home visit in the client’s home if client permits.
- Continue to meet with the client frequently after housing stabilization (likely after 60-90 days of tenancy), as determined by their needs for clinical and housing support. There will be home visits at least one time per month.
- Maintain contact at least once per month with the client's housing property

manager to provide an opportunity to be informed of any housing challenges.

Provide client with skills training to understand their tenancy rights and fulfill their tenancy responsibilities as articulated in their lease.

- Document all housing and clinical services in the client file (HMIS) within 72 hours.

- Survey SSA residents at 90-day intervals to evaluate quality of services. The survey will include frequency/quality of contacts, and satisfaction. Results will be reviewed quarterly, and adjustments made swiftly.
- Provider is committed to the Housing First Principles identified below.
- Provider uses a trauma-informed approach.
- Provider does not require treatment or sobriety to enter or conduct drug testing.
- Provider does not prohibit program entry based on mental illness diagnosis and does not have a policy requiring medication or treatment compliance to enter.
- Provider does not bar clients based on past (non-violent) rule infractions.
- Provider accepts all clients regardless of sexual orientation or gender identification and follows all fair housing laws.
- Provider does not exclude persons with zero income or limited to no work history.
- Provider does not terminate participants for low or no income, current or past substance use, history of domestic violence, failure to participate in supportive services, failure to make progress on a service plan, and criminal records, with the exceptions of restrictions imposed by federal, state, or local law or ordinance.

Staffing Requirement

SSA Intensive Case Manager (FTE 1.0) Provides direct service to SSA residents.

Develops individualized housing treatment goals. Interfaces with SSA partnerships to ensure the delivery of services in a safe, efficient, and consistent manner.

SSA Mental Health Intensive Case Manager-Mental Health focus (FTE 1.0) Provides

direct service to SSA residents to ensure that their mental wellness and treatment needs are addressed. Collaborates with Marin County Behavioral Health and Recovery team to ensure the residents have on-demand access to Mental Health Services.

Maintains connection with SSA residents as they get housed to ensure mental wellness is addressed in an ongoing fashion.

City of San Rafael Mental Health Liaison (in-kind) Responsible for managing the provider and its partnership efforts related to the SSA.

Homeless Services Department City of San Rafael (in-kind) Responsible for ensuring contractual obligations are achieved and provides support to Provider in an on-going fashion.

Measurable objectives of Project:

By date of:	Objective	As measured by:	Notes
8/31/2022	Monthly meetings occur to discuss progress of encampment resolution	Meeting minutes	Measured at month end, ongoing through 6/30/2024
9/30/2022	Ninety percent of all SSA residents are CES assessed and have a documented Housing Plan	HMIS/CES	Measured at month end, ongoing through 6/30/2024

9/30/2022	Ninety percent of SSA residents with a Mental Health diagnosis are linked to Mental Health services	HMIS-Case Management reports and documentation	Measured at month end, ongoing through 6/30/2024
7/1/2024	Provider in conjunction with CSR presents to at least three cities to share outcomes	Meeting minutes and presentation	By Agenda and list of participants
10/31/2022	Seventy-five percent of all SSA residents are document-ready	Case management documentation	Measured at month end, ongoing through 6/30/2024
4/30/2023	Seventy-five percent of residents awarded vouchers are housed	HMIS/CES	Measured at month end, ongoing through 6/30/2024
6/30/2024	Ninety percent of SSA residents housed, stay housed	HMIS	Measured quarterly ongoing through 6/30/2024
6/30/2024	Ninety percent of residents who become unhoused are reengaged within 7 days	Case Management reports and documentation	prioritized for conversation at BN meetings

Budget for Encampment Resolution Funding -

APPROXIMATE TIME FRAME 6/1/2022-6/1/2024

Provider Salaries and Fringe

[REDACTED]		
Intensive Case Manager	140000	(\$70,000 annually)
Mental Health Intensive Case Manager	164920	(\$82,460 annually)
Fringe (maximum 28%)	96080	(~24% fringe)
Total Salaries and Fringe	401,000	

Provider Operational Expenses

[REDACTED]		
Client Transportation	4,800	
Client Hygiene	14,400	
Computers (2)	4,000	
Internet connectivity	2,400	
Printer (1)	1,000	
Subtotal	26,600	
Maxium Two Year Provider Funding	427,600	

City of San Rafael

[REDACTED]		
Security	70,133	
Administrative Expense	24,886	
Subtotal	95,019	
TOTAL MAXIMUM TWO YEAR FUNDING	522,619	



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: ECONOMIC DEVELOPMENT

**Prepared by: Danielle O’Leary,
Director**

**Victoria Lim,
Senior Management Analyst**

City Manager Approval: _____

TOPIC: ECONOMIC DEVELOPMENT STRATEGIC PLAN

SUBJECT: RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH KOSMONT COMPANIES TO PREPARE THE CITY OF SAN RAFAEL ECONOMIC DEVELOPMENT STRATEGIC PLAN IN A NOT-TO-EXCEED AMOUNT OF \$157,590

RECOMMENDATION: Adopt Resolution approving and authorizing the City Manager to execute a professional services agreement with Kosmont Companies to prepare the City of San Rafael Economic Development Strategic Plan in a total not-to-exceed amount of \$157,590.

BACKGROUND:

The economic recovery efforts to support San Rafael businesses impacted by the COVID-19 pandemic has taken many iterations over the past two years. The short-term objectives were to help businesses stay afloat. Immediate relief programs included small business disaster relief grants, developing industry specific reopening protocols in partnership with the County of Marin Public Health, San Rafael Chamber of Commerce and Downtown Business Improvement District (BID), as well as promoting all federal, state, and local COVID-19 relief programs.

As the pandemic persisted, the City of San Rafael and the San Rafael Chamber of Commerce partnered to host a series of Going the Extra Mile (GEM) industry focus groups, to gain better understanding on the current challenges businesses were facing. In addition, Mayor Kate Colin conducted walkabouts throughout San Rafael’s various commercial districts to connect with business owners and provide support and updates on the city’s ongoing recovery efforts.

In January 2022, staff placed the Economic Development Strategic Plan (“EDSP”) on the Agenda for the Economic Development Subcommittee to consider and provide feedback on the EDSP’s key strategic elements and goals.

FOR CITY CLERK ONLY

Council Meeting: _____

Disposition: _____

The strategic elements defined by the Economic Development Subcommittee include the following:

- Leverage the prior work staff have done via the City's General Plan
- Provide meaningful data-driven analysis
- Create actionable multi-step plans with clear metrics for performance
- Integrate technology, partnerships, and innovative thinking into the EDSP wherever possible
- Leverage external partnerships, resources, funding to achieve goals

The goals defined by the Economic Development Subcommittee include the following:

- Business retention, expansion, and recruitment / attraction
- Workforce development strategy
- Improve public safety and beautification

ANALYSIS:

Staff conducted a nationwide search for consulting firm candidates with the best match of experience, analytical skills, technology tools, and dedicated team members and identified 10 candidate firms. The City's economic development team conducted informal phone conversations with all 10 firms, assessing their ability to deliver an actionable EDSP incorporating the aforementioned strategic elements and goals.

From the 10 original candidate firms, 4 were selected to participate in formal interviews with an interview panel composed of Mayor Kate Colin, Chamber of Commerce President Joanne Webster, Chamber of Commerce liaison Josh Townsend, Business Improvement District Board of Directors President Jed Greene, Economic Development Department Director Danielle O'Leary, and Economic Development Department Senior Management Analyst Victoria Lim. The 4 consulting firms interviewed were Natelson Dale, Chabin Concepts, Strategic Economics, and Kosmont Companies.

The interview panel reviewed each consulting firm's work product completed for other comparable cities as well as the detailed feedback from former client references. Upon deliberation, the panel members unanimously decided upon Kosmont Companies to recommend to the City Council for an engagement as the consulting firm to prepare the City of San Rafael's Economic Development Strategic Plan. The interview panel determined Kosmont possesses the unique real estate focus, technology tools, and analytical horsepower to deliver insightful recommendations that will provide measurable benefits and value for the City of San Rafael's economic vitality.

COMMUNITY OUTREACH:

Since the beginning of 2022, staff attended monthly meetings of both the Chamber of Commerce as well as the Business Improvement District Board Meetings, where members of the business community are invited and regularly attend. Staff provided updates on progress of the EDSP candidate search and selection process at these meetings. Attendees of these meetings were provided the opportunity to share their thoughts and feedback as well on important factors to include in the EDSP.

FISCAL IMPACT:

Kosmont provided a typical cost range of \$75,000 to \$200,000 for strategic plans prepared for other comparable cities. Based on their initial analysis and in response to staff's request, Kosmont prepared a description of what would be included in each of approximately \$75,000, \$100,000, \$125,000, and \$150,000 cost package options. There is an additional \$7,500 estimated in additional out-of-pocket expenses such as technology tool subscriptions, travel, and administrative expenses.

Staff believes the \$150,090 package will deliver optimal results and aligns best with the desired strategic elements and end goals of the EDSP. Staff cross checked with the other finalist firms to check that Kosmont's fees are within a comparable market rate and found them to be so. The cost of the

recommended \$157,590 to complete the EDSP will come from the City's American Rescue Plan Act (ARPA) funds.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Adopt the Resolution as proposed by staff.
2. Adopt Resolution with modifications to the Scope of Work or Cost.
3. Reject the Resolution and direct staff to return with more information.

RECOMMENDED ACTION:

Adopt the Resolution approving and authorizing the City Manager to executive a professional services agreement with Kosmont Companies to prepare the City of San Rafael Economic Development Strategic Plan in a total not-to-exceed amount of \$157,590.

ATTACHMENTS:

1. Attachment 1 - Resolution
2. Attachment 2 - Scope of work proposal submitted by Kosmont Companies
3. Attachment 3 - Cost proposal submitted by Kosmont Companies

RESOLUTION NO.

RESOLUTION OF THE SAN RAFAEL CITY COUNCIL APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH KOSMONT COMPANIES TO PREPARE THE CITY OF SAN RAFAEL ECONOMIC DEVELOPMENT STRATEGIC PLAN IN A NOT-TO-EXCEED AMOUNT OF \$157,590

WHEREAS, the City of San Rafael seeks to hire a consultant to create an Economic Development Strategic Plan that will deliver insightful recommendations that provide measurable benefits and value for the City of San Rafael's economic vitality; and

WHEREAS, as detailed in the staff report for this resolution, Kosmont Companies provides the skills and experience needed to fill this role; and

WHEREAS, sufficient funds have been appropriated through the City's American Rescue Plan funds to support this contract.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Rafael does hereby approve and authorize the City Manager to execute an Agreement for Professional Services, subject to final approval as to form by the City Attorney, with Kosmont Companies in a not-to-exceed amount of \$157,590.

I, **LINDSAY LARA**, Clerk of the City of San Rafael hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City held on Tuesday, the 21st day of June 2022, by the following vote to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk



San Rafael Economic Development Strategy Kosmont Companies Scope and Budget

Kosmont Companies (“Kosmont” or “Consultant”) is pleased to provide the following Scope of Work and Budget for an Economic Development Strategy (“Strategy”) for the City of San Rafael (“City” or “Client”).

Kosmont will prepare the Strategy based on the following tasks to address existing economic conditions, regional real estate trends and opportunities and provide tactical recommendations on business attraction, expansion, and retention through place-making recommendations and community feedback, with emphasis on both mall revitalization and needs for small business support in the City.

SCOPE:

Approach to Tasks: The prospective assignment and consulting services that Kosmont will provide will be of a relatively limited scope and duration, and advisory in nature. Kosmont will be making recommendations only, which advise the Client and jurisdictions, including its elected officials, appointed officials and staff, which they can accept or reject. None of Kosmont's staff will act in a capacity as an elected official, nor appointed official, nor as staff, nor as serving in a "designated" position.

Task 1: Kickoff Meeting

Kick-off meeting with City staff to establish communication protocols, review scope and schedule, take a tour of the City commercial and employment areas, and review key planning, budget and economic documents.

Task 2: Group Meetings

City staff / Council member / business group meetings (list to be provided by City and agreed upon by Kosmont), coordinated to be efficiently part of the kick-off meeting, to gain an overview of City goals, objectives, opportunities and challenges facing the City, its residents and business community.

Task 3: Demographic and Economic Conditions

Assessment of current demographic and economic conditions for the City and its commercial / industrial and employment districts.

Task 4: Market Assessment

Research Retail, Office, Hotel, Industrial and Apartment market data and identify site specific opportunities in the City. The market assessment will include a Strength, Weakness, Opportunities and Threat (“SWOT”) analysis of commercial districts and sites. Kosmont will work with City to identify 2-3 key districts or key sites and suggest development strategy options based on high level financial analysis.

Task 5: Community Workshops (2)

An initial community workshop to solicit feedback and public insights as to the challenges and opportunities facing residents and the business community, and provide initial overview of economic

Kosmont Companies

Mailing Address: 1601 N. Sepulveda Blvd., #382
Manhattan Beach, CA 90266

(424) 297-1070
www.kosmont.com

Physical Address: 1230 Rosecrans Ave., #630
Manhattan Beach, CA 90266

trends and existing market conditions. Kosmont will participate in an additional workshop following further research and analysis to present preliminary findings, opportunity sites and potential recommendations and solicit feedback.

Task 6: Zoning / Policy Review

High level review of zoning and permit policies and regulations and their impact on business attraction / retention / expansion. Kosmont will consider workforce attraction / development strategies and assess marketing efforts / special events programming / social media platforms in the context of increasing daytime and overnight visitation.

Task 7: Northgate Mall

During the Strategy process, Kosmont will provide site specific market, financial and fiscal analysis related to the Northgate Mall redevelopment planned by Merlone Geier Partners. Kosmont will do case study research of successful mall revitalization strategies to provide City with options to consider for Northgate Mall revitalization.

Task 8: Economic Development Tools

Overview and feasibility analysis of key economic development / implementation tools for the City to use (e.g., Development Opportunity Reserve D.O.R.[®], Sales Tax Assessment Revenue STAR[®], Community Facilities District CFD, Enhanced Infrastructure Financing District EIFD).

Task 9: Strategy

Prepare a draft Strategy in PowerPoint format within five to six months from start of assignment and make presentation to Economic Development Committee via Zoom (or alternative group as directed by City). Kosmont will recommend a near-term and long-term action plan and establish metrics for City to measure success of the strategies. Following receipt of comments from City, Kosmont will prepare the final Strategy and make a presentation to the City Council.

It is important to note that the tasks outlined are in approximate order of completion. Kosmont will accelerate or delay certain tasks based on the outcome of community meetings and staff priorities. Kosmont and City will mutually agree on format of meetings whether in person (up to 4) or via Zoom in consideration of available budget and expenses.

Following the completion of the Strategy, Kosmont will be available for additional contract services to assist City in evaluating development opportunities and implementation.

BUDGET

Compensation for above Tasks is not to exceed \$150,090 based on Kosmont professional services (hourly) fees at Consultant's billing rates as shown on Attachment A. Additional expenses 1) and 2) on Attachment A are estimated at \$5,000 to \$7,500 for a maximum total of \$157,590. Future increases in budget will require approval by Client in advance. Budget may be increased by Client at any time.



ATTACHMENT A
Kosmont 2022 Public Agency Fee Schedule

Professional Services

Chairman & CEO	\$395.00/hour
President	\$365.00/hour
Senior Vice President/Senior Advisor	\$325.00/hour
Vice President/Project Advisor	\$225.00/hour
Senior Project Analyst	\$195.00/hour
Project Analyst/Project Research	\$165.00/hour
Assistant Project Analyst/Assistant Project Manager	\$125.00/hour
Project Promotion/Graphics/GIS Mapping Services	\$ 95.00/hour
Clerical Support	\$ 70.00/hour

Additional Expenses

In addition to professional services (labor fees):

- 1) **Out-of-pocket expenditures**, such as travel and mileage, professional printing, and delivery charges for messenger and overnight packages will be charged at cost.
 - 2) **Project/Market data sources** for support of evaluation and analysis e.g., ESRI, Placer.ai, CoStar/STR, IMPLAN and other based on quoted project cost.
 - 3) If Kosmont retains **Third Party Vendor(s)** for Client (with Client's advance approval), fees and cost will be billed to Client at 1.1X (times) fees and costs.
 - 4) Consultant's **attendance or participation at any public meeting**, whether such participation is in person, digital, video and/or telephonic (e.g., *City Council, Planning Commission, Public Agency Board, other*) requested by Client and are beyond those specifically identified in the Scope of Work will be billed at the professional services (hourly) fees as shown on this Attachment A.
- **Charges for Court/Deposition/Expert Witness-Related Appearances**
Court-related (non-preparation) activities, such as court appearances, depositions, mediation, arbitration, dispute resolution and other expert witness activities, will be charged at a court rate of 1.5 times scheduled rates, with a 4-hour minimum.

Rates shall remain in effect until December 31, 2022.

CITY OF SAN RAFAEL					
<i>Kosmont Economic Development Strategy Budget</i>					
TASKS	Cost / Task	Hours / Task	President \$365	SVP/Senior Advisor \$325	Vice President \$225
Task 1: Kick off Meeting and Document Review	\$14,980	52	12	16	24
Task 2: Group Meetings	\$9,150	30	10	10	10
Task 3: Demographic / Economic Trends	\$13,600	48	10	14	24
Task 4: Market Assessment	\$19,380	68	12	24	32
Task 5: Community Workshops (2)	\$19,710	62	24	24	14
Task 6: Zoning / Policy Review	\$13,180	44	12	16	16
Task 7: Northgate Mall	\$19,320	64	18	24	22
Task 8: Economic Development Tools	\$16,040	56	16	12	28
Task 9: Strategy Report / CC Presentation	\$24,730	82	22	32	28
TOTAL BUDGET	\$150,090	506	136	172	198
<i>Reimbursable Expenses</i>	\$5,000 - \$7,500				
Maximum TOTAL	\$157,590				

Task budgets can be reallocated as deemed appropriate by Consultant



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Finance

Prepared by: Nadine Atieh Hade,
Finance Director

City Manager Approval: _____

TOPIC: CITY INVESTMENT POLICY

SUBJECT: ANNUAL REVIEW AND RESOLUTION TO APPROVE THE CITY OF SAN RAFAEL INVESTMENT POLICY

RECOMMENDATION: Adopt the resolution approving the investment policy as presented.

BACKGROUND: Consistent with best public investing practices and the City's investment policy, a review of the content of the investment policy is conducted annually.

The purpose of this report is to provide the City Council with an opportunity to review the City's current cash and investment management policies, and changes recommended by the City's investment advisor and staff, and to formally approve the policy.

In January 2005, the City engaged Cutwater Asset Management to manage the long-term portion of the City's investment portfolio (Cutwater Asset Management transitioned to Insight Investment in 2015). These services were suspended in December 2011 because the City did not have sufficient cash to invest long-term under this advisory structure. The growth in fund balances since that time prompted the City to revive its contract with Cutwater beginning in March 2014. One of the services that Cutwater provides is assistance with the annual review of the City's investment policy. The policy was last reviewed on [June 7, 2021](#).

ANALYSIS: The California Government Code limits the types of investments open to local municipalities. The City's investment priorities – in order - are safety, liquidity and yield. The City pursues a fair market return on its investments after considering the security of investment principal, cash flow requirements and current investment portfolio structure.

The Investment Policy for 2023 is unchanged from the 2022 Investment Policy, which added a definition for "Total Portfolio" to include all investments and deposits including funds in any money market accounts and government pools such as LAIF. The sole purpose of this is to allow for concentration limitations to be properly calculated and administered on our fixed income portfolio with Insight Investments.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

FISCAL IMPACT: There is no direct fiscal impact from accepting the policy as proposed.

RECOMMENDATION: Staff recommends that the Council adopt the resolution approving the investment policy as presented.

ATTACHMENTS:

1. Resolution
2. Exhibit A to Resolution: Investment Policy

I CERTIFY THAT ALL INVESTMENTS MADE ARE IN CONFORMANCE WITH THE CITY'S APPROVED INVESTMENT POLICY AND STATE INVESTMENT REGULATIONS. THE CITY HAS SUFFICIENT LIQUIDITY TO MEET ALL OF THE OBLIGATIONS REQUIRED DURING THE NEXT SIX-MONTH PERIOD.

A handwritten signature in blue ink that reads "Nadine Atieh Hade". The signature is written in a cursive style with a large initial 'N'.

NADINE ATIEH HADE
FINANCE DIRECTOR

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL TO APPROVE THE CITY OF SAN RAFAEL INVESTMENT POLICY

WHEREAS, the City Council of the City of San Rafael takes seriously its stewardship of the City's public resources and City's current cash management practices; and

WHEREAS, the City's Investment Policy requires consideration and approval of the investment policy annually; and

WHEREAS, all funds are invested in accordance with the investment policy and applicable sections of the California Government Code; and

WHEREAS, the investment policy is intended to provide a long-term strategy for prudent care of the City's cash;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Rafael hereby adopts the updated Investment Policy that is attached hereto as Exhibit A.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City held on Tuesday the 21st day of June 2022, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

City of San Rafael Investment Policy

PROPOSED June 21, 2022

The City Council of the City of San Rafael (the City) has adopted this Investment Policy (the Policy) in order to establish the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, risk tolerance, and safekeeping and custodial procedures for the investment of the funds of the City. All such funds will be invested in accordance with this Policy and with applicable sections of the California Government Code. This Policy was endorsed and adopted by the City Council on the approved date noted above. It replaces any previous investment policy or investment procedures of the City.

SCOPE

It is intended that this Policy cover all short-term operating funds and investment activities of the City. These funds are accounted for in the annual audit report, and include:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Enterprise Funds
- Internal Service Funds
- Fiduciary Funds

Additional funds that may be created from time to time shall be administered in accordance with the provisions of this Policy.

All cash shall be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average balances relative to the total pooled balance in the investment portfolio. Investment income shall be distributed to the individual funds not less than annually.

OBJECTIVES

The City's funds shall be invested in compliance with all applicable City Municipal Codes, California State statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

1. Preservation of capital and protection of investment principal.
2. Maintenance of sufficient liquidity to meet anticipated cash flows.
3. Attainment of a market value rate of return.
4. Diversification to avoid incurring unreasonable market risks.

DELEGATION OF AUTHORITY

The management responsibility for the City's investment program is delegated annually by the City Council to the Treasurer pursuant to California Government Code Section 53607. The Treasurer may delegate the authority to conduct investment transactions and to manage the operation of the investment portfolio to other specifically authorized staff members. The Treasurer shall maintain a list of persons authorized to transact securities business for the City. No person may engage in an investment transaction except as expressly provided under the terms of this Policy.

The City Manager and the Treasurer jointly shall develop written administrative procedures and internal controls, consistent with this Policy, for the operation of the City's investment program. Such procedures shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the City.

The City may engage the support services of outside investment advisors in regard to its investment program, so long as it can be clearly demonstrated that these services produce a net financial advantage or necessary financial protection of the City's financial resources.

PRUDENCE

The standard of prudence to be used for managing the City's investments shall be California Government Code Section 53600.3, the prudent investor standard which states, "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

The City's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The City recognizes that no investment is totally without risk and that the investment activities of the City are a matter of public record. Accordingly, the City recognizes that occasional measured losses may be desirable in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of the City.

The Treasurer and authorized investment personnel acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that the deviations from expectations are reported in a timely fashion to the City Manager and appropriate action is taken to control adverse developments.

ETHICS AND CONFLICTS OF INTEREST

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or that could impair or create the appearance of an impairment of their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any business interests they have in financial institutions that conduct business with the City and they shall subordinate their personal investment transactions to those of the City. In addition, the City Manager and the Treasurer shall file a Statement of Economic Interests each year pursuant to California Government Code Section 87203 and regulations of the Fair Political Practices Commission.

AUTHORIZED SECURITIES AND TRANSACTIONS

All investments and deposits of the City shall be made in accordance with California Government Code Sections 16429.1, 53600-53609 and 53630-53686, except that, pursuant to California Government Code Section 5903(e), proceeds of bonds and any moneys set aside or pledged to secure payment of the bonds may be invested in securities or obligations described in the ordinance, resolution, indenture, agreement, or other instrument providing for the issuance of the bonds. Any revisions or extensions of these code sections will be assumed to be part of this Policy immediately upon being enacted. However, in the event that amendments to these sections conflict with this Policy and past City investment practices, the City may delay adherence to the new requirements when it is deemed in the best interest of the City to do so. In such instances, after consultation with the City's attorney, the City Manager and the Treasurer will present a recommended course of action to the City Council for approval. In accordance with California Government Code listed above, the "Total Portfolio" includes all investments and deposits including funds in any money market accounts and governmental pools such as LAIF. Any percentage limitations are deemed to be calculated on the "Total Portfolio" and are measured based on the cost of the investment at the time of purchase.

The City has further restricted the eligible types of securities and transactions as follows:

1. United States Treasury bills, notes and bonds with a final maturity not exceeding five years from the date of trade settlement.
2. Federal Agency securities with a final maturity not exceeding five years from the date of trade settlement.
3. Federal Instrumentality (government sponsored enterprise) debentures, discount notes, callable and step-up securities, with a final maturity not exceeding five years from the date of trade settlement.
4. Mortgage and Asset-Backed Obligations: Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable-pass-through certificate, or consumer receivable-backed bond with a final maturity not exceeding five years from the date of trade settlement. Investments in mortgage and asset-backed obligations shall be

issued by an issuer rated at least “A” or the equivalent by a nationally recognized statistical rating organization (NRSRO) and the security shall be rated at least “AA” or the equivalent by a NRSRO. Purchases of securities authorized by this section may not exceed 20% of the City’s total portfolio.

5. Supranational Securities: United States dollar denominated, senior unsecured and unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum maturity not exceeding five years from the date of trade settlement, and eligible for purchase and sale within the United States. Investments in supranational securities shall be rated at least “AA” or the equivalent by a NRSRO and shall not exceed 15% of the City’s total portfolio.
6. Medium-Term Notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States, with a final maturity not exceeding five years from the date of trade settlement, and rated at least “A” or the equivalent by a NRSRO. No more than 5% of the portfolio shall be invested in medium-term notes of any one issuer, and the aggregate investment in medium-term notes shall not exceed 30% of the City’s total portfolio.
7. Negotiable Certificates of Deposits (CDs) of commercial banks rated at least A-1, or the equivalent, with maturities not exceeding five years from the date of trade settlement. In addition, the City may not invest in the CD of a state or federal credit union where any person with investment decision making authority at the City also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit. No more than 5% of the portfolio may be invested in the CDs of any one issuer, and the aggregate investment in CDs shall not exceed 30% of the portfolio.
8. Non-negotiable Certificates of Deposit and savings deposits with a maturity not exceeding five years from the date of trade settlement, in FDIC insured state or nationally chartered banks or savings banks that qualify as a depository of public funds in the State of California as defined in California Government Code Section 53630.5. No more than 5% of the portfolio may be invested in the CDs of any one issuer, and the aggregate investment in CDs shall not exceed 30% of the portfolio.

Deposits in excess of the insured amount shall be secured pursuant to California Government Code Section 53651 and 53652. The City shall comply with and act to secure compliance with the security (collateralization) system specified in the Government Code Section 53649 and 56652.

Deposits may be placed using a private sector entity that assists in the placement of deposits per section 53601.8 and 53635.8 in the Government Code. No more than 5% of the portfolio may be invested through any one private sector entity that assists in the placement of such deposits and the aggregate investment in CDs shall not exceed 30% of the portfolio.

9. Special Assessment District Obligations issued by the City of San Rafael as Limited Obligation Improvement Bonds related to special assessment districts and special tax districts. Investment in such obligations requires the approval of the City Council and maturities may extend to 30 years from the date of trade settlement.
10. Prime Commercial Paper with a maturity not exceeding 270 days from the date of purchase with the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper shall meet all of the following conditions in either sub-paragraph A. or sub-paragraph B. below:
 - A. The entity shall (1) be organized and operating in the United States as a general corporation, (2) have total assets in excess of five \$500,000,000 and (3) Have debt other than commercial paper, if any, that is rated "A" or higher by a NRSRO.
 - B. The entity shall (1) be organized within the United States as a special purpose corporation, trust, or limited liability company, (2) have program-wide credit enhancements, including, but not limited to, over collateralization, letters of credit or surety bond and (3) have commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

Purchases of eligible commercial paper may not represent more than 10% of the outstanding commercial paper of any single corporate issuer. No more than 5% of the City's total portfolio, shall be invested in the commercial paper of any one issuer, and the aggregate investment in commercial paper shall not exceed 25% of the City's total portfolio.

11. Eligible Banker's Acceptances issued by FDIC insured commercial banks, rated at least A-1 or the equivalent by a NRSRO with maturities not exceeding 180 days from the date of purchase. If issuers have senior debt outstanding, it shall be rated at least A or the equivalent by a NRSRO. No more than \$2,000,000 shall be invested in banker's acceptances of any one commercial bank, and the aggregate investment in banker's acceptances shall not exceed 40% of the City's total portfolio.
12. Repurchase Agreements with a final termination date not exceeding one year collateralized by U.S. Treasury obligations, Federal Agency securities, or Federal Instrumentality securities listed in items 1, 2 and 3 above with the maturity of the collateral not exceeding five years. For the purpose of this section, the term collateral shall mean purchased securities under the terms of the City's approved Master Repurchase Agreement. The purchased securities shall have a minimum market value including accrued interest of 102% of the dollar value of the funds borrowed. Collateral shall be held in the City's custodian bank, as safekeeping agent, and the market value of the collateral securities shall be marked-to-the-market daily.

Repurchase Agreements shall be entered into only with broker/dealers who are recognized as Primary Dealers by the Federal Reserve Bank of New York or have a primary dealer within their holding company structure. Repurchase agreement counterparties shall execute a City approved Master Repurchase Agreement with the City.

The Treasurer shall maintain a copy of the City's approved Master Repurchase Agreement along with a list of the broker/dealers who have executed same.

13. State of California's Local Agency Investment Fund (LAIF), pursuant to California Government Code Section 16429.1.
14. Money Market Funds registered under the Investment Company Act of 1940 that (1) are "no-load" (meaning no commission or fee shall be charged on purchases or sales of shares); (2) have a constant daily net asset value per share of \$1.00; (3) invest only in United States Treasury securities, United States Agency securities and Federal Instrumentality securities and (4) have a rating of at least AAA or the equivalent by at least two NRSROs. The aggregate investment in money market funds shall not exceed 10% of the City's total portfolio.

It is the intent of the City that the foregoing list of authorized securities and transactions is strictly interpreted. Any deviation from this list must be preapproved by resolution of the City Council.

PORTFOLIO MATURITIES AND LIQUIDITY

To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities. The City will not invest in securities maturing more than five years from the date of purchase, unless the City Council has by resolution granted authority to make such an investment at least three months prior to the date of investment.

SELECTION OF BROKER/DEALERS

The Treasurer shall maintain a list of broker/dealers authorized for investment purposes, and it shall be the policy of the City to purchase securities only from those authorized firms. To be eligible, a firm must be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code, and:

1. be recognized as a Primary Dealer by the Federal Reserve Bank of New York or have a primary dealer within its holding company structure, or
2. report voluntarily to the Federal Reserve Bank of New York, or
3. qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (Uniform Net Capital Rule).

The City may engage the services of investment advisory firms to assist in the management of the portfolio and investment advisors may utilize their own list of approved Broker/Dealers. Such Broker/Dealers will comply with the selection criteria above and the list of approved firms shall be provided to the City on an annual basis or upon request.

In the event that an external investment advisor is not used in the process of recommending a particular transaction in the City's portfolio, authorized broker/dealers shall attest in writing that they have received and reviewed a copy of this policy and annually update a City approved Broker/Dealer Information Request form which includes the firm's most recent financial statements. The Treasurer shall maintain a list of the broker/dealers that have been approved by the City, along with each firm's most recent broker/dealer Information Request form.

The City may purchase commercial paper from direct issuers even though they are not on the approved broker/dealer list as long as they meet the criteria outlined in Item 5 of the Authorized Securities and Transactions section of this Policy.

COMPETITIVE TRANSACTIONS

Each investment transaction shall be competitively transacted with authorized broker/dealers. At least three broker/dealers shall be contacted for each transaction and their bid and offering prices shall be recorded.

If the City is offered a security for which there is no other readily available competitive offering, the Treasurer will document quotations for comparable or alternative securities.

SELECTION OF BANKS

The Treasurer shall maintain a list of banks that are approved to provide banking services for the City. To be eligible for authorization, a bank must be a member of the FDIC and shall qualify as a depository of public funds in the State of California as defined in California Government Code Section 53630.5.

SAFEKEEPING AND CUSTODY

The Treasurer shall select one or more banks to provide safekeeping and custodial services for the City, in accordance with the provisions of Section 53608 of the California Government Code. A Safekeeping Agreement approved by the City shall be executed with each custodian bank prior to utilizing that bank's safekeeping services. Custodian banks will be selected on the basis of their ability to provide services for the City's account and the competitive pricing of their safekeeping related services.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. All securities shall be perfected in the name of the City. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

All investment securities purchased by the City will be delivered by book entry and will be held in third-party safekeeping by a City approved custodian bank, or its Depository Trust Company (DTC) participant account.

The City's custodian shall be required to furnish the City a list of holdings on at least a monthly basis and safekeeping receipts or customer confirmations shall be issued for each transaction.

PORTFOLIO PERFORMANCE

The investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. The performance of the City's investments shall be compared to the average yield on the U.S. Treasury security that most closely corresponds to the portfolio's actual weighted average effective maturity. When comparing the performance of the City's portfolio, its rate of return will be computed net of all fees and expenses.

REPORTING

On a quarterly basis, the Treasurer shall submit to the Council a report of the investment earnings and performance results of the City's investment portfolio. The report shall include the following information:

1. Investment type, issuer, date of purchase, purchase price, date of maturity, par value, current rate of interest and dollar amount invested in all securities, and investments and monies held by the City;
2. A description of the funds, investments and programs;
3. A market value as of the date of the report (or the most recent valuation as to assets not valued monthly) and the source of the valuation;
4. Overall portfolio yield based on historical cost;
5. Weighted average final maturity and weighted average effective maturity;
6. A statement of compliance with this Policy or an explanation for not-compliance;
7. A description of any of the City's funds, investments or programs that are under the management of contracted parties, including lending programs; and
8. A statement of the ability to meet expenditure requirements for six months, as well as an explanation of why money will not be available if that is the case.

The Treasurer shall submit to the Council a report of any changes affecting more than 15% of the investment portfolio within 30 days of such change.

POLICY REVIEW

This Investment Policy shall be reviewed and approved by City Council annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, yield and diversification and its relevance to current law and economic trends. Any additional amendments to this Investment Policy shall be submitted to the City Council for approval.




Agenda Item No: 4.h
Meeting Date: June 21, 2022

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Finance

Prepared by: Nadine Atieh Hade,
Finance Director

City Manager Approval: 

TOPIC: CITY QUARTERLY INVESTMENT REPORT

SUBJECT: ACCEPTANCE OF CITY OF SAN RAFAEL QUARTERLY INVESTMENT REPORT FOR THE QUARTER ENDING MARCH 31, 2022

RECOMMENDATION: Accept investment report for the quarter ending March 31, 2022, as presented.

BACKGROUND: Pursuant to the State of California Government Code Section 53601 and the City's investment policy, last approved by the City Council on [June 7, 2021](#), staff provides the City Council with a quarterly report on the City's investment activities and liquidity. Included in the report are the cost of each investment, the interest rates (yield), maturity dates, and market value. Separate reports are prepared for the City and the Successor Agency to San Rafael Redevelopment Agency.

The City invests a portion of its pooled funds in the [Local Agency Investment Fund \(LAIF\)](#), a State-run investment pool. Beginning in March 2014, the City incorporated an investment strategy that added purchases of securities outside of LAIF with the assistance of its investment advisor, Insight Investment.

ANALYSIS: As of March 31, 2022, the primary LAIF account had a balance of \$36,525,312. Portfolio returns on LAIF deposits were 0.37% for the quarter ending March 31, 2022. The remaining investment assets include the \$1,159,300 balance of Pt. San Pedro Assessment District bonds, and \$43,887,630 in government agency securities and corporate bonds (including JP Morgan Chase, Walmart Inc., Apple Inc., American Honda Finance, Chevron, Procter Gamble Co., Toyota, Caterpillar, Bank of America, Toyota, John Deere, Citibank, PNC Financial Services, US Bancorp, IBM Corp, 3M Company, PepsiCo, and Pfizer). The overall total portfolio returns for the quarter ending March 31, 2022 were 0.55%.

The City's Westamerica general operating bank account had a balance of \$8,121,649 at quarter end.

Exhibit A is composed of three parts: (1) Quarterly Investment Portfolio Report; (2) Historical Activity by Quarter summarizing the City's investments; and (3) the three monthly investment reports from Insight Investment for the quarter.

FISCAL IMPACT: No financial impact occurs by adopting the report. The City continues to meet the priority principles of investing - safety, liquidity and yield in respective order. The portfolio remains

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

conservatively invested. Sufficient liquidity exists to meet daily operating and capital project requirements for the next six months. Operating funds, as defined for this report, exclude cash held with fiscal agents for the payment of bond principal and interest.

RECOMMENDATION: Accept investment report for the quarter ending March 31, 2022, as presented.

ATTACHMENTS:

Exhibit A:

1. Quarterly Investment Portfolio Report
2. Historical Activity by Quarter Report
3. Insight Investment Statements, January through March 2022

I CERTIFY THAT ALL INVESTMENTS MADE ARE IN CONFORMANCE WITH THE CITY'S APPROVED INVESTMENT POLICY AND STATE INVESTMENT REGULATIONS. THE CITY HAS SUFFICIENT LIQUIDITY TO MEET ALL OF THE OBLIGATIONS REQUIRED DURING THE NEXT SIX-MONTH PERIOD.

A handwritten signature in blue ink that reads "Nadine Atieh Hade". The signature is written in a cursive style.

NADINE ATIEH HADE
FINANCE DIRECTOR

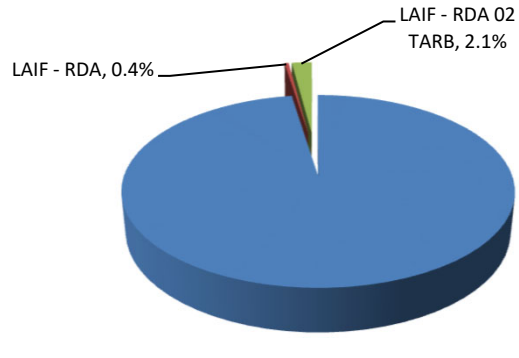
City of Rafael

Quarterly Investment Portfolio Report

March 31, 2022

Internally Managed Assets	%	Return
---------------------------	---	--------

LAIF	\$ 36,525,312	97.5%	0.37%
LAIF - RDA	\$ 155,252	0.4%	0.37%
LAIF - RDA 02 TARB	\$ 770,363	2.1%	0.37%
Total Internally Managed	\$ 37,450,927	45.4%	

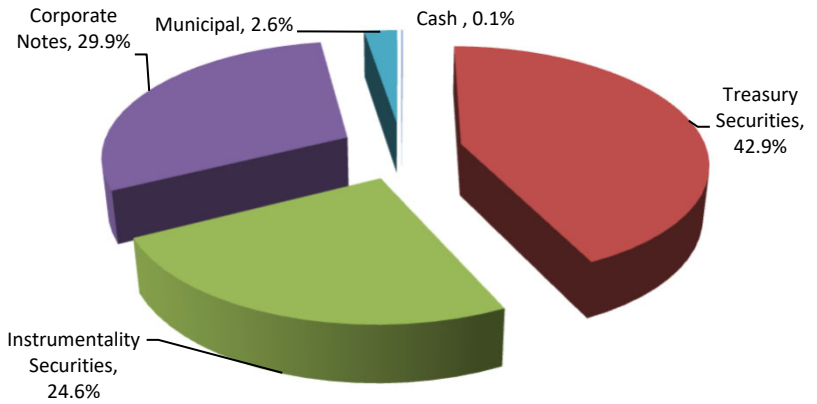


Weighted Average Yield **0.37%**

Effective Average Duration - Internal	1
Weighted Average Maturity - Internal	1
	LAIF, 97.5%

Externally Managed Assets	%	Return
---------------------------	---	--------

Cash	\$ 34,607	0.1%	0.02%
Treasury Securities	\$ 19,322,375	42.9%	0.54%
Instrumentality Securities	\$ 11,081,069	24.6%	0.95%
Corporate Notes	\$ 13,449,548	29.9%	0.69%
Municipal	\$ 1,159,300	2.6%	5.25%
Total Externally Managed	\$ 45,046,900	54.6%	

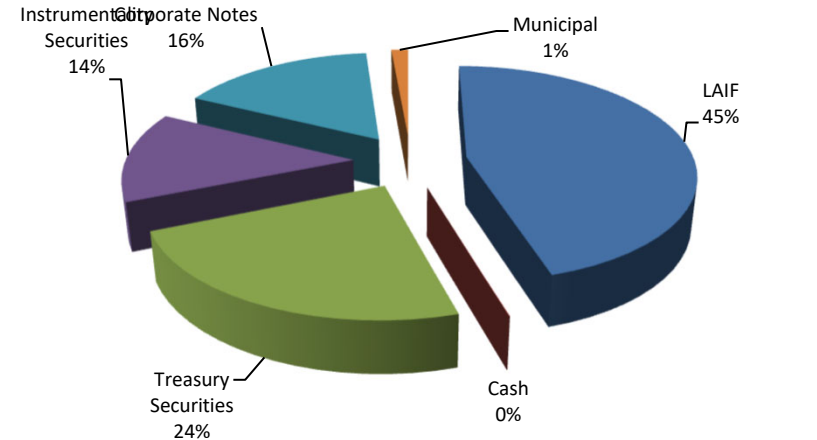


Weighted Average Yield **0.81%**

Effective Average Duration - External	1.56
Weighted Average Maturity - External	1.72

Total Portfolio Assets	%	Return
------------------------	---	--------

LAIF	\$ 37,450,927	45.4%	0.37%
Cash	\$ 34,607	0.0%	0.02%
Treasury Securities	\$ 19,322,375	23.4%	0.54%
Instrumentality Securities	\$ 11,081,069	13.4%	0.95%
Corporate Notes	\$ 13,449,548	16.3%	0.69%
Municipal	\$ 1,159,300	1.4%	5.25%
Total Portfolio Assets	\$ 82,497,827		



Weighted Average Yield **0.61%**

Effective Average Duration - Total	0.85
Weighted Average Maturity - Total	0.94

Based on Market Values

City of San Rafael

Historical Activity-By Quarter

	March 31, 2022			December 31, 2021			September 30, 2021			June 30, 2021			March 31, 2021			December 31, 2020		
Internally Managed Assets	%	Return		%	Return		%	Return		%	Return		%	Return		%	Return	
LAIF	\$ 37,295,675	99.6%	0.37%	\$ 37,272,941	99.6%	0.21%	\$ 40,246,878	99.6%	0.21%	\$ 45,213,641	99.7%	0.26%	\$ 40,171,329	99.6%	0.36%	\$ 35,129,481	99.6%	0.54%
LAIF - Housing	\$ 155,252	0.4%	0.37%	\$ 155,163	0.4%	0.21%	\$ 155,068	0.4%	0.21%	\$ 154,942	0.3%	0.26%	\$ 154,773	0.4%	0.36%	\$ 154,528	0.4%	0.54%
Total Internally Managed	\$ 37,450,927	45.4%		\$ 37,428,104	45.0%		\$ 40,401,946	54.7%		\$ 45,368,583	57.5%		\$ 40,326,102	65.2%		\$ 35,284,009	61.5%	
Weighted Average Yield		0.37%			0.21%			0.21%			0.26%			0.36%			0.54%	
Externally Managed Assets	%	Return		%	Return		%	Return		%	Return		%	Return		%	Return	
Cash	\$ 34,607	3.0%	0.02%	\$ 160,462	0.4%	0.02%	\$ 106,899	9.2%	0.02%	\$ 56,088	0.2%	0.01%	\$ 260,338	21.0%	0.01%	\$ 278,791	22.5%	0.01%
Treasury Securities	\$ 19,322,375	42.9%	0.54%	\$ 17,936,293	39.2%	0.51%	\$ 6,202,242	18.5%	0.69%	\$ 4,439,182	13.3%	0.70%	\$ 1,455,053	6.8%	1.54%	\$ 1,464,113	6.6%	1.54%
Instrumentality Securities	\$ 11,081,069	24.6%	0.95%	\$ 12,774,395	27.9%	1.09%	\$ 12,058,266	36.1%	1.23%	\$ 13,695,843	40.9%	1.21%	\$ 11,757,213	54.6%	1.54%	\$ 12,320,155	55.9%	1.58%
Corporate Notes	\$ 13,449,548	29.9%	0.69%	\$ 13,782,838	30.1%	0.65%	\$ 13,918,907	41.6%	0.66%	\$ 14,048,276	42.0%	0.68%	\$ 6,830,936	31.7%	1.40%	\$ 6,747,102	30.6%	2.02%
Municipal/Assessment District	\$ 1,159,300	2.6%	5.25%	\$ 1,159,300	2.5%	5.25%	\$ 1,159,300	3.5%	5.25%	\$ 1,239,200	3.7%	5.25%	\$ 1,239,200	5.8%	5.25%	\$ 1,239,200	5.6%	5.25%
Total Externally Managed	\$ 45,046,900	54.6%		\$ 45,813,288	55.0%		\$ 33,445,614	45.3%		\$ 33,478,588	42.5%		\$ 21,542,739	34.8%		\$ 22,049,361	38.5%	
Weighted Average Yield		0.81%			0.83%			1.03%			1.07%			1.69%			1.90%	
		Years			Years			Years			Years			Years			Years	
Effective Average Duration - External		1.56			1.68			1.91			2.02			1.90			1.91	
Weighted Average Maturity - External		1.72			1.87			2.26			2.39			2.32			2.22	
Total Portfolio Assets	%	Return		%	Return		%	Return		%	Return		%	Return		%	Return	
LAIF	\$ 37,450,927	45.4%	0.37%	\$ 37,428,104	45.0%	0.21%	\$ 40,401,946	54.7%	0.21%	\$ 45,368,583	57.5%	0.26%	\$ 40,326,102	65.2%	0.36%	\$ 35,284,009	61.5%	0.54%
Cash	\$ 34,607	0.0%	0.02%	\$ 160,462	0.2%	0.02%	\$ 106,899	0.1%	0.02%	\$ 56,088	0.1%	0.01%	\$ 260,338	0.4%	0.01%	\$ 278,791	0.5%	0.01%
Treasury Securities	\$ 19,322,375	23.4%	0.54%	\$ 17,936,293	21.5%	0.51%	\$ 6,202,242	8.4%	0.69%	\$ 4,439,182	5.6%	0.70%	\$ 1,455,053	2.4%	1.54%	\$ 1,464,113	2.6%	1.54%
Instrumentality Securities	\$ 11,081,069	13.4%	0.95%	\$ 12,774,395	15.3%	1.09%	\$ 12,058,266	16.3%	1.23%	\$ 13,695,843	17.4%	1.21%	\$ 11,757,213	19.0%	1.54%	\$ 12,320,155	21.5%	1.58%
Corporate Notes	\$ 13,449,548	16.3%	0.69%	\$ 13,782,838	16.6%	0.65%	\$ 13,918,907	18.8%	0.66%	\$ 14,048,276	17.8%	0.68%	\$ 6,830,936	11.0%	1.40%	\$ 6,747,102	11.8%	2.02%
Municipal/Assessment District	\$ 1,159,300	1.4%	5.25%	\$ 1,159,300	1.4%	5.25%	\$ 1,159,300	1.6%	5.25%	\$ 1,239,200	1.6%	5.25%	\$ 1,239,200	2.0%	5.25%	\$ 1,239,200	2.2%	5.25%
Total Portfolio Assets	\$ 82,497,826			\$ 83,241,391			\$ 73,847,559			\$ 78,847,170			\$ 61,868,840			\$ 57,333,369		
Weighted Average Yield		0.61%			0.55%			0.58%			0.60%			0.82%			1.06%	
		Years			Years			Years			Years			Years			Years	
Effective Average Duration - Total		0.85			0.93			0.87			0.86			0.66			0.74	
Weighted Average Maturity - Total		0.94			1.03			1.03			1.02			0.81			0.86	

Performance Recap

- The weighted average quarterly portfolio yield increased from 0.55% to 0.61% during the past quarter. Yields are beginning to rise as the Federal Reserve increases interest rates to combat inflation.
- The effective average duration decreased, from 0.93 to 0.85 years since last quarter.
- The total portfolio assets decreased by approximately \$744 thousand during the quarter. This is reflective of losses on the fair value of fixed income securities purchased in December, when interest rates were at their lowest.

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SAN RAFAEL

January 2022

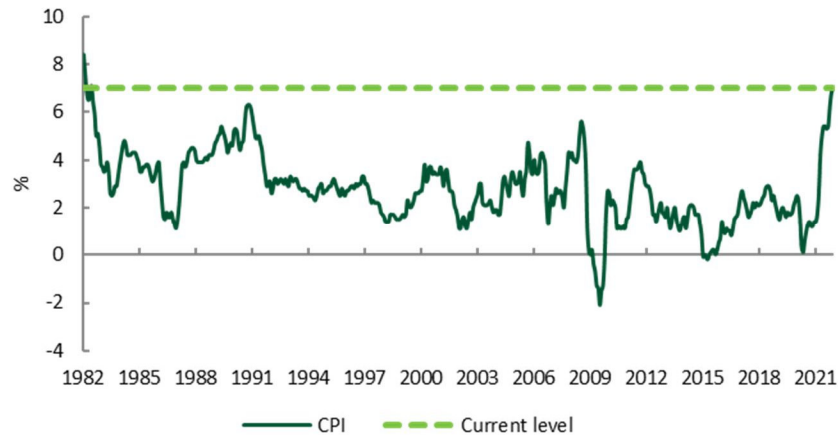


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As of January 31, 2022

Chart 1: Inflation hits another multi-decade high



Source: Bloomberg, January 31, 2022

Chart 2: Unemployment rate is back around pre-pandemic lows



Source: Bloomberg, January 31, 2022

Economic Indicators and Monetary Policy

The Federal Reserve (Fed) consolidated its hawkish pivot despite a volatile start to the year for risk assets. It guided heavily toward a policy rate ‘lift off’ in March. Chair Powell also made clear the central bank’s intent to be ‘nimble’, indicating the hiking cycle will be implemented dynamically based on economic data with potentially less clear forward guidance.

The Fed also released principles for reducing the size of its balance sheet. Although it did not provide a concrete timeframe for this quantitative tightening, it indicated that given the sheer size of its balance sheet, it will allow assets to roll off its balance sheet faster in absolute terms than it did in the last cycle. The Fed also indicated its policy will be to roll off its mortgage-backed securities (MBS) holdings faster than its Treasury holdings.

Headline CPI reached 7%, the highest since 1982 (Chart 1) and core inflation once again set a new post-1991 high at 5.5%. Although energy prices had reversed somewhat, supply chains remained a factor, with used and new car price inflation remaining high. In terms of ‘sticky’ categories, shelter inflation was 0.4% month-on-month, a significant level, but not an acceleration over the previous month.

The labor market continued to tighten, with the Fed characterizing it as having reached ‘maximum employment’ levels. The unemployment rate unexpectedly fell below 4% for the first time since the pandemic, leaving it comparable with pre-pandemic levels (Chart 2). Payrolls were below expectations for 450,000 at 199,000, but this was partially offset by 141,000 upward revisions to the prior two months. Wage growth was also stronger than expected, at 4.7% pa and broad-based, unlike in previous months when it was more concentrated within the leisure and hospitality sector.

Interest Rate Summary

Yields rose across the curve, particularly at the front end. At the end of December, the 3-month US Treasury bill yielded 0.19%, the 6-month US Treasury bill yielded 0.47%, the 2-year US Treasury note yielded 1.18%, the 5-year US Treasury note yielded 1.61% and the 10-year US Treasury note yielded 1.78%.

ACTIVITY AND PERFORMANCE SUMMARY

For the period January 1, 2022 - January 31, 2022

<u>Amortized Cost Basis Activity Summary</u>		
Opening balance		45,887,530.59
Income received	78,309.22	
Total receipts		78,309.22
Expenses paid	(250.00)	
Total disbursements		(250.00)
Interportfolio transfers	0.00	
Total Interportfolio transfers		0.00
Realized gain (loss)		0.00
Change in accruals from security movement		0.00
Total amortization expense		(37,518.81)
Total OID/MKT accretion income		1,217.92
Return of capital		0.00
Closing balance		45,929,288.92
Ending fair value		45,559,662.52
Unrealized gain (loss)		(369,626.40)

<u>Detail of Amortized Cost Basis Return</u>				
	Interest earned	Accretion (amortization)	Realized gain (loss)	Total income
Cash and Cash Equivalents	10.98	0.00	0.00	10.98
Corporate Bonds	31,088.91	(24,094.16)	0.00	6,994.75
Government Agencies	13,932.28	(3,797.88)	0.00	10,134.40
Government Bonds	17,001.73	(8,408.85)	0.00	8,592.88
Municipal/Provincial Bonds	5,071.93	0.00	0.00	5,071.93
Total	67,105.83	(36,300.89)	0.00	30,804.94

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* One month
Fed Funds	0.08	0.04	0.01
Overnight Repo	0.04	0.02	0.00
Merrill Lynch 3m US Treas Bill	0.03	0.02	0.01
Merrill Lynch 6m US Treas Bill	0.06	0.04	0.02
ML 1 Year US Treasury Note	0.14	0.11	0.05
ML 2 Year US Treasury Note	0.34	0.25	0.08
ML 5 Year US Treasury Note	0.95	0.56	0.13

* rates reflected are cumulative

<u>Summary of Amortized Cost Basis Return for the Period</u>	
	Total portfolio
Interest earned	67,105.83
Accretion (amortization)	(36,300.89)
Realized gain (loss) on sales	0.00
Total income on portfolio	30,804.94
Average daily amortized cost	45,902,677.76
Period return (%)	0.07
YTD return (%)	0.07
Weighted average final maturity in days	677

ACTIVITY AND PERFORMANCE SUMMARY

For the period January 1, 2022 - January 31, 2022

<u>Fair Value Basis Activity Summary</u>		
Opening balance		45,813,287.78
Income received	78,309.22	
Total receipts		78,309.22
Expenses paid	(250.00)	
Total disbursements		(250.00)
Interportfolio transfers	0.00	
Total Interportfolio transfers		0.00
Unrealized gain (loss) on security movements		0.00
Change in accruals from security movement		0.00
Return of capital		0.00
Change in fair value for the period		(331,684.48)
Ending fair value		45,559,662.52

<u>Detail of Fair Value Basis Return</u>			
	Interest earned	Change in fair value	Total income
Cash and Cash Equivalents	10.98	0.00	10.98
Corporate Bonds	31,088.91	(126,802.96)	(95,714.05)
Government Agencies	13,932.28	(81,943.88)	(68,011.60)
Government Bonds	17,001.73	(122,937.64)	(105,935.91)
Municipal/Provincial Bonds	5,071.93	0.00	5,071.93
Total	67,105.83	(331,684.48)	(264,578.65)

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* One month
Fed Funds	0.08	0.04	0.01
Overnight Repo	0.04	0.02	0.00
ICE Bofa 3 Months US T-BILL	0.04	0.01	0.00
ICE Bofa 6m US Treas Bill	0.03	(0.02)	(0.05)
ICE Bofa 1 Yr US Treasury Note	(0.36)	(0.46)	(0.26)
ICE BofA US Treasury 1-3	(1.22)	(1.29)	(0.65)
ICE BofA US Treasury 1-5	(1.94)	(1.92)	(0.89)

* rates reflected are cumulative

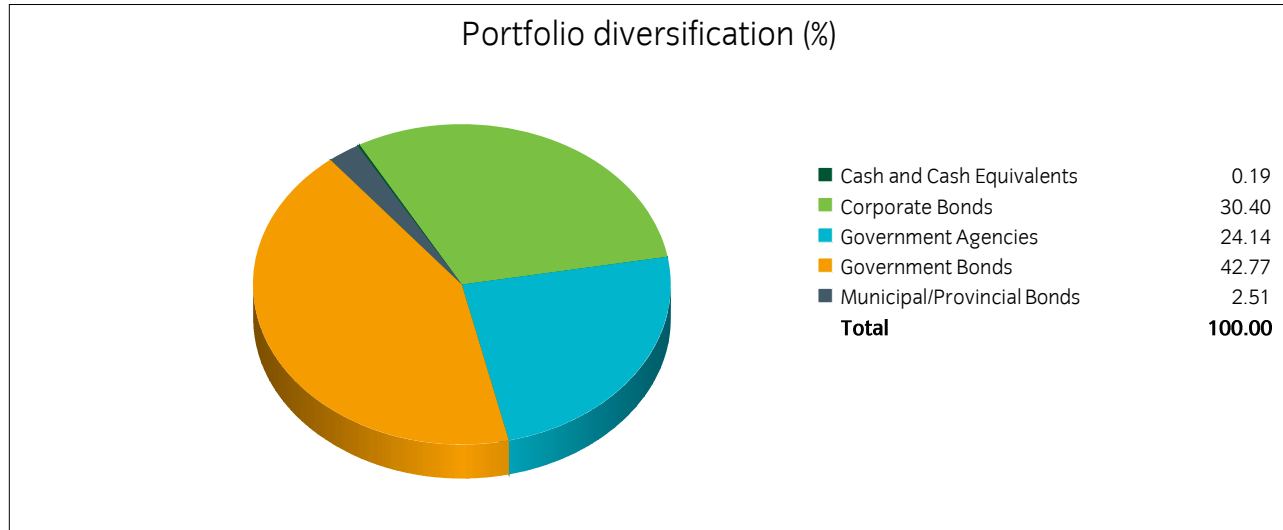
<u>Summary of Fair Value Basis Return for the Period</u>		Total portfolio
Interest earned		67,105.83
Change in fair value		(331,684.48)
Total income on portfolio		(264,578.65)
Average daily total value *		45,914,807.68
Period return (%)		(0.57)
YTD return (%)		(0.57)
Weighted average final maturity in days		677

* Total value equals market value and accrued interest

RECAP OF SECURITIES HELD

As of January 31, 2022

	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Weighted average final maturity (days)	Percent of portfolio	Weighted average effective duration (years)
Cash and Cash Equivalents	87,085.56	87,085.56	87,085.56	0.00	1	0.19	0.00
Corporate Bonds	14,061,812.40	13,835,233.23	13,674,816.36	(160,416.87)	653	30.40	1.54
Government Agencies	11,168,172.27	11,093,292.05	11,042,450.80	(50,841.25)	572	24.14	1.49
Government Bonds	19,785,860.59	19,754,378.08	19,596,009.80	(158,368.28)	569	42.77	1.54
Municipal/Provincial Bonds	1,159,300.00	1,159,300.00	1,159,300.00	0.00	3,867	2.51	8.07
Total	46,262,230.82	45,929,288.92	45,559,662.52	(369,626.40)	677	100.00	1.69

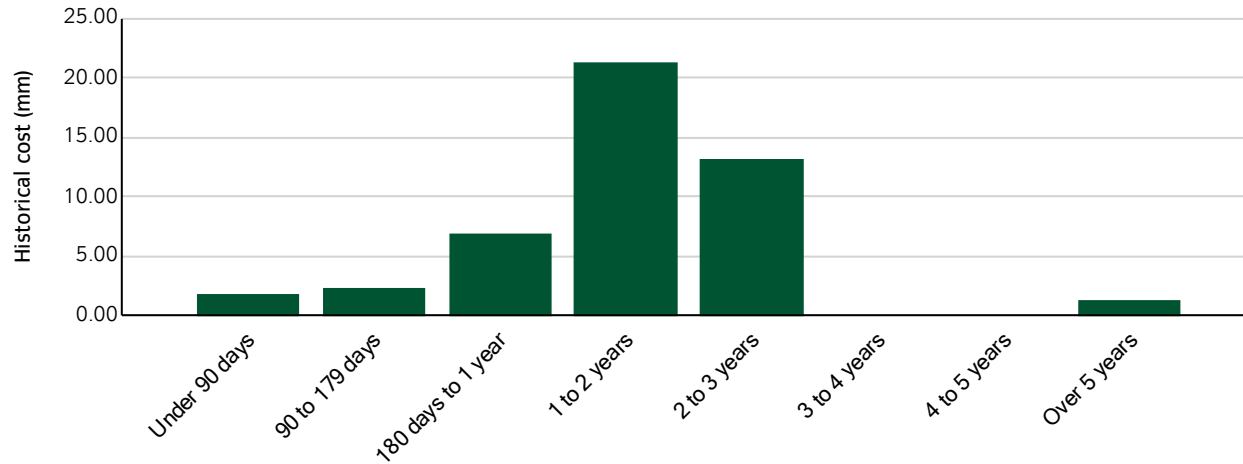


MATURITY DISTRIBUTION OF SECURITIES HELD

As of January 31, 2022

Maturity	Historic cost	Percent
Under 90 days	1,718,991.56	3.72
90 to 179 days	2,260,896.21	4.89
180 days to 1 year	6,846,832.80	14.80
1 to 2 years	21,252,081.45	45.94
2 to 3 years	13,024,128.80	28.15
3 to 4 years	0.00	0.00
4 to 5 years	0.00	0.00
Over 5 years	1,159,300.00	2.51
	46,262,230.82	100.00

Maturity distribution



SECURITIES HELD

As of January 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Cash and Cash Equivalents										
	Cash and Cash Equivalents	0.000		87,085.56	87,085.56	87,085.56	87,085.56	0.00	0.00	0.19
Total Cash and Cash Equivalents				87,085.56	87,085.56	87,085.56	87,085.56	0.00	0.00	0.19
Corporate Bonds										
46647PBB1	JPMORGAN CHASE & CO 3.207% 01APR2023 (CALLABLE 01APR22)	3.207	04/01/2023 04/01/2022	600,000.00	615,576.00	602,887.95	601,968.10	(919.85)	6,414.00	1.33
931142DH3	WALMART INC 2.55% 11APR2023 (CALLABLE 11JAN23)	2.550	04/11/2023 01/11/2023	500,000.00	509,155.00	502,612.43	507,074.12	4,461.69	3,895.83	1.10
037833AK6	APPLE INC 2.4% 03MAY2023	2.400	05/03/2023	500,000.00	506,880.00	502,384.58	507,940.37	5,555.79	2,933.33	1.10
02665WDH1	AMERICAN HONDA FINANCE 1.95% 10MAY2023	1.950	05/10/2023	1,000,000.00	1,031,510.00	1,019,910.16	1,006,893.93	(13,016.23)	4,387.50	2.23
166764AH3	CHEVRON CORP 3.191% 24JUN2023 (CALLABLE 24MAR23)	3.191	06/24/2023 03/24/2023	700,000.00	718,781.00	718,556.88	716,843.18	(1,713.70)	2,295.75	1.55
742718EB1	PROCTER & GAMBLE CO/THE 3.1% 15AUG2023	3.100	08/15/2023	500,000.00	520,430.00	518,803.73	514,596.68	(4,207.05)	7,147.22	1.12
89236THA6	TOYOTA MOTOR CREDIT CORP 1.35% 25AUG2023	1.350	08/25/2023	700,000.00	714,959.00	710,002.17	701,010.84	(8,991.33)	4,095.00	1.55
14912L5X5	CATERPILLAR FINANCIAL SE 3.75% 24NOV2023	3.750	11/24/2023	1,000,000.00	1,086,390.00	1,061,278.81	1,043,186.43	(18,092.38)	6,979.17	2.35
06051GHC6	BANK OF AMERICA CORP 3.004% 20DEC2023 (CALLABLE 20DEC22)	3.004	12/20/2023 12/20/2022	500,000.00	525,795.00	510,501.78	507,592.34	(2,909.44)	1,710.61	1.14
89236THU2	TOYOTA MOTOR CREDIT CORP 0.45% 11JAN2024	0.450	01/11/2024	480,000.00	479,342.40	479,443.94	471,024.11	(8,419.83)	120.00	1.04

SECURITIES HELD

As of January 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Corporate Bonds										
24422EVN6	JOHN DEERE CAPITAL CORP 0.45% 17JAN2024	0.450	01/17/2024	1,000,000.00	1,001,230.00	1,000,891.91	982,634.03	(18,257.88)	175.00	2.16
17325FAS7	CITIBANK NA 3.65% 23JAN2024 (CALLABLE 23DEC23)	3.650	01/23/2024 12/23/2023	500,000.00	541,470.00	530,228.40	520,567.95	(9,660.45)	405.56	1.17
693475AV7	PNC FINANCIAL SERVICES 3.5% 23JAN2024 (CALLABLE 23DEC23)	3.500	01/23/2024 12/24/2023	900,000.00	957,939.00	934,853.72	931,845.02	(3,008.70)	700.00	2.07
91159HHV5	US BANCORP 3.375% 05FEB2024 (CALLABLE 05JAN24)	3.375	02/05/2024 01/05/2024	1,000,000.00	1,079,130.00	1,057,012.92	1,035,573.82	(21,439.10)	16,500.00	2.33
459200HU8	IBM CORP 3.625% 12FEB2024	3.625	02/12/2024	1,000,000.00	1,086,900.00	1,063,610.80	1,039,799.83	(23,810.97)	17,017.36	2.35
88579YBB6	3M COMPANY 3.25% 14FEB2024 (CALLABLE 14JAN24)	3.250	02/14/2024 01/14/2024	500,000.00	541,935.00	528,036.32	519,473.14	(8,563.18)	7,538.19	1.17
713448CM8	PEPSICO INC 3.6% 01MAR2024 (CALLABLE 01DEC23)	3.600	03/01/2024 12/01/2023	500,000.00	537,465.00	528,109.38	520,198.23	(7,911.15)	7,500.00	1.16
06051GHF9	BANK OF AMERICA CORP 3.55% 05MAR2024 (CALLABLE 05MAR23)	3.550	03/05/2024 03/05/2023	500,000.00	535,525.00	514,786.49	511,167.67	(3,618.82)	7,198.61	1.16
46647PAP1	JPMORGAN CHASE & CO 3.559% 23APR2024 (CALLABLE 23APR23)	3.559	04/23/2024 04/23/2023	500,000.00	534,240.00	519,151.92	513,000.01	(6,151.91)	4,844.19	1.15
717081DM2	PFIZER INC 3.4% 15MAY2024	3.400	05/15/2024	500,000.00	537,160.00	532,168.94	522,426.56	(9,742.38)	3,588.89	1.16
Total Corporate Bonds				13,380,000.00	14,061,812.40	13,835,233.23	13,674,816.36	(160,416.87)	105,446.21	30.40
Government Agencies										
313378WG2	FEDERAL HOME LOAN BANK 2.5% 11MAR2022	2.500	03/11/2022	1,000,000.00	1,016,330.00	1,000,676.98	1,002,931.20	2,254.22	9,722.22	2.20

SECURITIES HELD

As of January 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Agencies										
3135G0T78	FANNIE MAE 2% 05OCT2022	2.000	10/05/2022	1,250,000.00	1,260,435.75	1,258,017.39	1,261,914.58	3,897.19	8,055.56	2.72
3130A3KM5	FEDERAL HOME LOAN BANK 2.5% 09DEC2022	2.500	12/09/2022	1,000,000.00	1,021,240.00	1,005,297.14	1,013,108.72	7,811.58	3,611.11	2.21
3137EAEQ8	FREDDIE MAC 0.375% 20APR2023	0.375	04/20/2023	1,250,000.00	1,248,223.75	1,248,368.37	1,241,566.33	(6,802.04)	1,315.10	2.70
3135G0U43	FANNIE MAE 2.875% 12SEP2023	2.875	09/12/2023	1,000,000.00	1,047,553.22	1,019,367.37	1,028,513.35	9,145.98	11,100.69	2.26
3135G0V34	FANNIE MAE 2.5% 05FEB2024	2.500	02/05/2024	600,000.00	621,262.80	609,977.69	615,768.99	5,791.30	7,333.33	1.34
3133EMWV0	FEDERAL FARM CREDIT BANK 0.35% 22APR2024	0.350	04/22/2024	1,000,000.00	1,000,000.00	1,000,000.00	980,774.87	(19,225.13)	962.50	2.16
3130AMQQ8	FEDERAL HOME LOAN BANK 0.35% 23APR2024 (CALLABLE 23MAR22)	0.350	04/23/2024 03/23/2022	1,000,000.00	1,000,000.00	1,000,000.00	984,099.65	(15,900.35)	369.44	2.16
3136G46B4	FANNIE MAE 0.35% 26APR2024 (CALLABLE 26APR22)	0.350	04/26/2024 04/26/2022	1,200,000.00	1,199,700.00	1,199,807.40	1,175,568.24	(24,239.16)	1,108.33	2.59
3133EMYR7	FEDERAL FARM CREDIT BANK 0.375% 06MAY2024 (CALLABLE 06MAY22)	0.375	05/06/2024 05/06/2022	1,000,000.00	1,000,000.00	1,000,000.00	980,404.33	(19,595.67)	885.42	2.16
3135G0V75	FANNIE MAE 1.75% 02JUL2024	1.750	07/02/2024	750,000.00	753,426.75	751,779.71	757,800.54	6,020.83	1,057.29	1.63
Total Government Agencies				11,050,000.00	11,168,172.27	11,093,292.05	11,042,450.80	(50,841.25)	45,520.99	24.14
Government Bonds										
912828ZX1	USA TREASURY 0.125% 30JUN2022	0.125	06/30/2022	1,000,000.00	999,808.04	999,844.36	998,867.19	(977.17)	107.04	2.16

SECURITIES HELD

SAN RAFAEL

As of January 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Bonds										
9128287C8	USA TREASURY 1.75% 15JUL2022	1.750	07/15/2022	1,250,000.00	1,261,088.17	1,258,924.62	1,257,324.23	(1,600.39)	966.85	2.73
91282CAN1	USA TREASURY 0.125% 30SEP2022	0.125	09/30/2022	1,250,000.00	1,248,929.97	1,249,081.75	1,246,386.73	(2,695.02)	527.99	2.70
912828M80	USA TREASURY 2% 30NOV2022	2.000	11/30/2022	1,250,000.00	1,269,750.29	1,260,406.61	1,263,134.76	2,728.15	4,258.24	2.74
912828Z29	USA TREASURY 1.5% 15JAN2023	1.500	01/15/2023	1,000,000.00	1,011,526.79	1,010,476.17	1,006,640.62	(3,835.55)	662.98	2.19
912828Z86	USA TREASURY 1.375% 15FEB2023	1.375	02/15/2023	1,250,000.00	1,263,920.20	1,262,594.47	1,257,324.23	(5,270.24)	7,893.17	2.73
912828ZD5	USA TREASURY 0.5% 15MAR2023	0.500	03/15/2023	1,000,000.00	1,000,315.85	1,000,290.90	996,093.75	(4,197.15)	1,906.08	2.16
91282CCK5	USA TREASURY 0.125% 30JUN2023	0.125	06/30/2023	800,000.00	792,846.43	793,113.85	790,250.00	(2,863.85)	85.64	1.71
91282CCN9	USA TREASURY 0.125% 31JUL2023	0.125	07/31/2023	1,000,000.00	989,808.04	990,168.18	986,484.38	(3,683.80)	0.00	2.14
9128282D1	USA TREASURY 1.375% 31AUG2023	1.375	08/31/2023	1,250,000.00	1,265,970.98	1,264,935.58	1,256,152.35	(8,783.23)	7,264.33	2.74
91282CAW1	USA TREASURY 0.25% 15NOV2023	0.250	11/15/2023	1,000,000.00	1,000,120.54	1,000,084.73	984,531.25	(15,553.48)	531.77	2.16
912828U57	USA TREASURY 2.125% 30NOV2023	2.125	11/30/2023	650,000.00	661,529.52	655,155.10	661,527.35	6,372.25	2,352.68	1.43
91282CBA8	USA TREASURY 0.125% 15DEC2023	0.125	12/15/2023	1,200,000.00	1,194,566.52	1,195,366.96	1,177,359.37	(18,007.59)	193.68	2.58

SECURITIES HELD

SAN RAFAEL

As of January 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Bonds										
91282CBV2	USA TREASURY 0.375% 15APR2024	0.375	04/15/2024	1,000,000.00	1,001,175.22	1,000,875.16	981,562.50	(19,312.66)	1,112.64	2.16
91282CCC3	USA TREASURY 0.25% 15MAY2024	0.250	05/15/2024	1,000,000.00	996,878.35	997,628.23	977,500.00	(20,128.23)	531.77	2.15
912828D56	USA TREASURY 2.375% 15AUG2024	2.375	08/15/2024	1,000,000.00	1,038,011.16	1,036,628.22	1,026,875.00	(9,753.22)	10,906.93	2.24
9128282Y5	USA TREASURY 2.125% 30SEP2024	2.125	09/30/2024	1,000,000.00	1,051,800.23	1,044,289.65	1,021,015.62	(23,274.03)	7,180.63	2.27
912828YM6	USA TREASURY 1.5% 31OCT2024	1.500	10/31/2024	1,000,000.00	1,014,925.23	1,014,422.46	1,004,218.75	(10,203.71)	3,812.16	2.19
912828YV6	USA TREASURY 1.5% 30NOV2024	1.500	11/30/2024	700,000.00	722,889.06	720,091.08	702,761.72	(17,329.36)	1,788.46	1.56
Total Government Bonds				19,600,000.00	19,785,860.59	19,754,378.08	19,596,009.80	(158,368.28)	52,083.04	42.77
Municipal/Provincial Bonds										
888599LS4	PT. SAN ASSESS DISTRICT 5.25% 144A 02SEP2032 SANRAF\$01	5.250	09/02/2032	1,159,300.00	1,159,300.00	1,159,300.00	1,159,300.00	0.00	25,190.62	2.51
Total Municipal/Provincial Bonds				1,159,300.00	1,159,300.00	1,159,300.00	1,159,300.00	0.00	25,190.62	2.51
Grand total				45,276,385.56	46,262,230.82	45,929,288.92	45,559,662.52	(369,626.40)	228,240.86	100.00

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of January 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
United States Treasury Note/Bond												
912828ZX1	USA TREASURY 0.125%	0.125	06/30/2022		AA+	Aaa	1,000,000.00	999,808.04	2.16	998,867.19	2.19	0.41
9128287C8	USA TREASURY 1.75%	1.750	07/15/2022		AA+	Aaa	1,250,000.00	1,261,088.17	2.73	1,257,324.23	2.76	0.45
91282CAN1	USA TREASURY 0.125%	0.125	09/30/2022		AA+	Aaa	1,250,000.00	1,248,929.97	2.70	1,246,386.73	2.74	0.66
912828M80	USA TREASURY 2%	2.000	11/30/2022		AA+	Aaa	1,250,000.00	1,269,750.29	2.74	1,263,134.76	2.77	0.82
912828Z29	USA TREASURY 1.5%	1.500	01/15/2023		AA+	Aaa	1,000,000.00	1,011,526.79	2.19	1,006,640.62	2.21	0.96
912828Z86	USA TREASURY 1.375%	1.375	02/15/2023		AA+	Aaa	1,250,000.00	1,263,920.20	2.73	1,257,324.23	2.76	1.03
912828ZD5	USA TREASURY 0.5%	0.500	03/15/2023		AA+	Aaa	1,000,000.00	1,000,315.85	2.16	996,093.75	2.19	1.11
91282CCK5	USA TREASURY 0.125%	0.125	06/30/2023		AA+	Aaa	800,000.00	792,846.43	1.71	790,250.00	1.73	1.41
91282CCN9	USA TREASURY 0.125%	0.125	07/31/2023		AA+	Aaa	1,000,000.00	989,808.04	2.14	986,484.38	2.17	1.49
912828D1	USA TREASURY 1.375%	1.375	08/31/2023		AA+	Aaa	1,250,000.00	1,265,970.98	2.74	1,256,152.35	2.76	1.56
91282CAW1	USA TREASURY 0.25%	0.250	11/15/2023		AA+	Aaa	1,000,000.00	1,000,120.54	2.16	984,531.25	2.16	1.78
912828U57	USA TREASURY 2.125%	2.125	11/30/2023		AA+	Aaa	650,000.00	661,529.52	1.43	661,527.35	1.45	1.79
91282CBA8	USA TREASURY 0.125%	0.125	12/15/2023		AA+	Aaa	1,200,000.00	1,194,566.52	2.58	1,177,359.37	2.58	1.86
91282CBV2	USA TREASURY 0.375%	0.375	04/15/2024		AA+	Aaa	1,000,000.00	1,001,175.22	2.16	981,562.50	2.15	2.19
91282CCC3	USA TREASURY 0.25%	0.250	05/15/2024		AA+	Aaa	1,000,000.00	996,878.35	2.15	977,500.00	2.15	2.27
912828D56	USA TREASURY 2.375%	2.375	08/15/2024		AA+	Aaa	1,000,000.00	1,038,011.16	2.24	1,026,875.00	2.25	2.44
912828Y5	USA TREASURY 2.125%	2.125	09/30/2024		AA+	Aaa	1,000,000.00	1,051,800.23	2.27	1,021,015.62	2.24	2.58
912828YM6	USA TREASURY 1.5%	1.500	10/31/2024		AA+	Aaa	1,000,000.00	1,014,925.23	2.19	1,004,218.75	2.20	2.68
912828YV6	USA TREASURY 1.5%	1.500	11/30/2024		AA+	Aaa	700,000.00	722,889.06	1.56	702,761.72	1.54	2.76
Issuer total							19,600,000.00	19,785,860.59	42.77	19,596,009.80	43.01	1.54

Federal National Mortgage Association

3135G0T78	FANNIE MAE 2%	2.000	10/05/2022		AA+	Aaa	1,250,000.00	1,260,435.75	2.72	1,261,914.58	2.77	0.67
3135G0U43	FANNIE MAE 2.875%	2.875	09/12/2023		AA+	Aaa	1,000,000.00	1,047,553.22	2.26	1,028,513.35	2.26	1.57
3135G0V34	FANNIE MAE 2.5%	2.500	02/05/2024		AA+	Aaa	600,000.00	621,262.80	1.34	615,768.99	1.35	1.94

