



Agenda Item No. 3.

Staff Report

Date: February 15, 2017

To: Mayor Hoertkorn and Council Members

From: Richard Simonitch, Public Works Director
Joe Chinn, Town Manager

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

Recommendation

This is a discussion item to receive input from the Council and the public related to the update for the 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 2016-17 through FY 2020-21. This item includes CIP tables showing improvements and their currently estimated expenses as well as identified revenues for funding those improvements. The CIP is a companion portion of the budget process for the fiscal year 2017-2018 (FYE18) budget.

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.

Staff is meeting with the Town Council at the Strategic Workshop to go over the CIP improvements, estimated costs, and revenues. This CIP will be updated for the FYE18 budget to incorporate Council comments and new information received.

The following tables are included:

- Figure 1 shows the 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 actual estimated FYE17 costs are the same as included in the 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 and Equipment Fund. The FYE17 budget includes \$375,000 of funding from the Operating Fund to be transferred to meet the significant facility needs of the Town. Other funding will come from grants, contributions, and existing Facilities and Equipment Fund balances which are to be used for capital improvement projects.

Town Facilities Challenge

The Town is in the process of having a Town Facilities Master Plan prepared to develop a multi-year strategic plan encompassing facility programming and needs assessment planning, conceptual space planning and cost model budgeting 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. The five year Financial Forecast conducted as part of the Strategic Workshop in February 2017 included approximately \$130,000 funding annually in FYE18 and thereafter to fund these types of facilities from the Town’s Operating Fund with potential capacity to increase this level of funding. In addition there is currently approximately \$1.8 million in the Facilities and Equipment Fund that is available to fund these types 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 2017-18 budget process. This draft CIP 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.

Alternative actions

None recommended.

Environmental review (if applicable)

N/A

Attachments

1. Draft CIP expenditures
2. Draft CIP revenues
3. Draft 5 year pavement rehabilitation program

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

Expenses

Item	Account	FY 16-17 Est. Actual	FY 17-18 Budget Est.	FY 18-19 Budget Est.	FY 19-20 Budget Est.	FY 20-21 Budget Est.	Total	Comments
Expenditures								
Roadway Improvements								
Pavement Rehabilitation Program	9040-45	\$147,000	\$358,000	\$81,000	\$372,000	\$468,000	\$1,426,000	
ADA Transition Plan - Improvements	9125-45	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	
Rule 20A PG&E Undergrounding	9201-45	\$0	\$70,000	\$200,000			\$270,000	\$220,000 work credit and \$50,000 5-year borrow
SFD/Bolinas Improve - TAM OBAG	9076-45	\$529,376					\$529,376	
TAM Safe Routes-Laurel Grove sidewalk	9075-45	\$50,000					\$50,000	
Lagunitas pathway and bike lanes	9200-45	\$0	\$85,000	\$400,000			\$485,000	FY 16-17 Scoping - From Willow to Glenwood
High Intensity Reflect Signs	9072-45	\$0	\$18,000	\$15,000	\$3,000	\$0	\$36,000	
Bolinas Avenue Median	9079-45	\$0	\$10,000				\$10,000	
Sidewalk Improvement Program		\$92,000	\$100,000				\$192,000	
Subtotal		\$843,376	\$666,000	\$721,000	\$400,000	\$493,000	\$3,123,376	
Bridges								
<i>Highway Bridge Program (HBP) - federally funded program</i>								
Glenwood Bridge - HBP - Rehabilitation	9170-65		\$15,000	\$180,000	\$200,000	\$500,000	\$895,000	88.53% Federal Funding
Norwood Bridge - HBP - Rehabilitation	9171-65		\$15,000	\$180,000	\$200,000	\$500,000	\$895,000	100% Federal Funding
Shady Lane Bridge - HBP - Rehab.	9172-65	\$15,000	\$180,000	\$200,000	\$500,000	\$0	\$895,000	88.53% Federal Funding
SFD Bridge - HBP - Rehabilitation	9173-65	\$15,000	\$180,000	\$200,000	\$500,000	\$0	\$895,000	88.53% Federal Funding
Winship Bridge - HBP - Replacement	9064-65	\$40,000	\$640,000	\$1,140,000	\$500,000	\$0	\$2,320,000	100% Federal and FCD Funding
Subtotal		\$70,000	\$1,030,000	\$1,900,000	\$1,900,000	\$1,000,000	\$5,900,000	
Drainage								
Drainage Improvements - Townwide	9007-65	\$30,000	\$50,000	\$50,000	\$50,000	\$50,000	\$230,000	
Bolinas Drainage		\$80,000	\$270,000				\$350,000	50% cost share
Town Hydrology Drainage Review	9032-65		\$10,000				\$10,000	
Creek Bank Protection at Town Hall				\$200,000	\$200,000	\$200,000	\$600,000	Rock slope protection - Town Hall to corp. yard
Subtotal		\$110,000	\$330,000	\$250,000	\$250,000	\$250,000	\$1,190,000	
Facilities								
Post Office Lighting	9190-66	\$4,000	\$0	\$0	\$0	\$0	\$4,000	
Office Space	9181-66	\$90,000	\$0	\$0	\$0	\$0	\$90,000	
Natalie Coffin Greene Park & 3 Bear Hut	9062-66	\$35,000	\$25,000				\$60,000	FY 16/17 - Design; FY 17/18 Construction
Civic Center - Facilities Master Plan	9105-66	\$30,000	\$30,000				\$60,000	Scoping
Ross Common Rehabilitation	9188-66	\$50,000	\$0				\$50,000	
Townwide Facilities Replacement Plan	9183-66	\$0	\$30,000				\$30,000	Used to determine needs
Town Hall Improvements	9189-66	\$15,000	\$15,000				\$30,000	
Town Hall Landscaping Project	9093-66	\$2,000	\$10,000				\$12,000	
Public Safety Building	9199-66	\$0	\$20,000				\$20,000	
6 Redwood	9138-66	\$0	\$30,000	\$0	\$0	\$0	\$30,000	Cleanup by ATI of \$15k paid by insurance
Sculpture and Monument Restoration	9141-66	\$0	\$15,000	\$0	\$0	\$0	\$15,000	
Debris box cover at corp. yard	9187-66	\$3,000	\$0	\$0	\$0	\$0	\$3,000	Scoping, research, temporary facility
Facilities Maintenance		\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$320,000	Scoping with Facilities Replacement Plan
ADA improvements	9125-66	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000	Scoping
Subtotal		\$249,000	\$275,000	\$100,000	\$100,000	\$100,000	\$824,000	
Total Expenditures		\$1,272,376	\$2,301,000	\$2,971,000	\$2,650,000	\$1,843,000	\$11,037,376	

