



**General Services Agency
Capital Projects
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: August 20, 2019 - **REVISED**

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

CONTACT PERSON: Maria Benavides PHONE: 205-1124

SUBJECT: Five Year Capital Improvement Plan for Fiscal Years 2019/20 – 2023/24

- REQUEST(S):**
That the Board of Supervisors:
1. Receive a presentation regarding the projects completed in Fiscal Year 2018/19 and the proposed Capital Improvement Plan for Fiscal Years 2019/20 to 2023/24.
 2. Approve the Capital Improvement Plan for Fiscal Years 2019/20 to 2023/24.
 3. Authorize the submittal of a request to drawdown \$3,500,000 from the Tulare County Millennium Fund Program pursuant to Tulare County Public Financing Authority Agreement No. PFA-03.
 4. Authorize the County Administrative Officer to sign the disbursement request letter on behalf of Tulare County.

SUMMARY:
The General Services Agency (GSA) oversees the construction, maintenance, and improvement of County-owned buildings. GSA utilizes funding from various sources to complete these projects every year. The Capital Improvement Plan (CIP) identifies the County's priorities, and is used to allocate project resources to areas of greatest need. The CIP is a strategic planning tool that outlines proposed improvements to County-owned buildings and properties.

The purpose of the CIP is to ensure proper maintenance of County assets and to identify projects necessary to meet the County's growth expectations within the planning period of five years. The CIP is not only a project forecasting document, but also a resource to help inform and guide decisions throughout the budget

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preparation and adoption process. Projects are selected for inclusion in the CIP based upon their demonstrated need using the strategic protocols listed below.

Because it is a planning tool, the inclusion of a given project in the CIP does not guarantee the project has been approved to proceed or has all of the funding necessary to proceed. Projects are included in the CIP because there is an identified need for that project – either to meet the department's goals or to maintain the building structure. As funds become available, projects listed on the CIP will be considered for implementation. In this sense, the CIP provides the Board an opportunity to prioritize projects for future years as funding becomes available.

The Capital Projects division of GSA includes a staff of three Capital Projects Coordinators who manage each of these projects and one Capital Projects Manager who ensures projects are proceeding, as well as support from GSA's fiscal, clerical and analyst teams. Construction management firms are contracted by GSA as needed; particularly for large projects or highly specialized projects – including the County's two jail construction projects, the South County Detention Facility and the Sequoia Field Program Facility. GSA utilizes several architects and engineers to prepare plans and project drawings. County Counsel, Purchasing, the Auditor-Controller, and other internal County departments also provide project support.

In general, GSA utilizes two operating protocols to fulfill the County's capital needs and implement the CIP, which are:

1. Projects must align with and support the Board's Countywide strategic business priorities; and
2. Projects must enhance service delivery, provide for forecasted growth, or improve substandard building conditions.

With these two strategic protocols, it is the mission of GSA to ensure that County-owned assets are sufficiently maintained. The projects included in the Fiscal Year 2019/20 CIP represent the County's commitment to maintaining and improving its existing building assets, expanding infrastructure capacities, and providing solutions for the County's future growth needs.

The dedicated source of funding for Capital Projects is the County's Millennium Fund, which generally provides \$2.5 million for projects annually. As in recent years, due to the high volume of projects being undertaken, GSA is requesting a disbursement of \$3.5 million to support our current volume of capital needs.

GSA also receives Federal, State, and other County funds for projects on an individual project basis. For example, the South County Detention Facility and the Sequoia Field Program Facility are funded through State Financing Programs, AB 900 and SB 1022 and will receive \$100 million from State reimbursements. Approximately 50% of all funds received in Capital Projects is from internal County sources: the County Administrative Office, internal revenue funds, and individual

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County departments.

During Fiscal Year 2018/19, the County spent \$16.8 million through the Capital Projects Fund on direct project expenses. Because the South County Detention Facility project is complete, this amount decreased from the prior year's amount of \$55.5 million, which was the highest expenditure amount on record. Of the expenditures in the Capital Projects Fund, approximately 4% was for administrative and support costs in Fiscal Year 2018/19.

The CIP presents a five year planning forecast for Countywide capital needs, from Fiscal Year 2019/20 to 2023/24. Many of the projects listed on the Five Year CIP are in progress or will begin immediately this Fiscal Year, while others will require design and engineering prior to beginning construction.

For Fiscal Year 2019/20, there are 32 individual projects for a total of \$40.2 million in expenditures as presented in the CIP, this amount does not include administration and support costs. The most significant projects to be completed or advanced this fiscal year as proposed in the CIP are as follows:

- South County Detention Facility \$3,000,000
- Sequoia Field Program Facility \$15,000,000
- Fire Station 1 \$3,779,316
- Emergency Dispatch Construction \$2,264,000
- Dinuba Library Remodel \$2,150,000

The CIP also provides a brief discussion on the need to conduct long-term facility planning through the existing Countywide Space Improvement Ad Hoc Committee. Based upon recent department requests, space analysis, and deteriorating building conditions, GSA has identified future County space needs, some of which could be complicated and expensive. Therefore, GSA recommends conducting planning efforts this fiscal year to identify potential solutions for the County's future needs.

This CIP is being presented for approval by the Board and achieves the County's strategic objectives, including supporting public safety needs. Therefore, staff recommends approval of the projects listed in the CIP and requests Board authorization to proceed.

FISCAL IMPACT/FINANCING:

The total Capital Projects budget for Fiscal Year 2019/20 is approximately \$41.83 million in Budget No. 030-086. The final amounts presented to the Board for approval as part of the Fiscal Year 2019/20 Budget may vary due to additional fund balance amounts, project amounts, and administrative/support costs.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five year Strategic Plan includes the Safety and Security and Organizational Performance Initiatives. The CIP aligns with these initiatives as it will

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provide for improved safety and security of staff and the public and will ensure that County staff have necessary building resources to perform their job functions.

ADMINISTRATIVE SIGN-OFF:



John Hess
General Services Agency Director

cc: County Administrative Office

Attachment(s)
Capital Improvement Plan for Fiscal Year 2019/20 to 2023/24

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF FIVE YEAR CAPITAL)
IMPROVEMENT PLAN FOR FISCAL YEARS) Resolution No. _____
2019/20 – 2023/24)
)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

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