



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: General Services
Department No.: 063
For Agenda Of: June 6, 2023
Placement: Departmental
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Kirk Lagerquist, Director General Services, 805-560-1011
Director(s)
Contact Info: Patrick Zuroske, Asst. Director General Services, 805-568-3096
SUBJECT: Five Year Capital Improvement Program, FY 2023-24 through FY 2027-28; All Districts

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

It is recommended that the Board of Supervisors:

- a) Receive and file the detailed Five-Year Capital Improvement Program, FY 2023-24 through FY 2027-28;
- b) Review and grant preliminary, non-binding conceptual approval of the projects contained in the CIP;
- c) Refer new CIP Projects to the Planning Commission and request analysis of these projects proposed for planning, initiation, or construction in future fiscal years for conformity with the County Comprehensive Plan per Government Code 65401 and 65402;
- d) Receive and file the Santa Barbara County Capital Improvement Guidebook; and
- e) Determine that the proposed actions do not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines §15378(b)(5) as they consist of organizational or administrative activities of government that will not result in direct or indirect changes in the environment; and that the proposed actions do not constitute "Approval" within the meaning of CEQA Guidelines §15352 as they do not commit the County to a definite course of action in regard to any project.

Summary Text:

Capital Improvement Program (CIP)

The five-year Capital Improvement Program (CIP) (Attachment 1) is a compilation of projects intended to implement various plans, including community plans, facilities plans, County Comprehensive (General) Plan, Net Zero Energy policy, and Accessibility programming. Projects and programs in the CIP quantify current and future capital needs. Accordingly, it includes projects for County buildings and grounds, parks, new and improved roads and bridges, solid waste operations and stormwater system improvements. Since the CIP includes estimates of capital needs, it provides the basis for setting priorities, reviewing schedules, developing funding policy for proposed improvements, monitoring and evaluating the progress of capital projects, and informing the public of projected capital improvements and future funding needs. Most projects included in the CIP are non-recurring, have a long service life, and are generally over \$100,000; these projects are planned to be underway during Fiscal Years 2023-24 through FY 2027-28 based on available funding. Other projects and programs in the CIP are recurring, including such categories as safety, maintenance (both current and deferred), energy reduction/efficiency, renewable energy and storage, accessibility, security, and pavement repair. As we take the next steps to enhance the CIP development process, it is important to include all of the programs that allow staff to bring resources to areas of highest priority.

In alignment with the Renew objectives, General Services (GS), in partnership with the Department of Public Works (DPW) and the Community Services Department - Parks Division (CSD-Parks) continues to re-design and innovate the CIP program to focus on its core tasks - to better align with the yearly budget process, and to provide prioritized project selections to the Board for review and recommendations.

Staff streamlined the document for FY 23-24, including the use of a master FY 23-24 CIP Overview table that provides a summary of the County's programs from all three departments within a single document. This table includes the following categories:

- GS, CSD-Parks, and DPW Deferred Maintenance Programs, consisting of project categories that utilize the 18% Maintenance funds.
- GS yearly, recurring programs, including ADA Accessibility, Countywide Security improvements, Energy Reduction & Efficiency, and Countywide Roof Replacement programs.
- GS CIP projects in development, which consist of some of our multi-year, larger volume projects such as the Public Safety Radio Network (PSRN) program, Probation HQ, SB Main Jail Renovation, and Bridge House Utility Extensions.
- CSD-Parks & GS General Funds projects, noted in priority order for funding consideration by the Board (See Program Table in Section 3.0).
- Public Works, Flood Control, Roads, Resource Recovery, Laguna County Sanitary District program projects noted in priority order.
- CSD-Parks program projects in priority order.
- Countywide Legislative Program projects.
- Countywide EV Charging Station initiative projects with a tentative schedule for roll-out.

Additional upgrades for next fiscal year will be a digital platform that allows all departments to directly enter "facility-related" project nominations into the database, and our partners in DPW and CSD-Parks to also enter and manage their programs in real-time. Beginning in FY 23-24, the CIP document will be primarily digital in form.

