



# Lubbock County Capital Improvement Program

## Overview

Lubbock County recognizes the importance of developing long-range capital improvement planning to maintain the growth and vitality of the community. The County also recognizes that a properly prepared capital program is essential to the future financial health of an organization and continued delivery of services to citizens and businesses of Lubbock County. The Capital Improvement Program represents the County's commitment to plan and invest in its roads, infrastructure, technology, major repairs and upgrades to county facilities and major equipment as well as replacement of capital equipment.

The Capital Improvement Program is an infrastructure plan that matches the County's highest priority capital needs with a financing schedule. It identifies the major capital needs of the county on a minimum of a five year planning process with six to ten years noted on the horizon. The program offers a structured process that will facilitate the identification, inclusion of funding options and the impact of projects on operating budgets that are necessary for County operations.

The Capital Improvement Program has oversight from the Budget Committee (Committee). Members on the Committee include the County Judge, four Commissioners and the County Auditor with the Facilities Maintenance, Information Technology Services, Public Works, and Purchasing directors as subject matter experts.

The Committee will consider the feasibility of all proposed capital projects submitted by County departments. They will evaluate their necessity, priority, location, and cost while recommending methods of financing for the various projects. Priority will be given to projects of a life-safety nature. Once the CIP is approved by the Commissioners Court, the Committee will meet throughout the year to monitor the progress of the projects and recommend revisions as needed. Capital improvement project requests will include the project description, funding summary breakdown by category, available funding allocation, operating budget impact, and revenue or efficiency factors.

Upon completion and adoption, the Capital Improvement Program will become the guide for the County Auditor, Commissioners Court and County departments with respect to bond sales, lease agreements or annual budget processing. Projects that are less than \$100,000 will be funded in the annual budget process. The Commissioners Court will approve all capital expenditures and projects during the annual budget process. All other subsequent years on a department's capital improvement plan are considered estimates only.

## Budget Committee

The Budget Committee is responsible to annually review the departments' capital improvement plan and will consider the feasibility of providing recommendations to the Commissioners Court.

The Committee is also given the authority to request the assistance of other subject matter experts in the development of the CIP. The Committee will evaluate the necessity, priority, location, and cost. Financing methods are also recommended for the various projects. Once the CIP is approved by Commissioners Court, the progress of the plan is monitored and revisions made as needed. The overall goal of the Budget Committee is to develop a capital improvement program with recommendations that:

- Preserve the past by investing in the continued upgrade of county assets and infrastructure,
- Protect the present with improvements and or additions to facilities, roads, technology and investments,
- Plan for the future of the county.

### **Development and Review**

Proposed projects will be submitted to the County Auditor's Office by the various county departments. A meeting with the Committee will be scheduled for the departments to present their program needs. The County Auditor will prepare an in depth analysis and review of the projects requested. The Committee will conduct an internal project ranking process and will use criteria that will include, but not limited to, public health and safety, federal or state mandates, preservation of the County's existing capital investments, alleviation of overcrowding, demand for services and consistency. All projects will be categorized by priority and the criteria listed:

- Immediate – Projects are in progress or expected to be started within one year
- Short-term – Projects are expected to start within the next 2-3 years
- Long Term – Projects are expected to begin within the next 4-5 years
- Horizon (Future) Projects – Projects are anticipated, but not scheduled within the 5 yr. planning stage.

The Committee will evaluate capital projects based on the urgency of the project, the readiness of the project, whether the project is suitable for separating into phases, financing required, and whether the project is consistent with the overall program.

Over the course of any fiscal year, and as situations change, projects are reviewed, reevaluated, added, revised, or removed from the program accordingly. Request are made by department directors with the County Auditor offering recommendations to the Commissioners Court. Final decisions are made by the Commissioners Court during the fiscal year's budget process.

### **Funding Options**

Funding for the proposed Capital Improvement Program is derived from two major sources, the issuance of long-term debt payable through property taxes or the County's annual general fund appropriations. An additional revenue stream is a hotel motel tax approved by the Lubbock County voters. The Commissioners Court may allocate a portion of the tax rate for Maintenance and Operations (M&O) and dedicate it for the Capital Improvement Program.

