



## Agenda Item No. 3

### Staff Report

**Date:** February 12, 2016

**To:** Mayor Hoertkorn and Council Members

**From:** John Moe, Town Engineer  
Joe Chinn, Town Manager

**Subject:** Draft 5-Year Capital Improvement Plan (CIP)

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#### Recommendation

This is a discussion item to update and receive input from the Council and the public related to the draft 5-Year Capital Improvement Plan.

#### Background and discussion

A Five Year Capital Improvement Plan (CIP) is a planning tool designed to identify facilities and infrastructure improvements which will be considered for development over a five year time frame beginning in FY 2015-16 through FY 2019-20. This item includes draft CIP tables showing improvements and their currently estimated expenses as well as identified revenues for funding those improvements. A CIP could be adopted as part of the budget process for the fiscal year 2016-2017 budget. To our knowledge it would be the first long-term CIP that the Town has adopted.

A 5-Year CIP is useful in:

- Identifying long-term capital improvement objectives with direction from Council
- Identifying possible funding opportunities
- Enhancing coordination and communication between departments and other entities involved in the development of capital projects
- Increasing alignment between infrastructure and facilities projects and the Council's goals, objectives and annual budget process
- Increasing the awareness of planned capital projects for the public and community partners

The continued development of capital infrastructure and facilities will be essential to the future of the Town. Similar to most other jurisdictions, the Town faces challenges in which demand for infrastructure and facilities exceeds the resources available for their construction and operation. This challenge is better understood by going through the process of developing the CIP. The improvements identified in the CIP that get approved by the Council will provide a clear and achievable investment which will maintain, improve, and expand the infrastructure and facilities serving the citizens of Ross.

The CIP is intended to be dynamic in nature and will change from year to year as priorities, needs and funding change. The CIP is a guide for the consideration, selection, and development of roads, drainage facilities, bridges, and other Town buildings and facilities. There will be continual refinement of this information as we move forward.

We met with the Public Works Committee in November 2015 with tables showing draft improvements, estimated costs, and revenues. This draft has been updated to incorporate their comments and new information received.

The following tables are included:

- Figure 1 shows the draft projects included in this year's budget or construction plans as well as the next four fiscal years for roads, bridges, drainage, and other Town facilities. The expenditures for fiscal year 2015-2016 are as listed in the current budget unless current cost estimates are available. There is generally better knowledge related to the roads, bridges, and drainage facilities than other Town facilities such as buildings. The section below called "Town Facilities Challenge" has a more detailed discussion of these other Town facilities.
- Figure 2 are the revenue sources for the improvements included in Figure 1. The Roadways, Bridges, and Drainage improvements are shown being funded by a mix of grant programs, roadway and drainage impact fees, and by utilizing a portion of the existing fund balances in the Roadway and Drainage Funds (which are designated for capital improvements). The funding for other Town facilities comes from other sources such as the Town Operating Fund and Facilities Fund. The five year financial forecast designated approximately \$130,000 of funding from the Operating Fund per year when including an annual transfer to the Facilities Fund from the Operating Fund. Other funding could come from grants, contributions, and existing Facilities and Equipment Fund balances which are to be for capital improvement projects.
- Figure 3 shows the specific roadway segments planned to being rehabilitated and repaired with the approximately \$200,000 year availability of roadway maintenance funds. The Figure 3 total cost of the roadways being recommended for rehabilitation by year is shown in the first line under Roadway Improvement titled "Pavement Rehabilitation Program" in Figure 1.

#### Town Facilities Challenge

We are currently having a Town Facilities Master Plan conducted to develop a multi-year strategic plan encompassing facility programming and needs assessment planning, conceptual space planning and cost model budgeting in order to guide future phased expansion/renovation of the existing Town Hall, public safety building, and other Town buildings. In addition, in the next year we are looking to conduct a Townwide facilities replacement plan to identify current deferred maintenance and provide a time schedule for future maintenance activities. Given these two studies, for now the attached Figure 1 identifies that "Assessments are Needed to Determine Future Projects" which will be scoped and cost estimates provided with the potential future projects as a result of those studies and discussions with the Council and community.

Funding for the Town's buildings and parks will be challenging. Facilities such as Town Hall, the public safety building, Natalie Coffin Greene Park, and the Commons have not received regular maintenance funding and as such there is significant deferred maintenance of some of the facilities. In addition, the

buildings are physically and functionally obsolete and require significant dollars to rehabilitate or re-build new. Currently approximately \$130,000 funding annually is shown as being included for these types of facilities from the Town's Operating Fund. In addition there is currently approximately \$1.8 million in the Facilities and Equipment Fund that is available to fund these type of capital improvements. Other funding sources will be reviewed, analyzed, and potentially pursued including additional funds from the Operating Fund, grants, partnering relationships, contributions, and potential ballot measures.