The table below presents the five year CIP Recurring Program and Project Plan for General Services, DPW, and CSD – Parks. The FY 2023-24 through FY 2027-28 Recommended Budget and Plans include primarily projects and programs that are recurring and have identified planned projects over the period. Recurring facility improvement projects are prioritized and funding is identified annually to address the highest priority projects. Larger facility and other improvement projects are non-recurring, and cover multiple fiscal years to complete and fund.

CAPITAL IMPROVEMENT PROGRAM							
FY 2023-24 thru FY 2027-28							
(In \$ Millions)							
DEPARTMENT / PROGRAM	FY 2022-23 Carry Forward	FY 2023-24 Recommended	FY 2024-25 Plan	FY 2025-26 Plan	FY 2026-27 Plan	FY 2027-28 Plan	Cumulative Total
GENERAL SERVICES							
Recurring/Yearly Programs (18% Maintenance Funding) ¹	\$0.00	\$5.24	\$5.34	\$5.45	\$5.56	\$5.67	\$27.25
Recurring/Yearly Projects (General Fund)	\$0.00	\$1.80	\$1.80	\$1.80	\$1.80	\$1.80	\$9.00
Facility Improvements ²	\$0.00	\$9.15	Determined Annually	Determined Annually	Determined Annually	Determined Annually	\$9.15
Facility Improvements (Deferred from previous years)	\$13.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.51
Facility Improvements (Deferred from previous years - Other funding)	\$17.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.40
TOTAL GS	\$30.91	\$16.18	\$7.14	\$7.25	\$7.36	\$7.47	\$76.31
DEPARTMENT OF PUBLIC WORKS							
Pavement, Hardscape, and Bridge Rehabilitation	\$25.04	\$17.29	\$15.88	\$15.10	\$15.10	\$15.10	\$103.51
Bridge and Low Water Crossing Replacement	\$44.80	\$23.75	\$25.58	\$22.60	\$2.09	\$0.00	\$118.81
Traffic & Circulation Improvements	\$5.05	\$3.25	\$2.62	\$2.60	\$2.55	\$2.55	\$18.62
Culverts & Drainage Structures	\$0.86	\$1.68	\$1.02	\$0.60	\$0.60	\$0.60	\$5.36
Capital Equipment	\$2.33	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$7.33
Active Transportation Program	\$0.42	\$3.02	\$2.52	\$9.67	\$2.20	\$2.20	\$20.02
Road Improvement Program	\$12.22	\$21.23	\$14.27	\$3.22	\$0.00	\$0.00	\$50.94
Flood Control & Water Resources	\$4.88	\$12.69	\$10.22	\$6.67	\$16.52	\$4.02	\$54.98
LCSD	\$8.22	\$10.20	\$3.11	\$2.37	\$1.36	\$1.36	\$26.61
RRWM	\$3.56	\$4.72	\$8.65	\$6.83	\$2.66	\$1.91	\$28.33
TOTAL DPW	\$107.38	\$98.83	\$84.87	\$70.65	\$44.07	\$28.73	\$434.52
COMMUNITY SERVICES DEPARTMENT - PARKS							
Park Recurring/Yrly Programs (18% Maint Funds)	\$0.00	\$1.34	\$1.37	\$1.39	\$1.42	\$1.45	\$6.97
Park Recurring/Yearly Projects (General Fund)	\$0.00	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$2.50
Park Recurring Equipment/Yearly Projects	\$1.00	\$0.20	\$0.20	\$0.20	\$0.20	\$1.84	\$3.64

