



STAFF REPORT

To: Members of the Planning Commission
From: Director of Community Development
Subject: Annual Review of Draft Capital Improvement Plan (CIP) Budget for Consistency with the Tiburon General Plan

BACKGROUND

This item is the Planning Commission's annual review of the draft Capital Improvement Program (CIP) budget for fiscal year 2016-2017. The purpose of the review is to establish consistency of the draft CIP budget with the Tiburon General Plan, as set forth in state law. The purpose of the review is to ensure that proposed major capital improvement efforts are not inconsistent with a community's general plan, a problem more common in large full-service jurisdictions where proposed infrastructure expansion projects such as sewage treatment plants, water storage facilities, highway overcrossings and interchanges may conflict with growth policies set forth in a general plan. In small, largely built-out, non-full-service municipalities such as Tiburon, the annual CIP budget generally focuses on street maintenance, storm drain maintenance, and various community and miscellaneous projects that have little potential to conflict with the general plan.

Tiburon's annual CIP budget is not part of the "operating budget", which focuses on provision of day-to-day services, but is instead devoted to infrastructure improvements (such as street re-surfacing and drain pipe replacement) and physical projects such as public park, open space, and building improvements. The draft CIP is prepared by the Director of Public Works in consultation with the Town Manager and other Department Heads. The Town Council Finance Sub-Committee also reviews the draft CIP budget prior to its being sent to the full Town Council as part of the larger budget adoption process. The Town Council is scheduled to hold a public hearing on the Town's Budget for FY 2016-2017 at its June 1, 2016 meeting, and adopt the budget at its June 15, 2016 meeting, prior to the end of the current fiscal year on June 30.

ANALYSIS

The Fiscal Year 2016-2017 draft CIP budget (**Exhibit 1**) is organized into three separate categories:

- 1) Street Improvement Projects: \$330,000
- 2) Drainage Improvement Projects: \$390,000;
- 3) Community & Miscellaneous Projects: \$1,042,000

Total proposed CIP expenditures are \$1,762,000; down from \$3,086,000 in FY 2015-2016. The allocation for Street Improvement Projects of \$330,000 has decreased significantly from last year's \$1,087,000. The Town has invested heavily in its streets over the past 15 years and the effort

is clearly visible. Street Project proposed costs are primarily from two carry-over projects previously reviewed by the Commission and found consistent with the General Plan. There is also an emergency contingency fund for non-scheduled street repair, and a small amount programmed for traffic calming measures. The carry-over projects are a grant-funded bicycle and pedestrian safety project at the Blackfield Drive intersection with Tiburon Boulevard, and foundation improvements under the Paradise Drive sidewalk in the vicinity of 2020 Paradise Drive. There are no general plan consistency issues associated with the emergency contingency fund or the traffic calming monies.

The proposed allocation for Drainage Improvement Projects has decreased from \$600,000 last year to \$390,000. Proposed drainage projects for 2016-17 are \$130,000 for Town-wide storm drainage line cleaning (flushing), \$250,000 for Town-wide storm drain improvements and repairs, and \$10,000 for special consulting services. The Drainage Projects budget last fiscal year was higher due to a large, high-need drainage repair project on Stewart Drive. There are no general plan consistency issues associated with ongoing preventative drainage system flushing, repair, maintenance, and replacement projects proposed in the CIP budget.

Proposed Community & Miscellaneous Projects funding of \$661,000 has decreased substantially from last year (\$1,399,000), when numerous projects (and their funding) were carried over from the prior fiscal year, but are now completed. The Community & Miscellaneous category for FY 2016-2017 includes a mixture of new, ongoing, and carry-over projects. A brief description of each “new” project is set forth below. Carry-over and ongoing projects were previously reviewed by the Commission and found consistent with the General Plan, and are not discussed below.

Rule 20A and 20B Undergrounding of Utilities

This item allocates \$427,000 for the completion of undergrounding of utility poles along Tiburon Boulevard between Lyford Drive and Ned’s Way. Undergrounding of utilities is strongly encouraged by General Plan policies C-17 and LU-20.