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

Revenues

Item	Account	FY 16-17 Est. Actual	FY 17-18 Budget Est.	FY 18-19 Budget Est.	FY 19-20 Budget Est.	FY 20-21 Budget Est.	Total	Comments
Roadway Improvements								
Road Impact Fees	5115-45	\$160,000	\$200,000	\$200,000	\$200,000	\$200,000	\$960,000	
TAM Measure A - local streets	5504-45	\$33,000	\$29,900	\$29,900	\$29,900	\$29,900	\$152,600	
TAM Measure B - Element 1	5505-45	\$26,000					\$26,000	
Rule 20A PG&E Undergrounding		\$0	\$70,000	\$200,000			\$270,000	\$220,000 work credit and \$50,000 5-year borrow
TAM OBAG - SFD/Bolinas Improvement	5503-45	\$274,000	\$0	\$0	\$0	\$0	\$274,000	Federal Funds
San Anselmo - SFD/Bolinas	5503-45	\$112,000	\$0	\$0	\$0	\$0	\$112,000	Town of San Anselmo Cost Share
Sidewalk Improvement Reimb	5509-45	\$6,000					\$6,000	
Gas Tax	5120-51	\$324,000	\$56,000	\$56,000	\$56,000	\$56,000	\$548,000	Apply to pavement rehab projects
TAM Safe Routes-Laurel Grove sidewalk	5501-45	\$25,000	\$0	\$0	\$0	\$0	\$25,000	
Subtotal Roadway Funding		\$960,000	\$355,900	\$485,900	\$285,900	\$285,900	\$2,373,600	
<i>Road Fund cumulative balance</i>		<i>\$1,018,593</i>	<i>\$825,117</i>	<i>\$590,017</i>	<i>\$475,917</i>	<i>\$268,817</i>	<i>\$750,000</i>	
Bridges								
Glenwood Bridge - HBP - Rehabilitation	5145-65	\$0	\$13,280	\$159,354	\$177,060	\$442,650	\$792,344	88.53% Federal Funding
Norwood Bridge - HBP - Rehabilitation	5146-65	\$0	\$15,000	\$180,000	\$200,000	\$500,000	\$895,000	100% Federal Funding
Shady Lane Bridge - HBP - Rehab.	5147-65	\$13,280	\$159,354	\$177,060	\$442,650	\$0	\$792,344	88.53% Federal Funding
SFD Bridge - HBP - Rehabilitation	5148-65	\$13,280	\$159,354	\$177,060	\$442,650	\$0	\$792,344	88.53% Federal Funding
Winship Bridge - HBP - Replacement	5140-65	\$320,000	\$1,500,000	\$500,000	\$0	\$0	\$2,320,000	100% funding - federal & County Flood Control
Subtotal Bridge Funding		\$346,559	\$1,846,988	\$1,193,474	\$1,262,360	\$942,650	\$5,592,031	
Drainage								
Drainage Impact Fees	5115-65	\$160,000	\$200,000	\$200,000	\$200,000	\$200,000	\$960,000	
Subtotal Drainage Funding		\$160,000	\$200,000	\$200,000	\$200,000	\$200,000	\$960,000	
<i>Drainage Fund cumulative balance</i>		<i>\$1,075,453</i>	<i>\$2,089,000</i>	<i>\$1,332,474</i>	<i>\$644,834</i>	<i>\$537,484</i>	<i>\$540,000</i>	
Facilities								
Other Funding/Fund Balance		\$250,000	\$275,000	\$100,000	\$100,000	\$100,000	\$825,000	
Subtotal Facilities Funding		\$250,000	\$275,000	\$100,000	\$100,000	\$100,000	\$825,000	
Total Revenue		\$1,716,559	\$2,677,888	\$1,979,374	\$1,848,260	\$1,528,550	\$11,040,631	

