



**INFRASTRUCTURE FUNDING STUDY COMMITTEE  
AGENDA**

MILL VALLEY PUBLIC LIBRARY  
CREEKSIDE ROOM  
375 THROCKMORTON, MILL VALLEY

October 3, 2023  
6:00-8:00 P.M.

**CALL TO ORDER**

**PUBLIC OPEN TIME**

**NEW BUSINESS**

1. Approve September 11, 2023 Meeting Minutes
2. Subcommittee Reports
  - a. Survey/Communications
  - b. Funding/Budget
  - c. Infrastructure
3. Infrastructure Needs
  - a. Mill Valley's Responsibilities/DPW's Mission
  - b. State/Regulatory Mandates
  - c. Capital Improvement Program Selection
  - d. Other Projects
  - e. Findings
4. Requests and ideas for discussion

**ADJOURNMENT** – To the next Study Committee meeting, to be held on October 24 at 6:00 p.m. at the Mill Valley Library.

*The City of Mill Valley does not discriminate against any individual with a disability. Upon request, City publications will be made available in the appropriate format to persons with a disability. If you require assistance or auxiliary aids in order to participate in this meeting, please contact the City Clerk at 388-4033 (TTY 711) at least 24 hours prior to the meeting.*

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**CITY OF MILL VALLEY  
INFRASTRUCTURE FUNDING STUDY COMMITTEE**

**DRAFT ACTION MINUTES**

**MILL VALLEY PUBLIC LIBRARY  
375 THROCKMORTON, MILL VALLEY  
September 11, 2023**

**7:00 P.M.**

Committee Member Mara Brazer – Present	Committee Member Sally Low – Present
Committee Member Jerry Cahill – Present	Committee Member Hunter Moore – Present
Committee Member Jamie Firmage – Present	Committee Member Jessica Newman – Present
Committee Member Brad Frazee – Present	Committee Member John Palmer – Present
Committee Member Helena Goddard – Present	Committee Member Jim Parinello – Present
Committee Member Al Grumet – Present	Committee Member Kenra Pollack – Present
Committee Member Anne Jeffrey – Present	Committee Member Daniel Vasquez – Absent
Committee Member Victoria Lim – Present	

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13 City Staff Present: Vice Mayor Carmel; Councilmember Burke; City Manager Cusimano; Chief  
14 of Police Navarro; Public Works Director Poster; City Librarian Brenner; Deputy Director of  
15 Recreation De Ferrari; Accounting Supervisor Atashkarian; Senior Management Analyst Walsh;  
16 Community Engagement/Senior Management Analyst Terrell; Senior Management  
17 Analyst/Assistant to the City Manager Rogers; and City Clerk/Management Analyst III Politzer.

18  
19 [\*\*MEETING AGENDA AND PACKET MATERIALS \(LINK\)\*\*](#)

20  
21 **CALL TO ORDER**

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23 **Vice Mayor Carmel** called the meeting to order at **7:07 P.M.**

24  
25 **NEW BUSINESS**

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27 **1. Welcome and Introductions**

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29 **Vice Mayor Carmel** welcomed everyone to the Infrastructure Funding Study Committee’s kickoff  
30 meeting. He noted everyone in the room encompasses and represents each unique facet of Mill  
31 Valley. **Vice Mayor Carmel** stated when challenges occur, people rise, get involved, and commit  
32 their time, intelligence, education, expertise, common sense, and even their own pocketbook to get  
33 things done. He stated that despite providing basic infrastructure maintenance and completing  
34 renovation projects, the City’s infrastructure is aging and at risk of significant degradation over  
35 the next 15 years. **Vice Mayor Carmel** said City leaders are at a pivotal juncture with a pressing  
36 opportunity to confront Mill Valley's long-term infrastructure challenges and this committee's  
37 mandate is to review the City's infrastructure challenges and to craft a financial strategy for  
38 rehabilitation efforts. He noted the overall goal is to be a modern, safe, and well-maintained City  
39 with a reliable funding framework that guarantees the restoration and continual excellence of its

40 top-tier facilities and infrastructure. **Vice Mayor Carmel** thanked the Committee Members again  
41 for their involvement in this process and invited them to briefly introduce themselves.

42  
43 **Committee Members** introduced themselves.

## 45 **2. Review Brown Act/DEI Overview**

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47 **City Clerk/Management Analyst III Politzer** gave an overview of the Brown Act.

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49 **Senior Management Analyst Walsh** gave an overview of the City’s Diversity, Equity, and  
50 Inclusion (DEI) initiatives and educated Committee Members on how to use the Racial Equity  
51 Toolkit.

## 53 **3. Study Committee Discussion Topics**

### 55 **a. Roles and responsibilities**

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57 **City Manager Cusimano** gave an overview of this committee’s responsibilities. He noted this  
58 committee will be tasked with the following responsibilities:

- 59 1. Reviewing current and projected City finances;
- 60 2. Reviewing infrastructure needs, assessment reports, and estimates for upgrades and repairs;
- 61 3. Discussing opportunities for funding;
- 62 4. Reviewing the results and analysis of a community survey; and
- 63 5. Making a recommendation to the City Council on next steps.