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

SAN RAFAEL

As of January 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
Federal National Mortgage Association												
3136G46B4	FANNIE MAE 0.35%	0.350	04/26/2024	04/26/2022	AA+	Aaa	1,200,000.00	1,199,700.00	2.59	1,175,568.24	2.58	2.06
3135G0V75	FANNIE MAE 1.75%	1.750	07/02/2024		AA+	Aaa	750,000.00	753,426.75	1.63	757,800.54	1.66	2.36
Issuer total							4,800,000.00	4,882,378.52	10.55	4,839,565.70	10.62	1.63
Federal Home Loan Banks												
313378WG2	FEDERAL HOME LOAN	2.500	03/11/2022		AA+	Aaa	1,000,000.00	1,016,330.00	2.20	1,002,931.20	2.20	0.11
3130A3KM5	FEDERAL HOME LOAN	2.500	12/09/2022		AA+	Aaa	1,000,000.00	1,021,240.00	2.21	1,013,108.72	2.22	0.85
3130AMQQ	FEDERAL HOME LOAN	0.350	04/23/2024	03/23/2022	AA+	Aaa	1,000,000.00	1,000,000.00	2.16	984,099.65	2.16	2.00
Issuer total							3,000,000.00	3,037,570.00	6.57	3,000,139.57	6.59	0.98
Federal Farm Credit Banks Funding Corp												
3133EMWV	FEDERAL FARM CREDIT	0.350	04/22/2024		AA+	Aaa	1,000,000.00	1,000,000.00	2.16	980,774.87	2.15	2.20
3133EMYR7	FEDERAL FARM CREDIT	0.375	05/06/2024	05/06/2022	AA+	Aaa	1,000,000.00	1,000,000.00	2.16	980,404.33	2.15	2.05
Issuer total							2,000,000.00	2,000,000.00	4.32	1,961,179.20	4.30	2.13
Federal Home Loan Mortgage Corp												
3137EAEQ8	FREDDIE MAC 0.375%	0.375	04/20/2023		AA+	Aaa	1,250,000.00	1,248,223.75	2.70	1,241,566.33	2.73	1.21
Issuer total							1,250,000.00	1,248,223.75	2.70	1,241,566.33	2.73	1.21
Toyota Motor Credit Corp												
89236THA6	TOYOTA MOTOR CREDIT	1.350	08/25/2023		A+	A1	700,000.00	714,959.00	1.55	701,010.84	1.54	1.54
89236THU2	TOYOTA MOTOR CREDIT	0.450	01/11/2024		A+	A1	480,000.00	479,342.40	1.04	471,024.11	1.03	1.93
Issuer total							1,180,000.00	1,194,301.40	2.58	1,172,034.95	2.57	1.70
PT. SAN ASSESS DISTRICT												
888599LS4	PT. SAN ASSESS	5.250	09/02/2032		NR	NR	1,159,300.00	1,159,300.00	2.51	1,159,300.00	2.54	8.07
Issuer total							1,159,300.00	1,159,300.00	2.51	1,159,300.00	2.54	8.07

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

SAN RAFAEL

As of January 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
JPMorgan Chase & Co												
46647PBB1	JPMORGAN CHASE & CO	3.207	04/01/2023	04/01/2022	A-	A2	600,000.00	615,576.00	1.33	601,968.10	1.32	0.16
46647PAP1	JPMORGAN CHASE & CO	3.559	04/23/2024	04/23/2023	A-	A2	500,000.00	534,240.00	1.15	513,000.01	1.13	1.19
Issuer total							1,100,000.00	1,149,816.00	2.49	1,114,968.11	2.45	0.64
Caterpillar Financial Services Corp												
14912L5X5	CATERPILLAR FINANCIAL	3.750	11/24/2023		A	A2	1,000,000.00	1,086,390.00	2.35	1,043,186.43	2.29	1.75
Issuer total							1,000,000.00	1,086,390.00	2.35	1,043,186.43	2.29	1.75
International Business Machines Corp												
459200HU8	IBM CORP 3.625%	3.625	02/12/2024		A-	A3	1,000,000.00	1,086,900.00	2.35	1,039,799.83	2.28	1.93
Issuer total							1,000,000.00	1,086,900.00	2.35	1,039,799.83	2.28	1.93
US Bancorp												
91159HHV5	US BANCORP 3.375%	3.375	02/05/2024	01/05/2024	A+	A2	1,000,000.00	1,079,130.00	2.33	1,035,573.82	2.27	1.86
Issuer total							1,000,000.00	1,079,130.00	2.33	1,035,573.82	2.27	1.86
Bank of America Corp												
06051GHC6	BANK OF AMERICA CORP	3.004	12/20/2023	12/20/2022	A-	A2	500,000.00	525,795.00	1.14	507,592.34	1.11	0.88
06051GHF9	BANK OF AMERICA CORP	3.550	03/05/2024	03/05/2023	A-	A2	500,000.00	535,525.00	1.16	511,167.67	1.12	1.06
Issuer total							1,000,000.00	1,061,320.00	2.29	1,018,760.01	2.24	0.97
American Honda Finance Corp												
02665WDH1	AMERICAN HONDA	1.950	05/10/2023		A-	A3	1,000,000.00	1,031,510.00	2.23	1,006,893.93	2.21	1.25
Issuer total							1,000,000.00	1,031,510.00	2.23	1,006,893.93	2.21	1.25
John Deere Capital Corp												
24422EVN6	JOHN DEERE CAPITAL	0.450	01/17/2024		A	A2	1,000,000.00	1,001,230.00	2.16	982,634.03	2.16	1.94
Issuer total							1,000,000.00	1,001,230.00	2.16	982,634.03	2.16	1.94

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

SAN RAFAEL

As of January 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
PNC Financial Services Group Inc/The												
693475AV7	PNC FINANCIAL	3.500	01/23/2024	12/24/2023	A-	A3	900,000.00	957,939.00	2.07	931,845.02	2.05	1.85
Issuer total							900,000.00	957,939.00	2.07	931,845.02	2.05	1.85
Chevron Corp												
166764AH3	CHEVRON CORP 3.191%	3.191	06/24/2023	03/24/2023	AA-	Aa2	700,000.00	718,781.00	1.55	716,843.18	1.57	1.15
Issuer total							700,000.00	718,781.00	1.55	716,843.18	1.57	1.15
Pfizer Inc												
717081DM2	PFIZER INC 3.4%	3.400	05/15/2024		A+	A2	500,000.00	537,160.00	1.16	522,426.56	1.15	2.19
Issuer total							500,000.00	537,160.00	1.16	522,426.56	1.15	2.19
Citibank NA												
17325FAS7	CITIBANK NA 3.65%	3.650	01/23/2024	12/23/2023	A+	Aa3	500,000.00	541,470.00	1.17	520,567.95	1.14	1.85
Issuer total							500,000.00	541,470.00	1.17	520,567.95	1.14	1.85
PepsiCo Inc												
713448CM8	PEPSICO INC 3.6%	3.600	03/01/2024	12/01/2023	A+	A1	500,000.00	537,465.00	1.16	520,198.23	1.14	1.80
Issuer total							500,000.00	537,465.00	1.16	520,198.23	1.14	1.80
3M Co												
88579YBB6	3M COMPANY 3.25%	3.250	02/14/2024	01/14/2024	A+	A1	500,000.00	541,935.00	1.17	519,473.14	1.14	1.89
Issuer total							500,000.00	541,935.00	1.17	519,473.14	1.14	1.89
Procter & Gamble Co/The												
742718EB1	PROCTER & GAMBLE	3.100	08/15/2023		AA-	Aa3	500,000.00	520,430.00	1.12	514,596.68	1.13	1.49
Issuer total							500,000.00	520,430.00	1.12	514,596.68	1.13	1.49

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of January 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
Apple Inc												
037833AK6	APPLE INC 2.4%	2.400	05/03/2023		AA+	Aaa	500,000.00	506,880.00	1.10	507,940.37	1.11	1.23
Issuer total							500,000.00	506,880.00	1.10	507,940.37	1.11	1.23
Walmart Inc												
931142DH3	WALMART INC 2.55%	2.550	04/11/2023	01/11/2023	AA	Aa2	500,000.00	509,155.00	1.10	507,074.12	1.11	0.97
Issuer total							500,000.00	509,155.00	1.10	507,074.12	1.11	0.97
Cash and Cash Equivalents												
	INVESTED CASH	0.000					87,085.56	87,085.56	0.00	87,085.56	0.19	0.00
Issuer total							87,085.56	87,085.56	0.00	87,085.56	0.19	0.00
Grand total							45,276,385.56	46,262,230.82	100.00	45,559,662.52	100.00	1.69

SECURITIES PURCHASED

For the period January 1, 2022 - January 31, 2022

Cusip	Description / Broker	Trade date Settle date	Coupon	Maturity/ Call date	Par value or shares	Unit cost	Principal cost	Accrued interest
Corporate Bonds								
166764AH3	CHEVRON CORP 3.191% 24JUN2023 GOLDMAN, SACHS AND CO.	01/26/2022 01/31/2022	3.191	06/24/2023 03/24/2023	700,000.00	102.68	(718,781.00)	(2,295.75)
Total Corporate Bonds					700,000.00		(718,781.00)	(2,295.75)
Government Bonds								
91282CCK5	USA TREASURY 0.125% 30JUN2023 HSBC SECURITIES (USA) INC.	01/11/2022 01/13/2022	0.125	06/30/2023	800,000.00	99.11	(792,846.43)	(35.90)
91282CCN9	USA TREASURY 0.125% 31JUL2023 HSBC SECURITIES (USA) INC.	01/11/2022 01/13/2022	0.125	07/31/2023	1,000,000.00	98.98	(989,808.04)	(563.86)
Total Government Bonds					1,800,000.00		(1,782,654.47)	(599.76)
Grand total					2,500,000.00		(2,501,435.47)	(2,895.51)

SECURITIES SOLD AND MATURED

For the period January 1, 2022 - January 31, 2022

Cusip	Description / Broker	Trade date Settle date	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost at sale or maturity	Price	Fair value at sale or maturity	Realized gain (loss)	Accrued interest sold
Corporate Bonds											
0258M0EGO	AMERICAN EXPRESS CREDIT 2.7% 03MAR2022 (CALLABLE 31JAN22)	01/31/2022 01/31/2022	2.700		(700,000.00)	714,231.00	700,000.00	0.00	700,000.00	0.00	0.00
Total (Corporate Bonds)					(700,000.00)	714,231.00	700,000.00		700,000.00	0.00	0.00
Government Agencies											
3137EADB2	FHLMC PREASSIGN 00074 2.375 01-13-2022	01/13/2022 01/13/2022	2.375		(1,650,000.00)	1,676,634.30	1,650,000.00	0.00	1,650,000.00	0.00	0.00
Total (Government Agencies)					(1,650,000.00)	1,676,634.30	1,650,000.00		1,650,000.00	0.00	0.00
Grand total					(2,350,000.00)	2,390,865.30	2,350,000.00		2,350,000.00	0.00	0.00

DETAIL OF RETURN AND INTEREST RECEIVED

For the period January 1, 2022 - January 31, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Cash						
	Cash and Cash Equivalents	0.00	0.00	0.00	10.98	10.98
Total Cash		0.00	0.00	0.00	10.98	10.98
Corporate Bonds						
88579YBB6	3M COMPANY 3.25% 14FEB2024 (CALLABLE 14JAN24)	(1,194.72)	0.00	(3,242.72)	1,354.16	0.00
0258M0EG0	AMERICAN EXPRESS CREDIT 2.7% 03MAR2022 (CALLABLE 31JAN22)	(1,423.10)	0.00	(1,185.04)	1,575.00	7,770.00
02665WDH1	AMERICAN HONDA FINANCE 1.95% 10MAY2023	(1,298.49)	0.00	(8,959.76)	1,625.00	0.00
037833AK6	APPLE INC 2.4% 03MAY2023	(157.91)	0.00	(4,024.40)	1,000.00	0.00
06051GHC6	BANK OF AMERICA CORP 3.004% 20DEC2023 (CALLABLE 20DEC22)	(984.54)	0.00	(2,772.56)	1,251.67	0.00
06051GHF9	BANK OF AMERICA CORP 3.55% 05MAR2024 (CALLABLE 05MAR23)	(1,123.02)	0.00	(3,730.21)	1,479.17	0.00
14912L5X5	CATERPILLAR FINANCIAL SE 3.75% 24NOV2023	(2,810.95)	0.00	(10,816.78)	3,125.00	0.00
166764AH3	CHEVRON CORP 3.191% 24JUN2023 (CALLABLE 24MAR23)	(224.12)	0.00	(1,937.82)	0.00	0.00
17325FAS7	CITIBANK NA 3.65% 23JAN2024 (CALLABLE 23DEC23)	(1,327.75)	0.00	(5,451.36)	1,520.84	9,125.00
459200HU8	IBM CORP 3.625% 12FEB2024	(2,607.00)	0.00	(14,492.64)	3,020.83	0.00
24422EVN6	JOHN DEERE CAPITAL CORP 0.45% 17JAN2024	(37.84)	0.00	(7,857.28)	375.00	2,250.00
46647PBB1	JPMORGAN CHASE & CO 3.207% 01APR2023 (CALLABLE 01APR22)	(1,420.31)	0.00	(1,615.62)	1,603.50	0.00
46647PAP1	JPMORGAN CHASE & CO 3.559% 23APR2024 (CALLABLE 23APR23)	(1,296.97)	0.00	(3,734.89)	1,482.91	0.00
713448CM8	PEPSICO INC 3.6% 01MAR2024 (CALLABLE 01DEC23)	(1,275.77)	0.00	(6,798.61)	1,500.00	0.00
717081DM2	PFIZER INC 3.4% 15MAY2024	(1,169.78)	0.00	(7,252.05)	1,416.67	0.00
693475AV7	PNC FINANCIAL SERVICES 3.5% 23JAN2024 (CALLABLE 23DEC23)	(1,530.90)	0.00	(10,677.94)	2,625.00	15,750.00
742718EB1	PROCTER & GAMBLE CO/THE 3.1% 15AUG2023	(1,016.42)	0.00	(5,232.00)	1,291.66	0.00

DETAIL OF RETURN AND INTEREST RECEIVED

For the period January 1, 2022 - January 31, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Corporate Bonds						
89236THU2	TOYOTA MOTOR CREDIT CORP 0.45% 11JAN2024	23.80	0.00	(4,981.77)	180.00	1,080.00
89236THA6	TOYOTA MOTOR CREDIT CORP 1.35% 25AUG2023	(531.09)	0.00	(5,249.93)	787.50	0.00
91159HHV5	US BANCORP 3.375% 05FEB2024 (CALLABLE 05JAN24)	(2,457.45)	0.00	(12,851.10)	2,812.50	0.00
931142DH3	WALMART INC 2.55% 11APR2023 (CALLABLE 11JAN23)	(229.83)	0.00	(3,938.48)	1,062.50	0.00
Total Corporate Bonds		(24,094.16)	0.00	(126,802.96)	31,088.91	35,975.00
Government Agencies						
3136G46B4	FANNIE MAE 0.35% 26APR2024 (CALLABLE 26APR22)	7.16	0.00	(10,102.54)	350.00	0.00
3135G0V75	FANNIE MAE 1.75% 02JUL2024	(61.22)	0.00	(8,781.46)	1,093.75	6,562.50
3135G0T78	FANNIE MAE 2% 05OCT2022	(981.72)	0.00	(3,968.65)	2,083.34	0.00
3135G0V34	FANNIE MAE 2.5% 05FEB2024	(412.87)	0.00	(5,579.19)	1,250.00	0.00
3135G0U43	FANNIE MAE 2.875% 12SEP2023	(998.32)	0.00	(8,464.52)	2,395.83	0.00
3133EMWV0	FEDERAL FARM CREDIT BANK 0.35% 22APR2024	0.00	0.00	(13,344.88)	291.67	0.00
3133EMYR7	FEDERAL FARM CREDIT BANK 0.375% 06MAY2024 (CALLABLE 06MAY22)	0.00	0.00	(8,417.66)	312.50	0.00
3130AMQQ8	FEDERAL HOME LOAN BANK 0.35% 23APR2024 (CALLABLE 23MAR22)	0.00	0.00	(8,231.59)	291.66	0.00
3130A3KM5	FEDERAL HOME LOAN BANK 2.5% 09DEC2022	(514.29)	0.00	(6,738.74)	2,083.33	0.00
313378WG2	FEDERAL HOME LOAN BANK 2.5% 11MAR2022	(495.35)	0.00	(1,603.43)	2,083.33	0.00
3137EADB2	FHLMC PREASSIGN 00074 2.375 01-13-2022	(452.52)	0.00	(1,070.77)	1,306.25	19,593.75
3137EAEQ8	FREDDIE MAC 0.375% 20APR2023	111.25	0.00	(5,640.45)	390.62	0.00
Total Government Agencies		(3,797.88)	0.00	(81,943.88)	13,932.28	26,156.25

DETAIL OF RETURN AND INTEREST RECEIVED

For the period January 1, 2022 - January 31, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Government Bonds						
91282CBA8	USA TREASURY 0.125% 15DEC2023	210.29	0.00	(9,000.00)	127.75	0.00
91282ZX1	USA TREASURY 0.125% 30JUN2022	32.17	0.00	(742.19)	107.04	0.00
91282CCK5	USA TREASURY 0.125% 30JUN2023	267.42	0.00	(2,596.43)	49.74	0.00
91282CAN1	USA TREASURY 0.125% 30SEP2022	117.63	0.00	(1,953.12)	133.07	0.00
91282CCN9	USA TREASURY 0.125% 31JUL2023	360.14	0.00	(3,323.66)	61.14	625.00
91282CCC3	USA TREASURY 0.25% 15MAY2024	88.06	0.00	(9,062.50)	214.09	0.00
91282CAW1	USA TREASURY 0.25% 15NOV2023	(4.02)	0.00	(7,343.75)	214.09	0.00
91282CBV2	USA TREASURY 0.375% 15APR2024	(33.71)	0.00	(8,593.75)	319.37	0.00
91282ZD5	USA TREASURY 0.5% 15MAR2023	(22.10)	0.00	(4,296.87)	428.18	0.00
91282Z86	USA TREASURY 1.375% 15FEB2023	(1,027.44)	0.00	(5,712.88)	1,447.86	0.00
912828D1	USA TREASURY 1.375% 31AUG2023	(802.44)	0.00	(8,740.23)	1,471.86	0.00
91282Z29	USA TREASURY 1.5% 15JAN2023	(930.55)	0.00	(4,257.82)	1,274.39	7,500.00
912828YV6	USA TREASURY 1.5% 30NOV2024	(602.34)	0.00	(8,421.87)	894.23	0.00
912828YM6	USA TREASURY 1.5% 31OCT2024	(445.31)	0.00	(11,679.69)	1,284.54	0.00
9128287C8	USA TREASURY 1.75% 15JUL2022	(1,676.75)	0.00	(2,685.53)	1,858.49	10,937.50
912828M80	USA TREASURY 2% 30NOV2022	(1,064.70)	0.00	(4,980.48)	2,129.12	0.00
912828U57	USA TREASURY 2.125% 30NOV2023	(239.23)	0.00	(5,992.18)	1,176.34	0.00
9128282Y5	USA TREASURY 2.125% 30SEP2024	(1,411.08)	0.00	(11,875.00)	1,809.75	0.00
912828D56	USA TREASURY 2.375% 15AUG2024	(1,224.89)	0.00	(11,679.69)	2,000.68	0.00
Total Government Bonds		(8,408.85)	0.00	(122,937.64)	17,001.73	19,062.50

DETAIL OF RETURN AND INTEREST RECEIVED

For the period January 1, 2022 - January 31, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Municipal/Provincial Bonds						
888599LS4	PT. SAN ASSESS DISTRICT 5.25% 144A 02SEP2032 SANRAF\$01	0.00	0.00	0.00	5,071.93	0.00
Total Municipal/Provincial Bonds		0.00	0.00	0.00	5,071.93	0.00
Grand total		(36,300.89)	0.00	(331,684.48)	67,105.83	81,204.73

TRANSACTION REPORT

For the period January 1, 2022 - January 31, 2022

Trade date Settle date	Cusip	Transaction	Sec type	Description	Maturity	Par value or shares	Realized gain(loss)	Principal	Interest	Transaction total
01/02/2022 01/02/2022	3135G0V75	Income	Government Agencies	FANNIE MAE 1.75% 02JUL2024	07/02/2024	750,000.00	0.00	0.00	6,562.50	6,562.50
01/11/2022 01/11/2022	89236THU2	Income	Corporate Bonds	TOYOTA MOTOR CREDIT CORP	01/11/2024	480,000.00	0.00	0.00	1,080.00	1,080.00
01/11/2022 01/13/2022	91282CCK5	Bought	Government Bonds	USA TREASURY 0.125%	06/30/2023	800,000.00	0.00	(792,846.43)	(35.90)	(792,882.33)
01/11/2022 01/13/2022	91282CCN9	Bought	Government Bonds	USA TREASURY 0.125%	07/31/2023	1,000,000.00	0.00	(989,808.04)	(563.86)	(990,371.90)
01/13/2022 01/13/2022	3137EADB2	Income	Government Agencies	FHLMC PREASSIGN 00074	01/13/2022	1,650,000.00	0.00	0.00	19,593.75	19,593.75
01/13/2022 01/13/2022	3137EADB2	Capital Change	Government Agencies	FHLMC PREASSIGN 00074	01/13/2022	(1,650,000.00)	0.00	1,650,000.00	0.00	1,650,000.00
01/15/2022 01/15/2022	9128287C8	Income	Government Bonds	USA TREASURY 1.75%	07/15/2022	1,250,000.00	0.00	0.00	10,937.50	10,937.50
01/15/2022 01/15/2022	912828Z29	Income	Government Bonds	USA TREASURY 1.5%	01/15/2023	1,000,000.00	0.00	0.00	7,500.00	7,500.00
01/17/2022 01/17/2022	24422EVN6	Income	Corporate Bonds	JOHN DEERE CAPITAL CORP	01/17/2024	1,000,000.00	0.00	0.00	2,250.00	2,250.00
01/23/2022 01/23/2022	17325FAS7	Income	Corporate Bonds	CITIBANK NA 3.65% 23JAN2024	01/23/2024	500,000.00	0.00	0.00	9,125.00	9,125.00
01/23/2022 01/23/2022	693475AV7	Income	Corporate Bonds	PNC FINANCIAL SERVICES 3.5%	01/23/2024	900,000.00	0.00	0.00	15,750.00	15,750.00
01/26/2022 01/31/2022	166764AH3	Bought	Corporate Bonds	CHEVRON CORP 3.191%	06/24/2023	700,000.00	0.00	(718,781.00)	(2,295.75)	(721,076.75)
01/31/2022 01/31/2022	0258M0EG0	Income	Corporate Bonds	AMERICAN EXPRESS CREDIT	03/03/2022	700,000.00	0.00	0.00	7,770.00	7,770.00
01/31/2022 01/31/2022	0258M0EG0	Capital Change	Corporate Bonds	AMERICAN EXPRESS CREDIT	03/03/2022	(700,000.00)	0.00	700,000.00	0.00	700,000.00
01/31/2022 01/31/2022	91282CCN9	Income	Government Bonds	USA TREASURY 0.125%	07/31/2023	1,000,000.00	0.00	0.00	625.00	625.00
01/31/2022		Income	Cash and Cash Equivalents	Cash		0.00	0.00	0.00	10.98	10.98

ADDITIONAL INFORMATION

As of January 31, 2022

Past performance is not a guide to future performance. The value of investments and any income from them will fluctuate and is not guaranteed (this may partly be due to exchange rate changes) and investors may not get back the amount invested. Transactions in foreign securities may be executed and settled in local markets. Performance comparisons will be affected by changes in interest rates. Investment returns fluctuate due to changes in market conditions. Investment involves risk, including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. The information contained herein is for your reference only and is being provided in response to your specific request and has been obtained from sources believed to be reliable; however, no representation is made regarding its accuracy or completeness. This document must not be used for the purpose of an offer or solicitation in any jurisdiction or in any circumstances in which such offer or solicitation is unlawful or otherwise not permitted. This document should not be duplicated, amended, or forwarded to a third party without consent from Insight. This is a marketing document intended for professional clients only and should not be made available to or relied upon by retail clients.

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Where indicated, performance numbers used in the analysis are gross returns. The performance reflects the reinvestment of all dividends and income. INA charges management fees on all portfolios managed and these fees will reduce the returns on the portfolios. For example, assume that \$30 million is invested in an account with INA, and this account achieves a 5.0% annual return compounded monthly, gross of fees, for a period of five years. At the end of five years that account would have grown to \$38,500,760 before the deduction of management fees. Assuming management fees of 0.25% per year are deducted monthly from the account, the value at the end of the five year period would be \$38,022,447. Actual fees for new accounts are dependent on size and subject to negotiation. INA's investment advisory fees are discussed in Part 2A of its Form ADV.

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For trading activity the Clearing broker will be reflected. In certain cases the Clearing broker will differ from the Executing broker.

In calculating ratings distributions and weighted average portfolio quality, Insight assigns U.S Treasury and U.S agency securities a quality rating based on the methodology used within the respective benchmark index. When Moody's, S&P and Fitch rate a security, Bank of America and Merrill Lynch indexes assign a simple weighted average statistic while Barclays indexes assign the median statistic. Insight assigns all other securities the lower of Moody's and S&P ratings.

Information about the indices shown here is provided to allow for comparison of the performance of the strategy to that of certain well-known and widely recognized indices. There is no representation that such index is an appropriate benchmark for such comparison. You cannot invest directly in an index and the indices represented do not take into account trading commissions and/or other brokerage or custodial costs. The volatility of the indices may be materially different from that of the strategy. In addition, the strategy's holdings may differ substantially from the securities that comprise the indices shown.

The ICE BofA 3 Month US T-Bill index is an unmanaged market index of U.S. Treasury securities maturing in 90 days that assumes reinvestment of all income.

The ICE BofA 6 Month US T-Bill index measures the performance of Treasury bills with time to maturity of less than 6 months.

The ICE BofA 1-Year US Treasury Index is a one-security index comprised of the most recently issued 1-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 1-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 3-Year US Treasury Index is a one-security index comprised of the most recently issued 3-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 3-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 5-Year US Treasury Index is a one-security index comprised of the most recently issued 5-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 5-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 1-3 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than three years.

The ICE BofA 1-5 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than five years.

ADDITIONAL INFORMATION

As of January 31, 2022

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SAN RAFAEL

February 2022

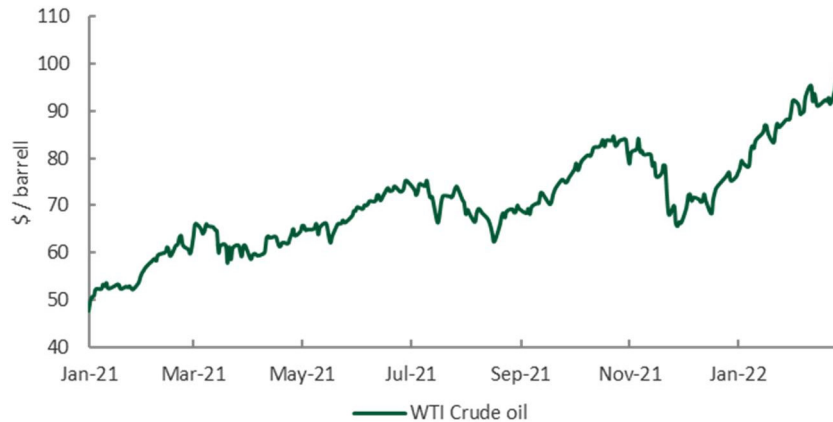


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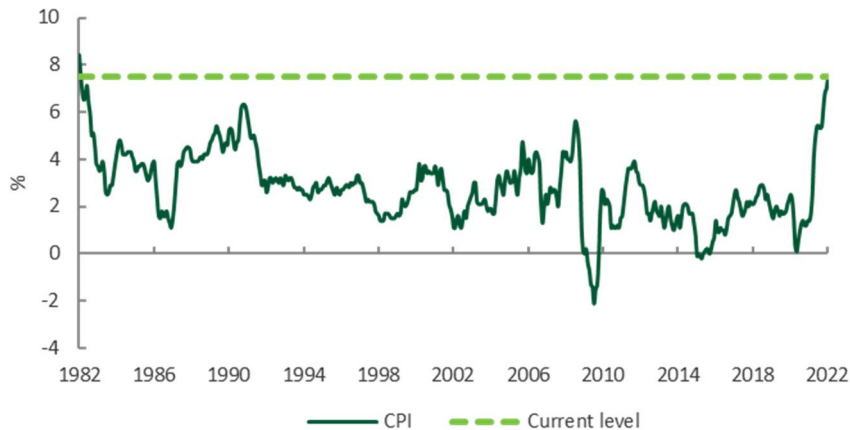
As of February 28, 2022

Chart 1: Oil spikes in response to the crisis in Ukraine



Source: Bloomberg, February 28, 2022

Chart 2: Inflation reaches another multi-decade high



Source: Bloomberg, February 28, 2022

Economic Indicators and Monetary Policy

Geopolitical uncertainty increased substantially as Russia began a full-scale invasion of Ukraine, to the surprise of many geopolitical experts. By the end of the month Russia had not taken over the capital of Kyiv, facing a greater degree of resistance than expected, prompting Russia to deploy additional troops and equipment.

Worldwide governments implemented sanctions on Russia, including a freeze on Russian central bank foreign reserve assets. Certain companies also divested of Russian assets and international sporting and other events in Russia were cancelled. Commodity prices rose with Oil spiking above \$100 per barrel (Chart 1).

US CPI accelerated yet again with headline and core both up 0.6% in January or 7.5% and 6% annualized respectively, both higher than expected (Chart 2). Importantly, the relatively “sticky” healthcare segment was one of the sectors responsible for the rise, while less sticky airfare and used car segments also had a large impact.

The US labor market report defied expectations. Disruption from the Omicron COVID-19 variant had been expected to take its toll. However, payrolls rose by 467,000, and wage growth was increasingly broad-based at 5.7% pa. The unemployment rate ticked up from 3.9% to 4% but, this was due to 1.4m returning to the workforce, pushing the participation rate up from 61.9% to 62.2%.

Elsewhere, total orders for durable goods rose 1.6% with strong gains in core capital goods orders and core capital goods shipments. Nonetheless, shipments continued to be outstripped by new orders, indicating some lingering supply chain disruptions.

The market continued to be primed for a ‘lift off’ in policy interest rates in March, with a range of Federal Reserve speakers endorsing a rate hike.

Interest Rate Summary

Yields rose slightly at the front end. At the end of February, the 3-month US Treasury bill yielded 0.32%, the 6-month US Treasury bill yielded 0.66%, the 2-year US Treasury note yielded 1.44%, the 5-year US Treasury note yielded 1.72% and the 10-year US Treasury note yielded 1.83%.

ACTIVITY AND PERFORMANCE SUMMARY

For the period February 1, 2022 - February 28, 2022

<u>Amortized Cost Basis Activity Summary</u>		
Opening balance		45,929,288.92
Income received	92,163.07	
Total receipts		92,163.07
Total disbursements		0.00
Interportfolio transfers	0.00	
Total Interportfolio transfers		0.00
Realized gain (loss)		0.00
Change in accruals from security movement		0.00
Total amortization expense		(35,927.88)
Total OID/MKT accretion income		1,425.79
Return of capital		0.00
Closing balance		45,986,949.90
Ending fair value		45,452,855.81
Unrealized gain (loss)		(534,094.09)

<u>Detail of Amortized Cost Basis Return</u>				
	Interest earned	Accretion (amortization)	Realized gain (loss)	Total income
Cash and Cash Equivalents	0.57	0.00	0.00	0.57
Corporate Bonds	28,237.80	(23,873.60)	0.00	4,364.20
Government Agencies	11,363.45	(3,345.13)	0.00	8,018.32
Government Bonds	15,476.76	(7,283.36)	0.00	8,193.40
Municipal/Provincial Bonds	4,564.75	0.00	0.00	4,564.75
Total	59,643.33	(34,502.09)	0.00	25,141.24

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* One month
Fed Funds	0.08	0.04	0.01
Overnight Repo	0.03	0.02	0.00
Merrill Lynch 3m US Treas Bill	0.05	0.04	0.02
Merrill Lynch 6m US Treas Bill	0.09	0.08	0.04
ML 1 Year US Treasury Note	0.21	0.18	0.08
ML 2 Year US Treasury Note	0.44	0.35	0.11
ML 5 Year US Treasury Note	1.05	0.64	0.14

* rates reflected are cumulative

<u>Summary of Amortized Cost Basis Return for the Period</u>	
	Total portfolio
Interest earned	59,643.33
Accretion (amortization)	(34,502.09)
Realized gain (loss) on sales	0.00
Total income on portfolio	25,141.24
Average daily amortized cost	45,961,059.93
Period return (%)	0.05
YTD return (%)	0.12
Weighted average final maturity in days	648

ACTIVITY AND PERFORMANCE SUMMARY

For the period February 1, 2022 - February 28, 2022

<u>Fair Value Basis Activity Summary</u>		
Opening balance		45,559,662.52
Income received	92,163.07	
Total receipts		92,163.07
Total disbursements		0.00
Interportfolio transfers	0.00	
Total Interportfolio transfers		0.00
Unrealized gain (loss) on security movements		0.00
Change in accruals from security movement		0.00
Return of capital		0.00
Change in fair value for the period		(198,969.78)
Ending fair value		45,452,855.81

<u>Detail of Fair Value Basis Return</u>			
	Interest earned	Change in fair value	Total income
Cash and Cash Equivalents	0.57	0.00	0.57
Corporate Bonds	28,237.80	(73,440.80)	(45,203.00)
Government Agencies	11,363.45	(48,948.86)	(37,585.41)
Government Bonds	15,476.76	(76,580.12)	(61,103.36)
Municipal/Provincial Bonds	4,564.75	0.00	4,564.75
Total	59,643.33	(198,969.78)	(139,326.45)

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* One month
Fed Funds	0.08	0.04	0.01
Overnight Repo	0.03	0.02	0.00
ICE Bofa 3 Months US T-BILL	0.04	0.02	0.01
ICE Bofa 6m US Treas Bill	0.00	(0.04)	(0.01)
ICE Bofa 1 Yr US Treasury Note	(0.53)	(0.61)	(0.16)
ICE BofA US Treasury 1-3	(1.51)	(1.65)	(0.37)
ICE BofA US Treasury 1-5	(1.99)	(2.28)	(0.43)

* rates reflected are cumulative

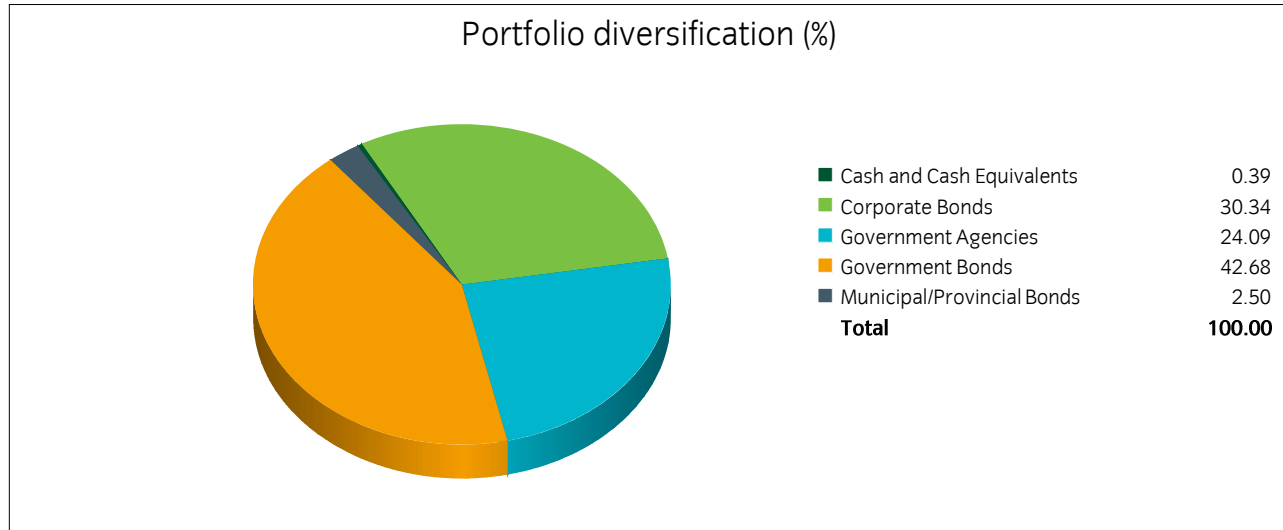
<u>Summary of Fair Value Basis Return for the Period</u>	
	Total portfolio
Interest earned	59,643.33
Change in fair value	(198,969.78)
Total income on portfolio	(139,326.45)
Average daily total value *	45,635,852.88
Period return (%)	(0.30)
YTD return (%)	(0.88)
Weighted average final maturity in days	648

* Total value equals market value and accrued interest

RECAP OF SECURITIES HELD

As of February 28, 2022

	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Weighted average final maturity (days)	Percent of portfolio	Weighted average effective duration (years)
Cash and Cash Equivalents	179,248.63	179,248.63	179,248.63	0.00	1	0.39	0.00
Corporate Bonds	14,061,812.40	13,811,359.63	13,601,375.56	(209,984.07)	625	30.34	1.47
Government Agencies	11,168,172.27	11,089,946.92	10,993,501.94	(96,444.98)	544	24.09	1.43
Government Bonds	19,785,860.59	19,747,094.72	19,519,429.68	(227,665.04)	541	42.68	1.46
Municipal/Provincial Bonds	1,159,300.00	1,159,300.00	1,159,300.00	0.00	3,839	2.50	7.97
Total	46,354,393.89	45,986,949.90	45,452,855.81	(534,094.09)	648	100.00	1.61

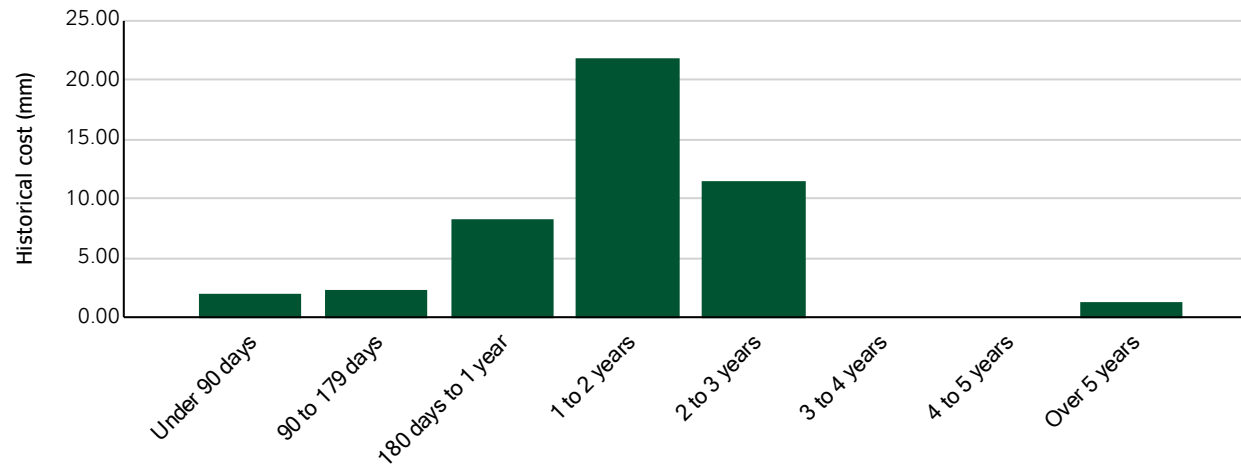


MATURITY DISTRIBUTION OF SECURITIES HELD

As of February 28, 2022

Maturity	Historic cost	Percent
Under 90 days	1,811,154.63	3.91
90 to 179 days	2,260,896.21	4.88
180 days to 1 year	8,110,753.00	17.50
1 to 2 years	21,696,324.05	46.81
2 to 3 years	11,315,966.00	24.41
3 to 4 years	0.00	0.00
4 to 5 years	0.00	0.00
Over 5 years	1,159,300.00	2.50
	46,354,393.89	100.00

Maturity distribution



SECURITIES HELD

SAN RAFAEL

As of February 28, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Cash and Cash Equivalents										
	Cash and Cash Equivalents	0.000		179,248.63	179,248.63	179,248.63	179,248.63	0.00	0.00	0.39
Total Cash and Cash Equivalents				179,248.63	179,248.63	179,248.63	179,248.63	0.00	0.00	0.39
Corporate Bonds										
46647PBB1	JPMORGAN CHASE & CO 3.207% 01APR2023 (CALLABLE 01APR22)	3.207	04/01/2023 04/01/2022	600,000.00	615,576.00	601,467.65	600,883.96	(583.69)	7,857.15	1.33
931142DH3	WALMART INC 2.55% 11APR2023 (CALLABLE 11JAN23)	2.550	04/11/2023 01/11/2023	500,000.00	509,155.00	502,382.60	505,476.38	3,093.78	4,852.08	1.10
037833AK6	APPLE INC 2.4% 03MAY2023	2.400	05/03/2023	500,000.00	506,880.00	502,226.66	506,218.66	3,992.00	3,833.33	1.09
02665WDH1	AMERICAN HONDA FINANCE 1.95% 10MAY2023	1.950	05/10/2023	1,000,000.00	1,031,510.00	1,018,611.68	1,004,747.81	(13,863.87)	5,850.00	2.23
166764AH3	CHEVRON CORP 3.191% 24JUN2023 (CALLABLE 24MAR23)	3.191	06/24/2023 03/24/2023	700,000.00	718,781.00	717,212.18	713,359.33	(3,852.85)	3,971.02	1.55
742718EB1	PROCTER & GAMBLE CO/THE 3.1% 15AUG2023	3.100	08/15/2023	500,000.00	520,430.00	517,787.31	511,499.32	(6,287.99)	559.72	1.12
89236THA6	TOYOTA MOTOR CREDIT CORP 1.35% 25AUG2023	1.350	08/25/2023	700,000.00	714,959.00	709,471.08	697,560.37	(11,910.71)	78.75	1.54
14912L5X5	CATERPILLAR FINANCIAL SE 3.75% 24NOV2023	3.750	11/24/2023	1,000,000.00	1,086,390.00	1,058,467.85	1,036,943.82	(21,524.03)	9,791.67	2.34
06051GHC6	BANK OF AMERICA CORP 3.004% 20DEC2023 (CALLABLE 20DEC22)	3.004	12/20/2023 12/20/2022	500,000.00	525,795.00	509,517.24	504,443.69	(5,073.55)	2,837.11	1.13
89236THU2	TOYOTA MOTOR CREDIT CORP 0.45% 11JAN2024	0.450	01/11/2024	480,000.00	479,342.40	479,467.73	468,623.29	(10,844.44)	282.00	1.03

SECURITIES HELD

As of February 28, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Corporate Bonds										
24422EVN6	JOHN DEERE CAPITAL CORP 0.45% 17JAN2024	0.450	01/17/2024	1,000,000.00	1,001,230.00	1,000,854.06	977,770.25	(23,083.81)	512.50	2.16
17325FAS7	CITIBANK NA 3.65% 23JAN2024 (CALLABLE 23DEC23)	3.650	01/23/2024 12/23/2023	500,000.00	541,470.00	528,900.65	516,884.63	(12,016.02)	1,774.31	1.17
693475AV7	PNC FINANCIAL SERVICES 3.5% 23JAN2024 (CALLABLE 23DEC23)	3.500	01/23/2024 12/24/2023	900,000.00	957,939.00	933,322.81	926,445.31	(6,877.50)	3,062.50	2.07
91159HHV5	US BANCORP 3.375% 05FEB2024 (CALLABLE 05JAN24)	3.375	02/05/2024 01/05/2024	1,000,000.00	1,079,130.00	1,054,473.55	1,027,502.37	(26,971.18)	2,156.25	2.33
459200HU8	IBM CORP 3.625% 12FEB2024	3.625	02/12/2024	1,000,000.00	1,086,900.00	1,061,003.80	1,036,743.04	(24,260.76)	1,611.11	2.34
88579YBB6	3M COMPANY 3.25% 14FEB2024 (CALLABLE 14JAN24)	3.250	02/14/2024 01/14/2024	500,000.00	541,935.00	526,841.59	514,413.17	(12,428.42)	631.94	1.17
713448CM8	PEPSICO INC 3.6% 01MAR2024 (CALLABLE 01DEC23)	3.600	03/01/2024 12/01/2023	500,000.00	537,465.00	526,833.62	516,911.60	(9,922.02)	8,850.00	1.16
06051GHF9	BANK OF AMERICA CORP 3.55% 05MAR2024 (CALLABLE 05MAR23)	3.550	03/05/2024 03/05/2023	500,000.00	535,525.00	513,663.46	507,920.02	(5,743.44)	8,529.86	1.16
46647PAP1	JPMORGAN CHASE & CO 3.559% 23APR2024 (CALLABLE 23APR23)	3.559	04/23/2024 04/23/2023	500,000.00	534,240.00	517,854.95	509,398.21	(8,456.74)	6,178.82	1.15
717081DM2	PFIZER INC 3.4% 15MAY2024	3.400	05/15/2024	500,000.00	537,160.00	530,999.16	517,630.33	(13,368.83)	4,863.89	1.16
Total Corporate Bonds				13,380,000.00	14,061,812.40	13,811,359.63	13,601,375.56	(209,984.07)	78,084.01	30.34
Government Agencies										
313378WG2	FEDERAL HOME LOAN BANK 2.5% 11MAR2022	2.500	03/11/2022	1,000,000.00	1,016,330.00	1,000,181.63	1,000,695.77	514.14	11,597.22	2.19

SECURITIES HELD

As of February 28, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Agencies										
3135G0T78	FANNIE MAE 2% 05OCT2022	2.000	10/05/2022	1,250,000.00	1,260,435.75	1,257,035.66	1,258,577.93	1,542.27	9,930.56	2.72
3130A3KM5	FEDERAL HOME LOAN BANK 2.5% 09DEC2022	2.500	12/09/2022	1,000,000.00	1,021,240.00	1,004,782.86	1,011,397.71	6,614.85	5,486.11	2.20
3137EAEQ8	FREDDIE MAC 0.375% 20APR2023	0.375	04/20/2023	1,250,000.00	1,248,223.75	1,248,479.62	1,238,720.60	(9,759.02)	1,666.67	2.69
3135G0U43	FANNIE MAE 2.875% 12SEP2023	2.875	09/12/2023	1,000,000.00	1,047,553.22	1,018,369.05	1,022,499.60	4,130.55	13,256.94	2.26
3135G0V34	FANNIE MAE 2.5% 05FEB2024	2.500	02/05/2024	600,000.00	621,262.80	609,564.82	611,480.86	1,916.04	958.33	1.34
3133EMWV0	FEDERAL FARM CREDIT BANK 0.35% 22APR2024	0.350	04/22/2024	1,000,000.00	1,000,000.00	1,000,000.00	975,471.00	(24,529.00)	1,225.00	2.16
3130AMQQ8	FEDERAL HOME LOAN BANK 0.35% 23APR2024 (CALLABLE 23MAR22)	0.350	04/23/2024 03/23/2022	1,000,000.00	1,000,000.00	1,000,000.00	978,786.42	(21,213.58)	631.94	2.16
3136G46B4	FANNIE MAE 0.35% 26APR2024 (CALLABLE 26APR22)	0.350	04/26/2024 04/26/2022	1,200,000.00	1,199,700.00	1,199,814.80	1,168,445.04	(31,369.76)	1,423.33	2.59
3133EMYR7	FEDERAL FARM CREDIT BANK 0.375% 06MAY2024 (CALLABLE 06MAY22)	0.375	05/06/2024 05/06/2022	1,000,000.00	1,000,000.00	1,000,000.00	975,048.77	(24,951.23)	1,166.67	2.16
3135G0V75	FANNIE MAE 1.75% 02JUL2024	1.750	07/02/2024	750,000.00	753,426.75	751,718.48	752,378.24	659.76	2,041.67	1.63
Total Government Agencies				11,050,000.00	11,168,172.27	11,089,946.92	10,993,501.94	(96,444.98)	49,384.44	24.09
Government Bonds										
912828ZX1	USA TREASURY 0.125% 30JUN2022	0.125	06/30/2022	1,000,000.00	999,808.04	999,873.41	998,681.63	(1,191.78)	203.73	2.16

SECURITIES HELD

SAN RAFAEL

As of February 28, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Bonds										
9128287C8	USA TREASURY 1.75% 15JUL2022	1.750	07/15/2022	1,250,000.00	1,261,088.17	1,257,410.14	1,255,566.40	(1,843.74)	2,658.84	2.72
91282CAN1	USA TREASURY 0.125% 30SEP2022	0.125	09/30/2022	1,250,000.00	1,248,929.97	1,249,187.99	1,245,361.33	(3,826.66)	648.18	2.69
912828M80	USA TREASURY 2% 30NOV2022	2.000	11/30/2022	1,250,000.00	1,269,750.29	1,259,444.94	1,259,765.63	320.69	6,181.32	2.74
912828Z29	USA TREASURY 1.5% 15JAN2023	1.500	01/15/2023	1,000,000.00	1,011,526.79	1,009,635.68	1,003,867.19	(5,768.49)	1,823.20	2.18
912828Z86	USA TREASURY 1.375% 15FEB2023	1.375	02/15/2023	1,250,000.00	1,263,920.20	1,261,666.45	1,253,466.80	(8,199.65)	617.23	2.73
912828ZD5	USA TREASURY 0.5% 15MAR2023	0.500	03/15/2023	1,000,000.00	1,000,315.85	1,000,270.93	993,632.81	(6,638.12)	2,292.82	2.16
91282CCK5	USA TREASURY 0.125% 30JUN2023	0.125	06/30/2023	800,000.00	792,846.43	793,488.25	788,031.25	(5,457.00)	162.98	1.71
91282CCN9	USA TREASURY 0.125% 31JUL2023	0.125	07/31/2023	1,000,000.00	989,808.04	990,672.38	983,554.69	(7,117.69)	96.69	2.14
9128282D1	USA TREASURY 1.375% 31AUG2023	1.375	08/31/2023	1,250,000.00	1,265,970.98	1,264,210.81	1,250,634.76	(13,576.05)	0.00	2.73
91282CAW1	USA TREASURY 0.25% 15NOV2023	0.250	11/15/2023	1,000,000.00	1,000,120.54	1,000,081.10	980,585.94	(19,495.16)	725.14	2.16
912828U57	USA TREASURY 2.125% 30NOV2023	2.125	11/30/2023	650,000.00	661,529.52	654,939.02	657,871.10	2,932.08	3,415.18	1.43
91282CBA8	USA TREASURY 0.125% 15DEC2023	0.125	12/15/2023	1,200,000.00	1,194,566.52	1,195,556.89	1,172,437.50	(23,119.39)	309.07	2.58

SECURITIES HELD

SAN RAFAEL

As of February 28, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Bonds										
91282CBV2	USA TREASURY 0.375% 15APR2024	0.375	04/15/2024	1,000,000.00	1,001,175.22	1,000,844.72	976,210.94	(24,633.78)	1,401.10	2.16
91282CCC3	USA TREASURY 0.25% 15MAY2024	0.250	05/15/2024	1,000,000.00	996,878.35	997,707.76	972,226.56	(25,481.20)	725.14	2.15
912828D56	USA TREASURY 2.375% 15AUG2024	2.375	08/15/2024	1,000,000.00	1,038,011.16	1,035,521.86	1,019,140.62	(16,381.24)	852.90	2.24
9128282Y5	USA TREASURY 2.125% 30SEP2024	2.125	09/30/2024	1,000,000.00	1,051,800.23	1,043,015.13	1,013,437.50	(29,577.63)	8,815.25	2.27
912828YM6	USA TREASURY 1.5% 31OCT2024	1.500	10/31/2024	1,000,000.00	1,014,925.23	1,014,020.24	997,226.56	(16,793.68)	4,972.38	2.19
912828YV6	USA TREASURY 1.5% 30NOV2024	1.500	11/30/2024	700,000.00	722,889.06	719,547.02	697,730.47	(21,816.55)	2,596.15	1.56
Total Government Bonds				19,600,000.00	19,785,860.59	19,747,094.72	19,519,429.68	(227,665.04)	38,497.30	42.68
Municipal/Provincial Bonds										
888599LS4	PT. SAN ASSESS DISTRICT 5.25% 144A 02SEP2032 SANRAF\$01	5.250	09/02/2032	1,159,300.00	1,159,300.00	1,159,300.00	1,159,300.00	0.00	29,755.37	2.50
Total Municipal/Provincial Bonds				1,159,300.00	1,159,300.00	1,159,300.00	1,159,300.00	0.00	29,755.37	2.50
Grand total				45,368,548.63	46,354,393.89	45,986,949.90	45,452,855.81	(534,094.09)	195,721.12	100.00

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of February 28, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
United States Treasury Note/Bond												
912828ZX1	USA TREASURY 0.125%	0.125	06/30/2022		AA+	Aaa	1,000,000.00	999,808.04	2.16	998,681.63	2.20	0.33
9128287C8	USA TREASURY 1.75%	1.750	07/15/2022		AA+	Aaa	1,250,000.00	1,261,088.17	2.72	1,255,566.40	2.76	0.37
91282CAN1	USA TREASURY 0.125%	0.125	09/30/2022		AA+	Aaa	1,250,000.00	1,248,929.97	2.69	1,245,361.33	2.74	0.58
912828M80	USA TREASURY 2%	2.000	11/30/2022		AA+	Aaa	1,250,000.00	1,269,750.29	2.74	1,259,765.63	2.77	0.75
912828Z29	USA TREASURY 1.5%	1.500	01/15/2023		AA+	Aaa	1,000,000.00	1,011,526.79	2.18	1,003,867.19	2.21	0.87
912828Z86	USA TREASURY 1.375%	1.375	02/15/2023		AA+	Aaa	1,250,000.00	1,263,920.20	2.73	1,253,466.80	2.76	0.96
912828ZD5	USA TREASURY 0.5%	0.500	03/15/2023		AA+	Aaa	1,000,000.00	1,000,315.85	2.16	993,632.81	2.19	1.03
91282CCK5	USA TREASURY 0.125%	0.125	06/30/2023		AA+	Aaa	800,000.00	792,846.43	1.71	788,031.25	1.73	1.32
91282CCN9	USA TREASURY 0.125%	0.125	07/31/2023		AA+	Aaa	1,000,000.00	989,808.04	2.14	983,554.69	2.16	1.41
912828D1	USA TREASURY 1.375%	1.375	08/31/2023		AA+	Aaa	1,250,000.00	1,265,970.98	2.73	1,250,634.76	2.75	1.48
91282CAW1	USA TREASURY 0.25%	0.250	11/15/2023		AA+	Aaa	1,000,000.00	1,000,120.54	2.16	980,585.94	2.16	1.69
912828U57	USA TREASURY 2.125%	2.125	11/30/2023		AA+	Aaa	650,000.00	661,529.52	1.43	657,871.10	1.45	1.71
91282CBA8	USA TREASURY 0.125%	0.125	12/15/2023		AA+	Aaa	1,200,000.00	1,194,566.52	2.58	1,172,437.50	2.58	1.78
91282CBV2	USA TREASURY 0.375%	0.375	04/15/2024		AA+	Aaa	1,000,000.00	1,001,175.22	2.16	976,210.94	2.15	2.10
91282CCC3	USA TREASURY 0.25%	0.250	05/15/2024		AA+	Aaa	1,000,000.00	996,878.35	2.15	972,226.56	2.14	2.19
912828D56	USA TREASURY 2.375%	2.375	08/15/2024		AA+	Aaa	1,000,000.00	1,038,011.16	2.24	1,019,140.62	2.24	2.39
912828Y5	USA TREASURY 2.125%	2.125	09/30/2024		AA+	Aaa	1,000,000.00	1,051,800.23	2.27	1,013,437.50	2.23	2.49
912828YM6	USA TREASURY 1.5%	1.500	10/31/2024		AA+	Aaa	1,000,000.00	1,014,925.23	2.19	997,226.56	2.19	2.60
912828YV6	USA TREASURY 1.5%	1.500	11/30/2024		AA+	Aaa	700,000.00	722,889.06	1.56	697,730.47	1.54	2.68
Issuer total							19,600,000.00	19,785,860.59	42.68	19,519,429.68	42.94	1.46

Federal National Mortgage Association

3135G0T78	FANNIE MAE 2%	2.000	10/05/2022		AA+	Aaa	1,250,000.00	1,260,435.75	2.72	1,258,577.93	2.77	0.59
3135G0U43	FANNIE MAE 2.875%	2.875	09/12/2023		AA+	Aaa	1,000,000.00	1,047,553.22	2.26	1,022,499.60	2.25	1.48
3135G0V34	FANNIE MAE 2.5%	2.500	02/05/2024		AA+	Aaa	600,000.00	621,262.80	1.34	611,480.86	1.35	1.88

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of February 28, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
Federal National Mortgage Association												
3136G46B4	FANNIE MAE 0.35%	0.350	04/26/2024	04/26/2022	AA+	Aaa	1,200,000.00	1,199,700.00	2.59	1,168,445.04	2.57	2.05
3135G0V75	FANNIE MAE 1.75%	1.750	07/02/2024		AA+	Aaa	750,000.00	753,426.75	1.63	752,378.24	1.66	2.28
Issuer total							4,800,000.00	4,882,378.52	10.53	4,813,381.67	10.59	1.56
Federal Home Loan Banks												
313378WG2	FEDERAL HOME LOAN	2.500	03/11/2022		AA+	Aaa	1,000,000.00	1,016,330.00	2.19	1,000,695.77	2.20	0.03
3130A3KM5	FEDERAL HOME LOAN	2.500	12/09/2022		AA+	Aaa	1,000,000.00	1,021,240.00	2.20	1,011,397.71	2.23	0.77
3130AMQQ	FEDERAL HOME LOAN	0.350	04/23/2024	03/23/2022	AA+	Aaa	1,000,000.00	1,000,000.00	2.16	978,786.42	2.15	1.97
Issuer total							3,000,000.00	3,037,570.00	6.55	2,990,879.90	6.58	0.92
Federal Farm Credit Banks Funding Corp												
3133EMWV	FEDERAL FARM CREDIT	0.350	04/22/2024		AA+	Aaa	1,000,000.00	1,000,000.00	2.16	975,471.00	2.15	2.12
3133EMYR7	FEDERAL FARM CREDIT	0.375	05/06/2024	05/06/2022	AA+	Aaa	1,000,000.00	1,000,000.00	2.16	975,048.77	2.15	2.06
Issuer total							2,000,000.00	2,000,000.00	4.31	1,950,519.77	4.29	2.09
Federal Home Loan Mortgage Corp												
3137EAEQ8	FREDDIE MAC 0.375%	0.375	04/20/2023		AA+	Aaa	1,250,000.00	1,248,223.75	2.69	1,238,720.60	2.73	1.13
Issuer total							1,250,000.00	1,248,223.75	2.69	1,238,720.60	2.73	1.13
Toyota Motor Credit Corp												
89236THA6	TOYOTA MOTOR CREDIT	1.350	08/25/2023		A+	A1	700,000.00	714,959.00	1.54	697,560.37	1.53	1.47
89236THU2	TOYOTA MOTOR CREDIT	0.450	01/11/2024		A+	A1	480,000.00	479,342.40	1.03	468,623.29	1.03	1.84
Issuer total							1,180,000.00	1,194,301.40	2.58	1,166,183.66	2.57	1.62
PT. SAN ASSESS DISTRICT												
888599LS4	PT. SAN ASSESS	5.250	09/02/2032		NR	NR	1,159,300.00	1,159,300.00	2.50	1,159,300.00	2.55	7.97
Issuer total							1,159,300.00	1,159,300.00	2.50	1,159,300.00	2.55	7.97

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

SAN RAFAEL

As of February 28, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
JPMorgan Chase & Co												
46647PBB1	JPMORGAN CHASE & CO	3.207	04/01/2023	04/01/2022	A-	A2	600,000.00	615,576.00	1.33	600,883.96	1.32	0.09
46647PAP1	JPMORGAN CHASE & CO	3.559	04/23/2024	04/23/2023	A-	A2	500,000.00	534,240.00	1.15	509,398.21	1.12	1.11
Issuer total							1,100,000.00	1,149,816.00	2.48	1,110,282.17	2.44	0.56
Caterpillar Financial Services Corp												
14912L5X5	CATERPILLAR FINANCIAL	3.750	11/24/2023		A	A2	1,000,000.00	1,086,390.00	2.34	1,036,943.82	2.28	1.67
Issuer total							1,000,000.00	1,086,390.00	2.34	1,036,943.82	2.28	1.67
International Business Machines Corp												
459200HU8	IBM CORP 3.625%	3.625	02/12/2024		A-	A3	1,000,000.00	1,086,900.00	2.34	1,036,743.04	2.28	1.89
Issuer total							1,000,000.00	1,086,900.00	2.34	1,036,743.04	2.28	1.89
US Bancorp												
91159HHV5	US BANCORP 3.375%	3.375	02/05/2024	01/05/2024	A+	A2	1,000,000.00	1,079,130.00	2.33	1,027,502.37	2.26	1.81
Issuer total							1,000,000.00	1,079,130.00	2.33	1,027,502.37	2.26	1.81
Bank of America Corp												
06051GHC6	BANK OF AMERICA CORP	3.004	12/20/2023	12/20/2022	A-	A2	500,000.00	525,795.00	1.13	504,443.69	1.11	0.80
06051GHF9	BANK OF AMERICA CORP	3.550	03/05/2024	03/05/2023	A-	A2	500,000.00	535,525.00	1.16	507,920.02	1.12	0.98
Issuer total							1,000,000.00	1,061,320.00	2.29	1,012,363.71	2.23	0.89
American Honda Finance Corp												
02665WDH1	AMERICAN HONDA	1.950	05/10/2023		A-	A3	1,000,000.00	1,031,510.00	2.23	1,004,747.81	2.21	1.17
Issuer total							1,000,000.00	1,031,510.00	2.23	1,004,747.81	2.21	1.17
John Deere Capital Corp												
24422EVN6	JOHN DEERE CAPITAL	0.450	01/17/2024		A	A2	1,000,000.00	1,001,230.00	2.16	977,770.25	2.15	1.86
Issuer total							1,000,000.00	1,001,230.00	2.16	977,770.25	2.15	1.86

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

SAN RAFAEL

As of February 28, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
PNC Financial Services Group Inc/The												
693475AV7	PNC FINANCIAL	3.500	01/23/2024	12/24/2023	A-	A3	900,000.00	957,939.00	2.07	926,445.31	2.04	1.77
Issuer total							900,000.00	957,939.00	2.07	926,445.31	2.04	1.77
Chevron Corp												
166764AH3	CHEVRON CORP 3.191%	3.191	06/24/2023	03/24/2023	AA-	Aa2	700,000.00	718,781.00	1.55	713,359.33	1.57	1.08
Issuer total							700,000.00	718,781.00	1.55	713,359.33	1.57	1.08
Pfizer Inc												
717081DM2	PFIZER INC 3.4%	3.400	05/15/2024		A+	A2	500,000.00	537,160.00	1.16	517,630.33	1.14	2.11
Issuer total							500,000.00	537,160.00	1.16	517,630.33	1.14	2.11
PepsiCo Inc												
713448CM8	PEPSICO INC 3.6%	3.600	03/01/2024	12/01/2023	A+	A1	500,000.00	537,465.00	1.16	516,911.60	1.14	1.75
Issuer total							500,000.00	537,465.00	1.16	516,911.60	1.14	1.75
Citibank NA												
17325FAS7	CITIBANK NA 3.65%	3.650	01/23/2024	12/23/2023	A+	Aa3	500,000.00	541,470.00	1.17	516,884.63	1.14	1.77
Issuer total							500,000.00	541,470.00	1.17	516,884.63	1.14	1.77
3M Co												
88579YBB6	3M COMPANY 3.25%	3.250	02/14/2024	01/14/2024	A+	A1	500,000.00	541,935.00	1.17	514,413.17	1.13	1.84
Issuer total							500,000.00	541,935.00	1.17	514,413.17	1.13	1.84
Procter & Gamble Co/The												
742718EB1	PROCTER & GAMBLE	3.100	08/15/2023		AA-	Aa3	500,000.00	520,430.00	1.12	511,499.32	1.13	1.43
Issuer total							500,000.00	520,430.00	1.12	511,499.32	1.13	1.43

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of February 28, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
Apple Inc												
037833AK6	APPLE INC 2.4%	2.400	05/03/2023		AA+	Aaa	500,000.00	506,880.00	1.09	506,218.66	1.11	1.15
Issuer total							500,000.00	506,880.00	1.09	506,218.66	1.11	1.15
Walmart Inc												
931142DH3	WALMART INC 2.55%	2.550	04/11/2023	01/11/2023	AA	Aa2	500,000.00	509,155.00	1.10	505,476.38	1.11	0.91
Issuer total							500,000.00	509,155.00	1.10	505,476.38	1.11	0.91
Cash and Cash Equivalents												
	INVESTED CASH	0.000					179,248.63	179,248.63	0.00	179,248.63	0.39	0.00
Issuer total							179,248.63	179,248.63	0.00	179,248.63	0.39	0.00
Grand total							45,368,548.63	46,354,393.89	100.00	45,452,855.81	100.00	1.61

DETAIL OF RETURN AND INTEREST RECEIVED

For the period February 1, 2022 - February 28, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Cash						
	Cash and Cash Equivalents	0.00	0.00	0.00	0.57	0.57
Total Cash		0.00	0.00	0.00	0.57	0.57
Corporate Bonds						
88579YBB6	3M COMPANY 3.25% 14FEB2024 (CALLABLE 14JAN24)	(1,194.73)	0.00	(5,059.97)	1,218.75	8,125.00
02665WDH1	AMERICAN HONDA FINANCE 1.95% 10MAY2023	(1,298.48)	0.00	(2,146.12)	1,462.50	0.00
037833AK6	APPLE INC 2.4% 03MAY2023	(157.92)	0.00	(1,721.71)	900.00	0.00
06051GHC6	BANK OF AMERICA CORP 3.004% 20DEC2023 (CALLABLE 20DEC22)	(984.54)	0.00	(3,148.65)	1,126.50	0.00
06051GHF9	BANK OF AMERICA CORP 3.55% 05MAR2024 (CALLABLE 05MAR23)	(1,123.03)	0.00	(3,247.65)	1,331.25	0.00
14912L5X5	CATERPILLAR FINANCIAL SE 3.75% 24NOV2023	(2,810.96)	0.00	(6,242.61)	2,812.50	0.00
166764AH3	CHEVRON CORP 3.191% 24JUN2023 (CALLABLE 24MAR23)	(1,344.70)	0.00	(3,483.85)	1,675.27	0.00
17325FAS7	CITIBANK NA 3.65% 23JAN2024 (CALLABLE 23DEC23)	(1,327.75)	0.00	(3,683.32)	1,368.75	0.00
459200HU8	IBM CORP 3.625% 12FEB2024	(2,607.00)	0.00	(3,056.79)	2,718.75	18,125.00
24422EVN6	JOHN DEERE CAPITAL CORP 0.45% 17JAN2024	(37.85)	0.00	(4,863.78)	337.50	0.00
46647PBB1	JPMORGAN CHASE & CO 3.207% 01APR2023 (CALLABLE 01APR22)	(1,420.30)	0.00	(1,084.14)	1,443.15	0.00
46647PAP1	JPMORGAN CHASE & CO 3.559% 23APR2024 (CALLABLE 23APR23)	(1,296.97)	0.00	(3,601.80)	1,334.63	0.00
713448CM8	PEPSICO INC 3.6% 01MAR2024 (CALLABLE 01DEC23)	(1,275.76)	0.00	(3,286.63)	1,350.00	0.00
717081DM2	PFIZER INC 3.4% 15MAY2024	(1,169.78)	0.00	(4,796.23)	1,275.00	0.00
693475AV7	PNC FINANCIAL SERVICES 3.5% 23JAN2024 (CALLABLE 23DEC23)	(1,530.91)	0.00	(5,399.71)	2,362.50	0.00
742718EB1	PROCTER & GAMBLE CO/THE 3.1% 15AUG2023	(1,016.42)	0.00	(3,097.36)	1,162.50	7,750.00
89236THU2	TOYOTA MOTOR CREDIT CORP 0.45% 11JAN2024	23.79	0.00	(2,400.82)	162.00	0.00

DETAIL OF RETURN AND INTEREST RECEIVED

For the period February 1, 2022 - February 28, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Corporate Bonds						
89236THA6	TOYOTA MOTOR CREDIT CORP 1.35% 25AUG2023	(531.09)	0.00	(3,450.47)	708.75	4,725.00
91159HHV5	US BANCORP 3.375% 05FEB2024 (CALLABLE 05JAN24)	(2,539.37)	0.00	(8,071.45)	2,531.25	16,875.00
931142DH3	WALMART INC 2.55% 11APR2023 (CALLABLE 11JAN23)	(229.83)	0.00	(1,597.74)	956.25	0.00
Total Corporate Bonds		(23,873.60)	0.00	(73,440.80)	28,237.80	55,600.00
Government Agencies						
3136G46B4	FANNIE MAE 0.35% 26APR2024 (CALLABLE 26APR22)	7.40	0.00	(7,123.20)	315.00	0.00
3135G0V75	FANNIE MAE 1.75% 02JUL2024	(61.23)	0.00	(5,422.30)	984.38	0.00
3135G0T78	FANNIE MAE 2% 05OCT2022	(981.73)	0.00	(3,336.65)	1,875.00	0.00
3135G0V34	FANNIE MAE 2.5% 05FEB2024	(412.87)	0.00	(4,288.13)	1,125.00	7,500.00
3135G0U43	FANNIE MAE 2.875% 12SEP2023	(998.32)	0.00	(6,013.75)	2,156.25	0.00
3133EMWV0	FEDERAL FARM CREDIT BANK 0.35% 22APR2024	0.00	0.00	(5,303.87)	262.50	0.00
3133EMYR7	FEDERAL FARM CREDIT BANK 0.375% 06MAY2024 (CALLABLE 06MAY22)	0.00	0.00	(5,355.56)	281.25	0.00
3130AMQQ8	FEDERAL HOME LOAN BANK 0.35% 23APR2024 (CALLABLE 23MAR22)	0.00	0.00	(5,313.23)	262.50	0.00
3130A3KM5	FEDERAL HOME LOAN BANK 2.5% 09DEC2022	(514.28)	0.00	(1,711.01)	1,875.00	0.00
313378WG2	FEDERAL HOME LOAN BANK 2.5% 11MAR2022	(495.35)	0.00	(2,235.43)	1,875.00	0.00
3137EAEQ8	FREDDIE MAC 0.375% 20APR2023	111.25	0.00	(2,845.73)	351.57	0.00
Total Government Agencies		(3,345.13)	0.00	(48,948.86)	11,363.45	7,500.00
Government Bonds						
91282CBA8	USA TREASURY 0.125% 15DEC2023	189.93	0.00	(4,921.87)	115.39	0.00
912828ZX1	USA TREASURY 0.125% 30JUN2022	29.05	0.00	(185.56)	96.69	0.00

DETAIL OF RETURN AND INTEREST RECEIVED

For the period February 1, 2022 - February 28, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Government Bonds						
91282CCK5	USA TREASURY 0.125% 30JUN2023	374.40	0.00	(2,218.75)	77.34	0.00
91282CAN1	USA TREASURY 0.125% 30SEP2022	106.24	0.00	(1,025.40)	120.19	0.00
91282CCN9	USA TREASURY 0.125% 31JUL2023	504.20	0.00	(2,929.69)	96.69	0.00
91282CCC3	USA TREASURY 0.25% 15MAY2024	79.53	0.00	(5,273.44)	193.37	0.00
91282CAW1	USA TREASURY 0.25% 15NOV2023	(3.63)	0.00	(3,945.31)	193.37	0.00
91282CBV2	USA TREASURY 0.375% 15APR2024	(30.44)	0.00	(5,351.56)	288.46	0.00
912828ZD5	USA TREASURY 0.5% 15MAR2023	(19.97)	0.00	(2,460.94)	386.74	0.00
912828Z86	USA TREASURY 1.375% 15FEB2023	(928.02)	0.00	(3,857.43)	1,317.81	8,593.75
9128282D1	USA TREASURY 1.375% 31AUG2023	(724.77)	0.00	(5,517.59)	1,329.42	8,593.75
912828Z29	USA TREASURY 1.5% 15JAN2023	(840.49)	0.00	(2,773.43)	1,160.22	0.00
912828YV6	USA TREASURY 1.5% 30NOV2024	(544.06)	0.00	(5,031.25)	807.69	0.00
912828YM6	USA TREASURY 1.5% 31OCT2024	(402.22)	0.00	(6,992.19)	1,160.22	0.00
9128287C8	USA TREASURY 1.75% 15JUL2022	(1,514.48)	0.00	(1,757.83)	1,691.99	0.00
912828M80	USA TREASURY 2% 30NOV2022	(961.67)	0.00	(3,369.13)	1,923.08	0.00
912828U57	USA TREASURY 2.125% 30NOV2023	(216.08)	0.00	(3,656.25)	1,062.50	0.00
9128282Y5	USA TREASURY 2.125% 30SEP2024	(1,274.52)	0.00	(7,578.12)	1,634.62	0.00
912828D56	USA TREASURY 2.375% 15AUG2024	(1,106.36)	0.00	(7,734.38)	1,820.97	11,875.00
Total Government Bonds		(7,283.36)	0.00	(76,580.12)	15,476.76	29,062.50

DETAIL OF RETURN AND INTEREST RECEIVED

For the period February 1, 2022 - February 28, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Municipal/Provincial Bonds						
888599LS4	PT. SAN ASSESS DISTRICT 5.25% 144A 02SEP2032 SANRAF\$01	0.00	0.00	0.00	4,564.75	0.00
Total Municipal/Provincial Bonds		0.00	0.00	0.00	4,564.75	0.00
Grand total		(34,502.09)	0.00	(198,969.78)	59,643.33	92,163.07

TRANSACTION REPORT

For the period February 1, 2022 - February 28, 2022

Trade date Settle date	Cusip	Transaction	Sec type	Description	Maturity	Par value or shares	Realized gain(loss)	Principal	Interest	Transaction total
02/05/2022 02/05/2022	3135G0V34	Income	Government Agencies	FANNIE MAE 2.5% 05FEB2024	02/05/2024	600,000.00	0.00	0.00	7,500.00	7,500.00
02/07/2022 02/07/2022	91159HHV5	Income	Corporate Bonds	US BANCORP 3.375%	02/05/2024	1,000,000.00	0.00	0.00	16,875.00	16,875.00
02/12/2022 02/12/2022	459200HU8	Income	Corporate Bonds	IBM CORP 3.625% 12FEB2024	02/12/2024	1,000,000.00	0.00	0.00	18,125.00	18,125.00
02/14/2022 02/14/2022	88579YBB6	Income	Corporate Bonds	3M COMPANY 3.25%	02/14/2024	500,000.00	0.00	0.00	8,125.00	8,125.00
02/15/2022 02/15/2022	742718EB1	Income	Corporate Bonds	PROCTER & GAMBLE CO/THE	08/15/2023	500,000.00	0.00	0.00	7,750.00	7,750.00
02/15/2022 02/15/2022	912828D56	Income	Government Bonds	USA TREASURY 2.375%	08/15/2024	1,000,000.00	0.00	0.00	11,875.00	11,875.00
02/15/2022 02/15/2022	912828Z86	Income	Government Bonds	USA TREASURY 1.375%	02/15/2023	1,250,000.00	0.00	0.00	8,593.75	8,593.75
02/25/2022 02/25/2022	89236THA6	Income	Corporate Bonds	TOYOTA MOTOR CREDIT CORP	08/25/2023	700,000.00	0.00	0.00	4,725.00	4,725.00
02/28/2022 02/28/2022	912828D1	Income	Government Bonds	USA TREASURY 1.375%	08/31/2023	1,250,000.00	0.00	0.00	8,593.75	8,593.75
02/28/2022		Income	Cash and Cash Equivalent	Cash		0.00	0.00	0.00	0.57	0.57

ADDITIONAL INFORMATION

As of February 28, 2022

Past performance is not a guide to future performance. The value of investments and any income from them will fluctuate and is not guaranteed (this may partly be due to exchange rate changes) and investors may not get back the amount invested. Transactions in foreign securities may be executed and settled in local markets. Performance comparisons will be affected by changes in interest rates. Investment returns fluctuate due to changes in market conditions. Investment involves risk, including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. The information contained herein is for your reference only and is being provided in response to your specific request and has been obtained from sources believed to be reliable; however, no representation is made regarding its accuracy or completeness. This document must not be used for the purpose of an offer or solicitation in any jurisdiction or in any circumstances in which such offer or solicitation is unlawful or otherwise not permitted. This document should not be duplicated, amended, or forwarded to a third party without consent from Insight. This is a marketing document intended for professional clients only and should not be made available to or relied upon by retail clients.

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Where indicated, performance numbers used in the analysis are gross returns. The performance reflects the reinvestment of all dividends and income. INA charges management fees on all portfolios managed and these fees will reduce the returns on the portfolios. For example, assume that \$30 million is invested in an account with INA, and this account achieves a 5.0% annual return compounded monthly, gross of fees, for a period of five years. At the end of five years that account would have grown to \$38,500,760 before the deduction of management fees. Assuming management fees of 0.25% per year are deducted monthly from the account, the value at the end of the five year period would be \$38,022,447. Actual fees for new accounts are dependent on size and subject to negotiation. INA's investment advisory fees are discussed in Part 2A of its Form ADV.

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For trading activity the Clearing broker will be reflected. In certain cases the Clearing broker will differ from the Executing broker.

In calculating ratings distributions and weighted average portfolio quality, Insight assigns U.S Treasury and U.S agency securities a quality rating based on the methodology used within the respective benchmark index. When Moody's, S&P and Fitch rate a security, Bank of America and Merrill Lynch indexes assign a simple weighted average statistic while Barclays indexes assign the median statistic. Insight assigns all other securities the lower of Moody's and S&P ratings.

Information about the indices shown here is provided to allow for comparison of the performance of the strategy to that of certain well-known and widely recognized indices. There is no representation that such index is an appropriate benchmark for such comparison. You cannot invest directly in an index and the indices represented do not take into account trading commissions and/or other brokerage or custodial costs. The volatility of the indices may be materially different from that of the strategy. In addition, the strategy's holdings may differ substantially from the securities that comprise the indices shown.

The ICE BofA 3 Month US T-Bill index is an unmanaged market index of U.S. Treasury securities maturing in 90 days that assumes reinvestment of all income.

The ICE BofA 6 Month US T-Bill index measures the performance of Treasury bills with time to maturity of less than 6 months.

The ICE BofA 1-Year US Treasury Index is a one-security index comprised of the most recently issued 1-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 1-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 3-Year US Treasury Index is a one-security index comprised of the most recently issued 3-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 3-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 5-Year US Treasury Index is a one-security index comprised of the most recently issued 5-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 5-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 1-3 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than three years.

The ICE BofA 1-5 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than five years.

