




Agenda Item No: 8.b
Meeting Date: May 16, 2022

SAN RAFAEL CITY COUNCIL AGENDA REPORT
Department: Department of Public Works
Prepared by: Bill Guerin, Director of Public Works **City Manager Approval:** 
Nadine Atieh Hade, Administrative Services Director

TOPIC: PRELIMINARY CAPITAL IMPROVEMENT PROGRAM

SUBJECT: INFORMATIONAL REPORT ON PRELIMINARY THREE-YEAR CAPITAL IMPROVEMENT PROGRAM

RECOMMENDATION:

Accept the informational report regarding the preliminary three-year Capital Improvement Program for FY 2022-23 through FY 2024-25.

INTRODUCTION:

The purpose of this report is to present the preliminary three-year Capital Improvement Program (CIP) for Fiscal Year (FY) 2022-23 through FY 2024-25 for review. This presentation will provide the City Council and community members an opportunity to participate in reviewing and sharing feedback relating to the CIP. While the CIP will be formalized in a full, detailed report and incorporated into a final, proposed citywide budget for FY 2022-23 to be presented to the City Council for approval in June 2022, staff seeks City Council feedback of the preliminary CIP project list at this time.

BACKGROUND:

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 various City departments and existing planning documents to accommodate high priority needs, which focused on life/safety, maintenance and repair, public and 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.

ANALYSIS:

Project List Development:

Projects identified for the CIP are recommended by Public Works staff in the course of their work, studies and reports, including, but not limited to, the 2018 Bicycle and Pedestrian Master Plan (BPMP), the Facility Assessment Study, and the 2021 Downtown Precise Plan. Department Directors may also

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Council Meeting:

Disposition:

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recommend projects for the CIP, and projects may arise from direct community or City Council input. Additionally, projects with specific discrete funding sources are included in the CIP.

While most street and transportation projects are informed by the General Plan, BPMP, or traffic studies and observations, improvement projects to City parks and buildings/facilities have historically been informed by Department Directors, the publicly appointed Park and Recreation Commission, and the Facilities Maintenance division of Public Works.

Continuing our collaborative planning process from previous years, a group consisting of staff from various City departments assisted in the development of the CIP. This group met to discuss proposed projects and rank them based on the following criteria: 1) health/safety/liability; 2) priority initiatives/City goals; 3) time sensitive funds; and 4) maintain/enhance functionality. Furthermore, these four criteria were all weighted, with the category of health/safety/liability worth 35% of the overall points available. Having a weighted system allows for the most important projects to rise to the surface and ensure they are a priority.

As previously done, the CIP this year involves the use of a 15% contingency in which not all available funding is allocated to deliver CIP projects. Prior experience suggests that unanticipated needs arise mid-year and having a contingency fund to cover these ensures staff are not unnecessarily performing adjustments to the current CIP priority list. In some fund types, the number of projects exceeds available funding. In this case, these future projects are identified in the CIP as “unfunded.”

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 & Pedestrian Master Plan 2022 Update and Trails Master Plan

Project Funding:

The five major annual funding sources for the CIP, including Measure A Parks, are:

Fund #	Fund Name (CIP Category)	Average Annual Revenues	Description
603	Building Maintenance <i>(City Owned Property, Parks)</i>	\$500,000	The Building Maintenance Fund supports both routine maintenance and capital improvement projects associated with the City’s buildings, parks and other facilities. The Building Fund is an internal revenue fund, which means General Fund monies are the sole source of revenue for the fund. Historically, \$500,000 in General Fund monies has been contributed annually to the Building Fund.
241	Measure A <i>(Parks)</i>	TBD: Measure A renewal on June 2022 ballot.	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 election results, Measure A work plan for FY 22-23 will be prioritized by Library and Recreation, in concert with the

		Prior years: \$400,000	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.
205	Stormwater Fund <i>(Drainage)</i>	\$840,000	Established to fund Stormwater maintenance, programs, and improvements throughout the City—including maintenance and repair of the City’s 12 storm water pump stations. This fund receives annual revenues of approximately \$840,000 from the City’s Stormwater Activity fee (Municipal Code Chapter 9.40).
206	Gas Tax <i>(Streets/ Transportation)</i>	\$3,300,000	<p>The Gas Tax is a revenue distributed from the state based on a percentage tax on each gallon of gas purchased in San Rafael. Gasoline tax is collected and distributed to jurisdictions by the State on an annual basis and may be used for capital projects and maintenance to local streets, roads, traffic, and bicycle pedestrian facilities.</p> <p>Fund #206 also collects annual Measure A Transportation Sales Tax dollars (distributed by Transportation Authority of Marin), a, ½-cent sales tax approved initially by voters in 2004 and reapproved in November 2018.</p>
246	Traffic Mitigation Fee <i>(Transportation)</i>	~\$350,000 average (depends on development)	<p>Traffic Mitigation Fees are charged to a developer in connection with the approval of a development project. The funds are used to support improvements to the traffic/transportation network. The City utilizes Traffic Mitigation Fees for circulation projects identified in Exhibit 21 of Policy 6A of General Plan 2040 and similar qualifying projects.</p> <p>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.</p>

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. The funding tables included as an attachment list outline projects that would require grant funding to move forward. These are designated by “Grant: unsecured” and the local match is listed in the associated fund category. If the City’s effort to get grant funding is unsuccessful, the funding identified as the local match will be used to fund other, currently unfunded, projects in the same fund category.