Ferry Terminal Walkway ADA Improvements

This item allocates up to \$125,000 for accessibility improvements to the Allan Thompson Walkway and Zelinsky Bridge portions of the downtown waterfront promenade walkways. The likely advent of a public ferry service (Golden Gate Ferries) taking over private service from Blue & Gold Fleet has triggered a review of disabled accessibility along the downtown waterfront. This item covers upgrades to the Town-maintained facilities in the area; private facilities will be upgraded by the property owners and/or ferry operators. There are no General Plan consistency issues related to these required accessibility improvements.

Police Building

This item is for replacement of the second floor common area carpeting.

Trestle Trail Improvements

This item allocates a total of \$165,000 for the Trestle Trail project atop the former railroad trestle berm in Blackie’s Pasture. The Town Council has committed to a \$40,000 contribution; the

remaining \$125,000 would be from private donations, but as this is likely to be a Town-bid public works project, the budget must reflect the full likely expenditure, including the private funds. The POST Commission and Town Council have previously reviewed and approved this project after finding it consistent with the General Plan. The proposed passive use public amenity improvements would be consistent with Policy PR-6, which limits Blackie's Pasture to passive, informal recreational use, and with Policy PR-9.

Las Lomas Path

The Town recently acquired an easement over this last connecting trail segment over Las Lomas Lane immediately below Centro West Street, as a gift from Bill and Susan Lukens. This budget item would provide funding for "hardening" the surface of this newly-acquired trail segment, which is currently unimproved (dirt) so that year-round use will be made safer and more convenient for its many users. This project is consistent with General Plan Policy PR-9, which calls for enhancing the Town's network of public trails.

New Morning Café Area Frontage Improvements

This item allocates funds to improve the public street frontage in front of the building at 1694 and 1696 Tiburon Boulevard, most of which are likely to be from private sources. The General Plan has long identified this area as a pedestrian congestion point and Policy DT-30 and Program DT-r call for the proposed improvements. A condition of approval in Planning Commission resolution 2015-08 requires the applicant for the building approved to replace the existing New Morning Café/Grass Shack building to contribute financially to these improvements. The Design Review Board approved the final building design earlier this month and it is anticipated that work on the new building will commence during the upcoming fiscal year. The frontage improvements would be coordinated with the building construction.

CONCLUSION

Staff concludes that the draft CIP community and miscellaneous budget items are consistent with the goals, policies, programs and general objectives of the Tiburon General Plan. The director of Public Works will be present to answer any questions regarding the draft CIP budget.

RECOMMENDATION

Staff recommends that the Planning Commission:

1. Review the draft CIP budget.
2. Adopt a motion finding the draft CIP budget for Fiscal Year 2016-2017 consistent with the goals and policies of the Tiburon General Plan.

EXHIBITS

1. Draft CIP budget sheets for Fiscal Year 2016-2017 budget (8 sheets).

Program: **CAPITAL IMPROVEMENT PLAN**

Schedules: **Overview of Project Funding**
Street Improvements
Drainage Improvements
Community Development Improvements

The Town's total proposed Capital Improvement Plan is funded with a blend of general fund and restricted fund resources, grants. The total planned improvements for FY 2016-17 are \$1,762,000, as described below.

Streets Improvements

The Town's regular street maintenance program is funded primarily with State Gas Tax, General Fund Streets & Drainage and Tiburon Street Impact funds. The Gas Tax Fund receives approximately \$200,000 annually and the Street Impact Fund is expected to receive \$325,000 in Fiscal Year 2016/17. A total of \$330,000 is allocated for planned street improvements in Fiscal Year 2016/17.

Drainage Improvements

Current and proposed Drainage Improvements are funded primarily with resources of the General Fund Streets & Drainage Reserve and the Drainage Impact Fund. A total of \$390,000 is allocated for planned drainage improvements and maintenance in Fiscal Year 2016/17.

