JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: October 28, 2021

TO: Joint Powers Authority Board

FROM: Jennifer Weeks, County Librarian

SUBJECT: Approve the Ten-Year Capital Maintenance Plan

RECOMMENDED ACTIONS
The Finance Committee recommends that the Board approve the Ten-Year Capital Maintenance Plan with an associated $3,341,000 transfer from Fund Balance to fully fund the designated Capital Maintenance Reserve.

BACKGROUND/REASONS FOR RECOMMENDATION
On October 24, 2013, the Board approved the Ten-Year Capital Maintenance Plan ("CMP") from fiscal year 2014-2015 through fiscal year 2023-2024. The CMP includes all capital maintenance related projects in excess of $25,000 that are anticipated over the next ten years. This reserve differs from regular, annual maintenance projects that are included in the annual operating budget (included, but not limited to HVAC maintenance, plumbing, electrical, elevator maintenance, carpet and upholstery cleaning, pest management, window and door repair, fire sprinkler testing and maintenance, roofing inspections and repairs, alarm system monitoring and repairs, etc.). The CMP does not constitute an approval to expend funds; instead, this plan provides the basis for the establishment of a capital maintenance reserve based on estimated needs anticipated throughout the County Library system. Actual approval for expenditure of these reserved funds occurs during the acceptance of the annual budget in June.

Budget and Reserves

Upon adoption of the Fiscal Year 2021-22 operating budget, the amount in the Building Reserve designated for the CMP was $6,112,000. A transfer from Fund Balance in the amount of $3,341,000 will increase this reserve to $9,453,000 to fully fund the projects listed herein, while reducing the undesignated fund balance to $31,476,982.
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| **2027-2028**           |          |           |        |           |          |             |          |          |     |            |
| Replace Carpet          | 235,000  |           |        |           |          |             |          | 41,000   |     |            |
| Paint Interior          |          |           |        |           |          |             |          | 20,000   |     |            |
| Paint Exterior          | 134,000  |           |        |           |          |             |          |          |     |            |
| Reconstruct 2nd Floor HVAC Intake |         | 70,000    |        |           |          |             |          |          |     |            |
| Solar upgrades          | 50,000   |           |        |           | 50,000   |             |          |          |     |            |
| Fleet Replacement       |          |           |        | 50,000    |          |             |          |          |     |            |
| Interior Space          | 200,000  |           |        |           |          |             |          |          |     |            |
| Misc. Emergency Work    |          |           |        |           |          |             |          | 50,000   |     |            |
| **Total**               | 0        | 0         | 184,000| 435,000   | 70,000   | 0           | 50,000   | 61,000   | 0   | 356,000    |

| **2028-2029**           |          |           |        |           |          |             |          |          |     |            |
| Replace Carpet          |          |           |        |           |          |             |          | 107,000  |     |            |
| BMS software upgrade    | 30,000   | 30,000    | 30,000 |           |          |             |          |          |     | 75,000     |
| Replace Server Room HVAC| 35,000   |           |        |           |          |             |          |          |     |            |
| Interior Space          | 200,000  |           |        |           |          |             |          |          |     |            |
| Misc. Emergency Work    |          |           |        |           |          |             |          | 50,000   |     |            |
| **Total**               | 0        | 0         | 30,000 | 69,000    | 230,000  | 0           | 232,000  | 561,000  | 0   | 561,000    |

<p>| <strong>2029-2030</strong>           |          |           |        |           |          |             |          |          |     |            |
| Replace Carpet          |          |           |        |           |          |             |          | 234,000  |     |            |
| Paint Interior          |          |           |        |           |          |             |          | 104,000  |     |            |
| Replace HVAC Unit       | 25,000   |           |        |           |          |             |          |          |     |            |
| Replace Server Room HVAC| 26,000   |           |        |           |          |             |          |          |     |            |
| Replace Fire Alarm System|        |           |        |           |          |             |          | 51,000   |     |            |
| Interior Space          | 200,000  |           |        |           |          |             |          |          |     |            |
| Misc. Emergency Work    |          |           |        |           |          |             |          | 50,000   |     |            |
| <strong>Total</strong>               | 0        | 200,000   | 51,000 | 0         | 104,000   | 285,000    | 0        | 100,000  | 0   | 740,000    |</p>
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