### 65 **b. Upcoming topics**

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67 **City Manager Cusimano** outlined the following topics that will be discussed at future Study  
68 Committee Meetings:

- 69 • City budget, Long Term Financial Plan, and Capital Improvement Projects.
- 70 • Deferred maintenance, assessment reports, and analysis, as well as estimated costs for  
71 repair and upgrade.
- 72 • Review and discuss funding options.
- 73 • Receive topline polling results.
- 74 • Develop recommendations to achieve objectives and strategies and adopt project report.

### 76 **c. Meeting schedule**

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78 **City Manager Cusimano** said the Study Committee members should hold the following dates in  
79 their calendars for meetings. He provided provisional meeting dates that will be used on an as-  
80 needed basis. He said the tentative meeting schedule is as follows:

- 81 • Meeting 2 – October 3 at the Mill Valley Library
- 82 • Meeting 3 – October 24 at the Mill Valley Library
- 83 • Meeting 4 – November 8 at the Mill Valley Community Center
- 84 • *(Provisional Meeting)* October 30 at the Mill Valley Library
- 85 • *(Provisional Meeting)* November 15 at the Mill Valley Community Center
- 86 • *(Provisional Meeting)* November 28 at the Mill Valley Library

87 **d. Requests and ideas for discussion**

88  
89 None.

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91 **4. Appoint Chair & Co-Chair**

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93 It was **MOVED** by **Committee Member Anne Jeffrey** and **SECONDED** by **Committee**  
94 **Member Brad Frazee** to appoint **Committee Member, Jim Parinello**, to the position of Chair  
95 of the Infrastructure Funding Study Committee. The Motion was carried by a **14-0-1 vote**, with  
96 **Committee Member Daniel Vasquez absent**.

97  
98 It was **MOVED** by **Committee Member Kendra Pollack** and **SECONDED** by **Committee**  
99 **Member Mara Brazer** to appoint **Committee Member, Jerry Cahill**, to the position of Co-Chair  
100 of the Infrastructure Funding Study Committee. The Motion was carried by a **14-0-1 vote**, with  
101 **Committee Member Daniel Vasquez absent**.

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103 It was **MOVED** by **Committee Member Mara Brazer** and **SECONDED** by **Chair Parinello** to  
104 appoint **Committee Member, Helena Goddard**, to the position of Honorary Vice Chair of the  
105 Infrastructure Funding Study Committee. The Motion was carried by a **14-0-1 vote**, with  
106 **Committee Member Daniel Vasquez absent**.

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108 **5. Appoint Subcommittees**

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110 The following **Committee Members** were appointed to serve on the following subcommittees:

111  
112 Survey/Communications Subcommittee

- 113 1. **Mara Brazer**  
114 2. **Helena Goddard**  
115 3. **Anne Jeffrey**  
116 4. **Jessica Newman**

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118 Budget/Funding Options Subcommittee

- 119 1. **Victoria Lim**  
120 2. **Sally Low**  
121 3. **Hunter Moore**  
122 4. **John Palmer**

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124 Infrastructure Subcommittee

- 125 1. **Jerry Cahill**  
126 2. **Jamie Firmage**  
127 3. **Brad Frazee**  
128 4. **Al Grumet**

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130 **Subcommittee Members** met with their staff liaison to schedule their first subcommittee meeting.  
131 The Survey/Communications Subcommittee decided to meet on Thursday, September 19, 2023.  
132 The Budget/Funding Options Subcommittee decided to meet on Friday, September 20, 2023. The  
133 Infrastructure Subcommittee decided to meet on Monday, September 18, 2023.

135 **PUBLIC OPEN TIME**

136

137 **Speakers:** Molly DeVree.

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139 **Communications (via eComment):** None.

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141 **ADJOURNMENT** – **The Committee ADJOURNED at 7:51 p.m.** to the next Study Committee  
142 meeting which will be held on October 3, 2023 at 6:00 p.m. at the Mill Valley Library.

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Jim Parinello, Chair

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Jerry Cahill, Co-Chair

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150 ATTEST:

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153 Hannah Politzer, City Clerk/Management Analyst III

**15 Year Priority Infrastructure, Estimates & Assessments**

Updated September 2023

Infrastructure - Current		Amount Needed
Facility Maintenance		\$12-15M
All Buildings	Staff estimates \$12-15M is needed for facility maintenance.	

