



Board Agenda Item 40

DATE: April 22, 2025

TO: Board of Supervisors

SUBMITTED BY: Steven E. White, Director
Department of Public Works and Planning

SUBJECT: Agreement with the Sierra Unified School District
(CDBG 24011)

RECOMMENDED ACTION(S):

- 1. Approve and authorize the Chairman to execute Agreement with the Sierra Unified School District for the Sierra Oaks Senior Center Renovation, Community Development Block Grant Project No. 24011, which consists of the replacement of ceiling and floor tiles, replacement of ceiling lighting, replacement of vinyl flooring in kitchen and restrooms, and replacement of existing fixtures in kitchen and restroom in the Sierra Oaks Senior Center, effective upon execution through December 24, 2026, total Community Development Block Grant funding amount not to exceed \$248,000; and**
- 2. Approve and authorize the Director of Public Works and Planning to evaluate and grant timeline extensions and scope modifications for completion of the Project, as requested by the Sierra Unified School District, in compliance with the Federal Community Development Block Grant regulations, and so long as the modifications do not change the fundamental nature of the project.**

There is no Net County Cost associated with the recommended actions. Approval of the recommended action will provide Community Development Block Grant (CDBG) funding for the Sierra Oaks Senior Center Renovation Project (Project), included in the County's 2024-25 Annual Action Plan approved by your Board on June 18, 2024. The Project cost is estimated at \$248,000. If additional funding is necessary to complete the Project by December 24, 2026, the Sierra Unified School District (District) will provide a local financial contribution to complete the project. This item pertains to a location in District 5.

ALTERNATIVE ACTION(S):

Your Board may elect to not approve recommended action 1, and direct staff to identify another project from the 2024-25 Back-Up list for consideration. However, not approving the recommended action may impact the County's ability to meet its CDBG expenditure timelines set by the U.S. Department of Housing and Urban Development (HUD). Your Board may also elect not to approve recommended action 2, requiring any modifications to the timeline or scope would need to come to your Board for approval, resulting in delays to the project. In such an event, the recommended agreement would need to be modified to delete those provisions.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended actions. The total estimated Project cost is

\$248,000 from the County's unincorporated area allocation is included the Department of Public Works and Planning - CDBG Org 7205 FY 2024-25 Adopted Budget. The County provides the funds on a reimbursement basis. The District shall provide any and all local financial contribution in excess of the CDBG funds that may be necessary to complete the Project.

DISCUSSION:

On June 18, 2024, the Board approved the 2024-25 Unincorporated Area Projects list as part of the 2024-25 Annual Action Plan. The Project was included on the Back-Up list for Unincorporated Area Public Facility and Infrastructure Improvement Projects, with a requested funding amount of \$177,800 in CDBG funds, and would be funded should funding become available. Due to year-end cost savings from other CDBG activities, there are now sufficient funds available for this Project.

The Project consists of renovations to the senior center, including the kitchen and restroom facilities. The renovations would include replacement of ceiling and floor tiles, ceiling lighting, vinyl flooring in kitchen and restrooms, and existing fixtures in kitchen and restroom. The Project will be located at the Sierra Oaks Senior Center at 33276 Lodge Road, Tollhouse.

The Project application was submitted by the Sierra Oaks Senior Citizens Association (SOSCA), which operates the Sierra Oaks Senior Center in a building leased from the District. The Project application requested \$177,800 to complete the Project. During preparation of the recommended agreement the District expressed concerns that the amount requested by SOSCA was insufficient to allow for completion of the Project, and requested an increase of \$70,200 in CDBG funds allocated to the Project, to a total of \$248,000 in CDBG funding. This request was submitted to the Housing and Community Development Citizens Advisory Committee, which recommended approval of the increase in CDBG funding on February 19, 2025.

In addition to providing local funds in excess of the CDBG funds should it be necessary for the Project, the recommended agreement requires the District to prepare design plans and specifications that conform to Federal and State regulations governing Federally-assisted projects. The District will also be responsible for advertising and awarding of the Project to the lowest responsible bidder, and completion of the necessary construction engineering. The County agrees to review and approve the plans and specifications for compliance with Federal and State regulations prior to the District advertising the Project for bid. The District agrees to maintain the Project after project completion.

Environmental Review No. CD24011 was completed for the Sierra Oaks Senior Center Renovation Project under the provisions of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). Based on the environmental review, the project is categorically exempt from the provisions of the CEQA Guidelines under Section 15301, Class 1 - Existing Facilities. Under Section 15301, a Class 1(a) exemption consists of interior or exterior alterations to existing private or public structures involving negligible or no expansion of the existing use. It has also been determined that the project is exempt per Section 58.34 (a)(12) of the NEPA Guidelines because the project meets the requirements for a categorical exclusion under Section 58.35 (a)(3)(iii)(A) & (B).

The Project is expected to be completed by December 24, 2026. In the event the District requires additional time to complete the Project for a reason beyond the control of either party to the agreement, your Board's approval of the recommended agreement and action item two authorizes the Director of the Department to grant such an extension. If the District requests to modify the scope of the Project, your Board's approval of the agreement and recommended actions authorizes the Director of the Department to grant such a modification, so long as the modification complies with the Federal CDBG regulations and does not change the fundamental nature of the Project.

OTHER REVIEWING AGENCIES:

The Sierra Unified School District has reviewed and approved the recommended agreement. On February 19, 2025, the Housing and Community Development Citizens Advisory Committee reviewed and recommended approval of the District's request for a \$70,200 increase in CDBG funding.

REFERENCE MATERIAL:

BAI #8, June 18, 2024

ATTACHMENTS INCLUDED AND/OR ON FILE:

Location Map
On file with Clerk - Agreement with Sierra Unified School District

CAO ANALYST:

Dylan McCully