



DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

Raul M. Rojas
DIRECTOR

July 28, 2020

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Marin County Board of Supervisors
3501 Civic Center Drive, Room 329
San Rafael, CA 94903

SUBJECT: County of Marin – Structure Elevation Program

Dear Board Members:

RECOMMENDATION: 1) Adopt the County of Marin – Structure Elevation Program Design document; 2) Approve the Harris and Associates, Inc. contract amendment for \$75,000 for support services for the Structure Elevation Grant Program; 3) authorize the Director of Public Works to sign Property Owner Agreements with participating homeowners; 4) authorize Director of Finance to make budget adjustments as detailed in the Fiscal Impact section.

SUMMARY: On November 12, 2019, the County of Marin received a grant, up to \$2.9M (75% of total project cost), from the Federal Emergency Management Agency (FEMA) to reimburse homeowners for eligible costs to elevate up to 16 homes above the 100-year Base Flood Elevation (BFE) with a local match up to \$975K (25% of total project cost). DPW staff have worked with Harris and Associates to develop the enclosed Program Design Document that outlines the requirements of the program, and a template for agreements with participating homeowners. Staff recommend your Board adopt the Program Design Document and authorize the Director of Public Works to sign property owner agreements. During this time Harris has not only been leveraging their experience in developing similar documents for Sacramento County, but also helping staff and homeowners navigate the process. Harris' services are further needed to develop a Cultural Resources Training Program for homeowners and their contractors, and an Archaeological Treatment and Monitoring Plan, per FEMA grant requirements. Staff recommend amending their on-call contract to include an additional \$75,000 (for a cumulative total of \$125K) to support development of the required cultural resources program and continue answering questions from staff and homeowners as needed about home elevation grant program execution.

In September 2018 an ad hoc subcommittee of two members of your board met with staff from DPW and CDA regarding development of the Structural Elevation Program. Then on June 2019, your Board approved a budget for FY 2019-20 that included \$325,000 in expanded Structure Elevation Program funding as a One-Time Budget Change Proposal. In March 2020, \$50K was awarded to Harris to assist in the development of the Program Design Document and \$25K was appropriated for staff grant administration.

Accounting

Airport

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Transportation &
Traffic Operations

Waste Management

FISCAL IMPACT: There will be no increase to the General Fund net County costs as a result of this action. The contract amendment in the amount of \$75,000 with Harris can be reimbursed by FEMA through the grant up to 75%. Approval will increase Department of Public Works Miscellaneous Projects fund (1010) expenditures in the Structural Elevation Project (41PSWEP) by \$250,000, which is fully offset through a corresponding reduction to prior year available fund balance in the General Fund (900129) set aside for this project. Additionally, approval will increase revenue expectations by \$ \$187,500 for FEMA reimbursements.

REVIEWED BY:

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

Respectfully submitted,



Berenice Davidson
Principal Civil Engineer

Attachments:

1. Professional Services Agreement Amendment with Harris
2. County of Marin Structure Elevation Program Design document
3. Property Owner Agreement with County of Marin for FEMA Hazard Mitigation Assistance Funding template

Contract #: 32001351
BA #: 2021/01 1359



Project String: 41PWSEP-PWPRFSVC