Infrastructure - Future		Amount Needed
Facilities Deferred Maintenance		\$23-30M
Community Center	2023 <a href="#">Staff estimates \$5.2 M</a> in deferred maintenance & facility Improvements are needed.	
Corporation Yard	Staff estimates a new facility to serve the Operations Team will cost approximately \$3-5M.	
City Hall	2020 <a href="#">Facility Condition Assessment Report &amp; Presentation</a> - The report projected that all facilities in 10 years would be in poor condition, with costs associated with repair & upgrades in the range of \$10.5M*. <a href="#">City Hall</a> , <a href="#">Golf Clubhouse</a> , <a href="#">Library</a> & Public Safety Building <a href="#">Fire</a> & <a href="#">Police</a>	
Golf Clubhouse		
Library		
PSB - Fire		
PSB - Police		
Flood Mitigation & Landslide Prevention		\$47-49M
Bridges & Culverts	2020 <a href="#">Study of City Bridges &amp; Culverts</a> - Infrastructure repairs in the range of \$7M* needed over the next 15-20 years to address the system's anticipated failures	
Storm Drain Upgrades	2021 <a href="#">Flood Management &amp; Storm Drain Master Plan</a> Staff estimates \$20M in repairs are needed and have identified \$10M in flood mitigation projects, <b>with potential funds from Flood Zone 3.</b>	
Landslide Prevention Work	Staff assesses that there are 13 high priority sites & 52 medium priority sites, estimating \$10-12M in repairs needed over the next 15 years.	

\* Please note that the estimates reflect pricing from the year the study or report was commissioned. Updated estimates reflect inflation and other cost increases since the study was completed.

The reports listed in this table may also be found at <https://www.cityofmillvalley.org/ReportsLibrary>

<b>Streets, Sidewalks &amp; Traffic Mitigation</b>		<b>\$39-45M</b>
<b>Complete Streets</b>	<b>2022 <a href="#">Pavement Plan</a></b> - As of January 2022, the City's overall PCI is 71, which is still classified as the "Very Good" condition. By following the recommended Plan, the network PCI is projected to increase to 72 & maintain at that level through 2026.	
<b>Sidewalk Program</b>	<b>2019 <a href="#">Sidewalk Program</a></b> - Many sidewalks in the City are in need of repair due to age, poor construction quality, deferred maintenance, damage by tree roots, etc.	
<b>Median Upgrades</b>	Staff proposes an "Adopt a Median" program.	
<b>Traffic Mitigation Efforts and Agency Partnerships</b>	<b><a href="#">Final Report from the Traffic and Congestion Reduction Advisory Task Force</a></b> Partnerships with local agencies for traffic mitigation (Blithedale Overpass)	
<b>Recreation Facilities Improvements</b>		<b>\$11-13</b>
<b>Golf Course Repairs &amp; Improvements</b>	<b>2019 <a href="#">Golf Course Master Plan</a></b> - The report highlights a summary of recommended modifications, improvements, levels of service, & areas of focus toward successful operation of the Course. Estimated cost for renovations & improvements range from \$1.5M to \$5.5M* (Public/Private Partnership).	
<b>Playground Replacement &amp; ADA Upgrades</b>	<b>2023 <a href="#">Playground Condition Report</a></b> - Staff estimates \$6.25 is needed to repair missing equipment, worn & splintering furnishings, low playground safety surfacing, peeling protective coating and ADA improvements.	
<b>Field Replacements</b>	<b>2023 <a href="#">Deferred Maintenance and Facility Improvements</a></b> - Staff estimates \$4.7M in repairs are needed. Public/Private Partnership.	
<b>Tennis Courts</b>	<b>2023 <a href="#">Deferred Maintenance and Facility Improvements</a></b> - Staff estimates \$300K in repairs are needed.	
<b>Fire Safety</b>		<b>\$11.5-16M</b>
<b>Vegetation Management and Fire Safety</b>	The current MST allocates \$300K-400K annually to vegetation management: 15 year estimate is \$4.5-6M	
<b>Tree Maintenance</b>	<b>2018 <a href="#">Maintenance Plan Publicly Owned Eucalyptus Trees</a></b> Staff estimates \$7-10M for tree maintenance.	
<b>Emergency Evacuation/Egress</b>		<b>\$2-5M</b>
<b>Steps Lanes &amp; Paths/Trails</b>	Based on analysis of the top 25 sites, staff estimates \$2-5M in repairs are needed.	

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<b>ADA Compliance</b>		<b>\$18-20M</b>
ADA Transition Plan	<b>2021 <a href="#">ADA Transition Plan</a></b> - The surveys conducted by Margen + Associates found significant accessibility problems.	
<b>Water Conservation</b>		<b>\$2.5M-5M</b>
Reclaimed Water Replacement System	<b>2018 <a href="#">Analysis of Recycled Water Production Enhancement Alternatives</a></b> - The report estimates \$2.5M* in repairs are needed. Golf Course Recycled Water Project estimates TBD	
<b>City Share Program</b>		<b>\$5M</b>
	Grant or matching program for City mandated infrastructure programs: Sewer Lateral, Soft Story, Raising Houses in Flood Areas.	

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