ADDITIONAL INFORMATION

As of February 28, 2022

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SAN RAFAEL

March 2022



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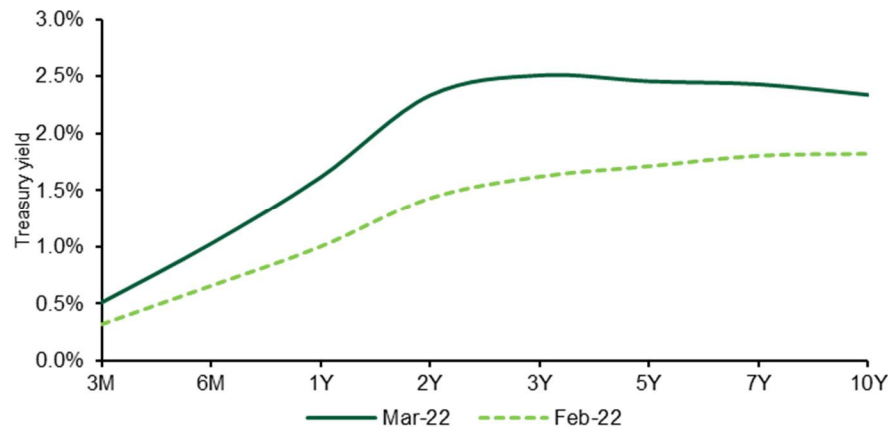
As of March 31, 2022

Chart 1: Commodity prices become increasingly volatile



Source: Bloomberg, March 31, 2022

Chart 2: Short-end Treasury yields rise as the Fed becomes more hawkish



Source: Bloomberg, March 31, 2022

Economic Indicators and Monetary Policy

The Federal Reserve (Fed) kicked-off its rate hiking cycle, with its first rate rise since 2018. The Fed’s quarterly “dot plot” was increasingly hawkish for the third straight meeting. The median projection rose to seven rate hikes this year, up from four in December. This implies one 25bp hike at every remaining meeting this year. Seven members were even more hawkish than this, pointing to openness toward 50bp moves.

CPI recorded another multi-decade high, albeit this time in line with expectations at 7.9% year-on-year, while Core CPI was 6.4%. Within the “sticky” categories, Notably, healthcare inflation moderated. In the shelter categories, owners’ equivalent rent maintained its recent pace at 0.4%, while rents accelerated to 0.6%.

Employment growth continued its strong run, with nonfarm jobs up 678,000, well above consensus estimates for ~500,000. The unemployment rate fell to 3.8% from 4%, further than expected even as the participation rate ticked up to 62.3%, a new cycle high. Average hourly earnings, the most anticipated element of the employment report, underwhelmed however, by remaining unchanged. However, idiosyncratic issues likely played a part following disruptions relating to the Omicron Covid-19 variant.

The war in Ukraine continued with Russia failing to take control of Kyiv and toward the end of the month, appearing to concentrate on Ukraine’s Eastern regions. Tentative peace talks began by the end of the month, albeit terms of an agreement still far off. The US announced a ban of imports on Russian oil and gas and the release of up to 180m barrels of domestic oil reserves over six months. This is the largest release since the reserve was created in 1974. Commodity prices continued to be volatile, particularly oil, gas, wheat and other agricultural commodities (Chart 1).

Interest Rate Summary

Yields rose materially across the curve, particularly the short end (Chart 2). At the end of March, the 3-month US Treasury bill yielded 0.51%, the 6-month US Treasury bill yielded 1.03%, the 2-year US Treasury note yielded 2.34%, the 5-year US Treasury note yielded 2.46% and the 10-year US Treasury note yielded 2.34%.

ACTIVITY AND PERFORMANCE SUMMARY

For the period March 1, 2022 - March 31, 2022

<u>Amortized Cost Basis Activity Summary</u>		
Opening balance		45,986,949.90
Income received	87,988.50	
Total receipts		87,988.50
Participant withdrawals	(30,431.63)	
Expenses paid	(500.00)	
Total disbursements		(30,931.63)
Interportfolio transfers	0.00	
Total Interportfolio transfers		0.00
Realized gain (loss)		0.00
Change in accruals from security movement		0.00
Total amortization expense		(36,521.00)
Total OID/MKT accretion income		1,562.82
Return of capital		0.00
Closing balance		46,009,048.59
Ending fair value		45,046,899.59
Unrealized gain (loss)		(962,149.00)

<u>Detail of Amortized Cost Basis Return</u>				
	Interest earned	Accretion (amortization)	Realized gain (loss)	Total income
Cash and Cash Equivalents	0.62	0.00	0.00	0.62
Corporate Bonds	34,512.87	(23,757.09)	0.00	10,755.78
Government Agencies	13,416.42	(3,137.38)	0.00	10,279.04
Government Bonds	17,138.00	(8,063.71)	0.00	9,074.29
Municipal/Provincial Bonds	5,579.13	0.00	0.00	5,579.13
Total	70,647.04	(34,958.18)	0.00	35,688.86

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* One month
Fed Funds	0.09	0.05	0.02
Overnight Repo	0.05	0.03	0.01
Merrill Lynch 3m US Treas Bill	0.09	0.08	0.03
Merrill Lynch 6m US Treas Bill	0.16	0.14	0.06
ML 1 Year US Treasury Note	0.32	0.29	0.11
ML 2 Year US Treasury Note	0.59	0.49	0.16
ML 5 Year US Treasury Note	1.16	0.74	0.18

* rates reflected are cumulative

<u>Summary of Amortized Cost Basis Return for the Period</u>	
	Total portfolio
Interest earned	70,647.04
Accretion (amortization)	(34,958.18)
Realized gain (loss) on sales	0.00
Total income on portfolio	35,688.86
Average daily amortized cost	46,002,490.17
Period return (%)	0.08
YTD return (%)	0.20
Weighted average final maturity in days	625

ACTIVITY AND PERFORMANCE SUMMARY

For the period March 1, 2022 - March 31, 2022

<u>Fair Value Basis Activity Summary</u>		
Opening balance		45,452,855.81
Income received	87,988.50	
Total receipts		87,988.50
Participant withdrawals	(30,431.63)	
Expenses paid	(500.00)	
Total disbursements		(30,931.63)
Interportfolio transfers	0.00	
Total Interportfolio transfers		0.00
Unrealized gain (loss) on security movements		0.00
Change in accruals from security movement		0.00
Return of capital		0.00
Change in fair value for the period		(463,013.09)
Ending fair value		45,046,899.59

<u>Detail of Fair Value Basis Return</u>			
	Interest earned	Change in fair value	Total income
Cash and Cash Equivalents	0.62	0.00	0.62
Corporate Bonds	34,512.87	(151,827.47)	(117,314.60)
Government Agencies	13,416.42	(114,130.94)	(100,714.52)
Government Bonds	17,138.00	(197,054.68)	(179,916.68)
Municipal/Provincial Bonds	5,579.13	0.00	5,579.13
Total	70,647.04	(463,013.09)	(392,366.05)

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* One month
Fed Funds	0.09	0.05	0.02
Overnight Repo	0.05	0.03	0.01
ICE Bofa 3 Months US T-BILL	0.06	0.05	0.03
ICE Bofa 6m US Treas Bill	(0.05)	(0.08)	(0.03)
ICE Bofa 1 Yr US Treasury Note	(0.94)	(0.98)	(0.38)
ICE BofA US Treasury 1-3	(2.84)	(2.86)	(1.33)
ICE BofA US Treasury 1-5	(3.72)	(3.82)	(1.86)

* rates reflected are cumulative

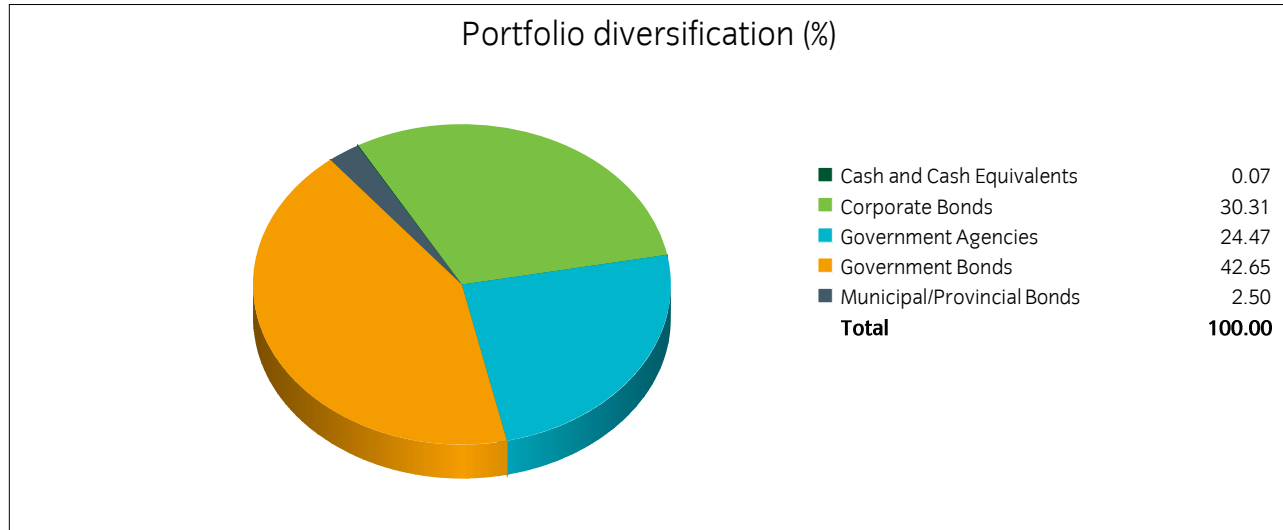
<u>Summary of Fair Value Basis Return for the Period</u>		Total portfolio
Interest earned		70,647.04
Change in fair value		(463,013.09)
Total income on portfolio		(392,366.05)
Average daily total value *		45,390,282.27
Period return (%)		(0.86)
YTD return (%)		(1.73)
Weighted average final maturity in days		625

* Total value equals market value and accrued interest

RECAP OF SECURITIES HELD

As of March 31, 2022

	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Weighted average final maturity (days)	Percent of portfolio	Weighted average effective duration (years)
Cash and Cash Equivalents	34,607.41	34,607.41	34,607.41	0.00	1	0.07	0.00
Corporate Bonds	14,061,812.40	13,787,602.54	13,449,548.09	(338,054.45)	594	30.31	1.40
Government Agencies	11,353,540.36	11,288,507.63	11,081,069.09	(207,438.54)	541	24.47	1.45
Government Bonds	19,785,860.59	19,739,031.01	19,322,375.00	(416,656.01)	510	42.65	1.37
Municipal/Provincial Bonds	1,159,300.00	1,159,300.00	1,159,300.00	0.00	3,808	2.50	8.03
Total	46,395,120.76	46,009,048.59	45,046,899.59	(962,149.00)	625	100.00	1.56

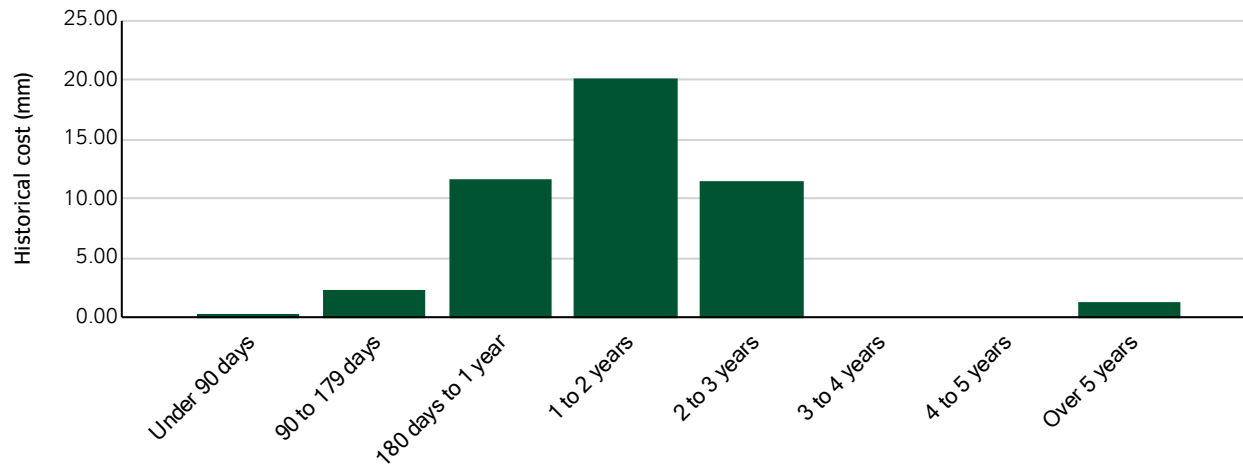


MATURITY DISTRIBUTION OF SECURITIES HELD

As of March 31, 2022

Maturity	Historic cost	Percent
Under 90 days	34,607.41	0.08
90 to 179 days	2,260,896.21	4.87
180 days to 1 year	11,567,072.94	24.93
1 to 2 years	20,057,278.20	43.23
2 to 3 years	11,315,966.00	24.39
3 to 4 years	0.00	0.00
4 to 5 years	0.00	0.00
Over 5 years	1,159,300.00	2.50
	46,395,120.76	100.00

Maturity distribution



SECURITIES HELD

SAN RAFAEL

As of March 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Cash and Cash Equivalents										
	Cash and Cash Equivalents	0.000		34,607.41	34,607.41	34,607.41	34,607.41	0.00	0.00	0.07
Total Cash and Cash Equivalents				34,607.41	34,607.41	34,607.41	34,607.41	0.00	0.00	0.07
Corporate Bonds										
46647PBB1	JPMORGAN CHASE & CO 3.207% 01APR2023 (CALLABLE 01APR22)	3.207	04/01/2023 03/01/2023	600,000.00	615,576.00	600,000.00	600,000.00	0.00	9,621.00	1.33
931142DH3	WALMART INC 2.55% 11APR2023 (CALLABLE 11JAN23)	2.550	04/11/2023 01/11/2023	500,000.00	509,155.00	502,152.77	502,995.05	842.28	6,020.83	1.10
037833AK6	APPLE INC 2.4% 03MAY2023	2.400	05/03/2023	500,000.00	506,880.00	502,068.74	502,699.15	630.41	4,933.33	1.09
02665WDH1	AMERICAN HONDA FINANCE 1.95% 10MAY2023	1.950	05/10/2023	1,000,000.00	1,031,510.00	1,017,313.19	995,292.14	(22,021.05)	7,637.50	2.22
166764AH3	CHEVRON CORP 3.191% 24JUN2023 (CALLABLE 24MAR23)	3.191	06/24/2023 03/24/2023	700,000.00	718,781.00	715,867.48	707,590.00	(8,277.48)	6,018.58	1.55
742718EB1	PROCTER & GAMBLE CO/THE 3.1% 15AUG2023	3.100	08/15/2023	500,000.00	520,430.00	516,770.90	505,325.90	(11,445.00)	1,980.56	1.12
89236THA6	TOYOTA MOTOR CREDIT CORP 1.35% 25AUG2023	1.350	08/25/2023	700,000.00	714,959.00	708,939.99	691,370.78	(17,569.21)	945.00	1.54
14912L5X5	CATERPILLAR FINANCIAL SE 3.75% 24NOV2023	3.750	11/24/2023	1,000,000.00	1,086,390.00	1,055,656.90	1,024,763.52	(30,893.38)	13,229.17	2.34
06051GHC6	BANK OF AMERICA CORP 3.004% 20DEC2023 (CALLABLE 20DEC22)	3.004	12/20/2023 12/20/2022	500,000.00	525,795.00	508,532.70	501,262.44	(7,270.26)	4,213.94	1.13
89236THU2	TOYOTA MOTOR CREDIT CORP 0.45% 11JAN2024	0.450	01/11/2024	480,000.00	479,342.40	479,491.53	463,571.09	(15,920.44)	480.00	1.03

SECURITIES HELD

SAN RAFAEL

As of March 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Corporate Bonds										
24422EVN6	JOHN DEERE CAPITAL CORP 0.45% 17JAN2024	0.450	01/17/2024	1,000,000.00	1,001,230.00	1,000,816.22	966,143.43	(34,672.79)	925.00	2.16
17325FAS7	CITIBANK NA 3.65% 23JAN2024 (CALLABLE 23DEC23)	3.650	01/23/2024 12/23/2023	500,000.00	541,470.00	527,572.90	508,798.71	(18,774.19)	3,447.22	1.17
693475AV7	PNC FINANCIAL SERVICES 3.5% 23JAN2024 (CALLABLE 23DEC23)	3.500	01/23/2024 12/24/2023	900,000.00	957,939.00	931,791.90	912,689.81	(19,102.09)	5,950.00	2.06
91159HHV5	US BANCORP 3.375% 05FEB2024 (CALLABLE 05JAN24)	3.375	02/05/2024 01/05/2024	1,000,000.00	1,079,130.00	1,052,098.01	1,013,750.09	(38,347.92)	5,250.00	2.33
459200HU8	IBM CORP 3.625% 12FEB2024	3.625	02/12/2024	1,000,000.00	1,086,900.00	1,058,396.80	1,018,083.35	(40,313.45)	4,934.03	2.34
88579YBB6	3M COMPANY 3.25% 14FEB2024 (CALLABLE 14JAN24)	3.250	02/14/2024 01/14/2024	500,000.00	541,935.00	525,646.86	506,538.48	(19,108.38)	2,121.53	1.17
713448CM8	PEPSICO INC 3.6% 01MAR2024 (CALLABLE 01DEC23)	3.600	03/01/2024 12/01/2023	500,000.00	537,465.00	525,557.85	511,258.42	(14,299.43)	1,500.00	1.16
06051GHF9	BANK OF AMERICA CORP 3.55% 05MAR2024 (CALLABLE 05MAR23)	3.550	03/05/2024 03/05/2023	500,000.00	535,525.00	512,540.44	502,854.64	(9,685.80)	1,281.94	1.15
46647PAP1	JPMORGAN CHASE & CO 3.559% 23APR2024 (CALLABLE 23APR23)	3.559	04/23/2024 04/23/2023	500,000.00	534,240.00	516,557.98	504,643.80	(11,914.18)	7,810.03	1.15
717081DM2	PFIZER INC 3.4% 15MAY2024	3.400	05/15/2024	500,000.00	537,160.00	529,829.38	509,917.29	(19,912.09)	6,422.22	1.16
Total Corporate Bonds				13,380,000.00	14,061,812.40	13,787,602.54	13,449,548.09	(338,054.45)	94,721.88	30.31
Government Agencies										
3135G0T78	FANNIE MAE 2% 05OCT2022	2.000	10/05/2022	1,250,000.00	1,260,435.75	1,256,053.94	1,255,302.38	(751.56)	12,222.22	2.72

SECURITIES HELD

SAN RAFAEL

As of March 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Agencies										
3130A3KM5	FEDERAL HOME LOAN BANK 2.5% 09DEC2022	2.500	12/09/2022	1,000,000.00	1,021,240.00	1,004,268.57	1,007,635.38	3,366.81	7,777.78	2.20
3130AJ7E3	FEDERAL HOME LOAN BANK 1.375% 17FEB2023	1.375	02/17/2023	1,200,000.00	1,201,698.09	1,201,592.59	1,197,669.19	(3,923.40)	2,016.67	2.59
3137EAEQ8	FREDDIE MAC 0.375% 20APR2023	0.375	04/20/2023	1,250,000.00	1,248,223.75	1,248,590.87	1,231,944.04	(16,646.83)	2,096.35	2.69
3135G0U43	FANNIE MAE 2.875% 12SEP2023	2.875	09/12/2023	1,000,000.00	1,047,553.22	1,017,370.74	1,010,143.80	(7,226.94)	1,517.36	2.26
3135G0V34	FANNIE MAE 2.5% 05FEB2024	2.500	02/05/2024	600,000.00	621,262.80	609,151.95	602,620.84	(6,531.11)	2,333.33	1.34
3133EMWV0	FEDERAL FARM CREDIT BANK 0.35% 22APR2024	0.350	04/22/2024	1,000,000.00	1,000,000.00	1,000,000.00	962,620.37	(37,379.63)	1,545.83	2.16
3130AMQQ8	FEDERAL HOME LOAN BANK 0.35% 23APR2024 (CALLABLE 23JUN22)	0.350	04/23/2024 06/23/2022	1,000,000.00	1,000,000.00	1,000,000.00	963,511.19	(36,488.81)	952.78	2.16
3136G46B4	FANNIE MAE 0.35% 26APR2024 (CALLABLE 26APR22)	0.350	04/26/2024 04/26/2022	1,200,000.00	1,199,700.00	1,199,821.72	1,150,279.44	(49,542.28)	1,808.33	2.59
3133EMYR7	FEDERAL FARM CREDIT BANK 0.375% 06MAY2024 (CALLABLE 06MAY22)	0.375	05/06/2024 05/06/2022	1,000,000.00	1,000,000.00	1,000,000.00	959,665.68	(40,334.32)	1,510.42	2.16
3135G0V75	FANNIE MAE 1.75% 02JUL2024	1.750	07/02/2024	750,000.00	753,426.75	751,657.25	739,676.78	(11,980.47)	3,244.79	1.62
Total Government Agencies				11,250,000.00	11,353,540.36	11,288,507.63	11,081,069.09	(207,438.54)	37,025.86	24.47
Government Bonds										
912828ZX1	USA TREASURY 0.125% 30JUN2022	0.125	06/30/2022	1,000,000.00	999,808.04	999,905.58	998,867.19	(1,038.39)	310.77	2.15

SECURITIES HELD

SAN RAFAEL

As of March 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Bonds										
9128287C8	USA TREASURY 1.75% 15JUL2022	1.750	07/15/2022	1,250,000.00	1,261,088.17	1,255,733.40	1,253,808.60	(1,924.80)	4,532.11	2.72
91282CAN1	USA TREASURY 0.125% 30SEP2022	0.125	09/30/2022	1,250,000.00	1,248,929.97	1,249,305.62	1,244,287.11	(5,018.51)	0.00	2.69
912828M80	USA TREASURY 2% 30NOV2022	2.000	11/30/2022	1,250,000.00	1,269,750.29	1,258,380.24	1,255,468.75	(2,911.49)	8,310.44	2.74
912828Z29	USA TREASURY 1.5% 15JAN2023	1.500	01/15/2023	1,000,000.00	1,011,526.79	1,008,705.13	999,882.81	(8,822.32)	3,107.74	2.18
912828Z86	USA TREASURY 1.375% 15FEB2023	1.375	02/15/2023	1,250,000.00	1,263,920.20	1,260,639.01	1,247,705.08	(12,933.93)	2,089.09	2.72
912828ZD5	USA TREASURY 0.5% 15MAR2023	0.500	03/15/2023	1,000,000.00	1,000,315.85	1,000,248.83	989,062.50	(11,186.33)	217.39	2.16
91282CCK5	USA TREASURY 0.125% 30JUN2023	0.125	06/30/2023	800,000.00	792,846.43	793,902.75	781,968.75	(11,934.00)	248.62	1.71
91282CCN9	USA TREASURY 0.125% 31JUL2023	0.125	07/31/2023	1,000,000.00	989,808.04	991,230.59	974,804.69	(16,425.90)	203.73	2.13
9128282D1	USA TREASURY 1.375% 31AUG2023	1.375	08/31/2023	1,250,000.00	1,265,970.98	1,263,408.38	1,237,597.65	(25,810.73)	1,447.86	2.73
91282CAW1	USA TREASURY 0.25% 15NOV2023	0.250	11/15/2023	1,000,000.00	1,000,120.54	1,000,077.07	968,984.38	(31,092.69)	939.23	2.16
912828U57	USA TREASURY 2.125% 30NOV2023	2.125	11/30/2023	650,000.00	661,529.52	654,699.78	649,085.94	(5,613.84)	4,591.52	1.43
91282CBA8	USA TREASURY 0.125% 15DEC2023	0.125	12/15/2023	1,200,000.00	1,194,566.52	1,195,767.18	1,157,625.00	(38,142.18)	436.81	2.57

SECURITIES HELD

SAN RAFAEL

As of March 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Bonds										
91282CBV2	USA TREASURY 0.375% 15APR2024	0.375	04/15/2024	1,000,000.00	1,001,175.22	1,000,811.02	960,546.88	(40,264.14)	1,720.47	2.16
91282CCC3	USA TREASURY 0.25% 15MAY2024	0.250	05/15/2024	1,000,000.00	996,878.35	997,795.81	955,820.31	(41,975.50)	939.23	2.15
912828D56	USA TREASURY 2.375% 15AUG2024	2.375	08/15/2024	1,000,000.00	1,038,011.16	1,034,296.97	997,695.31	(36,601.66)	2,886.74	2.24
9128282Y5	USA TREASURY 2.125% 30SEP2024	2.125	09/30/2024	1,000,000.00	1,051,800.23	1,041,604.05	991,640.62	(49,963.43)	0.00	2.27
912828YM6	USA TREASURY 1.5% 31OCT2024	1.500	10/31/2024	1,000,000.00	1,014,925.23	1,013,574.92	975,625.00	(37,949.92)	6,256.91	2.19
912828YV6	USA TREASURY 1.5% 30NOV2024	1.500	11/30/2024	700,000.00	722,889.06	718,944.68	681,898.43	(37,046.25)	3,490.39	1.56
Total Government Bonds				19,600,000.00	19,785,860.59	19,739,031.01	19,322,375.00	(416,656.01)	41,729.05	42.65
Municipal/Provincial Bonds										
888599LS4	PT. SAN ASSESS DISTRICT 5.25% 144A 02SEP2032 SANRAF\$01	5.250	09/02/2032	1,159,300.00	1,159,300.00	1,159,300.00	1,159,300.00	0.00	4,902.87	2.50
Total Municipal/Provincial Bonds				1,159,300.00	1,159,300.00	1,159,300.00	1,159,300.00	0.00	4,902.87	2.50
Grand total				45,423,907.41	46,395,120.76	46,009,048.59	45,046,899.59	(962,149.00)	178,379.66	100.00

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of March 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
United States Treasury Note/Bond												
912828ZX1	USA TREASURY 0.125%	0.125	06/30/2022		AA+	Aaa	1,000,000.00	999,808.04	2.15	998,867.19	2.22	0.25
9128287C8	USA TREASURY 1.75%	1.750	07/15/2022		AA+	Aaa	1,250,000.00	1,261,088.17	2.72	1,253,808.60	2.78	0.29
91282CAN1	USA TREASURY 0.125%	0.125	09/30/2022		AA+	Aaa	1,250,000.00	1,248,929.97	2.69	1,244,287.11	2.76	0.50
912828M80	USA TREASURY 2%	2.000	11/30/2022		AA+	Aaa	1,250,000.00	1,269,750.29	2.74	1,255,468.75	2.79	0.66
912828Z29	USA TREASURY 1.5%	1.500	01/15/2023		AA+	Aaa	1,000,000.00	1,011,526.79	2.18	999,882.81	2.22	0.79
912828Z86	USA TREASURY 1.375%	1.375	02/15/2023		AA+	Aaa	1,250,000.00	1,263,920.20	2.72	1,247,705.08	2.77	0.87
912828ZD5	USA TREASURY 0.5%	0.500	03/15/2023		AA+	Aaa	1,000,000.00	1,000,315.85	2.16	989,062.50	2.20	0.95
91282CCK5	USA TREASURY 0.125%	0.125	06/30/2023		AA+	Aaa	800,000.00	792,846.43	1.71	781,968.75	1.74	1.24
91282CCN9	USA TREASURY 0.125%	0.125	07/31/2023		AA+	Aaa	1,000,000.00	989,808.04	2.13	974,804.69	2.16	1.32
9128282D1	USA TREASURY 1.375%	1.375	08/31/2023		AA+	Aaa	1,250,000.00	1,265,970.98	2.73	1,237,597.65	2.75	1.40
91282CAW1	USA TREASURY 0.25%	0.250	11/15/2023		AA+	Aaa	1,000,000.00	1,000,120.54	2.16	968,984.38	2.15	1.61
912828U57	USA TREASURY 2.125%	2.125	11/30/2023		AA+	Aaa	650,000.00	661,529.52	1.43	649,085.94	1.44	1.62
91282CBA8	USA TREASURY 0.125%	0.125	12/15/2023		AA+	Aaa	1,200,000.00	1,194,566.52	2.57	1,157,625.00	2.57	1.69
91282CBV2	USA TREASURY 0.375%	0.375	04/15/2024		AA+	Aaa	1,000,000.00	1,001,175.22	2.16	960,546.88	2.13	2.01
91282CCC3	USA TREASURY 0.25%	0.250	05/15/2024		AA+	Aaa	1,000,000.00	996,878.35	2.15	955,820.31	2.12	2.10
912828D56	USA TREASURY 2.375%	2.375	08/15/2024		AA+	Aaa	1,000,000.00	1,038,011.16	2.24	997,695.31	2.21	2.30
9128282Y5	USA TREASURY 2.125%	2.125	09/30/2024		AA+	Aaa	1,000,000.00	1,051,800.23	2.27	991,640.62	2.20	2.43
912828YM6	USA TREASURY 1.5%	1.500	10/31/2024		AA+	Aaa	1,000,000.00	1,014,925.23	2.19	975,625.00	2.17	2.51
912828YV6	USA TREASURY 1.5%	1.500	11/30/2024		AA+	Aaa	700,000.00	722,889.06	1.56	681,898.43	1.51	2.59
Issuer total							19,600,000.00	19,785,860.59	42.65	19,322,375.00	42.89	1.37

Federal National Mortgage Association

3135G0T78	FANNIE MAE 2%	2.000	10/05/2022		AA+	Aaa	1,250,000.00	1,260,435.75	2.72	1,255,302.38	2.79	0.51
3135G0U43	FANNIE MAE 2.875%	2.875	09/12/2023		AA+	Aaa	1,000,000.00	1,047,553.22	2.26	1,010,143.80	2.24	1.42
3135G0V34	FANNIE MAE 2.5%	2.500	02/05/2024		AA+	Aaa	600,000.00	621,262.80	1.34	602,620.84	1.34	1.80

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of March 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
Federal National Mortgage Association												
3136G46B4	FANNIE MAE 0.35%	0.350	04/26/2024	04/26/2022	AA+	Aaa	1,200,000.00	1,199,700.00	2.59	1,150,279.44	2.55	2.02
3135G0V75	FANNIE MAE 1.75%	1.750	07/02/2024		AA+	Aaa	750,000.00	753,426.75	1.62	739,676.78	1.64	2.19
Issuer total							4,800,000.00	4,882,378.52	10.52	4,758,023.24	10.56	1.50
Federal Home Loan Banks												
3130A3KM5	FEDERAL HOME LOAN	2.500	12/09/2022		AA+	Aaa	1,000,000.00	1,021,240.00	2.20	1,007,635.38	2.24	0.68
3130AJ7E3	FEDERAL HOME LOAN	1.375	02/17/2023		AA+	Aaa	1,200,000.00	1,201,698.09	2.59	1,197,669.19	2.66	0.88
3130AMQQ	FEDERAL HOME LOAN	0.350	04/23/2024	06/23/2022	AA+	Aaa	1,000,000.00	1,000,000.00	2.16	963,511.19	2.14	2.01
Issuer total							3,200,000.00	3,222,938.09	6.95	3,168,815.76	7.03	1.17
Federal Farm Credit Banks Funding Corp												
3133EMWV	FEDERAL FARM CREDIT	0.350	04/22/2024		AA+	Aaa	1,000,000.00	1,000,000.00	2.16	962,620.37	2.14	2.03
3133EMYR7	FEDERAL FARM CREDIT	0.375	05/06/2024	05/06/2022	AA+	Aaa	1,000,000.00	1,000,000.00	2.16	959,665.68	2.13	2.04
Issuer total							2,000,000.00	2,000,000.00	4.31	1,922,286.05	4.27	2.04
Federal Home Loan Mortgage Corp												
3137EAEQ8	FREDDIE MAC 0.375%	0.375	04/20/2023		AA+	Aaa	1,250,000.00	1,248,223.75	2.69	1,231,944.04	2.73	1.04
Issuer total							1,250,000.00	1,248,223.75	2.69	1,231,944.04	2.73	1.04
PT. SAN ASSESS DISTRICT												
888599LS4	PT. SAN ASSESS	5.250	09/02/2032		NR	NR	1,159,300.00	1,159,300.00	2.50	1,159,300.00	2.57	8.03
Issuer total							1,159,300.00	1,159,300.00	2.50	1,159,300.00	2.57	8.03
Toyota Motor Credit Corp												
89236THA6	TOYOTA MOTOR CREDIT	1.350	08/25/2023		A+	A1	700,000.00	714,959.00	1.54	691,370.78	1.53	1.38
89236THU2	TOYOTA MOTOR CREDIT	0.450	01/11/2024		A+	A1	480,000.00	479,342.40	1.03	463,571.09	1.03	1.76
Issuer total							1,180,000.00	1,194,301.40	2.57	1,154,941.87	2.56	1.53

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

SAN RAFAEL

As of March 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
JPMorgan Chase & Co												
46647PBB1	JPMORGAN CHASE & CO	3.207	04/01/2023	03/01/2023	A-	A2	600,000.00	615,576.00	1.33	600,000.00	1.33	0.00
46647PAP1	JPMORGAN CHASE & CO	3.559	04/23/2024	04/23/2023	A-	A2	500,000.00	534,240.00	1.15	504,643.80	1.12	1.02
Issuer total							1,100,000.00	1,149,816.00	2.48	1,104,643.80	2.45	0.47
Caterpillar Financial Services Corp												
14912L5X5	CATERPILLAR FINANCIAL	3.750	11/24/2023		A	A2	1,000,000.00	1,086,390.00	2.34	1,024,763.52	2.27	1.58
Issuer total							1,000,000.00	1,086,390.00	2.34	1,024,763.52	2.27	1.58
International Business Machines Corp												
459200HU8	IBM CORP 3.625%	3.625	02/12/2024		A-	A3	1,000,000.00	1,086,900.00	2.34	1,018,083.35	2.26	1.80
Issuer total							1,000,000.00	1,086,900.00	2.34	1,018,083.35	2.26	1.80
US Bancorp												
91159HHV5	US BANCORP 3.375%	3.375	02/05/2024	01/05/2024	A+	A2	1,000,000.00	1,079,130.00	2.33	1,013,750.09	2.25	1.74
Issuer total							1,000,000.00	1,079,130.00	2.33	1,013,750.09	2.25	1.74
Bank of America Corp												
06051GHC6	BANK OF AMERICA CORP	3.004	12/20/2023	12/20/2022	A-	A2	500,000.00	525,795.00	1.13	501,262.44	1.11	0.71
06051GHF9	BANK OF AMERICA CORP	3.550	03/05/2024	03/05/2023	A-	A2	500,000.00	535,525.00	1.15	502,854.64	1.12	0.91
Issuer total							1,000,000.00	1,061,320.00	2.29	1,004,117.08	2.23	0.81
American Honda Finance Corp												
02665WDH1	AMERICAN HONDA	1.950	05/10/2023		A-	A3	1,000,000.00	1,031,510.00	2.22	995,292.14	2.21	1.08
Issuer total							1,000,000.00	1,031,510.00	2.22	995,292.14	2.21	1.08
John Deere Capital Corp												
24422EVN6	JOHN DEERE CAPITAL	0.450	01/17/2024		A	A2	1,000,000.00	1,001,230.00	2.16	966,143.43	2.14	1.78
Issuer total							1,000,000.00	1,001,230.00	2.16	966,143.43	2.14	1.78

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

SAN RAFAEL

As of March 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
PNC Financial Services Group Inc/The												
693475AV7	PNC FINANCIAL	3.500	01/23/2024	12/24/2023	A-	A3	900,000.00	957,939.00	2.06	912,689.81	2.03	1.70
Issuer total							900,000.00	957,939.00	2.06	912,689.81	2.03	1.70
Chevron Corp												
166764AH3	CHEVRON CORP 3.191%	3.191	06/24/2023	03/24/2023	AA-	Aa2	700,000.00	718,781.00	1.55	707,590.00	1.57	1.08
Issuer total							700,000.00	718,781.00	1.55	707,590.00	1.57	1.08
PepsiCo Inc												
713448CM8	PEPSICO INC 3.6%	3.600	03/01/2024	12/01/2023	A+	A1	500,000.00	537,465.00	1.16	511,258.42	1.13	1.71
Issuer total							500,000.00	537,465.00	1.16	511,258.42	1.13	1.71
Pfizer Inc												
717081DM2	PFIZER INC 3.4%	3.400	05/15/2024		A+	A2	500,000.00	537,160.00	1.16	509,917.29	1.13	2.02
Issuer total							500,000.00	537,160.00	1.16	509,917.29	1.13	2.02
Citibank NA												
17325FAS7	CITIBANK NA 3.65%	3.650	01/23/2024	12/23/2023	A+	Aa3	500,000.00	541,470.00	1.17	508,798.71	1.13	1.70
Issuer total							500,000.00	541,470.00	1.17	508,798.71	1.13	1.70
3M Co												
88579YBB6	3M COMPANY 3.25%	3.250	02/14/2024	01/14/2024	A+	A1	500,000.00	541,935.00	1.17	506,538.48	1.12	1.77
Issuer total							500,000.00	541,935.00	1.17	506,538.48	1.12	1.77
Procter & Gamble Co/The												
742718EB1	PROCTER & GAMBLE	3.100	08/15/2023		AA-	Aa3	500,000.00	520,430.00	1.12	505,325.90	1.12	1.34
Issuer total							500,000.00	520,430.00	1.12	505,325.90	1.12	1.34

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of March 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
Walmart Inc												
931142DH3	WALMART INC 2.55%	2.550	04/11/2023	01/11/2023	AA	Aa2	500,000.00	509,155.00	1.10	502,995.05	1.12	0.90
Issuer total							500,000.00	509,155.00	1.10	502,995.05	1.12	0.90
Apple Inc												
037833AK6	APPLE INC 2.4%	2.400	05/03/2023		AA+	Aaa	500,000.00	506,880.00	1.09	502,699.15	1.12	1.06
Issuer total							500,000.00	506,880.00	1.09	502,699.15	1.12	1.06
Cash and Cash Equivalents												
	INVESTED CASH	0.000					34,607.41	34,607.41	0.00	34,607.41	0.08	0.00
Issuer total							34,607.41	34,607.41	0.00	34,607.41	0.08	0.00
Grand total							45,423,907.41	46,395,120.76	100.00	45,046,899.59	100.00	1.56

SECURITIES PURCHASED

For the period March 1, 2022 - March 31, 2022

Cusip	Description / Broker	Trade date Settle date	Coupon	Maturity/ Call date	Par value or shares	Unit cost	Principal cost	Accrued interest
Government Agencies								
3130AJ7E3	FEDERAL HOME LOAN BANK 1.375% NATWEST MARKETS PLC	03/10/2022 03/11/2022	1.375	02/17/2023	1,200,000.00	100.14	(1,201,698.09)	(1,100.00)
Total Government Agencies					1,200,000.00		(1,201,698.09)	(1,100.00)
Grand total					1,200,000.00		(1,201,698.09)	(1,100.00)

SECURITIES SOLD AND MATURED

For the period March 1, 2022 - March 31, 2022

Cusip	Description / Broker	Trade date Settle date	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost at sale or maturity	Price	Fair value at sale or maturity	Realized gain (loss)	Accrued interest sold
Government Agencies											
313378WG2	FEDERAL HOME LN BKS CONS BD DTD 2.5 DUE 03-11-2022	03/11/2022 03/11/2022	2.500		(1,000,000.00)	1,016,330.00	1,000,000.00	0.00	1,000,000.00	0.00	0.00
Total (Government Agencies)					(1,000,000.00)	1,016,330.00	1,000,000.00		1,000,000.00	0.00	0.00
Grand total					(1,000,000.00)	1,016,330.00	1,000,000.00		1,000,000.00	0.00	0.00

DETAIL OF RETURN AND INTEREST RECEIVED

For the period March 1, 2022 - March 31, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Cash						
	Cash and Cash Equivalents	0.00	0.00	0.00	0.62	0.62
Total Cash		0.00	0.00	0.00	0.62	0.62
Corporate Bonds						
88579YBB6	3M COMPANY 3.25% 14FEB2024 (CALLABLE 14JAN24)	(1,194.73)	0.00	(7,874.69)	1,489.59	0.00
02665WDH1	AMERICAN HONDA FINANCE 1.95% 10MAY2023	(1,298.49)	0.00	(9,455.67)	1,787.50	0.00
037833AK6	APPLE INC 2.4% 03MAY2023	(157.92)	0.00	(3,519.51)	1,100.00	0.00
06051GHC6	BANK OF AMERICA CORP 3.004% 20DEC2023 (CALLABLE 20DEC22)	(984.54)	0.00	(3,181.25)	1,376.83	0.00
06051GHF9	BANK OF AMERICA CORP 3.55% 05MAR2024 (CALLABLE 05MAR23)	(1,123.02)	0.00	(5,065.38)	1,627.08	8,875.00
14912L5X5	CATERPILLAR FINANCIAL SE 3.75% 24NOV2023	(2,810.95)	0.00	(12,180.30)	3,437.50	0.00
166764AH3	CHEVRON CORP 3.191% 24JUN2023 (CALLABLE 24MAR23)	(1,344.70)	0.00	(5,769.33)	2,047.56	0.00
17325FAS7	CITIBANK NA 3.65% 23JAN2024 (CALLABLE 23DEC23)	(1,327.75)	0.00	(8,085.92)	1,672.91	0.00
459200HU8	IBM CORP 3.625% 12FEB2024	(2,607.00)	0.00	(18,659.69)	3,322.92	0.00
24422EVN6	JOHN DEERE CAPITAL CORP 0.45% 17JAN2024	(37.84)	0.00	(11,626.82)	412.50	0.00
46647PBB1	JPMORGAN CHASE & CO 3.207% 01APR2023 (CALLABLE 01APR22)	(1,467.65)	0.00	(883.96)	1,763.85	0.00
46647PAP1	JPMORGAN CHASE & CO 3.559% 23APR2024 (CALLABLE 23APR23)	(1,296.97)	0.00	(4,754.41)	1,631.21	0.00
713448CM8	PEPSICO INC 3.6% 01MAR2024 (CALLABLE 01DEC23)	(1,275.77)	0.00	(5,653.18)	1,650.00	9,000.00
717081DM2	PFIZER INC 3.4% 15MAY2024	(1,169.78)	0.00	(7,713.04)	1,558.33	0.00
693475AV7	PNC FINANCIAL SERVICES 3.5% 23JAN2024 (CALLABLE 23DEC23)	(1,530.91)	0.00	(13,755.50)	2,887.50	0.00
742718EB1	PROCTER & GAMBLE CO/THE 3.1% 15AUG2023	(1,016.41)	0.00	(6,173.42)	1,420.84	0.00
89236THU2	TOYOTA MOTOR CREDIT CORP 0.45% 11JAN2024	23.80	0.00	(5,052.20)	198.00	0.00

DETAIL OF RETURN AND INTEREST RECEIVED

For the period March 1, 2022 - March 31, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Corporate Bonds						
89236THA6	TOYOTA MOTOR CREDIT CORP 1.35% 25AUG2023	(531.09)	0.00	(6,189.59)	866.25	0.00
91159HHV5	US BANCORP 3.375% 05FEB2024 (CALLABLE 05JAN24)	(2,375.54)	0.00	(13,752.28)	3,093.75	0.00
931142DH3	WALMART INC 2.55% 11APR2023 (CALLABLE 11JAN23)	(229.83)	0.00	(2,481.33)	1,168.75	0.00
Total Corporate Bonds		(23,757.09)	0.00	(151,827.47)	34,512.87	17,875.00
Government Agencies						
3136G46B4	FANNIE MAE 0.35% 26APR2024 (CALLABLE 26APR22)	6.92	0.00	(18,165.60)	385.00	0.00
3135G0V75	FANNIE MAE 1.75% 02JUL2024	(61.23)	0.00	(12,701.46)	1,203.12	0.00
3135G0T78	FANNIE MAE 2% 05OCT2022	(981.72)	0.00	(3,275.55)	2,291.66	0.00
3135G0V34	FANNIE MAE 2.5% 05FEB2024	(412.87)	0.00	(8,860.02)	1,375.00	0.00
3135G0U43	FANNIE MAE 2.875% 12SEP2023	(998.31)	0.00	(12,355.80)	2,635.42	14,375.00
3133EMWV0	FEDERAL FARM CREDIT BANK 0.35% 22APR2024	0.00	0.00	(12,850.63)	320.83	0.00
3133EMYR7	FEDERAL FARM CREDIT BANK 0.375% 06MAY2024 (CALLABLE 06MAY22)	0.00	0.00	(15,383.09)	343.75	0.00
313378WG2	FEDERAL HOME LN BKS CONS BD DTD 2.5 DUE 03-11-2022	(181.63)	0.00	(695.77)	902.78	12,500.00
3130AMQQ8	FEDERAL HOME LOAN BANK 0.35% 23APR2024 (CALLABLE 23JUN22)	0.00	0.00	(15,275.23)	320.84	0.00
3130AJ7E3	FEDERAL HOME LOAN BANK 1.375% 17FEB2023	(105.50)	0.00	(4,028.90)	916.67	0.00
3130A3KM5	FEDERAL HOME LOAN BANK 2.5% 09DEC2022	(514.29)	0.00	(3,762.33)	2,291.67	0.00
3137EAEQ8	FREDDIE MAC 0.375% 20APR2023	111.25	0.00	(6,776.56)	429.68	0.00
Total Government Agencies		(3,137.38)	0.00	(114,130.94)	13,416.42	26,875.00
Government Bonds						
91282CBA8	USA TREASURY 0.125% 15DEC2023	210.29	0.00	(14,812.50)	127.74	0.00

DETAIL OF RETURN AND INTEREST RECEIVED

For the period March 1, 2022 - March 31, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Government Bonds						
912828ZX1	USA TREASURY 0.125% 30JUN2022	32.17	0.00	185.56	107.04	0.00
91282CCK5	USA TREASURY 0.125% 30JUN2023	414.50	0.00	(6,062.50)	85.64	0.00
91282CAN1	USA TREASURY 0.125% 30SEP2022	117.63	0.00	(1,074.22)	133.07	781.25
91282CCN9	USA TREASURY 0.125% 31JUL2023	558.21	0.00	(8,750.00)	107.04	0.00
91282CCC3	USA TREASURY 0.25% 15MAY2024	88.05	0.00	(16,406.25)	214.09	0.00
91282CAW1	USA TREASURY 0.25% 15NOV2023	(4.03)	0.00	(11,601.56)	214.09	0.00
91282CBV2	USA TREASURY 0.375% 15APR2024	(33.70)	0.00	(15,664.06)	319.37	0.00
912828ZD5	USA TREASURY 0.5% 15MAR2023	(22.10)	0.00	(4,570.31)	424.57	2,500.00
912828Z86	USA TREASURY 1.375% 15FEB2023	(1,027.44)	0.00	(5,761.72)	1,471.86	0.00
9128282D1	USA TREASURY 1.375% 31AUG2023	(802.43)	0.00	(13,037.11)	1,447.86	0.00
912828Z29	USA TREASURY 1.5% 15JAN2023	(930.55)	0.00	(3,984.38)	1,284.54	0.00
912828YV6	USA TREASURY 1.5% 30NOV2024	(602.34)	0.00	(15,832.04)	894.24	0.00
912828YM6	USA TREASURY 1.5% 31OCT2024	(445.32)	0.00	(21,601.56)	1,284.53	0.00
9128287C8	USA TREASURY 1.75% 15JUL2022	(1,676.74)	0.00	(1,757.80)	1,873.27	0.00
912828M80	USA TREASURY 2% 30NOV2022	(1,064.70)	0.00	(4,296.88)	2,129.12	0.00
912828U57	USA TREASURY 2.125% 30NOV2023	(239.24)	0.00	(8,785.16)	1,176.34	0.00
9128282Y5	USA TREASURY 2.125% 30SEP2024	(1,411.08)	0.00	(21,796.88)	1,809.75	10,625.00
912828D56	USA TREASURY 2.375% 15AUG2024	(1,224.89)	0.00	(21,445.31)	2,033.84	0.00
Total Government Bonds		(8,063.71)	0.00	(197,054.68)	17,138.00	13,906.25

DETAIL OF RETURN AND INTEREST RECEIVED

For the period March 1, 2022 - March 31, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Municipal/Provincial Bonds						
888599LS4	PT. SAN ASSESS DISTRICT 5.25% 144A 02SEP2032 SANRAF\$01	0.00	0.00	0.00	5,579.13	30,431.63
Total Municipal/Provincial Bonds		0.00	0.00	0.00	5,579.13	30,431.63
Grand total		(34,958.18)	0.00	(463,013.09)	70,647.04	89,088.50

TRANSACTION REPORT

For the period March 1, 2022 - March 31, 2022

Trade date Settle date	Cusip	Transaction	Sec type	Description	Maturity	Par value or shares	Realized gain(loss)	Principal	Interest	Transaction total
03/01/2022 03/01/2022	713448CM8	Income	Corporate Bonds	PEPSICO INC 3.6% 01MAR2024	03/01/2024	500,000.00	0.00	0.00	9,000.00	9,000.00
03/02/2022 03/02/2022	888599LS4	Income	Municipal/Provincial Bonds	PT. SAN ASSESS DISTRICT	09/02/2032	1,159,300.00	0.00	0.00	30,431.63	30,431.63
03/05/2022 03/05/2022	06051GHF9	Income	Corporate Bonds	BANK OF AMERICA CORP 3.55%	03/05/2024	500,000.00	0.00	0.00	8,875.00	8,875.00
03/10/2022 03/11/2022	3130AJ7E3	Bought	Government Agencies	FEDERAL HOME LOAN BANK	02/17/2023	1,200,000.00	0.00	(1,201,698.09)	(1,100.00)	(1,202,798.09)
03/11/2022 03/11/2022	313378WG2	Income	Government Agencies	FEDERAL HOME LN BKS CONS	03/11/2022	1,000,000.00	0.00	0.00	12,500.00	12,500.00
03/11/2022 03/11/2022	313378WG2	Capital Change	Government Agencies	FEDERAL HOME LN BKS CONS	03/11/2022	(1,000,000.00)	0.00	1,000,000.00	0.00	1,000,000.00
03/12/2022 03/12/2022	3135G0U43	Income	Government Agencies	FANNIE MAE 2.875%	09/12/2023	1,000,000.00	0.00	0.00	14,375.00	14,375.00
03/15/2022 03/15/2022	912828ZD5	Income	Government Bonds	USA TREASURY 0.5%	03/15/2023	1,000,000.00	0.00	0.00	2,500.00	2,500.00
03/31/2022 03/31/2022	9128282Y5	Income	Government Bonds	USA TREASURY 2.125%	09/30/2024	1,000,000.00	0.00	0.00	10,625.00	10,625.00
03/31/2022 03/31/2022	91282CAN1	Income	Government Bonds	USA TREASURY 0.125%	09/30/2022	1,250,000.00	0.00	0.00	781.25	781.25
03/31/2022		Income	Cash and Cash Equivalent	Cash		0.00	0.00	0.00	0.62	0.62

ADDITIONAL INFORMATION

As of March 31, 2022

Past performance is not a guide to future performance. The value of investments and any income from them will fluctuate and is not guaranteed (this may partly be due to exchange rate changes) and investors may not get back the amount invested. Transactions in foreign securities may be executed and settled in local markets. Performance comparisons will be affected by changes in interest rates. Investment returns fluctuate due to changes in market conditions. Investment involves risk, including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. The information contained herein is for your reference only and is being provided in response to your specific request and has been obtained from sources believed to be reliable; however, no representation is made regarding its accuracy or completeness. This document must not be used for the purpose of an offer or solicitation in any jurisdiction or in any circumstances in which such offer or solicitation is unlawful or otherwise not permitted. This document should not be duplicated, amended, or forwarded to a third party without consent from Insight. This is a marketing document intended for professional clients only and should not be made available to or relied upon by retail clients.

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Where indicated, performance numbers used in the analysis are gross returns. The performance reflects the reinvestment of all dividends and income. INA charges management fees on all portfolios managed and these fees will reduce the returns on the portfolios. For example, assume that \$30 million is invested in an account with INA, and this account achieves a 5.0% annual return compounded monthly, gross of fees, for a period of five years. At the end of five years that account would have grown to \$38,500,760 before the deduction of management fees. Assuming management fees of 0.25% per year are deducted monthly from the account, the value at the end of the five year period would be \$38,022,447. Actual fees for new accounts are dependent on size and subject to negotiation. INA's investment advisory fees are discussed in Part 2A of its Form ADV.

Unless otherwise stated, the source of information is Insight. Any forecasts or opinions are Insight's own at the date of this document (or as otherwise specified) and may change. Material in this publication is for general information only and is not advice, investment advice, or the recommendation of any purchase or sale of any security. Insight makes no implied or expressed recommendations concerning the manner in which an account should or would be handled, as appropriate investment strategies depend upon specific investment guidelines and objectives and should not be construed to be an assurance that any particular security in a strategy will remain in any fund, account, or strategy, or that a previously held security will not be repurchased. It should not be assumed that any of the security transactions or holdings referenced herein have been or will prove to be profitable or that future investment decisions will be profitable or will equal or exceed the past investment performance of the securities listed.

Please compare the information provided in this statement to the information provided in the statement received from your Custodian.

For trading activity the Clearing broker will be reflected. In certain cases the Clearing broker will differ from the Executing broker.

In calculating ratings distributions and weighted average portfolio quality, Insight assigns U.S Treasury and U.S agency securities a quality rating based on the methodology used within the respective benchmark index. When Moody's, S&P and Fitch rate a security, Bank of America and Merrill Lynch indexes assign a simple weighted average statistic while Barclays indexes assign the median statistic. Insight assigns all other securities the lower of Moody's and S&P ratings.

Information about the indices shown here is provided to allow for comparison of the performance of the strategy to that of certain well-known and widely recognized indices. There is no representation that such index is an appropriate benchmark for such comparison. You cannot invest directly in an index and the indices represented do not take into account trading commissions and/or other brokerage or custodial costs. The volatility of the indices may be materially different from that of the strategy. In addition, the strategy's holdings may differ substantially from the securities that comprise the indices shown.

The ICE BofA 3 Month US T-Bill index is an unmanaged market index of U.S. Treasury securities maturing in 90 days that assumes reinvestment of all income.

The ICE BofA 6 Month US T-Bill index measures the performance of Treasury bills with time to maturity of less than 6 months.

The ICE BofA 1-Year US Treasury Index is a one-security index comprised of the most recently issued 1-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 1-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 3-Year US Treasury Index is a one-security index comprised of the most recently issued 3-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 3-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 5-Year US Treasury Index is a one-security index comprised of the most recently issued 5-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 5-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 1-3 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than three years.

The ICE BofA 1-5 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than five years.

ADDITIONAL INFORMATION

As of March 31, 2022

Insight does not provide tax or legal advice to its clients and all investors are strongly urged to consult their tax and legal advisors regarding any potential strategy or investment.


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SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Fire

Prepared by: Kate Anderson, Hazard Mitigation Project Manager **City Manager Approval:** 

TOPIC: FEMA HAZARD MITIGATION AND PRE-DISASTER MITIGATION GRANT FUNDS

SUBJECT: RESOLUTION AUTHORIZING DESIGNATED CITY EMPLOYEES TO EXECUTE AND FILE ON BEHALF OF THE CITY OF SAN RAFAEL ALL ASSURANCES AND AGREEMENTS REQUIRED TO ACCEPT AND MANAGE FUNDS OF ALL OPEN AND FUTURE DISASTERS AND GRANTS UP TO THREE YEARS FROM DATE OF APPROVAL

RECOMMENDATION:

Adopt a resolution authorizing the Administrative Services Director, Fire Chief, Deputy Director of Emergency Management, Director of Public Works, and City Manager each to execute all documents required to accept and obtain hazard mitigation and pre-disaster mitigation grant funding for a period of three years.

BACKGROUND:

The Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390) requires local governments to develop and adopt pre-disaster mitigation plans. To satisfy grant requirements under the DMA, the State of California Governor’s Office of Emergency Services (Cal OES) requires that the City Council authorize, by adoption of a resolution, specified staff to act on behalf of the City for all actions related to the grant. Based on staff responsibilities in grants and financial management involving homeland security, fire prevention, and law enforcement, three listed positions (Finance Director, Fire Chief, and Emergency Management Project Manager) were initially selected as the most appropriate to execute the required documents for and on behalf of the City.

On April 15, 2019, the City Council adopted a Resolution 14658 authorizing the Finance Director, Fire Chief, and Emergency Management Project Manager to execute all documents required to accept and obtain hazard mitigation and pre-disaster mitigation grant funding. This resolution was valid for three years.

On September 16, 2019, the City Council adopted Resolution No. 14724 adding the Director of Public Works to the Designated Applicants agents list on Cal OES Form 130. This resolution was valid for three years.

FOR CITY CLERK ONLY

Council Meeting: _____

Disposition: _____

ANALYSIS:

Since the September 16, 2019 City Council meeting, it has become necessary to add the City Manager to the Designated Applicants agents list on Cal OES Form 130. Due to inflation and wage increases industry-wide, the City requested and was awarded increased funding to complete the project. The grant award increase has resulted in the need for the City Manager's signing authority for contracts. The updated designations will address title changes of the designated applicant agent list and validate the signature authority for three years from the date of the resolution.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Adopt resolution
2. Adopt resolution with modifications
3. Do not adopt the resolution and provide direction to staff.

RECOMMENDED ACTION:

Adopt a resolution authorizing the Administrative Services Director, Fire Chief, Deputy Director of Emergency Management, Director of Public Works, and City Manager each to execute all documents required to accept and obtain hazard mitigation and pre-disaster mitigation grant funding.

ATTACHMENTS:

1. Resolution

**DESIGNATION OF SUBRECIPIENT'S AGENT RESOLUTION
Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Subrecipient)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Service for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Subrecipient)

hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Service for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and futures Disasters/Grants up to three (3) years following the date of approval below.

This is a Disaster/Grant specific resolution and is effective for only Disaster/Grant name/number(s) _____

Passed and approved this _____ day of _____, 20____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20____.

(Signature)

(Title)

Cal OES Form 130 **Instructions**

A new Designation of Applicant's Agent Resolution is required if the previously submitted document is older than three (3) years from the last date of Board/Council approval.

When completing the Cal OES Form 130, Subrecipients should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

Name of Subrecipient: This is the official name of the non-profit, agency, city, county or special district that has applied for the grant. Examples include: City of Sacramento; Sacramento County; or Los Angeles Unified School District.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Service regarding grants applied for by the subrecipient. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency (e.g.; City Clerk, the Authorized Agent, Secretary to the Director) and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names and titles of the Authorized Agents should be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving board members. Examples include: Chairman of the Board, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval. Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents to eliminate "Self Certification."



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

**Prepared by: Bill Guerin,
Director of Public Works**

City Manager Approval: _____

TOPIC: SECOND STREET/FOURTH STREET/MIRACLE MILE INTERSECTION IMPROVEMENTS

SUBJECT: RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH CSW/STUBER-STROEH ENGINEERING GROUP INC. FOR ENGINEERING DESIGN SERVICES ASSOCIATED WITH THE SECOND STREET/FOURTH STREET/MIRACLE MILE INTERSECTION IMPROVEMENTS IN AN AMOUNT NOT TO EXCEED \$131,582

RECOMMENDATION: Staff recommends that the City Council adopt a resolution approving and authorizing the City Manager to execute a professional services agreement with CSW/Stuber-Stroeh Engineering Group Inc. for engineering design services associated with the Second Street/Fourth Street/Miracle Mile Intersection Improvement project in an amount not to exceed \$131,582.

BACKGROUND:

The Third Street Rehabilitation project is currently underway. There are roadway and pedestrian improvements, including but not limited to, street resurfacing, curb ramps, sidewalk, storm drain, and traffic signal upgrades. Third Street provides critical access between US 101 and communities in West Marin. Carrying 30,000 vehicles per day, Third Street is the backbone of downtown San Rafael serving businesses, restaurants, medical clinics, and banks. West of downtown, Third Street becomes residential.

The Third Street Rehabilitation project stops just east of the Second Street/Fourth Street/Miracle Mile intersection. Here, the streets meet at odd angles, resulting in speeding, long crossings for pedestrians and bicyclists, and confusion between drivers navigating the intersection. Just west of the intersection, there is a bicycle boulevard on West End/Greenfield Avenue connecting cyclists to the communities west of San Rafael. Just east of the intersection is a multi-use pathway currently under construction. Improving this intersection would close a critical gap in the bicycle network in this area of San Rafael. It would connect two regional bicycle routes as well as an important Safe Routes to School connection. Proposed improvements include creating a "T" intersection up so that Fourth Street meets Second Street at a right angle. This would also shorten the crossing distance for pedestrians.

As a part of the Third Street Rehabilitation Project, improvements at this intersection were discussed at public meetings. This intersection project exceeded the project budget for the Third

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2

Street Rehabilitation project, so city staff decided to separate the Second Street/Fourth Street project design to seek additional funding sources.

ANALYSIS:

CSW is the civil design consultant for the Third Street Rehabilitation project and has created a conceptual plan for the Second Street/Fourth Street project. Kimley-Horn Inc., a subconsultant to CSW, is the traffic signal design consultant for the Third Street Safety project and the design reviewer for the Third Street Rehabilitation project. Since both design consultants have already done preliminary assessments of this intersection and can build on previous efforts in this area to complete the design, city staff requested a design proposal from CSW for the civil and traffic signal design of this project. Kimley-Horn will provide the traffic signal design as a subconsultant. In May 2022, the City received a proposal from CSW for the design for this intersection.

PUBLIC OUTREACH: Public Works has engaged the community and key stakeholders over the last four years for Third Street Rehabilitation. The redesign of Second Street/Fourth Street was discussed at many of the meetings, as summarized in the [February 7, 2022 City Council staff report](#).

FISCAL IMPACT:

The consultant's fees of \$131,582 are being funded by Gas Tax (206) funds. Upon completion of the design, a construction cost estimate will be produced.

OPTIONS: The City Council has the following options to consider relating to this matter:

1. Adopt a resolution authorizing the City Manager to execute a professional services agreement with CSW.
2. Do not accept the proposal from CSW and provide further direction to staff.

RECOMMENDED ACTION: Adopt a resolution approving and authorizing the City Manager to execute a professional services agreement with CSW/Stuber-Stroeh Engineering Group Inc. (CSW) for engineering design services associated with the Second Street/Fourth Street/Miracle Mile Intersection Improvement project in an amount not to exceed \$131,582.

ATTACHMENT:

1. Resolution
2. Professional Services Agreement with Exhibit A (Proposal)

RESOLUTION NO.

A RESOLUTION OF THE SAN RAFAEL CITY COUNCIL APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH CSW/STUBER-STROEH ENGINEERING GROUP INC. FOR ENGINEERING DESIGN SERVICES ASSOCIATED WITH THE SECOND STREET/FOURTH STREET/MIRACLE MILE INTERSECTION IMPROVEMENTS IN AN AMOUNT NOT TO EXCEED \$131,582

WHEREAS, the City desires to implement safety improvements and improved bicycle and pedestrian connections at the intersection of Second Street/Fourth Street/Miracle Mile; and

WHEREAS, the City has adequate funds in Gas Tax (206); and

WHEREAS, the City requires outside professional assistance to design signals, curb ramps, and bicycle facilities for the aforementioned project; and

WHEREAS, staff has reviewed the proposal and identified CSW/Stuber-Stroeh Engineering Group, Inc. to be a qualified firm; and

WHEREAS, CSW/Stuber-Stroeh Engineering Group, Inc.'s proposal in the amount of \$131,582 was found to be complete and within industry standards.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL RESOLVES as follows:

The City Council hereby approves and authorizes the City Manager to execute a Professional Services Agreement with CSW/Stuber-Stroeh Engineering Group, Inc. for engineering design services associated with the Second Street/Fourth Street/Miracle Mile Improvements in the amount not to exceed \$131,582, in the form attached to the Staff Report to the City Council for this matter, subject to final approval as to form by the City Attorney.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on Tuesday, the 21st day of June 2022, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

FOR IMPROVEMENTS TO THE SECOND AND FOURTH STREET INTERSECTION

This Agreement is made and entered into this _____ day of _____, 20____, by and between the CITY OF SAN RAFAEL (hereinafter "**CITY**"), and CSW/STUBER-STROEH ENGINEERING GROUP INC., a California corporation (hereinafter "**CONSULTANT**").

RECITALS

WHEREAS, the **CITY** has determined that professional design services are required in connection with the Second Street and Fourth Street Intersection project; and

WHEREAS, the **CONSULTANT** has agreed to render such services.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. **PROJECT COORDINATION.**

A. **CITY’S Project Manager.** April Miller is hereby designated the PROJECT MANAGER for the CITY and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

B. **CONSULTANT’S Project Director.** CONSULTANT shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for CONSULTANT. Robert Stevens is hereby designated as the PROJECT DIRECTOR for CONSULTANT. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT DIRECTOR, for any reason, the CONSULTANT shall notify the CITY within ten (10) business days of the substitution.

2. **DUTIES OF CONSULTANT.**

CONSULTANT shall perform the duties and/or provide services as outlined in CONSULTANT’s proposal, dated May 31, 2022, marked as Exhibit A, attached hereto and incorporated herein.

3. **DUTIES OF CITY.**

CITY shall cooperate with CONSULTANT in performance of its duties under this Agreement and shall pay the compensation as provided in Paragraph 4.

4. COMPENSATION.

For the full performance of the services described herein by **CONSULTANT**, **CITY** shall pay **CONSULTANT** on time and materials basis for services rendered in accordance with the rates described in Exhibit A, for a total amount not-to-exceed of \$131,582.

Payment will be made monthly upon receipt by PROJECT MANAGER of itemized invoices submitted by **CONSULTANT**.

5. TERM OF AGREEMENT.

The term of this Agreement shall be for one (1) year(s) commencing upon date of execution of this Agreement. Upon mutual agreement of the parties, and subject to the approval of the City Manager the term of this Agreement may be extended for an additional period of up to one (1) year(s).

6. TERMINATION.

A. **Discretionary.** Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. **Cause.** Either party may terminate this Agreement for cause upon fifteen (15) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination, to the reasonable satisfaction of the party giving such notice, within such fifteen (15) day time period.

C. **Effect of Termination.** Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

D. **Return of Documents.** Upon termination, any and all **CITY** documents or materials provided to **CONSULTANT** and any and all of **CONSULTANT's** documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to **CITY** as soon as possible, but not later than thirty (30) days after termination.

7. OWNERSHIP OF DOCUMENTS.

The written documents and materials prepared by the **CONSULTANT** in connection with the performance of its duties under this Agreement, shall be the sole property of **CITY**. **CITY** may use said property for any purpose, including projects not contemplated by this Agreement.

8. INSPECTION AND AUDIT.

Upon reasonable notice, **CONSULTANT** shall make available to **CITY**, or its agent, for inspection and audit, all documents and materials maintained by **CONSULTANT** in connection with its performance of its duties under this Agreement. **CONSULTANT** shall fully cooperate with **CITY** or its agent in any such audit or inspection.

9. ASSIGNABILITY.

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

10. INSURANCE.

A. **Scope of Coverage.** During the term of this Agreement, **CONSULTANT** shall maintain, at no expense to **CITY**, the following insurance policies:

1. A commercial general liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, for death, bodily injury, personal injury, or property damage.

2. An automobile liability (owned, non-owned, and hired vehicles) insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence.

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, to cover any claims arising out of the **CONSULTANT's** performance of services under this Agreement. Where **CONSULTANT** is a professional not required to have a professional license, **CITY** reserves the right to require **CONSULTANT** to provide professional liability insurance pursuant to this section.

4. If it employs any person, **CONSULTANT** shall maintain workers' compensation insurance, as required by the State of California, with statutory limits, and employer's liability insurance with limits of no less than one million dollars (\$1,000,000) per accident for bodily injury or disease. **CONSULTANT's** workers' compensation insurance shall be specifically endorsed to waive any right of subrogation against **CITY**.

B. **Other Insurance Requirements.** The insurance coverage required of the **CONSULTANT** in subparagraph A of this section above shall also meet the following requirements:

1. Except for professional liability insurance or workers' compensation insurance, the insurance policies shall be specifically endorsed to include the **CITY**, its officers, agents, employees, and volunteers, as additional insureds (for both ongoing and completed operations) under the policies.

2. The additional insured coverage under **CONSULTANT'S** insurance policies shall be "primary and noncontributory" with respect to any insurance or coverage maintained by **CITY** and shall not call upon **CITY's** insurance or self-insurance coverage for any contribution. The "primary and noncontributory" coverage in **CONSULTANT'S** policies shall be at least as broad as

ISO form CG20 01 04 13.

3. Except for professional liability insurance or workers' compensation insurance, the insurance policies shall include, in their text or by endorsement, coverage for contractual liability and personal injury.

4. By execution of this Agreement, **CONSULTANT** hereby grants to **CITY** a waiver of any right to subrogation which any insurer of **CONSULTANT** may acquire against **CITY** by virtue of the payment of any loss under such insurance. **CONSULTANT** agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not **CITY** has received a waiver of subrogation endorsement from the insurer.

5. If the insurance is written on a Claims Made Form, then, following termination of this Agreement, said insurance coverage shall survive for a period of not less than five years.

6. The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement.

7. The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of **CITY** (if agreed to in a written contract or agreement) before **CITY'S** own insurance or self-insurance shall be called upon to protect it as a named insured.

8. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to **CITY** or any other additional insured party. Furthermore, the requirements for coverage and limits shall be: (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of the **CONSULTANT** under this Agreement.

C. Deductibles and SIR's. Any deductibles or self-insured retentions in **CONSULTANT's** insurance policies must be declared to and approved by the **PROJECT MANAGER** and City Attorney and shall not reduce the limits of liability. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or **CITY** or other additional insured party. At **CITY's** option, the deductibles or self-insured retentions with respect to **CITY** shall be reduced or eliminated to **CITY's** satisfaction, or **CONSULTANT** shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

D. Proof of Insurance. **CONSULTANT** shall provide to the **PROJECT MANAGER** or **CITY'S** City Attorney all of the following: (1) Certificates of Insurance evidencing the insurance coverage required in this Agreement; (2) a copy of the policy declaration page and/or endorsement

page listing all policy endorsements for the commercial general liability policy, and (3) excerpts of policy language or specific endorsements evidencing the other insurance requirements set forth in this Agreement. **CITY** reserves the right to obtain a full certified copy of any insurance policy and endorsements from **CONSULTANT**. Failure to exercise this right shall not constitute a waiver of the right to exercise it later. The insurance shall be approved as to form and sufficiency by **PROJECT MANAGER** and the City Attorney.

11. INDEMNIFICATION.

A. Except as otherwise provided in subparagraph B of this section, **CONSULTANT** shall, to the fullest extent permitted by law, indemnify, release, defend with counsel approved by **CITY**, and hold harmless **CITY**, its officers, agents, employees and volunteers (collectively, the “**City Indemnitees**”), from and against any claim, demand, suit, judgment, loss, liability or expense of any kind, including but not limited to attorney's fees, expert fees and all other costs and fees of litigation, (collectively “**CLAIMS**”), arising out of **CONSULTANT’S** performance of its obligations or conduct of its operations under this Agreement. The **CONSULTANT'S** obligations apply regardless of whether or not a liability is caused or contributed to by the active or passive negligence of the **City Indemnitees**. However, to the extent that liability is caused by the active negligence or willful misconduct of the **City Indemnitees**, the **CONSULTANT'S** indemnification obligation shall be reduced in proportion to the **City Indemnitees’** share of liability for the active negligence or willful misconduct. In addition, the acceptance or approval of the **CONSULTANT’S** work or work product by the **CITY** or any of its directors, officers or employees shall not relieve or reduce the **CONSULTANT’S** indemnification obligations. In the event the **City Indemnitees** are made a party to any action, lawsuit, or other adversarial proceeding arising from **CONSULTANT’S** performance of or operations under this Agreement, **CONSULTANT** shall provide a defense to the **City Indemnitees** or at **CITY’S** option reimburse the **City Indemnitees** their costs of defense, including reasonable attorneys’ fees, incurred in defense of such claims.

B. Where the services to be provided by **CONSULTANT** under this Agreement are design professional services to be performed by a design professional as that term is defined under Civil Code Section 2782.8, then, to the extent permitted by law including without limitation, Civil Code sections 2782, 2782.6 and 2782.8, **CONSULTANT** shall indemnify and hold harmless the **CITY** and its officers, officials, and employees (collectively **City Indemnitees**) from and against damages, liabilities or costs (including incidental damages, Court costs, reasonable attorney’s fees as may be determined by the Court, litigation expenses and fees of expert witnesses incurred in connection therewith and costs of investigation) to the extent they are caused by the negligence, recklessness, or willful misconduct of **CONSULTANT**, or any subconsultants, or subcontractor or anyone directly or indirectly employed by them, or anyone for whom they are legally liable (collectively **Liabilities**). Such obligation to hold harmless and indemnify any indemnity shall not apply to the extent that such **Liabilities** are caused in part by the negligence or willful misconduct of such **City Indemnitee**.

C. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement, and shall survive the termination or completion of this Agreement for the full period

of time allowed by law.

12. NONDISCRIMINATION.

CONSULTANT shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

13. COMPLIANCE WITH ALL LAWS.

CONSULTANT shall observe and comply with all applicable federal, state and local laws, ordinances, codes and regulations, in the performance of its duties and obligations under this Agreement. **CONSULTANT** shall perform all services under this Agreement in accordance with these laws, ordinances, codes and regulations. **CONSULTANT** shall release, defend, indemnify and hold harmless **CITY**, its officers, agents and employees from any and all damages, liabilities, penalties, fines and all other consequences from any noncompliance or violation of any laws, ordinances, codes or regulations.

14. NO THIRD PARTY BENEFICIARIES.

CITY and **CONSULTANT** do not intend, by any provision of this Agreement, to create in any third party, any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

15. NOTICES.

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery, or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery, or if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO **CITY**'s Project Manager:

April Miller
City of San Rafael
Department of Public Works
111 Morphew Street
San Rafael, CA 94901

TO **CONSULTANT**'s Project Director:

Robert Stephens
CSW/Stuber-Stroeh Engineering Group Inc.
45 Leveroni Court
Novato, CA 94949

16. INDEPENDENT CONTRACTOR.

For the purposes, and for the duration, of this Agreement, **CONSULTANT**, its officers,

agents and employees shall act in the capacity of an Independent Contractor, and not as employees of the CITY. CONSULTANT and CITY expressly intend and agree that the status of CONSULTANT, its officers, agents and employees be that of an Independent Contractor and not that of an employee of CITY.

17. ENTIRE AGREEMENT -- AMENDMENTS.

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference, represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter between the CONSULTANT and the CITY.

C. No other agreement, promise or statement, written or oral, relating to the subject matter of this Agreement, shall be valid or binding, except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the CONSULTANT and the CITY.

E. If any conflicts arise between the terms and conditions of this Agreement, and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

18. SET-OFF AGAINST DEBTS.

CONSULTANT agrees that CITY may deduct from any payment due to CONSULTANT under this Agreement, any monies which CONSULTANT owes CITY under any ordinance, agreement, contract or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks or other amounts.

19. WAIVERS.

The waiver by either party of any breach or violation of any term, covenant or condition of this Agreement, or of any ordinance, law or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, covenant of this Agreement or any applicable law, ordinance or regulation.

20. COSTS AND ATTORNEY'S FEES.

The prevailing party in any action brought to enforce the terms and conditions of this

Agreement, or arising out of the performance of this Agreement, may recover its reasonable costs (including claims administration) and attorney's fees expended in connection with such action.

21. CITY BUSINESS LICENSE / OTHER TAXES.

CONSULTANT shall obtain and maintain during the duration of this Agreement, a **CITY** business license as required by the San Rafael Municipal Code, and **CONSULTANT** shall pay any and all state and federal taxes and any other applicable taxes. **CITY** shall not be required to pay for any work performed under this Agreement, until **CONSULTANT** has provided **CITY** with a completed Internal Revenue Service Form W-9 (Request for Taxpayer Identification Number and Certification).

22. SURVIVAL OF TERMS.

Any terms of this Agreement that by their nature extend beyond the term (or termination) of this Agreement shall remain in effect until fulfilled and shall apply to both Parties' respective successors and assigns.

23. APPLICABLE LAW.

The laws of the State of California shall govern this Agreement.

24. COUNTERPARTS AND ELECTRONIC SIGNATURE.

This Agreement may be executed by electronic signature and in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one document. Counterpart signature pages may be delivered by telecopier, email or other means of electronic transmission.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

CITY OF SAN RAFAEL

CONSULTANT

JIM SCHUTZ, City Manager

By:  _____

Name: Robert Stevens

Title: President/CEO

ATTEST:

[If CONSULTANT is a corporation, add signature of second corporate officer]

LINDSAY LARA, City Clerk

By:  _____

APPROVED AS TO FORM:

Name: Linda Schmid

Title: CFO

ROBERT F. EPSTEIN, City Attorney

Exhibit A

CSW | ST2

May 31, 2022

April Miller, PE
City Engineer
City of San Rafael
111 Morpew Street
San Rafael, CA 94901

Subject: Improvements to the Second and Fourth Street Intersection

Dear Ms. Miller:

Please find attached our fee proposal including scope of work, schedule, and labor assessment to complete the final design for the Second and Fourth Street Intersection. If I can provide any additional information, please contact Robert at 415.533.1864 or rstevens@cswst2.com.

Sincerely,



Robert Stevens, PE, TE
Project Manager

During the development of the Third Street improvement project, the cycle track connection west of West Street became an important topic within the community. The existing intersection of the Fourth and Second Streets is complicated due to its irregular configuration creating conflicts for bicyclists and pedestrians navigating the area.

Working with the City and stakeholders, our team developed a preliminary plan as illustrated in the attached exhibit. This plan will need to be refined and further developed with input from local businesses as well as stakeholders to develop a final design for the intersection.

Our team has prepared the following scope of work to support the design effort.

SCOPE OF WORK

TASK 1: PRELIMINARY ENGINEERING

Objective: In this initial phase, our team will complete several technical studies as well as focused outreach to stakeholders to refine the concept as well as compile an environmental document.

1.1 Project Kickoff. Our team will meet with City staff to review the project goals and an approach to coordinating with stakeholders.

1.2 Existing Conditions Mapping. Our team has general topography with the project area, but will complete a detailed survey to establish the following:

- i. **Property Boundary and Record Monuments:** We will research City and County records to plot the public right of way based upon record information. We will also identify all record survey points and monuments within the intersection.
- ii. **Field Survey:** In areas to receive major improvements such as curb extensions and areas obscured by tree canopy, our team will collect topography including elevations and surface features using traditional survey methods.
- iii. **Utility Survey:** We will research as-built utilities within the area. Our survey crew will the location of all surface utility appurtenances as well as inverts of storm and sewer systems. We will retain a utility locating firm to complete a ground penetrating radar study of the intersection.
- iv. **Prepare Base Map:** CSW|ST2 will develop a detailed base map using data collected by our effort.

1.3 Signal Coordination. Our team will coordinate with Kimely Horn to develop a design for the traffic signal system. This will include coordinating the locations of the signal poles, striping, and related appurtenances. We will incorporate the KH special provisions into the complete specifications document.

