


Memorandum

To: Edward Lavalley, City Manager

From: John Veneziano, Director of Public Works and Asset Management 

Date: December 29, 2017

Subject: Asset Management – Development of Five-Year Capital Improvement Program for Maintenance and Upgrades to City Assets

Summary

This report provides a comprehensive analysis of the facilities maintenance needs of the entire City of Venice government. Information is presented in a series of spreadsheets and reports organized so that one can look at the big picture or delve into the smallest details. As with any endeavor of this magnitude, there may be some small pieces missing, as well as uncertainty about the absolute cost and timing of specific projects, and, certainly, there will be changes in direction and priority in the future, but overall this is as accurate a snapshot as can be provided at one time.

I would like thank the members of the Asset Management group and the other Department Heads for their work and cooperation in putting together all this information.

Organization

The following attachments are provided in this report:

1. **Table A** – a summary of the dollar amount by fund for all capital spending appropriated in the current year, including any prior year funding re-appropriated in FY 18, and total capital funding requests by fund for the Five-year planning period.
2. **Table B** – a list for each of the five years FY 19 through FY 23 of the staff proposal for projects to expend One-Cent Sales Tax funds. This list merges information from Tables D2 (fleet) and D7 (general fund).
3. **Table C** – a list of all currently funded FY 18 projects, separated by fund.
4. **Table D** – a list by fund of all the five-year capital requests. Much of the maintenance requests presented for general fund facilities are based on the Facility Condition Assessment Report.

5. **Facility Condition Assessment Report (FCA Report)** – the report dated November 2, 2017 was completed by Alpha Facility Solutions under sub-contract to Dude Solutions. It studied 23 key facilities and made recommendations for a 20-year plan for maintenance of each facility.

Key Points

Several significant projects proposed are:

Fire Station 51 – demolition of the existing building and construction of a new, modern facility on the existing site. The design will consider incorporating needs of the adjacent City Hall site to reduce future City Hall maintenance costs and to accommodate security and space needs. The estimated cost is \$5,000,000. Funds are proposed to be borrowed for a 15-year term with debt service of about \$400,000 per year. Debt service is proposed to be paid out of One-Cent Sales Tax revenues.

Solid Waste/Recycling Facility – a new facility would be constructed on a site close to the landfill to be leased from Sarasota County. The site would provide for storage of all vehicles and containers and provide space for offices, training, locker rooms, diesel fueling and large vehicle maintenance. Funds are proposed to be borrowed with debt service paid by the enterprise fund.

Public Works Maintenance Yard – the remainder of the maintenance facility on Seaboard Avenue would be relocated in 2021 to a re-purposed Police Station on Ridgewood Avenue following the construction of the new Police Station. The existing building would be renovated for administrative offices, storage, locker rooms and workspace. A vehicle maintenance garage for small vehicles would be constructed on the site. A large tank for unleaded fuel would also be provided to allow for fueling most of the non-diesel vehicles in the city fleet. Funds are proposed to be borrowed for a 15-year term with debt service of about \$200,000 per year. Debt service is proposed to be paid out of One-Cent Sales Tax revenues beginning in FY 21.

Hamilton Building – the temporary library will be relocated to the new building in another year or so. Re-purposing of this building, as well as the adjacent building currently used by Venice Area Beautification, Inc., need to be considered by FY 20 to identify maintenance and renovation needs. Current estimates indicate that the Hamilton Building will need at least \$200,000 in maintenance in the five-year period to remain viable.

Beach Renourishment - \$250,000 is proposed to be set aside each year from One-Cent sales Tax funds for future beach renourishment projects.

Stormwater Master Plan – a master plan for stormwater projects is in preparation with a completion date of September 30, 2018.

Parks Master Plan – it is expected that the Parks Master Plan will be completed in the first quarter of 2018 and that specific projects will be identified at that time. Some placeholders have been included in this report. Most are assumed to be funded by Impact Fees and/or grants.

ADA Transition Plan – funds are proposed each year to upgrade facilities to current ADA standards. It is a requirement of federal law to adopt an ADA Transition Plan and to demonstrate that it is routinely funded. Communities who have failed to do so are subject to loss of federal funding.

Street Lighting – city staff is currently in negotiation with FPL to replace deteriorating city-owned and maintained streetlights with FPL owned and maintained lighting. FPL has added additional, more attractive fixtures and poles to its selections, as well as LED bulbs and internet-monitored lights. FPL can offer better, more timely maintenance and replacement as fixtures age. Much of their lighting can be provided without any up-front cost. We are waiting for firm cost figures from FPL, so this report has put in a placeholder, which may be reduced or removed depending on what is eventually selected.

Other Background Information

Additional information provided with this report includes:

- 6. **Table E** – a summary of the information contained in the FCA Report with some corrections for items in FY 17 and FY 18. For reference, this table color codes those maintenance items that are in facilities owned or operated and maintained by the county. This information forms much of the basis for items contained in Table D7.

- 7. **Table F** – a list of other facility and parks maintenance projects for facilities not part of the FCA report but for which needs have been identified by staff plus any upgrades which have been proposed through studies such as the Parks Master Plan process. These projects have been incorporated into Tables D6 and D7.

- 8. **Table G** – a complete list of non-vehicle city assets as generated by the city’s insurance carrier. The assets are divided into three categories by value: (1) greater than \$25,000, (2) between \$5,000 and \$25,000, and (3) less than \$5,000. The greater than \$25,000 group is further subdivided by fund or function, i.e. Airport, Public Safety, Public Works, Parks and Utilities.

Recommendation

It is recommended that the City Council review the information provided, request clarifications and additional information, and provide direction for development of the capital portion of the FY 19 budget.