At this time, one cent of M&O is allocated to Permanent Improvements and .0005 is allocated for each of the four County precinct parks.

### **Capital Project Evaluation Questions**

#### Urgency of the Project

1. What are the most urgent projects and why?
2. Is the project needed to respond to state or federal mandates?
3. Will the project improve unsatisfactory environmental, health and safety conditions?
4. What will happen if the project is not funded?
5. Does the project accommodate increases in demand for services?

#### Readiness of the Project

1. Has the research and planning of the project been completed?
2. Are plans, permits and other similar requirements ready?
3. Have affected citizens received notice and briefings?
4. Are the departments ready to move forward with the projects?
5. Is the project compatible with the implementation of the other proposed projects?
6. Can this project be separated into different phases?
7. Is the timing of the project affected because funds are not available?
8. Does the project have a net impact on the operating budget?  
If so, which years are impacted?
9. Does the project preserve previous capital investments or restore a capital facility to adequate operating conditions?

#### Planning for the Project

1. Is the project consistent with the CIP?
2. Can projects of similar use or purpose be located at one location?
3. Does the project increase the efficacy of the service delivery?
4. What are the number and types of persons likely to benefit from the project?
5. Will any group be adversely affected by the project?
6. What geographical areas will the project serve?
7. Are there any operation service changes that could affect the development estimates?

#### Financing the Project

1. Will the project be financed through annual operating budget?
2. Will an amount of the M&O tax rate be set aside for the CIP project?
3. If so, how much?
4. Will the project be financed by means of bond proceeds?
5. Will the project be financed by other means such as lease agreements?

While project rating are important in determining recommendations, the County’s overall financial situation is critical to ALL decisions.

**Capital Improvement Program Calendar**

	<b>STEPS</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMELINE</b>
1	Department directors identify the capital asset needs by developing capital asset life.	Department Directors	By May 31 <sup>st</sup> of each fiscal year
2	Departments directors develop a 5 year capital improvement plan with 6-10 year horizon projects includes meeting with subject matter experts for each project as applicable.	Department Directors	By May 31 <sup>st</sup> of each fiscal year
3	<b>Request for Projects listed with the departments priorities. Should include the 5-10 year CIP with list of asset useful life.</b>	Departments Directors and Elected Officials	Packets go out by May 1 <sup>ST</sup> , <b>due to the County Auditor’s Office as indicated on the budget calendar</b>
4	Assemble all eligible submitted projects for review.	Auditor’s Office	June of each fiscal year
5	Departments present projects or equipment to the Commissioners Court. Requests are reviewed, and project/equipment are prioritized.	County Auditor and Commissioners Court	June of each fiscal year
6	Identify and recommend funding strategies for Capital Improvement Program	Department Directors and County Auditor	July of each fiscal year
7	Recommendations are made by County Auditor and Commissioners Court	County Auditor and Commissioners Court	July of each fiscal year
8	Allow departments to appeal before final recommendation.	Department Directors	By July 31 <sup>st</sup> of each fiscal year
9	Approve recommendations for funding of Capital Improvement Plan	Commissioners Court	1 <sup>st</sup> full week of August for each fiscal year