1.4 Design Refinement (30%). Based upon the data collected, our team will refine the concepts established including the following elements:

- A. Intersection layout and grading
 - B. Striping and Signage Plan
-

- C. Pavement rehabilitation plans
- D. Drainage plan
- E. Estimate of construction cost

1.5 Outreach. Our team will follow a similar outreach process to confirm the design concept using the following services of meetings:

- A. **City Services.** We will support staff in reviewing proposed roadway modifications such as bulb-outs with representatives from emergency services and public works.
- B. **Chamber Workshop.** Our team will conduct a meeting with corridor stakeholders, which could include the Chamber of Commerce, key development interests, and/ or local business leaders.
- C. **BPAC.** Our team will present the documents to the City's BPAC for review and comment.
- D. **Public Utilities.** We will coordinate with PGE, Comcast, and ATT for undergrounding of overhead lines as well as MMWD for water line modifications.
- E. **Web Materials and News Releases.** We will provide maps, graphics, and narratives to the City for use on their web page to inform the community of the project's progress.

1.6 CEQA Categorical Exemption. Section 21084 of the Public Resources Code (PRC) provides guidelines for projects that have been determined to not have a significant effect on the environment and are therefore determined to be exempt from the provisions of CEQA. The proposed project would likely fall into the first category (Class I) of categorically exempt projects as described in Section 15301, Existing Facilities. We will document the determination for the exempt status in a Notice of Exemption (NOE) accompanied by a supporting memorandum.

1.7 Contract Management. CSW|ST2 will be responsible for overall management of our design team including the following:

- A. **Project Management:** We will manage the design team as well as track progress, schedule, and budget.
- B. **Quality Control/ Assurance:** An independent member of our team will perform an independent quality control review of the team's documents prior to submittal
- C. **Meetings:** In addition to the outreach meetings, the team will attend two (2) coordination meetings with City staff.

Deliverables

- 30% Documents in Acrobat format
- CEQA Categorical Exemption
- Meeting agendas, presentations, and minutes

TASK 2: FINAL PLANS

Objective: With completion of the environmental phase, our team will prepare construction drawings for use in bidding for the western segment of the corridor.

2.1 Prepare 65% Documents The team will prepare the following documents:

- A. Plans
 - i. Title and Key Map -

- ii. Public Utility Relocation Plan
- iii. Construction Phasing Plan
- iv. Demolition Plan
- v. Cross Sections
- vi. Street Layout and Grading Plan
- vii. Paving Plans
- viii. Storm Drain Plan and Profile
- ix. Striping Plan
- x. Hardscape Details
- xi. Street Lighting and Conductor Plans
- xii. Joint Trench Plan and Sections
- xiii. Construction Details

B. Specifications, bid schedule, and cost estimate

2.2 Prepare 95% Documents. Based upon comments received from City staff, we will update the documents prepared in Task 4.1 at the pre final status.

2.3 Final Submittal. After presentation of the 95% documents to the City Council, we will compile final documents for use in bidding.

2.4 Outreach. Our team will continue our outreach process during the final design including hosting the following meetings:

- A. Public Utilities.** Our team will continue the coordination with public utilities affected by the project.
- B. City Council.** We will support staff in presenting the project to City Council authorizing the project for public advertisement.
- C. Web Materials and News Releases.** We will continue to update documents for the City's use.

2.5 Contract Management. CSW|ST2 will complete contract management services as defined in Task 1.6. In this task, we anticipate up to two (2) meetings with the City.

Deliverables

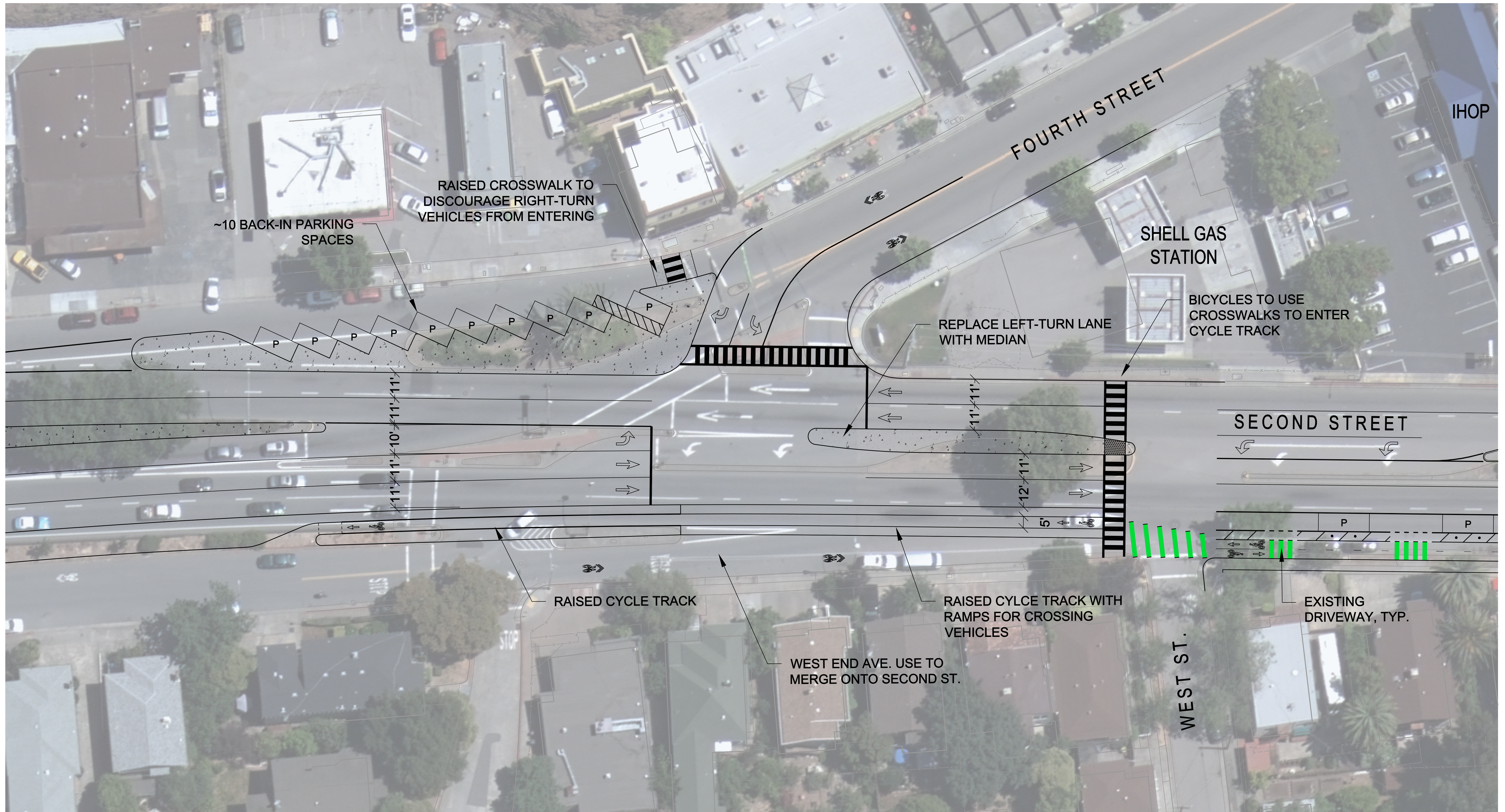
- 65% and 95% documents in Adobe Acrobat format
- Final plans in hardcopy, Acrobat, and AutoCAD format
- Meeting agendas, presentations, and minutes

ASSUMPTIONS

In preparing our scope of work, we have made the following assumptions.

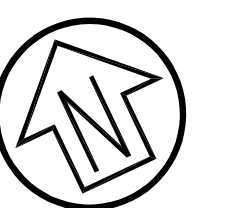
1. The project will generally follow the schedule as detailed in our scope of services.
 2. No additional traffic data collection or analysis is required.
 3. Our team's services are limited to those expressly set forth above. We will have no other obligations or responsibilities for the project except as agreed to in writing, or as provided in this agreement. Our services are provided consistent with, and limited to, the standard of care applicable to such services. We will provide our services consistent with the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances.
-

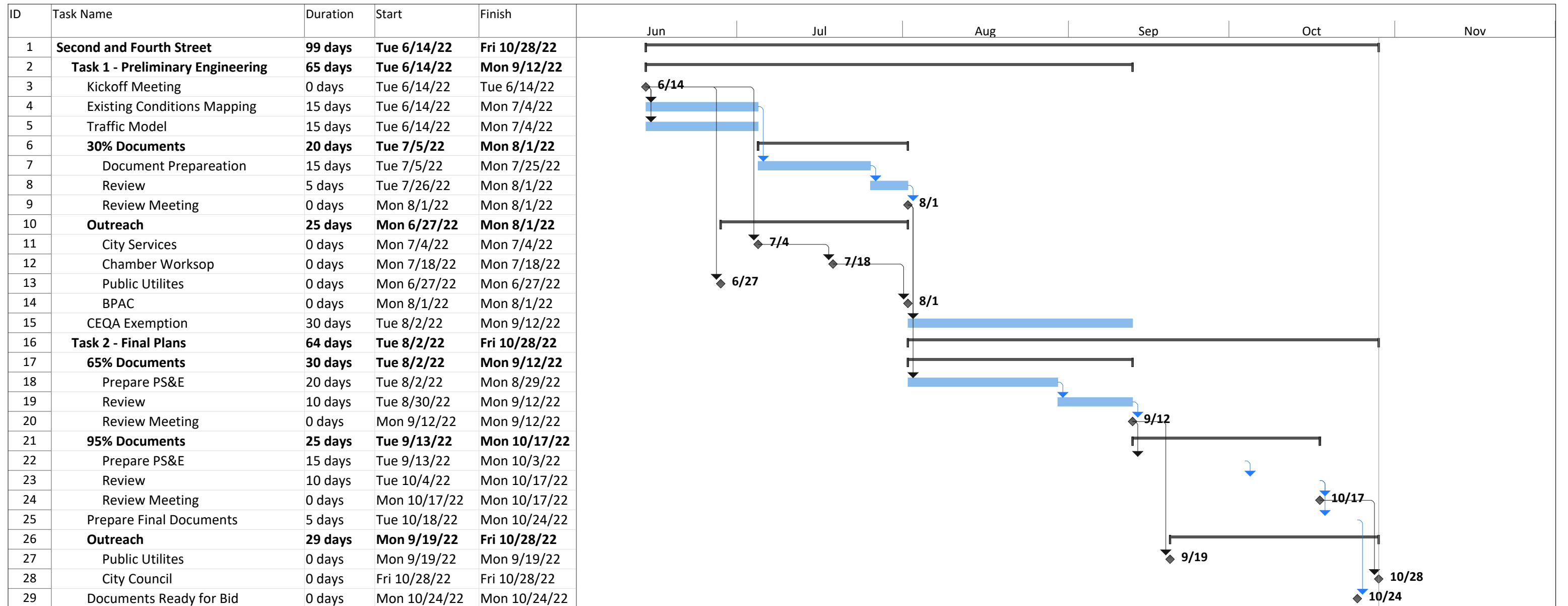
4. This project will not require acquisition of right of way.
 5. The project will not include landscape design services.
-



FOURTH STREET INTERSECTION

CITY OF SAN RAFAEL





Project: msproj11 Date: Tue 5/31/22	Task	Project Summary		Inactive Milestone	◆	Manual Summary Rollup	▬	Deadline	⬇
	Split	External Tasks	⋯	Inactive Summary		Manual Summary	▬	Progress	▬
	Milestone	External Milestone	◆	Manual Task	▬	Start-only	[Manual Progress	▬
	Summary	Inactive Task	▬	Duration-only	▬	Finish-only]		

Second and Fourth Street Intersection		CSW ST2					Total Hours	Total Base Fee
		Project Manager and Engineer						
SUMMARY OF PRIME CONSULTANT LABOR EFFORT		Robert Stevens PIC / Project Manager	Rich Souza Engineer 3	Varies Engineer 2	Varies Engineer 1	Josh Woebbling Surveyor	Varies Survey Team	
CSW ST2								
Billable Rate		231	216	157	129	216	195	
Task 1 Preliminary Engineering								
1.1	Project Kickoff	1	1					\$447
1.2	Existing Conditions Mapping				24	12	20	\$9,588
1.3	Signal Coordination	4	10	8				\$4,340
1.4	Design Refinement 30% Plans	4	10	18	12			\$7,458
1.5	Outreach							
	City Services	1						\$231
	Chamber Workshop	1						\$231
	BPAC	1						\$231
	Public Utilities		2	4				\$1,060
	Web Based and News Releases	1						\$231
1.6	CEQA Categorical Exemption			4				\$628
1.7	Project Management							
	General Project Management	1						\$231
	QA/QC	1						\$231
	Meetings	1						\$231
Task 1 Preliminary Engineering Subtotal:		16	23	34	36	12	20	\$25,138
Task 2 Final Plans								
2.1	65% Submittal		10	30	45			\$12,675
2.2	95% Submittal		10	30	30			\$10,740
2.3	Final Submittal		8	20	30			\$8,738
2.4	Outreach							
	Public Utilities		2	4				\$1,060
	City Council	1						\$231
	Web Based and News Releases	1						\$231
2.5	Project Management							
	General Project Management	1						\$231
	QA/QC	2						\$462
	Meetings	1						\$231
Task 2 Final Plans Subtotal:		6	30	84	105	0	0	\$34,599
Total Base Labor Expenses:		22	53	118	141	12	20	\$59,737
Reimbursable Expenses								
General Expenses								\$1,000
Kimely Horn - Traffic Signal Design								\$61,345
GPR								\$8,000
Record of Survey								\$1,500
Total Reimbursable Expenses:								\$71,845
Total CSW ST2 Design Fee								\$131,582

Estimated Cost of Project: \$ 1,200,000.00
Design Fee as a Share of Construction Cost: 11%



May 11, 2022

April Miller
Assistant Public Works Director/City Engineer
Public Works Department
City of San Rafael
111 Morpew Street, San Rafael, CA 94901
(via email)

RE: Proposal for the design of Traffic Signals on 4th Street at 2nd Street and West Crescent Drive

Dear April:

We are pleased to provide a Scope of Services and Fee proposal to provide engineering services for the design of traffic signals on 4th Street at 2nd Street and West Crescent Drive. Our Scope of Services follows our understanding of the work that is involved for the design of signal modifications at 4th Street and 2nd Street and a new traffic signal at 4th Street and West Crescent Drive.

PROJECT UNDERSTANDING

This project consists of preparing the detailed designs (construction drawings) for two project locations including:

- 4th Street and 2nd Street
- 4th Street and West Crescent Drive

The signal design at 4th Street and 2nd Street will include replacing existing signal infrastructure to align with the modified intersection layout and cycle track being prepared on the east approach of 2nd Street. It is understood that CSW will be preparing the civil and striping design and Kimley-Horn will be supporting CSW by preparing the electrical plans. Kimley-Horn will utilize City input on design plans previously prepared by Parisi to determine the final signal equipment and phasing changes.

The signal design at 4th Street and West Crescent Drive will include installing a new signal at the existing three-leg intersection. Kimley-Horn will provide the proposed striping and base-timing for the new signal. It is assumed that any civil work at the intersection will be designed by others.

It is understood that the City will hire a contractor to construct the improvements based on one combined set of signed and sealed design documents. Kimley-Horn will provide the relevant electrical and striping plans, specifications, and estimate to be included in the complete construction package being prepared by CSW.

SCOPE OF SERVICES

Task 1 – Project Management

This task consists of the development and maintenance of the project schedule, work plan, filing system, and monthly invoices. We anticipate one initial kick-off meeting with the City to review the project goals, discuss the proposed project approach, potential design challenges, schedule, and deadlines. Kimley-Horn will prepare a meeting agenda for this meeting and submit summarized meeting minutes to the City within one week. This task also includes coordination with CSW.

Deliverables:

- Monthly Invoices
- Project Schedule and Updates
- Kick-off Meeting Agenda and Notes

Task 2 – Field Investigations and Utility Coordination

Kimley-Horn will conduct a field review to verify the condition of existing visible equipment and infrastructure such as existing lane geometry and physical roadway features, curb ramps, driveways, utilities, streetlights, signage, vehicle detection, and traffic signal features. The field review of the project intersections will be used to determine the potential location of new poles, conduit, pull boxes, and electrical conductors.

We have assumed that the City will be able to provide Kimley-Horn with record drawings/as-builts for existing City owned infrastructure and right-of-way within the project areas. This includes information for the existing equipment and conductor schedules and the City's previous design coordination with Parisi at 4th Street and 2nd Street. We will rely on the completeness and accuracy of the information provided by the City, and where necessary we will field verify the information to the extent possible. In addition, it is assumed that the City will provide turning movement counts for the 4th Street at West Crescent Drive intersection.

Using a current utility contact list provided by the City, Kimley-Horn will submit utility request letters to utility companies with potential facilities in the project vicinity. We anticipate obtaining utility records from PG&E, Comcast, AT&T, Verizon, and other utility companies known by the City to have facilities within City limits. We will draft the utility request letters for the City to be placed on City letterhead and submitted to the utility company. Kimley-Horn will track dates for when letters are submitted and data is received from all utility companies. Relevant information will be documented in AutoCAD as the utility data is received.

Task 3 – Detailed Design

This task consists of the preparation of the 65%, 95%, 100% and Final (bid ready) designs.

Task 3.1 – 65% PS&E

Kimley-Horn will utilize the data collected in Task 2 to prepare the 65% plans, technical specifications outline, and a preliminary engineer's estimate for the traffic signal installations at both project intersections including any striping changes at 4th Street and West Crescent Drive.

The following are the anticipated plan sheets to be completed by Kimley-Horn:

1. Traffic signal plans (one sheet per intersection, two total)
2. Traffic signal schedules (one sheet per intersection, two total)
3. Project details (up to one sheet)
4. Signing and striping plan (one sheet for 4th Street at West Crescent Drive)

This assumes that both locations will be bid under one construction package. If necessary, we can split up the designs into two separate packages.

It is understood the project plans for 4th Street at 2nd Street will utilize the latest topographic and civil base files provided by CSW. Unless noted otherwise, we have assumed the 4th Street at West Crescent Drive intersection will be designed using scaled aerial images of the project limits supplemented with the record drawings and field investigations and measurements.

The intent of the 65% plans is to show the proposed design layouts and identify any major design issues prior to bringing the plans to a 95% design level. The plans will include limited details. Existing traffic, utility, and landscaping infrastructure, such as poles, boxes, conduits, pipes, overhead wires, trees, manholes, valves, etc., will be shown on all plans. Traffic signal pole and equipment schedules will be filled out for the 65% design plans, but conductor schedules will be completed at the next stage. The signing and striping plan will show the preliminary layout of all striping and signage to be removed or installed.

Kimley-Horn will conduct a lighting analysis using AGI32 software to evaluate the safety lighting for both project intersection. The lighting levels will be reviewed to determine locations of poles and luminaires to meet lighting levels as recommended by the ANSI/IES RP-8-18, Recommended Practice for Design and Maintenance of Roadway and Parking Facility Lighting, AASHTO Roadway Lighting Design Guide, and the City's standards for preferred lighting design.

By this phase, we anticipate that utility conflicts and the location of new electrical service for 4th Street at West Crescent Drive have been identified and coordination with PG&E will be started. It is assumed the 4th Street at 2nd Street intersection will maintain the existing service meter located on the controller cabinet and no changes to service or PG&E coordination are required.

Kimley-Horn will prepare project cost estimates and a specification outline utilizing the final 3rd Street Rehabilitation project specifications and bid results provided by the City. The 65% design documents will be submitted electronically to the City for review.

Deliverables:

- 65% Plans and Estimate in PDF format
- 65% Specifications Outline in PDF format
- Lighting Analysis Exhibits

Task 3.2 – 95% PS&E

Upon receipt of one non-conflicting set of City comments on the 65% design, Kimley-Horn will provide responses to City's comments on each of the design documents. This task includes up to one virtual meeting to discuss 65% comments with the City and CSW if necessary. Once coordination on comments is complete, Kimley-Horn will document final responses and prepare the 95% design plans.

At this stage, additional detail will be added to the plan set and schedules for traffic signal conductors and striping will be populated.

Kimley-Horn will prepare the technical special provisions in Microsoft Word format and will show all revisions with track changes. A construction cost estimate and quantities based on the 95% plans will be prepared in the form of the bid schedule.

Kimley-Horn will coordinate with PG&E and submit a new service application for the intersection of 4th Street at West Crescent Drive on behalf of the City at this stage.

It is assumed that the 95% PS&E design package will be submitted to the City in electronic format.

Deliverables:

- Responses to City Comments on the 65% Design Documents in PDF format
- 95% Design Plans and Estimate in PDF format
- 95% Specifications in Word Format with Track Changes

Task 3.3 – 100% PS&E

Upon receipt of one non-conflicting set of City comments on the 95% design, Kimley-Horn will advance the construction documents to a 100% level of design. Kimley-Horn will attend one virtual meeting with the City and CSW to discuss the plans and improvements and resolve comments.

During this stage, utility coordination is expected to be completed. Kimley-Horn will modify the City standard front-end of the specifications (boilerplate) and revise the previously developed technical special provisions.

Kimley-Horn will submit the design documents as an electronic file (pdf) to the City for distribution and review.

Deliverables:

- Responses to City Comments on the 95% Design Documents in PDF format
- 100% Design Plans and Estimate in PDF format
- 100% Specifications in Word Format with Track Changes

Task 3.4 – Final PS&E

Upon receipt of one non-conflicting set of City comments on the 100% design, Kimley-Horn will advance the design and plans to the final/bid design level. Kimley-Horn will attend one virtual meeting with the City and CSW to discuss the plans and improvements and resolve comments.

It is expected that 100% comments will be minor and editorial in nature; as such, significant design or plan changes will be considered additional scope and can be performed for additional fee upon written consent from the City.

Kimley-Horn will prepare initial signal base timing for the new signal at 4th Street at West Crescent Drive. Proposed signal timing will be based on the latest MUTCD and City standard parameters for minimum green, yellow, all red, pedestrian walk, and flashing don't walk times. Coordination plans are not included in this scope of services.

The final plans and technical specifications will be signed and sealed by a Civil Engineer registered in the State of California. Files will be provided in electronic format (PDF, Word, and Excel). Hardcopies of the plans (up to one set each for 24" x 36" and 11" x 17") can be provided as requested.

Deliverables:

- Responses to City Comments on the 100% Design Documents in PDF format
- Final Design Plans and Estimate in PDF format
- Final Specifications in Word Format with Track Changes
- Base Signal Timing for 4th Street at West Crescent Drive

Task 4 – Bidding and Construction Support Services

Bidding and construction phase engineering support will include answering City staff questions during the bid and award of the contract, review of submittals, responding to contractor requests for information (RFIs), review of contract change orders, preparation of addenda, and preparation of record drawings.

Kimley-Horn will notify the City upon reaching approximately 80% of the approved level of effort and provide recommendation or request additional contract authorization, if necessary. Additional services will be provided if requested by the City, subject to additional fee.

Deliverables:

- Conformed construction documents (if needed)
- Responses to Contractor RFIs, COs, and submittals
- As-Built Record Drawings in PDF and AutoCAD format (1 set, 1 submittal)

ITEMS NOT INCLUDED IN SCOPE OF WORK

The following are items that are not included in this Scope of Work, but can be included if needed.

- Topographic ground-level survey is not included within the scope of services.
- Civil design is not included in this scope of work.
- Traffic signal coordination and analysis in Synchro is not included in this scope of services.

SCHEDULE

Kimley-Horn will provide our services immediately upon a written Notice to Proceed. We will work with the City to layout a mutually agreed upon schedule with an understanding that this is an expedited project. Provided below is a draft schedule which will be refined prior to the notice to proceed.

Deliverable	Timeline
Kick-off	1 week from Notice to Proceed
Field Investigation	2 weeks from Notice to Proceed
65% PS&E	4 weeks from the project Kick-off
95% PS&E	3 weeks from receipt of comments on the 65% PS&E documents
100% PS&E	2 weeks from receipt of comments on the 95% PS&E documents
Final PS&E	1 week from receipt of comments on the Final PS&E documents

FEES AND EXPENSES

Kimley-Horn will provide the professional services outlined in the scope of services above on a time-and-materials basis for a fee of \$61,345. This fee includes labor cost (including indirect expenses) and direct expenses (travel, tolls, meals, etc.) incurred in performing these services. The table below includes the break-down of cost per task.

Task Number	Description	Cost
1.0	Project Management	\$8,390
2.0	Field Investigation and Utility Coordination	\$3,280
3.0	Detailed Design	\$40,290
4.0	Bidding and Construction Support Services	\$8,885
Total Cost		\$60,845
Expenses:		\$500
Total:		\$61,345

We note that any services other than those set forth in the Scope of Services will constitute additional services. Additional services (such as attendance at additional meetings, additional submittals, and civil design) shall be performed only with your authorization and be billed on a time-and-materials basis.

Thank you for the opportunity to provide professional services to the City of San Rafael. Please contact me at (510) 350-0217 or at kevin.aguigui@kimley-horn.com should you have any additional questions or need any clarifications.

KIMLEY-HORN AND ASSOCIATES, INC.



Kevin Aguigui, PE, TE, CSEP
Vice President/Senior Engineer



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

**Prepared by: Bill Guerin,
Director of Public Works**

City Manager Approval: _____

TOPIC: SENATE BILL 1, ROAD MAINTENANCE AND REHABILITATION ACCOUNT (RMRA): FY 2022-23 PROJECTS

SUBJECT: RESOLUTION APPROVING THE FY 2022-23 PROJECTS LIST FOR SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT

RECOMMENDATION: Adopt a resolution approving the FY 2022-23 projects list for Senate Bill 1: The Road Repair and Accountability Act, and appropriating funding for listed projects.

BACKGROUND: For several years, California’s streets and roads maintenance have been underfunded, and municipalities and agencies have deferred much needed maintenance on both state and local roads. The state gasoline tax (a fixed dollar amount on each gallon of gas purchased) is the largest source of funding for local road maintenance and infrastructure projects and two major factors have contributed to a loss in revenue over the years statewide: (1) Electric Vehicles (EVs) sales have increased significantly in recent years; and (2) vehicles are becoming more fuel efficient. Due to recent increases in gas prices nationwide, staff anticipates a modest decrease in gas tax revenue from FY 2021-22.

Former California Governor Jerry Brown signed Senate Bill 1: The Road Repair and Accountability Act on April 28, 2017 to address the need for additional funding for transportation and infrastructure in California. Senate Bill 1:

- Increases per gallon fuel excise taxes
- Increases diesel fuel sales taxes and vehicle registration fees
- Provides for inflationary adjustments to tax rates in future years

Senate Bill 1 requires cities and counties to provide basic annual project reporting to the California Transportation Commission (CATC) for all projects that will utilize the new SB 1 Road Maintenance and Rehabilitation Account (RMRA) funding.

In addition, prior to receiving RMRA funds for the fiscal year, a city or county must submit to the CATC a list of projects proposed to be funded with new RMRA funds. The proposed projects must be included in a city or county budget that is adopted by the applicable city council or county board of supervisors at a regular public meeting. The approval of this City Council resolution is required in order to meet the deadline to submit the list of eligible projects for the 2022-23 fiscal year to the CATC by July 1, 2022.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

At the conclusion of each fiscal year in which RMRA funds are received and expended, cities and counties must submit documentation to the CATC that includes the following information for each completed RMRA project:

- A description including location;
- Total cost;
- Completion date; and
- Estimated useful life of the improvement.

ANALYSIS: The passage of Senate Bill 1 nearly doubled the revenues the City of San Rafael receives from the state for local road infrastructure and transportation improvement projects, from roughly \$1.1 million to \$2.2 million per year. The additional funding available is factored into the City’s capital project planning in the [Capital Improvement Program](#) (CIP).

Per the state guidelines, RMRA funds may be used towards “Complete Street” components, in addition to direct repairs to streets and roads. These may include pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project.

The following table summarizes the City of San Rafael RMRA funds received and spent to date for specified projects:

FY 2018-19 Beginning Year Balance	\$340,413
Revenues	\$1,112,230
Expenditures	\$77,267
Lincoln Ave Curb Ramps	\$40,258
Merrydale Promenade	\$37,009
FY 2019-20 Beginning Year Balance	\$1,375,376
Revenues	\$1,003,873
Expenditures	\$88,973
Lincoln Ave Curb Ramps	\$1,931
Smith Ranch Road Resurfacing	\$81,251
Merrydale Promenade	\$5,791
FY 2020-21 Beginning Year Balance	\$2,290,276
Revenues	\$1,071,580
Expenditures (estimated)	\$1,095,651
Lincoln Ave Curb Ramps	\$18,787
Smith Ranch Road Resurfacing	\$1,038,391
Merrydale Promenade	\$8,473
Francisco Blvd East Resurfacing	\$30,000
FY 2021-22 Beginning Year Balance	\$2,326,000
Revenues	\$1,170,000
Expenditures (estimated)	\$2,612,986
Third Street Rehabilitation	\$1,524,166

Francisco Blvd. East Resurfacing	\$1,128,997
Merrydale North Parkway	88,651
FY 2022-23 Beginning Year Balance	\$880,000

Staff anticipates the City will receive \$1,306,858 in RMRA funding in FY 2022-23. The FY 2022-23 funds will be utilized for the **Lincoln Avenue and Second Street Improvements** projects.

See Attachment 1 for descriptions and detail for the FY 2022-23 RMRA project list.

FISCAL IMPACT: RMRA revenues will be deposited into the Gas Tax Fund (#206), and projects will be expended from the Gas Tax Fund (#206). Expenditure details for all RMRA projects will be submitted to the state on an annual basis per the Road Repair and Accountability Act guidelines.

Finally, there is a Maintenance of Effort (MOE) requirement with receiving RMRA funding. Pursuant to Streets and Highways Code Section 2036, a city or county must annually expend from its general fund for street, road, and highway purposes an amount not less than the annual average of its expenditures from its general fund during fiscal years 2009–10, 2010–11, and 2011–12. If a city or county fails to meet the MOE in a fiscal year, they can make it up in the following fiscal year.

The following are the City’s general fund expenditures in street and road repair for the three fiscal years used for the MOE:

	FY 2009-10	FY 2010-11	FY 2011-12	AVERAGE
Annual street and road expenditures	\$3,286,015	\$2,131,621	\$3,516,476	\$2,978,037

Figures are based on the numbers reported to the State Controller’s Office in the annual streets and roads report. The City has satisfied the MOE requirement for RMRA funds as streets and roads expenditures are currently higher than the FY 2009-10 to FY 2011-12 average. The FY 2022-23 general fund budget for the Streets Maintenance Division (personnel and non-personnel) is \$3,141,169.

OPTIONS:

1. Adopt the resolution which approves FY 2022-23 projects list funded by Senate Bill 1 (RMRA).
2. Do not adopt the resolution and direct staff to revise the list of RMRA-funded projects.
3. Do not adopt the resolution and provide direction to staff.

RECOMMENDATION:

Adopt a resolution approving the FY 2022-23 projects list for Senate Bill 1: The Road Repair and Accountability Act, and appropriating funding for listed projects.

ATTACHMENTS:

1. Resolution including FY 2022-23 Project List
2. Estimated RMRA funding for San Rafael (California City Finance)

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL APPROVING THE FY 2022-23 PROJECTS LIST FOR SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of San Rafael are aware of the projects proposed for funding in our community and of which projects have been completed each fiscal year; and

WHEREAS, prior to receiving funding from the Road Maintenance and Rehabilitation Account (RMRA) created by SB 1, the City Council must adopt a resolution listing all San Rafael projects proposed to receive RMRA funding, including a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City will receive an estimated \$1,306,858 in RMRA funding in Fiscal Year 2022-23 from SB 1; and

WHEREAS, the funding from SB 1 for Fiscal Year 2022-23 will help the City to maintain and rehabilitate streets and roads, essential roadway drainage projects, and bicycle and pedestrian improvements throughout the City this year; and

WHEREAS, without revenue from SB 1, the City, would have otherwise been unable to fund these important transportation improvements and projects; and

WHEREAS, the SB 1 project list, and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will all have significant positive co-benefits statewide.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of San Rafael, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The City Council hereby approves the Fiscal Year 2022-23 list of projects planned to be funded with SB 1 revenues, as follows:

Lincoln Avenue Curb Ramps

Project Description: In conjunction with a resurfacing project, Public Works will install 35 new ADA compliant curb ramps with bulbouts along Lincoln Avenue from Mission Avenue to Prospect Drive where non-compliant ramps exist. In addition, additional streetlights, curb extensions and four rectangular rapid flashing beacons (RRFBs) will be placed at non-signalized pedestrian crossings across Lincoln Avenue at Wilson Court, Grand Avenue, Pacheco Street and Paloma Avenue.

Construction cost estimate: \$2.5 million

Project Location: Lincoln Avenue from Mission Avenue to Prospect Drive

Proposed Schedule for Completion: Construction anticipated for summer 2023

Second Street Improvements

Project Description: Second Street is the major eastbound connector from West Marin to Highway 101 and a critical component of San Rafael's transportation network serving tens of thousands of vehicles each day. The Second Street Improvements Project includes the replacement of traffic signals, upgrades to drainage infrastructure, and installation of raised intersections to meet accessibility (ADA) standards in conjunction with the pavement rehabilitation of Second Street from Shaver Street to A Street (for a total length of 0.5 miles). The City is currently under construction on the westbound connector on Third Street and the Second Street Project would complete the major east-west corridors.

Construction cost estimate: \$7.5 million

Project Location: Second Street from Shaver to A Street

Proposed Scheduled for Completion: Construction will take place fall 2022 and expected to be complete in fall 2023.

I, **Lindsay Lara**, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City on Tuesday, the 21st day of June 2022, by the following vote, to wit:

AYES: **COUNCIL MEMBERS:**
NOES: **COUNCIL MEMBERS:**
ABSENT: **COUNCIL MEMBERS:**

Lindsay Lara, City Clerk

Local Streets and Roads - Projected FY2022-23 Revenues

Based on State Dept of Finance statewide revenue projections

Estimated May 2022

	Highway Users Tax Acct (HUTA) ⁽¹⁾ Streets & Highways Code					TOTAL HUTA	Road Mntnc Rehab Acct	TOTAL
	Sec2103 ⁽⁵⁾	Sec2105 ⁽³⁾	Sec2106 ⁽³⁾	Sec2107 ⁽³⁾	Sec2107.5 ⁽⁴⁾			
MADERA COUNTY								
CHOWCHILLA	168,265	116,576	44,828	159,105	4,000	492,774	414,538	907,312
MADERA	594,789	412,076	146,290	562,410	7,500	1,723,065	1,465,321	3,188,386
MARIN COUNTY								
BELVEDERE	18,588	12,878	12,825	17,576	1,000	62,867	45,794	108,661
CORTE MADERA	90,146	62,454	43,716	85,239	3,000	284,555	222,083	506,638
FAIRFAX	67,396	46,693	33,895	63,727	2,000	213,711	166,037	379,747
LARKSPUR	109,606	75,936	52,117	103,639	3,000	344,299	270,025	614,324
MILL VALLEY	130,783	90,608	61,259	123,663	3,000	409,314	322,197	731,511
NOVATO	480,761	333,076	212,345	454,589	7,500	1,488,270	1,184,401	2,672,671
ROSS	22,894	15,861	14,683	21,647	1,000	76,086	56,401	132,487
SAN ANSELMO	114,055	79,019	54,038	107,846	3,000	357,959	280,987	638,945
SAN RAFAEL	530,467	367,513	233,804	501,589	7,500	1,640,873	1,306,858	2,947,730
SAUSALITO	66,111	45,802	33,340	62,512	2,000	209,765	162,870	372,635
TIBURON	84,996	58,886	41,493	80,369	2,000	267,743	209,395	477,137
MARIPOSA COUNTY								
MENDOCINO COUNTY								
FORT BRAGG	66,596	46,138	34,305	62,971	2,000	212,011	164,066	376,076
POINT ARENA	4,036	2,796	6,588	3,816	1,000	18,236	9,943	28,179
UKIAH	144,491	100,105	68,817	136,625	4,000	454,037	355,967	810,004
WILLITS	45,302	31,386	24,871	42,836	2,000	146,395	111,606	258,002
MERCED COUNTY								
ATWATER	285,925	198,092	89,629	270,360	6,000	850,005	704,405	1,554,410
DOS PALOS	50,111	34,717	19,667	47,383	2,000	153,879	123,453	277,332
GUSTINE	52,538	36,399	20,387	49,678	2,000	161,002	129,432	290,434
LIVINGSTON	138,855	96,200	45,996	131,296	4,000	416,346	342,082	758,429
LOS BANOS	385,329	266,960	119,120	364,353	6,000	1,141,762	949,296	2,091,058
MERCED	817,696	566,507	247,395	773,182	7,500	2,412,280	2,014,473	4,426,753
MODOC COUNTY								
ALTURAS	25,941	17,972	12,886	26,010	1,000	83,808	63,908	147,716
MONO COUNTY								
MAMMOTH LAKES	74,012	51,276	62,427	1,922,000	2,000	2,111,715	182,335	2,294,050



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Community Development

Prepared by: Alicia Giudice
Community Development Director
Alexis Captanian, Housing Analyst

City Manager Approval: _____

A handwritten signature in black ink, appearing to be the initials 'AS' or similar, written over a horizontal line.

TOPIC: EVICTION MORATORIUM THROUGH SEPTEMBER 2022

SUBJECT: AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL, PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 36937(B), BARRING EVICTIONS IN THE CITY OF SAN RAFAEL THROUGH SEPTEMBER 30, 2022 DUE TO THE PUBLIC HEALTH EMERGENCY ARISING FROM COVID-19

RECOMMENDATION:

Adopt, with at least 4/5 vote, an urgency ordinance enacting a temporary moratorium through September 30, 2022 on evictions of tenants residing in residential rental units in San Rafael and setting forth the facts constituting such urgency.

BACKGROUND:

Countywide Eviction Moratorium

On March 24, 2020, the Marin County Board of Supervisors adopted Resolution No. 2020-27 Barring Evictions in Marin County Due to the Public Health Emergency Arising from COVID-19 (the "Eviction Ban Resolution"). This resolution encompassed properties located within the incorporated and unincorporated areas of the County and thus included properties located within the City of San Rafael.

The countywide eviction moratorium was in effect from March 27, 2020 through September 30, 2020. The resolution specified that landlords could not recover possession of a rental unit if the tenant provided notice to the landlord within 30 days after the date that rent was due that they were unable to pay the rent because of financial impacts related to COVID-19.

On April 28, 2020, the Marin County Board of Supervisors adopted Resolution 2020-40 amending and updating the Eviction Ban Resolution, including adding in a 90-day repayment provision for renters to repay back rent, and requiring landlords to provide a notice of the eviction ban prior to serving a notice of eviction on any tenant.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

On August 31, 2020, the State passed AB 3088, which established a statewide eviction moratorium that expired on June 30, 2021. Both the County and State eviction moratoriums were limited to evictions based on non-payment of rent due to COVID-19 and do not prohibit other types of evictions.

In September 2020, City and County elected officials and staff joined representatives from the Canal Alliance, Community Action Marin, and Legal Aid of Marin to form the Canal Policy Working Group (CPWG). This group was formed to work collaboratively on the development of a range of actions aimed at keeping residents in their homes and addressing the growing burden of rental debt. The CPWG has been working urgently towards a path to recovery that puts equity front and center, for residents, businesses, and landlords alike. The Canal Policy Working Group quickly identified housing instability as the most critical issue facing the City.

On November 2, 2020, City Council adopted [Resolution No. 14867](#), which recognized the disproportionate impact that COVID-19 has had on historically marginalized and under-resourced communities of color in Marin County and committed to pursuing bold, collaborative solutions to address this crisis. The resolution also articulated the City Council's commitment to protect housing for our essential workers and to preserve the ability for many community members to stay in their homes in San Rafael. On November 3, 2020, the Marin County Board of Supervisors adopted [a matching resolution](#).

On January 19, 2021, City Council adopted an urgency ordinance enacting a temporary moratorium on rent increases for tenants residing in certain residential units and in census tracts most disproportionately impacted by COVID-19, and on June 21, 2021, City Council adopted an urgency ordinance barring evictions in the City of San Rafael through September 2021.

On March 31, 2022, Acting Governor Kounalakis signed Assembly Bill 2179 into law, which extended the term of eviction protections initially enacted by Assembly Bill 3088 and Senate Bill 91 through July 1, 2022 for those who applied for rent relief before March 31, 2022. Assembly Bill 2179 also extended the temporary preemption of a local jurisdiction's ability to enact new or amend existing eviction protections for nonpayment of rent due to financial distress related to COVID-19 through July 1, 2022.

On June 21, 2022, the County will consider adoption of a new eviction moratorium that only covers unincorporated areas of the County, leaving each jurisdiction in the County to consider implementing their own eviction moratoriums.

The County's Emergency Rental Assistance program provides rent relief to Marin County landlords and renters who have faced financial hardships due to the COVID-19 pandemic. The program is funded through Federal funds administered through the U.S. Treasury and State Block Grant funds. The program was awarded a total of \$36,414,871 of which \$22,605,930 has been paid out to assist 1,141 households and \$3,229,448 is obligated. The remaining balance is \$10,579,493, which will serve the remaining applicants and waitlist. It is anticipated that all funds will be spent by September 30, 2022.

ANALYSIS:

The proposed urgency ordinance would provide stability to the tenants residing in residential rental units in San Rafael who face on-going impacts from COVID-19, by preventing evictions and late fees for nonpayment of rent due to COVID-19 financial loss. Federal and state rental assistance funding is available through the County's Emergency Rental Assistance program through September 30, 2022 to help mitigate the pandemics' financial impacts on property owners and renters, and for essential workers and those who live in under-resourced communities. Community partners report that court evictions for

non-payment have spiked for those unable to pay April and May 2022 rent, many of whom have submitted applications for the Emergency Rental Assistance program.

The proposed ordinance would be adopted as an urgency ordinance under Government Code Government Code section 36937(b). Ordinarily, to adopt a City ordinance, the City Council would introduce the ordinance and hold a public hearing, and then schedule the final adoption for a second meeting, with publication of a summary of the ordinance in between. The ordinance would not go into effect until 30 days after the final adoption. As an urgency ordinance however, the proposed ordinance would be adopted in a single meeting and could become effective immediately, if it is approved by at least 4/5 of the Councilmembers. In this case, instead of taking immediate effect upon adoption, the urgency ordinance provides that it will go into effect on July 1, 2022, after the expiration of the City's ordinance No. 1994 and after the temporary preemption period in Assembly Bill 2179 expires. In order to be adopted under section 36937(b), the ordinance must include findings explaining that the urgency ordinance is necessary to protect the public peace, health or safety. The ordinance includes these findings.

FISCAL IMPACT:

There is no immediate financial impact to the City's budget.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Staff's recommended action to approve an eviction moratorium urgency ordinance.
2. Adopt ordinance with modifications.
3. Direct staff to return with more information.
4. Take no action.

RECOMMENDED ACTION:

Adopt, by at least 4/5 vote, an urgency ordinance enacting a temporary moratorium through September 30, 2022 on evictions of tenants residing in residential rental units in San Rafael and setting forth the facts constituting such urgency.

ATTACHMENTS:

1. Urgency Ordinance

ORDINANCE NO.

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL,
PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 36937(B),
BARRING EVICTIONS IN THE CITY OF SAN RAFAEL THROUGH SEPTEMBER 30,
2022 DUE TO THE PUBLIC HEALTH EMERGENCY ARISING FROM COVID-19**

THE CITY COUNCIL OF THE CITY OF SAN RAFAEL DOES ORDAIN AS FOLLOWS:

WHEREAS, Government Code Section 36937(b) authorizes the adoption of an urgency ordinance for the immediate preservation of the public peace, health or safety; and

WHEREAS, on June 21, 2021 the City of San Rafael adopted Ordinance No. 1994 Barring Evictions In The City Of San Rafael through September 30, 2021 (“The COVID-19 Eviction Moratorium” attached hereto as Exhibit A), and this urgency Ordinance hereby adopts and incorporates by reference all findings included in Ordinance No. 1994; and

WHEREAS, on February 26, 2020, community transmission of a widespread, ongoing global outbreak of respiratory illness known as COVID-19 was confirmed by the Centers for Disease Control and Prevention (CDC) in the Bay Area; and

WHEREAS, on March 4, 2020, California Governor Newsom declared a state of emergency in the State of California; and

WHEREAS, on March 16, 2020, a Shelter-in-Place Order for all of Marin County was issued by the Marin County Health Officer; and

WHEREAS, on March 17, 2020, the San Rafael City Council ratified and confirmed the Emergency Services Director’s Proclamation of Local Emergency; and

WHEREAS, on March 16, 2020, Governor Newsom issued Executive Order N-28-2 authorizing local governments to halt evictions for renters and homeowners, slow foreclosures, and protect against utility shutoff for Californians affected by COVID-19. These protections were extended on August 31, 2020 by California Assembly Bill (AB) 3088, the Tenant, Homeowner, and Small Landlord Relief and Stabilization Act of 2020, and again on January 29, 2021 by California Senate Bill (SB) 91, with an effective date through June 30, 2021; and

WHEREAS, SB 91 includes provisions establishing a rental assistance program, and provides parameters for distribution of those funds; and

WHEREAS on March 24, 2020, pursuant to the powers established under Government Code sections 8630 and 8634, the Marin County Board of Supervisors adopted Resolution No. 2020-27 barring evictions in Marin County due to the public health emergency arising from COVID-19 (the “Eviction Ban” Resolution). The Eviction Ban Resolution encompassed properties located within the incorporated and unincorporated areas of the County and thus included properties located within the City of San Rafael; and

WHEREAS, on April 28, 2020, the Marin County Board of Supervisors adopted Resolution 2020-40 amending and updating the Eviction Ban Resolution, including adding in a 90-day repayment provision for renters to repay back rent, and requiring landlords to provide a notice of the Eviction Ban prior to serving a notice of eviction on any tenant. Resolution 2020-40 included properties located within the City of San Rafael. The Eviction Ban was updated and extended on May 26, 2020, June 23, 2020, July 28, 2020, and most recently on January 12, 2021; and

WHEREAS, on June 28, 2021, Governor Newsom signed AB 832 into law, which further modified the eviction protections and the temporary preemption provisions of AB 3088, AB 81, and SB 91 (collectively “AB 3088, as amended”) and extended eviction protections through September 30, 2021, as well as the temporary preemption of a local jurisdiction’s ability to enact new or amend existing eviction protections for nonpayment of rent due to financial distress related to COVID-19 through March 31 2022; and

WHEREAS, on March 31, 2022, Acting Governor Kounalakis signed AB 2179 into law, which extended eviction protections through July 1, 2022 for those who applied for rent relief before March 31, 2022 and which temporarily preempted a local jurisdiction’s ability to enact new or amend existing eviction protections for nonpayment of rent due to financial distress related to COVID-19 through July 1, 2022; and

WHEREAS, as of June 7, 2022, the City of San Rafael has experienced a total of 10,417 cases of COVID-19, with 281 of those cases occurring in the prior 14 days in this latest surge of COVID-19 cases; and

WHEREAS, many residents from the City of San Rafael continue to experience sudden and substantial income loss due to business, layoffs or reductions in work hours and extraordinary medical expenses, making it challenging for them to pay rent on time and thus, more likely to face the prospect of eviction; and

WHEREAS, housing instability continues to threaten the public space, health and safety as eviction can lead to homelessness; loss of community; stress and anxiety caused by the experience of displacement; increased incidence of families moving into overcrowded conditions creating greater risk for the spread of COVID-19; and

WHEREAS, without local protection, eviction notices for failure to pay rent due are likely to surge following the expiration of State eviction protections on June 30, 2022; and

WHEREAS, it continues to be essential, to the maximum feasible extent, to prevent displacement and homelessness due to evictions for non-payment of rent related to the COVID-19 emergency; and

WHEREAS, given the severe consequences to public health and safety throughout the City of San Rafael that would result from evictions of residential tenants during the State of Emergency, the City of San Rafael finds and determines that a temporary moratorium on evictions based on non-payment of rent due to COVID-19 is necessary to allow tenants to seek complete applications for the Marin County Emergency Rental Assistance program, minimize evictions and thereby serve the public peace, health and safety; and

WHEREAS, the Marin County Emergency Rental Assistance program, which provides rental relief to Marin County landlords and renters who have faced financial hardships due to the COVID-19 pandemic, has a substantial number of applications to be processed and funds awarded; and

WHEREAS, the Marin County Emergency Rental Assistance program continues to process applications, and anticipates that the remaining funds will be administered by September 30, 2022; and

WHEREAS, if the current June 30, 2022 end to the statewide eviction moratorium stands and a local moratorium is not put in place through September 30, 2022, the City of San Rafael's landlords and tenants eligible for rental assistance may undergo evictions, thereby losing the opportunity to receive these available funds to help mitigate their personal financial and business losses during the pandemic; and

WHEREAS, preventing further displacement and homelessness due to evictions for non-payment of rent related to the COVID-19 emergency remains essential to protecting the health and safety of San Rafael residents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL DOES HEREBY ORDAIN AS FOLLOWS:

- (1) A temporary moratorium on eviction from residential units for non-payment of rent by tenants impacted by the COVID-19 crisis is imposed as follows:
 - a. This Ordinance applies to terminations of tenancies for nonpayment of rent, including eviction notices, no-fault eviction notices as defined herein, and unlawful detainer actions based on such notices, served or filed during the effective period of this urgency Ordinance.
 - b. No landlord or owner of residential unit(s) shall endeavor to evict a residential tenant or otherwise require a tenant to vacate if the residential tenant has provided a Declaration of COVID-19-related financial distress to the landlord, owner or landlord or owner's representative within 15 days after receiving notice demanding payment of rent from landlord, that the residential tenant is unable to pay rent due to COVID-19 financial distress, as further detailed below.

For purposes of the Ordinance, the following definitions shall apply:

- i. "COVID-19 Financial Distress" means:

Loss of income caused by the COVID-19 pandemic; Increased out-of-pocket expenses directly related to performing essential work during the COVID-19 pandemic; Increased expenses directly related to health impacts of the COVID-19 pandemic; Childcare responsibilities or responsibilities for care for an elderly, disabled, or sick family member directly related to the COVID-19 pandemic that limit my ability to earn income; Increased costs for childcare or attending to an elderly, disabled or sick family member directly related to the

COVID-19 pandemic; Other circumstances related to the COVID-19 pandemic that have reduced my income or increased my expenses.

ii. "Declaration of COVID-19 -related financial distress" means the following written statement:

I am currently unable to pay my rent or other financial obligations under the lease in full because of one or more of the following:

1. Loss of income caused by the COVID-19 pandemic.
2. Increased out-of-pocket expenses directly related to performing essential work during the COVID-19 pandemic.
3. Increased expenses directly related to health impacts of the COVID-19 pandemic.
4. Childcare responsibilities or responsibilities to care for an elderly, disabled, or sick family member directly related to the COVID-19 pandemic that limit my ability to earn income.
5. Increased costs for childcare or attending to an elderly, disabled, or sick family member directly related to the COVID-19 pandemic.
6. Other circumstances related to the COVID-19 pandemic that have reduced my income or increased my expenses.

Any public assistance, including unemployment insurance, pandemic unemployment assistance, state disability insurance (SDI), or paid family leave, that I have received since the start of the COVID-19 pandemic does not fully make up for my loss of income and/or increased expenses.

Signed under penalty of perjury:

Dated:

iii. "Landlord" or "Owner" means any natural person, partnership, corporate or fictitious entity, acting as a lessor or sublessor, whether as a principal or through an agent, who receives or is entitled to receive rent in exchange for the use or occupancy of any residential unit for rent, and includes a predecessor in interest.

iv. "No-fault eviction notice" means any eviction for which the notice to terminate tenancy is not based on alleged fault by the tenant.

v. "Notice demanding payment of rent" means any notice demanding payment of rent or any notice informing a tenant of the termination of their right to occupy the Residential Unit in accordance with applicable California law, including but not limited to a 3- or 30-day notice to pay or quit.

vi. "Rent" means any financial obligation, monetary payment, or other consideration a tenant owes an owner for the occupancy or use of a residential unit whether by written or oral agreement.

vii. "Residential unit" means a structure or the part of a structure, including, but not limited to, houses, apartments, mobile homes and recreational vehicles, that is used as a home, residence, or sleeping place by one person who maintains a household or by two or more persons who maintain a common household.

viii. "Tenancy" means the occupancy of residential unit(s).

ix. "Tenant" means a residential tenant, subtenant, lessee, sublessee, or any other person entitled by written or oral rental agreement, or by sufferance, to use or occupy a Residential Unit.

- c. A landlord who has been provided with a Declaration of COVID-19-related financial distress under subsection (a), shall not serve, file, prosecute, or otherwise pursue an unlawful detainer action based on a notice of termination, or otherwise seek to evict for nonpayment of rent, for unpaid rents owed after April 1, 2022.
- d. A landlord may not take any actions to evict or attempt to evict a residential tenant unless the landlord demonstrates that the landlord provided a copy of this resolution and the following notice in English and Spanish in at least 12-point font to tenants when serving tenants with a Notice demanding payment of rent:

"NOTICE: THE CITY OF SAN RAFAEL HAS ADOPTED A TEMPORARY MORATORIUM ON EVICTIONS FOR RESIDENTIAL TENANTS FOR NONPAYMENT OF RENT DUE TO COVID-19. A COPY OF THE CITY OF SAN RAFAEL'S RESOLUTION IS ATTACHED.

If you are unable to pay the amount demanded in this notice, and have decreased income or increased expenses due to COVID-19, your landlord will not be able to evict you for this missed payment if you sign and deliver the declaration form included with your notice to your landlord within 15 days, excluding Saturdays, Sundays, and other judicial holidays, but you will still owe this money to your landlord. If you do not sign and deliver the declaration within this time period, you may lose the eviction protections available to you. You must return this form to be protected. You should keep a copy or picture of the signed form for your records.

You will still owe this money to your landlord and can be sued for the money, but you cannot be evicted from your home if you comply with these requirements. You should keep careful track of what you have paid and any amount you still owe to protect your rights and avoid future disputes. Failure to respond to this notice may result in an unlawful detainer action (eviction) being filed against you.

UPDATED INFORMATION MAY BE AVAILABLE BY VISITING
<https://www.cityofsanrafael.org/departments/housing/> OR BY
CONTACTING HOUSING@CITYOFSANRAFAEL.ORG.

- e. For purposes of this Ordinance, the declaration required under subsection (a) may be provided in writing, including through paper copy, email, or text communications to a landlord or the landlord's representative with whom the residential tenant has previously corresponded by email or text.
- f. Landlords and owners of residential unit(s), and those acting on their behalf, are prohibited from harassing or intimidating residential tenants for acts or omissions expressly permitted under this Ordinance, as amended.
- g. A residential tenant who demonstrated financial distress due to COVID-19 as required and defined under this Ordinance shall have up to 90 days after the expiration or termination date of this Ordinance to tender the past-due rent, before the tenant shall be deemed to be in default of rent payment obligations. Nothing in this Ordinance shall otherwise relieve the residential tenant of liability for the unpaid rent.
- h. A landlord may not charge or collect a late fee for rent that is delayed for the reasons stated in this Ordinance.
- i. Landlords and tenants of residential units are encouraged to agree on a payment plan that would allow landlords to accept partial rent payments during the term of the eviction moratorium if tenants are able to make such payments.
- j. The Director of the Community Development Department, or the Director's designee, is authorized to develop and publish guidelines and forms consistent with this Ordinance, if needed.
- k. The remedies available under this Ordinance shall be in addition to any existing remedies which may be available to the residential tenant under local, state or federal law.
- l. The effective period of this Ordinance shall be July 1, 2022 through September 30, 2022, unless abrogated or superseded by local action, or state or federal law.

(2) Affirmative Defense to Eviction, Unlawful Detainer Action; Civil Remedies

This Urgency Ordinance grants a defense where an unlawful detainer action is commenced in violation of this Urgency Ordinance. Additionally, an aggrieved tenant may institute a civil proceeding for injunctive relief, money damages of not less than three times actual damages, and whatever other relief the court deems appropriate. The prevailing party shall be entitled to reasonable attorney's fees and costs as determined by the court. The remedy available under this section shall be in addition to any other existing remedies which may be available to the tenant under local, state or federal law.

(3) Severability

If any provision of this Ordinance or the application of any such provision to any person or circumstance, shall be held invalid, the remainder of this Ordinance, to the extent it can be given effect, or the application of those provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, and to this end the provisions of this Ordinance are severable.

(4) Effective Date Of Ordinance

This Ordinance is hereby declared to be an urgency measure and shall take effect immediately upon adoption by at least a four-fifths (4/5) vote of the City Council pursuant to Government Code section 36937(b). The City Clerk is directed to publish forthwith a copy of this Ordinance, together with the names of those Councilmembers voting for or against same, in a newspaper of general circulation published and circulated in the City of San Rafael, County of Marin, State of California.

Kate Colin, Mayor

ATTEST:

LINDSAY LARA, City Clerk

I, LINDSAY LARA, City Clerk of the City of San Rafael, certify that the foregoing Ordinance was passed by the City Council of the City of San Rafael, California, by a vote of at least four-fifths (4/5) of the members thereof, at a regular meeting held on Tuesday, the 21st day of June 2022, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

**Prepared by: Bill Guerin,
Director of Public Works**

City Manager Approval: _____

TOPIC: CANAL COMMUNITY BASED TRANSPORTATION PLAN

SUBJECT: ADOPT RESOLUTION APPROVING THE 2022 CANAL COMMUNITY BASED TRANSPORTATION PLAN

RECOMMENDATION:

Adopt resolution approving the 2022 Canal Community Based Transportation Plan.

BACKGROUND:

A Community Based Transportation Plan (CBTP) brings local residents, community organizations, and transportation professionals together to improve mobility options for low-income communities. These community-led plans identify the most important transportation challenges in low-income neighborhoods and develop strategies to overcome them. The City last completed a CBTP for the [Canal neighborhood in 2006](#). Since then, the City has been successful in receiving additional grant funding for infrastructure improvement projects by leveraging the CBTP. Some projects include: Medway Road redesign, bus stop improvements, curb extensions, and uncontrolled crosswalk improvements. The City continues to seek grant funding for projects such as the swing bridge to Third Street and Bellam Boulevard multi-modal improvements.

The Metropolitan Transportation Commission (MTC) leads the effort on CBTP's and the Transportation Authority of Marin (TAM) is the local funding authority administering the funds for CBTP's in Marin County. It should be noted that this study is focused on local transportation challenges and is unrelated to the larger Highway 101/580 regional direct connector project that TAM is leading.

The proposed 2022 CBTP is attached hereto as Exhibit B. Should the City Council approve the 2022 CBTP, the CBTP will set forth the City's policy goals for transportation-related projects within the Canal neighborhood. Upon the City Council's approval of the CBTP, Staff will make non-substantive editorial changes to the document and translate the document into Spanish. Staff will also take the 2022 CBTP to an upcoming meeting of the TAM Board of Commissioners for them to accept the report.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

ANALYSIS:

The CBTP is composed of six chapters: introduction, community profile, relevant studies and reports, community outreach, transportation solutions, and implementation.

Chapters 1-3: Introduction, Community Profile, Relevant Studies and Reports

The first half of the CBTP summarizes what was accomplished since the last CBTP in 2006, lays out existing conditions, including infrastructure and demographics of the neighborhood, and summarizes other reports and studies that have been completed for the area.

Chapter 4: Community Outreach

Community outreach and engagement was a critical component of the CBTP. It was important to discuss transportation needs, deficiencies, and solutions with Canal community members in order to involve community voices from start to finish. Engagement included coordination with a Technical Advisory Committee (TAC) and a resident Stakeholder Committee, a brief Facebook and WhatsApp survey, a series of focus groups, and a Community Open House. The success of the public outreach for this project was due to the strong partnership that was formed between City staff, the consultant team, and Voces del Canal, a grassroots organization within the neighborhood.

Much of the Canal neighborhood speaks Spanish as their first language, so much of the community outreach was conducted in Spanish, with English translation available. This proved to be very effective, as people were able to fully express their challenges and frustrations of getting around in the Canal.

Chapter 5: Transportation Solutions

The following list of eleven transportation solutions is recommended to address transportation issues identified by the community during the CBTP process. Some projects are short-term, some are long-term, and some projects have short- and long-term components:

1. Pedestrian and Bicycle Bridge / Canal Crossing to 3rd Street
2. Access to Bikes/Scooters, Secure Bike Parking, and Bicycle Education
3. Traffic Calming and Crossing Improvements
4. Bicycle & Pedestrian Crossing Improvements at Gateways
5. Streets Team and Transit Ambassador Program
6. Sidewalk and Streetscape Improvements
7. Lighting of Commonly Traveled Pedestrian Routes
8. Transit Bus Stop Improvements
9. Transit Bus Stop Maintenance
10. Expanded Transit Service
11. Transportation to Schools

Improved street lighting was a major concern prior to the CBTP and continued to be a top issue throughout the CBTP process. A lighting improvement plan was recently discussed at the [May 2, 2022 City Council meeting](#). Figure 1 below illustrates where more street lighting is being requested.



Figure 1 Streets where more street lighting is being requested

Chapter 6: Implementation

The completion of this plan sets the City and its transit partners up for future funding opportunities, from federal (RAISE, PROTECT, Safe Streets and Roads for All), State (Active Transportation Program, Highway Safety Improvement Program), and Regional/Local (One Bay Area Grant, Lifeline Transportation Program) fund sources. Each transportation solution is paired with one or more potential funding sources to help guide City staff in applying for grant applications. Further, the plan lays out five-year goals for each transportation solution.

COMMUNITY OUTREACH:

Community outreach is summarized below:

- Stakeholder Committee: three nighttime meetings (February – May 2022) with community members, Canal Alliance, and Voces del Canal
- Technical Advisory Committee: three daytime meetings (April – June 2022) with representatives from City of San Rafael, TAM, Marin Transit, Golden Gate Transit, Sonoma Marin Area Rail Transit (SMART), Bicycle and Pedestrian Advisory Committee (BPAC)
- Facebook and WhatsApp surveys: Voces del Canal was pivotal in getting the surveys out to community members
- Focus Group Workshop: February 28, 2022
- Community Open House: April 23, 2022

The variety of digital surveys, focus groups, in-person events was ideal in getting feedback from many different community members.

ENVIRONMENTAL CLEARANCE:

The City Council's adoption of the proposed resolution is categorically exempt from the California Environmental Quality Act ("CEQA") under CEQA Guideline 15262 (Feasibility and Planning Studies), in that the CBTP sets forth studies for possible future actions which the City Council has not approved, adopted, or funded. The investments recommended by the CBTP would not commit the City to a definite course of action in carrying out any individual proposal; these actions may be considered, evaluated as appropriate under CEQA and finally approved or disapproved individually by the City Council at a future time. Staff will prepare and file an NOE in accordance with section 15262.

FISCAL IMPACT:

There is no immediate fiscal impact should the Council accept the report. Staff will use the CBTP to develop and implement projects. Those projects will be brought to Council for approval as required. A large majority of the improvements described in the Canal Community Based Transportation Plan would be funded by competitive grants and completion will depend on grant availability. There may be City matches required, which could be funded by Gas Tax (206) or Traffic Mitigation Fees (246).

OPTIONS:

1. Approve the 2022 Canal CBTP.
2. Do not approve the 2022 Canal CBTP and ask staff to return with an amended plan.

RECOMMENDED ACTION:

Adopt resolution approving the 2022 Canal Community Based Transportation Plan.

ATTACHMENTS:

1. Resolution
2. 2022 Canal Community Based Transportation Plan

RESOLUTION

RESOLUTION OF THE SAN RAFAEL CITY COUNCIL APPROVING THE 2022 CANAL COMMUNITY BASED TRANSPORTATION PLAN

WHEREAS, the City of San Rafael has been a leading agency in the implementation and construction of bicycle and pedestrian projects in Marin County; and

WHEREAS, the City of San Rafael prepared the first Community Based Transportation Plan for the Canal neighborhood in 2006; and

WHEREAS, the City and transit agencies have been successful in receiving grant funding to make transportation-related improvements in the Canal over the past 15 years; and

WHEREAS, with new roadway treatments available and mode shift changes, it is important to update the 2006 Canal Community Based Transportation Plan to match current demands; and

WHEREAS, the San Rafael General Plan 2040 includes a Mobility Element with goals of Improved Transportation Efficiency and Access, Cleaner Transportation, High-Quality, Affordable Public Transit, Safe, Attractive Streets that Connect the Community, and Safe Walk and Cycling; and

WHEREAS, the 2022 Canal Community Based Transportation Plan allows the City and transit agencies to be eligible for Active Transportation Program grants consistent with the City's policy goals for the Canal neighborhood set forth in the Plan; and

WHEREAS, the 2022 Canal Community Based Transportation Plan was developed in accordance with all applicable Metropolitan Transportation Commission (MTC) requirements; and

WHEREAS, the City Council's approval of the 2022 Canal Community Based Transportation Plan will supersede and nullify the 2006 Canal Community Based Transportation Plan; and

WHEREAS, upon City Council approval of the 2022 Canal Community Based Transportation Plan, City staff will present the Plan to the Transportation Authority of Marin (TAM) Board of Commissioners for their acceptance at their July 2022 meeting.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Rafael does hereby approve the 2022 Canal Community Based Transportation Plan.

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on the 21st day of June 2022 by the following vote, to wit:

AYES:

COUNCILMEMBERS:

NOES:

COUNCILMEMBERS:

ABSENT:

COUNCILMEMBERS:

LINDSAY LARA, City Clerk



June 2022

Canal Neighborhood Community-Based Transportation Plan



SAN RAFAEL
THE CITY WITH A MISSION



**METROPOLITAN
TRANSPORTATION
COMMISSION**



FEHR & PEERS



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Executive Summary

The Metropolitan Transportation Commission (MTC) initiated the Community-Based Transportation Planning (CBTP) program in 2002 to identify and create an action plan to address mobility needs for lower-income communities through a collaborative effort from residents, community organizations, and transportation agencies. This plan documents the efforts and results of the community-based planning process for the city of San Rafael’s Canal neighborhood. This is the second CBTP prepared for the Canal neighborhood - the first CBTP was completed in 2006. Study Background is described in Chapter 1. Chapter 2 highlights the demographic and travel characteristics of the neighborhood. Chapter 3 summarizes previous plans with bearing on the neighborhood and lists any Canal-specific recommendations. Chapter 4 documents the engagement process and community-identified transportation gaps, and Chapter 5 includes solutions to address the transportation gaps. Finally, Chapter 6 discusses considerations for implementation and potential funding sources.

Canal CBTP Overview

The CBTP team worked with a resident Stakeholder Committee (SC) and agency Technical Advisory Committee (TAC) to develop the community-based transportation plan. Both the SC and TAC met with the CBTP team three times over a period of six months to discuss key transportation issues, solutions, and ongoing projects in the Canal neighborhood and to help guide the planning process.

Key Findings and Issues

- The share of Latinx/Hispanic residents in the Canal neighborhood and the share of residents who speak Spanish at home has increased since 2006. Translating project materials into Spanish was critical to the success of the CBTP and will be critical to all future planning efforts.
- Over a third of Canal neighborhood residents live in poverty. Transportation costs are a substantial portion of their household budget.
- The Canal neighborhood is physically isolated from other parts of San Rafael by the San Rafael Creek/Canal and the Highway 101 and Interstate 580 freeways. It is particularly difficult to get in and out of the Canal neighborhood on foot or by bicycle. Many residents do not have access to a car and as a result, transit is a lifeline service for residents.
- Canal neighborhood residents ride transit more frequently than other residents of San Rafael and Marin County and even with service increases over the past decade, demand still exceeds service levels at certain times of day and along certain routes.
- Timely connections to schools for both students and parents are a concern for many parents.
- Safety and security are among the top concerns in the neighborhood with residents citing crime, poorly lit streets, high vehicle speeds, trash and dirty conditions on streets and at bus stops, and narrow sidewalks with numerous pedestrian barriers.

Recommended Solutions

The following transportation solutions are recommended for the Canal neighborhood to address transportation gaps identified by the community. The improvements listed below were reviewed and prioritized based upon level of community support and are described in more detail in Chapter 5.

Higher Priority Solutions

- #1 Pedestrian and Bicycle Bridge/Canal Crossing to Third Street
- #3 Traffic Calming and Pedestrian Crossing Improvements
- #7 Lighting
- #8 Transit Bus Stop Improvements
- #9 Transit Bus Stop Maintenance
- #10 Expanded Transit Service
- #11 Transportation to Schools

Medium Priority Solutions

- #2 Access to Bikes/Scooters, Secure Bicycle Parking, and Bicycle Education

Lower Priority Solutions

- #4 Bicycle and Pedestrian Crossing Improvements at Gateways
- #5 Streets Team and Transit Ambassador Program
- #6 Sidewalk and Streetscape Improvements

Some components of the above solutions have been identified for quick-build implementation, meaning that temporary materials or short-term fixes can be put in place while funding is identified, and formal designs are prepared for permanent implementation. The quick-build projects will deliver many of the same benefits of the permanent projects and will allow the community to provide feedback ahead of permanent installation.

Quick-build Solutions

(part of #3) Pedestrian crossing bulb-outs and crosswalks

(part of #7) Upgrades to existing fixtures

(part of #8) Temporary bus boarding islands

Chapter 1: Introduction

The Metropolitan Transportation Commission (MTC) initiated the Community-Based Transportation Planning (CBTP) program in 2002 to identify the needs for low-income communities through a collaborative effort from residents, community organizations, and transportation agencies.

CBTPs include a demographic analysis of the area, a list of community-prioritized transportation gaps and barriers, strategies and/or solutions to address these gaps, identification of potential funding sources, a list of stakeholders to implement the plan, and documented results of community outreach strategies. Since 2002, more than 30 lower-income communities in all nine Bay Area counties have developed CBTPs.

The San Rafael Canal neighborhood is a proposed Priority Development Area (PDA) by the City of San Rafael, as well as an Equity Priority Community (EPC) as identified by MTC, making it a CBTP candidate. Because of its PDA designation, the Canal neighborhood will require a Specific or Precise Plan to be adopted by 2025 to address the community's needs and make it eligible for PDA funding sources. The solutions identified in this document will feed into future specific plan efforts.

Canal Neighborhood Community-Based Transportation Plan Update

In 2018, MTC provided supplemental Congestion Management Agency (CMA) Planning funds to CMAs for updates to CBTPs and amended the CMA planning agreement to conduct updates or new CBTPs. In 2019, the Transportation Authority of Marin (TAM) was awarded funds to update the 2006 Canal Neighborhood CBTP and passed the funds and project management role to the City of San Rafael. The City, in turn, contracted with Fehr & Peers transportation consultants and Canal Alliance, a local community-based organization, to lead the community-based planning effort.

Chapter 2 Community Profile

The San Rafael General Plan 2040 identifies the Canal neighborhood, as shown in **Figure 1**, as the area south of the San Rafael Canal, east of Highway 101 and Interstate 580, north of, but including the Bellam Boulevard corridor, and west of Spinnaker Point and Baypoint Lagoons. Spinnaker Point and Bay Point Lagoons are included in the study area but are comprised of private roadways facilities and were therefore a secondary focus of the CBTP.

Figure 1: Study Area

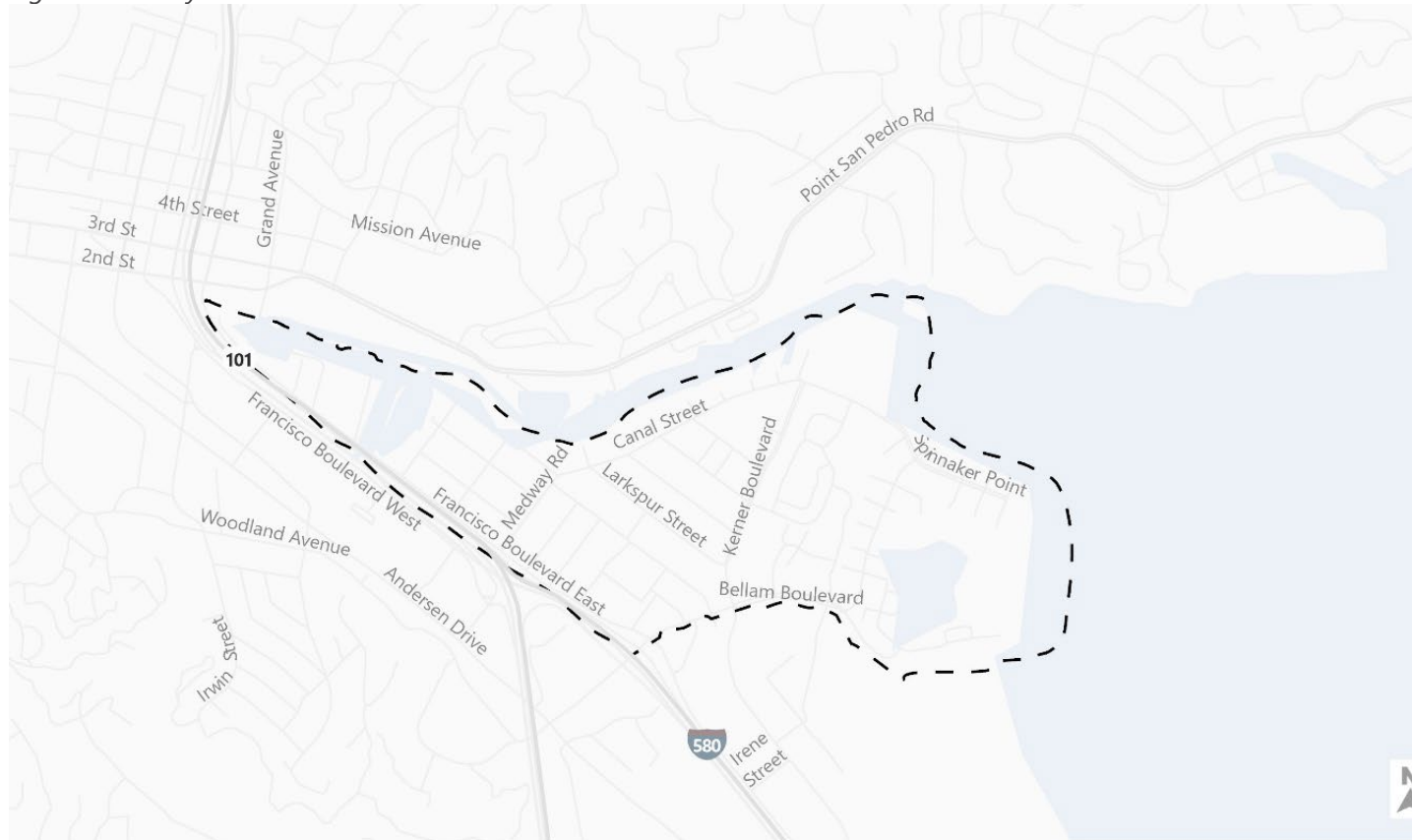


Figure 1



Canal Study Area

Study Area

The Canal neighborhood includes a high-density residential neighborhood, a commercial district, Pickleweed Park, the Albert J. Boro Community Center, and Bahia Vista Elementary School. The Canal neighborhood area is roughly 230 acres and is home to approximately 13,000 residents. Roughly one in five San Rafael residents lives in the Canal neighborhood, but the neighborhood represents just 2% of the city's land area. The residential area of the Canal neighborhood was the primary focus for this community-based transportation plan update. This chapter summarizes the existing conditions of the study area.

Land Use

The Canal neighborhood has more high-density housing than the rest of San Rafael. Most of the housing consists of two- and three-story apartment complexes built in the 1960s and 1970s. More than two-thirds of all occupied housing units meet the Census definition of "overcrowded." Housing has become increasingly unaffordable for many residents, creating a high risk of displacement with few options for relocation.

The northern part of the Canal neighborhood includes natural features including the San Rafael Canal, the Starkweather Shoreline Park, a segment of the Bay Trail, and parks and schools such as Pickleweed Park and Bahia Vista Elementary School. The southern part of the neighborhood includes a mix of local serving commercial uses, office buildings, auto repair and sales businesses, and miscellaneous commercial and industrial services. The southern part of the Canal neighborhood's street network is arranged in a grid pattern paralleling Francisco Boulevard East.

Socio-Economic Characteristics

The Canal neighborhood is divided between three census tracts in the city of San Rafael: 1122.02, 1122.03, and 1122.04. A map of the census tracts is provided in **Figure 2**. This section includes a description of age, ethnic, economic, employment, and travel characteristics of the community.

Table 1: 2020 Socio-Economic Characteristics of the Canal Neighborhood

Attribute	Census Tract 1122.02	Census Tract 1122.03	Census Tract 1122.04
Area Size (Sq Mi)	1.5	0.042	0.1
Population Size	5,658	2,461	4,806
Median Age	28	25	27
Ethnicity	73% Latinx	91% Latinx	89% Latinx
Language	63% Spanish	78% Spanish	76% Spanish
Household Size (persons per household)	3.9	4.6	4.1
Median Household Income	\$70,870	\$56,974	\$40,000
Poverty Level (persons below poverty line)	9.6%	36.4%	39%
Renter or Owner-Occupied Units	70% renter occupied	87% renter occupied	95% renter occupied

Source: Census Reporter, ACS 2020 5-Year Data, 2022.