Park Facility and Site Improvements	\$13.34	\$23.18	\$5.67	\$8.49	\$6.86	\$76.13	\$133.66
Park Renewable Energy	\$0.00	\$2.24	\$0.00	\$0.00	\$0.00	\$3.10	\$5.34
Park Trails	\$0.00	\$0.00	\$1.00	\$1.45	\$1.59	\$12.29	\$16.33
Community Plan Parks and Open Spaces	\$0.65	\$0.00	\$0.30	\$0.77	\$0.00	\$78.24	\$79.95
Park Facility Improvements (Deferred from previous years)	\$32.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.97
Park Pavement Improvements (Deferred from previous years)	\$27.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27.12
TOTAL CSD - PARKS	\$75.06	\$27.46	\$9.03	\$12.81	\$10.57	\$173.54	\$308.47
GRAND TOTAL	\$213.35	\$142.47	\$101.04	\$90.70	\$62.00	\$209.74	\$819.30

¹Recurring/Yearly Programs funding plan in future years includes a 2% escalation

²Facility Improvements Allocation is determined annually and does not represent specific projects

Final appropriated funds determined in the Budget document implemented on July 1, 2023.

Capital Improvement Plan Guidebook

In September 2022, Santa Barbara County retained the services of Change Agents Training and PorchLight Insights to analyze the current CIP process and determine improvement areas. Through InnovateSBC training, staff learned process improvement methods and tools. The training focused on identifying and eliminating waste by empowering staff to develop innovative strategies to improve CIP processes. The study consisted of an assessment of stakeholder needs and obtaining customer feedback on the capital improvement plan, and an analysis of the current CIP document and data infrastructure. Based on the research, the deliverable is the Santa Barbara County Capital Improvement Plan Guidebook intended to guide efficient capital improvement planning (Attachment 2).

The Guidebook intends to ensure a sustainable and simplified process for creating the CIP, focusing on what is needed, by whom, and when.

The following is a highlight of the recommendations in the Guidebook.

Development

- Simplify information gathering and build a database that contains all information needed for decision-making and reporting of capital projects seeking funding each fiscal year and develop definitions for various pieces of the CIP process.

Content

Omit

- Accomplishments from prior year (highlight in an alternate report) and any projects currently unfunded or deemed infeasible or unlikely (should be in a list titled “Unfunded Projects”).

Retain

- Five-year Capital table that clearly show projects seeking funding in the current budget cycle, tables for projects funded outside the general fund, unfunded projects seeing future funding, program area descriptions that help define programmatic funding, and project descriptions and financial information.

Add

- Summary tables that aggregate project funding in ways that are common to capital plans, charts, graphics, and maps.

Move to online format

- Create an online and interactive version of the CIP for communicating to the community, Board of Supervisors, and departments.
- Create an online dashboard.

New Projects and Programs:

Each year, GS, CSD-Parks, and DPW present multi-year, complex projects to the Board. Many of these projects have been noted in previous CIPs due to their complex scopes and multiple funding sources. New FY 23-24 projects presented for Board consideration are noted in priority order in the GS & CSD-Parks General Fund portion of the CIP Overview table. There are no new CIP programs being considered for the FY 23-24 program.

Key Risk Factors:

FY 2023-24 through FY 2027-28 CIP Plan: There are in excess of 400 Countywide facilities that support a wide range of County operations, spanning from first responders, mental health services, administration functions, to public health, recreation and law enforcement services. Each year County General Services staff, in conjunction with staff from multiple other departments, identify critical repair, rehab, maintenance, and in some cases, replacement for these facilities. This is also the case with Public Works and CSD – Parks. These are core services of the County and are crucial to deliver customer focused services to the community. A well-structured and progressive CIP program that utilizes conditional data, experience, and commitment of a dedicated staff is a cornerstone to maintaining our facilities and infrastructure. The ongoing, yearly investment outlined in the FY 2023-24 through FY 2027-28 CIP provides the vision and guidance for funding current and future projects that keeps our community and staff healthy and safe.

Fiscal and Facilities Impacts:

There are no fiscal or facility impacts resulting from the recommended actions requested at this time.

Special Instructions:

Please return a Minute Order to Patrick Zuroske, General Services

Attachments:

- 1) FY 2023-24 through FY 2027-28 Capital Improvement Program
- 2) Santa Barbara County Capital Improvement Guidebook

Authored by:

Patrick Zuroske, Assistant Director General Services (805-568-3096)