

Matthew H. Hymel  
COUNTY ADMINISTRATOR

October 18, 2016

Daniel Eilerman  
ASSISTANT COUNTY  
ADMINISTRATOR

Marin County Board of Supervisors  
3501 Civic Center Drive  
San Rafael, CA 94903

Angela Nicholson  
ASSISTANT COUNTY  
ADMINISTRATOR

**SUBJECT:** Recommended Appropriation of General Fund and 2015 COP  
Proceeds for Major Capital Projects for Fiscal Year 2016-17 Capital  
Improvement Program

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Dear Board Members:

**RECOMMENDATION:** Authorize the Department of Finance and County Administrator to appropriate funds, create projects and make the related budgetary adjustments as outlined in the staff report.

**SUMMARY:** Your Board approved the FY 2016 – 17 Capital Improvement Program (CIP) on June 22, 2016, which included recommendations on how the 2015 Certificates of Participation (COPs) proceeds and General Fund reserves for fire station improvements, together totaling \$31.5 million, might be allocated to capital projects. Staff recommendations are outlined below:

Recommended Projects and Cost Estimates

- Civic Center Roof Replacement: \$21.0 million
- Fire Station Renovations and Replacements: \$6.5 million
- West Marin Service Center Renovation: \$3.0 million
- Marin Center Improvements: \$1.0 million

**BACKGROUND:** In July 2015, the Department of Finance and County Administrator refinanced a 2010 issue of Certificates of Participation (COP) which successfully raised \$25.5 million for renovations, repairs, construction, and improvements to County facilities. In prior years, your Board had also set aside \$6 million of one-time General Fund reserves for fire station improvements. Staff from the Department of Public Works and the County Administrator’s Office presented recommendations to your Board at the March 2016 Budget Workshop and in the June 2016 Budget Hearings on how the COP proceeds and reserves might be allocated. Consistent with your Board’s direction, we are recommending the following projects:

Roof replacement at the Civic Center

Staff from Public Works have been reviewing various roofing replacement systems and issued a Request for Proposal for architecture and engineering services, with responses due in late October. The Marin County Civic Center is comprised of four primary segments: the Administration Building wing to the south, the Dome at center, the Hall of Justice (HOJ) to the north, and the Tower just northeast of the Dome. Assessment, cleaning or any repair of the Tower is not included in the scope of the

project. The roof replacement project would include a partial or full removal of existing roofing materials, skylight repairs, concrete repairs and perimeter metal restoration.

An historical architect will be involved in the planning and implementation of the roof and ornamental repairs in order to maintain the historical significance of the Civic Center and work shall be performed to meet the Secretary of Interior Standards for the treatment of historical properties.

Fire Station Renovation/Reconstruction

Staff from the Marin County Fire Department, Public Works, and the County Administrator's Office have prioritized the Tomales Fires Station in West Marin to be the initial project to be modified to meet modern essential services standards and accommodate modern equipment. DPW staff developed a review process and solicited proposals from qualified architecture and engineering (A/E) teams, and have awarded a professional services contract to start the design process. It is estimated that the design, permitting, and construction process could take 18 - 24 months. Staff will also be developing the initial needs assessments at the Point Reyes Station or Hicks Valley Fire Stations should funds be available after the development of the Tomales Fire Station plans.

H&HS West Marin Service Center

A detailed facility and programming assessment of Health & Human Services West Marin Service Center (WMSC) in Point Reyes Station determined that the center is inadequate to provide services mandated by provisions of the Affordable Care Act. In prior years' CIP your Board approved funding to prepare a design for the renovation. In FY 2015-16, staff met with the local community and the project went through the design-review permitting process. The project consists of adding approximately 2,100 square feet to the existing two-story building, relocating the public entrance, and renovating the entire building. We anticipate that construction will commence in early 2017.

Marin Center Priority Repairs

Public Works and Cultural Services staff, working with the County Administrator's Office, are currently prioritizing potential projects at the Marin Center and will return to your Board in in 2017 with more detailed funding recommendations.

**FISCAL IMPACTS:**

The total cost of the projects detailed above is estimated at \$31.5 million. Staff will return to your Board periodically with more detailed estimates and will seek approval for the specific professional service and construction contracts. There is no impact to General Fund net county costs as the required funding has been set aside in prior years.

The 2015 COP Projects Fund (1440) currently has a fund balance of \$25.5 million. On June 21, 2016 your Board approved the use of \$581,732 in General Fund one-time reserve funds for the Tomales Fire Station design services contract. If approved by your Board, the remaining General Fund set-aside of \$5,418,268 would be liquidated and transferred from the General Fund one-time reserve (Account 320525) to the COP Project Fund (1440) and a total of \$30,918,268 would be appropriated in the COP Project Fund. The General Fund one-time reserve would have a remaining balance of \$4,073,727.

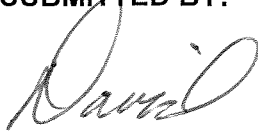
Please let me know if you have any questions or concerns.

**REVIEWED BY:**

<input checked="" type="checkbox"/> Department of Finance	<input type="checkbox"/> N/A
<input type="checkbox"/> County Counsel	<input type="checkbox"/> N/A
<input type="checkbox"/> Human Resources	<input type="checkbox"/> N/A

Respectfully submitted,

**SUBMITTED BY:**



David Speer  
Facilities Planning & Development Manager

**REVIEWED BY:**



Matthew H. Hymel  
County Administrator

cc: Bret Uppendahl, Budget Manager  
Patrick Zuroske, DPW Capital Projects Division Manager