Figure 2: Census Tracts in the Canal Neighborhood

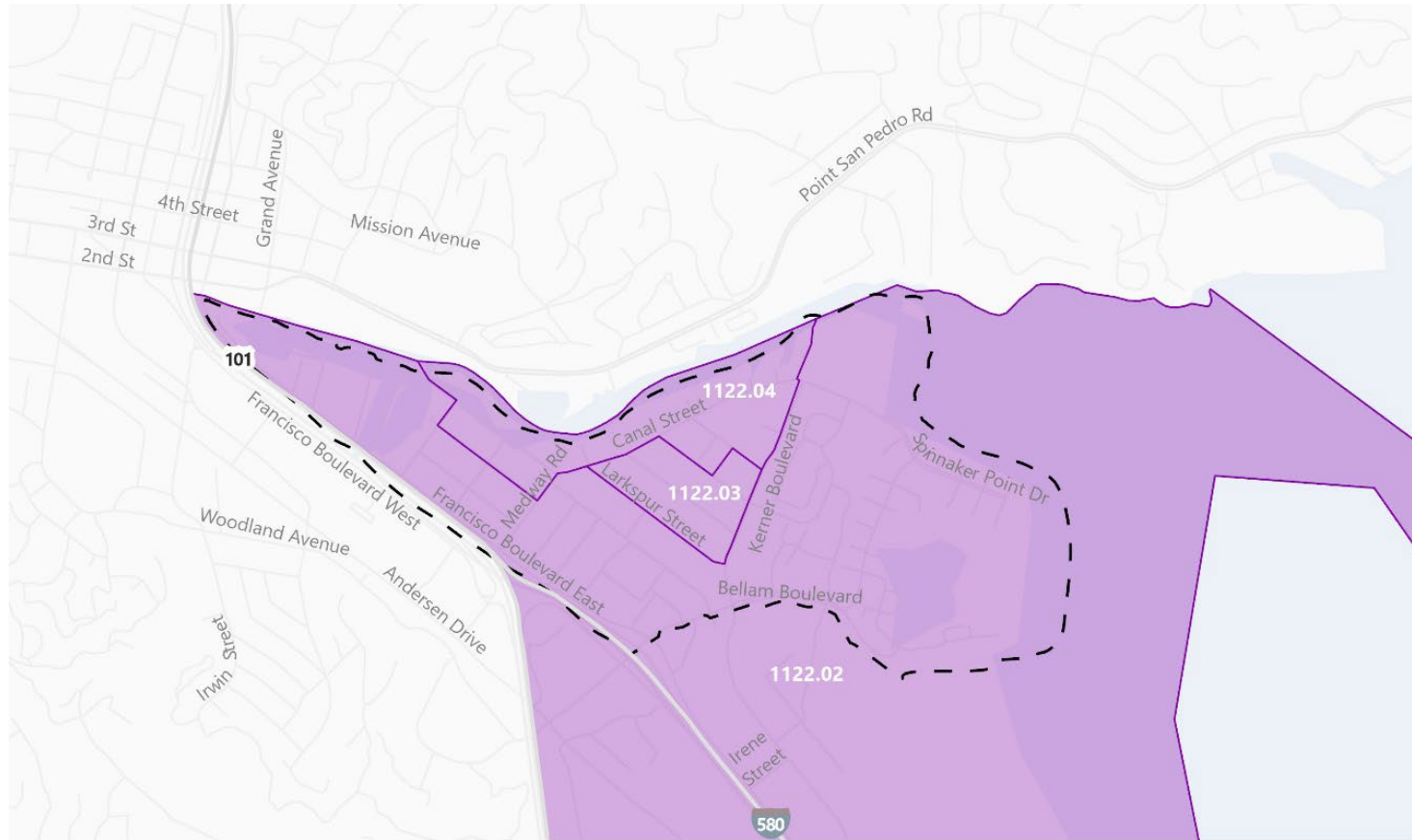


Figure 2



- Canal Study Area
- Canal Census Tracts

Census Tracts in the Canal

Population

According to the 2020 American Community Survey 5-Year Data Profiles, the Canal neighborhood has 12,925 residents. This represents 22% of the total population of the city of San Rafael. Of the total population, there is a higher percentage of males in the Canal neighborhood (54%) than in San Rafael (49%). In addition, the population of the Canal neighborhood is generally younger than the population of the city of San Rafael. The median age in the Canal neighborhood is 27 compared to 43 in San Rafael.

Ethnicity and Language

The Canal neighborhood has a significant Latinx population (89%) compared to the population of San Rafael (30%). In the Canal neighborhood, Spanish is cited as the primary language spoken at home in 76% of households compared to the city of San Rafael citing English as the primary language in 67% of households.

Households

The Canal neighborhood has a significantly larger average household size (almost 50% larger) than that found in San Rafael. Households in the Canal neighborhood average 4.1 persons per household while in San Rafael they average 2.4 persons per household. Most Canal neighborhood households include school-aged children.

Income and Poverty Levels

Canal neighborhood residents have lower household incomes and higher poverty levels than residents of the city of San Rafael as a whole. The median income for the Canal neighborhood in 2020 was \$56,974 while for the city of San Rafael the median income was \$97,009. Of households in the Canal neighborhood, 36% of residents are living below the poverty level compared to less than 11% for all of San Rafael.

Household Tenure and Costs

Over 87% of housing units in the Canal neighborhood are renter-occupied units compared to 51% across the city of San Rafael. In the Canal neighborhood, most residents moved into in their homes between 2010 – 2014; 31% have lived in their homes since the 2000s and only 9% have been in their homes since the 1990s. This number is comparable to San Rafael as a whole where 27% of residents moved into their homes between 2010 – 2014, 26% since the 2000s, and 11% since the 1990s.

Employment

The population of Canal neighborhood residents 16 years and older has a higher proportion of residents in the labor force and a lower unemployment rate than the city as a whole. The Canal neighborhood has 74.1% of its 16-years and older population in the labor force compared to 65.9% of San Rafael. The citywide unemployment rate is at 5% while it is at 3.6% in the Canal neighborhood. Approximately one-third of Canal neighborhood residents work in service occupations and 17% of residents work in retail industries. This differs from San Rafael as a whole - 48.7% of San Rafael residents work in management occupations and 20.3% work in the educational services or health care industries.

Travel to Work

When asked about travel to work, the census asks which mode is used most frequently. The following information does not include workers who have commutes involving more than one method, such as walking or bicycling to meet a carpool or catch a bus.

Although a high percentage of Canal neighborhood workers drove alone (47.4%), this percentage is much lower than the 61.5% reported for all of San Rafael. Workers from the Canal neighborhood were also more likely to carpool (24.6%) and use transit (10.8%) compared to all San Rafael residents (9.1% carpool, 8.2% transit).

When asked about vehicle availability, only 1% of Canal neighborhood residents did not have access to a vehicle compared to 3% for all of San Rafael. In the Canal neighborhood, 38% of residents had access to at least two vehicles compared to 42.3% for all of San Rafael. These vehicle access statistics did not match feedback from community members, however; many residents shared that they did not have access to a vehicle even though someone in their household had a vehicle. This may be attributable to confusion with how the census question is worded.

Where people work will affect the length of the commute trip and the modes available. Approximately 88% of Canal neighborhood residents work within Marin County. These numbers are somewhat higher compared to San Rafael as a whole, with 70.4% of respondents working within Marin County. Travel time to work refers to the total number of minutes that it usually takes a person to get from home to work each day. Twenty percent of Canal residents cited a commute of 15 to 19 minutes, followed by 16% citing a commute of 30 to 34 minutes, and 15% citing a commute of over 60 minutes. Commute times are very similar for San Rafael as a whole.

Transportation Infrastructure and Service

This section describes the roadway network in the Canal neighborhood, transit services, bicycle and pedestrian facilities, and new mobility trends.

Roadway Network

Regional access to the Canal neighborhood is available via the Highway 101 and Interstate 580 freeways. Highway 101 provides a north-south connection to San Francisco, Marin, and Sonoma counties. Interstate 580 provides an east-west connection over the San Rafael-Richmond Bridge to the East Bay through Contra Costa and Alameda counties. Access to the freeways is available from the Bellam Boulevard interchange in the Canal neighborhood.

Local street connections between the Canal neighborhood and the rest of the city are limited by the constraints of the San Rafael Canal waterway, Highway 101, and Interstate 580. Vehicle access is available at two locations: Francisco Boulevard East/Grand Avenue to the north and Bellam Boulevard/Anderson Drive to the west. Major arterials in the neighborhood include Bellam Boulevard, Francisco Boulevard East, Canal Street, Medway Road, and Kerner Boulevard. Neighborhood streets within the Canal neighborhood are generally narrower than other streets in San Rafael. Parking takes up a large portion of street space, yet parking demand is very high and finding a space is extremely difficult. The majority of the streets in the Canal neighborhood are two lanes besides Bellam Boulevard and Francisco Boulevard East. Bellam Boulevard includes 4-6 lanes and Francisco Boulevard East includes 3-4 lanes.

Recent upgrades or upcoming changes to the network include:

- Replacement of the Grand Avenue Bridge
- Restriping of Medway Road and Mill Street
- Restriping of Medway Road and Front Street
- Restriping of Bellam Boulevard and Vista Del Mar
- Streetlight improvements on Bellam Boulevard and Windward Way

- Spinnaker Point medians and parking changes
- Fire Station 54 replacement (underway)
- US-101 northbound central San Rafael off-ramp bridge replacement (Caltrans) (underway)

Transit

Transit service in Marin County is available for both regional and local trips. Regional service, which includes connections to Sonoma, San Francisco, and Contra Costa counties, is operated by [Golden Gate Transit](#). Local transit service throughout San Rafael and other Marin County cities is operated by [Marin Transit](#). Marin Transit contracts with Golden Gate Transit to operate local bus service within Marin County and the Canal neighborhood. School bus service to elementary and middle school students is provided directly through yellow bus service from the San Rafael City School District, while bus service to high school students is provided through supplemental routes offered by Marin Transit.

Community outreach for the CBTP was conducted during the COVID-19 pandemic, at which time there was a decrease in service on Golden Gate Transit routes serving San Rafael. Marin Transit largely maintained service levels on local routes throughout the pandemic. Throughout the past few years, there have been many capital improvements in the Canal neighborhood to bus stops, including ADA upgrades and route frequency increases.

The San Rafael Transit Center is a regional transit hub located half a mile northwest of the Canal neighborhood. The Transit Center provides coordinated/timed bus connections between local bus routes and regional bus service, airporter service to both San Francisco and Oakland Airports, taxi service, and SMART train connections.

Marin Transit and the City are currently designing a new eastbound bus stop on East Francisco Boulevard at Medway Road. The goal is to allow passengers bound for the western part of the Canal neighborhood to get off the bus near to their destination without going around the whole loop.

Routes

Since 2006, there have not been many changes to the Golden Gate Transit route that serves the Canal neighborhood; route 580 (formerly route 40) connects the Canal neighborhood to the East Bay via the Richmond Bridge. Marin Transit has introduced new direct connections to the Canal neighborhood since 2006 and undergone many service changes. In the late 2000s, Marin Transit added the 23, 23x, and 29 lines in the Canal neighborhood. These lines provide increased frequencies and transit service capacity to the Canal neighborhood. Route 645 provides supplemental service connecting the Canal neighborhood to San Rafael High School and Terra Linda High School.

Local bus service in the Canal neighborhood is available on routes 23, 23x, 29, 35, and 36. Lines 23 and 23x provide access to Fairfax, line 29 provides access to Marin Health Centers, line 35 provides access to Novato, and line 36 provides access to Marin City. The local bus routes are displayed in **Figure 3**.

Figure 3: Local Bus Routes

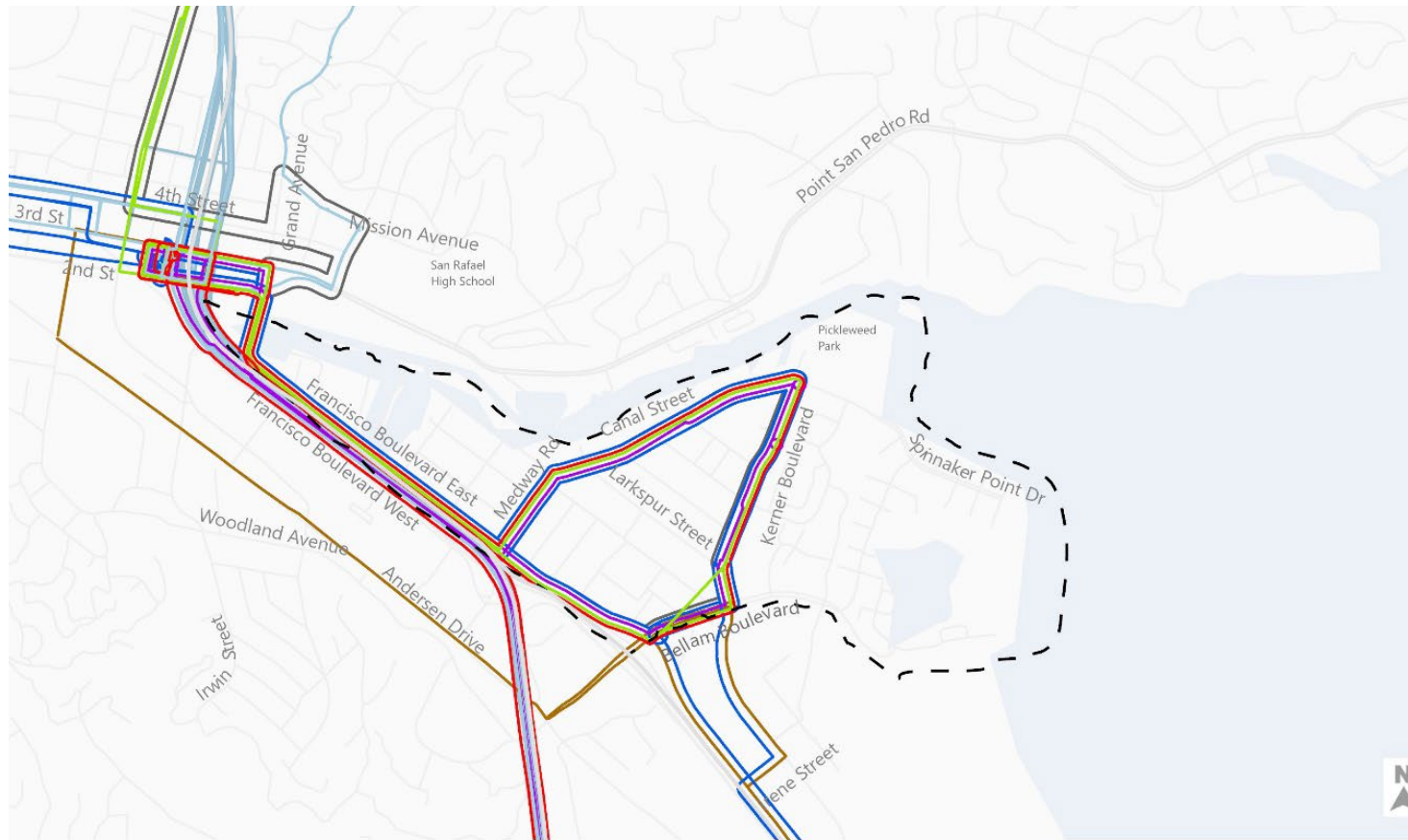
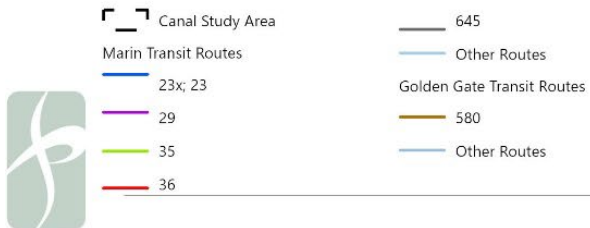


Figure 3



Marin Transit Bus Routes

Table 2: Canal Neighborhood Transit Service Summary

Line	Route	Weekday		Weekend	
		Hours	Headway	Hours	Headway
23	Canal to Downtown Fairfax	5:51 AM to 9:51 AM	1 hour	7:06 AM to 9:06 PM (Saturday) 7:06 AM to 8:06 PM (Sunday)	1 hour
23X	Canal to Fairfax Manor	7:15 AM to 6:16 PM	2 morning trips – 1 hour, 4 evening trips – 1 Hour	N/A	N/A
29	Canal to Marin Health Centers	6:46 AM to 5:46 AM	3 morning trips -1 hour, 4 evening trips – 1 hour	N/A	N/A
35	Canal to Novato	5:08 AM to 2:08 AM	15 – 30 minutes	5:08 AM to 2:08 AM	30 minutes
36	Canal to Marin City	6:01 AM to 8:01 PM	30 minutes	7:23 AM to 6:23 PM	30 minutes
645	Canal to Terra Linda High School	7:34 AM (north) 3:55 PM (south on Monday, Tuesday, Thursday) 3:05 PM (south on Wednesday and Friday)	N/A	N/A	N/A
580 (Golden Gate Transit)	San Rafael to El Cerrito Del Norte BART Station	6:30 AM to 9:30 PM	30 minutes (before noon); 1 hour (afternoon)	7:30 AM to 7:30 PM	1 hour

Source: Marin Transit, 2022; Golden Gate Transit, 2022.

Pedestrian Facilities

Although most streets in the Canal neighborhood have sidewalks, there are few locations where sidewalks are wide enough for wheelchair and stroller access. Generally, sidewalks are relatively narrow, and the effective sidewalk width is further constrained by poles, street furniture, or other obstructions. There are intersections without curb ramps and locations where sidewalks and ramps do not meet ADA requirements. The San Rafael Bicycle and Pedestrian Master Plan Update (BPMP, 2018) identified the lack of bicycle/pedestrian bridge connections to other parts of San Rafael from the Canal neighborhood. Specific locations needing pedestrian improvements within the Canal neighborhood were identified in the 2018 BPMP. These locations include:

- The undercrossing at Bellam Boulevard and I-580
- Francisco Boulevard East near Bay Street
- The intersection at Belvedere and Tiburon Street

The BPMP has proposed recommendations for specific pedestrian projects. These projects include both physical and programmatic components. Many of the projects would improve conditions for pedestrians

including improved or additional roadway crossings, traffic calming, enforcement, street lighting, and elimination of travel barriers. These projects are described in Chapter 3. A few intersections in the Canal neighborhood recently received curb ramp, lighting, and/or rectangular rapid flashing beacons (RRFBs) improvements:

- Bellam/Vista del Mar
- Medway/Front
- Medway/Mill
- Kerner/Sonoma
- Canal-Spinnaker/Bahia
- Belvedere/Vivian
- Bellam/Windward

Bicyclist Facilities

Since the City's adoption of the 2011 Bicycle and Pedestrian Plan, the City of San Rafael has made progress towards its goals. The City has implemented 26% of its proposed bicycle projects (by miles), including 0.43 miles of Class I multi-use paths, 3.05 miles of Class II bicycle lanes, 3.85 miles of Class III bicycle routes, and 0.15 of Class IV protected bikeways. Existing bicycle facilities in the Canal neighborhood study area, as shown in **Figure 4**, include:

- Class I paths along Pickleweed Park, the Bay Trail Shoreline Path, and Starkweather Path
- Class II bike lane on Baypoint Village Drive connecting Bellam Boulevard to the Bay Trail Shoreline Path
- Class III bike routes along Canal Street, Bellam Boulevard, Medway Road, and Francisco Boulevard East

The 2018 BPMP has proposed recommendations for specific bicyclist projects. These projects help address existing network gaps in the bicycle network and are described in Chapter 3.

Figure 4: Bicycle Facilities



Figure 4



- Bikeways**
- Proposed
 - Class I Bike Path
 - Class II Bike Lane
 - Class III Bike Route
 - Class IV Protected Bike Lane

San Rafael Bikeways

New Mobility Trends

Since the last CBTP in 2006, there have been many new mobility trends throughout the Bay Area. Specifically, San Rafael has seen an increase in drive-alone commuting and an increase in access to vehicles.

In the early 2010s, the rise of transportation network companies (TNCs) began offering ridehail options to travelers. Ridehailing services are now available through many phone applications, but most commonly through Uber or Lyft. Ridehailing provides an alternative to driving alone or carpooling for those traveling. Community members indicated that use of ridehailing services is uncommon in the Canal neighborhood. One exception is the TAM GetSMART pilot program. The GetSMART program operated from 2018 to 2019 through a partnership with TAM, Lyft, and Whistlestop. The program provided first mile/last mile services for passengers using the SMART commuter rail service in Marin County. Users were offered \$5 coupon codes to use on Lyft shared rides to/from SMART stations. The downtown San Rafael SMART station and the Transit Center were identified as the most heavily used transit locations. The most popular trip destination for trips originating at the Transit Center was southeast San Rafael including the business districts along Francisco Boulevard East and Kerner Boulevard.

Work-from-home has become more common since the COVID-19 pandemic began in 2020. More people work-from-home today than before, and a hybrid option remains in place for office workers as the world returns to a new normal. This option is not available to service or retail employees.

In 2013, bikeshare launched in the Bay Area providing Bay Area residents with access to bicycles to rent for short periods of time, providing first mile/last mile solutions. Bikeshare has evolved many times since then and scootershare is also available in some Bay Area cities. TAM is in the process of launching a pilot bikeshare program throughout Marin and Sonoma counties.

Electric vehicles (EVs) have also become a popular option and alternative to an internal combustion engine (ICE), or gas-powered, vehicle. Many Electric Vehicle Supply Equipment (EVSE) companies provide public charging options to EVs through parking garage or curbside chargers. The city of San Rafael currently has free EV charging available at four parking lots in downtown San Rafael.

Chapter 3 Relevant Studies and Reports

Many studies have been completed since the 2006 CBTP that plan for the future of the Canal neighborhood study area. This chapter summarizes recent reports to understand the impact of these studies on past, current, and future transportation planning for the Canal neighborhood and city of San Rafael. This review of relevant studies and reports also helped to recognize what has already been accomplished and what issues are long-standing concerns of residents and public officials. Completed studies and reports are reviewed below while parallel or upcoming efforts are described in Chapter 6.

Neighborhood Studies

[Community-Based Transportation Plan \(2006\)](#)

The 2006 CBTP is the predecessor to this plan update. It identified mobility barriers and solutions for transportation in the Canal neighborhood through a community-based planning process. Key projects highlighted by the plan include the following, many of which continue to be pain points for the community today:

- Adjustment to bus transit service
- Crosswalk and lighting improvements
- Canal crossing from the Canal neighborhood to downtown, San Rafael High School, and the Montecito Shopping Center
- Safe Routes to School (SR2S) improvements
- Canal Neighborhood Safety and Streetscape Improvement Project
- Highway crossing between the Canal, Interstate 580/Highway 101, and Andersen Drive
- Streets smarts program
- Rides to School for Parents program
- Neighborhood transportation information kiosk
- Canal-front Paseo
- Modified transit fare to downtown
- Carshare program

[Voces Del Canal Lighting Study](#)

In collaboration with Dominican University and Canal Alliance, members of Voces del Canal (a coalition of resident leaders from the Canal neighborhood) partnered on developing a project to advocate for public lighting improvements in the Canal neighborhood. Voces del Canal is a collation of parents, essential workers, and community leaders dedicated to improving the health and economic well-being of Canal neighborhood residents. Voces del Canal identified public safety as a significant concern that could be addressed by increased public lighting. Voces del Canal identified seven routes that need lighting improvements in the neighborhood. The team’s recommendations include:

- Increasing lighting along the seven routes identified
- Improve pedestrian safety including adding pedestrian lighting and beacons at crosswalks
- Increase parking availability
- Install security cameras
- Increase communication and collaboration with the police to develop a Neighborhood Safety Committee
- Provide a safe space for children to play outdoors by increasing lighting around Pickleweed Park

City of San Rafael Studies

[General Plan 2040 \(2021\)](#)

The *San Rafael General Plan 2040* was adopted in August 2021 by the City Council. The General Plan provides policy and action guidance for the City of San Rafael to plan its future development. The General Plan 2040 did not include a housing element, but the housing element update is currently underway. The General Plan recommends the following transportation improvements for the Canal neighborhood:

- Policy M-6.1 Encourage Walking and Cycling
 - Program M-6.1C: Canal Community-Based Transportation Plan (CBTP) update the CBTP for the Canal neighborhood, including provisions to improve walking and cycling within

the Canal and East San Rafael communities, explore water transportation, and better connect the Canal area to downtown, the waterfront, and the rest of the community.

- Policy M-6.2: Pedestrian and Bicycle Safety
 - Program M-6.2A: Implementation of safety measures including those described in the 2018 BPMP.
- Policy M-6.3 Connectivity
 - Program M-6.3A: Implementation of pathway improvements including an improved crossing of the San Rafael Canal.

[Bicycle and Pedestrian Master Plan \(2018\)](#)

The 2018 BPMP is an update to the *2011 Bicycle and Pedestrian Plan*. The updated BPMP gathered input from the City's Bicycle and Pedestrian Advisory Committee (BPAC), stakeholders, and interested residents to develop a vision for bicycling and walking and resulted in 537 online and in-person survey responses to existing bicycling and walking conditions. The plan provided recommendations for both pedestrian and bicyclist improvements described below:

Recommended pedestrian improvements in or adjacent to the Canal neighborhood:

- Project D-13 Anderson Drive Intersection: Create diagonal path through intersection to connect the Mahon Creek Connector to the Albert Park Path.
- Project D-14 Lindero Street Intersection: Add high-visibility crosswalks at Davidson Middle School.
- Project F-3 Second Street: Sidewalk and curb improvements, and intersection and driveway reconfiguration at Second Street and Grand Avenue.
- Project F-4 Montecito Plaza Waterfront Trail: Pedestrian pathway and landscaping improvements to Montecito Plaza Waterfront Trail (also called Canal Paseo).
- Project F-13 Bellam Boulevard: Improve pedestrian conditions.

Recommended bicyclist improvements in or adjacent to the Canal neighborhood:

- Project D-1 Downtown East-West Connection: Study the feasibility of an east-west bikeway through downtown San Rafael.
- Project D-3 Davidson Middle School Path: Study the feasibility of a Class I multi-use path.
- Project D-4 Fourth Street Path: Study the feasibility of east-west and north-south Class I multi-use paths running through San Rafael High School playing fields.
- Project D-5 Third Street Bikeway: Create Class I multi-use path along Third Street.
- Project F-2 Grand Avenue: Study feasibility of Class IV two-way protected northbound bikeway.
- Project F-5 Canal Crossing: Study potential bicycle and pedestrian bridge over San Rafael Canal at Third Street.
- Project F-6 Yacht Club Drive Connector: Study improved bicycle access from the Canal neighborhood to Beach Park via Class III bicycle route and addition of short-term bicycle parking at Beach Park.
- Project F-7 Harbor Street Connector: Create Class III bicycle boulevard on Harbor Street, incorporating bicycle pavement markings, wayfinding signage, and traffic calming elements.

- Project F-9 Canal Street Connector: Study upgrade of existing Class III bicycle route to Class III bicycle boulevard, Class II bicycle lanes, or advisory bicycle lanes.
- Project F-10 Canal Street: Close gap between Class III bicycle route on Canal Street at Sorrento Way and existing Class I multi-use path at Pickleweed Park.
- Project F-11 Bahia Place Creek Pathway: Study feasibility of paving creek pathway.
- Project F-12 Bellam Boulevard/Baypoint Village Drive: Study feasibility of Class IV protected bicycle facilities on Bellam Boulevard and Baypoint Village Drive corridor connecting to the San Francisco Bay Trail.
- Project F-14 Kerner Boulevard: Study feasibility of Class IV parking-protected bikeway, Class II bicycle lanes, or Class III bicycle route.
- Project F-15 Kerner Boulevard Pathway: Study feasibility of Class I multi-use path.
- Project F-16 Kerner Boulevard: Study feasibility of Class IV protected bikeway on Kerner Boulevard.
- Project F-17 San Francisco Bay Trail: Close gap in existing Class I multi-use pathway.
- Project F-18 Pedestrian and Bicyclist Overcrossing: Study the feasibility of a pedestrian overcrossing over Highway 101 to connect the Canal neighborhood with Francisco Boulevard West.
- Project F-19 Bicycle Parking: Install bicycle parking in the Canal neighborhood.

[Capital Improvements Program Active Projects](#)

The Capital Improvements Program (CIP) is a multi-year planning tool used to identify and implement the City's capital needs over the upcoming 3-year period. The CIP document summarizes the City's planned capital and infrastructure projects and their funding sources and prioritizes projects after analysis and coordination with other City departments. The following are active or recently completed projects in the city of San Rafael:

- Canal Neighborhood Pedestrian Safety Improvements
 - Installing ADA accessible curb ramps at the intersections of Kerner Boulevard and Sonoma Street and at Vivian Street and Belvedere Street
 - Restriping of crosswalks at Canal Street – Spinnaker Point Drive and Bahia Way
 - Restriping of crosswalks with new, high-visibility striping at Vivian Street and Belvedere Street
- Francisco Boulevard East Sidewalk Improvements
 - Widening the sidewalk along Francisco Boulevard East to improve pedestrian and bicycle usage
 - Provide connectivity between the Grand Avenue Bridge and wider sidewalk south of Vivian Street

County and Regional Studies

[Marin Transit Short Range Transit Plan \(2020\)](#)

The *Marin Transit Short Range Transit Plan* is updated every two years in compliance with the Measure AA expenditure plan to effectively respond to the changing transit needs of Marin County travelers. The plan

evaluates systemwide performance, corridor-level performance, route-level performance, and district performance, and establishes goals for future performance levels.

In response to prior community concerns, the *Marin Transit Short Range Transit Plan (2020)* recommended several adjustments to their transit service.

- To ensure reliable services, Marin Transit aims to have a 90% on-time performance target at major stops and transfer hubs and an 80% on-time performance target at minor timepoint stops for fixed-route operations. The District also aims to have less than 1% of fixed-route trips missed or removed from the daily schedule.
- Increase service on routes serving the Canal neighborhood to provide comparable seating capacity for the transition of articulated buses to standard 40' buses impacting routes 23X, 29, and 35. This change would provide 8–10-minute service frequencies during peak hours.

[Golden Gate Transit Short Range Transit Plan \(2019\)](#)

The Golden Gate Bridge and Highway and Transportation District (GGBHTD) operates Golden Gate Transit bus service throughout San Francisco, Marin, Sonoma, Napa, Mendocino, and Del Norte counties. Golden Gate Transit provides regional, commute, and commute shuttle routes. The Short Range Transit Plan establishes goals, objectives, performance measures, and standards per transit service of the GGBHTD. The plan calls for modifying service levels to accommodate SMART rail service, enhancing bus service levels, and creating a new recreational bus service.

[San Rafael Transit Center Relocation Study \(2017\)](#)

The San Rafael Transit Center Relocation Study sought to identify transit center solutions to address the near-term and long-term needs of transit riders, operators, and agencies. The interim solution determined by the study modifies Tamalpais Avenue to provide three bus bays along northbound Tamalpais Avenue between Second and Third Streets and two bus bays along southbound Tamalpais Avenue between Third and Fourth Streets. All parking on these two blocks is removed. The new bus bays will include shelters, benches, security elements, and concrete bus pads. Signal modifications are needed at Tamalpais Avenue & Second Street to accommodate changes to curbs and a shift in lane alignment, and at Tamalpais Avenue & Third Street to accommodate a bus-only phase and a shift in lane alignment. Long-term improvements were also explored and require further environmental analysis.

Chapter 4 Community Outreach

Engagement with the Canal neighborhood community was central to the community-based planning process. It was important to discuss transportation needs, deficiencies, and solutions with Canal neighborhood community members in order to involve community voices from start to finish. Engagement included coordination with a resident Stakeholder Committee and a Technical Advisory Committee (TAC), a brief Facebook and WhatsApp survey, a series of focus groups, and a Community Open House. In this chapter, the outreach and engagement efforts are described followed by a summary of the input collected. Raw materials, poster results, and photos from the process can be found in the **Appendix**.

Outreach Methodology

Stakeholder Committee

The Stakeholder Committee was composed of neighborhood residents and representatives from community-based organizations and coalitions. Committee meetings were held in Spanish to accommodate the committee members. The committee met three times during the planning process to oversee the preparation of the CBTP. Many committee members participated in the focus group workshop and hosted stations at the community open house. The Stakeholder Committee meetings were held online via Zoom. Each document prepared as part of the CBTP was reviewed and revised by the committee. Committee members were compensated for their time spent at meetings, promoting the open house, and hosting stations at the open house. The Stakeholder Committee meetings included:

- Meeting 1: Introduction to CBTP Update, description of plan process, roles and responsibilities of Stakeholder Committee members, deliberating top themes for focus group discussions.
- Meeting 2: Discussion of the focus group workshop, possible transportation solutions and priorities for implementation, and planning for the community open house.
- Meeting 3: Review, comment on draft plan.

Technical Advisory Committee

The Technical Advisory Committee was comprised of various agencies at the local and county level focused on transportation, including representatives from TAM, Marin Transit, Golden Gate Transit, SMART, City of San Rafael Public Works, San Rafael Bicycle and Pedestrian Committee, and the San Rafael Chamber of Commerce East San Rafael Working Group. The TAC met three times during the planning process to oversee the preparation of the CBTP and listen to and respond to comments made by the Stakeholder Committee. TAC meetings were held online via Zoom and the TAC reviewed each document prepared as part of the CBTP.

Facebook and WhatsApp Surveys

In January 2022, Canal Alliance conducted a Spanish language survey of Canal neighborhood residents and of Voces del Canal members concerning top transportation pain points in the Canal neighborhood. The survey asked: "What are the three greatest transportation challenges in the Canal?" and allowed respondents to choose up to three of nine categories:

1. Insufficient parking supply
2. Inadequate public lighting
3. Lack of safe crosswalks and sidewalks
4. Lack of traffic signage
5. Lack of pedestrian crosswalks and bike path connections to other parts of San Rafael and Marin County
6. Lack of vehicular connections to other parts of San Rafael and Marin County
7. Unsafe connections to schools
8. Unsafe driver behavior
9. Insufficient public transit service or infrastructure

This list was assembled based on recent community feedback collected for the San Rafael General Plan Update and insights from City staff. The survey was distributed in Spanish via Facebook and the Voces del Canal WhatsApp group. A total of 34 responses were recorded: 18 from Facebook and 16 from WhatsApp. The survey results were used to narrow in on focus group topics with the Stakeholder Committee.

Focus Group Workshop

The focus group workshop was held on February 28, 2022, via Zoom, to identify transportation gaps and potential solutions. The workshop discussed three topics in three separate sessions. The first session included all participants while the second and third sessions occurred simultaneously in separate breakout rooms. This format gave participants the opportunity to participate in at least two sessions. The focus group topics were those that received the most votes through the Facebook and WhatsApp surveys:

- Session 1: Connections to work and school (via transit, bicycling, or walking)
- Session 2: Transit stops (locations, amenities, and security)
- Session 3: Lighting improvements and safe routes for walking

The workshop was conducted with a flexible attendance policy to allow participants some flexibility as to when and how long to attend. The Stakeholder Committee felt that the open house format (including three sessions in one workshop) would be a better fit with attendees' busy schedules. Presentation materials were prepared in Spanish and discussions were held in Spanish with English translation available for City and agency staff. Community attendees were compensated for their time.

Advertisement for the Community Open House

To ensure a good turnout, Canal Alliance and Voces del Canal distributed approximately 700 flyers 2-3 weeks before the community open house. The open house flyer included information for the event date and invited the community to participate in recommending transportation solutions for the Canal neighborhood. The flyer and event information were distributed through the following:

- Door-to-door outreach
- Flyers at community centers
- Emails to focus group attendees
- Digital outreach on Canal Alliance's Facebook page and WhatsApp





Community Open House

The City hosted a community open house with Canal Alliance and the Stakeholder Committee members on Alto Street in the Canal neighborhood on Saturday April 23, 2022, from 1 PM – 4 PM. More than 100 residents and interested parties attended. The open house format built upon improvement/project recommendations from both the Stakeholder Committee and the focus group participants resulting in four stations:

- Station 1: Bicyclist and Pedestrian Improvements and Access
- Station 2: Lighting
- Station 3: Transit Stops and Service
- Station 4: Final Prioritization of All Topics



There were five additional stations present for the event:

- Children’s Activities: Providing transportation games and activities
- COVID-19 vaccine sign-ups
- Marin Transit: Providing information on their transit services
- SMART: Providing information on their transit services
- Canal Alliance: Providing information on their organization



Each station had Spanish and English facilitators available to explain improvement recommendations and how the Stakeholder Committee arrived at these potential improvements. Poster information was presented in Spanish and English with pictures of improvement types. Community members were asked to vote on specific improvements identified at each topic station and to vote on the top two topics that would be most beneficial to their community. Post-it notes were available at each station for any location-specific improvements or additional questions.

Station 1: Bicyclist and Pedestrian Improvements and Access

Four posters were displayed at the station showing improvement recommendations from the Stakeholder Committee and focus group:

- Poster 1: Pedestrian improvements
- Poster 2: Bicyclist improvements
- Poster 3: Bridge connecting the Canal neighborhood to Third Street/Point San Pedro
- Poster 4: Map of the Canal neighborhood for location-specific recommendations

Participants were asked to use two stickers (per person) to place on any of the improvements in Posters 1 through 3 that were the most important to them. Participants could place both stickers on one improvement type if that was the most important to them or place the stickers on separate improvement types.

Table 3: Station 1 (Bicycle and Pedestrian Improvements and Access) Tally Results

Improvement Category	Description	Tallies
Bicycle	Bike lanes	5
	Bike parking	0
	Bikeshare system	2
	Bike signage	0
	Traffic calming	23
Pedestrian	Pedestrian crossings and RRFBs	35
	Speed limit signs	1
Bridge connections	Swing bridge from Harbor/Canal to Third/Point San Pedro	45

Source: Fehr & Peers, 2022.

Station 2: Lighting

Stakeholder Committee members presented survey results and previous recommendations on lighting route improvements based on a joint study with Dominican University. A poster showing a map of the lighting routes was provided for reference, as was a second poster for participants to vote on which routes were the most important to them. Participants were given two stickers to place on the top two lighting routes that were most important to them. Participants also had the ability to write other location-specific lighting improvements on post-it notes.

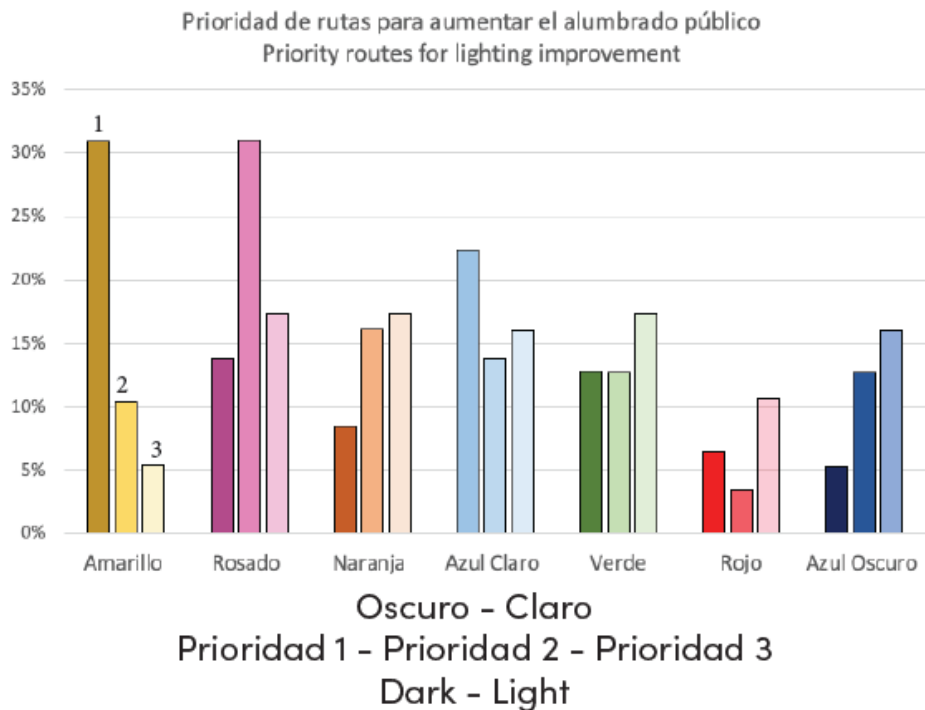


Table 4: Station 2 (Lighting) Tally Results

Lighting Routes ¹	Location	Tallies
Route #1 (Yellow)	Between Harbor and Hoag until Mi Rancho	11
Route #2 (Pink)	Pickleweed Park beginning at the picnic area, around the park, and in the soccer field	11
Route #3 (Orange)	Beginning at Playa del Rey behind Bahia Vista Elementary School and exiting on Canal Street	4
Route #4 (Light Blue)	Kerner, Novato, and Canal streets	20
Route #5 (Green)	Kerner, Larkspur, and Canal streets	17
Route #6 (Red)	Fairfax, Elaine, Sonoma, and Canal streets	16
Route #7 (Dark Blue)	The Bay Trail	18

Source: Fehr & Peers, 2022.

Encuesta: Experiencia de Noche en el Canal



These results were combined with prioritization activities previously undertaken by Voces del Canal and Dominican University, the results of which are above.

Station 3: Transit Stops and Service

Stakeholder Committee members presented three posters to the community:

- Poster 1: Transit Stop Improvements
- Poster 2: Transit Route Frequency Improvements

¹ Additional street specific lighting requests were made via sticky note at: The Bay Trail (4 notes), Larkspur St (5), Canal St (3), Fairfax St (7), Novato St (7), Pickleweed Park (3), streets with auto body shops (2).

- Poster 3: Marin County Map asking, “Where Would You Like To Go On Transit?”

Participants were asked to use two stickers for bus stop improvements, one sticker for transit route frequency recommendations, and one sticker for the map activity. Participants were also given post-it notes for any location-specific bus stop improvement recommendations or describing places they would like to travel to.

Table 5: Station 3 (Transit Stops and Service) Tally Results

Improvement Category ²	Description	Tallies
Transit Stops	Bus shelters	16
	Bus shelters with lighting	25
	Bus stop maintenance	27
	Discount passes	9
	Real-time arrivals	8
	Transit information	1
Transit Routes	#23 Canal – Downtown Fairfax via San Rafael, San Anselmo	2
	#23X Canal – Fairfax Manor via San Rafael, Fairfax	10
	#29 Canal – Marin Health via Larkspur Landing, COM	1
	#35 Canal – Novato via San Rafael, Civic Center, Northgate	12
	#36 Canal – Marin City via San Rafael, Hwy 101	3
	#645 Canal – Terra Linda HS via Civic Center	6
	GGT #580 San Rafael – El Cerrito Del Norte BART Station via I-580	0
	New route – Transit Center Canal Circulator	6

Source: Fehr & Peers, 2022.

Station 4: Final Prioritization of All Topics

Participants were thanked for attending and asked to participate in a final prioritization selection. Participants were given two stickers to place on the top two improvement categories most important to them, out of all four station topics. If a topic that was important to them was not covered, there was an additional poster to write out what the stations missed. While Stations 1 through 3 had a lot of participation, Station 4 was not frequented as often and provides limited usable information.

Key Issues and Highlights of Public Outreach

Many transportation issues discussed in previous planning studies were also raised through the present-day Stakeholder Committee meetings, focus group workshop, and community open house. These reoccurring transportation issues include the following:

Access to locations immediately surrounding the Canal neighborhood

The canal and highways create barriers between the Canal neighborhood and other areas of San Rafael. As a result, travel to locations outside the Canal neighborhood can take a long time and be extremely congested. Heavy traffic, high traffic speeds, infrequent transit, and narrow sidewalks make travel difficult

² Additional places identified as “Where Would You Like To Go On Transit?” were identified via sticky notes. This includes locations such as: Civic Center in Francisco (3 notes), Corte Madera (3), Greenbrae (4), San Anselmo (2), between Marin Civic Center and Marinwood (8), and Novato (9).

for residents. The San Rafael Transit Center, San Pedro Elementary School, San Rafael High School, and Davidson Middle School were most often noted as difficult to access by walking, biking, or transit.

Safety and Comfort

Lack of public lighting, transit stop maintenance, trash/littering, and crime at night play a role in the lack of safety and comfort for many residents. The lack of public lighting was cited as a potential cause for crime on neighborhood streets and at recreational facilities, preventing residents from walking at night or using the picnic area and soccer fields at Pickleweed Park. Residents mentioned trash/littering at or near transit stops would result in overflowing trash cans, vermin, and an unpleasant transit experience. Transit stops were often unkempt and had insufficient lighting or uncomfortable waiting space. The Medway/Mill stop was most often noted as uncomfortable.

Difficulties for pedestrian travel within the Canal neighborhood

Walking in the neighborhood was a concern for many residents. Narrow sidewalks, lack of safe crosswalks, inadequate public lighting on walking routes, and unsafe driver behavior were all cited. There was general concern about driver speeds on neighborhood streets, failure of motorists to stop at stop signs or yield to pedestrians at crosswalks or intersections, and lack of pedestrian-scale lighting at night. It was recommended that additional lighting be implemented on neighborhood and recreational streets, adding rectangular rapid flashing beacons (RRFBs), making crosswalk improvements, and adding traffic calming elements to the Canal neighborhood.

Transit access between the Canal neighborhood and other locations in the Bay Area

Transit continues to be a barrier for Canal neighborhood residents as cited by the last CBTP. Although six routes serve the Canal neighborhood with frequent service, residents identified multiple areas in which service is not meeting demand. The highest ridership bus stops are located at Medway & Mill and Kerner & Larkspur. Residents identified buses being extremely crowded (particularly in the morning) and buses not following the advertised schedules, resulting in missed transfers and late arrivals to their destinations. Additionally, residents requested more frequent service in the early morning and late evening hours for essential trips to work and school. The most frequently mentioned underserved locations include schools (San Pedro Elementary, San Rafael High School, Davidson Middle School, and Terra Linda High School), and the routes to Fairfax and Novato. Additional morning routes to Terra Linda High School and an express route to Novato were requested by many residents. In the outreach process there were numerous observations and comments that indicated lack of Canal neighborhood community awareness of available transit options and transit discounts. Additional outreach and education programs would go a long way in connecting ongoing needs with existing services and programs.

Summary of Public Comments:

Regarding transit:

- Free trips for seniors or people with disabilities are needed
- Improve the bus shelter at Medway/Mill to protect riders from the sun or rain
- All Canal neighborhood bus stops and the San Rafael Transit Center need more lighting and cleaning
- Transit routes to Sausalito and San Geronimo are needed
- The Canal neighborhood should have prioritized service in the mornings
- Route #35 needs more frequent early morning service
- More frequent service is needed in the Canal neighborhood to address overcapacity buses
- Route #35 and #23x, in particular, need more frequent service and maybe express service

- More school-route buses are needed so children do not arrive to school late
- Education around bus ramp access and improved communication between passengers and drivers

Regarding walking:

- Sidewalks are not wide enough for wheelchairs, strollers, or grocery carts in a lot of places
- Alto and Larkspur need a pedestrian crossing with RRFBs
- RRFBs near bus stops are necessary
- All sidewalks need repairs
- Many drivers speed through red lights and stop signs
- Many drivers speed on neighborhood streets, especially on Larkspur and Canal

Regarding lighting:

- Safety in the morning is needed for people who walk in the Canal neighborhood
- The Bay Trail area is very dark
- Lighting is very important to some people because they must work at night
- Lighting is needed in all public spaces

Regarding biking:

- Classes to learn how to ride a bike would help increase bicycle usage and provide a safe space to learn and practice how to ride a bike
- Bike path behind Bahia Vista Elementary School is not a well-connected bike path for commuting (note: this is a path on private property)

Regarding driving:

- Alto Street has many double-parked cars in the mornings
- Alto Street needs more parking enforcement
- The Canal neighborhood is really congested

Chapter 5 Transportation Solutions

Eleven transportation solutions are recommended to address transportation issues identified by the community during the CBTP process. The solutions are prioritized at the end of the chapter by relative level of community support.

Lead agency, estimated cost, and timeframe for implementation are noted for each solution. Solutions include both physical improvements and operational or programmatic improvements. The timeframe for implementation is described as short-term (1-3 years), medium-term (3-8 years), or long-term (8 years or more) and is based on a combination of implementation difficulty and community priority. A final timeframe category is quick-build, which means that a solution using temporary materials can be implemented within a year. The recommended solutions (not in order of priority) are the following:

1. Pedestrian and Bicycle Bridge/Canal Crossing to Third Street
2. Access to Bikes/Scooters, Secure Bike Parking, and Bicycle Education
3. Traffic Calming and Pedestrian Crossing Improvements
4. Bicycle and Pedestrian Crossing Improvements at Gateways
5. Streets Team and Transit Ambassador Program
6. Sidewalk, Curbspace, and Streetscape Survey & Improvements

- 7. Lighting
- 8. Transit Bus Stop Improvements
- 9. Transit Bus Stop Maintenance
- 10. Expanded Transit Service
- 11. Transportation to Schools

Solutions

1. Pedestrian and Bicycle Bridge/Canal Crossing to Third Street

Lead Agency: City of San Rafael
Estimated Cost: \$5-10 million
Timeframe: Short-term (feasibility study, funding), medium-term (design, environmental clearance), medium- to long-term (construction)

A canal crossing to the north of the Canal neighborhood has been a community request since the first CBTP in 2006. This improvement idea received more votes at the open house than any other improvement. Currently, the only way to walk or bike to the Montecito Shopping Center, San Rafael High School, and San Pedro Elementary School is by walking on Francisco Boulevard East to the Grand Avenue Bridge. While recent upgrades to Francisco Boulevard East have increased the sidewalk widths to better accommodate pedestrians and bicyclists, this route is lengthy for bicyclists and pedestrians and can add up to a mile (or 20 minutes) to the trip to Third Street destinations including schools, shops, restaurants, and community services. The *San Rafael Bicycle and Pedestrian Master Plan 2018 Update* also identifies the need for a bridge crossing to improve access to Third Street.

To determine the best bridge type/crossing option the following must be conducted:

- 1. Feasibility Study to analyze various bicycle/pedestrian bridge options over the San Rafael Canal. The bridge must allow for boats to traverse the canal. The feasibility study would identify and compare potential bridge options and provide a conceptual plan, potential environmental impacts, preliminary engineering considerations, and estimated costs for construction and operation.
- 2. Engineering and Design concepts to take the conceptual bridge to project implementation.
- 3. Construction of the canal crossing. The timeframe and cost of construction will be dependent upon the type of crossing selected.

2. Access to Bikes/Scooters, Secure Bike Parking, and Bicycle Education

Lead Agency: Transportation Authority of Marin, City of San Rafael, local community organization(s)
Estimated Cost: \$300,000 – \$500,000
Timeframe: Short-term (TAM program pilot) to medium-term

Many Canal neighborhood residents voiced the need for shared bicycles or scooters and bicycle education classes. This is a need among all age groups but would be particularly helpful for high school students trying to access school and jobs outside of the Canal neighborhood. Residents that have existing access to bicycles struggle to take their bikes on transit due to the limited number of bike racks on each

bus and the unpredictability of their availability. Residents also shared concerns about parking personal bicycles safely; bicycle theft and damage are common challenges in the Canal neighborhood. Secure bicycle parking recommendations are explained in more detail in the *San Rafael Bicycle and Pedestrian Master Plan 2018 Update*.

A bikeshare/scootershare program open to youth and providing stations adjacent to transit for first mile/last mile trips would help the greatest number of Canal neighborhood residents overcome transportation challenges. Adding secure bicycle parking in the Canal neighborhood for shared bikes and personal bikes is another important component of this program. The Transportation Authority of Marin will launch a joint bikeshare pilot program with Sonoma County in 2022, with Canal neighborhood docking stations proposed near Pickleweed Park and Cardenas Market. The program will not initially be available for those under 18. After this system completes a pilot trial period, the City and County should re-assess the need for additional bikeshare/scootershare options.

One option to supplement a county bikeshare program is a local bikeshare/scootershare library system. Richmond has an existing program called Rich City Rides, and Oakland is starting a program in 2022, both of which could be emulated. The library system could be operated by the City of San Rafael or TAM with a local non-profit partner to oversee daily operations and bike/scooter check-outs. The City of San Rafael or TAM could also partner with a bicycle-based non-profit organization to offer bicycle education classes for those interested in using the library system.

3. Traffic Calming and Pedestrian Crossing Improvements

Lead Agency: City of San Rafael
Estimated Cost: \$100,000-\$200,000 for quick-build bulbouts, signing, and striping \$500,000-\$1M for permanent crossing improvements at up to 10 intersections \$250,000-\$350,000 for traffic calming improvements and educational campaign at up to 10 locations
Timeframe: Quick-build (bulbouts signing, and striping), short-term (permanent crossing improvements and traffic calming improvements)

Pedestrian crossing improvements received the second most votes at the community open house. Community members were appreciative of the higher visibility crosswalks and RRFBs that were recently installed in the Canal neighborhood and requested that these and other crossing improvements be installed in more places. In addition to high-visibility crosswalks and RRFBs, crossing safety improvements could include wider corner radii, pedestrian bulbouts, and removal of sightline obstructions (parked cars, trees, etc.) at corners. All crossing improvement projects would be ADA-compliant. Paint and bollard/planter box bulbouts can be implemented as quick-build projects. RRFBs are a newer treatment type and should be paired with educational signage when first installed. Because not all treatments are compatible with transit vehicles and additional crossings can cause delays for transit, specific design treatments at each location should be evaluated independently. Lighting at crossings is another important improvement that is addressed in solution #7.

The following locations were identified by the community for crossing improvements:

- Larkspur & Canal
- 125 Larkspur (new mid-block crossing)
- Larkspur & Alto
- Larkspur & Kerner

- Canal & Medway
- Canal & Larkspur/Novato/Fairfax/Sonoma (add crossing to third leg)
- Near Supermercado Mi Tierra

Paired with crossing treatments, traffic calming solutions can reduce vehicle speeds throughout the Canal neighborhood and improve comfort levels for pedestrians and bicyclists. Community members shared that physical design improvements seem more effective at reducing driving speeds than signs or paint treatment alone. Additional tree plantings are another effective traffic calming measure that the City could consider. For the best results, traffic calming treatments should be paired with a safe speed educational campaign targeted at Canal neighborhood drivers. Canal Street, Larkspur Street, and Belvedere Street were identified as community priorities for traffic calming treatments.

4. Bicycle and Pedestrian Crossing Improvements at Gateways

Lead Agency: City of San Rafael, Transportation Authority of Marin, Caltrans
Estimated Cost: \$150,000 - \$200,000 (feasibility study) \$TBD (construction costs are unknown at this stage given the breadth of options; cost estimates would be estimated as part of the feasibility study)
Timeframe: Medium-term (study and design), long-term (construction)

The two gateways to/from the Canal neighborhood – Bellam Boulevard and Grand Avenue – are heavily congested and high-stress bicycle and pedestrian routes. One of the most important regional trails, the SMART Multi-use Pathway is a 5-minute bike ride and 10-minute walk from the Canal neighborhood but requires crossing Francisco Boulevard East, I-580 on-ramps and off-ramps, and Andersen Drive, all of which are high speed, heavily trafficked routes. On the other side of the Canal neighborhood, bicyclists and pedestrian could quickly access downtown, the Transit Center, and another entrance to the SMART Multi-use Pathway but are faced with the equally busy options of Grand Avenue to Second Street, Third Street, or Fourth Street. Given the vehicle volumes and speeds at these gateways, protected or even fully grade separated crossing options would enhance bicyclist and pedestrian safety and comfort. This solution expands on the recommendation in the *San Rafael Bicycle and Pedestrian Master Plan 2018 Update* to study an overcrossing between the Canal neighborhood and Francisco Boulevard West.

To determine which of the gateways offers the best crossing option the following must be conducted:

1. Feasibility Study to analyze various protected crossing options including on-street, off-street, and over-crossing options. This feasibility study should be completed as part of the I-580/US-101 interchange project. The feasibility study would identify and compare options at both gateways, identify a preferred concept, provide a conceptual plan, identify potential environmental impacts, flag preliminary engineering considerations, and calculate estimated costs for construction and operation.
2. Engineering and Design concepts to take the conceptual facility to project implementation.
3. Construction of the protected facility. The timeframe and cost of construction will depend on the type of facility selected and coordination with the I-580/US-101 interchange construction.

5. Streets Team and Transit Ambassador Program

Lead Agency: City of San Rafael, Marin Transit

Estimated Cost: \$30,000-\$60,000/year combined Canal Streets Team and Transit Ambassadors Program
Timeframe: Short-term/Ongoing

Many residents expressed feeling unsafe while walking in the Canal neighborhood, particularly to and from bus stops in the early morning and evening, due to illegal activity. Community conversations also highlighted trash and cleanliness issues on the streets and at the bus stops. Since 2013, the city has worked with a downtown Streets Team comprised of unhoused or at-risk neighbors to beautify and clean-up downtown San Rafael and, in recent years, the program was expanded to cover the commercial core of the Canal neighborhood. Participants of the Streets Team receive access to case management, system navigations, and employment placement services from trained case managers and employment specialists while participating in clean-up projects.

The current Canal Streets Team struggles to keep up with trash issues in the Canal neighborhood and does not currently cover bus stops in the northern residential portion of the Canal neighborhood. A partnership between the downtown Streets Team and Marin Transit could fund a dual-role clean-up/transit ambassadors crew covering all Canal neighborhood bus stops on top of the work that the Canal Streets Team already does. To the extent possible, the program should select Spanish-speaking community members for this team. Throughout the CBTP outreach process, there were numerous observations and comments that indicated lack of Canal neighborhood community awareness of available transit services and transit discounts. In addition to keeping sidewalks clean and clear, the Streets Team bus stop crew could receive regular briefings on service, fare, and policies changes so that they are able to answer questions and share updates with riders. This solution could also address the recommendation from the Voces del Canal Lighting report to “develop a Neighborhood Safety Committee.”

6. Sidewalk, Curbspace, and Streetscape Survey & Improvements

Lead Agency: City of San Rafael
Estimated Cost: \$100,000-\$200,000 (survey) \$TBD (recommendations are unknown at this time; design and construction estimate would follow the survey)
Timeframe: Medium-term (survey), medium-term to long-term (design and construction)

Many residents shared frustrations about narrow sidewalks and a lack of pedestrian amenities like trash cans and shade trees. These are challenging issues to address in the Canal neighborhood, which is characterized by narrow streets and limited public right-of-way. Street trees and trash cans should not be added to already narrow sidewalks if they would block pedestrian travel or restrict wheelchair users, strollers, or other carts. Widening sidewalks into private property is costly and time-consuming. Widening a sidewalk into the public street would typically require parking removal, which is a concern in the Canal neighborhood where parking is in high demand. Despite these challenges, replacement and/or widening of sidewalks, where feasible, is recommended as a strategy to improve the pedestrian environment in the Canal neighborhood.

All of these pieces—sidewalks, curbspace, and streetscape elements—must be considered together to understand the tradeoffs and options available. This is also an opportunity for the Canal neighborhood to prepare an EV charging station strategy, including designating some amount of public curbspace for charging infrastructure and electric vehicle parking. The recommended strategy has three stages:

1. Survey of sidewalk, curbspace (parking supply and demand), streetscape elements, and available right-of-way.
2. Community-driven decision of how to best utilize limited street space.
3. Design, engineering, and construction of streetscape changes.

7. Lighting

Lead Agency: City of San Rafael
Estimated Cost: \$50,000 (quick-build – fixture upgrades) \$1.5M - \$2.5M (new fixtures) plus ongoing electric and maintenance costs, which can be lower if solar fixtures are used, especially along bayfront trails
Timeframe: Quick-build (upgrades to existing fixtures), short-term to medium-term (new pole and fixture locations)

Community members identified the need for new and improved lighting at several locations within the neighborhood. Members of the Voces del Canal group worked on a lighting plan, with Dominican University and Canal Alliance, to identify seven priority routes (figure below) for improved lighting in the Canal neighborhood. During their project, the Voces del Canal group collected testimonies from Canal neighborhood residents describing their experience with illumination in the Canal neighborhood and used survey data to prioritize routes. Throughout both processes, residents described public safety concerns during the early morning and night hours while walking in the neighborhood or accessing public parks and recreational trails.



Building on the above plan, the City’s Department of Public Works (DPW) has identified 45 locations on five of the seven pathways to install new lighting fixtures. DPW also identified 65 locations where existing light fixtures can be made brighter. DPW will work with Pacific Gas & Electric Company (PG&E) to seek approval to implement these solutions on five routes. Lighting improvements are located along block faces as well as at intersections. Lighting improvements near transit stops and pedestrian crossing

locations will be prioritized. Consistent with General Plan Policy CDP-4.11, lighting projects will aim to improve safety and security while preventing excessive light spillover and glare.

Two of the other pathways, Bahia Way and Starkweather Path, and a larger area of Pickleweed Park will require additional approvals before the city can proceed with lighting improvements. Bahia Way is a privately maintained street and the Starkweather and Pickleweed waterfront paths are regulated by the Bay Conservation and Development Commission (BCDC). The City will work with these entities to seek approval for additional lighting improvements.

8. Transit Bus Stop Improvements

Lead Agency: City of San Rafael, Marin Transit, Golden Gate Transit
Estimated Cost: \$100,000 - \$300,000
Timeframe: Quick-build (temporary boarding islands), short-term to medium-term (stop upgrades)

The Canal neighborhood is Marin Transit’s highest ridership area in the county.³ Canal community members have shared the need for transit stop improvements since the first CBTP in 2006. Many improvements have been implemented since 2006 including the addition of more shelters and real-time arrival information boards. Additional requests for this update include more shelters along high ridership routes, bus shelter/stop lighting improvements, and accurate real-time arrival information. In some locations the existing bus shelters are inadequate due to their small size, lack of lighting, or cleanliness issues, or they are missing completely. This recommendation is focused on counterclockwise stops in the Canal neighborhood.

Based on stop-level ridership data, Marin Transit and the City agreed to focus quick-build and short-term efforts on Medway & Mill and Kerner Boulevard. On Kerner Boulevard, stop consolidation opportunities will be evaluated in more detail with the goal of delivering one high-quality stop/shelter rather than distributing resources. Stop consolidation on this short stretch would also improve travel times and reliability. The City will also pursue quick-build boarding island solutions at these locations to expand the available sidewalk waiting area. Upgrades at additional Canal neighborhood stops will be implemented as funds become available. All stops would benefit from improvements to signage for bus service and customer service numbers (including bilingual information in Spanish), real-time arrivals information, additional seating capacity, and trash receptacles.

9. Transit Bus Stop Maintenance

Lead Agency: City of San Rafael, Marin Transit, Golden Gate Transit
Estimated Cost: \$5,000 - \$10,000/year (to approximately double cleaning and service visits)
Timeframe: Short-term/Ongoing

In addition to capital improvements, the community requested more regular transit stop maintenance at all Canal neighborhood transit stops. Community members cited excess trash and illegal dumping at/near

³ Canal census tracts score medium-high or high in Marin Transit’s Transit Propensity Index. Marin Transit, Short-Range Transit Plan 2020 – 2029, 2020, p I-19.

transit stops, rodent issues, dim or dead lights, and non-functioning real-time arrival boards. The current condition of bus stops creates an unpleasant waiting experience.

The recommended strategy is to determine a regular cleaning and maintenance servicing schedule for bus stops, a trash solution for transit stops, and a dumpster program in the community to discourage illegal dumping. This solution is paired with solution #5 to tackle this challenge from multiple angles – it needs to be a combined agency, city, and community effort.

10. Expanded Transit Service

Lead Agency: Marin Transit
Estimated Cost: \$1.6M - \$2M (capital cost for new buses), \$150/additional revenue hour with the exact number of added revenue hours TBD
Timeframe: Short-term to medium-term

Canal neighborhood demand for transit service is high both during and outside of peak commute times. Although high-occupancy buses are used during most of the day, many buses serving the Canal neighborhood are crowded.

Community members report that overcrowding of buses in the peak periods sometimes prevents them from boarding; that transfers at the San Rafael Transit Center are not always timed appropriately making travel time estimates unreliable; and that service in the early mornings and late evenings is too infrequent given that many Canal neighborhood residents work early and late shifts.

The following additional service was requested by multiple community members:

- More frequent and convenient service to Novato. Community members expressed concern that the existing 35 route to Novato is not frequent enough. This may require a new bus purchase.
- More convenient service to Fairfax Manor on route 23X. Route 23X was the community's second ranked choice for increased frequencies. This may require a new bus purchase.
- Earlier route departures and increased early morning and evening frequency on all routes, but especially route 35.

The specifics of these requests were not explored as part of this process and should be determined through on-board surveys of these routes conducted in both English and Spanish.

11. Transportation to Schools

Lead Agency: Marin Transit, San Rafael City Schools
Estimated Cost: Expanded route 645 service: \$800,000-\$1M (capital), \$45,000 (annual operating) Subsidized shuttle and taxi service: \$30,000-\$60,000/year
Timeframe: Short-term/Ongoing

Providing additional bus service to schools was a major identified need for Canal neighborhood community members. The community cited the need for additional bus service for students to San Rafael High School, Terra Linda High School, and Davidson Middle School, and transportation for parents to San

Pedro Elementary School and Davidson Middle School. Supplemental school service requests were as follows:

- Additional morning trips for the 645 route to San Rafael High School and Terra Linda High School
- New low-income discount for school bus service
- Expanded yellow bus service to Davidson Middle School
- School transportation options for parents to attend special events and parent/teacher conferences, and to volunteer, especially at San Pedro Elementary School and Davidson Middle School

Increasing morning trips on the 645 route will help students arrive to school on time and provide multiple direct transit options. Marin Transit offers other transfer bus services, but the community cited these as overly complicated and time-consuming and requiring a long walk for many students. This additional service would likely require Marin Transit to purchase an additional bus.

While yellow bus service exists for students at most elementary and middle schools, Canal neighborhood community members mentioned the cost to use the yellow bus is not affordable to all parents. The San Rafael City Schools District offers a sliding-scale discount for using yellow bus service eligible to low-income families and students who qualify for free/reduced lunch. To apply for yellow bus service, families must fill out an application form and pay a \$40 application fee. Reducing or waiving the application fee would help resolve the cost burden on families that qualify for the sliding-scale discount. The school district and Marin Transit each have their own student transit application form; these should be consolidated into a single intake form and families should be informed of all transport options available for their student whether provided by Marin Transit or yellow bus.

Until the COVID-19 pandemic canceled school events, special school trips for parents were organized by individual schools by providing special shuttles or taxi service. Residents specifically requested that shuttle services be brought back and promoted for large school events at San Pedro Elementary, such as parent nights, open houses, school performances, and holiday celebrations. For smaller events at schools, such as parent-teacher conferences or volunteer events where attendance varies, San Rafael City Schools District can partner with a Marin Transit dial-a-ride or a taxi service to provide subsidized rides between the Canal neighborhood and schools. Marin Transit's on-demand service can be scheduled via phone or the Uber application. Subsidized rides to San Pedro Elementary School have been available for many years with funding from a Golden Gate Bridge District Lifeline grant. During the 2021-22 school year, 94 families received a subsidized taxi ride to or from San Pedro Elementary. A sustainable funding source will be needed to maintain these services over the long term.

Community Prioritization of Solutions

Prioritization of transportation solutions was developed based on community input collected during the CBTP engagement process and heard through parallel efforts.

Table 6: Community Prioritization of Solutions

#	Solution	Level of Community Support
1	Pedestrian and Bicycle Bridge/Canal Crossing to Third Street	H
2	Access to Bikes/Scooters, Secure Bike Parking, and Bicycle Education	M
3	Traffic Calming and Pedestrian Crossing Improvements	H
4	Bicycle and Pedestrian Crossing Improvements at Gateways	L
5	Streets Team and Transit Ambassador Program	L
6	Sidewalk, Curbspace, and Streetscape Survey & Improvements	L
7	Lighting	H
8	Transit Bus Stop Improvements	H
9	Transit Bus Stop Maintenance	H
10	Expanded Transit Service	H
11	Transportation to Schools	H

Notes: H = solution received a lot of support (25 or more dots, comments, and feedback from Stakeholder Committee or focus group), M = solution received some support (8-12 dots, comments, and feedback from Stakeholder Committee or focus group), L = solution received little support (less than 8 dots, comments, and feedback from Stakeholder Committee or focus group).

Based on the relative level of community support, the solutions are prioritized as follows:

Higher Priority Solutions

Pedestrian and Bicycle Bridge/Canal Crossing to Third Street

Lighting

Traffic Calming and Pedestrian Crossing Improvements

Transit Bus Stop Improvements

Transit Bus Stop Maintenance

Expanded Transit Service

Transportation to Schools

Medium Priority Solutions

Access to Bikes/Scooters, Secure Bicycle Parking, and Bicycle Education

Lower Priority Solutions

Bicycle and Pedestrian Crossing Improvements at Gateways

Sidewalk, Curbspace, and Streetscape Survey & Improvements Streets Team and Transit Ambassador Program

Some components of the above solutions have been identified for quick-build implementation, meaning that temporary materials or short-term fixes can be put in place while funding is identified, and formal designs are prepared for permanent implementation. The quick-build projects will deliver many of the same benefits of the permanent projects and will allow the community to provide feedback ahead of permanent installation.

Quick-build Solutions

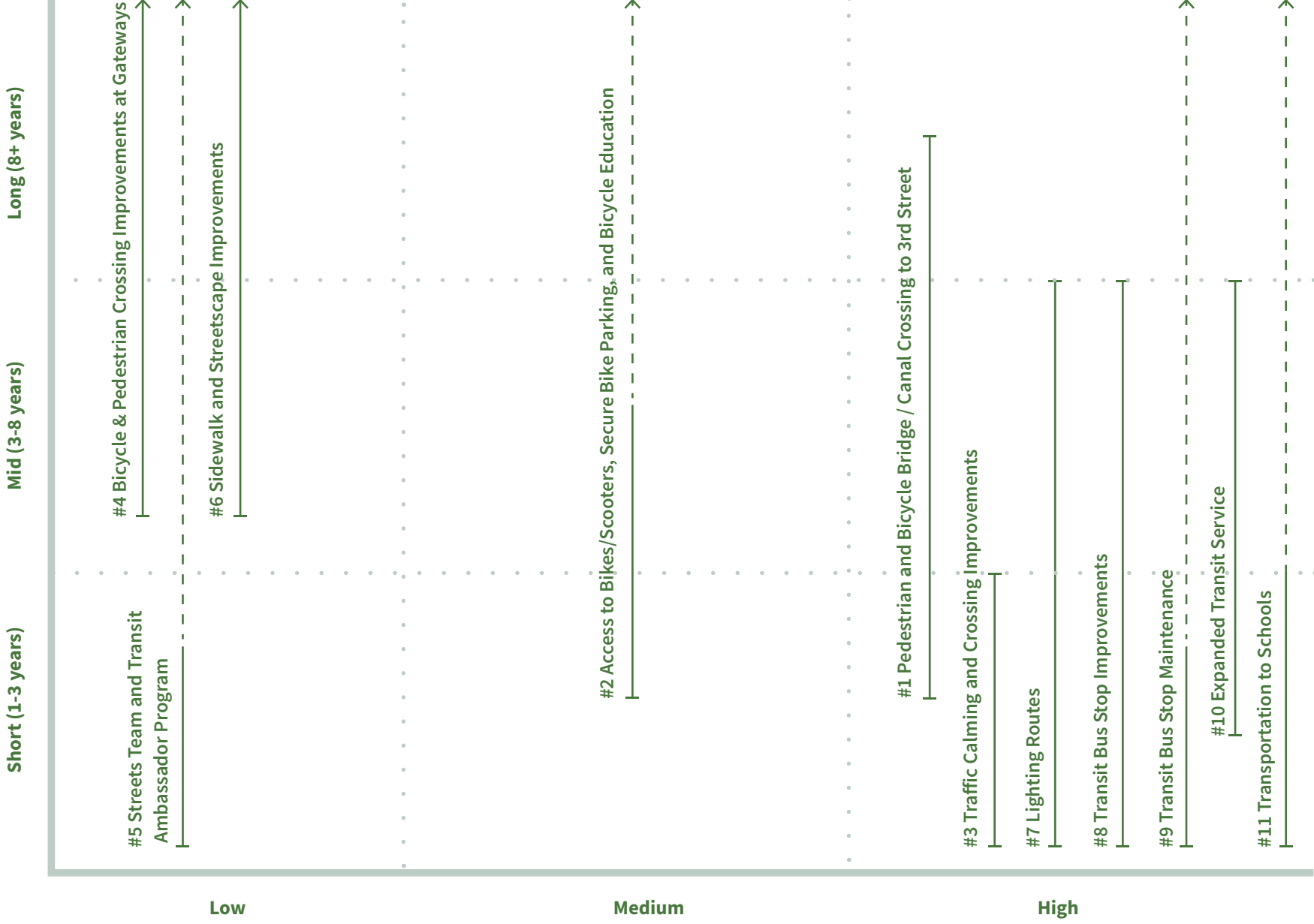
Pedestrian crossing bulbouts and crosswalks

Upgrades to existing fixtures

Temporary bus boarding islands

The solutions are programmed for implementation over time, based on the relative level of community priority and their level of implementation complexity. This is illustrated in the figure below.

Implementation Time Frame



Community Priority

Chapter 6 Implementation

Funding

This Community-Based Transportation Plan provides a list of solutions to support efforts by the City of San Rafael, TAM, and local transit agencies to pursue federal, state, regional, and local funds to implement the recommended projects and programs. The following funding sources were identified as potential resources for implementation of the proposed CBTP solutions. To compete for the funds, a project must be well-defined, included in local plans for the jurisdiction, and have community and public agency support. All of the solutions defined in this CBTP Update have community support and support from the Technical Advisory Committee agencies. Full descriptions of each funding source can be found in the **Appendix**. Funding sources appropriate to each solution are summarized in **Table 7**.

Federal – New Competitive Programs

The Infrastructure Investment & Jobs Act (IIJA) signed into law in November 2021 provides funding for \$570 billion in transportation investments over five years including \$274 billion in new one-time spending. IIJA provides about \$120 billion in national competitive grant programs including the following relevant programs:

- Bus and Bus Facilities Program
- Healthy Streets Program
- RAISE Grant Program
- PROTECT Resilience Program
- Reconnecting Communities Pilot Program
- Safe Streets and Roads for All (SS4A) Program

State

- Caltrans Sustainable Communities Planning Grants
- Active Transportation Program (ATP)
- State Transit Assistance (STA)
- State Transportation Improvement Program (STIP)
- Highway Safety Program (HSIP)

Regional/Local

- Transportation Fund for Clean Air (TFCA)
- MTC's One Bay Area Grant Program (OBAG)
- MTC's Lifeline Transportation Program
- MTC's Bikeshare Capital Program
- Regional Measure 3 – North Bay set-asides
- Measure AA
- Measure B
- City of San Rafael General Fund
- City of San Rafael Development Impact Fees

Non-Traditional

- CALSTART's Clean Mobility Options (CMO)
- California Conservation Corps (CCC)
- Marin Community Foundation (MCF)

Table 7: Funding Sources by Solution

#	Solution	Funding Sources
1	Pedestrian and Bicycle Bridge/Canal Crossing to Third Street	Active Transportation Program (ATP), Caltrans Sustainable Communities Planning Grants (Planning grant only), MTC's Lifeline Transportation Program, RAISE Grant Program, Reconnecting Communities Pilot Program, City of San Rafael Development Impact Fees
2	Access to Bikes/Scooters, Secure Bike Parking, and Bicycle Education	MTC Bikeshare Capital Program, Transportation Fund for Clean Air (TFCA), MTC's Lifeline Transportation Program, Clean Mobility Options Program (CMO), City of San Rafael General Fund
3	Traffic Calming and Pedestrian Crossing Improvements	Active Transportation Program (ATP), MTC's Lifeline Transportation Program, Measure AA, RAISE Grant Program, Safe Streets and Roads for All (SS4A) Program, Highway Safety Program (HSIP)
4	Bicycle and Pedestrian Crossing Improvements at Gateways	Active Transportation Program (ATP), Transportation Fund for Clean Air (TFCA), MTC's Lifeline Transportation Program, Measure AA, RAISE Grant Program, Reconnecting Communities Pilot Program, Safe Streets and Roads for All (SS4A) Program, Highway Safety Program (HSIP), City of San Rafael Development Impact Fees
5	Streets Team and Transit Ambassador Program	San Rafael General Fund, Transportation Fund for Clean Air (TFCA), Measure AA, Measure B, RAISE Grant Program, Marin Transit, City of San Rafael General Fund
6	Sidewalk, Curbspace, and Streetscape Survey & Improvements	Active Transportation Program (ATP), MTC's Lifeline Transportation Program, Measure AA, Healthy Streets Program, Safe Streets and Roads for All (SS4A) Program, Highway Safety Program (HSIP), City of San Rafael General Fund
7	Lighting	Active Transportation Program (ATP), Measure AA, PROTECT Resilience Program, Safe Streets and Roads for All (SS4A) Program, Highway Safety Program (HSIP), City of San Rafael General Fund
8	Transit Bus Stop Improvements	Transportation Fund for Clean Air (TFCA), MTC's Lifeline Transportation Program, RAISE Grant Program
9	Transit Bus Stop Maintenance	MTC's Lifeline Transportation Program, Measure AA, RAISE Grant Program, City of San Rafael General Fund
10	Expanded Transit Service	State Transit Assistance (STA), Transportation Fund for Clean Air (TFCA), MTC's Lifeline Transportation Program, Measure AA, RAISE Grant Program, Bus and Bus Facilities Program, PROTECT Resilience Program, Regional Measure 3 – North Bay set-asides
11	Transportation to Schools	Active Transportation Program (ATP), MTC's Lifeline Transportation Program, MTC's Climate Initiatives Program, MTC's OBAG, Measure AA, RAISE Grant Program, PROTECT Resilience Program

Source: Fehr & Peers, 2022.

Monitoring Progress

The five-year goals identified in **Table 8** are intended to keep the community and the lead agencies on track to address these issues in a timely manner. Many of the solutions will take longer than five years to complete, but all solutions can expect to see some progress by 2027. The City of San Rafael should evaluate progress on the CBTP each year with the five-year goal in mind as a mid-term target. At the five-year mark, the City should update the CBTP with a new five-year goal for each solution that is not already complete.

Table 8: Five-Year Goals for Transportation Solutions

#	Solution	Description	Project Type	Lead Agency	5-Year Goal (by 2027)
1	Pedestrian and Bicycle Bridge/Canal Crossing to Third Street	Bridge connection from Canal/Harbor to Third Street	Multimodal	City of San Rafael	Secure funding for and complete feasibility study. Secure funding for design and engineering.
2	Access to Bikes/Scooters, Secure Bike Parking, and Bicycle Education	Bikeshare and/or Scootershare program in the Canal neighborhood for adults and youth, secure parking, and bicycle education classes for adults and youth	Bicycle	City of San Rafael, CBOs, Local community organization(s)	Evaluate success of TAM bikeshare pilot with community input and adjust TAM program and/or secure funding to launch supplemental program.
3	Traffic Calming and Pedestrian Crossing Improvements	Various locations around the Canal neighborhood	Pedestrian, Safety	City of San Rafael	All quick-build crossing projects fully implemented and traffic calming programs implemented on the streets identified in this report.
4	Bicycle and Pedestrian Crossing Improvements at Gateways	Bicycle crossing improvements at Bellam/US-101/I-580, Grand/Second, and Grand/Third	Bicycle, Pedestrian	City of San Rafael, TAM, Caltrans	Identify study partners and interface with US-101/I-580 Connector project. Secure funding for and complete feasibility study.
9	Streets Team and Transit Ambassador Program	Address neighborhood cleanliness and provide transit information	Multimodal	City of San Rafael, Marin Transit	Pilot a combined Streets Team/Transit Ambassadors program.
6	Sidewalk, Curbspace, and Streetscape Survey & Improvements	Various locations around the Canal neighborhood		City of San Rafael	Secure funding for sidewalk, curbspace, and streetscape survey.

7	Lighting	Lighting improvements throughout the Canal neighborhood	Safety	City of San Rafael	Upgrade existing fixtures and add fixtures to all existing utility poles on the five City-owned routes identified by the community. Solidify a plan to install new poles and fixtures in remaining gaps. Solidify a plan for the two privately owned routes and secure funding to install lighting on those routes.
8	Transit Bus Stop Improvements	Bus shelter upgrades and real-time arrival information	Transit	City of San Rafael, Marin Transit	Implement improvements at Medway/Mill and Kerner/Larkspur or relocated Kerner stop. Secure funding for and start to implement improvements at other stops.
9	Transit Bus Stop Maintenance	Address trash and illegal dumping at transit stops, address the rodent issues	Transit	City of San Rafael, Marin Transit, Golden Gate Transit	Establish a streamlined maintenance process amongst all responsible agencies and increase maintenance schedule.
10	Expanded Transit Service	Provide frequent service, expand early morning/late evening service, provide accurate schedules	Transit	Marin Transit	Conduct focused ridership survey on the 35 and 23x to establish route and frequency improvements. Identify funding for required capital purchases and operational funding.
11	Transportation to Schools	Provide additional morning service to high schools, promotion of sliding-scale discounts for yellow school bus service to elementary and middle schools, provide parent transportation to school events	Multimodal	Marin Transit, San Rafael City Schools	Secure funding and add an additional morning run to route 645. Identify a sustainable funding source for parent transportation needs and provide subsidized rides for one-off needs and shuttles for large events.

