



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 18-001

Board Meeting Date: 1/9/2018

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**Special Notice / Hearing:** None  
**Vote Required:** 4/5ths

**To:** Honorable Board of Supervisors  
**From:** James C. Porter, Director of Public Works  
**Subject:** **Measure K:** Fair Oaks Library Remodel Project and Appropriation Transfer Request

**RECOMMENDATION:**

**Measure K:** Adopt a resolution authorizing:

- A) An increase to the Fair Oaks Library Remodel project by \$500,000 to a new, not-to-exceed amount of \$1,000,000; and
- B) An Appropriation Transfer Request (ATR), transferring \$500,000 in unanticipated Sales and Use Tax revenue from the **Measure K** Trust Fund to the Capital Projects Fund.

**BACKGROUND:**

In 2013, four San Mateo County Libraries were granted an aggregate \$2,000,000 in **Measure A** funds by your Board for facility improvements. Of those funds, \$500,000 was allocated to the Fair Oaks Community Library to create a joint renovation project, Fair Oaks Library Remodel (PC017), in collaboration with the Human Services Agency (HSA). The Fair Oaks Library is located at 2500 Middlefield Road in unincorporated Redwood City and is housed in a County-owned building primarily occupied by HSA.

The Department of Public Works (Department) secured an architect to work with the Library and HSA to jointly utilize some of the general use community room space in the building. In late 2014, the Project was suspended because it was determined that a joint-use space was not feasible in light of HSA's strict confidentiality regulatory requirements.

In February 2015, the Project was re-introduced following some reduction in scope; to decrease cost and because HSA transferred approximately 570 square feet to the Library to create a more functional and fluid space for Library services and patrons. As a result, the Library's new design now includes a new teen area and reconfigured staff areas.

The North Fair Oaks Library received a total of \$141,000 in outside contributions to support the

Library's renovation project for items not included in the County's Project budget. Contributions to-date include; \$71,000 from the City of Redwood City for new furniture and fixtures in the public area of the Library; \$50,000 from the Redwood City Library Foundation, which include contributions from Kaiser, the Palo Alto Medical Foundation and the Latino Community Council, for the early childhood learning center; \$20,000 from the Redwood City Library Foundation and the Latino Community Council for new technology in the Teen Center, including laptops, smart boards, and a gaming system.

### **DISCUSSION:**

The initial construction drawings were completed in late 2016. The Project cost was estimated through the Job Order Contractor (JOC) Program in early 2017, which exceeded the current budget. The Project's budget was further evaluated for scope and cost reduction options, including consulting with a second estimator. Plans were revised with a reduction in scope of work and, after addressing the permitting comments, the Project was permitted in the fall 2017. The Project, with the updated scope, was evaluated again and estimated at \$528,364, which exceeds the current budget. Additional funding is needed to complete the Project.

The following are some of the elements included in the new Library design:

- Relocating the staff desk and putting shelving on wheels to create a more flexible and much larger space for Library events.
- Adding an early childhood learning center in the form of an interactive wall with a Farmer's Market theme.
- Increasing the number of "plug-in" options for patrons, including more desktop computers, WIFI, hot spots, and dedicated technology in the teen space.

The Department requests additional funding and an appropriation transfer of \$500,000 from the **Measure K** Trust Fund to the Capital Projects Fund to fully fund and complete this Project.

County Counsel has reviewed and approved the resolution as to form.

Approval of this resolution contributes to the Shared Vision 2025 outcome of a Livable Community by ensuring that there are opportunities for cultural and personal enrichment provided at County-owned Libraries for the residents of the community.

### **FISCAL IMPACT:**

Approval of this resolution will increase the Project's budget by \$500,000 to a new, not-to exceed amount of \$1,000,000. Approval of the Appropriation Transfer Request (ATR), transfers \$500,000 in unanticipated Sales and Use Tax revenue from the **Measure K** Trust Fund to the Capital Project Fund. There are sufficient funds available in the **Measure K** Trust Fund for this purpose.