**LUBBOCK COUNTY CAPITAL IMPROVEMENT PROGRAM**

FY2023 - FY 2028							
ROAD & BRIDGE PROJECT NAME:	FY'23	FY'24	FY'25	FY'26	FY'27	FY'28	COMMENTS
Road Main't. - CR7700, CR2700, CR7500, CR5500, CR6500	\$2,000,000	\$2,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	Budget Appropriation
	\$4,000,000	\$3,000,000				-	ARPA Funds
<b>BETTER SAFER ROADS PROGRAM</b>							
Woodrow Road	\$6,500,000	16,143,363	-	-	-	-	Voter Approved Bonds
Woodrow Road	-	16,506,029	-	-	-	-	Voter Approved Bonds
CR2300 (Ave P)	-	-	-	-	-	-	Voter Approved Bonds
CR6900 (50th St.)	-	14,903,050	-	-	-	-	Voter Approved Bonds
CR1500 (Alcove Ave)	\$3,600,000	-	-	-	-	-	Voter Approved Bonds
Tier II Roads - Indiana Ave.	-	-	-	-	-	-	Voter Approved Bonds
Misc. Road Conversions-Pct 1	\$91,000	-	-	-	-	-	Voter Approved Bonds
CR3600 (Horseshoe Bend)	750,000.00	-	-	-	-	-	Voter Approved Bonds
CR 2500 (MLK BLVD)	\$5,100,000	-	-	-	-	-	Voter Approved Bonds
CR 7300	\$1,980,000	-	-	-	-	-	Voter Approved Bonds
Misc. Road Conversions-Pct 2	\$273,000	-	\$681,000	-	-	-	Voter Approved Bonds
CR 2900 (MBCI Road)	-	-	-	-	-	-	Voter Approved Bonds
CR 3300 (Walnut St)	-	-	-	-	-	-	Voter Approved Bonds
CR 6400	-	200,000	-	-	-	-	Voter Approved Bonds
Misc. Road Conversions-Pct 3	830,000	-	\$830,000	830,000	-	-	Voter Approved Bonds
FM1294		-	-	-	-	-	Voter Approved Bonds
CR 1700	\$3,456,250	1,000,000	3,456,250	3,456,250	-	-	Voter Approved Bonds
Misc. Road Conversions-Pct 4	\$318,000	-	\$227,000	-	-	-	Voter Approved Bonds
TxDot Project Match	\$3,500,000		\$2,700,000	220,000			Voter Approved Bonds
Program Administration/ Design	\$2,000,000	11,900,000	\$1,000,000	-	3,550,000	3,550,000	Voter Approved Bonds
Total Better Safer Roads	\$28,398,250	\$60,652,442	\$8,894,250	\$4,506,250	\$3,550,000	\$3,550,000	Voter Approved Bonds
<b>Total Road &amp; Bridge Costs</b>	<b>\$34,398,250</b>	<b>\$65,652,442</b>	<b>\$11,894,250</b>	<b>\$7,506,250</b>	<b>\$6,550,000</b>	<b>\$6,550,000</b>	