Source: Fehr & Peers, 2022.

Staff Capacity

Given the level of investment outlined above, this report also recommends securing funding for additional project and/or program management at the City of San Rafael, which is identified as one of, if not the sole, lead agency on most of the transportation solutions. This could be a full-time staff hire or a contract hire depending on the quantity and duration of desired support. In the short-term, and if grant funding is secured for any projects, it is likely that a full-time hire would be needed to implement the recommendations and keep the rest of the CBTP implementation moving.

Parallel Efforts

Local and regional jurisdictions are working on parallel efforts to the Canal CBTP update. Some of the recent efforts are listed below.

- Marin Transit Youth Discount: Fare free for youth 18 and under for summer 2022 (June 12-August 14). Paratransit and dial-a-ride, Muir Woods Shuttle are exempt.
- Golden Gate Transit: Restoring service that was previously suspended due to the pandemic. Service restoration to the San Rafael Transit Center to provide connections to the Canal neighborhood, increasing peak service on Route 101 to every 30 minutes.
- TAM Bike Share Pilot: Hoping to launch by summer 2022 in Sonoma and Marin counties. Will include bikeshare stations and bikes in the Canal neighborhood.
- East San Rafael Parking Group: The City convenes a community task force to address the parking needs of the community.
- Housing Element Update: The Housing Element is part of the San Rafael General Plan and describes the City's plans to meet housing needs for current and future residents. State law requires all cities and counties in the Bay Area to update housing policies by the end of 2022.
- Citywide Parks and Recreation Master Plan: The City is developing a master plan to guide development of parks and recreational programs, to create and maintaining funding sources, and set priorities for the future.
- Northbound US-101 to Eastbound I-580 Director Connector: The Northbound US-101 to Eastbound I-580 Director Connector project is a project of TAM, Caltrans, and the cities of San Rafael and Larkspur. The project will construct a freeway-to-freeway direct connection from northbound US-101 to eastbound I-580. The connector will be two lanes with the possible addition of a third lane for high-occupancy vehicle (HOV) bypass. Additional benefits of the project include:
 - Replacement of the eastbound Bellam Boulevard undercrossing
 - Bicycle and pedestrian infrastructure improvements along Bellam Boulevard
 - Addition of an eastbound auxiliary lane on I-580

Appendix

1. Stakeholder Committee Workshop #1 Notes
2. Focus Group Workshop Notes
3. Stakeholder Committee Workshop #2 Notes
4. Open House Documentation
5. Stakeholder Committee Workshop #3 Notes
6. Comments on Draft Canal CBTP
7. Full Descriptions of Funding Sources




Agenda Item No: 6.b
Meeting Date: June 21, 2022

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Departments: Public Works, Parking Services, Economic Development, Fire, Police, Building, Planning, Code Enforcement, City Attorney (Cross-Departmental)

Prepared by: Danielle O’Leary
Director of Economic Development

City Manager Approval: _____ 

Bill Guerin
Director of Public Works

TOPIC: OUTDOOR ON-STREET DINING GUIDELINES FOR “STREETARIES”

SUBJECT: STREETARY PROGRAM GUIDELINES TO REPLACE COVID-19 TEMPORARY OUTDOOR DINING PROGRAM

RECOMMENDATION: Accept informational staff report and approve staff recommendation on Streetary Program Guidelines.

BACKGROUND:

Outdoor dining is currently allowed under San Rafael Municipal Code Section [14.16.277](#), *Use of City Sidewalks and Rights-of-Way for Outdoor Eating Areas*. This ordinance, in place since 2000, requires that the business enter into a license agreement with the City, provide liability insurance, provide a site plan for the proposed outdoor seating location, and agree to maintain the area. The zoning requirements and performance standards for outdoor dining are also outlined in San Rafael Municipal Code Section [14.17.110](#), *Outdoor Eating Areas Proposed in Conjunction with Food Service Establishments*.

On August 17, 2015, the City Council adopted [Resolution 13995](#), establishing a 3-year pilot program to expand the Outdoor Dining Program to include parklet projects, which provided a process for businesses to use parking spaces for outdoor dining purposes. On December 3, 2018, the City Council authorized the on-street dining to continue under the same limitations.

To help local businesses during the COVID-19 emergency, on June 1, 2020, the City Council adopted [Resolution 14809](#) authorizing the City Manager, at his discretion, to streamline the approval of permits or other entitlements for use of City sidewalks and on-street parking spaces for business activities of restaurants and retail businesses, waive or reduce application fees, and close portions of designated City streets up to two evenings per week in order to facilitate outdoor dining during and allow dining establishments to continue to operate when indoor dining was not allowed during the Covid-19 emergency.

_____ **FOR CITY CLERK ONLY**

Council Meeting: _____

Disposition: _____

Temporary Outdoor Dining Program permits approved under the COVID-19 emergency streamlined process are valid through November 30, 2022. Staff were tasked with creating a program beginning December 1, 2022, for the continuance of the Temporary Outdoor Dining Program that sets clear and fair rules, parameters, and processes to ensure a positive impact on the City's economic vitality.

ANALYSIS:

The temporary on-street dining program had very few guidelines as the intention of the City was to quickly and inexpensively give relief to restaurants struggling under the constraints imposed by Covid-19. However, to have a sustainable program for outdoor dining, additional guidance is required. In December 2021, a nine-department cross-departmental team was formed and has spent the past 6 months creating a more permanent streetary program focused on the need to enhance aesthetic guidelines, ADA compliance, cleaning and maintenance standards, and other operational standards and compliance needs. Staff analyzed market conditions in San Rafael as well as other comparable cities; discussed the needs of our businesses and residents; and strategized on how to leverage this program to maximize economic vitality all to create a practical, fair, efficient, and sensible program.

Staff also conducted an analysis of comparable cities that were early movers in implementing similar programs, such as the cities of San Diego, San Francisco, Palo Alto, San Mateo, Mill Valley, and other Bay Area cities. Staff assessed structural, operational, and procedural guidelines set by these cities as well as fees and public sentiment.

Staff then prepared an initial draft of the San Rafael Streetary Program Guidelines that were circulated and shared with external partners such as the Chamber of Commerce and the Business Improvement District ("BID") in April 2022.

Staff recommends that those businesses who take part in the Streetary Program be allowed to use 1-2 parking spaces for Streetary use. Guidance is incorporated for aesthetics, traffic safety, use of overhead structures, electricity and heating, and other elements of the program.

In addition, staff discussed initial fees for the Program starting December 1, 2022, with the goal of having fees be periodically reviewed and adjusted, on an as-needed basis by the City Council in its discretion. Staff proposes an Annual Rental Fee of \$3,600 per parking space starting on December 1, 2022. The charge offsets the revenue otherwise generated by meters into the City's Parking Services Enterprise Fund, calculated based on average meter revenue generated in the benchmark pre-COVID year of 2019. Staff recommends discounting the Annual Fee by 50% in the first year (December 1, 2022 through and including December 31, 2023) and 25% in the second year (January 1, 2024 through and including December 31, 2024). The full Annual Fee will be charged beginning January 1, 2025.

Staff time for application processing will also be offset with a one-time Streetary Application Fee of \$2,000. Staff are proposing to waive this fee for the first year from December 1, 2022, through and including December 31, 2023. If an overhead structure, lighting, electrical connections, or fixed heat lamps are requested, a building permit will be required.

Lastly, a \$2,000 refundable deposit will be collected to offset the cost of maintaining and/or removing the streetary should the participant fail to do so. If no maintenance is required by the City and the restaurant removes the streetary when it is no longer needed, the deposit will be returned.

Structures created during the temporary program will be allowed to continue but will need to apply for the new program, pay the appropriate fees, and be compliant with the new guidance as needed.

COMMUNITY OUTREACH:

Staff from Economic Development have been attending monthly meetings of the Chamber of Commerce, as well as the Business Improvement District, where San Rafael businesses regularly attend, have input, and can ask questions. Members of these meetings have been made aware since January 2022 that this Streetary Program is in process.

Staff conducted one on one meetings with these external partners soliciting feedback on the draft guidelines and then iterating amongst the cross-departmental City staff team to revise and refine program details.

These guidelines were first presented at the Economic Development Subcommittee in April 2022, with detailed discussion and feedback that led to the formation of a Streetary Task Force, consisting of members from the Chamber of Commerce leadership as well as the BID (Joanne Webster, Josh Townsend, Brad Rogerson, Roger Smith, Diane Glischinski, Jed Greene, Sarah Tipple), who reviewed and commented on these guidelines in April 2022.

At the suggestion and direction of the Economic Development Subcommittee, staff also invited and received feedback from several local restaurant business owners in April, May, and June 2022.

Staff also received additional feedback from community members asking to ensure streetaries get used sufficiently to make up for the lost parking and to be made more aesthetically inviting and additive to the San Rafael economy.

FISCAL IMPACT:

This is an informational report, there are no fiscal impacts at this time.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Accept informational report and approve staff recommendation.
2. Direct staff to return with more information.
3. Direct staff to return with a revised recommendation.
4. Take no action.

RECOMMENDED ACTION:

Staff recommends that City Council accept the informational report and recommends approving the attached Streetary Program Guidelines so that staff can then draft a Resolution and Ordinance for Council approval at a future meeting. San Rafael businesses with existing Streetaries will then have sufficient time to make their existing structures compliant with the new Streetary Program.

ATTACHMENTS:

1. Streetary Program Guidelines

CITY OF SAN RAFAEL
STREETARY PROGRAM GUIDELINES

The City of San Rafael has developed a Streetary Program that allows for streetary installations in most commercial areas of the City to continue after temporary permits issued during the COVID-19 emergency expire on November 30, 2022. Parklets will be rebranded as “Streetaries”.

Outdoor dining is currently allowed under San Rafael Municipal Code Section 14.16.277, *Use of City Sidewalks and Rights-of-Way for Outdoor Eating Areas*. This ordinance, in place since 2000, requires that the business enter into a license agreement with the City, provide liability insurance, provide a site plan for the proposed outdoor seating location, and agree to maintain the area. The zoning requirements and performance standards for outdoor dining are also outlined in San Rafael Municipal Code Section 14.17.110, *Outdoor Eating Areas Proposed in Conjunction with Food Service Establishments*.

On August 17, 2015, the City Council adopted Resolution No. 13995, establishing a 3-year pilot program to expand the Outdoor Dining Program to include parklet projects, which provided a process for businesses to use the parking space areas for outdoor dining purposes. On December 3, 2018, the City Council authorized the on-street dining to continue under the same limitations.

To help local businesses during the COVID-19 emergency, on June 1, 2020, the City Council adopted Resolution 14809 authorizing the City Manager, in his discretion, to streamline the approval of permits or other entitlements for use of City sidewalks and on-street parking spaces for business activities of restaurants and retail businesses, waive or reduce application fees, and close portions of designated City streets up to two evenings per week. Permits issued under the temporary emergency authorization will expire on November 30, 2022.

The City of San Rafael has developed these Guidelines to increase the vibrancy and resiliency of our commercial areas by formalizing a new way of using portions of our city streets. The goal is to assist all commercial businesses by allowing permitted streetaries to increase patronage and vitality of our commercial areas, while balancing the needs of our diverse array of businesses. Our focus in developing these Streetary Program Guidelines has been to strengthen safety standards, create a consistent design aesthetic, and ensure fairness in the way that the public right of way is being used.

Temporary Outdoor Dining Program permits issued under the COVID-19 emergency streamlined process will expire on November 30, 2022, after which time all existing and new streetaries will be required to comply with the new Streetary Program Guidelines (hereinafter “Guidelines”). Businesses with existing streetaries will have a thirty-day grace period until December 31, 2022, to comply with these Streetary Program Guidelines by applying for necessary permits/licenses and implementing renovations or removing their structures from city parking spaces at their own expense. Any exceptions to these Guidelines will be reviewed by the City on a case-by-case basis.

Due to the unique circumstances of each proposed streetary location, these Guidelines and specific elements may not be required in all cases. Similarly, there may be instances where City staff requires additional design elements not covered in these Guidelines. The City of San Rafael will review the streetary permit applications and will only approve streetaries that are able to meet the design requirements and are determined by staff to meet SRMC code provisions, and safety, maintenance, and other regulatory standards.

All streetary installations, including those previously installed under the COVID-19 Temporary Outdoor Dining Program, will require a permit or license from the City of San Rafael as of December 1, 2022. Plans must be submitted by the business applying for and operating the streetary (hereinafter “Streetary Sponsor”) and permits must be issued by the City prior to any construction or modifications. The streetaries will be subject to a one-time streetary permit/license application fee (hereinafter “Application Fee”) and an annual streetary permit/license fee (hereinafter “Annual Fee”) as defined in the City Fee Schedule. These fees are nonrefundable. Approved businesses will also be required to submit a streetary deposit (hereinafter “Deposit”) that will be returned to the Streetary Sponsor upon satisfactory compliance with the City’s streetary cleaning, maintenance, and removal Guidelines contained in this document and the Streetary permit/license issued by the City.

The City reserves the right to monitor and review compliance with these Guidelines as needed and will review each year at the time of annual renewal.

I. LOCATION AND SETBACK CRITERIA

Streetaries are generally allowed in commercial districts along the curbside on public streets where on street parking spaces exist. However, streetaries are not allowed along streets that have traffic restrictions such as peak hour parking restrictions or on streets that have a speed limit greater than 25 mph.

Streetaries can be considered in commercial districts where there are space(s) for on-street parallel parking, including spaces with metered or unmetered parking. Streetaries are not allowed in ADA/handicap parking spaces or any colored curb zones with restrictions on parking.

A. Streetary Location Criteria

Parking Sufficiency

Seventy percent (70%) of on-street parking on any block must remain available for vehicles at any given time. Approval will only be granted to a Streetary Sponsor if this condition is met. The City at its sole discretion may consider an exception to this requirement if: 1) more than 70% of on-street parking on a three-block average (the Streetary Sponsor’s block and one block in either direction) remains available for vehicle parking; or 2) at least one public parking garage or lot is within one block of the Streetary Sponsor’s block.

Adjacency to Storefront

Streetaries may only be installed in parking spaces that are directly in front of the sponsoring business. If a business fronts more than one but less than two parking spaces and fronts more than fifty percent (50%) of the second parking space, the business is eligible to apply for two parking spaces for use as a streetary. Streetaries shared by two adjacent businesses will be considered on a case-by-case basis. A streetary shared by two businesses cannot exceed the frontage for the combined businesses.

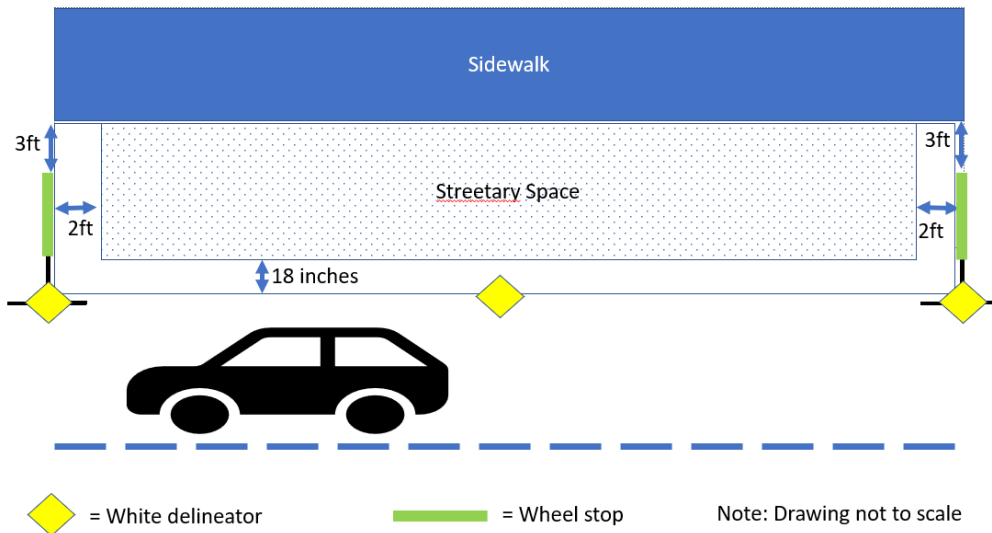
Maximum Parking Stalls

A maximum of two parallel parking spaces shall be used for each streetary. Use of perpendicular and angled parking spaces for a streetary will be considered on a case-by-case basis.

Required Streetary Buffers

Streetaries located in parallel parking spaces can be the length of one or two parallel parking spaces. Wheel stops shall be placed at each end of the parking space. A two-foot inner buffer from each wheel stop on both ends of the parking space is required. See Figure 1 below.

Figure 1: Required Streetary Buffers and Traffic Safety Requirements



Corner Locations

Streetaries located adjacent to intersection crosswalks shall provide a minimum 30-foot setback from the nearest crosswalk. Streetaries that cannot meet these setback requirements may be considered on a case-by-case basis based on whether sight distance and safety can be

maintained, with the City having absolute discretion to determine approval. Storefronts located at corner locations may only have a streetary on one street.

Fronting Driveways

Streetaries may not obstruct driveways, ADA ramps, or entrances to City-owned parking facilities.

B. Streetary Setback Criteria

Travel Lane Setback

Streetaries shall have an eighteen inch minimum setback from the travel lane measured from the parking striping adjacent to the travel lane. In cases where no striping exists, the maximum length of the streetary measured from the face of the curb shall be determined by the Director of Public Works or their designee.

Side Setback

Streetaries shall have a two-foot minimum side setback to each wheel stop located at each end of the parking space, as noted in “Figure 1: Required Streetary Buffers and Traffic Safety Requirements” above.

C. Other Location Criteria

Utilities

Streetaries may not be constructed over or obstruct utility access panels, manhole covers, storm drains, street valves, or any other type of utility assets. A minimum clearance of 4 feet from either side of utility access panels, manhole covers, storm drains, street valves, or any other type of utility assets will be required to allow for maintenance access. Streetaries proposed under overhead utility lines will be required to meet the minimum vertical distance requirements as established by the CPUC. Streetaries that block the outlet of a sidewalk underdrain will be required to ensure the outlet is functional and flowing. Streetary Sponsors must take a thorough inventory of utility access covers in the proposed streetary area by checking under parked cars. Streetary Sponsors must provide for access to any City or public utility company that may have underground conduits beneath the constructed streetary. Access to utilities may require that a Streetary Sponsor temporarily remove all or a portion of the constructed streetary. Streetary Sponsors are responsible for the cost of removing, re-installing and restoring any damage to the streetary.

Bike Lanes

Streetaries cannot obstruct a bicycle lane or path.

Streetary Width

Streetaries, inclusive of required buffers, must stay within the designated parking stall area.

Fire Hydrants

Fire Hydrants shall not be blocked. A 15-foot clearance on either side of the hydrant along the curb shall be maintained. Additionally, three feet of clearance around the hydrant shall be provided.

Fire Department Connections (FDCs)

Fire Department Sprinkler and Standpipe hose connections shall remain fully accessible and not blocked or concealed from plain view. All fire department exterior equipment such as post indicator valves, check valves, and OS&Y valves shall be free from obstruction.

II. STREETARY DESIGN ELEMENTS

Streetaries generally consist of the following key elements:

- A. PLATFORM** that allows the streetary to serve as an extension of the sidewalks
- B. RAILINGS OR SIDE ENCLOSURES** that demarcate the exterior of the streetary from the street and surrounding parking spaces
- C. TRAFFIC SAFETY PROTECTIONS** to reduce the potential for auto-related damage
- D. OVERHEAD STRUCTURES (optional)**
- E. FURNISHINGS AND FIXTURES**

In order to maintain a cohesive aesthetic throughout the City to enhance beautification and economic vitality, the City is limiting the materials used for any streetary elements to either wood (which can be natural wood or composite material) or metal. The City has identified certain companies that build modular streetaries that are easy to clean and can be stored and reinstalled with ease. Businesses are welcome to design their own or purchase such modular streetaries.

A. PLATFORM DESIGN CRITERIA

Materials

Platforms must be constructed from wood or metal that can withstand wear and tear of elements. Pouring concrete for streetary platforms is not allowed. You may use concrete pavers on a platform structure instead. Surface materials must be textured or treated with a non-skid coating to ensure a safe walking surface. Loose particles, such as sand or loose stone, are not permitted.

Maintenance Access

Streetaries must be designed to provide access under the platform to allow for maintenance (i.e. repairs or clearing debris). If the platform base is not a solid mass, access can be provided through access panels, removable pavers, or other means.

Platform Threshold

The platform threshold must be flush and even with sidewalk and must not leave a gap greater than ½ inch, nor a vertical separation greater than ¼ inch.

Drainage

Platforms must allow for curbside drainage flow. A 12-inch width minimum clear gutter space that matches the curb height must be provided along the entire length of the proposed platform. Openings at either end of the streetary may be covered with screens to prevent debris buildup beneath the platform and in the gutter. It is the responsibility of the streetary permittee to clean the cover or screen to prevent any backup of storm water. All streetaries must provide access through the streetary platform or threshold to the gutter adjacent to the curb.

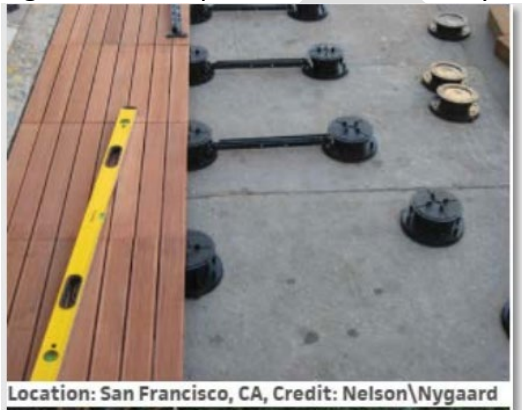
Affixing Not Allowed

At no time may structures be bolted or affixed in any way to the roadway or any structure (including but not limited to buildings, fire hydrants, street trees, streetlights, parking meters, or traffic poles, etc.). An exception to this is that wheel stops for traffic protection must be affixed to the roadway as described in the Traffic Protection section of these Guidelines.

Sub-structure

Designs for the sub-structure of a streetary vary and depend on the slope of the street and overall design for the structure. The sub-structure must accommodate the crown of the road and provide a level surface for the streetary. “Bison pedestals” (pictured below) spaced under the surface and of different heights are a common application. Another method is to provide steel sub-structure and angled beams.

Figure 2: Bison pedestals for streetary sub-structure



ADA Accessibility

All streetaries must be wheelchair accessible. All accessibility elements of the proposed platform shall be designed, constructed and/or conform to the applicable provisions, rules, regulations and guidelines of the California Building Code and Americans with Disabilities Act.

Accessible Platform Surface

The portion of the streetary platform connected by the accessible path of travel to the wheelchair turning space and wheelchair resting space must be level. The accessible platform surface maximum cross slope (perpendicular to the sidewalk or curb) and running slope (parallel to the curb) cannot exceed two percent (2%).

Dimensions

Accessible entry shall be a minimum of forty-eight inches wide. Accessible path of travel must connect the sidewalk to the accessible entry, platform surface, wheelchair turning space and wheelchair resting space. Wheelchair turning space shall be sixty inches in diameter and located entirely within the platform or with a twelve-inch maximum overlap on the curb and sidewalk. Wheelchair landing shall be a thirty-six by forty-eight-inch clear floor area that is permitted to overlap with the Wheelchair Turning Space by twenty-four inches maximum in any orientation.

B. RAILINGS / SIDE ENCLOSURES DESIGN CRITERIA

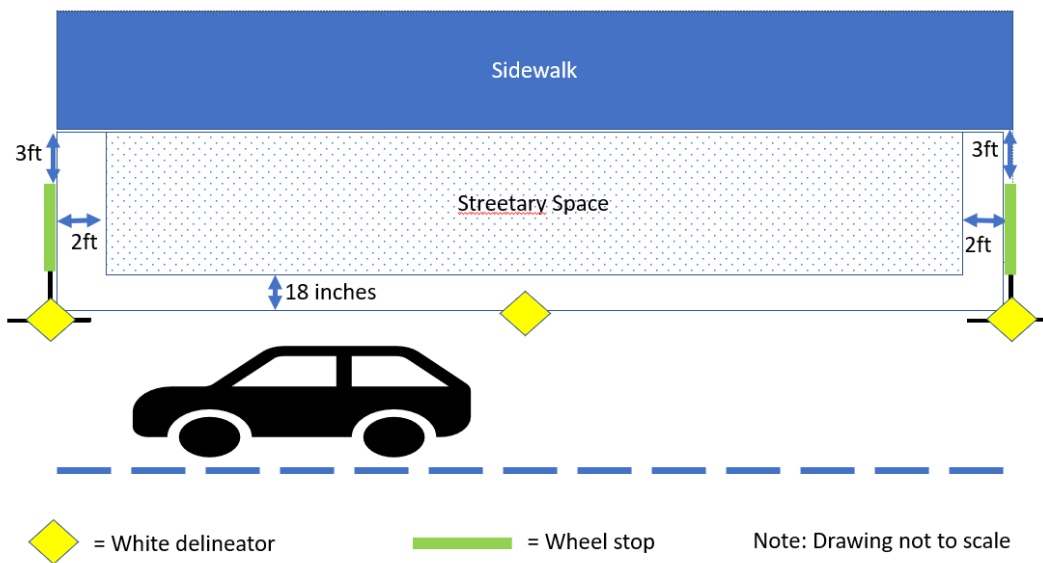
Streetary railings / side enclosures must be constructed from wood or metal that can withstand wear and tear of elements. The streetary railing/side enclosure marks the boundary between the streetary and the street or sidewalk. It should serve as a safe edge while also being visually appealing, permeable, and inviting. The following standards and guidelines should inform your design.

- **Stability:** Stable and sturdy enough not to fall over or be pushed over.
- **Edge buffers from the street:** This can take the form of planters, railing, cabling, or some other appropriate enclosure.
- **Openings in rails:** must prevent passage of 4-inch sphere.
- **Height of railings / side enclosures:** should not exceed 36 inches from the streetary platform floor to the top of the railing.
- **Traffic safety and visibility:** The enclosure should not block the view of conflicting movements of traffic, including pedestrian traffic, nor block the view of traffic control devices such as traffic signs, traffic signals, and other traffic warning devices. All railings/enclosures must have retro-reflective reflectors or retro-reflective tape on the corners of the streetary facing the travel lane such that they are visible by vehicle traffic at night.

C. TRAFFIC SAFETY PROTECTIONS

The water-filled orange barricades and metal rails that served as traffic protection during the Temporary Outdoor Dining Program will be removed after November 30, 2022, and streetaries will be required to provide the traffic protections outlined in this section of the Guidelines.

Figure 1: Required Streetary Buffers and Traffic Safety Requirements



Wheel Stops To help protect against moving traffic and parking cars, streetaries in parallel parking spaces must be buffered using a wheel stop at two-feet from the streetary and three-feet from the face of curb. This buffer may also serve as a space for adjacent property owners to accommodate curbside trash collection. Applicants are required to repair any damages to the roadway caused by the installation of the streetary or wheel stops if later removed. Any repairs shall be performed under a separate encroachment permit and in accordance with applicable City standards for roadway construction. Applicants are responsible for the cost of purchasing and installing wheel stops, which will be added as an additional cost at the time of application approval. Payment and installation of wheel stops must occur prior to any construction of the streetary. For approved applicants, the Department of Public Works will source and install wheel stops.

Vertical Traffic Delineators, Posts or Bollards

Streetaries shall have vertical elements that make them visible to traffic. White traffic delineators which are flexible posts with retroreflective tape will be the standard requirement. White delineators shall be placed at each corner on the streetary closest to the travel lane with another white delineator at the midpoint and in line with those at the corner. Applicants are responsible for the cost of purchasing and installing these white traffic delineators, which will be added as an additional cost at the time of application approval. For approved applicants, the Department of Public Works will source and install white traffic delineators.

Travel Lane Clearance

Streetaries shall provide a minimum eighteen-inch clearance from the edge of the travel lane (measured from the parking striping adjacent to the travel lane) to ensure safe separation from traffic.

D. OVERHEAD STRUCTURES (optional)

Overhead structures on streetaries are defined as any wall or structure over 6 feet in height, including roofs, overhead trellises, tent shade structures, and wind barriers.

Streetary Sponsors who wish to maintain an existing overhead structure built under the Temporary Outdoor Dining Program must submit an additional building permit application on or before November 30, 2022, that includes detailed plans for the overhead structure that have been designed and engineered by a licensed design professional. These detailed plans must ensure the overhead structure – again defined as any wall or structure over 6 feet in height - can resist wind and seismic loads.

Although the City will consider applications for overhead structures, the City encourages Streetary Sponsors to use high quality outdoor umbrellas for sun and weather protection, instead of overhead structures. The use of umbrellas for sun protection and shade is anticipated to bring an open-air aesthetic and thereby increased vibrancy to areas where streetaries are located.

E. FURNISHINGS AND FIXTURES

Wind Protection

All furnishings and fixtures must be designed to be weighted down so they do not become airborne in a wind event.

Items may need to be stored inside the business during periods of high winds. Weights used must not create tripping hazards for pedestrians.

Heaters – Additional Building Permit Application May Be Required

Portable space heaters are permitted if they are an outdoor approved type, are used and located in accordance with the manufacturer’s specifications and are located at least two feet from the edge of any overhead structure, umbrella canvas, any foliage, or any other flammable object or material. Heaters are not allowed under overhead structures or umbrellas but can be placed near them if the required two feet clearance is maintained. Natural gas piped heating is not permitted. Fixed heat lamps are discouraged but may be considered on a case-by-case basis upon submission of relevant building permit applications for overhead structures and electrical connections. Portable heaters do not require a building permit application.

Umbrellas

Umbrellas shall be fire-retardant, pressure-treated or manufactured of fire-resistant material. No portion of an umbrella canopy shall be less than eighty (80) inches above the streetary platform.

Electrical connections – Additional Building Permit Application Required

If electrical connections are desired, Streetary Sponsors must submit a separate Building Permit Application while they submit their Streetary Permit/License Application. An approved Building Permit is required for any existing or proposed electrical connections after December 1, 2022. All wiring and electrical cords must be exterior rated, GFCI protected, and UL listed. Cords must not create tripping hazards on the sidewalk. If the cords cross overhead, they must provide a minimum clearance of 10 feet above the sidewalk and the platform of the streetary. The use of adapters is prohibited. Businesses are not allowed to tap into existing City electrical connections such as twinkle light outlets or streetlight poles. Generators are not allowed in association with streetaries.

Lighting – Additional Building Permit Application Required

Streetary Sponsors proposing lighting provided through electrical connections must submit a separate Building Permit Application at the same time that they submit their Streetary Permit/License Application. After December 1, 2022, an approved Building Permit is required for any existing or proposed lighting provided through electrical connections. Solar powered lighting is strongly encouraged. Battery-powered lighting is also an acceptable alternative. Lighting shall not be directed towards the roadway to unintentionally cause glare for vehicles. Light strings must be hung to allow for a minimum clearance of 10 feet above the sidewalk and the platform of the streetary.

Signage

No signage is allowed on streetary structures, fixtures, or furnishings.

III. OPERATIONAL STANDARDS

Private Control

Streetaries will be considered private space under the control of the permit holder. The permit holder is responsible for securing the streetary and any fixtures and furnishings contained within it during hours when the associated business is not in operation so that objects cannot be removed or used as projectiles. Securing the streetary is defined as storing inside the locked business or using cables and padlocks or any other means to prevent vandalism, theft, or damage to property.

No Outdoor Food Preparation

Outdoor food preparation is not permitted. No heating, cooking or open flames are permitted in a streetary. Hotpots, barbecues or other heating of food in the public right of way is not allowed.

No Open Flames

Candles and open flames are not allowed on the streetaries.

Alcohol Service

Restaurants and food establishments licensed by the State of California will be permitted to sell and allow on-premises consumption of alcoholic beverages. Alcohol service is only allowed under full-service conditions and alcoholic beverages consumed in streetaries are not allowed to be provided in to-go containers. Establishments that serve alcoholic beverages in the streetary area shall be required to meet all requirements of the Alcoholic Beverage Control Board and any other federal, state, or local laws and regulations governing the sale and consumption of alcoholic beverages.

Music

Streetary Sponsors are required to follow the City’s Municipal Code requirements and existing permitting processes to have amplified music and/or live bands in their streetaries.

Noise and Disruptive Behavior

Streetary Sponsors are responsible for ensuring their patrons minimize noise and disruptive behavior while using their streetary space.

Site Maintenance

Streetaries shall be maintained free of litter, refuse and debris. The area shall be scrubbed and mopped daily by the permittee to remove any food or drink stains. Such cleaning shall be in accordance with the City’s Storm Water Management and Discharge Control Program, which prohibits any discharge other than rainwater into the storm water drainage system.

ADA Compliance

Streetary seating areas must comply with all requirements of the Americans with Disabilities Act (ADA) and provide sufficient clearance and walkway space to allow safe access and egress. For multi-level streetaries, a minimum of one level of access is required. Compliance and related liability issues will be the sole burden of the Streetary Sponsor.

Hours of Operation

The streetary shall adhere to the same approved hours of operation as the associated business, with the following limitations. For streetaries that are within 150 foot horizontal or vertical distance from residences: the earliest permitted start times on weekends (Saturday, Sunday, and City Holidays) is 7am; the earliest permitted start times on weekdays Monday to Friday is 6am; the latest permitted end times on Fridays and Saturdays are 10pm; the latest permitted end times from Sunday to Thursday is 9pm. Exceptions to these Guidelines for hours of operation shall be considered on a case by case basis and shall be requested in the Streetary Sponsor’s application.

Safety and Maintenance Inspections

The City will be making periodic safety inspections and reserves the right to require adjustments or removal of any elements, if deemed unsafe or not in accordance with Streetary Program Guidelines. In the event of noncompliance, the City reserves the right to use the Streetary Sponsor’s paid Deposit to implement such requirements or withdraw the approved streetary permit and have the streetary removed at the Streetary Sponsor’s expense.

Insufficient Usage

Streetaries must demonstrate adequate usage in order to contribute to the economic vitality of the City. The City requires these streetaries to be set up and readily available for use when the rest of the business is open, except in inclement weather. The City has the right to notify any streetary in writing of insufficient usage. After receiving written notice, the Streetary Sponsor will have 30 days to comply, or else the City may deem the streetary abandoned and proceed with removal. The City has the right to use the Streetary Sponsor’s paid Deposit to have the streetary removed and withdraw the approved streetary permit for insufficient usage.

Subject to Review

The streetary permit/license is subject to review, imposition of additional conditions, or revocation if factual complaint is received by the City that the maintenance or operation of this establishment is violating any of these or other required conditions or is detrimental to the health, safety, peace, morals, comfort or general welfare of persons residing or working in the neighborhood or is detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

IV. FEES

The fees for the exclusive use of the Streetary are proposed to ensure that the public right-of-way will be enhanced in ways that will facilitate its successful use by private businesses. Initial fees for the Program starting December 1, 2022, are set forth below. All fees may be reviewed and adjusted annually or on an as needed basis by the City Council in its discretion. The City Manager will have the discretion to waive or reduce any and all fees set forth in these Guidelines.

Application Fee

All applicants, whether approved or denied, will be charged a \$2,000 application fee for costs that cover city staff time to process and review each application. Application fees will not be refunded. In order to assist businesses with the transition into this program, this application fee will be waived by the City from December 1, 2022, through and including December 31, 2023.

Annual Rental Fee

Approved streetary permits/licenses will require an annual fee calculated on the basis of the average value of each parking space to the City and the public. The annual fee for each parking space will be set initially at \$3,600. If the approved start date is after January 1, that year’s fee

will be prorated on a monthly basis. The next annual fee payment must be made in advance and will be due on December 1 for the following year. Annual fees not paid within 30 days of the approved start date will be subject to removal. Annual fees will not be refunded.

Deposit

A Streetary Sponsor is required to pay a one-time Deposit of \$2,000 prior to issuance/final approval of the streetary permit/license. The City reserves the right to deduct from this Deposit for any noncompliance in payment of fees, maintenance, removal, and general enforcement costs for the streetary. If the balance of the deposit falls below \$100, the Streetary Sponsor will be invoiced to replenish the funds to \$2,000. Permits/licenses will be revoked for any streetary with an unpaid deposit replenishment after 30 days of invoicing. Any unused funds of the deposit will be refunded to the Streetary Sponsor once the streetary is relinquished.

Any streetary approval will be conditional upon payment of the application fee, an annual fee, deposit, and prepayment for installation of wheel stops and white traffic delineators. Both the annual fee payment and deposit are due prior to the first day of approved operation.

1. REQUIRED: Streetary Permit/License Application Fee: \$2,000
2. OPTIONAL: Building Permit Application Fee for Optional Overhead Structure, Electrical Connections or Lighting, or Fixed Heat Lamps (as per Master Fee Schedule)
3. UPON APPROVAL AND PRIOR TO ISSUANCE OF STREETARY PERMIT/LICENSE: Annual Fee for Each Parking Space (paid upfront): \$3,600 Per Space Per Year
4. UPON APPROVAL OF STREETARY PERMIT/LICENSE: Maintenance and Removal Deposit: \$2,000
5. UPON APPROVAL OF AND PRIOR TO ISSUANCE OF STREETARY PERMIT/LICENSE: Upfront payment for installation of wheel stops and white traffic delineators as required by these Guidelines

Any fees related to the Streetary Program may be adjusted by the City as needed at the City's sole discretion.

V. INSURANCE

Streetary Sponsors must obtain and submit to the City certificates of insurance, including but not limited to:

1. General Commercial Liability Insurance of [no less than \$1 million per occurrence and \$2 million aggregate, with the City as an additional insured on a primary and noncontributory basis
2. Workers Compensation Insurance of no less than \$1 million

Insurance requirements related to the Streetary Program may be adjusted by the City as needed at the City's sole discretion.

VI. STREETARY PERMIT/License REQUIREMENTS AND APPLICATION PROCESS

Streetary Permit Requirements

1. Application: Streetary Permit/License Application
2. Agreements: Streetary Permit/License Agreement
3. Prepayment of Fees and Deposit as stated in the Fees section.

A Streetary permit/license is required for all streetary installations, including those that were in place prior to November 30, 2022.

Application Process

As streetaries are located in the public right of way, the Department of Public Works will be the lead department receiving application materials and issuing streetary permits/licenses. Public Works will coordinate with other relevant departments and communicate feedback and decisions to the Streetary Sponsor.

The City is committed to reviewing filed applications as expeditiously as possible and will endeavor to provide a response after an initial round of review within thirty business days. Further rounds of review may require additional time.

The Streetary Permit/License Application will have two forms, one required and one optional:

1. Streetary Permit/License Application Form (required for all applicants)
3. Building Permit Application Form (Optional: this is required if streetary will have a structure above 6 feet in height and/or electrical or lighting)

The Streetary Permit/License Application must be submitted and approved prior to the construction of any new streetary or the modification of any streetary permitted under the prior Temporary Outdoor Dining program. In addition to the two application forms, the following submittals are required:

- a. Plan sets are required for both custom design streetaries and modular streetaries. For custom designed streetaries without an overhead structure, it is recommended that plans are prepared by a design professional, such as an architect or engineer. Streetary Sponsors requesting an overhead structure are required to submit plans that have been designed and engineered by a licensed design professional. The submitted plans should show the proposed layout of the streetary including:
 - i. The streetary location (business frontage, site address, parking space number, etc.)

- ii. Dimensions of parking stalls, streetary structure including platform, railings, overhead structure (if applicable), stormwater access, and traffic travel lanes in immediate area and in the proposed streetary.
 - iii. Traffic protection measures and dimensions of the setbacks from adjacent parking spaces and adjacent traffic lane.
 - iv. Location of any adjacent public utilities in the street including curb drains, manhole covers, water shut-off valves, sidewalk utility boxes, streetlight poles, parking meters, gutter drains, fire hydrants, parking meters, etc.
 - v. Plans must demonstrate ADA accessibility and show dimensions of required clearances
- b. Materials palette – Use color photo samples to demonstrate
 - i. Materials and plants to be used on platform
 - ii. Railing materials
 - iii. Platform materials
 - iv. Overhead structure materials (if applicable)
 - c. A valid City of San Rafael Business Tax Certificate, sometimes referred to as a business license.
 - d. Evidence of current insurance coverage including a Certificate of Liability Insurance and Endorsements

VII. MAINTENANCE

The City reserves the right to monitor and review compliance with these Guidelines as needed and will review each year at the time of annual renewal. The City reserves the right to use all or part of the Streetary Sponsor's refundable deposit if necessary to ensure compliance with these maintenance Guidelines.

Cleanliness

Streetary Sponsors must keep their streetary clean, free of debris and trash, and must be responsible for pest control as needed.

Wear and Tear

Streetary Sponsors are responsible for the upkeep of their streetary to ensure that it remains attractive and adds to the economic vitality of the area in which it is located. Old, worn down or damaged parts of the streetary must be replaced at the owner's expense as needed or as requested by the City.

Safety

Streetary Sponsors must keep their streetary compliant with the safety guidelines outlined herein as well as the in the City's municipal codes.

ADA Accessibility

Streetary Sponsors must keep their streetary compliant with ADA accessibility requirements. Compliance and related liability issues will be the sole burden of the Streetary Sponsor.

Failure to Maintain

Streetary Sponsors who fail to properly and sufficiently maintain cleanliness, condition, safety, and accessibility of their streetary may be subject to violations and fines. If maintenance issues are not resolved, the City may revoke the permit/license and Streetary Sponsors may be required by the City to remove the streetary at their own expense. The City may use the funds from the Streetary Sponsor's Deposit to remove a streetary in this case, if the Streetary Sponsor fails to cooperate with removal.

Utility Maintenance and Public Safety Emergencies

Because streetaries may sit atop buried utilities, there may be instances where your streetary will need to be temporarily removed to access a utility beneath it. In the event of necessary utility maintenance or the unlikely event of a utility failure such as a gas leak or water main break that threatens public safety, the City or utility owner may remove streetaries with little or no notice. Streetary Sponsors are solely responsible for the cost of removing, storing, repairing, and re-installing their streetary in order for such maintenance or emergencies to be addressed without delay or hindrance. The City may use the funds from the Streetary Sponsor's Deposit to remove a streetary in this case, if the Streetary Sponsor fails to cooperate with removal.

Temporary Public Works Projects, Public Maintenance, and Emergency Repairs

The City and other agencies conduct temporary renovation projects, public maintenance and emergency repairs from time to time, which may impact any given streetary. In this case, the City will provide best efforts to provide sufficient notice but may need to remove streetaries with little or no notice. Streetary Sponsors are solely responsible for the cost of removing, storing, and re-installing their streetary in order for such projects to proceed without delay or hindrance. The City may use the funds from the Streetary Sponsor's Deposit to remove a streetary in this case, if the Streetary Sponsor fails to cooperate with removal. For ease of removal and reinstatement at such times, the City recommends that Streetary Sponsors consider modular streetary designs that are sturdy yet easily movable.

VIII. TERMINATION OF AGREEMENT AND STREETARY REMOVAL

The City has the right to remove any streetary to protect public interest and in response to non-compliance with these Guidelines. The City reserves the right to terminate this program for any reason as determined by the City Council.

The Streetary Sponsor may decide at any point in time that they no longer wish to operate a streetary.

In this case, the Streetary Sponsor is responsible for notifying the City in writing email to streetary@cityofsanrafael.org on the earliest of the following:

at least 30 days prior to the renewal and annual fee payment deadline
at least 30 days prior to vacating the connected commercial property
within 7 days of going out of business

Within 30 days of providing written notice to the City or upon vacating the connected commercial property, whichever occurs first, the Streetary Sponsor is responsible for removing the streetary and cleaning and restoring the parking space to its previous condition to the satisfaction of the City and at the streetary owner's own expense. If the Streetary Sponsor does not comply with the City's requirements for removal, cleaning and restoration, the City maintains discretion to use the Deposit for such removal, cleaning, and restoration costs, and the Deposit shall not be refunded back to the Streetary Sponsor.

Approval of the landlord or property owner of the Streetary's brick and mortar location not owned by the City is not required for the business to obtain a streetary permit. A streetary permit is non-transferable to a landlord or any other person. However, if a tenant terminates their streetary agreement and leaves their streetary in place or otherwise abandons the streetary, the landlord or property owner may take over the existing streetary for a maximum period of 6 months after the tenant leaves the property associated with the Streetary, provided that the Streetary is in full compliance with these Guidelines. The landlord or property owner taking over the streetary must submit a new application, sign necessary agreements, and pay all the related fees (application and annual) and refundable deposit, prior to taking over the streetary. After the 6 months expire, the City may use the landlord's deposit funds to have the streetary removed according to the Streetary Program Guidelines.

FOR MORE INFORMATION

For questions or additional information regarding these Streetary Program Guidelines, the Streetary Permit/License Application, or related optional Building Permit Applications, please contact Department of Public Works at streetary@cityofsanrafael.org.



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Finance

Prepared by: Nadine Atieh Hade,
Administrative Services Director

Bill Guerin,
Director of Public Works

City Manager Approval: _____

A handwritten signature in black ink, appearing to be 'AS'.

TOPIC: FINAL CITYWIDE PROPOSED BUDGET FOR FISCAL YEAR 2022-2023 AND LEGAL SPENDING LIMIT

- SUBJECT:**
- 1. RESOLUTION APPROVING THE CITYWIDE BUDGET AND CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEAR 2022-2023; PROVIDING FOR THE APPROPRIATIONS AND EXPENDITURE OF ALL SUMS SET FORTH IN THE BUDGET IN THE AMOUNT OF \$166,109,509; AUTHORIZING AN INCREASE TO CITY STAFF HEADCOUNT; AMENDING RESOLUTION 14954 REGARDING THE COMPENSATION AND WORKING CONDITIONS FOR CERTAIN UNREPRESENTED EXECUTIVE MANAGEMENT EMPLOYEES; AND APPROVING A ONE-TIME 5% INCREASE TO CHILDCARE FEES**
 - 2. RESOLUTION APPROVING FISCAL YEAR 2022-2023 GANN APPROPRIATIONS LIMIT AT \$170,762,486**

RECOMMENDATION:

1. Adopt a resolution approving the Fiscal Year 2022-23 Operating Budget and Three-Year Capital Improvement Program, providing for the appropriations and expenditure of all sums set forth in the budget in the amount of \$166,109,509, authorizing an increase to city staff headcount, amending resolution 14954 regarding the compensation and working conditions for certain unrepresented executive management employees, and approving a one-time 5% increase to childcare fees.
1. Adopt a resolution approving the Fiscal Year 2022-23 Gann Appropriations Limit.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

SUMMARY:

This report presents the final proposed citywide budget for Fiscal Year (FY) 2022-23, beginning July 1, 2022, and ending June 30, 2023. This item is the culmination of a budget process that included several internal discussions of the assumptions underlying the draft budget and the City's goals and objectives. In addition, the preliminary Capital Improvement Program was presented to the City Council on May 16, 2022, for feedback and discussion.

For the FY 2022-23 budget, ongoing General Fund operational expenditures are supported by current period revenues. The spending plans of all other funds are supported by projected revenues and accumulated resources in their respective funds. Proposed appropriations citywide total \$166,109,509 and are within the legal spending limit.

Due to rising costs, particularly of staff salaries, there is a need to increase childcare fees to ensure the program's sustainability. The proposed 5% increase would help ensure the long-term viability of the City's childcare programs and keep fees at affordable levels compared with comparable operations in the region.

BACKGROUND:

This report will focus on the following:

1. Brief overview of FY 2021-22 budget performance
2. Proposed Goals and Objectives for FY 2022-23
3. Proposed Operating and Capital Budget presented for all City funds for FY 2022-23
4. FY 2022-23 Appropriations Limit
5. Staffing updates and adjustments
6. Childcare fee budget and comparison

BUDGET ACTION

The purpose of this report is to provide the City Council and community with the final proposed citywide budget for FY 2022-23.

The budget is both a spending plan for the City's available financial resources and the legal authority for City departments to spend these resources for public purposes. Through these resources, services are provided to meet the needs of the community. The City Council and City staff respond to the community's needs in part through the budget, which is intended to balance not only revenues and costs, but also community priorities.

Consistent with the direction provided by the City Council in [May of 2014](#), the additional one-quarter percent sales tax revenues provided by Measure E, effective April 1, 2014 through March 31, 2034, are dedicated to funding major construction and improvements to public safety facilities (also referred to as the [San Rafael Essential Facilities](#) project).

"GANN" APPROPRIATIONS LIMIT

Article XIIB of the California Constitution (enacted with the passage of Proposition 4 in 1979 – the Gann initiative – with modifications under Proposition 111 passed in June 1990, and implemented by California

Government Code sections 7900, and following) provides the basis for the Gann appropriation limitation. The City's appropriation growth rate is limited to changes in population and either the change in California per capita income or the change in the local assessment roll due to new, non-residential construction.

ANALYSIS:

UPDATE ON CURRENT BUDGET/FISCAL YEAR 2021-22

General Fund

Revenues: The original FY 2021-22 budget, adopted on [June 21, 2021](#), projected \$87,861,080 in revenues. The City worked with two revenue consulting companies (HdL and Management Partners) and other local agencies to project revenues for FY 2021-22. Fortunately, the recovery from the pandemic has outpaced projections and the mid-year budget review (updated budget) presented on [March 7, 2022](#), estimated an increase in revenues of \$5,060,000 for a projected balance of \$92,921,080 based on higher than anticipated sales and use tax receipts. Current revenues are projected to be \$93,160,919, which is \$239,839, or 0.3% above the updated budget, based on activity through April which is the most up to date information available. This is due to higher than anticipated Educational Revenue Augmentation Fund (ERAF) payments received from the County of \$293,000 and Vehicle License Fee remittances from the State of approximately \$200,000. These increases are partially offset by a reduction in estimated investment income as bond markets have declined in the second half of the fiscal year and a reduction in estimated Transit Occupancy Tax that still lags the rest of the recovery.

Expenditures: As part of the approved FY 2021-22 budget, expenses were projected to be \$87,562,734 as the City projected to ramp up activities following the slow-down resulting from the pandemic. During the fiscal year, additional appropriations were requested totaling \$1,083,374 to cover the repayment of furloughs, additional overtime, and additional specialized wellness resources for Public Safety employees. City Council also approved additional appropriations totaling \$250,000 to stabilize the Recreation Fund, as activities remain adversely affected from the impacts of the COVID-19 pandemic.

The City performs bi-annual actuarial studies into both the Workers' Compensation and Liability programs to assess its ongoing self-insured exposure. Both actuarial studies were performed during the year resulting in an increase in estimated outstanding losses of \$2.8 million for Workers' Compensation and \$0.6 million for Liability over the prior estimates. These losses are attributable to a few large claims and follow a trend of declining total claims with rising severity on a per claim basis. The results of this study translate into increasing the fund balance for the City's Workers' Compensation and Liability programs in the amount of \$2,100,000 and \$600,000, respectively, to adequately prepare for future liabilities.

Operating results: The estimated increase to expenditures of the General Fund of \$2,700,000 changes the estimated positive net result of \$3,779,994 to \$1,319,833 for FY 2021-22. With the replenishment of the Emergency Reserve Fund in the amount of \$1,038,611 (in order to maintain the 10% reserve level per City Council policy), net unassigned funds (otherwise known as surplus) are forecasted to be \$814,596 at year-end. See Table 1 for additional details.

Staff will formally request the aforementioned adjustments be made to the budget along with other adjustments, if necessary, in September 2022 once the year-end update is presented to the City Council.

Table 1: FY 2021-22 General Fund Estimated Overview

General Fund	Adopted Budget FY 2021-22	Approved Changes	Current Budget	Projected Changes	Projected Budget
Revenues	87,861,080	5,060,000	92,921,080	239,839	93,160,919
Transfers in	1,755,022		1,755,022	-	1,755,022
Total Resources	89,616,102	5,060,000	94,676,102	239,839	94,915,941
Expenditures	87,562,734	1,083,374	88,646,108	2,700,000	91,346,108
Operating Transfer out	2,000,000	250,000	2,250,000	-	2,250,000
Total Appropriations	89,562,734	1,333,374	90,896,108	2,700,000	93,596,108
Net Result	53,368	3,726,626	3,779,994	(2,460,161)	1,319,833
Allocations					
Use/(Source) of Emergency Reserves	(720,651)	(47,960)	(768,611)	(270,000)	(1,038,611)
Use of Prior Period funds	-	533,374	533,374	-	533,374
Unassigned Funds Available	(667,283)	4,212,040	3,544,757	(2,730,161)	814,596

Other Funds

The evaluation of other funds will continue with the year-end close. Any required adjustments will be presented to the City Council as part of the year-end update, presented in September 2022.

GOALS AND OBJECTIVES

The City Council regularly establishes a set of goals, objectives, and key implementation tasks ([Goals and Objectives](#)) that guide decision-making. Last year, the City created four new Policy Focus areas to highlight overarching policy priorities while retaining five City Service Areas to highlight operational efforts that are of particular focus. This year, the City Council elected to continue focusing on the goals and objectives established for FY 2021-22 and has attached a status report (Attachment 1). Also highlighted as part of the status report are 15 performance metrics that staff has identified and will start collecting, measuring and analyzing in the next fiscal year in order to track progress towards the Council’s key policy areas. The four Policy Focus areas and five City Service Areas are listed below:

Policy Focus Areas

- **Economic Recovery:** Building back our economy stronger and more resilient than before.
- **Housing & Homelessness:** Creating new housing, keeping people in their homes, and use a “Housing First” model.
- **Racial Equity:** Working to achieve racial equity and advance opportunities for all.
- **Sustainability, Climate Change & Disasters:** Reducing greenhouse gas emissions while mitigating and adapting to climate change.

City Service Areas

A. Neighborhood and Economic Vitality: Create and preserve a healthy economy and sustain vibrant neighborhoods, Downtown, and other business areas.

B. Quality of Life: Serve and strengthen community relationships by providing literary, artistic, recreational, and cultural experiences for all residents and improving resident engagement and governmental transparency.

C. Public Safety: Prevent and respond to emergencies through essential facility improvements and community and organizational emergency readiness.

D. Public Assets: Improve and preserve public assets by sustaining effective levels of core infrastructure while reducing traffic congestion by expanding bicycle, pedestrian, and transit options.

E. Foundational Services: Sustain organizational viability and exemplary service through short and long-term financial success, organizational excellence and succession planning, and technology to improve efficiency and service levels.

Each Policy Focus and City Service Area has a set of objectives, each of which has a subset of key implementation tasks. These objectives and key implementation tasks provide a basis for making resource allocation decisions during the budget process and serve as a focal point for assessing and coordinating the City's short and long-term strategic planning. The resources required to perform each objective and task are summarized in the Time and Intensity graphic within the Goals and Objectives. Additionally, the Policy and City Areas address the community's needs and priorities, as well as reflect an evaluation of community condition and the government's operating environment.

PROPOSED FISCAL YEAR 2022-23 CITYWIDE BUDGET

HIGHLIGHTS

- ❖ **Citywide Budget:** The total proposed FY 2022-23 expenditure budget for the City is \$166,109,509 (Attachment 2, Exhibit I). This sum reflects all funds and operations for the City, including active capital projects. The Capital Improvement Program has planned expenditures for which staff reports will be submitted for approval of major projects and their associated funding source. Appropriations are supported by FY 2022-23 revenue and other sources projected at \$156,579,990, as well as by fund balances retained from previous periods for capital projects.
- ❖ **General Fund Budget:** The proposed General Fund expenditure budget comprises \$95,250,644 for operations, an increase of approximately \$4.35 million over the prior year current budget, supported by revenues, transfers in, and reserves, projected at \$97,640,802, resulting in a surplus before allocations of \$2,390,158.
- ❖ **State Budget Impacts:** On May 13, 2022, Governor Gavin Newsom signed the May revision to the FY 2022-23 state budget, which totals approximately \$300 billion in spending. The May revision projects a \$97 billion surplus, contrasting against a projected \$54 billion deficit in the FY2020-21 budget. City staff will look for any opportunities to pursue additional assistance and available funding.
 - **Broad-based Relief:** In addition to providing \$400 rebates to eligible owners of registered vehicles, the May Revision adds \$750 million in grants to transit and rail agencies to provide free transit to Californians for three months. Also included is \$2.7 billion for rental assistance, \$304 million to reinstate the healthcare premium subsidy program, and \$157 million to waive family fees for state-subsidized preschool and childcare.
 - **Homelessness:** The Budget provides an additional \$2 billion over two years to invest in behavioral health housing and encampment cleanup grants intended to serve as a bridge to other related programs, such as Project Homekey.
 - **Infrastructure:** The May Revision adds an additional \$17 billion in state funds to the \$20 billion previously allocated to accelerate the transition to zero-emission vehicles, modernize the state's transportation system, spur clean energy innovation, advance the

state's housing goals, reduce wildfire risk to communities, support drought resiliency and response, among other investments. The May Revision includes an additional \$1.1 billion for broadband, \$500 million for housing, \$500 million for active transportation, and \$650 million to expand efforts to build more housing for homeless individuals.

- Children's Behavioral Health: The Budget added \$290 million to the \$1.4 billion allocated to California's behavioral health system to support grants to deliver well-being and mindfulness programs, as well as parent support education programs. In addition, the program will support grants to support children at increased risk of suicide.
 - Wildfires: The Budget adds enhancements toward wildfire resilience and response capacity by adding funding to support expanded fire crews and air attack operations.
 - Drought: Included in the Revision is \$1.6 billion to continue the State's drought response through both augmentation to loans to drinking water systems, water recycling, conservation, and habitat restoration as well as \$75 million in support grants to farming and related businesses negatively impacted by drought.
 - Public Safety: The May Revision includes \$50 million in local law enforcement grants to support officer wellness as well as \$30 million in grants to assist minors who are victims of sex trafficking.
- ❖ **American Rescue Plan Act**: On March 11, 2021, President Biden signed into law the American Rescue Plan Act (ARPA). The ARPA provided \$65.1 billion in direct aid to every city, town, and village across the country to help stabilize communities. The City of San Rafael has been allocated an amount of \$16,088,886. Funds must be obligated by December 31, 2024 and expended by December 31, 2026. In January of 2022 the Treasury Department issued its Final Rule, a document that provides guidance on compliance and eligibility, effective beginning April 1, 2022. The City Council has directed use of these funds towards the City's policy focus areas of Economic Recovery, Housing & Homelessness, Racial Equity and Sustainability, Climate Change & Disasters as well as infrastructure projects.

To date the City has utilized approximately \$600,000 of these monies for support of Housing & Homelessness and racial equity initiatives. City Council has approved an informational report recommending the use of ARPA funds for the San Quentin Pump Station that is expected to begin in the fourth quarter of fiscal 2021-22 with costs estimated in the amount of \$3.2 million. ARPA funds in the amount of \$110,000 have also been approved by Council to fund the design work required for the Pickleweed Park field renovation.

Staff will evaluate revenues and appropriations related to ARPA funds at year-end and provide any specific recommendations necessary for proper reporting at that time. The impact will be an increase to revenues that will be offset by approved expenditures and assignment of any unused portion.

General Fund

The City's General Fund supports most of the major services to residents and businesses (such as police, fire suppression and prevention, planning, building, library, parks, streets, engineering, traffic enforcement and management, and cultural programs). The General Fund operating-related appropriations for FY 2022-23 total approximately \$95.3 million. These appropriations comprise \$92 million of operating expenditures, \$2.2 million of transfers to community services in support of the Recreation Fund and \$1.1 million of transfers to the employee retirement fund. This transfer to the retirement fund does not occur annually, however, when the City experiences a reduction in the MCERA

employer contribution rate due to specific one-time events, this translates into a reduction in the City's pension contribution expense for the year but not necessarily for future years. For FY 2022-23, the City will experience a reduction in the MCERA employer contribution rate due to extraordinary investment returns for the fiscal year ending June 30, 2021 of 32%. As we do not expect this level of investment return in subsequent years, the City is setting aside the \$1.1 million in one-time pension savings as we forecast increases in the future and will use the savings at that point.

The appropriations are supported by \$95.9 million in projected revenues and \$1.8 million of transfers from other funds. The transfers include a \$650,000 reimbursement from Gas Tax revenues for support of street maintenance salaries; \$684,000 from the Employee Retirement Fund for debt service on the outstanding pension obligation bonds; and \$521,000 from the Parking Services Enterprise Fund for administrative support.

The following table (Table 2) summarizes the detailed information provided in Exhibit II and presents the proposed FY 2022-23 budget with a comparison to the projected FY 2021-22 budget. The table presents year-over-year change in revenues and expenses as these are key performance metrics.

Revenues available for operations are projected to be \$2.7 million higher than those of the FY 2021-22 year, an increase of 2.9%. This is mainly due to conservative projected growth in major revenue items such as property tax and sales and use tax.

Expenditures are projected to increase by \$600,000, or 0.7% over those of the FY 2021-22 projected budget. Increases to the FY 2022-23 expense budget include approximately \$1.6 million in personnel expenses related to negotiated pay increases and \$1 million in non-personnel expenses related to inflation. The FY 2022-23 increases in expense are overshadowed by the FY 2021-22 one-time workers' compensation and general liability adjustment that staff hopes to absorb as part of the current budget. If absorbed, expenditures year-over-year are projected to increase by 3.7%.

Table 2: Comparison of FY 2021-22 Projected Year End and FY 2022-23 Budget

General Fund	Projected FY 2021-22	Proposed FY 2022-23	\$ Change from previous year	% Change from previous year
Revenues	\$ 93,160,919	\$ 95,870,730	\$ 2,709,811	2.9%
Transfers in	1,755,022	1,770,072		
Total Resources	\$ 94,915,941	\$ 97,640,802	\$ 2,724,861	2.9%
Expenditures	\$ 91,346,108	\$ 91,943,644	\$ 597,536	0.7%
Transfers out – operating	2,250,000	3,307,000		
Total Operating Uses	\$ 93,596,108	\$ 95,250,644	\$ 1,654,536	1.8%
Net Results before Allocations	\$ 1,319,833	\$ 2,390,158		
(Source) / Use of reserved funds				
Emergency reserve	(1,038,611)	(165,454)		
Use of prior period funds	533,374			
Total Results	\$ 814,596	\$ 2,224,704		

Revenue Trends and Assumptions:

Sales and Transaction & Use Tax:

The recovery is in full swing on the sales and use tax front with strong growth quarter after quarter since the economy began reopening. Although facing difficult macro headwinds heading into the new fiscal year, sales and use taxes are projected to remain elevated. Areas of Auto & Transportation and Building & Construction are projected for modest growth as supply chains become less stressed and are better able to meet demand. Meanwhile, Restaurants & Hotels are expected to continue their pandemic recovery with a 5.7% growth estimate for next fiscal year.

With the assistance of HdL Companies, the City’s sales tax consultant, recurring sales tax revenues are estimated to increase slightly from \$24.8 million as currently proposed in the FY 2021-22 budget, to \$25.1 million in FY 2022-23, an increase of approximately 1.2 percent. Sales taxes account for approximately 26% of the City’s General Fund revenues.

Revenues from the Measure E Transactions & Use Tax, which applies to most local retail sales, are estimated to rise from \$14.5 million as currently proposed in the FY 2021-22 budget, to \$14.7 million in FY 2022-23, an increase of 1.2 percent. One-third of these funds are allocated to service debt related to the 2018 Lease Revenue Bonds. Measure E revenues account for about 15% of the City’s General Fund revenues. Revenues from the new Measure R Transactions & Use Tax are projected to generate \$4.9 million and represent about 5% of the City’s General Fund revenues. Altogether, sales and use taxes comprise 47% of the City’s General Fund revenues.

Property Tax:

Property taxes are currently projected to increase by 8% over the prior year for a total of \$24.4 million. The increase is mainly due to increased excess Educational Revenue Augmentation Fund payments and growth in the overall property tax roll. Property tax makes up 25% of the City's General Fund revenues.

Other General Fund Revenues:

Other revenues (including Business Tax, Transient Occupancy Tax, development fees, permits, and charges for services) are expected to show a modest increase of 4% when compared to the prior year's budget. These revenues account for 28% of the City's General Fund revenues.

Expenditure Trends and Assumptions:

The growth in expenditures incorporates inflationary increases and increases in personnel costs as we increase compensation based on collective bargaining contract commitments. General Fund budgeted contributions to the Marin County Employees Retirement Association (MCERA) are projected to decrease by \$730,000, or 3.9% when compared to the previous year. The decrease is attributable to significant asset gains during the actuary's measurement period (\$1.1 million), partially offset by the increase in total payroll, however, these trends are not expected to persist into the following fiscal year as markets continue to experience downward pressure. Staff recommends smoothing the impact of the FY22-23 decrease and expected FY23-24 increase by transferring \$1.1 million to the Employee Retirement Internal Service Fund during FY22-23 to ensure continuity of programs over the long-term. Pension expenses represent approximately 14.1% of total citywide expenditures, and approximately \$17.9 million, or 19.1%, of an \$95.3 million general fund budget.

Capital Spending and Other Funds

Capital Improvement Program (CIP)

The CIP is a multi-year planning tool used to identify and implement the City's capital needs over the upcoming three-year period: FY 2022-23 through FY 2024-25. The CIP document summarizes the City's planned capital and infrastructure improvement projects, including their funding sources, and prioritizes projects after analysis and coordination with other City departments to ensure that all department needs are represented. Project selection and priority is based on recommendations by a Working Group representing various City departments to accommodate high priority needs, which focused on life/safety, maintenance and repair, public and City Council input, and other factors. The CIP is intended to provide a comprehensive three-year project list for the City's known capital and infrastructure needs.

The general categories within the CIP are as follows:

- **City-Owned Properties:** City facilities including buildings, parking garages and lots
- **Drainage:** Stormwater systems including roadway drainage and the City's 12 stormwater pump stations
- **Parks:** Park infrastructure and facilities including playgrounds, recreation equipment, and restrooms
- **Streets/Transportation:** Roadway improvements including construction, resurfacing, and maintenance of existing bicycle and pedestrian facilities including sidewalks and bike lanes.
- **Transportation:** Transportation projects are separated out from Streets/Transportation projects. Transportation projects include traffic and signal improvements that increase traffic flow and capacity, as well as any circulation improvements that expand bicycle/pedestrian thoroughfare

beyond the existing facilities in place. For example, new multi-use pathways and the expansion of existing sidewalk.

On [May 16, 2022](#), Public Works presented the preliminary three-year CIP for Fiscal Year (FY) 2022-23 through FY 2024-25 for discussion and review by the City Council. The purpose of the presentation was to provide the community members and the City Council an opportunity to participate in reviewing and sharing feedback relating to the CIP.

Major new projects/studies identified in the FY 2022-23 to FY 2024-25 CIP include:

- 20 Meyer Road Slide Repair
- North San Pedro Medians at SMART Railroad Crossing
- Center Street Resurfacing – Phases I and II
- Francisco Blvd West at Irwin St: Trash Rack
- Sun Valley Park Playground Improvements
- Grand Ave (Second St to Fourth St) Class IV Cycle Track
- Bike & Ped Master Plan 2022 Update

There are currently five major annual funding sources for the CIP:

Table 3: CIP Funding Sources

Fund #	Fund Name	Description
205	Stormwater Fund	Established to fund stormwater maintenance, programs, and improvements throughout the City. Fund #205 receives annual revenues from the City’s Stormwater Activity Fee (Municipal Code Chapter 9.40).
206	Gas Tax; Measure AA; Senate Bill 1 Funds	The Gas Tax is revenue collected and subsequently distributed by the State of California based on a percentage tax on each gallon of gas purchased in San Rafael. Gas Tax may be used for capital projects or maintenance on local streets, roads, traffic, and bicycle/pedestrian facilities. Additionally, local sales tax, passed by voters in 2018 as Measure AA, contributes to a portion of this fund for roadway improvement projects.
241	Measure A	Measure A is a nine-year ¼ percent Transactions and Use Tax managed by the County of Marin. The tax is restricted to care for parks and open spaces. The Department of Library and Recreation, in consultation with the Parks and Recreation Commission, provides input each year as to which parks projects should be prioritized to receive Measure A funding.
246	Traffic Mitigation Fee	Traffic Mitigation Fees are an impact fee charged to a developer in connection with the approval of a private land development project with the purpose of offsetting or subsidizing public improvements made necessary by the private development. The City utilizes Traffic Mitigation Fees for circulation-related projects identified in the General Plan.

Fund #	Fund Name	Description
603	Building Maintenance	The Building Maintenance Fund supports routine maintenance and capital projects associated with the City’s buildings, parks and other facilities. The Building Maintenance Fund is an internal revenue fund, which means General Fund monies are the sole source of revenue.

While some CIP projects are grant-funded, most are not and are paid for through Funds 205 (Stormwater), 206 (Gas Tax), 246 (Traffic Mitigation), and 603 (Building Maintenance). Within each fund type is an Operating Budget which consists of expenses related to maintenance of infrastructure, equipment purchasing, miscellaneous contractual services, Annual Programs, and other non-project related work. Additionally, after deducting the Operating Budget from the total available funding in each fund type, staff allocated a contingency of the remaining funds to provide a buffer for unanticipated expenses which may arise mid-year.

As has been noted in prior year CIPs, the long-term capital and infrastructure improvement needs for City-owned property, parks, and drainage far exceed the available revenues each year. Therefore, a considerable number of projects are identified as real capital and infrastructure needs (and maintained on the CIP project list) but are categorized as “Unfunded”. City staff continues to actively pursue grant funding, congressional earmarks, and other infrastructure funding sources. Several of these funding sources require a local funding match.

Historically, staff transfers a flat amount each year from the Gas Tax to the General Fund to support personnel costs of Streets Maintenance staff, which we propose to do again this year in the amount of \$650,000. Personnel costs of employees performing street and road maintenance and repairs total over \$2 million annually in the General Fund and are an allowable use of State Gas Tax monies.

The complete, final draft of the CIP is attached to this report (Attachment 3).

Capital Project Funds

These funds are dedicated to the tracking and reporting of capital projects. The most significant capital project activity is the Public Safety Essential Facilities program, which in the last two years has completed projects such as the construction of the new Public Safety Center and the rehabilitation of Fire Stations 52 and 57. This project has been funded from the following sources: (1) direct use of designated Measure E general tax funds; (2) Lease Revenue Bonds, Series 2018, which will be repaid from designated Measure E general tax funds; and (3) allocations from the Paramedic Tax used to fund capital projects. In FY 2022-23, the City expects to complete construction on the rehabilitation of Fire Stations 54 and 55.

Special Revenue and Grant Funds

These funds have restricted uses, based on their respective sources. One significant fund in this group is the Emergency Medical Services/Paramedic Fund (EMS). The fund has planned expenditures of \$8.8 million for the upcoming fiscal year, of which \$5.2 million, or 59%, comes from the Paramedic Tax. The balance of the funding of this activity comes primarily from third-party recovery for emergency medical response and transport services. Tax rates have reached their tax ceiling for County Services Area #13, County Services Area #19, and Marinwood Community Services District, so although the spending plan requires increases in revenue, operations must be subsidized by the City of San Rafael. For FY 2022-23, a \$5 increase in the tax rate for residential unit properties in San Rafael was approved as expenditure growth continues to outpace revenue growth.

The EMS Fund is projected to retain \$695,728 in unallocated fund balance on June 30, 2023. This balance serves as an operational reserve. Funds not needed for the operations reserve are used to fund capital improvements that directly support the delivery of emergency medical transport services (e.g., Phase II essential public facilities projects, such as Fire Stations 54 and 55), however, no transfers are expected to take place in FY23.

The City's Cannabis Business Tax is also reported in a special revenue fund. San Rafael has several licensees in active commerce. The City anticipates the receipt of \$300,000 in excise tax revenues for the FY 2022-23 year in which the fund will incur \$159,057 in qualifying expenses. The fund carries a fund balance of prior year savings that it plans to allocate to new projects specifically focused on economic development and service support.

The Measure A Open Space Program sunset on April, 1 2022. Funding for this activity was primarily provided by a nine-year, county-wide sales tax that is managed by the County of Marin, with the City providing discretionary contributions as needed. A renewal of the quarter-cent tax was included on the June ballot and successfully passed. Staff will update the workplan and budget for this program based on revenues to be received as a result of the measure passing. Currently, \$300,000 in fund balance is budgeted to be expended during the year to fund project initiatives.

Measure D, the successor library parcel tax to Measure C, is entering its sixth year. This special revenue source has successfully expanded service levels, relative to those established under Measure C (previous library parcel tax). The purpose of the tax is to "augment the capacity of the City of San Rafael to provide quality library services to its residents." Measure D provides for expanded book and periodical purchases, including e-books; funds events and classes for all ages, and provides for supplementary technology supplies. Capital reserves were established under Measure C (previous library parcel tax) for facility-related uses.

The Recreation and Childcare Funds are anticipating spending plans of \$4.8 million and \$3.3 million, respectively. Revenue projections will depend on demand as they have not found their way back to pre-COVID activity. The Childcare Fund is projecting a deficit in fund balance at June 30, 2023 and will require an increase in fees. Management will keep the City Council apprised of any events affecting the performance of these funds.

Measure C, a historic wildfire prevention measure is entering its third year. Funding for this activity is provided by a ten-year parcel tax and is managed by the Marin Wildfire Prevention Authority, a Joint Powers Authority. The City of San Rafael is expected to receive \$1.9 million in revenues to support coordinated wildfire prevention including early detection, warning and alerts; reducing vegetation; ensuring defensible space around homes, neighborhoods and critical infrastructure; and improving disaster evacuation routes/procedures.

Other significant funds in this category include Gas Tax and Storm Water Funds. The spending plans for these funds were developed in conjunction with the Capital Improvement Program described previously. Costs for new CIP projects are not included in the budget until they are brought to Council for approval at time of commencement.

Parking Fund

The Parking Fund is a self-sustaining enterprise fund whose revenues are dedicated to parking services. Currently, parking operations are funded via parking fees and fines, and fund balance is the only resource with which to cover capital improvements. The parking structures and lots have deferred maintenance issues that will need to be addressed in the coming years. In 2014, the Public Works Department engaged an engineering firm to evaluate current conditions of the garage structures and provide recommendations for repair and maintenance items. The study determined that the four city-owned structures (3rd/Lootens, 3rd/A, 3rd/C, 5th/C parking structures) require significant structural repairs due to deferred maintenance. The FY 2022-23 operating budget for this fund is \$5.0 million, inclusive of operating transfers. The Parking Fund continues to endure the negative effects of the pandemic and has only been self-sustaining over the past two years as it has drawn on its accumulated fund balance which is its only resource to cover capital improvements. For FY 2022-23, the Parking Fund is projected to incur a deficit which can no longer be covered by remaining fund balance. In order to prevent this from occurring, staff is in the process of analyzing the increase of fees or further expense reductions. Management will keep the City Council apprised of any events affecting the performance of this fund throughout the year.

Internal Service Funds and Capital Replacement Funds

These funds are used to manage services that are delivered within the organization. For example, computer replacement, employee benefits, workers compensation, general liability, capital replacement, technology replacement and vehicle replacement are funded via internal charges to the funds that utilize these respective services.

Successor Agency

Prior to the state-initiated dissolution of the Redevelopment Agency in January 2012, the City Council met as the Redevelopment Agency and approved its annual budget as part of the citywide budget process. Under the current legislation, the Successor Agency is not required to prepare an annual budget. Funding for the Successor Agency follows a different process specified in the new law: funding must be approved by the Successor Agency's Oversight Board and the California Department of Finance for six-month periods. The economic development-related functions of the former Redevelopment Agency have been fully transferred to the City Manager's Office.

Status of Pension Funding

The City's [Pension Funding Policy](#) requires that the Administrative Services Director and City Manager report on the status of pension funding as part of the annual budget adoption process.

The most recent pension actuarial valuation was prepared as of June 30, 2021 and approved by the MCERA Board on February 9, 2022. This valuation was used to determine the contribution rates for FY 2022-23. The composite rate for the City of San Rafael will be 58.91 percent, a 3.6 percent decrease from the current rate of 62.57 percent. The budgeted pension contribution for FY 2022-23 provides full funding for the required contribution. The valuation also reported an unfunded actuarial liability of \$27 million for the City, representing a funded ratio of 95.8%.

MCERA's investment target (discount rate) remained at 6.75% during the measurement period. The City has dedicated a portion of its employee retirement reserve to buffer the impact of unexpected increases. This reserve, which currently totals \$2.1 million, is also used to accumulate payments for debt service on the \$4.5 million pension obligation bonds issued in 2010; and for optional, supplementary payments to MCERA.

Status of Other Postemployment Benefit (OPEB) Funding (Retiree Healthcare)

The City's OPEB Funding Policy was adopted on [September 18, 2017](#). The policy cites the City's goal of fully funding the Actuarially Determined Contribution (ADC) each year. The budgeted OPEB contribution for FY 2021-22 provides full funding for the required contribution. The contribution is based on an investment target (discount rate) of 6.75%. The most recent actuarial valuation, as of June 30, 2021, reports \$26 million in plan assets offset by \$48.2 million in actuarially accrued liabilities, leaving an unfunded actuarial liability of \$22.2 million. The City's ADC for FY 2022-23 is \$2.6 million.

General Fund Balance and Reserves

Under the proposed FY 2022-23 budget, all funds but two are projected to have a positive fund balance as of July 1, 2022, as well as at June 30, 2023. As previously mentioned, the Childcare Fund estimates a negative fund balance, but if fee increases are approved staff expects results to break-even. Additionally, the Parking Services Fund estimates a negative fund balance if no action is taken on either increasing fees or reducing expenses. Staff will return to City Council to provide status updates on both these funds.

General Fund Emergency Reserves are projected to increase from \$9.3 million to \$9.5 million, or 10% of General Fund expenditures, maintaining the minimum target reserve levels. There are sufficient funds retained in the general liability and workers compensation reserves to fund projected claims in those respective areas.

GANN APPROPRIATIONS LIMIT

The Appropriations Limit for each year is based on the prior year Appropriations Limit, adjusted by factors that incorporate changes in cost of living and population. For FY 2022-23, the City is using a 14.41 percent increase in San Rafael's assessment roll for nonresidential construction (this figure is provided by the County of Marin). For the change in population, the City is using negative 1.01 percent – representing the change in population for San Rafael, which is higher than Marin County's figure of negative 1.11 percent for the period January 1, 2021 to January 1, 2022 (provided by the State of California Department of Finance).