Community Development Improvements

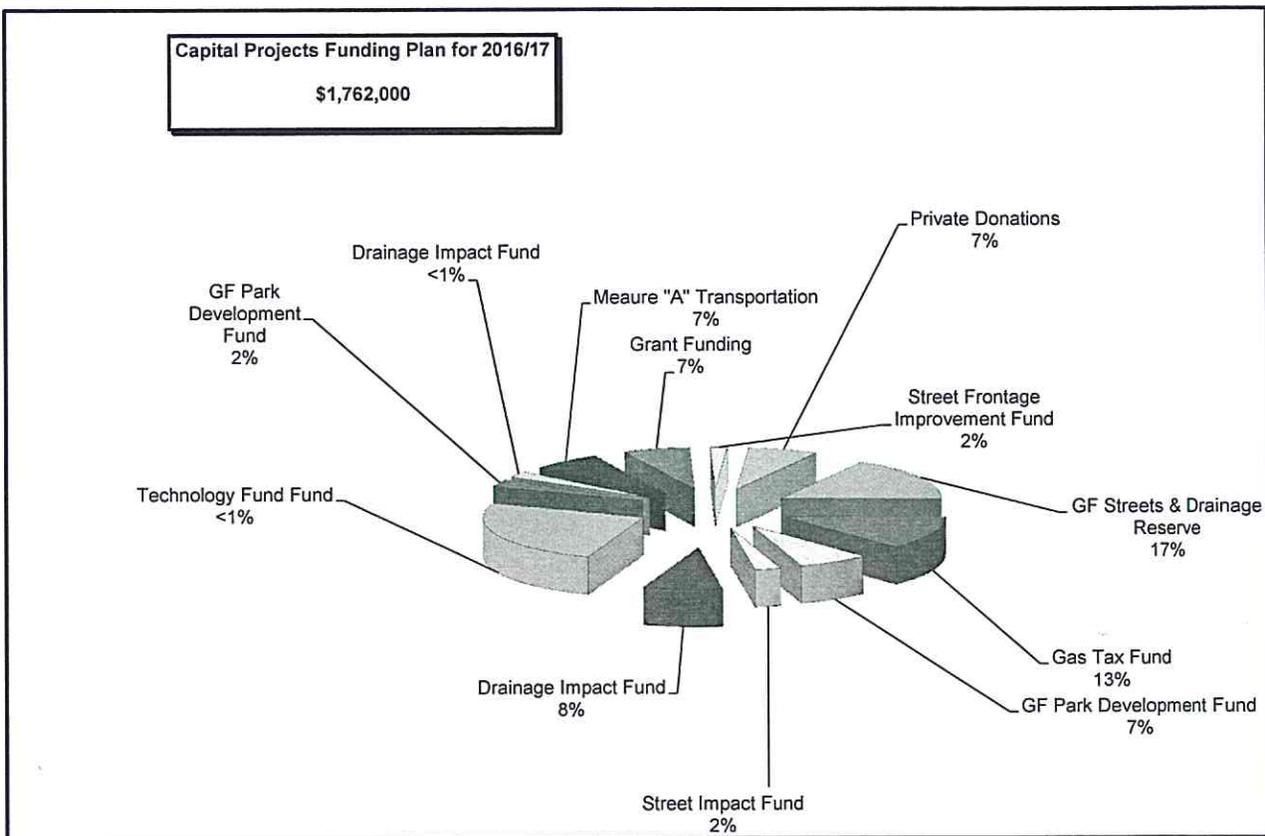
The Town will undertake \$1,042,000 in community projects through the FY 2016-17 Capital Improvement Program. Of this amount \$199,000 is in projects that are carried over from the FY 2015-16 Budget. New projected in FY 2016-17 includes the undergrounding of utility poles along Tiburon Boulevard from Lyford Drive to Ned's Way, ADA walkway improvements ferry terminal walkway, and improvements to the railroad trestle pathway.