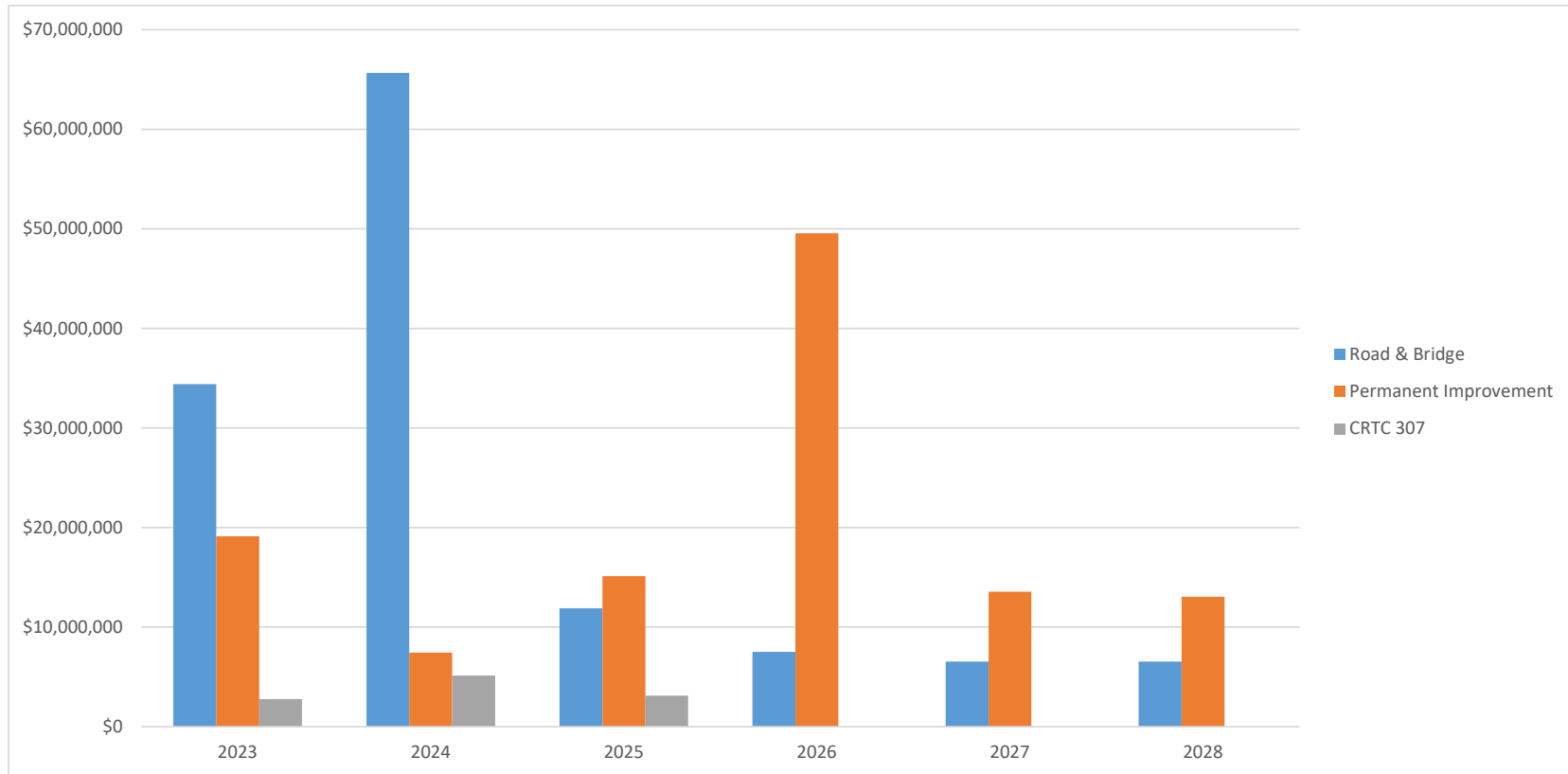
**LUBBOCK COUNTY CAPITAL IMPROVEMENT PROGRAM**

<b>FY2023 - FY 2028</b>							
<b>PERMENANT IMPROVEMENT 041 PROJECT NAME:</b>	<b>FY'23</b>	<b>FY'24</b>	<b>FY'25</b>	<b>FY'26</b>	<b>FY'27</b>	<b>FY'28</b>	<b>COMMENTS</b>
<b>Courthouse Renovation</b>							Budget Appropriation
AHU replacement		\$500,000					
LCCH - Carpet - general	\$100,000	\$60,000	\$100,000	\$100,000	\$100,000		Budget Appropriation
Elevator - replacements/upgrade		\$530,000					
Handicap ramp at West entry		\$300,000					
Reseal windows, doors, limestone & repoint top 44' of bldg	\$210,000	\$250,000	\$210,000	\$210,000			Budget Appropriation
Fire Alarm Certification	\$32,000	\$32,000					Budget Appropriation
<b>Main Renovations</b>							Budget Appropriation
916 Main 2nd floor		\$0					Budget Appropriation
Replace/seal stone - 12th floor		\$110,000					
Elevator - replacements/upgrade		\$475,000					
Renovations 3rd Fl	\$2,340,000	\$1,600,000					Budget Appropriation
Renovations 1st Floor-2 phases	-	\$0	\$2,250,000				Budget Appropriation
Renovation basement				\$4,000,000			Budget Appropriation
Reseal parking lot over basement	\$35,000	\$70,000					Budget Appropriation
<b>LCJJC Renovations</b>							Budget Appropriation
Parking lot		\$40,000					Budget Appropriation
Emergency generator replacement	\$0	\$140,000					Budget Appropriation
Roof Replacement	\$650,000	\$90,000					Budget Appropriation
10 Classroom Addition	\$2,810,000	\$200,000					Budget Appropriation
<b>Parking Garage - Replacement</b>	-	-	\$3,600,000	\$36,000,000			Budget Appropriation
<b>LCDC Pod Refurbishing</b>	\$200,000	\$-	\$212,180	\$2,185,545	\$225,102		Budget Appropriation
LCDC - Carpet & VCT Replace @Pods	\$ 200,000	\$ -	\$ 200,000	\$ 200,000	\$ 200,000		Budget Appropriation
LCDC - Enclose Main Entrance Canopy	\$ -	\$ 75,000	\$ -				Budget Appropriation
LCDC - HVAC & Redundancy for IT Server room	\$ 700,000	\$ -		-			Budget Appropriation
LCDC - Upgrade Fire Alarm & Sprinkler	\$ 100,000	\$ 160,000					Budget Appropriation
Sewer ginder/station		\$ 600,000					Budget Appropriation
Pave Dirt Lot - Ave F & Main St.				\$ 175,000			Budget Appropriation