The attached Exhibit A establishes the new Appropriations Limit for FY 2022-23, which has been calculated to be \$170,762,486. The actual budget subject to the limitation excludes self-supporting funds, capital improvement funds, capital outlay grant funds, and specific exclusions such as the Gas Tax Fund. The FY 2022-23 appropriations subject to the GANN Limit is \$91,883,786 (Attachment 4, Exhibit B). Therefore, the portion of the City's budget appropriation that is restricted by the GANN Limit is \$78,878,700 under the legal limit.

STAFFING

For FY 2022-23, all departments are focused on finding ways to maximize the capacity of our current staff by re-examining the way our teams are currently organized, and by creatively implementing process improvements cross departmentally. This is especially important as the City addresses the ongoing pandemic and reimagines the way it provides services with the goal of equity in all that we do.

The City's current approved level of staffing for FY 2021-22 of 419.76 is 6 percent below the peak of 445 FTE that was supported in fiscal year 2007-2008. The 419.76 is comprised of 27.51 fixed term positions that are not MCERA annuitants and have a fixed term with the City. Many of these fixed term positions are a result of Measure C (wildfire prevention) funding.

For FY 2022-23, City staff are requesting authority to add a net of three new regular FTEs as presented below:

- Convert one fixed-term professional temp in the City Manager's Office to a permanent management analyst represented by Local 1 – this is a net neutral headcount change and is projected to be an increased cost of \$48,674. This position has been integrally involved in the staff work of several of the City's goals and objectives. The salary schedule and job description do not need to be updated.
- Convert one fixed-term professional temp in the Fire Department to a permanent mid-manager deputy fire marshal – this is a net neutral headcount change and is projected to be an increased cost of \$40,356. This mid-manager position is critical in the fire operation and the individual who is currently in a fixed term position has been acting in the deputy fire marshal capacity. The salary schedule does not need to be updated and the updated job description is attached.
- Eliminate the vacant senior recreation supervisor mid-manager position and add 3 office assistant positions represented by SEIU in the Recreation division. The total change in FTE is an increase of 2 represented headcount and by reducing the front desk temp staff budget by \$165,000 which is what it would cost to provide services with temp help, the Recreation division ends up saving slightly over \$5,000. This action will provide significant benefits to the department and customers as it will create consistent front counter assistance and will build a more cohesive customer experience. The salary schedule and job description do not need to be updated.
- Authorize the City Manager the ability to eliminate the housing manager position while adding a housing and homelessness analyst and an assistant director of Community Development. The total change in FTE is an increase of 1 headcount and the authority allowed to the City Manager is a net increased cost of \$250,000. The \$250,000 is a combination of an estimated cost for the two new positions offset by the \$256,431 cost already in the budget for the housing manager position. This will result in a new salary schedule(s) and job descriptions in which staff request the City Council allow the City Manager to implement within the above confines.

The combined impact of these positions would be a total of 422.76 FTEs, including 397.25 regular FTEs and 25.51 fixed-term FTEs. This does not include temporary and seasonal staff who support functions for the City including recreation and aquatics.

The history and detail for the 422.76 FTE/positions being proposed for FY 2022-23 are presented in Attachment 2, Exhibit III.

Compaction

The City of San Rafael continues to experience challenges with salary compaction, particularly in the Fire and Police Departments. Due to factors including incentive pay, holiday pay, and bilingual pay, there are instances where positions including the Police Captains and Deputy Fire Chiefs earn as much or more than the Police and Fire Chiefs. This becomes a problem for recruitment, retention, and promotional purposes. The City of San Rafael currently pays its Police and Fire Chief substantially below market rate, about 85% of the salary paid by comparable peers.

In order to address these salary compaction issues, and for recruitment and retention purposes, particularly in the Fire and Police Departments, staff recommends that the City Council amend resolution 14954 regarding the compensation and working conditions for certain unrepresented executive management employees for the term of June 30, 2022 through June 30, 2024. Specifically, the resolution and the salary schedule will reflect the following actions:

- Increase the City Manager’s salary to market. The increase to the City Manager’s salary translates into a total cost increase of approximately \$13,600;
- Grant the City Manager the authority to adjust upwards upon performance evaluation the salary of the Assistant City Manager to no more than 15% less than the City Manager base salary; and
- Grant the City Manager the authority to adjust upwards upon performance evaluation the salary of the Police Chief and the Fire Chief to no more than 18% less than the City Manager base salary.

CHILDCARE

The City of San Rafael provides childcare services through the Library and Recreation Department. The fees were most recently [adjusted in 2021](#) after an extensive fee study to improve cost recovery levels in accordance with Council policy and to ensure the long-term sustainability of the program. Due to inflationary impacts causing an increase in the cost of living as well as a challenging hiring environment, the fees approved in 2021 no longer meet the Council’s cost recovery goals. As a result, staff recommend that all fees receive an increase of 5% to bring them to more sustainable levels.

The fee increase would go into effect on August 18 to ensure that staff have sufficient time to communicate the changes to the community. The City’s childcare fees have been increased on a semi-regular basis since 2011 and customers are accustomed to regular, incremental increases.

Table 4: Current Childcare Fees

Day	Approximate Times	Child Care Fees			
		Proposed Regular Rate	Current Regular Rate	Proposed Drop-in Rate	Current Drop-in Rate
Full Day	7:30-6:30	\$59	\$56	\$64	\$61
Recreation Day	10:00-4:00	\$46	\$44	\$51	\$49
After School	2:30-6:30	\$26	\$25	\$31	\$30
Minimum Day/K-Full	1:25-6:30	\$38	\$36	\$43	\$41
Minimum Day Conf/ * K-Full 8/23-9/07	12:05-6:30	\$48	\$46	\$53	\$51
K-Part/TK-Part	1:25-2:30	\$17	\$16	\$23	\$21
*K-Part 8/23-9/07	11:50-2:30	\$22	\$21	\$27	\$26
Preschool Tuition		\$1,548	\$1,474		

Table 5: 2022 Market Comparison of Childcare Rates

	San Rafael – Proposed Fees	Corte Madera	YMCA
After School			
Full Day	\$59	\$56	\$68

	San Rafael – Proposed Fees	Corte Madera	YMCA
Recreation Day	\$46	\$40	NA
After School	\$26	\$27	\$29
Minimum Day/K Full	\$38	\$36	\$45
Minimum Day Conf/K-Full 8/23-9/07	\$48	NA	NA
K-Part/TK-Part	\$17	\$14	NA
K-Part 8/23-9/07	\$22	NA	NA
	San Rafael – Proposed Fees	Trinity	San Anselmo
Preschool			
Preschool Tuition	\$1,548	\$2,025	\$2,100
Registration Fee	\$75	\$75	\$75

FISCAL IMPACT: The preliminary fiscal year 2022-23 budget has been prepared for all funds. Funding sources are sufficient to support the preliminary spending plans presented and staff believes the two funds that do not currently have sufficient sources to support their preliminary spending plans will do so once fees are increased for the Childcare fund and cost saving measures or increased fees are experienced throughout the next fiscal year for the Parking fund.

OPTIONS: The City Council can choose to either:

- (1) Accept the report, recommendations and resolutions as presented; or
- (2) Make modifications to the recommendations and/or resolutions.

RECOMMENDATION: Accept the report and:

2. Adopt a resolution approving the Fiscal Year 2022-23 Operating Budget and Three-Year Capital Improvement Program, providing for the appropriations and expenditure of all sums set forth in the budget in the amount of \$166,109,509, authorizing an increase to city staff headcount, amending resolution 14954 regarding the compensation and working conditions for certain unrepresented executive management employees, and approving a one-time 5% increase to childcare fees.
3. Adopt the Resolution Approving Fiscal Year 2022-2023 Gann Appropriations Limit

ATTACHMENTS:

1. City Council Goals & Objectives Update
2. Resolution Approving the Citywide Budget and Capital Improvement Program for the Fiscal Year 2022-2023 and Providing for the Appropriations and Expenditure of All Sums Set Forth in the Budget, and Exhibits I, II, III, IV and V (Budget and Personnel Actions)
3. Capital Improvement Program: FY 2022-23 through 2024-25

- 4. Resolution Approving Fiscal Year 2022-2023 Gann Appropriations Limit, and Exhibits A and B



GOALS & OBJECTIVES FY 2021-2022

Status Report – June 21, 2022

I. Status Report

II. Measuring Progress

a. Approach

b. Performance Metrics



Council Goals and Objectives FY 2021-22 – Status Update

At the beginning of the fiscal year, the City Council approved a new set of [Goals and Objectives](#) in a reimagined format which included an Executive Summary that serves as a “statement of purpose” for the document, a graphic that put City services into a broader context of service providers, four key Policy Focus Areas, five City Service areas, a description of how we intend to begin measuring progress, a snapshot of the relative cost and intensity of the goals/objectives, and two lists of accomplishments – one for general and a separate one for just accomplishments related to COVID-19.

A year later, COVID-19 continues to impact City service delivery, current case rates are still high, and the City remains in a City Council-proclaimed state of emergency. For these reasons, along with the long-term nature of the four key Policy Focus Areas, the City Council will continue to use the current Goals and Objectives document for the coming fiscal year. This “Status Update” is an attempt to bring the document up to date by including past actions and upcoming steps. For ease of illustration, it is divided into the original Policy Focus Areas (blue charts) and City Service Areas (green charts). As a reminder, the key for the below symbols, included in the Goals and Objectives document, are:

Key

Symbol	Description
\$	Under \$50K
\$\$	\$51K to \$150K
\$\$\$	\$151K to \$300K
\$\$\$\$	Over \$300K
Ω	One department and/or low time intensity
ΩΩ	Two departments and/or medium time intensity
ΩΩΩ	Three departments and/or high time intensity
ΩΩΩΩ	Several departments and/or very high time intensity

POLICY FOCUS AREAS

Economic Recovery

Goals	\$	Ω
Economic Recovery Plan	\$\$	ΩΩΩ
General business support	\$	ΩΩ
Economic development programs	\$\$\$	ΩΩΩ
Business support programs	\$	ΩΩ
Revenues for economic development	\$	ΩΩ

Economic Recovery Plan. Working with our partners, in particular the San Rafael Chamber of Commerce and the Downtown Business Improvement District (BID), the City defined a scope of work, requested proposals, interviewed firms, and at the June 21, 2022 City Council meeting will consider a contract with Kosmont Companies to facilitate the Economic Development Strategic Plan. The Plan will prioritize



actions and guide future investments with our partners and will address all of San Rafael such as downtown, East San Rafael, Terra Linda, etc.


General Business Support. After previously raising funds for a San Rafael small business grant program, the City contracted with the Small Business Development Center (SBDC) and the San Rafael Chamber of Commerce to provide direct business support to local businesses such as identifying and assisting with grant and loan programs as well as general business support counseling.

Economic Development Programs. The City completed the “Going the Extra Mile” focus groups with the San Rafael Chamber of Commerce. These focus groups provided insights on the ongoing effects of the COVID-19 pandemic in the business community. Additional programs will result from the Economic Development Strategic Plan and could receive partial funding through the American Rescue Plan Act.

Business Support Programs. Some examples include: the streetaries program for City Council consideration on June 21, 2022, Dining Under the Lights, Mayor Kate’s Walkabouts, awareness campaigns such as “Shop Local” and “Life in San Rafael,” and a significant purchase of new trash receptacles to assist with cleanliness. Additional beautification recommendations will be presented for City Council consideration this fiscal year.

Revenues for Economic Development. Staff explored new revenues to fund economic development and, instead of proposing to increase the Transient Occupancy Tax or create a tourism-based visitor assessment, staff will focus on the American Rescue Plan Act funds, and also explore ways to enhance the cannabis program over time to increase revenues.

Racial Equity

Goals	\$	
"Not in Our Town" (NIOT)	\$	Ω
Internal city equity audit	\$\$\$	ΩΩΩΩ
Racial equity training	\$	ΩΩΩΩ
Public art process	\$	ΩΩ
Racial and Identity Data	\$	Ω

"Not in Our Town" (NIOT). The City formally supported “Not in Our Town,” a leading anti-hate organization and on November 20, 2021 declared United Against Hate week, supporting anti-hate activities through business contacts, school support, getting out information, etc. The City Council significantly increased the number of formal proclamations such as for LGBTQ+, Asian American Pacific Islander Heritage, Jewish American Heritage, Older Americans, Black History Month, and many other communities.

Internal city equity audit. On May 16, 2022, the City Council approved an agreement with BCT Partners to perform an Equity Audit on the City’s policies, programs, and practices. Background work has begun and staff will also be incorporating best practices from other jurisdictions and organizations (e.g. Dominican University). In addition, the City created a new model for communication with residents that



have traditionally been underrepresented in civic business. Also, the city manager’s e-newsletter is, for the first time, now in English and Spanish. The e-newsletter has a wide circulation and staff will be working to increase the readership in both English and Spanish formats.

Racial equity training. The City has conducted on-line and in-person equity training for groups of staff. Additional training has not yet taken place but is expected to be a significant action item resulting from the internal Equity Audit.

Public art process. On May 16, 2022, the City Council established a public art program and approved the formation of a Public Art Review Board. The City Council had previously approved two public art projects as part of the pilot program, the Canal Arts Initiative and the San Rafael Social Justice Community Arts Group.

Racial and Identity Data. The San Rafael Police Department started collecting this AB 953 data prior to the required date and publishes all the data on its website.

Housing and Homelessness

Goals	\$	
Update to Housing Element	\$\$\$	ΩΩΩ
Protect low-income renters	\$	ΩΩ
Facilitate new housing	\$\$\$\$	ΩΩ
Support Coordinated Entry	\$\$	ΩΩ
Homelessness programs	\$\$\$	ΩΩΩ

Update to Housing Element. The City held a community kickoff meeting in November 2021 and the San Rafael Housing Element Working Group has been meeting monthly since December 2021, with the intent to gather additional feedback and complete the Housing Element this calendar year. Meetings have been open to the entire community. The Housing Element will cover the period from 2023-2031.

Protect low-income renters. The City played a key role on the Canal Policy Working Group and formally supported the Group’s work by Resolution, enacted a rent freeze for those most disproportionately impacted by COVID-19, adopted an eviction moratorium, and will consider an extension to the eviction moratorium on June 21, 2022. Work continues on other efforts identified through the group.


Facilitate new housing. In March 2022, the City Council approved \$2.6 million in funding through the City’s Affordable Housing Trust Fund to support the Vivalon project at 999 Third Street, permanent supportive housing at 3301 Kerner Boulevard, Homeward Bound’s Mill Street 2.0 project, and the Canal Alliance resulting in about 140 new affordable units.

Support Coordinated Entry. The City continued to support the countywide Coordinated Entry system. Since fall 2017, 486 people have been housed in permanent supportive housing and 94% are still housed.



Homelessness programs. In July 2021, the City created the “Service Support Area” at the location of an existing homeless encampment and, with our partners, intensified services to assist people in getting housed. The City also contributed \$260K to a regional effort to increase social worker/case management services. The City was also successful in obtaining a \$522K Encampment Resolution Fund grant from the State of California for additional case management services.

Sustainability, Climate Change, and Disasters

Goals	\$	
Adaptation planning	\$\$\$\$	ΩΩΩΩ
Electric vehicle (EV) strategy	\$\$	ΩΩ
Greenhouse gas reduction	\$	ΩΩ
Wildfire Prevention Plan	\$\$\$\$	ΩΩΩΩ

Adaptation planning. The City Council declared a Climate Emergency in September 2021 and subsequently secured commitments for grants totaling about \$750K for adaptation assessments for sea level rise in East San Rafael with a focus on the Canal Neighborhood and is in the process of hiring a full-time Climate Adaptation and Resilience Planner to conduct a citywide adaptation planning process and oversee the sea level rise adaptation assessments.


Electric vehicle (EV) strategy. This has not yet taken place, but in the coming fiscal year, the City will work with the Transportation Authority of Marin and other community partners to develop an EV strategy for San Rafael, including increasing EV’s and EV charging infrastructure at City facilities and in the community.

Greenhouse gas reduction. This goal related to the business ecosystem. The City has completed an initial engagement for an Equitable Low-Carbon Economy project paring climate action with economic development and developed draft goals and metrics. Also, the City developed a new refuse and recyclable materials ordinance requiring mandatory organics recycling for compliance with SB 1383.

Wildfire Prevention Plan. In May 2022, the City Council received a status report on the 38-point Wildfire Prevention and Protection Action Plan, amended the smoking ordinance to prohibit smoking in open space and require designated smoking areas in multi-family housing complexes, and required the replacement of wood roofs.

CITY SERVICE AREAS

Goal A: Neighborhood and Economic Vitality

Goals	\$	
Online permitting	\$\$\$	ΩΩΩ
Virtual building inspections	\$	ΩΩ
Cannabis Program	\$	Ω
Implement General Plan 2040	\$	ΩΩΩ



Goals	\$	Person
Business licenses	\$	ΩΩ
Life in San Rafael	\$	ΩΩ

Online permitting. Work is continuing on a new permitting and land management software system to replace Trakit. The City is supporting inter-departmental teams in research, gathering technical requirements, vendor research, and usability testing during the selection and implementation of a replacement system.

Virtual building inspections. The City implemented a “virtual public counter” so applicants can connect with staff members from Building, Planning, Public Works, and Fire at the same time to streamline input and review documents in real time. Thus far, the City has not found an adequate option for virtual inspections that can address complexity of inspections and lighting and logistical issues but will continue to monitor projects as products improve.

Cannabis Program. The City supported the cannabis license program and quarterly tax collection, conducted compliance visitations, tracked state legislation, and updated necessary codes to sync with State licensing requirements.

Implement General Plan 2040. The City Council, in July/August 2021, adopted the General Plan 2040 and the Downtown Precise Plan, which includes objective standards that will make it easier and more streamlined for residential development to take place in downtown. The City updated existing and created new housing policies, including new ordinances for Accessory Dwelling Units (ADUs) and new adopted review guidelines for SB9 applications – with further detail to be presented summer 2022.

Business licenses. The City continues to research solutions for an easy to use product and will likely be integrated into the permit tracking system. Meanwhile, planning and finance have worked together to create a homeowners’ guide and checklist to help facilitate the business license process.

Life in San Rafael. The City created a new Life in San Rafael social media and business awareness campaign focused on promoting small businesses with unique features and professional photography.

Goal B: Quality of Life

Goals	\$	Person
Parks and Recreation Master Plan	\$\$\$	ΩΩ
New Downtown Library	\$\$	Ω
Age-Friendly Strategic Plan	\$	ΩΩΩΩ
Virtual Library Programs	\$	Ω
Reduce Litter	\$	ΩΩ
Sun Valley Playground	\$\$\$\$	ΩΩ
Public parking facilities art	\$	ΩΩ



Parks and Recreation Master Plan. A Parks and Recreation Master Plan, to better determine the City’s related goals and priorities, was included as a goal in the General Plan 2040 and is now underway with an expected completion date of Winter/Spring 2023. It will provide a guide to further develop City parks and recreational programs, create and maintain funding, and set priorities for the future.

New Downtown Library. Conceptual design was completed to evaluate the use of Albert Park as a potential joint library and community center. Further exploration put the focus on the Carnegie site and the City is exploring whether to expand the Carnegie and build new amenities, which would require a significant new investment through a ballot measure, or simply to maintain the existing undersized building.

Age-Friendly Strategic Plan. The City continues to work with our partners to implement the age-friendly strategic plan. Additionally, a \$7,000 funding request has been included in the fiscal year 2022-2023 budget to support trainings on ageism and activities to address social isolation.

Virtual Library Programs. The library continues to offer multiple opportunities for virtual access and experiences through efforts such as: a virtual English as a Second Language club, virtual book clubs, and popular programming (such as All Things Apple, Zentangle, and Art Talks) offered on-line. The library has also relaunched in-person storytimes, virtual reality programming, and a new “book a librarian” program, for those that need extended time with a library staff member.

Reduce Litter. The City conducted additional litter cleanups and community engagement around trash and litter issues in the Canal neighborhood. The Volunteer Program and San Rafael Clean campaign will work with residents and businesses to enable more regular cleanup efforts and crowd-sourced solutions to reduce the upstream causes of litter.

Sun Valley Playground. Through the Prop 68 Per Capita Grant Program and Measure A, the City secured funding for the replacement of the playground at Sun Valley Park and ADA accessibility improvements. Staff is currently soliciting community input through an in-person event at Sun Valley Park and an online survey. The final design will be presented to the Park & Recreation Commission this summer, with construction slated to begin in the Fall/Winter 2022.

Public parking facilities art. Parking Services continues to participate in the Downtown Cultural Arts District through public art at parking garages/lots. Specifically the Parking Division plans on collaborating with the Arts District or Youth in Arts to beautify some of our parking assets.

Goal C: Public Safety

Goals	\$	
Emergency medical services	\$	ΩΩ
Resiliency training	\$	ΩΩ
Expand mobile crisis team	\$\$\$	ΩΩ
Multi-hazard capabilities	\$\$	ΩΩ
Diverse workforce	\$	ΩΩ
Fire Stations 54 and 55	\$\$\$\$	ΩΩ



Emergency medical services. A working group consisting of chief officers, human resources personnel, labor association representatives, fire captains, and line paramedics will continue to meet regularly to identify strategies to improve emergency medical service levels to meet the increasing demand for services and provide for the delivery of those services in a fiscally responsible manner.

Resiliency training. The Police Department, in cooperation and partnership with San Rafael Fire, facilitated training sessions covering critical incident stress management, wellness, and resiliency for front line personnel. This accomplishment, including on-going training and the creation of a “Peer Support” team creates a “culture of care” for public safety personnel, developing a focus of care, compassion and a focus of resiliency for department staff. Additionally, training in Emotional Intelligence has been provided to Command and Supervisory Staff and may extend to all personnel.

Expand mobile crisis team. The City will consider an Alternate Response Team (ART) planned for the July 5, 2022 City Council meeting to be synergetic with the County’s mobile crisis team and to increase mental health and crisis support in San Rafael.

Multi-hazard capabilities. City staff participated in two functional Emergency Operations Center (EOC) exercises and received EOC-section specific training. The City participated in the update to the County Emergency Operations Plan (EOP), issued an RFP for an update to the City EOP, and continues work to implement and update the Multi-Jurisdictional Hazard Mitigation Plan (MJLHMP) and apply for related grant funds. Over 15,000 defensible space evaluations were completed, parking boxes approved with implementation underway, increased emergency alert registrations, implemented Zonehaven evacuation tool, and conducted multiple community meetings and trainings. Staff will work with Marin County agencies to align with, adopt, and enforce the 2022 California Fire Code with, with amendments.

Diverse workforce. In May 2021, department leadership developed a “recruitment team” represented by a cross-departmental team from multiple levels of rank and assignment within the City. The team is comprised of 70% of female members and 43% of the team included people of color. The SRPD recruitment team has employed an inclusive strategy of reaching out to a diverse candidate pool in an effort to find candidates of high quality that further the mission of SRPD to diversify our ranks.

Fire Stations 54 and 55. The City Council approved the contracts to replace Fire Station 54 and Fire Station 55 in October 2021. Both projects are under construction and on schedule. Their completion will mark the successful conclusion of Phase II of the Essential Facilities replacement program. Phase I included the Public Safety Center including Fire Station 51 and the complete replacement of Fire Station 52 and 57.

Goal D: Public Assets

Goals	\$	
Improvements on Third Street	\$\$\$\$	Ω
Expand the Canal Wi-Fi	\$\$\$	ΩΩΩ
Traffic signal upgrades	\$\$\$	ΩΩ



Goals	\$	Person
Street Tree Ordinance	\$	ΩΩ
Southern Heights Bridge	\$\$\$\$	ΩΩ
Relocation of Bettini Transit Center	\$\$\$\$	ΩΩ
Form ESR Parking Task Force	\$\$\$\$	ΩΩΩ
San Rafael Channel dredging	\$\$\$\$	ΩΩ

Improvements on Third Street. The 18-month Third Street improvement project is under construction and includes City, San Rafael Sanitation District, Marin Water, and PG&E improvements to upgrade safety, infrastructure, and multi-modal traffic needs. Among other things, the project is focused on traffic, bicycles, and pedestrian access; rehabilitation of pavement; upgrading curb ramps for accessibility; upgrading traffic signal infrastructure; and replacing water and sewer lines.

Expand the Canal Wi-Fi. The City continues to work with Digital Marin on expanding the WiFi network. Also, the City joined the Waze For Cities Program to enable the Police Department and Department of Public Works to share information with Waze users about road closures, events, and the location of responding emergency vehicles.

Traffic signal upgrades. The City continued the upgrade of traffic signals with battery back-up units and initiated a state-of-the-art emergency vehicle preemption program. Also, the Idea Grant Signal Upgrade project was completed making San Rafael a “Smart City”.

Street Tree Ordinance. The street tree ordinance is currently in draft form and will be brought for City Council consideration in summer 2022.

Southern Heights Bridge. The Southern Heights Bridge reconstruction is complete and is once again in use. The wood bridge was replaced with a concrete bridge that is both seismically safe and wide enough for emergency vehicles.

Relocation of Bettini Transit Center. The City Council approved comments on the draft Environmental Impact Report and staff is working collaboratively with all of the transit agencies involved in this effort including the Golden Gate Bridge, Highway, and Transportation District; Transportation Authority of Marin; Marin Transit; and the Sonoma Marin Area Rail Transit.

Form East San Rafael Parking Task Force. The Task Force has been formed and is continuing their work to identify additional strategies to make parking improvements in addition to the strategies that have already been implemented from the East San Rafael Parking Study such as time limited parking and additional striped parking.

San Rafael Channel dredging. Earlier this year, the President HR2471 which included \$6.75 million for dredging of the San Rafael Channel. The funds were appropriated under the US Army Corps of Engineers 2022 operation and maintenance work plan. The Army Corps is working on a timetable for the dredging with a bid opening planned on June 21, 2022.



Goal E: Foundational Services

Goals	\$	👤
Complete redistricting process	\$\$	ΩΩ
Ensure hybrid meeting model	\$\$	ΩΩ
Boards and Commissions	\$	ΩΩ
Enterprise Resource Planning	\$\$\$\$	ΩΩΩΩ
Master Fee Schedule	\$\$	ΩΩΩΩ
"Together San Rafael"	\$	ΩΩΩΩ

Complete redistricting process. The redistricting process was completed in 2022 using 2020 US Census data. The districts were created recently in San Rafael and met all of the required conditions, so the Council elected to leave them unchanged.

Ensure hybrid meeting model. Earlier this year, the Council implemented a hybrid meeting model in the Council Chambers so that the public can attend in-person or virtually. This model is now in the works for the Boards and Commissions.

Boards and Commissions. The City made a number of improvements and standardizations to the Boards and Commissions at the June 6, 2022 City Council meeting – including having four Planning Commissioners appointed by district and three at-large.

Enterprise Resource Planning. Planning continues to replace the EPR which currently relies on manual entry, imports and exports of CSVs, paper-based processes, and disparate solutions for maintaining financial records and reporting for incoming revenue and budgeting. A modern system that is designed with users at the center will greatly improve operational efficiency and management practices across the City.

Master Fee Schedule. The Master Fee Schedule has not been updated overall, but fees were updated in multiple departments including a comprehensive review of Library and Recreation Department fees, the paramedic tax, traffic mitigation fee, and other minor adjustments. A fee study has been completed for fees associated with development review to cover planning, building, fire, and engineering costs. A fee update for these fees will take place in the coming fiscal year.

Together San Rafael. Digital Service and Open Government staff created and implemented the “Innovation Lab” program which was designed to provide internal skill building and an approachable way for employees to learn about process improvement techniques. Through a series of trainings, City of San Rafael staff are learning how to make their processes run smoother in order to continuously improve the quality and efficiency of city service delivery without adding costs or requiring more resources. The Innovation Lab trained over 50 City employees across departments. Staff developed innovations in their own processes that were simple, practical, and repeatable in order to better serve the City of San Rafael.



II. Measuring our Goals and Objectives FY 2021 – 2023

Background

The City of San Rafael is in the process of formalizing a data-driven approach to the implementation of our goals and objectives. Current city goals and objectives focus on high level policy priorities, such as Economic Recovery and Racial Equity, as well as specific projects and initiatives that the City will undertake in service of those policy priorities. In June 2021, the City identified the following needs:

- We would like more clarity into how progress is being made against goals and objectives. How do we know if we're on track?
- While projects are thematically related to Council's policy priorities, we would like a way to measure the impact of short-term project-based work against long term policy objectives. How do we know if we are moving the needle?

To meet these needs, the City has spent the last six months socializing performance measurement practices and techniques with staff and defining useful measures to track progress towards the Council's four policy objectives.

FY 2022-2023 Steps

Over the next year, the City will:

- Collect and measure data to determine the current state for each of the identified metrics
- Identify any data quality issues, and adjust metrics if necessary
- Analyze metrics over time to determine trend lines
- Set targets and stretch goals for each of the metrics if targets are not already defined by the City or relevant departments. The targets will be informed by the baseline and trend lines for each metric
- Align projects and initiatives to desired metrics and use data to see if those projects are making a meaningful difference

Performance Metrics

City staff have identified 15 metrics to start collecting, measuring, and analyzing in the next fiscal year to track progress towards the Council's key policy areas. In addition to these 15 metrics, City staff are tracking other metrics internally that measure performance towards department specific goals and objectives.

We will report progress against the 15 metrics described below to Council at least twice a year with the mid-year and annual budget reports.



Measuring our Goals and Objectives FY 2021 – 2023

Performance Metrics

Policy Area	Metric	Description
Economic Recovery	Foot Traffic Downtown	Average number of times pedestrians use crosswalks on Fourth Street. This metric can be calculated daily, weekly, and/or monthly and shown as a time series.
Economic Recovery	Number of Approved Business License Applications	Number of business license applications approved by the City. This metric can be shown monthly, quarterly, or yearly, and shown as a time series.
Economic Recovery	Revenue of Local Businesses	Total annual revenue reported by businesses based in San Rafael when applying or renewing their business license. This metric can be broken down by business type.
Economic Recovery	Occupancy Rate of Storefronts	Percent of storefronts occupied over time in San Rafael. This metric can be broken down by neighborhood and calculated weekly, monthly, or quarterly.
Racial Equity	Community Resilience Estimates for Equity in majority POC vs. majority white census tracts	A Census indicator created to measure the capacity of individuals and households within a community to absorb the external stresses of a disaster. The estimate is modeled using 10 resilience-related risk factors: income to poverty ratio, single or zero caregiver household, crowding, communication barriers, employment, disability status, health insurance coverage, being aged 65 or older, vehicle access, and broadband internet access. Updated annually.
Racial Equity	Diversity of City Workforce	Self-identified race/ethnicity data of City staff submitted to HR upon hire.
Racial Equity	Average business revenue in majority white vs. majority POC Census Tracts	Total annual business revenue divided by number of businesses in majority white vs. majority POC census tracts.



Policy Area	Metric	Description
Sustainability, Climate Change, and Disasters	Greenhouse gas emissions	Percentage change in Greenhouse Gas Emissions in San Rafael relative to emissions in 2005.
Sustainability, Climate Change, and Disasters	Percent of residents and businesses composting organics	Percent of residents and businesses composting organics as reported for SB 1383.
Sustainability, Climate Change, and Disasters	Percent of properties in compliance with Citywide standards to reduce wildfire risk	Percent of properties in compliance with SRMC 4.12 Citywide Vegetation Standards based on individual property evaluations and reporting.
Sustainability, Climate Change, and Disasters	Percent of residents signed up for emergency alerts	Percent of registered San Rafael users of Nixle and AlertMarin.
Housing and Homelessness	Number of tents/structures in encampments	Number of tents/structures in encampments, as noted by the SRPD and rangers.
Housing and Homelessness	Number of people transitioned to Permanent Supportive Housing	Number of Marin County residents transitioned to Permanent Supportive Housing.
Housing and Homelessness	Housing units entitled and housing units produced by unit income level	Number of housing units within housing developments or projects that have received all the required land use approvals or entitlements necessary for the issuance of a building permit by unit income level, and the number of units that receive a final inspection/certificate of occupancy by unit income level.
Housing and Homelessness	Number of deed-restricted affordable units	Number of units that have a use-restriction limiting the rent or purchase price and requiring occupancy by low-income renters/buyers for a period of time.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL APPROVING THE CITYWIDE BUDGET AND CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEAR 2022-2023; PROVIDING FOR THE APPROPRIATIONS AND EXPENDITURE OF ALL SUMS SET FORTH IN THE BUDGET IN THE AMOUNT OF \$166,109,509; AUTHORIZING AN INCREASE TO CITY STAFF HEADCOUNT; AMENDING RESOLUTION 14954 REGARDING THE COMPENSATION AND WORKING CONDITIONS FOR CERTAIN UNREPRESENTED EXECUTIVE MANAGEMENT EMPLOYEES; AND APPROVING A ONE-TIME 5% INCREASE TO CHILDCARE FEES

WHEREAS, on May 16, 2022, City staff submitted to the San Rafael City Council at its regular meeting a Preliminary Capital Improvement Program for the fiscal year July 1, 2022 – June 30, 2023; and

WHEREAS, on June 21, 2022, City staff presented to the San Rafael City Council at its regular meeting the proposed City-wide Operating budget for the fiscal year July 1, 2022 – June 30, 2023; and

WHEREAS, after examination, deliberation and due consideration of the Goals and Objectives, Capital Improvement Program, City-wide Operating Budget and corresponding staff recommendations, the San Rafael City Council provided direction to the City Manager, and the City Manager has submitted a Final Proposed Budget; and

WHEREAS, it is the intention of this Council to adopt the Proposed Budget submitted by the City Manager as the approved budget for the fiscal year 2022-2023; and

WHEREAS, it is the intention of this Council to carry forward unspent capital projects resources funded in fiscal year 2021-2022 to complete the balance of these projects in the 2022-2023 fiscal year; and

WHEREAS, it is the intention of this Council to carry forward unspent operational funds from fiscal year 2021-2022 encumbered through approved, active purchase orders to complete the balance of these purchases in the 2022-2023 fiscal year; and

WHEREAS, in order to focus on finding ways to maximize the capacity of current City staff and creatively implement process improvements cross-departmentally, the Council desires to authorize the addition of full-time equivalent staff positions; and

WHEREAS, through [Resolution No. 14954](#), the City Council established the terms of compensation for the Unrepresented Executive Management group from July 1, 2021 to June 30, 2024, and certain executive salary positions are below market and also causing compaction issues because there is insufficient separation of salaries among the

employees who report to them; and

WHEREAS, the City Council desires to amend [Resolution No. 14954](#) to relieve the salary compaction issues; and

WHEREAS, since the City's childcare fees were updated in 2021, there have been changes to costs borne to provide programs and services, market rates and comparable fee structures, and the City wishes to increase Childcare fees by 5% based on the current costs reasonably borne and in alignment with market rates and best practices.

NOW, THEREFORE, BE IT RESOLVED by the San Rafael City Council that:

1. The City Manager's proposed one-year budget for the City of San Rafael for the fiscal year July 1, 2022 through June 30, 2023, is hereby adopted, with net appropriations of \$166,109,509. General Fund operational uses total \$95,250,644 as presented in Exhibit II attached hereto and incorporated herein. A total of \$1,027,836 is appropriated for General Plan support, \$58,597,657 is appropriated for special revenue and grant activities, \$4,992,750 for the parking enterprise, \$3,996,830 for capital projects, and \$23,719,410 for internal service funds and asset replacement as presented in Exhibit I attached hereto and incorporated herein.
2. The sums of money therein set forth are hereby appropriated from the revenues of the City to the departments, functions, programs and funds therein set forth for expenditure during the fiscal year 2022-2023.
3. The Capital Improvement Program and projects presented for implementation in fiscal year 2022-2023 are hereby approved.
4. The City Manager is hereby authorized to increase City staff headcount to 422.76 full-time equivalent positions, as presented in Exhibit III, attached hereto and incorporated herein by taking the following actions:
 - Convert one fixed-term professional temp in the City Manager's Office to a permanent management analyst represented by Local 1 at an increased cost of \$48,674.
 - Convert one fixed-term professional temp in the Fire Department to a permanent mid-manager deputy fire marshal at an increased cost of \$40,356.
 - Eliminate the vacant senior recreation supervisor mid-manager position, add 3 office assistant positions represented by SEIU in the Recreation division, and reduce the temp help budget by \$165,000. No increased cost and net headcount of 2.
 - Eliminate the housing manager position while adding a housing and homelessness analyst and an assistant director of Community Development. Net headcount of 1 and the ability to negotiate two total compensation positions with a total cost of not to exceed \$506,431.

5. The City of San Rafael will carry forward unspent capital project funds from fiscal year 2021-2022 and reappropriate these funds in fiscal year 2022-2023 to be used solely to pay for the remaining portion of City Council authorized expenditures for street, facility, storm drain, traffic mitigation, park and other long-term capital projects started in the 2021-2022 or prior fiscal years.
6. Transfers are authorized from the General Fund to the San Rafael Essential Facilities capital project from Measure E revenues for the purpose of funding the San Rafael Essential Facilities projects.
7. Funds set aside in the Emergency Medical Services Fund balance for the purpose of funding future capital expenditures necessary to support the facilities used to deliver emergency medical transportation and related paramedic services will be made available to qualifying capital projects.
8. [Resolution No. 14954](#), establishing the terms of compensation for the Unrepresented Executive Management group from July 1, 2021 to June 30, 2024, is hereby amended as follows:
 - Exhibit A, setting forth the enumerated Executive Management Employees of the City of San Rafael and their salary schedule, is replaced in its entirety with Exhibit IV, attached hereto and incorporated herein by reference, setting forth an amended salary schedule for certain Executive Management Employees for the time period of June 30, 2022 through June 30, 2024;
 - The City Manager shall have the discretionary authority to adjust upwards upon performance evaluation the salary of the Assistant City Manager to no more than 15% less than the City Manager base salary, as reflected in Exhibit IV; and
 - The City Manager shall have the authority to adjust upwards upon performance evaluation the salary of the Police Chief and the Fire Chief to no more than 18% less than the City Manager base salary, as reflected in Exhibit IV.

This amendment to [Resolution No. 14954](#) shall become effective on June 30, 2022. All other provisions of [Resolution No. 14954](#) shall remain valid and effective where not in conflict with this amendment.

9. The childcare fees presented in Exhibit V, Proposed Fee Schedule, attached hereto and incorporated herein by reference, are hereby approved and directed to be computed and applied by the Library and Recreation Department and collected by the City's Finance Department. All fees set by this resolution are for each identified service; additional fees shall be required for each additional service that is requested or required. Where fees are indicated on a per unit measurement basis, the fee is for each identified unit or portion thereof, within the indicated ranges of such units. The childcare fees adopted herein shall become effective on August 18, 2022, which is the start of the school year.

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on Tuesday, the 21st day of June 2022, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

CITY OF SAN RAFAEL
CONSOLIDATED FUNDS

FY 2022-23 PROJECTED BUDGET		Est. Actual	Total			Total			June 30, 2023
FUND NAME	June 30, 2022 Balance		Operating and Capital Revenue	Transfers In	Total Resources	Operating and Capital Budget	Transfers to Other Funds	Total Appropriations	Projected Balance
GENERAL OPERATING FUNDS:									
001	General Fund Available Balance	\$1,735,481	\$95,870,730	\$1,770,072	\$97,640,802	91,943,644	\$3,307,000	\$95,250,644	\$4,125,639
218	General Plan Special Revenue Fund	207,617	897,449		897,449	1,027,836		1,027,836	77,230
SPECIAL REVENUE & GRANT FUNDS:									
205	Storm Water Fund	4,857,596	830,000		830,000	5,304,950		5,304,950	382,646
206	Gas Tax	5,037,287	31,693,634		31,693,634	28,245,000	650,000	28,895,000	7,835,921
207	Development Services	1,511	-		-			-	1,511
208	Child Care	39,639	2,980,000		2,980,000	3,322,446		3,322,446	(302,807)
210	Paramedic/EMS	859,286	8,658,220		8,658,220	8,821,778		8,821,778	695,728
216	Cannabis	562,598	300,000		300,000	159,057		159,057	703,541
217	State Lands Fund	336,391	37,000		37,000			-	373,391
222	Recreation Revolving	272,394	2,346,405	2,207,000	4,553,405	4,770,850		4,770,850	54,949
223	Household Haz. Waste Fund	395,562	187,500		187,500	177,428		177,428	405,634
228	Hazardous Materials Fund	55,251			-			-	55,251
234	Pt. San Pedro A.D. Maintenance Portion	95,712	158,000		158,000	20,200		20,200	233,512
235	Baypoint Lagoons L & L Assessment District	164,901	25,000		25,000	7,700		7,700	182,201
236	Loch Lomond CFD #10	767,741	25,000		25,000	6,854		6,854	785,887
237	Loch Lomond Marina CFD #2	459,999	83,000		83,000	7,030		7,030	535,969
240	Parkland Dedication	333,144			-			-	333,144
241	Measure A Open Space	347,835			-	300,000		300,000	47,835
242	Measure C Wildfire Prevention	428,284	1,899,260		1,899,260	2,326,911		2,326,911	633
495	Low and moderate Income Housing Fund	1,130,644			-	95,000		95,000	1,035,644
LIBRARY AND FALKIRK:									
214	Library Revolving	106,373	16,650		16,650	100,000		100,000	23,023
215	Library Special Assessment Fund	889,746	1,133,502		1,133,502	1,147,300		1,147,300	875,948
	Library Fund	996,119	1,150,152	-	1,150,152	1,247,300	-	1,247,300	898,971
PUBLIC SAFETY:									
200	Abandoned Vehicle	20,196	80,000	85,000	165,000	175,092		175,092	10,104
202	Asset Seizure	1,637			-			-	1,637
204	Crime Prevention	5,573			-			-	5,573
230	Youth Services - Police	80,668	15,000		15,000	25,064		25,064	70,604
	Public Safety Fund	108,074	95,000	85,000	180,000	200,156	-	200,156	87,918
TRAFFIC AND HOUSING:									
243	Affordable Housing in lieu	4,473,913	300,000		300,000	105,000		105,000	4,668,913
245	Housing & Parking In-lieu	363,266			-			-	363,266
246	East S.R. Traffic Mitigation	2,285,622	575,000		575,000	800,000		800,000	2,060,622
	Traffic & Housing Mitigation Funds	7,122,801	875,000	-	875,000	905,000	-	905,000	7,092,801
GRANT:									
201	A.D.A.. Access Projects	-	-		-	-		-	-
260	Pickleweed Childcare Grant	224,544	460,945		460,945	608,653		608,653	76,836
281	Public Safety Grants	237,999	400,000		400,000	457,415		457,415	180,584
283	Grant-Other	259,569	842,952		842,952	963,929		963,929	138,592
	Grant Funds	722,111	1,703,897	-	1,703,897	2,029,997	-	2,029,997	396,011
SPECIAL REVENUE & GRANT FUND TOTAL		25,094,880	53,047,068	2,292,000	55,339,068	57,947,657	650,000	58,597,657	21,836,291

CITY OF SAN RAFAEL
CONSOLIDATED FUNDS

FY 2022-23 PROJECTED BUDGET		Est. Actual	Total			Total			June 30, 2023
FUND NAME		June 30, 2022 Balance	Operating and Capital Revenue	Transfers In	Total Resources	Operating and Capital Budget	Transfers to Other Funds	Total Appropriations	Projected Balance
ASSESSMENT DISTRICTS:									
Var.	Assessment District Projects	305,088			-			-	305,088
ASSESSMENT DISTRICT TOTAL		305,088	-	-	-	-	-	-	305,088
CAPITAL PROJECT FUNDS:									
401	Capital Improvement	432,191			-			-	432,191
405	Open Space Acquisition	117,099			-		-	-	117,099
406	Bedroom Tax	103,495			-			-	103,495
407	Parks Capital Projects	14,809			-			-	14,809
420	Measure E - Public Safety Facilities	12,011,153		-	-	3,996,830		3,996,830	8,014,323
CAPITAL PROJECT FUND TOTAL		12,678,748	-	-	-	3,996,830	-	3,996,830	8,681,918
ENTERPRISE FUND:									
501	Parking Services	539,621	3,636,760		3,636,760	4,471,428	521,322	4,992,750	(816,369)
ENTERPRISE FUND TOTAL		539,621	3,636,760	-	3,636,760	4,471,428	521,322	4,992,750	(816,369)
INTERNAL SERVICE FUNDS:									
227	Sewer Maintenance	4	3,110,753		3,110,753	3,110,753		3,110,753	4
600	Vehicle Replacement	3,758,664	1,806,860		1,806,860	2,396,000		2,396,000	3,169,524
601	Technology Replacement	3,356,569	2,235,890		2,235,890	3,650,143		3,650,143	1,942,316
602	Fire Equipment Replacement	999,604	131,000		131,000	131,000		131,000	999,604
603	Building Improvement	1,963,802	1,000,000		1,000,000	800,000		800,000	2,163,802
604	Employee Benefits	602	1,150,000		1,150,000	1,139,557		1,139,557	11,045
605	Liability Insurance	592,154	2,364,880		2,364,880	2,821,379		2,821,379	135,655
606	Workers Compensation Insurance	1,382,355	2,554,911		2,554,911	3,511,608		3,511,608	425,658
607	Dental Insurance	365,107	511,504		511,504	495,000		495,000	381,611
608	Radio Replacement	-	713,526		713,526	510,000		510,000	203,526
609	Telephone/Internet	350,265	672,220		672,220	676,220		676,220	346,265
611	Employee Retirement	2,002,325		1,100,000	1,100,000	4,000	683,750	687,750	2,414,575
612	Retiree Health Benefit OPEB	1,439,070	3,149,985		3,149,985	3,660,000		3,660,000	929,055
613	Police Equipment Replacement	243,330	40,000		40,000	130,000		130,000	153,330
INTERNAL SERVICE FUND TOTAL		16,453,850	19,441,529	1,100,000	20,541,529	23,035,660	683,750	23,719,410	13,275,969
TRUST AND AGENCY FUNDS:									
712	Library Fiduciary	2,344,784	-		-	-		-	2,344,784
TRUST & AGENCY FUND TOTAL		2,344,785	-	-	-	-	-	-	2,344,785
COMBINED FUNDS TOTAL		59,360,070	172,893,536	5,162,072	178,055,608	182,423,055	5,162,072	187,585,127	49,830,551
LESS: INTERFUND TRANSFER				(5,162,072)	(5,162,072)		(5,162,072)	(5,162,072)	
LESS: INTERNAL SERVICE CHARGES			(16,313,546)		(16,313,546)	(16,313,546)		(16,313,546)	
NET TOTALS FY 2022-2023		59,360,070	156,579,990	-	156,579,990	166,109,509	-	166,109,509	49,830,551

**GENERAL FUND
PROPOSED BUDGET FY 2022-2023**

EXHIBIT II

REVENUES & OTHER OPERATIONAL SOURCES

Taxes

Property Tax and related	\$	24,409,721
Sales Tax		25,085,742
Sales Tax -Measure E		14,694,975
Sales Tax -Measure R		4,898,325
Franchise Tax		4,182,016
Business Tax		2,669,567
Transient Occupancy Tax		2,483,067

Other Agencies

CSA #19 Fire Service		2,442,513
VLF Backfill		6,700,000
Other Agencies (Prop 172, Owner Prop Tax, State Mandate, Other agencies)		1,903,252

Other Revenues

Permits & Licenses (building, electrical, encroachment, use, alarm)		3,010,159
Fine & Forfeitures (traffic, vehicle, etc.)		186,732
Interest & Rents (investment earnings, rents, etc.)		47,500
Charges for Services (includes dev't fees and plan review)		2,568,965
Other Revenue (damage reimbursements, misc income)		588,196

Sub-total: Revenues	\$	95,870,730
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TRANSFERS IN

from Gas Tax		650,000
from Parking Services Fund - Admin. cost		436,322
from Employee Retirement Fund - POB debt payment		683,750

Sub-total: Transfers In	\$	1,770,072
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TOTAL SOURCES	\$	97,640,802
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EXPENDITURES AND OTHER OPERATIONAL USES

Expenditures by Department

Finance		3,006,783
Non-Departmental		8,813,199
City Manager/City Council		3,879,901
City Clerk		560,104
Digital Service		1,783,474
Human Resources		636,964
City Attorney		1,133,773
Community Development		5,295,975
Police		26,396,943
Fire		22,026,466
Public Works		14,428,029
Library		3,266,529
Economic Development		715,504

Sub-total: Expenditures	\$	91,943,644
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OPERATIONAL TRANSFERS OUT

to Recreation Fund - Operating support		2,207,000
to Internal Service Funds		1,100,000

Sub-total: Transfers Out	\$	3,307,000
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TOTAL USES	\$	95,250,644
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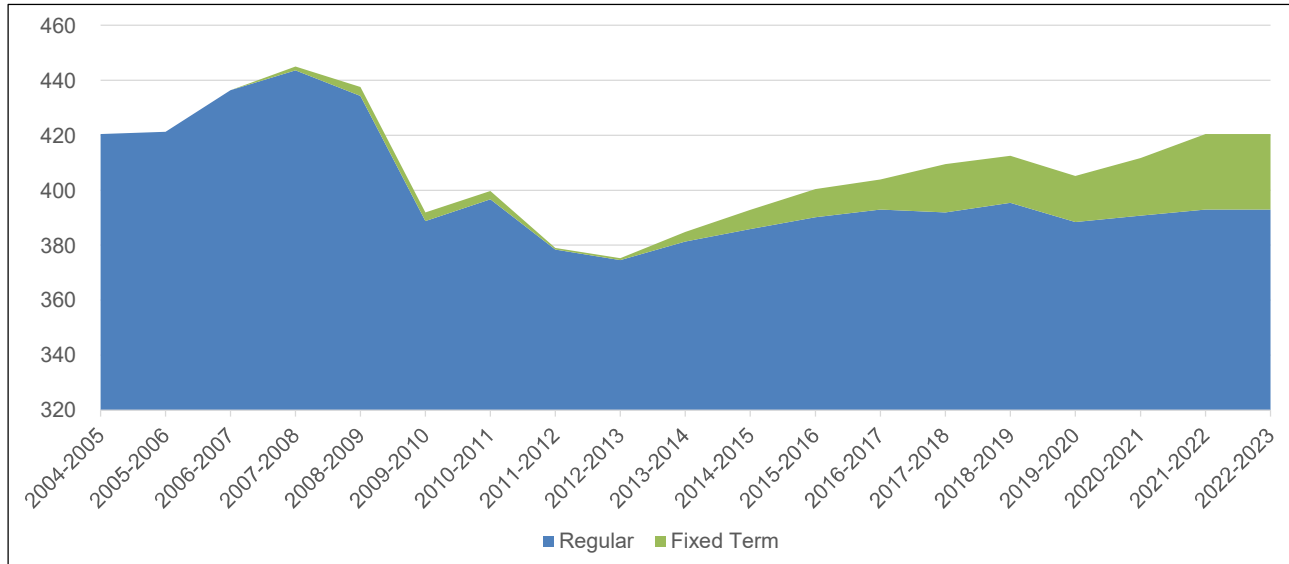
NET OPERATING RESULTS	\$	2,390,158
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Departments	Final 2014-2015	Final 2015-2016	Final 2016-2017	Final 2017-2018	Final 2018-2019	Final 2019-2020	Final 2020-2021	Final 2021-2022	Proposed Budget 2022-2023
Community Development	17.80	19.80	20.00	21.00	21.00	20.75	20.75	22.00	23.00
Community Services	59.31	59.33	59.43	59.43	60.90	54.90	54.90	54.90	56.90
City Attorney	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50
City Clerk	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
City Manager/Council	14.56	14.56	14.56	15.56	11.56	11.56	11.56	10.56	11.56
Economic Development (former RDA)	-	-	-	-	2.00	2.00	2.00	1.00	1.00
Finance	11.00	11.72	11.72	9.72	9.72	9.72	9.72	11.00	11.00
Fire	79.00	79.00	79.00	78.00	78.00	78.00	78.00	80.00	81.00
Library	23.41	23.41	23.41	23.41	23.41	21.66	21.66	21.66	21.66
Human Resources	3.00	3.50	4.00	4.00	4.00	4.00	4.00	3.00	3.00
Digital Services (Formerly IT)	5.70	5.70	6.70	6.70	9.70	8.70	8.00	8.00	8.00
Parking Services	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63
Police	88.00	89.00	90.00	90.00	92.00	92.00	94.00	93.00	93.00
Public Works	62.00	62.00	62.00	62.00	61.00	63.00	64.00	65.00	65.00
Fixed-Term	7.98	12.26	13.06	18.53	17.16	16.81	21.01	27.51	25.51
Citywide Positions	393.89	402.41	406.01	410.48	412.58	405.23	411.73	419.76	422.76

General Notes:

The above-authorized positions are presented as full-time equivalent employees (FTE's) based on various workweek hours as negotiated in employee agreements. The totals by department reflect a combination of full-time or permanent part-time, or fixed term positions that are entitled to all or pro-rated benefits in accordance with the negotiated agreements for employees or individuals who are under contract. The totals reflected above, or in the detail department program sections, do not include temporary or seasonal employees that are utilized for short-term or specific reasons during the year.

Figure 1: Graph of Regular and Fixed-Term Staff, 2004 to 2023



Note: Growth in Fixed-Term employees largely due to new Fire Department staff supported by Measure C funding.

**City of San Rafael
Job Class Specification**

Job Title: Deputy Fire Marshal (Non-Safety)

SUMMARY

Under general direction, reviews, inspects and investigates for fire prevention-related activities; inspects fire protection systems, construction sites, occupancies, structures, buildings, and storage and usages to ensure an appropriate level of fire protection and compliance with applicable state and local ordinances, and with nationally recognized fire protection standards; investigates and reviews a variety of fire-related issues; enforces the fire- and building-related codes and other aspects of the municipal code relating to construction, code enforcement, and building inspection; conducts field inspections for compliance with fire and life safety standards; conducts the full range of simple to complex plan reviews; presents education to the public on fire prevention, code enforcement; environmental management; vegetation management and does related work as assigned. Performs other non-fire prevention related duties as directed.

This position receives direct supervision from the Fire Chief/Fire Marshal. ~~Deputy Fire Chief and Battalion Chiefs.~~ This position directly supervises the Fire Inspectors and other defensible space inspection staff as needed.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level, mid-management, non-safety class position. Advanced experience in building and fire code applications and specialization in fire prevention and municipal code enforcement is required. It is distinguished from the Fire Prevention Inspector classifications by the greater independence and technical expertise which the incumbent is expected to effectively demonstrate. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are normally filled by advancement from the inspector class after demonstrating the higher-level knowledge and skills; or when filled from outside the City. Incumbents must have significant fire prevention training and experience.

ESSENTIAL DUTIES:

- Reviews plans and specifications for fire suppression systems and fire alarm systems.
- Supports fire suppression specifications and Fire and Building Code requirements to ensure compliance with Federal, State, and local fire safety regulations, laws, standards, and codes.
- Performs or oversees field inspections of construction sites for compliance with all fire code requirements.
- Reviews site and building development plans for local fire protection and system requirements and Fire Department suppression operational standards.
- Provides technical advice to City staff, contractors, architects, developers and the general public.
- Performs basic and complex calculations necessary to review plans and to calculate fees. Issues permits and processes reports and other data on the computerized permit tracking system.
- Designs and prepares informational handouts for distribution to the public.
- Participates in fire investigation efforts - structural, transportation, and wildland.
- Advises building and fire inspectors on fire and life safety issues arising in the field during construction inspections.
- Provides work review/information and instruction to Fire and Building division personnel as directed.
- Assigns work, including field inspections and reviews performance for the Fire Inspectors, as determined by the Fire Chief/Fire Marshal, and in communication/collaboration with Deputy Chief and/or Battalion

Chiefs.

- Provides direct support to Vegetation Management Unit (VMU) personnel through training, oversight, and guidance to VMU in concert with the Marin Wildfire Prevention Authority and program coordinator (Deputy Emergency Director and/or Fire Chief)
- Conducts vegetation management inspections, meets with property owners and oversees/coordinates with contractors performing brush removal work.
- Supports engine companies performing business and vegetation management inspections.
- Evaluates subordinate personnel.
- Assists the Fire Chief/Fire Marshal and Deputy Chief in budget preparation and code adoption.
- As required, makes written or oral reports to the City Council, Planning Commission, and civic groups.
- Performs related duties and responsibilities as required.

Knowledge of:

- English grammar, spelling, vocabulary and report writing.
- Principles, practices, and techniques of fire suppression.
- Building construction methods and practices.
- Mathematical and basic engineering skills.
- Fire Department policies and procedures.
- Fire and building codes, environmental regulations and vegetation management requirements.

Ability to:

- Evaluate, approve and inspect various types of fire protection systems.
- Analyze Fire Protection problems and develop objective solutions by applying innovative approaches to problem solving.
- Analyze and evaluate statistical data.
- Check hydraulic calculations to determine adherence of fire extinguishing system plans to code requirements and specific applications.
- Express ideas and communicate clearly and concisely, both orally and in writing.
- Deal tactfully and in a cooperative manner with architects, engineers, developers, the public and City staff to provide a high level of customer service.
- Work independently as well as with a team.
- Organize and prioritize workload effectively.
- Operate Microsoft Excel, Word, ~~and~~ Outlook, Office 365, Microsoft Teams, and Zoom
- Review mathematical calculations.

EDUCATION AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge skills and abilities would be qualifying. A typical way to obtain the knowledge skills and abilities would be:

Experience:

Three years of Fire Prevention experience which involved fire plan check, field inspection, and public education/relations.

Licenses, Certificates and Education:

- Possession of a California Class "C" driver's license and satisfactory driving record. (Maintenance of a California driver's license is a condition of employment.)
- Possession of an AA or AS degree from an accredited college or university. B.S. degree is highly desirable.
- Certification as Fire Prevention Officer.
- Successful completion of the California State Fire Marshal's service training program classes; 1A, 1B, 1C, 2A, 2B, 2C, 3A 3B and PC832, or ability to obtain within one year of appointment.

EXHIBIT III – Job Description

- Possession of a certificate as a Plans Examiner issued by the International Code.
- Council or State Fire Marshal's office or equivalent state, national or international association is desirable.

PHYSICAL DEMANDS:

The physical demands described in this section are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described in this section are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions and regularly works in variable environmental conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate but occasionally loud.

The nature of the work requires the employee to climb ladders or scaffolding in order to access or walk on rooftops. A sense of balance is required to walk on pitched rooftops. The job also requires the ability to access and enter cramped quarters such as crawlspaces located under homes, or spaces such as attic areas. Working within the crawlspace may bring the employee into contact with reptiles, insects and/or rodents. While conducting an inspection, it may require the employee to walk, traverse, or hike over rough, uneven ~~and rock surfaces.~~ terrain in varying weather conditions.

Department:	Fire Department
FLSA Status:	Exempt
Prepared By:	City of San Rafael
Prepared Date:	January 2008
Revised:	August 2015
<u>Revised:</u>	<u>May 2022</u>

SAN RAFAEL UNREPRESENTED EXECUTIVE MANAGEMENT
SALARY SCHEDULE - Exhibit A to Resolution No. 14954
Effective June 30, 2022

Grade	Position	A	B	C	D	E
2142	Administrative Services Director	\$ 13,303	\$ 13,968	\$ 14,667	\$ 15,400	\$ 16,170
2501	Assistant City Attorney	\$ 12,646	\$ 13,278	\$ 13,942	\$ 14,639	\$ 15,371
2001	Assistant City Manager	\$ 14,305	\$ 15,020	\$ 15,771	\$ 16,560	\$ 17,387 *
2300	Community Development Director	\$ 13,888	\$ 14,583	\$ 15,312	\$ 16,078	\$ 16,881
4205	Director of Digital Service & Open Government	\$ 12,646	\$ 13,278	\$ 13,942	\$ 14,639	\$ 15,371
2801	Director of Economic Development & Innovation	\$ 12,646	\$ 13,278	\$ 13,942	\$ 14,639	\$ 15,371
2205	District Manager/Engineer (SRSD)	\$ 12,585	\$ 13,214	\$ 13,875	\$ 14,568	\$ 15,297
2140	Finance Director	\$ 12,646	\$ 13,278	\$ 13,942	\$ 14,639	\$ 15,371
7101	Fire Chief	\$ 14,235	\$ 14,946	\$ 15,694	\$ 16,478	\$ 17,302 *
1106	Human Resources Director	\$ 12,646	\$ 13,278	\$ 13,942	\$ 14,639	\$ 15,371
2406	Library and Recreation Director	\$ 13,283	\$ 13,947	\$ 14,644	\$ 15,376	\$ 16,145
6101	Police Chief	\$ 14,235	\$ 14,946	\$ 15,694	\$ 16,478	\$ 17,302 *
2201	Public Works Director	\$ 13,956	\$ 14,653	\$ 15,386	\$ 16,155	\$ 16,963

Position	Monthly Salary
City Manager (Appointed)	\$ 21,986

* Based on language in the executive resolution, steps can be at a maximum per the below based on City Manager discretion pertaining to performance evaluation

Assistant City Manager	\$ 15,728	\$ 16,515	\$ 17,341	\$ 18,208	\$ 19,118
Fire Chief	\$ 15,329	\$ 16,095	\$ 16,900	\$ 17,745	\$ 18,632
Police Chief	\$ 15,329	\$ 16,095	\$ 16,900	\$ 17,745	\$ 18,632

SAN RAFAEL UNREPRESENTED EXECUTIVE MANAGEMENT
SALARY SCHEDULE - Exhibit A to Resolution No. 14954
Effective July 1, 2022

Grade	Position	A	B	C	D	E
2142	Administrative Services Director	\$ 13,835	\$ 14,527	\$ 15,253	\$ 16,016	\$ 16,817
2501	Assistant City Attorney	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
2001	Assistant City Manager	\$ 14,877	\$ 15,621	\$ 16,402	\$ 17,222	\$ 18,083 *
2300	Community Development Director	\$ 14,375	\$ 15,093	\$ 15,848	\$ 16,640	\$ 17,472
4205	Director of Digital Service & Open Government	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
2801	Director of Economic Development & Innovation	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
2205	District Manager/Engineer (SRSD)	\$ 13,025	\$ 13,676	\$ 14,360	\$ 15,078	\$ 15,832
2140	Finance Director	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
7101	Fire Chief	\$ 14,804	\$ 15,544	\$ 16,321	\$ 17,137	\$ 17,994 *
1106	Human Resources Director	\$ 13,151	\$ 13,809	\$ 14,499	\$ 15,224	\$ 15,986
2406	Library and Recreation Director	\$ 13,814	\$ 14,505	\$ 15,230	\$ 15,991	\$ 16,791
6101	Police Chief	\$ 14,804	\$ 15,544	\$ 16,321	\$ 17,137	\$ 17,994 *
2201	Public Works Director	\$ 14,514	\$ 15,239	\$ 16,001	\$ 16,801	\$ 17,642

Position	Monthly Salary
City Manager (Appointed)	\$ 22,756

* Based on language in the executive resolution, steps can be at a maximum per the below based on City Manager discretion pertaining to performance evaluation

Assistant City Manager	\$ 16,280	\$ 17,094	\$ 17,948	\$ 18,846	\$ 19,788
Fire Chief	\$ 15,866	\$ 16,659	\$ 17,492	\$ 18,367	\$ 19,285
Police Chief	\$ 15,866	\$ 16,659	\$ 17,492	\$ 18,367	\$ 19,285

SAN RAFAEL UNREPRESENTED EXECUTIVE MANAGEMENT
SALARY SCHEDULE - Exhibit A to Resolution No. 14954
Effective July 1, 2023

Grade	Position	A	B	C	D	E
2142	Administrative Services Director	\$ 14,389	\$ 15,108	\$ 15,863	\$ 16,657	\$ 17,489
2501	Assistant City Attorney	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
2001	Assistant City Manager	\$ 15,472	\$ 16,246	\$ 17,058	\$ 17,911	\$ 18,806 *
2300	Community Development Director	\$ 14,878	\$ 15,621	\$ 16,403	\$ 17,223	\$ 18,084
4205	Director of Digital Service & Open Government	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
2801	Director of Economic Development & Innovation	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
2205	District Manager/Engineer (SRSD)	\$ 13,481	\$ 14,155	\$ 14,863	\$ 15,606	\$ 16,386
2140	Finance Director	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
7101	Fire Chief	\$ 15,396	\$ 16,166	\$ 16,974	\$ 17,823	\$ 18,714 *
1106	Human Resources Director	\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833	\$ 16,625
2406	Library and Recreation Director	\$ 14,366	\$ 15,085	\$ 15,839	\$ 16,631	\$ 17,462
6101	Police Chief	\$ 15,396	\$ 16,166	\$ 16,974	\$ 17,823	\$ 18,714 *
2201	Public Works Director	\$ 15,094	\$ 15,849	\$ 16,641	\$ 17,474	\$ 18,347

Position	Monthly Salary
City Manager (Appointed)	\$ 23,552

* Based on language in the executive resolution, steps can be at a maximum per the below based on City Manager discretion pertaining to performance evaluation

Assistant City Manager	\$ 16,849	\$ 17,691	\$ 18,576	\$ 19,505	\$ 20,480
Fire Chief	\$ 16,420	\$ 17,241	\$ 18,103	\$ 19,009	\$ 19,959
Police Chief	\$ 16,420	\$ 17,241	\$ 18,103	\$ 19,009	\$ 19,959

Childcare - Proposed Fee Schedule

Child Care Fees

Day	Approximate Times	Proposed Regular Rate	Proposed Drop in Rate
Full Day	7:30-6:30	\$59	\$64
Recreation Day	10:00-4:00	\$46	\$51
After School	2:30-6:30	\$26	\$31
Minimum Day/K-Full	1:25-6:30	\$38	\$43
Minimum Day Conf/ * K-Full 8/23-9/07	12:05-6:30	\$48	\$53
K-Part/TK-Part	1:25-2:30	\$17	\$23
*K-Part 8/23-9/07	11:50-2:30	\$22	\$27
Preschool Tuition		\$1,548	
Reg Fee		\$75/child	



SAN RAFAEL

THE CITY WITH A MISSION

CAPITAL IMPROVEMENT PROGRAM

FY 22/23 - 24/25

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SAN RAFAEL

THE CITY WITH A MISSION

Capital Improvement Program
FY 2022-23 to FY 2024-25

City Council

Kate Colin, Mayor

Maika Llorens Gulati, District 1 Councilmember

Eli Hill, District 2 Councilmember

Maribeth Bushey, District 3 Councilmember

Rachel Kertz, District 4 Councilmember

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Section I. Overview

Background

Marin County's oldest and largest City, San Rafael lies between San Francisco and California's famous wine country. The City is in central Marin County and, while serving as the County seat, is the economic, financial, cultural, and service center of the region. With a history dating back almost 150 years, the public infrastructure includes miles of streets and sidewalks, numerous public buildings, acres of medians and open space, and many other assets.

The City has a tradition of prudent financial management, including maintaining public assets in good condition to minimize lifecycle costs. Residents and business owners greatly value the beauty of the community's built and natural environment and have high expectations regarding the upkeep of public facilities. These factors have led the City to engage in active planning of capital improvements.

The City of San Rafael's Capital Improvement Program (CIP) is a comprehensive, multi-year planning tool used to guide the City's decision-making process for construction, repair, and replacement of City assets such as roadways, storm drain systems, parks, City buildings, and public safety facilities. The CIP document summarizes projects, including their funding sources, and prioritizes projects after analysis and coordination with other City departments to ensure a comprehensive and equitable approach is achieved. In the City of San Rafael, a new CIP budget is developed every year outlining proposed improvements for the next three years. When the City's annual budget is adopted, the CIP for that year is also adopted.

The CIP seeks to balance the need to repair and replace existing assets and to deliver new assets where they are most needed considering available resources. The CIP reflects a process to identify and prioritize community values utilizing the core principles of *Together San Rafael*.

Incorporated in 1874, San Rafael has an aging infrastructure and backlog of deferred maintenance of City-owned facilities and assets. With the development of the CIP each year, more projects are identified and requested than available resources can accomplish. To this end, staff developed a model to prioritize and select projects to move forward for consideration.

CIP Process and Project Selection

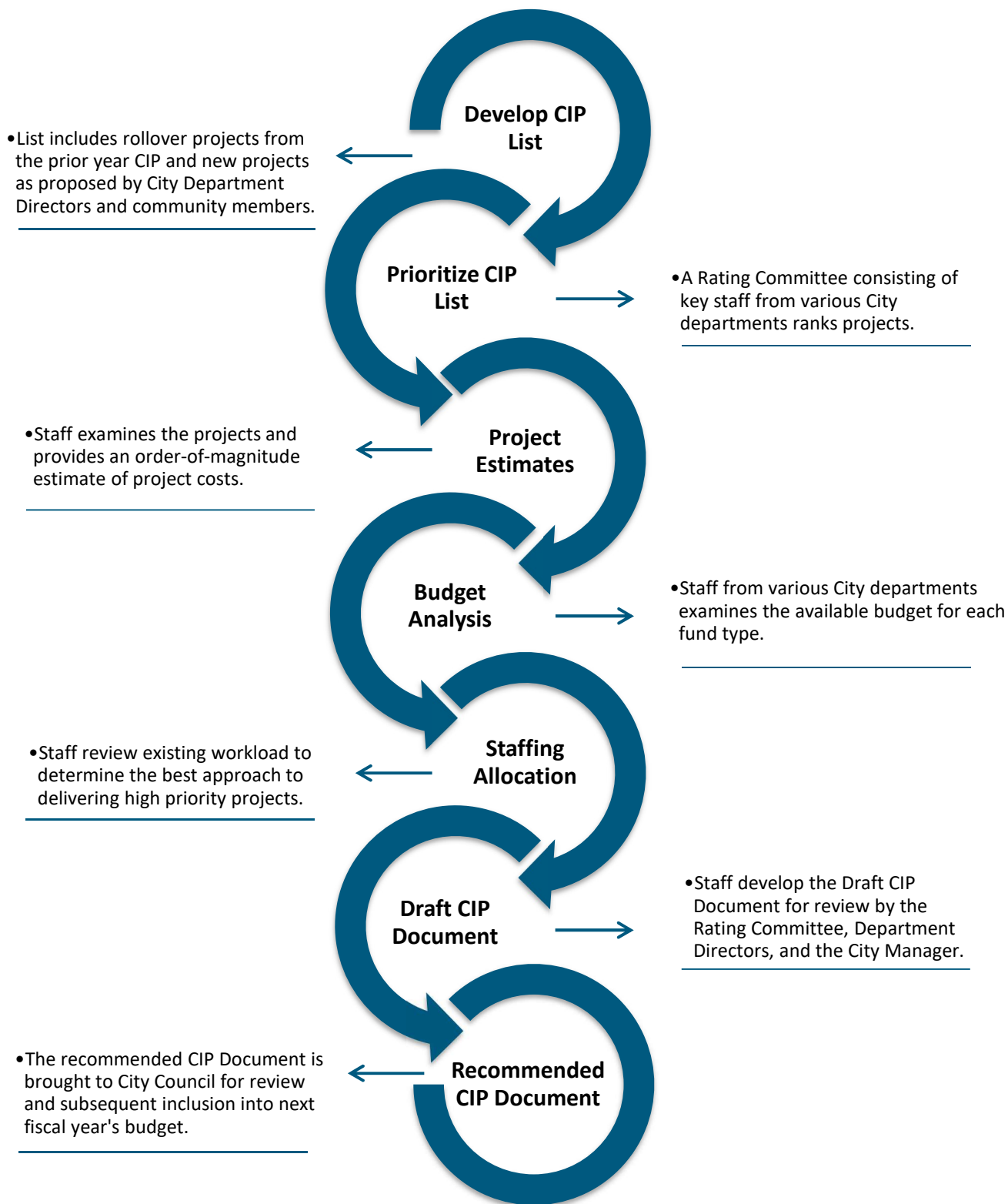
Projects identified in the CIP are primarily driven by staff evaluation or engineering studies, public comments, and reports such as the 2040 General Plan, 2018 Bicycle and Pedestrian Master Plan (BPMP), the Facility Assessment Study, and the 2021 Downtown Precise Plan. City staff also receive input from community members, the City Council, Department Directors, and commissions such as the Parks and Recreation Commission to identify and include new projects.

Project selection and priority is based on recommendations by a Rating Committee consisting of key staff from various City departments. When rating projects, the Committee considers health/safety/liability, priority initiatives, time sensitivity of funds involved, and the ability of a project to maintain or enhance functionality. These four criteria, which are weighted factors shown as percentages, are further defined as follows:

1. Health/Safety/Liability (35%) – Projects that are critical to public health and safety or significantly reduce the City’s risk of liability will receive a higher rating.
2. Priority Initiatives (20%) – This category assigns priority to projects based on the City’s goals, including projects that advance equity in the community, the guiding principles of Together San Rafael, the General Plan, and City Council/community supported projects.
3. Time Sensitive Funds (25%) – CIP projects funded by state or federal grants often have funding deadlines or project milestones. As such, grant-funded projects will be rated higher to accommodate timely-use-of-fund requirements from the granting agency.
4. Maintain/Enhance Functionality (20%) – This category rates projects according to the importance and urgency of the proposed repair, rehabilitation, or replacement. Proposed maintenance that can be deferred will be rated lower than a pressing maintenance item associated with a critical City asset.

Once the Rating Committee has prioritized projects, staff reviews available funding and allocates an order-of-magnitude budget for the highest ranked projects from each category. Staff also recommends retaining a contingency budget in each category as opposed to allocating all available funding to projects. This will ensure that should unanticipated needs surface mid-year, staff have available funds to address this without impacting planned projects. Should contingency funds remain at the end of the fiscal year, they will be allocated to a project during the next fiscal year.

Section V of this document provides a table of the rating criteria above as well as a summary of the final ratings based on the Rating Committee’s ranking. The following flowchart outlines the process staff follow during the development of the CIP.



Section II. Project Funding

Fund Types

Capital Improvement Program projects are paid for through a variety of different funds. Each fund type has its own source of revenue as well as restrictions governing its use. The table below summarizes the primary funding sources.

Fund #	Fund Name	Description
205	Stormwater Fund	Established to fund stormwater maintenance, programs, and improvements throughout the City. Fund #205 receives annual revenues from the City’s Stormwater Activity fee (Municipal Code Chapter 9.40).
206	Gas Tax; Measure AA; Senate Bill 1 Funds	The Gas Tax is revenue collected and subsequently distributed by the State of California based on a percentage tax on each gallon of gas purchased in San Rafael. Gas Tax may be used for capital projects or maintenance on local streets, roads, traffic, and bicycle/pedestrian facilities. Fund #206 also collects annual Measure A Transportation Sales Tax dollar (distributed by Transportation Authority of Marin), a ½-cent sales tax approved initially by voters in 2004 and reapproved in November 2018.
208	Childcare Fund	Projects identified in the CIP as utilizing Childcare Funds are restricted to facility improvements at the City’s childcare centers.
235	Baypoint Lagoon Assessment District	The Baypoint Lagoons Lighting and Landscape District was formed to protect and enhance wildlife habitat and water quality in Baypoint (Spinnaker) Lagoon and the adjacent diked salt marsh.
236	Loch Lomond Assessment District	The Loch Lomond (Melo-Roos) Assessment District was established in 1992 to pay for the repair and maintenance of the stormwater system infrastructure in the District.
240	Parkland Dedication	This fund was established to account for long-term developer deposits used to acquire and increase capacity of the City’s park infrastructure.
241	Measure A	Measure A was a nine-year ¼ percent transactions and use tax that was passed in 2012 and expired in March 2022. This tax was managed by the County of Marin. The purpose of the tax is to care for existing parks and open spaces, support regional community parks, projects, and programs and to further farmland restoration. Pending the June 2022 election results, Measure A work plan for FY 22-23 will be prioritized by Library and Recreation, in concert with the Park and Recreation Commission. This work plan will be brought

		to the City Council in the first quarter of FY 22-23 for review and approval.
246	Traffic Mitigation Fee	Traffic Mitigation Fees are an impact fee charged to a developer in connection with the approval of a private land development project with the purpose of offsetting or subsidizing public improvements made necessary by the private development. The City utilizes Traffic Mitigation Fees for circulation-related projects identified in the 2040 General Plan. Fund 246 is a subset of Fund 206 projects. Due to limited available funds in Fund 246, projects that are eligible for both Fund 246 and Fund 206 have been ranked together under Fund 206 until additional funding is collected for Fund 246.
420	Measure E	Measure E was passed by San Rafael voters in November 2013 extending an existing 0.5% sales tax for 20 years and adding 0.25% (25 cents on a \$100 purchase). In February 2014, the City Council directed staff to set aside the revenues from the added quarter percent to fund public safety facilities improvements.
501	Parking Services	Projects identified in the CIP as utilizing Parking Services Funds are restricted to parking-related projects, including maintenance and upgrades at City parking garages and parking lots.
603	Building Maintenance	The Building Maintenance Fund supports routine maintenance and capital projects associated with the City’s buildings, parks and other facilities. The Building Maintenance Fund is an internal revenue fund, which means General Fund monies are the sole source of revenue.
	Grants (various)	The City actively seeks grant funding for capital projects and programs. Grant funding is available from regional, state, and federal agencies for safety, transportation, emergency response, and other types of projects.

Fiscal Year 2022-23 Funding and Revenue Update

While some CIP projects are grant-funded, most are not and are paid for through Funds 205 (Stormwater), 206 (Gas Tax), 246 (Traffic Mitigation), and 603 (Building Maintenance). Within each fund type is an Operating Budget which consists of expenses related to maintenance of infrastructure, equipment purchasing, miscellaneous contractual services, Annual Programs, and other non-project related work. Additionally, after deducting the Operating Budget from the total available funding in each fund type, staff allocated a 15-percent contingency of the remaining funds to provide a buffer for unanticipated expenses which may arise mid-year.

In anticipation of the federal infrastructure funding distribution and several grant funding opportunities arising this next fiscal year, the City has set aside money in Fund 206 (Gas Tax) for priority projects in the funding tables. This money would be used for the city’s financial match for unsecured grants.

Staff is not anticipating any revenue reductions from the pandemic in Funds 206 (Gas Tax) or 246 (Traffic Mitigation) this fiscal year and have budgeted accordingly when recommending projects in the CIP. The two funds that continue to be impacted are Funds 208 (Childcare) and 501 (Parking Services). The Library and Recreation Department as well as Parking Services had to suspend or postpone planned CIP projects last fiscal year and will again do the same until revenues return to appropriate levels.

FY 2022-23 Grant Activities

Grants are a critical component of the City's capital project funding. While some grant applications can be completed by a single staff member in a few days, others take months of cross-departmental coordination, extensive public outreach, and consulted expertise. Below is a list of the applications Public Works submitted during this past fiscal year:

Federal

- **Community Block Development Grant (CDBG):** CDBG is a program providing annual funding through the federal Housing and Urban Development Department (HUD) on a formula basis to states, cities, and counties for development and improvement projects in low and moderate-income neighborhoods. Each year Public Works receives around \$100,000 in CDBG funds to utilize towards capital improvement projects in regions of the City that meet the program's income eligibility. Funds have historically been used for capital projects which specifically benefit the Canal neighborhood.