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CAPITAL PROJECTS FUNDING - ALL CATEGORIES

Planned Capital Projects Funding

GF Streets & Drainage Reserve	295,000
Gas Tax Fund	227,000
GF Park Development Fund	125,000
Street Impact Fund	45,000
Drainage Impact Fund	140,000
General Fund Infrastructure & Facilities	442,000
Technology Fund	50,000
Measure "A" Open Space	40,000
Measure "A" Transportation	125,000
Grant Funding	118,000
Street Frontage Improvement Fund	30,000
Private Donations	125,000
Total Funding	1,762,000

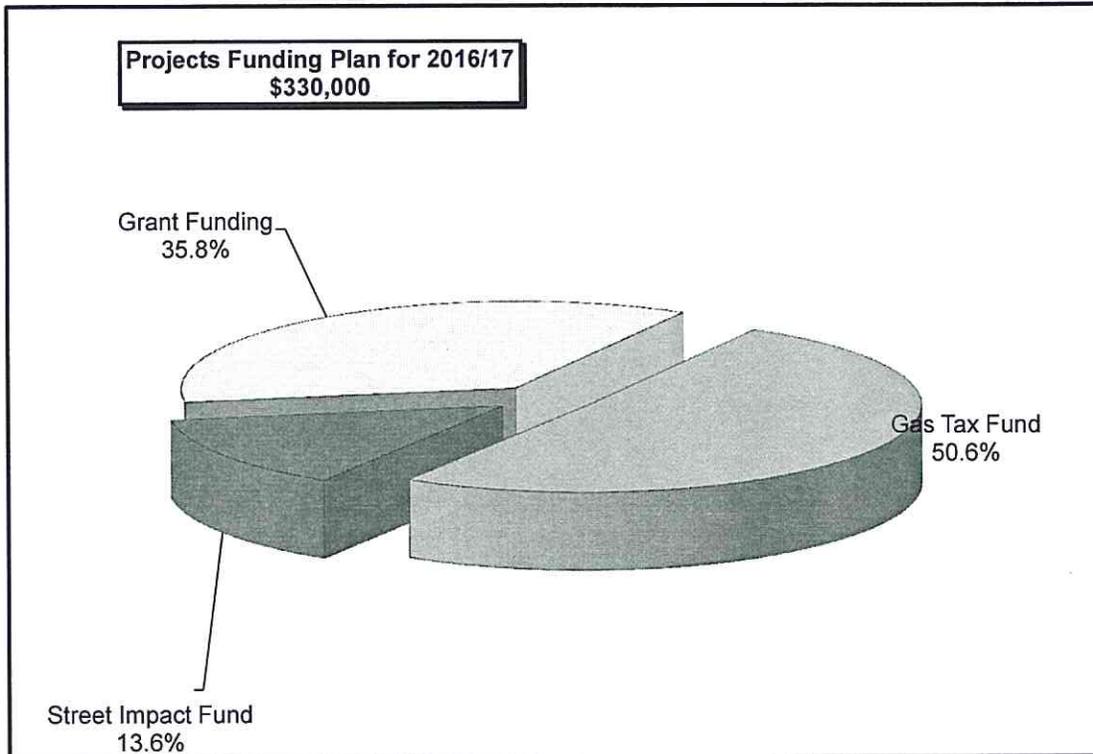


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Overview of Streets Project Funding

Planned Streets Projects Funding

Gas Tax Fund	\$ 167,000
Street Impact Fund	45,000
Grant Funding	<u>118,000</u>
<i>Total Funding:</i>	<i>\$ 330,000</i>