**Fiscal, resource and timeline impacts**

This document with input from the Town Council will provide guidance in developing the draft CIP as part of the Fiscal Year 2016-17 budget process. This draft shows rough estimated expenses and revenues to fund those costs. Many of the expense estimates are very preliminary and are anticipated to change as scopes and designs move forward on the respective projects. Figures will be updated as better information becomes known.

**Environmental review**

Project specific environmental review is anticipated.

**Attachments**

Figures 1 through 3 are part of the staff report.

# DRAFT

**Figure 1**  
**Capital Improvement Plan (CIP) Expenses**

**Expenses**

Expenditures	Item	Account	FY 15-16 Budget Est. (1	FY 16-17 Budget Est.	FY 17-18 Budget Est.	FY 18-19 Budget Est.	FY 19-20 Budget Est.	Total	Comments
<b>Roadway Improvements</b>									
Pavement Rehabilitation Program		9040-45	\$197,000	\$191,000	\$170,000	\$176,000	\$267,000	\$1,001,000	Pending
ADA Transition Plan - Improvements			\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	Pending
Rule 20A PG&E Undergrounding				\$10,000	\$60,000	\$200,000		\$270,000	\$220,000 work credit and \$50,000 5-year borrow
TAM OBAG - Bolinas/SFD Ped. Improvmts		5503-45	\$200,000					\$200,000	Scoping
TAM Safe Routes-Laurel Grove sidewalk		5501-45	\$40,000					\$40,000	Scoping
Lagunitas pathway and bike lanes				\$10,000	\$75,000	\$400,000		\$485,000	From Willow to Glenwood
Bolinas Avenue Median			\$10,000					\$10,000	
Sidewalk Improvement Program				\$145,000	\$145,000			\$290,000	
<b>Subtotal</b>			<b>\$472,000</b>	<b>\$381,000</b>	<b>\$475,000</b>	<b>\$801,000</b>	<b>\$292,000</b>	<b>\$2,421,000</b>	
<b>Bridges</b>									
Highway Bridge Program (HBP) - federally funded program									
HBP - SFD Bridge		9152-65	\$24,816	\$25,000	\$125,000	\$325,000	\$500,000	\$999,816	
HBP - Norwood Bridge		9150-65	\$20,570	\$25,000	\$125,000	\$325,000	\$500,000	\$995,570	
HBP - Shady Lane Bridge		9151-65	\$20,570	\$25,000	\$125,000	\$325,000	\$500,000	\$995,570	
HBP - Glenwood Bridge		9102-65	\$55,000	\$25,000	\$125,000	\$325,000	\$500,000	\$1,030,000	
Glenwood Bridge - Scour mitigation			\$75,000					\$75,000	Rock slope protection at bridge abutment
HBP - Winship Bridge		9064-65	\$310,000	\$746,000	\$1,306,000			\$2,362,000	
<b>Subtotal</b>			<b>\$505,956</b>	<b>\$846,000</b>	<b>\$1,806,000</b>	<b>\$1,300,000</b>	<b>\$2,000,000</b>	<b>\$6,457,956</b>	
<b>Drainage</b>									
Drainage - 17 Garden / 43 Winship		9007-65	\$28,000					\$28,000	Scoping for fix in 16-17
98 Fernhill		9007-65	\$20,000					\$20,000	Completed
Allen Avenue		9007-65	\$40,000	\$100,000				\$140,000	Pending - est 2/12/16
14 Madrona		9007-65	\$25,000					\$25,000	Completed
15-17 Brookwood		9007-65	\$30,000	\$100,000				\$130,000	Scoping for fix in 16-17
Shady Lane drainage				\$50,000	\$250,000			\$300,000	Install culverts from Ames to Lagunitas, west side
Bolinas Avenue drainage			\$55,000	\$270,000	\$0	\$0		\$325,000	Drainage improve - Richmond to Sir Francis
Creek Bank Protection at Town Hall						\$300,000	\$300,000	\$600,000	Rock slope protection - Town Hall to corp. yard
Town-wide maint. & improvements				\$50,000	\$50,000	\$50,000	\$50,000	\$200,000	
<b>Subtotal</b>			<b>\$198,000</b>	<b>\$570,000</b>	<b>\$300,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$1,768,000</b>	

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**Figure 1**  
**Capital Improvement Plan (CIP) Expenses**