State

- **Land Water Conservation Fund (LWCF)**– After not receiving the State Park Program Round 4 grant during fall 2021 and spending six months of cross-departmental coordination and eight public outreach events, Public Works and Library and Recreation staff used data and findings from this extensive work to apply for the LWCF application for the Pickleweed Park Enhancements Project early in 2022. LWCF is a matching assistance program that grants agencies 50% of the cost of acquisition and/or development of outdoor recreation sites or facilities. The grant focuses on park access, multi-use parks for all age groups, public health, safety, beautification, and preservation. This application seeks about 45% of approximately \$9.2m to convert the natural grass soccer fields to synthetic turf and install new recreation amenities. The city will be notified whether the application was successful in summer 2022.
- **California State Library State Funded Grant** – The State Library fund is a targeted grant opportunity for the design of the San Rafael Downtown Carnegie Library Preservation, Renovation, and Expansion. The original 1909 Carnegie Library and 1959 expansion need upgrades to meet current seismic, accessibility, and building code standards. In addition, the library will be expanded to account for a space for children's storytime, community programs, expanded collections, and public learning and discovery space for the benefit of the entire community. The city applied for this grant in the spring 2022 requesting \$1 million of the design fees and anticipates hearing if the grant was successful by fall 2022.
- **Active Transportation Program (ATP)** – ATP is a highly competitive statewide program created to increase and/or enhance biking and walking, user safety and mobility, public health, and reduce greenhouse emissions. In 2022 ATP released a request for projects that covered a four-year cycle, when past ATP cycles have been two years. The program also ensures that disadvantaged communities fully share in the benefits. In June 2022, staff applied for two ATP applications. After being unsuccessful for ATP in 2020, staff met with the granting

agency this past winter to review the application for a pedestrian and bicycle bridge crossing the San Rafael Canal between Harbor Street and the Third Street/Embarcadero Way intersection. After this meeting the application was revised to request \$1,575,000 to fund the Project Approval and Environmental Document (PA&ED) phase. In addition, City staff applied for \$4,000,000 for the Canal Active Transportation Experience Improvements project which includes street lighting, sidewalk gap closures, curb ramp improvements, bicycle boulevard treatments, and secure bicycle parking. The city anticipates hearing if the application is successful in December 2022.

- **Child Care Development Minor Renovation and Repairs grant**– This grant funding opportunity can be used towards modernization or expansion of existing childcare facilities to increase or recover capacity in disadvantaged communities. In late winter 2022, the city applied for this funding to design the replacement of the portable buildings used for the Pickleweed Children's Center. The city is also planning on applying for construction funding as grant opportunities arise. The award date for the design funding is anticipated in October 2022.

Local

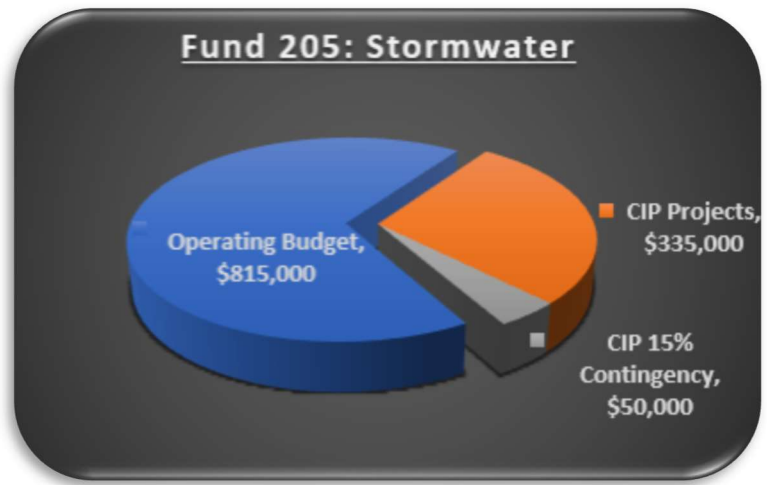
- **San Francisco Bay Trail Project** – The Association of Bay Area Governments, having received funding from the State Coastal Conservancy, issued a call for applications for trail planning and construction projects that will complete gaps in the San Francisco Bay Trail. In April 2021, staff applied for \$225,000 in funds to subsidize the installation of bicycle facilities on Grand Avenue between Second and Third Streets, a segment that constitutes the upper reaches of the designated Bay Trail. The Bay Trail Steering Committee approved this project in October 2021.
- **Transportation Fund for Clean Air (TFCA) Grant:** The Transportation Authority of Marin (TAM) is the local administrator of the TFCA funds. In April 2021, TAM put out a call for projects. TFCA funds the implementation of ridesharing programs, purchasing clean fuel vehicles for transit operators, implementation and maintenance of local arterial traffic management, congestion pricing, construction of bicycle facility improvement projects, and construction of projects that result in motor vehicle emission reductions. In April 2021, City staff applied for funding to extend the Grand Avenue cycle track north to Fourth Street and in Fall 2021, the City was notified they received \$335,000.

Note Regarding “Unsecured Grant” in Funding Tables

The Project Funding Tables, found in Section VII of this document, illustrate which projects are planned to be completed with available funds within the next three fiscal years and include design/construction estimates for most projects. In some cases, a high-ranking project cannot be completed with available City funds thus necessitating that City staff secure additional funding thru grants. Many factors govern whether sufficient grant funding can be obtained such as project eligibility, required local City matching funds, timely-spending requirements, maximum available grant funding, overall project competitiveness, etc. The note “Unsecured Grant” is used when a project cannot be completed with available City funds and staff is either actively pursuing grant funding or is seeking applicable grant opportunities that may become available in the future.

Fund 205: Stormwater

Fund 205 Total Available	\$1,200,000
Operating Budget	\$815,000
CIP Projects	\$335,000
CIP 15% Contingency	\$50,000



Total Available Funds

The 205 Stormwater Fund receives approximately \$840,000 in annual revenues from the City's Stormwater Activity fee. With the past rainy season being less intense than expected, the City can rollover additional funds from last fiscal year.

Operating Budget

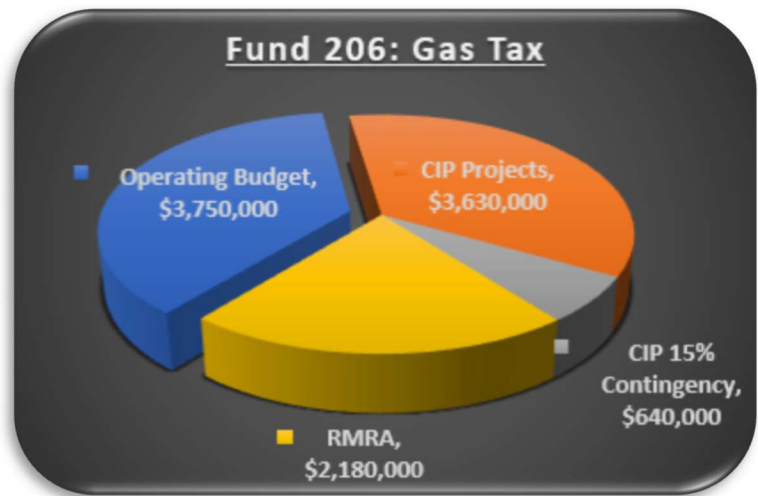
The Operating Budget for Fund 205 covers expenses incurred for the maintenance of the City's drainage system and primarily its stormwater pump stations. Expenses include pump and motor replacement at various stations, generator rentals, utilities, CMP pipe replacement, etc.

CIP Projects and Contingency

The 205 Stormwater Fund pays for CIP projects that involve the improvement of the City's drainage infrastructure including storm drains, drainage basins, levees, and pump stations. Fifteen percent of the non-operating budget funding is reserved to account for any small, unanticipated expenses not identified in the CIP document.

Fund 206: Gas Tax

Fund 206 Total Available	\$10,200,000
Operating Budget	\$3,750,000
CIP Projects	\$3,630,000
CIP 15% Contingency	\$640,000
RMRA	\$2,180,000



Total Available Funds

The 206 Gas Tax Fund receives annual revenues from a variety of sources, including the State Gas Tax, the City's Refuse Regulatory Fee, Construction Impact Fee, Senate Bill 1: Road Maintenance and Rehabilitation Account (RMRA), and local gas tax funds through voter-approved initiatives such as Measures A and AA.

Operating Budget

The Operating Budget for Fund 206 covers the costs of the City's CIP Annual Programs including the Sidewalk Repair Program and Pavement Management Program. Additionally, funds are also earmarked for the maintenance of local streets, traffic signals, miscellaneous contractual services, and partially cover the salaries of street maintenance staff.

CIP Projects and 15% Contingency

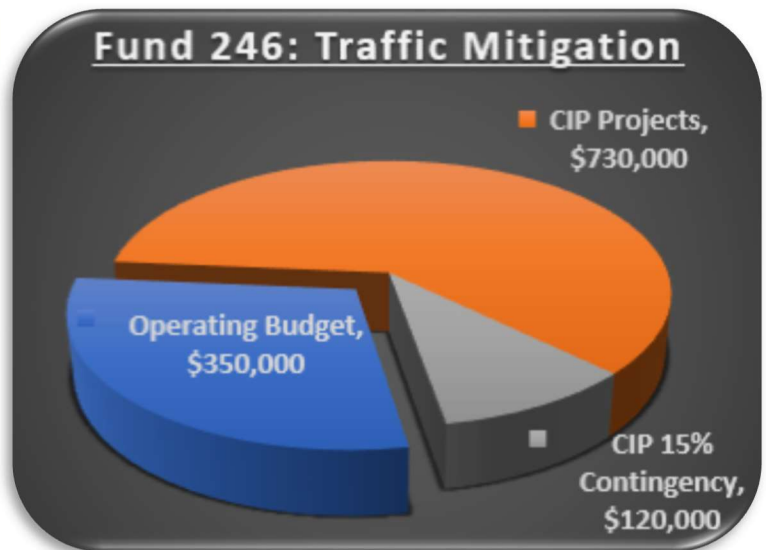
Eligible CIP projects for the 206 Gas Tax Fund include a variety of projects within the public right-of-way such as street resurfacing/restriping, curb ramp installation, pedestrian and bicycle improvements, bridge repair, storm drain improvements, etc. Fifteen percent of the non-operating budget funding is reserved to account for any small, unanticipated expenses not identified in the CIP document.

Senate Bill 1: Road Maintenance and Rehabilitation Account (RMRA)

Senate Bill 1 generates additional revenues that become part of the 206 Gas Tax Fund. These restricted funds are reserved for specific projects, and their use is audited at the end of every fiscal year. Project eligibility is the same as other 206 projects.

Fund 246: Traffic Mitigation

Fund 246 Total Available	\$1,200,000
Operating Budget	\$350,000
CIP Projects	\$730,000
CIP 15% Contingency	\$120,000



Total Available Funds

The 246 Traffic Mitigation Fund receives revenues from the Traffic Mitigation Fee charged to developers in connection with the approval of a private land development project. Designed as an impact fee, revenues aim to offset additional vehicular trips associated with a development by providing funding for high priority circulation improvements throughout the City identified in the General Plan. Since the fee is dependent on approved development, annual revenues vary widely from year to year and future revenues are largely unpredictable during the development of the CIP each spring. Staff has estimated that \$350,000 in annual revenues are anticipated in each of the upcoming three-years.

Operating Budget

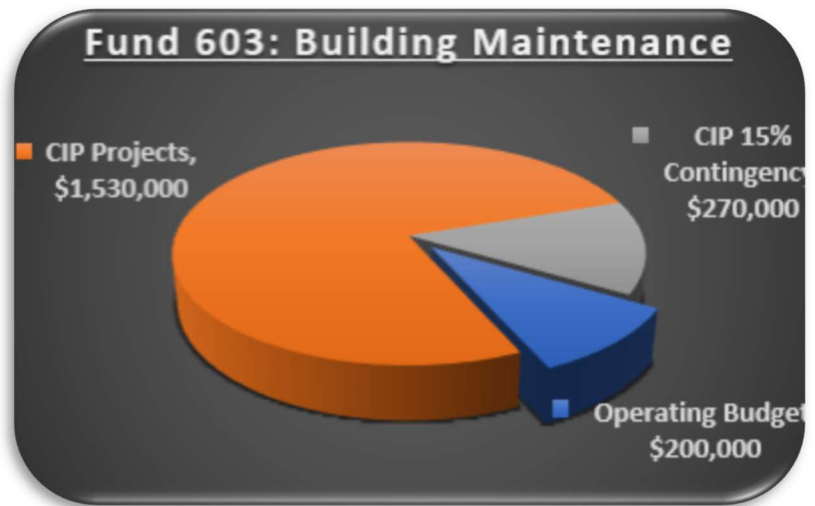
The Operating Budget for Fund 246 covers the cost of implementing the striping and pavement markings, citywide crosswalk improvements, Smart City implementation, traffic signal battery backups, and miscellaneous contractual costs associated with citywide signalization improvements.

CIP Projects and 15% Contingency

Eligible projects for 246 funds are those specifically identified as circulation improvements in Exhibit 21A of the 2020 General Plan, etc. Fifteen percent of the non-operating budget funding is reserved to account for any small, unanticipated expenses not identified in the CIP document.

Fund 603: Building Maintenance

Fund 603 Total Available	\$2,000,000
Operating Budget	\$200,000
CIP Projects	\$1,530,000
CIP 15% Contingency	\$270,000



Total Available Funds

The 603 Building Maintenance Fund is an internal revenue fund supported by the City's General Fund. The budget for this fund is set at \$500,000 annually. Additional funding from prior year CIP projects has augmented the budget for this next fiscal year.

Operating Budget

The Operating Budget for Fund 603 covers the costs of various upkeep projects completed by the Building Maintenance staff. Smaller scale maintenance such as replacement of failed lighting fixtures, repairs to HVAC systems, and replacement of worn carpet are examples of operating budget expenses.

CIP Projects and 15% Contingency

The 603 Building Maintenance Fund pays for improvement projects to City-owned property, including the community centers, library, City Hall, City park infrastructure, etc. Fifteen percent of the non-operating budget funding is reserved to account for any small, unanticipated expenses not identified in the CIP document.

Section III. FY 21/22 Completed Projects

Francisco Boulevard East Sidewalk Widening and Resurfacing projects

After the completion of the sidewalk widening project, the resurfacing project included removal of the existing asphalt and resurfacing Francisco Boulevard East from Vivian Way to Grand Avenue. Adjustment of utilities covers, and installation of new striping was included in the scope of work.



Southern Height Bridge

The Southern Heights Bridge located in the hills south of downtown was a wooden bridge constructed decades ago with its last significant renovation occurring in 1981. The bridge was subject to immediate closure in December 2017 upon inspection by Caltrans bridge inspectors. The Caltrans Highway Bridge program funded the replacement of the bridge, which took one year to construct and was completed in January 2022.

Canal Neighborhood Pedestrian Improvements

In 2021, curb ramp upgrades, lighting improvements, and rectangular rapid flashing beacons (RRFBs) were added at the uncontrolled crossings of: Bellam Boulevard/Vista del Mar, Medway Road/Front Street, Medway Road/Mill Street, Kerner Boulevard/Sonoma Street, Canal Street-Spinnaker Point Drive/Bahia Way. Lighting improvements were completed at Bellam Boulevard/Windward Way. This project was mostly funded by Transportation Authority of Marin (TAM) Safe Pathways program and supplemented with City of San Rafael local funds.





Albert Park Accessible restroom and ramp improvements

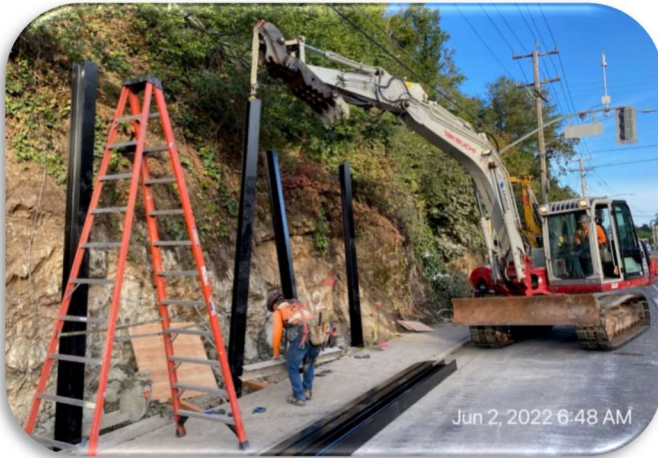
Albert Park Ball Field is utilized throughout the year for sporting events. This project included ADA improvements, including a new wheelchair ramp adjacent to an existing staircase, as well as installation of a prefabricated restroom.

Other Completed Projects

- Storm Drain Replacement at 2111 Francisco Boulevard East
 - In conjunction with a sewer district project, the city replaced old storm drain pipes and catch basins ahead of the Bay Area Toll Authority project to widen the sidewalk from Bay Park Center office complex to Grange Way.
- Gerstle Park Restroom Repair
 - The Facility Assessment Study identified recommendations that included replacing the siding of an existing restroom at Gerstle Park.
- City Hall: Council Chambers Accessibility Improvements
 - The project installed an ADA-compliant wheelchair ramp within the Chambers.
- Miscellaneous storm drain repair project
 - The city replaced old corrugated metal pipe and performed miscellaneous repairs identified by maintenance crews in four locations in the city.
- Stormwater Operations and Maintenance (annual project)
 - Maintenance of the City's 12 pump stations.
- Sidewalk Repair Program 2021-2022
 - Working hand-in-hand with community members, buckling and unsafe sidewalks were replaced at many locations across the City. When necessary, trees were removed to accommodate installation of new sidewalks while reducing the possibility of future uplifting from tree roots.
 - The City performed sidewalk shaving to remove offsets under 1.5 inches.

Section IV. FY 22/23 Projects in Construction

Third Street Rehabilitation



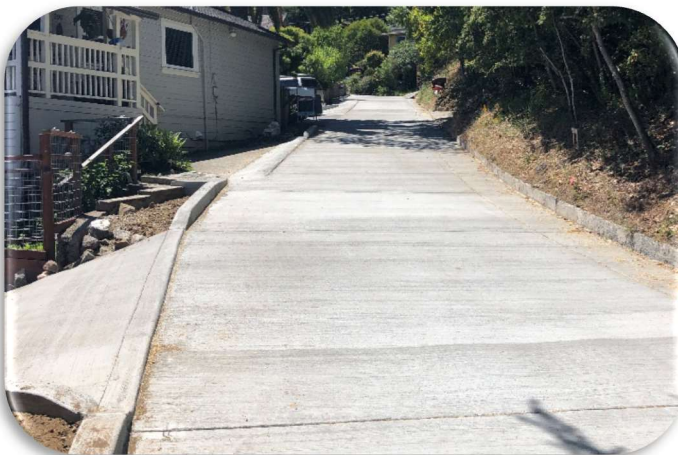
The City received major allocation from the Transportation Authority of Marin through the Measure A program to rehabilitate Third Street. In 2019, the City completed a Feasibility Study for Third Street corridor. Since then, the corridor has been subdivided into two City projects with this project covering Miracle Mile to Lindaro Street. The Third Street Safety Improvements project will make roadway improvements from Lindaro to Union. The intent of the improvements is to provide congestion relief and safety improvements along Third Street. Construction began winter 2022 and is anticipated to be complete summer 2023.

Third Street Safety Improvements

Funded in part by a Caltrans Highway Safety Improvement Program grant, this project will install new wheelchair ramps, modify traffic signals, install a new communications network, and rehabilitate the asphalt pavement.



Bungalow & Woodland Avenue



Bungalow Avenue, which is an older street with a concrete road below, requires resurfacing. The project will include installation of wheelchair ramps, rehabilitation of the underground storm drain system, and improved drainage to mitigate flooding at Woodland Avenue. In conjunction with this work, the City will resurface portions of Woodland Avenue between Lindaro Street and B Street following installation of a sewer main project performed by the San Rafael Sanitation District. The Construction timeframe for this project is November 2021 to Fall 2022.

Fire Station 54 & 55

Work includes remodeling of the existing fire stations to meet current state and local codes for the safety of the firefighters and the residents they serve. This is part of Phase II of the strategic plan approved in July 2015 for Measure E essential public safety facilities. Construction completion is anticipated for the end of FY 2022-23.



B Street Culvert Replacement

Feeding into the upper reaches of San Rafael Creek is a reinforced concrete box culvert conveying water away from the Gerstle Park neighborhood. A small portion of the ceiling of the culvert requires rehabilitation to provide better structural stability of the system. This project will replace a section of the culvert as well as coordination with utility companies and regulatory environmental agencies. Construction is anticipated for summer 2022.

Section V: Upcoming Projects; Project Description and Budget Details

FUND 205: STORMWATER FUND

205.1 — Rotary Manor Culvert Replacement

Project Information

The damaged corrugated metal pipe (CMP) culvert located underground at Rotary Manor requires replacement and reestablishment of the community gardens above.

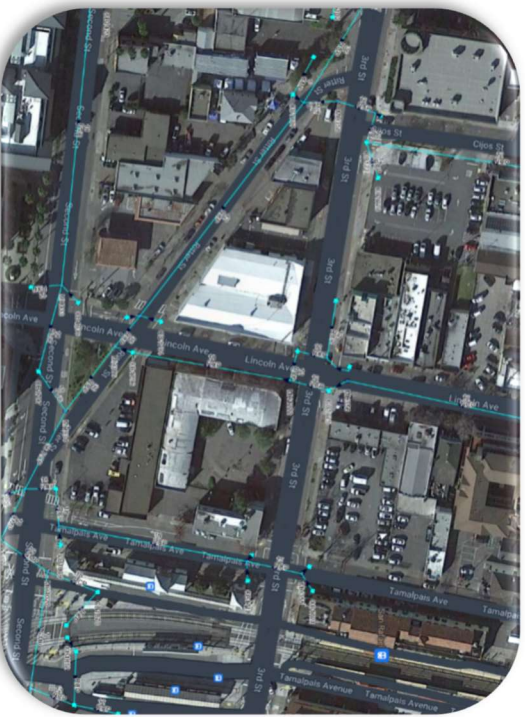


Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design		\$175,000		
Construction	External Fund		\$1,000,000	
Subtotal		\$175,000	\$1,000,000	
Total Cost Estimate		\$1,175,000		

205.2 — Storm Drain Master Plan

Project Information

The city has aging infrastructure that is replaced on an add needed basis. The city plans to do a storm drain master plan that will identify and assess existing storm water infrastructure. This planning document will also review potential flooding, sea-level rise, development expectations, and potential for new infrastructure in locations where there is not a current system.



Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design				
Construction	205 Stormwater		\$300,000	
Subtotal			\$300,000	
Total Cost Estimate		\$300,000		

205.3 — San Quentin Pump Station Reconstruction

Project Information

The San Quentin Pump Station Reconstruction project will construct a new station to convey storm drain runoff from low-lying areas into the San Francisco Bay as well as rehabilitate the existing discharge pipe located between the station and the Bay.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	205 Stormwater	\$375,000			
Construction	ARPA funding		\$4,300,000		
	Subtotal	\$375,000			
Total Cost Estimate		\$4,675,000			

205.4 — Francisco Boulevard West at Irwin Street Trash Rack

Project Information

In 2018, the Sonoma-Marín Area Rail Transit (SMART) District closed Francisco Boulevard West to reconstruct the roadway in conjunction with installation of railroad tracks. The sidewalk installed at that time has since impacted City maintenance crews' ability to clean the trash rack at the intersection of Irwin Street. This project will implement changes to allow for better maintenance and flow of drainage waters.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	205 Stormwater				\$50,000
Construction	205 Stormwater				
	Subtotal				
Total Cost Estimate		\$50,000			

205.5— MCSTOPPP Full Trash Capture Device

Project Information

In recent years, the State of California has mandated that cities comply with requirements to remove trash and debris from waterways by 2030. This project will implement a full trash capture device at one of two storm drain pump stations to remove trash before entering the San Francisco Bay. This project is partially funded through an Environmental Protection Agency (EPA) grant awarded to the County of Marin, who is partnering with the City of San Rafael to implement this project.



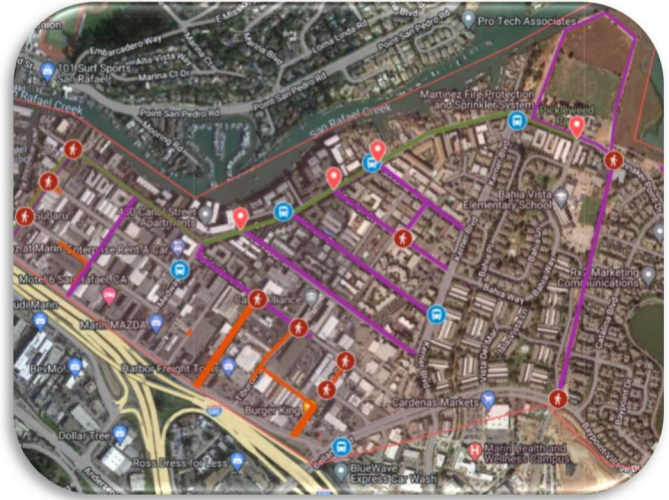
	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	205 Stormwater	\$278,466			
	Grant: EPA	\$188,000			
Construction	Caltrans (unsecured)				\$600,000
	Grant: EPA				\$409,000
	Subtotal	\$466,466			\$1,009,000
Total Cost Estimate		\$1,475,466			

FUND 206: GAS TAX

206.1 — Canal Active Transportation Experience Improvements

Project Information

The City has applied for the Active Transportation Program grant to make improvements to the bicycle and pedestrian experience in the Canal neighborhood. Improvements include street lighting, curb ramp upgrades, sidewalk gap closures, pedestrians crossing improvements, bus stop improvements, secure bicycle parking, and bicycle boulevard treatments.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	206 Gas Tax			\$200,000	
	ATP Grant (unsecured)			\$500,000	
Construction	206 Gas Tax			\$500,000	
	ATP Grant (unsecured)			\$3,500,000	
	Subtotal			\$4,700,000	
Total Cost Estimate		\$4,700,000			

206.2 — North San Pedro Medians at SMART Railroad Crossing

Project Information

Approaching the railroad crossing on North San Pedro Road are medians used as a supplemental safety measure (SSM) required to have a quiet zone through San Rafael in which the SMART trains does not sound its horn. The City desires to reconstruct these medians at the railroad crossing and refresh the pavement striping.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	206 Gas Tax				
Construction	206 Gas Tax		\$100,000		
	Subtotal		\$100,000		
Total Cost Estimate		\$100,000			

206.3 — Canal Transportation Plan Draft: Street Lighting

Project Information

Based on community feedback during the Canal Transportation Plan outreach discussions, there was a request to add lighting throughout the Canal neighborhood. This project is in collaboration with PG&E and will include adding light fixtures to existing electrical poles and replacing light bulbs with brighter LED bulbs.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	206 Gas Tax				
Construction	206 Gas Tax		\$100,000		
	Subtotal		\$100,000		
Total Cost Estimate		\$100,000			

206.4 — Lincoln Avenue Bridge Repairs

Project Information

The Caltrans Highway Bridge Program has designated funds to repair the Lincoln Avenue Bridge across Mahon Creek.

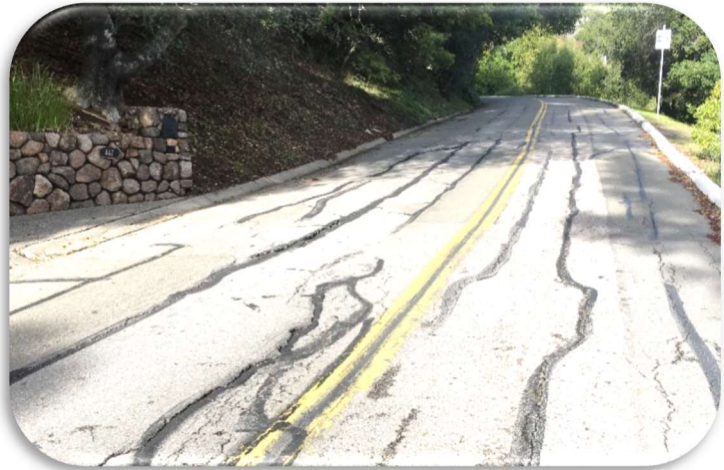


	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	206 Gas Tax				
Construction	206 Gas Tax Grant: unsecured HBP		\$100,000		
	Subtotal		\$100,000		
Total Cost Estimate		\$100,000			

206.5 — Fairhills Drive Roadway Rehabilitation

Project Information

This project will consider three separate locations on Fairhills Drive in which settlement of the roadway appears possible near 216, 407, and 447 Fairhills Drive. Resurfacing of the roadway in conjunction with retaining walls will be designed.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	206 Gas Tax		\$150,000		
Construction	206 Gas Tax				
	Subtotal		\$150,000		
Total Cost Estimate		\$150,000			

206.6 — Canal Street Powerline Undergrounding

Project Information

The PG&E Rule 20A program funds the undergrounding of overhead powerlines in locations that meet a set of criteria and was originally created to address aesthetic impacts of power lines. Canal Street meets the criteria of this program. The City has accrued over \$5 million in Rule 20A funding over the years. The City and PG&E plan to explore creating an undergrounding district and reviewing the feasibility of undergrounding on Canal Street.

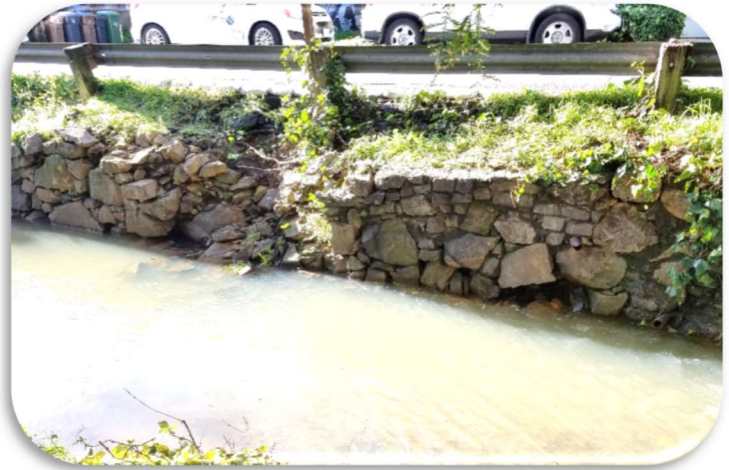


	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	206 Gas Tax				
Construction	206 Gas Tax			\$500,000	
	PG&E Rule 20A funding			\$4,000,000	
	Subtotal			\$4,500,000	
Total Cost Estimate		\$4,500,000			

206.7 — First Street at Mahon Creek Wall Repair

Project Information

During a winter storm, a small portion of an existing rock retaining wall washed out. This project includes the repair of the wall, which is located on First Street between D Street and E Street.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	206 Gas Tax	\$16,000			
Construction	206 Gas Tax		\$400,000		
	Subtotal	\$16,000	\$400,000		
Total Cost Estimate		\$416,000			

206.8 — Second Street Multimodal Improvements

Project Information

Second Street is a major thoroughfare through Downtown San Rafael. This project will consider ways to improve critical intersections including but not limited to pavement resurfacing, wheelchair ramps, and traffic signal upgrades with new communication equipment.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	206 Gas Tax	\$50,000	\$250,000		
Construction	206 Gas Tax			\$750,000	
	Grant: unsecured			\$6,750,000	
	Subtotal	\$50,000	\$250,000	\$7,500,000	
Total Cost Estimate		\$7,800,000			

Project Information

This project includes pavement resurfacing and 35 ADA compliant curb ramps with bulbouts along Lincoln Avenue from Mission Avenue to Prospect Drive where non-compliant ramps exist. In addition, additional streetlights, curb extensions and four rectangular rapid flashing beacons (RRFBs) will be placed at non-signalized pedestrian crossings across Lincoln Avenue at Wilson Court, Grand Avenue, Pacheco Street and Paloma Avenue.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	206 Gas Tax: RMRA	\$20,000	\$100,000		
Construction	206 Gas Tax: RMRA Grant: unsecured			\$2,000,000 \$2,500,000	
	Subtotal	\$20,000	\$100,000	\$4,500,000	
Total Cost Estimate		\$4,620,000			

206.10 — Woodland Avenue Pedestrian Improvements

Project Information

Adjacent to 132 Woodland Avenue is a wood retaining wall that supports an asphalt pedestrian sidewalk. The retaining wall has deteriorated and needs replacement to ensure the pedestrian sidewalk is functional. This project will review retaining wall alternatives, construct a concrete sidewalk, curb, gutter, and other safety improvements in this location. Resurfacing of the roadway contiguous with the sidewalk improvements will be considered.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	206 Gas Tax			\$200,000	\$1,600,000
Construction	206 Gas Tax				
	Subtotal			\$200,000	\$1,600,000
Total Cost Estimate		\$1,800,000			

206.11 — Spinnaker Point Dr Parking Modifications

Project Information

As a result of installing new playground amenities at the nearby Pickleweed Park, the City proposes to repurpose the existing area of Schoen Park to create additional on-street parking and help alleviate, in part, the demand for public parking in the Canal and Spinnaker Point neighborhoods.

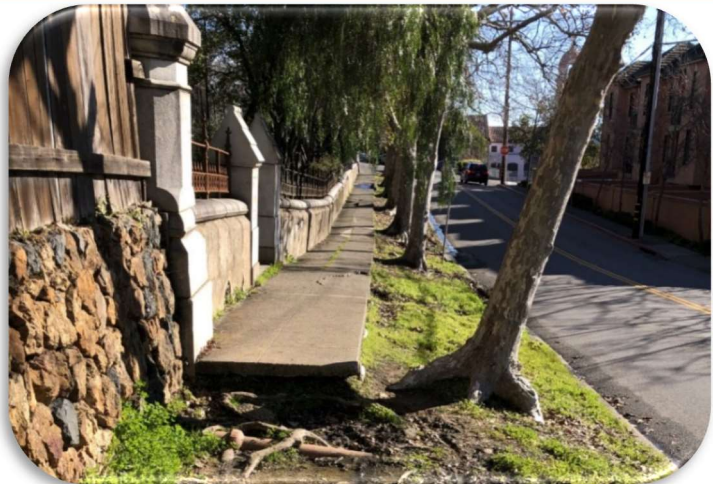


	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	206 Gas Tax	\$60,000			
Construction	206 Gas Tax		\$1,100,000		
	Subtotal	\$60,000	\$1,100,000		
Total Cost Estimate		\$1,160,000			

206.12 — Mission Avenue Sidewalk Gap Closure

Project Information

This project would close a sidewalk gap and replace non-accessible sidewalk on Mission Avenue between B Street and E Street on the north side of the road.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	206 Gas Tax				
Construction	206 Gas Tax		\$150,000		
	Subtotal		\$150,000		
Total Cost Estimate		\$150,000			

206.13 — Fourth Street/Second Street at Miracle Mile Intersection Improvements

Project Information

The intersection improvements at Fourth Street/Second Street and Miracle Mile are a key final connection for west Marin and the two-way cycle track that will be constructed as part of the Third Street Rehabilitation project. This project will improve pedestrian, bicycle, and motor vehicle access through the intersection. The upgrades include a new traffic signal at this intersection and W. Crescent.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	206 Gas Tax	\$135,000			
Construction	206 Gas Tax (City match) Grant: (Unsecured)		\$1,000,000 \$3,000,000		
	Subtotal		\$4,000,000		
Total Cost Estimate		\$4,135,000			

206.14 — Southern Heights Boulevard at Courtright Road Retaining Wall

Project Information

Southern Heights Boulevard at the intersection of the private driveway of Courtright Road shows signs of settlement. This project will install a retaining wall system to support the roadway, resurface the roadway, and install storm drain infrastructure.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	206 Gas Tax	\$40,000			
Construction	206 Gas Tax				\$800,000
	Subtotal	\$40,000			\$800,000
Total Cost Estimate		\$840,000			

FUND 208: CHILDCARE FUND

208.1 — Childcare Portable Building Replacement (Pickleweed)

Project Information

The scope of work includes replacement of portable buildings used for childcare centers at the Pickleweed Preschool adjacent to the Albert J. Boro Community Center. The City has applied for a Child Care Development Minor Renovation and Repairs grant to fund the design of this project. The City will apply for a grant summer 2022 for the construction of the portables.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	208 Childcare Grant: unsecured	\$25,000	\$55,000		
	208 Childcare Grant: unsecured		\$1,200,000		
Subtotal		\$25,000	\$1,255,000		
Total Cost Estimate		\$1,280,000			

FUND 241: MEASURE A – PARKS

241.1 — Sun Valley Park Playground Improvements

Project Information

The City received Proposition 68 Per Capita grant to replace playground equipment at Sun Valley Park, as well as increase accessibility to the equipment. Residents will provide feedback on what improvements to pursue during the design and construction phases.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	241 Measure A - Parks	\$50,000			
Construction	241 Measure A - Parks Grant: Per Capita Grant		\$238,000 \$177,952		
	Subtotal	\$50,000	\$416,000		
Total Cost Estimate		\$465,952			

241.2 — Pickleweed Park Enhancements/Field Renovation

Project Information

One of the most heavily utilized fields in San Rafael is located at Albert J. Boro Community Center. This project proposes to replace the natural field with a synthetic turf requiring less maintenance and allowing sporting activities to be permitted throughout the year. Furthermore, this project would implement additional enhancements and amenities at Pickleweed Park and surrounding grounds. All work on this project is subject to the City receiving grant funding for construction, which is currently being sought after at this time.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	241 Measure A - Parks	\$160,000			
Construction	Grant: LWCF (Unsecured)				
	Subtotal	\$160,000			
Total Cost Estimate		\$160,000			

241.3 — Park and Recreation Master Plan

Project Information

In consultation with the Park and Recreation Commission, the City will review the conditions of all parks and playground structures to understand deficiencies and where future improvements should be focused to meet current codes and ADA regulations. This assessment will become part of a Park and Recreation Master Plan, which Plan will be guided by a steering committee of various stakeholders.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	241 Measure A - Parks	\$285,000			
Construction	241 Measure A - Parks				
	Subtotal	\$285,000			
Total Cost Estimate		\$285,000			

241.4 — Albert Park Field Fencing

Project Information

The baseball field at Albert Park is well utilized by many teams. One project at this field is to install additional netting down the first and third base lines to ensure foul balls do not hit parked vehicles or children playing at the Parkside Children’s Center.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	603 Building Maintenance	\$10,000			
Construction	241 Measure A – Parks		\$200,000		
	Additional funds: unsecured		\$400,000		
	Subtotal	\$10,000	\$600,000		
Total Cost Estimate		\$610,000			

FUND 246: TRAFFIC MITIGATION FUND

246.1 – Bicycle and Pedestrian Master Plan Update

Project Information

The heart of bicycle and pedestrian projects is a strong and robust master plan that provides a framework for future facilities. To this end, the City desires to update its 2018 master plan to account for changing conditions and community desires. This plan update will also incorporate a section on trails throughout the City and provide a framework for future trail projects.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	246 Traffic Mitigation 241 Measure A – Parks			\$100,000 \$100,000	
Construction	246 Traffic Mitigation				
	Subtotal			\$200,000	
Total Cost Estimate		\$200,000			

246.2 — Grand Avenue (Second to Fourth Streets) Class IV Cycle Track

Project Information

The 2018 update to the City’s Bicycle and Pedestrian Master Plan includes the study and installation of a Class IV protected bicycle facility on Grand Avenue between Second Street and Fourth Street. A portion of this corridor is also the upper reaches of the San Francisco Bay Trail alignment between Second and Third Streets and has received Bay Trail funding.

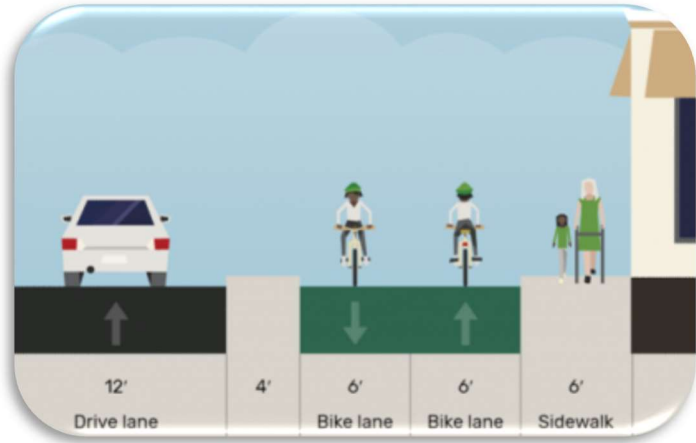


	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	206 Gas Tax	\$100,000			
Construction	206 Gas Tax 246 Traffic Mitigation Grant: SF Bay Trail Grant TFCA		\$75,000 \$500,000 \$225,000 \$335,000		
	Subtotal	\$100,000	\$1,135,000		
Total Cost Estimate		\$1,235,000			

246.3 — Bike & Pedestrian Master Plan Feasibility Studies

Project Information

The City plans to do a feasibility study on two of the top 5 ranked projects in the 2018 Bicycle and Pedestrian Master Plan. The first is reviewing the east-west bicycle connection through downtown. The other is a Class I multi-use path or widened sidewalk on both sides of Manuel T. Freitas Parkway from Monticello to Del Presidio.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	246 Traffic Mitigation			\$100,000	
Construction	246 Traffic Mitigation				
	Subtotal			\$100,000	
Total Cost Estimate		\$100,000			

246.4 — Catalina Blvd Traffic Calming

Project Information

Catalina Boulevard is a main thoroughfare in the Spinnaker Point neighborhood. The width of the street and the distance between stop signs invites speeding. The City is assessing the street and will propose some alternatives to the speed bumps, including traffic circles, edge lines, or median islands. The alternatives will be introduced to the community and one alternative will move forward in construction.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	246 Traffic Mitigation		\$100,000		
Construction	246 Traffic Mitigation				
	Subtotal		\$100,000		
Total Cost Estimate		\$100,000			

FUND 603: BUILDING MAINTENANCE

603.1 – Albert J. Boro Community Center: Fire water lines BFP installation

Project Information

The Albert J. Boro Community Center has existing fire water laterals without back flow preventers (BFP). This project included the installation of BFPs and replacing the water connection to the building due to settlement over the years.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	603 Building Maintenance				
Construction	603 Building Maintenance		\$100,000		
	Subtotal		\$100,000		
Total Cost Estimate		\$100,000			

603.2 – Building Maintenance Master Plan

Project Information

The Facility Assessment Study identified deficiencies within several City facilities. The Master Plan would add cost estimates with inflation to existing deficiencies, identify long term maintenance items, and include a building maintenance schedule for all the city facilities, so the City can budget for major planned maintenance.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	603 Building Maintenance		\$200,000		
Construction	603 Building Maintenance				
	Subtotal		\$200,000		
Total Cost Estimate		\$200,000			

603.3 – Albert J. Boro Community Center: Leveling

Project Information

The Albert J. Boro Community Center was built on softer soils near the San Francisco Bay which have resulted in the building settling over time. The proposed project will level portions of the building that have settled.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	603 Building Maintenance	\$10,000			
Construction	603 Building Maintenance		\$150,000		
	Subtotal		\$150,000		
Total Cost Estimate		\$160,000			

603.4 – Albert J. Boro Community Center: Multipurpose Room Flooring Replacement

Project Information

Based on building settlement, heavy use, and issues with the method of cleaning the floors, the Albert J. Boro Community Center multi-purpose room flooring, and subflooring needs replacement. This project would be installed after the leveling and jack replacement project.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	603 Building Maintenance				
Construction	603 Building Maintenance		\$200,000		
	Subtotal		\$200,000		
Total Cost Estimate		\$200,000			

603.5 – Albert J. Boro Community Center: HVAC and Roofing

Project Information

After many years of use, the heating, ventilation, and air conditioning (HVAC) systems within areas of the Albert J. Boro Community Center need to be replaced. In conjunction with replacement of the HVAC roof unit, sections of the existing roof must be replaced to ensure a watertight seal.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	603 Building Maintenance				
Construction	603 Building Maintenance		\$225,000		
	Subtotal		\$225,000		
Total Cost Estimate		\$225,000			

603.6 – City Hall/Library Fire Sprinkler System Feasibility Study

Project Information

City Hall and the downtown library are older buildings that were built before codes required fire sprinkler systems. This feasibility study would look at what would be required to add fire sprinklers to meet current codes and standards.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	603 Building Maintenance				
Construction	603 Building Maintenance		\$75,000		
	Subtotal		\$75,000		
Total Cost Estimate		\$40,000			

603.7 – City Hall: HVAC Replacement

Project Information

After many years of use, the heating, ventilation, and air conditioning (HVAC) systems within areas of City Hall need to be replaced, including the main controller.

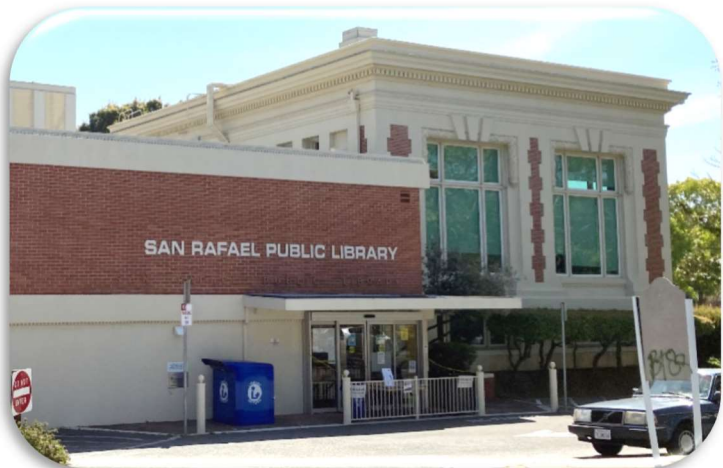


	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	603 Building Maintenance				
Construction	603 Building Maintenance		\$100,000		
	Subtotal		\$100,000		
Total Cost Estimate		\$100,000			

603.8 – Downtown Library: Bathroom Conversion

Project Information

The downtown library desires to convert an existing staff restroom into a publicly accessible restroom. This is to increase the number of publicly accessible adult restroom facilities from one to two.



	Funding Source	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25
Planning/Design	Private Donation		\$20,000		
Construction	Private Donation		\$60,000		
	Subtotal		\$80,000		
Total Cost Estimate		\$80,000			

Section VI: Rating Categories and Project Ratings

Project Rating System

FUNDING SOURCE	PROJECT NAME	RANK SCORING 1 to 10	Health / Safety / Liability	Priority Initiative	Time- Sensitive Funds	Maintain / Enhance Functionality	
			35%	20%	25%	20%	
205	Stormwater	East San Rafael Shore Feasibility Assessment	8.8	10	10	5	10
205	Stormwater	Rotary Manor Culvert Replacement	7.5	10	10	0	10
205	Stormwater	Storm Drainage Master Plan	7.5	10	10	0	10
205	Stormwater	City Adaptation Plan	7.5	10	10	0	10
205	Stormwater	San Quentin Pump Station: Reconstruction	7.1	10	8	0	10
205	Stormwater	Francisco Blvd West at Irwin St: Trash Rack	6.4	9	6	0	10
205	Stormwater	MCSTOPPP: Kerner Pump Station Trash Capture	6.3	7	8	5	5
205	Stormwater	MCSTOPPP: 400 Canal Pump Station Trash Capture	5.8	7	8	3	5
205	Stormwater	MCSTOPPP: N. Francisco Pump Station Trash Capture	5.8	7	8	3	5
205	Stormwater	MCSTOPPP: Rossi Pump Station Trash Capture	5.8	7	8	3	5
205	Stormwater	MCSTOPPP: Redwood Hwy	5.8	7	8	3	5
205	Stormwater	MCSTOPPP: San Quentin Pump Station Trash Capture	5.8	7	8	3	5
205	Stormwater	121 Irwin St Erosion Control	4.4	5	4	0	9
205	Stormwater	Las Casas Drainage Basin Repair	4.2	5	5	0	7
205	Stormwater	Piombo Pump Station: Electrical Panel Replacement	4.0	4	5	0	8
205	Stormwater	Cayes Pump Station Control System	3.4	5	3	0	5
205	Stormwater	Spinnaker Point Salt Marsh Remediation (Conceptual Design Only)	1.7	2	3	0	2
206	Gas Tax	Canal Active Transportation Experience Improvements	6.8	9	9	0	9
206	Gas Tax	North San Pedro Medians at SMART Railroad Crossing	6.6	9	8	0	9
206	Gas Tax	BPMP Rank-2: Project F-12 Bellam Blvd- Andersen to Baypoint Drive feasibility Class IV	6.5	10	10	0	5
206	Gas Tax	Canal Transportation Plan Draft: Street lighting	6.4	8	9	0	9
246	Traffic Mitigation	Bike & Ped Master Plan: Update	6.4	8	10	0	8
206	Gas Tax	Lincoln Ave Bridge Repairs	6.2	7	7	3	8
206	Gas Tax	Fairhills Dr Roadway Rehabilitation	6.2	9	7	0	8
206	Gas Tax	Canal St Powerline Undergrounding	6.1	7	9	0	9
246	Traffic Mitigation	Grand Ave (Second St to Fourth St) Class IV Cycle Track	6.1	6	8	3	8
206	Gas Tax	First St at Mahon Creek Wall Repair	6.0	8	8	0	8
206	Gas Tax	Second St Multimodal Improvements	6.0	8	8	0	8
206	Gas Tax	Lincoln Ave Rehabilitation	6.0	8	8	0	8
206	Gas Tax	Woodland Ave Ped Improvements	5.8	8	8	0	7
206	Gas Tax	Spinnaker Point Dr Parking Modifications	5.7	6	10	0	8
206	Gas Tax	Intersection Improvements: Fourth St/Second St at Miracle Mile & W Crescent	5.6	8	7	0	7
246	Traffic Mitigation	BPMP Rank-1: Project D-1 Downtown East-West connection: Feasibility study	5.6	8	6	0	8
206	Gas Tax	Mission Ave (B St to E St) Sidewalk Gap Closure	5.6	8	7	0	7
246	Traffic Mitigation	BPMP Rank-5: Project B-6 Class I on both sides Freitas from Montecillo to Del Presidio. Or bi-directional 6	5.5	7	7	0	8
206	Gas Tax	BPMP Rank-6: Project D-2 West Tamalpais Ave from Second Street to Mission Ave- Class IV/ improved	5.4	8	6	0	7
206	Gas Tax	Southern Heights Blvd at Courtright Rd: Retaining Wall	5.4	8	6	0	7
206	Gas Tax	Drainage Improvements: East St at Jessup St	5.4	8	5	0	8
246	Traffic Mitigation	BPMP Rank-14: Project D-21 Puerto Suello Pathway- implement lighting on Hill pathway	5.4	8	7	0	6
246	Traffic Mitigation	Catalina Blvd Traffic Calming	5.4	8	7	0	6

Project Rating System

FUNDING SOURCE	PROJECT NAME	RANK SCORING 1 to 10	Health / Safety / Liability	Priority Initiative	Time- Sensitive Funds	Maintain / Enhance Functionality
			35%	20%	25%	20%
206 Gas Tax	Fourth St Curb Ramp Replacement	5.3	7	7	0	7
206 Gas Tax	Center St Resurfacing	5.1	5	5	3	8
206 Gas Tax	Drainage Improvements: C St from First St to Second St	5.1	6	6	0	9
206 Gas Tax	Los Gamos Rd at Oleander Dr Flood Warning System	5.0	8	7	0	4
206 Gas Tax	Redwood Hwy & Pro Center Pkwy Resurfacing	4.9	5	5	3	7
206 Gas Tax	Drainage Improvements: Bayview St	4.7	6	6	0	7
246 Traffic Mitigation	Fourth St Signal System Improvements: B St to Cijos St	4.7	6	7	0	6
206 Gas Tax	BPMP Rank-20: Project C-13 Miramar/First Street from Second St to E Street- convert Class III to Class III	4.7	7	7	0	4
246 Traffic Mitigation	Point San Pedro & Loch Lomond mast arms	4.7	7	5	0	6
206 Gas Tax	Drainage Improvements: First St at D St	4.6	5	5	0	9
206 Gas Tax	Las Gallinas Channel Study	4.5	6	7	0	5
206 Gas Tax	Merrydale Rd (Puerto Suello Pathway to North San Pedro Rd) Bicycle Facility Study	4.5	6	7	0	5
206 Gas Tax	Embarcadero/Mission/Sea View/Mission/Marina Intersection	4.5	7	6	0	4
206 Gas Tax	BPMP Rank-3: Project C-12 D Street/C Street- feasibility study for Class IV or Class III+ north-south from	4.5	7	5	0	5
206 Gas Tax	Drainage Improvements: Woodland Ave	4.4	5	5	0	8
206 Gas Tax	Bayview Retaining Wall	4.3	6	4	0	7
206 Gas Tax	Intersection Improvements: Irwin St & DuBois St	4.3	7	4	0	5
206 Gas Tax	BPMP Rank-7: Project A-19 Feasibility study: WB Class IV on North San Pedro Road from Los Ranchitos	4.3	7	6	0	3
206 Gas Tax	BPMP Rank-8: Project A-17 North San Pedro Road Class I South side from Los Ranchitos to Civic	4.3	7	6	0	3
246 Traffic Mitigation	Intersection Improvements: Bellam Blvd & Andersen Dr	4.3	6	4	0	7
206 Gas Tax	Merrydale Northgate Promenade	4.2	5	7	0	5
206 Gas Tax	Drainage Improvements: Second St between C & E St	4.1	6	4	0	6
246 Traffic Mitigation	B St 2-Way Conversion (transfer to 206 Third St Rehab)	4.1	3	10	0	5
206 Gas Tax	Merrydale Pathway - South Connector Study	4.0	5	8	0	3
206 Gas Tax	Scenic Ave Debris Wall	4.0	5	4	0	7
246 Traffic Mitigation	Safe Routes to School: Davidson Phase 2	4.0	5	5	0	6
246 Traffic Mitigation	Merrydale Rd/Civic Center connection	4.0	5	5	0	6
206 Gas Tax	Fair Dr/Coleman Retaining Wall	3.8	5	3	0	7
206 Gas Tax	Francisco Blvd East Rehabilitation	3.6	5	3	0	6
206 Gas Tax	Riviera Dr Resurfacing	3.2	4	4	0	5
206 Gas Tax	Manderly Rd Medians	2.9	3	5	0	4
206 Gas Tax	BPMP Rank-9: Project D-5 Third Street: Grand Ave to East city limit/ Embarcadero Way- Class I multi-use	2.8	4	4	0	3
206 Gas Tax	Freitas Pkwy and Montecillo Intersection (K-rail Only)	2.7	6	3	0	0
206 Gas Tax	Drainage Improvements: Ross Valley/Terrace Ave	2.7	3	4	0	4
206 Gas Tax	BPMP Rank-4: Project D-20 Highway 101 undercrossing lighting and public art (3rd, 4th, 5th, and Linden)	2.6	5	2	0	2
206 Gas Tax	Drainage Improvements: Corrillo Dr	2.5	3	2	0	5
206 Gas Tax	Canal Bike-Ped Swing Bridge	2.4	1	7	0	3
206 Gas Tax	Intersection Improvements: Courtright Rd & Pearce Rd	2.3	3	3	0	3
206 Gas Tax	BPMP Rank-11: Project C-21 Fifth Ave Study parking occupancy rates and potential bikeway connecting	2.3	3	3	0	3

Project Rating System

FUNDING SOURCE	PROJECT NAME	RANK SCORING 1 to 10	Health / Safety / Liability	Priority Initiative	Time- Sensitive Funds	Maintain / Enhance Functionality	
			35%	20%	25%	20%	
208	Childcare Fund	Childcare Portable Building Replacement (Pickleweed)	7.5	10	10	0	10
208	Childcare Fund	Childcare Portable Building Replacement (Silveria/Lucas Valley/Vallecito)	5.3	7	7	0	7
208	Childcare Fund	Parkside Preschool Playground Tent Replacement	5.3	7	6	0	8
214	Memorial Fund	Downtown Carnegie Library Preservation and Expansion	7.8	8	8	7	8
241	Measure A: Parks	Sun Valley Park Playground Improvements	7.2	7	7	7	8
241	Measure A: Parks	Pickleweed Park Enhancements/Field Renovation	6.4	7	10	3	6
241	Measure A: Parks	Park and Recreation Master Plan	6.2	8	9	0	8
241	Measure A: Parks	Albert Park Field Fencing	6.1	10	5	0	8
241	Measure A: Parks	Montecito Promenade	1.5	2	2	0	2
501	Parking Services	Seismic Upgrades to Parking Structures at Third St/A St and Third St/C St	6.9	10	9	0	8
501	Parking Services	Seismic Upgrades to Parking Structure at Fifth Ave/C St	6.9	10	9	0	8
501	Parking Services	Fifth Ave/Garden Ln Parking Lot Resurfacing	6.2	8	9	0	8
501	Parking Services	Seismic Upgrades to Parking Structure at Third St/Lootens Pl	4.7	10	0	0	6
603	Building Maintenance	A.J. Boro Community Center: Fire water lines BFP installation	7.5	10	10	0	10
603	Building Maintenance	Building Maintenance Master Plan	7.1	10	8	0	10
603	Building Maintenance	A.J. Boro Community Center: Leveling & jack replacement & rear deck	6.7	10	7	0	9
603	Building Maintenance	A.J. Boro Community Center: HVAC & Roofing Replacement	6.6	8	7	3	8
603	Building Maintenance	A.J. Boro Community Center: Multipurpose Room Flooring Replacement	6.6	8	9	0	10
603	Building Maintenance	City Hall/Library Fire Sprinkler System Feasibility Study	6.5	10	8	0	7
603	Building Maintenance	City Hall: HVAC Replacement	6.4	8	8	0	10
603	Building Maintenance	A.J. Boro Community Center: Rear Deck	6.2	8	7	0	10
603	Building Maintenance	Downtown Library: Bathroom Conversion	6.2	8	8	0	9
603	Building Maintenance	Falkirk Cultural Center: ADA Improvements	6.0	9	7	0	7
603	Building Maintenance	San Rafael Community Center: Generator Hookup	5.7	7	7	0	9
603	Building Maintenance	City Hall: Server Room Sewer Repair	5.1	7	7	0	6
603	Building Maintenance	Terra Linda Pool House Electrical Upgrades	4.9	7	5	0	7
603	Building Maintenance	Terra Linda Community Center: HVAC Replacement	4.7	6	5	0	8
603	Building Maintenance	San Rafael Community Center: Parking Lot Resurfacing	4.5	7	5	0	5
603	Building Maintenance	Las Gallinas Trail Pavement Rehabilitation	4.2	5	5	0	7
603	Building Maintenance	Court St Plaza Fountain Repair	2.1	2	2	0	5
603	Building Maintenance	Downtown Library: Children's Patio Enclosure	2.1	2	3	0	4

Section VII: Project Funding Tables

↓ Unfunded Projects Listed Below ↓					
BPMP Rank-14: Project D-21 Puerto Suello Pathway- implement lighting on Hill pathway	5.4				
Drainage Improvements: East St at Jessup St	5.4				
Fourth St Curb Ramp Replacement	5.3				
Center St Resurfacing	5.1				
Drainage Improvements: C St from First St to Second St	5.1				
Los Gamos Rd at Oleander Dr Flood Warning System	5				
Redwood Hwy & Pro Center Pkwy Resurfacing	4.9				
Drainage Improvements: Bayview St	4.7				
Drainage Improvements: First St at D St	4.6				
BPMP Rank-3: Project C-12 D Street/C Street- feasibility study for Class IV or Class III+ north-so	4.5				
Las Gallinas Channel Study	4.5				
Merrydale Rd (Puerto Suello Pathway to North San Pedro Rd) Bicycle Facility Study	4.5	\$25,000			
Embarcadero/Mission/Sea View/Mission/Marina Intersection	4.5				
Drainage Improvements: Woodland Ave	4.4				
Bayview Retaining Wall	4.3				
Intersection Improvements: Irwin St & DuBois St	4.3				
BPMP Rank-7: Project A-19 Feasibility study: WB Class IV on North San Pedro Road from Los R	4.3				
BPMP Rank-8: Project A-17 North San Pedro Road Class I South side from Los Ranchitos to Ci	4.3				
Merrydale Northgate Promenade	4.2	\$80,000			
Drainage Improvements: Second St between C & E St	4.1				
Merrydale Pathway - South Connector Study	4				
Scenic Ave Debris Wall	4				
Fair Dr/Coleman Retaining Wall	3.8				
Francisco Blvd East Rehabilitation	3.6				
Riviera Dr Resurfacing	3.2				
Manderly Rd Medians	2.9				
Freitas Pkwy and Montecillo Intersection (K-rail Only)	2.7				
Drainage Improvements: Ross Valley/Terrace Ave	2.7				
BPMP Rank-4: Project D-20 Highway 101 undercrossing lighting and public art (3rd, 4th, 5th, a	2.6				
Drainage Improvements: Corrillo Dr	2.5				
Canal Bike-Ped Swing Bridge	2.4				
Intersection Improvements: Courtright Rd & Pearce Rd	2.3				

Fund 205 - Stormwater										
Project Name	Rank Scoring 1 to 10	Prior Funding		FY 2022-23		FY 2023-24		FY 2024-25		
		Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction	
East San Rafael Shore Feasibility Assessment	8.8									
Grant: Coastal Conservancy & Marin Community Foundation										
Rotary Manor Culvert Replacement	7.5	\$175,000								
External (Non-Stormwater Account) Fund					\$1,000,000					
Storm Drainage Master Plan	7.5			\$300,000						
City Adaptation Plan	7.5									
Grant: Unsecured										
San Quentin Pump Station: Reconstruction	In Construction	\$375,000								
ARPA Funding					\$4,300,000					
Francisco Blvd West at Irwin St: Trash Rack	6.4					\$50,000				
MCSTOPPP: Kerner Pump Station Trash Capture	6.3	\$278,466								
Grant: EPA		\$188,000						\$409,000		
Grant: Caltrans (Unsecured)								\$600,000		

Storm Drain Master Plan to dictate future projects

↓ Unfunded Projects Listed Below ↓					
MCSTOPPP: 400 Canal Pump Station Trash Capture	5.8				
MCSTOPPP: N. Francisco Pump Station Trash Capture	5.8				
MCSTOPPP: Rossi Pump Station Trash Capture	5.8				
MCSTOPPP: Redwood Hwy	5.8				
MCSTOPPP: San Quentin Pump Station Trash Capture	5.8				
Grant: Unsecured					
121 Irwin St Erosion Control	4.4				
Las Casas Drainage Basin Repair	4.2				
Piombo Pump Station: Electrical Panel Replacement	4				
Cayes Pump Station Control System	3.4				
Assessment District Funds					
Spinnaker Point Salt Marsh Remediation (Conceptual Design Only)	1.7				
Grant: Measure AA (Unsecured)					

Fund 208 - Childcare										
Project Name	Rank Scoring 1 to 10	Prior Funding		FY 2022-23		FY 2023-24		FY 2024-25		
		Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction	
Childcare Portable Building Replacement (Pickleweed)	7.5									
Grant: Unsecured				\$55,000	\$1,200,000					
↓ Unfunded Projects Listed Below ↓										
Childcare Portable Building Replacement (Silveria/Lucas Valley/Vallecito)	5.3									
Parkside Preschool Playground Tent Replacement	5.3									

Fund 241 - Measure A: Parks										
Project Name	Rank Scoring 1 to 10	Prior Funding		FY 2022-23		FY 2023-24		FY 2024-25		
		Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction	
Sun Valley Park Playground Improvements	7.2	\$50,000			\$238,000					Measure A funds sunset during FY 21-22. Future funding will not be available unless a ballot measure is approved by the voters
Grant: Prop 68 Per Capita					\$177,952					
Pickleweed Park Enhancements/Field Renovation	6.4									
ARPA Funding		\$160,000								
Additional Funds (unsecured)										
Park and Recreation Master Plan	6.2	\$285,000								
Albert Park Field Fencing	6.1				\$200,000					
Additional 603 Funds		\$10,000								
Additional Funds (unsecured)					\$400,000					
Trails Master Plan - Integrated with Bike & Ped Master Plan (transfer to Fund 246)	In Design				\$100,000					

Fund 246 - Traffic Mitigation										
Project Name	Rank Scoring 1 to 10	Prior Funding		FY 2022-23		FY 2023-24		FY 2024-25		
		Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction	
Bike & Ped Master Plan: Update	6.4					\$100,000				Projects dependent on fees collected in previous years
Additional 241 Funds for Trails Master Plan						\$100,000				
Grand Ave (Second St to Fourth St) Class IV Cycle Track	6.1				\$500,000					
Additional 206 Funds		\$100,000			\$75,000					
Grant: Unsecured Bay Trail grant					\$225,000					
Grant: TFCA grant					\$335,000					
BPMP Rank-1: Project D-1 Downtown East-West connection: Feasibility study	5.6				\$50,000					
BPMP Rank-5: Project B-6 Class I on both sides Freitas from Montecillo to Del Presidio. Or bid	5.5				\$50,000					
Catalina Blvd Traffic Calming	5.4				\$100,000					

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL APPROVING FISCAL YEAR 2022-2023 GANN APPROPRIATIONS LIMIT AT \$170,762,486

WHEREAS, California Constitution Article XIII B, which was approved as Proposition 4 by the voters of the State of California on November 6, 1979, imposes on the state and on each local jurisdiction a limitation on the amount of budget appropriations they are permitted to make annually (the "Appropriations Limit", sometimes referred to as the "Gann Appropriations Limit") and limits changes in the Appropriations Limit to an annual adjustment for the change in the cost of living and the change in population; and

WHEREAS, California Government Code Section 7910, which implements Article XIII B, requires that the governing body of each local jurisdiction shall establish its Appropriations Limit at a regularly scheduled meeting or noticed special meeting; and

WHEREAS, as permitted by Proposition 111, adopted by the voters in 1990, the City has elected to use the percent change in the population of San Rafael from January 1, 2021 to January 1, 2022, and the percent change in California's per capita personal income, for the calculation of the annual adjustment to the City's Appropriations Limit; and

WHEREAS, documentation used in the determination of the City's Appropriations Limit has been available to the public in the Finance Department as provided by Government Code Section 7910;

NOW, THEREFORE, BE IT RESOLVED that the City Council of San Rafael, pursuant to the provisions of Article XIII B and Government Code Sections 7901 through 7914, does hereby establish the Appropriations Limit for fiscal year 2022-2023 for the City of San Rafael at \$170,762,486 as documented in Exhibit A, and further establishes the 2022-2023 Appropriations Subject to the Gann Appropriations Limit at \$91,883,786 as documented in Exhibit B, which Exhibits are attached hereto and incorporated herein by reference as though fully set forth.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting on the City Council of said City held on Tuesday, the 21st day of June 2022, by the following vote to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

GANN LIMITATION CALCULATION
Fiscal Year 2022-23

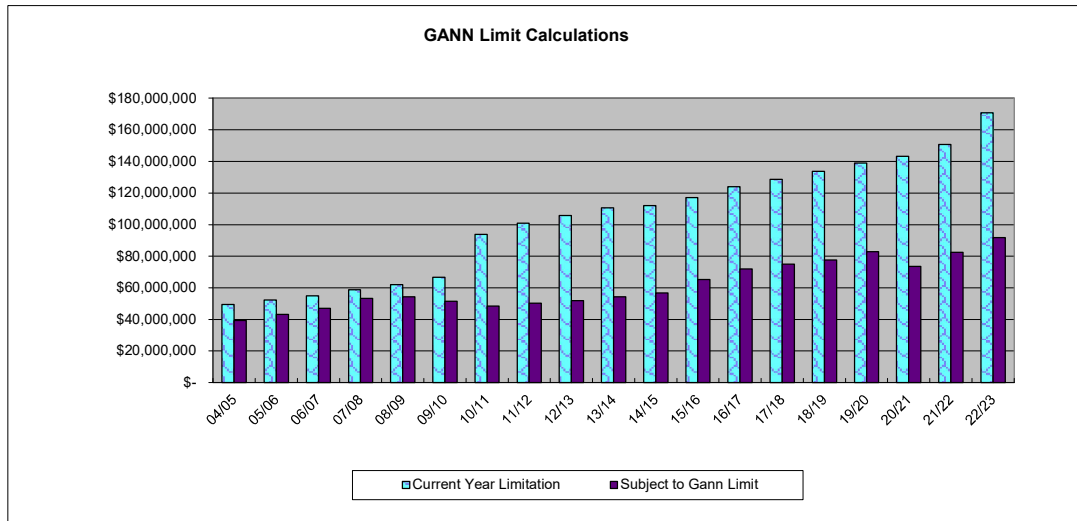
Fiscal Year	(A) Cost of Living		(B) Change in Population		Factor (Highest B X Highest A)	Prior Year Limitation	Current Year Limitation	Subject to Gann Limit	Variance Gann 'gap'
	California Per Capita Personal Income (Source: State)	Change in Assessment Roll for Nonresidential Construction (Source: County)	Change in Population for San Rafael (Source: State)	Change in Population for Marin County (Source: State)					
94/95							\$ 24,635,128		
95/96	4.72		0.60	1.22	1.060000	x \$ 24,635,128 =	\$ 24,635,128		
96/97	4.67	5.50	1.37	1.43	1.070000	x \$ 26,113,235 =	\$ 26,113,235		
97/98	4.67	5.40	2.17	1.64	1.080000	x \$ 27,941,557 =	\$ 27,941,557		
98/99	4.15	6.80	1.42	1.56	1.080000	x \$ 30,176,882 =	\$ 30,176,882		
99/00	4.53	6.26	1.47	1.62	1.079800	x \$ 32,591,032 =	\$ 32,591,032		
00/01	4.91	9.27	1.50	1.82	1.112600	x \$ 35,192,257 =	\$ 35,192,257		
01/02	7.82	6.67	0.53	0.72	1.086000	x \$ 39,154,905 =	\$ 39,154,905		
02/03	-1.27	5.15	0.69	0.81	1.060000	x \$ 42,522,227 =	\$ 42,522,227		
03/04	2.31	2.43	1.45	0.77	1.039152	x \$ 45,073,561 =	\$ 45,073,561		
04/05	3.28	2.06	-0.16	2.53	1.058900	x \$ 46,838,297 =	\$ 46,838,297	\$ 39,274,542	\$ 10,322,530
05/06	5.26	1.59	0.07	0.33	1.056100	x \$ 49,597,072 =	\$ 49,597,072	\$ 43,215,534	\$ 9,163,934
06/07	3.96	0.57	0.49	0.74	1.047300	x \$ 52,379,468 =	\$ 52,379,468	\$ 47,167,477	\$ 7,689,540
07/08	a 4.42	2.09	0.97	0.97	1.054300	x \$ 54,857,017 =	\$ 54,857,017	\$ 53,279,474	\$ 5,588,279
08/09	4.29	2.63	0.68	0.93	1.052600	x \$ 58,867,753 =	\$ 58,867,753	\$ 54,394,753	\$ 7,569,444
09/10	0.62	6.65	0.57	0.81	1.075100	x \$ 61,964,197 =	\$ 61,964,197	\$ 51,368,817	\$ 15,248,891
10/11	-2.54	39.62	0.79	0.93	1.409200	x \$ 66,617,708 =	\$ 66,617,708	\$ 48,469,424	\$ 45,408,251
11/12	b 2.51	-34.13	0.81	0.90	1.034300	x \$ 93,877,675 =	\$ 93,877,675	\$ 50,180,413	\$ 50,807,266
12/13	3.77	0.12	0.92	1.05	1.048600	x \$ 100,987,679 =	\$ 100,987,679	\$ 51,825,702	\$ 54,069,978
13/14	c 5.12	2.09	0.34	0.42	1.055600	x \$ 105,895,680 =	\$ 105,895,680	\$ 54,313,859	\$ 56,327,297
14/15	-0.23	0.85	0.39	0.42	1.012700	x \$ 110,641,157 =	\$ 110,641,157	\$ 56,717,201	\$ 55,329,098
15/16	d 3.82	7.99	0.60	0.73	1.087800	x \$ 112,046,300 =	\$ 112,046,300	\$ 65,177,999	\$ 51,962,576
16/17	5.37	0.68	0.12	0.33	1.057200	x \$ 117,140,576 =	\$ 117,140,576	\$ 71,967,785	\$ 51,873,231
17/18	3.69	0.11	0.25	0.18	1.039500	x \$ 123,841,017 =	\$ 123,841,017	\$ 74,893,075	\$ 53,839,661
18/19	3.67	0.06	-0.02	0.17	1.038500	x \$ 128,732,737 =	\$ 128,732,737	\$ 77,599,200	\$ 56,089,748
19/20	3.85	0.26	0.04	-0.01	1.038900	x \$ 133,688,947 =	\$ 133,688,947	\$ 82,867,376	\$ 56,022,071
20/21	e 3.73	1.91	-0.66	-0.60	1.031100	x \$ 138,889,447 =	\$ 138,889,447	\$ 73,554,079	\$ 69,654,830
21/22	5.73	1.00	-0.62	-0.43	1.052800	x \$ 143,208,909 =	\$ 143,208,909	\$ 82,522,271	\$ 68,248,068
22/23	7.55	14.41	-1.01	-1.11	1.132600	x \$ 150,770,339 =	\$ 150,770,339	\$ 91,883,786	\$ 78,878,700

= Value selected for Factor calculation

- (a) Includes increase for Paramedic Tax Revenue Generated by Measure P
- (b) Includes increase for Paramedic Tax Revenue Generated by Measure I
- (c) Reduce the limit by \$1,142,323 to reflect the amount associated with Measure P at the time the limit was increased in fiscal year 2011-2012 for Measure I
- (d) 2015-16 - The Limit is reduced by \$4,743,389 for the Paramedic Tax - Measure I for the increase of \$3,890,000 added in 2011 - 2012 that "Sunset" or Expired after 4 years at the end of 2015.
- (e) 2020-21 - Appropriations subject to the limit declined due to both the reduction in budgeted revenues as a result of the COVID-19 pandemic as well as the exclusion of debt service on the 2018 bonds beginning in FY21.

<https://www.dof.ca.gov/Forecasting/Demographics/Estimates/documents/PriceandPopulat>

Note: County assessment roll factor for FY10/11 is an outlier. Reacalculate using State per capita income factor for FY10/11 to ensure that the city falls below the Gann limit under each scenario for conservatism.



**City of San Rafael
Appropriation Limit Analysis
FY 2022-23**

Total Appropriations	Fund #	2022-2023 Adopted Budget	Less Exempt Expenditures	Less Non-Tax Revenues	2022-2023 Appropriations Subject to Gann Limit
General Fund	001	\$ 90,066,077	\$ 866,008	\$ 14,135,070	\$ 75,064,999
Abandoned Vehicle Abatement Fund	200	175,092	1,419	165,000	8,673
Storm Water Fund	205	5,304,950	-	830,000	4,474,950
Emergency Medical Services Fund	210	8,821,778	178,911	3,431,100	5,211,767
Library Fund	214	100,000	-	16,650	83,350
Library Special Assessment Fund	215	1,147,300	12,524	-	1,134,776
Measure G - Cannabis	216	159,057	1,576	-	157,481
General Plan Special Revenue Fund	218	1,027,836	4,919	897,449	125,468
Recreation Revolving Fund	222	4,770,850	58,967	2,346,405	2,365,478
Police Youth Service fund	230	25,064	5	15,000	10,059
Measure A Open Space Fund	241	300,000	-	-	300,000
Measure C Wildfire Prevention Parcel Tax	242	2,326,911	61,376	-	2,265,535
Open Space Fund	405	-	-	-	-
LongTerm Capital Outlay (Excess of \$100K & 10yr Life)	N/A	-	-	-	-
General Fund Debt Service - Capital Outlays	N/A	5,184,567	4,503,317	-	681,250
Total Appropriations		\$ 119,409,482	\$ 5,689,022	\$ 21,836,674	\$ 91,883,786
Appropriation Limit from Revised Growth Limit					\$ 170,762,486
Available Room Under Appropriation Limit					\$ 78,878,700



**SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY
AGENDA REPORT**

Department: Finance Department

Prepared by: Nadine Atieh Hade,
Finance Director

City Manager Approval: 

TOPIC: SUCCESSOR AGENCY QUARTERLY INVESTMENT REPORT

**SUBJECT: ACCEPTANCE OF SUCCESSOR AGENCY QUARTERLY INVESTMENT REPORT
FOR THE QUARTER ENDING MARCH 31, 2022**

RECOMMENDATION: Accept investment report for the quarter ending March 31, 2022, as presented.

BACKGROUND: Pursuant to the State of California Government Code Section 53601 and the City's investment policy, last approved by the City Council on [June 7, 2021](#), staff provides the governing body a quarterly report on the Successor Agency's investment activities and liquidity.

ANALYSIS: The Successor Agency checking account had a balance of \$0 at quarter-end.

FISCAL IMPACT: No financial impact occurs by adopting the report.

RECOMENDATION: Accept investment report for the quarter ending March 31, 2022, as presented.

ATTACHMENT:

1. Successor Agency Cash & Investment Report January through March 2022.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

TREASURER'S CERTIFICATION

I CERTIFY THAT ALL INVESTMENTS MADE ARE IN CONFORMANCE WITH SUCCESSOR AGENCY'S APPROVED INVESTMENT POLICY AND STATE INVESTMENT REGULATIONS. THE SUCCESSOR AGENCY HAS SUFFICIENT LIQUIDITY TO MEET ALL OF THE OBLIGATIONS REQUIRED DURING THE NEXT SIX-MONTH PERIOD, SUBJECT TO OVERSIGHT BOARD APPROVAL OF OBLIGATIONS AND THE SUBSEQUENT TIMELY COUNTY DISBURSEMENT OF FUNDS.

A handwritten signature in blue ink that reads "Nadine Atieh Hade". The signature is written in a cursive style.

Nadine Atieh Hade
Finance Director

SUCCESSOR AGENCY TO SAN RAFAEL REDEVELOPMENT AGENCY

CASH and INVESTMENTS

QUARTER ENDED 3/31/2022

ISSUER	PURCHASE TYPE	PURCHASE DATE	MATURITY DATE	YIELD	PURCHASE PRICE	PAR VALUE	MARKET VALUE	Days to Maturity	% OF TOTAL	AS OF
<i>CASH ACCOUNTS:</i>										
WESTAMERICA	DD	N/A	N/A		\$ -	\$ -	\$ -	1	100.00%	1/31/2022
WESTAMERICA	DD	N/A	N/A		\$ -	\$ -	\$ -	1	100.00%	2/28/2022
WESTAMERICA	DD	N/A	N/A		\$ -	\$ -	\$ -	1	100.00%	3/31/2022
TOTAL INVESTMENTS					\$ -	\$ -	\$ -			
TOTAL CASH & INVESTMENTS - QUARTER-END BALANCE					\$ -	\$ -	\$ -		100.00%	

% Portfolio held 1 year or less

100%

TYPE:

DD - Demand Deposit