**LUBBOCK COUNTY CAPITAL IMPROVEMENT PROGRAM**

FY2023 - FY 2028							
<b>PERMENANT IMPROVEMENT 041 PROJECT NAME:</b>	<b>FY'23</b>	<b>FY'24</b>	<b>FY'25</b>	<b>FY'26</b>	<b>FY'27</b>	<b>FY'28</b>	<b>COMMENTS</b>
<b>Demolish APO Building &amp; paving</b>					\$ 200,000	\$ 200,000	Budget Appropriation
New APO Building/ FY24 Chiller	\$ -	\$ 150,000			\$ 6,125,000	\$ 6,125,000	Budget Appropriation
Fire Protection Install		\$ 24,000					
Repave parking lots		\$ 160,000					
SO Fleet Maint. & Auto Task Force Facility	\$ -	\$ -	\$ 1,875,000				Budget Appropriation
Emergency generator at Central Plant	\$ -	\$ 200,000					Budget Appropriation
Exterior doors and windows 915 building	\$ 100,000						Budget Appropriation
New Medical Examiner's Building	\$ 10,000,000		\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	ARPA-FY23 Bonds
<b>Energy &amp; Conservation Grant</b>							
Phase I Yrly Pmt FY24 Y. 4 of 15	\$ 854,720	\$ 867,669	\$ 881,004	\$ 894,740	\$ 908,892	\$ 923,464	Lease Agreement
Phase II Yrly Pmt FY24 Yr. 3 of 15	\$ 800,740	\$ 800,540	\$ 801,140	\$ 801,364	\$ 801,584	\$ 801,812	Lease Agreement
<b>TOTAL 041 ESTIMATED COSTS</b>	<b>\$ 19,132,460</b>	<b>\$ 7,434,209</b>	<b>\$ 15,129,324</b>	<b>\$ 49,566,649</b>	<b>\$ 13,560,578</b>	<b>\$ 13,050,276</b>	
<b>PROJECT NAME:</b>	<b>FY'23</b>	<b>FY'24</b>	<b>FY'25</b>	<b>FY'26</b>	<b>FY'27</b>	<b>FY'28</b>	<b>COMMENTS</b>
CRTC RENOVATIONS 307 Phase IV & V	2,771,000	\$4,200,000	3,125,000.00	\$ -			Budget Appropriation
CRTC emergency generator		\$33,000					Budget Appropriation
CRTC Reroof		\$900,000					Budget Appropriation
<b>TOTAL 307 ESTIMATED COSTS</b>	<b>\$ 2,771,000</b>	<b>\$ 5,133,000</b>	<b>\$ 3,125,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEARS 2023-2028- proposed**



The additional projects listed below are anticipated, but not scheduled within the 5 yr. planning stage at this time.

***Permanent Improvement***

- \*Lubbock County Detention Center (additional PODS)

***Information & Technology Services***

- \*Build reliable enterprise service delivery environment to improve user experience and usability.
- \*Upgrade Surveillance and access control infrastructure.