**Expenses**

		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	
<b>Facilities</b>							
Facilities - Town Hall	9099-66	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	FY 15-16 Interior Paint complete
Fire / Police							\$0
#6 Redwood	9138-66	\$20,000					Cleanup by ATI is \$15k
Post Office	9086-66	\$20,000					Furnace replacement in process
Natalie Coffin Park and 3 Bear	9062-66	\$25,000	\$150,000	\$600,000			FYE16 - Scoping; FYE17 - Design; then Construction
Civic Center - Facilities Master Plan	9105-66	\$30,000	\$30,000				Scoping
Townwide Facilities Replacement Plan			\$20,000				Used to determine needs
Common Turf Replacement/Rehab							
Facilities Maintenance			\$50,000				Scoping
Air Conditioning at corp. yard building			\$15,000				Scoping for fix in 16-17
Debris box cover at corp. yard			\$5,000				Scoping, research, temporary facility
Covered material storage			\$5,000				Scoping, research, temporary facility
ADA improvements		\$3,000	\$20,000	\$20,000	\$20,000	\$20,000	Scoping
Ross Common Irrigation Rehabilitation			\$50,000				Incl. well rehab and additional storage tank
<b>Subtotal</b>		<b>\$123,000</b>	<b>\$370,000</b>	<b>\$645,000</b>	<b>\$45,000</b>	<b>\$45,000</b>	
<b>Total Expenditures</b>		<b>\$1,298,956</b>	<b>\$2,167,000</b>	<b>\$3,226,000</b>	<b>\$2,496,000</b>	<b>\$2,687,000</b>	<b>\$1,228,000</b>
							<b>"expenses"</b>
							<b>\$11,874,956</b>

(1) Budget cost used unless current cost estimate is available

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**Figure 2**  
**Capital Improvement Plan (CIP) Revenue**

Item	Account	FY 15-16 Budget Est.	FY 16-17 Budget Est.	FY 17-18 Budget Est.	FY 18-19 Budget Est.	FY 19-20 Budget Est.	Total	Comments
<b>Roadway Improvements</b>								
Road Impact Fees	5115-45	\$400,000	\$225,000	\$385,000	\$572,000	\$263,000	\$1,845,000	
TAM Measure A - local streets	5504-45	\$29,900	\$29,900	\$29,900	\$29,900	\$29,900	\$149,500	
Rule 20A PG&E Undergrounding			\$10,000	\$60,000	\$200,000		\$270,000	\$220,000 work credit and \$50,000 5-year borrow
TAM OBAG - Bolinas Pedestrian Improve	5503-45	\$145,000	\$0	\$0	\$0	\$0	\$145,000	
TAM Safe Routes-Laurel Grove sidewalk	5501-45	\$25,000	\$0	\$0	\$0	\$0	\$25,000	
Subtotal Roadway Funding		\$599,900	\$264,900	\$474,900	\$801,900	\$292,900	\$2,434,500	
<b>Bridges</b>								
Drainage Fund		\$132,000	\$15,000	\$60,000	\$150,000	\$230,000	\$587,000	
HBP - SFD Bridge	5144-65	\$19,972	\$22,133	\$110,663	\$287,723	\$442,650	\$883,140	88.53% federal funding
HBP - Norwood Bridge	5142-65	\$16,555	\$22,133	\$110,663	\$287,723	\$442,650	\$879,723	88.53% federal funding
HBP - Shady Lane Bridge	5143-65	\$16,555	\$22,133	\$110,663	\$287,723	\$442,650	\$879,723	88.53% federal funding
HBP - Glenwood Bridge	5141-65	\$44,265	\$22,133	\$110,663	\$287,723	\$442,650	\$907,433	88.53% federal funding
HBP - Winship Bridge	5140-65	\$283,998	\$746,000	\$1,306,404	\$0	\$0	\$2,336,402	100% federal funding
Subtotal Bridge Funding		\$513,345	\$849,530	\$1,809,054	\$1,300,890	\$2,000,600	\$6,473,419	
<b>Drainage</b>								
Drainage Impact Fees	5115-65	\$450,000	\$320,000	\$300,000	\$350,000	\$350,000	\$1,770,000	
Subtotal Drainage Funding		\$450,000	\$320,000	\$300,000	\$350,000	\$350,000	\$1,770,000	
<b>Facilities</b>								
Operating Fund Annual Contribution		\$111,000	\$130,000	\$130,000	\$130,000	\$130,000	\$631,000	
Other Funding/Fund Balance		\$12,000	\$240,000	\$515,000	\$0	\$0	\$767,000	
Subtotal Facilities Funding		\$123,000	\$370,000	\$645,000	\$130,000	\$130,000	\$1,398,000	
<b>Total Revenue</b>								
		\$1,686,245	\$1,804,430	\$3,228,954	\$2,582,790	\$2,773,500	\$12,075,919	"revenue"

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Figure 3

## STREET CONDITIONS PER P-TAP-15

Color codes indicate similar locations

### Schedule for 2015-16

	PCI	Length of Road	Cost @\$3.25/sf
Olive Avenue (West/Left of Walnut)	69	270 LF	\$ 14,917.50
Olive Avenue (East/Right of Walnut)	46	85 LF	\$ 4,696.25
Walnut Avenue (Lagunitas to Olive)	43	240 LF	\$ 16,380.00
Walnut Avenue (Olive to Dead End)	64	340 LF	\$ 19,890.00
Lagunitas Avenue (Digout & Patch)	48-52-60	3,190 LF	\$ 85,000.00
Subtotal			\$ 140,883.75
Including 20% Contingency and 20% Engineering			\$ 197,237.25

