



General Services Agency

COUNTY OF TULARE AGENDA ITEM

BOARD OF SUPERVISORS

LARRY MICARI
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

EDDIE VALERO
District Four

DENNIS TOWNSEND
District Five

AGENDA DATE: July 30, 2024 – Revised

Public Hearing Required	N/A
Scheduled Public Hearing w/Clerk	N/A
Published Notice Required	N/A
Advertised Published Notice	N/A
Meet & Confer Required	N/A
Budget Transfer (Aud 308) attached	N/A
Personnel Resolution attached	N/A
Agreement(s) attached	N/A

CONTACT PERSON: Maria Benavides-Lopez PHONE: 559-205-1124

SUBJECT: Five Year Capital Improvement Plan for Fiscal Years 2024/25 – 2028/29

REQUEST(S):

That the Board of Supervisors:

1. Receive a presentation regarding the projects completed in Fiscal Year 2023/24 and the proposed Capital Improvement Plan for Fiscal Years 2024/25 - 2028/29.
2. Approve the Capital Improvement Plan for Fiscal Years 2024/25 - 2028/29.
3. Authorize the submittal of a request to drawdown \$3,000,000 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 a resource to help inform and guide decisions throughout the budget preparation and adoption process. Projects are selected for inclusion in the CIP based upon demonstrated need using the strategic protocols listed below.

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Because it is a planning tool, the inclusion of a given project in the CIP does not guarantee the project has been approved or has all 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's 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 project, as well as administrative support from GSA's Executive, Fiscal, Clerical, and Analyst teams. Construction management firms are contracted by GSA as needed; particularly for large, specialized projects. GSA utilizes architects and engineers to prepare plans and project drawings. County Counsel, Purchasing, 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 2024/25 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 between \$2.5 and \$3.5 million for projects annually. GSA is requesting a disbursement of \$3 million for FY 2024/25 which will support the current volume of capital needs in combination with other funding sources.

GSA receives Federal, State, and other County funds for projects on an individual project basis. Additionally, many Capital Projects are funded through internal County sources. The CIP includes projects associated with the American Rescue Plan Act (ARPA), for the County to address the continued impact of the COVID-19 pandemic. Funding has been allocated for HVAC upgrades, Park improvements, and connection of the Civic Center Campus to CalWater, all projects that will be managed by Capital Projects.

The CIP presents a five-year planning forecast for Countywide capital needs, from Fiscal Year 2024/25 to 2028/29. 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 2024/25, there are 54 recommended projects with a total budget of

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approximately \$100 million. This amount includes administration and support costs, as well as the Undesignated Major Maintenance and Annual Allocation categories which provide flexibility to make additional unexpected capital improvements.

The CIP provides a brief discussion on the need to conduct an analysis on long-term facility planning through the Space Planning Ad Hoc Committee. While many of the County's primary buildings have seen major improvements from their prior conditions, there are still outstanding building needs. Therefore, GSA recommends conducting planning efforts this fiscal year to identify potential solutions for the County's future needs.

This CIP is presented for approval by the Board and achieves the County's strategic objectives. 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 2024/25 is approximately \$100 million in Fund 030-086 with revenue from a variety of sources including the Millennium Fund, Federal, State, and local County funds. The expenditures and budget outlined in the CIP are projections and will be finalized in the submission of the County Fiscal Year 2024/25 budget.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's Strategic Business Plan includes the Safety and Security and Organizational Performance Initiatives. The CIP aligns with these initiatives as it will provide for improved safety and security of staff and the public and will ensure County staff have the necessary building resources to perform their job functions.

ADMINISTRATIVE SIGN-OFF:

/s/Brooke Sisk

Brooke Sisk
General Services Agency Director

Cc: County Administrative Office

Attachments:

Capital Improvement Plan for Fiscal Year 2024/25 to 2028/29
Power Point Presentation