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Street Improvement Projects

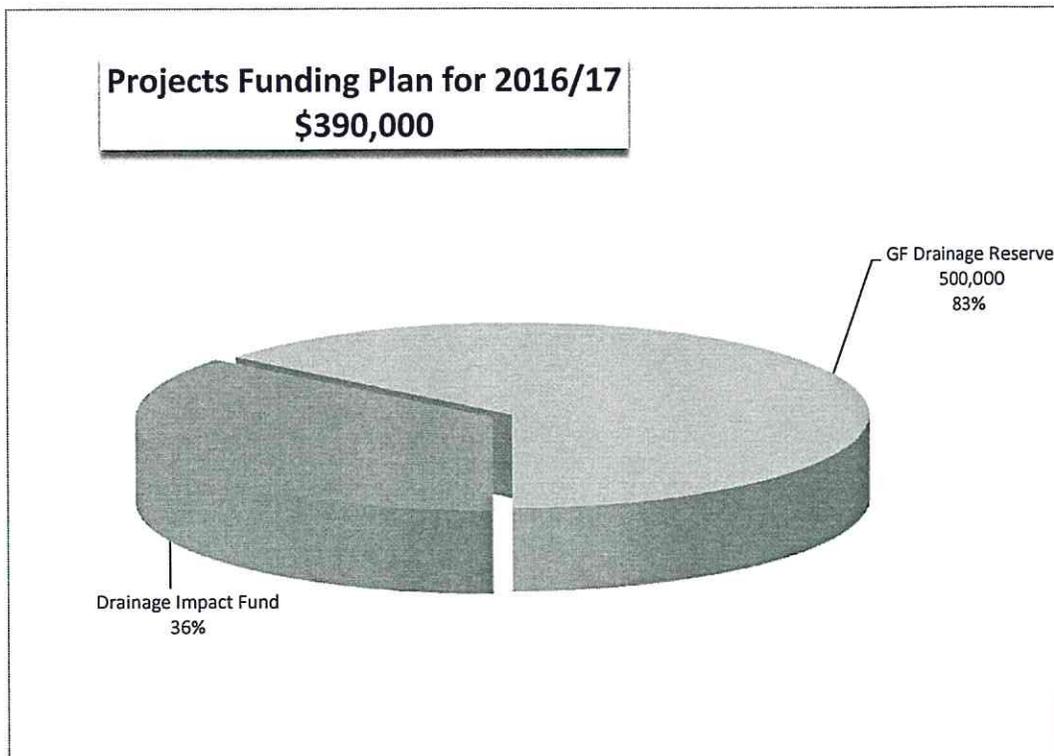
Project	Notes	Status	Proposed Funding Source	AMOUNT
Streets Resurfacing & Improvement				
Contingency Provision	Emergency, Non-Scheduled	Funded Annually	Street Impact Fund	45,000
Blackfield Drive Crossing	Safety Improvements	Carry Over	Safe Routes to School Grant \$118,000, \$7,000 Gas Tax	125,000
2020 Paradise Drive	Foundation Improvements	Carry-Forward	Gas Tax	140,000
Traffic Safety Improvements				
Traffic Calming Improvements	Various Locations	Funded Annually	Gas Tax	20,000
Total Proposed Streets Projects				\$ 330,000

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Overview of Drainage Project Funding

Planned Drainage Project Funding

Drainage Impact Fund	\$	140,000
GF Streets & Drainage		250,000
Total Funding:	\$	390,000



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Drainage Improvement Projects