### Schedule for 2016-17

Bolinas Avenue (Remaining length)	17-13-22	2,235 LF	\$ 131,820.00
Including 20% Contingency and 25% Engineering			\$ 191,139.00

### Schedule for 2017-18

Brookwood Lane (entire length)	37	720 LF	\$ 56,160.00
Redwood Avenue (Brookwood to Town Limit)	36	535 LF	\$ 45,207.50
Fallen Leaf (entire length)	45	330 LF	\$ 16,087.50
Subtotal			\$ 117,455.00
Including 20% Contingency and 25% Engineering			\$ 170,309.75

### Schedule for 2018-19

Wellington Avenue (Madena to End)	37	199 LF	\$ 9,701.25
Wellington Avenue (Fallen Leaf to Madera)	54	671 LF	\$ 45,795.75
Wellington Avenue (Garden to Fallen Leaf)	32	789 LF	\$ 43,592.25
Thomas Court (Entire Court)	59	345 LF	\$ 22,425.00
Subtotal			\$ 121,514.25
Including 20% Contingency and 25% Engineering			\$ 176,195.66

### Schedule for 2019-20

Shady Lane (Bolinas to Lagunitas)	62-66	2,860 LF	\$ 205,432.50
Subtotal			\$ 205,432.50
Including 20% Contingency and 10% Engineering			\$ 267,062.25

REMAINING STREETS NEEDING WORK	10,322 LF	\$ 933,144.88
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Figure 3

## STREETS TO BE PAVED / FIVE-YEAR CIP LIST

### STREET CONDITIONS PER P-TAP-15

Color codes indicate similar locations

#### POOR CONDITION:

	PCI	Length of Road	Cost @\$3.25/sf
Bolinas Avenue (entire length)	17-13-22	2,535 LF	\$ 131,820.00
Brookwood Lane (entire length)	37	720 LF	\$ 56,160.00
Fallen Leaf (entire length)	45	330 LF	\$ 16,087.50
Lagunitas Road (213' W. of Willow to Woodside)	48	857 LF	\$ 72,416.50
Olive Avenue (East/Right of Walnut)	46	85 LF	\$ 4,696.25
Redwood Avenue (Brookwood to Town Limit)	36	535 LF	\$ 45,207.50
Walnut Avenue (Lagunitas to Olive)	43	240 LF	\$ 16,380.00
Wellington Avenue (Madena to End)	37	199 LF	\$ 9,701.25
Wellington Avenue (Garden to Fallen Leaf)	32	789 LF	\$ 43,592.25

\* PRIORITY

#### FAIR CONDITION:

Baywood Avenue (Wellington to end)	69	1,232 LF	\$ 63,960.00
Chestnut Avenue (Bridge Road to Town Limit)	70	1,430 LF	\$ 60,417.50
El Camino Bueno (Entire Length)	63	1,595 LF	\$ 76,472.50
Lagunitas Road (Allen to 213' W of Willow)	52	763 LF	\$ 101,669.75
Lagunitas Road (Woodside to Glenwood)	60	1,570 LF	\$ 137,767.50
Laurel Grove (Walters to Canyon)	66	1,285 LF	\$ 108,582.50
Olive Avenue (West/Left of Walnut)	69	270 LF	\$ 14,917.50
Shady Lane (Bolinas to Lagunitas)	62-66	2,860 LF	\$ 205,432.50
Sunnydale Way (Entire Court)	64	125 LF	\$ 6,500.00
Thomas Court (Entire Court)	59	345 LF	\$ 22,425.00
Upper Road (Entire Length)	63-68-64	3,755 LF	\$ 252,395.00
Walnut Avenue (Olive to Dead End)	64	340 LF	\$ 19,890.00
Wellington Avenue (Fallen Leaf to Madera)	54	671 LF	\$ 45,795.75
Winding Way (Laurel Grove to 600' West)	64	600 LF	\$ 31,200.00

\$ per ton \$ 200  
 Lbs/Ton 2000  
 Lbs/Cu Ft 162  
 CuFt/Ton 12.35  
 Overlay 0.2 ft  
 cost/sf \$ 3.24

Bolinas Ave	\$ 141,960.00
Brookwood etc.	\$ 101,367.50
Lagunitas Ave	\$ 311,853.75
Walnut etc.	\$ 55,883.75
Wellington etc.	\$ 179,136.75
Shady Lane	\$ 221,235.00
Others	\$ 557,992.50