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. Personnel costs of employees performing street and road maintenance and repairs total over \$2M annually in the General Fund and are an allowable use of State gas tax monies.

CIP Prior-Year Completed Projects: As a part of the annual CIP, the Department also recaps major projects completed in the prior fiscal year, including the following:

- Southern Heights Blvd. Bridge Replacement

- Francisco Blvd East Sidewalk Widening and Street Resurfacing Projects
- Canal Neighborhood Pedestrian Improvements
- Albert Park Field restroom and accessibility improvements

Projects currently under construction or underway:

- Third Street Rehabilitation & Safety projects
- Fire Stations 54 and 55 remodels
- Parks and Recreation Master Plan
- Bungalow Avenue and Woodland Avenue Resurfacing
- 20 Meyer Slide Repair
- B Street at Woodland Avenue Box Culvert Repairs
- Parks and Recreation Master Plan

FISCAL IMPACT:

There is no direct fiscal impact associated with the preliminary Capital Improvement Program because the information being provided is for the purpose of discussion, public input, and direction to staff. However, for planning purposes, the funding source by project phase and year is identified for each project in the CIP. The figures in the CIP are engineer's estimates and are not based on actual bids received. It is important to note that while the City Council is accepting an informational report relating to a preliminary list and prioritization of projects within the CIP, including which projects are funded vs. those that remain unfunded, all CIP projects are subject to the City's Purchasing Policy, including the City Council and City Manager contract thresholds, at the time a contract is awarded. For example, when a construction contract is awarded for a project and the contract amount is above City Manager's award authority (\$175,000 for Public Works projects), the contract and project would be brought forth to the City Council for approval.

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

1. Accept the informational report regarding the preliminary Capital Improvement Program and provide direction to staff.
2. Do not accept the informational report.
3. Direct staff to return with more information.

RECOMMENDATION:

Accept the informational report regarding the preliminary three-year Capital Improvement Program for FY 2022-23 to FY 2024-25 and provide direction to staff.

ATTACHMENTS:

1. Preliminary FY 2022-23 CIP Project Rankings
2. Preliminary FY 2022-23 to FY 2024-25 CIP Funding Tables

CIP Documents

Rating Definitions: Page 2

Project Ratings System: Pages 3-5

Project Funding Tables: Pages 6-9

RATING CATEGORIES	Health / Safety / Liability	Priority Initiative	Time-Sensitive Funds	Maintain/Enhance Functionality
WEIGHTING	35%	20%	25%	20%
RANK SCORING 1 to 10	7 - 10 strong contribution toward public health & safety and/or reduction of City liability	7 - 10 strong support from community/Council aligns with City goals	10 grant funded, urgent	7 - 10 urgent repair/rehab/ replacement of City asset necessary
	4 - 6 some improvement to public health & safety and/or reduction of City liability	4 - 6 some support from community/Council meets City objectives	7 grant funded, upcoming timeline 3 grant funded, no timeline	4 - 6 repair/rehab/replacement of City asset should be completed eventually
	0 - 3 little improvement to public health & safety and/or reduction of City liability	0 - 3 little support from community/Council little contribution toward City goals	0 not time sensitive	0 - 3 repair/rehab/replacement of City asset can be deferred

Health / Safety / Liability:

Projects that are critical to public health and safety or significantly reduce the City’s risk of liability will receive a higher rating. This category includes projects which may be the result of litigation.

Priority Initiative:

This category assigns priority to projects based on the City’s guiding principles including equity, community and/or City Council support, Together San Rafael, and the General Plan.

Time-Sensitive Funds:

CIP projects funded by state/federal grants often have funding deadlines. Grant-funded projects with timely-use-of-funding requirements will be rated higher than those without upcoming deadlines.

Maintain Functionality:

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 pressing maintenance on a critical city asset.

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 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							
214	Memorial Fund	Downtown Carnegie Library Preservation and Expansion	7.8	8	8	7	8
241							
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							
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							
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	Los Ranchitos Park: Sewer Lateral Replacement	6.8	9	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 Street Plaza Fountain Repair	2.1	2	2	0	5
603	Building Maintenance	Downtown Library: Children's Patio Enclosure	2.1	2	3	0	4