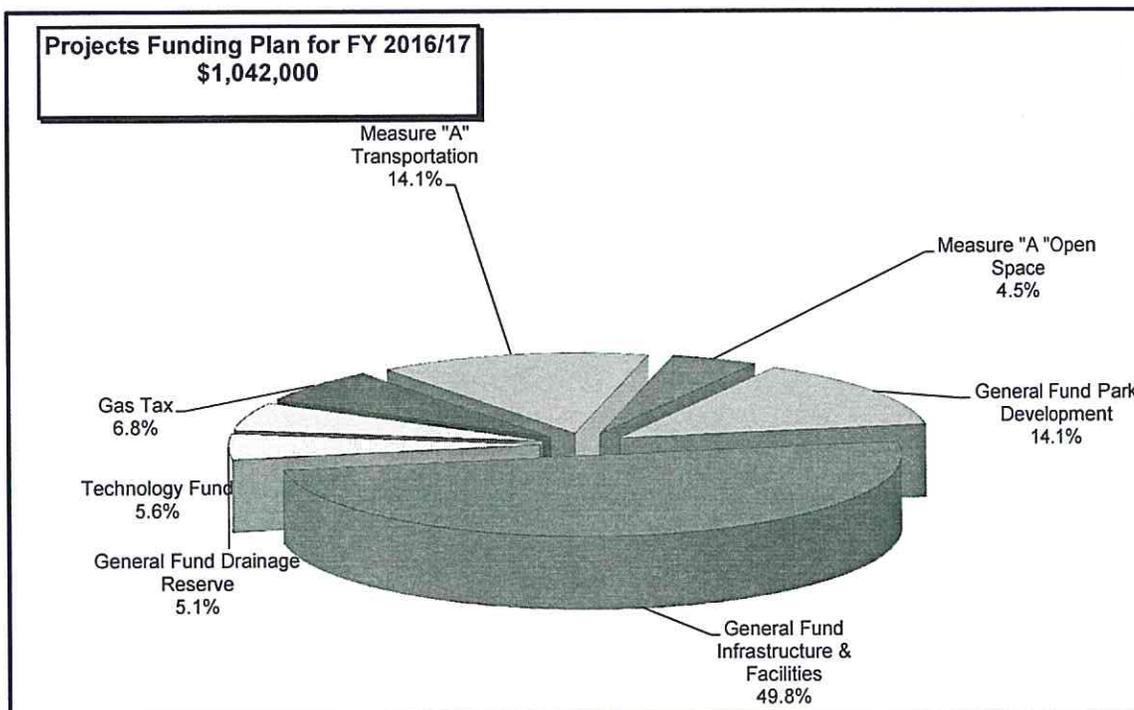
Project Description	Notes	Status	Proposed Funding Source	AMOUNT
Storm Drain Flushing\CCTV	Various Segments from Master Plan	Funded Annually	Drainage Impact Fund	130,000
Special Consulting Services	Culvert - Old Rail Trail @ San Rafael Ave.	New	Drainage Impact Fund	10,000
Storm Drain Improvements/Repairs	Mariner Way and	New	GF Drainage Reserve	250,000
Total Proposed Drainage Projects				\$ 390,000

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Overview of Community Project Funding

Planned Community Development Project Funding

General Fund Park Development	\$	125,000
General Fund Infrastructure & Facilities		442,000
General Fund Drainage Reserve		45,000
Technology Fund		50,000
Gas Tax		60,000
Measure "A" Transportation		125,000
Measure "A" Open Space		40,000
Street Frontage Improvement Fund		30,000
Private Donations		125,000
<i>Total Funding:</i>		\$ 1,042,000



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Community & Miscellaneous Projects

Project	Project Notes	Status	Proposed Funding Source	AMOUNT
Railroad Marsh	Bi-Annual Maintenance	On-going	General Fund Drainage	45,000
Rule 20A and 20B Undergrounding of Utilities	Lyford Drive to Ned's Way	New	General Fund Infrastructure	427,000
Hacienda Drive Trailhead	Trail Improvements and signage	Carry_over	General Fund Parks	125,000

Accessibility

Ferry Terminal Walk Way	ADA Upgrades	New	Measure "A" Transportation	125,000
Curb Ramps and Misc. Sidewalk Improvements	Various Locations	Funded Annually	Gas Tax	20,000

Buildings & Facilities

Police Facility	Replace Upstairs Common Area Carpet	New	General Fund Infrastructure	15,000
Town Council Chambers	Audio and Video Improvements	\$44,000 Carry Over \$6,000 New Funding	Technology Fund	50,000

Park Facilities

Railroad Trestle Trail	Pathway & Related Improvements	New	Gas Tax \$40,000; Private Donations \$125,000	165,000
Tennis Court Resurfacing	Teather Parks Courts	Carry Over	Measure "A" Parks	15,000
Point Tiburon Bayside	Purchase Easement Rights	Carry Over	Measure "A" Parks	15,000
Las Lomas Path	Maintenance to Pathway	New	Measure "A" Parks \$10,000	10,000

Downtown Program

Street Frontage Improvements	New Morning Café Project	New	Street Frontage Impvt. Fund	30,000
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Total Proposed Projects				\$ 1,042,000
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