Schedule for 2016-17

Brookwood Lane (entire length)	37	17,280 SF*	\$ 56,160.00
Redwood Avenue (Brookwood to Town Limit)	36	13,910 SF*	\$ 45,207.50
		Subtotal	\$ 101,367.50
		Including 20% Contingency and 25% Engineering	\$ 146,982.88

Schedule for 2017-18

Bolinas Avenue (Remaining length)	17-13-22	40,560 SF**	\$ 131,820.00
Wellington Avenue (Madena to End)	37	2,985 SF*	\$ 9,701.25
Wellington Avenue (Fallen Leaf to Madera)	54	14,091 SF	\$ 45,795.75
Wellington Avenue (Garden to Fallen Leaf)	32	13,413 SF*	\$ 43,592.25
Fallen Leaf (entire length)	45	4,950 SF	\$ 16,087.50
		Subtotal	\$ 246,996.75
		Including 20% Contingency and 25% Engineering	\$ 358,145.29

Schedule for 2018-19

Olive Avenue (West/Left of Walnut)	69	4,590 SF	\$ 14,917.50
Olive Avenue (East/Right of Walnut)	46	1,445 SF	\$ 4,696.25
Walnut Avenue (Lagunitas to Olive)	43	5,040 SF	\$ 16,380.00
Walnut Avenue (Olive to Dead End)	64	6,120 SF	\$ 19,890.00
		Subtotal	\$ 55,883.75
		Including 20% Contingency and 25% Engineering	\$ 81,031.44

Schedule for 2019-20

Lagunitas Road (213' W. of Willow to Woodside)	48	22,282 SF	\$ 72,416.50
Lagunitas Road (Allen to 213' W of Willow)	52	31,283 SF	\$ 101,669.75
Thomas Court (Entire Court)	59	6,900 SF	\$ 22,425.00
Chestnut Avenue (Bridge Road to Town Limit)	70	18,590 SF	\$ 60,417.50
		Subtotal	\$ 256,928.75
		Including 20% Contingency and 25% Engineering	\$ 372,546.69

Schedule for 2020-21

El Camino Bueno (Entire Length)	63	23,530 SF	\$ 76,472.50
Lagunitas Road (Woodside to Glenwood)	60	42,390 SF	\$ 137,767.50
Laurel Grove (Walters to Canyon)	66	33,410 SF	\$ 108,582.50
		Subtotal	\$ 322,822.50
		Including 20% Contingency and 25% Engineering	\$ 468,092.63

REMAINING STREETS NEEDING WORK		172,150 SF	\$ 559,487.50
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