santa clara county library district

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JPA-6
06/27/19

JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

APPROVED ACCEPTED PENDING
DENIED PRESENTED MODIFIED
BY THE SANTA CLARA COUNTY LIBRARY DISTRICT JOINT POWERS AUTHORITY
BY: Cynthia Rios Garcia
SECRETARY
DATE: 6/27/2019

DATE: June 27, 2019

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: **ANNUAL REVIEW OF CAPITAL MAINTENANCE PLAN**

RECOMMENDED ACTION

The Finance Committee recommends JPA Board approval of the Ten-Year Capital Maintenance Plan with an associated $2,433,000 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. The CMP is updated every five years. Until that time, the CMP is reviewed annually.

Budget and Reserves

Upon adoption of the Fiscal Year 2019-2020 operating budget, the amount in the Building Reserve designated for the CMP would be $4,864,000. A transfer from Fund Balance in the amount of $2,433,000 will increase this reserve to $7,297,000 to fully fund the projects listed herein, while reducing the undesignated fund balance to $2,608,241.

	CAMPBELL	CUPERTINO	GILROY	LOS ALTOS	MILPITAS	MORGAN HILL	SARATOGA	WOODLAND	SSC	YEAR TOTAL
2020-2021										
New AV Equipment						50,000	55,000			
Coat Flat roof only							29,000			
Replace Carpet		300,000								
Front Door / Lobby Upgrade		85,000								
Energy Audit Upgrades		50,000								
Misc. Emergency Work									50,000	
Total	0	435,000	0	0	0	50,000	84,000	0	50,000	619,000
2021-2022										
Paint interior			45,000	35,000		85,000				
BMS Software Upgrade		50,000					28,000			
HVAC Upgrades		275,000								
Fleet Replacement									110,000	
Energy Audit Upgrades						50,000				
Misc. Emergency Work									50,000	
Total	0	325,000	45,000	35,000	0	135,000	28,000	0	160,000	728,000
2022-2023										
BMS Software Upgrade				27,000						
Interior Paint				75,000						
Exterior Paint		125,000							42,000	
Public Furniture	125,000						750,000			
Staff Furniture	125,000						60,000			
Energy Audit Upgrades							50,000			
Misc. Emergency Work									50,000	
Total	250,000	125,000	0	102,000	0	0	860,000	0	92,000	1,429,000
2023-2024										
Boiler & Burner Overhaul						28,000				
Interior Repaint			130,000							
Public Furniture			125,000							
Energy Audit Upgrades									50,000	
Misc. Emergency Work									50,000	
Total	0	0	255,000	0	0	28,000	0	0	100,000	383,000
2024-2025										
Replace Carpet		250,000						38,000		
Interior Paint		100,000						18,000		
Boiler Replace				50,000						
Air Handlers Rebuild				25,000						
Fleet Replacement									170,000	
Energy Audit Upgrades	50,000									
Misc. Emergency Work									50,000	
Total	50,000	350,000	0	75,000	0	0	0	56,000	220,000	751,000

	CAMPBELL	CUPERTINO	GILROY	LOS ALTOS	MILPITAS	MORGAN HILL	SARATOGA	WOODLAND	SSC	YEAR TOTAL
2025-2026										
Boiler and Burner Overhaul					18,000					
Relocate boiler					17,000					
Interior Paint							100,000			
Replace Carpet			300,000							
Energy Audit Upgrades				50,000						
Misc. Emergency Work									50,000	
Total	0	0	300,000	50,000	35,000	0	100,000	0	50,000	535,000
2026-2027										
HVAC Replace IT Server Room				14,000						
Replace Carpet					400,000					
Interior Paint									87,000	
Energy Audit Upgrades			50,000							
Misc. Emergency Work									50,000	
Total	0	0	50,000	14,000	400,000	0	0	0	137,000	601,000
2027-2028										
Replace Carpet				150,000		270,000				
Solar upgrades			50,000				50,000		50,000	
Fleet Replacement									261,000	
Energy Audit Upgrades								20,000		
Misc. Emergency Work									50,000	
Total	0	0	50,000	150,000	0	270,000	50,000	20,000	361,000	901,000
2028-2029										
Replace Carpet/Floor									100,000	
Interior Paint					100,000					
BMS software upgrade			30,000	30,000	30,000	30,000			75,000	
Energy Audit Upgrades		50,000								
Misc. Emergency Work									50,000	
Total	0	50,000	30,000	30,000	130,000	30,000	0	0	225,000	495,000
2029-2030										
Replace Carpet/Floor	250,000									
Repaint interior	70,000									
Fleet replacement									435,000	
Energy Audit Upgrades						50,000				
Misc. Emergency Work									50,000	
Total	320,000	0	0	0	0	50,000	0	0	485,000	855,000
GRAND TOTAL TEN YEAR SPEND	$ 620,000	$ 1,285,000	$ 730,000	$ 456,000	$ 565,000	$ 563,000	$ 1,122,000	$ 76,000	$ 1,880,000	$ 7,297,000